

**FIRST PRESBYTERIAN CHURCH
STANDARDS OF PROCEDURES**

(Rev. 12-18)

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STANDARDS OF PROCEDURE

In the “Standards of Procedure” the session seeks to set forth clearly the program of worship and work of the congregation under the direction and leadership of the session of the church.

References to Book of Order Part II of the Constitution of the PC(USA) (2013/2015)

ARTICLE I – THE SESSION (Rev. 9-12)

Section I – ROLE

The session is responsible for the mission and government of the particular church. It has a wide variety of responsibilities and powers as set forth in the Book of Order, G-3.02. To accomplish these responsibilities and powers, the session of First Presbyterian Church, Kerrville, Texas, has established the following structure, organization, and standards of procedure. The session has initial and continuing responsibility for carrying out its responsibilities and powers. Also, the session has final responsibility and power in some areas where responsibility and authority are assigned to others under clearly defined policies. The session retains final authority for all operations of the particular church.

Section II – MEMBERSHIP (Rev. 12-18)

The session shall consist of 18 duly elected and installed elders, to serve in three-year classes of six members each, whose terms shall expire in consecutive years. A youth elder may be elected as part of each class of new officers for a one-year term.

Any active elder, for reason of disability to himself or his family, or other emergency, may be placed on a “temporarily inactive status” by the session. This action shall have the effect of excusing the elder from all called and stated meetings while he or she is on inactive status. At the end of six months, the session shall review the status and situation of the elder in question and take appropriate action. If unable to perform the duties for a period of one year, “ the active relationship shall be dissolved by the session unless there is good reason not to do so.” (G-2.0405)

A sabbatical leave of at least one year shall be required of any person prior to his/her being eligible for reelection to the session.

When vacancies occur, these vacancies shall be filled for the unexpired term in the same manner as a person being elected for a full term.

Section III – OFFICERS (Rev. 09-14)

- A. The Book of Order, (G-3.0104), states that officers of each council shall be a moderator and a clerk and that governing bodies may provide additional officers as required. Therefore, officers of the session shall be a moderator, a clerk, assistant clerk(s), and a treasurer.
- B. Duties of Officers
1. The moderator, pastor of the church (Book of Order, G-3.0104), shall serve as the presiding officer of the session.
 - a. He or she possesses the authority necessary for preserving order and conducting efficiently the business of the session, in accordance with Robert's Rules of Order.
 - b. He or she shall convene and adjourn the session with prayer.
 - c. He or she may, in any emergency, convene the session, by written notice, e-mail or telephone call, at a time and place different from that previously designated by the body (Book of Order G-3.0203).
 - d. At First Presbyterian Church, Kerrville, the moderator (in consultation with the Planning and Training Committee) shall annually recommend to the session elders to serve on the session committees, and shall share with the associate pastors and other church staff, advisory membership on such committees.
 2. "If it is impractical for the pastor to moderate, he or she shall invite another teaching elder who is a member of the presbytery or a person authorized by the presbytery to serve as moderator." (Book of Order, G-3.0104)
 3. The clerk of the session shall be an elder (active or inactive) elected by the session for such term as it may determine (Book of Order, G 3.0104).
 - a. The clerk shall record the transactions of the session.
 - b. The clerk shall keep rolls of session membership and attendance.
 - c. The clerk shall preserve session records carefully.
 - d. The clerk shall furnish extracts from these records required by another council of the church. Such extracts, verified by the clerk, shall be evidence in any council of the church.
 - e. The clerk of the session shall be secretary of the meetings of the congregation. If the clerk or assistant clerk is unable to serve, the congregation shall elect a secretary (Book of Order, G-1.0505).
 4. The assistant clerks of the session shall be elected by the session each year and shall perform all the assigned duties in the absence of the clerk. Any elder may serve as an assistant clerk for the purpose of receiving new members at a worship service.

5. The treasurer shall be an active member of the congregation, who may also be a member of the session. The session will elect the treasurer, on recommendation of the Congregational Assets Ministry Team and the Moderator, for a term determined by the session. (Book of Order, G-3.0205)

The treasurer shall be bonded and shall also be protected by appropriate insurance against fault or liability in the case of theft or robbery.

The treasurer shall have general supervision of all receipts and disbursements for the church and shall generally organize and direct the financial affairs of the church under the guidance of the session (Book of Order, G-3.0205). The treasurer's duties shall include the following:

- a. The treasurer and the Congregational Assets Ministry Team shall oversee the process of collecting the offerings at all worship services of the church.
- b. The treasurer shall be familiar with and shall assist the pastor, as needed, in the general supervision of the work of the bookkeeping firm.
- c. Checks shall be signed by one of the following persons: treasurer, assistant treasurer, or designated elder from the Congregational Assets MT.
- d. The church administrator shall reconcile the bank statements. The treasurer or assistant treasurer shall review and approve the reconciliation.
- e. The treasurer shall assist the Congregational Assets MT, the church administrator, and pastor in monitoring the expenses of the church as compared with the budgeted amounts, together with the actual income of pledges, offerings, etc., and shall alert the session, as well as all persons responsible, to any foreseeable problem areas.
- f. The treasurer shall recommend to the Congregational Assets MT how and where accumulated funds of the church shall be deposited and/or invested. In the event that the treasurer is asked by a contributor to disburse funds to other organizations or institutions, the treasurer may, at his/her discretion, accommodate the member, provided the intended recipients are church-related or otherwise considered non-profit organizations by the Internal Revenue Service.
- g. The treasurer shall be responsible during the year for the general oversight of the church's books and ledgers kept by the church administrator, and these shall be open to inspection by authorized church officers at reasonable times (Book of Order, G-3.0205).

Section IV – QUORUM AND STATED MEETINGS

- A. Quorum. A quorum of the session shall be the pastor or other presiding officer and one-third of the elders, except for the reception and dismissing of members, when the quorum shall be moderator and two members of the session. (Book of Order, G-3.0203).

- B. Stated meetings. Stated monthly meetings shall be held as scheduled by the session. The time of stated meetings may not be changed except in case of emergency or in case of serious conflict with other activities.

If an elder has two unexcused absences in a year, the clerk will notify the moderator of the session. If an elder cannot attend a stated meeting, the elder shall request an excused absence. This may be done by notifying the pastor, the clerk of session, or the church office.

- C. Called meetings. The moderator of the session may call a special meeting of the session when he or she judges it necessary and shall do so when requested, in writing, by any two members of the session. (Book of Order, G-3.0203)

Section V – ELECTION OF OFFICERS (Rev. 9-12)

A. Nominating Committee

1. Purpose

The Officer Nominating Committee shall be constituted each year to assist the congregation in bringing before it nominees for elder, deacon, and trustee in a manner authorized by the Book of Order, G-2.0401.

2. Membership

- a. Two active elders, one of whom will be moderator, are designated by the session upon recommendation of the Planning and Training Committee of the Administrative Services Ministry Team.
- b. One active deacon designated by the diaconate.
- c. Four active members of the congregation to be elected at the congregational meeting from names proposed to the Planning and Training Committee and from any additional nominations from the floor at the congregational meeting, provided that all nominees must have been contacted and must have agreed to serve prior to their names being proposed to the congregation.

- 3. The seven members shall be elected at a congregational meeting held no later than April 30 of each year.

- 4. The elected Officer Nominating Committee should follow the guidelines outlined in Appendix A.

B. Congregational Meeting to Elect Officers.

- 1. A timetable will be established to the end that the committee will be ready to report to the congregation no later than the end of August. The actual date will be set by the

session based on recommendations from the Nominating Committee and the moderator.

2. Nominations from the Floor.

- a. It is understood that nominations from the floor will be in order (Book of Order, G-2.04)
- b. The congregation must be reminded that further nominations must meet the standards adopted herein and that the nominee's permission should be obtained in advance for his/her nomination by the person making the nomination.

3. Voting may be done by voice vote or written ballot.

Section VI – MINISTRY TEAMS OF THE SESSION (Rev. 12-18)

A. Purpose.

The session, as it seeks to carry out its responsibilities of directing, coordinating, and overseeing the total program of worship and work of the congregation, including all of its organizations, shall organize itself into ministry teams. The ministry teams so organized may include the following: ADMINISTRATIVE SERVICES, CHRISTIAN FORMATION, CONGREGATIONAL ASSETS, HOSPITALITY AND FELLOWSHIP, MISSION AND OUTREACH MINISTRY, WORSHIP AND STEWARDSHIP.

B. Ruling Elders assigned to ministry teams:

Ruling Elders currently serving on the session will be assigned to the ministry teams as follows: the pastor, in consultation with Planning and Training (Administrative Services MT), after determining the interests and abilities of the members of the session and after consultation with the current elders on the various ministry teams, shall report to the session the names of ruling elders assigned to the six ministry teams for the coming church year.

C. Membership.

The membership size of each ministry team shall be determined for the coming year by the ruling elders on that ministry team in consultation with the pastor. The persons chosen to serve on the various ministry teams shall be selected by utilizing the resources of suggestions from team members, time and talent stewardship sheets, etc. Ministry team members must be members of the church in order to vote on matters concerning the ministry or speak for the team outside the congregation. The size of the teams will vary according to tasks of ministry.

D. Scope of Work.

The specific duties and areas of responsibility of each ministry team are set forth in these “Standards of Procedure.”

E. Terms of Service.

Terms of service of the non-elder membership of the ministry team, except in the case of one selected to fill an unexpired term, shall ordinarily be three years but may be less in the instances of projects completed.

F. Reports.

Each of the ministry teams of the session shall normally report to the session at each stated meeting, and at other times as appropriate, in order that the session might keep abreast of the workings of the ministry teams that affect the worship and work of the congregation. All actions of which the session should be informed and all recommendations requiring action of the session shall be submitted to all elders in written or electronic form prior to the session meeting.

Prior to presenting the report to the session, any ministry teams should first consult with any other ministry team that might be involved in the proposal contemplated and seek approval. Should any recommendation coming to the session from a ministry team involve financing, the recommendation should indicate in the report the amount involved, whether it is a budgeted or non-budgeted item, and whether the money is available. Normally, however, committee expenditure of budgeted items within the committee’s purview does not need prior sessional approval.

Section VII – BUDGET PROCEDURE (Rev. 12-18)

Each permanent committee of the session shall prepare its fiscal plan on an annual basis and shall submit a budget request to the Congregational Assets Ministry Team each year for inclusion in the unified budget of the church. The fiscal plan shall consist of a forecast of expenditures and, if appropriate, a forecast of income for the year. Once the operating budget is adopted by the session, each ministry team shall be responsible for the oversight and supervision of its budget. To that end, the ministry team shall monitor its budget items throughout the year, alerting the Congregational Assets MT, through of any probable or actual expenditure above the budgeted amount and the reason therefore. In addition, the committee shall advise the Congregational Assets MT of action to be taken to resolve any projected variances.

Section VIII– SPECIAL TEAMS OR TASK FORCES

The session may create any necessary number of special teams or task forces, to which may be assigned problems and tasks not included in the duties of one of the session ministry teams.

ARTICLE II – MINISTRY TEAMS OF THE SESSION (Rev. 12-18)

Section I – ADMINISTRATIVE SERVICES MINISTRY TEAM (Rev. 12-18)

Purpose.

The session, in response to the Book of Order, G 3.0201c and G 3.0106, has established the Administrative Services Ministry Team because “administration enables the church to give effective witness in the world to God’s new creation in Jesus Christ and strengthens the church’s witness to the mission of the triune God.”

The purpose of this ministry team is:

- 1) to give the session an organized way to fulfill its responsibilities to and for all persons employed by the church. It is a means of giving counsel and support – a listening ear and helping hand – to all on the staff.
- 2) To ensure that effective and reliable communication is dispensed and received for the well-being of all members and visitors.
- 3) To help identify those for leadership positions, train officers, and others in leadership positions.

B. Membership.

The membership of the committee shall consist of at least three elders and other communing members of First Presbyterian Church.

C. Responsibilities.

1. To require and review job descriptions for each staff position.
2. To recommend personnel policies to the session.
3. To review the annual evaluations of all compensated staff, both lay and pastoral, done by the head of staff and to conduct an annual evaluation of the head of staff. These evaluations should be scheduled in advance, and be helpful to all concerned. Evaluations should be completed no later than August 1.
4. To review compensation levels on an annual basis and make recommendations to session (or congregation in the case of pastoral staff) for changes as necessary.
5. To establish employment and benefit policies as needed and to make recommendations to the session for changes as necessary.
6. To encourage professional effectiveness and growth for all staff.

7. To participate with the Congregational Assets Ministry Team in developing and administering the Worker's Compensation and other personnel-related insurance programs.
8. To oversee all written, electronic, and other forms of communication to ensure continuity and uniformity of content, design, and delivery.
9. Develop fresh expressions for the church to communicate its mission and activity within and beyond the congregation.
10. Preparing a suggested slate of members to serve on the Officer Nominating Committee and presenting that slate to the congregation for election, although nominations may come from the floor if the person(s) being nominated have agreed to serve.
11. Training of the Officer Nominating Committee. (See Appendix A.)
12. Planning and coordinating training for new officers and continuing education for officers.
13. Planning and coordinating the annual retreat for all church officers. Church officers are defined as elders,deacons, and pastors.
14. Updating the Standards of Procedure that outlines the duties of each ministry team and procedures of this church as needed, and review on an annual basis.
15. Supporting and encouraging the work of the other ministry teams.
16. Encourage the session, the diaconate, and their ministry teams to develop and evaluate long-range plans as needed.

Section II – CHRISTIAN FORMATION MINISTRY TEAM (Rev. 12-18)

A. Purpose.

In response to the Book of Order, G.30201c, "to nurture the covenant community of disciples of Christ," the session has established the Christian Formation Ministry Team. The purpose of this ministry is to provide Christian nurture for all ages through study of the Bible and its relevance to daily living; to develop new, needed educational opportunities; and to train and develop teacher and administrative leadership in the Christian formation program.

B. Membership:

The membership of the ministry team shall consist of three elders and other communing members of First Presbyterian Church.

C. Responsibilities.

1. Engage disciples in Christian formation experiences at all stages of life.
2. Provide and develop Sunday and weekday faith formation experiences.
 - a. Encourage people to explore and learn more about the Bible and its relevance to daily living, worship, and the sacraments, and what it means to live as disciples of Christ in the 21st century.
 - b. Provide opportunities to help members to deepen in their understanding and participate in seasons of the church year.
 - c. Work with the Hospitality and Fellowship Ministry Team and the Diaconate to integrate and educate new members on Presbyterian beliefs, polity, mission, work, and worship around the world and in our congregation.
 - d. Maintain a church library, audio-visual, and curriculum materials to support and improve Christian formation and inform the congregation of these resources.
 - e. Develop summer experiences for children, youth, and adults that encourage fellowship, growth and Christian service.
 - f. Provide instruction on the Institution of the Lord's Supper to baptized children and their parents. The Book of Order, W 3.0403, states that the session will make "certain that those baptized are nurtured in understanding the meaning of Baptism, of the Lord's Supper, and of their interrelation, and that they are surrounded by Christian encouragement and support."
 - g. Recognizing that Christian formation and education occur in all spheres of our life as the Body of Christ, work with other ministry teams of the church to provide opportunities for the members of our congregation to become involved in the total life of the church, including helping in worship and mission trips, etc.
 - h. Encourage participation in Presbytery, Synod, and national education leadership events, assisting with cost when appropriate.
 - i. Engage in an active promotion of Christian formation, recruiting, training, and encouraging members to develop skills needed in teaching the faith in formal and informal settings. (See Appendix I)
 - j. Provide for the recruitment, training and nurture of acolytes.
3. Provide child care for infants through children in fifth grade for worship, Sunday school and other church sponsored activities and events.
 - a. Review child care/nursery policies (See Appendix H)
 - b. Ensure the church offers a well-equipped child care room(s)
 - c. Ensure that church has approved paid child care staff as well as volunteers
 - d. In cooperation with the personnel committee review and approve job descriptions and compensation for child care providers and the Child Care Coordinator.
4. Develop and promote growth opportunities for children, youth, and adults for the development of faith through camps, conferences, retreats and mission trips.
 - a. Provide funds for one-half of the cost for approved events.
 - b. Provide scholarships as approved by the Christian Formation Ministry Team.

- c. Arrange for session-approved fundraisers to underwrite special trips and events.
- 5. Provide, on a regular basis, a confirmation class.
- 6. Plan special trips annually for youth to develop awareness of the needs of the world, opportunity for service, growth in discipleship, knowledge of the Presbyterian Church and to create a strong bond of fellowship among participants
- 7. Plan and carry out projects for our college-age members away from home and to minister to and with college-age young people in our midst, especially those from Schreiner University.

Section III: Congregational Assets Ministry Team

A. Purpose

The session, in response to the Book of Order, G-3.0201c and G-3.0205, to manage the physical property of the congregation for the furtherance of its mission, to prepare and adopt a budget, to provide full information to the congregation about such matters, and to assist other ministries with financial information for the execution of their responsibilities, has established the Permanent Ministry Team on Congregational Assets.

B. Membership

The membership of this Ministry Team shall consist of three elders, the church treasurer, and other members of First Presbyterian Church.

C. Responsibilities

- 1. To insure that all offerings are counted and in accordance with G-3.0205a and Appendix K of the Standards of Procedure.
- 2. To keep one set of financial records to reflect all financial transactions, including both operating and special fund accounts. The Treasurer and members of Congregational Assets Ministries shall review the monthly financial reports and operating statements. The Treasurer and/or a member of the ministry team shall make a brief statement of interpretation concerning the financial reports to the session at stated meetings and at other times as requested by the session. The Treasurer, ministry team, pastor(s), and session shall receive the complete monthly financial reports.
- 3. To generate quarterly reports on all funds and assets of the church. Congregational Assets Ministries shall have general oversight of any special or memorial funds, keeping the session apprised of their amounts, and occasionally making recommendations to the session on ways to expend non-designated special funds so that they will not unduly accumulate. However, no special fund shall be set up except with the consent of the session.

4. In accordance with G-3.0113 of the Book of Order, and following the close of each fiscal year, arrange for an annual audit or financial review of all books and records, including Children's Corner Preschool. A complete report shall be made to the session not later than the July stated meeting following the end of the fiscal year being audited/reviewed.
5. To direct the annual budget process. (See Article I, Section VII.)
6. To provide full information to the congregation concerning budget, benevolences, and other offerings for Christian purposes.
7. To develop, maintain, and administer financial policies and procedures.
8. To prepare and support an annual budget for the continued operation of all facets of the physical plant, insuring that maintenance reserve funds are maintained in sufficient amounts at all times. (See Article II, Section VIII, C.2.e.)
9. To develop the church's insurance program and associated coverage. (See Article II, Section VII, C.4 and Article II, Section VI, C.7.)
10. To provide oversight of the planned giving program. (See Appendices E and E-1.)
11. To recommend to the session, in coordination with the Moderator, candidates for the position of Treasurer. (See Article 1, Section II, C.5.)
12. To consult with the Children's Corner Preschool and Personnel Committees, as requested, on the compensation to be paid to teachers and aides working in the Children's Corner Preschool ministry. (See Article II, Section II, C.6.)
13. To assist in the administration of the Major Purchases Policy. (See Appendices G and G-1.)
14. To assist in the administration of the Grant Request Procedure. (See Appendix T.)
15. To inspect church property by conducting routine and periodic (both scheduled and unscheduled) inspections of the facilities to maintain awareness of present or pending problems.
16. To oversee the maintenance, repair and replacement of all church property including, church vehicles, the master plan of the physical plant, area signage and the freestanding signs publicizing our church in several location both within and on the outskirts of Kerrville .

17. To provide for the cleaning of the buildings and the maintenance of the grounds by utilizing custodial staff or contracted cleaning and landscape services.
18. To establish and enforce policies regarding the use of church property. (See Appendices M and N.)

Section IV – HOSPITALITY AND FELLOWSHIP MINISTRY TEAM (Rev.12-18)

A. Purpose.

The session has established Hospitality and Fellowship Ministries in accordance with the Book of Order (G-1.0102 and G-3.0201). The purpose of this ministry team is to welcome and show hospitality to visitors and prospective new members; to nurture the assimilation of new members into the life and witness of the church; and to foster and encourage spiritual growth of members and potential members through mutual support and sharing in the fellowship with one another in the life and mission of the church.

B. Membership.

The membership of this ministry team shall consist of three elders and other members of First Presbyterian Church.

C. Responsibilities.

1. Work with the pastors to witness to prospective new members through written communication, telephone, or personal contact with visitors to the church.
2. Encourage membership by placing an “invitation” paragraph in the church newsletter, on the website, and/or the worship bulletin regularly with specific guidelines as to how to initiate membership.
3. Create education and orientation classes for new members for the development of Presbyterian faith and values.
4. Provide for recognition of visitors and new members.
5. Take photographs of new members when they join. Post photos on bulletin boards. Publish photos with biographies in the newsletter.
6. Take names from registration pads, record visitor names weekly on Excel spread sheet and send to ministers, session members, and members of the ministry team.
7. Maintain and staff the hospitality table in the narthex of the sanctuary.
8. Create and implement activities which promote and encourage fellowship among visitors, prospective members, and church members.

9. Provide general oversight and assistance as needed for existing groups and activities including Family Night Suppers, Fellowship Groups I and II, GEM (greet, eat, and meet), Men's Breakfast, all-church retreats, etc.
10. Assist other committees/ministry teams/groups with fellowship-related activities.
11. Greeting and Ushering:
Insure that greeters and ushers are provided for all worship services and shall provide for the development and up-dating of greeters and ushers (training) and procedures (Manual) as needed. (See Appendix P for guidelines.)

Section V – MISSION AND OUTREACH MINISTRY TEAM (Rev. 12-18)

A. Purpose.

The session, in response to the Book of Order, G3.0201a, c, which requires the session to plan, lead and support “ministries of social healing and reconciliation in the community in accordance with the prophetic witness of Jesus Christ,” has established the Mission Outreach Ministry Team.

The purpose of this ministry is to lead the congregation in Presbyterian Church mission at the local, national, and international levels, and to have oversight of the congregation's in-house ministries, Children's Corner Pre-School, Hope's Kitchen, and the Youth Educational Support (Y.E.S.) Center.

B. Membership.

The membership of this ministry shall consist of at least three elders and other communing members of First Presbyterian Church.

C. Responsibilities.

1. To constantly seek the Lord's guidance in searching for new ways of serving others in our community and beyond in the name of Jesus Christ.
2. To establish and maintain a process for receiving, evaluating, and recommending requests from outside charitable organizations for mission support to the session and periodically report to the congregation the allocation of benevolent expenditures.
3. To develop and execute a plan to help all members of the congregation be ministers by fully informing them about mission efforts, both locally and beyond; and to facilitate and encourage individuals' participation in and support of such ministries, such as CAM (Christian Assistance Ministry), Habitat for Humanity, etc.
4. To develop and execute a plan to inform the congregation about national and international mission efforts; to facilitate and encourage individuals' participation in and support of such ministries, and to develop and execute a program to search for new ways to join in national and international efforts to serve others in the name of Jesus Christ.

5. To inform the congregation and periodically remind them about the denomination-wide offerings of the PC(USA)—Peace and Global Witness Offering, Joy Gift Offering, One Great Hour of Sharing, Pentecost Offering) and encourage participation in those offerings.
6. Provide oversight of Children’s Corner Preschool with at least one elder serving on its oversight team.
7. Provide oversight of the Y.E.S. Center with at least one elder serving on its oversight team.
8. To communicate to the congregation and the community about the mission of Children’s Corner Preschool, Hope’s Kitchen, and the Y.E.S. Center and ways to serve in them.

Section VI – WORSHIP AND STEWARDSHIP MINISTRY TEAM (Rev. 12-18)

D. Purpose.

The session, in response to the Book of Order, G3.0201a, b and c, which requires the session to “provide that the Word of God may be truly preached and heard, the Sacraments to be rightly administered and received” and to “encourage the graces of generosity and faithful stewardship of personal and financial resources” has established the Worship and Stewardship Ministry Team.

In all its work, the ministry team shall be guided by the *Directory for Worship* in the Book of Order.

The purpose of this ministry team is to provide worship services on the Lord’s Day and special opportunities; to furnish pulpit supply; to arrange for the sacraments, music, greeting and ushering, and worship aids (bulletins, pew supplies, flowers, and sanctuary appointments); and to establish policy for weddings and services of witness to the resurrection (funerals) and Columbarium Ministry Committee.

Additionally, this ministry team is to develop a year-round stewardship program to encourage each member of the congregation to be a minister, intentionally committing his/her time, talent, and treasure to serving all persons and all of the person in the name of Jesus Christ.

