

11/01/2014

**BTWF**

## DRESS CODE POLICY





**Bishop Calvin Scott – Pastor**  
**Prophetess Deborah Scott – First Lady**



# **BELIEVERS TEMPLE WORD FELLOWSHIP**

## **CHURCH MISSION STATEMENT**

*Changing Lives...  
Serving...  
& Connecting to  
Impact our Community*



## **MINISTRY OF HELPS DRESS CODE POLICY**

### ***Believers Temple Word Fellowship*** **Ministry of Helps Dress Guidelines** Effective November 2014

Keeping in line with our Spirit of Excellence, all leaders and ministry workers are expected to be dressed in accordance with the guidelines provided below. In many cases, you are the first impression that someone may have of our ministry. We want to leave our guests with a lasting impression that we are an organization striving towards excellence.

Although you may not be scheduled to work, you must be ready to fill in as needed. Listed below are some helpful guidelines clarifying professional dress and business casual attire:

#### **Professional Dress Guidelines**

<b>APPROPRIATE ACCESSORIES</b>	<b>INAPPROPRIATE ACCESSORIES</b>
Scarves used as a headband, around the neck, or for the head due to medical purposes with prior approval from the Auxiliary/Team Leader. Earrings. Necklaces. Rings. Bracelets. Belts. Waist belts. Ankle bracelets. Ties. Ascots. Pocket Handkerchiefs. Headbands.	Hats. Scarves that cover the entire head. Head wraps. Gaudy headbands. Noisy earrings, necklaces, bracelets, bangles. Nose, lip, tongue, or eyebrow rings. Any piercings on the face. Men are NOT to wear jewelry at all. Piercings visibly seen. Body necklaces. Waist necklaces. Pocket chain belts.

APPROPRIATE SHIRTS/TOPS	INAPPROPRIATE SHIRTS/TOPS
All shirts must have an appropriate neckline. Wrinkle free button-down shirts. Oxfords. Blouses. Dress Shirt. Sheer or see-through blouses or shirts with camisoles. Loose fitting shirts.	Any inappropriate neckline that shows chest or cleavage. Strapless. Halter top. Spaghetti strap. Sleeveless. Camisoles. T-shirts. Shirts with vulgar, offensive, or inappropriate images. Sheer or see-through. Denim or denim inspired. Tight. Form fitting. Midriff revealing. Cropped. Off the shoulder (one or both). Holes, distressed or torn shirts. Wrinkled/Un-pressed shirts. Casual or Sporty button-down. Underarm shown.
APPROPRIATE SKIRTS	INAPPROPRIATE SKIRTS
Only Women should be wearing skirts. Skirts 4” below the knee (full circumference – back & front). Loosely fitted.	Men are NOT allowed to wear skirts. Skirts above 4” past the knee. Skorts (skirt front-short back). Tight. Form fitting. High split (front, side or back). Sheer or see-through skirt without a slip. Denim or denim inspired. Holes, distressed or torn skirt. Casual or Sporty style skirts. (See shirt imagery).
APPROPRIATE DRESSES	INAPPROPRIATE DRESSES
Only Women should be wearing dresses. Dresses 4” below the knee (full circumference – back & front). Loosely fitted.	Men are NOT allowed to wear dresses. Dresses above 4” past the knee. Any inappropriate neckline that shows chest or cleavage. Strapless. Halter top. Spaghetti strap. Sleeveless. Off the shoulder (one or both). Tight. Form fitting. High split (front, side or back). Sheer or see-through dresses without a slip and or camisole. Denim or denim inspired. Holes, distressed or torn dress. Casual or Sporty style dresses. Underarm shown. (See shirt imagery).

<b>APPROPRIATE BOTTOMS/PANTS</b>	<b>INAPPROPRIATE BOTTOMS/PANTS</b>
Loosely fit pants – neatly pressed.	Tight. Form fitting. Wrinkled. Denim or denim inspired. Holes, distressed or torn pants. Casual or Sporty style pants. Pants with vulgar, offensive, or inappropriate images. Leggings/Stretch pants. Shorts. Skorts. Gauchos/Coolots.
<b>APPROPRIATE OUTER APPAREL</b>	<b>INAPPROPRIATE OUTER APPAREL</b>
Suit coats (clean & neatly pressed). Blazers (should come at least to the hips). Shawls. Cardigans. Boleros. Knit Ponchos. Vests.	Sweatshirts. Hoodies. Zip-up jackets. Jackets. Denim or denim inspired coats, jackets or blazers. Holes, distressed or torn. Casual or Sporty style. Athletic. Tight. Form fitting. Apparel with vulgar, offensive, or inappropriate images.
<b>APPROPRIATE SHOES</b>	<b>INAPPROPRIATE SHOES</b>
Only women should be wearing heels, stilettos, pumps or any form of heels. Closed toe shoes. Moderately open-toe shoes. Flats. Wedges. Mules. Sling-backs. *If in question, please ask the Auxiliary/ Team Leader.	Completely open-toe shoes. Tennis Shoes. Thong sandals. Flip-flops. Beach-type sandals. Tennis-inspired shoes with rubber soles. Birkenstock sandals. Gladiator sandals. Athletic shoes. Casual shoes. Slippers/ House shoes.
<b>OVERALL APPROPRIATE APPEARANCE</b>	<b>OVERALL INAPPROPRIATE APPEARANCE</b>
Clean, neat appearance. Women remember to wear proper (or extra) support (Spanks, Girdle, Proper Bra, Slips, Pantyhose/Stockings, Tights, etc.) Be in uniform provided by the Auxiliary/Team Leader. Keep clothing neat, loose, proper neckline and length. Stay away from spandex – unless worn underneath!	Men's dress shirts should be tucked in. Any athletic apparel. Sweats, jogging suits (athletic wear), Panty lines should not be revealed. Clothing that is form fitted or too tight. No: shorts, leggings, stretch pants, jumpers, rompers, body suits, denim, denim-inspired apparel. Ladies, NO Fishnet or Patterned tights or pantyhose/stocking should be worn.

