

Medora Community Bible Church

Staff Vehicle Fleet Upkeep Policy

This recommendation to the Deacon Board is for the adoption of a method for continual upkeep of two vehicles to be used by church staff for the purpose of conducting the church business of MCBC. The need that we have is to keep a good, viable, dependable fleet at the disposal of the staff to conduct regular church business.

We will maintain one vehicle for the use of the Senior Pastor to carry out his calls and other church-related duties during the week. This vehicle will be continually in the Senior Pastor's possession to be used by him for church business at his discretion.

We will maintain a second vehicle as a pool vehicle to be used by the church staff or any other authorized person for church-related duties. This vehicle is to remain at the church when not in use and will be used to carry out church business on a first-come, first-served basis. It may be taken home on the occasion that it would be more advantageous to leave from his/her house to make a call, than to come to the church to pick up the vehicle.

If a staff member needs to use the pool vehicle and it is not available, he/she will be able to use their own vehicle and turn in a "mileage-use form" with the monthly petty cash form for compensation of mileage at a rate of \$.35 per mile.

We recommend that the church begin this process by allocating \$4000 to purchase a vehicle in the first year of implementation. Thereafter, the church will set aside \$1000 per year, cumulatively, to be used by the deacon in charge of vehicles, along with the "trade-in value" of the vehicle being replaced, to replace older, less reliable vehicles before they become a problem.