



Ministry Policy and Procedures Document

Ministry Name: Holli Hunt International Ministries, Inc

Effective Date: 08/2019

Version Number: 1

1. Purpose

This document outlines the policies and procedures governing the operations of Holli Hunt Ministries. It provides guidance to ensure compliance with legal, ethical, and operational standards, fostering accountability and excellence in service delivery.

2. Scope

This policy applies to all employees, volunteers, contractors, and stakeholders associated with Holli Hunt Ministries. It governs all activities conducted under the ministry's purview.

3. Policy Statement

Holl Hunt International Ministries is committed to promoting transparency, integrity, efficiency, and inclusivity in all its programs and operations. These policies aim to ensure alignment with the ministry's mission, vision, and values while complying with applicable laws and regulations.

4. Core Principles

1. **Accountability:** Ensuring all actions and decisions are traceable and justifiable.
 2. **Transparency:** Conducting operations openly and providing access to relevant information.
 3. **Inclusivity:** Promoting diversity and ensuring equal opportunities.
 4. **Integrity:** Upholding honesty and ethical practices.
 5. **Efficiency:** Utilizing resources effectively for optimal results.
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5. Roles and Responsibilities

5.1 Leadership

- Define strategic goals and policies.
- Ensure compliance with all legal and ethical standards.
- Provide oversight and resources for effective implementation.

5.2 Employees and Volunteers

- Adhere to policies and perform duties responsibly.
- Report any violations or concerns to the appropriate authority.

5.3 Stakeholders

- Engage constructively with the ministry and respect its policies.
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6. Operational Procedures

6.1 Program Implementation

- Develop programs aligned with the ministry's goals.
- Establish timelines, budgets, and evaluation criteria.

6.2 Financial Management

- Maintain accurate financial records.
- Ensure all expenditures align with approved budgets.

6.3 Human Resource Management

- Conduct fair recruitment, training, and evaluation processes.
- Provide a safe and inclusive workplace.

6.4 Compliance and Reporting

- Regularly review and update policies to ensure relevance.
 - Submit periodic reports to relevant authorities.
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7. Code of Conduct

- Respect for colleagues, stakeholders, and the community.
 - Prohibition of discrimination, harassment, and unethical behavior.
 - Commitment to confidentiality and data protection.
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8. Grievance and Disciplinary Procedures

- **Grievances:** Employees or stakeholders may file complaints through designated channels. Complaints will be addressed promptly and fairly.
 - **Disciplinary Action:** Violations of policies may result in warnings, suspension, or termination, depending on the severity.
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9. Monitoring and Evaluation

- Regular audits and evaluations to measure the effectiveness of policies and procedures.
 - Continuous improvement based on feedback and identified gaps.
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10. Review and Amendments

This policy will be reviewed annually or as needed. Amendments must be approved by the ministry's leadership.

Approval

Approved by:
Prophetess Holli Hunt

11. Donations Policy

11.1 Purpose

The Donations Policy ensures the transparent and ethical management of all donations received by Holli Hunt International Ministries. It outlines procedures for accepting, utilizing, and reporting donations to maintain the trust of donors and stakeholders.

11.2 Scope

This policy applies to all monetary, material, or in-kind donations received by Holli Hunt Ministries from individuals, organizations, or institutions.

11.3 Principles

1. **Transparency:** Clearly communicating how donations are received, allocated, and used.
 2. **Accountability:** Ensuring proper documentation and reporting of all donations.
 3. **Ethical Standards:** Accepting donations only from sources that align with the ministry's mission and values.
 4. **Compliance:** Adhering to legal and regulatory requirements regarding donations.
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11.4 Guidelines for Accepting Donations

1. **Eligibility of Donations:**
 - Donations must align with the ministry's mission, vision, and values.
 - The ministry reserves the right to decline donations from sources that conflict with its principles or may damage its reputation.
 - Donations will be accepted by Tuesdays from 10am-2pm
 - All Donors will fill out an in-kind form with signature
 - Distribution of donations will be on a first come first serve basis.
 - All donations will be counted and noted by Secretary
2. **Types of Donations:**
 - Monetary contributions (cash, checks, bank transfers).
 - Material goods (equipment, cars, supplies, etc.).
 - In-kind services or resources.
3. **Acceptance Process:**
 - All donations must be documented and acknowledged with an official receipt.
 - Large or conditional donations must be reviewed and approved by the leadership or a designated committee/director.
4. **Anonymous Donations:**

- Anonymous donations will be accepted, provided there is no reasonable suspicion of illegal activity or unethical intent.
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11.5 Utilization of Donations

1. Donations will be used exclusively for purposes aligned with the ministry's objectives and donor intent.
 2. Restricted donations (with specified use) will be allocated as per the donor's instructions.
 3. Unrestricted donations will be used at the ministry's discretion to support its programs and operations.
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11.6 Reporting and Accountability

1. **Documentation:**
 - Maintain accurate records of all donations, including donor information (where applicable) and usage details.
 - Ensure records are stored securely and in compliance with data protection regulations.
 2. **Reporting:**
 - Regularly provide donors with updates on how their contributions are being used.
 - Include donation reports in annual financial statements, ensuring transparency.
 3. **Audits:**
 - Conduct periodic internal and external audits of donation management to ensure compliance and integrity.
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11.7 Donor Acknowledgment

1. Provide timely acknowledgment of all donations, including official receipts.
 2. Recognize significant contributions through public acknowledgment (if agreed upon by the donor).
 3. Maintain donor confidentiality unless explicit permission is given for disclosure.
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11.8 Prohibited Practices

- Accepting donations that:
 - Compromise the ministry's independence or integrity.
 - Originate from unethical or illegal activities.
- Misusing funds contrary to donor intentions.

12. Speakers Engagement Policy

12.1 Purpose

This policy establishes guidelines for covering travel, accommodation, and food expenses for speakers engaged by Holli Hunt Ministries. It ensures fair, transparent, and consistent practices while maintaining budgetary responsibility.

12.2 Scope

This policy applies to all speakers invited to participate in events, workshops, conferences, and other engagements hosted or sponsored by Holli Hunt Ministries.

12.3 Principles

1. **Equity:** Provide fair compensation and support to speakers for their time and effort.
2. **Transparency:** Clearly communicate entitlements and reimbursement processes to speakers.
3. **Cost-Efficiency:** Ensure expenses are reasonable and within budget constraints.
4. **Compliance:** Adhere to applicable tax and financial regulations.

12.4 Covered Expenses

12.4.1 Travel Expenses

1. **Transportation:**
 - Airfare: Economy class unless otherwise approved in advance for long-haul flights or specific needs.
 - Ground transportation: Reimbursement for taxis, ride-shares, public transport, or mileage for personal vehicle use (at the approved mileage rate).
2. **Booking:**
 - Travel arrangements will be coordinated by Holli Hunt Ministries or reimbursed with prior approval.
3. **Timing:**
 - Travel should be arranged to minimize costs, such as booking flights early.

12.4.2 Accommodation

1. Hotel Arrangements:

- The ministry will cover hotel fees for the duration of the engagement, including one additional night if travel schedules necessitate it.
- Accommodation will typically be at a mid-range hotel, booked directly by [Ministry Name] or reimbursed upon submission of receipts.

2. Incidental Costs:

- Additional expenses such as mini-bar use, room service, or laundry services are not covered unless pre-approved.

12.4.3 Food and Meals

1. Per Diem or Reimbursement:

- Speakers are eligible for a daily meal allowance or reimbursement for reasonable meal expenses incurred during the engagement.