## **Business Casual Guidelines**

On occasion, you will attend meetings or events that are specified as "business casual" such as the Capital Improvement Campaign or Summer Casual Months (July and August). The following guidelines should be followed:

<b>Appropriate</b>	<b>Inappropriate</b>
<b>APPROPRIATE ACCESSORIES</b>	<b>INAPPROPRIATE ACCESSORIES</b>
Scarves used as a headband, around the neck, or for the head due to medical purposes with prior approval from the Team Leader. Earrings. Necklaces. Rings. Bracelets. Belts. Waist belts. Ankle bracelets. Ties. Ascots. Pocket Handkerchiefs. Headbands.	Hats. Scarves that cover the entire head. Head wraps. Gaudy headbands. Noisy earrings, necklaces, bracelets, bangles. Nose, lip, tongue, or eyebrow rings. Any piercings on the face. Men are NOT to wear jewelry at all. Piercings visibly seen. Body necklaces. Waist necklaces. Pocket chain belts.
<b>APPROPRIATE SHIRTS/TOPS</b>	<b>INAPPROPRIATE SHIRTS/TOPS</b>
All shirts must have an appropriate neckline. Wrinkle free. Knit Shirts (polo, golf or banded). Yearly Campaign Shirts/Polos. Sweaters, tops or blouses with an appropriate neckline. Tops that are sleeveless, spaghetti straps, strapless or a halter top <b>MUST BE WORN WITH A CARDIGAN</b> . Sheer or see-through blouses or shirts with camisoles. Loose fitting shirts. Tunics.	Any inappropriate neckline that shows chest or cleavage. Strapless. Halter top. Spaghetti strap. Sleeveless. Camisoles. T-shirts. Shirts with vulgar, offensive, or inappropriate images. Sheer or see-through. Denim or denim inspired. Tight. Form fitting. Midriff revealing. Cropped. Off the shoulder (one or both). Holes, distressed or torn shirts. Wrinkled/Un-pressed shirts. Casual or Sporty button-down. Underarm shown.
<b>APPROPRIATE SKIRTS</b>	<b>INAPPROPRIATE SKIRTS</b>
Only Women should be wearing skirts. Skirts 4" below the knee (full circumference – back & front). Loosely fitted. Casual style skirts. *Denim or denim-inspired skirts maybe worn from time-to-time with	Men are NOT allowed to wear skirts. Skirts above 4" past the knee. Skorts (skirt front-short back). Tight. Form fitting. High split (front, side or back). Sheer or see-through skirt without a slip. Holes, distressed or torn skirt.

