



First Presbyterian Church  
Elizabethton  
*Arms Open Wide*

HANDBOOK FOR SESSION MEMBERS  
REVISED: 12/2018



## Table of Contents

MISSION STATEMENT.....	3
BY-LAWS.....	1
MEMBERS.....	1
ANNUAL MEETING.....	1
ELECTED OFFICERS.....	2
AMENDMENTS.....	4
MISCELLANEOUS.....	4
TEAM FUNCTIONS AND MEETINGS.....	5
OVERVIEW OF CHURCH FUNDS.....	5
EMAIL MOTION REQUIREMENTS.....	6
STANDARD MOTIONS.....	6
TEAMS.....	7
BUILDING AND GROUNDS TEAM.....	7
CHRISTIAN EDUCATION TEAM.....	7
COMMUNITY LIFE TEAM.....	7
COMMUNITY OUTREACH TEAM.....	8
PEACEMAKING TEAM.....	9
STEWARDSHIP, FINANCE, AND PERSONNEL TEAM.....	9
WORSHIP/SANCTUARY TEAM.....	10
APPENDIX 1: CHILD & YOUTH MINISTRY PROGRAM.....	0
APPENDIX 1A: SCHEDULE FOR IMPLEMENTING CHILDREN/YOUTH GATHERINGS.....	0
APPENDIX 1B: CHILD & YOUTH SAFETY POLICY.....	1
APPENDIX 1C: CHILD & YOUTH FORMS.....	5
APPENDIX 2: STAFF DESCRIPTIONS, GOALS AND GUIDELINES.....	14
PASTOR/HEAD OF STAFF.....	14
MUSIC LEADERSHIP TEAM (MLT) RESPONSIBILITIES.....	14
GROUNDSKEEPER.....	16
CHURCH TREASURER/BOOKKEEPER.....	16
OFFICE ASSISTANT.....	18
APPENDIX 3A: WEDDINGS/HOLY UNIONS AT FPCE.....	20
APPENDIX 3B: GUIDE FOR MARRIAGE CEREMONIES PER THE PC(USA).....	22
APPENDIX 3C: REQUIREMENTS FOR MARRIAGES IN TENNESSEE.....	23

APPENDIX 4: BUILDING AND FACILITIES.....24  
APPENDIX 4A: BUILDING USE GUIDELINES..... 24  
APPENDIX 4B: KITCHEN USE GUIDELINES..... 25  
APPENDIX 4C: GREEN CONGREGATION COVENANT ..... 26  
APPENDIX 4D: ENVIRONMENTALLY FRIENDLY SUPPLIES GUIDELINES..... 27  
APPENDIX 5A: SANCTUARY FLOWER GUIDELINES..... 28  
APPENDIX 5B: SANCTUARY SHEPHERDING ..... 29  
APPENDIX 5C: WORSHIP SERVICE RESPONSIBILITIES..... 32  
APPENDIX 5D: OFFICER OF THE MONTH CHECKLIST ..... 34

## MISSION STATEMENT

With joyful hearts and open minds, we welcome all persons as diverse, unique, and individual expressions of the image of God as we:

- Affirm the unconditional love of God for all people as expressed in the life of Jesus Christ.
- Celebrate God's grace and creative work through ritual, sacrament, music, art, movement, and play.
- Honor our Christian heritage while we explore the knowledge and wisdom of multiple religions, science, philosophy, humanities and psychology to deepen and enrich our spiritual journeys.
- Nurture one another through fellowship and compassion in a community that seeks to offer wholeness.
- Embody our faith through local ministries and in actions that promote environmental sustainability, peace, and justice for all people and Earth.
- In awe and gratitude for the Divine Mystery that dwells within each of us and pervades our Universe, we seek to create a Christian community that honors our past, is vitally connected to our present, and looks with hope and vision to the generations after us.



## **BY-LAWS**

The First Presbyterian Church of Elizabethton, Tennessee, being a particular congregation of the Presbyterian Church (U.S.A.), recognizes that the Constitution of said Church is, in all its provisions, obligatory upon it and its members.

The above-named Church is incorporated under, by, and pursuant to the laws of the State of Tennessee, and no rule or by-laws herein adopted shall be in conflict with the Constitution of said Church or the Constitution or laws of the State of Tennessee.

## **MEMBERS**

The members of this Church as an Ecclesiastical Body and as a Body Corporate shall be those who are enrolled and in good standing according to the Constitution of the Church (otherwise referred to as the Book of Order).

## **ANNUAL MEETING**

There shall be an annual meeting of the congregation in the church edifice immediately following the morning worship service on a Sunday in January for the transaction of any business properly coming before such meeting. This meeting shall be both an Ecclesiastical meeting and a meeting of the Corporate Body.

There shall be a Fall congregational meeting on a Sunday immediately following the morning worship for the purpose of electing officers for the coming year.

The Session or the Presbytery may call special meetings. Such calls shall state clearly the purpose of the special meeting, and no other matter save that specified in the call may be considered.

Public notice of the time, place, and purpose of all meetings of the congregation shall be given at least two regularly scheduled church services prior to the meeting.

The Pastor shall preside at all congregational meetings. If the Church is vacant, or if the Pastor and ruling elders agree that the subject(s) to be discussed require it, a minister of the Holston Presbytery shall be invited by the Session to preside. The invitation shall be cleared through the Committee on Ministry of the Holston Presbytery.

The Clerk of Session shall be the secretary of the meetings of the congregation. If the clerk cannot attend, the Session shall designate a secretary for the meeting.

All communicant members in good and regular standing (those defined in the Book of Order as "Active Member") shall be entitled to vote at congregational meetings.

Voting by proxy is not allowed.

Meetings shall be conducted in accordance with the most recent edition of Robert's Rules of Order Newly Revised, except when it is in contradiction to the PCUSA Constitution (see G-3.0105).

All meetings shall be opened and closed with prayer.

A quorum shall consist of the moderator, secretary, and at least ten percent of the total of the eligible voters in the congregation.

## ELECTED OFFICERS

Elected Officers shall consist of a Session and a Board of Deacons.

### ***THE SESSION***

Officers will be selected by a Congregational Nominating Committee that shall consist of two (2) ruling Elders Currently on Session, one (1) deacon and four (4) active members of the congregation.

To assure a broad range of diversity in the selection of its leaders, the session, deacons, and the nominating committee shall annually review F-1.0403 in the *Book of Order*.

#### F-1.0403 Unity in Diversity

“As many of you as were baptized into Christ have clothed yourselves with Christ. There is no longer Jew or Greek, there is no longer slave or free, there is no longer male and female; for all of you are one in Christ Jesus. And if you belong to Christ, then you are Abraham’s offspring, heirs according to the promise” (Gal. 3:27–29).

The unity of believers in Christ is reflected in the rich diversity of the Church’s membership. In Christ, by the power of the Spirit, God unites persons through baptism regardless of race, ethnicity, age, sex, disability, geography, or theological conviction. There is therefore no place in the life of the Church for discrimination against any person. The Presbyterian Church (U.S.A.) shall guarantee full participation and representation in its worship, governance, and emerging life to all persons or groups within its membership. No member shall be denied participation or representation for any reason other than those stated in this Constitution.

Session shall provide a period of study and preparation for newly elected ruling elders and deacons, and shall examine them (G-2.0402)

There shall be a Session consisting of not more than twelve (12) ruling elders divided into three (3) classes, one class of whom shall be elected each year at the Fall congregational meeting for a (3) three-year term. No ruling elder shall serve on the Session for consecutive terms, either full or partial, aggregating more than six (6) years; but shall be ineligible to be elected to a new term until one (1) year shall have elapsed. Attention shall be given to a fair representation of both male and female constituency of the congregation.

Trusteeship of the corporate body shall be vested in the Session of elders; and congregational election of elders shall be the act of qualification and election of the Trustees of the Corporation.

A quorum of the Session shall be set at four (4) members plus the Pastor present and voting.

Elders are required to attend all properly called meetings of Session unless providentially hindered. If an elder is unable to attend a properly-called meeting, said officer must notify the moderator or clerk in advance of the meeting and give the reason for the expected absence.

If an elder is absent without stating a reason to either the moderator or the clerk, the absence shall be labeled “unexcused” in the official minutes. The Session shall determine whether an absence is “excused” or not by a majority vote of its members present and voting.

Three consecutive “unexcused” absences by any one member shall serve as grounds for an automatic resignation of said member from the active role of the office. No member shall be automatically removed from the active role of his office without receiving written notice of the current state of affairs from the Clerk of Session prior to the third consecutive meeting missed.

Vacancies on the Session may be filled at the discretion of the Session, either at a special meeting of the congregation or at the annual meeting.

### ***BOARD OF DEACONS***

According to the Book of Order, “the ministry of deacon as set forth in Scripture is one of compassion, witness, and service, sharing in the redeeming love of Jesus Christ for the poor, the hungry, the sick, the lost, the friendless, the oppressed, those burdened by unjust policies or structures, or anyone in distress.” Book of Order, G-2.02

There shall be a Board of Deacons consisting of nine (9) members divided into three (3) classes, one class of whom shall be elected each year at the Fall congregational meeting for a (3) three-year term.

No deacon shall serve on the Board of Deacons for consecutive terms, either full or partial, aggregating more than six (6) years; but shall be ineligible to be elected to a new term until one (1) year shall have elapsed. Attention shall be given to a fair representation of both male and female constituency of the congregation.

The Deacons will meet quarterly, including at least one joint meeting with the Session annually.

The Board of Deacons will select its own moderator. The church treasurer will keep track of receipts turned in by Deacons and expenditures of the Deacons.