E. Membership

The membership of this ministry shall consist of at least three elders and other communing members of First Presbyterian Church.

C. Responsibilities.

1. Worship.
 - a. The Book of Order, W-2.0303 outlines the responsibilities of the session, and therefore of the Ministry Team.

- b. W-2.0304 outlines the responsibilities of the pastor(s) for worship. W-2.0305 outlines the shared responsibility and accountability of the pastor(s) and the session. The selection of hymnals, song books, service books in public worship is the responsibility of the session through the Ministry Team with the concurrence of the pastor(s) and in consultation with musicians and educators available to the session.
- c. The ministry team shall make special provision for recording and videotaping of worship services to be available to members requesting them.
- d. Pulpit Supply: responsible for pulpit supply on all occasions when the teaching elders of the church are unavailable to lead corporate worship due to illness, vacation, etc.

2. Sacraments:

- a. Baptism. The Book of Order (W-1.3033) states that the session ordinarily shall take appropriate action to authorize and approve the baptism of children and adults. The Worship Committee may be authorized to act on behalf of the session to approve baptisms.
- b. The Lord's Supper.
 - 1. The Book of Order (W-2.4009-2.4010) states that the session shall determine how often the opportunity to partake of the Sacrament may be provided and the session may authorize that the Sacrament be celebrated in connection with the visitation of the sick of the congregation and at other times and places.
 - 2. In consultation with the pastor, the committee shall make all necessary arrangements for the observance of the Lord's Supper and shall be encouraged to call on all members of the session for their aid and assistance in the service.

3. Music.

- a. The Book of Order (W-2.1003-2.1004) states that the session shall have responsibility for the choir and persons leading music, and it shall seek to have the entire congregation participate fully in worship.
- b. The committee, in consultation with the Personnel Committee, shall make recommendations to the session concerning the employment of all choir directors, organists, and others in the program of music of the church.
- c. Special musical programs shall receive the attention and oversight of this committee.

4. Worship and communion for those who cannot participate in regular services. The church should make special provision for worship and spiritual welfare of those whose situation prevents their participation in the regular services of the Lord's Day.

- a. The committee shall provide support and oversight for those providing communion (members of the diaconate) for the homebound and those in retirement or nursing homes.

- b. The committee shall make special provision for recording and videotaping of worship services to be available to members requesting them.
- 5. Worship aids – responsible for providing for a variety of aids to worship, including flowers, bulletins, hearing impaired equipment, sanctuary appointments, pew supplies, etc.
- 6. Policies on Weddings and the Service of Witness to the Resurrection.
 - a. Wedding policy.
 - 1. The Book of Order, W. 4.9000, describes the church’s responsibility for providing education and counsel in preparation for marriage.
 - 2. The Christian marriage ceremony is a service of worship before God, and certain elements of the service are specified.
 - 3. Wedding policy is in the appendix. (See Appendix B.)
 - b. Service of Witness to the Resurrection Policy.
 - 1. The Book of Order, W-4.10000, describes the church’s responsibility in anticipation of the reality of death and the reaffirmation with joy of the hope of the Gospel.
 - 2. The Service of Witness to the Resurrection should contain elements of worship as set forth in the Book of Order.
 - 3. Funeral policy is in the appendix. (See Appendix C.)
- 7. Columbarium Ministry Committee (See Appendix O).
 Report annually to the Worship Committee per guidelines, ordinarily by June.
- 8. Musical instrument maintenance and repair.
 - a. The process for organ maintenance and repair shall be as follows:
 - 1. Work to be performed requested by organist and/or organ committee in accordance with the organ company.
 - 2. Approval for work and particulars are discussed with business office.
 - 3. Coordination with the organ company and local or area workers is made.
 - 4. Final go-ahead is made when all parties are in agreement as to the plan of action.
 - b. Worship and Stewardship Ministry Team shall assure the maintenance and repair of all musical instruments including pianos and bells.
- 10. Stewardship: Plan for and conduct the stewardship program for our congregation. The plan should periodically remind the congregation that good stewardship is a constant process and not a one-time event.

ARTICLE III – THE DIACONATE (Rev. 09-14)

Section I – ROLE.

The diaconate is responsible, under the session, for certain areas of the church's life. These areas have to do with ministries of "compassion, witness and service." (Book of Order, G-2.201).

In addition, in response to the Book of Order, G-2.0201 and 2.0202, the diaconate will strive to provide for the growth of its members as disciples who bear personal witness to the love of Jesus Christ.

The diaconate will also encourage active participation in the life of the church and express the mission of the church in terms of service to the individual and the family and to be creative in planning programs for fellowship and recreation.

The deacons organize themselves into such committees as needed to fulfill their duties including visitation and care groups, communion elements, ushers and greeters, planning and coordination. The deacons shall contact all members of the congregation on a regular basis and report to the session and appropriate committees.

G-2.0202 provides that the diaconate is under the supervision and authority of the session, and may be asked by the session to assume additional duties.

Section II – MEMBERSHIP.

The diaconate shall consist of between 18 and 30 duly elected, ordained and installed members chosen to serve in three, three-year classes approximately equal in number, whose terms shall expire in consecutive years. A youth deacon may be elected as part of each class of new officers for a one-year term. The pastor, a co-pastor, or an associate pastor shall serve as an advisory member of the diaconate.

Any active deacon, for reason of personal or family illness or disability, may be placed on "temporarily inactive status" by the diaconate. When vacancies occur, said vacancies shall be filled for the unexpired term in the same manner as persons being elected for a full term, i.e., by the congregation, with the Officer Nominating Committee recommending nominees to the congregation.

Deacons may serve multiple terms, but a sabbatical leave of at least one year shall be required of any person prior to his/her being eligible for reelection to the diaconate.

Section III – OFFICERS. (Rev. 9-12)

The diaconate will elect its own moderator, vice-moderator, and secretary. The moderator's duties include chairing the meetings, leading the deacons in spiritual formation, and coordinating with the pastoral staff to make sure that diaconate responsibilities are fulfilled. The moderator or a designee shall attend the stated meetings of the session and participate in deliberations as appropriate but does not vote at session meetings.

The vice-moderator acts as the moderator when the moderator is absent or unable to serve.

The secretary's duties are to keep the records of the diaconate and see that they are submitted to the session annually as provided in Section I of this article.

Section IV – ELECTION OF DEACONS

Deacons are elected annually by the congregation. The Officer Nominating Committee will submit the names of a minimum of six adult candidates for three-year terms, and may submit one youth candidate for a one-year term to the congregation for approval. "Persons of spiritual character, honest repute, of exemplary lives, brotherly and sisterly love, warm sympathies, and sound judgment should be chosen for this office." (G-2.0201) All those further qualities and characteristics listed in the "Standards of Procedures" for elders shall also apply for deacons.

Section V – RESPONSIBILITIES

1. Provides budget information in all areas of its responsibility as required by the session.
2. Contacts all members of the congregation as needed.
3. Uses these contacts to sustain and to promote attendance at all church functions.
4. Provides information about the Stephen Ministry and how to obtain a Stephen Minister for an extended relationship on a one-to-one basis.
5. Makes available the communion elements for all regular and special worship services and assists the pastors and elders in presenting communion to the members.
6. Responds to the pastoral staff and office staff when called upon to visit a member in the hospital, or a member who has lost a loved one, or those in crisis or isolation.
7. Provides communion for members at home or in hospitals, nursing homes, etc.
8. Reports to the session, at least annually, those members who are no longer able to be active and require special attention. Recommend to the session, at least annually, those members, who after being contacted, have requested removal from the active roll or cannot be located. (G-3.0204a)
9. Calls on and welcomes new members with a packet of information and some type of welcome gift. Works with Hospitality and Fellowship Ministry Team to encourage new members to get involved in the life of the congregation as they are able. (See Section IX-C and Appendix L)

Section VI – QUORUM AND STATED MEETINGS

A quorum of the deacons shall be defined as one third of members and shall be required for each stated meeting. The deacons ordinarily meet monthly but may meet less frequently as needed. In the event a deacon cannot attend a stated meeting, the deacon shall request an excused absence. This may be done by notifying the associate pastor or the moderator of the diaconate. The moderator of the deacons may call a special meeting when he or she deems it necessary and shall do so when requested in writing by two or more other deacons.

ARTICLE IV – TRUSTEES

Section I – ROLE AND DUTIES

All property held for or by the church shall be lodged in a corporation having a council known as a Board of Trustees (Book of Order, G-4.01). The Board of Trustees is composed of three members, one to be elected by the congregation each year and each to serve for three years. Only members on the active roll of this church are eligible for election as trustees.

The powers and duties of the trustees shall not infringe upon the powers and duties of the session.

As summarized in the Book of Order, G-4.02, the corporation or the individual trustees shall have the following powers:

1. To receive, hold, encumber, manage, and transfer property, real or personal, for the church.
2. To accept and execute deeds of title to such property.
3. To hold and defend title to such property.
4. At First Presbyterian Church of Kerrville, Texas, a religious corporation, at least two of the trustees and the treasurer are authorized and empowered to sell, transfer, or assign any and all securities received by the church as a gift, provided, however, that there is a readily identifiable public market for such securities. Any sale, transfer, or assignment made hereunder will be for the benefit of the church and will require the action of any three of the above-named positions. All proceeds from such sale, transfer, or assignment will be payable only to the First Presbyterian Church of Kerrville, Texas.

All of these powers are subject to the authority of the session and are under the provisions of the constitution of the Presbyterian Church (U.S.A.) provided further that in buying, selling, and mortgaging real property, the trustees shall act only after the approval of the congregation granted in a duly constituted meeting (Book of Order, G-4.0101).

Section II – CORPORATE MEETINGS

Per the Book of Order, G-1.0503, “Whenever permitted by civil law, both ecclesiastical and corporate business may be conducted at the same congregational meeting.”

ARTICLE V – PRESBYTERIAN WOMEN (Rev. 09-14)

Section I – ROLE.

The Presbyterian Women organization of First Presbyterian Church invites every woman communicant member of First Presbyterian to participate, as well as other non-member women who wish to associate with it. The Presbyterian Women exist to encourage Bible study, Christian growth, and fellowship among its members, as well as to engage in service projects for the church and community.

Section II – ORGANIZATION

The Presbyterian Women may elect its own officers, circle chairwomen, and Bible moderators, but these names shall routinely be submitted to the session for approval.

The Presbyterian Women may prepare its own budget and subscribe pledges to underwrite it. The budget will be submitted to the session for information.

In order to keep communication open between the session and the Presbyterian Women’s Council, the secretary for the council will keep a notebook of all minutes of council meetings. These minutes will be available upon request.

ARTICLE VI – AMENDMENTS (Rev. 09-14)

This “Standards of Procedure” may be amended by a majority vote of those present at a stated meeting, or at a meeting called specifically to decide on amendments. Proposed amendments will be provided to the session before the meeting which will act upon them.

As provided in the “Standards of Procedures,” there will be an annual review of the policies and appendices, facilitated by the Planning and Training Committee but conducted by the appropriate committee.

ARTICLE VII – ENACTMENT (Rev. 09-14)

These “Standards of Procedure” are effective when adopted by a majority vote of those present at a stated or called session meeting.

Appendix A - OFFICER NOMINATING COMMITTEE GUIDELINES (Rev. 09-14)

1. The committee prepares itself.
 - a. Selected references for individual and committee study concerning the nature and mission of the Christian church for which leadership is being sought:

Exodus 3:1-12	II Corinthians 5:17-21
Isaiah 6:1-8	Ephesians 4:1-7, 11-16
Matthew 20:20-28	I Timothy 3:1-13; 5:17-22
Acts 6	Titus 1:5-9
I Corinthians 12:1-11	
The <u>Book of Order</u> , Chapter G-2	
 - b. Members need to be aware of the particular problems, possibilities, and priorities of our own congregation.
2. The Officer Nominating Committee is encouraged to consider (1) the staffing needs of the various committees, and (2) the guidelines stated below, to the extent practicable, in selecting nominees to serve as Elders, Deacons, and Trustees:
 - a. Church involvement.
 - i. Regular attendance at public worship.
 - ii. Active participation in other church activities.
 - iii. Offices held and services rendered.
 - iv. Evidence of commitment to the church and its mission.
 - v. Understanding of and commitment to Presbyterian polity.
 - vi. Evidence of leadership in this or previous Presbyterian churches.
 - vii. Identifiable financial contribution to First Presbyterian Church.
 - b. Christian living.
 - i. Evidences of grace and compassion in common life.
 - ii. Evidence of maturity and effectiveness of ministry in the community and in the world.
 - c. Personal qualifications.
 - i. Cooperativeness.
 - ii. Willingness to learn.
 - iii. Ability to follow through on assignments.
 - iv. Openness to new ideas.
 - v. Maturity of judgment.
 - vi. Feeling of freedom to express own ideas.
 - vii. Readiness to listen.

- d. Particular qualifications for a particular office.
 - i. Occupational background and experience.
 - ii. Service in other organizations.
 - iii. Interest in particular causes.
 - iv. Offices held and performance.
 - v. Education and training in the duties and responsibilities of the office.
3. Learning about potential candidates.
- a. Solicit nominations from the congregation at large.
 - i. Prepare a nominating form to be provided to the entire membership. Design it to gather all information the committee will need (from Section V.B.2. above). Include names ineligible because of consecutive service.
 - ii. Invite nominations through a special mailing or the church newsletter.
 - iii. Ask each organization in the church to propose potential candidates on the nominating form.
 - b. Study the membership roll of the congregation.
 - i. Give attention to the previous experience of new members.
 - ii. Discover and challenge potential new leaders.
 - c. Consider not only individual qualifications but the slate as a whole. (Book of Order, G-2).

Appendix B: WEDDING POLICY AND FEE SCHEDULE

Updated 01/18

First Presbyterian Church Kerrville

1.0 WEDDING POLICY

The congregation, Session, and staff of First Presbyterian Church welcome those planning to unite in marriage, and we rejoice that you have chosen to establish your marriage relationship in covenant with God and that you wish to celebrate this covenant in a service of worship. Marriage is a divine institution, established by God in creation and blessed by Jesus, his son, at a wedding in Cana of Galilee.

The place where your wedding will be celebrated is not a wedding chapel, but a church, a holy house of God set apart and hallowed. When you choose the First Presbyterian Church for your ceremony, you acknowledge that the wedding service is first and foremost a service of the church and a regular offering of worship.

Marriage is a gift God has given to all humankind for the well-being of the entire human family. Marriage involves a unique commitment between two people, traditionally a man and a woman, to love and support each other for the rest of their lives. The sacrificial love that unites the couple sustains them as faithful and responsible members of the church and the wider community. (Book of Order W-4.9001)

1.1 PASTORS

Contact with a pastor on the church's staff shall ordinarily be made at least 60 days in advance of the wedding. The pastors of this church are always happy to officiate at the marriage service when their schedules permit, where there is no impediment to the marriage, and where there is serious intention to establish the marriage on Christian principles. "If they meet the requirements of the civil jurisdiction in which they intend to marry, a couple may request that a service of Christian marriage be conducted by a pastor in the Presbyterian Church (USA), who is authorized, though not required, to act as an agent of the civil jurisdiction in recording the marriage contract. A couple requesting a service of Christian marriage shall receive instruction from the pastor, who may agree to the couple's request only if, in the judgment of the pastor, the couple demonstrate sufficient understanding of the nature of the marriage covenant and commitment to living their lives together according to its values. In making this decision, the pastor may seek the counsel of the Session, which has authority to permit or deny the use of church property for a marriage service." (Book of Order W-4.9003)

1. Under extenuating circumstances, such as those living out of town or in military service, exceptions for the 60-day notice will be made if facilities are available on the day desired, but even in such cases a minimum of thirty days' notice is required. Counseling of the couple must still be arranged with the pastor who will officiate.

2. Nothing herein shall compel a pastor to perform nor compel a Session to authorize the use of church property for a marriage service that the pastor or the Session believes is contrary to the pastor's or the session's discernment of the Holy Spirit and their understanding of the Word of God. (Book of Order W-4.9006)

3. All couples wanting to be married in our church must first:
- ✓ Talk with one of our pastors to get approval;
 - ✓ Complete the wedding reservation form;
 - ✓ Pay facility deposit to book the wedding;
 - ✓ Complete the counseling program prescribed by the officiating pastor;
 - ✓ Receive approval of the worship committee and Session to use First Presbyterian Church property for the wedding ceremony.

4. A pastor on the staff will serve as the officiating minister. The service is under the direction of the pastor(s) and session of First Presbyterian Church. Guest pastors may be invited to participate in the service; however, the guest pastor must be approved by the officiating First Presbyterian Church pastor and the session. The guest pastor will participate at the discretion of the officiating First Presbyterian Church pastor.

1.2 WEDDING COORDINATOR

The wedding coordinator of First Presbyterian Church is required for all church weddings, **except for simple weddings with less than 25 people attending and no rehearsal.** This person will assist the pastor and the bridal party with arranging details for the wedding. This person will be of help in advising the couple and the family of church policy, in planning the rehearsal, and in supervising and coordinating the wedding and reception. The wedding coordinator will assist all participants by remembering and following through on details. The wedding coordinator will assist in all efforts to ensure a safe and successful wedding and wedding reception.

The wedding coordinator will make contact as soon as the wedding date has been set at the church office. Church members will pay fees for the wedding coordinator.

1.3 WEDDING SERVICE BULLETIN

Some couples choose to have a bulletin for their wedding service, giving the order of worship and listing all the participants. There is no charge for this bulletin. Couples requesting a bulletin shall provide all relevant information to the pastor NO LATER THAN TWO weeks prior to the wedding.

1.4 APPLICATION FOR USE OF CHURCH'S FACILITIES

The dates for the use of the church facilities should be cleared with the pastor and the church administrator so that reservations may be entered on the church calendar. No weddings, rehearsals, or receptions, at the church, may be scheduled for New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Christmas Eve, Christmas Day, Holy Week, Sunday mornings or Sunday evenings. Weddings will ordinarily not be scheduled during Advent, Lent, or during other special occasions in the life of the Church.

If the reception is to be held in the Ryan Hall or the Family Life Center, the church administrator should also be contacted for arrangements and clearing of the dates. Once the dates have been cleared on the church's calendar, an application for the use of the church's facilities for a wedding must be filled out and submitted to the office. The Worship Committee will be notified of the wedding for its approval. This application may be obtained from the church office.

1.5 MUSICIANS

Musicians participating in the wedding service will normally be members of the music staff (or choir) of First Presbyterian Church. It is recommended that the church organist/pianist be employed for the wedding, and qualified soloists can be recommended by the pastor or music staff. All arrangements for organists, singers, other musicians, and the selection of music shall be made in consultation with the pastor of this church and the organist.

If the church organist/pianist on staff is to be employed for the wedding, he/she needs to be contacted when the wedding date is approved and before counseling begins with the pastor. It should not be assumed that he/she will automatically be available! The organist and any soloist will be paid separately by the family at least 14 days before the wedding. See schedule of fees.

An appointment will be made to discuss and select the music for the wedding. Music for the wedding service should be to the glory of God, who sanctifies marriage. The church organist/pianist will assist in selecting appropriate music for the wedding service.

A vocal soloist or other instrumentalists can add a special touch to any wedding. The approval from the minister and the organist/pianist should be acquired before any arrangements are made. All solos must be of a sacred nature and be approved by the pastor. The staff can also assist in securing a qualified guest soloist, if need be.

1.6 CELEBRATION OF THE LORD'S SUPPER

Communion is not traditionally a part of the marriage service of the Presbyterian Church. If the Lord's Supper is to be celebrated, it is necessary to obtain the approval of the Session, not only for the communion, but approval of the presiding pastor as well. Two First Presbyterian Church Elders must be present to prepare and serve the elements. It is suggested than an option to serving communion at the wedding ceremony would be to serve at the wedding rehearsal, with the above requirements met.

1.7 DECORATIONS

Flower decorations must be in place three hours before the wedding begins.

A beautiful sanctuary for worship requires only simple decorations, and, therefore, flowers and decorations must be in keeping with the dignity of this church. Nothing damaging to the building or the furniture will be permitted. This includes thumbtacks, tape, nails, screws, etc. No decorations allowed on the pews. The communion table in the Schreiner Chapel may be moved from the chancel area with the pastor's approval. The communion table in the sanctuary may not be moved. A kneeling bench and two floor stands and vases, all fitting with the décor of the sanctuary, are available at no charge.

The bride will furnish candles, of a driplless variety. Protective covering (Saran wrap, waxed paper, or plastic) shall be used under each candelabrum and unity candle (if used).

Candles/candelabras are not permitted on the carpet or rugs. If the bride/groom desires to leave the flowers for the Sunday worship service, she/he should decide with the church administrator well ahead of the wedding date.

The piano in the Sanctuary may not be moved. If the piano in Schreiner Chapel is to be moved, it must be approved in advance by the church organist. It is the responsibility of the bride's family to arrange with the church administrator the moving of the piano. The piano must be returned to its proper place immediately following the ceremony.

Any equipment belonging to the florist and decorations of any kind must be removed from the sanctuary immediately following the ceremony but not until all guests have vacated the room. Only the wedding coordinator may change the paraments on the pulpit, the lectern and the frontal cloth on the communion table.

1.8 KEEPING A RECORD OF THE WEDDING

Photographs - Wedding pictures are an important part of the occasion and the church and the pastor(s) want to cooperate. There are some restrictions that the photographer must abide by so that the wedding service will not be interrupted or the people distracted. The photographer should be informed of these restrictions.

1. At no time and under no circumstance will flash photographs be taken, either by a professional photographer or by guests, while the ceremony is in progress. Pictures of the bride and parents may be taken in the narthex (foyer) of the sanctuary, but not after they are in the doorway of the central aisle. The photographer may not be in the aisle during the processional or distract in any way from the worship service. A limited number of time exposures or pictures taken without flash may be taken from the balcony, provided there is no noise or other distraction. Pictures of the wedding party may be taken before or after the wedding service. Flash and lighting equipment may be used at that time and during a reception in the Ryan Hall, Ryan Court Yard or Family Life Center. Pictures may be taken in the sanctuary before the service, but must be completed one hour prior to the beginning of the wedding.
2. Videotaping - The service may be videotaped without the use of additional lighting. The service of worship must be free of distraction and, therefore, the following restrictions apply: Only one video camera may be used. The person selected to videotape the ceremony must be present at the rehearsal to find the proper place to stand (or sit) to get a good picture without further movement. The pastor or Wedding Coordinator will assist the person in finding an appropriate location. The video photographer will enter the chancel from a side entrance at least twenty minutes before the start of the ceremony.
3. Tape Recording - If a tape recording of the ceremony is required, please decide with the Wedding Coordinator to assure proper (out of sight) location of equipment.

1.9 MARRIAGE LICENSE

A marriage license is required before the ceremony can be performed. In Texas you need to secure a marriage license at least 72 hours before the wedding. A license may be secured from the local county clerk or from the county of your choice. The marriage license should be delivered to the presiding pastor at the time of the wedding rehearsal.

2.0 RICE/CONFETTI/ROSE PETALS

Rose petals, potpourri, etc., stain the carpet and are not allowed unless contained in a basket. Rose petals, potpourri, or paper may be carried in the flower girl's basket or in some other way displayed but, in any case, will **not** be scattered on the carpet or floor.

No rice or confetti may be thrown within the church buildings or on the grounds. The church suggests using birdseed outside. It is more compatible with the environment.

2.1 WEDDING REHEARSAL

The wedding rehearsal should begin promptly at the scheduled time and should proceed in a quiet and reverent manner. Brides and grooms should insist on members of the wedding party being prompt and dressed in a manner fitting for the rehearsal of a wedding in a sanctuary. No food or drink is allowed in the sanctuary.

No tobacco products or alcoholic beverages are allowed in any part of the church campus at any time. Please inform wedding attendants and family members of this ahead of time. The pastor will not perform the wedding ceremony if the bride(s) and/or groom(s) are intoxicated and impaired in any way.

2.2 RECEPTION

Ryan Hall, the courtyard, and the Family Life Center may be used for the reception. The courtyard and lawn behind the educational building and chapel may be used for the reception in good weather. Kitchen facilities, including punch cups and dessert plates, are available without charge to members. Both members and non-members alike are required to place a \$150.00 deposit with the church office 30 days in advance of the wedding for use of the kitchen facilities and equipment. The deposit will be returned if there is no breakage or damage to equipment. Cakes, punch, decorations, including the napkins and tablecloths, are furnished by the family. Arrangement for the removal of articles brought in specifically for the wedding service or reception is the responsibility of the family. All such articles must be removed on the day/evening of the ceremony. If such articles are not removed, custodial service fees will be applied at the rate of \$20.00 per hour to remove the articles and will be deducted from the facility deposit.

