

MANUAL
of
ADMINISTRATIVE OPERATIONS

BETHEL PRESBYTERIAN CHURCH
403 Church Street
Walterboro, South Carolina

Charleston Atlantic Presbytery
Synod of the South Atlantic
Presbyterian Church (USA)

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M-1.0 CHAPTER 1. SESSION COUNCIL

The congregation shall elect nine ruling elders divided into three equal classes, one class of whom shall be elected each year at a special congregational meeting for a three-year term. After serving one three-year term, an elder may be eligible for re-election to the Session Council for a second three-year term. [amended 03/17]

The Session Council shall elect a clerk who shall record the transactions of the Council, keep its rolls of membership, maintain any required registers, and preserve its records. The clerk shall be a ruling elder elected by the Session Council for such term as it may determine. At the same time, the Session Council shall elect a treasurer or co-treasurers for such term as it may determine. The election is ordinarily held in November of the calendar year.

M-1.01 Meetings and Quorum

The Session Council shall meet on the second Tuesday of each month, except for June and July meetings, which the Session Council may vote to cancel. The quorum for a stated meeting of session council shall include the moderator and a simple majority (5 of 9) of the ruling elders. The quorum for a special meeting of Session Council for the purpose of acting on business shall be the moderator and a simple majority (5 of 9) of the ruling elders with reasonable notice of not less than three (3) days. The quorum for a special meeting of Session Council for the purpose of reception/dismissal of members or a request for baptism shall be the moderator and three (3) of the ruling elders. [amended 10/14]

M-1.02 Duties and Responsibilities of Other Officers

M-1.021 Clerk of Session

- a. Serves on Discipleship Committee
- b. Prepares correspondence on behalf of Session Council
- c. Prepares docket for meetings and distributes along with reports and minutes to Session Council electronically
- d. Makes elder assignments for serving communion
- e. Publishes "Session News" and other articles in *Bell Ringer*
- f. Serves as liaison between Presbytery and Session councils
- g. Assists church secretary with preparation of annual report to General Assembly

- h. Signs documents along with pastor on behalf of Session Council
- i. Records minutes of meetings and submits to Presbytery for annual review
- j. Prepares and submits annual clerk's report to General Assembly.
- k. Sends "Bethel family" updates electronically to all members with e-mail
- l. Coordinates with church secretary to prepare flower calendar for year
- m. Coordinates with church secretary to prepare the handbook for each ruling elder
- n. Compiles and updates *Manual of Administrative Operations*

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M-1.022 Church Treasurer and/or Co-treasurers

- a. Serves on Finance & Stewardship and Endowment Fund committees
- b. Collects/counts/records weekly receipts, along with the assistant treasurer, and deposits them in the bank
- c. Writes check for bills, salaries, reimbursements, etc.
- d. Signs documents as financial officer
- e. Remits benevolences to Presbytery

M-1.023 Assistant Treasurer

- a. Assists treasurer or co-treasurers with counting/recording receipts unless the treasurer or co-treasurers are fidelity bonded
- b. Fulfills the treasurer or co-treasurer's duties in their absence
- c. Counts receipts along with at least one other person unless assistant treasurer is fidelity bonded

M-1.024 Church Historian

- a. Maintains display cases in Narthex and recommends contents
- b. Serves on Discipleship Committee (ex officio with vote)
- c. Reports church history plans and concepts periodically to Discipleship Committee.
- d. Inventories and maintains historical materials, keeping an ongoing database of information, suitable for future updating of the church's written history.

M-2.0 CHAPTER 2. NOMINATING, ELECTING, ORDAINING/INSTALLING

M-2.1 Nominating Committee

The Nominating Committee shall be elected at the annual congregational meeting each year. Prior to the meeting of the congregation, the Session Council shall name two of the middle year's class to serve on the committee of five members. One of the Session Council's nominees shall serve as chair of the committee. The congregation shall elect three members at-large to serve along with the two ruling elders representing Session Council. Also, in accordance with the *Book of Order*, the pastor "shall be a member of this committee, serving ex officio and without vote."

[amended 3/17]

The primary responsibility of the Nominating Committee shall be to nominate a slate of ruling elders to serve a three-year term. The chair shall be responsible for calling/conducting meetings and subsequently reporting to Session Council so that a special congregational meeting can be called in September to hear and act upon the report (to vote on the slate of nominees).

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M-2.11 Duties/Characteristics of Church Officers

The *Book of Order* defines ruling elders as “persons of wisdom and maturity of faith, having demonstrated skills in leadership and being compassionate in spirit. They should be persons of strong faith, dedicated discipleship, and love of Jesus Christ as Savior and Lord. Their manner of life should be a demonstration of the Christian gospel in the church and in the world. Ruling elders, together with teaching elders, exercise leadership, government, spiritual discernment, and discipline and have responsibilities for the life of a congregation as well as the whole church. When elected by the congregation, they shall serve faithfully as members of the Session Council.”

M-2.12 Prospective Nominees

The number of nominees should equal the number of vacancies. When asking prospective nominees whether or not they would be willing to be nominated,

- a. Be clear that becoming an elder is an honor as well as an important responsibility because it is answering God’s call to be a faithful servant
- b. Be clear what the office is and what the term of office is
- c. Check to be sure the person knows what duties and time commitment the office requires
- d. Be clear that the question being asked is "Would you be willing to be nominated and to serve if elected?"
- e. Give the person time to think and pray about the decision to answer God's call
- f. Specify a deadline for a “yes” or “no” response (one week should suffice)

M-2.13 Confidentiality

The discussions held by the committee must be confidential. It is only in an atmosphere of trust that the committee can work effectively. This confidentiality should extend to who are being considered, how they meet the criteria for office, whether or not they were asked, and whether or not they accepted. Anything less

than this degree of confidentiality can breed bad feelings in the congregation and in persons being considered, as well as distrust in the work of the committee.

M-2.14 Time Line

March - July: The chair shall call the initial meeting. Subsequent meetings will be held as needed until a slate of nominees is ready to be presented to the congregation.

August: The chair shall report at the meeting of Session Council and request that a special congregational meeting be called in September for the purpose of hearing and acting upon the report of the Nominating Committee.

The chair shall ask each of the nominees to provide biographical information to the clerk of Session Council as soon as possible so

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that the clerk can prepare a biographical sketch on each nominee for the September *Bell Ringer*. The clerk will also present the slate of nominees in a bulletin blurb for two consecutive Sundays prior to the special congregational meeting.

September: A special congregational meeting will be held to hear and act upon the report of the Nominating Committee.

M-2.15 Recommended Procedures

The committee should have regular meetings aligned closely to the following procedure:

1st meeting: The chair of the committee shall provide each member of the committee with a list of active eligible members of the church (provided by the clerk). The policy has been that a spouse of a sitting ruling elder will be ineligible to serve concurrently.

Assignment: Each member of the committee is to narrow the list based on personal knowledge of both the nominee and the positions to be filled. Depending on the number and diversity issue, the chair can recommend the number that each member be prepared to bring before the committee at the next meeting.

2nd meeting: Each member will present his list. The committee will discuss and prioritize the names. A balance of males and females is recommended but not mandated. The committee will determine how to narrow the list to three nominees and alternates in case of refusals. It is at the discretion of the committee whether to narrow the list this day or to set another meeting.

Assignment: Once the nominees have been chosen, the chair will assign members of the committee to make contact with the individual nominees and

report to the chair. If all the nominees do not accept, then the committee will proceed with selecting additional nominees.

M-2.16 Report to Session Council

When the committee has completed its work and has a slate of nominees, the chair shall report to the August meeting of Session Council to ask that a congregational meeting be set in September to present the slate of nominees to the congregation for election.

