

MANUAL
of
ADMINISTRATIVE OPERATIONS

BETHEL PRESBYTERIAN CHURCH
403 Church Street
Walterboro, South Carolina

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

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M-1.0 CHAPTER 1. SESSION COUNCIL

The congregation shall elect nine ruling elders divided into three equal classes, one class of whom shall be elected each year at a special congregational meeting for a three-year term. After serving one three-year term, an elder shall be ineligible for re-election to the Session Council for a period of one year.

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

M-1.01 Meetings and Quorum

The Session Council shall meet on the third Tuesday of each month, except for June and July meetings, which the Session Council may vote to cancel. The quorum for a stated meeting of session council shall include the moderator and two-thirds (2/3) of the ruling elders. The quorum for a special meeting of Session Council for the purpose of acting on business shall be the moderator and two-thirds (2/3) of the ruling elders with reasonable notice of not less than three (3) days. The quorum for a special meeting of Session Council for the purpose of reception/dismissal of members or a request for baptism shall be the moderator and four (4) of the ruling elders.

M-1.02 Duties and Responsibilities of Other Officers

M-1.021 Clerk of Session

- a. Serves on Discipleship Committee
- b. Prepares correspondence on behalf of Session Council
- c. Prepares docket for meetings and distributes along with reports and minutes to Session Council electronically
- d. Makes elder assignments for serving communion
- e. Publishes "Session News" and other articles in *Bell Ringer*
- f. Serves as liaison between Presbytery and Session councils
- g. Assists church secretary with preparation of annual report to General Assembly
- h. Signs documents along with pastor on behalf of Session Council
- i. Records minutes of meetings and submits to Presbytery for annual review
- j. Prepares and submits annual clerk's report to General Assembly.
- k. Sends "Bethel family" updates electronically to all members with e-mail
- l. Coordinates with church secretary to prepare flower calendar for year

- m. Coordinates with church secretary to prepare the handbook for each ruling elder
 - n. Compiles and updates *Manual of Administrative Operations*
- M-1.022 Church Treasurer and/or Co-treasurers
- a. Serves on Finance & Stewardship and Endowment Fund committees
 - b. Collects/counts/records weekly receipts, along with the assistant treasurer, and deposits them in the bank
 - c. Writes check for bills, reimbursements, etc.
 - d. Signs documents as financial officer
- M-1.023 Assistant Treasurer
- a. Assists treasurer or co-treasurers with counting/recording receipts unless the treasurer or co-treasurers are fidelity bonded
 - b. Fulfills the treasurer or co-treasurers' duties in their absence
 - c. Counts receipts along with at least one other person unless assistant treasurer is fidelity bonded
- M-1.024 Church Historian
- a. Maintains display cases in narthex and recommends contents
 - b. Serves on Discipleship Committee (ex officio with vote)
 - c. Reports church history plans and concepts periodically to Discipleship Committee.
 - d. Inventories and maintains historical materials, keeping an ongoing database of information, suitable for future updating of the church's written history.

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

M-2.1 Nominating Committee

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

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

M-2.11 Duties/Characteristics of Church Officers

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

M-2.12 Prospective Nominees

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

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

M-2.13 Confidentiality

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

M-2.14 Time Line

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

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

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

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

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

M-2.15 Recommended Procedures

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

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

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

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

Assignment: Once the nominees have been chosen, the chair will assign members of the committee to make contact with the individual nominees and report to the chair. If all the nominees do not accept, then the committee will proceed with selecting additional nominees.

M-2.16 Report to Session Council

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

2.2 Election

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

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

M-2.3 Ordination/Installation

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

M-3.0 MEMBERSHIP

M-3.1 Entry into Membership

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

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

M-3.2 Categories of Membership

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

M-4.0 CHAPTER 4. COMMITTEES

M-4.1 Stewardship/Finance Committee

I. Organization

- A. Seek members for the committee
- B. Appoint a treasurer for the committee
- C. Submit a monthly report of activities and expenditures to Session
- D. Church treasurer or co-treasurers serve with vote