2. Limits:

- Maximum per-meal limits will be set and communicated beforehand (e.g., \$20 for breakfast, \$30 for lunch, and \$50 for dinner).
 - Alcoholic beverages will not be covered unless pre-approved for specific events.
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12.5 Procedure

1. Pre-Engagement:

- Speakers will receive a detailed letter of engagement outlining covered expenses and reimbursement procedures.
- Expenses exceeding standard allowances must be approved in writing by the ministry before the engagement.

2. Reimbursement Claims:

- Submit expense claims within [10] days of the engagement, including all relevant receipts.
- Use the ministry's approved reimbursement form, ensuring completeness and accuracy.

3. Approval:

- Expense claims will be reviewed and approved by the Finance Department within [7] business days of submission.
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12.6 Non-Covered Expenses

The ministry will not cover the following unless explicitly approved in writing:

- Personal entertainment (e.g., movies, sightseeing tours).
 - Expenses for accompanying individuals (family, friends, etc.).
 - Upgrades to flights, hotel rooms, or other services beyond standard arrangements.
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12.7 Exceptions

Any exceptions to this policy must be pre-approved in writing by the [Ministry Leader/Finance Officer] and documented in the speaker's engagement agreement.

13. Financial Assistance Policy for Families in Need

13.1 Purpose

This policy outlines the criteria and procedures for providing financial assistance to families in need through [Ministry Name]. It ensures the equitable, transparent, and responsible use of resources to support individuals facing financial hardships.

13.2 Scope

This policy applies to all financial aid programs administered by [Ministry Name] for families in need, including emergency relief, housing assistance, utility payments, and other financial support.

13.3 Principles

1. **Compassion:** Provide aid in a manner that preserves dignity and respect for recipients.
2. **Equity:** Ensure fair access to financial assistance regardless of race, religion, gender, or background.
3. **Accountability:** Maintain transparency in the allocation and use of funds.
4. **Sustainability:** Prioritize assistance that fosters long-term stability and self-sufficiency.

13.4 Eligibility Criteria

1. Families must demonstrate financial need through one or more of the following:
 - Low or no income.
 - Unforeseen financial hardship (e.g., medical emergencies, job loss).
 - Inability to meet basic needs such as food, housing, or utilities.
 - Financial support has a cap of \$500. Per member.
 - Utility Bills will be paid directly to the company
 - Rent payments/assistance will be paid directly to the Landlord with said proof.
2. **Residency Requirement:**
 - Applicants must reside within the ministry's service area or community.
3. **Documentation:**
 - Applicants must provide proof of income, residency, and details of the specific financial hardship.

13.5 Types of Assistance

1. **Emergency Assistance:**
 - One-time payments for urgent needs, such as medical bills, eviction prevention, or utility reconnection has a cap of \$500 per member/applicant
2. **Ongoing Support:**
 - Limited monthly financial support for a specified period (e.g., rent or child care assistance).
3. **Non-Monetary Support:**
 - Vouchers, gift cards, or direct provision of goods such as food, clothing, or school supplies, Bills

13.6 Application Process

1. **Initial Contact:**
 - Families must complete a financial assistance application form available at the ministry office or online.
2. **Interview and Assessment:**
 - Applicants will meet with a ministry representative to discuss their situation and submit required documentation.
3. **Review and Approval:**
 - Applications will be reviewed by a designated committee within [3-5] business days.

- Priority will be given to families with urgent needs or dependents.
 - 4. **Notification:**
 - Approved applicants will receive written confirmation of assistance details.
 - Unapproved applicants will be provided with reasons and alternative resources.
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13.7 Payment and Distribution

1. **Direct Payments:**
 - Financial aid will be paid directly to service providers (e.g., landlords, utility companies) whenever possible.
 2. **Receipts:**
 - Beneficiaries must provide proof of payment or service delivery to ensure funds are used as intended.
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13.8 Accountability and Reporting

1. **Records Management:**
 - Maintain confidential records of all financial assistance provided.
 2. **Monitoring:**
 - Periodic reviews to evaluate the impact and effectiveness of assistance.
 3. **Transparency:**
 - Publish an annual report summarizing financial aid distribution without compromising beneficiary privacy.
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13.9 Limitations and Restrictions

1. Financial assistance is subject to the availability of funds.
 2. Families may reapply for additional assistance only after [specified waiting period, e.g., 6 months], unless in cases of extreme hardship.
 3. Misrepresentation of information may result in disqualification and repayment of funds.
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13.10 Exceptions

Any exceptions to this policy must be approved by the ministry's leadership/director/Prophetess and documented in writing.

14. Funeral Services Policy

14.1 Purpose

This policy outlines the support Holli Hunt Ministries provides to families in need for funeral and memorial services. It ensures the delivery of compassionate, equitable, and respectful assistance during times of bereavement.

14.2 Scope

This policy applies to funeral services, \$500 financial support, and other related assistance provided by Holli Hunt Ministries to families experiencing the loss of a loved one. Excess funds must be approved by the Treasurer/Director.

14.3 Principles

1. **Compassion:** Offer support with empathy and understanding for grieving families.
 2. **Equity:** Ensure fair access to funeral services regardless of religion, culture, or financial status.
 3. **Dignity:** Provide services that respect the cultural, religious, and personal preferences of the deceased and their family.
 4. **Accountability:** Ensure responsible use of ministry resources.
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14.4 Services Offered

1. **Funeral Arrangements Assistance:**
 - Coordinating with funeral homes, cemeteries, and other service providers.
 - Supporting families in making decisions regarding burial, cremation, or memorial services.
2. **Financial Support:**
 - \$500 Covering or contributing to funeral expenses, such as caskets, cremation fees, or burial plots, subject to financial need and available resources.
3. **Venue and Logistics:**

- Providing a venue for funeral or memorial services if needed.
 - Assisting with transportation for the family and attendees.
 - 4. **Pastoral and Emotional Support:**
 - Offering pastoral care, counseling, and spiritual support to grieving families.
 - Conducting or officiating funeral services upon request.
 - 5. **Non-Monetary Support:**
 - Providing essential items like food for gatherings or floral arrangements.
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14.5 Eligibility Criteria

1. The deceased or their immediate family must be a member or reside within the ministry's service area.
 2. Families must demonstrate financial need if seeking monetary assistance.
 3. Support is prioritized for active members of the ministry or those with no other resources available.
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14.6 Application Process

1. **Initial Request:**
 - Families may submit a funeral assistance request form in person or online.
 2. **Documentation:**
 - Required documents include proof of the deceased's identity, residency, and financial hardship if monetary aid is requested.
 3. **Review and Approval:**
 - A committee will review requests promptly, ensuring support is delivered without unnecessary delay.
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14.7 Financial and Logistical Guidelines

1. **Monetary Assistance:**
 - Maximum financial support will be capped at a predetermined amount of \$500 based on the ministry's budget. (Excess must be approved by Treasurer/Director.)
 2. **Direct Payments:**
 - Funds will be paid directly to service providers, such as funeral homes, whenever possible.
 3. **Venue Use:**
 - If the ministry's venue is used, all arrangements must comply with ministry policies regarding facility usage.
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14.8 Cultural and Religious Considerations

1. Accommodate diverse cultural and religious practices related to funerals and memorials.
 2. Collaborate with families to ensure services align with their beliefs and traditions.
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14.9 Limitations and Restrictions

1. Assistance is subject to the availability of funds and resources.
 2. Financial support is limited to one request per family per year unless otherwise approved.
 3. The ministry reserves the right to decline requests that fall outside the policy's scope.
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14.10 Accountability and Reporting

1. **Records Management:**
 - Maintain confidential records of all services provided.
 2. **Reporting:**
 - Include funeral assistance details in annual reports to ensure transparency.
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15. Prayer Assistance Policy

15.1 Purpose

This policy outlines the guidelines for providing prayer assistance to individuals and families seeking spiritual support through Holli Hunt Ministries. It ensures consistent, respectful, and compassionate engagement with those in need of prayer.

