

Staff Handbook



Christian Motorsports International, Inc.

dba, Racers For Christ®, Team RFC®, Restorers For Christ®, Rodders For Christ®, Pullers For Christ, RFC kids, RFC Garage, Rockcrawlers For Christ

Full Edition

- A – The Basics*
- B.1 – Policies for All Staff*
- B.2 – Policies for Chaplains*
- C – Other Important Information*
- D – Leadership*
- E – Home Office Employees*

REVISED – March 3, 2022

This Manual belongs to Christian Motorsports International, Inc.

Please be aware of the **CMI Bylaws** and **CMI Financial Management Policy and Procedure Handbook**. Although it is our aim to keep the information in this document up to date and current with the information in the previously mentioned documents, the CMI Bylaws and CMI Financial Management Policy and Procedure Handbook take precedence over any policy contained in the following handbook.

The recipient is responsible for knowing this Handbook's contents and updates, for safeguarding it, and for returning it to the Chief Executive Officer upon termination

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Welcome

The management, staff, and board welcome you to the ministry team at Christian Motorsports International, Inc. (throughout the document “Team RFC®” will be used as the name basis for all Christian Motorsports International, Inc. entities).

It is a privilege for the entire staff—paid and volunteer—to work together as a team for the LORD.

The Staff Handbook is for staff at all levels of employment and volunteerism with Team RFC®, and it enjoys the unqualified approval of the board. Section A (The Basics) and Section B.1 (Policies) are intended for all levels of staff. Section B.2 are policies written specifically for anyone serving as a chaplain (both volunteer and paid). Section C consists of various practices, procedures and general information. Section D is written specifically and available only for those serving in a leadership capacity with Team RFC®. And Section E is for those who work in or directly for the Team RFC® home office.

Team RFC®, wanting to model and reflect the teachings of Christ at all times, is committed to the highest standards of ethical, moral, and legal conduct. If you have any questions regarding your responsibilities, or need clarification on any material in this Handbook, please contact your immediate supervisor.

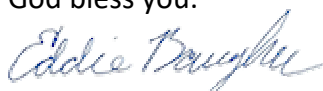
You should read, understand, and comply with all provisions of the Handbook that are applicable to you and your role in the ministry. It describes many of your responsibilities as a team member. Violation of these policies is grounds for disciplinary action, up to and including termination of employment or volunteer service.

Please thoroughly familiarize yourself with the contents of this Handbook and help ensure that all of the Team RFC® policies and procedures are administered as consistently and fairly as possible. Please note, however, that this Handbook and the policies and procedures it contains may be revised by Team RFC® at any time, with or without notice, as the leadership may determine is in the best interests of Team RFC®. Nothing in this Handbook is intended to create contractual obligations on the part of Team RFC® to any person or entity, nor should it be relied upon for that purpose. If you have questions, please contact your Region Director or immediate supervisor.

In our work together as a team, our goal is to have a heart for people while we fulfill Jesus’ command:

“...go and make disciples of all the nations, baptizing them in the name of the Father and of the Son and of the Holy Spirit, and teaching them to obey everything I have commanded you. And surely I am with you always, to the very end of the age” (Matthew 28:19–20 NIV).

God bless you.



Eddie Baugher

Executive Director

SECTION A - The Basics

A.01 VISION, MISSION, MOTTO, & PURPOSE

VISION STATEMENT

The vision of Team RFC® is to see the world of motorsports impacted for Jesus Christ by individuals entering into a personal relationship with Him and growing in those relationships.

MISSION STATEMENT

The mission of Team RFC® is to serve people in the world of motorsports in the name of Jesus Christ by providing fellowship, pastoral care, evangelism, and service.

MOTTO

“Bringing Inspiration to the World of Motorsports”

PURPOSE STATEMENT

The purpose of Team RFC® is to recruit, train, equip and send chaplains to serve the spiritual, emotional, and practical needs of people within the world of motorsports.

Realizing that life, racing, and rodding involve more than just a mechanized existence, we strive to bring a balance of perspective in providing inspiration and encouragement to people as a whole.

The means by which we strive to fulfill our calling is to communicate the power and message of the Gospel of Jesus Christ to individuals participating in the world of motorsports by using motor racing as the platform from which we express our message of love and hope.

The key to our successful involvement with motorsports is in clearly defining the focus and magnitude of that purpose. Our purpose and major reasons for being are as follows:

FELLOWSHIP

We want to serve as an encouragement to Christian fellowship among those within the world of motorsports. We intend to become instrumental in bringing believers together and building a far greater sense of oneness and Christian unity.

PASTORAL CARE

We serve in a pastoral role to Christians who are actively participating in motorsports and racing. Many active racing teams are away from their home church much of the year, and through the implementation of track-side chapel services and other creative means, we serve to meet this vital need normally met

through a local church. This includes but is not limited to pastoral guidance, performing weddings, performing funerals and memorial services, and offering the sacraments of baptism and communion.

EVANGELISM

Whenever possible and practical, we shall serve as a missionary outreach, striving to find effective expressions of God's love which will be relevant to the cultural climate of the sport of motor racing. Motorsports is the ideal platform from which we are able to share the love of Jesus Christ and our genuine concern for others.

SERVICE

We also wish to help to meet practical needs by expressing the true servanthood of Jesus Christ and the unselfish attitude of the Christian faith to the world of motorsports.

Team RFC® is a spiritual ministry concerned with the soul of man, and as such we endeavor to bring help and healing to the total man. Our message for mankind is that through faith and trust in Christ one can be forgiven and cleansed from the power of sin through the sacrificial death of Jesus Christ on the cross. We strongly believe and affirm that only a relationship with Jesus Christ and the application of the Word of God truly changes lives.

The ministry of Team RFC® is committed to and developed around this vital principle. The knowledge that we have been forgiven and that we no longer need to be controlled by sin, becomes the motivation to change our values and lifestyle. Christ within gives us the power to overcome the loneliness and nothingness that once filled our life. When we invite Him into our life, His fullness replaces the emptiness that once existed, and life becomes truly rich and full.

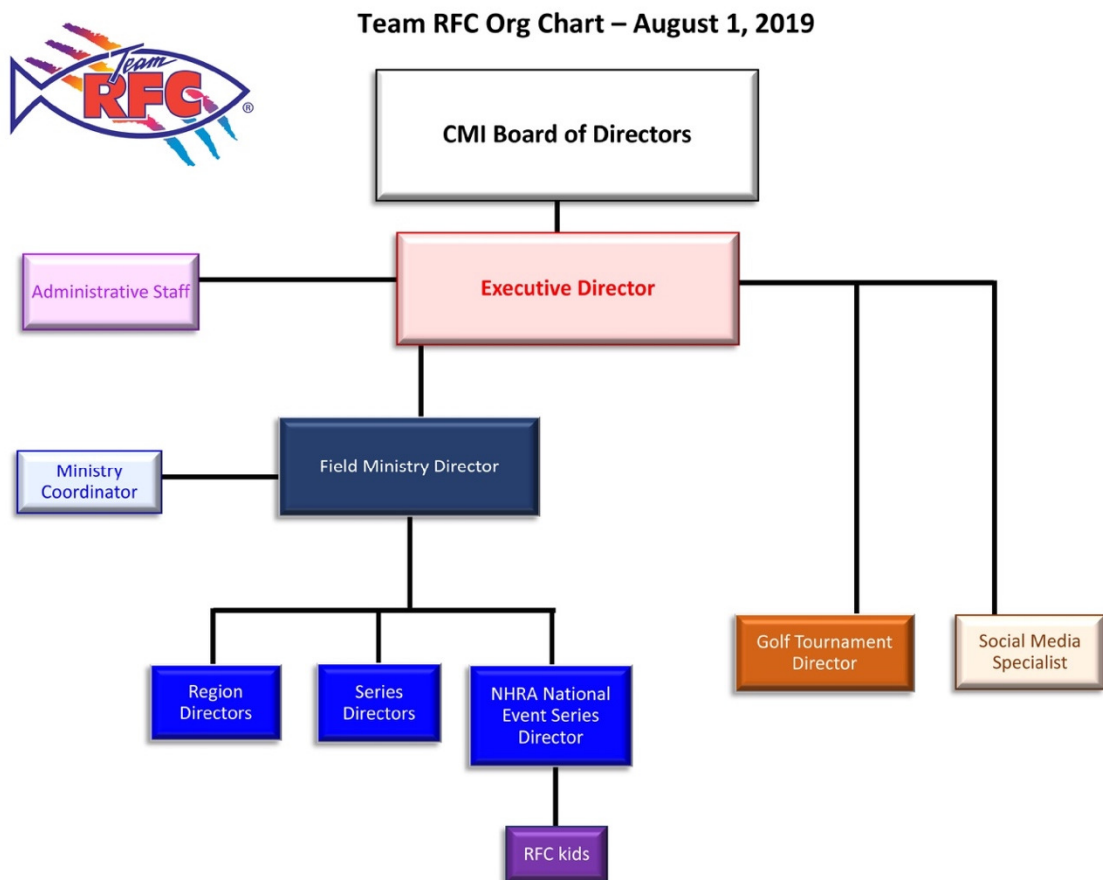
A.02

ORGANIZATION STRUCTURE

Christian Motorsports International, Inc. is a nonprofit corporation overseen by a Board of Directors which consists of, up to, 11 individuals. These are men and women, professional clergy and lay people, and representatives from different forms of motorsports at both the sportsman and professional levels who strongly believe in the efficacy of the **Team RFC®** ministry.

The ministry is led by Eddie Baugher, who serves as Executive Director, and provides primary direction for ministry and operations activities. Ken Webb serves as our Field Ministry Director, who provides oversight for the Region and Series Directors, as well as develop and oversee the training for the ministry.

Organizationally, **Team RFC®** is divided into seven geographic regions across North America; each one led by a Regional Director. The Regional Directors appoint volunteers to serve in regional leadership to meet the needs of each individual region.



A.03

VOLUNTEER CHAPLAIN POSITION DESCRIPTION

Position Purpose

To represent the Team RFC® ministry as it promotes the cause of Jesus Christ to the world of motorsports— by providing spiritual, emotional and practical care to those we encounter while serving at events wherever the Lord may lead.

Working Relationships

The person in this position is responsible to their regional director, series director or another chaplain in a leadership role as designated.

General Responsibilities

1. To be a presence for Christ in the world of motorsports.
2. To facilitate fellowship, pastoral care, evangelism, and service in the name of Christ to the world of motorsports as personal gifting and God-appointed opportunities permit.
3. To serve the spiritual, emotional and practical needs of those within the world of motorsports.
4. To introduce individuals into a personal relationship with Jesus Christ as the Holy Spirit directs and as opportunities arise.
5. To encourage spiritual growth in believers as opportunities arise.

Specific Accountabilities

1. To develop an understanding of the motorsports community and culture.
2. Respond to relationship opportunities that arise.
3. To distribute Team RFC® materials and other approved Christian literature as opportunities present themselves and as allowed by the host track, promoter, or sanctioning body.
4. To provide invocations as opportunities occur.
5. To share brief devotional messages when appropriate.
6. To provide spiritual support in urgent situations, as circumstances warrant, to competitors, crewmembers, family members, sponsors, facility workers, officials, and spectators.
7. To make visits to sick or injured members of the motorsports community as circumstances allow.
8. When possible conduct chapel services as opportunities arise. Team RFC® recognizes that not every chaplain is comfortable with message preparation and public speaking and therefore it is not a requirement but it is encouraged.
9. Perform protestant sacramental and ceremonial duties within the scope of your training and credentialing (*communion, baptism, marriage, child/parent dedication, memorials, and burials*).
10. As a staff member in an inter-denominational ministry, to focus on the basics of Christianity, as summarized in the Statement of Faith, and refrain from taking positions of doctrine that have historically tended to bring disunity or division among the Body of Christ.

