

# **OPERATING, POLICY, AND PROCEDURES MANUAL**

**First Presbyterian Church  
Huntsville, Texas**

**A Particular Church of the  
Presbyterian Church (U.S.A.)**

**Incorporated under the laws of the State of Texas**

**Revised November, 2018**

**OPERATING, POLICY, AND PROCEDURES MANUAL First Presbyterian Church**

Huntsville, Texas

**Part 1 Table of Contents**

Page 1 of 3

Date October 2017

Supersedes July 2013

**TABLE OF CONTENTS**

**MISSION STATEMENT** Page 1 of 1

Part 1: **PURPOSE** Page 1 of 1

Part 2: **BASIS OF AUTHORITY** Page 1 of 1

Part 3: **ORGANIZATION** Page 1 of 6

The Congregation

- Membership
- Meetings

The Session

- Duties
- Membership
- Meetings
- Officers
- Team Ministries
- Session Ministry Description

The Corporation

- Governing Body
- Meetings
- Officers

Property

Organizational Chart

Part 4 **SESSION, COMMITTEES, TEAMS, ELECTED OFFICIALS DUTIES AND RESPONSIBILITIES**

- Administration and Personnel Committee Team
- Facilities Maintenance/Building and Grounds Committee Team
- Christian Education Committee Team
- Congregational Nurture Committee Team
- Finance Committee Team
- Outreach and Evangelism Ministry Committee Team
- Stewardship/CNC Ministry Committee Team
- Worship Ministry Committee Team

## **ELECTED OFFICIALS**

- Clerk of Session
- Treasurer
- Financial Secretary
- Head Usher

## **CONGREGATIONAL NOMINATING COMMITTEE**

## **ACTION TEAMS**

### **PART 5: STAFF DUTIES AND RESPONSIBILITIES Page**

#### Compensated Staff

- Pastor
- Church Secretary
- Director of Young Adult and Family Ministries
- Director of Youth Ministries
- Director of Music
- Organist/Pianist
- Nursery Attendant
- Janitor

### **PART 6: OPERATING POLICES**

#### Personnel

- Statement of Conditions
- Employment, Termination, Compensation
- Supervision
- Sick Leave, Leave of Absence
- Holidays
- Office Hours
- Vacations

#### Financial

- Statement of Conditions
- Budget Preparation
- Budget Approval
- Expenditures and Approvals

Facilities and Service Use

- Statement of Conditions
- Facilities Use
- Arrangements and Fees

**PART 7: AMENDMENTS**

**PART 8: APPENDICES**

- A. Wedding Policy & Guide lines
- B. Church Van Operating Policy and Procedure
- C. Presbytery Policy on Former Pastors
- D. Memorial Fund Policy
- E. Child care protection policy
- F. Sexual Misconduct Policy
- G. Columbarium Policy

**MISSION STATEMENT**

“To Know Christ and To Make Him Known”

**VISION STATEMENT**

**We are a diverse and joyful family of the people of God welcoming seekers and believers on the journey of faith.**

We envision a community of faith that

- Studies, teaches and preaches the Good News,
- Prays for and encourages one another in the faith, and Shares one another’s burdens.

As we seek a personal relationship with God, His transforming grace enables us to see through His eyes. God shapes our lives through His word and sends us out into the world

- To touch the lives of others with His compassion and
- To make and grow disciples of Jesus Christ.

**OPERATING, POLICY, AND PROCEDURES MANUAL First Presbyterian Church**

Huntsville, Texas

**Part 1 Purpose**

Page 1 of 1

Date October 2017

Supersedes July 2013

Supersedes July 2013

## **PART 1: PURPOSE**

God, through Christ, calls persons to repentance and new life; He commands them to follow Him and, by His grace, has called those believers together in a community of faith we call the Church.

God has put all things under the Lordship of Jesus Christ and has made Christ head of the Church, which is His body. Christ calls the Church His being, giving it all that is necessary for its mission in the world and for its service to God. It belongs to Christ alone to rule, to teach, to call, and to use the Church as He wills, exercising His authority by the ministry of men and women for the establishment and extensions of His Kingdom.

In furthering the great end of the Church as outlined in the Book of Order, the First Presbyterian Church of Huntsville carries a vital responsibility in the mission of the Church universal. Here God's people perform especially the ministries of worship, proclamation, sharing the Sacraments, evangelism, nurture, counseling, personal and social healing and service to persons, neighborhoods, and communities.

**OPERATING, POLICY, AND PROCEDURES MANUAL First Presbyterian Church**  
Huntsville, Texas

**Part 2 Basis of Authority**

Date October 2017  
Supersedes July 2013

Supersedes July 2013

## **PART 2: BASIS OF AUTHORITY**

All power is given to the Church by God, through Christ, who left us the Holy Spirit as our guide; and the authority for our faith and life is derived solely through the operation of that Spirit and the directives of the Holy Scriptures.

The First Presbyterian Church of Huntsville is a particular church in the Presbyterian Church (U.S.A.) and organized under the authority of the Presbyterian Church (U.S.A.).

The First Presbyterian Church of Huntsville is incorporated under the laws of the State of Texas.

The Manual shall establish and be the record of the organization and policies governing the work of the congregation, Session, Session Ministries, and other church representatives and staff personnel.

This Manual is subordinate to the Constitution of the Presbyterian Church (U.S.A.) (which is subordinate to the Word of God), consisting of the **Book of Confessions** and the **Book of Order**, and is intended only to apply those provisions in a specific way to the life and work of this congregation.

**OPERATING, POLICY, AND PROCEDURES MANUAL First Presbyterian Church**

Huntsville, Texas

**Part 3 Organization**

Dates January 2016

Supersedes July 2013

**PART 3:  
ORGANIZATION**

The Church consists of all persons, together with their children, who profess faith in Jesus Christ as Lord and Savior and commit themselves to live in fellowship under His rule.

This church is a congregation of the Presbyterian Church (U.S.A.) and shall adhere to its representative and connective system of government as set forth in the **Book of Order**.

The officers of this church are Elders and Minister(s) of the Word and Sacrament. The spiritual and temporal life of the church is the responsibility of the Session under the guidance of the Pastor. All members of the Session are entitled to vote. BOCG-10.000

**THE CONGREGATION**

Membership

The membership of the First Presbyterian Church of Huntsville shall consist of baptized members, active members, inactive members, and affiliate members. When the Session receives members, their subsequent status will be determined in accordance with the **Book of Order**.

Members who leave the city for the purpose of continuing their education or for entering the military service of the United States shall remain on the active roll of the church until the completion of such endeavors, at which time the provisions cited above shall then be applied. Families of such members who accompany them shall likewise be retained on the active roll.

## Meetings

All members on the active roll of the church who are present at a congregational meeting are entitled to vote. The congregation shall hold an annual meeting on the first Sunday in January, or on another date specified by the Session, for the purpose of electing Elders; electing a Congregational Nominating Committee for the coming year; and for receiving any reports of the Session, Session Ministries and other organizations of the church.

Public notice of congregational meetings must be given on two consecutive Sundays immediately preceding the meeting.

A quorum shall consist of one-tenth of the members on the active roll of the church. The business transacted at a meeting shall be limited to the items in the call for the meeting.  
BOC 6-7.0304

The Pastor shall be the Moderator of congregational meetings, and the Clerk of Session, the Secretary. When the pastor cannot preside or the congregation is without a Pastor, the provisions outlined in the **Book of Order** shall prevail.

At the annual meeting, or one called for such purpose, the chair of the Congregational Nominating Committee shall present a slate of officers (Elders) previously selected by the Committee and place their names in nomination, following which the Moderator shall ask for nominations from the floor. Persons making nominations from the floor must secure the prior consent of the nominee. Should the number of nominees exceed the number of vacancies which exist for the Session, a vote shall be taken. If by ballot, the Secretary of the meeting and two other members of the congregation appointed by the Moderator shall count the ballots. The number of nominees needed to fill the vacancies shall be selected on the basis of those receiving the highest number of votes.

Special meetings of the congregation may be called in accordance with the provisions of the **Book of Order**. Business transacted at such meeting shall be limited to those matters outlined in the **Book of Order**.

## **THE SESSION**

### Duties

The Session is the governing and policy-making agency of the church and functions as a permission-giving board delegating responsibilities. As such, it bears the ultimate responsibility for the entire spiritual and temporal life of the congregation, subject to the review and control of the Presbytery as stated in the **Book of Order**. Business transacted at such meeting shall be limited to those matters outlined in the **Book of Order**.

### Membership

The Session shall consist of the Pastor and nine Elders, divided into three classes of three members each. Each new class shall be elected at the annual congregational meeting immediately prior to their terms of office.

The terms of office shall begin on January 1 of the three-year term for which they are elected, or as soon thereafter as they are ordained and installed, and shall expire on December 31 of the year which denotes their class, or as soon thereafter as their successors are installed. No Elder shall serve more than two consecutive three-year term on the Session, except that an Elder elected to fill an unexpired term may be elected to two full terms.

When vacancies occur, the Congregational Nominating Committee shall be asked to present nominations for filling such vacancies to the congregation at a called congregational meeting, convened for the purpose of electing new officers to fill said vacancies.

Before their installation, newly elected Elders shall undergo a period of orientation and training, including direction from the Pastor, and shall be examined by the Session in accordance with the **Book of Order**. Ordination and installation of duly elected and confirmed Elders shall take place prior to the January Stated Meeting of the Session.

## Meetings

The Session shall convene for Stated Meetings on the Third Tuesday of each month, unless the Moderator, with the consent of one-third of the members, shall change or cancel the meeting. It shall also convene for special meetings at the call of the Moderator for such specific purposes as may be announced in the call. The Moderator shall also convene the Session for special meetings when requested to do so in writing by two members of the Session. The Session will also meet when directed to do so by the Presbytery.

## Officers

The Pastor shall be the Moderator of the Session with the authority outlined in the **Book of Order**. In the case of illness or absence of the Pastor, or when the church shall be without a Pastor, the provisions outlined in the **Book of Order** shall apply.

At its first meeting of the calendar year, the Session shall elect a Clerk of Session for a one-year term. The Clerk's duties will be to record all transactions of the body; to compile the annual statistical report; to keep an accurate record of membership, baptisms, marriages and deaths; and to prepare official correspondence and to keep up to date all permanent records of the church.

At the first meeting of the calendar year the Session shall also elect a Treasurer, a Financial Secretary, and a Head Usher. Their duties and responsibilities will be as stated in Part A

## **TEAM MINISTRIES**

The Session shall cause to be established team ministries provide written descriptions as to their responsibilities. Session Elders will serve as chairs of the team ministries: Congregational ministries can be listed when necessary. Staff serves as advisors without vote.