M-2.2 Election

At a special congregational meeting of the congregation called by Session Council, the Nominating Committee will present a slate of three nominees to serve in a particular class for a three-year term. Additional nominations may be made from the floor. If more than the number of nominees needed are nominated, then the vote must be by ballot.

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When persons have been elected to the ordered ministry of ruling elder, the Session Council shall provide a period of study and preparation, after which they shall be examined as to their personal faith; knowledge of the doctrine, government, and discipline contained in the Constitution; and the duties of the ministry. If the examination is approved, the Session Council shall appoint a day for the service or ordination and/or installation.

M-2.3 Ordination/Installation

The service of ordination and installation shall focus upon Christ and the joy and responsibility of serving him through the mission and ministry of the church. The act of ordination and installation takes place in the context of worship.

M-3.0 MEMBERSHIP

M-3.1 Entry into Membership

Persons may enter into active church membership in the following ways:

- A. Public profession of faith, made after careful examination by the Session in the meaning and responsibilities of membership; if not already baptized, the person making profession of faith shall be baptized;
- B. Certificate of transfer, when a person is a member of another Christian church at the time of transfer; the person will ask to meet with Session Council to request membership by transfer; after being received by Session Council, the member will be recognized at the next worship service.

- C. Reaffirmation of faith, for a person previously baptized in the name of the triune God and having publicly professed his faith; the person will ask to meet with Session Council to request membership by reaffirmation; after being received by Session Council, the member will be recognized at the next worship service.

M-3.2 Categories of Membership

- A. Baptized member: a person who has received the Sacrament of Baptism but has not made a profession of faith in Jesus Christ.
- B. Active member: a person who has made a profession of faith in Jesus Christ, has been baptized, and has been received into membership of the church.
- C. Affiliate member: a person who is a member of another congregation and has presented a certificate of good standing from the appropriate governing body of that congregation may be received by Session Council as an affiliate member and may participate in the life of the congregation with the exception of voting or being elected to an office.

M-4.0 CHAPTER 4. COMMITTEES

M-4.1 Stewardship/Finance Committee

- I. Organization
 - A. Seek members for the committee
 - B. Appoint a treasurer for the committee
 - C. Submit a monthly report of activities and expenditures to Session
 - D. Church treasurer or co-treasurers serve with vote
- II. Finance
 - A. Bookkeeping
 - 1. Develop vouchers for reimbursement to individuals and committees
 - 2. Maintain records of all giving:
 - a. Operating budget
 - b. Building Fund
 - c. Memorials
 - d. Endowments
 - e. Special offerings
 - f. Other
 - 3. Prepare year-end report of all contributions, expenditures, and account balances

4. Have an annual full financial review of all books and records relating to finances by a public accountant or public accounting firm or a committee of members versed in accounting procedures (BOO G-10.0401d)
5. Report findings of the financial review to Session to be recorded in the minutes.

B. Communications

1. Prepare a detailed monthly financial report to Session
2. Prepare and present an annual budget to Session for adoption
3. Present the adopted budget at the annual meeting of the congregation

C. Insurance

1. Assess insurance coverage of entire building annually
2. Assess liability coverage of the church grounds annually

D. Annual Budget

1. Solicit budget requests from committees in September
2. Prepare proposed annual budget for adoption at December meeting of Session Council

E. Loans/investments

1. Negotiate/close loans
2. Invest surplus funds

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F. Large Expenditure Reviews

1. Accept for review, and approve or disapprove, any proposed expenditure by a committee or other church entity, if the amount exceeds \$500 and is not within the budget of that committee or entity
2. Review and approve any capital expenditure by Session Council

III. Stewardship

A. Conduct annual financial Stewardship Drive

1. Determine theme
2. Order materials
3. Set dates

B. Provide stewardship information year round

C. Conduct a survey for stewardship of time and talent

IV. Budget

A. Submit vouchers for reimbursement to the treasurer of the committee (the treasurer of the committee shall record the expenditure and forward the voucher to the church treasurer)

B. Have each committee or organization prepare and submit an annual budget

request to the Stewardship/Finance Committee in September.[*amended 02/20*]

M-4.2 Property

- I. Organization
 - A. Seek members for the committee
 - B. Appoint a treasurer for the committee
 - C. Submit a monthly report of activities and expenditures to Session
- II. Care of Church Buildings
 - A. Security
 1. Program and monitor the thermostats in all buildings to maximize efficiency and comfort
 2. Oversee security of buildings and property, delegating duties as appropriate
 3. Train ushers to be responsible for securing the building after services
 - B. Maintenance
 1. Assess maintenance needs
 2. Develop a maintenance volunteer crew for non-professional work
 3. Hire contract work (Session must approve work costing more than \$200)
 4. Develop plans for future repair needs (air conditioning, painting, carpeting, space requirements)
 5. Sponsor work-day events
 6. Hire or contract custodial service with concurrence of Session
 - C. Contents
 1. Inventory entire contents annually
 2. Keep storage areas neat and functional
 3. Dispose of unneeded accumulation
- III. Care of Grounds
 - A. Keep lawn mowed
 - B. Maintain shrubbery, flowers, and grass
 - C. Develop a volunteer gardening crew
 - D. Hire or contract lawn care personnel with concurrence of Session
- IV. Use of Buildings and Grounds
 - A. Follow guidelines in M-5.2 “Use of Church Property” policy
 - B. Present requests to Session Council for approval, if necessary
- V. Budget
 - A. Submit vouchers for reimbursement to the treasurer of the committee (the treasurer of the committee shall record the expenditure and forward the voucher to the church treasurer)
 - B. Prepare and submit an annual budget request to the Finance Committee in September

M-4.3 Discipleship

I. Organization

- A. Seek members for the committee
- B. Submit a monthly report of activities and expenditures to Session Council
- C. Ex officio members: music director, clerk of Session Council, church historian, floral coordinators
- D. Adjunct members: usher, acolyte, and lay reader coordinators

II. Worship

A. Regular Services

- 1. Plan worship year with minister and music director
- 2. Provide for children in worship, conferring with CE as necessary
- 3. Seek and train ushers, acolytes
- 4. Sacraments
 - a. Determine dates for communion
 - b. Seek volunteers to prepare and clear away communion elements
 - c. Set up communion, including preparation of elements and cleanup
 - d. Purchase communion supplies (wine, juice, bread)
 - e. Maintain communion silver service
 - f. Put water in baptismal font for baptismal service
 - g. Provide baptismal candle for each baptism
- 5. Participate in Pulpit Exchange one Sunday annually

B. Special Services

- 1. Lenten Season Study Program
- 2. Maundy Thursday
- 3. Easter
- 4. World Communion Sunday
- 5. Mid-week Advent Study Program

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- 6. "Hanging of the Greens"
- 7. Christmas Eve

C. Personal and Family

- 1. Provide for and promote use of devotional materials
- 2. Promote spiritual renewal events
 - a. Montreat
 - b. Bethelwoods
 - c. Other retreats

D. Music

- 1. Support and encourage director and accompanist
- 2. Promote participation in Chancel and children's choirs

E. Flowers/Paraments

1. Provide flowers for services (floral coordinators)
2. Arrange for placement of rose at baptismal font for every birth
3. Prepare Advent Wreath annually (floral coordinators)
4. Maintain paraments
5. Use seasonal banners and decorations
6. Provide timely explanation of liturgical colors and seasons

F. Funerals

Secure ushers for funerals (use ushers on duty for the month, if possible)

