

Policy Manual



May 19, 2019

Second Presbyterian Church
Chattanooga, TN

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Second Presbyterian Church Chattanooga, Tennessee Vision Statement

In gratitude for God's goodness we seek to proclaim, boldly and joyfully, in word and deed, the good news of God's gracious love for the world.

We acknowledge that our faith is a gift from God, that our Savior Jesus Christ is Lord of our lives and that we rely upon the guidance of Scripture and the inspiration of the Holy Spirit.

As we gather as God's people, we will seek to

- Rely on the power of prayer
- Share in joyful expressions of worship
- Listen and learn from one another
- Care for and encourage one another and
- Honor each person's unique gifts

As we go forth into the world, we will seek to

- Minister lovingly to our neighbors in downtown Chattanooga and beyond and
- Strive to meet needs based on the foundational truth that we are all sons and daughters of a loving God.

We seek to honor the faithfulness of more than a century of ministry in our community by being a sanctuary of peace, a source of spiritual inspiration, and a revelation of God's light in our neighborhood and in the world.

Approved by the Session December 20, 2015

Corporate By-Laws

Page: 2.0
Effective: 11/5/17
Supersedes: 08/31/14

BY-LAWS SECOND PRESBYTERIAN CHURCH – CHATTANOOGA, TENNESSEE

Article 1 NAME OF THE CHURCH

SECOND PRESBYTERIAN CHURCH was founded in 1871 and moved to its current location in 1891. The Church was incorporated as a non-profit corporation in the State of Tennessee on the 13th day of June, 1981, and shall be known by the name and style of SECOND PRESBYTERIAN CHURCH OF CHATTANOOGA, TENNESSEE. The Charter of the Corporation was filed with the Secretary of State on June 13, 1981. The office of the Church and the Corporation is located at 700 Pine Street, Chattanooga, Tennessee 37402.

Article 2 PROGRAM OF THE CHURCH AND CORPORATION

This Church is organized for the purpose of supporting worship of Almighty God and instruction in the Christian religion according to the Constitutions of the Presbyterian Church (USA).

The total program of the Church and Corporation shall be under the authority and at the direction of the Session, except as limited by the Book of Order PC(USA), part 2 of the Constitution of the PC(USA), which may from time to time be amended, and except when under the laws of the State of Tennessee corporate business may be required under the authority of the Board of Directors and/or the members of the corporation.

In directing the ministries of the church, the Session will establish and be guided by a vision statement and a manual of policies and procedures.

Article 3 CORPORATION

Section 1 – Officers of the Corporation

The officers of the corporation shall be a President, who shall be the Pastor; a Treasurer, who shall be the Treasurer of the Church elected by the Session; and the Secretary, who shall be the Clerk of Session. Members of the Session shall serve as the Board of Directors [G-4.010].

Section 2 – Duties and Responsibilities of Corporate Officers

- a. The Board of Directors shall call and the President shall moderate meetings of the corporation and meetings of the Board of Directors.

- b. The Treasurer shall communicate financial information concerning assets and liabilities of the church to the corporation.
- c. The Secretary of the Corporation, who shall be the Clerk of Session, is authorized and empowered to execute on behalf of the Church all applications for tax exemption, all applications and declarations to any governmental agency, and such other documents as may be necessary in the normal course of operation. The Secretary is also authorized and empowered to execute deeds, deeds of trust, notes, bills of sale and other documents affecting the assets and liabilities of the Church. However, buying, leasing, mortgaging, or selling real property is subject to authorization by members of the congregation of the church granted in a duly, constituted meeting of the congregation.

Section 3 – Members of the Corporation

All Active Members of Second Presbyterian church, as defined in the policy manual and as allowed by Tennessee state law, shall be considered members of the corporation, and be eligible to vote on corporate business.

Section 4 – Meetings of the Corporation or Board of the Corporation

- a. Meetings of the Corporation will be held as needed in conjunction with meetings of the congregation. Meetings are called by the President when business requires action. The Secretary will send notices of the meeting for general/specific purposes. A quorum of the members shall be constituted by 15% of active members of the congregation. Meetings of the corporation shall follow the current edition of the Revised Roberts Rules of Order.
- b. Meetings of the Board and Officers of the Corporation may be held as needed.

Article 4 AMENDMENTS OF BY-LAWS

These By-Laws may be amended in the following manner:

Any member of the Corporation may propose an amendment to the By-Laws. Such proposed amendment must be submitted to the Secretary of the Corporation in writing and signed by the member. The Board may call a special meeting of the Corporation at which time the proposed amendment shall be read and written copies of the proposed amendment shall be distributed to the members.

The Board shall call a second corporate meeting, two weeks after the aforesaid meeting, for the purpose of voting upon the amendment. If a quorum is present and if the proposed amendment is approved by 2/3 of the votes cast or a majority of the members of the corporation, whichever is less, the amendment shall become a part of these By-Laws.

Article 5 PRIORITY

These By-Laws supersede any and all other by-laws, policies or procedures that may conflict with them and shall always conform to the current Book of Order of the PC(USA) and to the laws of the State of Tennessee.

Approved at the Called Meeting of the Corporation and Congregation November 5, 2017

Church Organization

Page: 2.1
Effective: 11/5/2017
Supersedes: N/A

Church Organization

Second Presbyterian Church shall be organized in accordance with the Book of Order of the PC(USA).

Policy Manual

A Policy Manual of Second Presbyterian Church shall be written and, when necessary, revised, to establish and maintain procedures and policies that best serve the vision, ministries, and missions of Second Presbyterian Church in accordance with the Book of Order of the PCUSA.

A motion of Session shall be required to revise the Policy Manual. The revision required by this motion of session shall be placed in the policy manual by the Pastor, Clerk, and Office Committee working together to ensure that policy additions are accurate and clearly reflect the intent of the motion.

The Office Committee shall publish copies of the current Policy Manual annually and shall distribute a copy to each ruling Elder, the Pastor, and the Board of Deacons. A copy shall also be placed in the library and the office. A digital record of the current Policy Manual will be kept in the office with the most current updates available.

Church Organization

Page: 2.2

Effective: 11/5/2017

Supersedes: N/A

Church Membership

All persons who trust in God's grace and desire to become a part of the fellowship and ministry of his church in JESUS CHRIST are eligible and invited into membership in this Church [G-1.0302]. Membership classification of active members and inactive members is based on G-1.04 and G-3.0204a in the Book of Order of the PC(USA) 2015-2017. The church will maintain an inactive member roll under the guidance of the Clerk and approval by Session. The Session shall seek to restore members to active participation and shall provide written notice before deleting names due to member inactivity.

When necessary, members may be called by Session to a congregational meeting. Business to be transacted at meetings of the congregation shall be limited to matters related to the following:

- a. Electing ruling elders, deacons, and trustees;
- b. Calling a pastor, co-pastor, or associate pastor;
- c. Changing existing pastoral relationships, by such means as reviewing the adequacy of and approving changes to the terms of call of the pastor or pastors, or requesting, consenting to, or declining to consent to dissolution;
- d. Buying, mortgaging, or selling real property
- e. Requesting the presbytery to grant an exemption as permitted in this Constitution (G-2.0404).
- f. Approving a plan for the creation of a joint congregational witness, or amending or dissolving the joint congregational witness (G-5.05).

Whenever permitted by civil law, both ecclesiastical and corporate business may be conducted at the same congregational meeting. [G-1.0503]

For purposes of corporate business, active members of the congregation are considered members of the non-profit corporation of the Second Presbyterian Church and may be required to vote in a meeting of the corporation.

Church Organization

Page: 2.3

Effective: 11/5/2017

Supersedes: N/A

Officers of the Church

The Governing Board of the Church shall be known as the Session and shall be composed of the Pastor and twelve (12) ruling elders divided into three equal classes, one class of whom shall be elected each year at a congregational meeting for a three year term. No ruling elder shall serve on the Session for consecutive terms, either full or partial, aggregating more than six years; and shall be ineligible to be elected to a new term until one year has elapsed.

A Board of Deacons shall be composed of six (6) members of the congregation who are called and ordained to minister within our community of faith. Members of the Board of Deacons serve two year terms and can succeed themselves not aggregating more than six consecutive years of service.

Church Organization

Page: 2.4

Effective: 11/5/2017

Supersedes: N/A

Duties of the Officers of the Church

The Session shall be responsible for the day to day operation of the Church, including but not limited to worship, Christian instruction, music, maintenance and upkeep, missions, relief of the needy, procurement of supplies, receipt of tithes and contributions, payment of bills and wages, correspondence and all other things necessary and proper for the operation of the Church.

The Session shall also annually select an Elder to serve as Clerk of Session who shall take the minutes of all meetings of the Session and shall also act as the Clerk of the Church for all Congregational meetings. The Session shall also elect a church treasurer. Meetings of the Session will be held no less often than quarterly.

The Board of Deacons shall minister to those in need, to the sick, and the friendless within the community of faith. Deacons shall assume other duties as may be delegated to them by the Session, including assisting with the Lord's Supper.

Church Organization

Page: 2.5

Effective: 11/5/2017

Supersedes: N/A

Meetings of the Congregation

Section 1 – Calling a Congregational Meeting

Meetings are called by the Session, the Presbytery or by the Session when $\frac{1}{4}$ of the active members request a meeting in writing to the Session [G-1.0502].

Section 2 – Annual meetings

The annual meeting may consider such business as electing officers, hearing reports of the Session along with plans for the coming year, hearing reports from other organizations of the church, and transacting other business as is appropriate. The congregation shall review the adequacy of the compensation of the pastor or pastors upon report of the prior review by the Session before voting. Public notice of the meeting shall be given on two successive Sundays. It will be held during the first quarter of the year, normally in January.

Section 3 – Special meetings

Special meetings are called meetings of the congregation and shall be limited to items specifically listed in the call for the meeting.

Section 4 – Quorum

A quorum of the members shall constitute 15% of the active membership.

Section 5 – Parliamentary Procedure

The meetings of the congregation shall follow the current edition of the Revised Roberts Rules of Order.

Church Organization

Page: 2.6

Effective: 11/5/2017

Supersedes: N/A

Officer Nominating Committee (ONC)

1. The Officer Nominating Committee will be composed of 2 Elders currently serving on the Session, one currently serving Deacon, and 3 members of the congregation. The Officer Nominating Committee shall consist of:
 - a. Two Elders designated by the Session, one of whom shall serve as Chairperson. The second shall succeed to the chairmanship the following year.
 - b. A third member of the Nominating Committee will be designated by the Board of Deacons and must be a Deacon currently serving on the Board.
 - c. In addition, three members will be elected from the congregation. The congregational members of the Officer Nominating Committees shall be chosen at a congregational meeting called for that purpose. The moderator of the congregational meeting shall call for the report of the Officer Nominating Committee and for nominations from the floor on the day of the election. Any member may make a nomination from the floor provided that he or she has previously secured the consent of the person(s) nominated to have their name placed before the congregation for committee membership.
 - d. The pastor will serve ex-officio without vote.
2. No member of the Officer Nominating Committee shall serve more than three years consecutively.
3. In regard to the election of elders and deacons, the Officer Nominating Committee shall prepare a slate of prospective elders and deacons who are willing to serve the Church and to have their names placed in nomination for election by the Congregation to the Session and the Diaconate. Additionally, the Officer Nominating Committee is also responsible for bringing nominees to the congregation to fill vacancies in the Session or Board of Deacons or for nominations for any congregational committee such as a Pastor Nominating Committee.
4. The Officer Nominating Committee will make available to the congregation their slate of candidates for Elders and Deacons or for congregational committees two weeks before election.

Church Organization

Page: 2.7
Effective: 11/5/2017
Supersedes: N/A

Pastor Nominating Committee (PNC)

When a congregation has a vacancy in a pastoral position or after the Presbytery approves the effective date of the dissolution of an existing pastoral relationship the congregation shall with the guidance and permission of the Presbytery proceed to fill the vacancy [G-2.0801] by establishing a Pastor Nominating Committee.

The Session shall call a congregational meeting to elect a PNC that shall be representative of the whole congregation. The Committee's duty shall be to nominate a pastor for election by the congregation. [G-2.0802]

That Committee shall include at least 2 active elders, 1 active deacon, 1 member of the Personnel Committee, and 4 members of the congregation representing a diverse cross section of the members. A chair for the PNC shall be elected from the Committee.

Church Organization

Page: 2.8

Effective: 11/5/2017

Supersedes: N/A

Election of Officers of the Church

Section 1 - Time of Election

The Election of Elders and Deacons shall be held during a congregational meeting called for that purpose by the Session.

Section 2 - Eligibility for Office

- a. Any member of the church, active and in good standing is eligible for election.
- b. No two members of the same immediate family may serve on Session or the Board of Deacons at the same time.
- c. No staff members shall be eligible to serve on Session.
- d. The Pastor, who also serves as Head of Staff, serves as Moderator of Session.

Section 3 - Method of Election

- a. The moderator of the congregational meeting shall call for the report of the Officer Nominating Committee to present a slate of nominees. Nominations from the floor for both Elders and Deacons on the day of the election are in order. Any member may make a nomination from the floor provided that he or she has previously secured the consent of the person(s) nominated to have their name placed before the congregation.
- b. The vote shall be by written ballot if there are more nominations than vacancies.
- c. A majority of all voters present, and voting shall be required to elect.

Role Description

Page: 3.0
Effective: 03/09/2014
Supersedes: N/A

JOB TITLE: Pastor

MINISTRY: A Pastor is one who is a teaching elder (also called a minister of the Word and Sacrament) who in all things is committed to teaching the faith and equipping the saints for the work of ministry (Eph.4:12). When serving as a preacher and teacher of the Word, he or she shall preach and teach the faith of the church, so that the people are shaped by the pattern of the gospel and strengthened for witness and service. When serving at font and table, he or she shall interpret the mysteries of grace and lift the people's vision toward the hope of God's new creation. When serving as pastor, he or she shall support the people in the disciplines of the faith amid the struggles of daily life. When serving as a presbyter, he or she shall participate in the responsibilities of governance, seeking always to discern the mind of Christ and to build up Christ's body through devotion, debate, and decision. (Adapted from *G-2.0501 Teaching Elder Defined*)

FUNCTIONS: As a teaching elder, a pastor is called to be responsible for encouraging the quality of life and relationships that commend the gospel to all persons and that communicate its joy and justice. He or she is responsible for studying, teaching, and preaching the Word, for celebrating Baptism and the Lord's Supper, and for praying with and for the congregation. With the ruling elders, he or she is to encourage people in the worship and service of God; to equip and enable them for their tasks within the church and their mission in the world; to exercise pastoral care, devoting special attention to the poor, the sick, the troubled, and the dying; to participate in governing responsibilities, including leadership of the congregation in implementing the principles of participation and inclusiveness in the decision making life of the congregation, and its task of reaching out in concern and service to the life of the human community as a whole. With the deacons, he or she is to share in the ministries of compassion, witness, and service. In addition to these pastoral duties, he or she is responsible for sharing in the ministry of the church in councils higher than the session and in ecumenical relationships. (Adapted from *G-2.0504 Pastoral Relationships*)

REQUIREMENTS: A teaching elder is a member of a presbytery and shall be engaged in a ministry validated by that presbytery. A validated ministry shall: (1) demonstrate conformity with the mission of God's people in the world as set forth in Holy Scripture, *The Book of Confessions*, and the *Book of Order* of this church; (2) serve and aid others, and enable the ministry of others; (3) give evidence of theologically informed fidelity to God's Word; (4) be carried on in accountability for its character and conduct to the presbytery in addition to any organizations, agencies, and institutions served; and (5) include responsible participation in the deliberations, worship, and work of the presbytery and in the life of a congregation of this church or a church in correspondence with the PC(USA) (G-5.0201).

TERM: An installed pastoral relationship may be dissolved only by the presbytery. Whether the teaching elder, the congregation, or the presbytery initiates proceedings for dissolution of the relationship, there shall always be a meeting of the congregation to consider the matter and to consent, or decline to consent, to dissolution.

REPORTS TO: He or She may serve in a variety of ministries, as authorized by the presbytery. As the Lord has set aside through calling certain members to be teaching elders, so the church confirms that call through the action of the presbytery. The presbytery shall determine whether a particular work may be helpful to the church in mission and is a call to validated ministry requiring ordination as a teaching elder. In the performance of that ministry, the teaching elder shall be accountable to the presbytery. Teaching elders have membership in the presbytery by action of the presbytery itself, and no pastoral relationship may be established, changed, or dissolved without the approval of the presbytery. (Adapted from *G-2.0502–G-2.0503b Presbytery and the Teaching Elder*)

SUPERVISES: (1) Serves as Moderator of Session
(2) Serves as head of staff

Role Description

Page: 3.1
Effective: 8/31/2016
Supersedes: 6/7/2016

ORGANIZATION TITLE: Session

MINISTRY: Session is responsible for the mission and government of the particular church. It therefore has responsibility and power.

MISSION: Session leads the church by setting church policy through the approval of the annual budget, the annual calendar and written policies and job descriptions to the end that the church may be faithful to its calling as a sign, instrument and foretaste of the kingdom of God.

RESPONSIBILITIES:

1. To receive members into the church upon profession of faith, upon reaffirmation of faith in Jesus Christ, or upon satisfactory certification of transfer of church membership, provided that membership shall not be denied any person because of race, economic or social circumstances, or any other reason not related to profession of faith.
2. To lead the congregation in participation in the mission of the whole church in the world.
3. To provide for the worship of the people of God, including the preaching of the Word, the sharing of the Sacraments, and for the music program, in keeping with the principles in the Directory for the Service of God.
4. To provide for the growth of its members and for their equipment for ministry through personal and pastoral care, educational and mutual support, and opportunities for witness and service in the world.
5. To develop and supervise the church school and the educational program of the church.
6. To lead the congregation in ministries of personal and social healing and reconciliation in the communities in which the church lives and bears its witness.
7. To challenge the people of God with the privilege of responsible Christian stewardship of money and time and talents, developing effective ways for encouraging and gathering the offerings of the people and assuring that all offerings are distributed to the objects which they were contributed.
8. To establish the annual budget, determine the distribution of the church's benevolences, and other offerings for Christian purposes, providing full information to the congregation of its decisions in such matters.
9. To lead the congregation continually to discover what God is doing in the world and to plan for change, renewal, and reformation under the Word of God.

10. To engage in a process for education and mutual growth of the members of the session. Elder training and Session orientation needed prior to the beginning of a new year.
11. To instruct, examine, ordain, install, and welcome into common ministry elders on their election by the congregation and to inquire into their faithfulness in fulfilling their responsibilities.
12. To delegate and to supervise the work of the board of trustees and all other organizations and task forces within the congregation, providing for support, report, review, and control.
13. To provide for the administration of the program of the church including employment of non-ordained staff, with concern for equal employment opportunity and the annual review of the adequacy of compensation for all staff.
14. To provide for the management of the property of the church including determination of the appropriate use of church buildings and facilities.
15. To maintain regular and continuing relationships to the higher governing bodies of the church including:
 - a. Electing representatives to presbytery and receiving their reports.
 - b. Nominating to presbytery elders who may be considered for election to synod or General Assembly.
 - c. In both the above responsibilities, implementing the principles of participation and inclusiveness to ensure fair representation in the decision making of the church
 - d. Observing and carrying out the instructions of the higher government bodies consistent with the Constitution of the Presbyterian Church (U.S.A.).
 - e. Welcoming representatives of the presbytery on the occasions of their visits.
 - f. Proposing to the presbytery and, through it, to the synod and the General Assembly such measures as may be of common concern to the mission of the whole church.
16. To establish and maintain those ecumenical relationships necessary for the life and mission of the church in its locality.
17. To serve in judicial matters in accordance with the Rules of Discipline.
18. To keep an accurate roll of the membership of the church, in accordance with G-1O.0302, and to grant certificates of transfer to other churches, which when issued for parents shall include the names of their children specifying whether they have been baptized, and which when issued for an elder or deacon shall include the record of ordination. (G-1O.0102 BO)

REPORTS TO: Presbytery

ACCOUNTABLE: To Jesus Christ for its actions, activities and in action.