11. To be familiar with, and comply with, the Team RFC® staff manual.
12. To handle funds as outlined in the staff manual.
13. Uphold the integrity and good reputation of Team RFC® by conducting all activities in a Christ-like manner.
14. Recruit new Team RFC® staff prospects as opportunities arise.
15. Attend meetings and training as required.
16. To complete an event report within three days of each and every ministry activity as specified by the RFC Chaplain guidelines found in the Team RFC® Staff Manual.
17. To acquire names and contact information for the Team RFC® data base as opportunities present themselves.
18. Participate in three or more ministry activities with Team RFC® each year.
19. To provide projected schedule of events to the regional director and home office, and to update when there are changes.
20. Remember to always be encouraging and uplifting, both in person and on social media.
21. Utilize the complain up principle listed under the Grievance Channels when needing to address a concern or issue. We are never to express complaints with those who are unable to address the concern. *(See Section B.1.10)*

Position Limitations

- The Team RFC® chaplain may not enter into binding agreements on behalf of Team RFC®.
- To provide only pastoral care, not counseling, unless you have certified counseling credentials.
- Stay out of the way in emergency situations, recognizing the function of a chaplain is spiritual.
- Recognize that Team RFC® is present at an event usually at the pleasure of a track owner, promoter, or sanctioning body and you are a guest who has courtesies extended to them and not someone who has rights owed to them.
- Be unbiased – not rooting for or giving advantage to any specific drivers or teams.
- Do not be a fan. Stay focused on your role as a chaplain.

Performance Expectations

- To be prepared to give a gentle and respectful answer for the hope that is within you. (Always be prepared to give an answer to everyone who asks you to give the reason for the hope that you have. But do this with gentleness and respect...1 Peter 3:15)
- To be salt and light to the world as described in Matthew. ("You are the salt of the earth. But if the salt loses its saltiness, how can it be made salty again? It is no longer good for anything, except to be thrown out and trampled by men. You are the light of the world. A city on a hill cannot be hidden. Neither do

people light a lamp and put it under a bowl. Instead they put it on its stand, and it gives light to everyone in the house.” Matthew 5:13-15)

- To represent our Lord Jesus Christ in a Godly manner in all transactions, relationships, and communications.
- To, at all times, be a positive and supportive member of Team RFC® and perform all tasks in an accurate, timely, professional, and complete manner.
- To be an active member of a Christ centered church, continuing to grow in your spiritual walk.

A.04

FIELD STAFF POSITION DESCRIPTION

Position Purpose

To enhance the Team RFC® ministry as it promotes the cause of Jesus Christ to the world of motorsports.

Working Relationships

The person in this position is responsible to their regional director or to an individual in another leadership role as designated.

Position Titles

There is much flexibility in titles for a staff member in a helper's role; whatever is agreed upon between the volunteer, the regional director, and executive staff: Field Staff, Associate, Ambassador, and Helper are all titles that have been used.

General Responsibilities

1. To be a part of Team RFC®'s presence for Christ in the world of motorsports.
2. To support the ministry efforts of Team RFC® through practical use of the gift of helps as directed.

Specific Accountabilities

1. To develop a familiarity of the motorsports environment.
2. To respond to relationship opportunities that arise.
3. To serve within the Team RFC® practices and procedures, especially the complain up principle listed under Grievance Channels in the staff manual. *(See Section B.1.10)*
4. As a staff member in an inter-denominational ministry, to focus on the basics of Christianity, as summarized in the Statement of Faith, and refrain from taking positions of doctrine that have historically tended to bring disunity or division among the Body of Christ.
5. To plan schedules and tasks with the regional director or other leader.

Position Limitations

- The Team RFC® field staff member may not enter into binding agreements on behalf of Team RFC®.
- Remain out of the way of safety personnel in emergency situations.
- Recognize that Team RFC® is present at an event usually at the pleasure of a track owner, promoter, or sanctioning body...to behave as though you are a guest who has courtesies extended to them and not as someone who has rights.

Scope of the Position

This position is for individuals who desire to contribute Christian service to the motorsporting community as a member of Team RFC® without assuming the responsibilities of a chaplain.

The work of the field staff member should balance their gifting and competency with the needs and opportunities determined by the regional director or lead chaplain.

Following is a list of services historically performed by field staff. They are included here neither as requirements, nor are they intended to exclude other acts of service.

Setting up chairs, handing out bulletins, posting fliers, serving as a greeter, assisting with a children's program, providing assistance or direction for event attendees, manning an information table, working a product and information booth, operating a sound system, serving on a prayer team, assisting in any manner with transportation, dropping in at a hospital, providing music or drama, taking photographs or shooting video, offering professional expertise or services, helping with food service events, and collating, assembling, and stuffing.

Performance Expectations

- To be salt and light to the world as described in Matthew. ("You are the salt of the earth. But if the salt loses its saltiness, how can it be made salty again? It is no longer good for anything, except to be thrown out and trampled by men. You are the light of the world. A city on a hill cannot be hidden. Neither do people light a lamp and put it under a bowl. Instead they put it on its stand, and it gives light to everyone in the house." Matthew 5:13-15)
- To represent the Lord Jesus Christ in a godly manner in all transactions, relationships, and communications.
- To, at all times, be a positive and supportive member of Team RFC®.

A.05

REGIONAL GEOGRAPHY

R1 - Northeast Region

Maine, Vermont, New Hampshire, Massachusetts, Rhode Island, Connecticut, New York, Pennsylvania, New Jersey, Virginia, West Virginia, Maryland, Delaware, Quebec, New Brunswick

R2- Southeast Region

North Carolina, South Carolina, Eastern Tennessee, Alabama, Georgia, Florida

R3 - North Central Region

Ohio, Kentucky, Indiana, Michigan, Illinois, Wisconsin, Eastern Ontario

R4 - South Central Region

Oklahoma, Texas, Louisiana, Arkansas, Mississippi, New Mexico, Chihuahua, Coahuila, Nuevo Leon, Tamaulipas

R5 - West Central Region

Colorado, Kansas, Missouri, Iowa, Wyoming, Nebraska, North Dakota, South Dakota, Minnesota, Manitoba, Western Ontario

R6 - Northwest Region

Washington, Oregon, Idaho, Montana, Saskatchewan, Alberta, British Columbia, Alaska

R7 - Southwest Region

California, Nevada, Utah, Arizona, Hawaii, Baja California, Sonora

R8 - International

Except for the parts of Canada and Mexico covered by R1 - R7

A.06

NAMES AND DEFINITIONS

Racers For Christ® was established in 1971, approved as a non-profit in 1974, and incorporated in California as Racers For Christ International, Inc. in 1978.

In 1991 the corporate name was legally changed to Christian Motorsports International, Inc.

Two “fictitious business names” (FBN) were legally registered: Racers For Christ® and Rodders For Christ®. These are also known as “DBA’s” (doing business as) such as Christian Motorsports International, Inc. dba Racers For Christ.

Team RFC® became the marketing umbrella name under which Racers For Christ® and Rodders For Christ® became known.

As Christian Motorsports International, Inc. has developed additional niche ministries in the world of motorsports, additional trade names have been added under the Team RFC® umbrella: Restorers For Christ®, Pullers For Christ, RFC Garage, Rockcrawlers For Christ, and RFC kids.

A.07

MEMBERSHIP AFFILIATIONS

Christian Motorsports International, Inc. strives for excellence, not only in our ministry efforts but in the way that we function as a nonprofit ministry organization. Towards that goal, we are members of two national organizations:

The **Christian Leadership Alliance** (CLA), found at www.christianleadershipalliance.org, provides management and leadership training and resources so that we may stay updated with the best practices and latest regulations affecting churches and parachurch organizations.

Christian Motorsport International, Inc. is a member of the **Evangelical Council for Financial Accountability** (ECFA), found at www.ecfa.org. Membership is granted through an application process for accreditation that speaks of an organization's commitment to integrity and accountability.

Team RFC®'s position behind the importance of these memberships is embodied in 2 Corinthians 8:20-21: ***"We want to avoid any criticism of the way we administer this liberal gift. For we are taking pains to do what is right, not only in the eyes of the Lord but also in the eyes of men."***

SECTION B - Policies

B.1

General Policies For All Staff

Both Volunteer and Paid

B.1.01

MINISTERIAL CODE OF ETHICS

1. The minister must keep the nobility of their calling uppermost in their own mind.
2. The minister must hold high in outward acts the established reputation of the Christian ministry.
3. The minister must not use their ministerial position to get unethical financial gain for themselves.
4. The minister must dress in a modest, becoming manner.
5. The minister must always speak with good will of another minister.
6. The minister must carefully avoid making any negative comment concerning others who may hold varying tenets of faith that are not in conflict with the Statement of Faith.
7. The minister must, at all times, be careful not to indulge in gossip.
8. The minister must be very circumspect in their conduct toward the opposite sex.
9. The minister must uphold marriages to be conducted in conformity with the CMI Statement of Faith, and Statement of Marriage.
10. Confidential statements made to a minister are privileged and should never be divulged without the consent of those making them.
11. The minister must confine moral and ethical conduct to biblical standards, and must avoid any activities that would bring reproach upon Christian ministry or Team RFC.
12. The minister must not hold or teach any doctrines that are contrary to the Word of God.

Do you agree with and commit to live according to the CMI Ministerial Code of Ethics? _____

Signature

Print Name

Date

B.1.02 **STANDARDS OF CONDUCT / HARASSMENT POLICY**

CMI is committed to providing a work environment free of harassment for both our employees and volunteer staff members. CMI's policy prohibits sexual harassment, harassment because of race, creed, color, national origin or ancestry, physical or mental disability, medical condition, marital status, age, or any other basis protected by federal, state, or local law, ordinance, or regulation. CMI's anti-harassment policy applies to all persons involved in the operation of CMI and prohibits harassment by any employee, volunteer, supervisor, or co-worker as defined by Biblical standards or the law.

Prohibited harassment because of sex, race, ancestry, physical handicap, medical handicap, marital status, or age, includes, but is not limited to:

- Verbal conduct such as epithets, derogatory jokes or comments, slurs or unwanted sexual advances, invitations, or comments.
- Visual conduct such as derogatory and/or sexually oriented posters, photography, cartoons, drawings, or gestures.
- Physical conduct such as assault, unwanted touching, blocking normal movement or interfering with work.
- Threats and demands to submit to sexual requests as a condition of continued employment, or to avoid some other loss, and offers of employment benefits in return for sexual favors.
- Retaliation for having reported or threatened to report harassment.

CMI employees or volunteer staff members, regardless of their gender, are required to report suspected sexual harassment directly to their supervisor, director, Executive Director, or CMI Board Chair immediately, either in person, via phone call or mail. Such complaints should include details of the incident(s), names of those involved, and names of any witnesses. CMI will immediately undertake a thorough and objective investigation of the harassment allegation(s) as soon as possible. A resolution will be provided to the victim in writing within 60 days. Insofar as possible, complaints will be maintained as confidential to prevent retaliation while the complaint is being researched and/or resolved.

If CMI determines that harassment has occurred, remedial action will be taken in accordance with the circumstances involved. Any employee or volunteer staff member determined by CMI to be responsible for such harassment will be subject to appropriate disciplinary action, up to and including termination. Whatever action is

taken against the harasser will be made known to the complaining employee or volunteer staff member and CMI will take appropriate action to remedy any such harassment. **In addition, CMI prohibits retaliation of any kind against an individual claiming harassment.**

I have read, understood and agree to abide by this policy.

Signed: _____ Date: _____

A copy of this policy is to be provided to the employee. Signed original to be maintained in the personnel file.

B.1.03

SOCIAL MEDIA POLICY

Social media can be a great communication and ministry tool if used properly. We need to be conscious of how we use this platform and if the things we post are making a positive or negative impact on our witness for Christ.

As Christians and staff with Team RFC® we are ambassadors for Christ – at an event, at home, or even while online. Our witness is twenty-four hours a day, seven days a week. How we represent ourselves on social media is very important.