G. Ushers/Acolytes

1. Develop guidelines, expectations, and responsibilities
2. Appoint a coordinator to seek and train volunteers

III. Evangelism

A. Encourage members to bring friends to services

B. Welcome new members and maintain ongoing new members group with pastor

C. Incorporate new members in Sunday School, choir, committees, etc.

E. Encourage elder visitation of new members

F. Counsel with inactive members

IV. Missions

A. Plan, promote, publicize world and local mission projects

B. Promote and support church-wide "Hands of Christ" project

C. Recommend mission projects to Session Council

D. Promote special offerings: Thornwell, Joy Gift, Presbyterian Home, One Great Hour of Sharing, Dimes for Hunger, etc.

E. Promote attendance at mission conferences

F. Promote Mission Trip Fund and solicit contributions

V. Christian Education

A. Assist pastor with confirmation class

B. Present gift Bibles at confirmation

C. Promote adult Sunday School class

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D. Promote women's Bible studies

E. Implement small group Bible study

VI. Particular Responsibilities

A. Appoint "Hanging of the Greens" coordinator(s)

B. Appoint baptismal font rose coordinator

C. Appoint floral coordinators

D. Appoint acolyte coordinator

E. Appoint usher coordinator

- F. Recommend ruling elder chairs and co-chairs for standing committees to Session Council
- G. Recommend appointments to Personnel Committee to Session Council

VII. Budget

- A. Submit vouchers for reimbursement to the church treasurer
- B. Prepare and submit an annual budget request to the Stewardship/Finance Committee in September

[amended 03/17]

M-4.4 Congregational Care

I. Care Groups

- A. Evaluate care groups and make recommendations
- B. Train care group leaders (“shepherds”)
- C. Obtain monthly report from “shepherds”
- D. Identify those whose attendance pattern has changed
 - 1. Give list to committee chairperson, who will forward to pastor
 - 2. Make contact (telephone or personal visit)
 - a. Identify reasons why someone stops attending church
 - b. Report information to Session, as appropriate

II. Friendship Pads

- A. Maintain attendance records
- B. Report visitors to pastor and Discipleship Committee

III. Special Needs

- A. Report subject to the individual and family desires for privacy
- B. Report those who need attention to Session monthly
- C. Shut-ins, homebound, mobility limited
 - 1. Survey
 - a. Identify them and their extended family
 - b. Identify their specific needs
 - c. Determine best way to minister to the needs
 - 2. Visit shut-ins as needed on an individual basis, according to the desires of the shut-ins and/or their family members
- D. Provide information on the Presbyterian Homes and other retirement facilities/communities

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- E. Identify the Sick and Bereaved
 - 1. Inform the pastor
 - 2. Provide a meal before or after a funeral, according to wishes of the family
- F. Provide special services
 - 1. Establish communication with members away at college, military, etc.

2. Arrange transportation for members in need
3. Distribute unclaimed flowers from the Sunday worship service
4. Prepare a “welcome” notebook for new members

IV. Budget

- A. Submit vouchers for reimbursement to the treasurer of the committee (the treasurer of the committee shall record the expenditure and forward the voucher to the church treasurer)
- B. Prepare and submit an annual budget request to the Finance Committee in September

M-4.5 Fellowship

I. Organization

- A. Seek members for the committee
- B. Appoint a treasurer for the committee
- C. Submit a monthly report of activities and expenditures to Session

II. Church Fellowship Events

- A. Determine the number of events per year and location
- B. Plan events in cooperation with other committees and delegate responsibility for preparation and cleanup of event
- C. Include all interest groups in plans
- D. Prepare for and coordinate/delegate clean-up after each event

III. Special Concerns

- A. Invite new members to fellowship events
- B. Host Presbytery-sponsored events, coordinating/delegating preparation and clean-up duties as appropriate

IV. Kitchen

- A. Inventory and maintain kitchen supplies
- B. Clean out refrigerator regularly; clean ovens, surface units quarterly

V. Budget

- A. Submit vouchers for reimbursement to the treasurer of the committee (the treasurer of the committee shall record the expenditure and forward the voucher to the church treasurer)
- B. Prepare and submit an annual budget request to the Stewardship/Finance Committee in September

M-4.6 Personnel

- I. Organization: 3 sitting elders and 3 at-large members of the congregation

- A. Three elders, one from each of the three classes, will serve a three-year term
- B. Three members of the congregation, one for each of the three classes, will serve a three-year term
- C. Nominees for the two appointments annually will be recommended by the Discipleship Committee in November
- D. The elder in the current year class will serve as chairman of the committee

II. Duties

- A. Evaluate staff performance annually
 - B. Recommend merit or cost-of-living increases to Finance Committee annually
 - C. Conduct interviews of prospective hires
- D. Appoint from its membership a Pastoral Consultation Committee to meet on a regular basis with the pastor to pray for the pastor, provide positive feedback, and provide constructive feedback
- E. Develop job descriptions for all personnel
 - F. Review and revise job descriptions as needed

M-5.0 CHAPTER 5. POLICIES

M-5.1 Floral Arrangements

Through the Discipleship Committee, the church will contract with a local florist to provide a floral arrangement for all Sundays except Palm Sunday, Easter Sunday, “Hanging of the Green” Sunday, the Sunday before Christmas, Christmas Eve, and the Sunday following Christmas. A green plant will be used on communion Sundays when no one has requested to place a floral arrangement. [*amended 11/14*]
Palms will be used for Palm Sunday. Easter lilies given as honoraria or memorials will be placed on Easter Sunday. Poinsettias given as honoraria or memorials will be used for the Sunday(s) prior to Christmas, Christmas Eve, and the Sunday following Christmas. A line item will be included in the annual church budget to cover the cost.

For each Sunday, other than those listed above, the florist will deliver and place an arrangement in the sanctuary. The cost will be shared by the congregation through the annual church budget.

Exceptions:

- A. If a member wishes to place an honorarium or memorial on a “regular” Sunday, then that person will contact the church office to reserve that Sunday on the annual calendar by submitting a payment of \$35 payable to Bethel along with a bulletin announcement to the church secretary in order for the acknowledgment to be made. The payment and announcement MUST be made no less than two weeks prior to the particular Sunday. If the member prefers a particular color for the arrangement, that person will be responsible for contacting the contract florist to

make the request. The florist delivers the arrangement as usual, and the memorial/honorarium announcement will be printed in the bulletin.

- B. If a member wishes to place an honorarium or memorial with something more elaborate than the contract provides, then that person will contact the church office to reserve that Sunday on the annual calendar and ask the secretary to CANCEL that particular Sunday with the florist. The member then has the responsibility to deal directly with the contracted florist or another florist to provide the arrangement and will pay the florist directly. The church will not accept payment and will not be responsible for paying for that Sunday's arrangement. The member will need to provide the bulletin announcement to the church secretary the week prior to the placement.
- C. If a member wishes to place an honorarium or memorial and to make a floral arrangement rather than purchase one, then that person will contact the church office to reserve the date on the annual calendar and ask the secretary to CANCEL that particular Sunday with the florist. The member then has the responsibility to make and place the arrangement and to provide the church secretary with the bulletin announcement the week prior to the placement.

The Discipleship Committee will be responsible for taking orders for poinsettias and Easter lilies so that members may place them as memorials or honoraria. The Discipleship Committee will be responsible for the decorating of the church for the particular holidays.

M-5.2 Use of Church Property

M-5.21 General Use of Property

From time to time requests are made for the use of the sanctuary, Douglas Hall, and church property, including tables, chairs, etc. The policy of Bethel Presbyterian Church for the use of the facilities and assets is delineated in its entirety herein.