Role Description

Page: 3.2
Effective: 03/09/14
Supersedes: 01/01/09

JOB TITLE: Elder

MINISTRY: An elder is one who is or has served on the session and has been called, ordained and installed, to an active role in the ministry and government of the church.

FUNCTIONS: Elders are chosen by the people. Together with ministers of the Word, they exercise leadership, government and discipline and have responsibilities for the life of a particular church as well as the church-at-large (6-6.0302 B.O.)

REQUIREMENTS:

Elders are persons with particular gifts to share in governing and ministry (G-6.0300 B.O.).

Elders should be persons of faith, dedication and good judgment. Their manner of life should be a demonstration of the Christian Gospel (G-6.0303 B.O.).

TERM: Life

REPORTS TO: The Session

SUPERVISES: None

Role Description

Page: 3.3
Effective: 8/31/2016
Supersedes: 6/7/2016

JOB TITLE: Active Elder

MINISTRY: An active elder is one who is currently serving on the session and as one called, ordained and installed, has an active role in the ministry and government of the church

FUNCTIONS: An Active Elder Shall:

1. Attend and participate in the deliberations and work of the Session
2. Serve Communion

ATTENDANCE: An Active Elder shall have no more than two unexcused absences from Stated Session meetings annually.

RESPONSIBILITIES: All session members are to receive a copy of the Sexual Misconduct Policy and self-certify that they have viewed the entire series of videos on Sexual Misconduct on the Presbytery of East Tennessee website. presbyteryeasttn.org

TERM: Serves a term of no more than three years and shall not serve for consecutive terms, either full or partial, aggregating more than six years. (G. 14.0200)

REPORTS TO: The Session

Role Description

Page: 3.4
Effective: 03/09/14
Supersedes: 01/01/09

JOB TITLE: Clerk of Session

REQUIREMENTS: The Clerk of the session shall be an elder elected by the session (0-9.0203 B.O.).

FUNCTIONS:

1. The recording and maintaining of the official records and communications of the church.
2. To serve as clerk and record, publish and distribute the minutes of the session and congregational meetings.
 - a. Inform the treasurer in a timely manner of actions of session pertaining to monies (expenditures and/or gifts).
 - b. Distribution of “Member information form” to new members.
3. To work with the moderator to prepare, publish and distribute the docket of the session meetings.
4. To publish and distribute the committee reports to be presented at session meetings.
5. To prepare, publish and distribute the annual report to the congregation.
6. To maintain the register of members, marriages, baptisms, elders, trustees, and pastors of the church.
7. To prepare copies of session minutes and records to be presented at presbytery meetings as required.
8. With the assistance of the Participation Committee, distribute “Member Information Forms” to new members, collect completed forms and enter information into the official church record.
9. Enter impending actions of session into official records.

TERM: One year

REPORTS TO: The Session

Role Description

Page: 3.5
Effective: 8/31/2016
Supersedes: 6/7/2016

ORGANIZATION TITLE: Board of Deacons

MINISTRY: The Board of Deacons at Second Presbyterian Church, reconstituted in 2011, is comprised of six people, who are called and ordained to minister to those in need, to the sick, and the friendless, within and beyond the community of faith. To assist in accomplishing these goals, the board has divided the congregation into "Neighborhoods" based on city zip codes and assigned a Deacon to each area.

FUNCTIONS:

1. Visit/contact those in the Deacon's designated "Neighborhood" regularly, especially the elderly,
home-bound, and hospitalized
2. Distribute remaining Easter lilies and poinsettias to those in their "Neighborhoods" who are
home-bound or hospitalized
3. Provide Lenten and Advent booklets for the congregation
4. Assist an Elder in serving home communion to those in the Deacon's "Neighborhood"
5. Maintain up-to-date Deacon contact information and communication in the church newsletter
6. Provide support through the Deacons Fund to members of the church family and longtime
attendees, who are experiencing financial need
7. Promote congregational support for the Deacons Fund
8. Collect a special offering for the Deacons Fund on the designated third Sunday of
January of
each year.
9. Send one Deacon (preferably the same Deacon) to attend each Session meeting
throughout the
year.

TERM: Members of the Board of Deacons serve two-year terms and, at present, can succeed themselves, not aggregating more than 6 consecutive years of service.

REPORTS TO: Session

Role Description

Page: 3.6
Effective: 5/19/19
Supersedes: 8/31/2016

JOB TITLE: Deacon

MINISTRY: The ministry of deacon as set forth in Scripture is one of compassion, witness, and service, sharing in the redeeming love of Jesus Christ for the poor, the hungry, the sick, the lost, the friendless, the oppressed, those burdened by unjust policies or structures, or anyone in distress. Persons of spiritual character, honest repute, exemplary lives, brotherly and sisterly love, sincere compassion, and sound judgment should be chosen for this ministry. (*Book of Order, G-2.0201*)

FUNCTIONS: Deacons may be given special assignments in the congregation, such as caring for members in need, handling educational tasks, cultivating liberality in giving, collecting and disbursing monies to specific persons or causes, or overseeing the buildings and property of the congregation. Deacons shall assume other duties as may be delegated to them by the session, including assisting with the Lord's Supper. (Adapted from the *Book of Order, G-2.0202*).

1. Visit/contact those in the Deacon's designated "Neighborhood" regularly, especially the elderly, home-bound, and hospitalized
2. Distribute remaining Easter lilies and poinsettias to those in their "Neighborhoods" who are home-bound or hospitalized
3. Provide Lenten and Advent booklets for the congregation
4. Assist an Elder in serving home communion to those in the Deacon's "Neighborhood"
5. Maintain up-to-date Deacon contact information and communication in the church newsletter
6. Provide support through the Deacons Fund to members of the church family and longtime attendees, who are experiencing financial need
7. Promote congregational support for the Deacons Fund
8. Collect a special offering for the Deacons Fund on the designated third Sunday of January of each year.

The deacons are responsible for the care of the congregation. They will work closely with the pastor in providing for this care.

These duties include but are not limited to:

1. Visit and/or contact those congregants in their designated “neighborhood” on a regular basis and offer special attention to the elderly, home-bound, hospitalized or others with special needs (One way to do so will be to deliver Easter lilies and poinsettias remaining after the pick-up date to the home-bound or those in assisted living or nursing homes.). If special needs are noted that are not within the ability of the deacons to provide, these needs will be reported to the pastor and the appropriate Session committee.
2. When a congregant or the family member of a congregant in their “neighborhood” dies, the deacon will speak with the family as soon as possible to offer comfort and to ascertain the needs
3. of the family in regard to meals, refreshments during visitation, etc. The deacon will stay in touch with the pastor and the office to see that needs are addressed.
4. Provide support through the Deacon’s Fund to members of the church family and longtime attendees, who are experiencing financial need.
5. Collect a special offering for the Deacon’s Fund on the third Sunday of January of each year for this fund and promote congregational support for the fund.
6. Contribute to the spiritual care of the congregation through (but not limited to) such ways as:
 - a. providing Advent and Lenten devotional books
 - b. assisting the pastor or elders in serving home communion
 - c. offering a year-long series of bereavement booklets from Stephen Ministry to congregants upon recommendation of the pastor
 - d. establishing guidelines for the church prayer list (see below)*
7. Work with the office to provide up-to-date information to the congregation via the phone tree.
8. Maintain up-to-date deacon contact information and communication in the church newsletter.
9. Elect a deacon moderator, secretary, and treasurer at each January meeting to serve a one year term; persons holding these offices may be re-elected
10. Provide one deacon representative to attend the monthly Session meetings and report pertinent information to the Session on the work of the deacons and share information with the deacons regarding actions or concerns of the Session,
11. Name one deacon to serve on the Officer Nominating Committee.

Specific Responsibilities (from former Fellowship Committee responsibilities):

1. Coordinate church-wide fellowship events such as retreats, picnics, dinners and other activities.
2. Provide Sunday coffee.
3. Prepare an annual fellowship calendar.
4. Promote and coordinate fellowship by groups within the church.
5. Coordinate receptions.
6. Supervise the kitchen and food service.

7. Coordinate church-wide retreats.
8. Provide for ministry to special groups, including Presbyterian men.
9. Encourage and coordinate small group ministries.
10. Provide name tags.

Guidelines for the church prayer list:

1. A person may place a name on the prayer list in the church bulletin by completing a Prayer Request form in the pew racks or by calling the church office.
2. It is imperative that the person/family involved consent to the inclusion in the church bulletin. Specific circumstances will not be listed.
3. The person making the request will specify the number of weeks (not exceeding four) that the name will appear in the church bulletin. If at the end of that time the circumstances require it, the number of times may be extended.
4. In the event of the death of a member or close family members of the member, the family involved will be listed automatically for four consecutive weeks.

TERM: Members of the Board of Deacons serve two-year terms and, at present, can succeed themselves, not aggregating more than 6 consecutive years of service.

REPORTS TO: Board of Deacons and Session

Role Description

Page: 3.7
Effective: 03/09/14
Supersedes: 01/01/09

ORGANIZATION TITLE: Session Committees

MISSION: To carry out the assignments, functions and decisions of the Session.

MINISTRY: The pastoral care and concern for the spiritual, physical and material well-being for each member of the committee. All groups when they meet contain all of the functions of the whole church though in differing degrees. Every meeting has a component of koinonia, diaconia, and kerygma (fellowship, service and worship).

FUNCTIONS:

1. Prepares and publishes a calendar of stated meetings, events, functions and other information appropriate to the operation and activities of the committee.
2. Investigates and recommends ways of strengthening the work of the committee.
3. Prepares the annual program plan and furnishes the financial requests of the committee to the budgetary committee in their preparation of the church's budget.
4. Holds meetings as needed.
5. Reports committee's action and recommendations to the session by providing a monthly written report (or meeting minutes) by the first of each month to the Clerk of Session
6. Publicizes the activities of the committee through the bulletin, newsletter and minutes for mission.
7. Oversees the functions and tasks assigned to it.
8. Handles items referred to it by the Session and reports them back to Session
9. Institutes, coordinates and evaluates programs.
10. Sends copies of evaluations and planning to the church office for inclusion in a permanent file of the committees work to provide useful information for the future.

AUTHORITY:

1. The committee has the power to recruit people to be a part of its program and work.
2. The Committee has the power to implement the decisions given it by the session. Therefore, it has the authority to spend money as approved in the budget and implement programs as approved in the annual calendar.
3. The committee has the authority to organize itself to meet its assigned objectives.
4. The committee has the authority to make decisions within its own area.

REPORTS TO: Session

Role Description

Page: 3.8
Effective: 5/19/19
Supersedes: 03/09/14

JOB TITLE: Chair of Sessional Committee

MINISTRY: The pastoral care and concern for the spiritual, physical and material well-being for each member of the committee.

FUNCTIONS: Preside, Lead, and Interpret

1. The chair presides over the work of the committee
 - Convene and moderate meetings
 - Prepares the agenda for meetings (in consultation with staff)
 - Responsible for the preparation of a report of each meeting
 - Notes are normally taken by a clerk or secretary, but the chair is responsible.
2. The chair will lead the work of the committee
 - facilitate the work of the committee and help others to accomplish their tasks
 - train and support the committee members
 - recruit the membership of the committee subject to the oversight of the session
 - have the special pastoral responsibility toward the physical, spiritual and mental growth and well-being of each member of the committee
 - be accountable to the session and represents the committee at session meetings
 - coordinate the activities of the committee with other groups in the church through the staff and church office
 - Make assignments of tasks
 - Make sure people know what is expected, by when and with what
 - Recognize people's efforts
3. The chair will interpret the work of the committee
 - speak for the committee unless this is delegated to another. Committee members do not officially speak for the committee.
 - report to the Session through its ministry unit
 - report annually to the congregation through a written annual report of the committee's accomplishments and plans for the future. This report will be included in the annual report of the congregation and distributed to the congregation at its annual meeting in January.

The chair may delegate authority for the mission of the committee to others to help build the total leadership of church and increase participation. Responsibility, however, can never be delegated, only passed on to others.

TERM: One year, may be renewed.

REPORTS TO: Session

Role Description

Page: 3.9
Effective: :5/19/19
Supersedes: 11/5/2017

Member

All persons who trust in God's grace and desire to become a part of the fellowship and ministry of his church in JESUS CHRIST are eligible and invited into membership in this Church [G-1.0302]. Membership classification is based on G-1.04 in the Book of Order of the PC(USA). The church will maintain an inactive member roll under the guidance of the Clerk and approval by Session. The Session shall seek to restore members to active participation and shall provide written notice before deleting names due to member inactivity.

PROCEDURE

1. Pastor and two elders shall meet with prospective new member to determine interest and commitment.
2. Session approval required prior to presentation and acceptance by the congregation.
Session approval may be by a called e-mail meeting.
3. New membership may be by Profession or Reaffirmation or by Letter of Transfer.

Ministry Committees Description

Page: 4.1
Effective: 5/19/19
Supersedes: 8/31/2016

JOB TITLE: Administrative Committees

MISSION: This unit is responsible for the coordination of the Administrative life of the church and includes the areas of Building and Grounds, Personnel and Office and Finance-

ORGANIZATION:

Building and Grounds:

This committee is responsible for the care, maintenance, upkeep and use of the church facilities and equipment including the parking lot.

Specific Responsibilities:

1. Develop and implement a major maintenance program.
2. Insurance.
3. Oversee parking lot and establish Policies and Guidelines (see Page 6.2) regarding its use.
4. Routine maintenance of building.
 - a) Select persons other than the moderator of the committee and the maintenance sexton to be trained to operate the heating and cooling systems.
5. Responsible for all furnishings.
6. Responsible for church grounds.
7. Develop building use guidelines.
8. Supervise and approve the use of the building by non-church groups and establish policies and guidelines regarding the building and other property of the church.
9. Recommend to Session any capital improvements on a timely basis with a statement as to their priority.
10. Oversee the loaning of church property and establish policies and guidelines of such loaning.
11. Oversee decor and decorating.
12. Oversee equipment maintenance.
13. Repair and improvements of building.
14. Provide annual inventory of the contents of the church.
15. Work closely with the other committees so their needs in terms of facilities may be known.
16. Oversee Archives Room.

Finance

This Committee is responsible for the design and implementation of the budget process with the various Committees and groups for the preparation of the annual budget. This committee is also responsible for the financial affairs for the church including the oversight of church investments and review of fiscal controls. It is the responsibility of the Finance committee to keep the congregation informed of the church's financial situation. Stewardship responsibilities of the committee include the design and implementation of an annual stewardship program to provide the resources necessary for the operation of the church and its ministries for the upcoming year. This committee is also responsible for the promotion of good stewardship in the church, pertaining to all things that are given by God and held by His Church in trust.

Specific Responsibilities:

1. Prepare and recommend to Session the process by which the annual budget is formulated to include proposed budget targets, constraints or restrictions, as applicable. Budget constraints or restrictions are provided in the form of recommendations to Session as part of the budget approval process.
2. Plan annual Stewardship campaigns and integrate with the budgeting process.
3. Provide help and expertise (as requested) to help the church Treasurer and Session committees in the preparation of their annual budgets.
4. Coordinate, with the church Treasurer, Staff and Session, activities relating to developing, reviewing and approving an annual budget.
5. Assist the church Treasurer in the preparation of annual estimates of revenues and availability of assets from various permanent church funds.
6. Recommend to the Session financial planning targets and the approval or revision of budgets in advance of adoption by Session and approval by the congregation.
7. Coordinate with the church Treasurer in preparation of recommended funding sources and available amounts for non-budgeted expenditures, or, if appropriate, recommendation rationale for the rejection of non-budgeted expenditures to the Session.
8. Maintain policies and procedures for fiscal oversight and suggest changes to the Church Policy Manual, as needed.
9. Provide advice and counsel to the Session with regard to financial investments and funding of debt, as needed.
10. Develop and recommend to the Session a long-range strategy for the management and investment of permanent church funds. Coordinate strategic planning documents with the church Treasurer.
11. Stewardship Responsibilities:
 - a. Plan and direct an annual Stewardship Campaign in a manner approved by Session.
 - 1) Distribute Volunteer Opportunities Form to congregation, collect responses and pass information to appropriate committees.
 - 2) Coordinate the annual financial campaign with the various Session Committees as they plan for the annual budget process.
 - 3) Establish and maintain a program regarding bequests, wills, and materials.

- 4) Emphasize the continued promotion of the Endowment Fund.
 - 5) Develop a program to encourage members of the congregation to include the church in their wills.
 - 6) Review all offers of gifts, solicit such gifts when appropriate and make recommendations to Session.
- b. Engage in the development of a program of continuous stewardship education within the entire church.
 - c. Engage in the development of a program of continuous stewardship education that emphasizes an individual's sincere commitment of life and financial resources as an expression of a Christian's responsibility.
 - d. See that all new members of the church are given an explanation of the financial program of the church and encouraging them to pledge.

Personnel and Office

This committee supervises the personnel policies, guidelines and procedures of the church, and the preparation of job descriptions; it provides for the annual reviews of the professional personnel.

This committee also supervises the operation of the church offices and office equipment and will be supportive of the needs of the staff in this area. This includes the oversight, maintenance and use of office equipment, the training of office volunteers and the internal and external communications of the church.

Specific Personnel Responsibilities:

1. Liaison with individual staff members.
2. Prepare annual recommendations regarding changes of pastoral calls.
3. Prepare annual reviews and recommendations of staff salaries.
4. Nurture and support staff members.
5. Negotiate any differences between staff and congregation or between staff members.
6. Develop an evaluation form to be distributed to members of Session for the yearly evaluation of each staff member.
7. Oversee hiring of new staff members.

Specific Office Administration Responsibilities

1. Oversee the preparation of an annual office calendar and a 3-month church events calendar which will be posted.
2. Update Church Policy Manual containing policies and procedures.
 - a. Ensure that any approved motion of Session requiring a change in the Policy Manual as determined by the Personnel and Office Committee, the Clerk, and the Moderator of Session results in an amendment that reflects the intent of the Session and is accurately placed within the Policy Manual.
 - b. Keep an updated edition current each month as a digital document and publish copies of the latest edition annually or more often as needed.
3. Oversee selection and maintenance of computer software programs and technology.
4. Negotiate office equipment lease contracts and purchases.
5. Oversee publications by the office

Ministry Committee Description

Page: 4.2
Effective: 5/19/2019
Supersedes: 8/31/2016

JOB TITLE: Membership Ministry Committees

MISSION: This committee is responsible for membership of the church.

ORGANIZATION:

Outreach and Marketing

Specific Responsibilities

1. Reach the people of downtown Chattanooga and beyond by increasing their awareness of what Second Presbyterian offers and generating an interest in attending.
2. Provide opportunities to participate in the enjoyment of God's creation through Second Outdoors.
3. Secure monthly greeters for the three greeter stations: red doors, niche, and 7th Street.
4. Provide a means of gaining contact information from first time visitors.
5. Work with pastor to contact prospective members.
6. Follow-up with prospective members and extend invitations to church activities until they have united with our church or another church, or have indicated a lack of interest.
7. Take photographs of new members when they are received by Session and place on bulletin board.
8. Schedule new members to be introduced to the congregation.
9. Prepare new member package and present to new members when they are introduced to the congregation.
10. Prepare Certificates of New Membership and Certificates of Baptism.
11. Welcome newborns of members into the church family by placing a rose in the sanctuary the Sunday an announcement appears in the weekly bulletin.
12. Promote the inclusion and assimilation of new members into the life of the church.
13. Encourage the active participation of each member in the life and ministry of the church.
14. Work with all organizations (internal committees and staff as well as external organizations such as the Boys Choir) to carry out committee responsibilities.
15. Establish a Gallery Subcommittee to manage an art gallery in the chapel area of the sanctuary. 10% of sales will go to Mission Committee.

Ministry Committee Description

Page: 4.3
Effective:5/19/19
Supersedes: 03/09/14

JOB TITLE: Mission Committee

MISSION: These committees are responsible for our ministries of compassion beyond our congregation which may include not only local service projects and programs but also local and other benevolences and world-wide ministries.

