



GRACE COVENANT
PRESBYTERIAN CHURCH

Operating Manual

Policies and Procedures

Operating Manual: Policies and Procedures

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Section 1 Operating Manual

1.1 GCPC Visioning



GCPC Mission

Abbreviated Mission Statement:

*Grace Covenant Presbyterian Church celebrates God's grace for everyone. We **gather** to worship.*

*We **equip** ourselves to share faith. We **send** ourselves to serve.*

Complete Mission Statement: “Grace Covenant Presbyterian Church celebrates God’s unbounded grace and all-inclusive love. God gathers us in a welcoming community, with our curiosity and questions, to worship creatively, learn from God’s word, share our gifts, and deepen our faith. With grateful hearts and a spirit of adventure, we go to serve Christ in the world, sharing kindness with everyone, and working for justice rooted in God’s love.”

GCPC Core Principles

God

The one whom we name as “God” is the source of all creation and the basis of our life together. God’s love is at the heart of our identity and purpose. We believe there is “one God and Creator of all” (Eph. 4:6a) and we also embrace the multitude of names and metaphors that scripture offers to reveal the Higher Power, the divine, the one God to our human understanding.

Christ

Jesus the Christ serves as our primary model and guide for daily living. As revealed in the scriptures, Jesus values authenticity, grace and compassion, empowering people to embrace those same sacred qualities. We are a Christ-centered community, which also recognizes that God speaks through people of other faith traditions and through non-believers.

Holy Spirit

The Holy Spirit is the person through whom we access God, our Creator, and Christ, our Liberator. Holy Spirit is the Living God who reveals Godself in unique and poignant ways throughout history. The Holy Spirit engages creation in a variety of ways: sometimes encouraging, other times challenging, but always inviting an honest faith and genuine path. We believe the Holy Spirit is present in people of all cultures and religious traditions as exemplified in the story of Pentecost, the first mutual experience of the Holy Spirit recorded in scripture.

Scripture

Scripture is inspired by God and written down by people of faith. Scripture captures experiences of God's people and teachings throughout history. Through prayer, study, reflection and interpretation of texts in the context of community, we believe God offers a profound and reliable way to develop and deepen our relationship with God and with one another.

Worship

Worship is the central, shared experience where we praise God and are transformed and renewed to serve. Our original purpose statement says that in worship we "gather all people in a caring, Christian community; equip people to develop a faith that works in real life; and send people to serve Christ in the world." We express our joy and love of God through worship that is scriptural, creative, thought-provoking and honest.

Prayer

Prayer is integral to our worship experience and to our personal, daily walk with God. Scripture offers several prayers that exemplify how faith deepens through prayer practice. Music is a vital method of prayer in our faith community. In addition to traditional, contemplative forms of prayer, we acknowledge the call in scripture to "pray unceasingly," (1 Thess. 5:17) which encourages us to integrate prayer in all we say and do.

Education

God reveals truth both in and outside the church. In addition to scripture and theology, we find great meaning in studying secular disciplines such as natural and social sciences, metaphysics, philosophy and the arts. We are called to explore the richness of God's creation with reverence and openness, welcoming all questions. In this way we love God with all our "mind" as well as our "heart and strength." (Duet. 6:5; Luke 10:27)

Peacemaking

Inspired by the life and teaching of Jesus, we pursue and practice peace at all levels, beginning with our own lives and communities and extending to the entwined ecosystems of the earth. We seek knowledge, skill and patience to create harmony and wholeness in the cacophony of strife and brokenness. "Blessed are the peacemakers for they will be called the children of God." (Matthew 5:9)

Inclusiveness

All people are created in the "image of God." (Gen. 1:27) God's love extends to all, regardless of ethnicity, gender, sexual orientation, economic background, physical/mental ability or religious/political affiliation. The love of God extends to non-believers as well as believers. "I make this covenant with all who are here this day and also with all who are not here." (Deut. 29:13-14)

Justice

We seek to care for the outcast and the oppressed, the sick and the marginalized, offering the love, mercy and compassion of Christ. “What is required of you, but to seek justice, love kindness, and walk humbly with God?” (Micah 6:8) We are called to work for justice in all types of systems: economic, political, racial, educational, medical, environmental and judicial.

Nurture

It is our divine calling to nurture others, especially children and youth so fresh from God. “Let the little children come to me, and do not stop them, for it is to such as these that the realm of heaven belongs.” (Matthew 19:14) We encourage people of all ages on their faith journey; provide a safe, loving place of rest for those who are weary; shine a light for those who wander in darkness; share tears and laughter; provide companionship and give great thanks to God for the gift of each other.

1.2 Introduction

The Operating Manual for Grace Covenant Presbyterian Church has many parts. In this complete version you will find church policies and procedures, information about our five ministry units and team descriptions for every team.

Each team moderator will receive an individual team version of the manual that applies to that team, volunteer job descriptions, policies, and procedures pertaining to that team. Each elder will receive a printed copy of the complete manual upon request.

The complete manual will be available in the church office as well as on the church website: <http://www.gcpc.org>

Ministry Units and Teams

What is a Ministry Unit? Grace Covenant has divided all activities of the church into five areas, each of which is called a ministry unit: Worship and Music, Education, Care and Fellowship, Outreach, and Administration. Under each unit are various teams (*committees*). Every team has an elder liaison, a moderator who is not an elder, and a staff member.

Team Reports: Each team will be responsible for a written report to Session. These reports are due to the team moderator, team members/staff, and clerk of Session the Friday prior to the monthly Session meeting. The Session ordinarily meets the third Monday of each month. **Each team will elect a secretary to keep minutes, write motions, and submit their report.**

All motions brought to Session will ordinarily come through a team.

Team work: Whenever possible, decision making will be made on behalf of the Session at the committee/task force level. However, the Session may deter a committee/task force from proceeding with an idea based upon a decision that the issue is not in keeping with the Mission Statements of the team and/or of the Church as a whole.

New Programs/Activities: When a team creates a new program or activity it shall approve the program/activity at a team meeting and send it on to the Session in the form of a motion for approval in their report to Session.

Reporting of Leadership and curriculum: The names of Sunday school teachers and youth volunteers shall be included in a team report to Session annually. Changes in children's and youth curriculum shall be reported to the Session.

