# Table Of Contents

**INTRODUCTION** .................................................................................................................................................. 1

**SESSION, TRUSTEES, AND DEACONS** ........................................................................................................... 3
- Serving On The Session ........................................................................................................................................... 5
- Clerk Of Session ..................................................................................................................................................... 10
- Budget And Finance Committee .......................................................................................................................... 12
- Audit Committee Procedures .............................................................................................................................. 16
- Christian Education Committee .......................................................................................................................... 17
- Communications And Technology Committee ................................................................................................... 21
- HPC 20/20 Planning Committee .......................................................................................................................... 23
- Membership And Outreach Committee ................................................................................................................ 25
- Personnel Committee ............................................................................................................................................. 29
- Properties Committee ........................................................................................................................................... 31
- Worship Committee ............................................................................................................................................. 35
- Trustees ................................................................................................................................................................. 39
- HPC Cemetery Board ........................................................................................................................................... 41
- HPC Endowment Fund Committee ....................................................................................................................... 47
- HPC Memorial And Special Gifts Committee ..................................................................................................... 49
- Nominating Committee ....................................................................................................................................... 53
- HPC Board Of Deacons ....................................................................................................................................... 55

**STANDING POLICIES, PROCEDURES, AND GUIDELINES** .............................................................................. 57
- HPC Emergency Plan ........................................................................................................................................... 59
- HPC Policies & Procedures For The Prevention Of Child Abuse ........................................................................ 63
  - Incident Report Form ......................................................................................................................................... 71
  - Background Investigation Consent Form ........................................................................................................... 73
  - Paid And Volunteer Child Worker Enlistment Checklist .................................................................................... 75
  - Screening Form For Those Working With Minors Or Mentally Handicapped ...................................................... 77
Worker/Volunteer Code Of Ethics And Rules .......................................................................................... 79
Reducing The Risk Application Checklist................................................................................................ 81
HPC Policies For Use Of Church Facilities And Equipment........................................................................ 85
The Christian Wedding Policy And Guidelines Of The Hickman Presbyterian Church ........................................ 87
Planning A Funeral At The Hickman Presbyterian Church ........................................................................... 93
HPC Leonard And Josephine Wissel Memorial Scholarship Fund And Program ........................................... 97
Membership At HPC .................................................................................................................................... 101
Membership And Outreach Policies And Procedures .................................................................................. 103
HPC Crisis Fund .......................................................................................................................................... 103
Crop Walk .................................................................................................................................................... 105
Operation Christmas Child ............................................................................................................................. 107
Presbyterian Coffee Project ............................................................................................................................ 109
Publicity ........................................................................................................................................................ 111
Scrip Program .............................................................................................................................................. 115
Visitor Procedures ......................................................................................................................................... 116
Wednesday Night Suppers ............................................................................................................................. 117
Christian Education Policies And Procedures ............................................................................................ 119
Sunday School Superintendent ...................................................................................................................... 119
Vacation Bible School .................................................................................................................................. 121
Worship Policies And Procedures ................................................................................................................. 123
Baptism ......................................................................................................................................................... 123
Communion .................................................................................................................................................. 125
HPC Audio/Visual Technician Guidelines ...................................................................................................... 127
Greeter Guidelines ......................................................................................................................................... 129
Liturgist Guidelines ....................................................................................................................................... 131
Usher Guidelines .......................................................................................................................................... 133

PERSONNEL .............................................................................................................................................. 135
HPC Pastor/Head Of Staff Job Description And Guidelines ........................................................................ 137
HPC Administrative Assistant Job Description And Guidelines ................................................................. 139
HPC Treasurer/Data Entry Job Description .................................................................................................. 141
INTRODUCTION

The Manual of Hickman Presbyterian Church, Hickman, Nebraska, as adopted by the Session, defines the policies and procedures of the Church. These are adopted to provide for the orderly operation of the mission of the Church.

The Manual consists of the following sections:
– Session, Trustees, and Deacons: Duties and responsibilities of and the policies that guide the Session, Trustees and related committees.
– Standing Procedures: Descriptions of the manner for conducting various aspects of the congregation’s life.
– Personnel: Personnel policies and position descriptions.
– Appendices: Articles of Incorporation and current Bylaws.

MISSION STATEMENT

Our Lord Jesus Christ calls us to proclaim the Good News of salvation to all people. The Hickman Presbyterian Church as a caring and nurturing Christian community is committed to praising God and continuing the work in which the Lord commands us. We focus on prayer, study, worship, and mission outreach, striving to grow spiritually as individuals in a community of believers.

DEFINITIONS

The following definitions describe the terminology used within this Manual:

Duties and Responsibilities describe the tasks assigned to each board or committee.

Policies describe the manner in which each board and committee will carry out their duties and responsibilities. They are principles developed by the committees to chart a course of action and to guide decision-making. They are a guide to the what, the why, and the how of the committees’ work. Policies are not fixed or final, but always subject to evaluation and improvement, so that the best policies are the result of a continuous process of growth and maturing.

Procedures outline the guidelines for the manner in which various aspects of the congregation’s life, like worship, weddings, funerals, etc, are conducted.

AMENDMENTS

It is expected that the boards and committees will regularly review the statement of their duties and responsibilities outlined in this manual and will report any changes to the session for their approval. When session approves changes to the manual, the administrative assistant will update the manual, including the approval date for the newly revised sections.
SESSION, TRUSTEES, AND DEACONS
SERVING ON THE SESSION

The polity of the Presbyterian Church (U.S.A.) makes clear that the ministry of the church is the work of all active members (G-1.0304). Nevertheless, from the very beginning of the Reformed tradition one of the fundamental principles of church order has been to elect Elders to govern the congregation by making decisions and setting policies. Serving on the Session of a Presbyterian church is both a great honor and a significant calling. The standard for our service is the ministry of Jesus (G-2.0101). While we who serve have freedom of conscience, we are “captive to the Word of God as interpreted in the standards of the church” (G-2.0105).

According to the Book of Order, The Session shall have responsibility for governing the congregation and guiding its witness to the sovereign activity of God in the world, so that the congregation is and becomes a community of faith, hope, love, and witness. As it leads and guides the witness of the congregation, the Session shall keep before it the marks of the Church (F-1.0302), the notes by which Presbyterian and Reformed congregations have identified themselves throughout history (F-1.0303) and the six Great Ends of the Church (F-1.0304).

In accordance with the Bylaws of the Hickman Presbyterian Church, Article IX A, “The Board of Trustees shall be composed of those members of the corporation who have been duly elected as Ruling Elders and shall be referred to as Trustees.” Therefore all Ruling Elders currently serving on the Session shall also serve as the Trustees of the Corporation. As such, they shall assume the duties delegated to them by the laws of the State of Nebraska, the Constitution of the Presbyterian Church (U.S.A.), the Session of the church, the bylaws, and by formal actions of the corporation. See further Article IX of the current Bylaws.

SESSION MEETINGS/COMMITTEE WORK

SESSION TERM — The term of Session members shall be three years, beginning in January and ending in December. Incoming session members will be installed prior to the first Session meeting in January.

SESSION TRAINING — Every year, no later than the Annual Meeting in January, the Pastor will conduct an orientation for incoming Session members. In addition the Session as a whole will attend annually a training event.

SESSION MEETINGS — All Session members are expected to attend the meetings with concrete proposals from your committee. Please, arrive on time (if, at all possible). Meetings begin promptly at 7:00 pm.
CORPORATION MEETINGS – Since the Session also serve as the Trustees of the Corporation, during the monthly Session meetings the Session will vote to suspend its meeting and the officers of the Corporation will conduct a meeting of the Trustees.

COMMITTEES – If you are the moderator of a committee, as soon as you know which committee you will moderate, you will need to "build" your committee for the year. That means getting members for your committee from the congregation at large. Use the "Time and Talent Sheet" to find members who have expressed an interest. If necessary, contact others to fill out your committee.

Set up regular committee meetings. Make committee assignments. If appropriate for your committee, each person on your committee should be responsible for one of the tasks assigned to your committee. Delegate responsibility; it is not your job to do all of the work yourself.

Each member of the committee should flesh-out the details of a proposal before presenting it to your committee. (WHAT needs to be done? WHEN does it need to be completed? HOW MUCH will it cost? WHERE will the money come from? WHO will do the work?)

Prepare an electronic committee report, and email a copy of it to each Session member, the pastor, the administrative assistant, and the clerk of the Session one week prior to the Stated Session Meeting, but no later than the Sunday before the meeting (if possible).

Read all of the materials before coming to the meeting, especially, minutes of previous meetings, Treasurer's Report, Committee Reports, mail to your committee, etc.

COMMITTEE REPORTS - The business of the meeting should be acted upon in the following manner:

• MAKE THE MOTION (Correct wording, "I move..." not, "I make a motion ..." There will be nothing to discuss until a motion has been made, and seconded.)

• SECOND THE MOTION (You need not be in favor of the motion to second it. Seconding merely gets the motion on the floor for discussion. Recommendations from a committee do not require a second.)

• Now, DISCUSS THE MOTION (The one who makes the motion may speak first to share the details of your committee's recommendation, and, then, others may speak to the motion.)

• VOTE ON THE MOTION

Prepare the wording of the motion in writing -in advance, if possible -and give a copy to the clerk, so that it can be correctly rendered in the minutes.
By doing your committee work ahead of time, the business of the Session Meeting can run smoothly, and informed decisions can be made.
Monthly Committee Report to the Session (Example)

Committee Name: ___________________________________________________________

Date of Committee Meeting: ________________________________________________

Date of Session Meeting: _________________________________________________

Section A: Actions taken by the committee

Included in this section are those items wherein the committee took definitive actions. These matters would more than likely have some policy and/or accepted tradition in support of the decisions.

Section B: Matters under discussion/consideration by the committee

Included in this section are those items that are still under consideration and/or discussion within the committee. No action has been taken by the committee and no recommendation to the session is yet available. This section can serve as an alert to the session of what might be coming "down the pike" as well as an "old business" source for the continuing work of the committee.

Section C: Recommendations to the session for its consideration

Included in this section are those items which (1) have received at least the majority approval of the committee and needs the action of the session; (2) are not granted committee-action authority by any previous guideline and/or policy; and (3) which the committee is "uncomfortable" in making a decision without the definite action of the session. Therefore, the committee wants (needs) the session to make the final decision. There is no need for the same item to be included in both sections A and C. If an item appears here in Section C it is assumed that the matter has already been approved by the committee as a recommendation to the session.

As a matter of fact, the only motion a chair would need to make at a session meeting is, "I move" the approval of this report." The session's approval of that one motion would ratify everything that is in Section A and Section C of this report. Of course, it is assumed that every member of the session would have read and studied the report prior to the meeting and would be familiar with the information contained in the report so as to be able to register an informed vote.

Section D: Summary paragraph

Please include a summary paragraph for the Administrative Assistant to include in the Newsletter. It is essential to keep the congregation informed of what is being done in the committees as well as what has been acted on by session.

Revised December, 2015
CLERK OF SESSION

The clerk must be an ordained elder in the congregation, and may or may not be in active service on the session. If not actively serving on the session, the clerk does not have voice or vote in session meeting. However it is appropriate to respond to questions/inquiries/concerns relative to the office. There is no problem if the session has approved and granted the non-active elder-clerk “privileges of the floor” during her/his term of office.

Duties of the clerk of session usually include:

1) To assist the moderator in preparing a docket for each meeting of the session and the congregation.

2) To see that all official correspondence is brought to the attention of the session (sometimes routed through an appropriate committee).

3) To keep a list of unfinished business, including all matters referred to a committee or a staff member for later report to session, and to remind the appropriate person(s) from time to time if not reported expeditiously.

4) To arrange to send out notices for special meetings of the session or congregation describing accurately the business that will be transacted (remembering that no business other than that stated in the call for the special meeting may be considered).

5) To record the minutes of all meetings of the session and the congregation.

6) To maintain the Permanent Record Book and have it reviewed at a Homestead Presbytery Session Records Review annually.

7) To be sure that all meetings of the congregation are announced to the congregation at least on two successive Sundays prior to the meeting. If the meeting is held on a Sunday an announcement during worship on that Sunday may count as the second Sunday.

8) To act as the secretary for all meetings of the congregation, seeing to it that such minutes are signed by the moderator and the secretary and, once approved, inserted in the permanent session minutes book at the appropriate chronological location.

9) To oversee that the annual General Assembly report forms and any/all annual reports as requested/required by the presbytery are properly completed, approved by session, and sent to stated clerk of the presbytery before the appointed and announced deadline.

10) The clerk is responsible for keeping the rolls up to date in the Church Register, entering in them all of the matters required by the session.
BUDGET AND FINANCE COMMITTEE

The Budget and Finance Committee establishes the budget, tracks monthly and year-to-day giving and expenses, and reports this information to the session on a monthly basis. They also promote the annual stewardship campaign, supervise the Church Treasurer and Financial Secretary, and maintain all financial records.

Section I: Formation of the Committee

1. By mandate of the Book of Order, the committee shall be moderated by a member of session. By decision of the session, at least one other member of session shall be on the committee. The remainder of the committee shall be composed of members of the congregation who agree to serve. The moderator recruits the committee members.

2. The committee shall meet at least quarterly, or more often if the duties and responsibilities require.

Section II: Duties and Responsibilities

1. Establish and track the Budget
   a. Requests budget recommendations from committees.
   b. Establishes an Annual Budget.
   c. Tracks receipts and expenditures of all activities of the church (except HPW and Cemetery).
   d. Reports a monthly evaluation to the session.

2. Memorials, bequests, endowments
   a. Approves acceptance of memorials and gifts.
   b. Supervises the Memorial Committee.

3. Per Capita
   a. Promotes Per Capita giving by the congregation.
   b. Tracks Per Capita giving.

4. Fund raising
   a. Plans and conducts the annual pledge campaign.
   b. Reports the results of the pledge campaign to the session (and the congregation)

5. Maintains all financial records.

6. Supervises Church Treasurer and Financial Secretary and clearly defines the responsibilities of each.

7. Establishes budget, accounting, and financial reporting systems for the HPC.

8. Arranges for the Annual Audit.
   a. Selects 3 members of the congregation to serve on the committee to perform the annual audit.
   b. Reports the findings of the Audit Committee to the Annual Meeting.
   c. Reviews the duties and responsibilities and policies and procedures of the committee on a
9. Responsible for all tax and other corporate filings.

10. Supervises the actions of the Registered Agent.

11. Reviews the duties and responsibilities and policies and procedures of the committee on a regular basis.

Section III: Policies and Procedures

1. The accounting method is on a cash basis and calendar year basis.

2. The reporting procedures consist of monthly Treasurer Reports and an Annual Treasurer’s Report for the Annual Report that are prepared by the Church Treasurer. There is a monthly Balance Sheet Report and an Annual Balance Sheet Report for the Annual Report that are prepared by the Church Treasurer.

3. The process for counting the offering consists of a Session Member sitting with our Financial Secretary and counting the money. Each Session Member takes a month for this responsibility. The totals are documented on the summary sheet and signed by the Session member. The Financial Secretary deposits the money into the church checking account at the First State Bank.

4. When a new moderator is chosen, each committee will review and update its policies and/or procedures to reflect its actual duties and practices, policies, and procedures as they evolve. This review will be recorded in the committee’s minutes within 3 months. Such changes are subject to approval by session.

Section IV: Monthly Guide

JANUARY: Selects 3 members of the congregation to serve on the committee to perform the annual audit prior to the Annual Meeting and reports the findings at the Meeting. County Assessors Real Property Preliminary values for all real estate owned by the church, that the church pays property taxes on, should be checked and a decision made as to whether a valuation hearing is required.

FEBRUARY: Put report in Session minutes on church insurance. Every third year investigate and research insurance needs. Make sure property values are updated.

MARCH: The Non-Profit Corporation Biennial Report to the NE Sec. of State is due April 1st of each odd numbered year. (The form is usually sent to the Registered Agent – at the Registered Office – 300 East 3rd Street, Hickman NE 68372 ) Note: The report requires the name and street address of all of the Officers and Directors (Trustees) of the Corporation serving at the time the Report is filed.

File Church personal property return with Lancaster County Assessor before May 1 of each year. A
“Deadline Reminder” card is usually sent to the church office sometime in February. Report this to Session so it is in the minutes.

Final values of Real Estate “posted” on or before March 25 and notices mailed on or before June 1.

Ensure that the property tax due on the manse are paid by April 1 or as otherwise required.

APRIL

MAY: Tax Statements and Tax Assessed Valuation Statements must be checked annually and protests, if any filed with the Co. Clerk between June 1 and June 30. The valuation of the Church property is only relevant on property that the Church pays property taxes on.

JUNE: Begin working with Pastor on Stewardship campaign. This is an on-going process with Stewardship Sunday being the second Sunday in November.

JULY

AUGUST

SEPTEMBER: Begin planning Stewardship Dinner (Usually the second Sunday in November). Begin preparing the budget for the following year. Make request to committee moderators for them to submit their budget.

OCTOBER: Ask committee moderators to provide any changes/updates to the Time and Talent sheets

NOVEMBER:

Exemption Application form 451 must be filed before December 31st of each year preceeding the year divided evenly by four (i.e. 2016, 2020, 2024)

Reaffirmation of Exemption Form 451A must be filed prior to December 31st. of each even numbered year.

Form 451’s for the Cemetery are usually required every 10 years - last one was done in 2006

DECEMBER: Provide budget to church secretary for the Annual Report. Also provide Budget & Finance Committee report for Annual Report. This includes the Stewardship Report.
AUDIT COMMITTEE PROCEDURES

The Audit committee fulfills the requirement in the Book of Order that “a review of all financial books and records shall be conducted every year” (G-3.0113).

Section I: Formation of the Committee: The Session’s Budget & Finance Committee selects 3 members of the congregation to perform the annual audit of the Hickman Presbyterian Church.

Section II: Duties and Responsibilities.
1. The committee reviews the receipts to the bank deposits and the church treasurer’s monthly report and verifies that the amounts are correct. The financial secretary makes the weekly deposits from the congregation to the bank.

2. The committee reviews the expenditures for the month to the bank statements and to the church treasurer’s monthly report and verifies that the amounts are correct. The church treasurer usually prepares and signs all the checks for the church.

3. The reports generated from the computer are inspected.

4. The committee analyzes the receipts and disbursements for reasonableness, and looks for any discrepancies.

5. Any questions or discrepancies are reported to the Budget and Finance Committee. They are also informed that we completed the annual audit of the Hickman Presbyterian Church.

Section III: Policies and Procedures
1. The audit is performed in January before the annual congregational meeting.

2. The committee randomly reviews 4-5 months of the past calendar year.

3. The committee reviews every check of $1000 and over.

4. The session also receives the monthly reports prepared by the church treasurer to review.

5. At the annual congregational meeting the church is informed that the annual audit was performed and completed. Any findings of the audit committee will be reported to the congregation.
CHRISTIAN EDUCATION COMMITTEE

The Christian Education Committee oversees and promotes all educational activities of the church, including Sunday School, Vacation Bible School, Youth Club, confirmation, nursery, and Bible study groups. They also recruit and train volunteers, and review and select curriculum for the various programs.

Section I: Formation of the Christian Education Committee
1. By mandate of the Book of Order, the committee shall be moderated by a member of session. By decision of the session, at least one other member of session shall be on the committee. The remainder of the committee shall be composed of members of the congregation who agree to serve.

2. The committee shall meet at least quarterly, or more often if the duties and responsibilities require.

Section II: Duties and Responsibilities
1. Oversee and promote Sunday School
   a. Appoint Superintendent(s)/Assistant Superintendent(s) (review Policy and Procedures Guide)
   b. Form a curriculum committee, as needed, to review and select curriculum. The committee shall include superintendent, assistant, and a member of Christian Education committee.
   c. Purchase all necessary materials.
   d. Organize Christmas program.
   e. Provide Bibles for three-year-old children, second grade students, and confirmands.

2. Oversee and promote Vacation Bible School
   a. Appoint director(s)
   b. Assist in selection of curriculum
   c. Plan VBS meals
   d. Purchase all necessary materials

3. Oversee and promote Youth Club
   a. Appoint director(s)
   b. Assist in establishing program, activities, curriculum
   c. Organize Christmas program (optional)
   d. Purchase all necessary materials

4. Oversee and promote High School Fellowship
   a. Appoint adult sponsors
   b. Assist in establishing program, activities, and curriculum
   c. Purchase all necessary materials
5. Plan and conduct an annual "Thank You" activity for Christian Education volunteers

6. Oversee the Nursery
   a. Assign volunteers to supervise the nursery on Sunday mornings on a rotation basis
   b. Provide a safe and age-appropriate environment
   c. Purchase all necessary materials
   d. Oversee paid childcare worker

7. Oversee and promote Bible Study Groups

8. Facilitate leadership training and development
   a. Teachers and lay leaders
   b. Purchase all necessary materials and pay for workshop fees

9. Oversee and promote camp activities, special programs, seminars/workshops for Christian development, for both youth and adults
   a. Distribute information
   b. Recommend scholarships

10. Recruits church librarian.

11. Reviews the duties and responsibilities and policies and procedures of the committee on a regular basis.

12. Reports to session on a regular basis.

Section III: Policies and Procedures

1. Teachers are recruited through church publications, announcements, and personal invitation. Those who are eligible include members of the church and those who are active in the church.

2. All budget funds will be used to fulfill the goal of providing Christian education for the church.

3. The CE Committee oversees the rooms used for CE and makes sure that the rooms have appropriate furniture, equipment and supplies. If upgrading, replacement, or repair is needed, the Properties Committee will be consulted.

4. When a new moderator is chosen, the committee will review and update its policies and/or procedures to reflect its actual duties and practices, policies, and procedures as they evolve. This review will be recorded in the committee’s minutes within 3 months. Such changes are subject to approval by session.

Section IV: Christian Education Committee Calendar, a Monthly Guide
JANUARY:
- VBS planning—order materials
- Approve annual report of CE Committee activities
- Provide census for clerk of the Session

FEBRUARY:
- VBS planning
- Prepare to order robes and Bibles for confirmands (see details of confirmation in March)
- Order Sunday school materials for third quarter

MARCH:
- VBS planning
- Distribute information for Camp Calvin Crest
- Provide scholarships for Camp Calvin Crest
- Quarterly safety check of nursery
- Confirmation:
  1. Measure confirmands for robes and order from Herff-Jones (Office Manager and Pastor)
  2. Order personalized Bibles (New Living Translation) from Christianbook.com (have confirmands write down how they want their names printed on the Bible)
  3. Give Bibles to Judy Weilage so that she can use calligraphy to write inside cover
  4. Ask Charlene Cochell (or other person from Presbyterian Women) to prepare a confirmation dinner. This person will prepare menu choices and confirmands can vote on favorites. Confirmands also need to provide the number of family members who will be attending. Presbyterian Women will prepare and serve dinner.
  5. Request that someone from Presbyterian Women purchase a white rose to be given to each confirmand at the dinner.
  6. Arrange for a photographer to take a group picture of confirmands with the pastor at Confirmation Sunday and to take an individual photo of each confirmand after the confirmation dinner. These should be given to the church office.

APRIL
- Prepare “thank you’s” for volunteers who have help in the CE program
- Survey teachers regarding service for next school year
- VBS planning—submit ad The VOICE

MAY:
- VBS planning—finalize plans
- VBS registration for children and volunteers
- Begin planning curriculum for the next school year

JUNE:
● Vacation Bible School
● Safety check of nursery
● Inventory Bible supply and order as needed for fall

JULY:
● Order Sunday school curriculum for first quarter
● Establish Youth Club calendar and get important dates on the calendar

AUGUST:
● Kick-off Sunday—present Bibles to second grade students and three year olds
● Begin Sunday school
● Order confirmation curriculum
● Choose staff and curriculum for Youth Club
● Invite students back to Youth Club and invite new students

SEPTEMBER:
● Select director of Christmas program

OCTOBER:
● Safety check of nursery

NOVEMBER:
● Plan treats for Christmas program
● Order Sunday school curriculum for second quarter

DECEMBER
● Facilitate children’s Christmas program
● Distribute treat bags at Christmas program
● Safety check of nursery
● Select theme for VBS
COMMUNICATIONS AND TECHNOLOGY COMMITTEE

The Communications and Technology Committee supports the technology behind the various ministries of the church, including developing and maintaining the website and social network accounts, overseeing the purchase, use, and repair of technology hardware, coordinating communications, and recruiting, training and scheduling volunteers to operate equipment.