15.2 Scope

This policy applies to all prayer services, requests, and related activities conducted by Holli Hunt Ministries, including individual, group, and online prayer assistance.

15.3 Principles

1. **Compassion:** Provide prayer assistance with empathy and understanding, respecting the needs of those seeking spiritual support.
 2. **Confidentiality:** Protect the privacy and personal information of individuals making prayer requests.
 3. **Inclusivity:** Offer prayer support to anyone, regardless of their faith, background, or beliefs.
 4. **Diligence:** Ensure that all prayer requests are handled promptly and sincerely.
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15.4 Services Offered

1. **Individual Prayer Support:**
 - Providing one-on-one prayer sessions in person, over the phone, or online.
 2. **Group Prayer Sessions:**
 - Hosting regular prayer meetings or gatherings to address communal needs.
 3. **Online and Written Prayer Requests:**
 - Accepting prayer requests through the ministry's website, email, or prayer request forms.
 4. **Emergency Prayer Assistance:**
 - Offering immediate prayer support during crises, emergencies, or urgent situations.
 5. **Special Prayers:**
 - Conducting themed prayers for specific needs (e.g., healing, guidance, thanksgiving).
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15.5 Procedure for Prayer Requests

1. **Submission of Requests:**
 - Individuals may submit prayer requests through the ministry's designated channels (e.g., in person, online, phone).
 2. **Acknowledgment:**
 - The ministry will acknowledge receipt of the prayer request and assure the individual of confidentiality.
 3. **Assignment:**
 - Prayer requests will be shared with a designated prayer team or pastoral staff for action.
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15.6 Confidentiality and Privacy

1. Prayer requests will only be shared with the prayer team and will not be disclosed publicly without the requester's consent.
 2. Personal information provided with prayer requests will be handled in accordance with the ministry's privacy policy.
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15.7 Guidelines for Prayer Teams

1. **Training:**
 - All prayer team members must undergo training to ensure they provide support respectfully and effectively.
 2. **Code of Conduct:**
 - Maintain professionalism, compassion, and respect during all prayer interactions.
 3. **Follow-Up:**
 - Offer follow-up support or additional prayers as appropriate, respecting the individual's preferences.
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15.8 Special Considerations

1. **Interfaith Requests:**
 - The ministry will honor prayer requests from individuals of different faiths, adapting the prayer to respect their beliefs.
 2. **Anonymous Requests:**
 - Prayer support will be offered for anonymous requests when sufficient information is provided.
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15.9 Limitations

1. Prayer assistance is spiritual support and not a substitute for professional counseling, medical care, or legal advice.
 2. The ministry reserves the right to decline requests that are inappropriate, disrespectful, or outside the scope of this policy.
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15.10 Accountability

1. **Records Management:**

- Maintain a confidential log of prayer requests to ensure follow-up and effectiveness.

2. **Feedback:**

- Encourage individuals to provide feedback on the prayer assistance received to improve services.
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16. Training Guidelines for New Members and Prophets

16.1 Purpose

This policy establishes the framework for training new members and prophets joining Holli Hunt Ministries. The training aims to equip them with the knowledge, spiritual grounding, and practical skills necessary to serve effectively while adhering to the ministry's principles and mission.

16.2 Scope

This training applies to all new members, including those called to prophetic ministry, to ensure a consistent foundation in the ministry's values, operations, and responsibilities.

16.3 Objectives

1. **Spiritual Development:** Deepen understanding of biblical principles, spiritual gifts, and the prophetic calling.
 2. **Knowledge of Ministry Values:** Familiarize new members with the ministry's vision, mission, and code of conduct.
 3. **Skill Development:** Provide practical tools for serving in ministry roles and engaging with the community.
 4. **Accountability:** Emphasize the importance of ethical and transparent practices in all aspects of ministry.
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16.4 Training Program Structure

16.4.1 Orientation for New Members

1. Overview of the ministry's mission, vision, and values.
2. Introduction to the organizational structure and leadership.
3. Overview of ministry programs, services, and roles.
4. Explanation of the code of conduct and ethical guidelines.

16.4.2 Spiritual and Biblical Training

1. In-depth study of the Bible, focusing on leadership and service principles.
2. Understanding spiritual gifts and their role in ministry.
3. Theology and principles of prophetic ministry (for prophets).
4. Guidance on prayer, fasting, and spiritual discernment.

16.4.3 Practical Ministry Training

1. Communication and interpersonal skills.
2. Leadership and teamwork within the ministry.
3. Community engagement and outreach practices.
4. Administrative and logistical responsibilities.

16.4.4 Specialized Prophetic Training (For Prophets)

1. Understanding the prophetic calling and its biblical foundation.
2. Principles of delivering prophecies responsibly and ethically.
3. Recognizing and managing spiritual warfare.
4. Accountability and submission to ministry leadership.

16.5 Training Delivery

1. **Workshops and Seminars:** Conducted by senior leaders or guest speakers to provide hands-on learning.
2. **Mentorship:** Pairing new members and prophets with experienced mentors for personalized guidance.
3. **Online Resources:** Providing access to recorded sermons, teaching materials, and reading lists.
4. **Practical Assignments:** Opportunities to serve in ministry activities under supervision.

16.6 Assessment and Evaluation

1. **Knowledge Assessment:** Written or oral evaluations on key teachings and principles.
2. **Practical Evaluation:** Observation of service in ministry roles to ensure readiness.

3. **Feedback Sessions:** Regular discussions with mentors or trainers to address challenges and growth areas.
 4. **Certification:** Issuing certificates of completion to new members and prophets who meet the training requirements.
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16.7 Code of Conduct for New Members and Prophets

1. Uphold integrity, humility, and respect in all interactions.
 2. Maintain confidentiality regarding sensitive matters.
 3. Submit to ministry leadership and adhere to guidelines.
 4. Avoid misusing spiritual authority or gifts.
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16.8 Ongoing Development

1. **Continuous Learning:** Encourage participation in advanced training, conferences, and spiritual retreats.
 2. **Peer Networking:** Foster connections with other members and prophets for shared growth and support.
 3. **Periodic Reviews:** Conduct annual evaluations to assess progress and alignment with ministry goals.
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17. Membership Policy

17.1 Purpose

This policy establishes the framework for membership in Holli Hunt Ministries, outlining the qualifications, rights, responsibilities, and expectations for individuals who wish to join and actively participate in the ministry.

17.2 Scope

This policy applies to all individuals seeking membership in Holli Hunt Ministries and those already recognized as members.

17.3 Principles

1. **Inclusivity:** Membership is open to all individuals regardless of age, race, gender, or background, provided they meet the ministry's criteria.
 2. **Commitment:** Members are expected to actively participate in the ministry's activities and uphold its values.
 3. **Accountability:** Members are to adhere to the ministry's code of conduct and policies.
 4. **Growth:** Membership encourages personal spiritual growth and contributions to the collective mission of the ministry.
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17.4 Membership Categories

1. **General Members:**
 - Individuals who regularly attend services and participate in ministry activities.
 2. **Active Members:**
 - Members who have completed membership orientation, serve in ministry roles, and contribute time, talents, or resources.
 3. **Honorary Members:**
 - Individuals recognized for their significant contributions or long-standing support of the ministry.
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17.5 Membership Eligibility

1. **Faith Commitment:**
 - A profession of faith and a desire to grow spiritually in alignment with the ministry's mission.
 2. **Attendance:**
 - Regular attendance at worship services or ministry activities for a minimum of 1 month.
 3. **Orientation Completion:**
 - Successful participation in a membership orientation program to understand the ministry's mission, values, and expectations.
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17.6 Rights of Members

1. Participation in ministry programs, events, and activities.
2. Voting rights in ministry decisions (for active members).
3. Access to pastoral care, counseling, and other member-specific resources.
4. Opportunities to serve in ministry roles and leadership positions.