II. Finance

A. Bookkeeping

- 1. Develop vouchers for reimbursement to individuals and committees
- 2. Maintain records of all giving:
 - a. Operating budget
 - b. Building Fund
 - c. Sunday School
 - d. Circles
 - e. Memorials
 - f. Endowments
 - g. Special offerings
 - h. Other
- 3. Prepare year-end report of all contributions, expenditures, and account balances
- 4. Order all record-keeping materials
- 5. Pay bills and salaries
- 6. Remit benevolence to Presbytery monthly
- 7. Have an annual full financial review of all books and records relating to finances by a public accountant or public accounting firm or a committee of members versed in accounting procedures (BOO G-10.0401d)

B. Communications

- 1. Prepare a detailed monthly financial report to Session
- 2. Publish a monthly financial report of the amount of receipts and expenditures in the Bell Ringer
- 3. Prepare annual report to the General Assembly
- 4. Mail quarterly statements of giving to the members

C. Insurance

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

- D. Annual Budget
 - 1. Solicit budget requests from committees in September
 - 2. Prepare proposed annual budget for adoption at November meeting of Session Council
 - E. Loans/investments
 - 1. Negotiate/close loans
 - 2. Invest surplus funds
 - F. Large Expenditure Reviews
 - 1. Accept for review, and approve or disapprove, any proposed expenditure by a committee or other church entity, if the amount exceeds \$500 and is not within the budget of that committee or entity
 - 2. Review and approve any capital expenditure by Session Council
- III. Stewardship
- A. Conduct annual financial Stewardship Drive
 - 1. Determine theme
 - 2. Order materials
 - 3. Set dates
 - B. Provide stewardship information year round
 - C. Conduct a survey for stewardship of time and talent
- IV. Budget
- A. Submit vouchers for reimbursement to the treasurer of the committee (the treasurer of the committee shall record the expenditure and forward the voucher to the church treasurer)
 - B. Have each committee or organization prepare and submit an annual budget request to the Stewardship/Finance Committee in September

M-4.2 Property

- I. Organization
 - A. Seek members for the committee
 - B. Appoint a treasurer for the committee
 - C. Submit a monthly report of activities and expenditures to Session
- II. Care of Church Buildings
 - A. Security
 - 1. Program and monitor the thermostats in all buildings to maximize efficiency and comfort
 - 2. Oversee security of buildings and property, delegating duties as appropriate
 - 3. Train ushers to be responsible for securing the building after services

- B. Maintenance
 - 1. Assess maintenance needs
 - 2. Develop a maintenance volunteer crew for non-professional work
 - 3. Hire contract work (Session must approve work costing more than \$200)
 - 4. Develop plans for future repair needs (air conditioning, painting, carpeting, space requirements)
 - 5. Sponsor work-day events
 - 6. Hire or contract custodial service with concurrence of Session
- C. Contents
 - 1. Inventory entire contents annually
 - 2. Keep storage areas neat and functional
 - 3. Dispose of unneeded accumulation
- III. Care of Grounds
 - A. Keep lawn mowed
 - B. Maintain shrubbery, flowers, and grass
 - C. Develop a volunteer gardening crew
 - D. Hire or contract lawn care personnel with concurrence of Session
- IV. Use of Buildings and Grounds
 - A. Follow guidelines in M-5.2 “Use of Church Property” policy
 - B. Present requests to Session Council for approval, if necessary
- V. Budget
 - A. Submit vouchers for reimbursement to the treasurer of the committee (the treasurer of the committee shall record the expenditure and forward the voucher to the church treasurer)
 - B. Prepare and submit an annual budget request to the Finance Committee in September

M-4.3 Discipleship

- I. Organization
 - A. Seek members for the committee
 - B. Submit a monthly report of activities and expenditures to Session Council
 - C. Ex officio members: music director, clerk of Session Council, church historian, floral coordinators
 - D. Adjunct members: usher, acolyte, and lay reader coordinators
- II. Worship
 - A. Regular Services
 - 1. Plan worship year with minister and music director
 - 2. Provide for children in worship, conferring with CE as necessary
 - 3. Seek and train ushers, acolytes