The duties of the Board of Deacons are as follows:

1. **Shepherding.** Each of the deacons will have a Care List. Care Lists are developed by the Moderator of the Board of Deacons each year such that all households in the active membership/friends list will be assigned a deacon. Deacon Care Lists shall be divided in roughly equal measure at the discretion of the Moderator. Shepherding consists of connecting with the individuals on one’s Care List throughout the year and informing the Pastor and/or Moderator of any care needs, including: illness, hospitalizations, bereavement, need for meals, or desire to be included on the prayer list. The goal of Shepherding is to help those on the Care List stay connected to the larger faith community.
2. **Membership.** The Deacons will work with the Membership Team to keep an accurate list of contact information, including address, email, and phone number. In consultation with the Membership Team, the Moderator of the Deacons will add new members to a Care List. Deacons will assist the pastor and Membership Team with an appropriate welcome for new members.
3. **Deacon’s Table.** This table in Shuffleboard Hall will be stocked with cards. Members of the congregation will be encouraged to write a card to those needing care correspondence. The bulletin board above the Deacon’s Table shall normally contain an up to date list of those needing transportation assistance as well as updates and letters appropriately shared with the church family.
4. **Kitchen.** The Deacons will provide oversight of the kitchen. This includes keeping the kitchen in good working and sanitary order.
5. **Annual Report.** The Deacons will provide an annual report to the Session and Congregation in January each year.

### ***TREASURER***

A Church Treasurer shall be elected by the session to serve for one (1) year. The Treasurer shall receive, keep, and account for the church offering and shall make disbursement upon the order of Session. The Treasurer shall give a complete monthly financial report to the Session and an annual report shall be given to the congregation at the annual meeting.

## **AMENDMENTS**

These By-laws may be amended by the Session subject to the charter of incorporation, the laws of the State and the constitution of the Presbyterian Church (U.S.A.), at any meeting, upon a two-thirds vote of the elders present.

## **MISCELLANEOUS**

First Presbyterian Church of Elizabethton does not support sexual misconduct in any way. See G-4.0302 in the Book of Order: G-4.0302 Mandatory Reporting

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

Should any section of these By-Laws be found by church judicatory or court of competent jurisdiction to be unconstitutional, such declaration shall not have the effect of rendering the entire By-laws invalid, but only the specific item.

These By-laws shall become effective upon their approval by the Session.

## TEAM FUNCTIONS AND MEETINGS

All teams (committees) will meet at the discretion of the team moderator (committee chairperson) and/or the Session.

All teams and the Board of Deacons will submit event and meeting dates in January to plan for the following year.

The church staff, under the direction of the Session, will work with the Pastor and Ministry Teams to schedule all events of the committees and the Board of Deacons, and to maintain a central calendar with all events in a manner available to the officers and members of the church.

Each year the moderator of each team shall present a written report to Session at the end of December. This report will be made a part of the reports presented at the annual congregational meeting.

Each team will be responsible for giving an accounting to Session of its budget.

Each team will be responsible for promoting its activities through Church communication media.

Each committee will be responsible for maintaining its promotion table in Shuffleboard Hall.

## OVERVIEW OF CHURCH FUNDS

### *OPERATING BUDGET*

The annual church budget approved by the Session is based on pledged and anticipated free will offering as given to the church by members and friends of the congregation. The annual budget also includes proceeds from additional sources as described below.

### *FUNDS*

- **Bowman Library Endowment** – A trust was established by the Mary Stuart Bowman Estate and the proceeds are designated for the church library.
- **Tom Dixon Trust Fund** – A trust fund established by the Tom Dixon Estate, the trust income is designated to be used as determined by the Session for religious and charitable purposes.
- **Ruth Johns Trust** – A trust established from the Ruth Angleoff Johns Estate indicates the funds are to be used as determined by the church Session.
- **Roy C. Nelson Perpetual Flower Fund** – A trust was established by Mrs. Nelson in memory of her husband Judge Roy C. Nelson. The trust income is to be used to place floral arrangements in our sanctuary each year with special arrangements for Judge Nelson's birthday.
- **Designated Funds** – Funds and gifts designated for a specific purpose approved by the Session, will be accounted for and expended as directed by the contributor.
- **General Fund** – Undesignated gifts and annual congregational contributions in excess of actual annual budget expenses are placed in the general fund. Expenditures and investments from the general fund are determined by the Session.

### *POLICY FOR UNDESIGNATED FUNDS*

All undesignated funds and gifts in excess of the annual budget will be held and/or used as determined by the Session at its discretion to further the ministry of the Church.

## **EMAIL MOTION REQUIREMENTS**

The Session may elect to handle routine items of business between stated meetings by email, subject to the following restrictions:

1. The email motion shall be written to contain all the details and the complete thought of the motion to include what, when, where, who, how much, and what is the source of any money involved;
2. The email motion may not refer to any other proposal or action. The motion must be complete in thought and stand alone;
3. No modifications, changes or comments are permitted to the original motion. Vote “yea” or “nay.”
4. All Email motions require SEVEN yea votes in no less than TWO days and no more than SEVEN days. Any elder may request within TWO days tabling the motion for further discussion.

## **STANDARD MOTIONS**

In addition, it is also helpful to submit standard motions to the elder mailing list in advance of regularly scheduled meetings to facilitate understanding and discussion.

## **TEAMS**

The Session shall have the authority to organize standing ministry teams (also referred to as committees) for the purposes of accomplishing routine business related to the life and ministry of the Church. The Session may also appoint commissions with limited scope, directive, and longevity as it deems necessary. All Teams / Committees and Commissions operate under the authority of the Session and shall report to the same.

### **BUILDING AND GROUNDS TEAM**

The Building and Grounds Team oversees the maintenance and care of the church buildings and care of the grounds on the church property at 119 West F Street.

The purpose of this team is to be stewards of both the functional and visual aspects of the following:

- Lawn cover and its maintenance
- Care of the trees and shrubs
- Walks and terraces
- Drives and parking lots

The team will provide for the following:

- Building repair and maintenance
- Oversight of renovations
- Oversight regarding issues of insurance

### **CHRISTIAN EDUCATION TEAM**

The Christian Education Team is charged with directing the total educational ministry of the church. Specific responsibilities of the team are to:

1. oversee the operation of the Nursery;
2. oversee the Sunday School program;
3. oversee the operation of Children's Church;
4. oversee the Youth Program;
5. aid the minister as needed with confirmation classes;
6. oversee the Adult Forum and additional adult educational opportunities;
7. oversee the operation of the Library;
8. promote Presbyterian camps and conferences;
9. coordinate the Bible School program;
10. coordinate acolytes with worship team;
11. coordinate, along with other teams, social activities/fun and fellowship;
12. and coordinate with and be a liaison to the Session for any staff involved with Christian education.

### **COMMUNITY LIFE TEAM**

This team is responsible for the social life of the congregation. The team will seek to provide activities to bring the congregation together, to build relationships, and to strengthen families.

Activities may include events such as:

- Mardi Gras
- Christmas Dinner
- Dinner on the Grounds
- The Annual Church Retreat
- Dinners for Eight

*Additional previous activities that have proven meaningful for the congregation are:*

- Marriage Enrichment Retreats
- Rafting on the Watauga River
- Musical Parties
- Myers-Briggs Personality Type Indicator Workshops
- Game Nights
- Movie Nights
- Biking

## **COMMUNITY OUTREACH TEAM**

The Community Outreach Team will have as its responsibility:

- special offerings (e.g. One Great Hour of Sharing),
- the determination of social needs in the community not being met by community agencies and presentation of plans and suggestions whereby our congregation can help meet those needs,
- the maintenance of a personal interest relationship with a Presbyterian missionary serving in a foreign country,
- the identification of national and international needs and the presentation of means whereby our congregation can be instructed concerning the nature of those needs and participate in meeting them.

Previous activities have included:

- Area Resource Ministries
- Food for the Multitude
- Shoe Box Ministry
- Habitat for Humanity
- Pine Ridge Mission Trip
- Three Cents a Meal
- The Shepherd's Inn
- The Community Day Care

## **PEACEMAKING TEAM**

Peacemaking is a priority of the church because we are a people who have experienced God's peace. God's peace (shalom) overcomes broken-ness and despair and offers us the possibility of wholeness in our lives, our families, communities, international arena, and all creation. In keeping with the church's commitment to integrate peacemaking into its life and mission, the purpose of the Peacemaking Team is to help the church include peacemaking in:

- Worship
- Prayer
- Families and in the Congregation
- Community Ministries
- Study and Response to Global Issues
- Protecting and Restoring the Earth

The team will strive to:

- Educate and inform the congregation on issues related to peacemaking. This has been done by maintaining a Peacemaking Table displayed in the upstairs hallway of the education wing of the church. Literature displayed on the table keeps the congregation informed concerning issues such as AIDS awareness, gun violence, welfare reform, and teen suicide, etc.
- Plan activities that provide congregational members the opportunity to participate in peacemaking. Previous activities include Workshop on Birds, "Habits of Creation" workshop encouraging lifestyle changes to protect God's good creation, Quarterly highway clean-up along Watauga Lake, Annual River Clean-up in the Dennis Cove area, The "Ten Thousand Villages" Craft Sale, The Heifer Project for alternative giving at Christmas, and Meditations for peace and justice.

## **STEWARDSHIP, FINANCE, AND PERSONNEL TEAM**

The Stewardship, Finance and Personnel Team is concerned with the church's stewardship and financial responsibilities as well as the well-being and functionality of the staff.

The responsibilities of the Stewardship, Finance, and Personnel Team are:

- to develop a year-round emphasis on stewardship,
- to oversee the annual fall pledge drive and budget promotion,
- to advise the Session on financial matters,
- to ensure an audit of all books and records relating to church finance at the conclusion of each calendar year.
- review church staff responsibilities and compensation, and filling vacancies when necessary.