2.3 DRESSING ROOMS

The Wedding Coordinator will assign dressing rooms to be used by the bridal parties before the wedding ceremony. Water only will be allowed in the dressing rooms. Wedding dresses and flowers delivered to the church before the ceremony should be in the keeping of some member of the bride's family. The church cannot accept the responsibility for such articles. All clothing, clothes racks, boxes, etc., must be removed from the church's facilities the day/night of the ceremony. The rooms should be left in the condition they were found.

2.4 USE OF KEY

A building key can be checked out from the church office with a **\$30.00 deposit**. The key must be returned to the office on the next working day after the wedding for the deposit to be returned in full.

2.5 DEPOSITS, FACILITY FEES, and When They are Due

The facility deposit of \$200.00 will be paid when the wedding is scheduled and on the church calendar. **All facility fees are to be paid 30 days prior to the wedding**, this includes the kitchen use deposit of \$150.00. All other payments, including to individuals involved in the service, should be delivered to the church office **14 days in advance of the date of the wedding** (see fee schedule).

The facility wedding deposit and kitchen use deposit will be refunded within 30 days after the wedding once the church Custodian has certified to the Church Administrator that no damage has been done to the church's buildings, furnishings and kitchen equipment, and that no other lead custodial fees were accrued (see section 2.7).

2.6 LEAD CUSTODIAN

The use of the church's Custodian is required for the necessary duties. The custodial fee rate is \$20.00 per hour and is paid by the church for up to 10 hours of the Custodian's time for wedding services. The lead custodian will:

1. Have the facilities clean, open at the proper time, have lights and air conditioning/heating on.
2. Rehearsal: Unlock sanctuary 15 minutes before rehearsal is scheduled, be present if needed during the rehearsal, and lock and turn off lights, heat/air conditioning, do any necessary straightening and cleaning, etc., following the rehearsal. (*approximately one and a half hours*)
3. Wedding: Unlock facilities three hours before the wedding is scheduled. He will be present and available from that time until after the wedding is over, pictures taken, and florist has removed all items. He will clean the sanctuary and lock up. (*Approximately four hours.*)
4. Reception: The Custodian will be present during the reception to wash dishes and will clean and lock-up. (*Approximately three to four hours.*)
5. Receptions with 100 guests will require one custodial assistant for a flat rate of \$100.00, to be paid by the family. One additional custodial assistant will be required for every 100 guests after that, not to exceed 300 guests as that is the capacity of Ryan Hall.

2.7 OTHER EXPENSES

- Lead custodial support at the rate of \$20.00 per hour if hours go over the required 10 (see 2.6).
- Reception size determines the need for custodial assistance to be paid by the family (see 2.6.5).
- LIABILITY
- The party arranging for the wedding shall be responsible for any damage done to church furnishings or buildings by the wedding party, florists, or photographers.

First Presbyterian Church Kerrville

Wedding Application

Today's Date _____

Requested Wedding Date: _____ Wedding Time: _____

Rehearsal Date: _____ Rehearsal Time: _____

Bride/Groom: _____ E-mail: _____

Contact number(s): _____

Address: _____

Church Membership: _____

Bride's/Groom's Parents: _____

Bride/Groom: _____ E-mail: _____

Contact number(s): _____

Address: _____

Church Membership: _____

Bride's/Groom's Parents: _____

Pastor Requested: Rev. Dr. Rob Lohmeyer Rev. Elaine Dreeben Other: _____
(circle one)

If Other, please provide contact information: _____

Organist: _____ Phone: _____

Soloist: _____ Phone: _____

Florist: _____ Phone: _____

Caterer: _____ Phone: _____

Photographer: _____ Phone: _____

Facilities to be used: Sanctuary Chapel Family Life Center
....(Circle all that apply)... Ryan Hall Ryan Courtyard MSS Living
Room

Kitchen (in Ryan or FLC)
Dressing room for Bride/Groom and Attendants
Dressing room for Bride/Groom and Attendants

Will there be a reception? Yes No If yes, approximately how many guests?



Who will be financially responsible for any damages to church property or equipment?

Name: _____ Contact number: _____

Address: _____

Email: _____



It is understood that all policies set forth in the First Presbyterian Church Wedding Policy are to be adhered to and all participants in the service so advised.

Will you agree to abide by the guidelines for weddings at FPC in Kerrville?

Bride's/Groom's Signature _____ Date:

Bride's/Groom's Signature _____ Date:

Wedding Fee Schedule for Members of First Presbyterian Church Kerrville

****Refer to 2.5 in policies for information on deposits, facility fees and when they are due.**

Use of Facilities for Weddings: (check made out to First Presbyterian Church)

Church Member Fee Schedule

Wedding Deposit (facility)	\$200.00	(Note: Refunded with conditions, see 2.5)
Sanctuary	\$0	(Capacity 550)
Chapel	\$0	(Capacity 250)
Myrta Scott Schreiner Building	\$0	(Living room capacity is 20)
Ryan Hall	\$0	(Capacity 100 seated and 300 reception)
Ryan Courtyard Hall)	\$0	(used for pictures, overflow from Ryan Hall)
Kitchen Deposit	\$150.00	(Note: Refunded with conditions, see 2.2)
Family Life Center	\$0	(Capacity 500)
Key to Building returned, see 2.4)	<u>\$30.00</u>	(Refundable when key is returned, see 2.4)

Total

Staff Musicians

Organist/Pianist	\$200.00	(Check made out to the organist)
Additional Rehearsal Fee (includes fee for soloist rehearsal)	\$50.00	
Small Wedding	\$75.00	(no rehearsal)

Custodial Assistance

<u>FPC Wedding Coordinator</u>	\$ 300.00	(see 2.6 in policies)
<i>coordinator)</i>		(See 1.2. check made out to the coordinator)

Pastors

Suggested honorarium	<u>\$200.00</u>	(check made out directly to the pastor)
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Total

Church Representative Taking Application:

Date: _____

Approval by Presiding Pastor: _____ Date: _____

Approval by Worship Ministry Team: _____

Date _____

Wedding Fee Schedule for Non-Members of First Presbyterian Church Kerrville

****Refer to 2.5 in policies for information on deposits, facility fees and when they are due.**

Use of Facilities for Weddings: (check made out to First Presbyterian Church)

Church Non-Member Fee Schedule

Wedding Deposit (facility)	\$200.00	(Note: Refunded with conditions, see 2.5)
Sanctuary	\$1500.00	(Capacity 550)
Chapel	\$500.00	(Capacity 250)
Myrta Scott Schreiner Building	\$100.00	(Living room capacity is 20)
Ryan Hall	\$200.00	(Capacity 100 seated and 300 reception)
Ryan Courtyard Hall)	\$100.00	(used for pictures, overflow from Ryan Hall)
Kitchen Deposit 2.2)	\$150.00	(Note: Refunded with conditions, see 2.2)
Family Life Center	\$250.00	(Capacity 500)
Key to building 2.4)	<u>\$30.00</u>	(Refundable when key is returned, see 2.4)

Total

Staff Musicians

Organist/Pianist <i>organist)</i>	\$200.00	(Check made out directly to the
Additional Rehearsal Fee (includes fee for soloist rehearsal)	\$50.00	
Small Wedding	\$ 75.00	(no rehearsal)

Custodial Assistance

<u>FPC Wedding Coordinator</u> <i>coordinator)</i>	<u>\$300.00</u>	(see 2.6 in policies) (see 1.2. check made out to the
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Pastors

Suggested honorarium	<u>\$ 200.00</u>	(check made out directly to the pastor)
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Total

Church Representative Taking Application:

_____ Date: _____

Approval by Presiding Pastor: _____ Date: _____

Approval by Worship Ministry Team: _____ D

Appendix C – CHRISTIAN FUNERAL POLICY

“The resurrection is a central doctrine of the Christian faith and shapes Christians’ attitudes and are responses to the event of death. Death brings loss, sorrow, and grief to all. In the face of death Christians affirm with tears and joy the hope of the gospel. Christians do not bear bereavement in isolation but are sustained by the power of the Spirit and the community of faith. The Church offers a ministry of love and hope to all who grieve” (Book of Order, W-4.10001).

Because we believe the proper object of the funeral service is the worship of God and the consolation of the living, the session of First Presbyterian Church of Kerrville, Texas, has adopted the following as guiding principles and rules for such services conducted in the church.

THE EVENT OF DEATH

When death occurs, the church will be looked upon as the first resource of help and comfort. Before anything else is done, the session advises that one of the pastors be notified immediately in order to assist the bereaved in relating to the reality of death, provide pastoral counseling, and marshal the resources of the church to serve the needs of the family. In the event that a pastor is not available, one of the elders known to the family should be called to serve until a pastor arrives.

FUNERAL PLANNING

“Because it is difficult under emotional stress to plan wisely, the session should encourage members to discuss and plan in advance the arrangements which will be necessary at the time of death, including decisions about the Christian options of burial, cremation, or donation for medical purposes. These plans should provide for arrangements which are simple, which bear witness to resurrection hope, and in which the Christian community is central” (Book of Order, W-4.10002).

Usually the funeral service should be held in the church chapel or sanctuary, and the session grants priority for the use of the building for this purpose in case of conflict with previously scheduled uses. The entire service in the church and at the graveside or columbarium will be under the direction of a pastor on staff at First Presbyterian Church, who will coordinate with and seek to carry out the wishes of the immediate family as they are in keeping with the history and tradition of our faith. When the presence of other ministers to assist the PFC pastor is desired, the invitation for their service will be issued by the pastor of the First Presbyterian Church and at the pastor’s discretion. “A request to observe such a service as a part of the Lord’s Day service or to celebrate the Lord’s Supper as a part of a service on the occasion of death requires the approval of the session” (Book of Order W-4.10003).

Because the proper object of the service is the worship of God and the consolation of the living, it follows that the body of the deceased is not necessary to the service. The casket, if it is to be present during the service, shall be closed at all times and may be covered with a

white pall in order that the attention of those assembled may be directed to the Author and Finisher of their salvation. Flowers are limited to one spray on the casket and other arrangements as appropriate. The service may be held before or after the disposition of the body. "The service shall be complete in itself, and any fraternal, civic, or military rites should be conducted separately" (Book of Order, W-4.10005).

The funeral director will not announce definite plans, time, date, etc., of a funeral in which this church or its ministry is involved without the prior approval of the pastor or, in the absence of the pastor, any other pastor or the clerk of session.

THE CHURCH SERVICE

The funeral service for a Christian is a witness to God's love and the resurrection. "The service begins with scriptural sentences." It should include readings from the scriptures and prayers of thanksgiving for the life and witness of the deceased. "It is appropriate for worshippers to sing hymns, psalms, spirituals, or spiritual songs which affirm God's power over death, a belief in the resurrection to life everlasting, and the assurance of the communion of the saints. Scripture shall be read; a sermon or other exposition of the Word may be proclaimed; an affirmation of faith may be made by the people. Aspects of the life of the one who has died may be recalled. Prayers shall be offered, giving thanks to God

1. for the life in Jesus Christ and the promise of the gospel,
 2. for the gift of the life of the one who has died,
 3. for the comfort of the Holy Spirit,
 4. for the community of faith; making intercessions
 5. for the family members and loved ones who grieve,
 6. for those who minister to and support the bereaved,
 7. for all who suffer loss; lifting supplications
 8. for faith and grace for all who are present; concluding with the Lord's Prayer"
- (Book of Order, W-4.10004).

SERVICE OF COMMITTAL

Interment may precede or follow the worship service, but the session commends for the consideration of each family the immediate disposition of the body of the deceased followed by a public service at an appointed time in the church. It is Presbyterian to have a brief, dignified graveside service in the immediate presence of members and friends of the family of the deceased. "The service includes readings from Scripture, prayers, words of committal, and a blessing, reflecting the reality of death, entrusting the one who has died to the care of God, and bearing witness to faith in the resurrection of the dead" (Book of Order, W-4.10006).

COSTS

The physical facilities and the services provided by the church at the time of death are offered without charge to families of the church. The pastors, organist/pianist, custodian, and ushers are a part of the pastoral ministry of the church. Any soloist, if requested, is to be paid for services, usually by the funeral home as a convenience to the family.

Appendix D - GENERAL EMPLOYMENT POLICY
FIRST PRESBYTERIAN CHURCH, KERRVILLE, TEXAS (Rev. 09-14)

This General Employment Policy is established and updated as needed to ensure that First Presbyterian Church Kerrville, through its Permanent Committee on Personnel, under Session oversight, maintains a relationship with its employees characterized by Christian love, clarity of responsibilities and expectations, fairness and respect; and compliance with all applicable federal, state, and local statutes as well as Presbyterian Church USA rules and regulations.

Contents:

1. Employee Classifications (Definitions)
2. Equal Employment Policy
3. Job Descriptions and Hiring Procedures
4. Hours of work and Paydays
5. Employee Compensation Policy
6. Employee Benefits Plan
7. Employee Leave Policy
8. Employee Dress Policy
9. Loans to Employees Policy
10. At-will Employment Policy
11. Discipline Policy
12. Harassment Policy
13. Whistleblower Policy
14. Sexual Misconduct Policy
15. Grievance Policy

SECTION 1. EMPLOYEE CLASSIFICATIONS (DEFINITIONS)

1.1 FPC classifies all positions as either exempt or non-exempt in compliance with law and for payroll administration purposes. These definitions of exempt and non-exempt status are based on provisions of the Fair Labor Standards Act (FLSA) and state law and are summarized as follows:

1.1.1 **Exempt** employees primarily include those individuals occupying bona fide executive, administrative, and professional positions under FLSA. They include management, supervisory and/or professional positions.

1.1.2 **Non-Exempt** positions are neither supervisory nor professional jobs and do not meet the requirements set forth in federal law and regulations for exempt positions. Employees filling these jobs are subject to the wage and hour provisions of the Federal Wage and Hour Act and must receive premium pay for hours worked over 40 hours per week.

1.1.3 In cases where the exempt/non-exempt status of an employee is in doubt, the Personnel Committee will review the position duties and responsibilities against FLSA exemption tests.

1.2. Staff members are hired as Full-Time, Part-Time or Temporary Employees

1.2.1 Full-Time employees at First Presbyterian Church are those scheduled for 35 or more hours per week.

1.2.2 Part-Time employees are those scheduled for 20 to 34 hours per week. A non-ordained employee of First Presbyterian Church may be employed in more than one part-time position.

1.2.3 Temporary employees are hired to work on a temporary assignment as needed and for a duration of time usually one to six months. A temporary employee may work either temporary full-time or temporary part-time.

1.3. For purposes of additional useful identification, there are six groupings of positions based primarily upon job function. Jobs within each of these may be either full-time or part-time.

1.3.1 **Ordained** positions refer to those jobs subject to terms of call from the congregation, filled by Ministers of the Word and Sacrament who serve in installed positions, and are exempt status.

1.3.2 **Lay** positions are all positions that are not ordained.

1.3.3 **Professional** positions refer to those jobs requiring professional education or training, including Ministers of the Word and Sacrament, are filled by persons who do not serve in installed positions and are not subject to terms of call from the congregation, and are exempt status. Professional positions may be filled by ordained or lay persons.

1.3.4 **Administrative** positions refer to those office, clerical, secretarial jobs that may require specialized training/experience but are not considered professional and are usually non-exempt status.

1.3.5 **Custodial** positions refer to those jobs concerned with the cleaning, upkeep and maintenance of the physical plant and are usually non-exempt status.

1.3.6 Nursery positions refer to those jobs concerned with the care of children during church functions and may require special certifications and training and are non-exempt.

SECTION 2. EQUAL EMPLOYMENT OPPORTUNITY

The Presbyterian Church (U.S.A.) will recruit, hire, call, train, and promote all persons in all job classifications without regard to race; creed; color; national origin; gender; age; marital status; religious affiliation, except when after careful study religious affiliation is determined to be a bona fide occupational qualification; or physical, mental or medical disability (including non-sighted) unrelated to the ability to engage in job-related activities.

SECTION 3. JOB DESCRIPTIONS AND HIRING PROCEDURES

3.1 Job Descriptions

3.1.1 A written job description describing the major duties and responsibilities of the position, the qualifications required to perform those responsibilities, and identifying the supervisory position over the vacancy will be prepared by the Personnel Committee with input from appropriate personnel and updated in even numbered years. Job descriptions will be signed by the supervisor, Senior Pastor/Head of Staff, and Chair of the Personnel Committee, and acknowledged in writing by the employee. A copy will be furnished any new employee prior to entering the First Presbyterian Church staff.

3.1.2 The job description will be used to determine/identify the qualifications required for a position. Candidates will be interviewed either by the supervisor of the vacant position or by a panel of interviewers assembled for that purpose. Final selection will be made by the supervisor of the vacancy. All newly created positions at FPC must be approved by the Personnel Committee and Session.

3.1.3 Before employment is finalized, including those for Children's Corner Preschool, both the application and the background check must be reviewed by the Personnel Committee.

3.2 Hiring of Relatives

3.2.1 The employment of relatives (nepotism) in the same area of an organization may cause serious conflicts and problems with favoritism and employee morale, and especially if that employee is directly supervised by a relative. In addition to claims of partiality in treatment at work, personal conflicts from outside the work environment can be carried into day-to-day working relationships.

3.2.2 Nepotism will be avoided in hiring as a general rule. Where special circumstances exist, the Session may overrule the policy by a 2/3 vote.

3.2.3 For the purpose of this policy, relatives include spouse, children, parents, siblings, aunts, uncles, nieces, nephews, grandchildren, mother-in-law, father-in-law, brother-in-law and sister-in-law. A live-in partner is also considered as a relative for purposes of this policy.

SECTION 4. HOURS OF WORK AND PAYDAYS

4.1 To comply with federal, state, and local laws, the following hours of work, business hours, work week, and pay periods are described as follows:

4.1.1 Hours of Work:

The normal business hours for FPC are Monday through Friday from eight-thirty to five. Because of the special needs of a church (i.e., special services and events, Children's Corner operations, meetings, Sunday School, etc.), and hours of operation may vary and may result in overtime for non-exempt employees.

4.1.2 Work Week: For purposes of pay the workweek begins on midnight Monday and ends on midnight Sunday, unless otherwise designated and approved by the Session.

4.1.3 Pay Period: The pay period shall be bi-monthly and generally twenty-four (24) pay periods per year. Paydays are the 15th and last day of the month. If a payday falls on a weekend, the payday will be on the Friday before the weekend.

4.1.3 Lunch Period: Each employee will take an unpaid lunch period each day. The time for lunch each day shall be for thirty minutes or one hour as set by the supervisor. An employee who is unable to take a lunch period must report this to his/her supervisor and must report the added time on that day's time card. Accumulating overtime at lunch requires supervisor approval. Employees are encouraged to have lunch away from their desks.

SECTION 5. EMPLOYEE COMPENSATION POLICY

5.1 General Policy

It is the policy of the First Presbyterian Church, Kerrville (FPC), to compensate all its employees in a fair and equitable manner in full accord with compensation for comparable job tasks at other area organizations in private and public endeavors. No employee is expected to perform his/her job without reasonable and adequate compensation. Basic guidelines established by the Presbyterian Church (U.S.A.) relative to employee pay and benefits will be followed. Further, it is the policy of FPC to create and maintain an orderly, friendly and cooperative employee environment including the establishment and periodic review of compensation levels based on assigned duties.

5.2 Coverage Policy

Excepting those employees working fully within **Children's Corner Preschool**, all staff members at FPC are included under this policy, regardless of **job status classification** (exempt, non-exempt, full time, part time) and **job function classification** (ordained, lay, professional, administrative, custodial). No independent contractor under contract to FPC nor any employee of such contractor is in any way subject to these guidelines.

5.3 Job Pay Rates

5.3.1 Pay rates are established for each staff job authorized by the session. All pay rates are established and approved only by the session after receiving a pay rate recommendation from the Personnel Committee. In developing a recommended pay rate for an authorized staff job, the Personnel Committee should consider applicable information that is reasonably available. Information utilized may include data published by governmental agencies, PC (USA) sources, and other reliable organizations dealing with church staff compensation. One such publication published annually by Christian Ministry Resources through its "Church Law and Tax Report" is entitled "Compensation Handbook for Church Staff." It is recommended that this handbook be acquired annually for use by the Personnel Committee. Local employment information and data may also be obtained from the Texas Workforce Commission, Chamber of Commerce, and non-profit organizations as well as for-profit businesses in the local area. Appropriately securing reliable data relating to pay ranges for similar jobs in the local area would also be advisable. The experience record of the prospective employee should also be considered in developing a recommended pay rate. All pay rates recommended by the Personnel Committee should be developed in consultation with the Senior Pastor/Head of Staff.

5.3.2 Re-evaluation of a pay rate may be performed at any time an inequity is indicated, including at the time of the annual compensation review (see below). Such inequity may result from a significant accumulation of changes in job duties, area or national rate changes due to availability of qualified candidates or other reasons, or realization that the pay rate originally established was in significant error.

5.4 Annual Compensation Review

5.4.1 It is the responsibility of the session to effect an annual review of the staff pay rates and approve any adjustments it deems justified. This review is delegated to the Personnel Committee and results in recommendations for adjustments, if any, being submitted to the session by the committee.

5.4.2 All pay rate adjustments recommended by the Personnel Committee should be developed in consultation with the Senior Pastor/Head of Staff.

SECTION 6. EMPLOYEE BENEFITS PLAN

6.1 First Presbyterian Church Kerrville adheres to all state and federal employee benefits laws and regulations including Social Security, Workers Compensation, and Unemployment Insurance.

6.2 An integrated benefits program is available to eligible employees of the First Presbyterian Church. The program is formally named "Benefits Plan of the Presbyterian Church (U.S.A.)", and is referred to as the "Benefits Plan". The Benefits Plan consists of the Pension Plan, Death and Disability Plan, Major Medical Plan, Optional Dental Plan, Optional Death Benefits Plan, and Retirement Savings Plan. The Benefits Plan is administered nationally by The Board of Pensions of the Presbyterian Church (USA) and is funded with the dues paid by employing organizations throughout the denomination and investment earnings on those dues. Each employee shall receive printed basic information about the Benefits Plan within 30 days of the date of his/her employment. Additional information is available from the church's financial secretary. Inquiries to which accurate answers are not available locally will be referred to the Board of Pensions by the financial secretary.

6.3 Eligible Employees

6.3.1 Ministers of the Word and Sacrament who serve in installed positions (**ordained** and **professional** positions as defined by the employee classification definitions) are required by the Book of Order to be enrolled in the Benefits Plan from their date of employment with full participation in all non-optional Plans.

6.3.2 All lay employees of First Presbyterian Church who are employed in **full-time** positions and work 37.5 or more hours per week, both **exempt** and **non-exempt** (as defined by the employee classification definitions), will be enrolled in the Benefits Plan effective ninety (90) days from the date of employment.

6.3.3 No lay employee of First Presbyterian Church employed in a **part-time** position, or in two or more **part-time** positions (as defined by the employee classification definitions), will participate in the Benefits Plan. No employee of First Presbyterian Church who is employed in two or more part-time positions can combine the hours worked in such part-time positions to qualify as a full-time employee of First Presbyterian Church who is eligible to participate in the Benefits Plan.

6.4 Major Participant Provisions and Dues

6.4.1 All enrolled employees participate in the Death and Disability Plan and the Major Medical Plan. Dues are established by the Board of Pensions. Participating employees will pay a portion of the Major Medical dues. The employee portion will be determined by the Personnel Committee. Installed Teaching Elders will not be expected or required to contribute. (Rev. 01/2017)

6.4.2 During the first three years of employment, an enrolled lay employee does not participate in the Pension Plan. Upon completing three consecutive years of satisfactory employment, an employee enrolled in the Benefits Plan begins participation in the Pension Plan.

6.4.3 Should a part-time employee become a full-time employee and thereby become enrolled in the Benefits Plan, each full year of satisfactory prior part-time employment

completed shall be credited as one-half year of employment in determining the date when the first three years of employment are completed.

6.4.4 Pension Plan dues are established by the Board of Pensions and are fully paid by First Presbyterian Church with a contribution neither required nor accepted from participants.

6.5 Optional Plans

6.5.1 The Optional Dental Plan and the Optional Death Benefits Plan are available only to participants in the Benefits Plan and each may be selected by a participant only within limited enrollment periods specified by the Board of Pensions. The dues for these Plans are established by the Board of Pensions are fully paid by the employee through a payroll deduction with no contribution by the First Presbyterian Church.

6.5.2 The Retirement Savings Plan is a 403(b) tax-deferred plan and is available to all employees whether in the Benefit Plan or not. Contributions by participants are through a payroll deduction with no contribution being made by the First Presbyterian Church for the first (15) years of employment. After fifteen (15) years of satisfactory employment the First Presbyterian Church will contribute into the plan an amount equal to the employee's contribution up to three (3) percent of the employee's base pay. The church's contribution will be made on a monthly basis.