4. Sacraments
 - a. Determine dates for communion
 - b. Seek volunteers to prepare and clear away communion elements
 - c. Set up communion, including preparation of elements and cleanup
 - d. Purchase communion supplies (wine, juice, bread)
 - e. Maintain communion silver service
 - f. Put water in baptismal font for baptismal service
 - g. Provide baptismal candle for each baptism
5. Participate in Pulpit Exchange one Sunday annually
- B. Special Services
 1. Lenten Season Study Program
 2. Maundy Thursday
 3. Easter
 4. World Communion Sunday
 5. Mid-week Advent Study Program
 7. "Hanging of the Greens"
 8. Christmas Eve
- C. Personal and Family
 1. Provide for and promote use of devotional materials
 2. Promote spiritual renewal events
 - a. Montreat
 - b. Bethelwoods
 - c. Other retreats
 3. Implement small group Bible study
- D. Music
 1. Support and encourage director and accompanist
 2. Promote participation in Chancel and children's choirs
- E. Flowers/Paraments
 1. Provide flowers for services (floral coordinators)
 2. Arrange for placement of rose at baptismal font for every birth
 3. Prepare Advent Wreath annually (floral coordinators)
 4. Maintain paraments
 5. Use seasonal banners and decorations
 6. Provide timely explanation of liturgical colors and seasons
- F. Funerals

Secure ushers for funerals (use ushers on duty for the month, if possible)
- G. Ushers/Acolytes
 1. Develop guidelines, expectations, and responsibilities
 2. Appoint a coordinator to seek and train volunteers

- III. Evangelism
 - A. Encourage members to bring friends to services
 - B. Welcome new members and maintain ongoing new members group with pastor
 - C. Incorporate new members in Sunday School, choir, committees, etc.
 - E. Encourage elder visitation of new members
 - F. Counsel with inactive members
- IV. Missions
 - A. Plan, promote, publicize world and local mission projects
 - B. Promote and support church-wide “Hands of Christ” project
 - C. Recommend mission projects to Session Council
 - D. Promote special offerings: Thornwell, Joy Gift, Presbyterian Home, One Great Hour of Sharing, Dimes for Hunger, etc.
 - E. Promote attendance at mission conferences
 - F. Promote Mission Trip Fund and solicit contributions
- V. Particular Responsibilities
 - A. Appoint “Hanging of the Greens” coordinator(s)
 - B. Appoint baptismal font rose coordinator
 - C. Appoint floral coordinators
 - D. Appoint acolyte coordinator
 - E. Appoint usher coordinator
 - F. Recommend ruling elder chairs and co-chairs for standing committees to Session Council
 - G. Recommend appointments to Personnel Committee to Session Council
- VI. Budget
 - A. Submit vouchers for reimbursement to the church treasurer
 - B. Prepare and submit an annual budget request to the Stewardship/Finance Committee in September

M-4.4 Christian Education

- I. Organization
 - A. Seek members for the committee
 - B. Appoint a treasurer for the committee
 - C. Submit a monthly report of activities and expenditures to Session
- II. Sunday School
 - A. Plan weekly program
 - B. Select and recommend curriculum for each class
 - C. Encourage attendance and participation

- D. Inventory and maintain equipment and supplies
 - 1. Audio-visual, computers, CDs, video, TV, VCR, DVD player, DVDs
 - 2. Papers, pens, crayons, etc.
- E. Plan and implement annual Easter and Christmas programs
- III. Youth Programs
 - A. Assist pastor with confirmation classes
 - B. Provide gift Bibles at confirmation
 - C. Plan and implement programs (including junior and senior high)
- IV. Adult Programs: plan and implement educational programs with pastor
- V. Vacation Bible School: plan, organize, and promote annual program
- VI. Camps and Conferences
 - A. Promote participation in workshops at Montreat for youth and adults
 - B. Promote participation in camps at Bethelwoods
- VII. Teachers and Program/Activity Sponsors
 - A. Recruit and assign Sunday School teachers
 - B. Train teachers and sponsors
 - 1. In-house workshops
 - 2. Presbytery workshops
 - C. Recognize teachers and sponsors annually
- VIII. Nursery
 - A. Provide during regular worship services
 - B. Provide as needed for other church functions
- IX. Budget
 - A. Submit vouchers for reimbursement to the treasurer of the committee (the treasurer of the committee shall record the expenditure and forward the voucher to the church treasurer)
 - B. Prepare and submit an annual budget request to the Stewardship/Finance Committee in September