### ***EveryONE Counts***

The SFP Team will recommend annually to the Session 5 community, national, and/or global ministries as recipients of the weekly EveryONE Counts offering (N.B. This offering was approved by the Session on 19 February 2018 to contribute \$1 per each person attending worship on Sunday to ministries other than the Church. Recipients are designated for the first, second, third, fourth, and fifth Sundays of each month).

## WORSHIP/SANCTUARY TEAM

The Worship/Sanctuary Team serves as facilitators for Worship. “Christian worship joyfully ascribes all praise and honor, glory, and power to the triune God. In worship the people of God acknowledge God present in the world and in their lives, ‘ (Presbyterian Book of Order).The Worship/Sanctuary Team maintains the “elements of worship” and the proper environment to enhance worship that include providing the means to create and preserve sacred space, meaningful ritual, and an inspiring, creative, reverent experience for all who gather to worship.

The Worship/Sanctuary Team shall:

- Advise and work with the minister on regular and special worship services, and
- Provide oversight of the sanctuary preparation for worship.

Worship experiences include:

- Sunday morning service
- Holy Week services
- Christmas dinner and communion
- Christmas Eve services
- Weddings (See enclosed policy.)
- Funerals
- Other occasions of worship that may arise within the life of the church

The Worship/Sanctuary Team assists with the following areas of church music:

- Provide assistance to the Music Leadership Team
- Planning of special music events.
- Work to involve musically-talented people in the church music program
- Promote music in other church activities
- The planning for and purchase of all music for the church music program.

The Worship/Sanctuary Team shall be responsible for seeing that the following Sacraments are conducted according to the Book of Order:

- Communion – prepared by the Worship Committee
- Baptism

The Worship/Sanctuary Team shall provide the operation of the sound system during the worship service.

Record the worship service. At the conclusion of the service, deliver the master to the church office for duplication and archival.

Maintain the portable hand held receivers for the hearing impaired, supplying batteries and replacing parts when needed.

The Worship/Sanctuary Team shall:

- Change the paraments according to the Church Year.
- Wash, iron, and store paraments.
- Refilling the oil in the altar and Christ candle and Advent candles as needed.
- Coordinating the purchase and placement of flowers in the sanctuary. (*See APPENDIX 5A: SANCTUARY FLOWER GUIDELINES*)

- Prepare the elements for communion. A schedule of Communion services for the year is approved by the Session annually, including special services outside of Sunday morning worship. Preparation includes clean up and storage of communion trays, cups and plates.
- Prepare for the Advent Season by the proper care and hanging of banners and wreaths.
- Care and water live arrangements at Christmas.
- Decorate the outside of the church for Christmas.
- Be responsible for acolytes to assist during the morning worship service and any other special services as needed.
- Prepare a schedule for those serving as acolytes and present it to the church secretary for the Sunday bulletin at the beginning of each month.
- Schedule as many interested young people as possible.
- Acolyte training is to be held to insure that those serving as acolytes understand procedures and responsibilities.
- Supervision prior to and after the service is necessary for safe lighting of the tapers and proper storage of the acolyte attire.

Each individual member of the Worship/Sanctuary Team will be assigned a month to prepare the sanctuary for worship. The Guidelines for the monthly duties are detailed in *APPENDIX 5B: SANCTUARY SHEPHERDING*.

### ***Composition***

The Worship/Sanctuary Team shall be made up of the moderator, the minister, the members of the Music Leadership Team, and others as determined by the committee and the Session.

## **APPENDIX 1: CHILD & YOUTH MINISTRY PROGRAM**

### ***PROGRAM GOAL***

The Christian Education Team, along with any designated staff person(s) having Christian Education responsibilities, shall plan regular activities for the children and youth of the church.

Over the course of a year, activities should strive to balance:

- *Study:* Various topics, include those that may be chosen by the youth
- *Fellowship:* Fun activities—sometimes at the church, sometimes around town (bowling, skating, etc.)
- *Service:* With attention to both in-house projects such as cleaning the church, raking leaves for church members, and community service projects (A.R.M., Food for the Multitude etc.)
- *Worship:* These can consist of preparing for things like Youth Sunday or celebration programs. Also we might have vespers around the labyrinth, song night, etc.

### ***LEADERSHIP***

Leadership is shared with youth and adults, volunteers and staff. During planning nights, we ask different people to sign up to lead portions of the events as we put them on the calendar.

### ***PLANNING***

Twice per year we have a planning meeting; one in late winter/early spring, and the other in late summer/early fall.

### ***VOLUNTEERS***

This program depends on parents and volunteers. We have a safe sanctuary policy and all our volunteers are screened and trained according to our guidelines.

## **APPENDIX 1A: SCHEDULE FOR IMPLEMENTING CHILDREN/YOUTH GATHERINGS**

### ***BRAINSTORMING***

- Everyone participates: children, youth and adults.
- There are four stations in Martin Hall with newsprint at each station.
- The four stations are Study, Fellowship, Service, and Worship.
- EVERYONE present is randomly divided into the four groups.
- Each group begins at one station with three minutes to put whatever they want on the list according to the category (no restrictions).
- After three minutes, groups rotate to the next station where they have two minutes to add to the previous group's list.
- Rotate twice more at two minutes each until everyone has had a chance at each station.

### ***SELECTING***

- Collect all four sheets of newsprint and tape them to the divider in a big group.
- Read through the ideas a couple of times. If we are planning for six months, everyone gets six votes on each sheet (six votes for study, six votes for fellowship, etc.)

- We circle the 6-8 things on each sheet with the most votes and do our best to calendar them over the next six months.

### ***ABOUT THE FOUR STATIONS***

- *Fellowship*—Try for things everyone can enjoy, such as bowling, outdoor games at night, a night at Fun Expedition, etc. We choose things that appeal to almost all ages present.
- *Worship*—Use this time to plan for youth Sundays or celebration programs, perhaps do a moon meditation, a night of singing, even Christmas carol singing, or can combine with service to lead ritual at a nursing home, etc.
- *Service*—(two sheets) One sheet for in-house projects, such as painting our covered bridge or church clean up, or raking the leaves of church members, and community service such as A.R.M. or Food for the Multitude.
- *Study*—(1-3 sheets) Youth suggest ideas for their age group.

### ***CALENDARING***

- Before each meeting the Christian Education Team will put together a planning calendar on one sheet of paper. This calendar will reflect information on school district calendars, church calendar, and include all major dates (holidays, first and last school days, etc.)
- A calendar will be available for each person in the room. Everyone will need to bring their own family calendars to the meeting.
- We will write out a big calendar month by month on sheets of newsprint
- We schedule each week, one at a time and do not move past a particular week until we have volunteers for each need of that activity.
- Once the evening is over, the Office Assistant will transfer the newsprint to the church calendar on the website. Tag everything on the site as a youth event that can have a separate calendar of events for that page.

## **APPENDIX 1B: CHILD & YOUTH SAFETY POLICY**

### ***PURPOSE***

The primary purpose of this policy is to provide clear guidelines about the operation of our FPC ministry for children, i.e., persons under 18 years of age. We desire to choose qualified, appropriate staff and volunteers to further our church mission while minimizing accidents, harm, and abuse of any kind. This policy also is intended to support paid caregivers (“staff”) and unpaid caregivers (“volunteers”), both of whom are essential to accomplishment of our church mission, by lessening false accusations. And, we seek to assure families that their trust is well-placed in the FPCe Child Ministry.

### ***SELECTION AND SCREENING***

Screening requirements shall be based upon the role to be performed, as follows:

**CHURCH STAFF** whose duties include working with children shall:

1. first have a criminal background screening through Church’s or Holston Presbytery provider, or comparable, and

2. submit an approved employment application with consent for screening.

**CHILDCARE STAFF** in addition to the above, shall:

3. have a high school diploma or equivalent,
4. execute the FPCe Participant Covenant Form (Form 1),
5. maintain CPR and basic first aid certification, and
6. attend required training.

**ASSISTING VOLUNTEER:** Most FPCe volunteers will be “assisting volunteers” i.e., a volunteer who is not the primary leader of a child activity, but, rather, is assisting church staff. Volunteer examples include, among others:

- the parent or grandparent of, or responsible person for, a participating child;
- a person, including a mature high school student chosen from the congregation to assist because of his or her skills, training and/or experience; and
- a person who began as one of the above examples or as a Session member and demonstrated reliability to be a long term FPC volunteer.

Such volunteers shall, prior to beginning duties:

1. have attended FPC for a minimum of six months;
2. submit the FPCe Volunteer Application (Form 3);
3. be interviewed;
4. attend any required training; and
5. execute the FPCe Participant Covenant Form (Form 1).

**PRIMARY VOLUNTEER** is a person who either:

- has direct and primary responsibility for a children’s activity with or without participating church staff; or
- the volunteer has responsibility for a child offsite, overnight or driving a vehicle, whether or not church staff participate.

Such volunteer shall, prior to starting duties:

1. have attended FPC for a minimum of six months;
2. submit the Volunteer Application (Form 3), Criminal Records Check and Disclosure and Authorization (Forms 4 and 5);
3. be interviewed;
4. have a criminal background screening through the Church’s or Holston Presbytery’s provider.
5. attend any required training; and
6. execute the **FPCe Participant Covenant Form (Form 3)** If duties include driving a vehicle with a child other than the volunteer’s own child and the child’s guest who is not a FPCe attendee, the volunteer’s screening shall also include a driver’s check.

**EVENT CHILDCARE:** Child care for short duration, on site church sponsored events may be provided by assisting volunteers, without church staff or a primary volunteer, who may serve as volunteers or be paid. A sign-in by the responsible party will be required for such childcare **(Form 2)**. Where possible, announcements of church sponsored events shall specify whether or not childcare will be provided. Except for regular church services, FPCe assumes no responsibility for childcare unless it expressly so states.

All volunteer roles shall be evaluated to determine the appropriate level of screening needed, based upon the potential interaction with children and the above standards.

