

# Timber Ridge Presbyterian Church Policies and Procedures Manual

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## **1 – Book of Order Responsibilities**

### **1-1.00 – Session of Timber Ridge**

The Session of Timber Ridge Presbyterian Church shall consist of the Moderator and 10 elders. The elders shall be elected by the congregation at the annual September/October meeting as follows. Normally, each year four elders shall be elected, three to a term of three years, and one youth elder to a term of one year. Recognizing that from time to time a youth of appropriate age may not be available and willing to serve, the Session shall, at its discretion and with appropriate recognition in the minutes, allow for the vacancy of the youth elder office in those years. Such vacancy shall not be understood to permanently dispense with the office of youth elder unless such action is taken by the Session to amend its composition. Responsibilities for the work and ministry of the church shall be divided among the elders as follows. One elder shall be elected to serve as the Clerk of Session. The remaining eight (adult) elders shall each chair one of the eight committees detailed below. The youth elder (when present), shall serve as the co-chair of the Youth Planning Committee.

#### ***1-1.10 – Quorum***

A quorum of the Session shall consist of one third of the active ruling elders serving on the Session, plus the Moderator (usually the teaching elder/Minister serving the congregation.)

#### ***1-1.20 – Officers***

##### **1-1.21 – Clerk of Session**

The Session shall elect each year from among the ruling elders in the congregation a **Clerk of Session**. The term of the Clerk of Session shall be for one year. The Clerk shall be eligible for re-election to consecutive terms. (Note that while the Clerk of Session must be a ruling elder, s/he need not be actively serving on Session. A Clerk of Session who is NOT also an active member of the Session does not have voice at meetings unless granted so by the Session, and does not have vote.

### **1-1.22 – Treasurers**

The Session shall elect each year both a receiving and a disbursing treasurer. Treasurers shall serve for a term of one year, and are eligible for re-election to consecutive terms. The Session shall also approve the election of treasurers for groups within the church operating under the jurisdiction of the Session (e.g. the Women's Fund treasurer).

### **1-1.30 – Committees and Commissions**

The Session may form and dissolve committees and commissions as it deems appropriate to carry out the work and ministry of the church. Committees are to report to the Session either directly or through a standing Session committee (see §2-0 of this manual). Commissions are empowered to decide matters for which they are commissioned and to report such action to the Session. A **quorum** for any committee or commission of the Session shall be at least a simple majority of its members.

### **1-1.40 – Officer Training**

The Session shall provide for a period of training for all newly elected ruling elders (and deacons, if applicable). The training is typically led by the Pastor, subject to final approval by the Session.

### **1-1.50 – Governance**

The Session shall conduct all meetings in accordance with the most recent edition of *Robert's Rules of Order*, except when it is in contradiction to the PCUSA Constitution.

## **1-2.00 – Clerk of Session**

### **1-2.10 – Duties as defined in the Book of Order**

The clerk shall record the transactions of the governing body, keep its rolls of membership and attendance, preserve its records carefully, and furnish extracts from them when required by another governing body of the church.

### **1-2.20 – Additional duties at Timber Ridge**

Other than the specific duties given the clerk in the *Book of Order*, the Clerk of Session at Timber Ridge shall, in consultation with the Moderator, ensure that the Session completes the following responsibilities:

#### **1-2.21 – At the first meeting of the year**

- a. Elect a Clerk of Session (if not done previously at the December stated meeting.)
- b. Appoint replacements for committee chairs vacated by outgoing elders.
- c. Approve church calendar for the new year.
- d. Call annual congregational meeting at which annual reports are presented and three members from the congregation (not currently serving on the session) are elected to serve on the nominating committee.
- e. Appoint an auditing committee to audit financial records of church as required by the *Book of Order*.

### **1-2.22 – At the second meeting of the year**

- a. Each committee chair submits the names of committee members.
- b. Approve past year's reports due in Presbytery: Session's Annual Statistical Report, congregational annual report, clerk of session form, personnel listing, and elder necrology.

### **1-2.23 – At the August meeting**

- a. Clerk must prepare for review of Session records normally conducted at the September stated Presbytery meeting.
- b. Receive the report from church financial records audit committee.