M-4.5 Congregational Care

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

II. Friendship Pads

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

III. Special Needs

- A. Report subject to the individual and family desires for privacy
- B. Report those who need attention to Session monthly
- C. Shut-ins, homebound, mobility limited
 - 1. Survey
 - a. Identify them and their extended family
 - b. Identify their specific needs
 - c. Determine best way to minister to the needs
 - 2. Visit shut-ins as needed on an individual basis, according to the desires of the shut-ins and/or their family members
- D. Provide information on the Presbyterian Homes and other retirement facilities/communities
- E. Identify the Sick and Bereaved
 - 1. Inform the pastor
 - 2. Provide a meal before or after a funeral, according to wishes of the family
- F. Provide special services
 - 1. Establish communication with members away at college, military, etc.
 - 2. Arrange transportation for members in need
 - 3. Distribute unclaimed flowers from the Sunday worship service
 - 4. Prepare a “welcome” notebook for new members

IV. Budget

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

M-4.6 Fellowship

I. Organization

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

II. Church Fellowship Events

- A. Determine the number of events per year and location
- B. Plan events in cooperation with other committees and delegate responsibility for preparation and cleanup of event

- C. Include all interest groups in plans
- D. Prepare for and coordinate/delegate clean-up after each event planned by the committee
- III. Special Concerns
 - A. Invite new members to fellowship events
 - B. Host Presbytery-sponsored events, coordinating/delegating preparation and clean-up duties as appropriate
- IV. Kitchen
 - A. Inventory and maintain kitchen supplies
 - B. Clean out refrigerator regularly
 - C. Clean ovens, surface units quarterly
- V. Budget
 - A. Submit vouchers for reimbursement to the treasurer of the committee (the treasurer of the committee shall record the expenditure and forward the voucher to the church treasurer)
 - B. Prepare and submit an annual budget request to the Stewardship/Finance Committee in September

M-4.7 Personnel

- I. Organization: 3 sitting elders and 3 at-large members of the congregation
 - A. Three elders, one from each of the three classes, will serve a three-year term
 - B. Three members of the congregation, one for each of the three classes, will serve a three-year term
 - C. Nominees for the two appointments annually will be recommended by the Discipleship Committee in October
 - D. The elder in the current year class will serve as chairman of the committee
- II. Duties
 - A. Evaluate staff performance annually
 - B. Recommend merit or cost-of-living increases to Finance Committee annually
 - C. Conduct interviews of prospective hires
 - D. Appoint from its membership a Pastoral Consultation Committee to meet on a regular basis with the pastor to pray for the pastor, provide positive feedback, and provide constructive feedback
 - E. Develop job descriptions for all personnel
 - F. Review and revise job descriptions as needed

M-5.0 CHAPTER 5. POLICIES

M-5.1 Floral Arrangements

Through the Discipleship Committee, the church will contract with a local florist to provide a floral arrangement for all Sundays except communion Sundays, Easter Sunday, “Hanging of the Greens” Sunday, the Sunday before Christmas, Christmas Eve, and the Sunday following Christmas for a total of 36 Sundays. Easter lilies given as honoraria or memorials will be placed on Easter Sunday. Poinsettias given as honoraria or memorials will be used for the Sunday(s) prior to Christmas, Christmas Eve, and the Sunday following Christmas. A line item will be included in the annual church budget to cover the cost.