1. This policy does not apply to:
  - a. activities where children are not the primary participants or attend an activity with a parent or person responsible for such child;
  - b. activities where volunteers are screened or supervised by another entity;
  - c. counseling conducted by the minister pursuant to duly authorized training; and
  - d. outside speakers whose services were secured by FPCe.
2. No one shall knowingly be permitted to work in the FPCe Children's Ministry who:
  - a. has been convicted of any felony involving violence or any child abuse crime,
  - b. is currently charged with any such crime, or
  - c. where any aspect of his or her application process or actions have revealed potential risk to children, in the sole discretion of FPCe.

### ***INTERVIEWS AND FOLLOW-UP***

Interviews, follow-up and execution of any required documents shall occur prior to final selection of staff and volunteers.

### ***ORIENTATION AND TRAINING***

Persons subject to this policy will receive an initial orientation before assuming duties and regular in-service, both of which shall include this policy and training to recognize the symptoms of child abuse. Session members are encouraged to attend such training which shall be publicized and open to congregants.

### ***SUPERVISION***

Volunteers shall follow FPCe policy and the direction of the staff or a supervisor responsible for an activity. Staff and volunteers shall strive to ensure that at least two unrelated persons are present during group activities ("The Two Person Rule"). Staff and volunteers shall never leave a child or group of children unattended. Any inappropriate conduct or relationship between a caregiver and a child, and any accident, shall be immediately addressed by staff and reported to the minister. **(Forms 6 and/or 7)**. In case of an observed or reasonably suspected incident of sexual or physical abuse, the minister, his designee or The Session's designee shall report to The Department of Children's Services ("DCS"), as required by T. C. A 37-1-601 et seq, which is solely responsible for any investigation. Church staff shall cooperate with authorities related to such incident and attend to those involved as directed by the Minister or Session, where appropriate.

**Parental Permission Forms** are required for children's off site and overnight activities (**Form 8**). Sign-in forms shall be maintained for children's activities as appropriate (**Form 2**).

### ***DOCUMENTATION AND CONFIDENTIALITY***

All personnel, volunteer and reporting documents required by this policy shall be maintained confidentially under the minister's supervision, except as otherwise required by law. All staff, volunteers and Session members shall practice confidentiality. The sole spokesperson and contact for execution of this policy shall be the minister, his or her express designee or The Session's express designee. This policy shall be reviewed annually with changes to be reviewed by Session.

### ***INVOLVEMENT OF THE CONGREGATION AND PUBLICITY***

Once approved by Session, this policy shall be communicated annually to the congregation, such as by inclusion in the FPCe website. A copy shall be placed in the FPCe library and shall be given to newly joining members and persons who seek to volunteer with children. Reference to this policy shall be included in forms initially provided to parents of nursery attendees.

### ***IMPLEMENTATION***

This policy shall apply to those persons seeking to work with FPCe children after the date of its approval by Session. Persons serving as staff or volunteers as defined herein prior to that date, who have demonstrated their reliability in working with children shall be "grandfathered" into the role performed, and any role with lesser requirements under the policy. They shall be required to complete a **FPCe Participation Covenant (Form 1)**. "Grandfathered" assisting volunteers who later seek to serve as staff working with children or as a primary volunteer shall comply with all requirements of this policy in effect at such time, unless the Director of the Children's Ministry, in consultation with the minister, determines to waive such requirements based upon the demonstrated long term reliability of the applicant.

### ***ONGOING REVIEW***

The Christian Education Team shall initiate review of this policy and its ongoing discharge at least annually after its adoption.

### **FORMS (*See Appendix 1C*)**

1. FPCe Participation Covenant Statement
2. FPCe Registration Form/Children's Church/Children's Sunday School (Sign-In)
3. Child Ministry Volunteer Application
4. Authorization for Criminal Records Check
5. Accident Report Form
6. Report of Suspected Child Abuse
7. Parental Consent for Youth Activities

## APPENDIX 1C: CHILD & YOUTH FORMS

### ***FORM 1: FPCe PARTICIPATION COVENANT STATEMENT***

A covenant is a promise between two parties. FPCe covenants that we will strive to provide a safe and secure environment for all children, youth and volunteers who participate in ministries and activities sponsored by the church. The following policy statements reflect our commitment to preserving this church as a holy place of safety and protection for all who enter and as a place in which all people can experience the love of God through relationships with others:

1. No one who is currently charged with or has been convicted of any felony involving violence or any form of child abuse should volunteer to work with children or youth in any of our church sponsored activities.
2. Survivors of child abuse need the love and support of our congregation. Any survivor who desires to volunteer in some capacity to work with children or youth is encouraged to discuss his/her willingness with our church's minister before seeking an assignment.
3. All volunteers involved with children or youth of our church shall have attended this church for at least six months before accepting an assignment.
4. Volunteers with children and youth shall observe the "Two Person Rule" at all times so that no person is ever alone with a child or youth.
5. Volunteers with children and youth shall attend all required training and educational events provided by the church to stay informed of church policies and state laws regarding child abuse and protection.
6. Volunteers shall comply with church policies regarding child abuse and protection and shall immediately report to their supervisor any behavior that seems abusive or inappropriate.

With the following questions, we ask each volunteer to covenant compliance with FPCe policies and rules:

1. Do you agree to comply with all church policies while working in our child ministry?  
\_\_\_\_ Yes \_\_\_\_ No
2. Do you agree to comply with the "Two Person Rule" at all times? \_\_\_\_ Yes \_\_\_\_ No
3. Do you agree to attend this church for six months before starting a volunteer assignment?  
\_\_\_\_ Yes \_\_\_\_ No
4. Do you agree to participate in training and education provided for your volunteer assignment? \_\_\_\_ Yes \_\_\_\_ No
5. Do you agree to promptly report abusive or inappropriate behavior to your supervisor?  
\_\_\_\_ Yes \_\_\_\_ No
6. Do you agree to inform the minister of this congregation if you have been convicted of, or become charged with, any felony involving violence or any form of child abuse? \_\_\_\_ Yes \_\_\_\_ No

I have read this Participation Covenant and I agree to comply by the policies set forth above.

Print full name

Signature of Applicant

Date

Witnessed by: \_\_\_\_\_

**FORM 2: FPCe REGISTRATION  
FORM FOR CHILDREN'S  
CHURCH/CHILDREN'S SUNDAY  
SCHOOL (SIGN-IN  
FORM) Child's Name**

*Age*

*Grade*

*Date of Birth*

<i>Age</i>	<i>Grade</i>	<i>Date of Birth</i>	<i>Child's Name</i>

Parent(s)/Guardian(s) Name:

Willing to help with Christian Ed?

\_\_\_\_\_

Yes No Maybe—call me

\_\_\_\_\_

Yes No Maybe—call me

*Contact Information:*

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

\_\_\_\_\_

Phone(s): \_\_\_\_\_

Email: \_\_\_\_\_

Please list any allergies (especially food allergies) suffered by each child listed on this form:

Please list any behavioral or social concerns you might have about your child being in a group of children of different ages (use back if necessary):

Do you mind if we provide a healthy snack during Children's Church? \_\_\_\_\_No \_\_\_\_\_Yes

If you have any questions, concerns, or want to know more about the curriculum taught during Sunday school or Children's Church times, please contact the Christian Education Team.

*Thank you for providing us with this information.*

**FORM 3: FPCe CHILD MINISTRY VOLUNTEER APPLICATION**

Name: \_\_\_\_\_ Daytime Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Evening Phone: \_\_\_\_\_

Employer: \_\_\_\_\_ Current Job Duties: \_\_\_\_\_

\_\_\_\_\_

Special interests, hobbies and skills \_\_\_\_\_

\_\_\_\_\_

Are you at least 18 years old? \_\_\_Yes \_\_\_No If not, current age \_\_\_\_\_

Have you attended FPCe for at least 6 months? \_\_\_Yes \_\_\_No

When are you available to volunteer? \_\_\_Sundays \_\_\_evenings \_\_\_weekends \_\_\_events

Can you make a 1 year commitment to this volunteer role? \_\_\_\_\_

Do you have your own transportation? \_\_\_\_\_

Why would you like to volunteer with children and/or youth? \_\_\_\_\_

\_\_\_\_\_

What qualities do you have that would help you work with children and/or youth? \_\_\_\_\_

\_\_\_\_\_

Describe your parenting/childcare approach, including discipline \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Have you ever been charged with, convicted of or pled guilty to any crime, whether felony or misdemeanor, including but not limited to drugs, child abuse, other crimes of violence, theft?  
\_\_\_No \_\_\_Yes

If yes, explain fully \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Have you ever been exposed to an incidence of child abuse or neglect? \_\_\_No \_\_\_Yes

If yes, how do you feel about the incident? \_\_\_\_\_  
\_\_\_\_\_

We provide in-service training for our volunteers and staff who work with children and youth.  
Are you available to attend periodic training sessions? \_\_\_\_yes \_\_\_\_no

References: Please list 2 persons who are not related by blood or marriage and who have known you for at least 3 years as references.

1. Name \_\_\_\_\_ Daytime phone \_\_\_\_\_

Evening phone \_\_\_\_\_ Length of time you have known reference \_\_\_\_\_

Address \_\_\_\_\_

Relationship to you \_\_\_\_\_

2. Name \_\_\_\_\_ Daytime phone \_\_\_\_\_

Evening phone \_\_\_\_\_ Length of time you have known reference \_\_\_\_\_

Address \_\_\_\_\_

Relationship to you \_\_\_\_\_

I have read and completed this Volunteer Application and it is true to the best of my knowledge.