Section I: Formation of the Committee

1. By mandate of the Book of Order, the committee shall be moderated by a member of session. By decision of the session, at least one other member of session shall be on the committee. The remainder of the committee shall be composed of members of the congregation who agree to serve. The moderator recruits the committee members.

2. The committee shall meet at least quarterly, or more often if the duties and responsibilities require.

Section II: Duties and Responsibilities

1. Develop and maintain the HPC website and all social network accounts.

2. Oversee purchase, use, and repair of all technology at HPC, including audio-visual technology, telephone systems, web site, printers, computers, and computer networks.

3. Coordinate efforts of the HPC community’s communications to provide a cohesive story without duplication of sources.

4. Recruits, trains and schedules volunteers to operate the technology equipment.

5. Reviews the duties and responsibilities and policies and procedures of the committee on a regular basis.

6. Reports to session on a regular basis.

Section III: Policies and Procedures

1. The mission statement of the church, along with current projects and goals, will be used to determine the “cohesive story.”

2. Only Administrators will have ability to post content online.

3. When maintenance and repairs are needed, the committee will initially return to the original vendor. When new work is proposed, the committee will typically obtain three bids from local vendors.

4. The basis for selecting service providers will be previous experience and customer recommendations.

Revised December, 2015
5. The Communications and Technology committee, with the approval of the session, determines the need for new equipment.

6. When a new moderator is chosen, each committee will review and update its policies and/or procedures to reflect its actual duties and practices, policies, and procedures as they evolve. This review will be recorded in the committee’s minutes within 3 months. Such changes are subject to approval by session.
HPC 20/20 Planning Committee

The HPC 20/20 Planning Committee Reviews and plans for the future of HPC by planning, reviewing and monitoring both long-term and short-term goals. Also reviews and updates the HPC mission statement, and maintains an organizational chart for HPC.

Section I: Formation of the Committee

1. By mandate of the Book of Order, the committee shall be moderated by a member of session. By decision of the session, at least one other member of session shall be on the committee. The remainder of the committee typically shall be composed of members of the congregation who agree to serve. The moderator recruits the committee members.

2. The committee shall meet at least quarterly, or more often if the duties and responsibilities require.

Section II: Duties and Responsibilities

1. Plan and set Long-term goals, and review and monitor them.

2. Plan and set Short-term goals, and review and monitor them.

3. Review Mission Statement and keep it current.

4. Ensure that any changes in organizations or plans stay within the short-term and/or long-term goals of the church

5. Reviews the duties and responsibilities and policies and procedures of the committee on a regular basis.

6. Reports to session on a regular basis.

Section III: Policies and Procedures

1. The committee identifies goals to present to the Session on the basis of:
   a) Observed challenges due to community change or needs.
   b) Congregational feedback, concerns, or felt needs.
   c) Issues raised by other committees, trustees, or the Session.
   d) Relevant questions that the committee feels need to be addressed.

2. The process for identifying needs and making plans to meet them by the committee includes:
   a) Surveys of the congregation.
   b) Informal congregational feedback.
   c) Observations by 20/20 committee, other committees, trustees, or the Session.
   d) Dialogue with community leaders about how we can help with community needs.
3. Communications with the congregation
   a) The committee reports to the session and communicates to the congregation through it.
   b) Brief summaries of the committee’s activities are published in the newsletter.

4. When a new moderator of the committee is chosen, the committee will review and update its policies and/or procedures to reflect its actual duties and practices, policies, and procedures as they evolve. This review will be recorded in the committee’s minutes within 3 months. Such changes are subject to approval by session.
MEMBERSHIP AND OUTREACH COMMITTEE

The Membership and Outreach Committee provides for the nurture of church members through programs like the New Members Classes, Wednesday night suppers, and planning special events throughout the year. They also seek to promote the mission of the church by supporting various mission endeavors both locally and beyond, and by efforts to publicize the programs and events of the church. It also promotes the PC(USA) special offerings.

Section I: Formation of the Committee

1. By mandate of the Book of Order, the committee shall be moderated by a member of session. By the decision of the session, at least one other member of session shall be on the committee. The remainder of the committee shall typically be composed of members of the congregation who agree to serve. The moderator recruits the committee members.

2. The committee shall meet at least quarterly, or more if the duties and responsibilities require.

Section II: Duties and Responsibilities

1. Development and Nurture
   a. Offer support to organizations (HPW, Koinonia, etc)
   b. Time and Talent Cards
   c. Distribute information regarding seminars, camps, mission trip opportunities, workshops

2. Member Care
   a. New member class
   b. New member follow-up
   c. Wednesday night suppers
   d. Recognizing graduating seniors
   e. Member events: Advent brunch, breakfast, Kick off Sunday
   f. Rides to worship
   g. Update membership lists

3. Evangelism/Outreach
   a. Visitor follow-up
   b. Publicity, advertising
   c. Weekly ad in the Voice and for special services/events
   d. Wednesday night suppers
   e. Thanksgiving day dinner
   f. English Language Learning program

4. World Outreach
   b. Mission Support (other than monetary): Coffee Project, CROP Walk, Missionary support, Operation Christmas Child
5. Mission Giving  
   a. Local: Back pack program, Norris food pantry, Christmas family support, Easter baskets, Extended table 
   c. Other requests are considered as they are received 

6. Other  
   a. Promote recycling with in the church 
   b. Conduct Script program 

7. Review the duties and responsibilities and policies and procedures of the committee on a regular basis. 

8. Reports to session on a regular basis 

Section III: Policies and Procedures 
1. Events will be planned by the committee based on previous years’ events as well as ideas for new events. 
2. The Committee will communicate with inactive members in the following manner:  
   a. After a year of absence and/or not contributing to the church, a letter of encouragement will be sent. 
   b. If there is no response to the first letter, a second letter will be sent, usually in December, to inform the inactive parties that they will be removed from the membership roll if no response is received. 
3. The committee promotes all five PCUSA offerings throughout the year. The committee decides whether to respond to other solicitations for contributions on an ad hoc basis. 
4. The Committee decides which local missions to support through the mission fund. 
5. When a new moderator is chosen, each committee will review and update its policies and/or procedures to reflect its actual duties and practices, policies, and procedures as they evolve. This review will be recorded in the committee’s minutes within 3 months. Such changes are subject to approval by session. 

Section IV Monthly Guide 

JANUARY 

FEBRUARY: OGHS Offering preparation 

MARCH  
   • Provide Easter food items for Norris Pantry (or April depending on Easter)
• Advertisement for Lenten Services

MAY
• Honor graduating high school seniors (Usually 3rd Sunday in May)
• Pentecost Offering (or in June)
• Advertisement for VBS

JUNE
• Collect school supplies for Norris
• Advertisement for VBS

JULY
• Advertisement for Hickman Hay Day
• Hickman Hay Day events

AUGUST
• Concert on the Lawn
• Advertisement for Kick Off Sunday

SEPTEMBER
• Advertisement for Wednesday night suppers
• Kick Off Sunday events
• Start of Wednesday night suppers
• Start promoting CROP Walk

OCTOBER
• CROP Walk
• Peacemaking Offering
• Trick or Treat on the Trail

NOVEMBER
• Advertisement for Thanksgiving day meal
• Thanksgiving day meal
• Operation Christmas Child packing party
• Advertisement for Advent Brunch
• Plan budget for next year

DECEMBER
• Advertisement for Advent Brunch
• Advent Brunch
- Christmas Joy Offering
- Christmas Jar promotion
- Christmas families support
- Advertisement for Advent worship services
PERSONNEL COMMITTEE

The Personnel Committee develops job descriptions, interprets policies as pertains to personnel, maintains employee records, recruits for unfilled positions, and evaluates the pastor and staff on an annual basis. They make recommendations about salaries and also provide support to the pastor and staff in times of trouble.

Section I: Formation of the Committee

1. By mandate of the Book of Order, the committee shall be moderated by a member of session. By decision of the session, at least two other members of session shall be on the committee.

2. The committee shall meet at least quarterly, or more often if the duties and responsibilities require.

Section II: Duties and Responsibilities

1. Paid staff positions
   a. Develop job descriptions, job guidelines, and policy manual. Revise these as needed.
   b. Interpret personnel policies and monitor their effectiveness
   c. Maintain employee records and files
   d. Support the pastor and staff members in times of trouble, and in dealing with problems
   e. Recruitment for unfilled positions
   f. Annual evaluation with pastor, and review of goals
   g. Annual evaluation of support staff
   h. Recommend salaries, and/or adjustments to salaries, to the Budget and Finance Committee

2. Establish a Safety Committee
   a. Appoint a Safety Officer
   b. Set guidelines for a safe employee environment

3. Reviews the duties and responsibilities and policies and procedures of the committee on a regular basis.

4. Reports to session on a regular basis.

Section III: Policies and Procedures

1. The Pastor is paid twice a month, the 15th and the end of the month. The Administrative Assistant, custodians, choir director, organist, pianist, treasurer/computer data entry and the financial secretary are paid at the end of the month.
2. Minutes from the personnel committee meetings are to be submitted to the secretary and Session members prior to the monthly Session meeting.

3. Any revisions and changes made regarding personnel needs the approval of the Session. These requested changes can be submitted as a recommendation item for the Session meeting.

4. Hiring Process:
   a. Review job description
   b. Advertise opening
   c. Interview team

5. Background checks are made per guidelines established by the Session.

6. When a new moderator is chosen, each committee will review and update its policies and/or procedures to reflect its actual duties and practices, policies, and procedures as they evolve. This review will be recorded in the committee’s minutes within 3 months. Such changes are subject to approval by session.

Section IV: Monthly Guide

JANUARY
- Review job description every other year
- Hold employee appreciation dinner

MARCH
- Plan appreciation/random acts for the employees

MAY
- Start employee evaluation

JULY/AUGUST
- Finish annual evaluation of employees
- Review evaluations with the committee

SEPTEMBER
- Budget planning

NOVEMBER
- Plan employee gifts for Christmas
- Plan January employee appreciation dinner
Properties Committee

The Properties Committee provides for the care and maintenance of all church owned property and grounds except the cemetery. They purchase supplies needed for carry out this responsibility. They also establish and administer building use and safety policies.

Section I: Formation of the Committee

1. By mandate of the Book of Order, the committee shall be moderated by a member of session. By decision of the session, at least one other member of session shall be on the committee. The remainder of the committee shall typically be composed of members of the congregation who agree to serve. The moderator recruits the committee members.

2. The committee shall meet at least quarterly, or more often if the duties and responsibilities require.

Section II: Duties and Responsibilities

1. Manse
   a. Physical structure
   b. Contents (such as furnace, stove, refrigerator, air conditioner, water heater, etc.)

2. Church
   a. Care and maintenance of all church owned property, both real estate and tangible personal property, except cemetery, property, and those items of equipment and supplies specifically assigned to a particular program, activity, or organization
   b. Purchase all supplies necessary to carry out the responsibilities of the committee
   c. Schedule work days

3. Grounds
   a. Snow removal
   b. Lawn care for the church
   c. Manse lawn spraying and fertilizing

4. Building use
   a. Establish and administer general use policies
   b. Establish and administer public safety policies

5. Reviews the duties and responsibilities and policies and procedures of the committee on a regular basis.

6. Reports to session on a regular basis.

Section III: Policies and Procedures

1. Funding for property repairs will be estimated by the committee in their annual budget request.
2. Service providers will be selected based on previous experience or recommendations from other clients.

3. When a new moderator is chosen, each committee will review and update its policies and/or procedures to reflect its actual duties and practices, policies, and procedures as they evolve. This review will be recorded in the committee’s minutes within 3 months. Such changes are subject to approval by session.

Section IV: Monthly Guide

JANUARY:
- Coordinate snow removal
- Remove nativity scene

FEBRUARY
- Coordinate snow removal
- Annual backflow prevention check

MARCH
- Snow removal
- Schedule Spring cleanup
- Coordinate summer lawn mowing
- Change timing on parking lot light

APRIL
- Spring cleanup?
- Start lawn care
- Flower beds
- Preventive maintenance on air conditioners

MAY
- Spring clean up?
- Lawn care

JUNE: Lawn care

JULY: Lawn care

AUGUST
- Lawn care
- Set up and discuss annual budget for following year

SEPTEMBER
• Set annual budget and submit budget & finance
• Preventative maintenance of furnaces
• Inspect Manse

OCTOBER
• Preventative maintenance of furnaces
• Winterize lawn sprinklers
• Rake leaves

NOVEMBER: Snow removal

DECEMBER
• Snow removal
• Set up nativity scene
WORSHIP COMMITTEE

The Worship Committee Oversees and provides for all aspects of worship, including preparing the sanctuary, posting Usher, Greeter, and Liturgist assignments, scheduling Communion and arranging for teams to serve, and for arranging pulpit supply when the pastor is absent. In addition, they carry out various tasks related to special seasons of the Church calendar.

Section I: Formation of the Committee

1. By mandate of the Book of Order, the committee shall be moderated by a member of session. By decision of the session, at least one other member of session shall be on the committee. The remainder of the committee shall typically be composed of members of the congregation who agree to serve. The moderator recruits the committee members.

2. The committee shall meet at least quarterly, or more often if the duties and responsibilities require.

Section II: Duties and Responsibilities

1. Worship Service Preparation- The Committee oversees this but may also be delegated to the Administrative Secretary as he/she wishes to include as their duties *
   a. Paraments—change colors according to season *
   b. Banners—change banners according to season
   c. Usher, Greeter, Liturgist assignments drawn from time and talent sheets. Usually created quarterly and emailed to those involved and posted to the website. *
   d. Order special bulletins for holiday worship services. *
   e. Order worship music.

2. Communion
   a. Propose communion dates and have them approved by session. Typically communion is served 8 times a year on Sundays and 2 on Wednesday eve during suppers.
   b. Organize serving teams which consist of session members, either past or present, and presently serving Deacons.
   c. Arrange for two team members to serve as stewards who purchase the bread and juice, prepare it, and set up the Communion table prior to the worship service.
   d. Maintain communion supplies- usually done by the Moderator or designee
   e. Report an accurate number of people served to the Session.

3. Pulpit Supply
   a. Arrange for pulpit supply when the pastor is absent, using the list of local Clergy supply and lay leader pulpit supply provided by Homestead presbytery on their website.
   b. When a pastor or lay leader is a new pulpit supply for our church the committee is responsible for greeting them and ensuring they are shown around the church and make them feel
comfortable- i.e. with microphones, Pastor’s office and person to help with AV system.

4. Seasonal Responsibilities- These are overseen by the Committee but may be delegated to the Administrative Secretary as he/she wishes to include as their duties *
   a. Order Easter Lilies. *
   b. Order Palm branches. *
   c. Prepare and serve Easter Sunrise Breakfast.
   d. Organize special summer music and recognize those who provide it.
   e. Provide for special recognition for Fathers’ Day.
   f. Organize hanging of the greens and the removal and storage of Christmas decorations.
   g. Organize advent candle lighting and maintain supplies needed.

5. Reviews the duties and responsibilities and policies and procedures of the committee on a regular basis.

6. Reports to session on a regular basis – done by the Moderator or designee

Section III: Policies and Procedures
1. Our policies and procedures follow the principles of the Book of Order.

2. The purpose of the Worship is to praise and honor God and to respond to God’s claims and redemptive action in Jesus Christ and offer service in the world.

3. The Pastor picks hymns, scriptures, sermons and liturgical elements of service.

4. Administrative Secretary is responsible for the final bulletin form and folding, and when Pastor is out she/he is responsible for hymns and liturgical elements.

5. The Musical director is responsible for choral music selection and direction.

6. Organist/Pianist are responsible for prelude, offertory, prayer response, and postlude.

7. When a new moderator is chosen, each committee will review and update its policies and/or procedures to reflect its actual duties and practices, policies, and procedures as they evolve. This review will be recorded in the committee’s minutes within 3 months. Such changes are subject to approval by session.

Section IV: Monthly Guide

JANUARY
• Determine when the committee will meet-This Committee meets Monthly either in person or email and is determined what eve is best by Moderator and Committee (Alt Mon and Thurs every Month at present- not on other meeting nights)
• Propose Communion dates to Session- presently: 1st Sun of New Year, 1st Sun of Lent, Maundy Thurs, Confirmation Sun, Pentecost Sun, Anniversary Sun, World Communion Sun, 1st Sun of Advent and Wed eve Suppers at beginning of suppers and at End (determined by Pastor).
• Organize a time for the congregation to take down the Christmas greens and store all decorations neatly in the basement

FEBRUARY
• When Session has approved Communion dates, organize serving teams and provide the information to all Session members and Deacons
• Organize Ash Wednesday service – depending on when Lent falls

MARCH
• Organize Maundy Thursday and Good Friday service- depending on when Lent falls
• Order Palm Branches (or in April depending on Easter)
• Order Easter Lilies (or in April depending on Easter)
• Organize and serve Easter Sunrise Breakfast (or in April depending on Easter)

APRIL
• Create sign-up sheet for summer music and announce the opportunity to participate during worship service, in the bulletin, and in the newsletter

MAY
• (Mothers’ Day—see Deacons)
• Determine special services for Memorial Day and/or Pentecost (or in June). Read names of members who have decease from the previous Memorial Day to present and offer a prayer for their families.

JUNE
• Provide special recognition for Fathers’ Day
• Clean the Sanctuary and/or Arrange for piano tuning

OCTOBER
• Organize advent candle lighting families and readings
• Clean the Sanctuary/arrange for piano tuning if needed

NOVEMBER
• Determine special recognition for Veteran’s Day
• Organize the Thanksgiving service (typically in coordination with Shepherd of the Hills Lutheran Church and/or the Norris Area Pastors’ Association)
• Organize the hanging of the greens
• Order poinsettias

DECEMBER
• Prepare for Christmas Eve service
Throughout the Year as Needed:
  • Maintain Usher, Greeter, and Liturgist assignments
  • Change the Paraments as needed
  • Change the banners as needed/ also change the flowers in front per season
  • Determine Communion Stewards before each Communion Sunday
  • Maintain Communion Supplies
  • Order worship music when needed
  • Fill the pulpit when needed
TRUSTEES

The Board of Trustees is charged the duties delegated to them by the laws of the State of Nebraska, the Constitution of the Presbyterian Church (U.S.A.), the Session of the church, these bylaws, and by formal actions of the corporation.

Section I: Formation of the Board

1. According to the Bylaws of the Hickman Presbyterian Church, the Board of Trustees shall be composed of those members of the corporation who have been duly elected as Ruling Elders and shall be referred to as Trustees

2. The Board shall meet at least monthly, or more often if the duties and responsibilities require.

Section I: Duties and Responsibilities:

1. According to the Book of Order and the Bylaws of Hickman Presbyterian Church, the Trustees shall have the following powers:
   a) to receive, hold, encumber, manage and transfer property, real or personal, for the church;
   b) to accept and execute deeds of title to such property;
   c) to hold and defend title to such property;
   d) to manage any permanent special funds for the furtherance of the purposes of the church,

2. According to the Bylaws of Hickman Presbyterian Church, the Trustees may establish and maintain such funds as they deem necessary and advisable for the purpose of receiving and managing the gifts, bequests, endowments and trust funds of the Church.

3. According to the Book of Order, All such powers of the Trustees are subject to the authority of the Session and the provisions of the Constitution of the Presbyterian Church (U.S.A.).
HICKMAN PRESBYTERIAN CHURCH CEMETERY BOARD

The HPC Cemetery Board shall perform such duties and assume such responsibilities with regard to the church owned cemetery as prescribed by the laws of the State of Nebraska, the directives of the Board of Trustees and the applicable provisions of the Book of Order of the Presbyterian Church (U.S.A.).

Section I: Formation of the Board

1. According to the Bylaws of the Hickman Presbyterian Church, the Cemetery Board shall be composed of a minimum of five members of the corporation and one Trustee, all of whom shall be appointed by the Board of Trustees.

2. The Board shall meet at least quarterly, or more often if the duties and responsibilities require.

Section II: Duties and Responsibilities

(A) The permanent HPC Cemetery Board should assume the same duties and responsibilities as any Cemetery Association created by state law; provided, however, the Cemetery Board remains subject to the oversight of the Board of Trustees. The cemetery is owned by the Hickman Presbyterian Church (U.S.A.); it is church property and under the “control” of the Board of Trustees; and, as with all property of the church, subject to the restrictions set out in the Book of Order.

(B) The Duties and Responsibilities of the HPC Cemetery Board include, but are not limited to:

1. Selling lots and burial spaces;
2. Maintaining burial records;
3. Maintaining the Information Center;
4. Maintaining financial accounts and records of all cemetery funds;
5. Coordinating all burials, memorial services, and activities to be conducted in the cemetery;
6. Care and maintenance of cemetery property including mowing, trees, bushes, fences, snow removal, and all “perpetual care” or “aftercare” activities;
7. Prepare and file all necessary reports with the city, county, or state, except the property tax exemption report which will be signed and filed by the Trustee member of the Board;
8. Perform those duties as set forth in Article XIII of the HPC By-Laws, as may from time to time be amended – (Reports to Trustees and Annual Report to Corporation); and
9. To adopt Policies and Procedures/Rules and Regulations to assist in carrying out the duties and responsibilities of the Board and the overall care and maintenance of the cemetery; to maintain and
publish such Policies and Procedures/Rules and Regulations for the benefit of those doing business with the Cemetery Board; and to review, update and republish such Policies and Procedures/Rules and Regulations as necessary, but no less frequently than bi-annually.

(10) The “official office” of the HPC Cemetery and HPC Cemetery Board shall be maintained in the HPC Church Office, 300 East 3rd Street, Hickman, NE 68372 and a copy of these Policies and Procedures/Rules and Regulations shall be maintained in said office along with such other records as may be deemed necessary for the operation and maintenance of the HPC Cemetery.

Section III. HPC Cemetery – Rules And Regulations

(A.) Descriptions and Definitions:

OLD SECTION – References to the “old section” of the cemetery shall mean that portion of the cemetery owned and operated by the Hickman Presbyterian Church (U.S.A.) or its predecessors, prior to May, 1966.

NEW SECTION – References to the “new section” of the cemetery shall mean that portion of the cemetery owned and operated by the Hickman Presbyterian Church (U.S.A.) or its predecessors, since its acquisition in May of 1966.

BURIAL SPACE – Each burial space is approximately 3½ feet by 10 feet (including 2 feet for a grave marker). Burial spaces may vary slightly in size particularly in the “old section”.

LOT – A lot in the cemetery may contain one or more burial spaces. In the “old section”, lots 1 to 54 are approximately 32 feet x 32 feet and include 16 (4 feet by 16 feet) burial spaces (including 2 feet for a grave marker). Generally, and particularly in the “new section”, a lot consists of four contiguous burial spaces and is approximately 14 feet by 10 feet (including 2 feet for a grave marker).

GRAVE MARKER - An item or marker commonly referred to head stones, grave stones, memorial markers, etc. (whether metal, granite, marble, composite or other materials) used to designate or mark one or more grave sites - and may include engraving or a metal plate which contains information regarding the person(s) buried at the site of the grave marker.

MAUSOLEUM – A building (usually stone) or tomb with a place or places for entombment/burial of the dead above ground.

BURIAL VAULT – The outer container into which the casket is placed prior to burial.

URN – The receptacle or container into which the cremated remains (ashes) are deposited for burial.

CASKET – Sometimes referred to as a coffin. The container into which human remains is placed for purposes of burial. The casket is then placed into the vault at time of burial.
PERPETUAL CARE – Care and maintenance of cemetery property including mowing, trees, bushes, fences, snow removal, and all other activities of general upkeep.

AFTERCARE – Adding soil to grave site when it settles and placing sod and/or grass seed on grave site (vault and casket grave only – see cremation policies).

VAULT WITH LEDGER COVER – A burial vault, the top of which is usually at ground level, with a ledger-stone cover or “cap” which forms the top or lid cover of the vault or is sealed to the top of the vault, and contains or includes a “ledger” (bronze, granite or concrete composite) with burial information usually found on grave markers. A vault with ledger cover may or may not be surrounded with curbing (the stone edge surrounding the vault/plot).