### **1-2.24 – At the September meeting**

- a. The Mission Interpretation and Stewardship Committee must prepare a budget for the following year to present to the session.
- b. The Session must study and approve a budget which includes adequate compensation for the pastor for the next year.
- c. Call a congregational meeting to present the budget for coming year. The congregation votes on the pastor's compensation and elects officers for next year, including: new class of elders; choir director, assistant choir director, organist, and assistant accompanist.

### **1-2.25 – At the November/December Meetings**

- a. Clerk to report on review of Session records by Presbytery committee.
- b. Elect two of next year's outgoing elders (one of whom is assigned chairmanship of the committee) to serve on the nominating committee with the three members of the congregation who will be elected at the January congregational meeting.
- c. The Session must annually review the placement of investment funds.
- d. The Session must elect a receiving and a disbursing treasurer. It must also approve the election of the Presbyterian Women's Organization treasurer.
- e. The Session may elect a Clerk of Session for the coming year. This may also be done at the first meeting of the new year.
- f. Approve the examination of newly elected ruling elders.
- g. Conduct an annual review of the church roll.

### **1-2.30 – Quarterly Presbytery Meeting**

Meetings of Presbytery are held quarterly (March, June, September, and December). The Session shall elect a principal commissioner who attends the meetings and presents a report to the Session of business conducted at the meeting.

### **1-2.40 – Triennial Session Visits**

Every three years, a representative of Presbytery's Committee on Ministry is to meet with the Session. The session is to extend the invitation. This visit will normally be conducted in years in which the final two digits are multiples of '3' (2012, 2015...)

## **1-3.00 – Nominating Committee**

The Nominating Committee must be representative of the congregation as a whole with regard to age, gender, etc. At least two members should be elders elected by the

Session, at least one of whom must be active. Enough members must then be elected by the congregation to constitute a majority. Members elected by the congregation *may* be elders, but must not be actively serving on Session. The pastor/moderator of the Session is also a member of the committee ex officio (with voice but without vote). At Timber Ridge, this has consisted of two session members and three additional members elected by the congregation at the January congregational meeting.

At Timber Ridge, the Nominating Committee has recently been responsible for nominating individuals for the following roles:

- a. **Four ruling elders** to replace the outgoing class. Three of the elders are to be elected for a three year term, and the fourth is a youth elder, to be elected for a one year term. This slate of elders is presented to the congregation at the September/October congregational meeting. Time is given for additional nominations from the floor, and elders are elected by the congregation. Ruling elders may be elected to consecutive terms, not to exceed six years total. **\*\*\*It is recommended that the Nominating committee review G-2.01 and G-2.03 on the office and responsibilities of elders when considering individuals for nomination\*\*\***
- b. **Receiving Treasurer and Disbursing Treasurer** for the General Fund, Memorial Fund, Building Fund, and Cemetery Fund. These individuals are presented to the Session at an appropriate meeting for election. The Women's Group shall elect, subject to Session approval, a Treasurer for the Women's Fund.
- c. Musicians including:
  1. Choir director and assistant choir director
  2. Pianist/Organist and assistant

The Nominating Committee shall recommend officers who are representative of the age, gender, and race in rough proportion of the active members of the congregation. No one shall be deemed ineligible for office based solely on the above criteria. The Session shall annually review the diversity of officers within the church.

The Nominating Committee remains in effect (although usually without duties) until a new committee is elected at the next January congregational meeting.

## **1-4.00 – Congregational Meetings**

### **1-4.10 – Quorum**

A quorum for all duly called meetings of the congregation shall be no less than 10% of the active members on the roll at the time of the meeting, plus the Moderator of the Session.

### **1-4.20 – Notice**

Notice for all congregational meetings shall be two consecutive Sundays, the second of which may be the date on which the meeting is to be held. Notification may be verbal or written.

### **1-4.30 – Clerk and Moderator**

The Clerk for any congregational meetings shall be the currently serving Clerk of Session. The Moderator for any congregational meetings shall be the Moderator of the

Session. Another Moderator or a Clerk pro tem may be appointed for a congregational meeting with the prior approval of the acting Moderator when it is expedient to do so.

#### **1-4.40 – Governance**

The congregation shall conduct all meetings in accordance with the most recent edition of *Robert's Rules of Order*, except when it is in contradiction to the PCUSA Constitution.