ORGANIZATION:

Mission Committee

World Missions

Local Missions and Service

Other Mission Opportunities

St. Matthew's Shelter Committee

Mission Committee

World Missions

Specific Responsibilities:

1. Promote within our congregation the cause of world missions.
2. Act as the church's liaison with the missionaries whom our church supports.
3. Cooperate with the General Assembly Divisions in their work of national and international missions.
4. Promote and support all appropriate homes, colleges, seminaries, and other institutions affiliated with the courts of our denomination.
5. Encourage the congregation to join together in support of a missionary in the international field by meeting three requirements: 1.) prayer for the missionary; 2.) communication (2 way)-writing letters, sending cards, receiving letters, and reports; 3.) providing financial support-the amount to be determined by the Missions Committee along with determining the means by which to raise the funds. The selection of the missionary will be made by the Missions Committee.

Local Missions and Service

Specific Responsibilities:

1. Identify and recognize needs in our immediate neighborhood and within our city and county to which our congregation may properly respond.
2. Plan, implement and coordinate various ways and means by which our church can assist in alleviating the needs of those less fortunate than ourselves.

3. Actively engage in establishing the church's concern for our neighbors and develop objectives and methods whereby the individual church member and the corporate church may respond.
4. Explore the needs of those individuals and families who turn to us for help, and where appropriate, render responsible assistance.

Other Mission Opportunities

Specific Responsibilities:

1. Recommend, support, and promote the denominational special offerings.
2. Support the pastor and church staff in ministering to those who turn to us for help.

St. Matthew's Shelter Committee

MISSION: Oversee the Mission and Operations of St. Matthew's Shelter for Men, which exists to offer safe, communal, night shelter living for men involved in approved Programs designed to establish self-sufficiency and independent success. Our Mission includes provides Residents a safe, comfortable living environment where they may enjoy communal cooking, laundry and bath facilities, and the ability to store belongings while staying at the shelter.

ORGANIZATION: Committee of the Session

Minimum of one (1) Session Member who will serve as Moderator.
Others selected by the Moderator

Specific Responsibilities:

1. The Shelter is designed to be a short-term Program Night Shelter with a maximum duration of any stay being capped at 120 days.
2. Hours of Operation: 5:30 PM to 6:30 AM
3. No participants should enter the Shelter without first being enrolled in an approved case management Program run by the Chattanooga Community Kitchen and/or the Homeless Health Care Center. Qualifying Programs are described in the St. Matthew's Shelter Operations Manual (Church Policy Manual, page 6.14).
4. Upon admission to the Shelter, each Resident shall sign a Resident Agreement and shall meet all the requirements as outlined in the *St. Matthew's Shelter Operations Manual*, which can be found in the *Church Policy Manual*, page 6.14
5. A Fellowship Study Group will be held regularly, and Communion will be served. Leadership of the Study Group will be arranged by the Committee.
6. Coordinate the maintenance and upkeep of the Shelter facilities with the Building and Grounds Committee.
7. Engage in fund-raising and public relations activities to support the Mission of the Shelter.
8. One hospital bed will be provided for use by a resident who qualifies in conjunction with an approved Medical Program.
9. A bedbug treatment box will be provided and maintained. All residents will be supervised in its required use.
10. An annual Budget will be determined by the Committee and submitted to the Finance Committee.
11. A Part-Time Night Resident Manager will be selected in partnership with the Community Kitchen.

Ministry Committee Description

Page: 4.4
Effective:5/19/19
Supersedes: 8/31/2016

JOB TITLE: Program Ministry Committees

MISSION: These committees are responsible for the Worship, Educational and Fellowship activities of the church. The work of these committees is divided into the following activities:

ORGANIZATION:

Worship and Music
Christian Education

Worship and Music:

Responsible for our worship life and coordinates our music programs, ushers, the preparation for communion, special worship services and the encouragement of personal and family worship and prayer.

Specific Responsibilities:

1. Promote and supervise music programs for the church.
2. Supervise the operation of the sound system.
3. Promote personal devotions.
4. Manage guidelines for weddings (please refer to wedding policy in section 6.4) and funerals.
5. Recruit and train lay liturgists.
6. Arrange for pulpit supplies when needed.
7. Prepare annual worship calendar.
8. Coordinate the music program of the church and supervise the maintenance of all musical instruments.
9. Coordinate flowers and other Chancel and sanctuary furnishings and décor.
10. Coordinate service and activity of ushers.
11. Prepare for sacraments of baptism and communion.
12. Prepare for ceremonies of installation and ordination and new membership.

Christian Education

The educational activities of the church and is especially concerned with our ministries for children and youth as well as other groups.

Specific Responsibilities:

1. Prepare an annual education calendar.
2. Provide for and supervise the nursery.
3. Supervise youth groups.
4. Supervise the church library and establish the position of Librarian under the committee.
5. Develop and supervise the program for children during worship (see nursery policy Page 6.13).
6. Services for Children's Church will include children thru third grade.
7. Supervise Vacation Bible School.
8. Provide for and supervise Sunday School and other educational opportunities.
9. Recruit, train and supervise teachers. Consult with personnel committee in hiring and termination of nursery and childcare workers. Evaluations will be placed in the personnel file.
10. Approve children and teen curricula used in the church.
11. Oversee the educational programs offered on Wednesday nights in conjunction with the Wednesday Evening Planning Committee.
11. Coordinate Wednesday Night Committee.
12. Establish guidelines for the Library-organization, circulation, etc. as can be seen in this policy manual under Church Policy page 6.10.
13. Establish guidelines for the Library-organization, circulation, etc. as can be seen in this policy manual under Church Policy page 6.10.
14. Request health and safety information from parents on children in church's care and keep on file in the office.

Position Description

Page: 5.1
Effective: 5/19/19
Supersedes: 8/31/2016

JOB TITLE: Administrative Assistant (32 hours per week)

MINISTRY: Overseeing the Church Office and its functions which provide the information, support and materials necessary for the faithful operation of the church.

FUNCTIONS:

Administrative:

1. Maintain office equipment.
2. Order office supplies.
3. Answer the telephone and greet visitors.
4. Maintain and publish the church calendar by preparation of a monthly office calendar as well as the annual calendar and a three-month's event calendar, which shall be posted.
5. Oversee the administration of the Petty Cash Fund.
6. Provide administrative support to the Pastor, Session, and the programs and ministries of the church.

Clerical:

1. Prepare, duplicate and distribute materials necessary for the business of the church, including:
 - (a) Worship bulletins
 - (b) Session agenda
 - (c) Session packets
 - (d) Church Directory
 - (e) Church Policy Manual
 - (f) Church newsletter
 - (g) Phone Tree updates
 - (h) Annual Reports
 - (i) Pastor's Commentaries
 - (j) Weekly mailings to shut-ins
 - (k) Weekly and monthly reminder cards
 - (l) Maintain supply of church business cards
 - (m) Publication of an e-mail newsletter
2. Maintain church files, including:
 - (a) Correspondence
 - (b) Catalogues
 - (c) Equipment
 1. Conduct an annual inventory/audit and disposal of office and business-related equipment.

- (d) Bulletin and newsletters
 - 1. Enclosure of information pertaining to the current work of Session will be included in the monthly newsletter.
- (e) Pastor's files
- (f) Maintain Session Minute Book at the direction of the Clerk of Session.
- (g) Oversee maintenance and use of the building
- (h) Perform other duties as assigned by the Pastor.

TERM: Serves at the pleasure of the Pastor and Session.

REPORTS TO: Pastor

SUPERVISES: Office and Clerical Volunteers, Church Sexton

**PRIMARILY
RELATES TO:** Session Members, Treasurer, church committees, and the community

Position Description

Page: 5.2
Effective: 5/19/19
Supersedes: 01/17/2017

JOB TITLE: Security Sexton or Designated Security Sexton (part time)

MINISTRY: Overseeing the security, order and use of the church building and grounds so that our church is safe, convenient and ready for use for members and visitors as they come to worship God in an environment to which they desire to return regularly.

FUNCTIONS:

1. See that the church building is ready for use by the members of the church, its committees and other groups as well as the community.
2. Assist the Maintenance Sexton in the operation of the parking lot.
3. Perform routine and necessary checks on security and orderliness of the church.
4. Provide and be responsible for building security including the opening and closing of the church.
5. Update hymn number boards in sanctuary
6. Communicate with the Building and Grounds Committee and the Worship and Music Committee and attend meetings as requested.

At the beginning of worship or other events:

1. Turn on the sound system.
2. Turn on lights.
3. Unlock all 3 doors leading to sanctuary – red doors to education building, 7th St. door, and door and gate at the end of the ramp.
4. Adjust heating or cooling, if necessary.
5. When the worship service begins, count the people present, including children and infants.
6. Advise the pastor of any hazard (snow or ice on steps, etc.) which has developed during the service so that announcements can be made.

At the end of worship or other events:

1. Extinguish candles and turn sound system off.
2. Pick up discarded bulletins and debris in the pews and place hymnals back in their slots.
3. Secure the church, making sure all exterior doors are locked, all lights and coffee pots are turned off.
4. See that the entire building is clean and orderly.

TERM: Serves at the pleasure of the Session

REPORTS TO: Head of Staff through the Administrative Assistant
SUPERVISES: None
PRIMARILY
RELATES TO: The Pastor, Building and Grounds Committee, Worship and Music Committee, committees of the church, church members and outside groups.

Position Description

Page: 5.3
Effective: 05/19/2019
Supersedes: 03/09/2014

- JOB TITLE:** Maintenance Sexton (30 hours per week)
- MINISTRY:** Overseeing the maintenance, upkeep and use of the church building and grounds so that our church is safe, convenient and attractive for members and visitors as they come to worship God in an environment to which they desire to return regularly.
- FUNCTIONS:**
1. See that the church building is in good repair and ready for use by the members of the church, its committees and other groups as well as the community.
 2. Oversee and supervise the operation of the parking lot.
 3. Perform necessary maintenance.
 4. Provide and be responsible for building security and security/protection systems.
 5. Order cleaning, maintenance and non-food kitchen supplies.
 6. Report the need for major repairs to chair of the Building and Grounds Committee and serve at their request.
 7. Communicate with the Building and Grounds Committee and attend meetings as requested.
- TERM:** Serves at the pleasure of the Session
- REPORTS TO:** Head of Staff through the Administrative Assistant
- SUPERVISES:** None
- PRIMARILY RELATES TO:** The Pastor, Building and Grounds Committee, committees of the church, church members and outside groups

Position Description

Page: 5.6
Effective: 01/01/19
Supersedes: 03/09/14

JOB TITLE: Church Treasurer (volunteer position)

MINISTRY: Supervising the stewardship of financial assets of the church

MISSION: The mission of Treasurer is to act as a fiduciary to ensure funds entrusted to the church are handled professionally, ethically and accurately.

FUNCTIONS:

1. Oversee accounting practices and policies of the church with the Finance Committee.
2. Oversee the receipt and deposit of church funds.
3. Act as financial agent of the church with banks and other financial organizations.
4. Inform Session and the congregation of the financial situation of the church. Reports to Session should be made on a monthly basis.
5. Serve as ex-officio to Finance Committee.
6. Perform random audits on Financial Assistant.

Accounting Functions

1. Ensure full and accurate financial information.
2. Upon verifying authorization documents, sign checks.
3. Review and present financial reports prepared by Financial Assistant.

TERM: Three years, renewable at the pleasure of Session.

REPORTS TO: Finance Committee; Session

SUPERVISES: Financial Assistant

PRIMARILY

RELATES TO: Finance Committee, Pastor, Clerk of Session, Committee Chairs.

Position Description

Page: 5.7
Effective: 05/19/19
Supersedes: 03/09/14

- JOB TITLE:** Director of Music (part time)
- MINISTRY:** Supervising the vocal ministry of music of the church, including leading the congregation in the appreciation and understanding of music and its function and meaning in worship.
- FUNCTION:**
1. Provide for music for the worship services.
 2. Select and prepare special music.
 3. Foster congregational singing.
 4. Lead the chancel choir.
- TERM:** Serves at the pleasure of Session.
- REPORTS TO:** Pastor as Head of Staff
- SUPERVISES:** The choir; the organist, special musicians and soloists
- PRIMARILY RELATES TO:** Worship and Music Committee and choir

Position Description

Page: 5.8
Effective: 05/19/2019
Supersedes: 03/09/2014

- JOB TITLE:** Church Organist (part time)
- MINISTRY:** Providing and supervising the instrumental ministry of music of the church.
- FUNCTION:**
1. Provide for music for the worship services.
 2. Select and prepare special music.
 3. Foster congregational singing.
 4. Accompany the chancel choir in worship and rehearsals.
 5. Provide music for funerals.
 6. Arrange for music at weddings in consultation with pastor.
 7. Oversee maintenance of chancel organ and piano.
- TERM:** Serves at the pleasure of Session.
- REPORTS TO:** Director of Music
- SUPERVISES:** Special musicians and wedding organists
- PRIMARILY RELATES TO:** Worship and Music Committee and the Pastor

Position Description

Page: 5.9
Effective: 05/19/2019
Supersedes: 03/01/2014

JOB TITLE: Assistant Director of Music (part time)

MINISTRY: This position is essentially a non-paid internship where the holder of the position gains

knowledge through experience carrying out the tasks the Director of Music assigns resulting in experience that can then be listed on a resume for future employment. The goal is that the Assistant Director receive experiences to prepare him/her to confidently take on the job of Director of Music at a comparable church.

FUNCTION:

1. The Assistant Director of Music will be a current or recent graduate student in the Masters of Music program at UTC whose duties may include the following:
2. directing rehearsals with the Chancel Choir, directing occasional Sunday morning services
3. Directing the Youth Choir
4. teaching private voice lessons
5. picking hymns for Sunday morning services
6. picking anthems and introits for Sunday morning services
7. record keeping of attendance
8. supervised calculation of payroll for singers to be submitted to the church treasurer
9. other duties as per the qualifications of the candidate

TERM: Temporary

REPORTS TO: Director of Music

SUPERVISES: Chancel Choir

PRIMARILY

RELATES TO: Chancel Choir, Worship and Music Committee, and Pastor

REMUNERATION: None

Position Description

Page: 5.10
Effective: 01/01/2019
Supersedes: 01/11/15

JOB TITLE: Financial Assistant (part time)

MINISTRY: Assisting the Treasurer and the Finance Committee in the stewardship of financial assets of the church.

FUNCTIONS: Provide for the proper disbursement of funds.
Accounting Functions

1. Maintain full and accurate financial information.
2. Post and maintain giving records.
3. Prepare checks for signature (Accounts Payable, Payroll and others).
4. Prepare financial reports.
5. Preserve the financial records of the church.
6. Reconcile bank statements.
7. File quarterly and year-end tax reports (ie. 841, w-2, 1099)

TERM: Serves as the pleasure of the Session.

REPORTS TO: Head of Staff through Treasurer and Finance Committee

SUPERVISES: None

PRIMARILY RELATES TO: Treasurer, Administrative Assistant and Finance Committee.

Church Policy

Page: 6.1
Effective: 01/01/19
Supersedes: 03/09/14

POLICY AREA: Expense Authorization Policy (Voucher)

MINISTRY: Finance Committee

No bill will be paid without the proper written documentation.

- The Financial Assistant will be directed to write checks to cover expenditures when presented with a completed Expense Authorization Ticket which must include the proper approval signature. Checks will be signed by the Treasurer upon verification of the Expense Authorization Ticket.
- Each committee chair or their designated representative will be responsible for signing the Expense Authorization Ticket as approval for payment. **Each committee chair will give a written list of their designated representatives and their area of responsibility to the Treasurer at the beginning of each year.**
- The Administrative Assistant will be responsible for approving monthly recurring expenditures, such as utilities, and other items which fall under the realm of her responsibility.

PROCESS:

- When bills or invoices are received, the Church Treasurer will attach an Expense Authorization Ticket to the invoice and will route this to the appropriate committee for approval.
- Approved Expense Authorization Tickets will be placed in the Treasurer's mailbox.
- When the expense is a reimbursement, the person seeking reimbursement will complete an Expense Authorization Ticket and forward it to the appropriate committee chair for approval.
- When the expense is one without documentation, an Expense Authorization Ticket shall be completed to provide documentation.
- In the case of a recurring expense where the amount is the same each month, one Expense Authorization Ticket may be completed to cover an entire year's disbursement.

Church Policy

Page: 6.2
Effective: 05/19/2019
Supersedes: 03/09/014

POLICY AREA: Administration of Parking Lot: Policies and Guidelines

MINISTRY: Building and Grounds

Like the other church property, the parking lot has been given in trust to the church to use in furthering the ministry of Jesus Christ. Through the parking lot, the church comes in contact with many who are nonmembers of the church and therefore the way the Parking Lot is administered is part of our witness to Jesus Christ.

RESPONSIBILITY: The Church Maintenance Sexton and Church Security Sexton are responsible for the parking lot under the direction of the Building and Grounds Committee.

Weekday Parking Policy

All 64 parking spaces are administered by Republic Parking. The Church receives 60 percent of the net revenue collected by Republic Parking. All spaces are available for paid parking 24 hours a day to the community.

Members and attenders of Second Presbyterian Church are entitled to use of free parking in the parking lot on a first-come, first-serve basis during ordinary business hours or at any other time.

Members or attenders must submit their license plate information on a form obtained at the church office in order to be entered into the Republic Parking database as permitted to park in the church lot for free.

Sunday Parking Policy

Parking on Sundays is to support the Sunday activities and worship of the members of Second Presbyterian Church. Unauthorized use of the parking lot is likely to be the result of confusion of visitors of St. Paul's, and therefore enforcement of our parking policy needs to be tempered with a graciousness which reflects our witness to Jesus Christ.

For Sunday Parking, Second Presbyterian Church will place a large sign that reads **"Lot Closed for Church Event"** at the entrance to the parking lot so that members and visitors may park for free during Sunday activities at the church. The sign helps prevent the public from parking in the lot and thus taking up all the spaces.

Sunday Parking Policy is the same as the Weekday Parking Policy, with the exception that church members are permitted to park until 1 p.m. in the single row of parking spaces behind the church.

Events Parking Policy

For Events Parking, Second Presbyterian Church will, for pre-arranged events at our church, such as concerts and funerals, place a large sign that reads **“Lot Closed for Church Event”** at the entrance to the parking lot so that guests may park for free during the event. The sign helps prevent the public from parking in the lot and thus taking up all the spaces.

Alternately, groups may be issued a special three-digit parking code that allows them to park for free in the lot for a limited time period. This method leaves the lot open for public parking.

Parking Violations

There are three ways you will not be ticketed for parking in Second Presbyterian’s parking lot:

1. As a member or friend of Second Presbyterian Church, have your license plate number on file with the church office. In this manner, your parking will always be free 24 hours a day.
2. Visitors may request and use the temporary parking code from the church office.
3. You are attending a church event and the “Lot Closed for Church Event” sign is placed in the church parking lot driveway.
4. Pay at the Republic Parking kiosk.

Parking enforcement by Republic Parking may involve a certain amount of human error. Thus, any parking tickets received by individuals or groups with legitimate business at the church should be turned into the church office, which will contact Republic to get the ticket voided.

Parking in the Second Presbyterian’s parking lot in handicapped spaces requires a valid handicapped license plate or hang tag. If a guest or member does not have a valid handicapped license or hang tag, any tickets incurred for parking illegally in the handicapped spots will not be appealed with Republic Parking.

Church Policy

Page:6.3
Effective: 03/09/14
Supersedes: 01/01/09

POLICY AREA: Use of Church and Church Property

MINISTRY: Building and Grounds

All property and facilities of the church have been given to the Glory of God. As a good steward the church recognizes the opportunity and obligation to witness to and build up the body of Jesus Christ through its facilities. We also witness through the normal program and work of the church, and by sharing its property and facilities to support growth and development of people and organizations in our community.

APPLICATION AND APPROVAL TO USE

1. Church Organizations:

Second Presbyterian Church groups or organizations do not need Session approval to use the building. However, to avoid conflicts in schedules, use of church facilities shall be coordinated with the Administrative Assistant. The administrative assistant shall maintain a master calendar and enter thereon scheduled use of the facilities. Requests shall include the specific space needed (chairs, tables, other equipment, utilities including any exterior needs, such as parking lots) by filling out the "Use of Building" form.