17.7 Responsibilities of Members

1. Uphold the ministry's values and code of conduct.
2. Actively participate in services, programs, and outreach activities.
3. Support the ministry through tithes, offerings, or other contributions as able.
4. Foster unity and respect within the ministry community.

17.8 Membership Application Process

1. **Application Form:**
 - Prospective members must complete a membership application form.
2. **Interview/Orientation:**
 - Attend a membership orientation session to understand the ministry's mission and expectations.
3. **Approval:**
 - Applications will be reviewed by the leadership team, and approval will be communicated in writing.

17.9 Membership Renewal and Termination

1. **Renewal:**
 - Membership will be reviewed annually to ensure active participation and alignment with the ministry's goals.
2. **Voluntary Withdrawal:**
 - Members may resign by submitting a written notice to the ministry leadership.
3. **Termination:**
 - Membership may be revoked due to inactivity, violation of the code of conduct, or actions detrimental to the ministry's mission.

17.10 Code of Conduct for Members

1. Demonstrate integrity, humility, and respect in all interactions.
 2. Promote harmony and avoid actions that may cause division.
 3. Uphold confidentiality regarding sensitive ministry matters.
 4. Represent the ministry positively in the community.
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17.11 Accountability and Dispute Resolution

1. **Accountability:**

- Members are expected to address grievances or conflicts through the ministry's established processes.

2. **Dispute Resolution:**

- A mediation process will be facilitated by ministry leadership to resolve disputes among members.
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18. Grievance Policy

18.1 Purpose

This policy provides a structured and respectful approach to addressing grievances within Holli Hunt Ministries. It ensures all members, staff, and participants can raise concerns or complaints in a safe, fair, and confidential manner.

18.2 Scope

This policy applies to all members, staff, volunteers, and anyone engaged in the ministry's programs and activities.

18.3 Principles

1. **Respect:** Treat all grievances with dignity and understanding.
 2. **Confidentiality:** Protect the privacy of all parties involved, except where disclosure is required by law.
 3. **Fairness:** Ensure an impartial and equitable resolution process.
 4. **Timeliness:** Address grievances promptly to prevent escalation.
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18.4 Grievance Categories

1. **Interpersonal Conflicts:** Issues between individuals within the ministry.
2. **Policy Disputes:** Concerns about ministry policies or their application.
3. **Ethical Violations:** Complaints about breaches of the ministry's code of conduct.
4. **Service Concerns:** Feedback about programs, events, or services provided by the ministry.

18.5 Grievance Procedure

18.5.1 Informal Resolution

- 1. Initial Discussion:**
 - The complainant should first attempt to resolve the issue directly with the involved party through a respectful conversation.
- 2. Support:**
 - Seek guidance from a trusted leader or mediator if necessary.

18.5.2 Formal Grievance Process

- 1. Submission of Grievance:**
 - Complete a grievance form and submit it to the designated ministry representative (e.g., pastor, grievance officer).
 - Include a detailed description of the issue, individuals involved, and desired resolution.
- 2. Acknowledgment:**
 - The ministry will acknowledge receipt of the grievance within [5] business days.
- 3. Investigation:**
 - An impartial investigation will be conducted, which may include interviews with involved parties and review of relevant documents or events.
- 4. Resolution Meeting:**
 - A meeting will be held with the complainant and other relevant parties to discuss findings and agree on a resolution.
- 5. Outcome Notification:**
 - The complainant will receive a written summary of the investigation's findings and the proposed resolution.

18.6 Appeals Process

- 1. Filing an Appeal:**
 - If the complainant is dissatisfied with the outcome, they may file a written appeal to the ministry's leadership team within [10] business days.
 - 2. Review:**
 - A senior leader or appeals committee will review the grievance and provide a final decision.
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18.7 Confidentiality

1. All grievance discussions, documents, and proceedings will be kept confidential, except when disclosure is required by law or necessary to resolve the issue.
 2. Breaches of confidentiality by any party may result in disciplinary action.
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18.8 Retaliation Prohibition

1. No individual will be penalized or face retaliation for raising a grievance in good faith.
 2. Retaliatory actions will be investigated and may lead to disciplinary measures.
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18.9 Recordkeeping

1. Maintain a confidential log of all grievances, resolutions, and related correspondence.
 2. Records will be retained for a minimum of [5 years] in compliance with legal and organizational requirements.
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18.10 Policy Limitations

1. Grievances that involve legal matters (e.g., harassment, abuse) will be referred to the appropriate authorities.
 2. Anonymous grievances will be reviewed but may be limited in resolution due to lack of context or verification.
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18.11 Education and Awareness

1. Provide training on the grievance policy and process to all members, staff, and volunteers.
 2. Make the grievance policy readily accessible, including online and in ministry materials.
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19. Conflict and Resolution Policy

19.1 Purpose

This policy establishes a framework for addressing and resolving conflicts within Holli Hunt Ministries. It promotes unity, understanding, and mutual respect while providing clear procedures for resolving disputes in a manner consistent with biblical principles and ministry values.

19.2 Scope

This policy applies to all members, staff, volunteers, and participants in Holli Hunt Ministry's programs and activities.

19.3 Principles

1. **Biblical Approach:** Resolve conflicts based on biblical teachings of reconciliation and forgiveness.
 2. **Respect and Dignity:** Treat all parties with respect and compassion throughout the resolution process.
 3. **Impartiality:** Ensure fairness and avoid bias during conflict resolution.
 4. **Confidentiality:** Protect the privacy of individuals involved, except when disclosure is required for resolution or legal compliance.
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19.4 Types of Conflicts Covered

1. **Interpersonal Conflicts:** Disputes between individuals within the ministry.
 2. **Group Conflicts:** Disagreements among teams, committees, or groups.
 3. **Organizational Issues:** Concerns related to ministry policies, leadership decisions, or resource allocation.
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19.5 Conflict Resolution Process

19.5.1 Step 1: Self-Reflection

1. Encourage individuals to prayerfully reflect on their role in the conflict and seek personal guidance from Scripture.
2. Consider whether the issue can be resolved internally without intervention.

19.5.2 Step 2: Direct Communication

1. Encourage parties to address the conflict directly and respectfully with each other.
2. Use "I" statements to express feelings and concerns without assigning blame.

19.5.3 Step 3: Mediation

1. If direct communication fails, involve a neutral third party (e.g., a pastor, elder, or trained mediator).
2. Conduct a structured mediation session where all parties share their perspectives and work toward a mutual resolution.

19.5.4 Step 4: Leadership Intervention

1. Escalate unresolved conflicts to the ministry leadership team for further review and resolution.
2. Leadership will assess the situation, consult with involved parties, and propose a fair resolution.

