

**A 21-POINT “CHURCH LAW” TUNE-UP
AN INTERNAL LEGAL AUDIT**

Governance	
• Is your organization incorporated?	<input type="checkbox"/> Yes <input type="checkbox"/> No
• Do you know where your Bylaws are and what they say about an annual meeting (notice, quorum, voting, etc.)?	<input type="checkbox"/> Yes <input type="checkbox"/> No
• Do you have at least one of the following policies in writing: risk management, conflict of interest, whistleblower protection?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Youth Ministry	
• Do you do a formal background check on all staff AND volunteers?	<input type="checkbox"/> Yes <input type="checkbox"/> No
• Do you have a written Safe Church policy?	<input type="checkbox"/> Yes <input type="checkbox"/> No
• Did you respond to the last major “church problem” within 24 hours?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Adult Counseling	
• Do you limit your ministers to “ministerial counseling” only?	<input type="checkbox"/> Yes <input type="checkbox"/> No
• Do you have written procedures to reduce the risk of inappropriate conduct during counseling sessions?	<input type="checkbox"/> Yes <input type="checkbox"/> No
• Do your counselors keep the elders “in the loop”?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Technology Use	
• Do you have a Technology Use policy that makes clear all equipment is owned by the church, for church-use only and users should have NO privacy expectation?	<input type="checkbox"/> Yes <input type="checkbox"/> No
• Do you monitor Internet use, emails and computer hard drives of all church employees?	<input type="checkbox"/> Yes <input type="checkbox"/> No
• Do you monitor cell phone usage and phone records?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Employment Law	
• Do you prepare a formal offer letter for ministers clearly setting out terms of employment (pay, benefits, severance, mandatory Christian mediation and/or arbitration of disputes, etc.)?	<input type="checkbox"/> Yes <input type="checkbox"/> No
• Do you have a written job description for your ministers and other staff positions approved by a professional?	<input type="checkbox"/> Yes <input type="checkbox"/> No
• Do you pay hourly staff for working thru lunch unless they have at least a 30 minute uninterrupted break?	<input type="checkbox"/> Yes <input type="checkbox"/> No

Termination Procedures	
<ul style="list-style-type: none"> • Did you base your last termination decision on the sole reason you know to be true and avoid labels, adjectives and adverbs in stating that reason? 	<input type="checkbox"/> Yes <input type="checkbox"/> No
<ul style="list-style-type: none"> • Did you meet privately with the person being terminated to tell them the reason in person and avoid putting the reason for termination in writing? 	<input type="checkbox"/> Yes <input type="checkbox"/> No
<ul style="list-style-type: none"> • Did you make a brief general public statement to the congregation and provide additional details only on a need to know basis, upon request and privately? 	<input type="checkbox"/> Yes <input type="checkbox"/> No
Copyright Law	
<ul style="list-style-type: none"> • Do you have a blanket CCLI license to put the words of songs on a PowerPoint or that allows you to engage in other “reproduction copying”? 	<input type="checkbox"/> Yes <input type="checkbox"/> No
<ul style="list-style-type: none"> • Did you seek legal advice before publishing sermons that contain copyrighted material or worship services on the Internet? 	<input type="checkbox"/> Yes <input type="checkbox"/> No
<ul style="list-style-type: none"> • Do you have a written agreement with your minister regarding ownership of creative works? 	<input type="checkbox"/> Yes <input type="checkbox"/> No

TOTAL SCORE _____

HOW TO SCORE YOURSELF:

- 0 – 6 Points** **Jonah-style Eldership (stop running away from your responsibilities)**
- 7 – 13 Points** **Moses-style Eldership (still making too many excuses for not doing your job)**
- 14 or more points** **Chief Shepherd’s kind of Eldership (just keep fine-tuning what you’re doing)**

For more information contact:

Matt Vega, J.D.
Freed-Hardeman University
158 E. Main St.
Henderson, TN 38340
(334) 730-8003
mvega@fhu.edu