

Community Chapel and Bible Training Center
SPECIAL STATUS PROCEDURES AND POLICIES

This is private information for our church government and counseling staff.
File in a safe place for your reference.

1. Uses of Special Status: "Special status" is another way of saying "probation." It can be used in a number of ways.
 - a. As a step before disfellowshipping. The individual is restricted in some way, and his remaining in the church depends on his keeping the conditions of the probation.
 - b. As a means for the church government to discipline a member.
 - c. As a means to keep non-members from causing problems to our congregation. Example: A person with severe mental problems visits our church a number of times and is manifestly a problem to himself or the assembly; to keep him from coming back he is put on "special status" to bar him from our services. Because he is not a member, we do not actually disfellowship him.
 - d. As a step before reinstatement. We might allow a disfellowshipped person certain privileges which could help him get in a position to be reinstated. Example: a disfellowshipped person is given permission to be on campus once a week for deliverance prayer. Also, when a person requests reinstatement, we might choose to ask him to fulfill some requirements before that happens. This could be done via "special status."
 - e. To monitor a reinstated person's standing. Example: A person might be reinstated on the condition that he not date for a year, so that he has time to get his life in order and not fall right back into the problem(s) which caused him to be put out.
 - f. To keep ex-members, particularly those who are totally backslidden or who left because of significant personal problems, from just wandering back into our church. Such a status might read, "Not allowed to return to church without approval of a staff counselor."

2. Approvals: The handling of special status is in the hands of the counselor involved. Staff and volunteer counselors must report both to the Director of Counseling and the Counseling Center Administrator when putting someone on special status.

3. Notification: Oral notification is the most common procedure, although at times a letter is in order. Also, in some cases, the counselor will decide that he wants the person to sign an agreement to formalize his understanding of the conditions being placed on him. Important: In both the case of a letter and an agreement, the wording must first be approved by the Counseling Center Administrator.

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4. Information Flow: The Counseling Center Administrator is responsible to have on file the records of special statuses (including copies of the "Special Status Form") and to be sure that policy is followed and proper approvals obtained in every case. Aiding him in this is the Status Files Custodian, who works for him as a central information gathering point and who maintains the status files.
 - a. The counselor completes the "Special Status Form" (F-CC4) down to "STOP." Note: If a letter or agreement was written, please be sure to send the Status Files Custodian a copy for the status files.
 - b. The form then goes to the Status Files Custodian, who does the following:
 - 1) Types the letter or agreement, if any. Obtains the Counseling Center Administrator's approval of the wording, if still needed.
 - 2) Notifies the Senior Elders of the special status.
 - 3) Copies the form twice, and sends copies to the Counseling Center Administrator for his sign-off and filing and to Security for their information. The original of the form is filed in the status files (Publications).
5. Rescinding Special Status: When a special status ends, the counselor taking the action pulls the form from the counselee's file and updates it on the back under the section entitled "Special Status Rescinded" to "STOP." (He must, as before, report the action to the Director of Counseling and the Counseling Center Administrator.)

After notifying the individual of his change in status, the counselor sends the form to the Status Files Custodian, who copies and re-distributes the form. The copy for the counselee's file then goes back to the Counseling Center Administrator for sign-off and re-filing.
6. The Status Files Custodian is responsible for maintaining a "Special Statuses in Effect" list which is updated monthly and distributed to the Senior Elders and a few key offices. This list only includes limited information; if more information is needed, you should call the counselor listed.
7. The reporting of special statuses was instituted mostly because of the Security department's need to know what was going on, whom to bar from services, who was being given special permission to attend meetings, and so forth. We appreciate everyone's cooperation in following this procedure, which we have tried to make as simple as possible.