1.3 BYLAWS OF GRACE COVENANT PRESBYTERIAN CHURCH, INC.

*All prior bylaws and amendments revoked and the following articles adopted as of
June 16, 2019*

I. Statement of Mission

Grace Covenant Presbyterian Church celebrates God's unbounded grace and all-inclusive love. God gathers us in a welcoming community with our curiosity and questions to worship creatively, learn from God's Word, share our gifts, and deepen our faith. With grateful hearts and a spirit of adventure, we go to serve Christ in the world, sharing kindness with everyone and working for justice rooted in God's love.

II. Relation to the Presbyterian Church (U.S.A.)

Grace Covenant Presbyterian Church is a member church of Heartland Presbytery in the Synod of Mid-America of the Presbyterian Church (U.S.A.).

III. Governance of the Church

This church shall be governed in accordance with the Constitution of the Presbyterian Church (U.S.A.). Consistent with and subject to that Constitution, these bylaws shall provide specific guidance for this church. Robert's Rules of Order (Newly Revised) shall be used for parliamentary guidance.

IV. Meetings of the Church

There shall be an annual meeting of the congregation ordinarily held on the last Sunday in January, at which at least the following business shall be presented: annual reports from teams, the board of deacons, and the session (information only); financial report for the preceding year; budget for the current year (information only); changes in the terms of call for the pastor(s); nominating committee report for church officers (G-1.0501); and election of members to serve on the nominating committee.

Special meetings may be called by the session or by the presbytery, and must be called by the session in response to a request by one quarter of the members (G-1.0502). Such calls shall state clearly the purpose of such special meetings, and business shall be restricted to that which is specified in the call. (G-1.0501)

Special meetings may be conducted in segments during regularly scheduled worship services held within the same week provided that (i) the aggregate attendance at all services forming a single special meeting by members not having voted previously

in the same special meeting constitutes a quorum as provided in section IX, (ii) members attending more than one service vote only once, and (iii) the vote at all services conforms to the same result. If the vote at any service differs from that of any other service, the vote of the segmented special meeting shall be declared void by the session and a consolidated special meeting shall be called with specific notice to include an election upon the same matter.

V. Notice of Meetings

Meetings shall be announced by public notice to the congregation at regular services of worship on at least three successive Sundays, the last of which may be the date of the noticed meeting. (G-1.0502)

VI. Moderator

An installed pastor shall moderate meetings. If one is unable to preside he or she shall invite another member of the presbytery to serve. Otherwise, the presbytery shall make provision for a moderator. (G-1.0504)

VII. Secretary

The clerk of session shall serve as secretary at annual and special meetings. If the clerk is not present or is unable to serve, the congregation shall elect a secretary.

VIII. Minutes of the Meeting

The minutes of the meeting recorded by the secretary shall be attested by the moderator and the secretary, approved by session at its next regular meeting, and recorded in the minute book of the session (G-1.0505)

IX. Quorum for the Meeting

The quorum of a meeting of the congregation shall be the moderator, the secretary and no less than one-tenth of the members of the congregation. Consistent with the laws of the state of Kansas, a quorum shall be at least one-tenth of the members on corporate matters. The secretary shall determine that a quorum is present. All members of the congregation present at either annual or special meetings are entitled to vote. (G-1.0501)

X. Incorporation

In accordance with the laws of the state of Kansas, the congregation shall maintain the corporation formed. Consistent with the laws of this state, corporate

business will be conducted at a separate meeting of the congregation. At the annual meeting, the ecclesiastical meeting shall be arrested to conduct the corporate business. After the conclusion of corporate business, the ecclesiastical meeting will resume. Since a pastor or moderator is not a member of the corporation, an officer of the corporation or a member of the session shall be invited to moderate the corporate portion of the meeting. The elders serving on the session shall serve at the same time as trustees of the corporation. (G-1.0503)

For the purpose of complying with state law relating to corporations and for the purpose of executing documents for and on behalf of the corporation, the session shall annually elect at its final stated meeting for the calendar year from among its first- and second-year classes a president of the corporation. The president shall hold office for the next calendar year. The clerk of session shall concurrently serve as secretary of the corporation. The treasurer shall be elected annually at the same meeting.

XI. Nominating Committee

The congregation shall form a nominating committee in the following manner (G-2.0401):

- There shall be six to nine active members on the nominating committee.
- Two of the members shall be ruling elders currently serving on session and appointed by the session. One of the currently serving elders shall moderate the nominating committee and the other will be the vice-moderator. Ordinarily, in the following year, the vice-moderator shall become the moderator and a ruling elder from session will replace the vice-moderator. Current session members may not be a majority of the nominating committee.
- Up to two of the members shall be active deacons appointed by the board of deacons.
- Remaining committee members shall be active members of the congregation, who are elected at a congregational meeting, either the annual one or a special meeting.
- Members of the nominating committee may not serve more than three consecutive terms. Terms are ordinarily from June 1 to May 31.
- A pastor shall be a member ex officio and without vote.
- Full opportunity shall always be given to the congregation for nominations from the floor of the congregational meeting by any member of the congregation, provided the nominee has agreed to the nomination.

XII. Elders

The congregation shall elect between nine and fifteen elders divided into three equal classes, each elected for a three-year term, and one class of each elected each year. No elder shall serve for consecutive terms, either full or partial, aggregating more

than six consecutive years. An elder having served a total of six consecutive years shall be ineligible for reelection to the session for a period of at least one year. (G-3.02)

In addition, the congregation may elect up to two elders from among the youth members to serve one-year terms.

Terms on the session ordinarily begin after installation with the first meeting following the first day of June.

The session, at its first meeting following the election of a new class of elders, shall elect an elder to serve as clerk, either currently on session or previously ordained. At the same meeting of the session, the session shall form such teams as necessary to carry out its work. A quorum for the session shall be a pastor or other presiding officer and one-third of the elders, except for the business of reception and dismissal of members of the congregation which may be conducted with a pastor or other approved moderator and two active elders. (G-3.0203)

XIII. Deacons

The congregation shall elect between nine and twelve deacons divided into three equal classes, each elected for a three-year term, and one class of each elected each year. No deacon shall serve for consecutive terms, either full or partial, aggregating more than six consecutive years. A deacon having served a total of six consecutive years shall be ineligible for reelection to the board of deacons for a period of at least one year. Ordinarily, deacons' terms begin in January.

The board of deacons, at its first meeting following the election of a new class of deacons, shall elect a moderator and a secretary from among its members and shall form such committees as necessary to carry out its work.