## **MINISTRIES COMMITTEE TEAM**

The Session shall cause to be established team ministries provide written descriptions as to their responsibilities. Session Elders will serve as chairs of the team ministries:

Congregational ministries can be listed when necessary. Staff serves as advisors without vote.

## **THE CORPORATION**

The First Presbyterian Church of Huntsville is incorporated under the laws of the State of Texas. The corporation shall have one class of members who shall be the active members of the congregation of First Presbyterian Church, Huntsville, Texas.

### Governing Body

The same persons who are Elders in active service for First Presbyterian Church, Huntsville, Texas, shall serve as the governing body Trustees of the corporation.

### Meetings

The meetings of the governing body will be held at the same time as the meetings of the Session.

### Officers

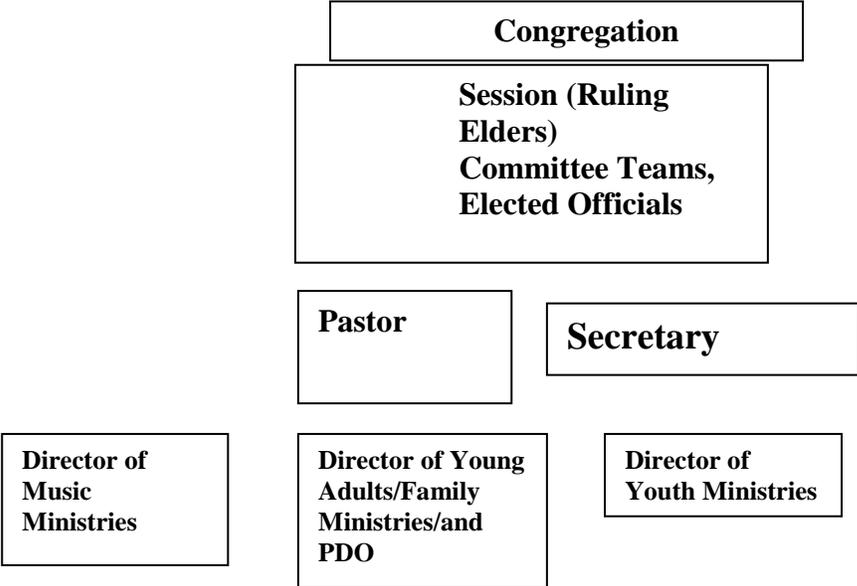
The officers of the Session shall be the officers of the corporation.

## **PROPERTY**

The First Presbyterian Church of Huntsville has voted to be exempt from the provisions of Chapter VIII of the **Book of Order** through the action of the congregation on December 9, 1984. This action was taken in accordance with G-08.0700. Accordingly, First Presbyterian Church, Huntsville, Texas, is under the provisions of Chapter 6 of the **Book of Order**, Presbyterian Church in The United States, 1981/1982 Edition.

**ORGANIZATIONAL CHART**

- Session Ministries/Committee Teams/Elected Officials
- Duties and Responsibilities



## **PART4: SESSION COMMITTEES TEAMS, ELECTED OFFICIALS, DUTIES AND RESPONSIBILITIES**

### **SESSION MINISTRY DESCRIPTION**

**MINISTRY:** Administration and Personnel Team

#### **DUTIES AND RESPONSIBILITIES:**

- Conduct a review annually, with the Pastor, of performance and compensation and benefits of all employees.
  1. Review & recommend salary adjustments to the Session
  2. Retain oversight in the hiring and termination of all employees, making such recommendations to the Session.
  3. Conduct an annual review of the Pastor's call, bringing recommended changes in the Terms of Call before the congregation.
- Update the Operating, Policy, and Procedures Manual, when necessary.
- Hear grievances brought against the church staff and take appropriate **Action as needed in consultation with the Pastor and Session.**
- Review and maintain adequate insurance for the facility.
- Develop policies and charges for use of the building facilities.
- Conduct and maintain up to date inventory of real and personal property.

**MINISTRY:** Facilities Maintenance/Building and Grounds Committee Team

**DUTIES AND RESPONSIBILITIES**

- Maintain the existing building and grounds on an ongoing basis.
- Make recommendations to the Session regarding repairs and modifications to the existing facilities.
- Employ and supervise outside contractors as approved by the Session.
- Make a full inspection of the facilities annually or as needed and report findings to the Session.
- Provide for the security and safety of the facility.
- Make equipment requests to the Session for items needed to maintain property.
- Inspect, repair, and maintain appliances and equipment.
- Inspect and recommend products and equipment for church maintenance by the Janitorial staff.
- Approve and recommend and installation of all equipment and appliances.
- Oversight of janitor position shall be the Administration Committee responsibility.

**MINISTRY:** Christian Education Committee Team

**DUTIES AND RESPONSIBILITIES:**

- Enlist teachers, leaders, and helpers for the Sunday school program.
- Provide training for the Sunday School teachers, leaders, and helpers.
- Design educational program with classes for every age group.
- Provide educational curricula, order and distribute educational materials.
- Order and distribute educational materials.
- Appoint a Church School Superintendent and Assistant Superintendent.
- Supervise the work of the Superintendent.
- Make recommendations to the Session regarding the purchase of new equipment for educational use.
- Maintain adequate supplies for use in the church school classes.
- Organize and supervise the work of the church library.
- Enlist a librarian, seeing that he or she submits a monthly report to the ministry team.
- Plan and promote the annual Vacation Bible School. Appoint a VBS Leader.
- Provide for confirmation classes,
- Promote the available camps and conferences.
- Plan and coordinate a program/social in late August or early September to promote interest in the church's educational program.
- Plan and implement educational programs other than those listed above as approved or directed by the Session.
- Will prepare and submit an annual budget by September 1.

**MINISTRY:** Congregational Nurture Committee Team

**DUTIES AND RESPONSIBILITIES**

- Assist the pastor with hospital, emergency and shut-in visitation.
- Maintain and supervise the assimilation of new and former members into the life of the church.
- Member Care – Call, visit, take food, and nurture our members.
- Look for visitors each Sunday and make them feel welcome.
- Design, promote, and implement programs with the purpose of cultivating fellowship and family among the members of the congregation.
  - Fall Festival.
  - Pot Luck Dinners and Men’s Breakfast.
  - Sunday after-church cookies, etc. Fellowship.
  - Receptions for various occasions.
  - Retreats and Picnics
  - Distribute grief care packets to people who have lost family members
- Oversee the Teddy Bear Ministry and maintain the Children’s Worship Activity Bags.
- Plan and coordinate a luncheon to honor those Elders retiring from active Service on the Session and welcome the new members that have joined the church in the past year.
- Will prepare and submit an annual budget by September 1.
- Will prepare the Partners in Prayer list each fall.
- Supervise the Director of Young Adult and family Ministers along with the minister

**MINISTRY:** Finance Committee Team

## Duties and Responsibilities:

- Prepare an annual budget.

No later than the September stated meeting of the Session, the Sessional Ministries of the church shall submit their budget requests to the Finance Ministry Team in preparation for the construction of the following year's budget.

The Finance Team shall then prepare a draft of the budget based on the results of the financial stewardship campaign, which shall be presented to the Session by its December Stated Meeting. The Session shall approve a final budget no later than the Stated Session Meeting in January.

- Establish and maintain records of annual pledges.
- Confidentially track individual donors' information and provide them a report at year end.
- Prepare and present a financial report to the Session at its monthly Stated Meetings.
- Designate individuals authorized to sign checks on the church's accounts. Those individuals so named shall be approved by the Session.
- Review the work of the Treasurer, Financial Secretary and accounts payable volunteer by arranging for an annual financial review of the church's accounts. The financial review may be done by a church member or members with a general knowledge of accounting and the church's activities.
- Maintain financial journals and records on an appropriate basis of accounting practices applied consistently.

**MINISTRY:** Outreach and Evangelism Ministry Committee Team

**DUTIES AND RESPONSIBILITIES:**

- Seek ways to involve the congregation in service to the community and the world.
- Keep the congregation informed about the needs of the community and the world.
- Maintain and supervise the Blood Donor program and nominate to the Session a member of the Congregation to serve as Director.
- Guide the congregation in expanding its understanding of outreach to all people.
- Plan and implement public relations programs.
- Seek ways to engage in fellowship with other congregations.
- Oversee our ministry with local agencies, such as the Good Shepherd Mission and SAAFE House.
- Oversee the collection of special offerings, such as Domination offerings and others.
- Will prepare and submit an annual budget by September 1.

**MINISTRY:** Stewardship and Congregational/CNC Committee Team

**DUTIES AND RESPONSIBILITIES:**

- Provide education thru out the year for the congregation concerning the stewardship of time talents, and money.
- Encourage greater commitment to the life and work of the church among the active members.
- Conduct an estimate-of-giving campaign each year, and promote giving thru out the year.
- Plan and implement other financial campaigns as directed by the Session.
- Prepare a list for opportunity for use of time and talents for the members of the congregation.
- Will prepare and submit an annual budget by September 1.
- Lead the Church in promoting compassion and concern for the earth and God's creation.

**Congregational Nominating Committee**

The Congregational Nominating Committee is charged with the responsibility of nominating persons to the office of Elder of the congregation and shall consist of two active Elders designated by the Session, one of whom shall be named Chair of the committee; and four persons elected at large from the congregation at the annual congregational meeting, none of whom shall be actively serving as Elder.

Page 6 of 10

In conducting its business, the committee will evaluate any potential nominee according to the requirements for office stated in the **Book of Order**. The committee will contact the potential candidate and confirm that they are willing to serve (**Book of Order**G-2.0301). The committee will then publish these names in the Church Bulletin two weeks prior to a called Congregational Meeting.

**MINISTRY:**       Worship Ministry Committee Team

**DUTIES AND RESPONSIBILITIES:**

- Provide for the worship of the congregation.
- Consult with the Pastor and then recommend to the Session times for observing Communion.
- Oversee the preparation of the elements for Communion, organize, recruit and direct those to serve Communion, and aid the Pastor with serving communion to shut-ins.
- Plan and implement worship services.
- Plan special worship services, such as: Christmas Eve, Ash Wednesday, Maundy Thursday, Christmas Cantata, etc.
- Facilitate and plan holiday decorating of the church during Advent and Lent.
- Work with the Director of Music Ministries (who shall serve as a member of the ministry team) in overseeing the church choirs.
- Oversee the cleaning and/or recommended purchase of new choir robes as necessary.
- Oversee the maintenance of the organ, pianos and hand-bells.
- Provide for a music supply in the absence of the Director of Music.
- Make requests for the purchase of equipment needed for the worship of the congregation.
- Organize, recruit and direct ushers and greeters.
- Oversee the flower calendar.
- Schedule liturgists.
- Page 7 of 10
  
- Collect fellowship registration forms following morning worship, providing to Congregational Nurture the names of visitors or prospective members.
- Maintain a count of those attending morning worship.