SECTION 7. EMPLOYEE LEAVE POLICY

(See Children's Corner Preschool Employee Manual for policies for employees working in the Children's Corner Preschool)

7.1 General

Time off work for ordained staff is as provided in the individual's Terms of Call. This policy regarding time off from work applies to other full time exempt and non-exempt employees. The leave year begins on the anniversary date of the employee's full time employment with First Presbyterian Church. All leave is accrued and must be taken in whole day increments, i.e. no fractional days. Any exceptions to this policy must be approved by the Senior Pastor/Head of Staff.

7.2 Holidays

Usual holidays for which church office will be closed: New Year's Day, the Monday following Easter, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, the Friday after Thanksgiving, and three workdays for Christmas. These are paid holidays for full-time staff only.

7.3 Sick Leave

Time off for sick leave will be ten (10) work days per year. Such sick leave days may accumulate up to, but may not exceed, forty (40) work days, such leave to be with pay, but to be uncompensated to the extent unused upon termination. Sick days may be used for the care of the employee, spouse, children, grandchildren, and any other dependents that the employee is responsible for. In addition, all medical appointments will be counted as ½ day of sick leave taken.

7.4 Vacation Leave

7.4.1 After a year of consecutive full time employment, an employee is entitled to two (2) weeks of paid vacation per year. After five (5) years of satisfactory consecutive full time employment, the employee will be entitled to three (3) weeks of paid vacation per year. After ten (10) years of satisfactory consecutive full time employment, the employee will be entitled to four (4) weeks of paid vacation per year.

7.4.2 Vacation leave is intended to provide a time of rest and relief from work and to maintain a fresh and productive approach to one's job; therefore, all employees are encouraged to take vacation leave annually. Carry-over of leave each year is allowed only when leave must be denied by the supervisor due to demands of church business.

7.4.3 Staff's use of vacation leave must first be approved by the supervisor or the Senior Pastor/Head of Staff. All requests should be made in writing to the Employee's Supervisor. Requests should be submitted at least two weeks prior to the beginning vacation leave day (when possible). Supervisors should return the approved or denied request back to the employee within five days of receipt.

7.4.4 If an employee voluntarily resigns with thirty (30) days prior written notice, the employee is entitled to earned vacation leave on a prorated basis for that year of service provided that he/she has worked the full previous year (i.e., vacation leave is not prorated to an employee who has not completed a full year.)

7.4.5 All vacations are to be scheduled in advance with the supervisor. The administrative staff will take vacations at different times to assure the office is sufficiently staffed for church business.

7.4.6 Ordained and installed personnel should notify the Personnel Committee in advance when scheduling vacation leave.

7.4.7. The Personnel Committee approves study leave for ordained and installed employees in advance.

7.4.8 Accrued vacation days will be transferred with the employee in the following situations: if an employee of the Children's Corner Program (CCP) transfers to a job position with First Presbyterian Church (FPC) or if a FPC employee transfers to a job position with CCP.

7.5 Parental Leave

All full time and part time employees are eligible for a maximum of six (6) months parental leave. For birth, adoption or guardianship of a child, eligible employees may elect up to six (6) months leave, using either accumulated vacation leave, leave without pay or a combination thereof. A thirty (30) day advance request in writing for parental leave must be made for approval. If both parents are employed by First Presbyterian Church and wish to use this benefit, their aggregate leave is limited to six months. Any benefit coverage in place continues during parental leave.

7.6 Other Leaves of Absence With Pay

At the discretion of the Senior Pastor/Head of Staff, leaves of absence with pay may be given for the following:

- Regular training period in the U. S. Armed Forces (up to two weeks annually)
- Jury duty (up to two weeks annually)
- Marriage of the employee (up to three days)
- In case of death in the immediate family (husband, wife, parent, parent-in-law, child, brother, sister, grandparent), the employee will receive full pay for absence from the day of the death up to and including the day after burial. This leave should not exceed four working days and must be arranged in consultation with the Senior Pastor/Head of Staff.
- Adequate time off for voting will also be given where election hours and work schedules cause a hardship on employees.

7.7 Other Leaves of Absence Without Pay

A leave of absence without pay may be given for military service performed by an employee with credited service for three months or more. Upon the employee's return, every effort will be made to place the employee in a position of similar level, status, and salary.

SECTION 8. EMPLOYEE DRESS POLICY

8.1 Preamble

8.1.1 The church's staff members are central to the ministry of First Presbyterian Church. When staff members, both ordained and lay, are on the church campus, or elsewhere acting as representatives of the church, their dress and appearance may form impressions among people with whom they come in contact. These impressions, anywhere on the scale from positive to negative, may effect the way that those people believe the staff member is doing his or her work, and may well extend to how well they believe the church is fulfilling its ministry.

8.1.2 These impressions consequently either help or hinder the effectiveness of the ministry of the church. The intent of this policy is to encourage all members of staff to consider the impressions they will be making when selecting their attire, and how those impressions may affect the ministry of the church.

8.1.3 It is important that staff members, and all members of church government, recognize the sensitive nature of dress-related impressions and their effect on the church's ministry. Open, two way dialog and feedback among the staff, and between staff and church government is essential to keeping this matter in perspective while still recognizing and dealing with problems.

8.1.4 General oversight of the implementation of this policy is the responsibility of the session through its Personnel Committee. Day to day interpretation and compliance monitoring concerning this policy is to be part of the duties of members of church staff with supervisory responsibilities. Individual compliance problems are to be discussed whenever concern about dress may arise. This policy is to be discussed as part of the orientation of each new member of staff, both ordained and lay.

8.2 Dress Guidelines

8.2.1 Church staff dress should be appropriate for working in a church, and should be appropriate for the activity at hand. Generally, the staff attire is casual.

8.2.2 During worship and other solemn functions nothing should be worn that would distract or draw the congregation's attention away from the purpose of the function. Robes and vestments serve this purpose for ordained staff. At their discretion and as appropriate for the events of the day, ordained staff shall wear business dress or casual.

8.2.3. Informal business dress is appropriate for staff members who will be in public contact.

8.2.4 Shorts and athletic attire are appropriate for recreation activities. Similar attire or work clothes are also appropriate for working in hot, dirty, or otherwise uncomfortable conditions.

8.2.5 Uniforms may, at the discretion of appropriate church committees, be appropriate for some staff members. In such cases the uniforms are to be provided at church expense.

SECTION 9. LOANS TO EMPLOYEES

Effective September 1, 2013, cash loans from church assets to employees of First Presbyterian Church, Kerrville, Children's Corner Preschool, and the YES Center will be prohibited. The loans to be prohibited include the following:

- Pay day advance loans
- Cash loans from pastor discretionary funds
- Any loans from other funds whether designated or non-designated
- Petty cash loans
- All un-reimbursed financial assistance

SECTION 10. AT-WILL EMPLOYMENT

10.1 All employment, with the exception of ordained staff, is defined as "At -Will", which means employment can be terminated with or without cause, and with or without notice, at any time, at the option of either First Presbyterian Church Kerrville, or the employee.

10.2 Nothing contained in any policy or any other document provided to any employee is intended to be construed as a guarantee that employment will continue for any definite period of time. Written or oral statements made to the employee will not alter this "at-will" relationship.

10.3 No agreement or promise regarding employment is binding on FPC unless it is through a signed contract that has the approval of the Senior Pastor/Head of Staff or the Personnel Committee.

10.4 The requirements of an orientation or training period do not waive FPC's right to terminate an employee given these guidelines.

10.5 Employees, with the exception of installed and ordained staff, shall at all times remain At-Will employees, and nothing herein shall be construed to alter the At-Will relationship in any other policy or job description.

SECTION 11. DISCIPLINE POLICY

11.1 Pastor/Head of Staff, or in the case of Children's Corner Preschool, the Director of CCP, will respond to disciplinary concerns as follows:

Level One: Verbal notification.

- Explain concerns to employee.
- Briefly review progressive discipline steps with employee.
- Explain in detail what is unacceptable, and state specifically what is expected.
- Place a Performance Improvement Plan following attached format, signed by all attending the conference, in employee's file, along with details of the conversation (template attached at the end of this Appendix).

Level Two: Counseling with written notice of impending action.

- Have formal discussion (counseling) with employee, including documentation of specific instances of unacceptable performance. This should include notification of employee's position in the discipline process.
- Reinforce accepted standards and expectations.
- Ask employee to add his/her comments, if any, to the written notice. Have employee sign and date the notice, and place it in employee's file.
- At this time, and in all subsequent steps, notification is given to the Personnel Committee, or to the Children's Corner Committee.
- Note: If employee's behavior is within the acceptable range for a period of six months the employee should be so notified, and a note to that effect should be attached to the Level Two notice.

Level Three: Written notice of suspension (minimum) or termination.

- Employee is notified in writing that this is the final step leading to dismissal and is asked to sign the document, with any comments the employee may wish to add.

11.2 Termination

11.2.1 Employee is relieved of his/her position, and documentation of the details leading to this decision is placed in employee's file.

11.2.2 This requires review and approval by the Senior Pastor/Head of Staff, the Personnel Committee, and in the case of Children's Corner Preschool, the Director of CCP.

11.2.3. Depending on the severity of the infraction(s), termination may occur at any point in the discipline process.

11.3 Suspension for investigation:

While an investigation is pending, an employee may be placed on suspension, with pay. This suspension will be initiated at the discretion of the Senior Pastor/Head of Staff in consultation with the Personnel Committee, and in the case of Children's Corner, the Children's Corner Committee and the Director of CCP.

Note: A suspension for investigation, in itself, is not a disciplinary action.

11.4 This section is not all inclusive, and is not intended to cover minor infractions. For both the church and the CCP, occasional tardiness, dress code violations, etc. may be handled by those in charge. Should these minor infractions persist or become habitual, the discipline process may be invoked at any time, at the request of the Senior Pastor/Head of Staff, the Personnel Committee, or in the case of Children's Corner Preschool, the Children's Corner Committee and/or the Director of CCP.

SECTION 12. HARASSMENT POLICY

12.1 It is First Presbyterian Church Kerrville ("FPC") policy to fully support enforcement of state and federal laws prohibiting harassment. All staff members and volunteers are prohibited from engaging in the harassment of any other staff member, volunteer, church member, or any other person in the course of or in connection with employment or volunteer service with the FPC. The desired standard of every staff member or volunteer's behavior is one of cooperation and respect for each other, despite any differences. FPC will not tolerate any infractions of this policy by its staff members, members of the congregation, or any outside parties, including visitors, vendors, and suppliers.

12.2 For the purposes of this policy, staff member, including ordained staff, is defined as any paid member of staff or any volunteer.

12.3 DEFINITIONS

12.3.1 The term harassment includes, but is not limited to, slurs, jokes and other verbal or physical conduct relating to a person's race, color, sex, religion, national origin, citizenship, age, disability, sexual orientation, and other protected categories.

12.3.2 Sexual harassment is defined by the Equal Opportunity Employment Commission (EEOC) as any unwelcome sexual advances, unwelcome requests for sexual advances, requests for sexual favors, unwelcome or offensive touching, and other unwelcome verbal or physical conduct of a sexual nature when:

- a. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment, or
- b. Submission to or rejection of such conduct by an individual used as the basis for employment decisions affecting such person, or
- c. Such conduct has the purpose or effect of unreasonably interfering with an individual's job (work) performance or creates an intimidating, hostile, uncomfortable, or offensive working environment.

12.3.3 Examples of conduct or behaviors that have contributed to a hostile environment (and, are thereby prohibited by this policy) include:

- a. Unwelcome threats that impose a sexual quid pro quo;
 - b. Discussing sexual activities;
 - c. Jokes, comments, other offensive and unwelcome behavior based on a person's age, ancestry, color, creed, marital status, medical condition, national origin, disability, race or religion that creates a hostile, obnoxious, or intimidating work atmosphere or results in the loss of tangible job benefits;
- Unwelcome sexual advances, including physical contact (touching) such as patting, pinching, staring, hugging, or purposely rubbing up against another's body;

- d. Asking unwelcome questions or making unwelcome comments about another person's sexual activities, dating, personal or intimate relationships, physical attributes or appearance;
- e. Unwelcome conduct or remarks that are sexually suggestive, or demeanor that shows hostility to a person because of the person's gender (including "kidding", jokes, pranks, teasing, obscenities, obscene or rude gestures or noises, slurs, epithets, taunts, negative stereotyping, threats, blocking of physical movement, etc.);
- f. Sexually explicit statements, questions, jokes, or anecdotes regardless of means of communication (oral, written, electronic [e.g. email, social media, phone, etc.]), etc.;
- g. The display of inappropriate sexually oriented materials in a location where others can view them;
- h. Sabotaging the victim's work;
- i. Engaging in hostile physical conduct;
- j. Granting job favors to those who participate in consensual sexual activity;
- k. Using crude or offensive language.

12.3.4 Harassment also includes actions taken by church members, visitors, guests, consultants, and vendors against any FPC staff member or volunteer.

12.3.5 For the purposes of this policy, harassment does not include verbal or written criticism of a staff member's job performance, substantial oversight and/or management of a staff member's work by a supervisor, or the use of offensive language in any manner not directed at another staff member, and/or that does not otherwise constitute language of a nature that creates an intimidating, hostile or offensive working environment, as prohibited by this policy.

12.4 Staff Member Responsibility

12.4.1 A staff member who believes that he or she has been the subject of, or who has witnessed, an act constituting harassment or retaliation prohibited by this policy, must immediately take the following steps:

- a. Politely but firmly confront the person doing the harassing. The staff member should state how he/she feels about the harasser's actions and request that the person cease the harassment immediately.
- b. If the harassment continues or if the staff member does not feel comfortable confronting the harasser, the staff member should report the behavior to his or her immediate supervisor; but,
- c. If the staff member is not comfortable in reporting the behavior to his/her immediate supervisor, he/she may report the behavior to any supervisor; or,
- d. If the staff member's immediate supervisor is the harasser or the staff member is not comfortable in reporting the behavior within his/her area, he/she may report the behavior to the Senior Pastor/Head of Staff or the Chair of the Personnel Committee.

12.4.2 If a staff member is unsure whether behavior constitutes harassment, he/she should confer with a supervisor, the Senior Pastor/Head of Staff, or a member of the Personnel Committee. It is not necessary, however, for the staff member to take all of the steps listed above. If a staff member feels that any of the steps would not be desirable or effective because of the circumstances surrounding the harassment, the staff member may make a report directly to one of the supervisors. In no case will a staff member be required to report such behavior to the person accused of the misconduct.

12.4.3 Confidentiality: All information concerning a sexual harassment complaint will be treated as confidential. Content of a sexual harassment complaint, whether verbal or written, will not be disclosed except as a part of the investigative process to those who have a need to know or as otherwise required by law.

12.4.4 Filing a Complaint: A staff member must file a complaint alleging harassment with any supervisor. All complaints will immediately be referred to a supervisor, the Senior Pastor/Head of Staff, or a member of the Personnel Committee for investigation. To initiate an investigation, the staff member making the complaint must submit in writing specifically setting forth the details of the conduct that is the subject of the complaint, and to include the name(s) of any witnesses to the incident. All complaints shall be immediately forwarded to the Senior Pastor/Head of Staff or the Chair of the Personnel Committee for investigation. To the extent permitted by law, complaints will remain confidential and information about them will be provided only to those persons who need to know in order to achieve a timely resolution of the complaint.

12.5 Supervisor Responsibility:

12.5.1 It is the responsibility of all supervisors to ensure that their staff members are adequately informed about FPC's Harassment and Sexual Harassment Policy and that their staff members are able to work in an environment free from all forms of discrimination, including harassment.

12.5.2 Supervisors need to be aware of the working environment of their subordinates to ensure that the work environment is harassment free.

12.5.3 Supervisors who see inappropriate conduct shall take immediate steps to correct such conduct.

12.5.4 When a supervisor receives a complaint of harassment, it shall be given prompt attention and be reported immediately to the Senior Pastor/Head of Staff or a member of the Personnel Committee.

12.5.5 Supervisors, the Senior Pastor/Head of Staff, and the Personnel Committee shall take steps to ensure that complaints of harassment and the investigation into allegations remain confidential. No supervisor shall release any information concerning such complaints to a third party or to anyone within FPC not authorized to know of the investigation.

12.5.6 When conduct that may constitute harassment as defined by this policy is witnessed by or brought to the attention of a supervisor or the Senior Pastor/Head of Staff, failure of that person to take action as outlined above may subject him or her to disciplinary action, up to and including termination.

12.5.7 Supervisors must use a great deal of discretion in their social relationships with other staff members, particularly their own subordinates. This is to avoid compromising their ability to function as an impartial supervisor who can treat all staff members fairly. Supervisors should be very prudent and careful in social relationships with their subordinates that may lead to an impression of partiality or bias.

12.6 Investigation and Discipline:

12.6.1 Upon the receipt of a complaint, an investigation of the facts and circumstances of the claim of discrimination, including harassment or retaliation, will be conducted by the Senior Pastor/Head of Staff or his/her designee, or the Personnel Committee. The investigation of a complaint shall proceed with due diligence and be concluded as soon as possible.

12.6.2 Where the investigation reveals that the complaint is valid, prompt disciplinary action designed to stop the harassment immediately and to prevent its recurrence will be taken. At a minimum, violations of the FPC's harassment policy will result in a counseling session with his/her supervisor for anyone who violates this policy. With appropriate prior consultation with the Senior Pastor/Head of Staff and/or the Personnel Committee, the supervisor may also take additional disciplinary action, up to and including immediate termination from employment or, in the case of a volunteer, from volunteer service.

12.6.3 The Senior Pastor/Head of Staff or Personnel Committee will provide a written response to the complainant and appropriate supervisory staff at the conclusion of the investigation.

12.6.4 If the investigation reveals that the complaint is valid, prompt disciplinary action, as approved by the appropriate individuals, will be taken. The immediate supervisor will ensure that the harassing conduct is **immediately stopped**.

12.7 False Accusations

A staff member or volunteer who knowingly makes a false complaint or statement under this policy is subject to discipline, up to and including termination from employment or, if applicable, volunteer service.

12.8 Appeal to the Personnel Committee:

If the staff member is not satisfied with the decision of the person to whom the complaint is made, he/she may appeal the decision to the Personnel Committee in writing within five (5) working days of receipt of the decision. The Chair of the Personnel Committee, or designee, will review the harassment complaint and the investigations conducted thus far and/or conduct a further investigation and consult with the Personnel Committee to arrive at a final decision. The decision of the Personnel Committee completes the internal process for harassment complaints.

12.9 Consequences for Violations:

Staff members who violate any portion of this policy are subject to disciplinary action, up to and including termination. Any volunteer who violates any portion of this policy is subject to discontinuation of the volunteer service and will be asked to leave the church premises.

12.10: Prohibited Retaliation

Every staff member has a right to report harassment without fear of retaliation. Retaliation of any kind against a staff member who makes a complaint of discrimination or harassment or against a staff member who participates in an investigation concerning a complaint of discrimination or harassment is strictly prohibited. Any staff member retaliating against another staff member will be subject to disciplinary action, up to and including termination from employment or, if applicable, volunteer service.

SECTION 13: WHISTLEBLOWER POLICY

13.1 A whistleblower as defined by this policy is an employee of First Presbyterian Church Kerrville who reports an activity that he/she considers to be illegal, dishonest, or otherwise prohibited, to one or more of the parties specified in this Policy. The whistleblower is not responsible for investigating the activity or for determining fault or corrective measures; appropriate supervisors, pastors and the Session are charged with these responsibilities.

13.2 Examples of illegal or dishonest activities are violations of federal, state or local laws, fraudulent financial reporting, or any alleged misconduct.

13.3 If an employee has knowledge of or a concern of illegal, dishonest, or otherwise prohibited activity, the employee is to contact his/her immediate supervisor or the Senior Pastor/Head of Staff.

13.3.1 The employee must exercise sound judgment to avoid baseless allegations.

13.3.2 An employee who intentionally files a false report of wrongdoing will be subject to discipline up to and including termination.

13.4 The supervisor will immediately submit the whistleblower's concern to the Senior Pastor/Head of Staff or, if the concern relates to the Senior Pastor/Head of Staff, to the Chair of the Personnel Committee.

13.4.1 The Senior Pastor/Head of Staff or Chair of the Personnel Committee will immediately investigate the concern and determine what further action needs to take place. The Book of Order details the process for the discipline of ordained persons. Referrals to law enforcement officials are to be made by formal action of the Session.

13.4.2 Insofar as possible the confidentiality of the whistleblower will be maintained. However, identity may have to be disclosed to conduct a thorough investigation, to comply with the law and to provide accused individuals their legal rights of defense.

13.5 The church will not retaliate against a whistleblower in any way, but the right of a whistleblower for protection against retaliation does not include immunity for any personal wrongdoing that is alleged and investigated.

SECTION 14: SEXUAL MISCONDUCT POLICY

14.1 It is the policy of the Presbyterian Church (U.S.A.) and of First Presbyterian Church Kerrville that all church members, church officers, non-member employees, and volunteers of the church are to maintain the integrity of the ministerial, employment, and professional relationship at all times. Persons who engage in sexual misconduct are in violation of the principles set forth in Scripture, and also of the ministerial, pastoral, employment, and professional relationship. It is never permissible or acceptable for a church member, officer, employee, or volunteer to engage in sexual misconduct. Anyone having knowledge of sexual misconduct by anyone connected with First Presbyterian Church Kerrville is encouraged to report it to the Senior Pastor/Head of Staff or the Chair of the Personnel Committee.

14.2 Definitions:

Sexual Misconduct is the comprehensive term used in this policy to include:

14.2.1 Child sexual abuse; includes, but is not limited to, any contact or interaction between a child and an adult when the child is being used for the sexual stimulation of the adult person or of a third person. The behavior may or may not involve touching. Sexual behavior between a child and an adult is always considered forced whether or not consented to by the child.

14.2.2 Sexual abuse as defined in the Book of Order: "Sexual abuse of another person is any offense involving sexual conduct in relation to (1) any person under the age of eighteen years or anyone over the age of eighteen years without the mental capacity to consent; or (2) any person when the conduct includes force, threat, coercion, intimidation, or misuse of ordered ministry or position" (Book of Order, D-10.0401c).

14.2.3 Sexual harassment is defined in this General Employment Policy in **Section 12** Harassment Policy.

14.2.4 Rape is sexual contact by force, threat, or intimidation.

14.2.5 Sexual conduct is offensive, obsessive or suggestive language or behavior, unacceptable visual contact, unwelcome touching or fondling that is injurious to the physical or emotional health of another.

14.2.6 Sexual Malfeasance; is defined by the broken trust resulting from sexual activities within a professional ministerial relationship that results in misuse of office or position arising from the professional ministerial relationship.

14.2.7 Misuse of technology; use of technology that results in sexually harassing or abusing another person, including texting or emailing suggestive messages and images to persons with whom one has a ministerial relationship. It is never appropriate to view pornography on church property. When this includes a person under the age of eighteen, it is considered child abuse. There is never an expectation of personal privacy when using technological equipment owned by a church or church entity or within the context of ministry.

14.3 Reporting Requirements

14.3.1 The Book of Order requires that “Any member of this church engaged in ordained ministry and any certified Christian educator employed by this church or its congregation, shall report to ecclesiastical and civil legal authorities knowledge of harm, or the risk of harm, related to the physical abuse, neglect, and/or sexual molestation or abuse of a minor or an adult who lacks mental capacity when (1) such information is gained outside of a confidential communication as defined in G-4.0301, (2) she or he is not bound by an obligation of privileged communication under law, or (3) she or he reasonably believes that there is risk of future physical harm or abuse” (G-4.0302)

14.3.2 The first person to whom an allegation of sexual misconduct is made should encourage the one reporting immediately to make the report in writing if the person alleging sexual misconduct is unable to write him or herself, the person who first hears the allegation should write an account of the report immediately.

14.4 Response to report of sexual misconduct

14.4.1 If the person who is accused of committing sexual misconduct is a member, ruling elder, deacon, volunteer, or employee of the congregation, the report of allegations should be made to the Senior Pastor/Head of Staff or the Chair of the Personnel Committee. If the accused is a member or officer of the church, the church will respond by using the procedures set forth in the Rules of Discipline of the Book of Order.