## **2 – Duties of Session Committees**

### **2-1.00 – Building Committee**

The duties of the Building Committee are:

#### **2-1.10 – Maintenance of Facilities**

Maintain the church building, the manse and the pavilion in good operating condition excluding janitorial duties. The chairperson of this committee will select committee members from the congregation with their permission to carry out these responsibilities. The chairperson will also bring recommendations and requests to the Session for approval and funding regarding facility upkeep and improvements.

#### **2-1.20 – Facility Use**

Those church members wishing to use the church building or pavilion will request permission from the Building Committee, who has authority to approve such requests. In such cases, the Building Committee will oversee such usage as appropriate. Usage of church facilities by individuals or groups not affiliated with the church requires Session approval. The chairperson of the Building Committee will usually communicate such requests and reservations to whomever maintains the church calendar, usually the Moderator or the Clerk of Session.

#### **2-1.30 – Janitorial Oversight**

The Building Committee shall oversee janitorial services, serving as a liaison with any cleaning staff and otherwise ensuring that any janitorial needs are met and concerns addressed. The Building Committee should also coordinate with the Mission Interpretation and Stewardship Committee to recommend and provide input for remuneration of janitorial services to be reflected in the Annual General Mission budget.

### **2-2.00 – Cemetery Committee**

The duties of the Cemetery Committee are:

#### **2-2.10 – Lawn Care**

Provide for the maintenance and care of the cemetery lawn during mowing season. The committee chair shall also coordinate with the Disbursing Treasurer to ensure payment of whomever maintains the lawn. Aside from regular maintenance, the committee shall also be responsible for overseeing concerns with the grounds (e.g. tree removal, improvements, etc.) when necessary.

### **2-2.11 – Administration**

The chairperson of the Cemetery Committee will have the responsibility for maintenance of the Timber Ridge cemetery. The chairperson, with advice of the Cemetery Committee members, will determine what work (mowing, trimming, debris pickup, etc.) needs to be done, who will do the work, and when that work will be done. The chairperson will also be responsible for paying the person(s) for these services by obtaining a check from the Disbursing Treasurer.

### **2-2.12 – Boundaries**

The cemetery is bounded by fences on the south and west sides. The north side extends to the pavilion driveway and the east side includes the banks in the church parking areas to Timber Ridge Road.

### **2-2.13 – Equipment**

Person(s) performing maintenance of cemetery will provide and maintain their own equipment.

### **2-2.14 – Mowing**

One mowing period shall be the mowing of the entire cemetery, trimming around all tomb rocks, trees, buildings and fence rows, and blowing grass off sidewalks and tomb rocks. One mowing period shall be completed within seven days, weather permitting. The rate of payment for a mowing period will be determined each year by the Timber Ridge Session.

### **2-2.15 – Additional Maintenance**

There will be times when additional maintenance will be needed. This will be determined by the chairperson and cemetery committee members. The additional maintenance may include the following: (1) string-trimming road banks, (2) special mowing for funerals, weddings, etc., (3) picking up limbs, leaves, etc., (4) trimming of trees and shrubs, (5) planting of trees and shrubs, (6) cutting of trees and shrubs. Payment for these services will either be by the hour (rate will be determined each year by the Session) or by contract as determined by the Session.

### **2-2.16 – Rates**

- a. One mowing period - \$350
- b. Special mowing - \$20/hour
- c. Special trimming, leaf pickup, etc. - \$12/hour
- d. Major maintenance will be contracted and approved by Session

### **2-2.20 – *Liaison to Families and Funeral Homes***

Assist funeral homes and families with burial concerns, including grave sites and the columbarium. The committee should be familiar with the marking and centering of grave sites and assisting the funeral home with other related issues.



### **2-2.30 – Cemetery and Columbarium Plots**

Maintain drawing of the cemetery plots and a list of reserved burial sites. Maintain a list of reserved and available columbarium slots, and assist with interment of cremains as needed.

### **2-2.40 – Financial Support Oversight**

Maintain a list of financial supporters of the cemetery who are not members of Timber Ridge, and in conversation with the Receiving Treasurer, mail letters encouraging ongoing financial support prior to the annual cemetery offering (usually in May).

### **2-2.50 – Communication**

Keep open lines of communication between the funeral home, the pastor or other funeral officiant, the family of the deceased, and the women of the church (for any refreshments or meals following the services). The committee chair is also responsible for communicating cemetery concerns to the Session as appropriate, including requests for burial or interment from those unaffiliated with the congregation.