- Plan and implement other services of worship as directed by the Session.
- Prepare candles for ushers to light during the Christmas Eve service.
- Maintain oversight of the Head Usher function.
- Provide for pulpit supply in the absence of the Called Minister.
- May appoint an ad hoc subcommittee to schedule pulpit supply every Sunday on a regular basis as needed whenever the Session is in the process of seeking an interim minister.
- Prepare and submit an annual budget as directed by the Finance Committee.

## **ELECTED POSITION DESCRIPTION**

**POSITION:** Treasurer

**ORGANIZATIONAL RELATIONSHIP:** Elected by the Session, oversight by the Finance Committee Team

**DUTIES AND RESPONSIBILITIES:**

- Maintain and publish, on a monthly basis, all financial records and reports.
- Expend all monies approved by the Session or Ministry Chairs.
- Consult with the Finance Team regarding transport and deposit of monies from all sources.

**ELECTED POSITION DESCRIPTION**

**POSITION:** Financial Secretary

**ORGANIZATIONAL RELATIONSHIP:** Elected by the Session, oversight by Finance Committee Team.

**DUTIES AND RESPONSIBILITIES:**

- Establish and maintain permanent records of annual pledges and member gifts.
- Prepare and submit required records to the Treasurer and Finance Team.
- Prepare and mail quarterly statements of current contributions to all member units.
- Make deposits
- Count contributions

**ELECTED POSITION DESCRIPTION**

**POSITION:** Head Usher

**ORGANIZATIONAL RELATIONSHIP:** Elected by the Session, oversight by  
Worship Ministry Committee Team.

**DUTIES AND RESPONSIBILITIES:**

- Prepare the Sanctuary for worship service and recruit teams to serve as ushers.
- Consult with the Pastor, prior to worship for any special instructions; unlock the outer doors; adjust the air-conditioning or heating; place the candles, cross and collection plates on the Communion table; adjust the lighting, turn on the public address system; and, finally, ensure acolytes light the candles...
- Distribute bulletins, and receive the offering at the appointed time.
- Count all those present and record the number on the form provided in the Narthex.
- Collect the Ritual of Friendship sheets following the worship service and dispose of bulletins and other articles left in the pews.
- Reset all thermostats in the building, extinguish candles if necessary, turn off all lights, and ensure that the entire facility is secure.
- Lock push-bar door at the kitchen entrance after the start of every service.
- Create and distribute usher list
- Purchase supplies: ritual of friendship cards, offering envelopes, candles (for regular services and special holiday services)

**Action Teams**

From time to time it may become necessary for the Session to appoint an ad hoc action team to accomplish a specific study or task. Such an action team shall be appointed by the Session for an unspecified period of existence in order to accomplish a single, predefined purpose. Once the predefined purpose has been accomplished, or at an earlier date if so determined by the Session, the Session shall dissolve the special action team.

## **PART 5: STAFF DUTIES AND RESPONSIBILITIES**

### **COMPENSATED STAFF**

#### Pastor

The Pastor shall be a member of Presbytery in accordance with the Book of Order and shall be responsible for participation in the larger ministry of the Church in addition to the duties to which he/she is called by this congregation.

The Pastor is responsible for studying, teaching and preaching the Word; for administering Baptism and the Lord's Supper; and for praying with and for the congregation.

With the Elders, the Pastor is to encourage the 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 those in need, the sick, the troubled and the dying; to participate in administrative responsibilities, including leadership of the congregation in the decision-making process; and to encourage the congregation to reach out in service to the community and the world.

The Pastor is Moderator of the Session and shall preside at all congregational meetings. In his or her absence, he or she may appoint another minister to act on his or her behalf.

The Pastor shall have the responsibility for the supervision of all employees, with oversight responsibilities by applicable Session ministries/teams.

## **POSITION DESCRIPTION**

**POSITION:** Church Secretary

**ORGANIZATIONAL RELATIONSHIP:** Reports to Pastor with oversight by the Administration and Personnel Committee Team

### **DUTIES AND RESPONSIBILITIES:**

- To work under the direct supervision of the Pastor, assisting as directed and providing all secretarial duties required.
- To schedule volunteers to staff the office as may be required during any absences.
- To be knowledgeable in the operation and capability of all office equipment.
- To schedule and arrange for routine maintenance of all church equipment.
- To open and close the building when appropriate.
- To coordinate member and nonmember activities within the church using church facilities.
- To work with all staff members.
- To have knowledge of and coordinate the total work flow of the church office with the Pastor.
- To keep peace, comfort, and be a good problem-solver in church-related matters over the telephone and in person. (should be confidential)
- To maintain the church calendar.
- To sort and distribute the mail.
- To keep member data up to date.

## **POSITION DESCRIPTION**

**POSITION:** Director of Young Adult and Family Ministries – Full Time

- **ORGANIZATIONAL RELATIONSHIP:** Reports to Pastor with oversight by the Congregational Nurture Committee Team.

**DUTIES AND RESPONSIBILITIES:**

- Responsible for the overall spiritual formation of our youth and young families to ensure that they grow in their knowledge and love of our Lord. Has oversight of all the educational programs of church except for the adult program.
- Plan, coordinate, develop, and implement programs for the support of Christian Education programs, including recruiting and training of teachers and related personnel and advising and assisting in the procurement and maintenance of Sunday morning children's programming.
- Build personal relationships with parents and children.
- Plan and implement special programs that will aid youth and young families in learning and living the Christian Life that include, but not limited to: Rally Day, Advent, Lent, Palm Sunday, Pentecost, etc.
- Act as a resource to parents on family issues/challenges.
- Direct and manage Parent's Day Out program.
- Hire and oversee nursery attendants.
- Establish family events and programming to engage and minister to our parents and families as a whole.
- Secure a Director, help plan, and carry out Vacation Bible School and assisting wherever needed.
- Plan and oversee Acolyte training, reporting to the Worship Ministry Team.
- Plan and implement confirmation classes, reporting to the Christian Education Ministry Team.
- Assist Ministry Teams to plan Intergenerational events and activities.
- Attend at least one conference or presbytery wide training program every year.
- Attend staff meeting, CE meetings and all other appropriate Ministry Team meetings for guidance on matters of education.

**FIRST PRESBYTERIAN CHURCH**

**HUNTSVILLE, TEXAS**  
**Children and Youth Activity Plan (Appendix A)**  
**Policies and Approval Forms for Working with Children and Youth**  
**(A), (B), & (G)**

The policy for Safeguards for Working with Children and Youth and additional Approval Forms can be obtained from our Director of Young Adult and Families Ministries

Dear Children/Youth and Parents:

Here we go to: \_\_\_\_\_.

We're leaving on :.Meeting at: \_\_\_\_\_.

And coming back on: \_\_\_\_\_ .Pick up at: \_\_\_\_\_.

Your leaders/sponsors are: \_\_\_\_\_ .& \_\_\_\_\_.

Your drivers are: \_\_\_\_\_ .& \_\_\_\_\_.

We'll be staying at: \_\_\_\_\_ their phone number is: \_\_\_\_\_.

In addition, we'll be participating in the following activities: \_\_\_\_\_.

Here are emergency contact numbers:

Name: \_\_\_\_\_ .Phone: \_\_\_\_\_.

Name: \_\_\_\_\_ .Phone: \_\_\_\_\_.

Cost per child/youth: \_\_\_\_\_ .please pay by: \_\_\_\_\_.

Please make checks payable to First Presbyterian Church (F.P.C.)

Attached is a list of items to bring, and any additional forms you need to submit.

**Parents, please update medical and insurance information if it's changed.** Please return a copy of this signed letter if your child/youth will be participating.

We're looking forward to the trip!

Name of Participant \_\_\_\_\_.

Parent/Guardian: \_\_\_\_\_ Date: \_\_\_\_\_.

Printed Name: \_\_\_\_\_.

**FIRST PRESBYTERIAN CHURCH**

**HUNTSVILLE, TEXAS**  
**Children and Youth Activity Participation Release (Appendix B)**  
Policies and Approval Forms for Working with Children and Youth  
(A), (B), & (G)

The policy for Safeguards for Working with Children and Youth and additional Approval Forms can be obtained from our Director of Young Adult and Families Ministries

Name of Participant: \_\_\_\_\_.

Parent (s) or Guardians (s): \_\_\_\_\_.

Address: \_\_\_\_\_.

City: \_\_\_\_\_.

Home Phone: \_\_\_\_\_.

Other Phone (s) \_\_\_\_\_.

Age of youth: \_\_\_\_\_.

Birth date: \_\_\_\_\_ Grade: \_\_\_\_\_.

**Functions and Activities:**

It is my understanding that participating in the programs, recreational activities, and other activities of First Presbyterian Church is a privilege. Prior to my child's participation in such activities, I acknowledge that there are certain risks associated with the activities, including, by way of example, physical injury due to activity-related accidents, physical injury due to transportation-related accidents, illness, or even death. In addition, I acknowledge that there may be other risks inherent in these activities of which I may not be presently aware.

**Release of Liability:**

By signing this Participation Release, I expressly warrant that the child named above or I, if I am a participant I am capable of withstanding both the physical and mental demands of the activities discussed above. I also expressly assume all risks of the child or me participating in the activities, whether such risks are known or unknown to me at this time. I further release First Presbyterian Church and its ministers, leaders, employees, volunteers, and agents from any claim that my child may have or that I may have against them as a result of injury or illness incurred during the course of participation in these activities. The release of liability shall include (without limitation) any claims of negligence or breach of warranty. The release of liability is also intended to cover all claims that members of the Presbyterian Church or its ministers, leaders, employees, volunteers, or agents.

**Indemnification:**

I further agree to indemnify and hold harmless First Presbyterian Church and its ministers, leaders, employees, volunteers, or agents from any and all claims arising from my participation in its activities and programs, or as a result of injury or illness of my child or me during such activities.

I represent that I am the parent/guardian of the child named above, who is under 18 years of age or a participant in activities for children and youth at First Presbyterian Church, Huntsville, Texas. I have fully read the above Participation Release and am fully familiar with the contents thereof.

Parent/Guardian Signature \_\_\_\_\_

Date: \_\_\_\_\_.

**FIRST PRESBYTERIAN CHURCH**  
**HUNTSVILLE, TEXAS**  
**Youth Covenant (*Appendix G*)**  
**Policies and Approval Forms for Working with Children and Youth**  
**(A), (B), & (G)**

Name of Participant: \_\_\_\_\_.