A pastor shall be an advisory member of the board of deacons. A quorum for the board of deacons shall be one-third of the members, including the moderator. The board shall present a report to the congregation at the annual meeting.

XIV. Vacancies

Vacancies on the session or the board of deacons may be filled at a special meeting of the congregation or at the annual meeting, as the session may determine.

XV. Amendments

These bylaws may be amended subject to the Articles of Incorporation, the laws of the state of Kansas and the Constitution of the Presbyterian Church (U.S.A.) by a

two-thirds vote of the members present, providing that the proposed changes shall have been distributed at the same time as the call of the meeting at which the changes are voted upon.

1.4 Membership in the Congregation

*“A congregation shall welcome all persons who trust in God’s grace in Jesus Christ and desire to become part of the fellowship and ministry of his Church (F-1.0403).”
The process of becoming a member or leaving Membership at Grace Covenant Presbyterian shall be guided by the Book of Order (PCUSA) G1.03*

Active Membership (BOO G. 1.0402)

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. In addition, active members participate in the governance of the church and may be elected to ordered ministry (see G-2.0102). Active members shall regularly, after prayerful consideration, recommit themselves to the disciplines and responsibilities of membership outlined in G-1.0304. The session shall have responsibility for preparing those who would become active members of the congregation.

Entry into Membership (BOO G-1.0303)

1. Persons may enter into active church membership in the following ways:
 - a. Public profession of faith, made after careful examination by the session in the meaning and responsibilities of membership; if not already baptized, the person making profession of faith shall be baptized;
 - b. Certificate of transfer, when a person is a member of another Christian church at the time of transfer;
 - c. Reaffirmation of faith, for persons previously baptized in the name of the triune God and having publicly professed their faith.

2. New member classes will be offered periodically for those who desire to become members of the church. The classes shall be arranged by the Welcoming and Marketing Team and led by the pastor/s and members. Classes will include information about the history of GCPC, the PCUSA, what Presbyterians believe, what membership involves (GCPC structure, opportunities for involvement, stewardship, time and talent survey.)

Membership Roll (BOO G-3.0204)

There shall be rolls of baptized, active, and affiliate members in accordance with G-1.0401, G-1.0402 and G-1.0403. The session shall delete names from the roll of the congregation upon the member’s death, admission to membership in another congregation or presbytery, or renunciation of jurisdiction. The session may delete names from the roll of the congregation when a member so requests, or has moved or

otherwise ceased to participate actively in the work and worship of the congregation for a period of two years. The session shall seek to restore members to active participation and shall provide written notice before deleting names due to member inactivity.

1.4a Membership Roll Review Procedure

Procedure for Updating Church Membership Roll

1. The last week in August, select all names from database of persons who have not participated in worship for at least one year. (List does not include students or those living in a senior facility.) List should be inclusive, no exceptions.
2. Completed list is then given to financial administrator to delete any name(s) that have contributed financially to Grace Covenant in the past year.
3. Give the remaining list of names to other staff members to look over and delete any name(s) that participate in programs in their areas, i.e. music, youth, etc.
4. Send list to Connections and Care Team in September. Make sure that remaining list does not show any deleted names. Team is asked to look over list and then refer list to Session for action.
5. Session will receive list and take action at the October meeting to send a personal letter to all those on the list, asking if they would like to be placed on the inactive list. Some names may have transferred to another church and neither that church nor the person has notified Grace Covenant. (A sample letter is attached.) Clerk of Session, under guidance of Session, will draft a letter encouraging members to attend; however, after a specific date, they will be removed from the active role.)
6. In November or December, action is taken by the Session to place names on the inactive list. This needs to be accomplished by December so that names can be moved from active to inactive before December 31. The church pays per capita on total membership as of December 31.

1.5 The Session

Mission

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). (*BOO G-3.201*)

Duties

1. In light of this charge, the session has responsibility and power to:
 - a. provide that the Word of God may be truly preached and heard. This responsibility shall include providing a place where the congregation may regularly gather for worship, education, and spiritual nurture; providing for regular preaching of the Word by a minister of the Word and Sacrament or other person prepared and approved for the work; planning and leading regular efforts to reach into the community and the world with the message of salvation and the invitation to enter into committed discipleship; planning and leading ministries of social healing and reconciliation in the community in accordance with the prophetic witness of Jesus Christ; and initiating and responding to ecumenical efforts that bear witness to the love and grace of God.
 - b. provide that the Sacraments may be rightly administered and received. This responsibility shall include authorizing the celebration of the Lord's Supper at least quarterly and the administration of Baptism as appropriate, in accordance with the principles of the Directory for Worship; and exercising pastoral care among the congregation in order that the Sacraments may be received as a means of grace, and the congregation may live in the unity represented in the Sacraments.
 - c. nurture the covenant community of disciples of Christ. This responsibility shall include receiving and dismissing members; reviewing the roll of active members at least annually and counseling with those who have neglected the responsibilities of membership; providing programs of nurture, education, and fellowship; training, examining, ordaining, and installing those elected by the congregation as ruling elders and deacons; encouraging the graces of generosity and faithful stewardship of personal and financial resources; managing the physical property of the congregation for the furtherance of its mission; directing the ministry of deacons, trustees, and all organizations of the congregation; employing the administrative staff of the congregation; leading the

congregation in participating in the mission of the whole church; warning and bearing witness against error in doctrine and immorality in practice within the congregation and community; and serving in judicial matters in accordance with the Rules of Discipline.

Composition

The session is the council for the congregation. It shall be composed of those persons elected by the congregation to active service as ruling elders, together with all installed pastors and associate pastors. All members of the session are entitled to vote. The pastor shall be the moderator of the session, and the session shall not meet without the pastor or designated moderator. If there is no installed pastor, or if the installed pastor is unable to invite another moderator, the presbytery shall make provisions for a moderator. Presbyteries shall provide by rule for moderators when the session is without a moderator for reasons of vacancy or inconvenience.