## **2-3.00 – Christian Education Committee**

The duties of the Christian Education Committee are to:

### **2-3.10 – Sunday School**

Provide a class that is appropriate for each individual attending Sunday School and provide teachers and literature for each of those classes. Also encourage new teachers to take advantage of training resources available from Presbytery or other places. As youth grow older, identify individuals who need to move to an older class.

### **2-3.20 – Vacation Bible School**

Organize and coordinate Vacation Bible School activities. Vacation Bible School is normally held 4 nights during the first full week in June, culminating in a picnic at Roberts Lake on Saturday.

### **2-3.30 – Catechumenate Class**

Work with Pastor to provide the catechumenate class for potential new church members. This will include individuals who are transferring membership from another congregation, those who are joining a congregation for the first time, and youth who wish to make a profession of faith.

### **2-3.40 – Church Library**

Maintain library. Ensure that library books, videos, DVDs, etc. are well cataloged and current. Publicize contents of the library and recommend new additions when funds become available.

### **2-3.50 – Nursery**

Provide nursery teachers and literature for the Sunday morning worship service.

## **2-4.00 – Evangelism Committee**

Evangelism, or “the zealous preaching and dissemination of the gospel, as through missionary work,” is the responsibility of the evangelism committee. Any activity that falls within this description could become the business of the evangelism committee.

### **2-4.10 – Metanoia Services**

The committee has traditionally been responsible for the annual Metanoia services and offering. These services are typically held over the course of a weekend and include a guest speaker or special musical groups.

### **2-4.20 – Community Outreach**

This committee might also undertake other outreach projects from time to time, with the goal of reaching out to those in the surrounding community in fellowship. This may include various activities as deemed appropriate by the committee with the goal of inviting and welcoming those not otherwise associated with the congregation. Beyond this, Timber Ridge has faithfully sponsored various mission projects through the efforts of individuals and groups and financial assistance. While these projects have been organized by and connected with different groups they certainly would be considered “spreading the gospel.”

## **2-5.00 – Mission Interpretation and Stewardship Committee**

This committee has the responsibility of educating and informing the congregation of the mission of the whole church and promoting responsible individual and corporate stewardship of time, talents and resources. We will strive toward this goal through the following specific activities:

### **2-5.10 – Special Offerings**

Recommend a calendar of dates for the collection of special mission related offerings. Arrange for the promotion of these special offerings. Interpret the importance of these opportunities for outreach. Also find, fund and promote deserving local missions. Sponsor special meetings for the purpose of informing the congregation of missions or projects or special needs. Regular annual offerings include:

- a. Five-Cents-A-Meal (First Sunday of each month)
- b. SouperBowl (Typically the first Sunday in February)
- c. One Great Hour of Sharing (Easter Sunday)
- d. Cemetery (Typically on Mothers’ Day)
- e. Pentecost (Pentecost Sunday)
- f. VBS Project (Typically the Sunday after Vacation Bible School – has included Habitat for Humanity and Heifer Project in the past)
- g. Building Fund (Typically in August)
- h. Peacemaking (Typically the first Sunday in October/World Communion)
- i. UNICEF (Typically the Sunday or Wednesday preceding Halloween)
- j. Food Bank (Typically the Sunday before Thanksgiving)
- k. Coal Fund (Typically in ~~September~~ December)
- l. Christmas Joy Offering (Sunday before Christmas)

## **2-5.20 – Annual Budget**

**In August** develop a budget of reasonable financial obligations for this congregation for the coming year, to be presented for Session approval at the September or October stated meeting. The budget review process shall also review the salaries of church employees, including the organist and other musicians, the custodian, the youth director, and the cemetery maintenance personnel. These salary reviews should include input, as appropriate, from the respective committees of oversight as well. **All salary adjustments shall be communicated in writing to the disbursing treasurer.**

## **2-5.30 – Pastoral Review**

**In August** work with the Clerk and the Session to conduct an annual pastoral review, to include: review adequacy of compensation of the pastor, deal with possible problems or complaints, and conduct an annual review of the pastor's work prior to preparation of next year's budget. **This may be carried out by the MIS Committee or an ad hoc committee appointed by the Session.**

## **2-5.40 – Stewardship Education**

Educate congregation about financial needs of the church, both local and connectional. Provide each member with an opportunity to participate through tithes, pledges, gifts and offering of time, talent and money. Annual letters may be written to all members of the congregation. Pledge cards may also be made available.