Parent (s) or Guardians (s): \_\_\_\_\_.

During each and every youth activity sponsored by First Presbyterian Church, participants are required to adhere to these simple steps to enhance the quality of the activity and to build a community characterized by respect, trust, concern, and dignity:

1. I understand the importance of always representing myself and my youth group as ambassadors of the high standards of our faith. I will conduct myself as a representative of my family, First Presbyterian Church, and Christians everywhere. I will lead our group in stellar behavior.
2. I will respect God, respect myself, respect other people, and respect property.
3. I understand that no youth are allowed to go anywhere alone, and that all groups must have an adult with them at all times when they are off Church property.
4. I covenant to accept responsibility for my part in all damage and necessary repairs to any host property, including any damage to vehicles in which I am traveling.
5. I understand that bringing or using illegal drugs or alcohol will not be tolerated, and will result in my being sent home immediately. I also will not bring or use tobacco products.
6. I promise to abstain from inappropriate sexual behavior or other acts of disrespect while at youth activities.

*I accept the responsibility of keeping this covenant.*

Youth Participant SignatureDate: \_\_\_\_\_.

I have read and discussed this covenant with my youth and understand that noncompliance with any part of this covenant will result in my child being sent home, at my expense if there is any, from any church activity.

Parent/Guardian SignatureDate: \_\_\_\_\_.

Meredith Clifton has additional forms.

## POSITION DESCRIPTION

**POSITION:** Director of Youth Ministries

**ORGANIZATIONAL RELATIONSHIP:** Reports to the Pastor with oversight by the Christian Education Team.

### DUTIES AND RESPONSIBILITIES

- **Responsibilities:** Primary responsibilities are to plan and lead the Jr. High and Sr. High weekly program on Sunday afternoons that involves Bible study and discussions, and recreational/fellowship activities.
- **Duties:**
- Hold weekly youth group meetings.
- Develop and encourage parent participation and coordinate all youth mission trips, Mo-Ranch trips, and the needed fund-raisers for these activities.
- Visit and develop personal relationships with each youth.
- Plan and hold Senior Recognition Sunday.
- Plan and supervise Easter Sunrise Service.
- Encourage youth to participate in Presbyterian Youth Connection Council, VBS, Triennium, and Conclaves.
- Provide publicity for youth meetings and special events.
- Be supportive of youth extra-curricular activities.
- Serve on Christian Education Team.

## POSITION DESCRIPTION

**POSITION:** Director of Music

**ORGANIZATIONAL RELATIONSHIP:** Reports to Pastor with Oversight by the Worship Ministry Team

**DUTIES AND RESPONSIBILITIES:**

- Supervise all music activities that relate to weekly worship services, special seasons and events of the year.
- Supervise the church organist, pianist and other performing groups to include the Chancel, Handbell, youth and children's choirs.
- In concert with the Pastor, plan the music program for worship services with direction from the Pastor.
- Direct the planning and evaluation of the total music program of the church.
- Enlist and train leaders for the church music ministry.
- Arrange for soloists and special instrumental accompaniments as needed.
- Maintain the music library, materials, supplies and musical instruments and arrange for the purchase of supplies, equipment, music and service as needed.
- Attend staff meetings and coordinate the music program with the church calendar and other activities. Provide articles for the newsletter designed to stimulate interest in the music program.
- Arrange for a substitute when personally not able to attend to any of his/her duties.
- Request an annual music department budget for consideration in the development of the annual budget.
- Provide musical information for the worship bulletin to the Secretary prior to the established deadline each week.

**POSITION DESCRIPTION**

**POSITION:** Organist/Pianist

**ORGANIZATIONAL RELATIONSHIP:** Reports to Pastor with oversight by the Worship Ministry and Director of Music

### **DUTIES AND RESPONSIBILITIES**

- Play each Sunday for service and be responsible for choosing music that enhances the fellowship of Christian worship in the following sections of the worship order: Prelude, Offertory, and Postlude and, on Communion Sundays, Communion musical offerings.
- Accompany the Chancel Choir during Sunday services in the following sections of worship order: Introit, Anthem(s) and choral responses(s).
- Accompany the Chancel Choir during their weekly rehearsals.
- Play the organ for special services that are inherent to the liturgical year: Advent, Christmas Eve, Lent, and Easter.
- Accompany the Chancel Choir during all rehearsals and performances for special services that are inherent in the liturgical year.
- Prepare to play the hymns and congregational response (s) as specified by the Pastor for weekly worship services.
- Furnish a comprehensive list on the Wednesday prior to worship of the musical selections to be performed for Sunday service for Prelude, Offertory, Postlude and Communion. Titles and composers must be included.
- Be responsible for delivering professional performances for all required services and rehearsals.
- Maintain a professional and Christian relationship with all members of the congregation.
- Be responsible for the security of the piano and organ and see that maintenance and repair needs are reported to the appropriate party.
- Recommend a substitute organist when there is a need and approve whoever plays the organ. In the event a substitute organist cannot be found, a substitute pianist will be secured.
- Submit to the Church Secretary, each Wednesday, a compressive list of musical selections to be performed for Sunday service for Prelude, Offertory, Postlude and Communion. Titles and composers must be included.
- Arrange and provide music for weddings, funerals, special projects and any church music-related activity when requested.

### **POSITION DESCRIPTION**

**POSITION:** Nursery Attendant

**ORGANIZATIONAL RELATIONSHIP:** Reports to Director of Young Adult and Family Ministries with oversight by the Christian Education Ministry

**DUTIES AND RESPONSIBILITIES:**

- Supervise the nursery function as designated
- Care for all children while they are in the nursery
- Greet parents and children as they arrive and depart, signing in the children.
- Care for the sanitary needs of the children
- Change all soiled bedding.
- Clean, pickup/ put away and leave the rooms in an orderly condition.
- Maintain an atmosphere that is conducive to spiritual growth.
- Report any problems to Young Adult Director.
- Report any supply or service needs to Young Adult Director.
- Must be certified in CPR and First Aid.

**POSITION DESCRIPTION**

Position: Facilities Maintenance

Organizational Relationship: Reports to Pastor with oversight by Facilities Maintenance/  
Building and Grounds Team.

#### Duties and Responsibilities

- Repair and maintain all minor needs.
- Identify and recommend solutions to major repairs and maintenance.
- Maintain lawn and grounds as required and directed.
- Be “on call” for emergency repairs.

## **POSTION DESCRIPTION**

Position: Janitor

**ORGANIZATIONAL RELATIONSHIP:** Reports to Pastor with oversight by Facilities Maintenance/ Building and Grounds Team.

### **DUTIES AND RESPONSIBILITIES**

- Perform all Sanitary Maintenance Functions as directed.
- Inspect and maintain all floors and floor finishes as required.
- Make minor repairs when possible.
- Arrange and set up furniture as directed.
- Report and request needs of supplies and major maintenance.

## **PART 6: OPERATING POLICIES**

### **PERSONNEL**

#### Statement of Conditions

These personnel policies shall apply to all employees of the church except the Pastor and other “called” staff. Certain other exceptions may exist where individual contracts are in force.

In creating positions and setting salaries, the Administration Team, the responsible church ministries and officers are to take into account comparable positions in other churches and in the community, with consideration of capabilities, experience and past performance. Employees, by virtue of their employment, shall not be expected to make personal sacrifices for other church programs, which are the responsibility of all church members.

#### Employment, Termination Compensation

The Session has the authority to determine and approve the type, number and compensation of all full-time, part-time and temporary staff positions. Ordinarily, such recommendations come to the Session through the Administration Team with the advice of others who may be responsible for specific ministries, and in consultation with the Finance Team and the Pastor.

The Pastor shall have the final authority and responsibility in terminating the employment of staff persons. He or she may, to this end, seek the advice of the Session.

#### Supervision

Each Ministry Team of the Session shall be responsible for its work as defined in this Manual. This responsibility is not decreased by reason of the employment by the church of church personnel to execute portions of the church’s ministry. The Pastor shall be the chief administrator in the day-to-day supervision of the staff and shall maintain complete attendance records. Action regarding the work of any church employee shall be exercised through the Pastor.

#### Employee Absences

Sick leave, with pay, is earned at the rate of two days after six months, 5 days “thereafter” one year, and thereafter, with a maximum accumulation of 15 days. Illness must be reported prior to the absence.

Extended leaves of absence without pay must be approved by the Session.

### Holidays

Each salaried employee of the church shall receive ten (10 paid holidays a Year.)

New Year’s Day  
President’s Day  
Easter Monday  
Memorial Day Monday  
Independence Day  
Labor Day  
Thanksgiving Day  
The day following Thanksgiving  
Christmas Day  
The day preceding or following Christmas Day

When a holiday falls on a Saturday or Sunday, the holiday will be observed either on the preceding Friday or the following Monday, at the discretion of the Pastor.

### Office Hours

The church office shall be open from 8 a.m. to 3 p.m. with a half hour break for lunch. Monday through Friday.

Staff Hours after consultation with the Pastor, all compensated employees shall have a flexible work schedule commensurate with the job description for that position.

### Vacation Time

#### Time off

All time off for church staff members must approved in advance by the Pastor.

Vacation Time with pay for full-time employees, is earned at the rate of one week after six months and an additional week after one year, three weeks after 5 years, four weeks after 10 years of continuous service. Vacation time may not be carried over to the following year.

## Facilities and Services Policies

### Statement of Conditions

The use of the church building and grounds shall be restricted to organizations of this congregation and to services such as weddings and funerals, and other uses which, in the opinion of the Session, are consistent with the spiritual objectives of the Church.

### Facilities Use

#### Organ

The organ may be played only by the Church Accompanist or with the permission of the Director of Music in consultation with the Worship Ministry.

#### Weddings (See Wedding Policies in Appendix)

Weddings may be scheduled at the church from Monday through Saturday. No weddings shall be scheduled for Sunday.

Reservations for weddings, rehearsals, and services of the Pastor and Church Accompanist and janitorial services, must be made through the Church Secretary. All fees as described in the Appendix are payable in full in advance. The church facilities are not available for the public.

The Pastor of this church shall officiate at all wedding ceremonies performed in this church unless there are extenuating circumstances, in which case the Pastor would bring a recommendation to the Session. In any case, an exception to the policy shall require Session approval.

Wedding parties in which the immediate family members of either the bride or the groom are on the active roll of this congregation shall pay only the fees for the Organist and Sexton.