2. Individuals and Non-Affiliated Groups:

Use of church facilities by any individual, non-affiliated groups or organizations requires approval of the Session. If timing does not permit full Session action, any three (3) Session members may approve a request. Applications for the use of facilities by individual and non-affiliated groups and organizations are of two types:

a. One Time Events

Applications for onetime events may be approved by Pastor, Administrative Assistant or Property Committee.

b. Re-occurring Events

Applications for re-occurring events requires the approval of the Property Committee and notification of Session. Such approvals will be for up to a one-year period and may be renewable.

3. Application by Individuals, Non-Affiliated Groups and Organizations:

Applications must be received by the Administrative Assistant at least fourteen (14) days prior to the desired use date unless waived by the minister. All applications will be considered for approval in terms of the following requirements:

- a. Purpose of Use: A brief, but complete description of the planned use of the facility.
- b. Duration of Use: The days, hours, and frequency of use.
- c. Size of Group: The approximate number of persons expected to use the facilities.
- d. Facilities, Equipment and Services Required: Specification of exact rooms and space needed (including exterior needs, such as parking lots); chairs, tables, or other equipment needed, and any utilities needed.
- e. Sponsorship: Full name(s) with address, telephone number and organization.
- f. Responsibility: Recognition that the premises will be left as found including condition, cleanliness, and order (i.e. moving tables and chairs back as found). Any damages will be paid for in the amount assessed by Session.
- g. Payment of Fees: Fees and deposits will be paid in advance. Such fees will be determined at the time of application by staff and may be waived at the discretion of the Pastor.

PRIORITY FOR BUILDING USE

1. Religious and church activities, scheduled and unscheduled.
2. Church members.
3. Religious activities of non-members (weddings, funerals, etc.).
4. Downtown groups and Organizations.
5. Community service organizations (Scouts, Alcoholics Anonymous, etc.).
6. Civic organizations (Women's Clubs, etc.).

GENERAL RULES:

1. To insure optimum appearance for Sunday Services, Saturday usage will normally be limited to Religious or Church activities.
2. Use of the sanctuary will always be governed by a reverence for God. The Lord's Table, Baptismal Font, or any other fixture shall not be moved or used without prior expressed permission of the Pastor and/or Worship Committee.
3. No alcohol will be served except for sacramental purposes.
4. Smoking is not permitted in the building.
5. Use of the facilities (excluding the Sanctuary) shall carry no charge for meeting of the civic organizations, providing the rooms used are left clean, and there is no unwashed kitchen equipment left after the meeting. Violations of this will result in future denials of permission granted for use of the church property, but there will be no monetary fine imposed in the interest of good will and public relations. However, scheduled, prolonged use will require approval of the Session and charges may be assessed.
6. The church will not be used for any profit-making enterprise. Exception to this policy would be for a charitable fund raiser event which has been authorized by session.
7. Permission to use the Church Kitchen does not include the use of supplies, dishes and utensils. There will be no charge for the use of the kitchen if it is left in a clean and neat condition.

8. Special meeting rooms will be made available. The rooms will be set-up to the users specifications and routine clean-up will be offered at no cost. Donations will be accepted. Church equipment will be made available when possible.
9. No animals are permitted in the building.

FEES AND CHARGES:

7. There will be no charge to members of the congregation of the church for the above uses, but the understanding will be that the facilities will be clean before Church School on Sunday morning.
8. Fees will be charged to individuals and outside groups to cover any additional costs to the church for set-up and cleaning. Fees may be waived if the event is considered a part of the pastoral, programmatic or missional ministries of the church.
9. Free will donations will be accepted for the use of the people.

MISUSE AND ABUSE

1. The sexton or the property committee shall be responsible for determining whether a person's or group's activities are in line with the stated purposes in using the building, or constitute a misuse of building/facilities.
2. Misuse or abuse of the Second Presbyterian Church facilities by any person or group will result in immediate suspension of the privilege of use of the building or facilities.

DAMAGE

Any damage to the church property or to its furnishings or equipment is the responsibility of the person listed in any application for use of the church as the "responsible party." Any costs incurred by the church for repair or replacement will be assessed by the property committee upon recommendation of the pastor, administrative assistant or church sexton.

SECURITY

1. All persons who require access to the church building to perform their work or meet their responsibility to the church will be issued a key to the building. All keys will be numbered and a record maintained by the Sexton.
2. All persons who are issued a key thereby accept the responsibility of having that key. They are to be responsible for the consequences if they loan that key to any other person.
3. All persons unlocking the church building are charged to check all doors to be certain that they are locked when they leave, or if the building is still occupied when they leave, they should ascertain who will be the last to leave and charge them with the responsibility of being certain that all doors are locked when they leave.

PERMISSION FORM FOR
USE OF BUILDING BY
A SPONSORED GROUP

Name of Group: _____

Self-insured? _____ Certificate of Insurance? _____

Type of Activity: _____

Number of Participants: _____

Group Contact Person and Phone No: _____

Dates and times (temporary use): _____

Days and times (long-term use): _____

Room(s) to be used: _____

Set-up Requirements: _____

Sexton fees (if applicable): \$25/hour

Building use fee (if applicable): _____

Lease signed (if applicable): _____ yes _____ no

Church Sponsor: _____

Church Sponsor Contact Person and Phone No.: _____

Acknowledged and Approved:

Pastor

Date

Church Sponsor Representative

Date

Sexton

Date

CHURCH POLICY

PAGE: 6.4
EFFECTIVE: 05/19/19
SUPERSEDES: 10/15/17

POLICY AREA: WEDDING POLICY

MINISTRY: WORSHIP COMMITTEE

WEDDINGS AT SECOND PRESBYTERIAN CHURCH

A CHURCH WEDDING IS AN ACT OF WORSHIP IN WHICH WE PRAISE GOD FOR THE GIFT OF MARRIAGE AND ASK GOD TO BLESS A NEW RELATIONSHIP. THIS GOVERNS HOW WE VIEW THE WEDDING SERVICE AND THE ACTIVITIES SURROUNDING IT. ALL THAT WE DO IN THE PRESBYTERIAN CHURCH IS BASED UPON OUR THEOLOGY AND OUR BELIEF THAT JESUS CHRIST MUST BE AT THE CENTER OF ALL WE DO. WE WELCOME HAVING WEDDINGS PERFORMED AT OUR CHURCH FOR BOTH OUR CHURCH MEMBERS AND FOR NON-MEMBERS WHO HAVE MET WITH AND HAVE BEEN VETTED BY THE SECOND PRESBYTERIAN PASTOR.

POLICIES AND PROCEDURES

PLEASE READ THIS POLICY THOROUGHLY BEFORE YOU REQUEST TO BOOK YOUR SPECIAL DAY AT SECOND PRESBYTERIAN.

OFFICIATING PASTOR

THE OFFICIATING PASTOR WILL BE SECOND PRESBYTERIAN'S SENIOR PASTOR. PLEASE CHECK WITH THE CHURCH OFFICE ADMINISTRATIVE ASSISTANT FOR AVAILABILITY.

THE APPLICANT MAY HAVE A MINISTER NOT AFFILIATED WITH SECOND PRESBYTERIAN TO OFFICIATE THE SERVICE BUT ONLY AT THE DISCRETION OF SECOND PRESBYTERIAN'S PASTOR.

PRE-MARITAL COUNSELING

IT IS REQUIRED THAT ALL COUPLES PARTICIPATE IN PRE-MARITAL COUNSELING.

CHURCH MEMBER APPLICANTS MAY CHOOSE TO SEEK COUNSELING FROM SOMEONE OTHER THAN OUR PASTOR. FIRST THINGS FIRST IS A RECOMMENDED ALTERNATIVE. FOR MORE INFORMATION CALL 423-267-5383.

IF THE APPLICANT IS A NON-CHURCH MEMBER AND CHOOSES TO COMPLETE THEIR PRE-MARITAL COUNSELING WITH OUR PASTOR, HE/SHE SHOULD DISCUSS THAT OPTION WITH THE WEDDING COORDINATOR TO DETERMINE THE AVAILABILITY OF THE PASTOR AND TO BE MADE AWARE OF ANY ADDITIONAL COUNSELING FEES.

IF COUNSELING IS COMPLETED WITH SOMEONE OTHER THAN OUR PASTOR, PROOF OF COURSE COMPLETION MUST BE PROVIDED TO THE CHURCH OFFICE AT LEAST 30 DAYS PRIOR TO THE DATE OF THE WEDDING.

CHURCH AREAS AVAILABLE FOR USE:

- THE SANCTUARY, THE CHAPEL AND THE HELWIG FELLOWSHIP HALL
- THE SUNDAY SCHOOL CLASSROOM NEXT TO THE CHAPEL WITH ACCESSIBLE BATHROOM
- THE RESTROOMS LOCATED NEAR THE SANCTUARY, CLASSROOMS AND FELLOWSHIP HALL
- THE ELMORE ROOM (ADDITIONAL GUIDELINES APPLY – REQUEST SPECIFIC POLICY DOCUMENT)

WEDDING COORDINATOR

SECOND PRESBYTERIAN'S WEDDING COORDINATOR IS A REQUIRED PARTICIPANT FOR ANY WEDDING HELD AT SECOND PRESBYTERIAN. HE/SHE WILL SERVE AS THE PRIMARY CONTACT FOR ALL SCHEDULING, SET UP, APPROPRIATE USE OF PROPERTY AND TAKEDOWN ISSUES.

OUR WEDDING COORDINATOR WILL ASSIST WITH COORDINATING ALL CHURCH PERSONNEL (BUILDING COORDINATOR, SOUND TECHNICIAN, ORGANIST AND PASTOR).

PLEASE COMMUNICATE YOUR PLANS IN A PLANNING MEETING WITH OUR WEDDING COORDINATOR WHICH SHOULD TAKE PLACE NO LATER THAN 2 WEEKS PRIOR TO THE DATE OF THE WEDDING.

SECURITY SEXTON

THE SECURITY SEXTON IS RESPONSIBLE FOR THE SECURITY OF THE BUILDING DURING THE REHEARSAL AND THE WEDDING EVENT, INCLUDING LOCKING AND UNLOCKING ALL EXTERIOR AND INTERIOR DOORS.

HE/SHE WILL BE PRESENT FOR THE REHEARSAL AND WILL ARRIVE 15 MINUTES PRIOR TO THE BEGINNING OF THE REHEARSAL. HE/SHE WILL VACUUM, PICK UP TRASH AND PREPARE THE SANCTUARY FOR THE DAY OF THE WEDDING.

CHURCH FURNITURE AND FIXTURES ARE MANAGED BY THE WHO SECURITY SEXTON IS SOLELY RESPONSIBLE FOR THEIR MOVEMENT, SHOULD YOU LIKE ANYTHING MOVED/REMOVED. IF SOMEONE OTHER THAN A STAFF MEMBER MOVES ANYTHING AND IT GETS BROKEN, THE APPLICANT WILL BE FINANCIALLY RESPONSIBLE FOR REPLACING IT. SECOND PRESBYTERIAN CHURCH IS NOT HELD RESPONSIBLE IF YOU OR ANYONE IN YOUR PARTY IS INJURED WHILE ATTEMPTING TO MOVE CHURCH PROPERTY OR WHILE DECORATING ANY PART OF THE CHURCH.

THE SECURITY SEXTON WILL ARRIVE 2 HOURS PRIOR TO THE SCHEDULED TIME OF THE WEDDING. MAKE SURE YOUR VENDORS ARE AWARE OF THIS POLICY. IF YOU NEED THE BUILDING COORDINATOR TO BE AVAILABLE PRIOR TO THE STANDARD TWO-HOUR TIME PERIOD, AN ADDITIONAL FEE OF \$15.00 FOR EACH ADDITIONAL 30 MINUTES

WILL BE CHARGED. THIS ADDITIONAL TIME SHOULD BE ARRANGED THROUGH THE WEDDING COORDINATOR AND PAID ALONG WITH THE NORMAL SECURITY SEXTON FEES. IF NEEDED, VENDORS MAY CONTACT THE WEDDING COORDINATOR WHO MAY FACILITATE OTHER ARRANGEMENTS WITH THE CHURCH OFFICE OR THE SECURITY SEXTON IF A DIFFERENT TIME SCHEDULE IS DESIRED.

IF NO OTHER ARRANGEMENTS ARE MADE PRIOR TO THE DAY OF THE WEDDING, THE SECURITY SEXTON WILL REMAIN IN THE CHURCH FOR ONE HOUR AFTER THE WEDDING SERVICE TO ALLOW AMPLE CLEAN UP TIME.

BUILDING POLICIES

NO TOBACCO, ALCOHOL, OR ANY ILLEGAL SUBSTANCES OF ANY KIND ARE ALLOWED ON CHURCH PROPERTY. ANY PERSON CAUGHT WITH TOBACCO, ALCOHOL, OR AN ILLEGAL SUBSTANCE ON CHURCH PROPERTY WILL BE ASKED TO LEAVE, REGARDLESS OF THE PERSON'S ROLE IN THE WEDDING. VIOLATION OF THIS POLICY MAY FORFEIT THE APPLICANT'S DEPOSIT.

NO FOOD IS ALLOWED OUTSIDE OF THE HELWIG FELLOWSHIP HALL OR THE SUNDAY SCHOOL ROOM USED BY THE BRIDAL PARTY.

NO THROWING OF RICE, CONFETTI, FLOWER PETALS, OR BIRDSEED ON CHURCH PROPERTY. THIS INCLUDES BOTH THE INTERIOR AND EXTERIOR OF THE BUILDING. VIOLATION OF THIS POLICY MAY FORFEIT THE APPLICANT'S DEPOSIT.

Music

MUSIC SHOULD BE SELECTED SO THAT IT PUTS THE WEDDING IN A WORSHIPFUL CONTEXT. OUR PASTOR OR RESIDENT ORGANIST MUST APPROVE ALL MUSICAL SELECTIONS IN ADVANCE.

THERE IS NO RESTRICTION AS TO WHAT TYPE OF INSTRUMENTS MAY BE USED. BUT NOTE THAT THE ELECTRICAL SYSTEM AT OUR CHURCH IS VERY OLD AND THAT VERY FEW ELECTRICAL RECEPTACLES ARE GROUNDED WHICH WILL MAKE PLAYING ELECTRICAL INSTRUMENTS PROBLEMATIC.

OUR RESIDENT ORGANIST WILL PLAY ALL MUSIC ON THE ORGAN. IF YOU WISH TO HAVE SOMEONE OTHER THAN THE RESIDENT ORGANIST PLAY THE ORGAN AT YOUR WEDDING, YOU MUST DISCUSS THIS WITH THE WEDDING COORDINATOR DURING INITIAL PLANNING. THE RESIDENT ORGANIST HAS THE 'RIGHT OF FIRST REFUSAL', WHICH MEANS HE/SHE MUST APPROVE ANY REPLACEMENT ORGANIST FOR WEDDINGS CONDUCTED IN OUR CHURCH. IF AN ORGANIST REPLACEMENT IS

APPROVED, OUR RESIDENT ORGANIST IS STILL ENTITLED TO RECEIVE THE 'CUSTOMARY FEE' AS OUTLINED IN THE FEE SCHEDULE. THAT FEE MAY BE WAIVED AT THE SOLE DISCRETION OF THE RESIDENT ORGANIST.

IF YOU CHOOSE TO HAVE THE RESIDENT ORGANIST PLAY MUSIC ON THE PIANO INSTEAD OF THE ORGAN, THE SAME RATES AS OUTLINED IN THE FEE SCHEDULE FOR THE ORGAN APPLY.

OUR WEDDING COORDINATOR CAN PROVIDE A LIST OF SOLOISTS THAT MAY BE HIRED TO PERFORM AT YOUR SERVICE. FEES FOR SOLOISTS CAN RANGE FROM \$50 TO \$100, DEPENDING ON THE MUSIC THAT IS SELECTED.

SOUND SYSTEM

TO HELP KEEP THE MUSIC IN KEEPING WITH A WORSHIPFUL EXPERIENCE, WE REQUIRE THAT NO PRE-RECORDED MUSIC BE USED AT ANY POINT DURING THE EVENT, INCLUDING BEFORE AND AFTER THE SERVICE.

THE SOUND SYSTEM AT SECOND PRESBYTERIAN IS SET UP FOR PEOPLE TO SPEAK, SING OR PLAY ACOUSTIC INSTRUMENTS. OUR SOUND TECHNICIAN WILL MONITOR THE MICROPHONE USE FOR THE MINISTER AND FOR ANY WEDDING PARTICIPANT THAT PLANS TO SPEAK DURING THE SERVICE.

WE HAVE TWO HANDHELD MICROPHONES AND TWO MICROPHONE STANDS. IF YOU NEED DIFFERENT EQUIPMENT, PLEASE ARRANGE ACCORDINGLY.

VIDEOGRAPHY

VIDEOGRAPHERS ARE ACCEPTABLE BUT SHOULD STATION THEMSELVES TOWARD THE BACK OF THE SANCTUARY AND GO ABOUT THEIR WORK IN SUCH A WAY AS TO MINIMIZE DISTRACTION TO THE WORSHIP SERVICE.

PHOTOGRAPHY

PHOTOGRAPHERS MAY NOT USE FLASH PHOTOGRAPHY DURING THE CEREMONY TO AVOID DISTRACTION DURING THE WORSHIP SERVICE. THE PHOTOGRAPHER SHOULD SPEAK WITH OUR WEDDING COORDINATOR TO REVIEW SPECIFIC TIMES WHEN FLASH PHOTOGRAPHY IS ALLOWED.

PHOTOGRAPHERS SHOULD MOVE ALONG THE BACK OF THE SANCTUARY DURING THE WORSHIP SERVICE. HOWEVER, THE PHOTOGRAPHERS MAY POSITION THEMSELVES AT THE FRONT OF THE SANCTUARY AT THE BEGINNING OF THE SERVICE IN ORDER TO CAPTURE IMAGES OF THE BRIDE AS SHE COMES DOWN THE AISLE.

PLEASE PLAN PRE-WEDDING PHOTOGRAPHY SESSIONS AROUND THE BUILDING USE TIMES. REMEMBER, THE CHURCH IS ACCESSIBLE TWO HOURS PRIOR TO THE CEREMONY.

FLOWERS AND DECORATIONS

THE APPLICANT OR REPRESENTATIVE IS RESPONSIBLE FOR THE INSTALLATION AND REMOVAL OF ALL DECORATIONS IN THE SANCTUARY, FELLOWSHIP HALL OR ANY OTHER APPROVED AREAS OF THE CHURCH.

DECORATIONS MAY NOT BE ATTACHED TO FURNITURE OR WALLS WITH ANY SUBSTANCE THAT MIGHT CAUSE DAMAGE. IF YOU HAVE ANY QUESTION AS TO WHETHER YOUR DECORATIONS MIGHT LEAVE DAMAGE PLEASE CONSULT WITH OUR WEDDING COORDINATOR. THE APPLICANT WILL BE HELD FINANCIALLY RESPONSIBLE FOR ANY DAMAGE TO CHURCH PROPERTY.

THE CHOIR BALCONY SKIRT MAY NOT BE REMOVED BUT MAY BE COVERED WITH FABRIC OR OTHER DECORATIVE ITEMS IF THE SKIRT IS NOT STAINED OR DAMAGED.

DECORATIONS (INCLUDING CANDLES) ARE PERMITTED AS LONG AS THEY DO NOT CAUSE DAMAGE TO THE SANCTUARY OR OTHER CHURCH PROPERTY.

NO DECORATIONS OF ANY KIND MAY BE PLACED ON NOR HANG OVER THE ORGAN CONSOLE, THE PIANO OR THE HARPSICHORD THAT ARE IN THE SANCTUARY.

THE APPLICANT/REPRESENTATIVE AND ANY VENDORS (FLORISTS, OTHERS) MAY RESERVE ADDITIONAL TIMES FOR ACCESS TO THE BUILDING DURING THE WEEK THROUGH OUR WEDDING COORDINATOR OR THE CHURCH OFFICE. REGULAR, CHURCH OFFICE HOURS ARE MON-THURS (8:30AM-4PM).

SET-UP/ BREAKDOWN

UNLESS PRIOR ARRANGEMENTS ARE MADE, THE CHURCH WILL BE OPENED TWO HOURS PRIOR TO THE EVENT AND WILL BE CLOSED ONE HOUR AFTER THE EVENT.