19.5.5 Step 5: Formal Resolution

1. For complex or severe conflicts, establish a conflict resolution committee to review the case and provide a binding decision.
 2. Document the resolution and communicate it to all involved parties.
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19.6 Guidelines for Resolution

1. Focus on the issue, not the person, to maintain a constructive dialogue.
 2. Seek common ground and shared goals to foster reconciliation.
 3. Commit to forgiveness and restoration of relationships where possible.
 4. Ensure all agreements are documented and signed by the involved parties, if necessary.
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19.7 Escalation to External Authorities

1. Conflicts involving legal matters (e.g., harassment, abuse) will be referred to appropriate external authorities.
 2. The ministry will cooperate fully with any investigations or proceedings.
-

19.8 Confidentiality

1. Maintain the confidentiality of all conflict-related discussions and documentation, except where disclosure is required.
 2. Ensure that mediators and leadership do not disclose sensitive information without consent.
-

19.9 Training and Education

1. Provide regular training for members, staff, and volunteers on conflict resolution techniques.
 2. Offer resources, such as workshops or seminars, to build skills in communication, empathy, and reconciliation.
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19.10 Monitoring and Follow-Up

1. Leadership will monitor the implementation of resolutions to ensure compliance and effectiveness.
 2. Offer follow-up support to individuals or teams involved in the conflict to maintain unity.
-

19.11 Retaliation Prohibition

1. Prohibit any retaliation against individuals who raise concerns or participate in the resolution process.
 2. Investigate and address any instances of retaliation promptly.
-

19.12 Policy Limitations

1. The ministry's conflict resolution process is not a substitute for legal action when required.
2. Anonymous complaints may be addressed but may face limitations due to insufficient information.

The Donations Policy ensures the transparent and ethical management of all donations received by [Ministry Name]. It outlines procedures for accepting, utilizing, and reporting donations to maintain the trust of donors and stakeholders.

11.2 Scope

This policy applies to all monetary, material, or in-kind donations received by [Ministry Name] from individuals, organizations, or institutions.

11.3 Principles

1. **Transparency:** Clearly communicating how donations are received, allocated, and used.
 2. **Accountability:** Ensuring proper documentation and reporting of all donations.
 3. **Ethical Standards:** Accepting donations only from sources that align with the ministry's mission and values.
 4. **Compliance:** Adhering to legal and regulatory requirements regarding donations.
-

11.4 Guidelines for Accepting Donations

1. **Eligibility of Donations:**
 - Donations must align with the ministry's mission, vision, and values.
 - The ministry reserves the right to decline donations from sources that conflict with its principles or may damage its reputation.
 2. **Types of Donations:**
 - Monetary contributions (cash, checks, bank transfers).
 - Material goods (equipment, supplies, etc.).
 - In-kind services or resources.
 3. **Acceptance Process:**
 - All donations must be documented and acknowledged with an official receipt.
 - Large or conditional donations must be reviewed and approved by the leadership or a designated committee.
 4. **Anonymous Donations:**
 - Anonymous donations will be accepted, provided there is no reasonable suspicion of illegal activity or unethical intent.
-

11.5 Utilization of Donations

1. Donations will be used exclusively for purposes aligned with the ministry's objectives and donor intent.
 2. Restricted donations (with specified use) will be allocated as per the donor's instructions.
 3. Unrestricted donations will be used at the ministry's discretion to support its programs and operations.
-

11.6 Reporting and Accountability

1. **Documentation:**
 - Maintain accurate records of all donations, including donor information (where applicable) and usage details.
 - Ensure records are stored securely and in compliance with data protection regulations.
 2. **Reporting:**
 - Regularly provide donors with updates on how their contributions are being used.
 - Include donation reports in annual financial statements, ensuring transparency.
 3. **Audits:**
 - Conduct periodic internal and external audits of donation management to ensure compliance and integrity.
-

11.7 Donor Acknowledgment

1. Provide timely acknowledgment of all donations, including official receipts.
 2. Recognize significant contributions through public acknowledgment (if agreed upon by the donor).
 3. Maintain donor confidentiality unless explicit permission is given for disclosure.
-

11.8 Prohibited Practices

- Accepting donations that:
 - Compromise the ministry's independence or integrity.
 - Originate from unethical or illegal activities.
 - Misusing funds contrary to donor intentions.
-

12. Speakers Engagement Policy

12.1 Purpose

This policy establishes guidelines for covering travel, accommodation, and food expenses for speakers engaged by [Ministry Name]. It ensures fair, transparent, and consistent practices while maintaining budgetary responsibility.

12.2 Scope

This policy applies to all speakers invited to participate in events, workshops, conferences, and other engagements hosted or sponsored by [Ministry Name].

12.3 Principles

1. **Equity:** Provide fair compensation and support to speakers for their time and effort.
 2. **Transparency:** Clearly communicate entitlements and reimbursement processes to speakers.
 3. **Cost-Efficiency:** Ensure expenses are reasonable and within budget constraints.
 4. **Compliance:** Adhere to applicable tax and financial regulations.
-

12.4 Covered Expenses

12.4.1 Travel Expenses

1. **Transportation:**
 - Airfare: Economy class unless otherwise approved in advance for long-haul flights or specific needs.
 - Ground transportation: Reimbursement for taxis, ride-shares, public transport, or mileage for personal vehicle use (at the approved mileage rate).
2. **Booking:**
 - Travel arrangements will be coordinated by [Ministry Name] or reimbursed with prior approval.
3. **Timing:**
 - Travel should be arranged to minimize costs, such as booking flights early.

12.4.2 Accommodation

1. **Hotel Arrangements:**

- The ministry will cover hotel fees for the duration of the engagement, including one additional night if travel schedules necessitate it.
 - Accommodation will typically be at a mid-range hotel, booked directly by [Ministry Name] or reimbursed upon submission of receipts.
- 2. Incidental Costs:**
- Additional expenses such as mini-bar use, room service, or laundry services are not covered unless pre-approved.

12.4.3 Food and Meals

- 1. Per Diem or Reimbursement:**
- Speakers are eligible for a daily meal allowance or reimbursement for reasonable meal expenses incurred during the engagement.
- 2. Limits:**
- Maximum per-meal limits will be set and communicated beforehand (e.g., \$20 for breakfast, \$30 for lunch, and \$50 for dinner).
 - Alcoholic beverages will not be covered unless pre-approved for specific events.

12.5 Procedure

- 1. Pre-Engagement:**
- Speakers will receive a detailed letter of engagement outlining covered expenses and reimbursement procedures.
 - Expenses exceeding standard allowances must be approved in writing by the ministry before the engagement.
- 2. Reimbursement Claims:**
- Submit expense claims within [30] days of the engagement, including all relevant receipts.
 - Use the ministry's approved reimbursement form, ensuring completeness and accuracy.
- 3. Approval:**
- Expense claims will be reviewed and approved by the Finance Department within [10] business days of submission.

12.6 Non-Covered Expenses

The ministry will not cover the following unless explicitly approved in writing:

- Personal entertainment (e.g., movies, sightseeing tours).
 - Expenses for accompanying individuals (family, friends, etc.).
 - Upgrades to flights, hotel rooms, or other services beyond standard arrangements.
-

12.7 Exceptions

Any exceptions to this policy must be pre-approved in writing by the [Ministry Leader/Finance Officer] and documented in the speaker's engagement agreement.

13. Financial Assistance Policy for Families in Need

13.1 Purpose

This policy outlines the criteria and procedures for providing financial assistance to families in need through Holli Hunt Ministries. It ensures the equitable, transparent, and responsible use of resources to support individuals facing financial hardships.

13.2 Scope

This policy applies to all financial aid programs administered by Holli Hunt Ministries for families in need, including emergency relief, housing assistance, utility payments, and other financial support.