The Pastor is the sole authority for the content and conduct of the wedding service and what words and rituals are appropriate for the occasion. Decorations for a wedding should never be such as to cover those marks of identity that establish the Sanctuary and Chapel as places of worship, prayer and praise. All decorations are to be kept as simple as possible. No nails or screws may be driven into any part of the church building or furnishings, and no alterations of any kind will be permitted. Removal of all decorations must begin immediately after the service.

Photographs may not be taken during the ceremony, with exception of the entrance and exit of the wedding party. Video recorders may be placed in the Sanctuary or Chapel at the discretion of the Pastor.

### Funerals

Requests for funeral services must be made through the Church Secretary and referred to the Pastor for final decision. No charges are made for funeral services. With that exception, the same rules for organization and performance of such services apply as those for weddings.

### **ARRANGEMENT'S AND FEES**

All arrangements, reservations, and schedules are to be made with and through the Church Secretary.

Fees for facilities use are stated on the applications forms located in the Appendix. Any approved use of the facilities not included in the application forms will be subject to fees approved by the Session.

## **PART 7: AMENDMENTS**

This Manual may be amended under the following conditions:

Interpretation of the powers specifically reserved to the congregation, as outlined in the **Book of Order**, may be amended only by the Session at a Stated Meeting, provided (1) that the proposed amendments have been communicated to all members of the Session at least one week prior to the meeting, and (2) that the Administration Ministry Team has given study to such amendments and presents its judgment and advice to the Session.

## **PART 8: APPENDICES**

- A. Wedding Policy & Guidelines
- B. Facilities Opening and Closing Procedure
- C. Church Van Operating Policy and Procedure
- D. Presbytery Policy on Former Pastors
- E. Memorial Fund Policy
- F. Child care protection policy
- G. Sexual Misconduct Policy
- H. Columbarium Policy
- I. Stoops Memorial Policy

## APPENDIX A.

# *Wedding Policies and Guidelines For Members of First Presbyterian Church Huntsville, Texas*

*1801 19<sup>th</sup> Street, Huntsville, TX 77340-4226  
936-295-2440*

*You may contact the Church Secretary, Emily Langley  
At [info.fpch@gmail.com](mailto:info.fpch@gmail.com)  
or (936) 295 2440*

Page 1 of 13

### **THE CHRISTIAN WEDDING**

The Christian ceremony is a service of worship before God. Reverence shall be expected on the part of all present.

The service shall be under the sole direction of the Pastor. The Pastor will give directions at the wedding rehearsal. We strongly urge members of the wedding party to pay close attention to procedure at the rehearsal. Should a “wedding consultant” be used by the family, the Pastor will gladly discuss ideas and desires; however, the Pastor has the final say regarding what is and is not appropriate for the occasion.

Normally the pastor of this congregation will perform all weddings taking place in our facility. Another minister must be invited by the pastor of First Presbyterian Church.

Normally our organist will play for all weddings. If another organist is requested, our organist should be contacted for orientation on the organ before practice is started.

Since the wedding is a worship service, all music must be approved by the minister.

The florist used by the family must check with the Pastor/office regarding floral policies of the church. Flowers, decorations and other appointments should not be unduly elaborate. In all activities surrounding the ceremony, excessive expense and ostentation should be avoided.

While the Communion Table and the Baptismal Font may be shifted and moved inside the Sanctuary, they may not be removed from the Sanctuary. No other furnishings may be moved.

Rice or birdseed may be thrown on the bride and groom only outside of the building.

No alcoholic beverages may be served or consumed in the building or on church property. Non-drip candles must be used or else plastic sheeting must be placed on the floor underneath candelabras.

### **General Policies**

1. Contact with the Church Secretary shall be made as soon as possible and at this time these policies will be reviewed.
2. Both the bride and groom must sign the agreement form stating their intention to comply with the policies of First Presbyterian Church, Huntsville, TX.
3. Upon approval by the Session and receipt of the signed agreement with the required deposit, the couple will meet with our church's Pastor. If the Pastor and the couple agree to proceed with the wedding, the rehearsal and wedding dates are placed on the church-wide calendar. And the Wedding Hostess is contacted. If the Pastor and the couple are not in agreement, all deposit monies are refunded.
4. All couples being married at First Presbyterian Church shall use the services of the Wedding Hostess.
5. Any wedding planner or coordinator hired by the bride and groom must adhere to FPC wedding policies and works at the direction of the Pastor and the FPC Wedding Hostess for rehearsal and wedding and of the FPC Wedding Hostess for an onsite wedding reception.
6. Another ordained minister may officiate or participate in the service only by invitation of the FPC Pastor.
7. If the couple desires to have Communion as part of the wedding ceremony and the FPC Pastor agrees, this must be approved by the Session of FPC and additional fees will be assessed for Communion elements and preparation.
8. All members of the wedding party and immediate family are to arrive 15 minutes prior to rehearsal start time
9. Any circumstance(s) not covered by the above must be discussed with the Wedding Hostess and Pastor.

### **Facility Information**

1. Seating capacity for the sanctuary is 300; for the Chapel is 50.

2. Throwing rice or paper confetti is not permitted inside or outside the church building. Birdseed and bubbles may be used outside of the church building.
3. Only silk flower petals may be spread or tossed in the center aisle of the sanctuary or chapel, in conjunction with the use of a runner (provided by bride and groom).
4. No smoking or alcoholic beverages are allowed on the church premises.
5. Food and beverages are not allowed in the sanctuary, however soft drinks or water may be brought into the bride's and groom's changing rooms. Please protect the tables with a napkin or paper towel when placing beverages.
6. If a professional cleaning service or repair service needs to be hired due to carelessness by the wedding party, the cleaning or repair bill will be sent to the address provided by the bride & groom.

**Scheduling the Wedding: Reserving the Church**

1. The reservation (date and time) for the wedding as well as the rehearsal will be confirmed with the couple by the Church Secretary after receipt of the signed wedding agreement and required deposit.
2. Ordinarily weddings will not be scheduled on Sunday, but may be permitted if approved by Session. No Sunday wedding may be scheduled prior to 2:00 pm.
3. Ordinarily the sanctuary will be available for preparation/decoration three hours prior to wedding start time. The sanctuary shall be vacated 1 hour after the wedding. If this policy is not honored, additional fees may be assessed.
- 4.
5. Ordinarily no weddings, rehearsals or receptions will be scheduled on the following days:
  - New Year's Day
  - Memorial Day
  - Independence Day
  - Labor Day
  - Christmas Eve
  - Christmas Day
  - During Holy Week
 Exceptions to this policy must be approved by Session, and additional fees will be assessed (see Fees, page 12).
6. All of the church's Christmas decorations will remain in the sanctuary for the duration of the Christmas season which starts Thanksgiving weekend and extends
- 7.
8. Through the weekend following December 25. (Poinsettias cannot be guaranteed to remain after the 25<sup>th</sup>).
9. Child care is not provided for weddings, nor is space available for this purpose.
10. The Fee Schedule for scheduling your wedding at First Presbyterian Church follows.

**Fees for Members of First Presbyterian Church**

Refundable Deposit Due with application: (Will be refunded after the wedding, unless there Are expenses related to damages)	\$150.00 _____
Organist Fee:	\$200.00 _____
<i>Holiday Weekend</i>	\$250.00 _____
Additional fee to accompany, per soloist	\$ 25.00 _____
Pastor's Fee	\$200.00 _____
Reception Clean-up fee	\$200.00 _____
<b><u>Total of All Fees Due (paid in full <b>1 week prior</b> to Wedding)</u></b>	<b>\$ _____</b>

**Wedding Agreement -- First Presbyterian Church**  
**PLEASE RETURN THIS TO THE CHURCH WITH REQUIRED DEPOSIT**  
**(1801 19<sup>TH</sup> STREET, 77340, ATTN: CHURCH SECRETARY)**

**Bride's Full Name:** \_\_\_\_\_

Address: \_\_\_\_\_

Phone (Home/Mobile): \_\_\_\_\_ (W) \_\_\_\_\_ (Email): \_\_\_\_\_

**Groom's Full Name:** \_\_\_\_\_

Address: \_\_\_\_\_

Phone (Home/Mobile): \_\_\_\_\_ (W) \_\_\_\_\_ (Email): \_\_\_\_\_

Wedding Date: \_\_ Time: \_\_ am / pm; Rehearsal Date: \_\_\_\_\_ time: \_\_\_\_\_ am/pm

Do you wish another pastor to officiate with a FPC pastor?      YES      NO  
(If "YES," please provide name, church, address & email on back of this form.)

Reception at church?      YES      NO      if so, provide start time: \_\_\_\_\_

How many wedding attendants? \_\_\_\_\_ How many guests do you anticipate? \_\_\_\_\_

Will you use our church ORGANIST, Dr. David Fleming?      YES      NO  
If not, who? \_\_\_\_\_

Will you want a church VOCALIST      YES      NO

Will you want to use an INSTRUMENTALIST      YES      NO

Provide last name to be used after marriage: \_\_\_\_\_

Provide address & phone after marriage: \_\_\_\_\_

\_\_\_\_\_  
We have read and agree to the Wedding Policies of First Presbyterian Church.

**Bride's Signature/Date**

**Groom's Signature/Date**

Page 5 of 13

Return this signed form to First Presbyterian Church,  
(1801 19<sup>th</sup> Street, 77340 **ATTN: Church Secretary**)  
Deposits due upon Session Approval

Approved by Session on \_\_\_\_\_ Signed by Clerk of Session: \_\_\_\_\_

**MEMBER FACILITY APPLICATION FORM – WEDDING**

Requests for the use of church property must be in writing and must be submitted to the Session for approval. The reservation must be made at least three (3) months, but no more than twelve (12) months in advance. Application forms may be obtained from the church office and should be completed and returned to the same office.

Member ( )	Member ( )
Groom's Name: _____	Bride's Name: _____
Street Address: _____	Street Address: _____
City, State, Zip: _____	City, State, Zip: _____
Telephone: _____	Telephone: _____

Rehearsal Date: _____	Time: _____
Wedding Date: _____	Time: _____
Number of Expected Wedding Guests: _____	
Time of Reception: _____	Number of Expected Guests: _____

Organist: ( ) FPC, Huntsville	( ) Other
Other Musicians: ( ) FPC, Huntsville	( ) Other

Note: Normally the pastor of this congregation will perform all weddings taking place in our Facility. Another minister must be invited by the pastor of the First Presbyterian Church.

Note: The use of musicians other than those of this church requires permission from the minister and the session.