THE SANCTUARY AND ANY OTHER ROOMS USED IN PREPARATION FOR THE EVENT ARE TO BE LEFT CLEAN AND READY FOR VACUUMING UPON YOUR DEPARTURE. PLEASE LEAVE EACH AREA AS IT WAS WHEN YOU ARRIVED.

REMOVAL OF WEDDING DECORATIONS AFTER THE SERVICE IS THE RESPONSIBILITY OF THE APPLICANT.

IF WEDDING DECORATIONS ARE NOT REMOVED WITHIN ONE HOUR FOLLOWING THE CONCLUSION OF THE WEDDING, THE BUILDING COORDINATOR WILL REMOVE THE DECORATIONS AT THE EXPENSE OF THE APPLICANT AT THE RATE OF \$15.00 PER 30 MINUTES. THIS ADDITIONAL FEE WILL BE DEDUCTED FROM THE WEDDING DEPOSIT.

SESSION APPROVAL

THE APPROVAL FOR USE OF OUR FACILITIES FOR ANY SERVICE OR ACTIVITIES OF ANY INDIVIDUALS OR GROUPS IS AT THE DISCRETION OF THE SESSION, THE GOVERNING COUNCIL OF THE CONGREGATION. THE SECOND PRESBYTERIAN WEDDING COORDINATOR WILL BRING REQUESTS FOR USE OF THE BUILDING FOR WEDDINGS TO THE SESSION FOR APPROVAL THROUGH THE WORSHIP COMMITTEE.

PARKING

THE CHURCH AND PARKING LOT AT PINE STREET WILL BE AVAILABLE FOR FREE ON THE DAY OF THE WEDDING ONLY. ALL OTHER TIMES, PARKING IS PAID. PARKING IS MANAGED BY REPUBLIC OR CARTA CITY STREET PARKING POLICIES.

SECOND PRESBYTERIAN CHURCH

WEDDING FEE

SCHEDULE

MEMBERS ARE DEFINED AS THOSE INDIVIDUALS WHO HAVE BEEN ON THE SECOND PRESBYTERIAN CHURCH MEMBER ROSTER FOR ONE YEAR PRIOR TO THE DATE OF THE WEDDING CEREMONY AND HAVE EXHIBITED REGULAR ATTENDANCE.

EACH FEE IS TO BE PAID AS FOLLOWS:

	MEMBER	NON-MEMBER
SANCTUARY	0-	\$1,000.00
SANCTUARY SECURITY DEPOSIT	\$300.00	\$300.00
SECURITY SEXTON	\$150.00	\$150.00
WEDDING COORDINATOR	\$325.00	\$325.00
SOUND TECHNICIAN	\$75.00	\$75.00
RESIDENT ORGANIST	\$380.00	\$380.00
PASTOR	HONORARIUM	\$300.00

IF YOU HAVE ANY QUESTIONS REGARDING FEES, PLEASE CONTACT OUR WEDDING COORDINATOR VIA THE PHONE NUMBER ON THE CONTACT PAGE OR CALL THE CHURCH OFFICE AT 423-266-2828.

FEE PAYMENT DATES

THE APPLICANT MUST TURN IN THE SECURITY DEPOSIT AT THE SAME TIME AS THE APPLICATION. DATES WILL NOT BE CONSIDERED FINAL UNTIL THE SECURITY DEPOSIT IS PAID.

ALL REMAINING FEES ARE DUE NO LATER THAN SIXTY (60) DAYS PRIOR TO THE REHEARSAL DATE. IF ANY FEES HAVE NOT BEEN TURNED IN SIXTY (60) DAYS PRIOR TO THE REHEARSAL, THE WEDDING RESERVATION WILL BE REMOVED FROM THE CHURCH CALENDAR.

ANY FEES PAID WILL BE REFUNDED TO THE APPLICANT IF THE CHURCH OFFICE RECEIVES A WRITTEN NOTICE OF CANCELLATION AT LEAST THIRTY (30) DAYS PRIOR TO THE DATE OF THE EVENT.

IF THE FACILITIES HAVE NOT BEEN DAMAGED AND ALL WEDDING GUIDELINES HAVE BEEN FOLLOWED, THE SECURITY DEPOSIT WILL BE RETURNED TO THE APPLICANT AFTER THE WEDDING.

CONTACT INFORMATION - AS OF MAY 2019

WEDDING COORDINATOR:
KATIE SCARBROUGH
PHONE: 770-289-5740
EMAIL:
KATIESCARBROUGH@GMAIL.COM

PASTOR: MICHAEL PHOENIX
PHONE: 423-266-2828
E-MAIL:
MICHAEL@SECONDPRESCHATTANOOGA.ORG

CHURCH OFFICE - STAFF WILL
ASSIGN SECURITY SEXTON
PHONE: 423-266-2828
E-MAIL:
OFFICE@SECONDPRESCHATTANOOGA.
ORG

SOUND TECHNICIAN: MEGAN
SALLADAY
PHONE: 423-299-5808
E-MAIL:
SEASLUGPRODUCTIONS@GMAIL.COM

ORGANIST: DAVID FRIBERG
PHONE: 423-266-2828
E-MAIL: DAVIDFRIBERG@EPBFI.COM

THESE FUNCTIONS ARE PROVIDED THROUGH THIS POLICY AND APPLICATION AS AGREEMENTS. PLEASE MAKE PAYMENT TO EACH VENDOR SEPARATELY.

SECOND PRESBYTERIAN CHURCH
700 Pine Street
Chattanooga, Tennessee 37402 Phone: 266-2828

REQUEST FOR USE OF FACILITIES (WEDDING)

Application Date _____

Wedding Date _____ **Time** _____

Rehearsal Date _____ **Time** _____

Bride's Name _____

Address _____

Home Phone _____ Work Phone _____

Church Membership _____

Groom's Name _____

Address _____

Home Phone _____ Work Phone _____

Church Membership _____

Contact for Arrangement: _____ Phone _____

Reception Location _____

Minister _____ Address _____ Phone _____

Note: Second Presbyterian Church Minister's approval is required for weddings to be conducted by other ministers.

Organist _____ Phone _____

Photographer _____ Phone _____

Caterer _____ Phone _____

Florist _____ Phone _____

Applicant's Signature _____

(Applicant's signature affirms agreement with conditions in the "Use of Facilities" statement)

Approved _____ Approved _____

Pastor

Wedding Coordinator

Church Policy

Page: 6.5
Effective: 5/19/19
Supersedes: 11/5/2017

POLICY AREA: Church Permanent Funds

MINISTRY: Finance Committee

Margaret Winslett Benevolence Fund

Purpose. To provide resources for benevolence requests and other mission projects that are not otherwise provided for at the time of budget preparation. The Fund was established by a gift from Margaret Winslett who was a member of Second Presbyterian church and missionary to China.

Governance: The fund is under the direct control of the Session.

Receipts: The principal of the Margaret Winslett Fund is based on a fixed percentage of the principal contained within the 'General Fund', along with any dividends or interest made on that investment and any gains or losses earned on the sale of portions of the investment. Church members and friends are encouraged to make contributions.

Disbursements:

The Mission Committee recommends disbursements from this Fund to Session for their approval. Upon approval by a simple majority, the Treasurer sees to the disbursement of funds.

King's Chest Fund

Purpose.

To provide resources for major repairs to or replacement of church property, periodic redecoration of the sanctuary and/or other major capital expenditures.

Governance: The fund is under the direct control of the Session.

Receipts: The principal of the King's Chest Fund is based on a fixed percentage of the principal contained within the 'General Fund', along with any dividends or interest made on that investment and any gains or losses earned on the sale of portions of the investment. Church members and friends are encouraged to make contributions.

Disbursements:

The following procedures are used for the disbursement of funds:

- a. A recommendation is submitted by the Building and Grounds Committee.
- b. If approved by the Finance Committee, it is submitted to Session
- c. If approved by Session, the authorized amount is disbursed by the Treasurer.

Endowment Trust Fund

Purpose: To provide an annual income to the church and to meet extraordinary church expenses that are in excess of church income.

Governance: The management and investment of the principal is the responsibility of the Finance Committee of the church. They are charged with managing the fund so as to yield the best income consistent with safety.

Principal: The principal of the fund is the present fund balance plus all other funds which the Session may hereafter desire to designate as part of the principal. For encroachment upon the principal, Session authorization by a vote of at least eighty percent of the total Session membership is required. The principal cannot be diminished to less than \$10,000.00; this amount represents restricted gifts by Dr. F. O. Meacham that were placed in the fund.

Income: The income from the fund each year will be added to the principal unless the Session authorizes by a simple majority vote to use the income for that year for some other purpose. The Fund can also be increased by direct contributions to the principal made by Church members and friends of the church

Pastor's Discretionary Fund

Purpose: Provides immediate help to individual members of the congregation, the congregation as a whole or people within the community at the sole discretion of the pastor who determines whether there is a 'need'.

Receipts: As of January 2020, this fund will be part of the annual budgeting process. In order to increase the balance of this Fund, Church members and friends are encouraged to make designated contributions.

Use of Fund:

- The pastor will use care in determining who is "needy" and therefore a proper recipient of a distribution from the fund.
- Both the pastor and the church treasurer will be signatories on the fund's checking account.
- The pastor is prohibited from making distributions from the fund to or for himself or members of his family.
- If the pastor should pay expenses, in some emergency situation, from his personal funds, which would qualify as a disbursement from the discretionary fund, the treasurer must write and sign the check reimbursing the pastor.
- The check register must be completed as a record of disbursements. Other applicable documents are to be retained if possible.
- For auditing purposes, records of the disbursements from the Fund are reviewed annually by the Clerk of Session, with the findings reported to Session.

Educational Grant Fund

Purpose: Provides educational grant money to qualifying candidates.

1. The Educational Grant Fund shall maintain the principal of the fund at a minimum of \$10,000. Grants shall be awarded using the interest accrued on the principal.
The Fund can also be increased by contributions that are made by Church members and friends of the Church.
2. Each grant to an approved applicant shall not be less than \$250.00 per academic year.
3. Grants shall be limited to a maximum of \$1,000 per academic year for a maximum of four years.
4. Grants shall be limited to “active members” of Second Presbyterian. The term “active” means any individual who has joined the Church but is not on the inactive role.
5. Grants shall be limited to an undergraduate degree in either a two or four year accredited college and shall be used for college related expenses.
6. The Finance Committee will communicate with potential applicants before March 1 of each year informing them of the fund.
 - a. Potential applicants must submit an application to the Finance Committee before April 30 in order to receive consideration for a grant.
 - b. Applicants will be notified June 1 if they are to receive a grant.
7. Grants will be awarded during worship service in the month of June.
8. The Finance Committee will report to session annually on the Fund’s financial condition.

Vision Fund

Purpose: To provide reserve funds for any use approved by the Session.

Receipts:

- The principal of the Vision Fund is based on a fixed percentage of the principal contained within the 'General Fund', along with any dividends or interest made on that investment and any gains or losses earned on the sale of portions of the investment.
- This Fund may be increased by contributions from Church members and friends of the Church.

Disbursements or Charges:

- The Finance Committee or another of our church boards having similar duties and powers, will present a recommendation to the Session for use of monies from this Fund.
- Upon Session approval of the recommendation by a simple majority vote, the Session will authorize the church treasurer to disburse the funds.

Deacons Fund

Purpose: To provide funds for use by members of the congregation who are experiencing financial need.

Receipts:

- Interest from the Ruth Brown Lawrence gift.
- Deacon's Fund Sunday collection.
- Specified gifts from individuals.

Disbursements: Treasurer of the Board of Deacons receives request. Honoring the anonymity of the recipient, the full board decides on the awarding of funds.

History:

The long-standing Deacon's Fund for offering financial relief for members of Second Presbyterian Church over the years has had several sources. Some of these: the Maclellan family, the Maclellan Foundation, and Mrs. Dora M. Brown. The interest from the 1978 gift (\$10,000) of Ruth Brown Lawrence and a designated Sunday offering are now the monies which provide these funds.

Dudley Porter Fund

Purpose:

Provides resources for evangelism expenses that are not otherwise provided for at the time the budget is prepared.

Governance:

The use of monies from this Fund may deviate from evangelistic purposes, but only under exceptional circumstances and with prayerful consideration by Session.

Income:

The Fund was originally established by a gift from a member of the church, Dudley Porter, Jr. The principal of the Dudley Porter Fund is based on a fixed percentage of the principal contained within the 'General Fund', along with any dividends or interest made on that investment and any gains or losses earned on the sale of portions of the investment. This Fund may be increased by contributions from Church members and friends of the church.

Disbursements:

A church committee chair recommends disbursements from this Fund to Session for their approval. Upon approval by a simple majority, the Treasurer sees to the disbursement of funds

Church Policy

Page: 6.6
Effective: 03/09/14
Supersedes: 01/01/09

POLICY AREA: Key Policy

MINISTRY: Building and Grounds

RESPONSIBILITY: The administrative assistant is responsible for the distribution of the church keys.

1. Have 40 keys made, numbered and marked “Do Not Duplicate”.
2. Staff members would have keys, as would kitchen staff and the chair of the Building and Grounds Committee.
3. People who need access on a weekly basis would have one key recorded to them because of their position, to be returned when the meeting or person changes.
4. Other users would request a key and it would be noted by number, to be returned when the event was concluded.
5. All keys will be kept in a secured location and monitored by staff.

Church Policy

Page: 6.7
Effective: 5/19/2019
Supersedes: 1/7/2017

POLICY AREA: Personnel Policies

MINISTRY: Personnel and Office Committee

Applicability to Church Employees – The Personnel Policies set forth below apply to all employees of the Church except the Minister, unless specifically noted otherwise. The Minister serves as the head of staff.

Employee Status Classifications – Employees who work thirty (30) hours or more per week on a regular basis are classified as full-time employees. All other employees are classified as part-time employees. With regard to exempt status, all full-time employees are classified as non-exempt and are therefore eligible for overtime pay. Ordained staff are classified as exempt.

Hiring Procedures – The administrative process of recruiting and hiring employees is the responsibility of the Personnel and Office Committee. Full-time employees are hired upon recommendation by the Personnel and Office Committee and approval by the Session. The Personnel and Office Committee may delegate the hiring of part-time personnel to the committees responsible for the areas in which such personnel perform their duties. Full-time employees are initially hired for a probationary period of ninety (90) days. If they successfully complete this period, these employees become permanent staff members and are eligible for benefits. The orientation of all newly hired employees is the ultimate responsibility of the head of staff. The Session must approve the establishment of new positions.

Compensation – The Personnel and Office Committee is ultimately responsible for evaluating the job performance of all employees and for recommending appropriate compensation. The Session is responsible for approving the compensation for all employees and for recommending the Minister's compensation package to the congregation. The congregation establishes the Minister's compensation package through approval of his Terms of Call.

Overtime is paid to non-exempt employees at the rate of one-and-one-half times the base hourly rate for all hours worked in excess of forty (40) hours in each work week. In lieu of pay for overtime hours worked, employees may accumulate compensatory time at one-and-one-half hours for each overtime hour worked, with maximum accumulation of twenty-four (24) compensatory hours. Use of compensatory time is limited to a maximum of eight (8) hours per occurrence. Only the Minister or the Personnel and Office Committee may authorize overtime work.

Attendance/Absences – The following policies regarding attendance and absences apply to full-time employees, except as noted. For all other employees, appropriate policies are contained in the individual job descriptions. The workweek begins on Sunday. The number of hours worked does not include time taken for lunch. Absences are recorded on a Weekly Attendance / Time Report maintained by the Administrative Assistant. Employees are expected to inform their supervisor about anticipated absences in a timely manner. If employees are unable to report to work for an unanticipated reason, they are expected to notify their supervisor or the Minister prior to the beginning of their scheduled work time. The Minister is responsible for insuring that all absences are reported.

Inclement Weather – The inclement weather policy provides that the church offices are closed when Hamilton County classes are closed due to inclement weather, such policy subject to being overridden by the pastor and at least one moderator of a sessional committee. All full and part time hourly employees are granted 3 paid inclement weather days per year. Inclement weather days in excess of the first 3 days will be unpaid, but subject to make up hours later in the same week, if possible, with no overtime available.

Vacation – Vacation with pay is granted to full-time employees according to the following schedule:

One week (five days) – during the first year of service after six months of employment

Two weeks (ten days) – during each year of the second through the seventh year of service

Three weeks (fifteen days) – during each year after seven years of service

For planning purposes, employees are encouraged to submit their vacation requests to their supervisor in a timely manner. At the end of each year of service, vacation time earned but not used must be taken within the first three months of the following year of service. Employees will be compensated for earned and unused vacation days at the time of termination. The Minister's vacation shall be as prescribed in his Terms of Call and shall be taken at his discretion after having given advance notice to the Personnel and Office Committee.

Holidays – The following eleven holidays are recognized as paid days off for all full-time hourly employees:

New Year's Day	Independence Day
Martin Luther King, Jr. Day	Labor Day
President's Day	Thanksgiving Day
Monday after Easter	Day after Thanksgiving
Memorial Day	Christmas Day
	Day after Christmas

If an employee is required by his supervisor or by the Minister to work on a holiday, all of the hours worked will be reported as overtime hours, and the employee will be compensated in accordance with the overtime policy. In addition, in the preceding or succeeding week as determined by the Minister, the employee will receive time off equivalent to the number of hours worked on the holiday.

Sick Leave – Full-time employees will earn eight hours of sick leave for each calendar month worked, provided that the employee works at least half of the month. Maximum accumulation is 240 hours (six weeks). Part time hourly employees will earn 2 hours of sick leave for each calendar month worked. Maximum accumulation for a part time employee is 48 hours. Part time employees may decline to use sick leave days and instead make up hours lost to sickness within 7 work days. Time off for illness of a full-time or part time employee or the employee's immediate family will be compensated at full pay up to the number of accumulated sick leave hours. Immediate family is defined as spouse, child, mother, father, brother, and sister. Use of sick leave must be approved by the Minister or the Personnel and Office Committee. Employees will not be compensated for unused sick leave at the time of termination. Compensation for time off for illness of the Minister or his immediate family will be determined by the Session, but in no event will it be less than that outlined above.

Bereavement Leave – In the event of the death of any member of a full-time employee's immediate family, up to five days off with pay will be granted. The Minister must approve all bereavement leave.

Personal Leave – Any employee may take time off, without pay, to attend to personal matters. This time off must be approved by the Minister and the Personnel and Office Committee and be taken, whenever possible, at the convenience of the Church. If it is not possible to obtain approval from both the Minister and the Personnel and Office Committee because of time constraints, then the one contacted may take action and report to the other in a timely manner. If a full-time employee takes off more than half of a calendar month due to personal leave, vacation and sick leave will not accrue for that month.

Medical Insurance / Retirement Benefits – After a full-time employee successfully completes the probationary period of ninety (90) days, the Church will provide matching funds of up to 10% of the employee's base salary for the employee to participate in a personal plan for medical insurance and/or retirement benefits. The portion of the costs not paid by the Church will be paid by the employee through payroll deduction. Remittance for the total of the Church's contribution and the employee's contribution will be made by the Church Treasurer. It is the employee's responsibility to select the provider(s) of benefits under a personal plan and to forward applicable invoices to the Church Treasurer.

Grievances – Employees are expected to discuss job-related grievances, disputes, or problems with their supervisor. If they need additional help, they should first take such problems to the Minister for resolution. If this fails to resolve the situation within 30 days, the employee may request that the matter be reviewed by the Personnel and Office Committee. Following its review, the Personnel and Office Committee will take appropriate action within 60 days.

Annual Review – A performance review for each employee will be conducted annually by the employee's supervisor or by the Minister as head of staff. The person performing the review will complete a performance evaluation form and meet with the employee no later than October 31 of each year to discuss the evaluation. Each employee will have an opportunity to submit written comments and questions prior to the meeting. When the evaluation is completed, the employee's comments and the evaluation form will be forwarded to the Minister and then to the Personnel Committee. No later than November 30, the Personnel and Office Committee will meet with each employee to review the matters that pertain to the employee's work situation. The meeting will include discussion of job performance, financial compensation, employee concerns, job description, and the Personnel Policies. By December 15, the Personnel and Office Committee will prepare its budget recommendation for employee salaries to be submitted to the Finance Committee for Session approval. The Session is responsible for the annual review of the Minister.