In the event of a funeral, the pastor will provide the family and the funeral director with the M-5.4 "Funerals and Memorial Services" policy and M-5.22 "Use of Property for Weddings and Funeral/Memorial Services" policy.

Any party requesting the use of church property (funerals excepted) must complete and submit the "Request for Use of Bethel Property" to the church secretary, pastor, or Property Committee co-chairs at least two months prior to the date of the proposed use. The form shall be available from the church secretary in hard copy, by fax, or by e-mail.

The request form lists and documents the specifics of the request in sufficient detail for the property being requested, period of time, and event type. This detail will

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provide the needed information for the Property Committee to make a determination for approval of most routine requests. In certain non-routine requests, action of Session Council may be necessary.

Permitted routine uses and restrictions for church property are listed below:

- A. The sanctuary may be used only for church services, baptisms, weddings, funerals, and other such programs that do not involve the soliciting of funds. The buildings must be cleaned up and ready for the next service or function. The M-5.3 “Weddings” policy must be adhered to by anyone wishing to use the property for a wedding. The Bethel Wedding Coordinator will oversee adherence to the “Weddings” policy.
- B. No alcoholic beverages may be served anywhere in the buildings or on the grounds at any time except during Communion.
- C. When janitorial services are provided by the church, the user shall pay a fee for this service as listed in the fee schedule section of this policy.
- D. Douglas Hall (including the kitchen facilities) may be used by members or non-members for family reunions, birthday parties, anniversary parties, and other similar events as long as the event is not for monetary gain. Expendable kitchen supplies such as paper goods are not included with the use of the kitchen. The entire facility including kitchen and restrooms must be left clean and ready for the next service.
- E. The Property Committee must approve any moving of furniture, equipment, decorations, etc., in Douglas Hall.
- F. Members may borrow only the rectangular tables and steel folding chairs for offsite events. (The round tables and matching chairs in Douglas Hall are not available for offsite use.)

Fee schedule for various routine events:

- A. No active member shall be assessed a user fee for use of church property.
- B. Non-members shall be charged a \$500 user fee for a wedding for the use of the sanctuary and Douglas Hall. A \$300 user fee shall be charged for the use of the sanctuary only. A \$200 deposit of the user fee must be submitted with the request for use of the property.
- C. Non-members and non-member groups shall be charged a \$100 user fee for the use of Douglas Hall for events other than a wedding.

M-5.22 Use of Property for Weddings and Funerals/Memorial Services

The Property Committee has established the following use of the buildings and

grounds for a wedding, funeral, or memorial service.

A. Sanctuary

1. No pews shall be moved nor relocated
2. A video or audio feed may be placed outside or inside Douglas Hall
3. No chairs will be placed in the sanctuary to provide additional seating

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4. No worship appointments (communion table, baptismal font) shall be removed

5. No furnishings in the Narthex shall be moved or removed

B. Douglas Hall

1. This building can be used for visitation and/or meal preceding or following a funeral/memorial service and for a wedding reception
2. If a video is used, a feed may be viewed in the Hall during a service

C. Grounds

1. Stand-alone tents may be used on the grounds except in front of the sanctuary, with placement under the supervision of the Property Committee
2. No stake pegs of any kind shall be driven into the ground
3. Chairs and tables may be placed on the brick surfaces only

M-5.3 Weddings

M-5.31 Wedding of Member

All weddings must have the approval of Session of Bethel Presbyterian Church. To reserve a date and receive approval, the person or couple making the request must complete the “Request for Use of Bethel Property” and the “Coordinator’s Information” forms at least two months before the event and agree to the M-5.2 “Use of Church Property” policy. The forms shall be available from the church secretary in hard copy, by fax, or by e-mail.

- A. Director: The Wedding Coordinator of Bethel will assist in the planning and will direct the wedding. If the bride prefers to have a friend to serve as director, she is to have that approved by the Wedding Coordinator of Bethel. The bride will provide the completed “Coordinator’s Information” form to the Wedding Coordinator of Bethel.
- B. Music: The Music Director will approve the music for the wedding and the pianist or organist. Music should be sacred in purpose and suited to the occasion. Secular music is not appropriate for a church wedding.
- C. Flowers: A floral arrangement from a Saturday wedding may be left for the Sunday morning service if so desired by the wedding party. The bride will contact the church secretary or the Floral Coordinator of Bethel as to the plans for

the flowers.

- D. Rehearsal: The members of the wedding party will be reminded that throughout the rehearsal they are in a holy place dedicated to the worship of God.
- E. Smoking: Smoking is forbidden on the church property.
- F. Alcohol: The serving or consumption of alcoholic beverages is strictly forbidden in the buildings or on the grounds.
- G. Photographs: Photographs should not be taken during the ceremony. Video recordings should be made from a fixed position at the rear of the sanctuary.

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- H. Fees: The fees are all-inclusive and are to be paid in advance to the church.
 - \$ 50 Custodial fee for use of Sanctuary
 - 50 Custodial fee for use of Douglas Hall
 - 75 Honorarium to Wedding Coordinator
 - 100 Honorarium to Organist
 - 150 Honorarium to Minister

M-5.32 Wedding of Non-Member

All weddings must have the approval of Session of Bethel Presbyterian Church. To reserve a date and receive approval, the person or couple making the request must complete the “Request for Use of Bethel Property,” and the “Coordinator’s Information” forms at least two months prior to the event and must agree to the M-5.2 “Use of Church Property” policy. The forms shall be available from the church secretary in hard copy, by fax, or by e-mail.

- A. Director: The Wedding Coordinator of Bethel will assist in the planning and will direct the wedding. If the bride prefers to have a friend to serve as director, she is to have that approved by the Wedding Coordinator of Bethel. The bride will provide the completed “Coordinator’s Information” form to the Wedding Coordinator of Bethel.
- B. Music: The Music Director will approve the music for the wedding and the pianist or organist. Music should be sacred in purpose and suited to the occasion. Secular music is not appropriate for a church wedding.
- C. Flowers: An arrangement from a Saturday wedding may be left for the Sunday morning service if so desired by the wedding party. The bride will contact the church secretary or the Floral Coordinator of Bethel as to the plans for the flowers.
- D. Rehearsal: The members of the wedding party will be reminded that throughout the rehearsal they are in a holy place dedicated to the worship of God.
- E. Smoking: Smoking is forbidden on the church property.
- F. Alcohol: The serving or consumption of alcoholic beverages is strictly forbidden in the buildings or on the grounds.

- G. Photographs: Photographs should not be taken during the ceremony. Video recordings should be made from a fixed position at the rear of the sanctuary.
- H. Fees: The fees are all-inclusive and are to be paid in advance to the church office. A deposit of \$200 of the user fee is required when approval is given by the Session. The balance will be paid no later than two weeks before the wedding date.
- \$ 300 Balance on user fee of \$500 for sanctuary and Douglas Hall OR
 - 100 Balance on user fee of \$300 for sanctuary only
 - 100 Custodial fee for sanctuary
 - 100 Custodial fee for Douglas Hall
 - 150 Honorarium to Wedding Coordinator
 - 150 Honorarium to Organist
 - 250 Honorarium to Minister

M-5.4 Funerals and Memorial Services

The resurrection is a central doctrine of the Christian faith and shapes Christians' attitudes and responses to the event of death. In the face of death, Christians affirm with tears and joy the hope of the gospel. Christians do not bear bereavement in isolation but are sustained by the power of the Spirit and the community of faith. The church offers a ministry of love and hope to all who grieve [*Book of Order*, Directory for Worship].

