

Heart Led Transitions Guest Ministries and Speakers Policy

We are excited to welcome guest speakers and ministry leaders to our community. To ensure an authentic, engaging experience, we ask that all guests adhere to the following guidelines:

- 1. Communication Style**

We encourage an informal, relatable, and authentic style of communication—think "fireside chat" rather than formal presentations. Please avoid using PowerPoints, technology-heavy formats, or other more formal tools during your time with us.

- 2. Promotional Materials**

While we ask that you refrain from selling or marketing products or services, we understand the importance of sharing your ministry or organization. You are welcome to bring a few brochures about your organization, as well as provide a contact method for attendees who wish to learn more or connect with you afterward. Please keep promotional materials minimal and focused on information-sharing, not marketing.

- 3. Review Our Mission, Vision, and Statement of Faith**

Prior to your visit, please take the time to review our website and familiarize yourself with our mission, vision, and statement of faith. This will help ensure that your message aligns with our values and objectives.

- 4. Event Registration**

All guest speakers and ministry leaders must register for the event to receive relevant information about timing, venue details, and other specifics. This ensures smooth communication and preparation.

- 5. Volunteering and Honorarium**

Please understand that as a guest speaker or ministry leader, your participation is voluntary, and no payment will be provided.

- 6. Policy Review**

We ask that you review any additional policies provided, including those related to conflict of interest and nondiscrimination, to ensure a respectful and ethical engagement with our community.

We are grateful for your willingness to serve and look forward to the impact you'll have on our community.

Thank you for being part of what God is doing here!

Adopted January 3, 2025

Conflict of Interest Policy

The purpose of this Conflict-of-Interest Policy is to protect the integrity of Heart Led Transitions the "Organization" and to ensure that its decision-making processes are free from any undue influence or personal gain.

Definition

A conflict of interest occurs when an individual's personal interests—whether financial, familial, or otherwise— could potentially interfere with their ability to act in the best interest of the Organization.

Scope

This policy applies to all board members, officers, employees, and volunteers of the Organization.

Policy Statement

All individuals covered by this policy are expected to avoid situations that create a conflict of interest and to disclose any potential conflicts as they arise.

Procedures

1. Disclosure

Individuals must disclose any actual or potential conflicts of interest to the Board of Directors or designated officer. This includes, but is not limited to:

- Financial interests in organizations that transact business with the Organization.
- Relationships with individuals or organizations that may influence decision-making.
- Gifts, favors, or services received from individuals or organizations that may benefit from the Organization's decisions.

2. Review

The Board of Directors will review disclosed conflicts of interest and determine the appropriate course of action. This may include:

- Requiring the individual to recuse themselves from discussions and decisions related to the conflict.
- Implementing measures to mitigate the conflict.

3. Recusal

Individuals with a conflict of interest must recuse themselves from any discussion or vote on matters related to the conflict.

4. Documentation

All disclosures and actions taken regarding conflicts of interest will be documented in the minutes of the meeting where the conflict was disclosed and reviewed.

5. Annual Review

All board members and key staff will complete an annual conflict of interest disclosure form, attesting that they have read and understood this policy and that they are in compliance.

Failure to Disclose

Failure to disclose a conflict of interest may result in disciplinary action, including possible removal from the Board or termination of employment.

Conclusion

The integrity of Heart Led Transitions relies on the commitment of its members to uphold this Conflict-of- Interest Policy. By fostering an environment of transparency and accountability, we ensure that our mission and values remain at the forefront of our decision-making processes.

Adopted 11/8/2024

Nondiscriminatory Policy

Purpose

The purpose of this policy is to foster an inclusive environment where all women can participate, grow, and feel valued in our ministry, reflecting the love and teachings of Jesus Christ.

Policy Statement

Heart Led Transitions is committed to providing a safe and welcoming environment for all women, regardless of race, ethnicity, nationality, age, marital status, disability, socioeconomic status, or any other category identified by the federal government. We affirm that every individual is created in the image of God and deserves dignity and respect.

Scope

This policy applies to all members, volunteers, staff, and participants in Heart Led Transitions activities and programs.

Principles

1. **Inclusivity:** We welcome women from all walks of life, recognizing that diversity enriches our community and enhances our ministry.
2. **Respect and Dignity:** Every individual will be treated with respect and dignity. Harassment or discrimination of any kind will not be tolerated.
3. **Faith-Based Foundation:** While we embrace diversity, we uphold the teachings of Christ as central to our mission and activities. Our discussions and teachings will be rooted in the Bible and Christian principles.
4. **Support:** We aim to support all women, offering opportunities for personal growth, spiritual development, and community engagement.