**FACILITIES REQUESTED**

( ) Main Sanctuary ( ) Chapel ( ) Classroom \_\_\_\_\_ Please Specify

( ) Fellowship Hall & Kitchen ( ) Parlor

Janitorial Fee required: \$125.00	Make check payable to: _____
Organist/Pianist Fee 200.00	Make check payable to: _____
Extra Rehearsal fee: 25.00	Make check payable to: _____

Applicant Approval: _____	Date: _____.
Minister Approval: _____	Date: _____.
Session Approval: _____	Date: _____.

Total amount of fees due ONE WEEK PRIOR to wedding.

**HANDLING OF PERSPECTIVE WEDDING COUPLES  
AND PAPERWORK AT EACH STAGE**

1. Bride views church.
2. Bride leaves name, phone number, and address.
3. She is told wedding hostess will be in touch.
4. Give above information to wedding hostess.
5. Hostess mails literature and calls bride to set up appointment with her and then Pastor – when bride then brings application.
6. Possible wedding date is checked with Pastor and church calendar.
7. Pastor takes information to Session for approval.
8. Clerk of Session signs upon approval.
9. Clerk of Session gives signed form to Hostess who then makes copies for Pastor, Church Secretary and Bridal couple.
10. Hostess then notifies bride of approval

**ORGAN PRELUDES**

- |                                    |                |
|------------------------------------|----------------|
| • Maestoso in A from Sonanta No. 3 | F. Mendelssohn |
| • Fugue in C Major (Fanfare)       | J. S. Bach     |
| • Preludes and Fugues              | J. S. Bach     |
| • Arioso                           | J. S. Bach     |
| • Adagio                           | F. Mendelssohn |
| • Jesu, Joy of Man's Desiring      | J. S. Bach     |
| • Air in D (Suite No. 3)           | J. S. Bach     |
| • Thou Shalt Bring Them Joy        | G. F. Handel   |
| • Panis Angelicus                  | C. Franck      |
| • Prelude in Classic Style         | G. Young       |
| • Sheep May Safely Graze           | J. S. Bach     |
| • Ave Maria                        | F. Schubert    |
| • Allegro Maestoso                 | G. F. Handel   |
| • My Shepherd Will Supply My Need  | R. Wilson      |
| • Priere a Notre Dame              | L. Boellman    |

**PIANO PRELUDES**

- |                                   |                 |
|-----------------------------------|-----------------|
| • Adagio from Sonata K. 282       | W. A. Mozart    |
| • Presto from Sonata in A-flat    | F. Haydn        |
| • Prelude Op. 23, No. 14          | S. Rachmaninoff |
| • Doctor Gradus ad Parnassum      | C. Debussy      |
| • The Lord's Prayer               | A. Molotte      |
| • Traumerel                       | R. Schumann     |
| • Nocturne in E-flat Op. 9, No. 2 | F. Chopin       |

- Nocturne in D-flat (Raindrop)
- Ave Maria

F. Chopin  
R. Schumann

Page 7 of 13

- Ave Maria (Prelude in C)
- Adagio Cantabile from Sonata in c-minor
- Intermezzo in A Major
- La Fille aux cheveux de Lin
- Meditation from Thais
- O mio babbino caro
- Reverie
- Widmung (Dedication)
- To a Wild Rose
- Moments musicaux
- Andante from Piano Concerto No. 21
- Clair De Lune

J. S. Bach  
L. Beethoven  
J. Brahms  
C. Debussy  
J. Massenet  
G. Puccini  
C. Debussy  
R. Schumann  
E. MacDowell  
F. Schubert  
W. A. Mozart  
Claude Debussy

## **APPENDIX C.**

### **VEHICLE OPERATING POLICY FOR THE CHURCH VAN**

1. All scheduling for use of the church van is done through the Director of Young Adult/Family Ministries.
2. Reservations for use of the church van must be made in advance of the date it is to be used. The reservations folder will be in the office of the Director of Young Adult/Family Ministries.
3. The person to whom the keys are issued will be responsible for the van and must be on the approved van driver list.
4. All repairs and maintenance performed on the van are under the direction of the Administration and Personal Team.
5. Any church-related group of First Presbyterian Church, Huntsville, Texas may use the van.
6. Groups outside of First Presbyterian Church will generally not be allowed use of the van. Use by such a group will only be considered in emergency situations.
7. The driver may not transport more persons than there are seat belts available for securing passengers one seat belt per passenger.
8. Seat belts must be worn by every passenger.
9. Page 10 of 13

**VAN RESERVATION FORM  
FIRST PRESBYTERIAN CHURCH  
Of Huntsville, TX**

Today's Date: \_\_\_\_\_  
 You're Name: \_\_\_\_\_  
 Phone (Cell): \_\_\_\_\_ (other) \_\_\_\_\_  
 E-mail address: \_\_\_\_\_  
 Name of group requesting van: \_\_\_\_\_

**Trip Information:**

\*Date & Time of Departure: \_\_\_\_\_  
 \*Date & Time of Return: \_\_\_\_\_  
 \*Destination: \_\_\_\_\_  
 \*Number of people traveling: \_\_\_\_\_ (Church van seats a max. of 12)s  
 \*Name(s) of driver(s): \_\_\_\_\_  
 \*Are all drivers on the church's approved driver list? Yes \_\_\_\_\_ No \_\_\_\_\_

- ❖ Drivers **must** be on the church's approved van driver list.
- ❖ Seatbelts must be worn by everyone in the van.
- ❖ Call the church (Director Young Adult/Family Ministries) one week prior to arrange pick up of van keys, credit card and any appropriate paperwork.
- ❖ Upon completion of the trip, van is to be returned to the church parking lot, with all trash removed and vacuumed if needed. At least one-quarter tank of gas is to be left in the van.
- ❖ All van keys, credit cards, and receipts are to be turned into the Director of Young Adult/Family Ministries office immediately.

**I have read and understand all church van policies and procedure:**

---

**Signature** **Date**



**FOR OFFICE USE ONLY**

Date received in church office: \_\_\_\_\_  
 Drivers have met all requirements: \_\_\_\_\_  
 Date placed on calendar and van schedule: \_\_\_\_\_

## **APPENDIX D.**

### **.THE PRESBYTERY OF NEW COVENANT POLICY CONCERNING FORMER PASTORS**

(Adopted by Committee on Ministry October 7, 1997)

#### **DEFINITION**

A former pastor is one who no longer serves as pastor, associate pastor, or in any temporary pastoral relationship in a congregation due to call to other service, retirement, or involuntary termination.

#### **RATIONALE FOR THE POLICY**

When the pastoral relationship between a minister of Word and Sacrament and a congregation is dissolved, the nature and character of the relationship changes. Both the pastor and the congregation must disengage from the nature and character of the pastoral relationship in order to engage and establish new relationships. This policy, and the following section on how to relate to a pastor, address issues in this transition.

When a pastor leaves a congregation due to retirement, call to other service or involuntary termination, there are certain ethical standards that should be followed in order for the ties between the former pastor and the congregation to be severed and for new relationships to be established between the new pastor and the congregation. When those standards are followed, it helps to provide for a smooth transition and for a happy relationship among all parties. Direction for the former pastor comes from the words of John 3:30, "He must increase, but I must decrease."

1. When a pastor resigns, retires or leaves for other reasons, due care should be exercised not to influence, by direction or indirection, by spoken or written word, the selection of any successor or the policies of that successor. After leaving a church, the former pastor shall exercise all care so as to have no further influence upon the congregation either by conversation, correspondence or other action.

Page 11 of 13

2. During the closure phase of a ministry, the returning/resigning/leaving pastor should publicly announce that he or she will no longer be available for pastoral services to the members of that church following the stated date of termination. Thereafter, the pastor shall fulfill that announced intention by declining all requests from members of that church to conduct baptisms, weddings, funerals, and other pastoral duties for them and shall encourage the strengthening of ties between the former flock and their present shepherd. In special situations a former pastor may be called upon for services upon the invitation of the present pastor and the approval of the Session. The former pastor would assist the present pastor at his/her direction.

1. The former pastor will ordinarily seek a church home in another parish. But if he/she remains in the community, that person bears a heavy obligation of self-restraint regarding the business and spiritual well-being of the congregation. He/she may maintain friendships with members of the former congregation, but he/she must avoid conversations regarding policies, practices or programs with the church that could be perceived as attempting to influence decisions or relationships within that congregation.
3. Former pastors who are elected pastor emeritus are reminded that this is an honorary title only and carries no job responsibilities or privileges unless they are expressly stated by the Session and approved by the Presbytery. **(Book of Order G-14.0605)**
4. Former pastors are still under the obligation of the Presbytery's Sexual Misconduct Guidelines.
5. Subject to the needs and desires of the former pastor and his/her family, the Presbytery the responsibility to meet the spiritual and physical needs of his family and to utilize their talents and gifts to the glory of God.

### **HOW TO RELATE TO A FORMER PASTOR GUIDELINES FOR CHURCHMEMBERS**

(Adopted by Committee on Ministry October 7, 1997)

When the pastoral relationship between a minister and a congregation is dissolved by reasons of retirement, a call to other service, or any other cause, the minister's relationship with members of the congregation is altered in ways that must be respected by all person involved. The relationship that formerly existed between the minister as pastor and members of the congregation is no longer appropriate. The minister may continue to be a friend, and will continue to be a sister/brother in Christ. However, this minister is **NO LONGER THE PASTOR**.

Efforts by a member of the congregation to continue the past relationship, such as asking the former pastor to perform some usual or customary pastoral services creates an ethically awkward situation. While the former pastor may wish to honor the request (and certainly would not want to hurt feelings), ministerial etiquette and ethics make it inappropriate to render such services.

Although the former pastor is likely to still be interested in the health of the congregation, it is imperative that members avoid discussing the congregation, the new pastor, the Session or any other aspect of congregation life with the former pastor. Such discussions are likely to be perceived as soliciting the former pastor's advice or counsel on church matters. It is in her/his best interest and for the health of the church that the former pastor distance herself/himself from the congregation. Raising issues related to the congregation with the former pastor in any issue between members and the current pastor will only confuse the situation and make matters worse. It will also put the former pastor in an untenable ethical situation.

As quickly as possible, re-define relationships with the former pastor. A friendship based on common interests and personal compatibility is entirely appropriate. Such relationships with a former pastor may and should be continued as long as care is taken to avoid slipping into pastor-

parishioner relationship. Continue to be a colleague in organizations. There may be other aspects of the relationship with a former pastor that will continue after termination of the pastor-parishioner relationship. All of these are appropriate and healthy, as long as care is taken to remember that a former pastor is **NO LONGER THE PASTOR**.

If the former pastor is leaving the community, say good-byes and express affection and esteem in appropriate ways **BEFORE** she/he leaves the service of the congregation. This will help avoid continuing the relationship in inappropriate ways after the pastor has left the congregation.