Because it is difficult under emotional stress to plan wisely, the Session Council encourages members to discuss and plan in advance the arrangements which will be necessary at the time of death, including those decisions about the Christian options of burial, cremation, or donation for medical purposes. These plans should provide for arrangements which are simple, which bear witness to the resurrection hope, and in which the Christian community is central [*Book of Order*, Directory for Worship]. By prior consideration and planning, the family of the deceased can be relieved of some difficult decisions, and the intentions of the deceased for an appropriate service of worship can be maintained.

Members of Bethel are strongly encouraged to pre-plan their funeral/memorial service. They may get a "Pre-Planning for a Funeral or Memorial Service" form from the church office in hard copy, by fax, or by e-mail. Once completed and returned, the forms will be kept in the church's confidential files. At the time of death, the information will be shared with family members and the pastor.

M. 5.41 Pastor

Upon the death of a member, the pastor should be notified as soon as possible. The pastor also earnestly desires to know of those who need comfort and counsel as they

face death. By being involved early in situations of death or impending death, the pastor can help immensely with the necessary decisions regarding funeral homes, disposition of the body, and service arrangements, as well as caring for the spiritual needs of those involved. The pastor will provide the family and the funeral director with the M-5.4 “Funerals and Memorial Services” policy and M-5.22 “ Use of Property for Weddings and Funerals/Memorial Services” policy that addresses the use of the property and grounds.

M-5.42 Service

The service on the occasion of death ordinarily should be held in the usual place of worship in order to join this service to the community’s continuing life and witness to the resurrection. The service shall be under the direction of the pastor [*Book of Order*, Directory for Worship]. Others may be invited to participate as leaders in the service

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at the discretion of the pastor. When there are important reasons not to hold the service in the usual place of worship, it may be held in another suitable place such as a home, a funeral home, a crematorium, or at graveside. The appointments of worship (communion table and articles, baptismal font) shall not be altered, moved, nor removed for the service. Pictures of the deceased shall not be displayed in the sanctuary but may be on an easel or stand in the Narthex or on the portico.

M-5.43 Forms of Service

All services conducted by the pastor in the sanctuary are services of worship for the community of faith. While the form of services may differ, each is a Service of Witness to the Resurrection of Jesus Christ.

- A. Memorial Service: The Memorial Service is a service where the body is not present. Interment of the remains in a Service of Committal has either preceded the Memorial Service or will take place at a later time.
- B. Funeral Service: The Funeral Service is a service where the body is present in either a casket or an urn. The Funeral Service is concluded with a Service of Committal at the burial site.
- C. Graveside Service: The Graveside Service is a service that takes place at the burial site. The Service of Committal is a part of the Graveside Service.

M-5.44 Visitation

The family may choose to have a visitation at the Funeral Home or in the Fellowship Hall of the Church either prior to or following the service.

M-5.45 Casket/Urn

If a casket is present at the service, it is covered with the pall furnished by the church or the American flag or a casket spray, according to the preference of the family.

If an urn containing the cremains is present at the service, it shall be displayed on a stand or table other than the communion table.

M-5.46 The Order of Worship

The service begins with scriptural sentences chosen by the pastor and any special ones requested by the family. It is appropriate for worshipers to sing hymns, psalms, spirituals, or spiritual songs which affirm God's power over death, a belief in the resurrection to life everlasting, and the assurance of the communion of saints. Scripture shall be read; a sermon or other exposition of the Word may be proclaimed; an affirmation of faith may be made by the people; and the "Lord's Prayer" may be prayed and/or sung. Aspects of the life of the one who has died may be recalled. Prayers shall be offered, giving thanks to God. The service ends by commending the one who has died to the care of the eternal God and sending the people forth with a benediction [*Book of Order*, Directory for Worship].

If in a service without a casket where the American flag is displayed on a stand, there may be a presentation of the flag by a member of the Military Honor Guard following the benediction.

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M-5.47 Other Fraternal, Civic, or Military Rites

The service shall be complete in itself, and any fraternal, civic, or military rites should be conducted separately, apart from the service and place of worship [*Book of Order*, Directory for Worship].

M-5.48 Music

Hymns should be chosen which affirm the goodness and grace of God, and which give comfort and support to those who grieve. The pastor and music director will guide the selection of appropriate hymns. The organist will provide suitable sacred music as a prelude to the service. Additional instrumentalists or vocalists may also be employed but must be approved by pastor and the music director. No pre-recorded music should be used. The family is expected to contact and to cover the cost of additional musicians.

M-5.49 Flowers

In keeping with the simplicity and understanding of the Christian faith to avoid ostentation, flowers are limited to an arrangement on the stand behind the communion table or a casket spray for a Funeral Service. This will encourage worshipers to focus their attention on the promises of scripture and the grace of God. Typically, the family of the deceased will furnish the arrangement of flowers for the service.

M-5.410 Photography

Photographs should not be taken during the service. Video or audio

recordings should be made from a fixed position at the rear of the sanctuary.

M-5.411 Costs and Fees

There are no charges or fees for use of the church's facilities or for the services of the pastor. Costs to the family will be for flowers the family provides at the service and for musicians and vocalists the family may request in addition to those provided by the church. It will be the responsibility of the family to order flowers from the florist of their choice. Bethel shall pay \$100 to the organist or pianist provided by the church for the service. This amount shall remain in effect until changed by Session.

[amended 10/18]

M-5.5 Cemetery

- A. Because of the historic significance of the Bethel Church Cemetery, there shall be no new graves in the older part of the cemetery. There are many graves that are unmarked in this section.
- B. The gates of the cemetery are to remain locked unless permission to open them has been granted by the Session Council. Keys are to be kept by the church office and the cemetery caretaker designated by the Property Committee.
- C. The Property Committee shall designate a cemetery caretaker for approval by Session Council.
- D. Members of Bethel may make memorial and honorarium gifts to the Cemetery Fund for the upkeep.

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M-5.6 Sexual Misconduct/Abuse and Child/Youth Protection

M-5.61 Sexual Misconduct/Abuse

- A. Introduction: This policy regarding sexual misconduct has been written out of awareness that Bethel Presbyterian Church has been given a public and spiritual trust. Bethel is dedicated to offer guidelines that will assure a safe environment for all who serve and are served. Bethel is committed to maintaining an environment free of sexual misconduct and abuse. Bethel Presbyterian adopts the following policy concerning the sexual conduct of persons associated with Bethel Presbyterian Church.
- B. Policy Statement: It is the policy of Bethel Presbyterian that all ordained persons, church members, employees and/or other volunteers are to maintain ethical sexual behavior and integrity within ministerial employment and service relationships at all times. These requirements may exceed the provisions in federal, state, and local law. Sexual misconduct and abuse are violations of the principles set forth in scripture and are never permissible.
- C. Abuse Prevention Policies:
 - 1. An adult who has been convicted of or has pleaded guilty to either child

sexual abuse or physical abuse will not be permitted to work with children or youth in a volunteer or paid capacity.

2. An adult should not be alone with an individual child at any time.
3. An applicant will undergo a formal background check as part of the application.

D. Reporting: The first person to learn of an incident of sexual misconduct or abuse (either the person witnessing or told about the incident, or the victim) should immediately report this verbally to the staff person supervising the activity and the Pastor). The Pastor shall contact the Executive Presbyter, the Stated Clerk, and the Presbytery’s Response Coordinating Team and, together, they shall advise the Session and take such other actions as are necessary to investigate and resolve the matter. Those persons involved in the report or investigation should hold information received in strict confidence, subject to such disclosures as are required under Church procedures or required by law, as advised by the Executive Presbyter, Stated Clerk, and the Presbytery’s Response Coordinating Team. Further action will be taken in accordance with BPC personnel policies and the legal requirements of the state.