Sexual Misconduct Policy - All staff are to receive a copy of the Sexual Misconduct Policy and self-certify that they have read the Policy.

Policy Changes – These Personnel Policies have been approved by the Session of the Church, and only the Session can approve changes to them.

Staff Children- All Staff members will be allowed to bring their children to work with them on an as needed basis with the stipulation that job performance and adequate supervision is maintained.

Dress Code- A professional dress code for the church staff has been adopted. It is known as “Business Casual”. A description of the code is on file in the church office.

Church Policy

Page: 6.8

Effective: 03/09/14

Supersedes: 01/01/09

POLICY AREA: Use of Church Space for Storage

MINISTRY: Building and Grounds

The long-term use of the church building for storage must be approved by the Property Committee and the Sexton notified of such approval.

Permission will be granted for a limited period, not to exceed one year. This permission is renewable and inventory records kept in the office.

Items must be clearly marked as to ownership

Items will be stored in areas specified by the Property Committee.

Items not marked, unauthorized or being stored after the agreed time will be assumed to belong to the church and will be used or disposed of at the church's discretion.

Church Policy

Page: 6.9

Effective: 03/09/14

Supersedes: 01/01/09

POLICY AREA: Loan of Church Property

MINISTRY: Building and Grounds

In special circumstances, church property may be loaned to church members, outside groups and organizations. Permission shall be given in advance by the Church Staff, Property Committee or Clerk of Session.

A church property “Loan Form” will be filled out and kept on file until the loaned property has been returned and accepted by the church.

The person or organization borrowing property assumes responsibility for replacement or of its return in an equal or better condition.

The loan of property will be for a limited and predetermined time.

LOAN OF CHURCH PROPERTY
SIGN-OUT AND RETURN FORM

The person or organization borrowing property from Second Presbyterian Church assumes responsibility for its return in an equal or better condition. If not possible a comparable replacement will be required.

SIGN-OUT ITEM(S)

NAME OF ITEM: _____

NUMBER OF ITEM(S): _____

PERSON SIGNING ITEM(S) OUT: _____

DATE ITEM(S) SIGNED OUT: _____

APPROVED BY: _____

DATE: _____

ITEM(S) RETURNED

DATE ITEM(S) RETURNED: _____

RECEIVED BY: _____

Church Policy

Page: 6.10
Effective: 03/09/14
Supersedes: N/A

POLICY AREA: Library

MINISTRY: Christian Education

LIBRARY GUIDELINES, SECOND PRESBYTERIAN CHURCH, CHATTANOOGA

Organization

- A. Books in the library are organized according to the Dewey decimal System, at least in a general way. Over the years many books have been classified together in large categories. Gradually some of these books will be reclassified in more specific and, hopefully, more helpful categories. Some categories outside the Dewey system, such as Christmas, will be continued.
- B. The library does not currently have a card catalog, and probably the level of usage will not justify the effort of creating one. A librarian will create and post a list of categories and classifications so that users have some guidance in searching for books. Shelf labels and, where appropriate, headers at the tops of bookcases will also help users locate places of interest.
- C. The library does have a shelf list, arranged by accession number, which is incomplete. The list
- D. of books in the children's collection appears to be missing, and there is a large gap in the number sequence for the general collection.
- E. Much of the children's collection is currently shelved in a Sunday School room. Those books may be moved back into the library if the children's ministry staff so desires.

Circulation

- A. The library uses a self-checkout honor system. A box for sign-out cards is located near the entrance, and a place for returned books is marked.
- B. A librarian will check in and re-shelve books.
- C. Users may retain books for an indefinite period. A librarian may send a gentle reminder when books stay out more than six weeks.

Acquisition and Retention

- A. The library will gladly receive donations of books, either as general donations or as gifts in memory or in honor of someone.
- B. The library will retain and never discard books given in memory or in honor of someone unless those books become so worn or damaged that they can no longer circulate.
- C. In the case of general donations, the library will retain books useful for the devotional, educational, or recreational reading of church members.

If a donated book duplicates a title the library already owns, only one copy (usually the one in better condition) will be retained unless it is judged that there will be demand for more than one copy.

- D. Books not retained may be made available for church members to select, or they may be taken to McKay's or a similar store to be sold for cash. Books not sold will be donated to an organization such as Goodwill or the Friends of the Library.
- E. As shelves become too crowded to accommodate new additions, a librarian may weed out books that are outdated or judged unlikely to be in demand.

Financial Matters

- A. The church's annual budget will include an amount for library supplies. The administrative assistant will approve and handle purchases.
- B. As finances permit, the annual budget in the future will include an amount for the purchase of new books.
- C. The librarian, the pastor, and other persons designated by the Christian Education Committee will create a list of desired books for the library to acquire. Church members may then select titles from that list and donate funds for their purchase, or, if they prefer, purchase the books themselves and donate them. A budget for book purchases will be established annually by the Christian Education Committee.
- D. Printed acknowledgement cards will be sent to all who provide any donation, cash, or books to the Robin Pursley Library and records of said donations will be kept by the librarian.

Church Policy

Page: 6.11
Effective: 03/09/14
Supersedes: N/A

Policy Area: Elmore Room

Ministry: Building and Grounds

Guidelines for Use of the Elmore Room

1. The Elmore Room is intended as a comfortable and pleasant gathering place for members of the Second Church family, friends and guests.
2. It may be used for informal group gatherings such as committee meetings, outreach organizations, receptions, visitations, etc., but its use **must be coordinated through the church office.**
3. Furniture moved during the above occasions should be returned to the original configuration when possible.
4. Additional seating is available in the closet within the room.
5. The Elmore Room should be on the church maintenance schedule: vacuumed and dusted once a week (more frequently if necessary) and any spills or stains cleaned immediately.
6. The room may not be used for dressing purposes, i.e. wedding parties, trip preparations nor storage of clothing or luggage.
7. Finger foods and drink consumption are permitted on Sunday mornings and during receptions. Spillage should be attended as quickly as possible and the maintenance staff notified. Used cups, napkins, etc. should be disposed of in the refuse container in the hall.
8. **Nothing shall be removed**—furniture, decorations, or accessories—**nor anything added**—furniture, decorations or accessories—without the consent of the Elmore Room Renovation Committee.
- 9.

RESPONSIBILITY: Building and Grounds

Church Policy

Page: 6.12

Effective: 05/19/2019

Supersedes: 09/20/2019

Policy Area: Sexual Misconduct

Ministry: Personnel Committee

SECOND PRESBYTERIAN CHURCH OF CHATTANOOGA POLICY AND PROCEDURES ON SEXUAL MISCONDUCT

adapted from- Presbytery Of East Tennessee Policy And Procedures On Sexual Misconduct

I. INTRODUCTION

Our sexuality is a gift from God and when rightly used helps lead to the wholeness of life which God intends for all people. Those who serve through the offices of the Church bear particular responsibility in making manifest the goodness of God's gift of sexuality.

SCRIPTURE states:

As God who called you is holy,
be holy yourselves in all your conduct.

Tend the flock of God that is your charge,
not under compulsion but willingly,
not for sordid gain but eagerly.
Do not lord it over those in your
charge but be examples to the flock.

You know that we who teach shall
be judged with greater strictness.
(Peter 1:15; 5:2; James 3:1 NRSV)

THE BOOK OF CONFESSIONS states:

"The relationship between man and woman exemplifies in a basic way God's ordering of the interpersonal life for which God created humankind. Anarchy in sexual relationships is a symptom of our alienation from God, neighbor, and self. The Church, as the household of God, is called to lead persons out of this alienation into the responsible freedom of the new life in Christ. Reconciled to God each person has a joy in and a respect for one's own humanity and that of other persons...The church comes under the judgment of God and invites rejection by people when it fails to lead men and women into full meaning of life together, or withholds the compassion of Christ from those caught in the moral confusion of our time."

(Confession of 1967, 9.47d)

THE BOOK OF ORDER states:

To those called to exercise special functions in the Church -- deacons, elders, and teaching elders -- God gives suitable gifts for their various duties. In addition to possessing the necessary gifts and abilities, natural and acquired, those who undertake particular ministries 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.

(Gifts and Requirements, G-2.0104a)

SECOND PRESBYTERIAN CHURCH OF CHATTANOOGA states:

We believe and proclaim that all people are created by God. God values all human life and intends that everyone -- children, women, and men -- have worth and dignity in all relationships.

We further believe in justice for all persons. Sexual misconduct of religious leaders is an abuse of power and trust, and is, therefore, unjust. Scripture asserts that religious leadership involves a covenant relationship that presumes the trustworthy exercise of power in behalf of those in our care. A betrayal of this is more than just a personal tragedy for the victim. It reflects a tragic breakdown in the character of the abuser that seriously threatens, not only those immediately affected, but also the well-being of the Church itself.

SECOND PRESBYTERIAN CHURCH OF CHATTANOOGA proclaims that the Church can never be well served by overlooking an abuse of power and trust, that sexual misconduct is wrong and that charges of misconduct must be dealt with swiftly, fairly, and with compassion for both the accused and the accuser.

In doing so, we are to remember "...the purpose of church discipline is...to preserve the purity of the Church by nourishing the individual within the life of the believing community; to achieve justice and compassion for all participants involved, to correct or restrain wrongdoing in order to bring members to repentance and restoration..." (D-1.0101) It is ..."for building up the body of Christ, not for destroying it, for redeeming, not punishing. It should be exercised as a dispensation of mercy and not of wrath so that the great ends of the Church may be achieved..." (D-1.0102)

The purpose of this Policy is to define the position of SECOND PRESBYTERIAN CHURCH OF CHATTANOOGA on matters pertaining to sexual misconduct and to state Procedures to be followed in investigating and resolving allegations of misconduct. This Policy is intended as a supplement to the Rules of Discipline (RoD) of the Presbyterian Church (USA), in particular Chapter X, Disciplinary Cases (D-10.0000).

II. POLICY STATEMENT

Members and employees of Second Presbyterian Church of Chattanooga and volunteers under its supervision, including those who serve on Second Presbyterian Church committees, boards, and councils and in support of Second Presbyterian Church programs, shall not engage in sexual misconduct as defined in this policy.

All procedures and activities under this policy shall deal seriously with every allegation of sexual misconduct. In recognition of the fact that reports of sexual misconduct can impact the reputation and effectiveness of the Accuser, the Accused, the Victim and the Church, all persons involved in this process are directed to hold information received in strict confidence.

All persons are encouraged to report all accusations of sexual misconduct involving members, employees and volunteers of Second Presbyterian Church to the appropriate Second Presbyterian Church officials identified below and/or to civil authorities. (See section 4-A). In those instances where secular, civil and/or criminal investigations of the same accusations are conducted, Second

Presbyterian Church shall proceed carefully and with appropriate legal advice to avoid interference with the secular proceedings.

III. DEFINITIONS

- A. ACCUSED: The person against whom an allegation of sexual misconduct is made.
- B. ACCUSER: The person reporting alleged sexual misconduct by a member, employee or volunteer of Second Presbyterian Church.
 - 1. EMPLOYEE: is the comprehensive term used to cover individuals who are hired or called to work for the church for salary or wages.
 - 2. VOLUNTEER OF SECOND PRESBYTERIAN CHURCH: is the term used for those who provide services for governing bodies and entities of the church and receives no benefits or remuneration. For purposes of this policy, volunteers are treated the same as employees. Liabilities of the governing body or entity are the same for volunteers as for employees.
- C. ADVOCATE: A person chosen by the accused, the accuser or the victim to accompany him/her at any/all stages of this process.
- D. GOVERNING BODY: A representative body of elders and ministers having governing authority in Second Presbyterian Church as defined in the Book of Order. The Session of a church has original jurisdiction in disciplinary cases involving members of that congregation. (D-3.0101a) The Presbytery has original jurisdiction in disciplinary cases involving minister members of the Presbytery (D-3.0101b).
- E. INVESTIGATING COMMITTEE: (IC) A group appointed by the governing body having jurisdiction over the accused to determine whether charges should be filed (D-10.0201).
- F. INQUIRY: The process of an investigating committee to determine whether charges should be filed (D-10.0201).
- G. PERSONS COVERED: Minister members and employees of SECOND PRESBYTERIAN CHURCH OF CHATTANOOGA, lay members of SECOND PRESBYTERIAN CHURCH OF CHATTANOOGA and non-member persons who are volunteers under the supervision of SECOND PRESBYTERIAN CHURCH OF CHATTANOOGA, including officers, those serving on its committees, divisions, boards and councils and in support of its programs.
- H. SEXUAL MISCONDUCT: may (a) occur in connection with a Second Presbyterian Church-sponsored program or activity, or (b) occur in a non-church-related setting giving rise to questions of character and effectiveness of members, employees or volunteers of Second Presbyterian Church. This is a comprehensive term which includes:
 - 1. Child sexual abuse: Any conduct or interactions between a person of any age and a minor where the minor or the conduct with the minor is used for the sexual stimulation or gratification of the adult or of a third person. The behavior may or may not include touching. No defense of consent by the minor shall be recognized. Child abuse must be

reported to the civil authorities in accordance with state law.

2. Rape or Sexual contact by force, threat or intimidation.
 3. Sexual harassment: Continued unwelcome sexual advances, requests for sexual favors and other verbal and physical conduct of a sexual nature or harassment of an individual because of the individual's gender constitute sexual harassment when submission to such conduct is made, either implicitly or explicitly, a condition of the individual's employment, or is used as the basis for employment decisions affecting the individual, or creates an intimidating, hostile or offensive working environment.
 4. Sexual impropriety: Inappropriate verbal or physical sexual conduct, other than that defined above, toward those under one's supervision or for whose spiritual and physical welfare one is responsible by reason of one's position in the church. This term includes, but is not limited to, abuse of a position of trust and exploitation or manipulation of persons who are emotionally, psychologically, physically or spiritually vulnerable.
- I. REASONABLE SUSPICION: A subjective criterion that refers to a belief or opinion based on facts or circumstances that are sufficient for a prudent person to want to inquire further, to take protective action, or report to authorities. State child abuse reporting laws may include wording that indicates what degree of suspicion or knowledge gives rise to the duty to report.

IV. PROCEDURES FOR REPORTING AND RESPONSE

A. REPORTING ACCUSATIONS

1. Any person with reasonable suspicion of sexual misconduct by any member, employee, or volunteer of SECOND PRESBYTERIAN CHURCH OF CHATTANOOGA shall immediately submit to the Clerk of Session of Second Presbyterian Church a written statement of an alleged offense, together with any supporting information. The statement shall give a clear narrative and allege facts that, if proven true, would likely result in disciplinary action (D10.0101). The accuser shall be informed of the next steps in the procedure.
2. Upon receipt of a written statement of an alleged offense, the Clerk, without undertaking further inquiry, shall then report to the Session only that an offense has been alleged without naming the accused or the nature of the offense, and shall refer the statement immediately to an investigating committee (D.10.0103).
3. If the Clerk is the accused, the report shall be made to the pastor, who will then fulfill the duties of the Clerk in reference to this case.
4. The Clerk shall notify Second Presbyterian Church's insurance carriers that an accusation has been received.

B. INVESTIGATING COMMITTEE (IC)

1. When a written statement of the alleged offense has been received by the Clerk, the Pastor, the Clerk, and the Moderator of Second Presbyterian Church's Nominating Committee shall nominate members to a three-member Investigating Committee designating one of them as Moderator.
2. In conducting its investigation, the IC shall be guided by the Sexual Misconduct Policy and its procedures of the PC (USA) and Section D-10.0200 of the *Book of Order*.
3. The Investigative Committee shall make inquiry to determine whether charges should be filed and shall follow all the responsibilities of an IC as defined as D-10.0202.
4. If the Investigating Committee determines that charges are to be filed, the IC shall designate one or more persons from among its membership to be known as the Prosecuting Committee (PC) to prosecute the case (D-10.0201).

V. COMMUNICATIONS

- A. The Session of Second Presbyterian Church shall inform members, employees, volunteers, inquirers, and candidates of Second Presbyterian Church of standards of conduct and Second Presbyterian Church's Policy and Procedures with respect to sexual misconduct.
- B. All inquiries from the media regarding an alleged incident of sexual misconduct shall be referred to the Clerk.
- C. All ministers at Second Presbyterian Church, active and at large, all employees and volunteers of Second Presbyterian Church's programs are required to sign the following acknowledgement that they have received and read Second Presbyterian Church's Policy and Procedures on Sexual Misconduct. The signed receipt shall be kept in the personnel files at Second Presbyterian Church.
- D. All employees of Second Presbyterian Church and all volunteers who interact with children and youth shall be required to pass a background check to be determined by the church. The church will pay the expenses of this check for volunteers.

Policy approved: May 19, 2019

Book of Order references from *The Constitution of the Presbyterian Church (U.S.A) Part II: Book of Order 2017/2019*

Exhibit A

REPORT OF ALLEGED SEXUAL MISCONDUCT

Date of Report: _____

Accuser:

Name and Title

Address

City, State, and Zip Code

Telephone

Alleged Victim:

Name and Title

Address

City, State, and Zip Code

Telephone

Circle one: Adult Minor Child

Accused:

Name and Title

Address

City, State, and Zip Code

Telephone

**SECOND PRESBYTERIAN CHURCH OF
CHATTANOOGA**

**POLICY AND PROCEDURES ON SEXUAL
MISCONDUCT**

ACKNOWLEDGEMENT OF RECEIPT

I have received and read a copy of "The SECOND PRESBYTERIAN CHURCH OF
CHATTANOOGA POLICY AND PROCEDURES ON SEXUAL MISCONDUCT".

Signature

Name (Please Print)

Church

Date

Please return the signed acknowledgment to the Church office:

**SECOND PRESBYTERIAN CHURCH OF CHATTANOOGA
700 Pine St.**

Church Policy

Page: 6.13
Effective: 09/13/15
Supersedes: N/A

Policy Area: Nursery

Ministry: Christian Education

Second Presbyterian Church of Chattanooga Nursery Policies and Procedures September 2015

Jesus said to them "Let the little children come to me, and do not hinder them, for the kingdom of God belongs to such as these". Matthew 19:14
Second Presbyterian Church of Chattanooga maintains a commitment to love, shelter, and protect all children in its care. Our policies and procedures exist for the safety and protection of children entrusted to us during church functions, for peace of mind of their parents, and for the support of nursery workers as they provide a safe and nurturing environment.

Expectations of Caregivers

- Demonstrate a sense of serenity, calm assurance and love
- Model appropriate behavior for the children
- Understand children's developmental characteristics
- Respond appropriately to different personalities, special needs and temperaments of children
- Seek to be involved with the children and not with other caregivers
- Obtain pertinent information from the parents regarding the children's needs and habits
- Delight in interacting with the children
- Divert children's attention when they are unhappy or uncomfortable
- Respect parent's concerns, needs and wishes

Expectations of the Church

- Take to heart the Baptismal vows by providing a place where a young child's physical, social, emotional and spiritual needs are met
- Employ the best staff possible and provide the best qualified volunteers
- Inform parents of all childcare procedures and expectations
- Provide a proper ratio of caregivers to children in the nursery
- Provide CPR, first aid and child protection training to caregivers and volunteers
- Be aware of insurance, liability, safety and security issues
- Provide rooms with age appropriate furnishings, educational materials and toys
- Ensure a nursery area that meets the highest standards of cleanliness and safety

- Take every precaution to ensure a safe, secure and stable place for the children

Expectations of the Parents

- Refrain from bringing a sick child to the nursery
- Provide all pertinent information to the caregiver at time of sign in (parent's location while the child is in the nursery, an emergency phone number, feeding and nap schedule, and any known allergies/medical conditions).
- Label with their child's name everything brought to the nursery
- Bring necessary items for their child, such as change of clothing, bottles, diapers, etc.
- Promptly pick up their child from the nursery and sign child out
- Ask about their child's experiences (positive and negative) during the child's stay
- Tell their children positive things about the nursery
- Immediately report any inappropriate/ questionable occurrences to the Pastor, Children's Ministry Director, or any leader of Second Presbyterian Church

Age limits

Only children aged four years and younger are permitted in the nursery rooms, unless prior approval has been obtained from the Director or Children's Ministry (DCM). Children with special needs may be exempted from traditional physical age limits.