Job Descriptions

Moderator/s - The pastor of a congregation shall be the moderator of the session of that congregation. In congregations where there are co-pastors, they shall both be considered moderators and have provisions for designating who presides at a particular meeting. If it is impractical for the pastor to moderate, he or she shall invite another minister of the Word and Sacrament who is a member of the presbytery or a person authorized by the presbytery to serve as moderator. *(BOO G3.0104)*

Clerk of Session - Each council shall elect a clerk who shall record the transactions of the council, keep its rolls of membership and attendance, maintain any required registers, preserve its records, and furnish extracts from them when required by another council of the church. Such extracts, verified by the clerk, shall be evidence in any council of the church. The clerk of the session shall be a ruling elder elected by the session for such term as it may determine. *(BOO G3.0104)*

Team Liasons – Ruling elders will serve as liaisons to the ministry teams. Liaisons serve as the communication network between the teams and the Session. Liaisons are expected to give a report about Session meetings to the teams. A liaison shall be prepared to speak to any action items brought to the Session by the team/s they serve. **All motions brought to Session will ordinarily come through a team.**

Meetings – Session meetings shall ordinarily be held the third Monday of the month at 7 p.m. January – June, August - December

The moderator shall call a special meeting when he or she deems necessary or when requested in writing by any two members of the session. The business to be transacted at special meetings shall be limited to items specifically listed in the call for the meeting.

There shall be reasonable notice given of all special meetings. The session shall also meet when directed by presbytery.

The Session shall provide by rule for a quorum for meetings; such quorum shall include the moderator and either a specific number of ruling elders or a specific percentage of those ruling elders in current service on the session. (G.3 0203)

Meetings of Session shall be opened and closed with prayer. Meetings shall be conducted in accordance with the most recent edition of *Robert's Rules of Order Newly Revised*, except when it is in contradiction to this Constitution. The Session may also make use of processes of discernment in their deliberations prior to a vote as agreed upon by the body.

All members of the session are entitled to vote.

When the Session makes a decision, a member of the body who voted against the decision is entitled to file a dissent or a protest. Filing a dissent or protest neither initiates nor prevents judicial process.

a. A dissent is a declaration expressing disagreement with a decision of a council. It shall be made at the particular session during which the decision is made. The names of members dissenting shall be recorded.

b. A protest is a written declaration, supported by reasons, alleging that a decision of a council is or contains an irregularity or a delinquency. Written notice of the protest shall be given at the particular meeting of the Session during which it arose and shall be filed with the clerk before adjournment. If the protest is expressed in decorous and respectful language, it shall be entered in the minutes of the meeting, and may be accompanied by an answer prepared by the council. No further action is required. (G-3.0105 Meetings)

1.5a Elder on Duty Responsibilities

updated Dec 2018

The schedule for Elder on Duty will be emailed periodically. If you are unavailable on your assigned Sunday then it is your responsibility to find a replacement among the other Elders, and inform the Church Administrator of the exchange so the bulletin is printed properly.

Patrick will provide keys to open the church door, as well as ones to open all the Sunday school rooms. He will put a ring of keys in your elder folder outside the church office on the Monday before.

The Elder on Duty shall be responsible for opening the church at 8:00 a.m. On Sundays when there is only one service, the church will be open one hour beforehand. This includes the weekday entrance door and the west wing door, as well as the front doors.

Turn on the lights in all the hallways.

Open the doors to classrooms in the education wing, as well as rooms in the west wing hallway. These are the doors to open in the west wing: rooms 3 & 5. In the education wing upstairs, open the two doors past the elevator (23 and 25). Nursery personnel have keys to open that door. In the education wing downstairs, please open rooms 10, 12, 14 and 15. Sunday school teachers will lock the doors when they are done.

Elder on Duty is responsible for making sure that Room 3 is properly set up for the Adult Education Class including chairs and lectern. This should have been done by our janitorial staff but needs to be confirmed each Sunday.

Elder on Duty should check in with the pastor to see if there is any special matter that needs attention that morning. If there is a baptism (look at the bulletin to see), ensure that there is water in the bowl on the chancel. (Use hot water so that it will at least be tepid by the time it's used.)

Elder on Duty should ensure that either the fresh or artificial flower arrangement is on the Chancel. (Look in the coat closet for the artificial flower arrangement.) There are no flower arrangements during Lent or Advent or on Easter Sunday.

Also, make sure there is a glass of water on the pulpit shelf.

1.6 The Deacons

Mission

A. Deacons at Grace Covenant Presbyterian Church exist for the purpose of offering friendship and providing support to those who are a part of the congregation. As the Book of Order (G-6.0401) states, “The office of Deacon as set forth in scripture is one of sympathy, witness, and service after the example of Jesus Christ.”

2. Duties

A. It is the responsibility of Deacons to minister to those who are in need, to the sick, to the friendless, and to any who may be in distress. They shall assume additional duties which may be delegated to them by the Session, which oversees all church organizations, following consultation with the Board of Deacons.

B. Primarily the ministry of Deacons is implemented through the structure of Covenant Groups. Annually the congregation shall be divided into Covenant Groups with each Deacon except the Moderator placed in charge of a group and appointed to provide care for each individual assigned to his/her group.

Definition of Ministries

A. Sympathy - a capacity for sharing the experience of another. Deacons provide sympathy by being actively sensitive to people’s wants or needs, serving as a listener, referral resource and care provider.

1) When special needs arise for a member of the Deacon’s Covenant Group, it shall be the Deacon’s responsibility to assist the Pastors in providing support and pastoral care to the individual or family. This may take the form of visitation, cards, meals, transportation, child care, prayers, placement on the prayer chain and whatever else is necessary to minister to those involved. The members of the Covenant Group shall be called on to assist the Deacon in carrying out these duties. The Pastors shall also be contacted so that they are aware of what services are being provided.

2) All Covenant Group members shall be aware that everyone is needed to help, oftentimes, at very short notice. Elders within the group should be notified of all Covenant Group needs calling for the ministry of sympathy.

B. Witness - a public affirmation by word or example of our Christian faith. Deacons witness by being spiritually active and informed, promoting church functions, and working for the good of the congregation.

- 1) Each deacon will be interested with the pastoral care of members of his or her Covenant Group. To build community and concern among members a Deacon may choose to convene the entire Covenant Group, regularly or occasionally, for a common activity.
- 2) Should a member of the Deacon's Covenant Group terminate her/his involvement in the church, it is the Deacon's responsibility to contact the individual to ascertain the reason(s) for leaving and to express the church's continuing concern for the individual. The Pastors should be contacted prior to carrying out this responsibility.
- 3) Deacons shall be aware of all programs offered by Grace Covenant, encouraging and facilitating the participation of each church member. The Deacons shall endeavor to get each member of his/her covenant group to update Time & Talent sheets annually.
- 4) Deacons will receive a list from the church office of members who have not attended worship in 4 weeks. The list will be divided by Covenant Groups. Deacons are asked to contact their members and report back to the Moderator. The Moderator will notify the Pastors of pastoral care needs.
- 5) Deacons may assist in administering the Sacrament of Holy Baptism.