Seek out the new pastor for pastoral care and support. During the transition from a former pastor to a new pastor, the task of the members of the congregation is to make the change to new leadership. Anything which aids this adjustment will contribute to the health of the congregation.

Work on developing an appropriate relationship with the new pastor. Talk about concerns and expectations for the congregation. Share expectations, hopes and dreams for the pastoral relationship she/he will develop with each member.

Pray regularly for both current and former pastors, and the congregation.

# APPENDIX E

## MEMORIAL FUND POLICY

FIRST PRESBYTERIAN CHURCH – HUNTSVILLE, TEXAS

### PURPOSE

The purpose of the Memorial Fund is to provide individuals the opportunity to honor a loved one through designated or undesignated contributions that support the ministry at the first Presbyterian Church, Huntsville.

### List of Gift or Memorial Recommendations

The following policy stipulates how the Memoria Fund is managed.

## MEMORIAL FUND POLICY

### FIRST PRESBYTERIAN CHURCH – HUNTSVILLE, TEXAS

#### **Purpose**

The purpose of the Memorial Fund is to provide individuals the opportunity to honor a loved one through designated or undesignated contributions that support the ministry and mission at First Presbyterian Church, Huntsville.

### List of Gift or Memorial Recommendations

The following policy stipulates how the Memorial Fund is managed.

#### **Policy**

1. All gifts are used in a manner that will enhance the ministry and mission of First Presbyterian.
2. Management of Fund
  1. All gifts are managed by the Memorial Committee, a committee of Nurture.
  2. The Memorial Committee is comprised of the Chairperson of the Nurture Committee, the Pastor as ex officio, and up to three members-at-large appointed by the Session. A family member of a donation may be added to the committee when deemed appropriate by the Chairperson. Members-at-large are appointed for a three-year term with the opportunity to be reappointed for a second three-year term. At the conclusion of the second three-year term, new members-at-large will be appointed by the Session.
  3. Decisions on use and disbursement of memorial funds are approved by the Memorial Committee. The Committee may consult with family members of the memorial to discern if a specific memorial is desired by the family. The

Committee may request guidance from the Session if deemed necessary by the Chairperson or two persons on the Committee.

4. The Memorial Committee, in consultation with First Presbyterian's committees, will maintain a prioritized list of current and future memorial projects with cost estimates. The prioritized list of projects is submitted to the Session for approval in January whether or not any changes have been made to the list. The prioritized list of projects is published in the Annual Report.

### 3. Dispensing of Gifts

1. All memorial gifts are deposited in the Memorial Fund and maintained as a separate line item in an, interest- accruing account, if possible, until its intended use.
2. The Church's Treasurer is responsible for administering the Memorial Fund; including signing checks, reporting receipts, expenditures, and balance of the Memorial Fund to the Session monthly and to the Congregation and Audit Committee annually.
3. Undesignated gifts are used to fund one or more items on the prioritized list of memorial projects. The Chairperson is to sign a purchase order (P.O.) for purchase of a memorial gift.
4. Designated gifts are applied to one or more items on the prioritized list of memorial projects. If the donor desires to make a gift to a special project that is not on the prioritized list, the project is reviewed by the Memorial Committee. The Memorial Committee Chair submits a recommendation to the Session for review and approval. This submission to the Session can be done via email.
5. Persons wishing to donate memorials are provided with the prioritized list of memorial projects.
6. If the gift amount falls short of the amount required to fund the project, the Memorial Committee will contact the donor to seek additional funding, or recommend another item from the prioritized list, or secure additional funding from other sources or cancel the project.
7. The orderly and expeditious expenditure of the moneys in the Memorial Fund is to be preferred over unnecessary accumulation of moneys except accumulations designated for major purchases. The Memorial Committee may purchase a specific item from the prioritized list of memorial projects, cover a budgeted expense, or deposit the money in the Memorial Fund account.

### 4. Communication with the Family and Donors

1. Initial communication with the family is through the pastor, who may discuss funeral arrangements, the Memorial Committee and the Memorial Fund.
2. At an appropriate time after the funeral or memorial service, the pastor may pass the responsibility for communication to a member of the Memorial Committee, who contacts the family to ensure the funds are used according to the desires of the family and in the best interest of First Presbyterian.
3. A card is sent to the family of the person memorialized by the Memorial Committee, informing them who made a contribution without the amount donated.
4. An acknowledgement of a gift by donor in memory of someone is sent to the donor by the Committee with the amount contributed.

5. Recording Gifts

1. Memorial gifts are recorded through the Counters on Sunday, and the appropriate information passed to the chair of the Memorial Fund Committee.
2. All persons who contribute gifts, and the persons or events in whose memory or honor the gift(s) have been given, are recorded in the Memorial Book or Computer Management Program.

6. Meetings: The Committee will meet as often as necessary to fulfill their duties.

# **APPENDIX F**

## **STATEMENT OF POLICY AND PROCEDURES FOR SAFEGUARDING THE WELL BEING OF MINORS**

### **PURPOSE**

The members of First Presbyterian Church (hereafter “FPC”) believe that we are called by God to commit to the safety, welfare, and protection of all children and youth participating in the activities and programs of FPC. This commitment includes protecting them from abuse or harassment of any form, whether physical, mental or sexual, and calls for the creation of a safe haven for all children and youth in our care. During each person’s baptism into this covenant community of FPC, the members of the church pledge to uphold that person in Jesus Christ and to teach, strengthen, and support the individual’s relationship to the household of God. In keeping with these commitments, and in order to preserve the integrity of all within our community of FPC, protect our children and youth, our leaders, and our church body, and to facilitate the prevention of abuse, Westminster Presbyterian Church of Nacogdoches, Texas, institutes the following policies and procedures.

### **POLICIES**

All activities and programs of FPC, regardless of location, involving children or youth will be subject to the following policies:

1. The Session must approve all volunteers and employees who work with children and youth. The session may delegate this responsibility to the Christian Education Committee.
2. No person shall be recommended to the Session of FPC for approval as an employee or volunteer leader with children or youth until such person has been an active participant at WPC for six months and a Confidential Information Form (Appendix A), a Covenant of Conduct (Appendix B), and a security background check have been completed. Employees will be required to complete a reference check form (Appendix A). Any exceptions must be approved by the moderator of the session and apply only to volunteers, not employees.
3. A volunteer who has been active in the life of our congregation for less than six months must be paired with someone who has been an active participant for longer than six months when working with youth or children.
4. It is the responsibility of each volunteer and employee to comply with these policies and procedures. All volunteers and employees who work with children must attend a training session every three years in which these guidelines and the subject of preventing physical, mental, or sexual abuse are presented and discussed. Opportunities for training in CPR and First Aid also will be periodically provided.
5. At all times a minimum of two adults, 21 years of age or older, will be assigned to supervise or lead all activities involving children or youth. Adult leaders for children’s

activities may be assisted by a responsible youth, 15 years of age or older, who has been approved by the CE committee and trained in the Safeguarding Policy.

Youth entering the 7<sup>th</sup> grade and older may assist adult leaders with Vacation Bible School activities.

For overnight activities, there must be an adult male assigned to provide leadership if boys are present and an adult female if girls are present. An adult assigned to lead activities must be at least five years older than the oldest participant.

6. Parents should sign a Publicity Release (Appendix D) for all children and youth participating in church activities.
7. The following documents must be obtained at least once each year in September, or before a child or youth participates in an overnight activity or in an activity occurring away from the church's campus: an Activity Participation Release, and a Medical Release (Appendix E).
8. A Youth Covenant (Appendix F) must be signed by all youth who regularly participate in congregational activities for youth. Parents must also sign this covenant. This covenant must be renewed each year in September.
9. Volunteers and employees who drive children and youth on the congregation's behalf must be twenty-one years old and have an Auto Safety Certification Form (Appendix C) on file in the church office including copies of a valid driver's license and proof of insurance.

When possible, there will be at least three people present in any vehicle, either two adults and one minor or one adult and two minors. When this is not possible, parental or guardian consent must be obtained.

All occupants of a personal vehicle must use a seat belt and proper child safety restraints.

Children and youth shall not be transported in the bed of a pick-up truck, on a motorcycle, or an all terrain vehicle.

This policy shall not prohibit adult volunteers or employees from providing transportation in an emergency situation. The adult shall make a reasonable attempt to contact a parent or guardian prior to providing such transportation.

Transportation to and from meetings at the church is not part of children's or youth activities.

10. FPC will not tolerate any act or omission as specifically described in Prohibited Acts (p. 5).
11. Any violation of policy shall be reported in accordance with the procedures outlined in Reporting Policy Violations (p.6).

## **PREVENTION**

Paid staff, teachers of children or youth, and volunteers for church activities or programs for children or youth will be required to complete a Confidential Information Form (Appendix A) and a Covenant of Conduct (Appendix B) providing confidential information necessary to perform security background checks on each individual. In addition, paid staff will be required to complete a reference check form (Appendix A). While this process understandably intrudes into the privacy of our lives, the security of our children outweighs the personal invasion inherent with such investigation and disclosures. All personal information voluntarily disclosed, the results of all security background and reference checks, and the refusal of any person to participate in a program or activity in lieu of such disclosure requirements will be considered confidential.

Security Background checks for persons 18 and older, including a national criminal search, will be conducted by the Church's Administrative Assistant (hereafter "Administrator").

Additionally, two character references will be checked by the Christian Education Committee or the Session for paid staff. The written results of the security background checks and the reference checks initially will be reviewed by the Administrator. After this initial review, if the Administrator determines that further review should be made, the Administrator will call the moderator of the Session or appropriate program staff to determine the disposition of the application (Appendix A) and the appropriate pastoral response. Security Background checks shall be updated every three years in January.

Without the written permission of the paid staff, teachers of children or youth, and volunteers for church activities and programs for children and youth (and except as may be required by law), the information contained in the Confidential Information Form, the results of the security background check, and the results of the reference check will be disclosed only to the persons designated in the previous paragraph.

The Administrator will maintain a locked storage cabinet in the church for all Confidential Information Forms, Covenants of Conduct, Auto Safety Certification Forms (Appendix C), and the results of the security background checks and reference checks. The results of the security background checks will be destroyed every three years as information is updated.

Outside groups using FPC facilities are required to follow the FPC Statement of Policy and Procedures for Safeguarding the Well Being of Minors. All leaders of non-FPC sponsored groups and events using FPC facilities, which have direct supervision of children or youth, are expected to adhere to the policies. Upon receipt of the policy from FPC, the leader(s) must review the Policy, sign the Outside Group Leaders Reference Form (Appendix G) to acknowledge their review of it, and confirm their agreement to follow the policy. Although FPC will not perform background checks, seek personal or professional references, review employee records, or obtain civil and criminal records for such groups, leaders are expected to conduct their own due diligence in this regard. Outside groups assume the responsibility and risk for their groups.