\_\_\_\_\_

Signature Date

\_\_\_\_\_

Witness Date

*(5/2010)*

**FORM 4: AUTHORIZATION FOR CRIMINAL RECORDS CHECK**

I, (print name) \_\_\_\_\_, am applying to work or volunteer with First Presbyterian Church of Elizabethton and authorize FPCE to request release of information regarding any record of charges or convictions in any criminal file related to me or maintained on me, whether said file is a local, state, federal or other file, including but not limited to accusations and convictions for crimes committed against minors, to the fullest extent permitted by law. I hereby release any person, agency or entity from any and all liability that may result from any such disclosure made in response to this request.

\_\_\_\_\_  
Signature of Applicant Date

Print any and all other names that have been used by applicant: \_\_\_\_\_

\_\_\_\_\_

Date of birth \_\_\_\_\_ Place of birth \_\_\_\_\_

Social Security number (to be used for release of information) \_\_\_\_\_

Driver's license number, expiration date & state \_\_\_\_\_

\_\_\_\_\_

Request sent to (name/agency) \_\_\_\_\_ (phone number) \_\_\_\_\_

Others: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Witnessed by

(12/2018)

**FORM 5: ACCIDENT REPORT FORM**

(Please print all information.)

Date of accident: \_\_\_\_\_ Time of Accident: \_\_\_\_\_

Name of child/youth injured: \_\_\_\_\_ Age: \_\_\_\_\_

Address of child/youth: \_\_\_\_\_

\_\_\_\_\_

Location of accident: \_\_\_\_\_

Parent or Guardian: \_\_\_\_\_

Phone number \_\_\_\_\_

Name of person(s) who witnessed the accident:

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

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

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

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

Without drawing any conclusions, describe facts of the accident: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

(12/2018)

FROM 6: REPORT OF SUSPECTED CHILD ABUSE

Person observing/receiving disclosure of suspected child abuse \_\_\_\_\_

Child/youth's name \_\_\_\_\_ Age/date of birth \_\_\_\_\_

Date/Time/Place of observation/disclosure \_\_\_\_\_

Without drawing conclusions, state the facts, including any quotes from the child \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Person named \_\_\_\_\_ Role/Relationship to child \_\_\_\_\_

Who reported to pastor? \_\_\_\_\_ Date/Time \_\_\_\_\_

Call to child's parent/guardian (unless family member is named person)

Who called \_\_\_\_\_ Date/Time \_\_\_\_\_

Spoke with \_\_\_\_\_ Summary \_\_\_\_\_

\_\_\_\_\_

Who called local Department of Children's Services/CPS \_\_\_\_\_

Date/Time \_\_\_\_\_ Spoke to \_\_\_\_\_ Phone \_\_\_\_\_

Summary \_\_\_\_\_

\_\_\_\_\_

Signature of reporter \_\_\_\_\_

CPS HOTLINE 1-877-237-0004 <http://gov/youth/dcsguide/lcs.htm>  
(12/ 2018)

**FORM 7: PARENTAL CONSENT FOR FPCe YOUTH ACTIVITIES**

The undersigned hereby give(s) permission for my/our child, \_\_\_\_\_, to attend and participate in any activities, including overnight and offsite events, sponsored by First Presbyterian Church of Elizabethton (FPCe) during the calendar year 20\_\_\_\_. I/we understand my/our responsibility to update this Consent Form in a timely manner and to update the Youth Medical & Emergency Contact Form also provided to FPCe.

In the event of an emergency, I/we authorize FPCe, church leaders and staff to consent to and obtain all necessary medical or dental diagnosis and care of any type for my child.

I/we understand that I/we shall be liable and agree to pay all costs and expenses incurred in connection with such diagnosis and care rendered pursuant to this authorization, including transportation costs, should such become necessary.

I/we also give permission for my/our child to ride in any properly insured vehicle designated by FPCe leaders with a licensed driver 21 years of age or older in whose care my child has been entrusted while attending/ participating in FPCe sponsored activities.

Parent/Guardian(s) \_\_\_\_\_

Date \_\_\_\_\_

I/we give permission for my/our child's photograph, video or other image/record to be taken at any FPCE event and used for any church publicity (newsletter, website, etc) with the understanding that no personal information will be disclosed.

Parent/Guardian(s) \_\_\_\_\_

Date \_\_\_\_\_

\*\*\*\*\*

Updated on \_\_\_\_\_ thru year 20\_\_\_\_\_

Parent/guardian reauthorizes above/ changes on form

Updated on \_\_\_\_\_ thru year 20\_\_\_\_\_

Parent/guardian reauthorizes above/changes on form

Updated on \_\_\_\_\_ thru year 20\_\_\_\_\_

Parent/guardian reauthorizes above/changes on form

Updated on \_\_\_\_\_ thru year 20\_\_\_\_\_

Parent/guardian reauthorizes above/changes on form

## **APPENDIX 2: STAFF DESCRIPTIONS, GOALS AND GUIDELINES**

The salaries of all paid personnel will be determined by the Session and will be paid by this body.

When a vacancy of paid personnel occurs, the following procedure is in order: the Stewardship, Finance, and Personnel Team will seek and recommend a replacement.

Dismissal of paid personnel will be the sole responsibility of the Session.

### **PASTOR/HEAD OF STAFF**

The Pastor / Head of Staff will have specific duties regarding staff and finances of the church. Pastor/Head of Staff will meet with the Stewardship, Finance, and Personnel Committee on a regular basis regarding financial and personnel issues.

Staff:

- All staff are to be supervised by and report to Pastor/Head of Staff for review, encouragement, and guidance regarding job performance.
- Staff should troubleshoot problems and explore challenges with the Pastor/Head of Staff.
- All staff are to be reviewed once per year by Pastor/Head of Staff and SFP Team or its designees regarding performance, goals, and remuneration.
- Pastor/Head of Staff is to be reviewed by Session once per year.
- Only the Session (or SFP Team on behalf of the Session) has the authority to hire, terminate, and set pay guidelines for paid staff.

Finances:

- Pastor/Head of Staff is to meet regularly with the treasurer regarding finances including monitoring the church budget and approving all expenditures.

### **MUSIC LEADERSHIP TEAM (MLT) RESPONSIBILITIES**

#### **MUSIC PROGRAM MISSION STATEMENT**

Music is an art that nurtures the mind, body, and spirit. Through the expression of harmonies, melodies, and rhythms, the music program seeks to enhance the spiritual experience of worship, lift the seeking heart, and reflect the wonder and mystery of God.

#### **COORDINATION/PLANNING:**

- Work with pastor, worship team, and musicians and direct a musical program that represents our progressive theological viewpoint.
- Work with the Pastor, through regularly scheduled meetings and other communication as necessary, to:
  - Plan worship.
  - Select music
  - Explore new music for congregational singing, choir anthems and special music.
  - Provide music for special worship services such as Ash [Wednesday](#), Maundy [Thursday](#), Good [Friday](#), Christmas Eve and others.

- Once or twice a year, organize a music worship service. In the past this has included a choir cantata and worship services designed to include the breadth of musical talent within the church family.
- Participate as members of the Worship Committee
- Serve as primary keyboard (organ/piano) musicians for rehearsals and worship services.
- Make provisions for special music on those Sundays when the choir is not performing.

#### **LEADERSHIP RESPONSIBILITIES:**

- Direct Chancel Choir on Sunday mornings.
- Direct and rehearse with Chancel Choir weekly. Choir participants do assist with specific activities of the choir so that the director's focus can be on directing, planning, and rehearsals.
- Direct and rehearse with Bell Choir when in session. Supervise and plan special performances, holiday participations, and/or activities with Chancel choir.
- Maximize rehearsal time with adequate preparation prior to rehearsals and sufficient rehearsal time prior to performance, posting performance dates and music for respective choirs.
- Lead the congregation in singing of new hymns, chants, and responses as indicated.

#### **PROMOTION AND DEVELOPMENT:**

- Aim to increase Chancel and Bell Choir participation.
- Participate in the life of the church to promote music program participation.
- Invite, schedule and coordinate any possible special musical groups (such as Liturgical String band, drumming group) or individuals to participate in the church worship service as appropriate and in coordination with the minister.
- Promote First Presbyterian in the Community, be an advocate for our church and its ministry.
- Invite contacts in the community with musical gifts to provide special music for our church.
- Encourage opportunities for our choir and/or bell choir to perform at events in the community.

#### **DIVISION OF RESPONSIBILITIES, ACCOMMODATIONS AND EXPECTATIONS**

- Under normal circumstances, at least one member of the MLT should be present at every scheduled rehearsal and every worship service to provide leadership to the choir and other musicians.
- Regular communication among all team members, musicians, and the pastor is **extremely** important. The MLT should make use of the email address ([sunday@fpcelizabethon.org](mailto:sunday@fpcelizabethon.org)) for all communication among staff worship planners. Weekly communication should go out to the choir (and handbells as appropriate) with information about rehearsal schedule, Sunday worship, music selections, etc. These communications should utilize the

[choir@fpcelizabethton.org](mailto:choir@fpcelizabethton.org) and [handbells@fpcelizabethton.org](mailto:handbells@fpcelizabethton.org) email addresses as appropriate.

- Coordinate weekly hymns with the pastor, and coordinate hymns, anthems, and other musical selections around the worship theme for the week as much as possible.
- Communicate all musical selections for Sunday, including hymns, anthem, choral and/or instrumental preludes and postludes, etc. (as much as is possible) with the Pastor and the Administrative Assistant **no later than midnight the Wednesday prior to the worship service**. Bulletins with this information are printed on Thursday morning.
- The MLT will meet with the Pastor on a regular basis at a mutually agreeable time.
- The MLT is intended to function together as a **team**. This is reflected in the equal remuneration offered to all three members.

## **GROUNDSCKEEPER**

### **DUTIES:**

- Using leaf-blower, keep parking lot free of all leaves, sticks, twigs, etc. It should be left completely clean.
- Water all shrubbery as needed.
- Trim hedges from “E” Street to “F” Street on east side of church.
- Regularly pick up all fallen limbs and sticks over the entire church grounds.
- Edge all sidewalks and gutters.
- Regularly pull all grass and weeds from the church shrubbery beds and the area around the brick sign at the front of the church.
- Keep tool shed clean and tools clean and in their proper place.
- Keep the entire area around the tool shed raked and clean.
- Trim the yard (using the weed-eater) after it has been mowed by the custodian.
- Report hours worked and jobs done to the church treasurer each month.