E. Acknowledgment: Volunteers and staff will indicate their acceptance of this policy by reading this document and signing the statement below:

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I, _____(print name), have read the BPC “Sexual Misconduct and Abuse” policy and accept it. I also affirm that I have not resigned from nor been terminated from a position for reasons relating to sexual misconduct or abuse as defined in this Policy Statement and the state’s Child Protection Policy.

Signature _____ Date _____

M-5.62 Child/Youth Protection

A. General Purpose Statement

Bethel Presbyterian Church seeks to provide a safe and secure environment for the children who participate in programs and activities. By implementing the below practices, the goal is to protect the children of Bethel Presbyterian Church from incidents of misconduct or inappropriate behavior while also protecting staff and volunteers (workers) from false accusations.

B. Definitions

For purposes of this policy, the terms “child” or “children” include all persons under the age of eighteen (18) years. The term “worker” includes both paid and unpaid persons who work with children. The term “volunteer” means anyone involved in a day care or school, in overnight activities involving minors, in counseling of minors, or in one-on-one mentoring of minors.

C. Selection of Workers

All persons who desire to work with the children participating in the programs and activities will be screened. This screening includes the following:

1. Six Month Rule

No person will be considered for any volunteer position involving contact with minors until she/he has been involved with Bethel Presbyterian Church for a minimum of six (6) months. This time of interaction between our leadership and the applicant allows for better evaluation and suitability of the applicant for working with children.

2. Written Application

All persons seeking to work with children must complete and sign a written application in a form to be supplied by the church. The application will request basic information from the applicant and will inquire into previous experience with children, previous church affiliation, reference and employment information, as well as disclosure of any previous criminal convictions. The application form will be maintained in confidence on file at the church.

3. Personal Interview

Upon completion of the application, a face-to-face interview may be scheduled with the applicant to discuss his/her suitability for the position.

4. Reference Checks

Before an applicant is permitted to work with children, at least two of the applicant's references will be checked. These references should be of an institutional nature as opposed to personal or family references, preferably from organizations where the applicant has worked with children in the past.

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Documentation of the reference checks will be maintained in confidence on file at the church.

D. Criminal Background Check

A national criminal background check is required for all employees (regardless of position) and “volunteers” as defined. Before a background check is run, prospective workers will be asked to sign an authorization form allowing the church to run the check. If an individual declines to sign the authorization form, s/he will be unable to work with children.

A disqualifying offense that will keep an individual from working with children will be determined by SESSION on a case-by-case basis in light of all the surrounding circumstances. Generally, convictions for an offense involving children and/or for

offenses involving violence, dishonesty, illegal substances, indecency and any conduct contrary to the mission of Bethel Presbyterian Church will preclude someone from being permitted to work with children. Failure to disclose a criminal conviction on the application form will also be a disqualifying event. The background check authorization form and results will be maintained in confidence on file at the church.

E. Two Adult Rule

It is our goal that a minimum of two unrelated adult workers will be in attendance at all times when children are being supervised during programs and activities. Some youth classes may have only one adult teacher in attendance during the class session; in these instances, doors to the classroom should remain open and there should be no fewer than three students with the adult teacher. Minors shall not be allowed to be alone with one adult on our premises or in any sponsored activity unless in a counseling situation.

F. Responding to Allegations of Child Abuse

For purposes of this policy, “child abuse” is any action (or lack of action) that endangers or harms a child’s physical, psychological, or emotional health and development. Child abuse occurs in different ways and includes the following:

1. Physical abuse: any physical injury to a child that is not accidental, such as beating, shaking, burns, and biting.
2. Emotional abuse: emotional injury when the child is not nurtured or provided with love and security, such as an environment of constant criticism, belittling and persistent teasing.
3. Sexual abuse: any sexual activity between a child and an adult or between a child and another child at least four years older than the victim, including activities such as fondling, exhibitionism, intercourse, incest, and pornography.
4. Neglect: depriving a child of his or her essential needs, such as adequate food, water, shelter, and medical care.

Childcare workers may have the opportunity to become aware of abuse or neglect of the children under care of the church. In the event that an individual involved in the

care of children at this church becomes aware of suspected abuse or neglect of a child under his/her care, this shall be reported immediately to the Session for further action, including reporting to authorities as may be mandated by state law.

In the event that an incident of abuse or neglect is alleged to have occurred at this church or during church sponsored programs or activities, the following procedure shall be followed:

1. The parent or guardian of the child will be notified.
2. The worker or church member alleged to be the perpetrator of the abuse or misconduct will immediately be placed on leave pending an investigation and

instructed to remain away from the premises during the investigation. He or she should be instructed to have no contact with the victim or with witnesses.

3. All allegations of abuse should be reported to the civil authorities, and the organization will comply with the state's requirements regarding mandatory reporting of abuse as the law then exists. The organization will fully cooperate with the investigation of the incident by civil authorities.
4. The insurance company will be notified, and the organization will complete an incident report. Any documents received relating to the incident and/or allegations will immediately be forwarded to the insurance company.
5. The organization will designate a spokesperson to the media concerning incidents of abuse or neglect. The advice of legal counsel will be sought before responding to media inquiries or releasing information about the situation to the congregation. All other representatives of the organization should refrain from speaking to the media.
6. A pastoral visit will be arranged for those who desire it. This should be for the purpose of providing pastoral support during the time of crisis and not for the purpose of investigating the incident or influencing the investigation.
7. Any person who is not found innocent of the alleged abuse or misconduct will be removed from their position working with children or youth.

G. Open-Door Policy

Classroom doors should remain open unless there is a window in the door or a side window beside it. Doors should never be locked while persons are inside the room.

H. Teenage Workers

There may be times when it is necessary or desirable for babysitters (paid or volunteer) who are themselves under age 18 to assist in caring for children during programs or activities. The following guidelines apply to teenage workers:

1. Must be at least age 14.
2. Must be screened as specified above.
3. Must be under the supervision of an adult and must never be left alone with children.

I. Sick Child Policy

The desire is to provide a healthy and safe environment for all of the children at Bethel Presbyterian Church. Parents are encouraged to be considerate of other children when deciding whether to place a child in care of church. In general, children with the following symptoms should NOT attend:

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1. Fever, diarrhea, or vomiting within the last 48 hours;
2. Green or yellow runny nose;
3. Eye or skin infections; and/or
4. Other symptoms of communicable or infectious disease.

Children who are observed to be ill will be separated from other children.

J. Medications Policy

It is the policy of Bethel Presbyterian Church not to administer either prescription or non-prescription medications to the children under supervision. Medications should be administered by a parent at home. Parents are reminded of the sick child policy. Exceptions to the medications policy may be granted to parents of children with potentially life-threatening conditions (such as asthma or severe allergic reactions). Parents of such children should address their situation with Bethel Presbyterian Church to develop a plan of action.

K. Discipline Policy

It is the policy of Bethel Presbyterian Church not to administer corporal punishment, even if parents have suggested or given permission for it. There should be no spanking, grabbing, hitting, or other physical discipline of children.

L. Restroom Guidelines

Children five years of age and younger should use a classroom bathroom if one is available. If a classroom bathroom is not available, workers should escort a group of children to the hallway bathroom. They should always go in a group, never taking a child to the bathroom alone. The workers should check the bathroom first to make sure that it is empty and then allow the children inside. The workers should then remain outside the bathroom door and escort the children back to the classroom. If a child is taking longer than seems necessary, the worker should open the bathroom door and call the child's name. If a child requires assistance, the workers should prop open the bathroom door and leave the stall door open as they assist the child.