## **2-5.50 – Treasuries Oversight**

The MI&S Committee shall have oversight of all other church treasuries, ensuring that monies are used as appropriately designated. Those other church treasuries and their restrictions are as follows:

- a. Cemetery Fund: Cemetery treasury funds shall only be used for the maintenance and operations of the Cemetery. Cemetery fund concerns should be addressed in conversation with the Cemetery Committee.
- ~~b. Youth Permanent Restricted Fund: Youth treasury funds are to be used to help cover expenses for regularly scheduled youth events (but generally not retreats), as well as support of missional concerns identified by the youth. Youth Fund concerns or disbursement requests should be addressed in conversation with the Youth Planning Committee, as well as the youth of the church when appropriate.~~
- c. Memorial Fund: Memorial treasury funds are disbursed on the recommendation of the Session. Expenditure of memorial monies may take into consideration any expressed interests or wishes of the honoree or honoree's family. Memorial Fund concerns should be addressed with the Session.
- d. Women's Fund: Women's treasury funds are used to support ministries and missions undertaken by the Women's group, at the discretion of the group. Women's fund concerns should be addressed with the Women's Group.

## **2-5.60 – Bequests**

Provide material which explains the mutual benefit to the church and individual of naming the church in one's will or investing presently in Presbyterian Foundation to provide for the church after one dies.

### **2-5.70 – Annual Reporting**

Assist the Clerk of Session and church treasurers in pulling together and presenting a yearly report of the activities of the various organizations, classes and committees connected to Timber Ridge Church for the Annual Statistical Report and the January Congregational Meeting.

### **2-5.80 – Investment Oversight**

Monitor the Funds invested with Presbyterian Foundation. Through at least ~~two~~ **one** review annually, recommendations are to be made to the Session concerning future uses and re-investment of these funds. ***A report and/or recommendation should be made by the MIS committee annually at the November session meeting regarding the placement of investment funds.***

### **2-5.90 – Youth Scholarships**

Oversee and review funding for youth scholarships for various retreats and other events throughout the year. The policy is that youth (or their families) are responsible for payment of all deposits for events (or full event fees for those not requiring a deposit). The church will pay, at the discretion of the MIS Committee and as the budget allows, the remaining balance of events. At the conclusion of an event, youth may request reimbursement of the deposit amount as well upon presenting evidence of attendance at the event.

## **2-6.00 – Nurture Committee**

The Nurture Committee is responsible for coordinating and overseeing the following:

### **2-6.10 – Annual Fall Church Retreat**

Holston Camp contact information is:

The phone number there is 828-898-6611.

The camp website is [www.holstoncamp.org](http://www.holstoncamp.org)

The camp will help with rates, room assignments, payments, and anything else you might have questions about.

\*Room rates change often, so check to see that you have the current prices.

\*During camp, the date for the next year will be set and a deposit will be made. Be sure and coordinate with the Treasurer for any balance due and the deposit check for next year.

### **2-6.11 – Retreat Committee**

***In June or July*** get a committee together (this should include folks who have been to Holston Camp and have some experience and ideas about programs at camp.). In consultation with the committee, consider:

- a. Anticipated numbers in attendance
- b. What kind of accommodations will be needed (Lodge, Dorm and/or Cabins)
- c. How many meals will you have at camp?
- d. What kind of structured activities will be provided? (campfire, low ropes group course, swimming/boating, etc.)
- e. Schedule for the retreat, including meals, Bible studies, free time, and structured activities.

- f. In consultation with the Camp Director, decide if the group will do a mission or work project
- g. Decide on a theme for the retreat and discuss leadership for the retreat studies.
- h. Discuss childcare during the Bible studies and/or other activities
- i. In consultation with the Pastor, decide on an special activities for Sunday worship.
- j. Discuss budgetary issues and scholarship funding for youth and/or other attendees.

### **2-6.12 – Deposit**

Call the office manager at camp to coordinate any activities and details. The camp will send the reservation form and communicate the amount of the deposit. Work with the Disbursing Treasurer to see that all deposits and other monies are paid as scheduled.

### **2-6.13 – Promotion**

Promote the retreat to the congregation. This may be done through bulletin announcements, newsletter inserts, mention in worship, fliers around the church, or a bulletin board with a sign-up sheet.