C. Service - a ministry contributing to the welfare of others. Deacons serve by ensuring that needs within the church and community are addressed.

- 1) Hosting/Greeting
(For the purpose of service, the Covenant Groups pair up in Team Partners of three groups who work in partnership with one another to carry out Hosting/Greeting, KCK Hot Meal, and IHN responsibilities.)
 - a. A Deacon shall organize his/her Covenant Group to carry out the Hosting/Greeting responsibilities on the Sundays of three months a year. These duties include greeting at the concourse entrance, and the west entrance to the music wing, and the weekday entrance. Staffing the name tag/information table, preparing/serving/cleaning up of coffee and juice (see Covenant Group assignment work sheets and timetable).

b. On the Sunday morning that the Deacon's Covenant Group members serve as Host/Greeters, the Deacon or an assigned member of the covenant group shall stand at the name tag table with members of the welcome team to greet and assist visitors with information about church activities, child care, and educational opportunities.

c. On the Sunday morning that Covenant Group members serve as Host/Greeters, the Deacon or an assigned member of the Covenant Group shall stand at the name tag table with members of the Welcoming Team to greet and assist visitors with information about church activities, child care, facilities and educational opportunities.

2) General Information

a. The Deacon shall encourage his/her Covenant Group members to be involved in outreach service both corporately and individually.

Composition

A. The Board of Deacons shall meet on the first Sunday of the even-numbered months for the purpose of prayer, goal setting, program implementation and evaluation, offering support to one another, and strengthening the ministry of the church.

B. The Board of Deacons shall coordinate integration of new members with the Connection & Care Team.

C. Each Deacon shall attend a different Stated Meeting of the Session annually as a way of improving communication between the two groups.

D. Normally the Deacons shall hold an annual retreat in January for the purpose of long range planning, organization, and training.

Deacon's Discretionary Fund

A. Funds to help meet the financial needs of members of the congregation or to assist the deacon with food costs are available in the church budget. Expenditures are overseen by the Moderator of the Deacons, the Pastors and the Deacon in whose Covenant Group the member is found.

Inquirers' Class

A. Deacons shall attend the last Session of the Inquirer's Class when asked to do so. They do so in order to meet the Inquirers who will be assigned to their Covenant groups. If the Deacon is not able to attend, it is the Deacon's responsibility to arrange to meet the new members in an informal setting to get acquainted.

B. The Deacon will make a personal contact of the Inquirers assigned to his/her Covenant group as soon as the Inquirer becomes a member, and shall make every effort to incorporate the new member(s) into the life of the whole church.

Officers of the Deacons

A. The elected officers of the Board of Deacons are Moderator, Vice-Moderator, Secretary, and two Nominating Committee Representatives. Persons elected to these offices shall serve a one year term. The Moderator, Vice-Moderator, and Secretary/Treasurer may be re-elected once. The Vice Moderator often serves as the Moderator the following year. The Nominating Committee Representatives may serve only one term. Officers shall be nominated by the outgoing class of Deacon officers with the option of other nominations being made from the Deacons themselves. Normally, the officers shall be elected at the January Deacon Retreat meeting.

B. Duties of the Officers

1) Moderator

- a. The Moderator of the Board of Deacons shall oversee the work of the Board.
- b. She/he shall convene and moderate the bimonthly meetings, prepare and distribute the agenda for each meeting, delegate responsibility as determined by the Board, and ensure that the duties of the Deacons are being implemented according to the responsibilities established by the Session.
- c. The Moderator shall communicate with the pastors regularly regarding pastoral care concerns.

- d. She/he shall oversee scheduling Covenant Groups for Sunday morning Hosting/Greeting duties.
- e. The Moderator shall oversee assigning Deacons to attend the Stated Session meetings.
- f. The Moderator shall coordinate necessary communication to facilitate the ministry of Deacons.
- g. The Moderator is not responsible for a Covenant Group. However, should a need arise among the Deacons, the Moderator arranges care and support from the other Deacons and from that Deacon's Covenant Group.

2) Secretary

- a. The Secretary of the Board of Deacons shall keep written minutes of all Board Meetings and shall distribute typed copies of these minutes to the Deacons, Pastors and Clerk of Session within two weeks of the meeting. The Secretary/Treasurer shall provide a written report from the Board of Deacons to the congregation at the Annual Congregational Meeting in January.

3) Congregational Nominating Committee Representatives

- a. The Nominating Committee Representatives shall serve on the Congregational Nominating Committee which has responsibility for preparing the slate of nominees to fill the position of Elder and Deacon, Nominating Committee and other needs that arise.

1.7 Team Officer Roles and Responsibilities

Moderator

- With staff input, and using the Planning Calendar as a framework, prepare, copy and distribute agenda at least one week prior to monthly meeting.
- Ensure that individuals responsible for agenda items are notified in a timely manner
- Preside at team meetings.
- Work with staff and elder to prepare annual budget request.
- Submit Annual Report to church office by deadline.
- Take primary responsibility, with staff assistance, for recruitment of new team members.
- Serve as liaison between team members, congregation, and staff.

- Assign schedule for devotions and refreshments at meetings.
- Ensure that expenses are properly authorized and submitted in a timely manner.
- Submit team's annual budget request to Finance Team.
- Oversee organization of leadership training events.

Vice Moderator

- Assist Moderator in fulfillment of his/her duties. Serve as Moderator in his/her absence.
- Take primary responsibility, with staff, for coordinating retreats, team fellowship activities, special speakers, and annual planning meetings.
- Supervise publicity of team activities in bulletin, newsletter, flyers, correspondence, Minutes for Mission, etc.
- Schedule maintenance of team's bulletin board and ensure at least bi-monthly changes.
- Succeed Moderator at the conclusion of his/her term of office.

Secretary

- Maintain appropriate team minutes in notebook by year.
- Copy and distribute team minutes to team members, Session, and staff in a timely fashion.
- Notify team members of changes in meeting dates.
- Maintain and update the team training manual/notebook. Circulate copies to new team members.