13.3 Principles

1. **Compassion:** Provide aid in a manner that preserves dignity and respect for recipients.
 2. **Equity:** Ensure fair access to financial assistance regardless of race, religion, gender, or background.
 3. **Accountability:** Maintain transparency in the allocation and use of funds.
 4. **Sustainability:** Prioritize assistance that fosters long-term stability and self-sufficiency.
-

13.4 Eligibility Criteria

1. Families must demonstrate financial need through one or more of the following:
 - Low or no income.
 - Unforeseen financial hardship (e.g., medical emergencies, job loss).
 - Inability to meet basic needs such as food, housing, or utilities.

2. Residency Requirement:

- Applicants must reside within the ministry's service area or community.

3. Documentation:

- Applicants must provide proof of income, residency, and details of the specific financial hardship.
-

13.5 Types of Assistance

1. Emergency Assistance:

- One-time payments for urgent needs, such as medical bills, eviction prevention, or utility reconnection.

2. Ongoing Support:

- Limited monthly financial support for a specified period (e.g., rent or child care assistance).

3. Non-Monetary Support:

- Vouchers, gift cards, or direct provision of goods such as food, clothing, or school supplies.
-

13.6 Application Process

1. Initial Contact:

- Families must complete a financial assistance application form available at the ministry office or online.

2. Interview and Assessment:

- Applicants will meet with a ministry representative to discuss their situation and submit required documentation.

3. Review and Approval:

- Applications will be reviewed by a designated committee within [5–10] business days.
- Priority will be given to families with urgent needs or dependents.

4. Notification:

- Approved applicants will receive written confirmation of assistance details.
 - Unapproved applicants will be provided with reasons and alternative resources.
-

13.7 Payment and Distribution

1. **Direct Payments:**
 - Financial aid will be paid directly to service providers (e.g., landlords, utility companies) whenever possible.
 2. **Receipts:**
 - Beneficiaries must provide proof of payment or service delivery to ensure funds are used as intended.
-

13.8 Accountability and Reporting

1. **Records Management:**
 - Maintain confidential records of all financial assistance provided.
 2. **Monitoring:**
 - Periodic reviews to evaluate the impact and effectiveness of assistance.
 3. **Transparency:**
 - Publish an annual report summarizing financial aid distribution without compromising beneficiary privacy.
-

13.9 Limitations and Restrictions

1. Financial assistance is subject to the availability of funds.
 2. Families may reapply for additional assistance only after [specified waiting period, e.g., 6 months], unless in cases of extreme hardship.
 3. Misrepresentation of information may result in disqualification and repayment of funds.
-

13.10 Exceptions

Any exceptions to this policy must be approved by the ministry's leadership and documented in writing.

14. Funeral Services Policy

14.1 Purpose

This policy outlines the support Holli Hunt Ministries provides to families in need for funeral and memorial services. It ensures the delivery of compassionate, equitable, and respectful assistance during times of bereavement.

14.2 Scope

This policy applies to funeral services, financial support, and other related assistance provided by Holli Hunt Ministries to families experiencing the loss of a loved one.

14.3 Principles

1. **Compassion:** Offer support with empathy and understanding for grieving families.
 2. **Equity:** Ensure fair access to funeral services regardless of religion, culture, or financial status.
 3. **Dignity:** Provide services that respect the cultural, religious, and personal preferences of the deceased and their family.
 4. **Accountability:** Ensure responsible use of ministry resources.
-

14.4 Services Offered

1. **Funeral Arrangements Assistance:**
 - Coordinating with funeral homes, cemeteries, and other service providers.
 - Supporting families in making decisions regarding burial, cremation, or memorial services.
2. **Financial Support:**
 - Covering or contributing to funeral expenses, such as caskets, cremation fees, or burial plots, subject to financial need and available resources.
3. **Venue and Logistics:**
 - Providing a venue for funeral or memorial services if needed.
 - Assisting with transportation for the family and attendees.
4. **Pastoral and Emotional Support:**
 - Offering pastoral care, counseling, and spiritual support to grieving families.
 - Conducting or officiating funeral services upon request.
5. **Non-Monetary Support:**
 - Providing essential items like food for gatherings or floral arrangements.

14.5 Eligibility Criteria

1. The deceased or their immediate family must reside within the ministry's service area.
2. Families must demonstrate financial need if seeking monetary assistance.
3. Support is prioritized for active members of the ministry or those with no other resources available.

14.6 Application Process

1. **Initial Request:**
 - Families may submit a funeral assistance request form in person or online.
2. **Documentation:**
 - Required documents include proof of the deceased's identity, residency, and financial hardship if monetary aid is requested.
3. **Review and Approval:**
 - A committee will review requests promptly, ensuring support is delivered without unnecessary delay.

14.7 Financial and Logistical Guidelines

1. **Monetary Assistance:**
 - Maximum financial support will be capped at a pre-determined amount, based on the ministry's budget.
2. **Direct Payments:**
 - Funds will be paid directly to service providers, such as funeral homes, whenever possible.
3. **Venue Use:**
 - If the ministry's venue is used, all arrangements must comply with ministry policies regarding facility usage.

14.8 Cultural and Religious Considerations

1. Accommodate diverse cultural and religious practices related to funerals and memorials.
 2. Collaborate with families to ensure services align with their beliefs and traditions.
-

14.9 Limitations and Restrictions

1. Assistance is subject to the availability of funds and resources.
 2. Financial support is limited to one request per family per year unless otherwise approved.
 3. The ministry reserves the right to decline requests that fall outside the policy's scope.
-

14.10 Accountability and Reporting

1. **Records Management:**
 - Maintain confidential records of all services provided.
 2. **Reporting:**
 - Include funeral assistance details in annual reports to ensure transparency.
-

15. Prayer Assistance Policy

15.1 Purpose

This policy outlines the guidelines for providing prayer assistance to individuals and families seeking spiritual support through Holli Hunt Ministries. It ensures consistent, respectful, and compassionate engagement with those in need of prayer.

15.2 Scope

This policy applies to all prayer services, requests, and related activities conducted by [Ministry Name], including individual, group, and online prayer assistance.

15.3 Principles

1. **Compassion:** Provide prayer assistance with empathy and understanding, respecting the needs of those seeking spiritual support.
2. **Confidentiality:** Protect the privacy and personal information of individuals making prayer requests.
3. **Inclusivity:** Offer prayer support to anyone, regardless of their faith, background, or beliefs.

4. **Diligence:** Ensure that all prayer requests are handled promptly and sincerely.
-

15.4 Services Offered

1. **Individual Prayer Support:**
 - Providing one-on-one prayer sessions in person, over the phone, or online.
 2. **Group Prayer Sessions:**
 - Hosting regular prayer meetings or gatherings to address communal needs.
 3. **Online and Written Prayer Requests:**
 - Accepting prayer requests through the ministry's website, email, or prayer request forms.
 4. **Emergency Prayer Assistance:**
 - Offering immediate prayer support during crises, emergencies, or urgent situations.
 5. **Special Prayers:**
 - Conducting themed prayers for specific needs (e.g., healing, guidance, thanksgiving).
-

15.5 Procedure for Prayer Requests

1. **Submission of Requests:**
 - Individuals may submit prayer requests through the ministry's designated channels (e.g., in person, online, phone).
 2. **Acknowledgment:**
 - The ministry will acknowledge receipt of the prayer request and assure the individual of confidentiality.
 3. **Assignment:**
 - Prayer requests will be shared with a designated prayer team or pastoral staff for action.
-

15.6 Confidentiality and Privacy

1. Prayer requests will only be shared with the prayer team and will not be disclosed publicly without the requester's consent.
 2. Personal information provided with prayer requests will be handled in accordance with the ministry's privacy policy.
-