Obviously, not all of this is to be done each week, or even each month, but as needed, to ensure that our beautiful church building is surrounded by beautiful church grounds.

## **CHURCH TREASURER/BOOKKEEPER**

### *Job Summary*

The Church Treasurer/Bookkeeper’s primary duties are to manage church finances.

### *Church Finances*

- Generate monthly and yearly financial statements.
- Provide for payment of invoices and maintenance of church checking account.
- Prepare necessary records for yearly audit.
- Record donations and gifts.

- Maintain records of various investment instruments.
- Responsible for church employee wage statements, tax withholding and retirement accounts.
- Work closely with the Pastor, the SFP Chair, and others who may be designated by the Session to provide financial information and insight including, but not limited to, pledging, income, expenses, and budget related to the financial life of the Church.
- Be available to the Session as needed to report and advise on financial matters.

### ***Bookkeeping***

- Prepare checks for payment of all bills. Make copies of all bills paid and file in monthly folders. For each expense note the funds from which it is to be taken according to Session approval.
- Record drafts for utilities, payrolls and all checks written and maintain checkbook balance.
- Enter any contributions received during the week into the Church Management Software approved by the Session, and maintain the Chart of Account and itemized income and expenses correlating to the budget approved by the Session in the same or other software as approved by the Session.
- Balance checkbook with monthly bank statement and prepare bank reconciliation for accounting records.
- Review and file monthly investment reports and deposit interest earned checks as received.
- Prepare worker's comp insurance audit at the end of each year.
- Prepare all accounting records for yearly audit.

### ***Using the Approved Accounting Software***

- Set up budget amounts yearly for tracking of general funds.
- Enter all deposits of contributions, distributed to the proper funds.
- Enter all checks as written, deducting from the proper funds.
- Verify balance with the checking and money market accounts.
- Verify funds in accounts and review budgeted items.
- Update investments quarterly using the quarterly statements.
- Prepare monthly treasurer reports to present to Session.

### ***Using Approved Payroll Program***

- Maintain employee information for payroll.
- Update changes in employee rates as they occur.
- Update with any and all tax table changes.
- Prepare payroll checks for employees once a month payroll.
- Make check for federal tax deposit and deposit into bank once a month.

- Give copy of payroll report to Clerk of Session.
- Record payroll costs into checkbook and into accounting program.
- Make backup copy of all data each month.
- File quarterly federal employer tax returns.
- Prepare year-end reports and W-2s for employees.
- File federal copies of W-2s and appropriate returns.
- Prepare any needed 1099s for contract labor.

### ***Using Approved Pledge Contribution CMS Software***

- Maintain database of all contributors.
- Train and assure data entry for Sunday morning offerings.
- Set up and maintain accounts to document giving to each fund and assure their proper use.
- Review Sunday offerings and update checkbook with deposit amounts.
- Keep records of all contribution batches for year-end reports.
- Print and mail contribution statements each quarter and at years' end.
- Maintain copies of all treasurer reports for accounting audit.
- Make backup of all files weekly.

### ***Hours of Employment***

The actual number of hours and work schedule will be negotiated with the Session.

## **OFFICE ASSISTANT**

### ***Duties and Responsibilities***

The position of Office Assistant includes the following essential duties and responsibilities:

- In coordination with the minister and worship leaders, prepare bulletins for weekly church services and special events
- Email copy of worship bulletin to all worship leaders by 2:00pm Thursday.
- Print copies of weekly sermons when available.
- Prepare and post the weekly worship podcast online
- Maintain church records and files, other than those related to finances.
- Provide correspondence upon direction of minister and Session, including but not limited to Press Releases, electronic Church News, and fliers for special events and activities.
- Purchase office supplies as needed
- Answer telephone calls and assist as needed.
- Greet everyone warmly and assist in whatever tasks given, based on priority.
- Check mail and distribute to elders, committee moderators, staff, and bookkeeper

- Respond to all requests or forward to appropriate parties
- Check e-mail and respond as needed
- Maintain website and calendar of events and post weekly worship bulletins and sermon to website.
- Place orders for any materials requested or coordinate with appropriate committees/teams to do so.
- Operate and maintain copier for use in making bulletins, mailing lists, and all copy needs
- Create and distribute communications of all types as needed to give or obtain information to congregation, media, and the larger community.
- Compile, format, produce and distribute the Annual Report each January.
- Using the ACS or other approved CMS Membership Program:
  - Maintain the church roll
  - Update any changes of addresses, members, birthdays or other information
  - Update lists of elders, committee members and moderators each year.
  - Maintain a mailing list of those who wish to receive mailings
  - Update the Church Directory list and make available copies to Session and the congregation as requested

## APPENDIX 3A: WEDDINGS/HOLY UNIONS AT FPCE

### **I would like to get married in your church. What should I do first?**

*Congratulations! Contact the minister, Dr. Brian Wyatt, and set up a time for him to meet with you. It is important to talk with the minister as soon as possible, even before you set a date, so you are not disappointed if he or the church is unavailable.*

### **Are there rules for getting married?**

*We are a Presbyterian Church (USA) congregation and follow the PCUSA Book of Order. Guidelines for marriage ceremonies are found in W-4.9000. See APPENDIX 3A: GUIDELINES FOR MARRIAGE CEREMONIES PER THE PC(USA) BOOK OF ORDER. Ask the minister for clarification.*

### **Do I have to be a member or a Presbyterian?**

*No.*

### **Do you marry same-sex couples?**

*Yes. Both Tennessee and the Presbyterian Church (USA) affirm marriage as a commitment between two consenting adults. The minister is able (though not required) to act as an agent of the civil jurisdiction and sign the marriage certificate. For couples who, for whatever reason, do not wish to be united in the civil contract of marriage (or perhaps are already legally married), we are also happy to celebrate a blessing of the couple's holy union.*

### **Do you marry people if they have been divorced?**

*Yes.*

### **Is counseling required?**

*Yes. But it's fun and helpful. The minimum is four hours of counseling which includes the planning of the service. The minister is a certified Prepare/Enrich counselor and the counseling involves assisting the couple with communication, conflict management, and other issues that couples face. (In Tennessee, you also get a significant discount on your marriage license if you participate in four hours of counseling).*

### **What are the rules for getting married in Tennessee?**

*See APPENDIX 3B: Rules for Getting Married in Tennessee.*

### **Can we have our ceremony in your church building with our own minister?**

*No. The minister of First Presbyterian is part of the package. However, the minister will be glad to work with your minister in celebrating the service.*

### **Do we need a pianist, organist, or other musician(s)?**

*No. But if you wish to use musicians, the minister may be able to provide contact information. Any musician fees are independent.*

### **Are there costs?**

*Yes. The cost is \$400. This includes: building use, Pastor, wedding coordinator, custodian, and counseling materials.*

### **Can we have a reception at the church?**

*Yes. We have a very nice facility for that. See APPENDIX 4: BUILDING USE GUIDELINES*

### **How can I get in touch with you?**

*Our website is [www.FPCelizabethton.org](http://www.FPCelizabethton.org)*

Rev. Dr. Brian Wyatt, Pastor

423-543-7737

[brian@fpcelizabethton.org](mailto:brian@fpcelizabethton.org)



## **APPENDIX 3B: GUIDE FOR MARRIAGE CEREMONIES PER THE PC(USA)**

### **BOOK OF ORDER**

Presbyterian Church USA Book of Order

Directory for Worship Section W-4.9000 Marriage

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

W-4.9002 In civil law, marriage is a contract that recognizes the rights and obligations of the married couple in society. In the Reformed tradition, marriage is also a covenant in which God has an active part, and which the community of faith publicly witnesses and acknowledges.

W-4.9003 If they meet the requirements of the civil jurisdiction in which they intend to marry, a couple may request that a service of Christian marriage be conducted by a teaching elder in the Presbyterian Church (U.S.A.), who is authorized, though not required, to act as an agent of the civil jurisdiction in recording the marriage contract. A couple requesting a service of Christian marriage shall receive instruction from the teaching elder, who may agree to the couple's request only if, in the judgment of the teaching elder, the couple demonstrate sufficient understanding of the nature of the marriage covenant and commitment to living their lives together according to its values. In making this decision, the teaching elder may seek the counsel of the session, which has authority to permit or deny the use of church property for a marriage service.

4.9004 The marriage service shall be conducted in a manner appropriate to this covenant and to the forms of Reformed worship, under the direction of the teaching elder and the supervision of the session. In a service of marriage, the couple marry each other by exchanging mutual promises. The teaching elder witnesses the couple's promises and pronounces God's blessing upon their union. The community of faith pledges to support the couple in upholding their promises; prayers may be offered for the couple, for the communities that support them, and for all who seek to live in faithfulness.

W-4.9005 A service of worship recognizing a civil marriage and confirming it in the community of faith may be appropriate when requested by the couple. The service will be similar to the marriage service except that the statements made shall reflect the fact that the couple is already married to one another according to the laws of the civil jurisdiction.