Elder Liaison

- Advise team and participate fully in its ministry; act as liaison between the team, and Session, reporting activities and bringing requests and concerns to the appropriate bodies.
- Assist in the recruitment and training of team moderator/vice moderator. Act as a resource in the recruitment of other team members.

Team Members, in general

- Attend monthly meetings; advising Moderator or staff of any absence
- Perform agreed upon duties as team devises.

1.8 Nominating Committee Handbook

The Nominating Committee is mandated by the Book of Order of the PC(USA) and provides instruction for the election of the ordained offices of Elder and Deacon. This handbook provides guidance from the Book of Order and specifics about the process at GCPC.

G-2.02 DEACONS: THE MINISTRY OF COMPASSION AND SERVICE G-2.0201 Deacon Defined The ministry of deacon as set forth in Scriptures is one of compassion, witness, and service, sharing in the redeeming love of Jesus Christ for the poor, the hungry, the sick, the lost, the friendless, the oppressed, those burdened by unjust policies or structures, or anyone in distress. Persons of spiritual character, honest repute, exemplary lives,

brotherly and sisterly love, sincere compassion, and sound judgment should be chosen for this ministry.

G-2.0202 Under Authority of the Session Deacons may be individually commissioned or organized as a board of deacons. In either case, their ministry is under the supervision and authority of the session. Deacons may also be given special assignments in the congregation, such as caring for members in need, handling educational tasks, cultivating liberality in giving, collecting and disbursing monies to specific persons or causes, or overseeing the buildings and property of the congregation. Deacons shall assume other duties as may be delegated to them by the session, including assisting with the Lord's Supper. (W-3.0414). A congregation by a majority vote may choose not to utilize the ordered ministry of deacons. If the congregation has neither a board of deacons nor individually commissioned deacons, the function of this ordered ministry shall be the responsibility of the ruling elders and the session.

GCPC Operations: Deacons are assigned a Covenant Group consisting of individuals and families with whom the Deacon maintains contact. At the Annual Congregational Meeting and lunch, Deacons organize the group for lunch and to establish communication and planning for the following year. Deacons encourage members to serve as greeters, servers at KCK Hot Lunch, and meal train participants. Deacons serve as communicators to staff when births, illnesses, deaths, and other events occur within the group. Deacons participate in monthly Deacon meetings and attend Session meetings as assigned.

G-2.03 RULING ELDERS: THE MINISTRY OF DISCERNMENT AND GOVERNANCE G-2.0301 Ruling Elder Defined As there were in Old Testament times elders for the government of the people, so the New Testament church provided persons with particular gifts to share in discernment of God's Spirit and governance of God's people. Accordingly, congregations should elect persons of wisdom and maturity of faith, having demonstrated skills in leadership and being compassionate in spirit. Ruling elders are so named not because they "lord it over" the congregation (Matt. 20:25), but because they are chosen by the congregation to discern and measure its fidelity to the Word of God, and to strengthen and nurture its faith and life. Ruling elders, together with ministers of the Word and Sacrament, exercise leadership, government, spiritual discernment, and discipline and have responsibilities for the life of a congregation as well as the whole church, including ecumenical relationships. When elected by the congregation, they shall serve faithfully as members of the session. When elected as commissioners to higher councils, ruling elders participate and vote with the same authority as ministers of the Word and Sacrament, and they are eligible for any office.

G-2.04 GENERAL PROVISIONS FOR RULING ELDERS AND DEACONS G-2.0401 Election of Ruling Elders and Deacons Ruling elders and deacons are men and women elected by the congregation from among its members. The nomination and election of ruling elders

and deacons shall express the rich diversity of the congregation's membership and shall guarantee participation and inclusiveness (F-1.0403). Ruling elders and deacons shall be nominated by a committee elected by the congregation, drawn from and representative of its membership. Congregations may provide by their own rule for a congregational nominating committee, provided that the committee shall consist of at least three active members of the congregation, and shall include at least one ruling elder who is currently serving on the session. The pastor shall serve ex officio and without vote. When elections are held, full opportunity shall always be given to the congregation for nomination from the floor of the congregational meeting by any active member of the congregation. A majority of all the active members present and voting shall be required to elect. G-2.0402 Preparation for Ministry as a Ruling Elder or Deacon When persons have been elected to the ordered ministry of ruling elder or deacon, the session shall provide a period of study and preparation, after which the session shall examine them as to their personal faith; knowledge of the doctrine, government, and discipline contained in the Constitution of the church; and the duties of the ministry. The session shall also confer with them as to their willingness to undertake the ministry appropriate to the order. If the examination is approved, the session shall appoint a day for the service of ordination and installation. G-2.0403 Service of Ordination and Installation The service of ordination and installation shall focus upon Christ and the joy and responsibility of serving him through the mission and ministry of the church, and shall include a sermon appropriate to the occasion. The moderator of session or person authorized to preside shall state briefly the nature of the ministry of ruling elder and deacon. The act of ordination and installation takes place in the context of worship. The order for that service of worship in the Directory for Worship (W-4.04) shall be followed. G-2.0404 Terms of Service Ruling elders and deacons shall be elected to serve terms of no more than three years on the session or board of deacons, and may be eligible for reelection according to congregational rule. However, no ruling elder or deacon shall be eligible to serve more than six consecutive years, and a ruling elder or deacon who has served six consecutive years shall be ineligible for election to the same board for at least one year. Election shall be to classes as nearly equal in number as possible, with the term of only one class ending each year. The presbytery may, upon written request and by majority vote, grant a congregation a waiver of this limitation on terms. Once ordained and while they are active members of any congregation of this denomination, ruling elders or deacons not in active service on a session or board of deacons continue to bear the responsibilities of the ministry to which they have been ordained, except as provided in G-2.0406, G-2.0407, or in accordance with the Rules of Discipline.