### **2-6.14 – The Week of the Retreat**

On the Monday before your retreat, the Nurture Committee chair will need to contact the office manager at camp to communicate final numbers and get the total amount due at check-in.

### **2-6.15 – Check-In**

The day of the retreat. Be sure someone from the committee can arrive early at camp to make sure everything is set up. The camp has a host to meet with the church contact person who is responsible for the retreat. Together they will check out the buildings your group will be using and to take the remaining balance check. The committee chair should also maintain a master lodging list of where everyone is staying

### **2-6.16 – Free Time Activities**

Four square, hikes around main camp (Dan Meek Trail, Rock of Ages, Bob's Hideaway, the Darn Trail), hike to the Tree House and Rustic, have a craft project, have a table with an on-going 1000 piece puzzle, plan some field games (Frisbee, kickball, croquet, volleyball, horseshoes)

### **2-6.17 – Sunday Worship**

In consultation with the Pastor, decide on a location for the worship service. Be sure and reserve the location with the host or office manager.

### **2-6.18 – Check-Out**

Remind all participants to help clean-up, put tables and chairs away, throw all trash away in the dumpster, and double check for any lost items. After everything is

cleaned, you will do a “walk through” with the host to check all buildings before you depart.

### **2-6.20 – Fifth Sunday Fellowship**

On months that have a fifth Sunday, the Nurture committee will provide for a time of congregational fellowship. The committee will decide on the type of gathering and the time. Past fellowship activities have included a luncheon following worship or a light breakfast during the Sunday school hour.

### **2-6.30 – Music Recital**

Each year (usually in August) the organist holds a recital. The recital may include others in or out of the church who wish to be involved. A covered dish meal or light finger foods are usually served. The Nurture Committee is responsible for:

- a. Scheduling a date with the organist for the recital in consultation with whomever maintains the church calendar (usually the Pastor or the Clerk)
- b. Setting up the fellowship hall, including any necessary decorations.

### **2-6.40 – Visitation**

The Nurture Committee will keep a current list of members that are shut-in or in nursing homes. Each week a different member of the committee will visit the nursing home(s) sometime during the week. The next week a different committee member will be responsible.

### **2-6.50 – Advent Festival and Decorating**

The Nurture Committee will arrange for the decorating of the church in preparation for Advent, prior to the first Sunday of Advent. In past years, this has been done in conjunction with a covered dish dinner either on the Saturday preceding the First Sunday of Advent, or on Sunday afternoon/evening of Christ the King Sunday. It may also coincide with the annual Thanksgiving Dinner planned by the Women’s Group.

## **2-7.00 – Worship/Usher Committee**

The Worship Committee is responsible for coordinating and overseeing the following:

### **2-7.10 – Ushers**

Assign two ushers for each month (including special services). Ushers are responsible for collecting the offering on Sundays, along with other tasks as assigned by the committee.

### **2-7.20 – Greeter**

The committee should assign a greeter to watch for and welcome visitors to the church before the worship service. Greeters should be sure to:

- a. Make sure the visitor(s) gets a bulletin
- b. Help the visitor(s) find a seat, and point out the location of the hymnal and Bible in the pews.
- c. Introduce the visitor(s) to someone sitting near that can help answer any questions and assist them in following the service.

- d. Point out the location of restrooms

### **2-7.30 – Eucharist Servers**

Assign four Elders for most Eucharist services (check with the Pastor for specifics). Post the list of servers around the church and notify and remind servers as necessary. The list of Eucharist dates as approved by the Session can be found below. The Pastor will make available the dates for each year in late December or January.

The Eucharist is celebrated on the following dates:

- a. Epiphany Sunday
- b. Baptism of the Lord
- c. Transfiguration
- d. Ash Wednesday
- e. First Sunday in Lent
- f. Palm Sunday
- g. Maundy Thursday
- h. Easter Vigil and/or Easter Sunday
- i. Pentecost
- j. Trinity Sunday
- k. World Communion Sunday
- l. Christ the King
- m. First Sunday in Advent
- n. Christmas Eve
- o. First Sunday of each month in Ordinary Time
- p. Special mid-week services as scheduled by the Pastor, subject to Session approval.