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

## APPENDIX 3C: REQUIREMENTS FOR MARRIAGES IN TENNESSEE

Carter County Clerk  
Elizabethton, TN  
423-542-1814

### **What is the cost of a marriage license?**

*The marriage license fee is \$98.50. Couples who complete a four hour marriage counseling course by a qualified counselor or minister will be charged \$38.50. If either the county or counselor does not approve the session you must pay the full price.*

### **What are the residency requirements for Tennessee?**

*None, you do not have to be a previous or current resident of Tennessee to obtain a marriage license that is valid statewide.*

### **Is there a waiting period from the application date to the date the license is issued?**

*No, you will receive your license immediately.*

### **Is there a waiting period from the date the license is issued to the date I am allowed to marry?**

*No, you can marry immediately after receiving your license.*

### **What is the minimum age a man or woman may marry?**

*You must be 18 years old or older to marry without parental consent. A birth certificate may be necessary to show proof of age.*

### **What if one or both of us is younger than 18?**

*If either partner is under 18, parents or legal guardians must be present. If a parent can not be present, due to death, separation, divorce or other circumstances, proper evidence must be presented for verification. You will need a certified copy of your birth certificate. If you are under 16 you can not marry without a court order.*

### **Are blood tests and physical exams required?**

*No blood test or physical exam is required.*

### **How long does a marriage license remain valid once it's been issued?**

*Your license will expire 30 days from the date it is issued.*

### **What if one or both partners have been divorced or have had a spouse die?**

*If previously married, the date of divorce or date of spouse's death must be provided. Bring a certified copy of the divorce decree or death certificate. A copy of your divorce records or spouse's death certificate can be ordered online.*

## **APPENDIX 4: BUILDING AND FACILITIES**

### **APPENDIX 4A: BUILDING USE GUIDELINES**

The First Presbyterian Church of Elizabethton, Tennessee is a Progressive Christian Community. We welcome everyone into full participation in church life regardless of age, gender, sexual orientation, race and ethnic identity. We welcome all groups willing to extend a similar welcome to participants in their functions.

We ask you to observe the following guidelines when using church facilities.

Please make arrangements with the Office Assistant ahead of times for specific use of the church facilities. Please fill out the Facility Use Request Form, located online at <https://form.jotform.com/fpce/buildinguseapp>

Depending on the activity, a damage deposit may be requested.

A church member will open and close the church for groups whose meetings have been approved by the Session. It will be the sponsoring church member's responsibility to see that guidelines of the church are followed by the group.

Please wash and put away all dishes used.

Please return all equipment, chairs, tables, kitchen items, games, etc., to their original location. Please sweep and /or vacuum floors and clean all counter tops.

Be sure that the stove top and oven are turned off and that coffee pots are unplugged. Take out garbage and replace bag.

Please confirm that all doors and windows are locked before the last person leaves. (It is suggested that your group appoint one individual to be responsible for this.).

Turn out the lights before leaving.

No smoking in the building or on the grounds.

Contact the church office if you have any questions or special requests. (423-543-7737)

First Presbyterian Church

Elizabethton, Tennessee 37643

## APPENDIX 4B: KITCHEN USE GUIDELINES

First Presbyterian Church has a Green Congregation Covenant which includes the following principles:

- Consider our impact on the environment when we plan and pursue any activity in the life of our church and our personal lives.
- Transform our habits and practices to achieve a just, sustainable and equitable future for all.
- Serve as an example of Earth-friendly practices for our community.

In light of this commitment as a Green Congregation, we encourage:

- The use of the dinnerware and tableware provided in the kitchen (\*The use of Styrofoam and disposable plates, cups and plastic ware is **highly discouraged**.)
- The use of pitchers of water and glasses, rather than individual bottles of water.
- The use of only recyclable heavy paper take-out boxes.
- Sorting glass, plastic and aluminum into the Recycle Bins
- Placing all other trash in large waste can. Before leaving, TAKE BAGGED TRASH OUT to the dumpster located inside the fenced area beside the tool shed. This area is located to the east side of the church.
- The use of only Green Cleaning products.
- Running dishwasher only when full.
- Turning off all lights when leaving.

### Kitchen Health and Safety

The Health and Safety of our children, youth and adults depends on all members and visitors adhering to these every day practices:

- Wash, dry and replace all plates, glasses, silverware to labeled cabinet or drawer.
- All counter tops must be wiped clean and free of all clutter prior to leaving.
- Pantry: Place ALL food, cookies, snacks, crackers in PLASTIC containers with lids tightly secured.
- Pantry: Keep ALL paper napkins, plates, cups, plastic eating utensils in PLASTIC containers with lids tightly secured.
- Wash, fold neatly and replace tablecloths in designated cabinets.

A “Found Dishes” Cabinet is located to the left of the serving window. Place all dishes not belonging to the church in this cabinet.

Directions for use of the large coffee maker are posted for your convenience. Wash and dry carafes and replace filter basket after use.

Unplug small coffee maker after use. Wash and dry carafe and replace filter basket.

We appreciate your efforts in helping us maintain a CLEAN, GREEN and SAFE kitchen. Thank you!

## **APPENDIX 4C: GREEN CONGREGATION COVENANT**

In response to the cosmic story of the billions of years of evolution that brought us the gift of life on this planet we call Earth, we are moved to a deep sense of awe. This intricate web of life reveals amazing complexity, diversity, harmony and beauty. With deep gratitude we honor the Divine Mystery which births and sustains us.

Recognizing our interdependence and interconnectedness with all elements of Earth, we commit ourselves as individuals and as a congregation to the well-being of our planet and to future generations.

We will strive to:

- Build a connection between spiritual practice and environmental consciousness which affirms Earth as sacred and celebrates our relationship to the whole.
- Educate ourselves, our congregation and our community about environmental issues and injustices.
- Consider our impact on the environment when we plan and pursue any activity in the life of our church and our personal lives.
- Transform our habits and practices to achieve a just, sustainable and equitable future for all.
- Serve as an example of Earth-friendly practices for our community.

## APPENDIX 4D: ENVIRONMENTALLY FRIENDLY SUPPLIES GUIDELINES

Environmentally Preferable Kitchen Supplies - Guidelines			
<b>Seek:</b> Recycled Content, low VOCs, grain alcohol, plant oils, no testing on animals			
<b>Avoid:</b> Petroleum-based cleaning ingredients, antibacterial agents, fragrance, bleach, phosphates, polystyrene (e.g. Styrofoam)			
<b>Please Use Kitchen Bins for Recycling Materials and BUY RECYCLED CONTENT to Preserve Earth's Resources</b>			
CLEANING PRODUCTS		PAPER, PLASTIC, ALUMINUM, ETC.	
PREFERRED PRODUCTS	WHERE TO BUY	PREFERRED PRODUCTS	WHERE TO BUY
<i>Dishwashing Liquids</i>		<i>Paper Products</i>	
7 <sup>th</sup> Gen. Free and Clear, and Natural	Ingles, Target	Marcel Small Steps Paper Towels	Ingles, Earth Fare
Ultra Dishwashing Liquid by Planet	Ingles, Earth Fare, Health Bard	7 <sup>th</sup> Generation Paper Towels	Ingles, Food City
Simple Green Naturals Dishwashing Liquid	Kroger, Lowes, Target, Wal-Mart	Full Circle Paper Towels	Food City
Greenworks	Target, Ingles	Marcel Small Steps Napkins	Ingles, Earth Fare
<i>Automatic Dishwashing Liquids</i>		<i>Wax Paper, Plastic, and Aluminum Wrap</i>	
Planet	Ingles	Natural Values Waxed Paper	Earth Fare
7 <sup>th</sup> Generation Gel & Powder	Food City	Natural Values Plastic Storage Bins	Earth Fare
Full Circle Auto Dish Gel & Powder	Food City	Natural Values Clear Plastic Wrap	Earth Fare
<i>Liquid Hand Soap</i>		100% RC Aluminum Foil by EFP	Earth Fare
Method	Ingles, Earth Fare, Target	<i>Disposable Utensils &amp; Dinnerware</i>	
<i>Counter &amp; Appliance Cleaners</i>		7 <sup>th</sup> Generation Tall and Lg.	Food City, Ingles
7 <sup>th</sup> Generation Kitchen Cleaner	Ingles, Earth Fare	Full Circle Eco Friendly Dinner Plates	Food City
Full Circle All Purpose Cleaner	Food City	Solo Bare 18oz. PET Cup	Food City, Ingles
<b>First Presbyterian's Green Congregation Covenant</b>  Recognizing our interdependence and interconnectedness with all elements of Earth, we commit ourselves as individuals and as a congregation to the well-being of our planet and to future generations		Diamond Knife / Fork / Spoon Recycled Combination Pack	Food City
		Full Circle Eco Friendly Dinner Plate	Food City

## **APPENDIX 5A: SANCTUARY FLOWER GUIDELINES**

The Roy and Aline Nelson Flower Fund was first set aside by Mrs. Nelson in memory of Judge Roy C. Nelson. Since Mrs. Nelson's death it is referred to as the Nelson Flower Fund. Special flowers are always placed on the altar for the worship service in memory of the Nelsons on their birthdays – yellow roses for Mrs. Nelson around April 13 and red roses for Judge Nelson around September 26.

Flowers are placed in the church for worship services in two ways:

1. Special occasions in memory or in honor of someone.
2. Placed by the Worship/Sanctuary Team at any chosen time when enough funds are available from the Nelson Flower Fund. On special days in the church year such as Easter, Thanksgiving and Christmas there should be flowers put in the sanctuary. Anyone wishing to purchase flowers in honor/memory of someone is asked to either email or phone a designated member of the Worship/Sanctuary Team.

A written sentence indicating for whom and by whom the flowers are placed needs to be given to the Office Assistant for the bulletin. The deadline for all bulletin information, including flowers, is 1:00pm on the preceding Wednesday. In case the notice does not get into the bulletin then a written notice should be given to the minister so that he/she can read it from the pulpit.

## APPENDIX 5B: SANCTUARY SHEPHERDING

### *MONTHLY DUTIES*

Each month a member of the Worship/Sanctuary Team will serve as the Sanctuary Shepherd. Oversight of the Sanctuary appearance including changing paraments and banners, filling candles, arranging offering plates, floral arrangements, special decorations, and Communion organization all enhance a worshipful atmosphere.