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

Exceptions:

- A. If a member wishes to place an honorarium or memorial on a “regular” Sunday, then that person will contact the church office to reserve that Sunday on the annual calendar by submitting a payment of \$35 payable to Bethel along with a bulletin announcement to the church secretary in order for the acknowledgment to be made. The payment and announcement **MUST** be made no less than two weeks prior to the particular Sunday. If the member prefers a particular color for the arrangement, that person will be responsible for contacting the contract florist to make the request. The florist delivers the arrangement as usual, and the memorial/honorarium announcement will be printed in the bulletin.
- B. If a member wishes to place an honorarium or memorial with something more elaborate than the contract provides, then that person will contact the church office to reserve that Sunday on the annual calendar and ask the secretary to **CANCEL** that particular Sunday with the florist. The member then has the responsibility to deal directly with the contracted florist or another florist to provide the arrangement and will pay the florist directly. The church will not accept payment and will not be responsible for paying for that Sunday’s arrangement. The member will need to provide the bulletin announcement to the church secretary the week prior to the placement.
- C. If a member wishes to place an honorarium or memorial and to make a floral arrangement rather than purchase one, then that person will contact the church office to reserve the date on the annual calendar and ask the secretary to **CANCEL** that particular Sunday with the florist. The member then has the

responsibility to make and place the arrangement and to provide the church secretary with the bulletin announcement the week prior to the placement.

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

M-5.2 Use of Church Property

M-5.21 General Use of Property

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

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

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

The request form lists and documents the specifics of the request in sufficient detail for the property being requested, period of time, and event type. This detail will provide the needed information for the Property Committee to make a determination for approval of most routine requests. In certain non-routine requests, action of Session Council may be necessary.

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

- A. The sanctuary may be used only for church services, baptisms, weddings, funerals, and other such programs that do not involve the soliciting of funds. The buildings must be cleaned up and ready for the next service or function. The M-5.3 “Weddings” policy must be adhered to by anyone wishing to use the property for a wedding. The Bethel Wedding Coordinator will oversee adherence to the “Weddings” policy.
- B. No alcoholic beverages may be served anywhere in the buildings or on the grounds at any time except during Communion.

- C. When janitorial services are provided by the church, the user shall pay a fee for this service as listed in the fee schedule section of this policy.
- D. Douglas Hall (including the kitchen facilities) may be used by members or non-members for family reunions, birthday parties, anniversary parties, and other similar events as long as the event is not for monetary gain. Expendable kitchen supplies such as paper goods are not included with the use of the kitchen. The entire facility including kitchen and restrooms must be left clean and ready for the next service.
- E. The Property Committee must approve any moving of furniture, equipment, decorations, etc., in Douglas Hall.
- F. Members may borrow only the rectangular tables and steel folding chairs for offsite events. (The round tables and matching chairs in Douglas Hall are not available for offsite use.)

Fee schedule for various routine events:

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

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

The Property Committee has established the following use of the buildings and grounds for a wedding, funeral, or memorial service.

- A. Sanctuary
 1. No pews shall be moved nor relocated
 2. A video or audio feed may be placed outside or inside Douglas Hall
 3. No chairs will be placed in the sanctuary to provide additional seating
 4. No worship appointments (communion table, baptismal font) shall be removed
 5. No furnishings in the narthex shall be moved or removed
- B. Douglas Hall
 1. This building can be used for visitation and/or meal preceding or following a funeral/memorial service and for a wedding reception
 2. If a video is used, a feed may be viewed in the Hall during a service
- C. Grounds
 1. Stand-alone tents may be used on the grounds except in front of the sanctuary, with placement under the supervision of the Property Committee
 2. No stake pegs of any kind shall be driven into the ground
 3. Chairs and tables may be placed on the brick surfaces only

M-5.3 Weddings

M-5.31 Wedding of Member

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

- A. Director: The Wedding Coordinator of Bethel will assist in the planning and will direct the wedding. If the bride prefers to have a friend to serve as director, she is to have that approved by the Wedding Coordinator of Bethel. The bride will provide the completed “Coordinator’s Information” form to the Wedding Coordinator of Bethel.
- B. Music: The Music Director will approve the music for the wedding and the pianist or organist. Music should be sacred in purpose and suited to the occasion. Secular music is not appropriate for a church wedding.
- C. Flowers: A floral arrangement from a Saturday wedding may be left for the Sunday morning service if so desired by the wedding party. The bride will contact the church secretary or the Floral Coordinator of Bethel as to the plans for the flowers.
- D. Rehearsal: The members of the wedding party will be reminded that throughout the rehearsal they are in a holy place dedicated to the worship of God.
- E. Smoking: Smoking is forbidden on the church property.
- F. Alcohol: The serving or consumption of alcoholic beverages is strictly forbidden in the buildings or on the grounds.
- G. Photographs: Photographs should not be taken during the ceremony. Video recordings should be made from a fixed position at the rear of the sanctuary.
- H. Fees: The fees are all-inclusive and are to be paid in advance to the church.
 - \$ 50 Custodial fee for use of Sanctuary
 - 50 Custodial fee for use of Douglas Hall
 - 75 Honorarium to Wedding Coordinator
 - 100 Honorarium to Organist
 - 150 Honorarium to Minister