For children over the age of five, at least one adult male should take boys to the restroom and at least one adult female should take girls. The worker should check the bathroom first to make sure that the bathroom is empty and then allow the children inside. The worker should then remain outside the bathroom door and escort the children back to the classroom.

For the protection of all, workers should *never* be alone with a child in a bathroom with the door closed and never be in a closed bathroom stall with a child. Parents are strongly encouraged to have their children visit the bathroom prior class.

M. Accidental Injuries to Children

In the event that a child or youth is injured while under our care, the following steps should be followed:

1. For minor injuries, scrapes, and bruises, workers will provide First Aid (Band-Aids, etc.) as appropriate and will notify the child's parent or guardian.
2. For injuries requiring medical treatment beyond simple First Aid, the parent and/or guardian will immediately be summoned in addition to the worker's supervisor. If warranted by circumstances, an ambulance will be called.

3. Once the child has received appropriate medical attention, an incident report will be completed in the case of injuries requiring treatment by a medical professional.

N. Training

Bethel Presbyterian Church will provide training on this child protection policy to all new childcare workers and will strive to provide opportunities for additional training classes or events on an annual basis. All workers are strongly encouraged to attend these training events. [Amended 10/18]

M-5.7 Fundraising

The historic principles by which the Presbyterian Church (U.S.A.) and each of its congregations operate call for the congregation to elect officers (ruling elders and teaching elders) to govern and oversee the mission of the church as its Session Council. The Session is given the authority and responsibility to, among other things, establish the church's annual budget, determine the distribution of the church's benevolences, and provide for the administration of the program of the church. The unified budget adopted by the Session reflects its prayerful decisions with respect to competing priorities and needs of the church.

On occasion of special need or opportunity, the church may make available additional giving opportunities over and above pledges and tithes given to the church budget. The policy seeks both to allow such periodic solicitations and fundraisers but also to limit them so that they do not obscure trusting generosity and shared financial responsibility as marks of the Holy Spirit working through the true faith and church.

M-5.71 Principles: In evaluating any proposal for fundraising, the Session shall meet two or more of the following underlying principles:

1. Is there a specific over-and-above giving purpose for the fundraiser?
2. Is the fundraiser for a specific benevolence, mission, community service need, or youth activity/leadership training opportunity?
3. Does the fundraiser support programs/activities that encourage fellowship and Christian ideas?
4. Will the fundraiser enhance the mission of Bethel Presbyterian Church in the community?
5. Does the fundraiser contribute to the overall commitment of the Church? Does it help to spread the Good News of God's love, and does it contribute to the fellowship of His people?

M-5.72 Solicitation for any resources over and above pledged resources must be performed in a manner consistent with the policy unless an exception is approved by Session.

1. No individual nor group outside Bethel Presbyterian Church may use the property of Bethel to solicit funds nor conduct a fundraiser.
2. Any bodies or groups within the church shall receive Session permission for fundraising or solicitation of other resources than those included in the general budget.

3. The proposal for a fundraiser shall be presented to Session Council by a member of the sponsoring group and shall be submitted in writing with details including the sponsoring group within the church, the objective of the fundraiser, the type of fundraiser, the location for the fundraiser, the date and time of the fundraiser, and the method of reporting the results of the fundraiser.
4. Only Session can approve a fundraiser, its location, and its purpose. Approval for a fundraiser shall be by a two-thirds (2/3) vote of Session.
5. Session reserves the right to refuse any proposal for a fundraiser.
6. All fundraising events and activities shall take care to avoid the appearance of impropriety (i.e., no gambling, alcoholic beverages, suggestive clothing or advertising, etc.).
7. Ordinarily, solicitation for resources over and above the church budget can only occur during the announcement period of worship or outside of worship services.
8. No one and no entity may sell tickets on church grounds without Session approval.
9. Fundraisers designed to raise funds from non-members shall be clearly communicated about the use of the funds and how they advance the mission of the church.
10. Any funds raised above the projected amount shall go into the Mission Trip Fund.

[Amended 01/15]

M-6.0 CHAPTER 6. PERSONNEL/STAFF

M-6.1 Commissioned Lay Pastor

Objective: To preach three Sundays monthly, to provide pastoral care, to moderate meetings of Session and congregation, and participate in the activities of the church.

Accountability: Covenant Agreement between pastor and Session Council

Responsibilities:

- a. Preach and teach the Word
- b. Lead worship and preach 1st, 2nd, 3rd Sundays monthly
- c. Preach Maundy Thursday and Christmas Eve services
- d. Administer the Sacraments and take communion to the homebound on Communion Sunday or during the week following (assisted by an elder)
- e. Moderate meetings of Session and the congregation
- f. Write a monthly "Pastor's Message" to be published in the bulletin and sent via e-mail with the Bethel Family Update
- g. Perform marriages
- h. Conduct funeral services
- i. Provide pastoral care: visit the sick, homebound, hospitalized, general membership; make contact through visits, phone calls, text, e-mails; follow-up

- visits/calls after hospitalization/surgery
- j. Attend activities of the church, when possible

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- k. Serve as minister commissioner (CLP) to Presbytery meetings
- l. Work with clerk of Session, director of music, chairs of committees
- m. Pray for the church
- n. Provide an annual report to Commission on Ministry regarding his work

Evaluation: The pastor and Session will review the covenant relationship annually for the three-year period of the Commission.

[added 02/20]

M-6.2 Administrative Assistant/Secretary

Objective: To provide administrative, secretarial, and bookkeeping services for the church, the pastor, the Session Council, and other church staff

Accountability: Accountable to the pastor as head of staff

Responsibilities:

- a. Serve as receptionist in the church office: answer the phone, greet visitors, refer inquiries to the appropriate person
- b. Produce documents on computer and copier and oversee usage of these by others
- c. Maintain correspondence for pastor
- d. Send reminders for committee meetings, acknowledge memorials/honoraria, prepare certificates of transfer as directed by clerk of Session Council and/or pastor, prepare baptism certificates
- e. Assist Stewardship/Finance Committee with preparation of materials for the annual stewardship campaign
- f. Prepare the Presbyterian Women's annual yearbook for circle members
- g. Prepare annual statistical report to General Assembly
- h. Prepare the bulletin each week
- i. Maintain membership rolls; record marriages, baptisms, deaths in Records Book as directed by clerk of Session
- j. Supervise custodial staff
- k. Order office, record-keeping materials, and cleaning supplies
- l. Respond to e-mails sent to the church or forward them to appropriate person
- m. Meet weekly with the treasurer to write checks, record contributions
- n. Make copies of scriptures weekly for pastor and lay reader
- o. Prepare financial reports for monthly meetings of Session Council
- p. Prepare and send quarterly statements of giving to members/families
- q. Send annual payroll audit to Workman's Compensation Insurance
- r. Gather information for annual financial review of church accounts
- s. Coordinates with clerk of Session Council to prepare the annual flower calendar

- t. Coordinates with clerk of Session Council the handbook for each ruling elder
- u. Keep Brother's Keeper Fund account and assist recipients with financial help (coordinates disbursement with assistant treasurer of the church)
- v. Assemble and produce the church directory

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Evaluation: Performance review will be conducted annually by the pastor as head of staff and the Personnel Committee. The Personnel Committee will review the adequacy of compensation and make recommendations to the Stewardship/Finance Committee annually.

[amended 02/20]

M-6.3 Music Director

Objective: To coordinate and plan the music program of the congregation and to supervise the church organist

Accountability: Accountable to the pastor as head of staff

Responsibilities:

- a. Provide leadership for the music program of the church
- b. Provide direction of all vocal and instrumental music, including rehearsals, Sunday services, and special services
- c. Coordinates with the pastor the integration of music (choral and instrumental) into worship
- d. Maintain the music library
- e. Arrange for special instrumental accompaniment
- f. Set and conduct regular choir rehearsals
- g. Demonstrate fiscal responsibility in handling the budgeted allocation for the music program

Evaluation: Performance review will be conducted annually by the pastor as head of staff and the Personnel Committee. The Personnel Committee will review the adequacy of compensation and make recommendations to the Stewardship/Finance Committee annually.