We are not here to censor or deprive you of your right to free speech. Rather our goal is to set a policy that will protect both the freedom we have to express ourselves and be a positive influence to reflect the light of Christ to a dark and dying world.

“...let your light shine before others, that they may see your good deeds and glorify your Father in heaven,” Matthew 5:16.

Here are some things that should be avoided or approached with caution:

- Be careful when sharing others posts or commenting – Read completely first
- Don't take up someone else's offense
- Don't get caught up in running people down
- Don't gossip
- Don't air your own dirty laundry
- Be careful when getting involved with political discussions
 - Avoid getting caught up in divisive political issues, you never know who you might be alienating by doing so.
 - If you are supporting a candidate, keep it positive (no mudslinging)
 - Remember that we are to pray for our leaders, even if we didn't vote for them or even agree with their actions
- Don't believe everything you read – it may or may not be true
- Be careful of the photos you post and the information you share. Is it Christ honoring?

Here are some positive ways to use social media:

- Keep in touch with family, friends and those we minister to
- Share scriptures or other words of encouragement
- Promote different events
- Personal events (birthdays, anniversaries, etc.)
- Races
- Car Shows

- Prayer request – both sharing personal things that people can pray for and let others know you are praying for them
- Ministry updates

These are not exhaustive lists, but rather guidelines to follow. We are not out to be the social media police, but if we see or are made aware of a post that is deemed to be inappropriate and not in alliance with the Team RFC® Ministerial Code of Ethics (*See Section B.1.01*) or Standards of Conduct (*See Section B.1.02*), we will contact you to discuss the issue. If we feel it is something that is not appropriate we may ask you to take down or remove the post. If it is not taken care of in a timely manner or if there is a pattern of such behavior, you may be put on temporary suspension or dismissed as a staff member with Team RFC®.

If you feel that the action is unfair or unjust, you may appeal the decision with the Field Ministry Director.

B.1.04

MARRIAGE AND SEXUALITY POLICY

Section 3.03 Marriage and Sexuality Policy

(a) Statement on Marriage, Gender, and Sexuality. We believe God wonderfully and immutably creates each person as male or female. These two distinct, complementary genders together reflect the image and nature of God. Rejection of one's biological gender is a rejection of the image of God within that person. We believe the term marriage or better defined as a "Sacred Marriage" has only one meaning and that is marriage sanctioned by God which joins one man and one woman in a single, exclusive union, as delineated in the Bible. We believe that God intends sexual intimacy to only occur between a man and a woman who are married to each other. We believe that God has commanded that no intimate sexual activity be engaged in outside of a marriage between a man and a woman. We believe that any form of sexual immorality (including adultery, fornication, homosexuality, lesbianism, bisexual conduct, bestiality, incest, pornography, and attempting to change one's biological sex or otherwise acting upon any disagreement with one's biological sex) is sinful and offensive to God.

We believe that in order to preserve the function and integrity of the Corporation as the local Body of Christ, and to provide a biblical role model to the Corporation members and the community, it is imperative that all persons employed by CMI in any capacity, or who serve as volunteers, should abide by and agree to this Statement on Marriage, Gender, and Sexuality and conduct themselves accordingly.

We believe that God offers redemption and restoration to all who confess and forsake their sin, seeking His mercy and forgiveness through Jesus Christ. We believe that every person must be afforded compassion, love, kindness, respect, and dignity. Hateful and harassing behavior or attitudes directed toward any individual are to be repudiated and are not in accord with Scripture nor the doctrines of the Corporation.

The CMI statement of faith does not exhaust the extent of our faith. The Bible itself, as the inspired and infallible Word of God that speaks with final authority concerning truth, morality, and the proper conduct of mankind, is the sole and final source of all that we believe. For purposes of doctrine, practice, policy, and discipline, our governing Board of Directors, and Executive Staff is CMI's final interpretive authority on the Bible's meaning and application of marriage.

We believe the term "Sacred Marriage" has only *one meaning* and that is marriage sanctioned by God which joins one man and one woman in a single, exclusive union, as delineated in the Holy Bible. And God intends sexual intimacy to only occur between a man and a woman who are married to each other. We believe that God has commanded that no intimate sexual activity be engaged in outside of a marriage between a man and a woman. And any form of sexual immorality, i.e. adultery, homosexuality, bisexual conduct, bestiality, incest, (attempting to change one's biological sex or otherwise acting upon any disagreement with one's biological sex) is damaging to the sanctity of the marriage, and is sinful and offensive to God.

Under this Corporation's Marriage Policy, the "Sacred Marriage" is the only definition of marriage that will be recognized or accepted. No director, officer, employee,

servant, agent, or any person, corporation, organization, or entity under the direction or control of this Corporation shall commit any act or omission, or make any decision whatever, that would be inconsistent with, or that could be perceived by any person to be inconsistent with, full support of this Corporation's Marriage Policy and strict adherence to the "Sacred Marriage" rather than any alternative to the "Sacred Marriage" definition. We believe that in order to preserve the function and integrity of the "Sacred Marriage," it is imperative that all persons employed by CMI in any capacity, or those who serve as volunteers, shall not perform a marriage between two people of the same sex while representing CMI. This type of marriage is defined as a "Legal Marriage" which can be legally performed by many types of individuals outside of CMI. The term "Sacred Marriage" will be our way to define our marriage and sexuality policies in our Bylaws, and corporate policies. Performing a "Sacred Marriage" is the only wedding we desire our CMI chaplains perform as per our Bylaws.

The other term (something we won't do as a religious ministry) would be performing a "Legal Marriage" (i.e. a civil service) as this term can be used to define any marriage between two people of the same gender. If any same-sex individuals ask a CMI paid employee or volunteer chaplain to perform their wedding, the chaplain must abide by and agree to the Corporation's "Biblical Definition of Sacred Marriage" and conduct themselves accordingly.

Further, this Corporation's Marriage Policy specifically prohibits acts or omissions including but not limited to permitting any Corporation assets or property, whether real property, personal property, intangible property, or any property or asset of any kind that is subject to the direction or control of the Corporation, to be used in any manner that would be or could be perceived by any person to be inconsistent with this Corporation's Marriage Policy or the Definition of Sacred Marriage, including but not limited to permitting any of the Corporation's facilities to be used by any person, organization, corporation, or group that would or might use such facilities to convey, intentionally or by implication, what might be perceived as a favorable impression about any definition of marriage other than the Definition of Sacred Marriage.

This Corporation's Marriage Policy is based upon God's will for human life as conveyed to us through the Holy Scriptures, upon which this Corporation has been founded and anchored, and this Marriage Policy shall not be subject to change through popular vote; referendum; prevailing opinion of members or the general public; influence of or interpretation by any government authority, agency, or official action; or legal developments on the local, state, or federal level. (*See Genesis 2:18-24; 1:27-28; Matthew 19:4-6; Ephesians 5:23, 25, 31-32.*)

(b) Common-Law Marriage. In no case shall persons be accepted into membership, employment or permitted to volunteer who are known to be living in a common-law state of matrimony.

(c) Sexuality. Sexuality and the divinely prescribed boundaries for the expression thereof is covered clearly in the Holy Scriptures, which limit sexual expression to the marital relationship of one man with one woman. Homosexual acts, adultery, bestiality, and all forms of fornication are categorically condemned in the Holy

Scriptures. (See 1 Corinthians 6:18; 1 Thessalonians 4:3; Romans 1:26-27; Proverbs 5:3-5, 8-13; 7:21-27; Galatians 5:19; Exodus 20:14; Deuteronomy 5:18; Matthew 5:27; 19:18; Luke 18:20; Romans 13:9; James 2:11; Leviticus 20:10-21; 1 Corinthians 10:8; 6:18; Jude 7.) Furthermore, the Corporation believes that sexuality is assigned by God at birth, whatever that may be, and the Holy Scripture does not permit an individual from altering their sexual identity physically, attempting to change one's biological sex or otherwise acting upon any disagreement with one's biological sex. (See Deuteronomy 23:1.)

All Team RFC® Licensed and Ordained Chaplains,

The Bylaws of CMI have been restated (revised), and we have come up with a new policy regarding Biblical Authority, Sexuality and Marriage.

All current and future staff / chaplains will henceforth abide by these guidelines.

If any ordained or licensed Team RFC® Chaplain is found not following this new policy, appropriate action will be taken. *Please see Section B.1.11 for the Discipline Policy.*

If you are an ordained or licensed Team RFC® Chaplain you must agree with and abide by the Marriage and Sexuality Policy, you can then perform a "Sacred Marriage" representing Team RFC®.

If you are an ordained or licensed chaplain with Team RFC®, you must return this page of the Marriage and Sexuality Policy. It must be signed and dated.

Name: _____ Date: _____

Signature: _____

Thank you,
Eddie Baugher
Ken Webb

B.1.05 CONFLICTS OF INTEREST AND RELATED PARTY TRANSACTIONS

Definitions

Conflicts of Interest are situations in which a person has a responsibility for promoting one interest, but has a competing interest at the same time.

Related-Party Transactions are transactions that occur between two or more parties (individuals, businesses, organizations, etc.) that have inter-linking relationships.

Conflict of Interest

All board members, officers, agents, and employees of this organization shall disclose all real or apparent conflicts of interest in connection with Christian Motorsports International, Inc.'s activities.

Disclosure shall mean providing a written description of the facts comprising the real or perceived conflict of interest. Disclosure statements shall be kept on file in the corporate office; disclosures shall be noted for the record in the minutes of the next board of directors meeting.

In addition to disclosure, any individual who believes there may be a real or perceived conflict of interest must abstain from:

1. participating in discussions or deliberations with respect to the subject of the conflict (other than to present factual information or answer questions),
2. using his or her personal influence to affect deliberations,
3. making motions,
4. voting, or
5. executing agreements.

At the discretion of the board of directors, a person with a real or apparent conflict of interest may be excused from all or any portion of discussion or deliberations with respect to the subject of the conflict.

A member of the board of directors, who, having disclosed a conflict of interest, nevertheless shall be counted in determining the existence of a quorum at any meeting in which the subject of the conflict is discussed. The minutes of the meeting shall reflect the individual's disclosure, the vote thereon, and the individual's abstention from participation and voting.

The Executive Director shall ensure that all trustees, officers, agents, employees, and independent contractors of the organization are made aware of the organization's policy with respect to conflicts of interest.

Related-Party Transactions

Related-party transactions may be appropriate in certain circumstances if they can meet certain tests to ensure objectivity and are carefully evaluated to avoid conflicts of interest.

Transactions with related parties may be undertaken only if all of the following are observed:

1. the details of the related-party transaction are disclosed to all decision makers,
2. the related person is excluded from the discussion and approval of such transaction,
3. a competitive bid or comparable valuation exists and is documented,
4. Christian Motorsports International’s board of directors has demonstrated that the transaction is in the best interest of the member, and
5. any material transaction is fully disclosed in the financial statements.

Application

These official policies of Christian Motorsports International, Inc. primarily apply to board members, executive staff, and paid staff. However, the principles of integrity and ethical behavior apply to volunteers as well; these policies apply to all staff.

Conflicts of Interest and Related Party Transactions Annual Questionnaire

- 1) Please read through the “Conflicts of Interest and Related Party Transactions” in the Chaplain’s Manual.
- 2) Check whether you are a staff member or a board member below.
- 3) Check if you will abide by the Team RFC® policy or not.
- 4) Please sign and date in the space provided below.

- Yes ___ No ___ I am a paid staff member of Christian Motorsports International, Inc.
- Yes ___ No ___ I am a board member of Christian Motorsports International, Inc.
- Yes ___ No ___ I understand and will abide by the “Conflicts of Interest and Related Party Transactions” policy of Christian Motorsports International, Inc.

Signature _____

Printed Name _____

Date _____

B.1.06

USE OF NAMES AND LOGO

The Team RFC® fish logo, along with the names Team RFC®, Racers For Christ®, Rodders For Christ®, and Restorers For Christ®, are each legally registered through the USPTO (United States Patent and Trademark Office). **Unauthorized use is illegal.** Our legal counsel has and will defend our trademarks.