15.7 Guidelines for Prayer Teams

1. **Training:**
 - All prayer team members must undergo training to ensure they provide support respectfully and effectively.
 2. **Code of Conduct:**
 - Maintain professionalism, compassion, and respect during all prayer interactions.
 3. **Follow-Up:**
 - Offer follow-up support or additional prayers as appropriate, respecting the individual's preferences.
-

15.8 Special Considerations

1. **Interfaith Requests:**
 - The ministry will honor prayer requests from individuals of different faiths, adapting the prayer to respect their beliefs.
 2. **Anonymous Requests:**
 - Prayer support will be offered for anonymous requests when sufficient information is provided.
-

15.9 Limitations

1. Prayer assistance is spiritual support and not a substitute for professional counseling, medical care, or legal advice.
 2. The ministry reserves the right to decline requests that are inappropriate, disrespectful, or outside the scope of this policy.
-

15.10 Accountability

1. **Records Management:**
 - Maintain a confidential log of prayer requests to ensure follow-up and effectiveness.
 2. **Feedback:**
 - Encourage individuals to provide feedback on the prayer assistance received to improve services.
-

16. Training Guidelines for New Members and Prophets

16.1 Purpose

This policy establishes the framework for training new members and prophets joining Holli Hunt Ministries. The training aims to equip them with the knowledge, spiritual grounding, and practical skills necessary to serve effectively while adhering to the ministry's principles and mission.

16.2 Scope

This training applies to all new members, including those called to prophetic ministry, to ensure a consistent foundation in the ministry's values, operations, and responsibilities.

16.3 Objectives

1. **Spiritual Development:** Deepen understanding of biblical principles, spiritual gifts, and the prophetic calling.
 2. **Knowledge of Ministry Values:** Familiarize new members with the ministry's vision, mission, and code of conduct.
 3. **Skill Development:** Provide practical tools for serving in ministry roles and engaging with the community.
 4. **Accountability:** Emphasize the importance of ethical and transparent practices in all aspects of ministry.
-

16.4 Training Program Structure

16.4.1 Orientation for New Members

1. Overview of the ministry's mission, vision, and values.
2. Introduction to the organizational structure and leadership.
3. Overview of ministry programs, services, and roles.
4. Explanation of the code of conduct and ethical guidelines.

16.4.2 Spiritual and Biblical Training

1. In-depth study of the Bible, focusing on leadership and service principles.
2. Understanding spiritual gifts and their role in ministry.
3. Theology and principles of prophetic ministry (for prophets).
4. Guidance on prayer, fasting, and spiritual discernment.

16.4.3 Practical Ministry Training

1. Communication and interpersonal skills.
2. Leadership and teamwork within the ministry.
3. Community engagement and outreach practices.
4. Administrative and logistical responsibilities.

16.4.4 Specialized Prophetic Training (For Prophets)

1. Understanding the prophetic calling and its biblical foundation.
 2. Principles of delivering prophecies responsibly and ethically.
 3. Recognizing and managing spiritual warfare.
 4. Accountability and submission to ministry leadership.
-

16.5 Training Delivery

1. **Workshops and Seminars:** Conducted by senior leaders or guest speakers to provide hands-on learning.
 2. **Mentorship:** Pairing new members and prophets with experienced mentors for personalized guidance.
 3. **Online Resources:** Providing access to recorded sermons, teaching materials, and reading lists.
 4. **Practical Assignments:** Opportunities to serve in ministry activities under supervision.
-

16.6 Assessment and Evaluation

1. **Knowledge Assessment:** Written or oral evaluations on key teachings and principles.
2. **Practical Evaluation:** Observation of service in ministry roles to ensure readiness.
3. **Feedback Sessions:** Regular discussions with mentors or trainers to address challenges and growth areas.

4. **Certification:** Issuing certificates of completion to new members and prophets who meet the training requirements.
-

16.7 Code of Conduct for New Members and Prophets

1. Uphold integrity, humility, and respect in all interactions.
 2. Maintain confidentiality regarding sensitive matters.
 3. Submit to ministry leadership and adhere to guidelines.
 4. Avoid misusing spiritual authority or gifts.
-

16.8 Ongoing Development

1. **Continuous Learning:** Encourage participation in advanced training, conferences, and spiritual retreats.
 2. **Peer Networking:** Foster connections with other members and prophets for shared growth and support.
 3. **Periodic Reviews:** Conduct annual evaluations to assess progress and alignment with ministry goals.
-

17. Membership Policy

17.1 Purpose

This policy establishes the framework for membership in Holli Hunt Ministries, outlining the qualifications, rights, responsibilities, and expectations for individuals who wish to join and actively participate in the ministry.

17.2 Scope

This policy applies to all individuals seeking membership in Holli Hunt Ministries and those already recognized as members.

17.3 Principles

1. **Inclusivity:** Membership is open to all individuals regardless of age, race, gender, or background, provided they meet the ministry's criteria.
 2. **Commitment:** Members are expected to actively participate in the ministry's activities and uphold its values.
 3. **Accountability:** Members are to adhere to the ministry's code of conduct and policies.
 4. **Growth:** Membership encourages personal spiritual growth and contributions to the collective mission of the ministry.
-

17.4 Membership Categories

1. **General Members:**
 - Individuals who regularly attend services and participate in ministry activities.
 2. **Active Members:**
 - Members who have completed membership orientation, serve in ministry roles, and contribute time, talents, or resources.
 3. **Honorary Members:**
 - Individuals recognized for their significant contributions or long-standing support of the ministry.
-

17.5 Membership Eligibility

1. **Faith Commitment:**
 - A profession of faith and a desire to grow spiritually in alignment with the ministry's mission.
 2. **Attendance:**
 - Regular attendance at worship services or ministry activities for a minimum of [X months].
 3. **Orientation Completion:**
 - Successful participation in a membership orientation program to understand the ministry's mission, values, and expectations.
-

17.6 Rights of Members

1. Participation in ministry programs, events, and activities.
2. Voting rights in ministry decisions (for active members).
3. Access to pastoral care, counseling, and other member-specific resources.
4. Opportunities to serve in ministry roles and leadership positions.

17.7 Responsibilities of Members

1. Uphold the ministry's values and code of conduct.
2. Actively participate in services, programs, and outreach activities.
3. Support the ministry through tithes, offerings, or other contributions as able.
4. Foster unity and respect within the ministry community.

17.8 Membership Application Process

1. **Application Form:**
 - Prospective members must complete a membership application form.
2. **Interview/Orientation:**
 - Attend a membership orientation session to understand the ministry's mission and expectations.
3. **Approval:**
 - Applications will be reviewed by the leadership team, and approval will be communicated in writing.

17.9 Membership Renewal and Termination

1. **Renewal:**
 - Membership will be reviewed annually to ensure active participation and alignment with the ministry's goals.
2. **Voluntary Withdrawal:**
 - Members may resign by submitting a written notice to the ministry leadership.
3. **Termination:**
 - Membership may be revoked due to inactivity, violation of the code of conduct, or actions detrimental to the ministry's mission.

17.10 Code of Conduct for Members

1. Demonstrate integrity, humility, and respect in all interactions.
 2. Promote harmony and avoid actions that may cause division.
 3. Uphold confidentiality regarding sensitive ministry matters.
 4. Represent the ministry positively in the community.
-

17.11 Accountability and Dispute Resolution

1. **Accountability:**

- Members are expected to address grievances or conflicts through the ministry's established processes.

2. **Dispute Resolution:**

- A mediation process will be facilitated by ministry leadership to resolve disputes among members.
-

18. Grievance Policy

18.1 Purpose

This policy provides a structured and respectful approach to addressing grievances within [Ministry Name]. It ensures all members, staff, and participants can raise concerns or complaints in a safe, fair, and confidential manner.