M-5.32 Wedding of Non-Member

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

- A. Director: The Wedding Coordinator of Bethel will assist in the planning and will direct the wedding. If the bride prefers to have a friend to serve as director, she is to have that approved by the Wedding Coordinator of Bethel. The bride will provide the completed “Coordinator’s Information” form to the Wedding Coordinator of Bethel.
- B. Music: The Music Director will approve the music for the wedding and the pianist or organist. Music should be sacred in purpose and suited to the occasion. Secular music is not appropriate for a church wedding.
- C. Flowers: An arrangement from a Saturday wedding may be left for the Sunday morning service if so desired by the wedding party. The bride will contact the church secretary or the Floral Coordinator of Bethel as to the plans for the flowers.
- D. Rehearsal: The members of the wedding party will be reminded that throughout the rehearsal they are in a holy place dedicated to the worship of God.
- E. Smoking: Smoking is forbidden on the church property.
- F. Alcohol: The serving or consumption of alcoholic beverages is strictly forbidden in the buildings or on the grounds.
- G. Photographs: Photographs should not be taken during the ceremony. Video recordings should be made from a fixed position at the rear of the sanctuary.
- H. Fees: The fees are all-inclusive and are to be paid in advance to the church office. A deposit of \$200 of the user fee is required when approval is given by the Session. The balance will be paid no later than two weeks before the wedding date.

\$ 300 Balance on user fee of \$500 for sanctuary and Douglas Hall OR
100 Balance on user fee of \$300 for sanctuary only
100 Custodial fee for sanctuary
100 Custodial fee for Douglas Hall
150 Honorarium to Wedding Coordinator
150 Honorarium to Organist
250 Honorarium to Minister

M-5.4 Funerals and Memorial Services

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

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

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

M. 5.41 Pastor

Upon the death of a member, the pastor should be notified as soon as possible. The pastor also earnestly desires to know of those who need comfort and counsel as they face death. By being involved early in situations of death or impending death, the pastor can help immensely with the necessary decisions regarding funeral homes, disposition of the body, and service arrangements, as well as caring for the spiritual needs of those involved. The pastor will provide the family and the funeral director with the M-5.4 "Funerals and Memorial Services" policy and M-5.22 "Use of Property for Weddings and Funerals/Memorial Services" policy that addresses the use of the property and grounds.

M-5.42 Service

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

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

M-5.43 Forms of Service

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

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

M-5.44 Visitation

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

M-5.45 Casket/Urn

If a casket is present at the service, it is covered with the pall furnished by the church or the American flag or a casket spray, according to the preference of the family. If an urn containing the cremains is present at the service, it shall be displayed on a stand or table other than the communion table.

M-5.46 The Order of Worship

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

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

M-5.47 Other Fraternal, Civic, or Military Rites

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

M-5.48 Music

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

M-5.49 Flowers

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

M-5.410 Photography

Photographs should not be taken during the service. Video or audio recordings should be made from a fixed position at the rear of the sanctuary.

M-5.411 Costs and Fees

There are no charges or fees for use of the church's facilities or for the services of the pastor. Costs to the family will be for flowers the family provides at the service and for musicians and vocalists the family may request in addition to those provided by the church. It will be the responsibility of the family to order flowers from the florist of their choice.