Although our remaining names (Christian Motorsports International, Pullers For Christ, RFC Garage, Rockcrawlers For Christ, and RFC kids) are not yet registered, we will pursue unauthorized uses of these names as well.

To maintain the trademark registration, the USPTO requires that the registrant “demonstrate control” and “defend the use.” The way that this organization “demonstrates control” is by “granting license;” the legal phrase for giving permission.

Team RFC® grants permission for the use of our names and logo to staff members for these limited uses:

- Posters and fliers for ministry events such as chapel services, devotionals, etc.
- Bulletins and handouts for chapel services, etc.

Other than Team RFC® provided decals, signs, etc. staff may not use our names and logo without pre-approval for any of these uses:

- Any type of apparel
- Business Cards
- Signs or banners
- E-mail signature blocks, other than Team RFC® business
- Cars, trucks, motorcycles, golf carts, quads, side-by-sides, boats, etc.

In order to maintain the integrity and quality of our brand, anyone wanting to use our names or logo on their vehicle, tow vehicle, trailer, (other than purchasing Team RFC® logo decals), leathers, drivers’ suits, team uniforms, event shirts, etc., may contact the Team RFC® office for more information.

B.1.07

EXTERNAL ENTERPRISE FUNDRAISING

We are repeatedly approached by people with ideas on ways to make money for the Team RFC® ministry. It is not our belief that any of these ideas are improper in and of themselves; but some may not be suitable for our organization.

Those that cause us to pause we arbitrarily are calling “external enterprise fundraising” efforts. There is a distinction we draw between these and “internal enterprise fundraising” efforts. Let us explain.

The external enterprise efforts often come from outside the staff and are usually defined by a proposal to involve or market to our constituency and/or staff. Typically, the proposal involves someone other than Team RFC® benefitting from the effort and the ministry then receiving a portion of the proceeds. These proposals have included such ideas as affinity purchasing programs, multi-level marketing programs, and auctions of “donated” property where a portion benefits the donor. Our belief is that, by practice, Team RFC® should not involve itself in external enterprise efforts.

Internal enterprise efforts are initiated from inside the staff and the sole beneficiary is the ministry. Examples include the sale of logo products (online, telephone, and mail), staff-run prize raffles, eBay auctions, golf tournaments, car washes, bake sales, even 50/50 raffles. These types of fundraising are encouraged.

B.1.08

HONORARIA POLICY

An honorarium is a payment given in gratitude for a service for which custom or propriety forbids a price to be set; for example, payments to ministers for presiding at weddings and funerals. In the case of Team RFC®, honoraria are sometimes offered to staff members who speak for a church, service club, AWANA, etc.

The question is sometimes asked, can the individual chaplain keep the honorarium or does it need to be sent to Team RFC®? The answer is an unequivocal, “It depends.” The conditions will be explained below, but first there are two legal concepts to mention: ***personal inurement*** and ***income tax liability***.

Personal Inurement

A 501(c)(3) organization, such as Team RFC®, must not be operated for the benefit of private interests. No part of the net earnings of the organization may inure to the benefit of any private individual.

For example, if a tire company wants to give tires to a chaplain for his personal car so that he can make it to events, that is a gift to that individual. It is not part of the net earnings of the charity, so no gift receipt can be issued.

However, if a tire company wants to give tires to be used on a Team RFC®-owned vehicle, that is a gift to the charity to assist in the fulfillment of the IRS approved mission of the organization, a gift receipt may be issued, because the benefit inures to the charity and not to a private individual.

Income Tax Liability

An honorarium paid to a U.S. resident for services performed within or outside the U.S. is subject to federal (and in some cases state) income tax. Seek advice from your personal tax preparer on how that may or may not affect your tax liability.

Team RFC®’s Honoraria Policy

1. An honorarium given to a chaplain by cash, or by check made payable to that chaplain, ***may*** be kept in certain circumstances...even if the individual is functioning as a Team RFC® chaplain and/or wearing a Team RFC® uniform. There would not be a tax receipt issued to the donor. Legally, this becomes personal income which is required to be reported on your income tax return.
2. An honorarium given by check made payable to the organization, or by any method if a tax receipt is requested, ***must*** be given to the organization. However, a gift receipt cannot be issued if an honorarium is a payment for a service rendered...not a gift.
3. Any honorarium given for an activity where the chaplain pre-requests and receives approval for reimbursement of expenses ***must*** be given to the organization. A staff member may keep an honorarium or submit pre-approved expense reimbursement requests—but not both.

B.1.09

WHISTLE BLOWER PROTECTION

If any person knows of or has a suspicion about misconduct, dishonesty, or fraud, the Executive Director should be contacted. If the alleged wrongdoing concerns the Executive Director, the Chair of the Board of Directors, Tami Bandimere, should be notified instead.

If the Executive Director, or other officer of the organization receives information about misconduct, dishonesty, or fraud, they shall inform the Board Chair, who shall determine the procedure for investigating all credible allegations.

At all times, the privacy and reputation of individuals involved will be respected. There will be no punishment or other retaliation for the reporting of conduct under this policy. If the person providing the information requests anonymity, this request will be respected to the extent that doing so does not impede any investigation.

ALSO: *See Article 13 of the CMI Bylaws*

Contact information:

Eddie Baugher
Executive Director
eddie.baugher@teamrfc.org
480-507-5323 or 918-855-4240

Tami Bandimere
Board Chair
tami@bandimere.com

B.1.10

GRIEVANCE CHANNELS

Team RFC® uses a **“Complain Up”** policy based on the thought that if we’re talking to someone who isn’t in a position to address the concern, then we are complaining and causing harm to Christian community.

Philippians 2:13-15: *“...for it is God who works in you to will and to act according to his good purpose. Do everything without complaining or arguing, so that you may become blameless and pure, children of God without fault in a crooked and depraved generation, in which you shine like stars in the universe.”*

The difficulties are that this ministry is filled with people who, with our fallen nature, seem to give one another plenty about which we can complain, and, with our fallen nature, we seem to gripe! (I’m sick of this manna...I want some meat!)

As a ministry organization we aspire to the best practices of a healthy Christian community. Rather than an authoritarian edict, “Thou shalt not complain!” we recognize that issues and concerns need to be resolved.

Any issues that arise must be handled through the proper channels. The complain up policy flow chart is below.

1. Series Director (If the issue involves another chaplain in the series)
2. Region Director
3. Field Ministry Director
4. Executive Director
5. Board Chair

A question that may come to mind is, *“what if that person is my concern?”* Then, of course, you may move up one level. If your concern relates to the executive staff, please contact only the CMI Board Chair.

By stating what is appropriate, we infer what is not acceptable. But to be perfectly clear, expressing complaints to constituents, donors, other staff, other members of the board, or outside of the Team RFC® community is unacceptable behavior and subject to discipline.

The Apostle Peter captures the attitude of “love without grumbling” which, if followed, places this entire **“Complain Up”** process in proper perspective:

1 Peter 4:8, 9: *“Above all, love each other deeply, because love covers over a multitude of sins. Offer hospitality to one another without grumbling.”*

B.1.11

DISCIPLINE

There are expectations that Team RFC® staff members are men and women of character; they exemplify Christian ethics, morals, and attitudes. Our intent is to lovingly provoke one another to high standards, using the principle of Proverbs 27:17: *“As iron sharpens iron, so one man sharpens another.”* And yet we function as imperfect people within a fallen world.

Unfortunately, there are times when a chaplain disqualifies himself, or herself, for service and must be removed from active status. Through this it would be our desire to engage in dialogue and initiate a multiphase disciplinary process of repentance, restoration, and accountability, resulting in restored fellowship and possibly, in time, returning them to active status.

In the event it is determined a Team RFC® Chaplain has conducted themselves in such a way as to be considered unbecoming a Team RFC® Chaplain, as outlined in Section 3.03 of the Amended and Restated Bylaws of Christian Motorsports International, it will result in an immediate suspension of official duties, for a time of no less than six months. During this six-month period, the chaplain serving their suspension will have to agree to a course of action and restoration, as determined by the Field Ministry Director and their Regional Director and approved by the Executive Director, if they are to be considered for reactivation and reinstatement, depending on the severity of the infraction.

Other areas of discipline include, but are not limited to theft, violating confidentiality, insubordination, areas regarding marriage and sexuality (Article 3, Section 3.03 of the Amended and Restated Bylaws of Christian Motorsports International), or violating the Team RFC® Ministerial Code of Ethics. All of which will be handled on an individual basis, within the leadership structure and the restorative process of Team RFC®. Each disciplinary situation will be dealt with respectfully, confidentially, and lovingly as indicated in John 13:35: *“By this all men will know that you are my disciples, if you love one another.”*

Even in a situation when a person is unrepentant, defiant, or refuses to engage in a restoration and accountability process, Team RFC® is still committed to respect the individual and maintain confidentiality. For example, if we are ever contacted for a reference, we are limited to stating whether or not a person has served through Team RFC® and whether or not they are eligible for reinstatement. Beyond this, no additional comment will be made. There also may be times when we receive legal advice to make no comment at all.

B.1.12

CONFIDENTIALITY & MANDATORY REPORTING

Health Care Confidentiality

One of the laws of the land is HIPAA (Health Insurance Portability and Accountability Act). This can affect a chaplain in two ways, how they obtain information and how they pass information along.

Emergency room personnel are required by law to protect the privacy of patients. If the chaplain goes to the front desk and asks for information about the individual, the response, appropriately, will most likely be, *“Are you family?”* Usually, we are not and your ability to minister to and comfort others has just been restricted.

Still, emergency room personnel are, by nature, helpful people. If, instead, the opening conversation could be something like: *“Hi. I’m one of the chaplains at the local race track and I understand that one of the drivers was transported here. Are there any crew members or family members with whom I might speak?”* This is not restricted information, the hospital staff is usually accommodating, and our ministry can often begin to the crew and family while the patient is being treated or tests being run.

Anything that you learn about the medical condition of a patient should not be shared without permission to do so. One approach might be something along this line: *“I’m going to be returning to the track and your friends will be interested in knowing how you are doing (Or, I’m going to be calling back to the track promoter or the officials...), is there anything you would like me to share with them?”*

Since the patient has given you permission to share specific information, you may share ONLY that information and nothing else.

Privileged Communication

There is an established legal concept that communication between a member of the clergy and an individual is “privileged.” In some instances, depending on the state and the type of information shared as privileged communication, clergy cannot be compelled by authorities to reveal certain conversations within specific legal parameters. However, for chaplains who are not credentialed ministers, the information is not “privileged” and can be compelled by authorities.

Clergy Confidentiality

Beyond this legal concept of privileged communication is the principle of clergy confidentiality, i.e., information that is shared with clergy should be kept in confidence. Within Team RFC®, clergy confidentiality applies to all chaplains. Keep information shared with you confidential.

Mandatory Reporting

Closely related to the confidentiality issues are the “Mandatory Reporting” laws that apply to clergy members who learn of child abuse, elder abuse, or people who have intent to harm oneself or others. This policy has to do with all activities with any Team RFC® staff member, whether paid employee or volunteer.

Team RFC® chaplains who are credentialed clergy are responsible for knowing and complying with the mandatory reporting laws for the jurisdictions where they serve.

Within Team RFC®, the principal of reporting child abuse or elder abuse applies to all chaplains. However, if a chaplain is unsure of their liability for reporting—or not reporting—abuse, *IMMEDIATELY* contact a member of the executive staff or regional director who will seek legal opinion for your specific circumstances.

All staff must strictly adhere to the “Mandatory Reporting Policy,” or risk disciplinary action and possible termination.

B.1.13

POLITICAL ISSUES

Whenever an individual is in a position where they may be perceived as representing Team RFC®, they should refrain from stating any opinion or position about political issues or candidates. That is outside the scope of our non-profit purposes, and places us at risk of losing our Internal Revenue Service determination of 501(c)(3) status.