14.4.2 If the accused is a nonmember employee or volunteer, the report will be referred to the Senior Pastor/Head of Staff and/or the Chair of the Personnel Committee for action as follows:

- a. Determine whether or not the allegation gives rise to a reasonable suspicion of sexual misconduct by the accused.
- b. In any case of alleged child abuse, request the Session to refer the matter to appropriate civil authorities.
- c. If reasonable suspicion exists but child abuse is not involved, gather additional information necessary to make a decision about correcting the behavior.

d. Determine any remedies, including limiting ministry, suspension, or termination as necessary and advisable under the circumstances.

e. Inform the victim and the accused of the remedy.

f. In all cases, the Chair of the Personnel Committee shall prepare a written report, which shall be included in the accused's permanent personnel file. The accused shall be allowed to attach any written statements to said documents, also for permanent inclusion in the permanent file.

14.4.3 The Personnel Committee should keep detailed records of its actions and minutes of its deliberations and its conversations with the accuser, the accused, and other parties involved, correspondence, and copies of the reports received from committees or commissions. Such records will be kept confidential as far as possible.

SECTION 15: GRIEVANCE POLICY

If an employee has a grievance or complaint concerning the interpretation or application of this General Employment Policy the issue shall be resolved in the following manner:

15.1 An employee may first confer with his or her supervisor.

15.2 If the grievance or complaint is not thus settled, the employee shall confer with the Senior Pastor/Head of Staff.

15.3 If the grievance or complaint is not thus settled, the employee shall contact the Chair of the Personnel Committee who will present the complaint for investigation and decision to the Committee, or schedule a time for the employee to speak to the Committee.

PERFORMANCE IMPROVEMENT PLAN
First Presbyterian Church, Kerrville

Employee:

Job Title:

Supervisor:

“PIP” Start Date:

“PIP” End Date:

SPECIFIC AREA(S) OF PERFORMANCE NEEDING IMPROVEMENT

- 1.
- 2.

“PIP” SPECIFIC GOALS AND OBJECTIVES TO BE MET

- 1.

NOTES

ACKNOWLEDGEMENT

I hereby acknowledge that the requirements listed above are for my expected performance improvement, which will enhance my abilities to complete the job requirements of the position for which I have been hired. I also acknowledge that these requirements are in addition to other performance measures such as regular and predictable attendance, basic job requirements, etc. The performance measures will be examined to determine my success and continuation in this position. I further understand that I must successfully complete a probationary period, which is equal to the length of this “PIP”, in order for me to maintain my employment, and that failure to do so may result in my termination from employment with First Presbyterian Church, Kerrville.

Employee Signature

Date _____

Supervisor Signature

Date _____

Appendix E - GUIDELINES FOR PLANNED GIVING (Rev. 08-15)

A. Introduction.

God gave to each of us our minds and abilities, and we, with God's guidance, have exercised these gifts and produced a surplus of goods and money. As stewards of this God-entrusted bounty, we are expected to use it wisely and to help our neighbors who are less fortunate. This involves giving to our church and to others, and this accomplishes much if it is done in a responsible and planned manner. First Presbyterian Church of Kerrville, Texas, (The Church) recognizes its responsibility to provide its members with guidance and instruction on both the Biblical basis of "giving" and the ways in which these gifts may be made. The Church accepts this responsibility and will inform members periodically as to opportunities for giving, including:

1. The Biblical basis for helping our neighbors through personal efforts and sharing of personal resources.
2. Sharing of The Church's expenses and benevolence through support of the annual budget.
3. Assistance through unrestricted gifts whose principal will be used for the benefit of The Church and through endowment gifts that provide a permanent fund for investment that will provide "continuing gifts" through the income and appreciation of investments.
4. Assistance to The Church through donor-designated gifts for short-term and/or specific needs (see Appendix E-3).

B. Establishment of a Plan for Planned Giving.

A plan (The Plan) for The Church for the receipt, investment, and administration of endowment and unrestricted special gifts is hereby established.

C. Objective of the Plan.

The objective of the Plan is to create two separate funds. One fund shall be known as the First Presbyterian Church Kerrville Special Gifts Fund. The other shall be known as the First Presbyterian Church Kerrville Abiding Legacy Endowment Fund. Any donations (which may include monies, securities, or property) received by The Church under this plan shall be allocated as directed by the donor into either one or both of the two funds or, as provided in paragraph F, into either one or both of these two funds.

D. Special Gifts Fund

1. Any donations received for the Special Gifts Fund, or not specifically designated by the donor, shall be held in the Special Gifts Fund (as provided for in paragraph F) and accounted for separately from the general operating accounts of The Church. The principal of the Special Gifts Fund may be disbursed by the session on recommendation of one of its permanent committees, as well as the Planned Giving Committee.

2. Any interest, dividends, realized gains/losses and unrealized gains/losses associated with the Special Gifts Fund shall accrue to the operating accounts of The Church.

E. Abiding Legacy Endowment Fund (Endowment Fund).

1. Purpose.

The Endowment Fund of the First Presbyterian Church of Kerrville, Texas, exists in perpetuity, in order to provide income that can be used to support critical needs of the church so that ministry by future generations can be sustained and enhanced.

2. Use of Endowment Fund Donations and Income.

Any donations received for the Endowment Fund shall be kept separate and apart from The Church's general operating accounts and shall be invested in perpetuity and distributed in accordance with the terms and provisions of the Endowment Fund Declaration and Agreement (Appendix E-1).

F. Undesignated and Unrestricted Gifts.

1. Each devise, bequest, annuity, and gift that has not been designated by the donor as to fund or purpose shall be classified and administered as a Special Gift as described above.

However, undesignated gifts of \$10,000 or more will be designated 50% to the Endowment Fund and 50% to Special Gifts Fund

G. Right of Reinvestment.

Real estate, corporate stocks or bonds, or other property given to the Endowment Fund and/or Special Gifts Fund may be retained in its existing form or, upon recommendation of the Planned Giving Committee and approval by the Budget and Finance Committee (Congregational Assets Ministry Team) and the session, may be sold and the proceeds reinvested

H. The Planned Giving Committee (The Committee) Organization.

The Committee will be a sub-committee of the Budget and Finance Committee and will oversee the management of the Endowment Fund and the Special Gifts Fund.

1. The chairperson of the Budget and Finance Committee will appoint a member of the Budget and Finance Committee to chair The Committee.
2. The chairperson of The Committee may appoint one or more additional members to assist in carrying out the responsibilities of the sub-committee.
3. The Budget and Finance Committee will review all recommendations of The Committee and take action, as the Budget and Finance Committee deems appropriate.

I. Additional Responsibilities of the Committee.

1. As authorized by the Church Treasurer, to report the statuses of the Endowment Fund and the Special Gifts Fund to the Budget and Finance Committee for forwarding to the session at least annually or as frequently as the session may from time-to-time require.
2. To determine the amount of Endowment Fund earnings to be allocated for use each year.
3. To evaluate proposals for the use of the Endowment Fund and make recommendations to the Budget and Finance Committee for its consideration.
4. To support the Stewardship and Mission Committee in acquainting church members with the opportunity of making gifts and bequests to these funds.
5. To perform such other responsibilities related to the Endowment Fund and Special Gifts Fund as may be assigned to The Committee by the Budget and Finance Committee.

J. Church Consolidation, Merger, or Dissolution.

If at any time The Church is lawfully merged or consolidated with any other church, all of the provisions hereof in respect to The Church shall be deemed to have been made for and in behalf of such merged or consolidated church, which shall be entitled to receive all of the benefits of said Special Gifts Fund and Endowment Fund but shall be obligated to administer the same in all respects in accordance with the terms thereof and the terms of the Endowment Fund Declaration and Agreement. In the event of the dissolution of The Church, the presbytery of jurisdiction of the Presbyterian Church (USA) shall be entitled to the benefits and be obligated to administer the Endowment Fund and Special Gifts Fund of the Church in similar fashion, and in the case of the Endowment Fund always in accordance with the Endowment Fund Declaration and Agreement.

K. General Policies.

1. The use of gifts and bequests should reflect our commitment to responsibly further the work of Jesus Christ, including the local ministry of The Church and the mission of The Church beyond the congregation.
2. Gifts and bequests should be seen as an opportunity to enable ministry and mission that could not normally be underwritten by the annual operational budget.
3. The principal of the Special Gifts Fund shall never be used to supplement the current operating budget or normal operation of The Church, except by affirmative vote of a 4/5 majority of session members then serving at the time of such vote.
4. The Endowment Fund may be used only as provided in the Declaration and Agreement.

5. At the beginning of each year, the Planned Giving Committee shall determine that portion of the Endowment Fund earnings that may be spent during the year. These funds shall be disbursed by the session on recommendation of the Budget and Finance Committee. Any funds identified as available for use in a given year that are not used by the end of the year will not rollover into subsequent years.

In order to ensure the longevity of the Endowment Fund, the goal is to provide for an amount to be spent that leaves a residual amount of earnings in the Endowment Fund and thus allows for growth from retained income. The amount to be spent each year will be determined as described in Appendix E-2.

6. The intent as expressed by each donor shall be honored to the extent deemed feasible by The Committee and the session.
7. The balance of present bequests and all future bequests will become the responsibility of The Committee.
8. Investments shall be made in a reasonable and prudent manner as determined by the Budget and Finance Committee upon recommendation of the Planned Giving Committee.
9. The members of The Committee shall not be liable for errors of omission or commission, except for gross negligence and intentional malfeasance.
10. The session reserves the right to accept or decline any gift.
11. The Plan and the guidelines contained herein and adopted by the session of The Church may be revised only by affirmative vote of a 4/5 majority of session members then serving at the time of such vote. In no event, however, may any funds or assets placed in the Endowment Fund described in the Endowment Fund Declaration and Agreement be withdrawn or held by The Church for any other purpose than that specified in the Endowment Fund Declaration and Agreement.

**ENDOWMENT FUND
DECLARATION AND AGREEMENT
OF
FIRST PRESBYTERIAN CHURCH
KERRVILLE, TEXAS**

Establishment and History

1. The Endowment Fund of First Presbyterian Church of Kerrville, Texas (“Church”), is hereby established and created as a permanent Endowment Fund to be held and administered as herein provided. The term Endowment Fund shall include the corpus; principal appreciation; and interest, dividends and other income generated by Endowment Fund assets.
2. The amount currently held in endowment funds (a corpus of \$515,800.21 plus principal appreciation, interest, dividends and other income) as of the date of execution of this document [June 23, 2008] will be transferred to the Endowment Fund established with the execution of this document.
3. The current guidelines, Appendix E of Standards of Procedures for Planned Giving, provide for the procedures and implementation of the Endowment Fund, but this Declaration and Agreement shall legally limit and restrict the Endowment Fund as a permanent endowment (not a policy and not subject to change from year to year) and shall control in the event of conflict between the Declaration and Agreement and Appendix E. The Endowment Fund is established to benefit the Church. The Endowment Fund shall include the donations received from donors, such property as has been or as may be, from time to time, transferred to the Endowment Fund by donors and/or the Church for inclusion in the Endowment Fund, and such property as may, from time to time, be received by the Church from any other source and accepted by it for inclusion in the Endowment Fund. The Endowment Fund shall be the property of the Church held by it in its normal corporate capacity.

Distribution

The corpus of the Endowment Fund will be invested in perpetuity. No distributions will be made from the Endowment Fund except as herein provided. On an annual basis, the session of the Church may utilize the income and appreciation from the Endowment Fund for the benefit of the Church. In no case will distributions from the Endowment Fund ever cause the balance of the fund to fall below the corpus originally transferred (as defined in Paragraph 2 of this document), plus any additional donations received from donors and/or the Church subsequent to the original transfer of funds.

Administration

The Endowment Fund will be administered by the session through the treasurer or assistant treasurer and the Budget and Finance Committee. The treasurer, or the designee of the treasurer, shall cause financial reports of the Endowment Fund to be presented to the congregation and the Session as the Session may require.

Church Consolidation, Merger or Dissolution

If at any time the Church shall be lawfully merged or consolidated with any other church, all of the provisions hereof in respect to the Endowment Fund shall be deemed to have been made for, and in behalf of, such merged or consolidated church which shall be entitled to receive all of the benefits of the Endowment Fund and shall be obligated to administer the same in all respects in accordance with the terms hereof. In the event of the dissolution of the Church, the session shall have the responsibility for the final disposition of all assets of the Endowment Fund in compliance with all rules, policies and guidelines of the Presbyterian Church (USA).

Outside Advisors/Consultants

The Budget and Finance Committee is encouraged to make use of all available resources of professional advice and management that are appropriate. The reasonable costs of such resources, advice and management, if any, shall be a proper charge to the Endowment Fund. These resources should include, but not be limited to, The Texas Presbyterian Foundation. These resources can offer assistance in the management of assets, trusteeship, promotion, special projects, etc. No one shall be prevented from providing advice or management services to the Endowment Fund, or receiving fair compensation for such, solely by reason of membership in the Church.

Binding

This Declaration and Agreement shall be binding and enforceable and is entered into for the benefit of the Church and its members. The only legal access to the Endowment Fund shall be as herein provided and, in the event of the liquidation and dissolution of the Church and its other assets, as set forth in the paragraph entitled Church Consolidation, Merger, or Dissolution.

Appendix E-2 – ENDOWMENT FUND SPEND RATE (Revision 08-15)

In order to ensure the longevity of the Endowment Fund, the goal is to provide for an amount to be spent that leaves a residual amount of earnings in the Endowment Fund and, thus allows for growth from retained income. The amount to be spent will be determined as follows:

1. Calculate the average of the monthly rate of return of the Endowment Fund (including monthly changes in value) for the prior 36 months using data from the Texas Presbyterian Foundation.
2. This average will be multiplied by 12 to obtain an annual rate of return.
3. If this annual rate of return is less than or equal to 4.50%, no funds will be made available that year.
4. If the annual rate of return is greater than 4.50%, then the average month-end fair market value of the Endowment Fund for the prior 12 months will be multiplied by 4.50%. This will result in the funds to be made available for the year from the Endowment Fund.

Appendix E-3 - GUIDELINES FOR DONOR-DESIGNATED GIVING (Revision 08-15)

Introduction: This appendix refers to all donor-designated funds received by the church except those designated by the donor for the Endowment Fund or the Special Gifts Fund. Guidelines governing the collection, management and disbursement of these funds are covered in Appendices E, E-1 and E-2.

A. Donor-Designated Gifts

1. Any donations received by The Church as specifically designated by the donor shall be accounted for separately from the general operating accounts of The Church and the principal shall be disbursed by the session as designated by the donor on the recommendation of one of its permanent committees. At least annually, The Church Treasurer and the Budget & Finance Committee shall review the fund(s) to determine if the intent of the fund(s) has been financially satisfied. Any fund balance remaining after the intent has been satisfied will be transferred to the Endowment Fund, upon approval of the session.
2. Donor-designated gifts shall be invested as deemed appropriate by The Church Treasurer and the Budget and Finance Committee.
3. Any interest, dividends, realized gains/losses and unrealized gains/losses associated with donor-designated gifts shall accrue to the operating accounts of The Church.

B. Right of Reinvestment.

Real estate, corporate stocks or bonds, or other property given as a designated gift to The Church may be retained in its existing form or, upon recommendation of the Budget and Finance Committee and approval by the session, may be sold and the proceeds reinvested.

C. Church Consolidation, Merger, or Dissolution.

If at any time The Church is lawfully merged or consolidated with any other church, all of the provisions hereof in respect to The Church shall be deemed to have been made for and in behalf of such merged or consolidated church, which shall be entitled to receive all of the benefits of said donor-designated funds but shall be obligated to administer the same in all respects in accordance with the terms thereof. In the event of the dissolution of The Church, the presbytery of jurisdiction of the Presbyterian Church (USA) shall be entitled to the benefits and be obligated to administer these funds of The Church in similar fashion.

D. General Policies.

1. The use of gifts and bequests should reflect our commitment to responsibly further the work of Jesus Christ, including the local ministry of The Church and the mission of The Church beyond the congregation.

- L. Gifts and bequests should be seen as an opportunity to enable ministry and mission that could not normally be underwritten by the annual operational budget.
- M. The principal of any donor-designated fund shall never be used to supplement the current operating budget or normal operation of The Church, except by the affirmative vote of a 4/5 majority of session members then serving at the time of such vote.
- N. The designation and intent as expressed by each donor shall be honored to the extent deemed feasible by the session.
- O. Investments shall be made in a reasonable and prudent manner as determined by the Budget & Finance Committee upon recommendation of the Planned Giving Committee.
- P. The members of the Budget & Finance Committee and The Church Treasurer shall not be liable for errors of omission or commission, except for gross negligence and intentional malfeasance.
- Q. The session reserves the right to accept or decline any gift.
- R. The guidelines and policies contained herein and adopted by the session of The Church may be revised only by affirmative vote of a 4/5 majority of session members then serving at the time of such vote.

Appendix F - PHYSICAL GIFT POLICY

Any person, persons, or groups wishing to donate any physical objects to First Presbyterian Church, Kerrville, must present the request for the proposed gift to the Property Committee for review. The Property Committee must consider any costs needed for repairs, enhancements, etc., of such gift and refer this to the session when presenting the gift to be donated.

The session, as governing body, may either accept or reject the gift from any donor after hearing a report from the Property Committee.

If the session accepts a donated gift, a note of appreciation will be sent the donor by the clerk of session.

Appendix G - MAJOR PURCHASES POLICY (Rev. 08-15)

POLICY

First Presbyterian staff and committees will exercise good stewardship of the congregation's funds by planning ahead when possible for major purchases and by securing the best value for the dollars expended. Staff and committees should try to avoid unbudgeted and unplanned major purchase requests, except for emergencies. The annual budgeting process should be used to plan for the purchase of major new or replacement items.

PURCHASE REQUESTS – REQUIREMENTS & EXCEPTIONS

- 1) A Purchase Request (Appendix G-1) must be used to obtain all goods or services when:
 - The purchase exceeds an annual value of \$5,000.
 - A purchase, of any value, is not contained within the current budget.
 - Designated funds are proposed as the funding source wherein the use of that fund is for purposes other than the original intent.

- 2) The Purchase Request should be completed and signed by the chair of the requesting committee, the pastor or the director of Children's Corner. All blanks on the form should be completed.

- 3) Requests for purchases valued at over \$5,000 will show evidence of price comparisons of at least two sources/vendors. If there is only one available source or vendor, this should be noted on the purchase request. Recommendations for vendor or source should consider value and service as appropriate; lowest price should be only one factor. Committees are responsible to research sources, requesting help as needed.

- 4) Emergency repairs or purchases of large-dollar replacement items are not subject to this policy. The office manager in consultation with the chair of the Property Committee and the related committee chair may determine what constitutes an emergency. The Budget and Finance Committee, however, shall be kept informed of such action.

- 5) Existing service contracts are not subject to this policy if they come up for renewal unless a contractor's performance is deemed unsatisfactory or a change in scope or price is significant (greater than 10%). All new service contracts are subject to this policy regardless of their annual value.

PROCESS

- 1) After the Purchase Request has been completed, it will be forwarded to the chair of the Property Committee for their approval if the request includes items of equipment or furnishings for use in or around church property. Upon approval, the Chair of the Property Committee will send the request to the Chair of the Budget and Finance Committee for review or approval.

2) If the Purchase Request does not require Property Committee approval, it will be forwarded directly to the chair of the Budget and Finance Committee for review or approval.

BUDGET AND FINANCE – REVIEWS/APPROVALS

1) Major purchases covered by this policy that are contained within the current budget will be reviewed only by the Committee.

2) Any service or item that is to be purchased that is not contained within the current budget or where the use of the designated fund is for other than its original purpose must be approved by the Budget and Finance Committee.

3) If designated funds(s) are to be used for the purchase, the requestor may consult with the Church Treasurer as to the appropriateness of the proposed funding source.

4) The chair of the Budget and Finance Committee will inform the originator of the request of the Committee's action on the Purchase Request.

SESSION APPROVALS

1) Session approval is required for any unbudgeted item, for budgeted items whose value is \$10,000 or more and for items that will be purchased from designated funds when the designated fund is to be used for purposes other than the original intent.

2) It is the responsibility of the requesting committee, after Budget and Finance review or approval, to bring the funding request to the session for approval.

BUDGET AND FINANCE MONITORING

1) On a monthly basis, the Budget and Finance Committee will receive reports of all invoices greater than \$5,000 to enable the committee to track purchases and adherence to this policy.

Appendix G-1 PURCHASE REQUEST, FIRST PRESBYTERIAN CHURCH

Describe item or service:

Request Date:_____

Requested by:_____
 Committee or Staff

Requested Amount_____

Funding Source: Budgeted____ Unbudgeted____ Designated Fund____

If Designated, fund name _____

Replacement item? Yes____ No____

Price comparisons or bids (Required for items over \$5,000) Describe and/or attach.

Recommended source/vendor:

Approvals:_____	_____
Requesting Committee/Staff	Date
_____	_____
Property Committee (if necessary)	Date
_____	_____
Budget and Finance Chair/Treasurer	Date
_____	_____
Session (if necessary)	Date

Appendix H - Child Care Policies and Procedures First Presbyterian Church of Kerrville (Rev. 09-14)

Mission Statement

First Presbyterian Church provides nurturing child care for children ages birth through fifth grade. Because we affirm that all children are a gift from God and that they depend upon adults for safety and security, our child care is a place where children are loved and cared for physically, emotionally, and spiritually. We provide child care where parents are welcome and feel confident leaving their children while they attend worship, Sunday school, or church functions; and where our child care staff are supported and compensated for their ministry to our youngest children.

1. There will be two child care staff members or a child care staff member and a church volunteer working in each room if at all possible.
2. The following child to staff/volunteer ratio should be observed:
 - Infants (newborn to 12 months) 4 to 1
 - Toddlers (up to 4 years of age) 6 to 1
 - Older children (4+) 8 to 1
3. All child care staff will be 18 years of age or older. Exceptions can be made on an individual basis with approval of the Child Care Coordinator, Director of Children's Ministries, and the Children's Ministry Team.
4. Child care staff are expected to arrive 15 minutes before a scheduled event to prepare for the children. Make sure the sign-in clipboard is accessible for parents and the registration book is available, with blank registration forms. Also make sure that the room is in order for the children's arrival. If there are projects to work on, make sure all the supplies are on hand. On Sundays, in the extended care room make sure the room is ready for children and the sign-in clipboard is accessible for parents. Find the lesson for the day and review it, making sure the supplies are ready for the project. Remember that sometimes our volunteers in the extended care room like to do the lesson, but child care staff should be prepared to take the leadership in the lesson.
5. Occasionally child care staff will arrive but no children do. If it is 45 minutes after the appointed start time for the event or meeting and no children have arrived then childcare staff may go home, signing out the time that they leave. The exception to this is on the second Monday of each month for meeting nights and Family Night Supper nights, which are on the fourth Wednesdays of the month. These nights then child care staff should wait one hour.
6. Child care staff will fill out their time card on each day/night that is worked, with the date, the time that they arrive and the time they leave, not the times they are scheduled

for. Sign the top of the time card and return the time card to the staff cabinet. Time cards are kept in the staff cabinet in the church child care room at all times.

7. Child care staff shall make themselves familiar with the room(s) noting where the evacuation plan is and where the exits are. They shall locate where supplies are kept as well as survey the toys and equipment and remove any that are broken or dirty. Broken toys are to be thrown away; dirty toys are to be cleaned by child care staff and returned to the shelves. Sheets, blankets, soft toys that are used are to be put in the designated basket in the bathroom in the church nursery to be laundered by the Child Care Coordinator.
8. All children must be signed in and out by their parent or other responsible adult on the sign-in sheet. Be sure they list their cell phone number or how to get a hold of them if needed. Ask them to also designate who will be picking up the child. The children that come to extended care from worship will be signed in by the caregiver. Children are not to be released to anyone but an authorized person as indicated on the child's registration form. Older siblings may not sign out their brother or sister.
9. Child care staff shall warmly greet arriving children and their family and be attentive to any instructions that are given about the child's needs (allergies, feeding times, napping times, potty training information, etc) making notes in the registration book. All food allergies need to be listed on the sign in sheet. If we do not have a registration form on record for the child please ask the parent/adult with the child to fill one out. Child care staff should become familiar with the children who are regularly in their care, noting allergies and routines that are unique to that child. All diaper bags, bottles, sippy cups, etc. need to be labeled with the child's name. If they are not labeled there are stick-on labels in the staff cabinet in the nursery.
10. Child care staff should maintain an open, flexible, non-judgmental, affirming, enthusiastic attitude about every child and family. Even if the child care staff disagrees with parenting practices or ideas, they should follow the parents' directives unless they believe it is physically, emotionally, or mentally taxing on the child to follow the parent's directions. In these cases, the child care staff shall contact the Child Care Coordinator and/or the Director of Children's Ministries to voice their concerns.
11. Texas Family Code requires all persons to report suspected child abuse or neglect to the Department of Family and Protective Services within 48 hours of first suspecting that a child has been or may be neglected or abused. Child care staff may contact the Director of Children's Ministries to file the report or make the report themselves at 1-800-252-5400 or at www.txabusehotline.org.
12. If a child is excessively upset (cries non-stop for more than 20 minutes) and attempts to comfort the child, such as holding, rocking, engaging them in an activity, fail the staff should contact the parent/responsible adult using the number given on the sign in sheet.