(B) Costs of Burial Spaces, Lots, Perpetual Care and Aftercare

The cost of burial spaces, lots, perpetual care and after care shall be set by the Board and adjusted from time to time as the need arises. Copies of current charges will be maintained in the HPC Church Office. Examples of current charges are as follows:

(1) Cost of one burial space is $200.00 plus $150.00 for perpetual care - $350.00

(2) Cost of aftercare for casket and vault burials is $150.00. For cost of aftercare for urn and vault, if any, see Cremation Policies below.

(C) Cemetery Deeds and Transfers of Lots/Spaces

(1) All sales of lots or burial spaces in the Hickman Presbyterian Church (U.S.A.) owned Cemetery shall be evidenced by a Cemetery Deed which shall be in a form established and approved by the HPC Cemetery Board and signed by the Clerk and Chair of said Board. Such Cemetery Deed shall clearly designate the Owner of the Lot(s) and/or Space(s) and such Lot(s) and/or Space(s) shall be specifically designated according to the maps, surveys and other predetermined designations of the Cemetery and Board.

(2) All transfers of ownership of lots and/or spaces in the HPC Cemetery from the current owner/holder of a Cemetery Deed to a third party, must be completed on forms provided by or acceptable to the HPC Cemetery Board and duly signed by the record owner of the lot or space being transferred or his/her duly authorized agent or representative. Such transfers of ownership must be filed with the HPC Cemetery Board and become a part of the permanent records of the Board.

(3) All transfers of ownership of lots and/or spaces in the HPC Cemetery from the current owner/holder of a Cemetery Deed to a third party, must pay a perpetual care fee of $150.00 or current perpetual care rate.
(D) Caskets, Vaults and other Burial Containers

All buried remains (except cremated remains) will be contained in a casket and the casket will be enclosed in an outer container or vault to protect the casket and nearby burial spaces from damage. Special exceptions to this policy may be made by the Board for burial of infants. For burial of cremated remains, see rules and regulations set out below.

(E) Opening and Closing Grave; Aftercare

(1) The fee for opening and closing the grave site for vault and casket is charged by the grave digger and is collected by the mortuary involved and paid directly to the grave digger. Currently Mar Car Grave Service (Bruce & Peg Kreifels, owners), 332 South 64th Road, Nebraska City, NE 68410 (402-874-9602) are the grave diggers.

(2) The fee for aftercare for a vault and casket grave site, as such fee shall be determined by the Board, shall be collected by the mortuary involved and paid to the HPC Cemetery Board.

(F) Cremation Policies:

(1) More than one but not more than two persons’ cremated remains (ashes) may be buried in a single space (approximately 3½ feet x 10 feet, front to back).

(2) The fee for opening and closing a grave for cremated remains using an urn (with or without a vault) is $150.00 per site (hole) including aftercare. The hole for the urn or a vault will be dug by members of the HPC Cemetery Board. The mortuary involved will collect the fee for opening and closing the grave and the fee charged for aftercare, if any, and remit said fees to the HPC Cemetery Board; provided, however, such fees may be paid directly to the Board.

(3) If a burial vault is to be used for the cremated remains, notice must be given to, and permission received from, the HPC Cemetery Board before the grave/hole is dug for such a vault.

(4) Burial of cremated remains will be side by side and the first burial will determine the location – right or left side facing the grave space. For burial of cremated remains in a single space, front to back or top and bottom, special written permission from the HPC Cemetery Board is required.

(5) If cremated remains (ashes) are to be buried below the surface of the ground, the cremated remains (ashes) shall be placed in an urn or other suitable container and buried in a grave (hole) dug by the HPC Cemetery Board.

(G) Grave Markers and Base – Mausoleum – Vault With Ledger Cover:

(1) No grave markers shall be installed without prior approval of the Board and the Board shall designate one of its members to supervise the installation of permanent grave markers.
(2) All grave markers made of granite or marble (commonly referred to as grave stones or head stones) shall be located on a concrete base which is a minimum of four (4) inches around all sides of the grave marker and not LESS than 2 inches above ground level; unless otherwise specifically approved by the HPC Cemetery Board.

(3) No permanent grave markers shall exceed 32 inches in height, measured from ground level to the highest point on the marker.

(4) A permanent grave marker will be installed within twenty-four (24) months after the space has been used for burial, unless the Board approves otherwise.

(5) No new mausoleum is permitted. Entombments/burials in a presently existing mausoleum of a spouse or family member of the deceased, shall require prior approval by the HPC Cemetery Board.

(6) No new vault with ledger cover shall be permitted without prior approval of the HPC Cemetery Board. Such approval shall also be required for burials/entombment in a vault with ledger cover which is to be located in a space next to or adjoining a spouse or family member of the deceased who has been buried in a vault with ledger cover.

(H) Flowers, Bushes, Plants and Trees --- (Permanently planted by lot owners or persons other than the HPC Cemetery Board or their agents)

(1) The planting of flowers, bushes, trees and plants on a grave site, or installing any item that obstructs the maintenance of a grave site and surrounding grounds is strictly prohibited. Presently existing flowers, bushes, plants and/or trees shall be maintained by the lot/space owner and may be removed by action of the Board should such items become unsightly or interfere with the proper maintenance of the lot, space or the cemetery in general.

(I) Decorations, Flowers, Ornaments, of a Temporary Nature for Holidays or Special Occasions

(1) Decorations, flowers, ornaments, etc. of a temporary nature (including their vases, pots and containers) placed in the cemetery for the purpose of decorating a grave site, or the cemetery in general, for holidays such as Memorial Day, Mothers Day, Fathers Day, etc.; special occasions, such as anniversary, birthday, date of death, etc., shall be removed within 10 days after the holiday or special occasion for which such temporary decoration was originally put in place.

(2) All such decorations, flowers, ornaments (including their vases, pot containers, etc.) not so removed, may be removed by the Cemetery Board and destroyed.

(J) Miscellaneous Information and Policies:

(1) The legal name to be placed on all bank CDs, checks and correspondence is: 
HPC Cemetery Board.
(2) Records regarding the mowing, trimming and general maintenance of the cemetery shall be kept with the Board’s records in HPC Church Office.

(3) For other information regarding the Cemetery Board, its administrative policies and record keeping, (including safe deposit box type records), please contact the HPC Church Office or any member of the HPC Cemetery Board.
HPC ENDOWMENT FUND COMMITTEE

The purpose of the HPC Endowment fund is to enhance opportunities for stewardship to further the advancement of the Kingdom of God through gifts and bequests, and to support the local church ministry and general mission of this congregation. It is administered by the Endowment Fund Committee.

Section I: Formation of the Committee

1. According to the By-Laws of the Hickman Presbyterian Church, the Endowment Fund Committee shall consist of two members of Trustees. A minimum of five members at large will be appointed by the Trustees. The two Trustees members shall not be from the same class. The length of the term shall be three years, with no member serving more than two consecutive terms.

2. The Committee shall meet at least quarterly, or more often if the duties and responsibilities require.

Section II: Purpose and Objectives of the Fund: The purpose of the Endowment Fund is to enhance opportunities for stewardship to further the advancement of the Kingdom of God through gifts and bequests, and to support the local church ministry and general mission of this congregation.

Section III: Duties and Responsibilities

1. The Committee shall administer the HPC Endowment fund in accordance with the By-Laws of the Hickman Presbyterian Church and the following policies and guidelines.

2. The principals of the original gifts to the Fund are to be held inviolable and are not to be disbursed or loaned or used as collateral for a loan.

Section IV: Policies and Procedures

1. Gifts to the Fund may be given in honor or in memory of one or more persons. The names of all donors to the Fund and the names of the persons memorialized or honored shall be inscribed on a plaque to be displayed in the Church. Requests for anonymity will also be honored.

2. Proper administrative expenses may be paid from the principal if, and only if, earnings are inadequate or unavailable to cover such expenses. Such expenses will be restored by the Trustees when earnings are adequate and available.

3. Any asset given to the Fund may be sold or transferred as a part of fund management decisions.

4. Interest, dividends, and capital gains on the original principal investment shall be considered income from the gift.

5. The amount available for disbursements shall be determined as of December 31 each year based on fund income generated during the previous twelve months.
6. Income available from the Fund does not need to be expended on an annual basis. It may accumulate for larger projects.

7. According to the By-laws of the Hickman Presbyterian Church, the establishment of the fund, its administration by the Trustees, and the inviolable nature of the principal of the original gift deemed not subject to change unless the congregation supports the change with a three-fourths vote after proper notification. The purpose of such action is to assure the donors that no future Trustees or staff can change the essence of the policy. The congregation must be notified at least 30 days prior to the annual congregational meeting. Any proposed changes must be in writing and mailed out to all members of the congregation. It also allows for a change should extraordinary events occur (such as a move by the congregation), which may call for a temporary use of more of the Fund. This assures that the Fund will be secure, yet open to change in extreme circumstances when the congregation favors such a change.

8. According to the By-laws of the Hickman Presbyterian Church, should the congregation cease to exist, the Trustees at the time of the dissolution, may recommend to the congregation upon their vote for dissolution, the disposal of the Fund. This may be to a new congregation, if we have merged with another congregation, or to the Presbytery in which we reside, or to an organization like the Presbyterian Foundation with instructions concerning the mission in the Lancaster county area and around the world.
HPC MEMORIAL AND SPECIAL GIFTS COMMITTEE

The HPC Memorial and Special Gifts committee consults with those who wish to offer gifts to the Church in the form of memorials. The committee also administers memorial gifts, and maintains financial records regarding the receipt and utilization of such gifts.

Section I: Formation of the Committee

1. The Memorial and Special Gifts Committee shall be formed according to the By-Laws of the Hickman Presbyterian Church.

2. The Committee shall meet at least quarterly, or more often if the duties and responsibilities require.

Section II: Duties and Responsibilities. The primary duties and responsibilities of the Memorial Committee shall be as follows:

1. Act as a consultative body to those individuals desirous of offering monetary or non-monetary gifts to the church in the form of a memorial.
2. Act as a consultative body to those individuals of the Church who have suggestions and or recommendations for the use of unrestricted funds available to the Church through memorial fund giving.
3. Create and maintain a listing of all unrestricted and restricted funds given to the Church through the Memorial Committee.
4. Create and maintain a listing of all restricted funds received and the purpose for which they are to be used.
5. Create and maintain a priority listing of needs of the Church for which current or future unrestricted memorial funds could be used.
6. Provide recommendations for the use of unrestricted funds to the Session as necessary.
7. The Committee Treasurer shall be responsible for maintaining all financial records of monetary gifts given to the Church through the Memorial Committee as well as maintaining all records of the Memorial Committee bank accounts. On a quarterly basis, the Treasurer shall provide a financial summary of all monetary gifts then currently under the supervision of the Committee. On an annual basis, the Treasurer shall provide a financial summary to the Annual Congregational Meeting.
8. The Committee Secretary shall be responsible for recording minutes of all meetings and reported to the Session. On an annual basis, the Secretary shall provide a summary of all gifts accepted and use of all gifts during the calendar year.
9. The Committee shall be responsible for dedicating all memorials received during the year on Memorial Sunday church services.
Section III: Policies and Procedures.

1. At all times the Memorial Committee shall conduct itself in a caring and professional manner, attending to the wishes those individuals desirous of giving or receiving monitory or nonmonetary gifts to or from the Church in the form of a memorial. The Memorial Committee shall not take action of accepting or denying any memorial gift without prior approval of the Session.

2. Accepting Memorials

   a) When approached by an individual(s) wishing to give a gift to the Church in the form of a memorial, the Memorial Committee shall observe specific guidelines, whether the gift is to be restricted or unrestricted. The terms restricted and unrestricted shall be defined as:

   **Restricted Gifts:** Those gifts given by the giving party designated to be used for a specific purpose for the benefit of the Church.

   **Unrestricted Gifts:** Those gifts given by the giving party that have no designation by the giving party for a specific purpose and are to then be used at the discretion of the Memorial Committee and Session.

   b) Specific guidelines to follow when considering gifts as a memorial to the Church are as follows:

   - Carefully understand the expectations of the individual(s) offering the gift
   - If the gift is to be restricted, determine if the gift has been previously listed as a priority need of the Church as outlined above
   - If the gift is not listed as a priority need, consult with the giving party to determine if they are willing to contribute toward a priority need of the Church.
   - After following the above guidelines and prior to accepting the gift as a memorial, the Chair shall report the recommendations of the Committee to the Session for approval.
   - Upon receiving approval from the Session, the Committee shall then communicate with the giving party that the gift has been accepted and will be used for the specific purpose as originally intended and approved by the Session.
   - At the time the memorial gift has been accepted, the giving party relinquishes all designation rights of the memorial. The memorial then becomes the property of the Church to be used for the purposes intended and approved.
   - Should the Memorial Committee and Session determine that an alternative use of restricted funds is desired; the Memorial Committee shall contact the giving party of restricted funds and request their permission to use the gift in an alternative manner.

3. Use of Memorials

   a) When approached by an individual(s) wishing to use a memorial gift previously given to the Church the Memorial Committee shall observe the following guidelines:
• Carefully understand the expectations of the individual(s) asking use of memorial gifts.
• If the request can be fulfilled from unrestricted gifts, determine if the need has been previously listed as a priority need of the Church as outlined above.
• If the need is not listed as a priority need, consult with the requesting party to provide an understanding for the use of memorial gifts and the priority needs of the Church.
• After following the above guidelines and prior to approving use of memorial gifts, the Chair shall report the recommendations of the Committee to the Session for approval.
• Once the memorial gift has been approved for use, the Committee shall then notify the giving party that the gift has been used for a specific purpose.

b) On an annual basis, the Committee shall review all unrestricted gifts received but not used during the previous 12 months. At that time the Committee shall make recommendations to the Session for the use of unused gifts. They may recommend that they not be spent.

c) On Memorial Dedication Sunday, publish a list of names for all memorial gifts made that year. In addition, publish a separate list of what memorial money was used for that year.

d) All disbursements of cash from Memorial Committee bank accounts shall have prior approval from the Session.

4. Committee Review. The guidelines as set forth in this document shall be review annually and revised as necessary by the Session in cooperation with the Memorial Committee.
NOMINATING COMMITTEE

The Nominating Committee recruits eligible church members for election to all of the offices in the Church, including Session/Trustee, Deacons, and the next year’s Nominating Committee.

Section I: Formation of the Committee

1. The Nominating Committee shall consist of seven members selected as follows:
   a. Two Ruling Elders actively serving on session, elected by the Session; one of whom shall also be elected by the Session as moderator of the Committee;
   b. One Deacon who is actively serving on the Board of Deacons, selected by said Board;
   c. Four active members of the Congregation not currently serving on the Session who are elected at the Election Meeting of the Congregation; and
   d. The Pastor, who shall serve ex officio and without vote.

2. No members of the Nominating Committee shall serve more than two consecutive years. All vacancies on the Nominating Committee shall be filled for the remainder of the term by a majority vote of the Session.

Section II: Duties and Responsibilities: The Nominating Committee shall bring to the Election Meeting or any Special Meeting of the congregation a slate of at least one eligible person per vacancy to be filled at such meeting by election of the members of the congregation.

Section III: Policies and Procedures:

1. The Nominating Committee shall be representative of the congregation as provided by the Book of Order
2. Additional nominations of eligible persons may be made by any member of the Congregation at the meeting of the Congregation.
HPC BOARD OF DEACONS

The Deacon’s mission is to provide for the personal and spiritual growth of the members through sharing in fellowship and mutual support and to provide pastoral care to the congregation through a ministry of compassion, witness, and service. The Deacons may be assigned responsibilities by the session to whom they are responsible.

Section I: Formation of the Board

1. By mandate of the Book of Order, the Deacons are elected by the congregation. They are to be “Persons of spiritual character, honest repute, exemplary lives, brotherly and sisterly love, sincere compassion, and sound judgment” (G-2.0201).

2. The Board shall meet at least quarterly, or more often if the duties and responsibilities require.

Section I: Duties and Responsibilities

1. Meals Ministry. The Deacons organize the meal train for members who have recently had a birth, death or other difficult life adjustment.

   a) Send sympathy cards to members who have lost family members and continue grief outreach by organizing a Sunday support service offering newly widowed members an opportunity to have someone sit with them at church service.
   b) Send cheer cards to members over the age of 55 who are celebrating a birthday.

3. Member Care.
   a) Present a baby basket with baby items to members who have had babies as a congratulatory gift from the church
   b) Present a gift to the church administrative assistant in honor of Administrative Professionals Day.
   c) Recognize Mothers in the church on Mothers’ Day.

4. Fellowship
   a) Organize Fellowship Time, a monthly fellowship time following worship the last Sunday of the month. Arrange for two families to host fellowship by providing refreshments.
   b) Organize a winter fellowship event
   c) Organize a summer fellowship event
   d) Post church service fellowship, e.g. candy canes, Valentines flowers and candy provided for men and women of the church

5. Communion. Normally, a Deacon will serve on each communion team.
6. Support Ministry

a) Assist with Stewardship Commitment Sunday by providing dishes/desserts and help with serving the meal.
b) Assist with desserts for the Advent Brunch

7. Prayer Chain. The Deacons maintain the prayer chain by receiving requests and sending them out to the email prayer chain list.

8. Community Ministry. The Deacons may elect to give gifts to community ministries with the approval of Session.
STANDING POLICIES, PROCEDURES, AND GUIDELINES
HPC EMERGENCY PLAN

The best way to protect against the potentially harmful effects of emergency incidents and natural disasters is to ensure that all building occupants and users know how to respond in an emergency. This emergency plan is effective upon initial review and will be reviewed annually thereafter.

Section I: Emergency Contacts

Hickman Presbyterian Church
(402) 792-2800
300 East 3rd Street
Hickman, NE 68372

<table>
<thead>
<tr>
<th>Position</th>
<th>Responsibilities</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pastor</td>
<td>Responsible for ensuring the safety of personnel, the preservation of property, and the protection of information during an incident.</td>
</tr>
<tr>
<td></td>
<td>• (832) 865-9354</td>
</tr>
<tr>
<td>Secretary</td>
<td>Responsible for day-to-day operations; maintaining current contact information, records and protecting sensitive data:</td>
</tr>
<tr>
<td></td>
<td>• (402) 792-2511</td>
</tr>
<tr>
<td>Property Committee Chair</td>
<td>Responsible for facility maintenance and repair duties to include operation of safety equipment:</td>
</tr>
<tr>
<td></td>
<td>• (402) 792-2839</td>
</tr>
<tr>
<td>Law Enforcement</td>
<td>• 911</td>
</tr>
<tr>
<td></td>
<td>• Lancaster County Sheriff Non-Emergency (402) 441-6600</td>
</tr>
<tr>
<td></td>
<td>• Lancaster County Sheriff Administration (402) 441-6500</td>
</tr>
<tr>
<td></td>
<td>• State Patrol Non-Emergency (402) 471-4545</td>
</tr>
<tr>
<td></td>
<td>• State Patrol Crimes in Progress (800) 525-5555</td>
</tr>
<tr>
<td>Fire Department</td>
<td>• 911</td>
</tr>
<tr>
<td></td>
<td>• Hickman Fire Station Non-Emergency (402) 792-2815</td>
</tr>
<tr>
<td>City of Hickman</td>
<td>Provides Electrical, Water and Sewer Services</td>
</tr>
<tr>
<td></td>
<td>• (402) 792-2212</td>
</tr>
<tr>
<td>Black Hills Energy</td>
<td>Provides Natural Gas Service</td>
</tr>
<tr>
<td></td>
<td>• (800) 694-8989</td>
</tr>
</tbody>
</table>
## Section II: Facility Information

<table>
<thead>
<tr>
<th>Item</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Phone Number</strong></td>
<td>(402) 792-2800, Located in Kitchen</td>
</tr>
<tr>
<td><strong>Address</strong></td>
<td>300 East 3rd St, Hickman, Nebraska 68372</td>
</tr>
<tr>
<td><strong>Year Built</strong></td>
<td>1961</td>
</tr>
<tr>
<td><strong>Square Feet</strong></td>
<td>First Floor: 10,200sf  Basement 650sf</td>
</tr>
<tr>
<td><strong>Primary Structure</strong></td>
<td>Masonry and Timber</td>
</tr>
<tr>
<td><strong>Electrical Power and Shutoff</strong></td>
<td>Located in Hallway South of Kitchen ?</td>
</tr>
<tr>
<td><strong>Water Shutoff</strong></td>
<td>Located in Closet South of Kitchen?</td>
</tr>
<tr>
<td><strong>Smoke Detectors</strong></td>
<td>Located throughout ?</td>
</tr>
<tr>
<td><strong>Fire Alarm Control Panel</strong></td>
<td>Located at vestibule of South, Center Entrance ?</td>
</tr>
<tr>
<td><strong>Automatic Electronic Defibrillator</strong> (AED)</td>
<td>Fellowship Hall, adjacent to door to Kitchen</td>
</tr>
</tbody>
</table>
| **Normal Operating Hours**          | Monday – Friday 9:00a.m.-12:00 (noon)  
Sunday School and Services 9:00a.m.-12:00 (noon) |
| **Other Operating Tenants**         | Boy Scouts Troop #XXX (402) 792-XXXX  
Girl Scouts Troop #XXX (402) 792-XXXX  
Wednesday Youth Group 5:00p.m. – 8:00p.m  
Wednesday Night Suppers  5:30p.m. – 6:30 p.m.  
Wednesday Senior Diners 11:00a.m – 1:30p.m.  
Committee Meetings  Varied Times and Days |
Section III: Emergency Procedures

In most situations, occupant actions associated with an emergency will involve some type of evacuation or shelter-in place. **The following are general occupant emergency notes and actions.**

<table>
<thead>
<tr>
<th>MEDICAL Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>ALL Building Occupants</strong></td>
</tr>
<tr>
<td>All Building Occupants</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>FIRE Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>ALL Building Occupants</strong></td>
</tr>
<tr>
<td>All Building Occupants</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>TORNADO Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>ALL Building Occupants</strong></td>
</tr>
</tbody>
</table>
**TORNADO**

<table>
<thead>
<tr>
<th>All Building Occupants</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Seek shelter in the main hallway of the Sunday School wing</td>
</tr>
<tr>
<td>• Close doors to classrooms</td>
</tr>
<tr>
<td>• Those with special needs should be assisted</td>
</tr>
</tbody>
</table>

---

**Other Occupant Threat**

<table>
<thead>
<tr>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>ALL Building Occupants</strong></td>
</tr>
<tr>
<td>• Evacuate Building if at all possible</td>
</tr>
<tr>
<td>• If evacuation is not possible, go to a room as far from the threat as possible and lock the door.</td>
</tr>
<tr>
<td>• Contact 911 if feasible</td>
</tr>
<tr>
<td>• When help arrives follow direction of the responding authority</td>
</tr>
<tr>
<td>• Do not make your whereabouts known to active threats, flee or take cover immediately</td>
</tr>
</tbody>
</table>

Initial Review by ________________________________

Date: _________________________________________

Review Annually
HPC POLICIES & PROCEDURES
FOR THE PREVENTION OF CHILD ABUSE

Updated March 2010

Section I: Purpose, Scope, and Definitions

1. Purpose: It is the purpose of the members and staff of Hickman Presbyterian Church to provide a safe and secure environment for preschoolers, children, youth and mentally handicapped persons entrusted to our care. We do this to encourage those preschoolers, children, and youth and their families to grow in their relationship with God and one another.

2. A safe and secure environment includes a formal, written policy to help prevent the occurrence of child abuse. The following policy and procedures are for the protection of our preschoolers, children, youth, employees, volunteers and our entire church family at Hickman Presbyterian Church.

3. Scope: This policy shall apply to all current and future workers, compensated and/or volunteer, who will have the responsibility of supervising the activities of preschoolers, children, youth, and mentally handicapped persons.

4. Definitions: For the purpose of this policy the following definitions shall apply:

   a) “Preschooler,” “child,” “children,” “youth,” and “minor” shall be defined as any individual under the age of eighteen (18) (or whose mental capacity is that of a minor).

   b) “Adult” shall be defined as any individual at least eighteen (18) years of age.

   c) “Worker” shall be defined as any adult who serves as a volunteer and/or paid person given the responsibility of working with or caring for minors on a one to one basis.

   d) “Teenage Worker” shall be defined as any worker at least fourteen (14) years old or older, but under the age of eighteen (18) enlisted to assist with the care of minors.

   e) “Child Abuse” shall be defined as verbal, physical, emotional, or sexual abuse of a preschooler, child, youth, or minor.

   f) “Criminal Background Check” (CBC) is the procedure used to check the background of adult volunteers for criminal activity.