M-6.4 Organist

Objective: To provide appropriate organ and/or piano music for all services of worship

Accountability: Accountable to the pastor as head of staff and Director of Music

Responsibilities:

- a. Assist the Director of Music in providing leadership for the music program

- b. Rehearse sufficiently for optimum performance at the instrument
- c. Serve as accompanist to the chancel choir for regular rehearsals
- d. Play for all worship services of the church including special services such as Maundy Thursday and Christmas Eve except as otherwise stipulated in the agreement
- e. Be available to play for weddings and funerals of church members when held at the church
- f. Be available at own discretion to play for weddings or funerals of non-church members

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Evaluation: Performance review will be conducted annually by the pastor as head of staff and the Personnel Committee. The Personnel Committee will review the adequacy of compensation and make recommendations to the Stewardship/Finance Committee annually.

[amended 02/20]

M-6.5 Custodians

Objective: To provide essential janitorial services for the church buildings on a thorough and consistent basis.

Accountability: Accountable to the supervision of the administrative assistant/secretary and to the pastor.

Responsibilities:

- a. Keep buildings clean and orderly on a weekly basis in accordance with the duties enumerated in the attached Church Cleaning Checklist.
- b. Keep administrative assistant and/or pastor informed of the need for building and equipment repairs, and for the need to reorder cleaning supplies.
- c. Perform other janitorial duties as required.

Evaluation: Performance reviews will be conducted annually, or more often as needed, by the administrative assistant and the pastor. The Personnel Committee will review the adequacy of compensation and make recommendations to the Stewardship/Finance Committee annually.

M-7.0 CHAPTER 7. ENDOWMENT FUND and TRUSTEES

M-7.01 Session Resolution

WHEREAS, Christian people are called to be faithful managers of all God's gifts – the created world, time, abilities, and money, including accumulated, inherited, and appreciated assets; and

WHEREAS, there are many ways available for giving to the work of the church, such as bequests in wills, charitable gift annuities and trusts, assignment of life insurance and retirement plans, as well as transfers of property (cash, stocks,

bonds, real estate); and

WHEREAS, it is the desire of the Session of The Bethel Presbyterian Church, Walterboro, South Carolina (hereafter referred to as “Session”) and the Congregation of The Bethel Presbyterian Church, Walterboro, South Carolina (hereafter referred to as “Congregation”) to encourage, receive, and administer these gifts in a manner consistent with the faith expressed by the donors and in accord with the policies of the Session and Congregation:

THEREFORE BE IT RESOLVED that the Session approves and establishes a separate fund which shall be known as The Bethel Presbyterian Church Endowment Fund (hereinafter referred to as “Endowment Fund”). The Endowment Fund will

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be administered by the Trustees in accordance with the Plan of Operation as approved by the Session, contained in the Agreement.

BE IT FURTHER RESOLVED that the Endowment Fund is intended to expand and enrich the mission and ministry of the Congregation, not to support the annual operating budget. Designations for particular causes will be scrupulously observed.

BE IT FURTHER RESOLVED that the following Plan of Operation shall set forth the administration and management of the Endowment Fund:

M-7.02 Administration of the Endowment Fund

- A. The Session hereby authorizes the Trustees to receive, accept and transfer property, whether real, personal, or mixed, by way of donation, gift, bequest, memorial, or devise, from any person, firm, corporation, or other entity to be held, administered, and disposed of in accordance with and pursuant to the provisions herein; but no donation, gift, bequest, memorial, or devise, or other property shall be received and accepted if it be conditioned or limited in such a manner as shall require the disposition of the income or its principal in a manner which shall jeopardize the Federal Income Tax exemption of this Endowment Fund or Church pursuant to Section 501 (c) (3) of the Internal Revenue Code of 1986, as amended. The Trustees have the right to reject any donations, gifts, bequests, memorials, or devises subject to concurrence by the Session.
- B. Restricted Gifts: A donor may restrict the use for the principal and/or income from their gift provided such restrictions are within the uses and purposes set forth herein. The Trustees will make every reasonable attempt to comply with the donor’s restrictions, subject to the Church’s existing policies and its commitment to further the work of Jesus Christ. The Trustees may counsel with any donor who has indicated an intention to make a restricted

gift, if the restrictions, conditions, form, or uses of such a gift would not, in the opinion of the Trustees, be consistent with the Church's existing policies and missions.

- C. Unrestricted Gifts: The principal of the unrestricted funds shall be maintained in perpetuity, subject to the provision of Section IV.
- D. Distribution of Unrestricted Income: The distribution of unrestricted income from investment may be used for additional ministry beyond the annual budget. Distribution of funds shall be made to the account of the Church and reported to the Session. The annual report of the Church finances shall show the amounts of investment income received from the Endowment Fund, how the income was distributed, and spent.
- E. Records: Records shall be kept by the Trustees of all actions involving receiving, holding, and disposing of all assets of the Endowment Fund. All

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provisions of the Endowment Fund shall comply with all rules and regulations of the Internal Revenue Code of 1986, as amended. Compliance with all applicable laws of the State of South Carolina shall also be adhered to in the administration of this Endowment Fund.

M-7.03 A Resolution Regarding Emergency Use of Trust Funds

Background Information: The church is blessed to own four IMS Managed Funds, held in trust by the Presbyterian Foundation. These funds were set up by the Session and approved by the Congregation to be "irrevocable." This means that while the interest may be used at the Session's pleasure, the principal is not to be invaded. This policy may be reversed by the Session. However, one reason the funds have grown is that contributors have been pleased that the funds were set up to be perpetual. At the present time, there is no impetus to touch the principal of these funds. Nevertheless, the Trustees of Bethel Presbyterian Church want to be prepared for emergencies when the use of some or all of these funds might be necessary for the survival of the church. We strongly urge, however, that such course of action be an absolute last resort.

The Trustees of Bethel Presbyterian Church recommend:

- A. That before the principal of our trust funds is used, a complete review of all church assets be conducted to make sure no other course of action is available
- B. That all church commitments such as mortgages, insurance premiums, & service contracts be reviewed with an eye to reducing costs to their bare minimum
- C. That church members be solicited for possible gifts

- D. That the congregation be duly informed of the emergency
- E. That any changes in the use of Trust Funds be considered at two consecutive stated Session Council meetings before reaching any decision
- F. That when the crisis is over, the Trust Funds be reimbursed and reinstated as “irrevocable”
- G. That no interest be used from the Funds until they achieve former status
- H. That the Resolution be made a part of the Session minutes

This resolution was approved by the Bethel Presbyterian Church Session at its Stated Meeting on Tuesday, August 20, 2002.

Full organizational details, procedures, and gift endowment forms are available from the church office or the clerk of Session Council in hard copy, by fax, or by e-mail.

M-8.0 CHAPTER 8. CONTACT WITH PRESBYTERY COUNCIL

- A. Charleston Atlantic Presbytery through the Committee on Ministry shall conduct triennial visitations with the Session Council and pastor.
- B. Session Council shall send a ruling elder commissioner and a teaching elder commissioner to each stated and special meeting of Charleston Atlantic Presbytery.
- C. Members will be encouraged to serve on Presbytery committees.
- D. Officers and members shall be informed through the online **ChatLine** and postal and electronic notification.