13. Child care staff is expected to interact with the children in age-appropriate activities such as singing songs, playing appropriate children's music, reading, playing with toys, coloring, puzzles, etc. Children are also to be held and rocked when they need comforting.
14. Child care staff is expected to maintain discipline for the safety and health of all the children. By interacting with the children, staff may be able to avoid common behavior problems such as fighting over toys, etc. If behavior problems arise where a child puts himself or others in danger (biting, hitting, climbing on furniture after being told to stop) then the child may be separated from the group, with a time to calm down, for a brief period of time not to exceed 1 minute for each year of age. (1 year old 1 minute, 2 year old 2 minutes, etc.) At no time is a child to be yelled at or talked to in a way that is demeaning. Corporal punishment is never acceptable.
15. Child care staff will follow appropriate diaper changing procedures, wearing gloves and then cleaning the diaper changing table following the four step procedure posted near the changing table.
16. Children are never to be left alone no matter how short a time period. Children are not to leave the child care room or extended care room unless they are accompanied by an adult.
17. Once all children have been picked up, staff will spray all toys down with Clorox spray provided and put the toys away properly. Countertops, tables and chairs need to be wiped off and chairs stacked so the janitorial staff may sweep and mop the floors.
18. Smoking is not permitted in any of the church buildings nor within fifteen (15) feet of any church building and only in approved areas. If smoking occurs during work hours, it must only be during an approved break.
19. Alcohol and illegal drugs are not permitted on church property. The misuse of any legally prescribed medication is prohibited. All medications will be kept out of the reach of all children.
20. Talking on the phone or texting are strictly prohibited while working with children, unless there is an emergency or they are contacting a parent, the Child Care Coordinator, or DCM.
21. Child care staff should dress and conduct themselves in a professional manner at all times:
 - a. Staff should look neat at all times, and clothing should be clean, modest, and in good taste.
 - b. Slacks and jeans are to be without holes in them.

- c. Skirts and shorts are to be at least finger-tip length.
 - d. No midriffs or under garments should show, and obscene or offensive logos or language on clothing will not be tolerated.
 - e. Clothing should be of material that can easily get messy from time to time, and shoes should be comfortable and not hinder you if you have to move quickly to help a child.
 - f. With the exceptions of ears, all body piercing must be covered or removed while working with the children. Tattoos must be covered as well.
22. In the case of an emergency, the following procedures should be followed:
- a. If it is a medical emergency follow first aid procedures and contact the parents using the number left on the sign in sheet.
 - b. If first aid is not enough call 911 and contact the parents using the number left on the sign in sheet.
 - c. In case of a fire remove the children from the building as quickly as possible following the evacuation plan posted in the room. Evacuate to the Y.E.S. Center on the corner of North St. and Washington St. and wait there for parents to pick up their children

Appendix I – VOLUNTEER POLICY FOR THOSE WORKING WITH YOUTH AND CHILDREN AT FIRST PRESBYTERIAN CHURCH (Rev. 2014)

This policy has been developed to:

- Protect youth and children
 - Protect volunteers who work with fellowship groups and after school programs
 - Protect the church
1. Screening procedure for volunteers working with youth and children:
 - a. All volunteers must have a Volunteer Information Form on file with the church. Each form will be reviewed annually by the volunteer, updated and revised if needed, signed and dated.
 - b. A criminal background check will be run on all volunteers working with youth and children. Background checks will be updated every 2 years.
 2. The session of the church has final authority over activities scheduled by any group. Recommendations come to it through the Christian Formation Ministry Team or the Youth and Young Adult Ministry Team.
 3. The minimum age for youth sponsors shall be three years older than the oldest youth fellowship member. This means that a volunteer must be at least 21-years-old to work with the high school youth group. Even if no 18-year-olds are currently enrolled, the high school youth group is designed to provide a program for youth in grades 9 through 12 (ages 14 through 18). Exceptions may be made by the designated staff person in charge of the program or the Youth and Young Adult Ministry Team.
 4. Persons under the age of 18 who are asked to work with youth or children shall do so under the supervision of an adult.
 5. For church sponsored activities requiring transportation, only approved drivers of at least 21 years of age will be allowed to drive the church vans. Parents may make their own arrangements for transporting their children if desired.
 6. A designated staff person will implement appropriate procedures training for volunteers, which could include first-aid/CPR training, as needed for a particular event.
 7. An adult should never be alone with only one young person. There will always be a minimum of three people present, either two adults and a youth/child or one adult and two youth/children. This applies to vehicles as well as in the church building.
 8. Doors should remain open during meetings when possible. When distractions demand that a door be closed, the door should have a window in it through which the occupants in the room are in clear view at all times.
 9. Counseling sessions between a youth/child and an adult shall take place where the door to the room remains open for the entire meeting (no exceptions). Another adult should be notified that a counseling meeting is scheduled.
 10. During over-night excursions, an effort will be made to secure at least one male and one female sponsor. If that is not possible, parents will be so informed. No adult will spend the night alone with only one youth/child.
 11. This policy will be reviewed regularly and updated as needed.

Appendix J – CHURCH LIBRARY POLICY (Rev. 09-14)

The First Presbyterian Church library exists to serve the needs of members and friends of the church by providing a well-selected collection of resources for faith development and aids for Bible study in accordance to the mission of the church. The collection is intended to aid in spiritual development, understanding of theological perspectives and current social and cultural dilemmas. The library also seeks to provide leadership development materials. All members and groups are encouraged to use the library as a resource center for their learning and program activities. The library operates within the guidelines set forth in Selecting Library Materials by Arthur W. Swarthout, and published by the Church and Synagogue Library Association.

The volunteer church librarian supervises the library. Responsibilities include recording books checked in and out of the library, notifying those with overdue books, ordering and cataloguing books, selecting books for display and generally caring for the library.

All materials for the church library are selected by the Acting Librarian using reviews and suggestions from *The Church & Synagogue Library Association*, *The National Church Library Association*, periodicals such as *The Christian Century*, publications sent by Christian publishing companies, and suggestions made by members of the staff and members of the congregation. Materials and books may be recommended by any person or groups involved in the life of the congregation. Contributions of funds for the purchase of a book in memory of someone or to honor a person are welcome. An appropriate nameplate will be placed in the front of the book.

An **Archival Section** is maintained by the church library. It contains materials such as past issues of church directories, CDs of sermons, and items relating to the history of First Presbyterian Church, Kerrville. These materials may not be checked out and are only for use in the library.

A cart labeled **The Swap Spot**, located in the CE Lobby, is maintained by the church library. Weeded and selected donations are placed on this cart for browsing or selection by members of the congregation.

DONATION POLICY

Donations for the church library will be accepted with the understanding that materials meet the criteria of the Church Selection Policy, that the materials are not duplicates, not outdated, in good condition, i.e., the binding is intact and the content has not been marked or underlined. When these books are not placed in the regular collection they are sometimes placed with another church that is creating a church library or placed on the cart called **The Swap Spot** (description follows).

If members of the congregation have books they wish to donate to the library they may do so. Using the following selection policy, the librarian will determine the best location for the donated books. Some donations may be placed in other locations such as Children's Corner or the YES Center, and some may be given to a group outside the church if the criterion for library use is not met. If this policy is not acceptable to the donor, the gift must be refused.