5. What Is Child Sexual Abuse?

   a) “Any sexual activity with a child – whether in the home by a caretaker, in a day care situation, a foster/residential setting, or in any other setting, including on the street by a person unknown to the child. The abuser may be an adult, as adolescent, or another child, provided the child is four years older than the victim.”
b) Child sexual abuse may be violent or non-violent. All child sexual abuse is an exploitation of a child’s vulnerability and powerlessness in which the abuser is fully responsible for the action.

c) Child sexual abuse is criminal behavior that involves children in sexual behaviors for which they are not personally, socially, and developmentally ready.

d) Child sexual abuse includes behaviors that involve touching and non-touching aspects.

Section II: Employee and Volunteer Policies

1. Worker Enlistment

   a) All paid employees of Hickman Presbyterian Church will be required to complete an Employment Application.

   b) Whether a paid employee or a volunteer, each worker desiring to work with minors, will also be required to complete a Worker with Minors Application which is specifically designed for workers/volunteers who will be working with minors on a one to one basis.

   c) After an application is received, prior employment and volunteering on a one to one basis, personal references will be checked. It is suggested that, at a minimum, personal references be telephoned and a written memorandum be made of the contents of those telephone conversations, and that prior employment and church service references be contacted in writing.

   d) Any prospective worker that has prior incidents of sexual misconduct or child abuse should not be allowed to serve in any capacity where they would have contact with minors.

   e) Criminal background checks will be performed on each applicant after the applicant has signed the authorization/waiver/indemnity for, and prior to being enlisted as a worker. Criminal background checks will be performed on workers, randomly or as deemed necessary. (Only the Safety Officer of Hickman Presbyterian Church will have access to the criminal background check report.) Recommendations will be given by Personnel Committee as to the qualification of applicants.

   f) Standard interview questions will be developed and used in personal interviews with volunteer and employee applicants, after reviewing the applications of the applicant, checking all references, and receiving a criminal background check report. These interview sheets will be filled out with the results of the interview and kept in the employee personnel file, as well as the reference checks and the application. The criminal background checks will be kept sealed & secured for a minimum of 7 years along with their personal file. A separate file will be maintained permanently on each worker, whether paid or a volunteer.

   g) No volunteer will be allowed to work with minors until they have been a member of church for a minimum of six (6) months, or a regular attendee for a minimum of one (1) year.

   h) When a worker is engaged to work with minors, they will be photographed and the picture(s) will be kept in the person’s file. Photographs will be updated every 2 years or as deemed necessary.
i) At the applicant’s request, Hickman Presbyterian Church shall allow the applicant to review his/her criminal history record transcript at the church, but in no event shall the church allow the applicant to retain and/or copy his/her transcript.

j) The church shall immediately notify the Hickman Presbyterian Church/Insurance Company if an internal grievance (applicant disputes) is filed by an applicant because of incorrect information or other reasons related to criminal histories provided by the agency. The church shall submit in a reasonable time period the “Criminal History Record Resolution Request” or similar document to the agency.

2. Worker Training: Each new worker will be given the legal definition of child abuse in writing, as well as the policy of the church on reporting of child abuse.

3. Volunteer Information Form

Employees, those involved with minors on a one to one basis and counselors of minors of Hickman Presbyterian Church will be required to complete a Volunteer Information Form providing personal and confidential information necessary to perform security background checks and reference checks on each individual worker. While this process understandably trespasses into the privacy of our lives, the security of our children outweighs the personal invasion inherent with such investigation and disclosures. All personal information voluntarily disclosed, the results of all security background and reference checks or the refusal of any person to participate in a program or activity in lieu of such disclosure requirements will be maintained in the strictest of confidence.

Whether disclosed voluntarily or by result of the security background check, the following items will automatically disqualify a volunteer from participating in the leadership, sponsorship or supervising of any activities or programs with minors:

Any conviction for:

- Criminal homicide;
- Aggravated assault;
- Crimes related to the possession, use or sale of drugs or controlled substances;
- Sexual abuse;
- Sexual assault (rape)
- Aggravated sexual assault;
- Injury to a child;
- Incest;
- Indecency with a child;
- Inducing sexual conduct or sexual performance of a child;
- Possession or promotion of child pornography;
- The sale, distribution, or display of harmful material to a minor;
- Employment harmful to children;
Standing Policies, Procedures, and Guidelines

- Abandonment or endangerment of a child;
- Kidnapping or unlawful restraint; v Public lewdness or indecent exposure; v Enticing a child.

All charges for these crimes or charges or convictions for any other crimes not listed above will be reviewed by the Safety Officer for interpretation of the criminal history record transcript and approved by the church for reviewing applicant transcripts. Only qualified persons (as stated above) may view information obtained on the criminal history record transcript.

4. Specific Acts And Omissions In Violation Of The Policy

The following acts of omissions are violations of this Policy and will not be tolerated or accepted during any activity or program and are to be immediately reported to the designated Safety Officer, after the safety of the child, children, youth, or minor involved has been assured.

- Any direct observation or evidence of sexual activity in the presence of or in association with a minor.
- Any display or demonstration of sexual activity, abuse, insinuation of abuse, or evidence of abusive conduct towards a minor.
- Sexual advances or sexual activity of any kind between any person and a minor.
- Infliction or physically abusive behavior or bodily injury to a minor.
- Physical neglect of a minor, including failure to provide adequate supervision in relation to the activities of Hickman Presbyterian Church.
- Mental or emotional injury to a minor.
- The presence or possession of obscene or pornographic materials at any function of Hickman Presbyterian Church.
- The presence, possession, or being under the influence of any illegal or illicit drugs.
- The consumption of or being under the influence of any illegal or illicit drugs while leading or participating in a function for minors at Hickman Presbyterian Church.

5. Worker Supervision

a) The church will adopt the “two adult” rule, which means no adult shall be left alone with a child, and requires a reasonable ratio of adult workers to be maintained in each situation involving the supervision of children.

b) Church staff and volunteer directors will supervise on an ongoing basis and make unannounced visits into classes or other program sites from time to time.
6. Occasional Volunteer Workers

a) For those who only volunteer occasionally, and interact with minors on a one to one basis, must go through the entire volunteer screening process. There are to be no exceptions for anyone not to go through the complete process.

b) Teenagers under eighteen (18) wanting to serve as teen workers in any capacity with activities, studies, or programs for preschoolers or children will need to fill in a Teen Volunteer Information Form, if working on a one to one basis, and review the sponsor/volunteer code of ethics and rules.

7. Supervision Of Volunteers

a) Parental permission shall be obtained in advance for involvement in church sponsored programs, activities or whenever an adult might be spending time alone with a child in an unsupervised situation.

b) A door without windows shall remain open at all times.

c) Educate all volunteers and paid workers with minors as to the church’s policies and procedures concerning this matter.

Section III: Child Abuse Reporting

Any person having cause to believe that a child’s physical or mental health or welfare has been or may be adversely affected by abuse or neglect shall report the person’s belief in accordance with this procedure. Non-accusatory reports (reports that identify the victim of abuse or neglect whether or not the person responsible for the abuse or neglect is known) shall be made to the local or state law enforcement agency by calling the Lancaster County Sheriff or the Department of Social Services Abuse/Neglect Hotline. Every allegation of sexual offense or molestation should be investigated promptly and thoroughly by officials and reported to the church insurance company immediately. If such allegation is factual, the relationship with the worker shall be terminated.

1) Fully comply with the child abuse reporting statute. (Neb. Rev. Stat. Sec 28-711)

2) The church should also immediately contact the insurance company to report the occurrence, and should contact its attorney.

3) In instances where child abuse is confirmed and a member of the ministerial staff is the perpetrator, the Safety Officer should be contacted and advised.
This procedure is not only required as a condition of your job or volunteer position, but is also required by law.

Upon the first suspicion of an instance of child abuse, the following steps should be taken immediately:

a) Do not treat the suspicion as frivolous.

b) Commence the investigation immediately, and conclude it as soon as possible.

c) If a worker suspects a case of child abuse, he or she is required by law to report his/her suspicions within 24 hours to Law Enforcement. It is the policy of Hickman Presbyterian Church that it also be reported immediately to one of the paid staff ministers of the church.

d) The minister receiving the initial report will be responsible for confirming the facts reported and the condition of the child, on the same day on which the first report was made. Use the “Reducing the Risk Application Checklist” to complete the church/staff responsibilities involved with the occurrence.

e) Data concerning the child, name, address and other pertinent information will be obtained through discussions with the initial reporter and other staff members. The name and address of the person responsible for the care of the child, if available, will be obtained.

f) After the information is secured, the minister will contact Law Enforcement.
   i. Maintain confidentiality of the investigation as much as possible. Emphasize confidentiality of the victim and any accused.
   ii. On the same day that the case is first reported verbally to Safety Officer the report will be documented on a Child Abuse Report Form. A copy will be sent to the Church’s insurance company and the Nebraska Department of Social Services.
   iii. Cooperate fully with law enforcement officials.
   iv. Suspend any accused from the performance of duties involving children until the investigation has been completed.
   v. Inform the victim and the victim’s family of the steps that are being taken, and continue to keep them advised of the status of the investigations. If child abuse is confirmed, ask the victim and the victim’s family what action they would like to take in the matter, and fully cooperate to address their request with the bounds of a legal and prudent response (church legal counsel should assist in this determination).
vi. In instances where child abuse is confirmed, the church should immediately dismiss the worker from that position. Rules of discipline in The Book Of Order will be considered.

vii. In instances where the evidence is inconclusive, the church must take action depending on the strength of the evidence available and after consideration of the victim’s family request.

viii. Keep the congregation informed of the investigation with respect to matters which are not confidential, so that the congregation will hear about the investigation from within the church rather than from the news media.

6) Promptly take steps to plan for a response to the media and attempt to speak to the media only through the Safety Officer so that the church can emphasize through the media to the public the church’s position on child abuse, its concern for the victim, and the extensive steps the church is taking to address the present occurrence and to reduce the risk and provide a safe environment for other children.

Section IV: Insurance

The church shall obtain a sufficient level of liability insurance coverage that would cover child abuse and sexual misconduct claims. If available, the church should have the levels of coverage which are required for limited immunity.

Section V: Conclusion

Churches need to be prepared! This is the legal reason for creating safety policies, but there’s a deeper, more significant reason – to protect the children. Policies are only printed expressions of the value placed on children. If the only reason for safety policies is to protect the organization, the church has missed God’s love for children.

Some people may think that our church is too small or that our church “knows” everyone to worry about these safety problems. Remember it’s much easier to make plans and develop safety policies as a means of prevention, rather than wait until they are needed as a reaction to an abuse case.

Some churches tend to take the biblical concept of trusting God to an extreme. They think nothing bad can happen to Christians. We must not be unwise regarding children’s safety. There is no automatic protection from evil for the faithful. We’re to watch and be ready. Accidents will always happen. There will always be unforeseen circumstances that need to be handled. But the church should build into its organization sturdy safety-policy fire blocks into the walls of its ministry to protect children.

Hickman Presbyterian Church desires to be “a church that cares” through the implementation of the above policy. Adoption of these provisions will enable Hickman Presbyterian Church to provide a more safe and secure environment for each individual of our church family and its guests.
INCIDENT REPORT FORM

Reason for report:

Date of incident:
Place of incident (with county):
Name(s) and Age(s) of Minor(s):

Quote the child’s first words verbatim:

Briefly describe what happened:

What action did you take?

Has the incident been resolved? YES________ NO_______ Explain:
Were there any witnesses? YES ________ NO ________

Names with printed and signed first and last name:

________________________________________  ______________________________________
Printed name  Signature

________________________________________  ______________________________________
Printed name  Signature

FOR OFFICE USE ONLY: Received date:  Received by:

Submitted to insurance?  Submitted to Dept SS?
BACKGROUND INVESTIGATION
CONSENT FORM

I, ________________________________, hereby authorize ____________________________
and/or its agents to make an independent investigation of my background, references, character, past
employment, education, credit history, criminal or police records, including those maintained by both
public and private organizations and all public records for the purpose of confirming the information
contained on my Application and/or obtaining other information which may be material to my
qualifications for employment now and, if applicable, during the tenure of my employment with
__________________________________________

I release ________________________________ and/or its agents and any person or
entity, which provides information pursuant to this authorization, from any and all liabilities, claims or
lawsuit in regards to the information obtained from any and all of the above referenced sources used.
The following is my true and complete legal name and all information is true and correct to the best of
my knowledge:

Full name (printed):
Maiden name or other names used:

Present address:

How long at present address?

Former address:

How long at former address?

Date of Birth*: _____________________________ Social Security Number*: ____________________________

Driver’s license number: ______________________ State of license: ______________________

Signature of Candidate/Date: ________________________________
*NOTE: The above information is required for identification purposes only, and is in no manner used as qualifications for employment. Hickman Presbyterian Church abides by all applicable state and federal employment laws.
PAID AND VOLUNTEER CHILD WORKER ENLISTMENT CHECKLIST
(for those who work with children on a one-on-one basis)

<table>
<thead>
<tr>
<th>TASK TO COMPLETE</th>
<th>COMPLETED BY-INITIALS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Copy of Policy and Procedures Manual</td>
<td></td>
</tr>
<tr>
<td>Employee Application</td>
<td></td>
</tr>
<tr>
<td>Volunteer Worker Application</td>
<td></td>
</tr>
<tr>
<td>Receive Copy of Policy &amp; Procedure Manual</td>
<td></td>
</tr>
<tr>
<td>Worker’s Statement</td>
<td></td>
</tr>
<tr>
<td>Criminal Records Check Authorization</td>
<td></td>
</tr>
<tr>
<td>Criminal Records Check Information Form</td>
<td></td>
</tr>
<tr>
<td>Driver Information Form (as needed)</td>
<td></td>
</tr>
<tr>
<td>References Checked</td>
<td></td>
</tr>
<tr>
<td>Church Membership Status</td>
<td></td>
</tr>
<tr>
<td>Criminal Background Check Performed</td>
<td></td>
</tr>
<tr>
<td>CBC Reviewed by Approved Staff</td>
<td></td>
</tr>
<tr>
<td>Interview After Checks Are Made</td>
<td></td>
</tr>
<tr>
<td>Review Background Transcripts with Applicant</td>
<td></td>
</tr>
<tr>
<td>Photograph</td>
<td></td>
</tr>
<tr>
<td>Sponsor/Volunteer Acknowledgement</td>
<td></td>
</tr>
<tr>
<td>Sponsor/Volunteer Code of Ethics and Rules</td>
<td></td>
</tr>
<tr>
<td>Worker Training</td>
<td></td>
</tr>
<tr>
<td>1. Definition of Child Abuse</td>
<td></td>
</tr>
<tr>
<td>2. Procedure on Reporting Abuse</td>
<td></td>
</tr>
<tr>
<td>3. Written Material(s)</td>
<td></td>
</tr>
</tbody>
</table>
SCREENING FORM FOR THOSE WORKING WITH MINORS OR MENTALLY HANDICAPPED

This form is to be completed for any position (paid or volunteer) involving the supervision or care of minors or the mentally handicapped. This is being used to provide a safe and secure environment for the activities or programs of the church.

Name

_____________________________ _______________________________ _______________________________ _______________________________
Last First Middle Maiden

ID or DL# _______________________________ Date of Birth _______________________________
(Identity MUST be confirmed with a driver’s license or DPS Identification Card)

Present Address: _______________________________

City _______________________________ State _______________________________ Zip Code ______________

Phone _______________________________ Email _______________________________

Occupation _______________________________ Work Phone _______________________________

If less than one year:

Previous Address: _______________________________

City _______________________________ State _______________________________ Zip Code ______________

Phone _______________________________ Email _______________________________

Occupation _______________________________ Work Phone _______________________________

Have you ever been arrested for, charged with, under probation for, or convicted of either sexual or physical abuse?  _____yes  _ ____no.  If yes, please explain:

Personal References (3)

Name Address Telephone

1.________________________________________________________

2.________________________________________________________________________

3.________________________________________________________________________

Revised December, 2015
An attachment of a photograph of the applicant will be made to this document if approved as a volunteer or paid staff member of Hickman Presbyterian Church. Photograph shall be updated every 2 years or as needed.
WORKER/VOLUNTEER CODE OF ETHICS AND RULES

While acting in our capacity as a Youth/Children/Preschool/Handicapped worker, volunteer, or sponsor of Hickman Presbyterian Church, the following rules shall apply.

1. Smoking or using tobacco products in the presence of minors is prohibited.

2. Using, possessing, or being under the influence of alcohol, illegal, or illicit drugs will not be tolerated.

3. Workers and volunteers shall not abuse minors, including
   - Any direct observations or evidence of sexual activity in the presence of or in association with a minor.
   - Any display or demonstration of sexual activity, abuse, insinuation of abuse, or evidence of abusive conduct towards a minor;
   - Sexual advances or sexual activity of any kind between any person and a minor;
   - Physical neglect of a minor, including failure to provide adequate supervision in relation to the activities of Hickman Presbyterian Church.
   - Mental or emotional injury to a minor;
   - The presence or possession of obscene or pornographic materials at any function of Hickman Presbyterian Church.
   - The presence, possession, or being under the influence of alcohol while leading or participating in a function for minors of Hickman Presbyterian Church.
   - The consumption of or being under the influence of alcohol while leading or participating in a function for minors of the Hickman Presbyterian Church.

4. Limit access to the locked records to the Administrator.

5. Periodically update Volunteer Information Forms.

6. Workers and volunteers must treat all people of all races, religions, and cultures with respect and consideration.
7. Workers and volunteers shall not use or tolerate the use of profanity in the presence of minors.

8. Workers and volunteers must be free of physical and psychological conditions that might adversely affect any minor’s health, including, but not limited to, contagious disease.

9. Workers and volunteers will portray a positive role model for minors by maintaining an attitude of respect, loyalty, patience, courtesy, and maturity.

10. Workers and volunteers will be expected to act and react with Christian love and understanding in all situations.

11. Workers and volunteers will do everything in their power to avoid being put in a situation where they are alone with a minor other than their own.

12. I understand that as a worker or volunteer with minors for the Hickman Presbyterian Church, I will be subject to a background check, including criminal history.

13. I understand that any violation of this code may be grounds for removal as a worker or volunteer with minors.

Print name ___________________________ Date ___________________________

Applicant’s signature_______________________________________________
REDUCING THE RISK APPLICATION CHECKLIST  
(to be completed by clergy/Safety Officer)

In the case of an allegation of child/youth sexual abuse, the volunteer or clergy staff person who observes or to whom the information is given is required by Hickman Presbyterian Church and by the state law to complete the tasks listed below. Date and initial as each step is completed. Have insurance agency involved.

<table>
<thead>
<tr>
<th>Date: ________________</th>
<th>Initial: ________________</th>
<th>1. For clergy and paid professional staff: remove the accused from the situation and suspend the accused from duties involving children/youth.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date: ________________</td>
<td>Initial: ________________</td>
<td>For volunteers: Remove the accused from the situation and immediately notify the closest available clergy/professional staff person who will suspend the accused. If the clergy/professional staff person to whom the allegation is reported is not the department director, the person reporting will inform the director as soon as possible.</td>
</tr>
<tr>
<td>Date: ________________</td>
<td>Initial: ________________</td>
<td>2. Make written documentation of everything done and said. If the person reporting the allegation is a volunteer, both the volunteer and the clergy/professional staff to whom the volunteer has reported will document the procedures taken.</td>
</tr>
</tbody>
</table>

The procedures after this point will be administered by ministerial staff persons only.
<p>| Date:____________________ | Initial:____________________ | 3. Immediately notify the parents/guardians of the alleged victim and respond to their questions and concerns. |
| Date:____________________ | Initial:____________________ | 4. Immediately notify state authorities. Failure to report any suspected, alleged or witnessed abuse is a crime. |
| Date:____________________ | Initial:____________________ | 5. Immediately notify the minister in charge. |
| Date:____________________ | Initial:____________________ | 6. Make written documentation on persons contacted and action taken to this point. |
| Date:____________________ | Initial:____________________ | 7. The clergy/professional staff person will immediately notify a member of Safety Officer response team to begin the internal and pastoral care process. This includes Hickman Presbyterian Church. |
| Date:____________________ | Initial:____________________ | a. notify the insurance carrier of the incident immediately and comply with its investigation, if any; |
| Date:____________________ | Initial:____________________ | b. cooperate with legal and state authorities in their investigations, if any; |
| Date:____________________ | Initial:____________________ | c. prepare a written statement and designate a spokesperson to respond to media inquiries; |
| Date:____________________ | Initial:____________________ | d. provide assistance to the alleged victim and his/her family in obtaining counseling or referral to a mental health professional, if needed; |</p>
<table>
<thead>
<tr>
<th>Date:____________________</th>
<th>Initial:____________________</th>
<th>e. respond to the needs of the families of the alleged victim and the accused to seek a redemptive solution for all involved.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date:____________________</td>
<td>Initial:____________________</td>
<td>f. inform the affected volunteer(s) and paid staff members of the need for confidentiality, and;</td>
</tr>
<tr>
<td>Date:____________________</td>
<td>Initial:____________________</td>
<td>g. consider and respond to the concerns of other parents.</td>
</tr>
<tr>
<td>Date:____________________</td>
<td>Initial:____________________</td>
<td>8. The director of the affected ministerial area will respond to the pastoral care concerns of persons within the department</td>
</tr>
<tr>
<td>Date:____________________</td>
<td>Initial:____________________</td>
<td>9. Within five (5) days of the alleged abuse, the clergy/professional staff person who made the original report will prepare a written report and send a copy to the state agency and will give one copy to the senior pastor.</td>
</tr>
<tr>
<td>Date:____________________</td>
<td>Initial:____________________</td>
<td>10. Make written documentation of persons contacted and action taken.</td>
</tr>
</tbody>
</table>
HPC POLICIES FOR USE OF CHURCH FACILITIES AND EQUIPMENT

Hickman Presbyterian Church, as a part of this community, willingly provides facilities for HPC members, community groups and nonprofit organizations, with Session approval. The church building will be treated with respect by all who use it.

The building is available without charge, although a monetary donation is always appreciated to help defray the cost of utilities. Arrangements, including dates, time and space must be made through the Church’s Administrative Assistant. This information will then be relayed to the Clerk of the Session for Session approval.

1. The organization or member shall be responsible for all or any repair or damage to the building and/or equipment.

2. The organization or member will only use the rooms or space reserved.

3. The organization or member are responsible for leaving the room(s) in their original condition and turning off lights, fans, etc.

4. Smoking, drinking alcoholic beverages, or using illegal drugs are forbidden on church property.

5. The use of church property off site (i.e. chairs, kitchen equipment, tables) must be approved by the Church’s Administrative Assistant. Borrowing these items must be approved by the Church’s Administrative Assistant before their removal from the Church building.
THE CHRISTIAN WEDDING POLICY
AND GUIDELINES OF THE HICKMAN PRESBYTERIAN CHURCH

Love and marriage are gifts God has given to us for our wellbeing. In a service of Christian marriage, a lifelong commitment is made by a woman and a man to each other, publicly witnessed and acknowledged by the community of faith. Here, at the Hickman Presbyterian Church, we find great joy in helping couples make that commitment, and begin what can be a wonderful adventure in life and living.

This brochure is provided to help in the planning of your wedding. All weddings held in the church building are to be arranged through the pastor and shall be conducted in accordance with the policies described here. The policies and guidelines that follow are provided with the hope that the days spent planning for your wedding are as enjoyable and blessed as the years after.

Who Can Use the Church?
The sanctuary is available to church members and non-members with the concurrence of the pastor and with the permission of the Session of the Hickman Presbyterian Church.

As with other worship services, we welcome the participation of other Christian ministers, with the approval of the Session.

First Thing You Do ...
Set up a date for a meeting with the pastor. The pastor will confer with both the bride and groom well in advance of the ceremony. The pastor cannot ordinarily commit himself to perform a marriage until after at least the initial meeting. If you have chosen a date for your wedding prior to talking with the pastor, be aware that the church or the pastor may not be available. We suggest that the wedding date not be set or publicly announced until after the initial meeting with the pastor. At that meeting, the date for your wedding will be finalized.