***Paraments and Banners:*** the schedule for changing the Paraments (Lecterns/Communion Table) and Banners is located on the calendar in the Church office. The Paraments and Banners are located in the closet adjacent to the music room.

***Sanctuary Candles:*** the two altar candles and the Christ Candle must be checked and filled each week. The fluid is located in the Church office closet, in a wooden box on top of the tall file cabinet.

***Offering Plates:*** the two offering plates are usually placed on the Communion Table when the flowers are on the stands next to the lecterns. If there are no flowers on those stands, the plates can be placed on the stands. Candles should be placed on the table and measured with the hymn book for proper spacing.

***Flower Placement:*** a single arrangement is placed on the Communion Table. If the arrangement is too large for the table and it blocks the choir, flowers can be placed on the floor in front of the table. Double arrangements are placed on stands next to the lecterns.

***Special Decorations:*** planning for special events such as Christmas, Easter, Pentecost, etc. is the responsibility of the Worship/Sanctuary Team. Any decor that invigorates the worship space, such as banners, are part of the considerations of this team in communication with the Pastor. The shepherd of the month oversees and organizes support from the congregants to assist with these special services.

### *COMMUNION GUIDELINES*

The purpose of the Communion Guidelines is to provide a resource for anyone who has the responsibility of Communion setup and organization. This person will be referred to as the Communion Shepherd. Perhaps one of the most reverent experiences in worship is the Communion Service. Members of the Worship/Sanctuary Team are charged with facilitating Communion for all of the worship opportunities at First Presbyterian Church.

**Scheduling:** At the recommendation of the Pastor and the Worship/Sanctuary Team, the Session will annually establish the schedule for Communion Services. Organizing and Communion setup for regular worship services and other special services (such as Maundy Thursday and the Church Family Christmas Dinner) are part of the Communion Shepherd's tasks. Members - Communion Shepherds - of the Worship/Sanctuary Team are assigned a month for Communion Service.

**Setup in Sanctuary:** The Communion Shepherd needs to speak with the Pastor in advance to determine if s/he desires any special setup for the Communion Table.

**Other Services:** Communion can be served in other venues such as Martin Hall during the annual Church Family Christmas Dinner and Maundy Thursday Services. It is the responsibility of the Monthly Communion Shepherd to communicate with the Pastor, organize, and help set up for these services also.

### ***COMMUNION ELEMENTS:***

The Communion linens are beneath the communion table or in the storage closet adjacent to the Music Room. Communion supplies are kept in the kitchenette area of the Music Room. PLEASE CHECK SUPPLIES (including bread, grape juice, and wine) PRIOR TO THE SUNDAY OF COMMUNION IN CASE SUPPLIES NEED TO BE PURCHASED. If supplies DO need to be purchased, contact the Worship Committee coordinator so that purchases can be reimbursed.

Wine and non-alcoholic juice should be prepared in visually distinguishable chalices. Gluten free bread should be kept in a separate basket or bowl from regular bread to prevent cross-contamination.

**BREAD**—Set out two trays of bread, either loaves or cubed pieces. In a separate bowl or basket, set out a few gluten-free wafers for each of the two trays. Set out one loaf for the Celebrant to break during the service.

**JUICE**—Set out two chalices of non-alcoholic grape juice, filled roughly half to two-thirds full. These should be in chalices that are visually distinguishable from those used for the wine (e.g. use the ceramic chalices for non-alcoholic grape juice)

**WINE**—Set out two chalices of wine, filled roughly half to two-thirds full. These should be in chalices that are visually distinguishable from those used for the non-alcoholic grape juice (e.g. use the clear glass goblets for wine). IN ADDITION, set out one EMPTY chalice, and one flagon (pitcher) with sufficient wine to fill the empty chalice one half to two-thirds full.

Normally communion elements should NOT be covered during the worship service, but should remain visible to the worshipping community.

### ***COMMUNION ATTENDANTS & SERVING:***

Four attendants are needed to serve Communion. They can be selected from among any ordained ruling or teaching elders in the Church, whether or not those persons are actively serving on Session.

There are 2 Stations to serve Communion (one on either side of the Communion Table):

Each Station consists of two servers:

- One server holds a basket of bread (and gluten free wafers)
- One server holds two chalices, one of wine and one of non-alcoholic juice
- When serving the bread, each attendant may say “Bread of life,” “Body of Christ,” “Bread of Blessing,” or another appropriate affirmation.
- When serving the wine or juice, each attendant may say “Cup of Salvation,” “Cup of Jubilation,” “Cup of Hope,” or another appropriate affirmation.

### ***CLEANUP:***

Following the service each attendant is responsible to help the Shepherd remove the elements from the table, help clean, dry, and return items to storage in the designated areas.

Unused drink and bread are discarded back to the earth. However, wafers are stored in zip-lock bags and can be used again.

**REMEMBER: Gluten-free wafers MUST be kept separate from other breads. Hands MUST be washed prior to handling gluten-free wafers after handling items that contain or hold gluten products.**

## **APPENDIX 5C: WORSHIP SERVICE RESPONSIBILITIES**

### ***OFFICER OF THE MONTH***

Each month a church officer (Elder or Deacon) shall be designated as the “Officer of the Month” with responsibilities to include opening the building prior to worship, securing ushers and greeters, and insuring the building is properly closed following worship. A checklist of responsibilities is available as APPENDIX 5D.

### ***GREETERS***

Two ushers will hand out bulletins and two will be designated as greeters.

### ***DUTIES:***

- Greet newcomers and guests.
- Give them a visitor’s card and ask them to fill it out and drop it in the offering plate.
- Get their names and find out a little about them if possible.
- After the service, introduce the visitors to some people in the congregation and to the minister.
- Show a real interest in the person or family and encourage them to come back.
- The greeters should be chosen (or designated) who are outgoing and able to comfortably meet newcomers.
- Head of the Ushering Team can select an extra greeter who may not wish to serve as an usher.

### ***DUTIES BEFORE WORSHIP SERVICE***

- Unlock the front door of the church.
- Raise the thermostat to 70 degrees when the heating system is in use. In cold weather this should be done on Saturday afternoon.
- The air conditioner should be set at 71 degrees. The control box is upstairs in the balcony. Turn the lever on the LEFT from AUTO to ON. Then turn the lever on the RIGHT from OFF to COOL. Reverse this procedure at the end of the service.
- Check the sanctuary lights. (These are controlled by the rheostat by the organ.) **DO NOT CHANGE THE SWITCHES IN THE NARTHEX BREAKER BOX AND DO NOT USE THE WALL SWITCHES IN THE SANCTUARY.** They control a different set of lights.
- Remove cover from piano, fold cover and place behind door in hallway leading to sanctuary.
- Light altar candles during the summer when there are no acolytes. Keep supply of butane lighters in narthex for acolytes. (We now use liquid paraffin filled candles. Do not adjust the wicks in the candles before consulting the moderator of the Worship/Sanctuary Team.)
- Check pews for envelopes, visitors’ cards and pencils and replenish when needed. Sharpen pencils as needed. These supplies are kept in the storage closet in the secretary’s office.
- See that hymnals and Bibles are properly distributed in the pews.

### ***DUTIES DURING Worship Service***

- Distribute worship material and when necessary usher individuals to their seats.
- Greet people entering the church and make them welcome, creating a friendly atmosphere.
- Close the swinging doors into the sanctuary at the beginning of the service.

- Keep the people in the narthex quiet (ushers included). Seat latecomers during first or second hymn.
- Open the swinging and outside door at the benediction.

### ***DUTIES AFTER THE WORSHIP SERVICE***

- Extinguish altar candles when there are no acolytes.
- Cover the piano.
- Turn off the lights in the sanctuary using the rheostat by the organ. **DO NOT CHANGE SWITCHES IN THE NARTHEX SWITCH BOX.** Turn off lights.
- Remove Attendance Rosters from Blue books in pews and place in the Pastor's mail slot.
- Close all interior doors. Especially the doors leading from the sanctuary into the education building including the exit doors from the chancel area into the hall.
- Remove bulletins from the pews and deposit them in the tray on the door of the secretary's office.
- Lower the thermostat to 55 degrees when the heating system is in use.
- When the air conditioner is used, after the service turn the lever on the **LEFT** from **ON** **TO AUTO** and the lever on the **RIGHT** from **COOL** to **OFF**. The controls are in the balcony.
- Lower the windows if they have been opened in the sanctuary. Check the windows in the Sunday School rooms and be sure they are locked.
- Check kitchen stove to be sure it is turned off and nothing has been left on the burners.
- Lock all church doors, including all doors in Martin Hall.
- Fasten the gate after everyone has left.

## APPENDIX 5D: OFFICER OF THE MONTH CHECKLIST

Officer of the Month Month:

BEFORE WORSHIP BEGINS						
DURING WORSHIP						
Check	LIGHTS IN BUILDING	Week 1	Week 2	Week 3	Week 4	Week 5
<input type="checkbox"/>	Sanctuary					
<input type="checkbox"/>	Chancel					
<input type="checkbox"/>	Martin Hall					
<input type="checkbox"/>	Dixon Room					
<input type="checkbox"/>	Classrooms					
<input type="checkbox"/>	Hallways					
<input type="checkbox"/>	Stairwells					
<input type="checkbox"/>	Kitchen					
Check	BUILDING DOOR LOCKS	Week 1	Week 2	Week 3	Week 4	Week 5
<input type="checkbox"/>	Sanctuary					
<input type="checkbox"/>	Martin Hall Doors					
<input type="checkbox"/>	Back Door (by bathrooms)					
Check	HEAT/AIR CONDITIONING	Week 1	Week 2	Week 3	Week 4	Week 5
<input type="checkbox"/>	Sanctuary (balcony)					
<input type="checkbox"/>	Martin Hall					
<input type="checkbox"/>	Dixon Room					