Taken from the IRS website, concerning political issues:

Under the Internal Revenue Code, all section 501(c)(3) **organizations** are absolutely prohibited from directly or indirectly participating in, or intervening in, any political campaign on behalf of (or in opposition to) any candidate for elective public office. Contributions to political campaign funds or **public statements of position** (verbal or written) **made on behalf of the organization** in favor of or in opposition to any candidate for public office clearly violate the prohibition against political campaign activity. Violating this prohibition may result in denial or revocation of tax-exempt status and the imposition of certain excise taxes.

<https://www.irs.gov/charities-non-profits/charitable-organizations/the-restriction-of-political-campaign-intervention-by-section-501c3-tax-exempt-organizations>

B.1.14

CREDIT CARD POLICY

Objectives

1. To allow ministry personnel access to efficient and alternative means of payment for approved expenses, especially expenses related to business travel, ministry expenses, and office supplies.
2. To improve managerial reporting related to credit card purchases.
3. To improve efficiency and reduce costs of payables processing.

Policies

1. Ministry credit cards will be issued to staff, only with approval of the Business Manager and Executive Director.
2. Credit cards will only be used for business purposes ONLY.
3. The following purchases/transactions are never allowed:
 - a. Alcoholic beverages, tobacco products, or controlled substances
 - b. Cash advances
 - c. Personal items or loans
4. Cardholders are required to sign an agreement indicating they accept these terms. Individuals who do not adhere to these policies and procedures are subject to temporary suspension or revocation of their credit card privileges. And in some instances, they may also be subject to disciplinary action, up to and including termination.

Procedures

1. Credit cards may be requested for prospective cardholders by written or verbal request to the Business Manager or Executive Director.
2. Detailed receipts must be retained and submitted to the Team RFC® Office via online **Travel Expense Report Form** or enclosed and mailed in an expense envelope. In the case of meals and entertainment, each receipt must include the names of all persons involved in the purchase, and a brief description of the business purpose of the purchase, in accordance with Internal Revenue Service regulations.
3. All receipts must be submitted to the Team RFC® home office within ten days of the transaction or seven days of the completion of an event.
4. If receipts are not received within 30 days of transaction, credit card privileges may be suspended until all receipts are made current. Repeat offences may lead to revocation of credit card privileges.

B.1.15

COMMUNICATIONS PRE-APPROVAL

Anything that is written or photographic which represents Team RFC®, and if it is intended for broad distribution, must be submitted to home office for approval in advance of that distribution.

This is for any medium: broadcast, print, online, magazine content submissions, mailings, billboards, posters, signs, program advertisements, website, e-mail, video, PowerPoint, etc. This includes fundraising letters, newsletters, articles, devotionals, broadcast e-mails, website postings, brochures, letterhead, business cards, etc. Where possible, it would also be good to know in advance about any radio or TV opportunities.

Why do we insist on this? For consistency, to protect the trademark registration and use of our names and logo, for a professional image (spelling, grammar, punctuation, and layout), and to keep everything legal with the constraints on us as a nonprofit corporation.

*See also: B.1.03 **Social Media Policy***

B.1.16

FUNDRAISING PRACTICES

Team RFC® operates under the authority of the U.S. Internal Revenue Service as a nonprofit, 501 (c) 3, corporation. Financial practices and policies are designed to maintain compliance with IRS regulations.

We believe that we have a responsibility to be faithful in honoring the intentions of each donor. We are aware that, for many people, sacrifice is involved in giving; we are committed to use contributions wisely and effectively.

Team RFC® accepts funds in two basic ways: General Fund Donations and Restricted Fund Donations. It is Team RFC®'s practice to honor restricted fund preferences indicated by donors. When we accept gifts subject to donor designations we make every effort to use funds according to their wishes. However, in accordance with IRS requirements, and to maintain the tax deduction for the donor, all gifts are given as, and must be treated as, belonging fully to and subject to the control of Christian Motorsports International, Inc.

Gift Acceptance Policy *(excerpted from the CMI Financial Policy and Procedure Handbook)*

The board has adopted a Gift Acceptance Policy, identifying the types of gifts Team RFC® will accept and what restrictions will be allowed.

- We will refuse any gift that requests or creates a fund or activity that is outside of our scope and mission.
- We can refuse any gift that requests or creates a fund or activity that, while within our scope/mission, we are unable or unwilling to undertake.
- We can refuse any gift that comes with donor restrictions on length of holding or required sale price (investment items, etc.)

General Fund

The general fund pays the expenses of some series ministry activity and of the business framework within which this Christian outreach to the world of motorsports ministers.

- General Fund expenses include training; publications; liability and property insurance; licenses, fees, and payroll taxes; legal, accounting, and audit expense; utility and telephone costs; postage; computer and website costs; administrative expenses and salaries; as well as some travel and ministry expenses.
- General Fund income includes undesignated (unrestricted) donations, gifts-in-kind, sales of Team RFC® products, as well as offerings collected at some events.

Restricted Funds

Restricted funds are established under the governance of the Board of Directors to focus fundraising and ministry investment in specific areas. Team RFC® operates in seven regions across the country. Two examples of restricted funds are Region Funds and Regional Director Salary Funds.

- **Region Fund expenses** can include the administrative and supply costs for performing ministry in a region, regional training expenses, travel and ministry expenses for regional events, administrative support, and health insurance for a Regional Director. Region Fund income includes designated contributions and offerings collected at regional events.
- **Regional Director Salary Fund expenses** include payroll and payroll tax costs for an individual leading the ministry of Team RFC® in a given geographical region. Regional Director Salary Fund income is from contributions designated for the position (i.e.: North Central Regional Director.) The IRS then holds Team RFC® accountable for establishing a position description, hiring an individual to fill that position, and evaluating and compensating that individual based on their performance. Because of IRS rules, contributions designated for a person are considered by the IRS to be a “donor controlled” gift to the individual and, therefore, not a deductible contribution, but contributions to a position are deductible and are available for that individual’s salary.

B.1.17

COMPANY OWNED VEHICLE POLICY

This policy applies only to drivers of vehicles owned by Team RFC®. Certain employees / drivers because of the nature of their responsibilities have a Team RFC® vehicle assigned to them. These employees / drivers are defined as all staff: full-time, part-time, or volunteer who drive a company owned vehicle.

Requirements

- The driver must possess a valid driver’s license.
- A copy of the driver’s license is on file in the Team RFC® office.
- The driver maintains an acceptable driving record.
- The driver understands and follows Team RFC® procedures regarding drivers and motor vehicles, and practices good, safe driving habits at all times, regardless of pressures and time constraints.
- The driver visually inspects the vehicle prior to operation and completes appropriate travel logs when applicable.
- The driver maintains the vehicle to the best of their mechanical ability...oil changes, coolant levels, tires, etc.
- The driver reports all vehicle problems and any unsafe conditions to a supervisor.
- The driver must report any accident to the police, and record all pertinent information to Team RFC® on an Accident Report Form.
- The driver must report lost keys to Team RFC®. [Driver should pay for lost keys]
- It is mandatory that drivers keep a travel log book of business miles driven and personal miles driven.

Private use of company owned vehicle(s)

- Personal miles must be logged into the corporate office on a monthly basis.
- Personal use miles are figured at .10¢ less than the standard IRS Mileage reimbursement per mile and will be reimbursed to CMI quarterly by driver.

Misuse of a CMI vehicle (some examples are below) **can result in disciplinary action**, including the loss of the employee’s driving privileges:

- Driving without a valid license
- Noncompliance with traffic / motor vehicle laws and regulations
- Engaging in unsafe practices
- Falsification of travel logs, accident reports, etc.

I agree to abide by the Team RFC® Company Owned Vehicle Policy.

Signature

Printed Name

Date

Driver’s License Number & State

B.1.18

VEHICLE ACCIDENT REPORT POLICY

If any CMI staff person is involved in any type of traffic accident, while going to an event, coming home from an event, or going to and from a hotel or business etc. outside of the racetrack during the course of attending an event, CMI requires a “Vehicle Accident Report” to be submitted to the corporate office as soon as possible (within one week).

If an accident occurs within the confines of any racetrack, describe all pertinent information about the accident, i.e. location, weather conditions, day or night; what you were driving or riding (golf cart, scooter, bicycle etc.); what the other person involved was driving or riding (golf cart, scooter, bicycle etc.); were there any stop signs or slow down signs; was there a traffic control person visible; were security, track personnel or the sanctioning body notified; were there any witnesses; did you take any pictures of the vehicles involved; and were any other reports filed with the track or security or police?

If another report was filed, please submit a copy of that report along with your CMI report.

Detailing the Crash Site

- Report when the vehicle accident occurred (date, day of the week, time of accident)
- Describe the natural and artificial lighting conditions at the time of the crash (state if it was daytime, dark, dusk, or dawn, say whether there were streetlights illuminated).
- State weather conditions
- Report where crash happened (be as specific as possible, and provide details on whether the crash was in an urban or rural area)
 - Name the street and block number
 - Name the nearest cross streets (how far the crash was from the intersection)
 - Address number, intersecting roadway, bridge, mile marker, exit number or other landmarks
 - Name of the municipality, county, township, and state where accident occurred

Writing About the Vehicles

- Describe all vehicles involved in the crash (include cars, trucks, SUV’s, motorcycles, bicycles, or ATV’s)
 - Makes, models, and year of the vehicles
 - License plate number, the issuing state, and the year
 - Where the damage occurred on the vehicle
 - State if the vehicle is inoperable, drivable, or totaled

Writing About the Drivers

- Include identifying and insurance information for all drivers involved
- Names, birthdates, and genders
- Home addresses
- Driver’s license numbers and issuing states
- Driver’s insurance companies and policy numbers

Including Other Property Damage

- Note if there was any other property damage (vehicle knocked down a street sign or hit a homeowner’s fence)
 - Include the name and address of the property owner if the damage was to private property

Writing About the Injured

- Identify anyone who was injured in the traffic accident
 - Name, age, and gender, home address
- State severity of the injury, and where on the body it occurred (note if injured person died)
- Name of the hospital the injured person(s) went to (note the name of the doctor if you know it)
- Identify if the injured person was the driver and in what vehicle, a passenger and in what vehicle, or a pedestrian
- Describe the location of any injured pedestrians during the crash
 - Include if the pedestrian was in the roadway or not
 - Detail what the pedestrian was doing (maybe jogging on the sidewalk, or playing in the street)
 - State which direction the pedestrian was traveling

Describing What Happened

- Identify any witnesses to the accident
 - Include names, addresses, and ages
- Write detailed narrative describing the accident
 - Assign numbers to all vehicles involved (use those numbers when detailing what happened)
- Detail the actions of all drivers when the crash happened
 - Example, driver 1 was stopped at a red light, driver 2 was passing, and driver 3 was making a U-turn
 - Show objectivity. Don't assign blame. Let the facts speak for themselves.
- Sketch a diagram of the accident
- Sign and date your Vehicle Accident Report and return to the Team RFC® home office within one week.

Things You'll Need

- Vehicle Accident Report Form (*B.1.19*)
- Pen or pencil
- Pad or paper
- Camera

B.1.19

VEHICLE ACCIDENT REPORT FORM

Please document all aspects of the vehicular accident.

Team RFC® Driver’s Name-Printed _____ Signature _____

Date _____ Day of the week: S __ M __ T __ W __ T __ F __ S __

City _____ State _____

Time of Accident _____ am pm

Location of Accident _____

Did the incident occur on Private Property or a Public Road

Weather Conditions: Sunny Overcast Raining Foggy Snowing Icy Windy

VEHICLE YOU ARE DRIVING

Is this an RFC owned vehicle? _____ YES _____ NO

Type of Vehicle you were driving (car/truck, golf cart, scooter, RV, etc.) _____

OTHER VEHICLES INVOLVED

Other vehicle type: Model _____ Year _____ Color for identification _____ State Licensed _____

Other vehicle type: Model _____ Year _____ Color for identification _____ State Licensed _____

Other vehicle type: Model _____ Year _____ Color for identification _____ State Licensed _____

Other vehicle type: Model _____ Year _____ Color for identification _____ State Licensed _____

- Use your cell phone to take pictures.
- Have your personal insurance card available.
- Have your medical card with all of your medical information available.