M-5.5 Cemetery

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

M-5.6 Sexual Misconduct and Abuse

- A. Introduction: This policy regarding sexual misconduct has been written out of awareness that Bethel Presbyterian Church has been given a public and spiritual trust. Bethel is dedicated to offer guidelines that will assure a safe environment for all who serve and are served. Bethel is committed to maintaining an environment free of sexual misconduct and abuse. Bethel Presbyterian adopts the following policy concerning the sexual conduct of persons associated with Bethel Presbyterian Church.
- B. Policy Statement: It is the policy of Bethel Presbyterian that all ordained persons, church members, employees and/or other volunteers are to maintain ethical sexual behavior and integrity within ministerial employment and service relationships at all times. These requirements may exceed the provisions in federal, state, and local law. Sexual misconduct and abuse are violations of the principles set forth in scripture and are never permissible.
- C. Abuse Prevention Policies:
 - 1. An adult who has been convicted of or has pleaded guilty to either child sexual abuse or physical abuse will not be permitted to work with children or youth in a volunteer or paid capacity.
 - 2. An adult should not be alone with an individual child at any time.
 - 3. An applicant will undergo a formal background check as part of the application.
- D. Reporting: The first person to learn of an incident of sexual misconduct or abuse (either the person witnessing or told about the incident, or the victim) should immediately report this verbally to the staff person supervising the activity and the Pastor). The Pastor shall contact the Executive Presbyter, the Stated Clerk, and the Presbytery's Response Coordinating Team and, together, they shall

advise the Session and take such other actions as are necessary to investigate and resolve the matter. Those persons involved in the report or investigation should hold information received in strict confidence, subject to such disclosures as are required under Church procedures or required by law, as advised by the Executive Presbyter, Stated Clerk, and the Presbytery's Response Coordinating Team. Further action will be taken in accordance with BPC personnel policies and the legal requirements of the state.

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

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

Signature _____ Date _____

M-6.0 CHAPTER 6. PERSONNEL/STAFF

M-6.1 Administrative Assistant/Secretary

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

Accountability: Accountable to the pastor as head of staff

Responsibilities:

- a. Serve as receptionist in the church office: answer the phone, greet visitors, refer inquiries to the appropriate person
- b. Produce documents on computer and copier and oversee usage of these by others
- c. Maintain correspondence for pastor
- d. Send reminders for committee meetings, acknowledge memorials/honoraria, prepare certificates of transfer as directed by clerk of Session Council and/or pastor, prepare baptism certificates
- e. Assist Stewardship/Finance Committee with preparation of materials for the annual stewardship campaign
- f. Prepare the Presbyterian Women's annual yearbook for circle members
- g. Prepare annual statistical report to General Assembly
- h. Prepare the bulletin each week
- i. Assemble materials for the *Bell Ringer* monthly, e-mail and postal mail copies to families, and provide hard copies in the narthex
- j. Maintain membership rolls; record marriages, baptisms, deaths in Records Book
- k. Supervise custodial staff
- l. Order office and cleaning supplies
- m. Respond to e-mails sent to the church or forward them to appropriate person
- o. Meet weekly with the treasurer to write checks, record contributions
- p. Make copies of scriptures weekly for pastor and lay reader
- q. Make phone calls to homebound to schedule communion visits
- r. Prepare financial reports for monthly meetings of Session Council
- s. Prepare and send quarterly statements of giving to members/families
- t. Send annual payroll audit to Workman's Compensation Insurance
- u. Gather information for annual financial review of church accounts
- v. Prepare records for annual financial review
- w. Coordinates with clerk of Session Council to prepare the annual flower calendar
- x. Coordinates with clerk of Session Council the handbook for each ruling elder
- y. Keep Brother's Keeper Fund account and assist recipients with financial help (coordinates disbursement with assistant treasurer of the church)
- z. Assemble and produce the church directory

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

M-6.2 Music Director

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

Accountability: Accountable to the pastor as head of staff

Responsibilities:

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

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

M-6.3 Organist

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

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

Responsibilities:

- a. Assist the Director of Music in providing leadership for the music program
- b. Rehearse sufficiently for optimum performance at the instrument
- c. Serve as accompanist to the chancel choir for regular rehearsals
- d. Be available to play for weddings and funerals of church members when held at the church
- e. Be available at own discretion to play for weddings or funerals of non-church members
- f. Arrange in consultation with Director of Music for a substitute if unable to play for worship or practice

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

M-6.4 Custodians

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

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

Responsibilities:

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

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

M-7.0 CHAPTER 7. ENDOWMENT FUND and TRUSTEES

M-7.01 Session Resolution

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

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

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

THEREFORE BE IT RESOLVED that the Session approves and establishes a separate fund which shall be known as The Bethel Presbyterian Church Endowment Fund (hereinafter referred to as “Endowment Fund”). The Endowment Fund will be administered by the Trustees in accordance with the Plan of Operation as approved by the Session, contained in the Agreement.