LIBRARY SELECTION POLICY

Selections are made to include:

- ~~~ **Inspirational and devotional books and media**
- ~~~ **Reference materials;** for example, Bible concordances, dictionaries, atlases, commentaries, handbooks, Bible history, Bible biography, and church history
- ~~~ **Theological works;** for example, discussions of Christian faith, God, Jesus Christ, the Holy Spirit, and salvation
- ~~~ **Denominational resources;** for example, creeds, Book of Order, history, etc.
- ~~~ **Materials for special groups in the church;** for example, youth, children, church school teachers
- ~~~ **Videos**
- ~~~ **Computer software**
- ~~~ **Large print and/or audio books**
- ~~~ **Christian fiction**
- ~~~ **Inspirational biographies and autobiographies**
- ~~~ **Materials addressing various topics;** for example,
 - world religions, worship and the church
 - religious art and symbolism, liturgies, hymnology, church year, church drama, etc.
 - Christian family life
 - Christian education
 - missions
 - marriage and family life
 - social concerns
 - individual needs of church members; for example death, care giving, divorce
 - church management and leadership
 - health and wellness
 - caring for God's creation

The books in the **Children's Book Nook** are color coded. A list of the audio visual and the archival collections are kept in booklet form.

The budget for the church library falls under the Christian Formation Ministry Team that is established by the Session of First Presbyterian Church.

Appendix K – PROCEDURE FOR TRANSFERRING AND COUNTING THE SUNDAY OFFERING (Rev. 09-14)

1. The Congregational Assets Ministry Team will ensure that church officers have been assigned to help in counting the weekly contributions.
2. The church administrator prepares a schedule of assignments for ruling elders and deacons to participate in retrieving and counting the contributions.
3. The ushers, after all services where donations are collected, separate the donations into loose cash, checks, and envelopes, inserting the donations into bank bags. Two ushers deposit the bank bags in the safe in the ushers' closet in the narthex.
4. On Mondays, or as soon as practicable after any collection of contributions, the assigned ruling elder or deacon meets with the church administrator at a mutually convenient time and together they retrieve the offerings from the safe and count the contributions.
5. The church administrator will post each contribution, prepare the deposit, and take the cash and checks to the bank.

Appendix L – PROCEDURE FOR RECEIVING NEW MEMBERS (Rev. 09-17)

Prospective Members

The session **ordinarily** receives new members on the 2nd Sunday of each month in Ryan Hall, immediately following the 11:00 am worship service.

While waiting for the pastor(s) to arrive to conduct the session meeting, ruling elders will offer hospitality and the right hand of fellowship. After opening the meeting with prayer, prospective new members will be given the opportunity to share about their faith journey and their belief in Jesus Christ as Lord and Savior. Upon motion to receive the new person(s) as members, seconded, and approved, the meeting is closed with prayer.

B. Reception into Membership.

1. The Hospitality and New Member Ministry Team will make every attempt to direct potential members to visit with a pastor in advance and will give them the opportunity to fill out the New Member Information Form before the meeting.
2. Ordinarily, prospective members requesting membership by profession of faith and baptism, profession of faith (previously baptized), reaffirmation of faith, or transfer of letter from another denomination will meet with the pastor(s) or a representative(s) of the session for orientation of Presbyterian faith and values, our polity, and the mission of the church. Additionally, a tour of the facilities will be given shortly before or after the new member joins.

C. Assimilation into the Church.

Members of the Diaconate and the Hospitality and New Member Ministry Team will encourage new members to participate in the life and witness of the church through a variety of activities, events, and communications.

Appendix L-2

NEW MEMBER INFORMATION
First Presbyterian Church-Kerrville, Texas
800 Jefferson
Kerrville, TX 78028
830.257.3310

Name: _____
First Middle Last

Name you would like on your nametag: _____

Street Address: _____ **City:** _____

Mailing address *(if different):* _____

E-mail Address: _____ **Birthdate:** _____

Home Phone: _____ **Work Phone:** _____

Marital Status *(please circle):* Single Married Widowed Divorced

<u>Children(s) Name</u>	<u>Sex</u>	<u>living at home?</u> (Y/N)	<u>If yes, date of birth</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Have you been baptized? ___ Yes ___ No If yes, when? _____

I am currently a member of:

Church Name: _____

Address: _____

I am not currently a church member: _____

Method of joining First Presbyterian Church Kerrville *(check one):*

- Profession of Faith & Baptism
- Reaffirmation of Faith
- Profession of Faith (previously baptized)
- Transfer from above church

Today's date: _____ Signature: _____

Please return completed form to church off

Appendix M – USE OF BUILDINGS, GROUNDS, AND EQUIPMENT POLICY (Rev. 09-14)

A. The First Presbyterian Church has two mandates to justify its existence:

1. To glorify God.
2. To serve our neighbors—and thereby have a positive impact on our community.

The use of FPC facilities must be limited to events that meet one or both of these criteria. For non-church events, that qualify, free-will donations may be received by the using organization, and tickets may be sold in the Ryan hallway for events in the sanctuary and in the Education Building lobby for events in the Schreiner Chapel.

B. Maintenance and Repair of All Property and Equipment Owned By The Church

This shall be the responsibility of the Property Committee (Congregational Assets Ministry Team), as established by the “Standards of Procedure” of the Session.

C. Use of Buildings and/or Grounds

1. Approval of Use of Buildings and/or Grounds

The church administrator, in consultation with the pastor, has the authority to approve use of church facilities in accordance with these policies, except as otherwise stated.

2. First Presbyterian Church Groups and Members

- a. All regular church activities as established by the session have priority in the use of the buildings and grounds. Groups from churches other than First Presbyterian will have the next priority on a first-come-first-served basis. Approval of activities by groups from other churches may require the approval of the pastor.
- b. Meetings and activities of our church groups not normally on the church calendar must be scheduled through the church office. Specific rooms must be reserved and activities limited to the facilities reserved.
- c. One person from the church group using the building must make provisions for opening and locking the building. That person must assume responsibility for seeing that all rooms used, including the kitchen(s) are clean and in order, that air conditioning or heating is turned off, and that tables are wiped clean and chairs are set up as found or returned to the proper storage area. If that person does not have a key to the building, he/she should obtain one from the church office and return the key not later than the next day the church office is open following the activity.
- d. Church members using church facilities for non-church activities (e.g. bridal showers, baby showers, meetings, etc.) must make application for facility use by submitting the M-1 form and using the M-2 and M-3 procedures.

3. Outside Groups (groups not directly sponsored by the church).
 - a. The session desires to make the church facilities available to groups whose activities and/or teachings do not offend Christian conscience. The pastor shall be the sole judge as to what may be offensive.
 - b. Any organization or group using church facilities shall designate one member of its group to be in charge and responsible to the church for the treatment of the buildings and grounds.
 - 1). That person, who must be an adult, shall fully complete the "Application for the Use of Buildings and/or Grounds form (see Appendix M-1), which may be obtained from the church office. This application shall then be submitted to the office manager for review. The church administrator has authority to grant applications for short-time use (not more than three uses over a period not to exceed two months) of the building/grounds that conform to these guidelines. Any application for continuous or regular usage (more than three uses and/or over a period exceeding two months) by any group or for any function must be submitted to the Property Committee, and with its approval, submitted to the session for its approval. Following approval by the session, the activity will be placed on the church calendar. It is understood, however, that any such application may be cancelled by the session in favor of a church activity and that the session may, at any time, alter the provisions stated herein. Functions between December 24 and January 1 are not allowed in order to give the staff time off during this time.
 - 2) Specific rooms and/or portion of the grounds must be specified in the application and activities limited to the facilities requested and approved.
 - 3) If a meeting or function is scheduled at some time other than when the custodian is on duty, the group must reimburse the church at the rates shown on the fee schedule or have a member of the church act as its representative for the purpose of opening and closing the building.
 - 4) Provide a certificate of insurance naming First Presbyterian Church as an additional insured (if possible).
 - c. Groups using the facilities or grounds are expected to leave the facilities as found. The cost of any special or extra clean-up by the church facilities manager will be deducted from the deposit.
 - d. If a dinner is served or a kitchen used for preparation of food, the church administrator shall specify any special requirements for custodial activities such as washing dishes, performing final cleanup, etc. Typically, off-hour custodial participation will be charged at \$20/hour/custodial person.
 - e. Any group or organization using church facilities will be held responsible for any damages to the church property or furnishings during their use of the building or grounds. Groups using the building for an occasion which the general public is eligible to attend will be held responsible for the treatment of the property on the part of the general public during that time.

4. Kitchens

- a. When a kitchen is used by a non-member outside group, the custodian may need to be on duty as provided in 2.B.3. above. He/she can open, clean, and close buildings, wash dishes (in the dishwasher) and oversee the use of church equipment in the kitchen.
- b. Arrangements for the preparation of food and cleaning up of kitchen must be made by the group using the facilities.
- c. The following rules must be observed by church groups and church members using a kitchen:
 - Wash and put away all dishes.
 - Dispose of all leftover food.
 - Put garbage in plastic bags and take to the dumpster or designated area. (dumpster requires a key).
 - Clean kitchen counter tops, all tables used, and chair seats.
 - Hang up wet towels or place them in the 'used towels' basket.
 - Turn off stoves, air-conditioners, lights, ovens, vent fans, and the dishwasher.
 - Leave the kitchen and all rooms in which food was served clean and orderly.

5. Keys.

- a. Keys are assigned on a continuing basis by church office staff, who shall keep an accurate list of all persons to whom keys have been issued. The Property Committee has overall responsibility for keys and seeing that adequate control is maintained.
- b. All persons having only a temporary need of a key should get one on limited assignment from the church office. The church secretary shall be responsible for maintaining the keys and dispensing them.

6. Smoking is not permitted in any of the church buildings.

7. No alcoholic beverages or drugs (except those as prescribed by a physician) are permitted in any of the buildings or on church grounds at any time.

8. Nothing considered to be a weapon, nor animals, shall be permitted on church property, outside of personal vehicles, except with specific approval of the church.

9. The church property shall not be used for any moneymaking purposes by non-profit organizations or other churches, except when approved by the Property Committee.

10. Public dancing or dancing sponsored by outside groups where the public is invited is permitted if approved by the Property Committee

D. Continuous Use of the Property.

1. All the rules stated above also apply to groups who desire a continuous use of church facilities.
2. Any group using the church on a regular basis shall resubmit its application at the end of the first six months of use and annually thereafter, unless the group is given approval for continuous use without need for re-application (e.g., scout troops, Red Cross, etc).

E. Use of Church Organs

The use of the pipe organs is restricted to the regular church organist or a substitute approved by the organist, director of music, or pastor.

F. Use of Church Equipment Outside the Church.

1. For First Presbyterian Church functions in locations other than the church premises, equipment such as folding chairs, tables, and small kitchen utensils, may be borrowed provided they are checked out and checked in through the church office.
2. The church's equipment (including audio-visuals, tables and chairs, kitchen equipment, etc.) is not available to be taken off the church premises for purely personal use or use by outside or non-church groups. Purchase, maintenance, and inventory of our equipment for church activities are in itself a sufficient problem. There are equipment rental firms in Kerrville and neighboring cities to serve personal or group needs at a moderate cost.

Appendix M –1: APPLICATION FOR USE OF BUILDINGS AND/OR GROUNDS
FIRST PRESBYTERIAN CHURCH, KERRVILLE, TEXAS
 (45-day notice required for room reservation) (Rev. 11-12)

First Presbyterian Church Building Use Application				
Date of Application:				
Name of User Organization, Group, or Individual:				
Person Filling out Application:				
Address:				
Telephone Numbers:				
E-Mail Address:				
Type of Organization (circle):	Non-Profit	For Profit	Christian	Other:
Purpose of Meeting or Activity:				
Name of Church Member Sponsoring Event (if any):				
Date(s) of Building Use:			Time of Building Use:	
Building Requested:			Room(s) Requested:	
Number Expected to Attend:				
Room Set-up Needed:				
Supplies/Equipment Needed:				
Is this a fund raising Project:	YES	NO		
If yes, how will funds be raised?:				
Dates Custodian Needed:			Times Custodian Needed:	
<i>All equipment used is to be removed/returned to proper place immediately following the event. If maintenance staff has to set up tables, chairs, make coffee (coffee to be furnished by group requesting facility), operate dishwashers, etc., for a non-member outside organization, user may be charged \$20 per hour per person, minimum one hour per person.</i>				
Will food be served?:	YES	NO	<i>If yes, applicant will supply their own papergoods. If church kitchenware is to be used a qualified person will be required to operate the dishwasher.</i>	

Fill out the following contact information in case of emergency.

Emergency Contact Person:				
Address:				
Telephone Numbers:				
Email:				
Emergency Contact Person:				
Address:				
Telephone Numbers:				
Email:				

If it is understood that this application may be subject to approval by the Property Committee and/or the Session. You should pick up a copy of the rules and regulations governing the use of facilities from the church office. All applications are approved subject to the continued observance of these rules and regulations, and all applicants must sign the hold harmless agreement.

Applicant Person Signature:				
Date:				

Church Representative Taking Application:				
Date:				
Approved by Church Administrator:				
Date:				
Approval by Property Committee:				
Date:				
Person Notified of Decision:				
Date:				
Deposit Amount/Date:				
Refund Amount/Date:				
Use Fees/Date:				
Key Checked Out to/Date:				
Key Returned to/Date:				

Appendix M-2: FIRST PRESBYTERIAN CHURCH, KERRVILLE, TEXAS (Rev. 10-22-07)
INFORMATION FOR THOSE MAKING APPLICATION FOR USE OF CHURCH FACILITIES

HOW TO MAKE APPLICATION FOR USE OF CHURCH FACILITIES:

1. Persons or organizations wishing to use church facilities, not part of the regular activities of the church, must first check with the church office to ascertain whether the facility and the proposed time of use is available. Applications must be submitted no later than 45 days prior to the date of the planned activity. Earlier submittals will help assure desired date(s) are available and approvals are received.
2. If the desired facility is available, an application form must be completed and forwarded to the office manager for approval. You will be advised as to approval or disapproval by the church administrator.
3. The amount of any required payments for custodial expense and building use will be stipulated in the notice of approval. A deposit may be required. The fee schedule is on a separate sheet, and a copy will be furnished to you.
4. Church policy is that applications for a specific fund-raising event may need to be approved by the Property Committee.
5. The session desires to make the church facilities available to groups whose activities and/or teachings do not offend Christian conscience. The Pastor shall be the sole judge as to what may be offensive.
6. If you decide to use our facilities, you will be expected to follow the check-in and check-out guidelines below.
 - a. Pick up keys from church office and sign name and telephone number of person responsible.
 - b. Pay applicable key fees and deposits.
 - c. Person designated to be responsible for turning lights and air conditioning or heating on and off, chairs and tables set-up and takedown, area clean-up, emptying trash, etc.
We hope you enjoy our facilities. God has blessed us and all of the community with such facilities and we are so happy to share them with you. Before you close up, please make sure these things are handled sure all outside doors and windows are LOCKED.
 3. Check bathrooms to be sure water is not running and toilets are not broken or plugged.
 4. Report any such problems to the church office or to one of the emergency phone numbers.
 5. All trash is sacked and carried to the dumpster OUTSIDE.
 6. Return keys and this check-out list to the church office by the next business day, signed by the person responsible.

Appendix M-3: FEE SCHEDULE FOR USE OF FIRST PRESBYTERIAN CHURCH BUILDINGS

(Rev. 11/12)

USE BY 'FOR PROFIT' ORGANIZATIONS

- A. Sanctuary (cap 550) - \$1,000 minimum up to 8 hours, \$100/hour thereafter; deposit \$100.
- B. Chapel (cap 250) - \$250 minimum up to 5 hours, \$50.00 per hour thereafter; deposit \$100.
- C. Ryan Hall (cap 100 seated; 300 reception) - \$175 minimum up to 5 hours, \$20/hour thereafter; deposit \$100.
- D. Classroom (cap varies) - \$20 minimum up to 2 hours, \$10 per hour thereafter; deposit \$50.
- E. Fam. Life Center (cap 500) - \$225 minimum up to 8 hours, \$20 per hour thereafter; deposit \$100.
- F. Myrta Scott Schreiner Building (living room capacity 20) - \$100 minimum up to 2 hours, \$50 per hour thereafter; deposit \$100.

NOTE: Custodial fees are \$20.00 per hour per person, as required.

USE BY 'NON-PROFIT' ORGANIZATIONS

God has blessed us, and all of the community, with such facilities and we are happy to share them with you and your organization. We do not charge for the use of these facilities by non-profit organizations as we consider their use to be a part of our stewardship and outreach to our community. We hope your use is completely satisfactory to you and your organization. If you have any suggestions for us to improve our service to the community, please give them to the Office Manager, the Property Committee Chair, or the Pastor. Please note that if it is necessary for us to provide off-hour custodial services, we may need to charge for these services at the rate of \$20.00 per hour per person.

USE BY CHURCH MEMBERS FOR NON-CHURCH ACTIVITIES

Church facilities may be used by church members for non-church activities (e.g. wedding showers, baby showers, meetings, etc) at no fees or deposits. The Application Form (M-1) must be used for scheduling and review/approval purposes. Off- hour Custodial use (if necessary) will be charged at \$20/hour/person.

FEES FOR USE OF FACILITIES FOR WEDDINGS (See Appendix B-1)

Appendix M- 4: SANCTUARY POLICIES AND PROCEDURES (Rev. 08/15)

The primary purpose and use of the sanctuary is for the worship of God through the Lord's Day worship services, the celebration of the Sacraments of Baptism, the Lord's Supper, Christian marriage, a service on the occasion of death, and other functions as deemed appropriate by the session. This new facility (dedicated 2003) is a beautiful building "and should be open for people to show reverence to God."

In order to maintain this facility, the following usage guidelines will be used.

GENERAL.

1. No temporary signs, banners, posters, pictures, or decorations shall be attached to walls, windows, or doors in the building.
2. Nothing damaging to the building or the furniture will be permitted. This includes thumbtacks, tape, nails, screws, etc. No decorations allowed on the pews.
3. No food or drink shall be allowed in the building, with the exception of bottled water if it is necessary for the user.
4. No nicotine products (smoking etc.), illegal drugs, or alcohol allowed.
5. The air conditioning and heating system have control systems which are pre-programmed for normal Sunday worship services. If the system is needed for other events, the church office needs to be advised in advance, minimum 24 hours; business hours if event is held on a weekend.
6. The sound system, including taping and recording equipment, is to be operated ONLY by designated persons. The church office has this information and will make arrangements.
7. The lighting system is designed for several stages (areas) of lighting available as selected. Any needed changes to the programmed setting(s) shall be given to the church office in advance.
8. If a change is needed in the tower bell, please advise the church office in advance.

NARTHEX.

1. This space is the main entrance to the place of worship. It has been designed to express "welcome," and the décor and furnishings do so. It is intended that the furnishings be left neat, clean, and orderly after each function and remain in place.
2. Flower arrangements should be placed in separate urns or on arrangement stands. The round center table shall not be used for any arrangements and the floral arrangement that is on the table is not to be moved off of the table.
3. There are women's and men's restrooms off the narthex and include baby changing shelves.
4. The ushers' and greeters' supplies are located in the ushers' closet in the narthex.
5. A hat and coat rack is located in the east entrance, near the balcony stairway.
6. The bride/family room is located at the west entrance of the narthex. The use of the bride's room is covered in the Wedding Policy, Appendix B.
7. Register stands and armchairs should remain in place in the narthex.
8. Flyers, information, bulletins, etc. should be placed on the side credenzas in the narthex and not on the round table.

NAVE, CHANCEL, AND SACRISTY

1. Flower arrangement(s) in the nave/chancel area are to be placed in the urns and on the flower stands.
2. Flower and candle stands should not be removed from the chancel area. Only dripless candles shall be used.
3. The piano may not be moved.
4. The sacristy on the west side of the chancel for the preparation of the elements used in the Lord's Supper.
5. Pew registers are normally located at the end of the pews.
6. All first level exterior doors are to be unlocked and the crash bars locked down when an event is taking place.
7. Any additions, changes, or removal of furnishings must be approved by the office manager. This is especially necessary for the communion table. It is NOT to be moved without prior approval and arrangement, and it is not to be moved from the chancel area. The USER ORGANIZATION shall be responsible for replacing the table in its original position on the chancel if it is moved. To move the table, plans should be made for at least four (4) strong people to be present to accomplish the task. The organ console may be moved within the chancel under the direction of the church organist, The Steinway piano may NOT be moved.
8. The use of the pipe organ is restricted to the regular church organist or a substitute approved by the organist, director of music, or pastor.
9. An American flag and a Christian flag are to be placed on permanent display in the narthex. Four Sundays per year, those Sundays closest to the observances of Memorial Day, Flag Day, the Fourth of July, and Veterans' Day, the two flags are to be placed in the sanctuary during the services of worship. The specific dates of display may be adjusted for the church calendar as needed.

Appendix M- 5: SCHREINER CHAPEL POLICIES AND PROCEDURES (Rev. 10/22/07)

This building was originally built in 1923 and served as the sanctuary for this congregation for about 70 years. Renovated in 1961, the chancel area was enlarged and additional seating was provided. In 1982 an elevator was added to serve the sanctuary and the second floor of the educational building. The ground floor (semi-basement) level has served as fellowship hall, meeting rooms, and classrooms. It is currently serving the music department with choir rehearsal space, robe storage, music library, and offices for the music director and pianist/organist. In 2003 the old sanctuary space was converted to a chapel, seating about 190 people.

GENERAL.

1. The chapel is to be used for worship services, weddings, funerals, lectures, classroom, and concerts for the congregation and the community.
2. No temporary signs, banners, etc., are to be placed on the walls, windows, or doors of the chapel.
3. The use of the pipe organ or piano must be approved by the church organist, director of music and/or the pastor.
4. No food or drink, except required bottled water, is allowed in the chapel.
5. No nicotine products, illegal drugs, or alcohol are allowed.
6. Application for use of the chapel may be obtained from the church office.
7. All regulations of general nature apply to the use of the chapel and may be found in other sections of this Appendix M.

Appendix M-6: RYAN HALL POLICIES AND PROCEDURES (Rev. 10/22/07)

Ryan Hall should function primarily as a gathering place - - a place for conversation, visitation, fellowship, and education. Functions and activities should be those suitable for any living room, parlor, dining room, or classroom. Those using the room should be respectful of the facilities and responsible for their actions while enjoying the room.

A wireless sound system is available so a podium can be placed anywhere in the room. Sound system needs should be specified to office personnel.

Lighting may be changed to suit the room needs, but care should be taken to make sure the dimmers are always turned completely off (when they “click”).

The fireplace should not be used when air conditioning is required. It may be used at any other time. The church administrator or the facilities manager will assist with the use of the fireplace.

The furnishings are to remain where placed and SHOULD NOT BE MOVED OR REARRANGED without special permission from the Office Manager. AT NO TIME SHOULD THE DINING ROOM TABLE BE MOVED OR ANY OF THE OTHER FURNISHINGS BE ROLLED OR DRAGGED on the carpet. Furniture must be lifted when moved.

All extra tables and chairs are stored in the room adjacent to the kitchen. They should be returned to the storage area after use by the church facilities manager, with only the permanent furnishings remaining in place in Ryan Hall.

No attachments should be placed on the walls, fireplace, doors or windows, without prior approval of the church administrator. This includes all signs, decorations, posters, pictures or anything that must be attached with glue, tape, nails, staples or any other materials used to put up pictures, etc. Nothing is to be hung from the chandeliers or wall sconces.

People are to use the buffet for coffee urns, food warmers, hot dishes, etc. **HOT FOOD ITEMS ARE NOT TO BE PLACED ON THE DINING TABLE.** Hot coffee may be served from a coffee server on a tray.

Plants and arrangements in the room should not be rearranged in their containers. Nothing should be added to or taken from the containers. The containers can be moved about the room but should be replaced in their original locations.

Reminders:

- Alcohol in any form, tobacco in any form, and illegal controlled substances are prohibited.
- No toys, balls or recreation activities shall be permitted.
- When the room is not in use, the shades over the windows should be closed to help prevent/reduce carpet fading.

- Care should be taken to make sure that all table legs and chair legs are protected so as to not damage the carpet.
- Should an accident occur with food or beverage on the carpet and extra attention is needed, the office staff should be advised as soon as possible so that proper cleaning can be done.
- Silverware, plates, cups, and coffee urns are stored in the cabinets in the kitchen and are available for use.
- Person in charge during each use is responsible for seeing that the above policies and procedures for Ryan Hall are followed. Fees, if applicable, for use is on the fee schedule (Appendix M-3).

Appendix M-7: FAMILY LIFE CENTER POLICY AND PROCEDURES (Rev. 11/12)

This facility was constructed by the congregation and friends of First Presbyterian Church of Kerrville to be used to the glory of God. Its purpose is to provide a place for worship, education, fellowship, recreation, and community outreach.

In order to fulfill the purpose for which this facility is intended, the following rules and procedures will be followed.

GENERAL POLICIES:

Discipline

The volunteers and paid staff are given the authority and responsibility to interpret and enforce the policies and procedures of the facility. Failure to comply will result in disciplinary action by the staff. Willful violation of FLC policies could lead to loss of eligibility to participate.

Dress and Behavior

The FLC is a part of our church. Participants will conduct themselves appropriately and dress properly for the setting and the activity. There will be no profanity or coarse talk.

- Public display of "over-affection" is out of place.
- Loitering around the outside of the FLC is prohibited.
- Use of skateboards, roller blades or bicycles is prohibited inside the FLC.
- These items are prohibited in the FLC or the area immediately outside the building (this does not apply to what might be carried in private vehicles:
 - anything considered a weapon
 - use of tobacco in any form (smoking is permissible outside the building)
 - alcohol in any form
 - illegal controlled substances
 - animals, except with approval of the church office

Entry and Exit

Both sets of glass doors on the southwest side of the FLC are considered the main entrances and will be used as such. There are several other doors leading into and out of the FLC. These are to be regarded as emergency exits ONLY.

Equipment Check-Out

- Equipment will be checked out from the church office.
- Equipment must be used for its intended purpose.
- Members or guests who check out equipment will be financially responsible for damaged, lost, destroyed, or stolen equipment. (This does not apply to normal wear of equipment.)

AREA REGULATIONS

Sound Control Room

- Only authorized persons will be allowed in this room. Those wishing to use the sound equipment must make prior arrangements with the office staff, who will then set up the equipment.

Gym

- Team practices should follow normal reservation procedures and should not exceed two hours in length.
- Appropriate shoes will be worn during participation. No black-soled shoes are permitted, with the exception of non-athletic functions such as church fellowships, etc.
- All gym equipment will be set up by staff.
- No food, drink, or chewing gum allowed by participants or spectators, except bottled water.
- No personal equipment allowed unless approved by church staff, provided the equipment is clearly marked with owner's name.
- No playing of basketball or riding of tricycles during scheduled activities, i.e. church suppers, meetings, etc.

Lounge (Southeast corner of building)

- No food or drink is allowed in the FLC lounge, except bottled water as needed.
- No sport balls (basketballs, volleyballs, soccer balls, softballs, etc.) are allowed inside the lounge.
- No rough activity is allowed in the lounge.
- Furniture is not to be moved except by staff.
- Each person is responsible for placing trash in receptacles.

Rooms 501, 502, 503, and 504

These rooms were designed and furnished for the use by the church school and Children's Corner programs and for nursery through pre-school age only.

Youth Room, 505

- Food or drinks (except bottled water as needed) will not be allowed in this area, except with prior approval of staff.
- Sitting on tables is not allowed.
- Equipment will be set up/dismantled by qualified staff only.

LIABILITY

- First Presbyterian Church does not assume liability or responsibility for any participant.
- The use of the FLC and all equipment will be at the risk of the participant.
- First Presbyterian Church does not make any express or implied warranty of the premises, equipment, machinery, fixtures, or furniture.

Appendix M-8: MYRTA SCOTT SCHREINER BUILDING POLICY AND PROCEDURES

Rev. 10/22/07

This building was designed and its uses designated for “homelike” gatherings.

Building is designated for adult-oriented programs.

Person signing the use application assumes responsibility for lower floor of the MSS Building for the specified occasion.

Care of MSS Building:

1. Tobacco products and use of alcohol are not permitted in the MSS Building.
2. Furniture moved should be returned to its original position. Piano is not to be moved at any time.
3. Items used on the mantle or any piece of furniture should be placed on waterproof protector. If serving on the dining table, waterproof protector must be used.
4. If candles are burned, only dripless candles are to be used, and drip protectors are to be used for extra protection.
5. No pictures are to be moved.
6. No nails, tacks, staples, Scotch tape, or any fastening devices are to be put on the walls.
7. If accessories are used or changed, they must be replaced, as they were, flowers removed, etc.
8. Extra chairs should be stored outside door going to the Education Building in front of cabinets.
9. Linens used should be washed or dry cleaned and stored.
10. Dishwasher must be emptied and dishes stored on proper shelves.
11. Kitchen counters shall be left clean.
12. Stove and oven shall be left clean.
13. Windows, doors, and screens shall be locked.
14. Air conditioning or heat shall be turned off (leave heat set at 60 degrees in winter).
15. Bathroom counters shall be left clean.

Appendix M-9 (Rev. 9/21/12)

YOUTH EDUCATION SUPPORT BUILDING (YES Center) POLICIES AND PROCEDURES

A. Use.

1. This building is currently devoted to the YES program which meets in the afternoons Monday through Thursday during the school year.
2. This building is available for small group meetings – committee, classes, etc., in rooms with a capacity of 10-15 depending on arrangement. These could be scheduled in the mornings, evenings, or weekends. Reservations must be made through the church office using the Use Application Form (M-1) and approved by the YES Center director.

B. Policy and Procedure.

The following policies and procedures are recommended by the Texas Department of Child Protective Services to be observed by agencies and organizations offering services to children under the age of 12 years old:

1. Front door to facility must remain unlocked to inside and outside traffic during operating hours. It is recommended that an adult be in clear sight of the front door at all times. (Receptionist seated at the front at all times.)
2. An alternate exit must be available and clearly marked for emergency egress during operating hours. It is recommended that a buzzer or bell be installed to signal entry or exit from the alternate exit if it is not in clear sight of an adult at all times. (Electric chime is at the back door, which is the alternate exit.)
3. The alternate exit door must remain unlocked at all times during operating hours for emergency egress. (The back door is locked with a deadbolt and can only be unlocked with a key. This door is unlocked before children arrive at the facility.)
4. Smoke alarms must be installed in every room that can be closed off with a door. Furthermore, additional smoke alarms should be installed in open-air rooms such as the kitchen and the open study/carrel area. Any open-air area larger than 35 feet should have an additional fire alarm installed.
5. A current and fire safety approved fire extinguisher should be mounted in a central location of the facility, especially in the kitchen.
6. A telephone line shall be available at all times for both incoming and outgoing emergency calls. Telephone number is 830-896-1937.
7. No person shall remain in a room alone with the door completely closed with a student or minor; in such a case, the door must remain at least ajar for protection of the student or minor and of the adult.

Appendix N – BUS POLICY (Rev. 10/22/07)

B. Drivers

1. Drivers must be at least 25 years old and less than 70, must have a current valid driver's license meeting the requirements to operate a vehicle in Texas (or commercial driver's license as appropriate), and agree to a check of DPS traffic record. The Church reserves the right to deny approval of a proposed driver for any reason, including prior or current health issues or criminal violations. Potential drivers between 21 and 25, or over 70 will be authorized only on a case-by-case and trip-by-trip basis and must meet all other requirements. All drivers will be required to show evidence of attendance at an approved defensive driving, or seniors refresher, course recognized by the state of Texas for insurance rate reductions. Approved drivers will acknowledge receipt and explanation of these policies by a designated Property Committee representative (or the office manager) and will be guided in a vehicle familiarization to include: walk-around procedures; brief driving familiarization; emergency procedures; and post-trip logging exercise. A vehicle safety video produced by Church Mutual Insurance will also be viewed for more advice on safe vehicle usage.
2. Only drivers on the approved list will check out vehicle keys and trip logs from the office. Drivers are responsible to know and enforce vehicle safety policy and must obey speed limits and other traffic laws. Passengers are requested to and should report any careless driving habits to the office and/or chairperson of the Property Committee (or vehicle sub-committee). Persons who use private vehicles for Church transportation will be asked to provide a copy of the vehicle's insurance card and a copy of their current driver's permit prior to departure.
3. Drivers only are in charge of all dashboard controls and have authority to request compliance with reasonable requests for order and quiet as necessary to safely complete the journey. Alternate return transport to FPC will be arranged by cellular phone contact with the office for passengers who fail to comply with reasonable requests.
4. Drivers will notify office immediately of any accidents, breakage or necessary servicing. Vehicles with outstanding maintenance needs will not be ordinarily dispatched unless there is no safety issue and the vehicle is necessary to affect a one-time pickup or other urgent need.

B. Vehicles

1. Vehicles will be reserved through the church office
2. Vehicle(s) should be cleaned out thoroughly inside following any usage, with all debris removed. This will be each driver's responsibility. Drivers will inspect vehicle for condition and safety prior to departure using the checklist attached to trip log, bringing any discrepancy to staff attention before departure. Always allow enough lead time to allow correction of any safety issues.

3. Vehicle must be equipped with a first-aid kit and emergency equipment at all times. (flares, flashlight, fire extinguisher, safety checklists and emergency contact numbers for insurance, towing and administration).
4. Vehicle(s) will be kept closed and locked when unoccupied.
5. Property Committee will be responsible for routine maintenance and servicing through the office manager and maintenance staff.

C. Use

1. Driver and all passengers must use safety belts or approved child seats at all times.
2. No eating in the vehicle during local trips, liquids will be in a sealed container at all times i.e. bottled water or sports beverages in popup topped bottles.
3. No smoking in the vehicle at any time.
4. 4.No horseplay or throwing of objects of any kind in, or from, vehicle(s)
5. Passengers may use personal electronic devices enroute only when equipped with personal headphones. **No exceptions.**
6. Out-of-town trip requests will be made in writing to the Property Committee, well in advance of travel, for approval and should include the following information:
 - a. purpose of trip
 - b. destination
 - c. estimated distance to be traveled
 - d. anticipated dates and times of departure and return
 - e. designated driver who will sign for vehicle and any proposed alternates.

NOTE: Except in an emergency, no deviations from the proposed schedule or drivers will be made without office approval as such deviation could preclude future use of the vehicle or pose insurance risks.

7. For out-of-town trips, drivers are requested to carry two sets of keys and maintain them separately to avoid lock-outs. Full fuel tanks will be provided, and must be full on return. A credit card will be provided for out-of-town trips of significant distances only if such trip is an FPC activity. Where trips into Mexico are approved, Sanborn's Insurance (in the name of First Presbyterian Church) will be purchased by responsible individual, receipt and policy to be turned in with the keys on return to Kerrville.
8. No more than maximum rated passenger capacity (including driver) will be permitted to travel in any vehicle. Each occupant must have a working seat-belt.
9. The vehicles are for the sole use of the First Presbyterian church or related Presbyterian groups as approved by the Property Committee on request.

10. When vehicles will be out-of-town overnight(s), a staff or property committee contact 24-hour phone number will be provided for advice and counsel at home base in the event of any enroute difficulty. If individual driver or their group does not have a cellular phone, a Church owned emergency phone will be checked out with the vehicle.

D. Driving Safety Tips

1. Use lights when vehicle is moving (unless the vehicle has daytime running lights); personal vehicles are held to the same standards.
2. Use turn signals for all lane changes and turns.
3. Set emergency brake when parked.
4. When forced to stop on highway or street;
 - a. If all traffic is stopped, stay in line until cleared to proceed
 - b. If vehicle only is stopped, pull off highway or to the curb of street. Put on emergency flashers if conditions are unsafe. Place reflectors/flares per the Accident Checklist. Evacuate vehicle and move passengers to a safe location away from traffic and the disabled vehicle.
5. Dusk and night driving or inclement weather are major periods of challenge requiring added caution when vision is impaired.
6. Take a cell phone along on all trips. Leave appropriate phone numbers with office when checking vehicle out.
7. Always have passengers use a "buddy" system and get a positive head count before departure and after each enroute stop.
8. Frequent "rest and stretch" stops maintain alertness and allow passengers to let off excess energy on long trips. Plan for enroute stops roughly every three hours.

E. Trip Approval Guidelines.

In general the church owned (leased) vehicles are intended to be an extension of our ministries in the world and as such are held in trust for the work of the Lord. Like all church property the vehicles are to be reserved on a case-by-case basis, approved by the property committee and in more far reaching events, by session.

Trips will generally be short time and mileage events within a single day and 200 miles round trip. Examples include (but are not limited to): deacon sponsored transport of ill or elderly congregants to church events, worship or necessary medical care within the greater San Antonio area; events such as youth events at Mo-Ranch, John Knox Ranch or other conference centers and events related to their nurture and Christian growth; events such as all church retreats and picnics; officer retreats and similar events which build up the body of believers. All of the above type uses may be scheduled through the administrative staff in consultation with the transportation sub-committee, and advised by the deacons' transportation committee

Longer trips (in mileage or time) require greater scrutiny and more planning. Requests for transportation support will be made in writing using the form attached to this Appendix and reviewed by the Property Committee. In some cases, rented commercial transportation will be provided for longer trips with a large group (more than 26 people) or out of the state of Texas. If travel is anticipated into Mexico our owned/leased vehicles shall not be taken beyond the immediate border region of approximately 30 miles. Appropriate Mexican insurance will be purchased and drivers will receive special preparatory familiarization briefings from experienced cross-border individuals prior to departure. If more than one vehicle is to cross the border a "lead driver" will be identified and she or he will conduct a stop and "walk-around" vehicle re-check and driver coordination briefing immediately prior to the crossing. The briefing will include a signal for requesting the lead vehicle to stop; proper passenger behavior at the crossing inspection and how to handle a vehicle search if one is requested by authorities.

For all trips with children or youth there will be at least two adults in each vehicle, a driver and one other whose task is to ensure safe behavior and decorum so that the driver's sole concentration is on safe vehicle operation.

Appendix N-1

**FIRST PRESBYTERIAN CHURCH
KERRVILLE TEXAS
(830) 257-3310
TRIP REPORT**

To be filled out by driver

Van Number _____ Departure Date _____
Time _____
Return Date _____
Time _____
Driver _____ Number of Passengers _____
Group _____ Destination _____
Purpose of Trip _____
Odometer Reading Start _____ End _____ Gasoline Start _____ End _____
Do you have: Gas Card Yes ___ No ___ Cell Phone Yes ___ # _____
Comments on condition of van
Start _____

End _____
SAFETY
Comments
Start _____

End _____
Safety Icons (lights) on Instrument Panel
Do any icons remain lighted with engine running? At start – have van checked. At end
of trip record which ones _____
TROUBLE ON TRIP? (flat tire? overheat? etc.)
What? _____

Repairs or checks needed?
List _____

Appendix O – Guidelines for Columbarium

In 2007 a 108 niche columbarium was constructed in the garden of the MSS Building of the church. Each niche is large enough for two urns. Members may purchase niches as available. Records of sale will be kept in the church office with oversight being the responsibility of the trustees of the church.

Services of committal at the columbarium will follow the guidelines as outlined in Appendix C – Christian Funeral Policy.

Columbarium Ministry Committee: This committee is a sub-committee of the Worship Committee and will report to this committee at least once annually. The Worship Committee is responsible for the composition of the Columbarium Ministry Committee.

Responsibilities:

1. Oversee the columbarium ministry.
2. Report to the session through the Worship Committee concerning the financial status and the number of niches committed.
3. Be knowledgeable about the opening and closing of the granite faces of the columbarium and train others as necessary.
4. Review and update policies concerning the columbarium and recommended changes to the session through the Worship Committee.

FIRST
PRESBYTERIAN CHURCH
KERRVILLE, TEXAS



2008
MANUAL
for
Greeters and Ushers

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Almighty God, by the love of Jesus Christ you draw people to faith and welcome them into the church family. May we show your joy and love by embracing our brothers and sisters, who with us believe and with us will work to serve you. Keep us close together in your Spirit, breaking bread in faith and love, one with Jesus Christ our Lord and Master. Amen

~~~#~~~

## **Introduction**

### **Greeting and Ushering as a Ministry of Hospitality**

Welcome to the greeting and ushering team, and thank you for your service! Greeters and ushers are the “first impression” most people will have of our church. As such, you are an indispensable and invaluable part of our worship experience at First Presbyterian Church. You will have the first contact with worshippers as they enter the sanctuary. You have the opportunity to help set the mood for worship.

We are a community called together to worship God. And we are called to use God’s gifts. Among these gifts are hospitality by which we lovingly share the welcome of Christ with both neighbors and strangers. To be a greeter or an usher is not a job but a ministry that provides a gracious welcome to all. This ministry deserves the same reverence and care given all the church’s ministries.

Greeters and ushers represent the whole church in conveying our hospitality. Such a welcome regards each person as someone God has called to worship. Therefore, to welcome the stranger is to welcome God’s guest.

Church greeting and ushering is different from ordinary greeting and ushering; it is a service rendered to God and an act which plays a part in the worship service.

This booklet presents the importance of church greeting and ushering, its purposes, its techniques, and its organization in our congregation. It contains general information, and a detailed listing of responsibilities of greeters, ushers and team captains. It does **NOT** replace periodic training sessions offered for all greeters and ushers.