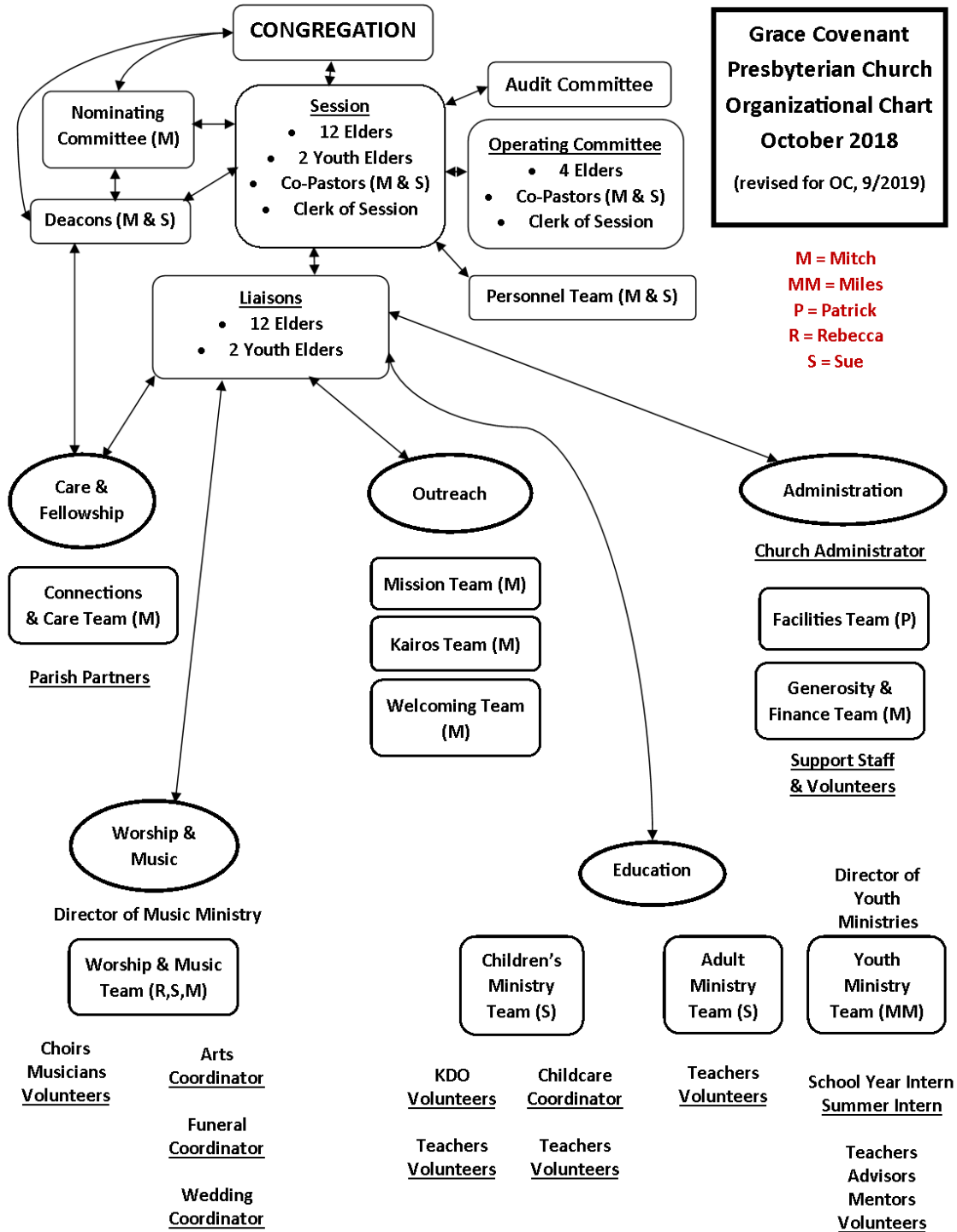
GCPC Operations: Elders attend monthly Session meetings held the third Monday of each month with the exception of July. Elders serve as liaison and, where necessary,

as Team Moderators. Elders serve communion as assigned. Elders serve as Commissioners to Heartland Presbytery meetings as available.

GCPC Nominating Timeline

June-October	Identify candidates for nomination as Deacons Identify candidate for nomination as Memorials/Special Gifts Fund Committee member
November	Present Deacon slate to Session for congregational election Present Memorials/Special Gifts Fund candidate to Session for congregational election
January-April	Identify candidates for nomination as Elders
May	Present slate to Session for approval and election

1.9 Organizational chart



1.10 Annual Program Calendar 2019-2020

Grace Covenant Program Calendar

(as of June 12, 2019)

September 1, 2019 – June 2020

September 1	Worship Services – 8:50 & 11:05am; Funday Sunday @ 10:00am; Communion ; Labor Day weekend
September 4	Wednesday music rehearsals resume
September 8	Worship Services – 8:50 & 11:05am; SS @ 10:00am; Confirmation Commissioning Sunday Music Rehearsals Resume; Third grade Bible Presentation
September 15	Worship Services – 8:50 & 11:05am; SS @ 10:00am
September 22	10:00am Worship in the Park – Picnic & Worship in Quivira Park (Connections & Care)
September 29	Worship Services – 8:50 & 11:05am; SS @ 10:00am
October	Fall Youth Retreat
October 5	Barbeque competition and fellowship event (C&C)
October 6	Worship Services – 8:50 & 11:05am; SS @ 10:00am; World Communion Sunday SMASH – 4:00-6:00pm?
October 13	Worship Services – 8:50 & 11:05am; SS @ 10:00am; CROP Walk?
October 20	Workshop service Sunday; Worship Service – 10:00am; no SS; Luncheon @ 11:15am
October 27	Worship Services – 8:50 & 11:05am; SS @ 10:00am; Reformation Sunday Trunk or Treat – 12:30-2pm ?
November 3	Worship Services – 8:50 & 11:05am; SS @ 10:00am; Communion (Time change – fall back) All Saints Sunday
November 9-10	Hosting of East Hill Singers (Sat reh./Sun reh. & 4pm concert followed by EHS dinner)
November 10	Worship Services – 8:50 & 11:05am; SS @ 10:00am SMASH 4:00-6:00pm?
November 17	Worship Services – 8:50 & 11:05am; SS and Conversation about Worship @ 10am
November 23	Sanctuary decorated for Thanksgiving
November 24	Worship Services – 8:50 & 11:05am; SS @ 10:00am; Christ the King Sunday;
November 27	Thanksgiving Eve Service: 5:30pm Chili Dinner; 6:45pm Gathering Music; 7pm Service
November 30	When Sanctuary Advent décor?
December 1	First Sunday of Advent; Worship Services – 8:50 & 11:05am; Advent Fair and breakfast@ 10:00am; Communion
December 7	M&M Holiday Silent Auction Set-up 1:00-4:00pm – HH

- December 8 **2nd Sunday of Advent**; Worship Services – 8:50 & 11:05am; SS @ 10:00am: M&M Holiday Silent Auction – 8:30am-12:30pm & afternoon times 5-5:45pm
A Christmas Exclamation! @ 6pm
- December 14 Red Bag in parking lot and west wing
- December 15 **3rd Sunday of Advent**; Worship Services – 8:50 & 11:05am; SS @ 10:00am; Praise Team and Chancel Special Music Sunday
- December 22 **4th Sunday of advent**; Worship Service – 8:50 & 11:05am; SS @ 10:00am; **7 p.m. Longest Night Service**
- December 24 Three PM services – 5:00pm, 7:30pm, & 10:45pm Worship @ 5pm Ex!; 7:30pm Chancel; 10:45pm Vocal & Instrumental solos and/or ensembles
- December 29 **Worship Service – 10am**; No SS – Sanctuary clean-up or Jan 5?