Write out the details to the best of your ability.

Your version of what happened _____

The other drivers' version of what happened _____

A witnesses' version of what happened _____

OTHER DRIVER #1

Full Name: _____
Address: _____
City _____ State _____ Zip _____
Phone Number: _____ Email Address: _____

OTHER DRIVER #2

Full Name: _____
Address: _____
City _____ State _____ Zip _____
Phone Number: _____ Email Address: _____

INJURED PERSON #1

Full Name: _____
Address: _____
City _____ State _____ Zip _____
Phone Number: _____ Email Address: _____

INJURED PERSON #2

Full Name: _____
Address: _____
City _____ State _____ Zip _____
Phone Number: _____ Email Address: _____

WITNESS #1

Full Name: _____

Address: _____

City _____ State _____ Zip _____

Phone Number: _____ Email Address: _____

WITNESS #2

Full Name: _____

Address: _____

City _____ State _____ Zip _____

Phone Number: _____ Email Address: _____

PROPERTY DAMAGE #1

Full Name or Business Name: _____

Address: _____

City _____ State _____ Zip _____

Phone Number: _____ Email Address: _____

PROPERTY DAMAGE #2

Full Name or Business Name: _____

Address: _____

City _____ State _____ Zip _____

Phone Number: _____ Email Address: _____

Police Officer or Sheriff Name: _____

What hospital did the injured person(s) go to: _____ City _____

BE SURE TO:

- Obtain a copy of the police report.
- Report the accident to the Team RFC® office within one week and send in this report.

B.1.20

BENEVOLENCE FUND

Mission

To provide benevolence giving to meet the basic needs of Team RFC® staff who have experienced a sudden event, such as a natural disaster, death or significant injury in the family, serious illness impacting the immediate family. The fund achieves this through specific disbursement at the direction of the Benevolence Fund Committee.

Goal

To show the love of Christ to our volunteers and encourage them in difficult times.

To the Elders and the Flock

To the elders among you, I appeal as a fellow elder and a witness of Christ's sufferings who also will share in the glory to be revealed: ² Be shepherds of God's flock that is under your care, watching over them—not because you must, but because you are willing, as God wants you to be; not pursuing dishonest gain, but eager to serve; ³ not lording it over those entrusted to you, but being examples to the flock. ⁴ And when the Chief Shepherd appears, you will receive the crown of glory that will never fade away.

~ 1 Peter 5:1-4 NIV

Definitions

The benevolence fund is an officially recognized and designated permanent fund, established according to the Christian Motorsports International bylaws and constitution. As such, it is an approved recipient for designated giving. It has no budget for either income or expense. Its receipts consist entirely of designated giving, and its expenses consist of funds disbursed for its stated, intended purposes at the direction of the Executive Director, Field Ministry Director or the Benevolence Fund Committee.

Purposes

The purpose of this document is to set forth the responsibilities of the Benevolence Fund Committee and the guidelines for discharging those responsibilities. It is not intended to cover all circumstances under which funds may be disbursed from the fund, only those which involve the Benevolence Fund Committee. The Executive Director has ultimate responsibility and accountability for the benevolence fund and will necessarily make many decisions to disburse funds from the fund—according to its charter and subject to these guidelines—without involving the Benevolence Fund Committee.

Benevolence Fund Committee

The Benevolence Fund Committee serves at the appointment of the Field Ministry Director for a one-year term. There is no restriction on the number of consecutive years a member may serve on the Benevolence Fund Committee. The Benevolence

Fund Committee does not consist of a fixed number of members; however, at least five members would typically serve on the committee.

Oversight and Accountability

The Benevolence Fund Committee is accountable to the Field Ministry Director. The Benevolence Fund Committee will interface with the board when necessary through the Field Ministry Director, or the chairman of the board.

The Field Ministry Director will serve as liaison between the senior staff and board. They will meet with the Benevolence Fund Committee when the committee meets to disburse funds from the benevolence fund.

Income

It is funded through designated giving. In addition, the Executive Director and or Board of Directors may choose to utilize the interest income from the General Fund Savings and Restricted Fund Savings to also fund this account.

In addition, the benevolence fund may be the recipient of special offerings to help individuals or groups of people involved in natural disasters or devastating circumstances. Any such offering will be recommended through the Board of Directors or the Executive Director, considering the feasibility, propriety, and timing of the offering.

The ministry welcomes contributions to the fund. Donors are free to suggest beneficiaries of the fund or of their contributions to the fund. However, such suggestions shall be deemed advisory rather than mandatory in nature. The administration of the fund, including all disbursements, is subject to the exclusive control and discretion of the Board of Directors. The Benevolence Committee may consider suggested designations, but in no event is it bound in any way to honor them, since they are accepted only on the condition that they are merely nonbinding suggestions or recommendations. As a result, donors will not be entitled to a return of their designated contributions on the ground that the ministry failed to honor their designations.

Donors wishing to make contributions to the benevolence fund subject to these conditions may be able to deduct their contributions if they itemize their deductions on their federal income tax return. The ministry cannot guarantee this result and recommends that donors who want assurance that their contributions are deductible seek the advice of a tax attorney or CPA. Checks should be made payable to the ministry, with a notation that the funds are to be placed in the benevolence fund.

Gifts intended for the benevolence fund can simply be designated as such at the time the gift is given. Donors, however, will not be encouraged to give to the benevolence fund in lieu of giving to the general fund of the ministry and funds designated for benevolence must conform to the ministry's organization and policy manual.

The Benevolence Fund Restricted Account will maintain a maximum of \$5,000. Any additional funds that have come in will go into the General Fund Savings or be returned to the donor. Once the Fund drops below \$4,000, we will actively begin seeking additional gifts to replenish it.

GUIDELINES FOR DISBURSEMENT

General Guidelines

The benevolence is intended to be a temporary help during a time of crisis. Assistance from the benevolence fund is intended to be a one-time gift. In unusual circumstances, the Benevolence Fund Committee may decide to help more than one time. However, under no circumstance is a gift from the benevolence fund to be considered a loan. No gift may be repaid, either in part or in full, in money or in labor.

If the recipient desires to give to the ministry at a later time, this individual should be encouraged to give directly to the general fund of the ministry. At the discretion of the Executive Director, the individual may be informed that the benevolence fund accepts designated giving, but only if the director discerns that the person understands this is not a payback of what originally was given.

Recipients

This fund is established to assist Team RFC chaplains and other volunteer staff. Any giving beyond this scope would need the approval of the Field Ministry Director or the Executive Director.

Criteria

The stated purpose of the benevolence fund is to meet people's basic needs. Normally, these needs are defined as:

- lodging
- food
- clothing
- medical treatment
- transportation to or from a place of employment
- funeral expenses
- initial evaluation and professional counseling appointments

Needs that may not be met by the benevolence fund include:

- school expenses, business investments, or anything that brings financial profit to the individual or family
- paying off credit cards (exceptions can be made when an individual has had to use a credit card in a crisis or emergency)
- needs of individuals for paying fines as a result of breaking the law
- housing for unmarried couples
- legal fees
- penalties relating to late payments or irresponsible actions
- private school fees or tuition

Generally, assistance from the benevolence fund will not exceed \$500 per person or family (this is a cumulative cap in the unusual case of someone who receives more than one gift from the fund). In very unusual circumstances, families and individuals who are in need of substantial funds (over \$500) should have their cases reviewed carefully and, when appropriate, additional accountability should be sought (such as the chair of the Board of Directors, the Executive Director or the Field ministry Director).

Amount of Disbursements

The Benevolence Committee will have the authority to issue disbursements up to \$100. Any amount over \$100 will need prior approval by either the Field Ministry Director or the Executive Director.

Type of Disbursements

Funds will not be disbursed as cash or checks given directly to the recipient. Disbursements will be sent as gift cards, fuel cards or payments made directly to a hotel, hospital, funeral home, etc.

PROCEDURE FOR DISBURSEMENT

Source of Request

A request, including name(s), situation, need, etc. is submitted to the Field Ministry Director. The representative taking the request will record references and contacts to corroborate the need.

Processing the Request

The request for benevolence is submitted to the Field Ministry Director in preparation for presentation to the Benevolence Fund Committee. The process takes approximately one week.

In a meeting or by a telephone conference, the Benevolence Fund Committee reviews the request (including proof of need) and comes to a decision.

The person making the request is informed of the decision.

Recording the Disbursement

- The name and address of each recipient of aid
- The amount distributed to each
- The purpose for which the aid was given
- The manner in which the recipient was selected
- The relationship, if any, between the recipient and other members, officers, or trustees/directors of the organization

Tax Implications

Generally, there are no reporting requirements for those receiving benevolence. However, if funds are provided to an employee, they may be taxable, and the details should be discussed with the organization's CPA.

B.1.21 CMI FINANCIAL MANAGEMENT POLICIES AND PROCEDURES

CMI has adopted a Financial Management Policy and Procedure Handbook. It covers all financial aspects of the ministry. It is for staff at all levels of employment and volunteerism with Team RFC®. A complete copy of the CMI Financial Management Policy and Procedure Handbook can be found on the Chaplain Resource page of the Team RFC® website: www.teamrfc.org/cr

B.1.22 PRIVACY POLICY

It is the practice of the Christian Motorsports International, Inc. Family of Ministries that personal contact information of donors and members will never be sold, shared, or traded with anyone else, nor will we allow solicitation mailings to be sent on behalf of other organizations.

Documented on Monday,
December 20, 2010

B.2

Specific Policies For Chaplains

Both Volunteer and Paid

B.2.01

SCHEDULES

Chaplains and field staff are expected to provide a schedule to their Regional Director and the Team RFC® home office, teamrfc@teamrfc.org, at the beginning of the calendar year.

We recognize most of our staff members are volunteers and that their schedules are projections. Please follow up in the event of rainout, schedule change, cancellation, or inability to attend.

In addition to the need to organize and track the activities at our organization, schedule submittal provides the advance information required for the weekly event list posted on our website, Team RFC® app, Facebook page, and for inclusion in the prayer chain.

We would really like to include your events!

EVENT REPORTS

When to Complete an Event Report

Each time a chaplain serves in a ministry capacity as a Team RFC® primary chaplain they are to complete an event report; this includes training sessions. As a primary chaplain, if you are assisted by other chaplains, you will be submitting one form for everyone. The assisting chaplains are not required to submit an event report.

Event reports are to be submitted within three days of the event. Reports should be submitted online at www.teamrfc.org/erf/. If reports are submitted in writing, they should be postmarked or faxed within that same time frame.

If a staff member is working an event and makes a hospital visit during or immediately following that event, that visit is a part of the event coverage and should be included on the event report submitted for that event. However, if they conduct any follow up visits, those are stand alone event reports.

“Helps” for Completing an Event Report

Event Length: When choosing, “One Day Event” and “Multi-Day Event,” there is a distinction on that second definition. For example, a three day event that may have practice and time trials or qualifications that then lead up to eliminations or qualifying heats that ultimately lead to a final event and one winner at the end of the third day is a “Multi-Day Event.” A three day event that runs a complete show each day, with a winner for that day, and a new start for the competition on each day, would count as three “One Day Events.”

For Primary Chaplains: If you are the Primary Chaplain and have other chaplains assisting at the event, please make sure to list all of the assisting chaplains. Check the box if they are authorized to submit expenses; also, write their volunteer service hours, if they want that information recorded.

Chapel Service: If there is a chapel service, the attendance numbers and the offering amounts need to be reported also.

Why Complete Event Reports?