Implementation

- **Training:** All board members and volunteers will be asked to read and comply with this policy.
- **Complaint Procedure:** We encourage anyone who experiences or witnesses' discrimination or harassment to report it immediately to a designated leader. All complaints will be taken seriously and investigated promptly.
- **Review and Adaptation:** This policy will be reviewed every three years to ensure it remains effective and relevant.

Conclusion

At Heart Led Transitions, we believe that a spirit of love, acceptance, and unity reflects the heart of Christ.

Adopted 11/8/2024.

Heart Led Transitions Sponsorship Policy

Effective Date: 7/11/2025

Purpose

Heart Led Transitions welcomes sponsorships that help further our mission of supporting women through Christ-centered community, healing, and growth. This policy outlines the general terms for sponsorship opportunities, including but not limited to venue support, meals, and love gifts (e.g., in times of bereavement or chronic illness).

1. Sponsorship Categories and Contributions

Sponsorship levels and categories—such as *Venue Sponsor*, *Meal Sponsor*, or *Love Gift Sponsor*—will be established and adjusted annually, or as needed, at the discretion of the CEO based on the evolving needs of the ministry.

Each category may be associated with suggested contribution amounts, which are subject to change.

2. Recognition of Sponsors

Sponsorship recognition will be determined based on the nature of the gift and the context of the event or initiative. Heart Led Transitions does **not** engage in transactional sponsorship or traditional advertising models.

Recognition may include, but is not limited to:

- Verbal acknowledgment at gatherings
- Mention in a social media post or email communication
- Discreet recognition suited to the setting or sponsor's preference

If a sponsor prefers to remain anonymous, their wishes will be fully respected.

Heart Led Transitions does **not** guarantee visibility, promotional benefits, or marketing outcomes in exchange for sponsorship. Generally speaking, large banners, branded materials, and other promotional items are not permitted at ministry events.

3. Faith Alignment

Heart Led Transitions is a Christian nonprofit rooted in biblical values. All sponsors must be comfortable supporting an organization with this foundation. Prospective sponsors are encouraged to review our mission and values, available on our website, to ensure alignment before giving.

4. Flexibility and Adaptability

Sponsorship categories, contribution levels, and recognition practices may be updated at any time in order to best serve the needs of the ministry and its community. This ensures our sponsorship model remains Spirit-led, mission-aligned, and responsive to real-time needs.

5. Final Authority

All sponsorships are subject to approval and oversight by the CEO, with board input as deemed appropriate. The CEO retains full authority over how sponsorships are received, utilized, and acknowledged in keeping with the ministry's integrity and purpose.

Heart Led Transitions Facilitator Policy

Effective Date: 7/11/2025

Purpose

This policy ensures that all Heart Led Transitions gatherings—whether online or in person—are led in alignment with the mission, values, and structure of the organization, as directed by the CEO. All facilitation should reflect a consistent, Christ-centered, and Spirit-led experience that honors the leadership's vision and is sensitive to input from the Board.

1. Role and Expectations

- Facilitators serve as volunteers leading Heart Led Transitions small groups, gatherings, or other ministry-related activities.
- Facilitators are expected to uphold Christian values, be familiar with the organization's mission, review all relevant internal policies and communications, and respond to requests or updates in a timely manner.

2. Authority and Accountability

- The CEO holds full authority over all facilitator-led gatherings and communities.
- Facilitators agree to participate in any training, meetings, or discussions as directed by the CEO.
- The CEO may review, adjust, or conclude a facilitator's service at any time and for any reason, with or without prior notice.

3. Term of Service

- Facilitator assignments will be determined in consultation with the CEO, including the duration of service.
- Commitments may vary depending on the nature of the group or event and will be clarified in advance.

4. Alignment and Communication

- Facilitators must represent Heart Led Transitions as a unified ministry and not as part of a personal brand, business, or other organization.
- All practices, teaching materials, and experiences must be approved by the CEO prior to implementation.
- Facilitators are expected to maintain regular communication with the CEO, with meeting rhythms agreed upon in advance.

5. Program Consistency

- Monthly/Seasonal themes, agendas, and core content provided by the CEO must be followed to ensure consistency across all gatherings.
- While individual style and setting may differ, the spiritual tone and teaching must remain faithful to the organization's vision.

6. Financial Boundaries

- Facilitators may not incur or commit any expenses on behalf of Heart Led Transitions without prior written approval from the CEO (via email, text, or written communication).
- Any unapproved financial commitments will be the responsibility of the individual, not the organization.