Wedding Hostess
The church has available to members and non-members a wedding hostess to help you plan the details of your wedding ceremony. The use of the services of the wedding hostess is optional for members, but is required for non-member weddings. There is a fee for the services of the wedding hostess (see the fee schedule at the end of this policy). When you have confirmed your wedding date, the pastor will have the wedding hostess contact you. She will meet with you at the church to discuss specific details such as building use policies, sanctuary set-up, rehearsal, wedding day assistance, etc.

Church Building Information
The sanctuary is available for wedding services during the week and on weekends. However, the wedding must be scheduled at a time that does not conflict with regular church programs. The sanctuary has a 200-person seating capacity, a piano and organ, and a modern sound system. The adjoining parlor may also be used, which seats an additional 40 people. Items available for wedding services upon request include (2) candlesticks, (2) candelabras, (2) brass candle lighters, (2) flower stands, lectern or table for a guest book, and a unity candle table. The Fellowship Hall and the adjoining kitchen can also be utilized for receptions. The Hickman Presbyterian Women’s group could be available to assist with the reception.
Contact names are available from the pastor or wedding hostess.

**Pre-Marital Counseling**
The pastor will want to set up an appointment for pre-marital counseling, which should be at least four months prior to the wedding date. In a practical and realistic approach, the pastor will help the engaged couple examine the Christian meaning of the marriage relationship. He will also provide guidance to help them be more prepared for the spiritual, physical, family, financial, and emotional adjustments which are a part of any marriage. Because every engaged couple is different, pre-marital conferences will differ.

**Invitations**
After your initial interview with the pastor and the time and date of the wedding are confirmed, you will want to have the invitations prepared. The proper name of the church is: Hickman Presbyterian Church. The address is: 300 East Third Street, Hickman, Nebraska.

**Rehearsal and Ceremony**
*Please bring all copies of your marriage license to the rehearsal. Note: Witnesses must be at least 18 years of age.*

Members, please present all fees (see the fee schedule at the end of this policy) to either our wedding hostess or to the pastor at the time of the rehearsal.

Those taking part in the rehearsal should be at the church 5-10 minutes ahead of the scheduled beginning. All bridal attendants and groomsmen, parents of the bride and groom, ushers, and musicians should attend the rehearsal. We will practice every ceremony event from the processional to the receiving line.

Members of the wedding party are asked to come to the rehearsal dressed in proper attire for a church sanctuary, even if the clothing is casual.

Vocalists should not expect to use rehearsal time to practice their music with the accompanist. Instead, a meeting should be arranged with the vocalist(s) and the accompanist just prior to the wedding rehearsal. At that time, the wedding hostess (or the pastor) will determine the sound system requirements for the music. Because of security concerns, tuxedos or dresses are not to be brought to the church prior to the day of the wedding.

One usher for every 50-60 guests is suggested. It is advisable that ushers be someone other than the groomsmen. The responsibilities of the ushers are substantial and are better accomplished if ushering is their only task.

It is suggested that your guest book be closed 5-10 minutes before the scheduled beginning of your service. This will allow for guests to be seated and the wedding ceremony to begin on time. The guest book can be reopened following the ceremony or at the reception.

**Pictures**
Photographers, amateur and professional, are to be reminded that there are appropriate times for
photographs. Photographs may be taken before the pastor begins the service and after the benediction. The bridal party may reassemble in the chancel after the ceremony and re-pose for any parts of the ceremony. However, taking all possible pictures prior to the ceremony is strongly encouraged. It is important to discuss with the photographer, in advance of the wedding day, the particular pictures you want. Be sure those in the wedding party, including parents and other family members, are informed where and when to be present for pictures.

Stationary video equipment may be used only with the existing lighting. Placement of such equipment must be confirmed with the pastor or wedding hostess.

You might find it helpful to provide a snack or light lunch for the wedding party between the picture taking and the ceremony. The kitchen/Fellowship Hall may be used, however, the area must be returned to its original state immediately following the lunch. Disposable plates and utensils should be used; food and drink are not to be eaten outside of the designated area.

Music for the Ceremony
It is important to remember that the wedding ceremony in the church is a Christian worship service. With this in mind, the music selected should be appropriate to such a service, and create a reverent and joyous atmosphere. The pastor and organist must approve all musical selections.

Our staff organist is expected to provide all organ and/or piano music for your wedding. Should you wish to engage the services of another organist, you must discuss such desires with the pastor, advising the name and qualifications of the organist. If another organist is engaged that person should confer with our staff organist regarding the use of the church’s organ.

Prior to your wedding, arrange a time to meet with the organist to coordinate music selections. If instrumental music other than, or in addition to, the organ is desired, please plan to make all necessary arrangements yourself, subject to approval by the pastor.

Miscellaneous Information
Persons are asked to refrain from smoking in the church building and on the church grounds.

Alcoholic beverages may not be consumed in the church building or on the grounds. Members of the wedding party who arrive at the church under the influence of alcohol or drugs will not be permitted to participate.

Rice, bird seed, and confetti create problems both inside and outside the church building, and are therefore not allowed. Bubbles or flower petals may be used outside the church building but may not be used inside. If flower petals are used inside, they must be artificial. If you are planning to use anything other than bubbles or flower petals, please discuss it with the pastor or the wedding hostess.

The bride and groom assume responsibility for all gifts and belongings brought to the church building. Remember that the church building is open as a public building, therefore, normal precautions should be taken to assure that gifts are protected. It is a good idea to designate persons to receive gifts before the
service. Please arrange for someone to be in charge of removing all personal property, gifts, decorations, etc., from the building within one hour following your ceremony. The custodian usually arrives within an hour to begin clean-up.

**Fee Schedule - Members**
As members of HPC, you have been caring for your church through your stewardship. The Church, however, does not include compensation for weddings for the pastor, organist, custodians, and wedding hostess. To qualify for the member fees, the member must have been a member (on the active roll) for six months before confirming the wedding date. A member will be the bride, the groom, or at least one parent/legal guardian of the bride or groom.

<table>
<thead>
<tr>
<th>Service</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Building Use</td>
<td>No Charge</td>
</tr>
<tr>
<td>Pastor</td>
<td>$200</td>
</tr>
<tr>
<td>Organist/Pianist Fee</td>
<td>$100</td>
</tr>
<tr>
<td>Possible additional charge if accompanying soloist(s)</td>
<td>$100</td>
</tr>
<tr>
<td>Audio/Visual (if used)</td>
<td>$50</td>
</tr>
<tr>
<td>A/V technician must be present</td>
<td></td>
</tr>
<tr>
<td>Custodian Fee (Just the sanctuary)</td>
<td>$50</td>
</tr>
<tr>
<td>-or-</td>
<td></td>
</tr>
<tr>
<td>Custodian Fee with Reception</td>
<td>$150</td>
</tr>
<tr>
<td>(Sanctuary and Fellowship Hall)</td>
<td></td>
</tr>
<tr>
<td>Wedding Hostess (Optional)</td>
<td>$100</td>
</tr>
<tr>
<td>Presbyterian Women (If used for the reception)</td>
<td>$100</td>
</tr>
</tbody>
</table>
**Fee Schedule - Non-Member**

<table>
<thead>
<tr>
<th>Service</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Building Use</td>
<td>$100</td>
</tr>
<tr>
<td>w/reception in Fellowship Hall</td>
<td>$200</td>
</tr>
<tr>
<td>Pastor</td>
<td>$200</td>
</tr>
<tr>
<td>Organist/Pianist Fee</td>
<td>$100</td>
</tr>
<tr>
<td>Possible additional charge if accompanying soloist(s)</td>
<td></td>
</tr>
<tr>
<td>Audio/Visual (if used)</td>
<td>$100</td>
</tr>
<tr>
<td>A/V technician must be present</td>
<td></td>
</tr>
<tr>
<td>Custodian Fee (Just the sanctuary)</td>
<td>$50</td>
</tr>
<tr>
<td>-or-</td>
<td></td>
</tr>
<tr>
<td>Custodian Fee with Reception</td>
<td>$150</td>
</tr>
<tr>
<td>(Sanctuary and Fellowship Hall)</td>
<td></td>
</tr>
<tr>
<td>Wedding Hostess</td>
<td>$100</td>
</tr>
<tr>
<td>Presbyterian Women</td>
<td>$100</td>
</tr>
<tr>
<td>(If used for the reception)</td>
<td></td>
</tr>
</tbody>
</table>

For non-members, a deposit of half of the total fee is required to secure the wedding date. All remaining fees are payable no later two weeks before the wedding date. Please issue a check to the Hickman Presbyterian Church for the fees.

(Revised November 2015)
PLANNING A FUNERAL AT THE HICKMAN PRESBYTERIAN CHURCH

“The resurrection is a central doctrine of the Christian faith and shapes Christians’ attitudes and responses to the event of death. Death brings loss, sorrow, and grief to all. In the face of death Christians affirm with tears and joy the hope of the gospel. Christians do not bear bereavement in isolation but are sustained by the power of the Spirit and the community of faith. The church offers a ministry of love and hope to all who grieve.” (Book of Order, W-6.3006)

All funerals held in the church building are to be arranged through the Pastor in cooperation with the funeral home and shall be conducted in accordance with the policies described here.

What to do when a family member dies ...
When a family member dies please notify the Pastor as soon as possible (402-792-2800 office, 832-865-9354 cell). This will allow him the opportunity to visit the family to offer Pastoral care and guidance. The Pastor will work with the family and the funeral home to begin the planning process for the funeral or memorial service. Hickman Presbyterian Church is willing to work with a variety of funeral homes and does not endorse any one funeral home. In addition, the Pastor is willing to be present when the family meets with the funeral home to make arrangements.

Planning a funeral or memorial service
The death of a loved one is a very stressful time and planning a funeral adds to that stress. Therefore, church members are encouraged to discuss and plan in advance the arrangements necessary at the time of death. This can include the form and order of the funeral or memorial service (hymns, scriptures, and prayers), the details and location of burial, the involvement of fraternal, civic, or military rites, and even the details concerning memorial gifts.

A funeral is a service in which the remains of the loved one are present. A committal service is a brief service at the grave side or columbarium, or at the time of scattering ashes. A memorial service is held without remains present, typically following a committal service.

Who Can have a funeral or memorial service at Hickman Presbyterian Church?
A funeral or memorial service can be held on any day of the week for church members or non-members with the concurrence of the Pastor.

Viewings/Visitation
Viewings and visitation typically take place at the funeral home. The Christian funeral service should focus on the worship of the Lord, therefore, caskets will remain closed during the service.

However, if needed, an allowance can be made for viewings in the sanctuary prior to the service. The funeral director must close the casket before the service begins. This allows people to focus on God and on giving thanks during the service.

The Service
The funeral is a service of witness to the resurrection; this should be its primary focus. 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. Others may be invited to participate as leaders in the service at the discretion of the Pastor. The participation of other Christian ministers or the serving of Communion are welcome with the approval of the Session. The service may be held before or after the committal of the body. The service should be simple, bear witness to resurrection hope, and center on the Christian community.

Other Information

Prior to the Service

– The sanctuary has a 200-person seating capacity, a piano and organ, and a modern sound system. The adjoining parlor may also be used, which seats an additional 40 people.
– The proper name of the church is: Hickman Presbyterian Church. The address is: 300 East Third Street, Hickman, Nebraska.
– Access to the Sanctuary for the purposes of delivering flowers, the arrival of the casket or urn, or setting up any personal items should be coordinated with the church’s administrative assistant. Any particular needs for displaying items should be arranged in advance.
– Flowers may be displayed on or around the casket, including on the platform of the Sanctuary.
– The church staff will create the bulletin for the service. Please discuss any special design requests or changes to the order and form of the service with the Pastor.
– Items available for the service upon request include (2) candlesticks, (2) candelabras, (2) brass candle lighters, (2) flower stands, (1) lectern.
– Any special music should be arranged in consultation with the pastor. Please contact the administrative assistant for access to the building in case there is a need for any rehearsals prior to the service.

During the Service

– Music: When the service is held at the church it can be arranged to have an organist play if desired. Our staff organist is expected to provide all organ and/or piano music for the service. Should you wish to engage the services of another organist, you must discuss such desires with the Pastor, advising the name and qualifications of the organist. If another organist is engaged that person should confer with our staff organist regarding the use of the church’s organ. The organist and the Pastor will approve music selections. Arrangements for special music should be made with the Pastor.
– Typically the casket or urn will be placed at the front of the Sanctuary prior to the funeral or memorial service. When a casket is present it is ordinarily closed before the beginning of the service.
– Civil and Military Ceremonies: Services connected with civic organizations or Military honors may be incorporated into either the funeral service or the committal service or both upon consultation with the Pastor
– The service can be recorded onto an audio tape at no extra cost. If this is desired please contact the administrative assistant in advance.
– Stationary video equipment may be used only with the existing lighting. Placement of such
equipment must be confirmed with the Pastor.

- Display of audio visual tributes: Should the family wish to show an audio/visual or video tribute during the funeral service, arrangements should be made with the Pastor. The church can supply the video projection equipment and screen, but normally the family should create the tribute and supply a laptop computer.

**Following the Service**

- Reception and meal: Should the family desire it, the Hickman Presbyterian Women will provide a meal for the cost of $2.50 per person. The meal will consist of 6 foot subs that are purchased and cut appropriately, a large relish plate and dip, potato chips, cake, and drinks. Salads can be provided for an additional cost. An approximate number of guests should be provided by the family. If the number of guests is lower than the estimate, the family can take the remaining food home. If the number of guests is larger than the estimate, the family will be asked to pay for the additional guests. For further information, the family or the funeral home can call Judy Weilage (423-3574) or the church office (Monday-Friday 9 am-noon @792-2800) to make arrangements for the luncheon. Payment can be made through the funeral home.

- Memorial Gifts: should family or friends of the deceased wish to make memorial gifts to Hickman Presbyterian Church, the church will receive such gifts and seek to use them in a responsible manner to promote its mission and programs. Should the family wish to restrict the gifts by designating the purposes for which they can be used, they should consult with the Pastor and/or the Moderator of the Memorial Committee to make an appropriate designation for the funds. Unrestricted gifts will be used in consultation with the Memorial Committee and the Session.

- The church custodians will take care of cleaning the Sanctuary and the Fellowship hall following the service and reception. The family are responsible for securing personal belongings which they may have brought to display.

- In all cases, the church respectfully requests that all persons keep in mind that the building is a place of worship, and that they treat the facilities and conduct themselves accordingly.
Fees

Normally, the funeral home will coordinate the payment of all fees.

<table>
<thead>
<tr>
<th>Service</th>
<th>Member*</th>
<th>Non-Member</th>
</tr>
</thead>
<tbody>
<tr>
<td>Building Use</td>
<td>No Charge</td>
<td>$100</td>
</tr>
<tr>
<td>Pastor</td>
<td>$200</td>
<td>$200</td>
</tr>
<tr>
<td>Organist/Pianist</td>
<td>$100</td>
<td>$100</td>
</tr>
<tr>
<td>Audio/Visual (if used)</td>
<td>$50</td>
<td>$100</td>
</tr>
<tr>
<td>A/V technician available by request only</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Custodian fee (Just the Sanctuary)</td>
<td>No Charge</td>
<td>No Charge</td>
</tr>
<tr>
<td>Custodian fee with Lunch (Sanctuary and</td>
<td>$100</td>
<td>$100</td>
</tr>
<tr>
<td>Fellowship Hall)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Presbyterian Women (Lunch service)</td>
<td>See Above</td>
<td>See Above</td>
</tr>
</tbody>
</table>

*To qualify for the member fees, one must have been a member (on the active roll) for six months before the funeral date, or belong to the immediate family of a member.

(Revised November 2015)
HICKMAN PRESBYTERIAN CHURCH (U. S. A.)
LEONARD AND JOSEPHINE WISSEL MEMORIAL SCHOLARSHIP FUND AND PROGRAM

THE FOLLOWING POLICIES AND PROCEDURES SHALL GOVERN THE ESTABLISHMENT AND OPERATION OF THE LEONARD AND JOSEPHINE WISSEL MEMORIAL SCHOLARSHIP FUND (the Fund), A DULY FUNDED SCHOLARSHIP PROGRAM (the Program) ADMINISTERED BY THE HICKMAN PRESBYTERIAN CHURCH (U.S.A.) (the Church)

1. The scholarship program and fund shall be established to honor Leonard and Josephine Wissel and the fund shall be known as the Leonard and Josephine Wissel Memorial Scholarship Fund (the Fund); the program shall be known as the Leonard and Josephine Wissel Scholarship Program (the Program), and all scholarships awarded from the Fund pursuant to the Program shall be known as the Leonard and Josephine Wissel Scholarships.

2. Recipients of scholarship grants from the Fund shall be:

(A) persons who are, and have been for not less than one year prior to submitting their application, active members of the Hickman Presbyterian Church (U.S.A.); and

(B) persons who have graduated from an accredited High School or have received the equivalent thereof (GED); and

(C) persons who have achieved a grade point average of at least 2.5 on a 4.0 scale, or its equivalent, from a high school or institution of higher education during the most recent academic year completed by the applicant prior to the awarding of the scholarship grant. (Note: It is intended to make scholarships available to both "traditional" and "nontraditional" students and in this regard the Board of Trustees shall be granted discretion in determining prior educational accomplishments as a condition to the receipt of a scholarship grant)

3. Applicants for said scholarship grants shall be planning to attend an accredited university, college, community college, vocational technical school or other institution of higher education and to enroll in an advanced educational program of at least one academic year in duration.

4. Applicants shall have shown interest and involvement in church activities for 4 years prior to submitting their application. The applicant's church attendance and involvement in church activities shall be considered but shall not be controlling in the awarding of scholarships.

5. Applicants shall be required to complete an application form similar to the one attached hereto and submit said form, --along with a written statement of 200 words or less sharing the applicant's faith journey and how the applicant has been an advocate for Christ, including events, people activities, and other examples that have helped shape the applicant as a Christian--to the Church on or before April 1st for consideration by the Board of Trustees.
6. The Board of Trustees of the Church shall annually, during the month of April or May, determine the scholarship recipient(s) from among the qualified applicants. The Board shall consider the recommendations from members of the Church and others as such recommendations are made available to the Board of Trustees.

7. The available annual net earnings from the principal amount in the Fund, as determined by the Board of Trustees, shall determine the number of scholarships to be awarded and the amount of each scholarship; Provided, However, each scholarship shall be awarded for a school/academic year; shall not exceed an amount equal to 10% of the principal in the Fund and shall not be less than an amount equal to 5% of the principal in the Fund at the time of awarding said scholarship(s). The scholarships shall be paid in semester (or quarter, if applicable) installments to the applicable educational institution on behalf of the scholarship recipient.

8. The Board of Trustees shall acknowledge, in writing, the receipt of the original contribution to the Fund from The Family of Leonard and Josephine Wissel and the exact name or names of each individual contributor and the amount from each such contributor shall be so acknowledged, if requested.

9. Additional contributions to the Fund in the future, including specifically designated contributions as hereinafter specifically described, will be accepted from any contributor; all subject, however, to the terms and conditions of the Fund and Program and the Articles, Bylaws and duly adopted Policies and Procedures of the Church. Notwithstanding provisions herein to the contrary, in the interest of providing scholarships pursuant to the Program any particular academic/school year, the Board of Trustees may accept contributions to the Fund which are specifically designated to provide scholarships for a specific academic year, and the principal and interest earned on such specifically designated contributions, if any, may be used for such a specifically designated purpose.

10. Recipients of the Leonard and Josephine Wissel Memorial Scholarships shall be publically recognized during a regular worship service of the Church; in the Church’s Bulletin and/or Newsletter and by such other methods of acknowledgment and recognition deemed appropriate by the Board of Trustees. A permanent record of all such recipients shall be maintained by the Church.

11. The Fund is an endowment fund, and as such, the net earnings/income from the investment of moneys in the Fund shall be used for scholarships to be awarded according to the Program; Subject, however, to the assessment of reasonable administrative and investment fees assessed by the Board of Trustees in accord with the Articles, Bylaws and duly adopted Policies and Procedures of the Church. Note: The principal of the original gifts/contributions and all future contributions not specifically designated pursuant to Paragraph 9 hereof, given to the Fund are to be held inviolable and are not to be disbursed or loaned or used as collateral for a loan. Proper administrative expenses may be paid from the principal ONLY when earnings are inadequate or unavailable to cover such expenses. It is the express policy of the Church to restore such expenses when earnings become adequate and available. Capital gains on the original contributions/gifts and future contributions to the Fund, except future contributions specifically designated pursuant to Paragraph 9 hereof, shall be added to the principal.
Interest and dividends on the original contributions/gifts and future contributions to the Fund, shall be considered income from said contributions/gifts (the principal of the Fund).

12. Under extreme circumstances, such as the Hickman Presbyterian Church (U.S.A.) ceasing to exist or being merged into another church organization, the Board of Trustees shall take all reasonable actions to preserve the integrity of the Program and comply with the intent of the original contributors to the Fund, including, but not limited to, the transfer of the balance in the Fund to the Norris School District Educational Foundation for future administration of the Fund and Program; provided, however, should said fund be so transferred, the scholarship recipient requirement of membership in Hickman Presbyterian Church (U.S.A.) shall be replaced with a requirement of involvement in any generally recognized church.
MEMBERSHIP AT HPC

Membership in a congregation of the Presbyterian Church (U.S.A.) is a joy and a privilege. At the same time it is a commitment to serve together with other members of the church to achieve the “Great Ends of the Church,” to promote the work of the Kingdom of God, and to serve the Body of Christ and the community at large.

Section I: The Meaning of Membership

In accordance with the most recent Book of Order, “A faithful member bears witness to God’s love and grace and promises to be involved responsibly in the ministry of Christ’s Church. Such involvement includes:

- proclaiming the good news in word and deed,
- taking part in the common life and worship of a congregation,
- lifting one another up in prayer, mutual concern, and active support,
- studying Scripture and the issues of Christian faith and life,
- supporting the ministry of the church through the giving of money, time, and talents,
- demonstrating a new quality of life within and through the church,
- responding to God’s activity in the world through service to others,
- living responsibly in the personal, family, vocational, political, cultural, and social relationships of life,
- working in the world for peace, justice, freedom, and human fulfillment,
- participating in the governing responsibilities of the church, and
- reviewing and evaluating regularly the integrity of one’s membership, and considering ways in which one’s participation in the worship and service of the church may be increased and made more meaningful.” (G-1.0304)

Section II: Entry into Membership

Anyone wishing to join Hickman Presbyterian Church may make that known to the Pastor. The prospective member(s) will meet with the session. After session approval, they will be received into the membership. In accordance with the most recent Book of Order, persons may enter into church membership in the following ways:

- 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;
- Certificate of transfer, when a person is a member of another Christian church at the time of transfer;
- Reaffirmation of faith, for persons previously baptized in the name of the triune God and having publicly professed their faith. (G-1.0303)
Section III: Categories of Membership

In accordance with the most recent Book of Order, “The membership of a congregation of the Presbyterian Church (U.S.A.) includes baptized members, active members, and affiliate members” (G-1.04). In addition, “Persons who are not members of, or who may have ceased active participation in, the Presbyterian Church (U.S.A.) are welcome and may participate in the life and worship of this church and receive its pastoral care and instruction.” (G-1.0404)

- “A baptized member is a person who has received the Sacrament of Baptism, whether in this congregation or elsewhere, and who has been enrolled as a baptized member by the session but who has not made a profession of faith in Jesus Christ as Lord and Savior. Such baptized members receive the pastoral care and instruction of the church, and may participate in the Sacrament of the Lord’s Supper.” (G-1.0401)

- “An active member is a person who has made a profession of faith in Christ, has been baptized, has been received into membership of the church, has voluntarily submitted to the government of this church, and participates in the church’s work and worship” as outlined above. (G-1.0402)

- “An affiliate member is a member of another congregation of this denomination or of another denomination or Christian body, who has temporarily moved from the community where the congregation of membership is situated, has presented a certificate of good standing from the appropriate council or governing body of that congregation, and has been received by the session as an affiliate member. An affiliate member may participate in the life of the congregation in the same manner as an active member except that an affiliate member may not vote in congregational meetings or be elected to ordered ministry or other office in the congregation.” (G-1.0403)
MEMBERSHIP AND OUTREACH POLICIES AND PROCEDURES
HPC CRISIS FUND

A Crisis fund has been established to give support for members and non-members in the area with emergency needs.

Section I: Funding. Every month 2% of pledges and loose offerings go to support this fund. Donations for the Crisis Fund can be received at any time, however, the last Sunday of the month is designated for additional, specific donations to the Crisis fund.