18.2 Scope

This policy applies to all members, staff, volunteers, and anyone engaged in the ministry's programs and activities.

18.3 Principles

1. **Respect:** Treat all grievances with dignity and understanding.
 2. **Confidentiality:** Protect the privacy of all parties involved, except where disclosure is required by law.
 3. **Fairness:** Ensure an impartial and equitable resolution process.
 4. **Timeliness:** Address grievances promptly to prevent escalation.
-

18.4 Grievance Categories

1. **Interpersonal Conflicts:** Issues between individuals within the ministry.
2. **Policy Disputes:** Concerns about ministry policies or their application.
3. **Ethical Violations:** Complaints about breaches of the ministry's code of conduct.

4. **Service Concerns:** Feedback about programs, events, or services provided by the ministry.
-

18.5 Grievance Procedure

18.5.1 Informal Resolution

1. **Initial Discussion:**
 - The complainant should first attempt to resolve the issue directly with the involved party through a respectful conversation.
2. **Support:**
 - Seek guidance from a trusted leader or mediator if necessary.

18.5.2 Formal Grievance Process

1. **Submission of Grievance:**
 - Complete a grievance form and submit it to the designated ministry representative (e.g., pastor, grievance officer).
 - Include a detailed description of the issue, individuals involved, and desired resolution.
 2. **Acknowledgment:**
 - The ministry will acknowledge receipt of the grievance within [X] business days.
 3. **Investigation:**
 - An impartial investigation will be conducted, which may include interviews with involved parties and review of relevant documents or events.
 4. **Resolution Meeting:**
 - A meeting will be held with the complainant and other relevant parties to discuss findings and agree on a resolution.
 5. **Outcome Notification:**
 - The complainant will receive a written summary of the investigation's findings and the proposed resolution.
-

18.6 Appeals Process

1. **Filing an Appeal:**
 - If the complainant is dissatisfied with the outcome, they may file a written appeal to the ministry's leadership team within [X] business days.
 2. **Review:**
 - A senior leader or appeals committee will review the grievance and provide a final decision.
-

18.7 Confidentiality

1. All grievance discussions, documents, and proceedings will be kept confidential, except when disclosure is required by law or necessary to resolve the issue.
 2. Breaches of confidentiality by any party may result in disciplinary action.
-

18.8 Retaliation Prohibition

1. No individual will be penalized or face retaliation for raising a grievance in good faith.
 2. Retaliatory actions will be investigated and may lead to disciplinary measures.
-

18.9 Recordkeeping

1. Maintain a confidential log of all grievances, resolutions, and related correspondence.
 2. Records will be retained for a minimum of [X years] in compliance with legal and organizational requirements.
-

18.10 Policy Limitations

1. Grievances that involve legal matters (e.g., harassment, abuse) will be referred to the appropriate authorities.
 2. Anonymous grievances will be reviewed but may be limited in resolution due to lack of context or verification.
-

18.11 Education and Awareness

1. Provide training on the grievance policy and process to all members, staff, and volunteers.
 2. Make the grievance policy readily accessible, including online and in ministry materials.
-

19. Conflict and Resolution Policy

19.1 Purpose

This policy establishes a framework for addressing and resolving conflicts within Holli Hunt Ministries. It promotes unity, understanding, and mutual respect while providing clear procedures for resolving disputes in a manner consistent with biblical principles and ministry values.

19.2 Scope

This policy applies to all members, staff, volunteers, and participants in Holli Hunt Ministries's programs and activities.

19.3 Principles

1. **Biblical Approach:** Resolve conflicts based on biblical teachings of reconciliation and forgiveness.
 2. **Respect and Dignity:** Treat all parties with respect and compassion throughout the resolution process.
 3. **Impartiality:** Ensure fairness and avoid bias during conflict resolution.
 4. **Confidentiality:** Protect the privacy of individuals involved, except when disclosure is required for resolution or legal compliance.
-

19.4 Types of Conflicts Covered

1. **Interpersonal Conflicts:** Disputes between individuals within the ministry.
 2. **Group Conflicts:** Disagreements among teams, committees, or groups.
 3. **Organizational Issues:** Concerns related to ministry policies, leadership decisions, or resource allocation.
-

19.5 Conflict Resolution Process

19.5.1 Step 1: Self-Reflection

1. Encourage individuals to prayerfully reflect on their role in the conflict and seek personal guidance from Scripture.
2. Consider whether the issue can be resolved internally without intervention.

19.5.2 Step 2: Direct Communication

1. Encourage parties to address the conflict directly and respectfully with each other.
2. Use "I" statements to express feelings and concerns without assigning blame.

19.5.3 Step 3: Mediation

1. If direct communication fails, involve a neutral third party (e.g., a pastor, elder, or trained mediator).
2. Conduct a structured mediation session where all parties share their perspectives and work toward a mutual resolution.

19.5.4 Step 4: Leadership Intervention

1. Escalate unresolved conflicts to the ministry leadership team for further review and resolution.
2. Leadership will assess the situation, consult with involved parties, and propose a fair resolution.

19.5.5 Step 5: Formal Resolution

1. For complex or severe conflicts, establish a conflict resolution committee to review the case and provide a binding decision.
 2. Document the resolution and communicate it to all involved parties.
-

19.6 Guidelines for Resolution

1. Focus on the issue, not the person, to maintain a constructive dialogue.
 2. Seek common ground and shared goals to foster reconciliation.
 3. Commit to forgiveness and restoration of relationships where possible.
 4. Ensure all agreements are documented and signed by the involved parties, if necessary.
-

19.7 Escalation to External Authorities

1. Conflicts involving legal matters (e.g., harassment, abuse) will be referred to appropriate external authorities.
 2. The ministry will cooperate fully with any investigations or proceedings.
-

19.8 Confidentiality

1. Maintain the confidentiality of all conflict-related discussions and documentation, except where disclosure is required.
 2. Ensure that mediators and leadership do not disclose sensitive information without consent.
-

19.9 Training and Education

1. Provide regular training for members, staff, and volunteers on conflict resolution techniques.
 2. Offer resources, such as workshops or seminars, to build skills in communication, empathy, and reconciliation.
-

19.10 Monitoring and Follow-Up

1. Leadership will monitor the implementation of resolutions to ensure compliance and effectiveness.
 2. Offer follow-up support to individuals or teams involved in the conflict to maintain unity.
-

19.11 Retaliation Prohibition

1. Prohibit any retaliation against individuals who raise concerns or participate in the resolution process.
 2. Investigate and address any instances of retaliation promptly.
-

19.12 Policy Limitations

1. The ministry's conflict resolution process is not a substitute for legal action when required.
 2. Anonymous complaints may be addressed but may face limitations due to insufficient information.
-

Prophetess's Holli Hunt's Salary: 10% of tithes given to the Ministry will be allocated for the Prophetess Salary twice a month 1st and 15th. PER GOD. Her Tithe will be a Tenth of all donations plus any gifts (businesses) God has allowed her to manage/run. All Remaining Funds from the tithes of the people, Staff and The Prophetess will Be directly deposited into the Ministry's Bank Account by Secretary/Treasurer. Remaining funds will be used to pay any bills, and a special budget will be allocated for financial support for members/community members in need.

All Staff/Members will pay their tithes (tenth) directly to the Ministry.

The Prophetess will handle NO MONEY AT ANY TIME!

Only Monies that Prophetess Holli Hunt will have access to is her personal cash app, and any other personal accounts used for those who desire to give her a personal gift.