## **GREETING**

**There are four basic roles that each greeter must assume when on duty: host, doorkeeper, guide, and aide.**

*“Welcome one another, therefore as Christ has welcomed you, for the glory of God.” (Romans 15: 7)*

**As a host, you have the opportunity to offer a cheerful greeting, a generous smile and a warm welcome at the entrance to the sanctuary and thereby set the tone for real Christian fellowship, which is of vital importance to the worship service.**

*“I’d rather be a doorkeeper in the house of my God than dwell in the tents of wickedness.” (Psalm 84:10)*

**You are also a doorkeeper, tending the door or entrance assigned to you.**

## **INSTRUCTIONS FOR GREETERS**

There should be at least four greeters on duty each Sunday; one greeter for each of the three entrances to the narthex and the team captain.

If it is not possible for you to be present on your assigned Sunday, you should find your replacement. Please call someone from the alternate list or change with another greeter from a different Sunday. This will assure adequate coverage on your Sunday.

You are asked to be in position at least 20-30 minutes prior to the start of worship and remain on duty until the Prelude or Call to Worship (about 5-10 minutes after the services begin).

Be sure to wear your nametag and Greeter Badge, found in the usher’s closet. The preferred placement is on your right shoulder or lapel. Return badge to closet following use. Remove by **SLIDING** the magnet.

It is helpful if greeters rotate around greeting positions. In that manner, each month a greeter will be at a different door and greet different people. Each captain may make adjustments if someone prefers to greet at a certain door.

**The handing out of bulletins should be left to the ushers.**

## **GREETING TEAM CAPTAINS DUTIES**

Greeting Captains have an important role to play. They are to support their team and to assure a full complement of persons each Sunday. If you find problems which are recurring, consult the worship committee contact and help solve the problem.

You should arrive in time to assign your team members to appropriate greeter positions and ensure each member has a name tag and greeter badge. This helps identify them to members and guests arriving that Sunday.

One greeter, usually the captain, should stay available in the narthex to assist visitors needing to be directed to child care or other church facilities prior to worship. That greeter should also encourage the choir to stay clear of the doors in order to allow worshippers to freely enter the narthex and nave.

Be alert for members who would make good greeters or ushers and report their names to the Worship committee.

And



Smile

## **USHERING**

Ushers meet, greet, and seat! Normally there are four (4) ushers on duty for the 8:30 service and at least eight (8) ushers on duty at the 11:00 service. After greeting the worshippers, the usher may wish to inquire as to their preference for seating and direct them accordingly.

If you know you will not be present at church on your assigned Sunday, you should provide your own substitute. You can either contact the alternate list or trade with another usher on another Sunday. Please notify your usher team captain when you change. Your cooperation in this matter will greatly assist the effectiveness of your ushering team.

## **USHERS**

### **Before the service:**

- Report for duty and position yourself as directed by your team captain at least 30 minutes before the start of the service.
- Wear your name tag and usher badge (found on the shelf in the appropriate box in the usher's closet). The preferred placement is on your right shoulder or lapel. Return badge to closet following use. Remove by **SLIDING** the magnet.
- Welcome everyone to our house of worship with a smile and greeting. Have large print bulletins and children's bulletins available. Greet people as they enter, handing them a bulletin.
- Make sure to offer a children's bulletin to **all** children and point out worship bags to young children, especially visitors.
- Ushers/assist late arrivals to pews. As the pews begin to fill up, assist anyone who needs to find empty seats.
- Distribute and demonstrate use of hearing aids as needed.

## **During the service:**

Once the service has started, the doors between the narthex and nave should be closed. After that, late arrivals should be seated only during the appropriate parts of the service, usually during a hymn or response, so worship will not be unduly interrupted.

At least two ushers should remain in the narthex until the service is completed. You (and your family) are encouraged to be seated in the back pews of the sanctuary. If you join your family elsewhere during worship, be sure to return to the back immediately after the sermon in preparation for taking the offering. Ushers in the balcony usually sit in the folding chairs at the rear of the balcony, but you may join your family after everyone is seated and an attendance count has been taken

When you sit down, leave a few bulletins on the round table in the narthex and on the podium in the balcony for latecomers.

Once worshipers are seated, ushers (assigned by the captain) count those seated on the chancel, left and right sides downstairs and those in the balcony. When counting, don't forget to include the ushers. Attendance is logged on the log sheet found on the podium in the narthex. If a new log sheet will be needed soon, please tell your team captain.

## **Receiving the offering:**

When available, eight ushers come forward with offering plates as Offertory music begins; two down the center aisle, two down the inner aisles, and one on each outer aisle. Pass the plates to alternating pews, then return to back of sanctuary. The person collecting offering in the balcony should bring the full plate to the lower floor.

Offering trays are emptied into the bank bags marked for the appropriate services (8:30 or 11:00) then placed in the safe on the floor in the Ushers' closet to be counted later by the financial secretary in the presence of one assigned elder. **There must be 2 ushers present when the bags are placed in the safe.** This is usually the Team Captain for the service and another usher. Return offering plates to the shelf.

## **After the service:**

Open narthex and sanctuary doors after the benediction.

Return the hymnals and Bibles to their proper places in the pew racks and pick up any bulletins, papers or trash left in the pews. There is a recycling box in the usher's closet for bulletins and paper.

Collect attendance sheets from the friendship registers in each pew, being sure to collect the ones in the choir also. Place the sheets on the podium in the narthex or give them to the Team Captain. Return the pads to their proper place on the pew. **If they need to be replenished, new pads can be found in the usher's closet.**

Collect hearing aids, turn them off, and put them in charger correctly so that batteries can be recharged for the next service. Check to be sure they are charging (red light should be blinking until fully charged).

Extinguish candles, if not done by acolytes, by snuffing NOT BLOWING.

It is the usher's duty to ensure that the sanctuary is always ready and inviting to worshipers.

### **EMERGENCIES:**

Ushers should be attentive to any need that may arise. Remain observant during the service of any needs, such as young children heading to the restroom, people with health problems, etc.

Observe where physicians sit during service and summon to render assistance if needed. Do not attempt to perform any type of medical service except on instruction of a certified medical practitioner.

Know where fire extinguishers and emergency exits are located. There are fire extinguishers in the short hallways to rest rooms. There is a fire exit on the West side of the balcony.

***In the event a disruptive person or group attempts to disturb or disrupt a service, upon direction from the minister, an usher should call local police for assistance. The telephone in the acolytes' closet requires that one dial 9 for an outside line. Listen for dial tone then dial 911 for emergency response. Identify yourself, give the church name and location and the nature of the emergency.***

### **Special Service Teams**

Members of special services team will be called on for assistance at funeral or memorial services and for special worship services. They should follow regular procedures for ushering unless otherwise instructed by the usher team captain.

### **USHER CAPTAIN DUTIES**

The Usher Captains' first duty is to assure a full staff of ushers at each service and inform or remind ushers of their duties and responsibilities.

Captains should know the location of lighting and sound system controls and how to use both. They do not normally need to be adjusted.

Should problems arise or reoccur often, Captains should report them as soon as possible to the Worship Committee contact person so that effective and appropriate solutions can be found.

Captains should be sure the following items are checked in order to keep the pew racks filled. These may be done before or after the service. Supplies are kept in the usher's closet.

- ✦ First Sunday: sharpen and/or replace pencils in racks
- ✦ Second Sunday: check and refill prayer cards and blank index cards
- ✦ Third Sunday: check and refill offering envelopes as needed
- ✦ Fourth Sunday: check and refill attendance pads, as well as pens/pencils in the pads.

### **Each Sunday Captains should:**

- Check pew racks before the service for Bibles and hymnals, cards, envelopes, and pencils. These supplies are found in the usher's closet in the narthex.
- Place bulletins, including large print & children's bulletins, on the table in the narthex and distribute the rest for the ushers to pass out.
- Ensure that the chancel candles are lit at the 8:30 service and if no acolytes are listed in the bulletin for the 11:00 service. Candle lighters and snuffers are hanging in the acolyte closet and matches are in the usher's closet. **(When candles are not extinguished by the acolytes, the ushers should do so by snuffing, not blowing.)**
- Make sure the flowers are in the containers below the pulpit and lectern. If there are no flowers, retrieve the artificial ferns from the communion preparation closet and put them in the containers.
- Position Ushers as appropriate: two at the center Nave entrance, one usher at each Nave side door, two at the chancel side doors, and one (or two?) in the balcony. (See diagram on page 10.)
- Unless chimed by the Chancel Bell Choir or an assigned choir member, ring the bell (push the red button) in the usher's closet eight (8) times for the early service and eleven (11) times for the late service.
- Ensure that the narthex and sanctuary doors are closed at the beginning of the first hymn.
- Assign ushers to count the attendance. Don't forget to include choir members and the ushers. Record the numbers in the log book found in the narthex on the podium. If a new log sheet will be needed soon, please leave a note in the secretary's box in the church office.
- After the attendance sheets are collected, take them to the education building lobby and place them in one of the secretaries' boxes.
- Be prepared to respond appropriately to emergencies.

## **Act as guides to guests**

Diagrams on the following pages show the position for Greeters and Ushers, the location of child care facilities, and Sunday school classrooms in both the Educational Building and the Family Life Center. Please make yourself familiar with the routes to these locations to enable you to guide or give directions to guests and family.

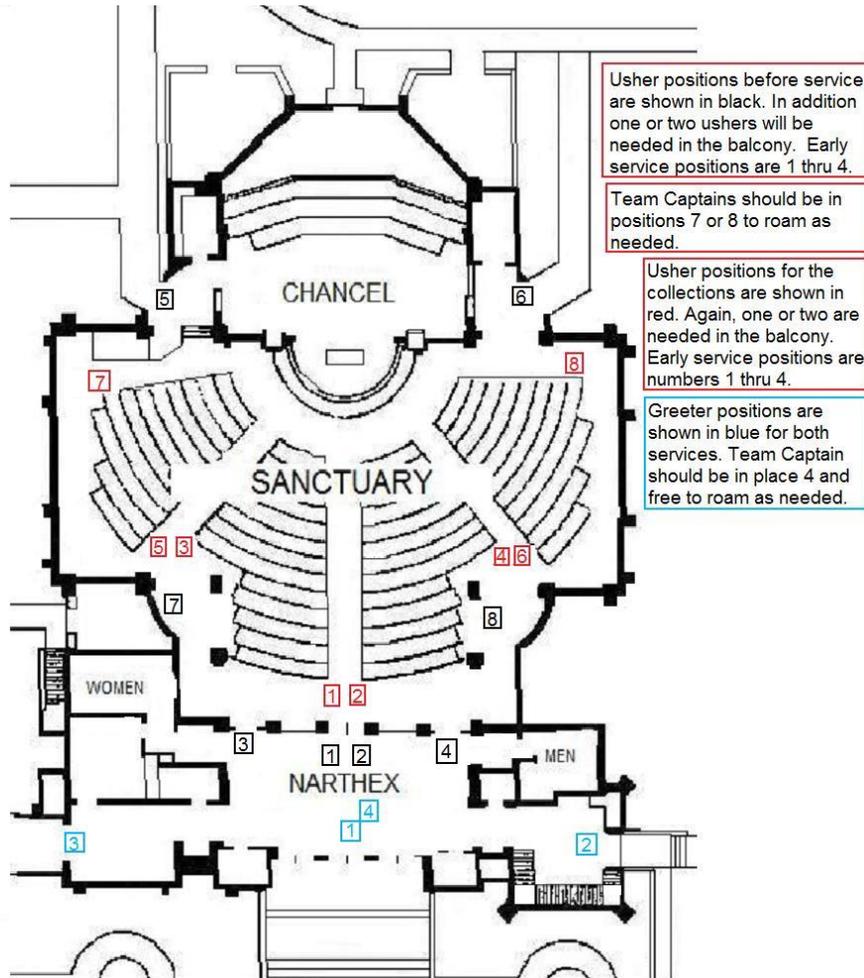
### **Childcare Locations**

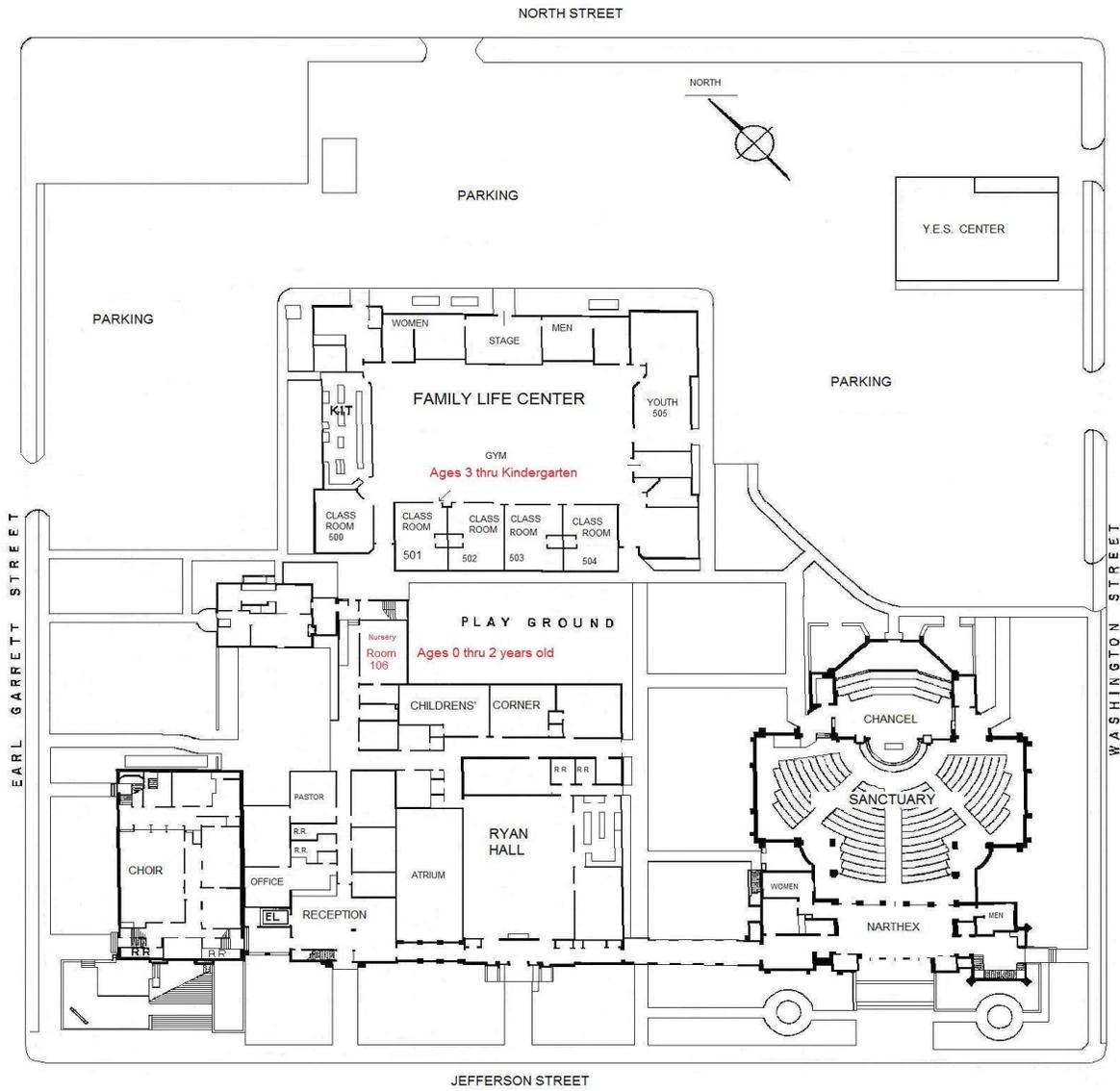
Childcare is available for infants through children who are in Kindergarten. The childcare room for infants and children through the age of two years is room 106, which is located toward the rear of the Educational Building. Children 3 years old through Kindergarten are cared for in room 501 in the Family Life Center. Ushers should direct or accompany parents to the appropriate location for their children.

Many of our younger children attend services until after the Conversation with Children section of the worship service. A member of the childcare staff will meet these children in the Narthex and take them to the appropriate room for extended care. Ushers should be prepared to assist in that task as needed. In the absence of a member of the childcare staff to perform that duty at the end of the Conversation with Children Usher Team Captains should be prepared to perform that task.

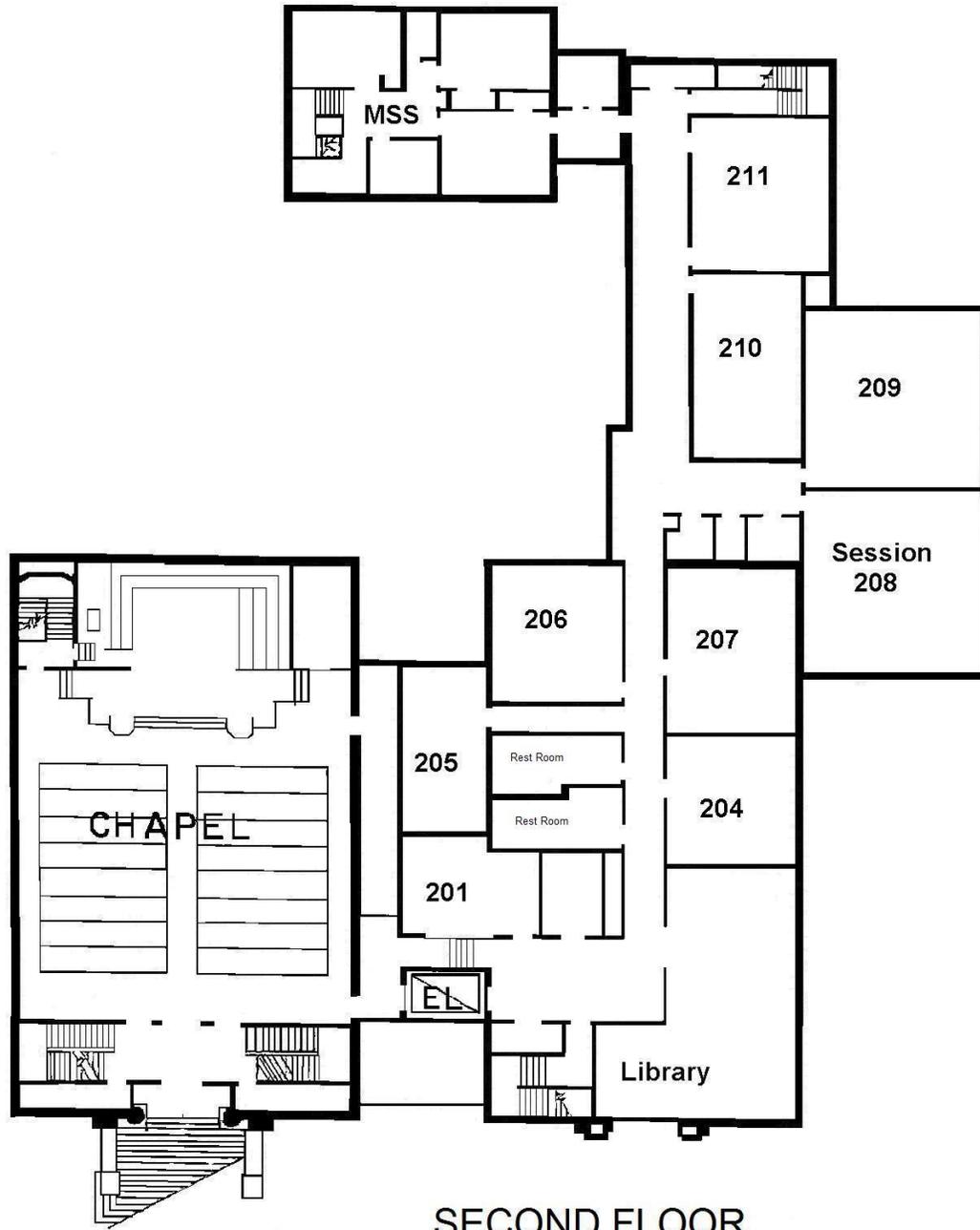
Parents of children who are crying or otherwise disturbing the service should be informed that the Bride's Room, located on the West side of the Narthex, is available for their use. The sound system provides the opportunity for parents to hear the service while in the Bride's Room.

## Positions for Greeters and Ushers





FIRST PRESBYTERIAN CHURCH  
 800 Jefferson  
 Kerrville, TX 78028  
 (830) 257-3310



**SECOND FLOOR**

Education Building

## **Glossary**

**Sanctuary**: the entire building where the community gathers to worship.

**Narthex**: the vestibule, small hallway, or foyer by the front doors of the sanctuary.

**Nave**: the main part of the sanctuary where most worshipers are seated.

**Chancel**: the area past the nave “up the steps” occupied by the Communion table, pulpit and lectern, choir, and organ.

**Pulpit**: a stand set aside for the preaching of the Word, usually larger than a lectern and slightly elevated.

**Lectern**: a stand near the chancel on which the Bible is placed and from which the scriptures are usually read.

**Paraments**: hangings which reflect liturgical colors (usually white, red, green, violet, black) which decorate the pulpit and lectern.

# OUR CHARGE

“Do not neglect to show hospitality to strangers, for thereby some have entertained angels unawares.” (Hebrews 13:2)



**Appendix Q (Rev. 09-14)**

**DECLARATION OF OPERATION  
YOUTH EDUCATION SUPPORT CENTER (YES)**

The YES Center is a local community outreach activity sponsored by the First Presbyterian Church of Kerrville TX located at 800 Jefferson Street. It has been in operation since 1999.

The goal the YES Center is to provide a supportive after school mentoring environment for tutoring in mathematics and reading for selected 6<sup>th</sup> graders of the proximate B T Wilson 6<sup>th</sup> Grade School of the Kerrville Independent School District.

The Center is located in a separate dedicated building from the other church buildings and functions. The church owns and maintains the building.

The Center functions during the yearly school period.

The Center's program is administered by a director who periodically meets with BTW School teachers who refer students (up to 20 students) that would benefit from the YES program. The student's progress is reported. A joint teacher, student, parents and director agreement is required to begin. (A student signs a behavioral contract).

The tutors are volunteers from the community – both church members and non church members, and may volunteer four days a week. The director is there each day to administer all student and volunteer activities. The director develops the tutoring curriculum in conjunction with the teachers.

The Center has no religious teaching or religious activities.

The director is part time, whose salary is paid by the church as allocated in the personnel budget. The director also manages the budget available for materials and supplies, student snacks, and other miscellaneous expenses with oversight by the Youth and Young Adult Committee.

The Center operation is funded by designated contributions, rummage sales, grants with a designated budget line item in the overall church yearly budget.

The YES Center receives the students at 3:00 p.m. and they are released after 5:00 p.m., four days a week (M-T). The students sign in on arrival, have a snack and socialize, are engaged in physical and mental exercise session, and receive two sessions of tutoring in math and English/reading typically twice weekly. Each student's progress is noted daily by the tutor, and at completion the students are released to a parent or designated guardian.

The general operation of the Center is guided by the YES Sub-committee which meets periodically with the director to review the YES Center's operation, goals, possible changes to the program, and reports periodically to the Youth and Young Adult Committee. Its membership will vary.

## **Appendix R (1-24-2011)**

### **First Presbyterian Church Credit Card Policy**

- (1) Credit cards issued in individual names, receipts to be turned in to office manager or accounting secretary on a weekly basis with notation as to the use.
- (2) Check out log for office card shall include printed name, signature, use and dates of check out and check in.
- (3) Receipts to be turned in with the card after use noting purpose. On-line orders may have a confirmation print out in lieu of a receipt. Note application on all receipts and/or confirmations.
- (4) Upon receipt of monthly credit card billing the receipts shall be reconciled with bill within three (3) days and prior to payment, which shall be completed so as to avoid any finance charges. Mailings to out of state addresses shall be done one (1) week in advance of the due date. Any receipts lacking a clear use designation or any billings without receipts shall be confirmed with the purchasing party at the time of reconciliation.

## **Appendix S– GRANT REQUEST PROCEDURE (Approved by session 7-23-12; Rev.09-14)**

Given that required information and obligations may vary widely among prospective grantors, entities of First Presbyterian Church of Kerrville (FPC) wishing to secure financial grants will follow this general procedure:

1. Determine that the grantor's timeline can be met.
2. Determine that grantor is a reputable organization and provide information about the grantor and the timeline to the Budget and Finance Committee (B&F). B&F will notify the FPC entity of any concerns it has about the grantor or the timeline.
3. Determine that the stated obligations to grantor can be met.
4. Request church financial information only from B&F or the church treasurer.
5. Give a completed copy of the grant application and other documentation to B&F for review. B&F will meet with the FPC entity to discuss any concerns or suggestions it has with respect to the grant application and its proposed recommendations to the Session.
6. B&F will make a recommendation to Session.
7. Session will authorize or disapprove the application in as timely a manner as practical and authorize the establishment of any special fund account that may be required.
8. Annually, or as otherwise directed by the grantor, the FPC entity will provide to the grantor a report on the receipt and use of grant funds. A copy of the report will be forwarded to B&F.