### **2-7.40 – Pulpit Supply**

The Worship Committee is responsible for scheduling substitute ministers to lead worship in the pastor's absence. Normally, the Pastor will announce these dates to the Session in advance. The Sundays will typically include 4 Vacation Sundays, 2 Continuing Education Sundays, and the Sunday of the Fall Retreat. In consultation with the Pastor, the Worship Committee is responsible for securing necessary information from the substitute minister and seeing that the bulletins submitted for those Sundays. The Worship Committee should also make sure to welcome the visiting minister on Sunday morning, answering any questions he/she may have, and coordinate with the Treasurer for his/her honorarium.

### **2-7.45 – Substitute Musicians**

The Worship Committee is responsible for securing substitute musicians in the absence of the regular pianist/organist/choir director. The committee shall, as necessary, serve as liaison to any substitute worship leaders in the absence of the pastor and/or regular musician(s). The Nominating Committee is responsible each year for selecting substitute musicians, and the Worship Committee may work from this list.

### **2-7.50 – Church Picnics**

Plan and set up for church wide picnics – typically one in the Spring and one in the Fall. Communicate the dates for the picnics to whomever maintains the church calendar (usually the Pastor or the Clerk)

### **2-7.60 – Cemetery Flowers**

Keep the wreath or flowers current on the grave of Kate Bowers. These are typically changed four times a year. The Treasurer pays for them out of a designated fund.

## **2-8.00 – Youth Planning Committee**

This committee's purpose and mission is the planning, organizing and promoting of the church's youth program. More specifically, the chairperson(s) of this committee will select committee members from the congregation with their consent to carry out the following activities:

### **2-8.10 – Event Planning**

Working with the youth, parents, the Youth Director, the minister, and others, develop a calendar of events for the youth group that consists of a combination of activities including:

- a. Mission/Service projects (around the church and in the community)
- b. Recreation
- c. Bible study
- d. Programs of worship and praise.

The committee strives to include each type of activity in the planning of each month.

### **2-8.20 – Recruiting**

Recruit volunteers (both youth and adults) to organize, promote, and implement the above activities, teach the Bible studies, and coordinate service projects with people and organizations outside of our church.

### **2-8.30 – Fundraising**

Organize and carry out fund raising activities for the benefit of the Youth Permanent Restricted Fund. This Fund is maintained as a restricted fund within the General Fund and is used to subsidize various youth activities. The Youth Committee also makes recommendations regarding use of monies from the Fund.

### **2-8.40 – Meals**

The Youth Committee is responsible for planning and arranging for refreshments and meals to be served at youth group functions when appropriate. Typically this includes a meal each Wednesday evening that the youth meet.

### **2-8.50 – Youth Director**

When possible, the church recruits a college age student to serve as the Youth Director, helping to plan and implement Wednesday evening and other youth programs and events. The Youth Committee serves as a contact person for the Youth Director or other persons working with the youth and ensure they are paid for their services when appropriate. In the case of a vacancy in the Youth Director position,



the Youth Committee chairperson(s) will serve as chair(s) of the search committee for another Youth Director under the discretion of the Session.

### ***2-8.60 – Communication***

The committee chairperson presents committee and youth activities to the session as appropriate. The committee should also see that youth events are promoted to the congregation for their support and encouragement.

## **3 – Personnel Policies**

### **3-1.00 – Pastoral Compensation**

This section details components of the terms of call for pastoral staff, subject to the review of Session and the approval of the congregation as per the Book of Order.

#### ***3-1.10 – Supplemental Retirement Savings***

Should an installed minister elect to participate in the supplemental retirement savings plan of the Presbyterian Church (USA), currently administered by Fidelity Investments under IRS Section 403(b)(9), the church will provide a matching contribution, equal to that of the minister's voluntary salary reduction, up to a maximum of 6% of the minister's effective salary as determined by the Board of Pensions.

#### ***3-1.20 – Healthcare Reimbursement Account***

The church will provide, for all installed ministers, a Healthcare Reimbursement Account (HRA) as outlined in IRS code section 105. This plan is fully funded by the church, with an annual contribution limit as determined by the Session. This account can be used to reimburse the ministerial staff for any out-of-pocket medical expenses, including vision and dental care, as defined by IRS code section 213(d). Any amount unclaimed by the minister by April 15 of the following calendar year (or 105 days past the end of the fiscal year in which it was allocated) shall be forfeited. All reimbursements must be substantiated by receipt.