pre approval from the Auxiliary/ Team Leader – pending the event's or meeting's approved dress attire.	Sporty style skirts. (See shirt imagery).
<b>APPROPRIATE DRESSES</b>	<b>INAPPROPRIATE DRESSES</b>
Only Women should be wearing dresses. Dresses 4" below the knee (full circumference – back & front). Loosely fitted.  *Denim or denim inspired dresses may be worn from time-to-time with pre approval from the Auxiliary/ Team Leader – pending the events or meeting's approved dress attire.	Men are NOT allowed to wear dresses. Dresses above 4" past the knee. Any inappropriate neckline that shows chest or cleavage. Strapless. Halter top. Spaghetti strap. Sleeveless. Off the shoulder (one or both). Tight. Form fitting. High split (front, side or back). Sheer or see-through dresses without a slip and or camisole. Holes, distressed or torn dress. Casual or Sporty style dresses. Underarm shown. (See shirt imagery).
<b>APPROPRIATE BOTTOMS/PANTS</b>	<b>INAPPROPRIATE BOTTOMS/PANTS</b>
Capri Suits and Pants (Mid-calf or lower). Loose fitting. Pants/slacks (such as khakis, Dockers, Corduroys etc...) Gauchos/Coolots (appropriate length 4" under the knee)	Tight. Form fitting. Wrinkled. Denim or denim inspired jeans/pants. Holes, distressed or torn pants. Sporty style pants. Pants with vulgar, offensive, or inappropriate images. Shorts. Skorts. Leggings/Stretch pants.
<b>APPROPRIATE OUTER APPAREL</b>	<b>INAPPROPRIATE OUTER APPAREL</b>
Suit coats (clean & neatly pressed). Blazers (should come at least to the hips). Shawls. Cardigans. Boleros. Knit Ponchos. Vests.	Sweatshirts. Hoodies. Zip-up jackets. Jackets. Denim or denim inspired coats, jackets or blazers. Holes, distressed or torn. Casual or Sporty style. Athletic. Tight. Form fitting. Apparel with vulgar, offensive, or inappropriate images.
<b>APPROPRIATE SHOES</b>	<b>INAPPROPRIATE SHOES</b>
Only women should be wearing heels, stilettos, pumps of any form	Completely open-toe shoes. Tennis Shoes. Thong sandals. Flip-flops.



<p>of heels. Closed toe shoes. Flats. Moderately open-toe shoes. Mules. Wedges. Sling-backs. Sandals (that are NOT thong sandals – Majority of your feet should be covered by straps or fabric/leather material. *If in question, please ask the Auxiliary/ Team Leader.</p>	<p>Beach-type sandals. Tennis shoes. Birkenstock sandals. Gladiator sandals. Athletic shoes. Slippers/ House shoes.</p>
OVERALL APPROPRIATE APPEARANCE	OVERALL INAPPROPRIATE APPEARANCE
<p>Clean, neat appearance. Women remember to wear proper (or extra) support (Spangs, Girdle, Proper Bra, Slips, Pantyhose/Stockings, Tights, etc...Be in uniform provided by the Auxiliary/Team Leader. Keep clothing neat, loose, proper neckline and length. Stay away from spandex – unless worn underneath!</p>	<p>Men's dress shirts should be tucked in. Any athletic apparel. Sweats, jogging suits (athletic wear), Panty lines should not be revealed. Clothing that is form fitted or too tight, No shorts, leggings, stretch pants, jumpers, rompers, body suits. Ladies, NO Fishnet or Patterned tights, pantyhose/stocking should be worn.</p>

**\*Please keep in mind for Communion Services (when called) everyone must be in all black. Accessories should be to a minimum since this is a sacred service – This applies to every person in Ministry\***

**The following are additional guidelines regarding grooming.**

You should be neatly groomed at all times i.e.:

- Mustaches and beards are to be neatly trimmed and well kept.
- Hair should be neatly combed or styled.
- Clothing should be maintained in a neat and clean manner at all times.
- Personal hygiene must not be a source of discomfort to others.



## **HELPFUL DRESS CODE POLICY TIPS**

All ministry workers dress attire will be assessed on a weekly basis prior to operating in ministry functions. The Team Leader and his or her appointed staff will address all matters that are not in compliance with BTWF's Dress Code Policy upon that day's oversight.

If you feel that the matter in question is not justifiable, please direct all issues or concerns to the Overseer. The Overseer will then settle the matter.

As a shorthand guide, please remember the following tips for attire

- Clothing apparel should be clean, pressed or wrinkle free without holes, distressed or frayed areas.
- Avoid clothing that is too revealing, low-cut or tight-fitting. Consider wearing a camisole, shell, or tank-top underneath your blouse/shirt.
- Skirts or dresses should be below the knee; to include the hem's full circumference of the skirt or dress.
- No spaghetti strap, strapless or apparel that doesn't cover the shoulders.
- Slacks, pants, trousers should be loose fitting or accompanied with a blazer, cardigan or article of apparel that will cover the derriere (bottom).
- Please ensure proper foundation is worn underneath the apparel such as slips, tights, pantyhose, stockings, spunks and added support to avoid unnecessary attention.

Always remember  
***"When In Doubt, Leave It Out!"***



## Ministry Of Helps - Receipt of Acknowledgement

By signing this form, it is your acknowledgement of the receipt and review of BTWF's Dress Code Policy.

If you have any questions, please consult with your Team Leader.

I \_\_\_\_\_, a ministry volunteer, has read and understand the policies and procedures in this handbook. I also understand there are repercussions if I do not oblige to the information provided in this handbook such as; not being able to serve in ministry, documentation given by my Team Leader, Assistant Team Leader and/or Overseer, and additional disciplinary course of action may occur. By signing this form, I agree to follow all rules and regulations that have been outlined in this packet.

\_\_\_\_\_  
Ministry Volunteer Signature

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Date

*“Changing Lives ... Serving ... & Connecting to Impact Our Community”*