Section II: Restrictions. Non-members may be considered for assistance once every 6 months, at the discretion of the Pastor. Members have no restrictions, but assistance is also at the discretion of the Pastor.

Section III: Use of Funds. Funds may not be given to an individual. Contributions may be given to a utility company, landlord, or other agency. The vouchers must be signed by the moderator of the Membership and Outreach committee or the Pastor. The Membership and Outreach committee monitors the fund and reports all expenditures to the Session.
CROP WALK

The purpose of HPC participation in Crop Walk is to conduct a mission and outreach program to raise funds and awareness to help end poverty and hunger at home and around the world. Twenty five percent of the funds raised stay local. The Crop Walk is planned and conducted by the Membership and Outreach Committee.

Responsibilities of the Coordinator are as follows:

1. Serve on the Lincoln Lancaster County Leadership team since our walk proceeds are combined with the Lincoln walk.
2. Designate a recruiter, which has typically been the person serving on the Leadership team
3. Order materials through Church World Service to promote walk and get walker packets
4. Send post cards or letters to local churches encouraging participation
5. Designate a couple people to call on local churches as follow up to info sent out, find out if interested in participating and answer any questions.
6. Coordinate date of walk through Membership & Outreach committee
7. Request that Membership & Outreach pay for church name and logo to be put on t-shirts
8. Order t-shirts through Leadership Team President to be distributed to other recruiters or walkers that raise $100 or more.
9. Ask for four or five volunteers to help on day of walk with set up, registration, snacks and drinks as well as clean up.
10. Promote walk by speaking to congregation, putting up fliers, and using bulletin inserts.
11. Distribute walker packets to those interested in participating and educate them on how to complete if necessary.
12. Call local businesses for donations.
15. Collect walker packets and take pictures on day of walk.
16. Submit article and pictures to Voice News after walk.

17. Complete recruiter’s packet by organizing the walker packets and tallying up money raised.

18. Turn in recruiter’s packet with money to bank designated by Leadership Team.

19. Give final report to congregation through announcements and newsletter.
OPERATION CHRISTMAS CHILD

The purpose of HPC participation in Operation Christmas Child is to conduct a mission and outreach program to raise awareness of the struggles children face in many countries and to donate boxes that are distributed to needy children by Samaritan’s Purse. Operation Christmas Child is planned and conducted by the Membership and Outreach Committee.

Section I: Promoting Operation Christmas Child.
1. The coordinator promotes OCC in a variety of ways:
   a) Putting out a sign-up sheet for specific items needed starting in August and leaving it out until November,
   b) Asking for specific items to be donated during specific months as to coordinate with local store sales. Putting out a donation box to let people give as they see fit,
   c) Giving reminders from the pulpit, printed in the bulletin and newsletter.
2. Promoting Operation Christmas Child can start as early as February or March. The committee may decide to ask for certain donations during select months and give that info to the Administrative Assistant to put in the bulletins and newsletters during the appropriate months.
3. If the committee chooses to put out a sign-up sheet the coordinator normally plans for the amount of boxes the group can manage with the items listed.
4. Normally the coordinator orders all materials needed from www.Samaritanspurse.org (at no cost) sometime in May. At that same time the coordinator finds one or two large boxes for the donations and wraps them in Christmas Paper.
5. In August the coordinator sends out donation requests to: Walmart’s, Target’s, Home Depot, Lowes, along with any others we think might be appropriate.
6. In September the coordinator talks with the youth club children about OCC and shows them a few videos and discusses with them the importance of things we have and how we should share with other children who have nothing.

Section II: Packing the Boxes and Delivering them.
1. By end of October and first of November weekly reminders are given during church and in the bulletin/newsletters for items that are still needed to make our goal.
2. Volunteers sort items that have been donated to get numbers of what is still needed.
3. The coordinator and volunteers buy additional items needed to make numbers match, such as toothbrushes to toothpastes.
4. The coordinator and volunteers buys drinks and preorder pizzas from HyVee for the Packing Party.
5. Volunteers help set up tables, pre bag soaps and candy, sort items out on tables, take items out of boxes.
6. The coordinator normally brings a small Christmas tree and other decorations along with Christmas music the morning of the packing party and decorates fellowship hall so it looks festive for the party.
7. The packing party is normally held on the 2nd Friday of November depending on availability of the church.
8. A volunteer picks up the pizzas from HyVee that night. A volunteer also returns the pizza bags to HyVee the next day.
9. The coordinator and volunteers count boxes for a total done and check to see how many were paid online in order to calculate the amount needed to ship the boxes.
10. The coordinator requests a check from the treasurer to take with boxes to the drop off site.
11. After church the coordinator and volunteers load up boxes and take to Lincoln drop off site, normally New Covenant Church on 84th and Old Cheney.

Section III: Follow up and Reporting.
1. In January, the coordinator normally receives an email stating where our boxes have gone and makes an announcement regarding that.
2. The coordinator also receives totals from the area coordinator and passes along that information.
The purpose of HPC participation in the Presbyterian Coffee Project is to a mission and outreach program to promote Fair Trade by partnering with small farmer co-ops in Latin America, Africa and Asia. Currently it has been extended to family farmers, farm workers, and farmer co-operatives in North America.

The responsibility of the Coordinator is to order, and keep stocked the “Equal Exchange Fairly Traded” coffee for the use of Fellowship Hour, and any other church business, or church sponsored activity. If the committee wants to offer coffee for purchase to the congregation, the coordinator will purchase several different varieties and make them available at a minimal profit to the committee.
PUBLICITY

Events at the Hickman Presbyterian Church are advertised by the publicity coordinator(s) of the Membership and Outreach committee.

Section I: Means of Publicity

1. Voice News – This is a weekly newspaper serving the communities in and around Hickman. E-mail advertisement items to voicenews@inebraska.com no later than noon on the Tuesday of the week that the advertisement is desired to be distributed. The paper is distributed on Thursdays.
   a) Summer Camp Special Section – An advertisement for Vacation Bible School (VBS) has been included in the Voice News Summer Camp Special Section which typically runs three times at one month intervals starting around the middle of March.
   b) Voice of the Salt Valley Lakes Guide – This is a summer guide published by Voice News. Advertisements for summer events including VBS, Hickman Hayday, summer band concert, etc. have been included in the Voice of the Salt Valley Lakes Guide which is read by local people and visitors to the surrounding counties and lakes. This guide is typically published around the first of May.

2. Lincoln Journal Star – This is a daily newspaper serving Lincoln and the surrounding communities. We typically do not advertise events in this newspaper except for large events such as a special speaker at the church. However, events can be posted to the calendar on their website at JournalStar.com/calendar.

3. Norris Public Power District (NPPD) Norris News Magazine – This is a bi-monthly magazine published by NPPD. There is a Community Events Calendar section at the end of the magazine which church events can be posted to for free. E-mail advertisement items to Vicky Jurgens at vickyjurl@norrispower.com no later than about 45 days before each two month issue. For example, items are due to NPPD by April 10th for the May-June issue which is distributed around May 20th.

4. Lincoln Kids! Newspaper – This is a quarterly family newspaper with 16,000 – 19,000 copies printed and distributed in Lincoln, NE and surrounding areas. Each issue includes children’s artwork, local and area events, fundraisers, camps, valuable information, children’s lessons directory, directory of childcare, family friendly restaurants, birthday ideas and much more! We just advertise in this newspaper for summer events so, for the May-June-July issue. E-mail advertisement items to lincolnkids@windstream.net no later than about 45 days before each quarterly issue. For example, items are due to Lincoln Kids! by April 10th for the May-June-July issue which is distributed around the first week in May.
5. Postcards – A postcard is sometimes used to advertise events during the fall events kick off time period or during the Advent season. Postcards have the benefit of reaching all households in the Hickman area whereas newspapers and other publications only cover some of the households since not everyone subscribes to the newspapers. When postcards are used, other paid advertisements are often kept to a minimum to keep the advertisement costs reasonable.

6. Flyers – Flyers are posted on the entry doors at the church, at the post office, and at the grocery store for events by the church Secretary. See below for including the church Secretary on advertising e-mails.

7. The Fire Department Building Electronic Sign – Events can be advertised with simple wording on this sign located along 68th street in Hickman at no direct cost however, the fire department does ask for a donation once or twice a year depending on how much this advertising is used.

8. Church Website – The church website is updated by the Technology Committee with event information provided by the publicity coordinator.

9. Facebook – The church’s Facebook page is updated by the Technology Committee with event information provided by the publicity coordinator.

10. E-mail to Church Members – The church Secretary sends out weekly e-mails and can include a notice of the events noted below.

Section II: Calendar. Annual events that require advertising are typically as follows:

- Easter
  - Maundy Thursday Communion Worship Service
  - Good Friday - Every three years the church hosts the Good Friday service for the community so, advertising is only necessary for the years when the church hosts the service.
  - Easter Sunrise Service and Brunch
  - Easter Service
- Vacation Bible School
  - All VBS info must be coordinated with the VBS director who is typically a member of the Christian Education Committee.
  - A vinyl banner is typically provided with the packaged VBS info that is purchased by the VBS director. The banner needs church specific advertisement info added to it. Sign Pro in Lincoln ((402) 804-2538) can provide the lettering for the vinyl banner at a reasonable cost.
Standing Policies, Procedures, and Guidelines

cost. The banner needs to be staked in place somewhere in the City of Hickman but, it is typically located at the southeast corner of the intersection of Hickman Road and 68th street (with approval from the businesses located there). The banner is typically installed about two weeks before VBS and is removed as soon after VBS as possible.

- Hickman Hayday
  - Bake Sale - Coordinate bake sale info with a member of the Hickman Presbyterian Women (HPW) group.
  - Lunch – Coordinate lunch items info with a member of Men’s Square.
  - Yard Sale
  - The Voice News does put out a poster/ad for Hickman Hayday and the church can advertise in it. Advertisements are due about a month before Hickman Hayday.

- Summer Band Concert on the Lawn
- Kick-Off Sunday – Advertise the weekly activities of the church. Coordinate the list of church activities and dates with the church Secretary.
  - Sunday Church Service
  - Sunday School
  - Wednesday Night Suppers
  - Youth Club
  - Senior Diners
  - Confirmation Class
  - Senior High Bible Study
  - Adult Bible Study

- Thanksgiving – The church hosts a community dinner each year. Contact Ralph and Judy Weilage to verify info for each year.

- Advent
  - Advent Open House and Brunch
  - Sunday School Christmas Program
  - Youth Club Christmas Program
  - Cookie Fair
  - Adult Choir Christmas Cantata
  - Candlelight Christmas Eve Service

Section III: Policies

1. All advertisements should include the Event Name and info, Church name, address, and phone number, Pastor’s name, church website, and the church’s Facebook page where space permits.
2. A 3-ring publicity binder should be maintained to keep a record of all advertising for future reference.

Revised December, 2015
3. The Chair of the Membership and Outreach Committee must review the content, size, color, and cost of the advertisements and give approval of any advertising. A draft e-mail is typically sent out a week or two before the advertising deadline for the Chair of the Membership and Outreach Committee, Pastor, church Secretary, church Treasurer, and the Chair of the Technology Committee to review and comment on. The same people should be cc’d on all final advertising e-mails (e-mails to the newspaper, magazine, etc).
SCRIP PROGRAM

The purpose of HPC’s participation in the Scrip program is to raise funds to help improve or maintain physical property of our church through selling gift cards from local, national and on-line retailers at face value as each retailer offers their own discount that the church gets to keep. We purchase the cards at a discounted price.

Section I: Purchase and Distribution of Cards.
1. Some cards are purchased directly from local retailers and require being picked up at their Corporate offices.
2. All others are ordered on-line through a company called Great Lakes Scrip at www.shopwithscrip.com HPC has an account set up through them where we can place orders for individuals who wish to purchase.
3. Individuals can also set up their own account to order using HPC’s enrollment code.
4. On-line orders are typically placed on Sunday evenings with Fed Ex delivery on Wednesdays. During holiday season, more frequent orders may be made to accommodate the need. Cost to run program is only the cost of having the cards shipped which is $7.75 per order.
5. Cards are usually distributed to customers on Wednesdays and Sundays.

Section II: Duties of the Coordinator.
1. Keep an updated retailer list
2. Obtain and place orders for individuals through website
3. Pick up and order cards from local retailers
4. Receive fed ex shipment of gift cards from great lakes scrip
5. Distribute cards
6. Maintain some inventory of gift cards based on utilization
7. Collect and deposit checks or cash to first state bank
VISITOR PROCEDURES

Visitors are welcomed from the pulpit on Sunday morning and encouraged to sign the friendship pads and/or fill out the information on the brochure in the pew. They can place it in the offering plate or mail it to us.

The information is left with the secretary who contacts the pastor and moderator of Membership and Outreach. The pastor sends a hand written note/letter.

The visitor’s name is recorded in the visitor log, along with address, email and phone if available.

After a second visit, someone on the visitor team contacts them via phone, or personal note with card enclosure.

An effort is made by the visitor team to make contact with them before or after worship.
WEDNESDAY NIGHT SUPPERS

Supper is served on Wednesday evenings between 5:30-6:30 pm from September until April or May. Serving teams are organized on a volunteer basis, generally 4-5 teams that rotate through the year. Sign up for the teams begins in August with the first serving date usually the first Wednesday after Labor Day. The serving dates coincide with youth club schedule.

A schedule of serving dates and menus is kept in a 3 ring folder in the kitchen food cupboard. Teams plan their own menus and record in the book. The menu should be decided at least two weeks before serving so it can be posted in the bulletin and newsletter. The team leader also prints a menu to post by the Sunday before it is served.

The team leader buys the necessary groceries and organizes the preparation of the food and serving/clean up. Generally desserts are donated by team members or others from the congregation.

A free will offering is collected each evening. The team leader counts the money and places it in the church office. Team leaders also submit a bill for the groceries with a voucher to the church treasurer.
The Sunday School Superintendent and/or Assistant Superintendent oversees and promotes Sunday School at HPC. They are normally appointed by the Christian Education committee and report to that committee.

Section I: Duties and Responsibilities

1. Oversee and promote Sunday School
   a) Sunday School superintendent will be responsible for ensuring attendance is tracked for each class each Sunday
   b) Also responsible for counting any offering from Sunday School each morning and getting it to the Church Office
2. Form a curriculum committee, as needed, to review and select curriculum. The committee shall include superintendent, assistant, and a member of Christian Education committee.
3. Purchase all necessary materials.
4. Organize Christmas program.
5. Provide Bibles for three-year-old children, second grade students, and confirmands.

Section II: Sunday School Calendar, a Monthly Guide

FEBRUARY:
   Order Sunday school materials for third quarter
   Communicate numbers and item information to church office assistant to be ordered from ChristianBook.com.
APRIL: Survey teachers regarding service for next school year
MAY: Begin planning curriculum for the next school year
JUNE: Inventory Bible supply and order as needed for fall
JULY:
   • Order Sunday school curriculum for first quarter (ChristianBook.com-with ordering assistance from church office staff)
   • Finalize teachers for fall and create list of possible subs
AUGUST:
   • Kick-off Sunday
   • Present Bibles to second grade students and three year olds
   • Begin Sunday school
SEPTEMBER:
   • Select director of Christmas program
   • Begin rehearsal and determine date for Children’s SS Christmas program.
     Program is chosen and/or created by Director and can be pulled from online sources or books that are available at the church.
NOVEMBER:
   • Plan treats for Christmas program

Revised December, 2015
Standing Policies, Procedures, and Guidelines

- Order Sunday school curriculum for second quarter (ChristianBook.com)

DECEMBER
- Facilitate children’s Christmas program
- Distribute treat bags at Christmas program
VACATION BIBLE SCHOOL

Vacation Bible School at HPC is a program intended to provide children of the church and the community with a high-quality educational and recreational experience during the Summer vacation. Vacation Bible School is coordinated by the Christian Education Committee.

Section I: Duties and Responsibilities. The Christian Education committee plans and coordinates Vacation Bible School by:

1. Appointing director(s)
2. Assisting in selection of curriculum
3. Planning VBS meals
4. Purchasing all necessary materials

Section II: Vacation Bible School, a Monthly Guide

JANUARY: Order planning “can” from ChristianBook.com with assistance of church office staff.

FEBRUARY:
   Director and VBS sub-committee members will begin reviewing materials and lesson books to develop list of needed supplies for ordering as well as needed donations from congregation
   Finalize list of supplies to be ordered by end of February
   Discuss suppers and make plans for each night meals and food

MARCH:
   Order supplies for VBS. Provide list of supplies to be ordered from each place to church office staff. Can be ordered from Group, ChristianBook.com, or Oriental Trading, depending on which place has the lowest prices for needed materials (typically ChristianBook.com).
   Build VBS Group Pro website for the upcoming VBS year at www.group.com/vbs/tools/pro. A new site is needed every year.
   Once VBS Pro website is built, provide link to website for registration to Church Website committee for upload to church webpage
   Make announcement to congregation about sign up for participants and volunteers.
   Put out supply and donations list for congregation
   Determine mission/offering project and get Session approval if needed

APRIL:
   Submit ad The VOICE for summer camp issues (May need to be done in March-contact The VOICE to be sure)
   Continue looking for teachers for VBS via email to congregation, personal outreach based on past assistance, newsletter, and congregational announcements
   Continue participant registration

MAY:
A. Continue to fill teacher positions and register participants
B. Begin distributing teacher manuals as positions are filled
C. Designate a room for VBS donation drop offs after the last day of Sunday School
D. Start sorting and organizing VBS supplies
E. Get VBS banner printed at Sign Pro in Lincoln.

JUNE:

Finish planning Vacation Bible School
• Finish finding teachers via email and phone outreach and announcements
• Finish purchasing any needed supplies not donated or provided by the congregation
• Decorate church weekend before VBS begins
• Distribute remaining teacher manuals and needed supplies for VBS week
• Hang banner approximately 2 weeks before start of VBS
  • Must get permission from Scott Chenowith or First State Bank to use their property space
• Begin assigning registered participants to crew groups
• VBS teacher training meeting

Week of VBS
• Director and/or committee members arrive at church early to set up and prepare each night
• Have photocopies of paper registration forms for participants available each night
• Add any new participants to online registration portal and assign to crew groups in VBS Pro
• Supervise and assist as needed with activities throughout the week, including signing participants in and out each day
• Help in planning Sunday Program in collaboration with Pastor.
• Participate in Sunday Program and communicate Sunday Program information to participants
• Arrange for refreshments for fellowship time following church if needed. Typically use extra snack supplies from the week and purchase additional food items or beverages if needed.

After VBS
• Clean up church and take down all decorations on the Sunday after VBS
• Clean up VBS donations room and Sunday School office after VBS
• Send in or drop off mission/offering project from VBS
• Return any unopened extra supplies to appropriate place (where it was ordered from)
• Select theme and dates for next year (available on Group website early in June)
WORSHIP POLICIES AND PROCEDURES

BAPTISM

At HPC, Baptism is a sacrament, which is a sign and seal of the redemption offered to us through Christ. Baptism is rich with meaning in the Presbyterian tradition. We baptize both youth and adults who are making their profession of faith, as well as children who are presented by their parents for baptism. Baptism is a joyful celebration of our faith that God’s grace claims us long before we know to respond in faith.

Section I: Baptism as a Sacrament
In the Presbyterian tradition, Baptism is a sacrament, which is “a special act of Christian worship, instituted by Christ, which uses a visible sign to proclaim the promise of the gospel for the forgiveness of sins and eternal life. The sacramental sign seals this promise to believers by grace and brings to them what is promised” (The Study Catechism, 1998, q. 68).

1. Sacraments are “signs and seals” of the redemption that we have in Jesus Christ. They both disclose to us the gift of redemption through Christ and seal us in that redemption as we respond to the Word in faith under the influence of the Spirit.

2. Sacraments also disclose and “seal” to us our identity as the covenant people of God. As believers, we are claimed by the grace of God as revealed in Jesus Christ, and this claim in part establishes our identity as God’s covenant people, and in part commissions us to serve God’s purpose in the world.

3. Sacraments mark us for service to God’s Kingdom, in that we who are reconciled to God know ourselves to be claimed by God’s grace and sent into the world to proclaim the message of reconciliation, to work for the healing of nations, families, and individuals, and to promote the justice of God’s reign.

Section II: Meaning of Baptism
1. According to the Directory for Worship in the Book of Order, “Baptism enacts and seals what the Word proclaims: God’s redeeming grace offered to all people. Baptism is God’s gift of grace and also God’s summons to respond to that grace. Baptism calls to repentance, to faithfulness, and to discipleship. Baptism gives the church its identity and commissions the church for ministry to the world.” (W-2.3006). Thus, one of the central affirmations about Baptism in Presbyterian tradition is that by it we are united with Christ.

2. Furthermore, “Baptism is the sign and symbol of inclusion in God’s grace and covenant with the Church. As an identifying mark, Baptism signifies
   a) the faithfulness of God,
   b) the washing away of sin,
   c) rebirth,
   d) putting on the fresh garment of Christ,
   e) being sealed by God’s Spirit,
   f) adoption into the covenant family of the Church,
   g) resurrection and illumination in Christ.” (W-2.3004)
Section III: Practice of Baptism

1. At HPC, we baptize those who make their profession of faith publicly, as well as children who are presented by their parents

   a) “The Baptism of children witnesses to the truth that God’s love claims people before they are able to respond in faith.”

   b) “The Baptism of those who enter the covenant upon their own profession of faith witnesses to the truth that God’s gift of grace calls for fulfillment in a response of faithfulness.” (W-2.3008)

2. Baptism is received only once, but every observance of the Sacrament of Baptism is an occasion for all Christians to reaffirm their own faith commitment. (W-2.3009)

3. “The Presbyterian Church (U.S.A.) recognizes all Baptisms with water in the name of the Father, of the Son, and of the Holy Spirit administered by other Christian churches.” (W-2.3010)

4. “For reasons of order, Baptism shall be authorized by the session, administered by a teaching elder or ruling elder commissioned to pastoral service when invited by the session and authorized by the presbytery, and accompanied by the reading and proclaiming of the Word. (G-3.0301; W-3.3602-3608)” (W-2.3011).

5. “Baptism is celebrated in a service of public worship. Extraordinary circumstances may call for the administration of Baptism apart from the worship of the whole congregation.” (W-2.3011)
COMMUNION

Communion serving teams consist of at least three elders and up to two deacons. Two will serve as stewards, determined at the Session meeting, to prepare the elements. Lana Etling will prepare the small loaves of bread in advance and they will be stored in the freezer. One loaf of crust-less white sandwich bread and 2-64 oz. bottles of grape juice are needed. The bread slices best if frozen and using an electric knife. If slicing in the morning before worship, just place the cubes in the trays and they will be thawed before use. If you slice ahead of time, store in an airtight container. There is a bottle with a squeeze bulb in the kitchen cabinet left of the west sink. It is to be used for filling the cups. Disposable cups are located under the communion table. All of the serving trays and needed items are stored under the Communion Table. The table needs to be cleared and the white table cloth placed on the table. The table cloth used for Communion is hanging in the west parlor closet. The quilted table cloth/runner can be stored under the table. The large Bible and holder can be stored under the pew directly under the cross.

Fill 5 bread trays (6 if large service) and re-stack the trays with lids. Fill 5 trays of cups (6 if large service) and re-stack. Use the silver chalice and bread tray. Slice the bread loaf half-way through, to make it easier to break during the service. Fill the pitcher half-full with grape juice. Once the Stewards have the elements prepared, position the items on the table. Arrange the elements on the Communion Table as shown.

```
Pastor

A. Communion Cup Trays
B. Pitcher
C. Chalice
D. Bread Loaf
E. Bread Trays

There are 40 cups to a tray.
```

Team members need to discuss their serving assignments, 1 thru 5 above. Server 1 will serve Choir members, Organist, Liturgist, Ushers, and Nursery Tenders while the other 4 serve the congregation. Server 2 will serve from along the east wall. 3 will serve from the east side of the center while 4 serves from the west side of the center. 5 will serve from along the west wall. Prior to the start of the service the team should be seated together in one of the front rows. The Pastor will indicate when the servers are to come to the Communion Table. After serving the bread and juice, servers are to meet in the narthex and re-enter together.