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

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

M-7.02 Administration of the Endowment Fund

A. The Session hereby authorizes the Trustees to receive, accept and transfer property, whether real, personal, or mixed, by way of donation, gift, bequest, memorial, or devise, from any person, firm, corporation, or other entity to be held, administered, and disposed of in accordance with and pursuant to the provisions herein; but no donation, gift, bequest, memorial, or devise, or other property shall be received and accepted if it be conditioned or limited in such

a manner as shall require the disposition of the income or its principal in a manner which shall jeopardize the Federal Income Tax exemption of this Endowment Fund or Church pursuant to Section 501 (c) (3) of the Internal Revenue Code of 1986, as amended. The Trustees have the right to reject any donations, gifts, bequests, memorials, or devises subject to concurrence by the Session.

- B. Restricted Gifts: A donor may restrict the use for the principal and/or income from their gift provided such restrictions are within the uses and purposes set forth herein. The Trustees will make every reasonable attempt to comply with the donor's restrictions, subject to the Church's existing policies and its commitment to further the work of Jesus Christ. The Trustees may counsel with any donor who has indicated an intention to make a restricted gift, if the restrictions, conditions, form, or uses of such a gift would not, in the opinion of the Trustees, be consistent with the Church's existing policies and missions.
- C. Unrestricted Gifts: The principal of the unrestricted funds shall be maintained in perpetuity, subject to the provision of Section IV.
- D. Distribution of Unrestricted Income: The distribution of unrestricted income from investment may be used for additional ministry beyond the annual budget. Distribution of funds shall be made to the account of the Church and reported to the Session. The annual report of the Church finances shall show the amounts of investment income received from the Endowment Fund, how the income was distributed, and spent.
- E. Records: Records shall be kept by the Trustees of all actions involving receiving, holding, and disposing of all assets of the Endowment Fund. All provisions of the Endowment Fund shall comply with all rules and regulations of the Internal Revenue Code of 1986, as amended. Compliance with all applicable laws of the State of South Carolina shall also be adhered to in the administration of this Endowment Fund.

M-7.03

A Resolution Regarding Emergency Use of Trust Funds

Background Information: The church is blessed to own four IMS Managed Funds, held in trust by the Presbyterian Foundation. These funds were set up by the Session and approved by the Congregation to be "irrevocable." This means that while the interest may be used at the Session's pleasure, the principal is not to be invaded. This policy may be reversed by the Session. However, one reason the funds have grown is that contributors have been pleased that the funds were set up to be perpetual. At the present time, there is no impetus to touch the principal of these funds. Nevertheless, the Trustees of Bethel Presbyterian Church want to be

prepared for emergencies when the use of some or all of these funds might be necessary for the survival of the church. We strongly urge, however, that such course of action be an absolute last resort.

The Trustees of Bethel Presbyterian Church recommend:

- A. That before the principal of our trust funds is used, a complete review of all church assets be conducted to make sure no other course of action is available
- B. That all church commitments such as mortgages, insurance premiums, & service contracts be reviewed with an eye to reducing costs to their bare minimum
- C. That church members be solicited for possible gifts
- D. That the congregation be duly informed of the emergency
- E. That any changes in the use of Trust Funds be considered at two consecutive stated Session Council meetings before reaching any decision
- F. That when the crisis is over, the Trust Funds be reimbursed and reinstated as “irrevocable”
- G. That no interest be used from the Funds until they achieve former status
- H. That the Resolution be made a part of the Session minutes

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

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

M-8.0 CHAPTER 8. CONTACT WITH PRESBYTERY COUNCIL

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