- Event reports are important to Team RFC®
- To document the IRS requirement of “activity commensurate with income.”*
- For leaders to see trends, fix problems, affirm great service, manage expectations.
- To show the board of directors quantifiable ministry.
- To demonstrate good stewardship/activity accomplished from contributions given by our ministry partners.

- As a marketing/fundraising tool.

Event reports are important to the chaplain

- Personal accountability.
- Documents activity and progress.
- Formal way to share observations, comments, concerns, prayer requests, and praises.
- Can serve as a reminder if the chaplain is ever subpoenaed to testify in a legal proceeding.
- Serves as backup for chaplains who itemize on their tax returns and claim deductions for their charitable expenses while serving for Team RFC®.

B.2.03

DRESS CODE

Principle:

We desire to represent our Lord, our mission, our organization, and ourselves in the most positive way possible. To have a consistent look that is professional, recognizable in the motorsports community, and identifiable with this ministry. The expectation is that you arrive at an event in an approved clean Team RFC® staff shirt and take reasonable care to keep it clean.

Requirements:

Staff Shirts: When representing Team RFC®, chaplains are to wear an approved Team RFC® staff shirt. Shirts may be long or short sleeved. All staff shirts must be ordered through Team RFC®.

Drag Racing or Other Racing on Asphalt: The chaplain is to complete the uniform with dark blue or black pants, shorts, or a knee length or longer dark blue or black skirt. Blue or black denim are not approved uniform wear.

Off Road or Circle Dirt Track Racing: Any chaplain serving at a circle dirt track or off-road event has the option to wear khaki or tan, pants or shorts.

Shorts are not allowed at any NHRA National Event, other nationally televised event, or where sanctioning bodies or tracks do not allow them.

Exceptions: There are two classes of exception: general and specific. General exceptions are at the discretion of the individual staff member. Specific exceptions *must be pre-approved* through the main office on either an on-going or episodic basis.

General Exceptions:

- To show support for our troops we encourage our staff to wear red on Fridays (**Remember Everyone Deployed**). Staff members may order approved R.E.D. uniform shirts through Team RFC® if they choose to wear the shirt while representing Team RFC® at an event on a Friday.
- If you are competing at an event and are asked to perform an invocation, you are not required to change out of your leathers or driver's suit into a staff uniform.

Specific Exceptions:

- If the track or sanctioning body desires for you to wear an official's shirt, you must submit in advance a request in writing for this exception. We will contact the organization for approval to embroider our logo, your name, and the title (chaplain) on their uniform shirt.

Other Apparel:

- The color of coats, sweaters, sweatshirts, caps, jackets, etc. is not restricted. Closed-toe shoes are highly recommended; except when they are required by the event promoter / sanctioning body.
- Other Team RFC® logo shirts are available through the office. They may be worn while traveling to or from an event or to promote the ministry of Team RFC® outside of serving at an event.
- In general, caps and jackets with motorsports graphics such as sanctioning body, facility, or event information is permissible. Those items with graphics identifiable with a specific team or competitor or sponsor are not permissible; as chaplains we should not be showing partiality. Common sense also extends to not wearing a logo from a sanctioning body or facility other than where the chaplain is serving at that time.

B.2.04

OFFERINGS

Receiving Collections

Chaplains who conduct chapel services are encouraged to receive offerings. We don't over-emphasize money, yet there is a need to let people know that contributions are our only means of support.

Let the attendees know that Team RFC® is a non-profit organization and that receipts are issued for each gift with an identified donor. Checks may be made payable to Team RFC® or another Team RFC® ministry name.

- DO NOT place the cash in a personal account and send a personal check; that is illegal.
- DO NOT reimburse expenses from the offering but follow the expense reimbursement procedures (*Section B.2.05*)
- DO NOT take the money order fee from cash gifts; submit a receipt if you wish to be reimbursed.

Offering Procedure:

1. Offerings should be sorted and counted, preferably with a witness (another staff member or friend of the ministry) in a private location.
2. Cash contributions that are identified with name and address are receipted. Cash gifts without identification, or with a name but no address, are not individually receipted but recorded as anonymous gifts. The easiest way to identify cash contribution donors is to use offering envelopes and send them along with the offering. Take the money out of the envelope, record the amount on the front of each envelope. Mail the envelopes or a photo copy of the front of the envelopes along with your offering.
3. All cash offering over \$25.00 must be converted into a money order. Cash offerings of \$25 or less may be mailed as cash to the home office. Please do not attempt to mail coin change.
4. Offerings ***in their totality, along with any related documentation*** are to be sent to the home office:

Team RFC®
1250 E Baseline Rd, Suite 101
Tempe, AZ 85283
5. Mailed offerings should include either the hard copy of the event report or the number of the online electronic event report.

Forward any special instructions from the donor to the office, so we can accurately apply the funds

B.2.05

EXPENSE REIMBURSEMENTS

The key principal for expense reimbursements is that the decision rests with the director that oversees the account from which the reimbursement is to be made. That individual has the responsibility to balance fund raising and expenditures so that the account carries a positive balance.

There will be no expense reimbursement if the chaplain is also involved as a participant in an event regardless of his/her chaplain duties. (Note: this is an IRS policy, not just Team RFC®)

Pre-Authorization for Reimbursement

The reimbursement of event expenses should be requested prior to the event. To arrange authorization for reimbursement of expenses prior to an event, contact your Region Director to discuss what expenses they will reimburse. After the event, complete the online Travel Expense Reimbursement form at www.teamrfc/ter. The form allows for the upload of your receipts as PDF or photo files. Reference the Director you received authorization from in the allocated field on the Travel Expense Reimbursement form.

Types of Reimbursements

Types of expenses that may be eligible for reimbursement could include fuel costs, mileage, highway tolls, flights, rental cars, parking, meals/food lodging and per diem. There is no reimbursement that is guaranteed; **each reimbursement is to be pre-approved by the person controlling the account**; the discretion remains with them.

Mileage Reimbursement: The mileage reimbursement rate is capped at the IRS maximum allowable mileage rate.

Fuel Reimbursement: A second option is to request reimbursement of actual fuel expense by submitting the receipts, or, for you to cover the expense as a donation. The person approving the reimbursement has the authority to determine which option is used. Using this reimbursement method requires the vehicle to start the trip with a full tank and then filled upon return...with receipts submitted for all fuel used while on Team RFC® business.

Where an individual chaplain is able to cover their own expenses and keep records, it may provide a benefit on their tax return (check with your own tax advisor). This includes claiming mileage driven for a charity.

TIME LIMIT FOR REIMBURSEMENT REQUEST

The IRS can consider an expense reimbursement that is not done in a “timely” manner to **not** be a reimbursement at all but to be income to the individual and, therefore, taxable. The IRS will not specifically define what is and what is not “timely,” but they have said that reimbursements within 60 days is considered a “safe harbor” and they advise businesses and organizations to establish a policy. Hence, **Team RFC® will not reimburse for expenses submitted more than 60 days after the event.**

B.2.06

UNREIMBURSED EXPENSES

Being a volunteer “costs” on many levels. It requires energy. It requires commitment. It requires time. And, without question, it requires some finances as well.

Fortunately, the federal government recognizes that and it wants to encourage involvement in different charitable, nonprofit organizations...including Team RFC®. There are some allowances of which you may avail yourself if you itemize deductions. **Please check with your personal tax consultant** for application in your specific circumstances.

Through the years, some volunteer staff who itemize on their tax returns have chosen to, instead of requesting reimbursement, write off their expenses as a deduction.

Unreimbursed volunteer expenses may be deductible on your personal tax return when incurred in rendering services for a charity, provided there is no significant element of personal pleasure, recreation, or vacation involved. The **primary** purpose of the expenditures must be to further the charitable organization’s aims, rather than those of the taxpayer.

Some samples of expenses that could qualify for tax deduction:

- Uniforms and accessories
- Travel
- Lodging and meals while away from home overnight
- Mileage deductions
- Religious books
- Postage
- Conferences
- Etc.

The meal expenditures incurred while traveling away from home overnight are 100% deductible, compared to the 50% deduction limit applied to business meals. However, if meals are incurred while entertaining, the cost of your own meal is not deductible. Travel expenses are not allowed for family members unless they are also required to perform services for the charity.

There is no deduction for the value of any personal services or facilities the volunteer provides to the charitable organization. This means that you cannot deduct the value of your time, home, motorhome, or other items you allow the charity to use for a period of time while you retain ownership.

NOTE: Unreimbursed volunteer expenses are not deductible unless the volunteer has adequate records to substantiate the amount of the expenditures and obtains a letter

from the charitable organization for out-of-pocket expenses of \$250 or more. The letter from the charitable organization should contain:

- A description of the services provided by the volunteer.
- A statement of whether or not the organization provided any goods or services in consideration for the unreimbursed expenditures.
- If goods or services were provided to the volunteer in exchange for the out-of-pocket expenditures, a description and estimate of the value of those goods or services provided to the volunteer.
- If only intangible religious benefits were given to the volunteer (attendance at religious services), a statement to that effect.

To receive such a letter from Team RFC® there must be a written request, accompanied by **copies** of your receipts, and event reports must have been submitted to serve as backup to substantiate the service rendered for this charity.

B.2.07

PHOTOGRAPHY

If the act of taking pictures does not detract from your priority task as a chaplain, photographs may be taken for:

- Highlight Ministry Activity
- Competition vehicles with the Team RFC® logo
- For Personal use (on a limited basis)

REMEMBER:

- Your role is not to be the photographer. Use discretion and common sense when taking pictures.
- The privileged access that a pass or credential provides should *never* be used as a tool to make money from any picture.
- Pictures are for informational use on the Team RFC® website, newsletter, or other media.

NEVER take pictures at crash sites, of ill or injured participants, or of anyone in a less than favorable circumstance.

Discretion is the key word. If there is a hint of question whether or not the picture should be taken, don't take it!

B.2.08

NHRA NATIONAL EVENT PROCEDURES

NOTE: You must complete the NHRA National Event Training before serving at any NHRA National Event.

Below is the link to the NHRA National Event Training

<http://teamrfc.org/st1-nhra-national-events/>

REMEMBER:

- No riding in or riding on any NHRA vehicle during the running of an event.
- Any of our chaplains working an accident will stay off of the track unless asked to come over the wall by an official track safety worker.

We, as chaplains for Team RFC®, strive to perform our duties in a Godly and professional manner. We serve at the invitation of NHRA and submit ourselves to their direction.

B.2.09

MINISTERIAL CREDENTIALING

Ordination & Licensing of Ministers

Although ministerial credentialing is not necessary for service as a Team RFC® chaplain, CMI has, since 1999, offered a ministerial credentialing program for both ordination and licensing. We recognize that it is God alone who ordains ministers. God is the one that calls them to service and the Holy Spirit is the one that enables them with the gifts necessary to fulfill their calling. As an organization it is our job to recognize their calling; making sure they are prepared and understand the roles and responsibilities of an ordained or licensed minister.

As an ordained or licensed minister with CMI, you will be recognized by federal, state, and local government agencies as an official minister of our organization. Some Christian denominations require ordination and licensing in order to perform certain sacraments of the church; i.e., baptism, communion, funerals and weddings. Within CMI the only sacrament that requires credentialing is officiating weddings.

Ministerial credentialing provides both benefit and responsibility to any individual who holds one. We believe along with this calling, credentialed ministers should also have a strong biblical foundation, able to rightly handle the truth of God's word, and complete the requirements CMI has established for this level of leadership.

“Do your best to present yourself to God as one approved, a worker who does not need to be ashamed and who correctly handles the word of truth.” – 2 Timothy 2:15

NOTE: Because some Team RFC® chaplains have already completed the steps to become ordained or licensed through their own denomination or church, it is our position that we will consider on a case by case basis the option of allowing that person to transfer their ordination to CMI. The chaplain's credentials must be current and include a similar process used by CMI in obtaining those credentials.

CMI, as a part of the Christian faith and body of Christ, has a legitimate position, purpose and cause in ordaining and licensing our staff, allowing these ministers to fulfill their calling which includes serving the body of Christ through the ministry of CMI and those we minister to within the world of motorsports. The requirements to become an ordained or licensed minister with CMI can be found in the CMI Ministerial Credentialing Manual.