Once the teams are assigned, it is your responsibility to be there when scheduled, or find a replacement. Any ordained officer of the church (elders and deacons) may serve Communion. After the service, the servers and all Session members are to remain to remove the glasses and wash the trays and put things...
back in their places. An accurate count of the number of people served must be recorded and maintained in the Session minutes. **Stewards are to count the number served.**
Section I: Pre – Service procedures

1. Locate today's Sunday Service Bulletin
2. Open desk
3. Power on PC
4. Login to PC
5. Locate and open today's service PowerPoint
6. Locate and open today's promotion loop
7. Open black AV cabinet in entryway hallway and turn on power.
8. Turn on TV's in sanctuary
9. Drop projection screen
10. Turn on projector
11. Start “Today's Promotion Loop”
12. Locate Wireless Hand Microphones in Desk Drawer and place them on wall next to Lectern

Section II: During the Service

1. Close "Today's Promotion Loop"
2. Start "Today's Service" PowerPoint
3. Turn on power to Audio Recording Device
   a) Choose "USB" option
   b) Press Record Button once (Red light should be blinking - this is stand-by mode)
   c) Press Record Button again during Bidding Prayer before Pastor Alan's sermon (Red light should now be solid and recording)
4. Follow Pastor Alan's Sermon Script to advance sermon slides
5. Press Record Button after Pastor Alan's sermon prayer is finished.
6. Advance Slides during Pastor Alan's Sermon
7. Turn off Audio Recording Device
8. Finish Service
9. Close "Today's Service" PowerPoint
10. Turn off TV's
11. Turn off Projector
12. Send Projection Screen Up
13. Recover Wireless Hand Microphone and place them in Desk Drawer
14. Turn off power in Black AV Cabinet and lock door. Place key back on Desk
15. Leave PC on
16. Close desk and lock up desk.
17. Return Key.
GREETER GUIDELINES

A list of greeters is compiled yearly by the office administrator from the Time & Talent sheets.

A 4 month assignment list is prepared by the office administrator/worship committee with four volunteers per Sunday. The assignment list is mailed or emailed to the volunteers by the office administrator.

A reminder card or email will be sent to the greeter the week preceding their assigned Sunday.

If a volunteer is unable to greet on their assigned Sunday they should make arrangements to trade with someone else and inform the office administrator of the change so the bulletin will be printed correctly.

Greeters are located in the area of the south front entrance and the west entrance.

Greeters should wear a nametag; supplies are located in the greeter’s table located at the west end of the hallway near the kitchen door.

Greeters should be ready by 10:05.
LITURGIST GUIDELINES

A list of liturgists is compiled yearly by the office administrator from the Time & Talent sheets. An assignment list is prepared by the worship committee. The assignment list is mailed or emailed to the volunteers by the office administrator at intervals during the year. If a volunteer is unable to serve on their assigned Sunday arrangements should be made to trade with someone else and inform the office administrator of the change so the bulletin will be printed correctly.

A reminder email will be sent to the liturgist the week preceding their assigned Sunday. It will also contain a copy of the bulletin so the liturgist can become familiar with the content of the worship and the scripture reading.

The liturgist for the week should be present at least 10 minutes prior to the beginning of the service. The liturgist will process with the pastor when the service begins. The pastor will give a greeting first, and then the liturgist will proceed with announcements.

On a typical Sunday morning worship service, the liturgist will

- Call attention to Announcements
- Lead the congregation in the Call to Worship
- Announce the name and number of the opening hymn
- Lead the congregation in the Prayer of Confession
- Lead the congregation in the Assurance of Pardon
- Lead the congregation in the Prayer of Illumination
- Read the first Scripture lesson (remember to announce the page number in the pew bibles).

The liturgist often remains seated on the platform on the lectern side through the entire service and recesses with the pastor after the benediction. Choir members typically take their place with the choir and recess with the choir after the choral benediction. Should the liturgist desire to sit with family or friends after completing the assigned portion of the service, simply let the pastor know before the service begins.

Here are some suggestions about your role in leading worship:

- Please remember to have the congregation stand at appropriate times!
- In a responsive reading, speak the leader’s part and also speak the congregation’s part as well.
- If you have prepared for the service, you should be comfortable as you lead worship. It may help those who feel nervous about their role to practice reading the parts out loud.
- You don’t have to lead the service in any particular way, except to be aware of the importance of creating an atmosphere of “relaxed reverence.” At the same time, given the importance of worship, liturgists should speak and pray their parts with conviction.
- There is no prescribed way for introducing and leading the various elements. If you are new to this role, listen to the way others do it and develop your own “style” from there. Don’t worry if you make a mistake. We’re all human; just continue on with the service.
• Liturgists may choose to read the Scripture lesson in any appropriate version of the Bible. Keep in mind, however that this can be confusing to those in the congregation who wish to follow along in the pew bibles, which are New Revised Standard Version.

• As much as you can, look up toward the congregation while speaking or reading. The congregation will appreciate it and your voice will project better. If you keep a finger in the margin where you are reading, you can quickly find your place again.

• Be aware that our microphones have been adjusted for someone speaking with a normal voice to stand upright and be heard clearly. You shouldn’t normally have to lean into the microphone in order to be heard. If you have a particularly soft or loud voice, let the pastor know in advance and he will set up a sound check before the service.
USHER GUIDELINES

Before Worship

Please be at Church 30 minutes before the service begins. Make a nametag with supplies found in the greeter’s table (west side of hallway near the kitchen door). The bulletins are found on the usher’s cabinet or on the kitchen counter.

Large print bulletins and children’s bulletins may be available.

Hearing assist devices are available and are kept in the greeter’s table.

Turn lights on in the Sanctuary, including the lights up front on the pulpit.

Place a glass of water near the pulpit for the Pastor.

The Communion table candles need to be lit 10 minutes before the service begins.

The parlor is only to be used if the Sanctuary is full. For overflow crowds, fill the parlor and then place folding chairs in the hallway directly behind the Sanctuary. Make sure to maintain a 5 ft walkway between rows of chairs. Open the curtain and windows to the parlor and the parlor door leading to the Sanctuary if the room is being used.

Open the windows at the rear of the Sanctuary just before the service begins.

During Worship

Ring bell 11 times at the pastor’s signal. The switch is located on the south wall in the secretary’s office.

Count all worshippers including those in the nursery and those participating in the service.

Complete the form on the clipboard found above the usher’s cabinet or in the greeter’s table.

Be sure to count attendance for special services too.

Sit in the last row of the pews, or in chairs in the hallway behind the Sanctuary. Be available if someone needs assistance, phone rings, etc.

Collect the offering when indicated by the Pastor to come forward. After the collection, come forward at the start of the doxology. Pastor will take the plates from the ushers & place on the Communion Table.

At the end of the Worship Service

Revised December, 2015
Remove chairs from the hallway before the choir and worshippers leave the Sanctuary. Collect the hearing devices, make sure they are turned off, and return them to the greeter’s table.

Clean the Sanctuary of trash and bulletins. Bulletins and paper may be recycled in the bin outside of the sanctuary in the hallway or in the bin in the kitchen.

Straighten hymnals and Bibles in the racks.

Tear off the sheets from the Ritual of Friendship pads and place on the Secretary’s desk. If pads need new registration sheets or pencil needs sharpened, leave pad on top of pew.

Extinguish the candles.

Close windows at the rear of the Church and the parlor.

Return the water glass to the kitchen.

Turn off the lights.
PERSONNEL
HICKMAN PRESBYTERIAN CHURCH
PASTOR/HEAD OF STAFF JOB DESCRIPTION AND GUIDELINES
Updated 07/2015

Purpose: By the use of wisdom and understanding obtained from the study and use of the Holy Scriptures, provide a balanced ministry of worship, education, pastoral care, and leadership to the Hickman Presbyterian Church and others in the community, resulting in spiritual development and growth.

Accountability: The Pastor is called by the congregation and is ultimately accountable to the congregation and Homestead Presbytery.

Requirements:
- The pastor shall be a graduate of an accredited seminary approved by Homestead Presbytery.
- Approved by Homestead Presbytery
- Elected by congregation by majority vote

Desired characteristics:
- Displays loyalty and obedience to the teaching of our Lord Jesus, as revealed through the Holy Scriptures.
- Possesses excellent skills in preaching the Word of God to inspire and challenge the congregation.
- Is personable and friendly to all members and newcomers.
- Has a sense of humor.
- Demonstrates flexibility and diplomacy in facilitating change.
- Displays compassion and humility.
- Fosters innovative ideas
- Continues to grow, pursue, and redefine vocational skills and spiritual growth.
- Demonstrates habits of good stewardship.

Responsibilities:
Worship:
- Deliver sermons with conviction, interpreting Scripture and theological concepts.
- Administer the Sacraments.
- Develop worship services with variety.
- Conduct special worship services.
- Conduct funerals and weddings.
- Participate in community worship services.

Education:
- Actively participate in the teaching ministry of the congregation.
- Teach the Confirmation Class.
• Coordinates officer training.
• Participates in Vacation Bible School.
• Teaches adult Sunday School.
• Regularly engages in professional development

**Congregational Life:**
- Facilitate congregational fellowship.
- Participates in congregational and community life.
- Maintains open communication with session, congregation and the community.
- Maintain awareness of congregational activities.

**Outreach:**
- Communicate with prospective members.
- Plan and conduct new member orientation.
- Guide and participate in the development and performance of evangelistic outreach.

**Pastoral Care:**
- Visitations – hospitals, nursing homes, homebound, bereaved, crisis.
- Provide general counseling and act as a referral resource.

**Leadership:**
- Maintains regular office hours.
- As head of staff, confer with and direct staff.
- Encourage and support stewardship program.
- Encourage and support involvement in local and global missions.
- Act as a liaison for the congregation with Presbytery, Synod, and General Assembly.
- Be an active member of Homestead Presbytery, and serve on Presbytery committees, as time permits.

**Evaluation:** The Pastor shall meet at least annually with the Session Personnel Committee to review the position description, performance, and terms of call.
HICKMAN PRESBYTERIAN CHURCH
ADMINISTRATIVE ASSISTANT JOB DESCRIPTION AND GUIDELINES
Updated 07/2015

Purpose: To provide secretarial and administrative services to the Pastor, Session, Diaconate, Board of Trustees, and organizations of the Church.

Accountability: Accountable to the Pastor as Head of Staff and to the Personnel Committee of the Session.

Requirements:
- High School education or equivalent.
- Post High School in office/secretarial skills preferred.
- Computer literacy.

Responsibilities:
- Perform function of administrative assistant to the Pastor including, but not limited to, typing, filing, correspondence, and telephoning.
- Pick up mail from the post office and distribute accordingly.
- Check email and deal with information as needed.
- Prepare bulletins, newsletter, and special mailing.
- Perform secretarial functions for church committees and organizations including typing and correspondence.
- Maintain confidentiality in all dealings with boards of the church, committees, staff, and members at large.
- Order office supplies as needed.
- Perform and/or arrange for maintenance of office equipment on a regular basis.
- Maintain church calendars and permanent church records.
- Exhibit a positive demeanor when communicating with church members and the community at large.
- Assist in special events as requested by Pastor, Session, Trustees, or Diaconate.
- Collect cash from Upper Room and Devozine periodicals and put in Financial Secretary's box.
- Maintain updated bulletin board.
- Mail/email out usher/greeter cards Monday of every week.
- Maintain visitor cards, offering envelopes, and pencils stocked in pews.
- Assemble Annual Report.
- Maintain updated information on membership, confirmation, newsletter, and birthday lists.
- Updates electronic media and communication as needed.
- Perform other duties as directed.

Evaluation: Annual performance reviews will be conducted by the Pastor & Personnel Committee of the Session. All salary increases determined by the job performance and/or cost of living will be recommended by the Personnel Committee and approved by the Session. All
salaries will run from January to January.

Job Guidelines: Administrative Assistant

1. Perform function of administrative assistant to the Pastor including, but not limited to typing, filing, correspondence, and telephoning.
   a. Works Monday through Friday 9am to 12pm.
   b. Answers phones and directs calls to Pastor as needed.
   c. Makes copies of items as requested by the Pastor.
   d. Makes calls to Session members or other persons as requested by the Pastor.
   e. Types correspondence as requested by the Pastor.
   f. Sorts mail and distributes to appropriate boxes.
   g. Check email and deals with information as needed.

2. Prepare bulletins, newsletter, and special mailings.
   a. Prepares/types weekly bulletin as directed by the Pastor.
   b. Prepares/types newsletter using information received from the Pastor or other sources.
      Sends to members of the Church.
   c. Prepares/types special mailings as requested by the Pastor.

3. Perform secretarial functions for church committees and organizations, including typing and correspondence.

4. Maintain confidentiality in all dealings with Boards of the Church, committees, staff, and members at large.

5. Order office supplies and Sunday School supplies as needed.

6. Perform and/or arrange for maintenance of office equipment on a regular basis.
   a. Coordinates with Session the maintenance agreement for office copier.
   b. Calls for repairs as needed on equipment.

7. Maintain Church calendars and permanent Church Records.
   a. Receives request for use of Church and presents requests in writing to Session for approval.
   b. Maintains calendars for pre-arranged meetings for groups such as 4-H, Scouts, and Sr. Diners.
   c. Maintains Church calendar for all activities of the church.
   d. Keeps Session book of minutes in safe for review with the Clerk.
   e. Keeps copies of minutes of meetings, bulletins, and newsletters.
   f. Keeps copies of Church’s Annual Reports.

8. Exhibit a positive demeanor when communicating with Church members and the community at large.

9. Assist in special events as requested by the Pastor, Session, Trustees, or Deacons.
   a. Makes arrangements for wedding services at the Church; provides information regarding use of the church.
   b. Coordinates with funeral directors; provides information regarding use of the church.

10. Maintain updated information for bulletin board.
    a. Recycles all outdated material on bulletin board.

11. Maintain member lists
    a. Changes/adds addresses on membership and any other lists that coincide.
    b. Adds any new birthdays and takes off any deceased persons from the birthday list.
HICKMAN PRESBYTERIAN CHURCH
TREASURER/DATA ENTRY JOB DESCRIPTION
Updated 06/2015

Purpose: Maintain financial/budget records of the Hickman Presbyterian Church in a prudent and confidential manner.

Accountability: Church Session

Responsibilities:
• Write checks for approved expenditures and distributes in a timely manner.
• Record disbursement of checks and/or cash to appropriate budget accounts for all approved expenditures as set forth by the Session.
• Record all deposit receipts, as provided by the Church Financial Secretary, to the correct Church budget accounts.
• Provide monthly financial summary to the Session of all expenditures and receipts for all Church bank accounts.
• Reconcile all Church general, operating and associated fund bank accounts each month.
• Assist with annual budget and prepares annual budget reports.
• Assist with annual audit.
• Other duties assigned by the Session.

Requirements:
• High School education or equivalent.
• Education and/or experience in bookkeeping procedures.
• Confirmed member of the Hickman Presbyterian Church.
• Appointed and approved by Church Session annually.

Evaluation:
Annual performance reviews will be conducted by the Pastor & Personnel Committee of the Session. All salary increases determined by the job performance and/or cost of living will be recommended by the Personnel committee and approved by the Session. All salaries will run from January to January.
HICKMAN PRESBYTERIAN CHURCH
CUSTODIAN JOB DESCRIPTION AND GUIDELINES
Updated 07/2015

Purpose: To provide cleaning and maintenance for the church building and serve as security for the premises.

Accountability: Accountable to the Personnel Committees of the Session and to the Pastor as Head of Staff.

Requirements: High School education or equivalent. Ability to lift a minimum of 50 lbs.

Responsibilities:
- Cleans all areas of the church including, but not limited to, mopping, dusting, vacuuming floors on a regular basis.
- Cleans church as needed after special functions.
- Removes trash and garbage, as needed.
- Maintains security of the building, locking church when vacant.
- Orders cleaning supplies as needed.
- Maintains cleaning equipment; repairs or replaces as needed.
- Informs Properties Committee of any needed repairs/major cleaning projects.
- Assists Properties Committee in coordinating semi-annual cleaning of the church property.

Evaluation:
Annual performance reviews will be conducted by the Personnel Committee of the Session, and the pastor. All salary increases determined by the job performance, and/or cost of living will be recommended by the Personnel Committee and approved by the Session. All salaries will run from January to January.
Job Guidelines: Custodian

1. **Cleans all areas of the church including, but not limited to mopping, dusting, vacuuming floors on a routine basis.**
   a. Mops kitchen floor weekly.
   b. Vacuums carpeted areas of the church weekly.
   c. Cleans bathroom sinks and stools, mops floor and empties trash weekly.
   d. Cleans windows in sanctuary, doors and others as needed.
   e. Check thermostat and windows after each Sunday service.

2. **Cleans church as needed after special functions.**
   a. Cleans floors and other areas as needed after special functions held in the church.

3. **Removes trash and garbage as needed.**
   a. Empties wastebaskets from Sunday School rooms and offices weekly.
   b. Empties trash from kitchen on a weekly basis and after special functions.

4. **Maintains security of the building, locking the church when vacant.**
   a. Unlocks church before and locks after Sunday services.
   b. Unlocks and locks church as requested for meetings and special events.
   c. Arranges for substitute to lock or unlock if unavailable.

5. **Orders cleaning supplies as needed.**
   a. Maintains cleaning supply closet in orderly fashion.
   b. Orders paper towels, toilet tissue, garbage bags, and other supplies as needed.
   c. Keeps hazardous cleaning supplies properly stored in a safe area.

6. **Maintains cleaning equipment; repairs or replaces as needed.**
   a. Maintains cleaning equipment in working condition.
   b. Arranges for repair of equipment as needed.
   c. Arranges for replacement of needed equipment.

7. **Informs properties committee of needed repair/major cleaning projects.**

8. **Assists Properties Committee in coordinating and supervising semi-annual cleaning of the church properties.**
   a. Prepares for the Properties Committee a list of items to be cleaned.
   b. Assists with needed supplies for cleaning.
Purpose: Leads the Chancel Choir in providing appropriate choral music for worship and special events. Leads the adult Bell Choir in providing appropriate music for worship and special events.

Accountability: The Worship and Personnel Committees of the Session and to the Pastor as Head of Staff.

Requirements: Education and/or experience in directing vocal music and bell choirs.

Responsibilities:
- Recruits, organizes and directs the Hickman Chancel Choir and the adult Bell Choir.
- Consults with the Worship Committee and pastor to maintain a high quality of music in the congregation and all choir related matters.
- Selects weekly choir music for worship, September through May, honoring the Pastor’s suggestions when he/she desires specific music.
- Recommends the purchase of music for the choir library to the Worship Committee, and budget items for music to the Session each September.
- Directs choir rehearsals weekly from September through May.
- Provides church administrative assistant with music titles to be included in the worship bulletin by Thursday morning, September through May.
- Oversees the music library with assistance from the Worship Committee.
- Arranges for a substitute when necessary.
- Informs the Worship Committee when robes are in need of cleaning/repair.
- Informs the Worship Committee when bells are in need of cleaning/repair.
- Performs other duties as directed by the Pastor or Session.

Evaluation: Annual performance reviews will be conducted by the Personnel Committee of the Session, and the Pastor. All salary increases determined by the job performance and/or cost of living will be recommended by the Personnel Committee and approved by the Session. All salaries will run from January to January.
Job Guidelines: Music Director

1. Recruits, organizes and directs the Chancel Choir and the adult Bell Choir.
   a. Informs members of rehearsal dates/times.
   b. Communicates needed information to choir members in the newsletter, bulletin, or personally.
   c. Encourages congregational participation in the choirs.
   d. Directs the choirs in a manner which the members are able to follow.
   e. From time to time, organizes/directs special choir events; i.e. cantatas, seasonal choir performances, etc.

2. Consults with the Worship Committee and pastor to maintain a high quality of music in the congregation and all choir related manners.
   a. Informs the moderator of the Worship Committee of any special needs/requests.
   b. Suggests changes/ideas to enhance worship through music.

3. Selects weekly choir music for worship, September through May, honoring the Pastor’s suggestions when he/she desires specific music.
   a. Chooses music appropriate to the liturgical season; i.e. Advent, Lent, etc.
   b. Cooperates with the Pastor to integrate appropriate music within worship.

4. Recommends the purchase of music for the choir library to the Worship Committee, and budget items for music to the Session each September.
   a. Provides the Worship Committee moderator with a list of titles/prices recommended for purchase.
   b. Reviews previous music budget and recommends future budgetary allocations to the Session through the Worship Committee moderator.

5. Directs choir rehearsals weekly from September through May.
   a. Arrives promptly at choir rehearsals.
   b. Organizes music to be rehearsed.

6. Provides Church administrative assistant with music titles to be included in the worship bulletin by Thursday morning. September through May.

7. Oversees the music library with assistance from the Worship Committee.
   a. Reviews music library with the Worship Committee moderator.
   b. Organizes/updates cataloging of available music.

8. Arranges for a substitute when necessary.
   a. Maintains a list of available substitutes.
   b. Informs Church administrative assistant of use of substitutes.

9. Informs the Worship Committee when robes are in need of cleaning/repair.
   a. Supervises yearly inspection of robes by choir members.
   b. After cleaning/repair, assumes responsibility for seeing that robes are returned and available for use.

10. Informs the Worship Committee when bells are in need of cleaning/repair.
    a. Supervises yearly inspection of bells by bell choir members.
    b. After cleaning/repair, assumes responsibility for seeing that bells are returned and available for use.

11. Performs other duties as directed by the Pastor or Session.
HICKMAN PRESBYTERIAN CHURCH
PIANIST JOB DESCRIPTION AND GUIDELINES
Updated 07/2015

Purpose: Provides appropriate music for worship and other events within the Sanctuary.

Accountability: The Worship and Personnel Committees of the Session and to the Pastor as Head of Staff.

Requirements: Education and experience in the performance of piano music.

Responsibilities:
- Plans, prepares, and plays music appropriate to each service of worship, including special services.
- Accepts suggestions from the Pastor or Director of Music when he/she wishes specific music presented.
- Attends weekly Chancel Choir rehearsals, September through May.
- Arranges for substitute when necessary.
- Substitutes for Organist when necessary.

Evaluation: Annual performance reviews will be conducted by the Personnel Committee of the Session, and the Pastor. All salary increases determined by the job performance, and/or cost of living will be recommended by the Personnel Committee and approved by the Session. All salaries will run from January to January.
Job Guidelines: Pianist

1. Plans, prepares, and plays music appropriate to each service of worship including special services.
   a. Plays a prelude, postlude, and offertory if needed.
   b. Accompanies the congregation during hymns, and provides appropriate liturgical service music and Doxology.
   c. Accompanies the Chancel Choir during the anthem when requested to do so by the Director of Music.
   d. Uses music appropriate to liturgical season; i.e. Lent, Advent, etc.
   e. Accompanies special music by arrangement.
   f. Coordinates efforts with the Director of Music to provide a ministry of music to the congregation.
   g. Communicates any special request/needs to the moderator of the Worship Committee.
   h. May play for weddings/funerals as arranged with the requesting parties.

2. Accepts suggestions from the Pastor when he/she wishes specific music played.
   a. Cooperates with the Pastor to integrate appropriate music in the worship service.
   b. Provides church Administrative Assistant with special music titles to be included in the worship bulletin by Thursday morning each week.

3. Attends Chancel Choir rehearsal September through May.

4. Arranges for a substitute when necessary.
   a. Maintains a list of available substitutes.
   b. Informs the Director of Music, church Administrative Assistant, and Financial Secretary of use of substitutes.

5. Contract Time
   a. Twelve month contract, from January to January.
   b. Two Sunday paid leave for emergency, personal, or vacation.
Purpose: Provides appropriate music for worship and other events within the Sanctuary.

Accountability: The Worship and Personnel Committees of the Session and to the Pastor as Head of Staff.

Requirements: Education and experience in the performance of organ music.

Responsibilities:
- Plans, prepares, and plays music appropriate to each service of worship, including special services.
- Accepts suggestions from the Pastor or Director of Music when he/she wishes specific music presented.
- Attends weekly Chancel Choir rehearsals, September through May.
- Arranges for substitute when necessary.