## **DISQUALIFICATION**

Whether disclosed voluntarily or by the results of the security background check, the following will disqualify a person from participating in the leadership or sponsorship of any church activity involving children or youth:

1. Any active indictment alleging the offense of, or any conviction for: murder, aggravated assault; sexual abuse; sexual assault (rape); aggravated sexual assault; injury to a child;

incest; indecency with a child; inducing sexual conduct or sexual performance of a child; possession or promotion of child pornography; sale, distribution, or display of harmful material to a minor; employment harmful to children; or abandonment or endangerment of a child.

2. A DWI or DUI conviction during the past 10 years shall disqualify a person from transporting youth and children of FPC by motorized vehicle, whether disclosed voluntarily or as a result of the security background check.

All other convictions or charges for any crimes not listed above will be reviewed by the Administrator as described above. If an applicant disputes information that appears in his/ her criminal history record transcript, he/ she may appeal through the Texas Department of Public Safety (Appendix H).

### **PROHIBITED ACTS**

The following acts are prohibited by this Policy and will not be tolerated or accepted during any FPC sponsored activity or program. Any observation or personal knowledge of such violations must be immediately reported to the Moderator of the Session, the Clerk of Session, or the Moderator of the Christian Education Committee after the safety of the child or youth has been assured.

1. Any display or demonstration of sexual activity, abuse, insinuation of abuse, or evidence of abusive conduct toward a child or youth;
2. Sexual advances or sexual activity of any kind between any adult and a child or youth;
3. Sexual advances or sexual activity of any kind between any children or youth of any age;
4. Infliction of physically abusive behavior or bodily injury to a child or youth;
5. Physical neglect of a child, children or youth, including failure to provide adequate supervision in relation to activities of FPC. Adequate supervision means the type of supervision a reasonable person would provide in the same or similar situation;
6. Causing mental or emotional injury to a child, children or youth;
7. Possessing obscene or pornographic materials at any function of FPC;
8. Using, possessing, or being under the influence of alcohol or illegal drugs, offering alcohol or illegal drugs to youth or children or being impaired by legally prescribed drugs during church sponsored programs involving children or youth;
9. Carrying any type of weapon on church property unless legally sanctioned; and
10. Profanity, inappropriate language or jokes, and any kind of harassment in the presence of or about children or youth.
11. Sharing inappropriate details of one's personal life or asking children and/or youth to share inappropriate details through any form of communication: written, verbal, or electronic.

## **REPORTING POLICY VIOLATIONS**

The Christian Education Committee shall oversee the orientation, education and conduct of teachers and volunteer leaders.

In addition to the procedures prescribed in this Statement, the Christian Education Committee shall adopt and implement such other procedures as may be necessary to accomplish the purpose and policies set forth in this Statement.

The Statement of Policies and Procedures for Safeguarding the Well-being of Minors shall be reviewed periodically by the Christian Education Committee, and approved by the session every three years.

A list of those persons who are approved to work with children and youth shall be maintained. This list shall be provided to the appropriate committee moderators and staff by the Administrator.

In order to maintain an environment free of destructive acts toward all children and youth, the staff, teachers, parents, and volunteers of FPC must be aware of their individual responsibility to report any questionable circumstance, observation, act, omission, or situation thought to be in violation of this Policy. All questions or concerns of any suspected abusive behavior or harassment shall be directed to the Moderator of the Session, the Clerk of Session or the Moderator of the Christian Education Committee (hereafter Response Team). If the complaint is against an ordained staff member, the General Presbyter or the Chair of Committee on Ministry at the Presbytery of New Covenant shall be contacted.

In the event anyone personally witnesses an occurrence in violation of policy, that person will be asked to complete an Incident Report Form (Appendix J). Anyone who should witness such a situation should consider the following recommendations as to how such a situation should be handled to insure the security of the child or youth involved and to protect against physical, emotional, or psychological injury to all persons involved.

The following are the steps to take in case any occurrence of an alleged violation of the Policy; and should be covered thoroughly in training:

1. Personally secure the safety of the child, children, or youth;
2. Do not leave the child, children, or youth alone to report the incident.
3. Report the incident immediately to the designated person on the Response Team;
4. Do not personally confront the alleged or accused violator of the policy;
5. The person witnessing the violation or the person initially contacted by a child reporting a violation will complete an Incident Report Form (Appendix J);
6. Allow the designated person to provide you with instructions for reporting the incident to the parents or guardian of the child, children or youth;
7. Report abuse incident within 48 hours to Children's Protective Services (800-252-5400) if applicable in the presence of a Response Team member.

In the event a minor observes, suspects and reports abusive conduct regardless of where or when the conduct occurred, the person initially contacted by the child should contact the designated

person to complete a written Incident Report. Record in the Incident Report the words originally spoken by the child and the child's conduct and demeanor observed concerning the incident. An Incident Report Form must be immediately completed.

### **RESPONSE TO REPORTS OF POLICY VIOLATION**

An alleged violation will be referred immediately to a Safeguard Committee comprised of the Moderator of Session, and three discreet persons appointed who understand the issue of confidentiality. The Safeguard Committee shall take such actions as it deems appropriate in the investigation and handling of the Incident Report and it shall have access to a spokesperson to the media, an attorney, and counselor for both the alleged victim and alleged abuser. The moderator of the session or the designated person on the Safeguard Committee will be solely responsible for all communications on behalf of FPC, including those with parents and the media.

When an allegation is made, the Safeguard Committee will be responsible for timely contacting law enforcement authorities, as required by law. The Safeguard Committee should also contact the church's insurance company. The Safeguard Committee will ensure that pastoral care needs are addressed and will notify the accused and the accuser that they have the right to retain their own counsel. The Committee will have a prepared position statement for the media and will interface with the Presbytery and the church's insurance company.

### **CONSEQUENCES OF VIOLATION**

Any person accused of committing a Prohibited Act (p. 5), whether a paid staff member or volunteer, will be suspended from participation in all church sponsored activities or programs involving minors. Such a suspension shall continue until a disposition of the alleged violation has been made by the Safeguard Committee.

The disposition shall be based upon such evidence as the Safeguard Committee deems appropriate. The evidence may include the results of any investigation by the church or law enforcement or child protection proceeding, or the filing, prosecution, or outcome of any criminal charges or other legal proceedings. The Safeguard Committee may, at its discretion, delay disposition pending the outcome of any investigation or proceeding involving the alleged violation.

Upon disposition, if a majority of the Safeguard Committee believes from the evidence that any person has committed a prohibited act, such person shall be prohibited from future participation in all church activities for children and youth, either permanently or for such length of time and in such manner as the Safeguard Committee shall determine in its discretion. If the person is an employee, such conduct may also result in termination of employment.

**PASTORAL CONCERN:** If the Safeguard Committee determines that the allegations are false, the Pastor will determine any appropriate pastoral response.

A Prohibited Act must be reported immediately, and any failure to do so shall be considered a procedural violation of policy. The Session may treat such violation as grounds for termination of a staff member or as grounds for the suspension or prohibition from participation in all children and youth activities and programs of FPC by any member.

# APPENDIX G

## **First Presbyterian Church of Huntsville Sexual Misconduct Policy**

### **Harassment**

Harassment is defined as unreasonable discriminatory treatment, actions, or behavior initiated against an employee based on protected class status such as race, color, religion, sex, national origin, age, disability, or veteran status. The word employee encompasses all paid staff as well as any and all unpaid volunteers.

### **Sexual Harassment**

Sexual harassment, according to the EEOC, is defined as unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature, when

- submission or rejection by an individual is used as a basis for an employment decision affecting the individual, or
- submission to such conduct is made explicitly or implicitly a term or condition of an individual's employment, or
- such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment.

Sexual harassment is not gender-specific; men as well as women can be victims, and harassers may be of the same sex as the victims.

Subject to the above EEOC definition, some examples of behaviors or actions that may be considered sexually harassing include, but are not limited to, the following:

- commenting on or describing sexual activities,
- initiating unwanted or unnecessary physical touching,
- making unwelcome verbal requests or pressuring for sexual favors,
- staring or leering at coworkers in an offensive manner,
- displaying offensive sexual material,
- any innuendo that could be perceived as offensive,
- describing an individual's physical anatomy in a sexually offensive manner, or
- using crude and offensive sexual language.

### **Reporting**

If an employee believes he or she has been harassed or sexually harassed, the employee should report the alleged behavior immediately to the Pastor or Chair of the Personnel Committee. Retaliation against individuals who file complaints regarding harassment or provide information relevant to such complaints is strictly prohibited and will not be tolerated.

### **Investigations**

Each issue will be reviewed independently. The pastor, the chair of the Personnel Committee, and one other member of the committee chosen by the chair of the committee will conduct investigations relating to harassment or sexual harassment in a reasonably prompt, thorough and impartial manner. If the issue is with the pastor the Clerk of the Session will serve on the investigating committee in the pastor's place.

Only appropriate witnesses and other personnel (in a need-to-know capacity) will be contacted during the investigation. Confidentiality will be maintained to the extent reasonably possible.

Appropriate action will be taken at the conclusion of each case, after relevant information is reviewed and thoroughly evaluated.

### **Criminal Charges**

In the event an employee believes that a criminal offense may have been committed, the individual is encouraged to report relevant information to the appropriate law enforcement authority for investigation and other appropriate action.

### **Pastor's / Personnel Committee Chair Responsibility**

The Pastor or the Personnel Committee chair are responsible for taking appropriate and timely action to respond to allegations of harassment or sexual harassment regardless of the manner in which he or she may have become aware of the conduct.

Where an investigation substantiates allegations of harassment, the individual is subject to disciplinary action up to and including dismissal, depending on the facts and circumstances found by the investigation.

The Personnel Committee responsible for

- understanding and supporting First Presbyterian Church's policy on harassment, including sexual harassment;
- notifying employees of First Presbyterian Church's policy on harassment, including sexual harassment;
- ensuring that personal conduct is appropriate for the workplace;

- assertively and affirmatively creating a work atmosphere in which harassment, including sexual harassment, is not tolerated;
- ensuring that appropriate corrective action is taken when a potential violation of this policy arises;
- monitoring the circumstances to ensure the situation that gave rise to the complaint has been remedied; and

### **Employee Responsibility**

It is in the employee's interest to directly inform the alleged offender that the conduct is unwelcome and must stop. In most cases, the offended employee should report alleged harassment or sexual harassment to the Pastor or Chair of the Personnel Committee