#### ***3-1.30 – Professional Expense Account***

The Minister's Professional Expense Account (also called the Continuing Education Account) is to be used for expenses pertaining to the exercise of ministerial duties, including attendance at conferences and other continuing educational opportunities, books, subscriptions, professional dues, and expenses incurred in the course of employment (e.g. lunch with a parishioner). All expenses shall be substantiated by receipt and reimbursed through an accountable reimbursement plan, subject to the maximum set by the congregation in the minister's annual terms of call. Unused funds remaining in the account at the conclusion of a fiscal year shall be allowed to accumulate up to 3 years from the last day of the fiscal year in which they were allocated.

#### ***3-1.40 – Sabbatical Policy***

All fulltime ministerial staff shall be eligible for paid sabbatical leave after the completion of six years of fulltime service. Sabbatical leave time shall be used to

pursue extended study, travel, or projects related to ministerial duties. Sabbatical leave is not to be considered an extended vacation.

### **3-1.41 – Length of Sabbatical**

The length of the sabbatical shall be no less than four weeks and no more than ten weeks, exclusive of vacation and continuing education time awarded that year. Sabbatical leave time may be combined with continuing education time to extend the sabbatical to a length of 6-12 weeks. The length of the sabbatical, along with a proposal for the use of sabbatical time, shall be presented to and approved by the Session at least 6 months prior to the commencement of sabbatical leave.

### **3-1.42 – Ministerial Services during Sabbatical leave**

The Worship Committee should work with the Minister to arrange for pastoral leadership during the term of the sabbatical.

### **3-1.43 – Sabbatical costs and funding**

The Mission Interpretation and Stewardship Committee should work with the Minister to explore available grants and other options to assist with covering the church's costs for sabbatical leave.

### **3-1.44 – Reporting**

The Minister shall make a report to the Session at the conclusion of the Sabbatical regarding what was learned or accomplished, and how that may be of service to the congregation.

## **4 – Sexual Misconduct Policies**

### **4-1.00 – Definition**

Sexual misconduct shall be defined as any unwanted or unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature that is injurious to the physical or emotional health of another. This includes any interaction or contact 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. Sexual behavior between a child and an adult is always considered forced whether or not consented to by the child.

### **4-2.00 – Reporting**

Reports of sexual misconduct shall be made to the Session, through the Moderator or the Clerk. Elders, Deacons, and DCEs are required to report any knowledge of child abuse, sexual or otherwise. Ministers are required to report any knowledge of child abuse when that knowledge is obtained outside of confidential communication or when s/he believes there is imminent risk of harm.

Reports of child abuse shall be made to both ecclesiastical and civil authorities. Ecclesiastical reports shall normally take place through the Session and/or Minister and may be elevated to higher judicatories as necessary.

### **4-3.00 – Investigations**

Investigations shall be made into allegations of sexual misconduct. The Session has jurisdiction over allegations involving members, elders, and deacons of that congregation. The Presbytery has jurisdiction over allegations involving a minister. If no jurisdiction exists (non-member for example) then the Session shall investigate and make appropriate determination. In all cases every effort shall be made to respect the rights and privacy of both the accused and the accuser as the investigation is taking place.

### **4-4.00 – Liability**

The church shall maintain liability coverage for sexual misconduct.

### **4-5.00 – Prevention**

In an effort to prevent sexual misconduct and abuse, the church shall check references of all potential employees who will work with children and ask that they sign the PCUSA statement of sexual misconduct disclosure, which currently reads “I certify that (a) no civil, criminal, ecclesiastical complaint has ever been sustained or is pending against me for sexual misconduct; (b) I have never resigned or been terminated from a position for reasons related to sexual misconduct.” If an employee is unable to make the above certification, s/he may instead provide a description of the complaint, termination, or outcome of the situation and any explanatory comments. The Session may, at its discretion, run a criminal background check as well (employee consent is required. The cost is \$10 and can be done through the Presbytery office).

Adult volunteers and employees working with children and youth are strongly encouraged to maintain a ‘rule of three’ (e.g. one adult and two youth, or two adults and one youth) when outside of counseling or confidential conversation. Youth outings, especially overnights, should also endeavor to insure that at least one adult of each gender is either going on the trip or will be present at the destination.

### **4-6.00 – Record Keeping**

The church shall maintain a record of instances of sexual misconduct, which may be done through Session minutes or other records.