Nursery will be available on Sunday morning and at Wonderful Wednesdays and extra activities as requested below. Two nurseries are available:

Infant nursery (newborn to 18 mos.) Nursery (18 months – 4 yrs.)

Nursery hours

- The nursery opens fifteen minutes prior to services or other events and closes fifteen minutes after the conclusion of the service or special event.
- Parents are welcomed and encouraged to check their children out of the nursery in order to include them in special events during service (such as communion or baptism).

Adult/Child ratios

- Second Presbyterian strives to maintain a minimum of one adult per five children and one adult to every three infants.
- Second Presbyterian strives to maintain a minimum of two caregivers on duty at all times.
- Under no circumstances are children to be left unattended for any duration of time.
- Caregivers are required to directly supervise children by sight and hearing at all times- even while the children are sleeping.

Nursery scheduling

- The Director of Children's Ministry is responsible for the proper staffing of the nursery Sunday mornings and Wednesday evenings.
- Other church sponsored events (such as bible study, meetings, adult evenings out and Sunday school parties) requiring child care shall be scheduled with the DCM. Child care for church sponsored events will be arranged to the best of our ability based on the availability of caregivers.
- In order to arrange for childcare, the leader of the function must notify the DCM of child care needs a minimum of two weeks in advance of the event. The DCM may be contacted by phone at 423-267-0541 or via E-mail Lindamaymay@live.net.
- Please notify the DCM of any changes in the event schedule using the methods above.

Caregiver qualifications

1. Childcare skills which include but are not limited to: diaper changing, bottle feeding, holding, burping, soothing, and engaging children in play.
2. Must be 18 years of age or older (May be under 18 if accompanied by a full time qualified caregiver over the age of 18).
3. Must have CPR, first aid certification, and child protection training.
4. Must successfully complete a criminal background check.
5. Must attend all required church training and continuing education events.

Nursery volunteers

Active members of the congregation may volunteer to assist the paid nursery staff. All volunteers must familiarize themselves with the relevant church policies and procedures of Second Presbyterian and be under the supervision of a paid staff member.

Safety

- To ensure the safety of our children, parents, grandparents and/or guardians must sign children in and out of the nursery.
- Nursery caregivers shall not release children to anyone other than the adult that signed them in unless other arrangements have been made at the time of sign in.

Cleanliness

The nursery should be the cleanest room in the Church, for the safety of both the children and caregivers. The guidelines below will facilitate the cleanliness of the room(s):

1. All toys that have been mouthed must be cleaned before use by another child.
2. Caregivers must wash hands after using the bathroom, after change of a diaper, after eating/feeding, and after cleaning any body fluids (runny noses, etc.).
3. The room(s) and toys used for nursery will be cleaned by the caregivers after each event.
4. The room(s) will be deep cleaned weekly by the church custodian or approved cleaning service.
5. Toys and equipment shall be inspected on a quarterly basis by the DCM and will be discarded, repaired or replaced when necessary.

Illness policy

If a child is noticeably ill, the parent will be contacted immediately, and the child segregated from the other children until the parent arrives to remove the child from the nursery. Parents of children who exhibit signs of a communicable disease within 24 hours of visiting the nursery shall notify the DCM at 423-267-054 or via E-mail Lindamaymay@live.net. Caregivers are not authorized to administer medication of any kind. The one exception to this is the EPI pen (in the event of severe allergic reactions) which the child should have with them. Parents should not leave children in the nursery if he/she exhibits any of the following:

- Body temperature of 100 Degrees F or greater within the last 24 hours.
- Vomiting within the last 24 hours.
- Severe diarrhea within the last 24 hours.
- Runny nose with thick or green mucous (even if medicated with antibiotics).

- Severe or persistent cough.
- Pink eye.
- Exposure to a contagious illness such as chicken pox, measles, flu, etc.

Note: To ensure the safety of all the children and caregivers, the nursery caregivers are authorized to refuse any child exhibiting any of the above symptoms.

Confidentiality

All information regarding the children in our program and their families shall remain confidential unless the safety of the child is in question. In the event of suspected abuse or neglect, a member of the pastoral staff shall be notified **immediately**.

Emergency procedures

- In the event of an emergency, caregivers are to remain calm in order to keep the children calm and comfortable. Call 911 in the event of a serious emergency. After contacting emergency services, the children's parents/guardians and the DCM (or other church leader) shall be notified.
- In the event an alarm sounds, the building shall be evacuated quickly using the nearest exit.

All occupants shall remain clear of the building and assemble in the designated evacuation area until advised to return.

- In the event of personal injury, an *Incident report form* shall be completed by a caregiver and submitted to the DCM. A **first aid kit** shall be available in each nursery room.

Responsibilities of Caregiver

Room preparation

- Check room(s) for orderliness. Contact the DCM, member of the Pastoral Staff, Christian Education elder or member of the custodial staff if there is a problem with the facility.
- Set out the sign in/out sheet for parents, nametags for children and labels for affixing to children's belongings.
- Prepare toys, educational materials for the children.
- Stage all materials needed for diaper changes.
- Wash hands.

Greet the children

- Greet parents and children at the door with a smile. Introduce yourself. Help with any separation problems. Ask parents/guardians appropriate questions regarding the child's care (name, feedings, allergies, and bathroom procedures).
- Ensure parents/guardians sign the children in.
- Obtain emergency phone numbers for contacting of parents/guardians.
- Ensure guests and visitors are given special attention. Caregivers and nursery attendants are often the first contact for visitors with children. Make a great first impression!

Nursery Activities

All activities for children will be developmentally and age appropriate. Music and/or books shall be available at all times. It is our goal for the children to experience a pleasant visit in the nursery. To achieve this, caregivers should interact with children as they play and converse with them.

- **Play:** Interact with children at their level. Actively engage the children and refrain from sitting and watching while they play.
- **Snacks:** A snack consisting of juice and crackers is available on Sunday mornings. Due to the increase in food allergies and dietary restrictions, please do not give any other food to children.
- **Diaper changes:** Diapers shall be checked every thirty minutes; soiled diapers will be changed immediately upon detection. Diapers should be checked one last time fifteen minutes before the event is scheduled to end.
- **Inconsolable Children:** Caregivers should make every effort to engage unhappy children in play or by rocking them. Sitting on the floor with the children can be a very effective method for calming upset children. If a child is inconsolable (15 minutes of nonstop crying) the parents are to be contacted immediately. Under no circumstances should the child be allowed to "cry itself out".

Discipline:

- Throwing, biting, kicking or hitting will not be tolerated. If a child exhibits any of these behaviors, he/she will be reminded in a kind, firm voice of the behavior expected of them. The child will be separated from the source of the conflict. Be positive if possible telling the child what to do instead of what not to do.

- Other methods of correction that can be used are: a short time out or time away from the source of conflict (e.g. 10 minutes of no blocks if fighting over blocks has occurred), or the distraction method (moving to a different activity).
- Shouting at the children is absolutely prohibited.
- Under no circumstances shall the use or threat of physical force be used. If the child is unmanageable after efforts have been made to correct the situation, contact the parent/guardian.

Clean up and departure

1. Clean all equipment surfaces with the cleaning solution provided.
2. Clean all toys used during the nursery time with sanitizing solution.
3. Stow toys in their proper places. Children will be encouraged to assist in storing items used during the session before leaving (this teaches responsibility).
4. Return snack/drinks to their proper places. No food is to be left out. All food shall be labeled: **Nursery**
5. Vacuum and quick mop the floors.
6. Empty trash containers.
7. Turn off all lights, close all cabinets and lock entry doors.

I have read, understand and agree to comply with all applicable Policies and Procedures outlined in this document.

Name: _____

Date: _____

A signed copy of this document shall be kept in the caregiver's personnel file.

Saint Matthew's Shelter for Men Operations Manual

Overview:

Saint Matthew's Shelter for Men exists to offer safe, communal shelter living for men involved in programs designed to establish self-sufficiency and independent success. Residents enjoy great flexibility, communal cooking and laundry facilities, the ability to store belongings while staying at the shelter and a safe, comfortable living environment. The shelter is designed to be a short-term program shelter with a maximum duration of any stay being capped at 120 days. No participants should enter the shelter without first being enrolled in a program run by the Chattanooga Community Kitchen and/or the Homeless Health Care Center.

The qualifying programs are:

I

1. VIP (Victory in Progress substance abuse treatment program)
2. HELP II (Homeless Employment and Life-skills Program)
3. Permanent Supportive Housing
4. Medical Referral (no more than two weeks)

Admission Procedure:

In order to be considered for entry, all clients must be screened and referred by an employee of one of the above programs. Medical bed referrals must be approved by the Medical Director at the Homeless Health Care Center. All clients must have a case plan and adhere to the expectations of the attached agreement form. Additionally, all clients (including medical referrals) must be screened for background previous to entry. The following restrictions apply:

- No admission for anyone ever convicted of (or currently facing prosecution for) a criminal sexual offense and/or on the sex offender registry.
- No admission for anyone ever convicted of (or currently facing

prosecution for) a murder or manslaughter criminal charge.

- No admission for anyone convicted of a violent felony within the last 12 months or facing current charges related to a violent felony.

Once referred and following a background check, clients will meet with the Shelter Coordinator to be screened for appropriateness, to schedule pre-screening volunteer work (16 hours total) and to sign the agreement form. Once the agreement form has been signed and the volunteer work completed, entry will be scheduled (as beds are available).

* On rare occasions, short term admissions outside of the above programs and for specific case- management related reasons might be considered.

Program descriptions:

1.) VIP - Victory in Progress Substance Abuse Treatment Program

The Victory in Progress Program is a four to six-week intensive outpatient substance abuse treatment program. Clients access the VIP Program by referral from the Homeless Health Care Center. Clients engaged in the VIP program and referred to Saint Matthew's are expected to comply with their case plan as follows:

- Attendance at all program lectures
- Participation in group sessions and assignments
- Completion of all written assignments
- Completion of a continuing care plan
- Establishment and use of a treatment plan
- Relapse prevention and step work

The duration period for staying in the shelter while completing the VIP program will be a maximum of 45 days. The shelter coordinator will check with the counselor on record for each client at least weekly for a review of progress. Before being considered for admission, participants must have been sober for a minimum of 72 hours before referral and must remain sober for the duration of their stay. Upon entry, a move out date within 30 days will be set. A two week extension (up to 45 days total) will be made upon counselor request for clients extending the program to six weeks or for those entering the HELP II program.

Anyone transferring from the VIP program to the HELP II program will immediately fall under the restrictions and guidelines of the HELP II program.

2.) HELP II-Homeless Employment and Life-skills Program

HELP II is an employment and job training program – participants work with case managers to secure employment after completing the necessary steps to be

employment ready. Upon program completion, limited funds are available to assist with permanent housing. Clients enter the HELP II program by referral from the Homeless Health Care Clinic and following an intake assessment with a case manager at the Chattanooga Community Kitchen.

These interviews include a discussion of criminal and drug history, assessment of any physical or mental disability, job history, future goals, etc.

HELP II program participants are expected to:

- Meet with case management at least weekly
- Complete job search forms
- Track potential job leads
- Attend HELP II life skills classes
- If employed, turn in paycheck stubs and work schedules to case manager
- Stay in contact with case manager
- Comply with case plan expectations

Some clients who are employed will need to enter the shelter after hours -in these cases, the clients will need a written request from their case manager.

The shelter coordinator will check with the case manager on record for each client at least weekly to review progress. The short-term goal of the HELP II program is to help the client find employment and permanent housing. In many cases, a temporary stay in the shelter will give them the opportunity to complete the program successfully. The Saint Matthew's Shelter has been designed to assist any client working 1st or 2nd shift jobs. Therefore, the duration of stay in the shelter will be 30 days with the possibility of extension up to 120 days total (including time spent in shelter under the guidelines of another program). Extensions will only be given for the following reasons:

- If a client is employed in a permanent part-time or full-time position, a 30-day extension may be granted upon case manager request (day labor does not qualify)
- If a client is accepted into housing and the lease is to be signed within 30 days, an additional 30 days may be granted
- If a client has any unusual hardship (birth certificate, child support, etc.) an additional 30 days may be granted

3.) Chattanooga Community Kitchen Permanent Supportive Housing

The Supportive Housing Program at the Chattanooga Community Kitchen links disabled and homeless men and women to affordable housing in both our own properties and offsite. The Chattanooga Community Kitchen owns 17 units of permanent housing – 9 for men at the House of All Souls and 8 (4 for women and 4

for men) at Matthew's Place on Museum Street. Clients are referred from the Homeless Health Care Clinic to meet with the Permanent Housing Director.

The clients will be documented as either chronically homeless or literally homeless and the permanent housing program will work to assist them accordingly. As the process may take many months, not everyone working with the program will be eligible for Saint Matthew's. Only those that have been screened by the Director of Permanent Housing and are awaiting move-in will be considered for admission. Clients that are admitted to Saint Matthew's will be

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expected to:

- Keep meetings with the Director of Permanent Housing to complete paperwork and gather the necessary documentation
- Show up to appointments on time
- Stay in weekly contact with the Director of Permanent Housing
- Follow through with referral appointments

The average time from passing the initial screening with the DPH to move-in date is around 8 weeks. As with all admission, the initial move-in will allow 30 days. The shelter coordinator will check with the Director of Permanent Housing to ensure program compliance at least weekly. Additional stays may be granted if a client has external difficulty in collecting all the required documentation or the move-in date of a permanent housing unit is delayed beyond the client's control.

4.) Medical Bed

The Saint Matthew's Shelter for Men has one medical bed available for those needing short-term recuperation (less than two weeks) from minor medical procedures or for minor medical needs. Those seeking admission at the shelter for the use of the medical bed must:

- Be evaluated by the medical staff of The Homeless Health Care Center
- Be referred by letterhead with signed approval from the Medical Director (letter must include the move-out date)
- Be ambulatory and able to take care of their own personal needs and activities of daily living (must be stated on the referral letter }

)
Clients referred to the medical bed will have a move-out date established at move-in by the medical provider; the length of stay will be no more than 14 total days (two weeks).

Removal from the Shelter and Re-entry:

Clients will be asked to leave the shelter immediately upon threats or acts of violence to any clients, staff or volunteers either at the Chattanooga Community Kitchen, Homeless Health Care Center, Second Presbyterian Church or Saint Matthew's Shelter for Men.

Clients will also be removed from the shelter for criminal activity of any kind or for failure to comply with case management recommendations on a weekly basis or failure to complete volunteer work as assigned.

Once exited from the shelter, clients will only be considered for shelter reentry (as bed count permits) if they meet all of the above qualifications and have been out of the shelter for at least 30 days.

No more than two stays will be allowed within any 12-month period.

ST. MATTHEW'S NIGHT SHELTER
Resident Agreement

By signing this agreement, I am stating that I have read the following statements or have had them read to me and am willing to comply with all conditions.

I understand that:

- I must be at the shelter between 5:30PM and 6:00PM nightly and that I must leave by 6:30AM the following morning.
- I understand that St. Matthew's is a program shelter and that I must abide by my case plan in order to stay at the shelter.
- I understand that I can only store personal belongings in the space assigned to me. The shelter is not responsible for my belongings.
- If I use drugs or alcohol, fight, destroy or steal property, become disruptive, carry a weapon or smoke inside the shelter, I will be discharged from the shelter.
- I will do household chores as assigned.
- the Chattanooga Community Kitchen, Second Presbyterian Church and/or the Homeless Health Care Center are in no way responsible or liable for any accidents or injury that occurs at St. Matthew's Night Shelter.
- by leaving the shelter, I am voluntarily resigning from the program and choosing to lose my bed at the shelter. I must remove my personal belongings from the shelter within two days or they will be discarded.
- re-admittance to the shelter cannot occur until at least 30 days past the initial departure date of the resident and will be determined by case management /shelter management following that 30-day period. The Shelter Coordinator reserves the right to require a full staff meeting prior to readmission.
- I must perform ten hours of volunteer work per week as assigned by the Shelter Coordinator. Failure to complete volunteer hours will result in dismissal from the shelter. The Shelter Coordinator will schedule my hours.
- I agree to have a medical assessment by staff at the Homeless Health Care Center within one week of admission into the shelter.
- I agree to participate in random drug screens or breathalyzer tests as requested. A positive drug screen or breathalyzer test will result in immediate shelter dismissal.
- I understand that St. Matthew's is a temporary shelter and that the duration of stay will be determined by case management and shelter staff per my case plan.
- I agree to follow the rules and policies established by the shelter management.
- my initial move-out date is: _____

Resident Signature

Date

Church Policy

Page: 6.15
Effective: 05/19/2019
Supersedes: 1/31/2017

POLICY AREA: Session Policies

MINISTRY: Worship and Music Committee, Mission Committee,
Presbyterian Women, Board of Deacons

Deacon's Fund Offering

Souper Bowl of Caring Offering

Presbyterian Women Offering

Pentecost Offering

One Great Hour of Sharing Offering

Peace and Global Witness Offering

Christmas Joy Offering

RESPONSIBILITY: Worship and Music Committee, Mission Committee,
Presbyterian Women, Board of Deacons

Church Policy

Page: 6.16
Effective: 05/19/2019
Supersedes: NA

POLICY AREA: Contracts

MINISTRY: Committees of Session

RESPONSIBILITY: Committees, Committee Moderators, Head of Staff, Clerk, Administrative Assistant and the Finance Committee will work together to ensure that contracts between Second Presbyterian Church and outside vendors are necessary, fair to each party and cost-effective.

1. All contracts between Second Presbyterian Church and outside vendors must be approved by session.
2. No contract shall be approved with a term longer than six years.
3. All contracts will define scope of service and the responsibilities of each party.
4. All contracts shall require vendors to submit an itemized invoice for services rendered.
5. A committee moderator, after approval by his or her committee and after review by the finance committee and the Head of Staff, will propose a contract to session for approval.
6. All proposed contracts must be pre-signed by the vendor representative.
7. Upon approval by session, the contract shall be signed by the clerk of session. No contract shall be valid unless signed by the clerk of session.
8. After required parties have signed a contract approved by session, the original copy of the contract shall be filed in the church office by the Administrative Assistant under the heading, Current Contracts.
9. Expired Contracts shall be filed in an Expired Contracts file.

Church Policy

Page: 6.17
Effective: 05/19/2019
Supersedes: NA

POLICY AREA: Procedure for Amending Policy Manual

MINISTRY: Committees of Session

RESPONSIBILITY: Session Committees, Committee Moderators, Head of Staff, and Clerk.

1. The Policy Manual of Second Presbyterian Church shall be regularly amended as needed and as directed by the Session, and that oversight of approved amendments shall be directed by the Personnel and Office Committee working with the Pastor and the Clerk of Session to ensure that all amendments reflect the intent of Session and are accurately placed within the Policy Manual.
2. All amendments to the Policy Manual shall require completion of the form entitled, "Motion to Amend Policy Manual" (attached), and which shall require the signature of the Clerk, the Pastor and the Moderator of the Personnel Committee.

Second Presbyterian Church Form for:

Motion to Amend Policy Manual

Page(s) to be Amended: _____
(attached with strike-thru of eliminated language and with double-underlined added language)

Motion:

Final Page Number(s) Containing Amendment: _____

Effective Date of Amendment: _____

Supersedes: _____

Clerk of Session

Pastor

Personnel Committee

Church Procedures

Page: 7.1
Effective: 05/19/2019
Supersedes: 08/31/16

PROGRAM DESCRIPTION: Bereavement

MINISTRY: Board of Deacons

When a member of the congregation moves from the church militant (those on earth) to the church triumphant (those in heaven), people need the church and the gospel as at few other times.

Therefore, the witness of the church needs to be clear, loving and supportive.