Evaluation: Annual performance reviews will be conducted by the Personnel Committee of the Session, and the Pastor. All salary increases determined by the job performance, and/or cost of living will be recommended by the Personnel Committee and approved by the Session. All salaries will run from January to January.
Job Guidelines: Organist

1. Plans, prepares, and plays music appropriate to each service of worship including special services.
   a. Plays a prelude, postlude, and offertory if needed.
   b. Accompanies the congregation during hymns, and provides appropriate liturgical service music and Doxology.
   c. Accompanies the Chancel Choir during the anthem when requested to do so by the Director of Music.
   d. Uses music appropriate to liturgical season; i.e. Lent, Advent, etc.
   e. Accompanies special music by arrangement.
   f. Begins prelude in a timely manner.
   g. Coordinates efforts with the Director of Music to provide a ministry of music to the congregation.
   h. Communicates any special request/needs to the moderator of the Worship Committee.
   i. May play for weddings/funerals as arranged with the requesting parties.

2. Accepts suggestions from the Pastor when he/she wishes specific music played.
   a. Cooperates with the Pastor to integrate appropriate music in the worship service.

3. Attends Chancel Choir rehearsals at the special request of the Director of Music.

4. Arranges for a substitute when necessary.
   a. Maintains a list of available substitutes.
   b. Informs the Director of Music, church Administrative Assistant, and Financial Secretary of use of substitutes.

5. Contract Time
   a. Twelve month contract, beginning from January to January.
   b. Two Sunday paid leave for emergency, personal, or vacation.
HICKMAN PRESBYTERIAN CHURCH
CHILDCARE PROVIDER JOB DESCRIPTION

**Purpose:** To provide quality care for children whose parents or guardians are attending worship or other church functions as agreed upon.

**Accountability:** Immediate accountability to the designated CE Committee person and the Personnel Committee in the performance of his/her duties.

**General Requirements:**
- Prior experience caring for children, including related references
- Basic knowledge of appropriate childcare practices
- Individual must be certified in infant and child CPR and First Aid or become certified within 30 days of employment. Certifications must be kept current. The CE Committee will pay for the certifications.
- Employment is conditional to successful review of required background check

**Responsibilities:**
- Provide quality care for all children in the church nursery at the scheduled times
- Create and maintain a safe environment conducive to learning and playing
- Report 15 minutes prior to church event and stay until the last child has been picked up.
- Follow established guidelines for diapering, feeding and caring for children
- Attend scheduled training as required
- Utilize a sign-in and out process to assure the identity of parent or guardian of children
- Clean up nursery prior to leaving
- Communicate any nursery supply needs (diapers, wipes, toys)
- Ability to react positively under stress and emergency situations
- Ability to give and follow written and oral instructions as given by parents or supervisor
- Attend staff meetings and in-service education when requested
- Perform related duties as assigned by supervisor
- Demonstrate a spirit of cooperation and courtesy to all
- Proactive ability to delegate tasks and coordinate volunteers

**Physical Demands and Environmental Conditions:** Work is characterized as light work requiring lifting, holding, and carrying infants and toddlers.

**Evaluation:** Annual performance reviews will be conducted by the Personnel Committee of the Session, and the Pastor.
REVISED ARTICLES OF INCORPORATION
OF
THE HICKMAN PRESBYTERIAN CHURCH (U.S.A.)
AS AMENDED DECEMBER 10, 1995 - Reprinted and Current to 03/11/04

Pursuant to the provisions of Section 21-19.106, Reissue Revised Statutes of Nebraska, 1943, the undersigned corporation hereby adopts the following Revised Articles of Incorporation, which revision supersedes and restates in their entirety the existing Articles of Incorporation, as heretofore amended, of the United Presbyterian Church of Hickman, Hickman, Nebraska. The Revised Articles of Incorporation were adopted, pursuant to notice given according to law, on January 20, 1991, at a special meeting of the corporation by the affirmative vote of at least two-thirds (2/3) of those votes members present at such meeting were entitled to cast. Such Revised Articles of Incorporation were Amended according Article X thereof and the laws of the State of Nebraska on December 10, 1995 and said amendments have been incorporated into the following.

ARTICLE I - NAME AND LOCATION

(a) The name of the corporation is The Hickman Presbyterian Church (U.S.A.).

(b) The location of the corporation and its principal place of business is in Hickman, Lancaster County, Nebraska.

ARTICLE II - DURATION

The duration of the corporation shall be perpetual.

ARTICLE III - PURPOSES

(a) The corporation is formed for the purpose of providing for the transaction of the business and temporal affairs of the congregation at The Hickman Presbyterian Church (U.S.A.) and for the further purpose of supporting worship of Almighty God and instruction in the Christian religion, according to the Constitution of the Presbyterian Church (U.S.A.).

(b) The corporation shall be a religious association organized pursuant to subsection (3) of Section 21-1993, R.R.S. 1943.

(c) The private property of members shall not be subject to the payment of corporate debt.
ARTICLE IV - POWERS

In the transaction of the business and temporal affairs of the church, the corporation shall have all the powers of a corporation organized under the Nebraska Nonprofit Corporation Act, subject, however, to the authority of the Session of the church and the provisions of the Constitution of the Presbyterian Church (U.S.A.).

ARTICLE V - MEMBERS

The membership of the corporation shall be composed of all of the active members of the congregation of The Hickman Presbyterian Church (U.S.A.) who are of legal age under the laws of the State of Nebraska as determined by the Session of the church and in accord with applicable provisions of the Constitution of the Presbyterian Church (U.S.A.).

ARTICLE VI - BOARD OF TRUSTEES

(a) The business and temporal affairs of the corporation shall be conducted by a Board of Trustees composed of not less than three members of the corporation who have been duly elected as Elders In Active Service (Ruling Elders) and members of the Session of The Hickman Presbyterian Church (U.S.A.).

(b) The exact number of Trustees, the manner of their election, the term of office, and the filling of vacancies on the Board of Trustees shall be in accordance with the By-Laws of the corporation and the Nebraska Nonprofit Corporation Act.

ARTICLE VII - MEETINGS OF MEMBERS

The time, place and manner of giving notice of all annual and special meetings of the corporation shall be regulated by the By-Laws of the corporation.

ARTICLE VIII - REGISTERED OFFICE AND AGENT

The street address of the initial registered office of the corporation is 300 East 3rd, Hickman, Nebraska 68372 and the initial registered agent at such address is Charles F. Noren.

ARTICLE IX - BY-LAWS
By-laws of the corporation not inconsistent with these Articles of Incorporation may be adopted, repealed or amended by a majority vote of the members of the corporation present and voting at any annual meeting or any special meeting called for that purpose.

ARTICLE X - AMENDMENTS TO ARTICLES OF INCORPORATION

These Articles of Incorporation may be amended by a majority vote of the members of the corporation present and voting at any annual meeting or at any special meeting called for that purpose.

ARTICLE XI - SUPERSESSION

These Revised Articles of Incorporation of the Hickman Presbyterian Church (U.S.A.) located in Hickman, Lancaster County, Nebraska supercede in their entirety the original Articles of Incorporation and all amendments thereto of the United Presbyterian Church of Hickman, Hickman, Nebraska.

END

(The above Articles of Incorporation - Articles I through XI - were adopted Jan. 20, 1991 and Amended Dec. 10, 1995. The amendments were incorporated into the Revised Articles of Incorporation and the above printed Feb. 3, 1998 and reprinted March, 11, 2004)
BY-LAWS OF
THE HICKMAN PRESBYTERIAN CHURCH (U.S.A.)
HICKMAN, NEBRASKA


Reprinted and Current to 1/17/2016

Introduction

The following shall serve as the By-Laws of The Hickman Presbyterian Church (U.S.A.), formerly the United Presbyterian Church of Hickman, located in Hickman, Lancaster County, Nebraska, Non-Profit Corporation and religious organization organized under the laws of the State of Nebraska for the purpose of providing for the transaction of the business and temporal affairs of the congregation at said church. These By-Laws shall also serve as rules and regulations for such congregation. Should these By-Laws be in conflict with the Constitution of the Presbyterian Church (U.S.A.) - its Book of Order or Book of Confessions - the laws of the State of Nebraska or the corporations' Articles of Incorporation, the latter documents or any one of them shall be controlling.

Preamble and Constitution

The Constitution of the Hickman Presbyterian Church (U.S.A.) is the Constitution of the Presbyterian Church (U.S.A.), as defined by the most recent Book of Order.

ARTICLE I - NAME AND AFFILIATION

The Hickman Presbyterian Church (U.S.A.) located in Hickman, Lancaster County, Nebraska, being a particular congregation of the Presbyterian Church (U.S.A.), recognizes that the Constitution of the Presbyterian Church (U.S.A.) consisting of a Book of Confessions and a Book of Order, is in all its provisions, obligatory upon it and its members.

ARTICLE II - OBJECTS AND PURPOSES

The object of this corporation is to promote the Christian faith and its doctrines, government, discipline and worship, as these are set forth in the Constitution of the Presbyterian Church (U.S.A.) and such amendments thereto as may be adopted in accordance therewith; and to maintain the government and discipline of the aforesaid church under its duly constituted officers as prescribed in said Constitution, and under the care of the Presbytery of Homestead or such other Presbytery as may be constituted by the Synod of Lakes and Prairies of said Presbyterian Church (U.S.A.) in the United States of America over the territory in which said Presbyterian Church (U.S.A.) is situated. Therefore, the individual property of the members of said corporation shall not be liable for its indebtedness.
ARTICLE III - MEMBERSHIP

A. Congregation. Members of the Congregation of the Hickman Presbyterian Church (U.S.A.) shall be the active members as defined by the Constitution of the Presbyterian Church (U.S.A.) and determined by the Session.

B. Corporation. Members of the Corporation shall be those members of the congregation who have reached the age of majority as determined by the laws of the State of Nebraska.

ARTICLE IV - CONGREGATIONAL MEETINGS

A. Election Meetings. There shall be an Election Meeting of the congregation held in the church building during the month of November of each year for the purpose of electing Elders, Deacons and Nominating Committee members. The Session shall determine the exact date and time of such Election Meeting.

B. Annual Meeting. There shall be an Annual Meeting of the congregation held in the church building during the month of January of each year for the purpose of receiving church reports, and transacting the general business of the church. The Session shall determine the exact date and time of such Annual Meeting.

C. Special Meetings. Special congregational meetings may be called in accordance with provisions of the most recent Book of Order of the Presbyterian Church (USA). Such calls shall state clearly the purpose of such special meeting, and no other matter save that specified in the call may be considered.

D. Notice. Public notice of the time, place and purpose of all meetings of the congregation shall be given from the pulpit at least two successive Sundays prior to the meeting. The meeting may be convened following the notice given on the second Sunday unless the Book of Order or applicable State law require otherwise.

E. Moderator. The pastor shall be the moderator of all meetings of the congregation. If the church is without a pastor, or if the pastor and the ruling elders agree that the subjects to be discussed require it, or if the pastor is ill or is otherwise unable to be present, a minister of Homestead Presbytery shall be invited by the Session to preside. This invitation shall be cleared through the Committee on Ministry of Homestead Presbytery.

F. Secretary. The Clerk of the Session shall be secretary of the meetings of the congregation. In the Clerk's inability to attend, the Session shall appoint a secretary.

G. Voting. All active members of the congregation who are present at such meeting shall be entitled to participate in all discussions and votes at any congregational meetings. Voting by proxy is not permitted.
H. **Conduct of Meetings.** Congregational meetings shall be conducted in accordance with the General Rules for Governing Bodies adopted by the General Assembly of the Presbyterian Church (U.S.A.), so far as they apply, and when they do not apply, according to the most recent revision of Roberts Rules of Order. All such meetings shall be opened and closed with prayer.

I. **Quorum.** A quorum shall consist of the moderator, secretary, and not less than one tenth of the members.

**ARTICLE V - CORPORATION MEETINGS**

A. **Annual Meeting.** There shall be an Annual Meeting of the Corporation held in conjunction with the Annual Meeting of the Congregation for the purpose of receiving reports, and transacting such other business and temporal affairs of the church as may properly come before the members of the corporation.

B. **Special Meetings.** There may be special meetings of the corporation subject to the same call and notice requirements as special meetings of the congregation.

C. **Voting.** At any meeting of the corporation, all members of the corporation who are present at such meeting may participate in all discussions and votes. Proxy voting is not permitted.

D. **Quorum.** At any meeting of the corporation, a quorum shall consist of not less than one tenth of the members of the corporation.

F. **Conduct of Meetings.** All corporation meetings shall be presided over by an officer of the corporation and the secretary or an assistant secretary of the corporation or the clerk of the session shall record the minutes of all such meetings.

**ARTICLE VI - GOVERNANCE**

A. The governance of the congregation is by the Session. The governance of the corporation is by the Board of Trustees subject, however, to the authority of the Session and the provisions of the Constitution of the Presbyterian Church (U.S.A.). These governing bodies and all other elected positions of leadership as herein provided, shall be elected by the members of the congregation or the corporation, as applicable, giving fair representation to men and women of all ages and of all racial ethnic members of the congregation.

**ARTICLE VII - SESSION**

A. **Members.** The Session shall be composed of the Pastor and twelve Elders In Active Service, who shall be referred to as Ruling Elders.

B. **Election and Term.** The Elder members of the Session shall be divided into three equal classes. One class of Ruling Elders shall be elected each year at the Election Meeting of the congregation for a term of three years.
C. **Eligibility to Serve.** All active members of the congregation shall be eligible to serve on the Session. However, no ruling elder shall serve on the Session for consecutive terms aggregating more than six years, but may be eligible to be elected to a new term after one year has elapsed.

D. **Vacancies.** Should a Ruling Elder cease to be an active member of the congregation for any reason, a vacancy in his or her position on the Session shall occur. Vacancies on the Session by Ruling Elders may be filled for the remainder of the term at a meeting of the congregation, as the Session may determine.

E. **Duties.** Duties of the Session, in accordance with the Book of Order, shall include, but not be limited to, oversight of the church rolls, worship, benevolences, education, nurture, evangelism, building use, supervision of the Pastor and other personnel, and such other duties as may be imposed upon the Session by the congregation.

**ARTICLE VIII - BOARD OF DEACONS**

A. **Members.** The Board of Deacons shall be composed of six members of the congregation, referred to as Deacons.

B. **Election and Term.** The Board of Deacons shall be divided into three classes, each composed of two Deacons, one class of which shall be elected each year at the Election Meeting of the congregation for a term of three years.

C. **Eligibility to Serve.** All active members of the congregation shall be eligible to serve on the Board of Deacons. However, no Deacon shall serve on the Board of Deacons for consecutive terms aggregating more than six years, but may be eligible to be elected to a new term after one year has elapsed.

D. **Vacancy.** Should a Deacon cease to be an active member of the congregation of the church for any reason, a vacancy in his or her position on such Board shall occur. Vacancies on the Board of Deacons for any reason may be filled for the remainder of the term at a meeting of the congregation, as the Session shall determine.

E. **Officers.** The Board of Deacons shall annually elect from among its own members, a moderator, vice-moderator, and secretary; shall keep a permanent record of its proceedings; and shall report to the Session monthly.

F. **Meetings.** The Board of Deacons shall hold a minimum of eleven stated monthly meetings per year and shall hold such other meetings as may be called by the moderator of such Board.

G. **Duties.** Duties of the Board of Deacons, in accordance with the Book of Order, shall be to minister to those who are in need, to the sick, to the friendless, and to any who may be in distress. The Board of Deacons shall also assume such other duties as may be delegated to them from time to time by the Session. The Ministry of the Board of Deacons is under the supervision and authority of the Session.
ARTICLE IX - BOARD OF TRUSTEES

A. **Members.** The Board of Trustees shall be composed of those members of the corporation who have been duly elected as Ruling Elders and shall be referred to as Trustees.

B. **Election and Term.** By reason of their election as members of the Session, each such qualified Ruling Elder shall be deemed elected as a Trustee and the term of office for each Trustee shall run concurrently with his or her term of office as a Ruling Elder.

C. **Vacancy.** Should a Trustee cease to be a Ruling Elder for any reason, a vacancy in his or her position as a Trustee shall occur. All vacancies on the Board of Trustees shall be filled for the remainder of the term in the same manner as provided by vacancies on the Session by Ruling Elders.

D. **Officers.** The Board of Trustees shall annually elect from among their own members a President, Vice-President and Secretary/Treasurer. The Board of Trustees may also appoint such assistant officers from among the members of the corporation as the Board deems necessary.

E. **Powers and Duties.** The Board of Trustees is charged with the duties delegated to them by the laws of the State of Nebraska, the Constitution of the Presbyterian Church (U.S.A.), the Session of the church, these bylaws, and by formal actions of the corporation. The Trustees shall have the following powers: (1) to receive, hold, encumber, manage and transfer property, real or personal, for the church; (2) to accept and execute deeds of title to such property; (3) to hold and defend title to such property; and (4) to manage any permanent special funds for the furtherance of the purposes of the church, all subject to the authority of the Session and under the provisions of the Constitution of the Presbyterian Church (U.S.A.); provided, however, that in buying, selling and mortgaging real property, the Trustees shall only act after the approval of the congregation granted in a duly constituted meeting; and provided that a particular church shall not sell, mortgage, or otherwise encumber any of its real property and it shall not acquire real property subject to an encumbrance or condition without the written permission of the presbytery transmitted through the session of the particular church; and provided, further, any changes in the policies and guidelines which govern any permanently established special fund or endowment fund, shall only become effective upon the affirmative vote three-fourths of the members of the corporation present and voting at a duly constituted meeting of the corporation.

F. **Special Funds.** The Board of Trustees may establish and maintain such funds as the Trustees deem necessary and advisable for the purpose of receiving and managing the gifts, bequests, endowments and trust funds of the Church; provided, however, the Board of Trustees shall establish a permanent special fund to be known as the Endowment Fund all in accord with these bylaws.

G. **Reports.** The Trustees shall report to the Session at each meeting of the Session and to the membership at each Annual Meeting. All such reports shall include detailed financial reports of all special funds, including the Endowment Fund referred to above. The actions of the board of Trustees shall be incorporated in the permanent records of the Session.
ARTICLE X - OFFICERS

A. Clerk of the Session. The Session shall annually elect an Elder to serve as Clerk of the Session.

B. Church Treasurer. The Session shall annually appoint a Church Treasurer.

C. Auditors. Three members of the congregation versed in accounting procedures but not related to the treasurer shall be appointed to conduct an annual audit of the church records.

ARTICLE XI - NOMINATING COMMITTEE

A. Purpose. There shall be a Nominating Committee for the purpose of nominating persons for election to all of the positions to be filled by election of the members of the congregation. The Nominating Committee shall be representative of the congregation as provided by the Book of Order.

B. Membership. The Nominating Committee shall consist of seven members selected as follows:

(a) Two Ruling Elders actively serving on session, elected by the Session; one of whom shall also be elected by the Session as moderator of the Committee;

(b) One Deacon who is actively serving on the Board of Deacons, selected by said Board;

(c) Four active members of the Congregation not currently serving on the Session who are elected at the Election Meeting of the Congregation; and

(d) The Pastor, who shall serve ex officio and without vote.

C. Qualifications. No members of the Nominating Committee shall serve more than two consecutive years.

D. Vacancy. All vacancies on the Nominating Committee shall be filled for the remainder of the term by a majority vote of the Session.

E. Duties. The Nominating Committee shall bring to the Election Meeting or any Special Meeting of the congregation a slate of at least one eligible person per vacancy to be filled at such meeting by election of the members of the congregation.

F. Nominations From The Floor. Additional nominations of eligible persons may be made by any member of the Congregation at the meeting of the Congregation.

ARTICLE XII - HPC CEMETERY BOARD

A. Members and Appointment. There shall be a permanent HPC Cemetery Board composed of a minimum of five members of the corporation and one Trustee, all of whom shall be appointed by the Board of Trustees.
B. Term and Vacancies. Except for the Trustee member, all members of the HPC Cemetery Board shall be appointed for a term of five years and shall be eligible for reappointment for consecutive terms. The Trustee member of said HPC Cemetery Board shall be appointed to a one year term and, if eligible, may be reappointed to consecutive terms. Vacancies on the HPC Cemetery Board, for any reason, shall be filled by the Board of Trustees for the remainder of the vacating members term.

C. Officers. The HPC Cemetery Board shall annually elect from among its members, a Clerk, and such other officers as they deem necessary. The Church’s Trustee member of the HPC Cemetery Board shall be the Chair.

D. Meetings and Reports. The Cemetery Board shall hold at least one meeting in each calendar quarter and shall hold such other meetings as may be called by the Chair or Clerk. The Cemetery Board shall keep accurate records of its activities and report the Church’s Board of Trustees as requested. An annual report of the activities of the HPC Cemetery Board shall be included in the Annual Report of the Board of Trustees.

E. Duties. The HPC Cemetery Board shall perform such duties and assume such responsibilities with regard to the church owned cemetery as prescribed by the laws of the State of Nebraska, the directives of the Board of Trustees and the applicable provisions of the Book of Order of the Presbyterian Church (U.S.A.).

ARTICLE XIII – ENDOWMENT FUND

A. Establishment and Administration of the Fund. The Board of Trustees (hereafter called Trustees) has established the Endowment Fund (hereafter called “the Fund”).

B. Endowment Fund Committee. The Fund shall be administered by the Endowment Fund Committee, which shall consist of two members of Trustees, and a minimum of five members at large will be appointed by the Trustees. The two Trustee members shall not be from the same class. The length of the term shall be three years. The Endowment Fund Committee shall report directly to the Session and shall not act independently without Session approval on all matters. All actions in receiving funds, or expending funds, shall be recorded in the minutes of the Trustees, and reported to the Session.

C. Meetings of the Committee. Regularly scheduled meetings shall be conducted each calendar quarter as called by the Chair. Additional meetings of the Committee shall be conducted as necessary or at the discretion of the Chair.

D. Vacancies. Should a member of the Committee not be able to complete their three year term, the Trustees shall appoint a member from the congregation to complete the vacated position on the Committee.

E. Duties. The Committee shall perform such duties and assume such responsibilities with regard to the Endowment as prescribed by the laws of the State of Nebraska, the directives of the Board
of Trustees and the applicable provisions of the Book of Order of the Presbyterian Church (U.S.A.).

F. Establishing the Fund as Inviolable. The establishment of the fund, its administration by the Trustees, and the inviolable nature of the principal of the original gift (except to pay proper administrative expenses when earnings are unavailable or inadequate to cover such expenses), are hereby deemed not subject to change unless the congregation supports the change with a three-fourths vote after proper notification.

G. Should the Congregation Cease to Exist. Should the congregation cease to exist, the Trustees at the time of the dissolution, may recommend to the congregation upon their vote for dissolution, the disposal of the Fund.

ARTICLE XIV – MEMORIAL AND SPECIAL GIFTS COMMITTEE

A. Formation of Memorial Committee. The Memorial Committee shall be made up of one member of the Board of Trustees and a minimum of five members from the congregation at large. The member from the Board of Trustees shall act as the Chair for the Memorial Committee and shall be responsible for calling and conducting meetings as outlined herein. The five members of the congregation shall be appointed by the Session and shall serve for a term of three years. Members from the congregation appointed by the Session may serve consecutively or as directed by the Session. The Memorial Committee shall report directly to the Session and shall not act independently without Session approval on all matters.

B. Meetings of the Committee. Regularly scheduled meetings shall be conducted each calendar quarter as called by the Chair. Additional meetings of the Committee shall be conducted as necessary or at the discretion of the Chair.

C. Officers of the Committee. On an annual basis, the Memorial Committee shall elect a Treasurer and Secretary, each serving for a one year period.

D. Vacancies. Should a member of the Committee not be able to complete their three year term, the Session shall appoint a member from the congregation to complete the vacated position on the Committee.

E. Duties. The Committee shall perform such duties and assume such responsibilities with regard to Memorials and Special Gifts as prescribed by the laws of the State of Nebraska, the directives of the Board of Trustees and the applicable provisions of the Book of Order of the Presbyterian Church (U.S.A.).

ARTICLE XV - AMENDMENTS

By-Laws of the corporation not inconsistent with the Articles of Incorporation or in conflict with the Constitution of the Presbyterian Church (U.S.A.) may be adopted, repealed or amended by a majority vote of the members of the corporation present and voting at any annual meeting or any special meeting called for that purpose unless a greater vote is required by law or the Book of Order.
(The above By-Laws - Articles I through XV - were adopted Jan. 20, 1991 and Amended Dec. 10, 1995, Jan. 24, 1999, Sept. 14, 2014, and Jan. 17, 2016. All of said amendments have been incorporated into the By-laws and the current Amended By-Laws were reprinted January 17, 2016)