For more information please contact the Team RFC® office.

B.2.10

VOLUNTEER CLASSIFICATIONS

The classifications below are applicable to all types of volunteers within the ministry of Team RFC®.

Active Staff Member:

Someone who serves three or more times per year and submits their event reports. With executive staff agreement, a regional director may sometimes extend grace on that three-event requirement.

Inactive Staff Member:

This is someone who, for one reason or another, needs to take a break from active ministry for a period of time. The thought behind an “inactive” designation is that they will reactivate at some point. Typically, this status would be good for one year unless circumstances dictate otherwise. Again, in discussion with executive staff, a regional director may extend inactive status beyond the one year. An inactive staff member may be reactivated upon request, with approval of their regional director, without going through the complete application process again.

Resigned Staff Member:

This is somewhat self-explanatory. That’s because some staff members have formally resigned while others simply fall off the radar screen; can’t be reached by phone, e-mail, or mail. A chaplain may be classified as resigned “for cause” in discussion with a regional director. An individual classified as resigned may serve again after going through the complete application process once more.

Dismissed Staff Member:

This is our internal records classification for someone, whether they were actually dismissed or voluntarily resigned, who is ineligible to return to active status.

B.2.11

WEDDINGS

Only chaplains who are credentialed ministers can officiate wedding as a representative of Team RFC®. It doesn't matter if that ministry credential is from Christian Motorsports International, Inc. or from any recognized ecclesiastic body.

One exception is that a non-credentialed chaplain may **co-officiate** with another minister who is licensed or ordained and that individual completes the marriage license.

There is a biblical principal to which our organization adheres: the couple should not be "unequally yoked." **2 Corinthians 6:14** says: "*Don't team up with those who are unbelievers. How can righteousness be a partner with wickedness? How can light live with darkness?*" Yet as a ministry serving in a largely secular environment, if two non-believers ask us to officiate their special day, that provides us an opportunity to deepen our relationship with them and build a bridge rather than a wall when we spurn their request.

We recommend marriage counseling as much as practical. There are great books available for these sessions. There are also workshops available to couples. There are times when a couple may attend sessions through their home church when a chaplain officiates a wedding ceremony at a Team RFC® venue.

There are many good wedding guidelines and ceremony ideas on the web. This site has been helpful: <http://www.sermoncentral.com/sermons/complete-wedding-steven-pace-sermon-on-weddings-49291.asp>

Please consult with your Region Director or Pastor of your local church for more resources.

NOTE: See B.1.04 – Marriage and Sexuality Policy

B.2.12

BAPTISMS AND BABY DEDICATIONS

Chaplains may be requested to conduct baptisms or baby dedications. Certificates commemorating baptisms and baby dedications are available through the Team RFC® home office. All that is required is to supply the requested information (below); the certificate will be printed and mailed to the chaplain for a signature.

Baptism certificates require the following information:

- Name
- Date
- City and State

The certificate for baby dedication requires this information:

- Child's Name
- Birth Date & Place
- Parent's Name
- Date of Dedication

B.2.13

COMMUNION

A Team RFC® chaplain may have the opportunity to offer the sacrament of communion as part of a chapel service or devotional time. There are varying views in the Christian faith about this sacrament. Some may choose to observe communion in differing ways, but we are unified that we partake of the Lord's Supper in remembrance of him.

²³ For I received from the Lord what I also delivered to you, that the Lord Jesus on the night when he was betrayed took bread, ²⁴ and when he had given thanks, he broke it, and said, "This is my body, which is for you. Do this in remembrance of me."

²⁵ In the same way also he took the cup, after supper, saying, "This cup is the new covenant in my blood. Do this, as often as you drink it, in remembrance of me." ²⁶ For as often as you eat this bread and drink the cup, you proclaim the Lord's death until he comes. – 1 Corinthians 11:23-26 ESV

- Communion is for the Christian and observed corporately to remember Christ's atoning sacrifice.
- Communion is also observed personally, without an intermediary. The chaplain leading a communion service is not required to be a credentialed minister.
- In observing communion, we are **remembering Christ**. We take time to **examine ourselves**, we **commemorate His death until He comes**, and we show our **participation in the body of Christ**.
- In taking communion, we believe that the bread and the wine are unchanged elements, used as symbols, representing Christ's body and blood, in remembrance of his enduring sacrifice. There is nothing in the individual's act of observing communion that is atoning or absolving; that was all accomplished on the cross.

SECTION C – Other Important Information

C.1 COLLECTING CONTACT INFORMATION

It is very important to the future and the growth of Team RFC® to communicate with people interested in what we do. To do that, we need the help of every volunteer or paid staff member to collect contact information. People can sign up using sign-up sheets at an event or online on our website or through our app.

All contact information gathered while serving as a Team RFC® staff member is property of Christian Motorsports International.

Christian Motorsports International, Inc. will not rent, sell, or identify donor names and contact information. All information related to donor contributions is confidential. In addition, Team RFC® doesn't allow unrelated products or services to be marketed to our constituents. (*Section B.1.22 – Privacy Policy*)

C.2

SUBMITTING PHOTOGRAPHS AND STORIES

We need your help. People want to know what we are doing. Content is needed for the website, social media, and for the ***Team RFC® Update*** newsletter. Stories are good, photographs are better, and stories with photographs are the best (please be sure to follow **B.2.07 – Photography Policy** in regards to photos taken).

Try to get shots of ministry activities that are clear, not too busy looking, with the people and/or the activity is fairly obvious. Add to that a one, two, or three sentence caption and we have a winner! Also good are different types of competition vehicles with our logo on them.

You can send these to us electronically when you submit your Event Report Form or email them to teamrfc@teamrfc.org. Thank you so much!

C.3

DEPUTIZED FUNDRAISING

Becoming a Deputized Fundraiser

As part of Team RFC®, individuals are not authorized to raise their own support, but may be appointed by the Board of Directors to become a Deputized Fundraiser for this ministry. Becoming a Deputized Fundraiser allows individuals to raise support for a

Some staff positions are funded solely through gifts. To make certain that those gifts are deductible, it needs to be clear that Team RFC® is in control and that the position is being funded, not the person.

The first step is for the executive staff to recognize a need for that position. Second, a position description must be drafted to codify the position, if one is not already in place. (A portion of this position description may relate to fundraising activities as a deputized fundraiser.) Third, there needs to be a candidate who is qualified to fill that position.

A candidate who wishes to pursue a position must then petition the board of directors for status as a deputized fund raiser. This is a designation established by IRS guidelines as someone who is approved to raise money for that charity.

The petition is to be by letter, provided to the executive director, who will present the letter to the board along with comments and recommendations from the executive staff. The letter should include information about the individual's call to the position, a brief review of experience and qualifications, and the request to be deputized as a fundraiser for Christian Motorsports International.

Once approved as a deputized fundraiser by the board of directors, and approved for the position by the executive director, the individual may begin soliciting donations *for the position*. Monies that are raised by a deputized fundraiser for a specific purpose are set aside in a restricted account (*less the current administrative assessment fee*).

C.4

DUKE KOON MEMORIAL SCHOLARSHIP PROGRAM

As an option for those who are interested, Team RFC® offers a program through which staff may attain ministerial credentialing (licensing or ordination). Ministry Credentialing Manuals are available through the Team RFC® office.

The Christian Motorsports International, Inc. Board of Directors has inaugurated the Duke Koon Memorial Scholarship Fund (*see below*). The fund was designed to honor Duke, one of the founding board members, and to assist staff in their effort to earn ministerial credentials through Team RFC®.

Staff members may apply for scholarship grants. Application forms are available from the Team RFC® office. Those to whom grants are awarded will be notified and then announced to the staff.

The Duke Koon Memorial Scholarship Fund

Eugene “Duke” Koon (1935 – 2005) was a pivotal figure in the development, growth, and sustaining of Racers For Christ International (now Christian Motorsports International, Inc.). Duke’s involvement began just a couple of years after RFC’s founding in 1971. Duke’s influence was significant in moving RFC from an internally focused fellowship group, to an outreach oriented ministry that used motorsports to communicate God’s love to youth groups and men’s groups as well as encouraging fellowship at the tracks.

Duke’s service through RFC included a key role in the organization’s efforts to become a registered nonprofit corporation, serving as corporate treasurer, and being (at the time of his passing) the longest serving member of the Board of Directors in this ministry’s history (from 1978 to 2005). Yet most important was his role as counselor, encourager, historian, and sage to staff leadership.

As an ordained minister, a life-long racing enthusiast, an international businessman, and a former motorsports competitor, Duke was uniquely qualified for his role with RFC. In its desire to honor Duke’s contributions to our organization, the Christian Motorsports International Board of Directors has established the Duke Koon Memorial Scholarship Fund to assist those staff who desire to earn ministerial credentialing through Team RFC® in meeting the educational requirements.

The Duke Koon Memorial Scholarship Fund is financed by contributions from individuals among the Board of Directors and the Executive Staff. Staff members who are enrolled in the credentialing process may make written request for scholarship assistance, including projected costs (for course tuition) and listing the resources available to meet those costs. Grant requests will be considered by members of the credentialing committee.

C.5

TEAM RFC® EMAIL ADDRESS OPTIONS

Optional e-mail addresses are available with firstname.lastname@teamrfc.org.

Addresses may be established and used in one of two ways:

1. Your “@teamrfc.org” email address can "forward" to an existing email address,
2. Your ”@teamrfc.org” email address can be a stand-alone account that may be set up with Outlook, Outlook Express, Mozilla Thunderbird, and most desktop email clients.

For consistency, we will only offer “firstname.lastname@teamrfc.org”. We will not use nicknames, old screen names, etc., along with the teamrfc.org e-mail addresses. Please contact the main office if you are interested in setting up one of these addresses.

C.6

STAFF RECOGNITION PROGRAM

Purpose:

To recognize the work and dedication of our staff to the ministry of Team RFC and to their racing communities.

Goal:

To provide meaningful ways to recognize and encourage our staff as they serve through awards, certificates and other tangible means of appreciation.

Volunteers Service Awards:

Volunteers are the heart of Team RFC and our ministry to the motorsport world. We choose to recognize our volunteers for the following reasons:

- Volunteers feel appreciated for their individual contributions to your group's mission.
- Volunteers feel a sense of pride for their collective contributions to your mission.
- The general public has an increased appreciation and understanding of your group's volunteers.
- Team RFC leadership have an increased appreciation for the work of your volunteers.
- Volunteers are motivated to continue serving and keep coming back.
- Volunteers recruit their co-workers, friends, and family through positive word of mouth.

Our staff members spend countless hours each year serving in all different regions of the country and some even serve in other countries. The Volunteer Service Award (VSA) is given out to individuals based on the number of hours they served in a calendar year. These numbers are tracked using data submitted on Event Report Forms (ERF).

There are four levels to the VSA as described below:

- **Bronze level:** 100-249 hours in a given year
- **Silver level:** 250-499 hours
- **Gold level:** 500 plus hours
- **Lifetime Achievement Award:** given when a recipient has accumulated 4,000 hours of service. (This is a one-time award)

VSA awards include a pin and certificate for bronze, silver and gold levels. The Lifetime Achievement Award will be a medallion along with a certificate.

Years of Service Awards:

Team RFC® will recognize volunteers for their years of service. This will be based on full years of service when calculated at the beginning of each calendar year. These awards will be given for each 5 years of active service to the ministry. The ministry will award eligible staff members a pin with designations for 5 year, 10 year etc. in the first quarter each year.

Years of Service Awards will also be awarded to office staff and all other employees based on the same criteria outlined above.

Retirement recognition:

If a staff member has been actively involved with the ministry for 10 years or more and chooses to leave the ministry while in good standing, they will be eligible for retirement recognition. A plaque will be given to the staff member in recognition of their valued service to the ministry.