ACTIVITIES:

1. Pastoral care by pastor
2. Evening meals brought to family where appropriate
3. A funeral meal after or before the service, at the church or elsewhere
4. Sympathy message in Bulletin and Newsletter
5. Notification of Membership
6. Mail sermon "Good Grief" or Book on "Good Grief"

RESPONSIBILITY:

Pastor – pastoral care and worship

Church office – sympathy message and notification

Meals – Board of Deacons

Deacons – provide beverages and light snacks if appropriate during visitations

Church Procedures

Page: 7.2
Effective: 05/19/2019
Supersedes: 03/09/14

PROGRAM DESCRIPTION: Closing of the Church

MINISTRY: Building and Grounds Committee

When closing the church please check the following items:

1. Lock north gate and door to passageway
2. Lock Seventh Street door (BOTH BUTTON LOCK AND DEADBOLT)
3. Turn off lights in north entrance lobby
4. Check Spencer Class lights and bathroom
5. Lock south gate and door to passageway
6. Turn off lights in sanctuary and chapel
7. Turn off rheostat spot lights over choir (below panel)
8. Turn off lights in south lobby and over King's Chest alcove
9. Turn off lights in men's and women's restrooms in hall
10. Check for lights left on in the gym
11. Turn off lights in men's bathroom and hall to bathroom (downstairs)
12. Turn off lights in ladies lounge and bathroom (downstairs)
13. Turn off lights in dining room and kitchen
14. Check to verify door to alley from dining room is locked
15. Make sure lights and heating/cooling in choir room is off
16. Check lights and windows on all floors of educational building and two bathrooms on second floor.
17. Turn lights and heating/cooling off in Elmore Room
18. Turn off heating/cooling and lights in Pastor's study and church office
19. Lock Sunday School snap lock and deadbolt
20. Make sure Educational Building door is locked

RESPONSIBILITY:

Security Sexton or Designated Security Sexton

Church Procedures

Page: 7.3
Effective: 05/19/2019
Supersedes: 03/09/14

PROGRAM DESCRIPTION: Order of Worship

MINISTRY: Worship and Music Committee

The church will have two orders of worship: Normal (Thematic) and Communion Orders of worship for the main worship service.

Normal

Announcements
Prelude

Introit
Call to Worship
Hymn

Confession
Prayer
Assurance of Pardon
Gloria Patri

Children's Time
Pastoral Prayer and Lord's Prayer
Life in the Church
Offering
Offertory
Doxology
Affirmation of Faith
Prayer

Hymn
Scripture
Anthem
Sermon

Normal:

Hymn
Benediction
Response

Adoration

Confession

Attending God's Word

Dedication

Communion

Announcements
Prelude

Introit
Call to Worship
Hymn

Confession
Prayer
Assurance of Pardon
Gloria Patri

Children's Time
Pastoral Prayer
Life in the Church
Offering
Offertory – Anthem
Doxology
Prayer

Scripture
Hymn
Sermon

Communion:

The Lord's Supper
Invitation
Hymn of Prep
Words of Institution
Communion Prayer and Lord's Prayer
Distribution of Elements
Hymn
Benediction
Response

Church Procedures

Page: 7.4
Effective: 05/19/2019
Supersedes: 01/17/2017

PROGRAM DESCRIPTION: Ushers for Worship

FUNCTIONS: Preparations for Worship

1. Please be in the sanctuary at least 30 minutes before service if possible.
2. Greet people as they arrive, distribute bulletins, hearing devices, large print hymnals and other literature. Please seat those people that would like your help.
3. On “Communion Sundays”, normally the first Sunday of the month, place five hymnals and bulletins on the front right pew for Elders.

At the Beginning of Worship:

1. Close the doors between sanctuary and narthex. They should be closed during service.
2. See that there are four ushers to take up the offertory collection. Before returning down the aisle with the plates place all of the “Voice from the Pews” that are in the plates together on top of one of the plates. The pastor will retrieve them from there.
3. Observe congregation and at any signs of discomfort (fanning by a number of people, etc.) make appropriate adjustments of thermostats, etc.
4. Avoid unnecessary conversations between ushers since they may be distracting prior to beginning of service, and are definitely distracting after service has started.

At the Conclusion of Worship:

1. Open the double doors from sanctuary to the narthex and the eastern exterior doors.
2. Collect the attendance sheets from the Fellowship Pads and place them on the Secretary’s desk.

RESPONSIBILITY:

Worship and Music Committee

Church Procedures

Page: 7.5
Effective: 05/19/2019
Supersedes: 09/01/2017

PROGRAM DESCRIPTION: Head Ushers for Worship

FUNCTIONS: Preparations for Worship

Prior to Worship:

1. Please be in the sanctuary 10-15 minutes before the service to secure people to help with collecting the offering and to assure the narthex doors are latched open.
2. Secure either **three or four** people to take up the offertory collection **based on attendance**. Please complete this take prior to the beginning of the worship service since it is a distraction after service has started.
3. Help seat any people that may need help.

During Worship:

1. Close the doors between sanctuary and narthex at the start of worship as they should be closed during service.
2. Lead ushers down your assigned aisle to the front of sanctuary to distribute the offering plates to the ushers when called to do so by the Pastor.
3. After collecting the offering, at the back of the sanctuary collect all offering plates for your assigned half of the sanctuary and bring them down to the front during the Doxology.
4. Before returning down the aisle with the plates place all of the "Voice from the Pews" or other handwritten notes that are in the plates together on top of one of the plates.
5. Observe congregation and at any signs of discomfort (fanning by a number of people, etc.) make appropriate adjustments of thermostats, etc.

At the Conclusion of Worship:

1. Open the double doors from sanctuary to the narthex and the eastern exterior doors.
2. Pick up and recycle discarded bulletins and debris in the pews.

RESPONSIBILITY: Worship and Music Committee

Liturgists Manual

**Second Presbyterian Church
Chattanooga, Tennessee**

January 2009

Help for Liturgists

Thank you for agreeing to serve as a liturgist! Your participation is most important and accomplishes a number of things:

- It witnesses to the reality of the Priesthood of Believers.
- It provides appreciated help for the worship leader.
- It increases the number of people who understand worship and can help the church improve its order of worship.
- It provides a host for a visiting preacher.
- It provides continuity when the regular pastor is not present.

Most people with some degree of poise and a reasonable speaking voice can do a grand job. The difference between doing well or poorly comes through practice and experience, preparation, guidance and training.

Formal training will be offered twice a year and informal training is available upon request. All you need to do is ask the minister. This booklet is designed to help you prepare for worship and to offer some guidance. Practice and experience will come from you.

This Manual is divided into four sections:

- I. General Tips**

- II. The Parts of Worship**
 - A. Descriptions
 - B. Script
 - C. Tips

- III. Resources**

- IV. Other Issues**
 - A. Baptism
 - B. The Lord's Supper
 - C. Hosting a Service

If you have any questions please contact the Pastor.

General Tips

- ***Use the microphone***, but ignore it. People often speak more quietly into a microphone and this counteracts the benefits of the sound system.
- ***Take a few moments*** before worship to catch your breath and prepare yourself for worship.
- ***Keep it short***. The shorter the “rubrics” or “introductions” to what you are doing, the better. It will make you speak with more authority and unless you are introducing something unusual, the congregation already knows what you do. (There is no reason to say that the unison prayer of confession is in the bulletin.)
- ***Relax***. If you make a mistake, remember that the congregation wants you to do well. God is rooting for you too.
- ***Speak slowly***. When we get nervous we tend to talk faster and this makes things harder to understand. Take your time. You will enunciate better when you speak slowly.
- ***Speak roundly***. What this means is to open your mouth when you speak. This will help you speak from your diaphragm and not your throat. This is what singers learn to help them project.
- ***Plan to arrive 20 minutes early*** to check signals. Please arrive 30 minutes early if we have a guest preacher so you can show them around and answer their questions.
- ***Arrange for a substitute*** if you are unable to be the liturgist for the day you are assigned.

Some ministers tape their prayers in the bulletin. Some of them type them, some do a cut and paste. Extra copies of the worship resources have been included so you may do the latter if you wish.

You can normally assume that you will be asked to help with the following parts of the worship service:

- Welcome and Announcements
- Call to Confession
- Prayer of Confession
- Assurance of Pardon
- Call to Offering
- Offertory Prayer
- The Apostles’ Creed
- Scripture

Other items in the service are included in the next two sections in the booklet. In an emergency you might be asked to do another part of the service, as well.

Descriptions of Each Part of the Worship Service

Includes all parts of the service – Sometimes you may be called upon to do other parts of the service.

The Words of Welcome and Announcements

This part of the worship service helps to set the climate for the rest of the worship service and keeps the congregation informed of what is important.

Greet the people and ask that they take a moment to sign the fellowship pad. You may also want to make reference to the little pew piece called “Voice from the Pew.” It contains a place for worship requests (hymns, sermon topics and other suggestions), pastoral concerns and visitor information. Visitors are asked to fill out the panel on the back and place it in the offering plate.

Announcements. Call attention to the items in the bulletin and then ask the congregation, “Are there any additional announcements, thanksgivings or concerns to be shared?” Normally there are. Because of the limited hearing of some members, always rephrase any announcements so everyone can hear.

This part of the service normally closes with the pastor saying, “***Now let us take a moment in silent prayer to prepare ourselves for the worship of God.***” This is a cue to the organist to begin the Prelude.

TIP: Keep it short. Only mention those things that need to be discussed.

The Call to Worship (the Preacher normally does this)

In the Call to Worship we praise God for what he has and is doing and then announce our response, which is to gather as God’s people for worship. Please then announce the hymn name or number.

Our help is in the name of the Lord who made heaven and earth. If thou shalt seek the Lord thy God, thou shalt find Him, if thou seek Him with all thy heart and with all thy soul.

The Call to Confession

Though not in the bulletin, a call to confession proceeds the Prayer of Confession.

Let us come before the throne of grace to confess our need for the forgiveness and new life that are ours in Christ Jesus.

The Prayer of Confession

In the Prayer of Confession we remind ourselves that we are the creature and God is the creator and also that we stand not as the proud and self-sufficient, but as the broken and the needy. This is a corporate Prayer of Confession, so we are not merely confessing our own personal failings, but those as a church and as a people. The focus of the confession is normally linked with the subject of the sermon.

TIP: It is often useful when leading a unison reading to speak out the first few words strongly to get the congregation started and then to drop your voice and follow the congregation for the rest.

TIP: If a silent prayer has been included in the Prayer of Confession, count to twenty during this time. This will give them sufficient time and not be too long.

The Assurance of Pardon

In the Assurance we are “in Christ’s name” pronouncing the sins that we have confessed as God’s people are forgiven. As disciples, Christ has given us the power to forgive and pardon sin, when we do so in His name. In the Assurance we are doing just that. It is an awesome responsibility, but people are thirsting to hear that “in Christ” they are forgiven.

Friends, believe the good news of the gospel! In Jesus Christ we are forgiven. In Christ we are offered newness of life. Thanks be to God for his saving and renewing love which makes all things new.

TIP: Smile when you tell the congregation that they are forgiven. It is rather good news!

Children’s Time (the Preacher normally does this)

In the Children’s Time, we remind the small ones that the Kingdom of God belongs to them, too. It is a time to make them feel special. It is our way of letting them know that since we think they are special, so does God. It is also a time to remind the rest of us that God sees us as his beloved children.

Life of the Church

This item is often used to highlight one aspect of the church’s ministry.

The Call to Offering

In the Call to Offering we are reminded that God loves us first. God has given us all that we have and that our act of love, devotion, and worship is to respond with our offering.

He who soweth sparingly shall also reap sparingly; and he who soweth bountifully shall also reap bountifully. II Corinthians 9:6

The Offertory Prayer

This prayer is a dedication prayer to dedicate both the gifts and the giver to God and his kingdom.

Our Father, accept these offerings that we have brought, we pray, as the offering of ourselves. May they be an expression of our love to Thee in return for Thy love for us; and an act of obedience to Thy commandments. In Jesus’ name, Amen.

The Affirmation of Faith

Here we affirm what the church stands for and represents. It is an opportunity to recommit ourselves to God through the church, such as the Pledge of Allegiance is an affirmation of faith about our nation.

Let us affirm what we believe as we say together the Apostles Creed

or

Let us say what we believe as we repeat together the Vision Statement, found on the bulletin cover.

The Pastoral Prayer and Lord's Prayer (the Preacher normally does this)

The Pastoral Prayer is also called "Prayers of the People," the "Morning Prayer," or the "Prayer of Thanksgiving, Intercession and Supplication." All of these are accurate. It is the occasion not only to pray for the needs of the people present, but also to pray on their behalf. A good Pastoral Prayer should reflect the needs, thoughts, fears and aspirations of the congregation.

The Pastoral prayer is not really one prayer, but the combination of a series of small prayers: adoration or praise, thanksgiving (an expression of our gratitude for what God has done and is doing, especially for the gift of Jesus Christ), intercession (prayers about and for others and the world), and supplication (prayers that address our needs). The Pastoral Prayer normally concludes with the Lord's Prayer.

The Prayer of Illumination (sometimes included)

The Prayer of Illumination asks God to open our hearts and minds, through the Holy Spirit, that he might speak directly to us through the scripture and sermon.

O Lord, our God, who has left us your holy word to be a lamp unto our feet and a light unto our path; give us all your holy spirit, as we pray, that from the same word we may learn what is your will, and form our lives accordingly, to the glory of your kingdom, and through the hope that is Christ Jesus. Amen.

The Scripture Lesson

Often the scripture is introduced with words such as:

Hear now the Word of God as it comes to us from _____.

or

Listen for the Word of God.

TIP: It is helpful to study the scripture a bit, to make sure you understand what the text is saying and to practice reading it aloud more than once. If the context of the scripture is not clear, it may be helpful to introduce its setting. If the speaker in the text or something referred to in the scripture is less than clear, it may be helpful to substitute a name, place, or occasion for an ambiguous "he," "she," "it," "they," or "that."

TIP: If you are in doubt as to how to pronounce a word, check with the pastor or pick a pronunciation and stick with it. It is better to mispronounce than to stumble.

TIP: It is not normally necessary to give a background about the scripture before reading it. If you would like to do so, please discuss it with the pastor first to make sure that the emphasis in the introduction reinforces the sermon, rather than heading off in another direction.

The Sermon

The sermon is an exposition of the scripture which normally will contain three parts or facets: 1) the “bad news” of the gospel – we have a problem, 2) the “good news” of the gospel – Jesus Christ provides an answer, and 3) so what? – how it can be applied.

The Charge

The Charge is normally a challenge that the people of God act upon the challenge of the gospel that was raised in the sermon; it is also a reminder of the comfort and assurances that have been spoken of in the sermon.

Let us go forth into the world....

The Benediction

Literally, the word “Benediction” mean “good words.” In the benediction a blessing is pronounced upon the people of God before they go forth into the world.

May the Lord bless you and keep you; may the Lord make his face to shine upon you, and be gracious unto you; may the Lord lift up his countenance upon you, and give you peace, through Jesus Christ our Lord. Amen.

Resources

Please feel free to use one of these resources or write something of your own. If you would like some help in writing your own, there are resources in the library or you can ask the pastor for your help.

Calls to Worship

Our help is in the name of the Lord who made heaven and earth. Come, let us worship and bow down; let us kneel before the Lord our Maker, for he is our God and we are the people of his pasture and the sheep of his hand.

Our help is in the name of the Lord who made heaven and earth. If thou shalt seek the Lord thy God, thou shalt find Him, if thou seek Him with all thy heart and with all thy soul.

The hour cometh and now is, when the true worshipers shall worship the Father in spirit and truth; for the Father seeketh such to worship Him. God is Spirit and they that worship Him must worship him in spirit and truth.

Calls to Confession

If we claim to be sinless, we are self-deceived and strangers to the truth. If we confess our sins, God is just, and may be trusted to forgive our sins and cleanse us from every kind of wrong. Let us admit our sin before God:

Let us come before the throne of grace to confess our need for the forgiveness and new life that are ours in Christ Jesus.

Those who are well have no need for a physician. Those who are perfect have no need for a Savior. Let us make our confession to our savior.

Assurances of Pardon

Hear the good news! This statement is completely reliable and should be universally accepted: Christ Jesus entered the world to rescue sinners. He personally bore our sins in His body on the cross, so that we might be dead to sin and be alive to all that is good.

Friends: Believe the good news of the gospel. As God's own people, be merciful in action, kindly in heart, humble in mind. Be always ready to forgive as freely as the Lord has forgiven you. And, above everything else, be loving, and never forget to be thankful for what God has done for you.

Friends, believe the Good News of the gospel. In Jesus Christ we are forgiven. In Christ we are offered newness of life. Thanks be to God for His saving and renewing love which makes all things new.

Prayers of Illumination

Almighty God, on this day you show us how powerful your love is. Just as you promised, death becomes life and sadness becomes joy. Fill us now with hope and trust in you so that we may celebrate your wonder...Amen.

O Lord, our God, who has left us your holy word to be a lamp unto our feet and a light unto our path; give us all your holy spirit, as we pray, that from the same word we may learn what is your will, and form our lives accordingly, to the glory of your kingdom, and through the hope that is Christ Jesus. Amen.

Offertory Sentences

The earth is the Lord's and the fullness thereof; the world and they that dwell therein. Psalm 24:1

He who soweth sparingly shall also reap sparingly; and he who soweth bountifully shall also reap bountifully. II Corinthians 9:6

Unto whomever much is given, of him shall much be required; and to whom men have committed much, of him they will ask the more. Luke 12:48

As every man hath received the gift, even so, minister the same one to another, as good stewards of the manifold grace of God. I Peter 4:10

St. Francis said: It is in giving that we receive. It is in forgiving that we are forgiven and it is in dying that we are born to eternal life. Now let us praise God for his bounty and providence in our gifts to him.

Prayers of Dedication

Our Father, accept these offerings that we have brought, we prayer, as the offering of ourselves. May they be an expression of our love to Thee in return for Thy love for us; and an act of obedience to Thy commandments. In Jesus' name we pray. Amen.

O Lord our God, who liberally showers blessings and bounty upon us: Teach us to give cheerfully of ourselves for the cause of your kingdom. Bless our offerings, and grant to us the joy of those who give with their whole heart, through Jesus Christ our Lord. Amen.

O God, the fountain of all good: We bring to you our gifts which you have given us. Enable us, with our earthly things, to give you the love of our hearts and the service of our lives, to the glory of your kingdom, through Jesus Christ our Lord. Amen.

O Lord, as we bring our gifts before you we acknowledge that we have nothing that you have not given to us first: Bless our gifts, bless our lives that we may share the joy of your kingdom and be beacons of your gracious love, through Jesus Christ our Lord. Amen.

Benedictions

May the Lord bless you and keep you; may the Lord make His face to shine upon you, and be gracious unto you; may the Lord lift up His countenance upon you, and give you peace, through Jesus Christ our Lord. Amen.

May the grace of the Lord Jesus Christ, and the love of God and the fellowship of the Holy Spirit be with you all. Amen.\

TIP: It is appropriate for those who have not been ordained to Word and Sacrament to substitute the word "us" for the word "you" in a benediction.

Other Issues

Baptism

Please see that there is luke-warm water in the Baptismal Font. The Book of Order indicates that an elder will stand with the minister and at the appropriate time read the Congregational Vow. This vow is found on a card that is kept in the Font. If you are an elder, this is something that you will do. If you are not, one of the elders will come and join the pastor at the appropriate time.

Lord's Supper

If you are not an elder scheduled to serve communion, please have a seat in the congregation during the hymn that precedes the sermon.

Hosting

When we have a guest preacher, please introduce and welcome them during the "Words of Welcome."

Please be early that Sunday so as to be able to show the guest preacher around and see that they are comfortable with the way we do things. On these Sundays it is suggested that the guest preacher do the Call to Offering and the Dedication Prayer and Affirmation, while you handle the offering plates.

Writing Prayers

A formal prayer normally contains the following parts:

- God is addressed: *Almighty and most merciful God...*
- Attribute of God described: *Creator of all things seen and unseen...
In whom we live and more and have our being*
- Purpose of Prayer: *We give you thanks for the opportunity to worship
As you poured out your spirit on those in the upper room, pour your spirit upon us that...
We hold up to you our concerns about...*
- Prayer for Specific Needs: *In the World
In our Nation, State, and Community
For our Church
For the sick, hurting, and others in need*
- Conclusion: *For we ask in Christ's name
We pray in the name of the One who taught us to pray, saying: Our Father...*