2020

- January 5 **Epiphany – Star Sunday**; Worship Services – 8:50 & 11:05am; SS @ 10:00am;
Communion
- January 8 Wednesday music rehearsals resume
- January ??? Deacons' Retreat
- January 12 Worship Services – 8:50 & 11:05am; Ordination and Installation of Deacons?; SS @ 10:00am; Sunday music rehearsals resume
SMASH 4:00-6:00pm?
- January 19 Worship Services – 8:50 & 11:05am; SS @ 10:00am; SMASH 4-6 p.m.
- January 20 MLK Day- Offices Closed; Youth Presbytery Ski/Tubing Event
- January 26 Worship Service – 10:00am; Annual Meeting – 11:00am; Sit Together Sunday; Covenant Group lunch (11:45am)
- Jan 31/Feb 1 Host Regional Suzuki Workshop; Set up Fri 31st pm; Sat 1st 7:30am-5pm; use S,
HH, WW, 29
- February 2 Worship Services – 8:50 & 11:05am; SS @ 10:00am; **Communion**; Souper Bowl
of Caring
- February 9 Ex! R – 3:00pm; Ex! & Jubilation! @ 4pm; Youth Super Bowl Parties @ 5pm
Worship Services – 8:50 & 11:05am; **Music Appreciation**; SS @ 10:00am
SMASH 4-6pm?
- February 9, 16, 23 Gather at the Table communion training 4 p.m.
- February 16 Worship Services – 8:50 & 11:05am; SS @ 10:00am
- February 23 Worship Services – 8:50 & 11:05am; SS @ 10:00am;
- February 25 Shrove Tuesday Pancake Supper – 5:30-7:00pm
- February 26 Ash Wednesday Worship – 4-7pm
- March 1 Youth Sunday First Sunday in Lent; 2nd Grace Communicants Sunday One service @ 10am
- March 8** **Second Sunday in Lent**; Worship Services – 8:50 & 11:05am; SS @ 10:00am;
(Time change – spring forward)
- March 13-23 Spring Break encompasses these dates for Olathe, BV, & SM
- March 15** **Third Sunday in Lent**; Worship Services – 8:50 & 11:05am; SS @ 10:00am
- March 22** **Fourth Sunday in Lent**; Worship Services – 8:50 & 11:05am; SS @ 10:00am
- March 28 Chili and Pie cook off
- March 29** **Fifth Sunday in Lent**; Worship Services – 8:50 & 11:05am; SS @ 10:00am

April 4 Children's Easter Party and Egg Hunt- HH and lawns – 10-11:30 am
 April 5 Palm Sunday; Worship Services – 8:50 & 11:05am; SS @ 10:00am; Communion
 SMASH 4:00-6:00pm?
 April 9 Maundy Thursday Service – 7:30pm
 April 10 Good Friday / Tenebrae Service 7:30pm
 April 11 Sanctuary Worship Decorating (HH & Sanctuary) & 10-11am Organ, Brass,
 timpani reh-S?
 April 12 Easter Sunday; Worship Services –8:50 & 11:05; No SS; Communion
 April ??? Presbytery Youth Retreat
 April 18 Ladies Luncheon
 April 19 Worship Services – 8:50 & 11:05am; SS @ 10:00am; Bright Sunday?
 SMASH 4-6 p.m.
 April 26 Worship Services – 8:50 & 11:05am; SS @ 10:00am; Earth Sunday?
 April ??? Confirmation Retreat
 April ??? High School Leadership/Planning Retreat
 May 3 Worship Services – 8:50 & 11:05am; SS @ 10am; Bell Fest afternoon warm ups
 6pm Bell Fest XXXII – Theme: TBD
 May 10 Worship Services – 8:50 & 11:05am;
 May 17 Worship Services – 8:50 & 11:05am; Last day of regular Sunday School classes
 May 24 Worship Services – 8:50 & 11:05am; No SS; Memorial Day Weekend
 May 31 Worship Services – 8:50 & 11:05am; Pentecost and Confirmation Sunday
 May 29-June 7 Choir Trip to Florence, Italy
 June 1-5 VBS
 June 7 VBS Sunday
 June 12-19 M&M Trip
 June 20-27 General Assembly in Baltimore (Sue and Mitch attending)
 June 28 M&M Sunday
 July 19 SMASH 4-6 p.m.

 Barbeque cook-off

Section 2: Worship and Music Ministry Unit

2.1 Worship Team

Mission

Throughout the ages, people of faith have responded to God's love and grace through acts of worship. The mission of the Worship Team is to provide individual and corporate worship opportunities grounded in reformed tradition and theology, creatively and artistically expressed, and accessible to children and adults of all ages and abilities.

The Worship Team operations are structured around the Presbyterian Church calendar and "The Directory for Worship, Book of Order of the Presbyterian Church U.S.A." We are guided by the vision of the pastors for worship and must take into consideration our relation with, and impact on, the Music Team and the Praise Team.

Team Duties

1) Sunday Worship Services

- a) Make recommendations regarding: Orders of Worship, number and times of services, communion schedule
- b) Maintain items used in worship (e.g. candles, banners, paraments) in good order and coordinate with Church Administrator to order supplies when needed
- c) Coordinate with Staff and appropriate teams regarding the scheduling of special events during worship (e.g. Youth Sunday, Scout Sunday, Bible presentations)

2) Special worship services

- a) Propose special services and recommend for Session approval
- b) Coordinate with Church Administrator & Marketing Team to publicize special services to those within or outside the congregation who may be interested
- c) Oversee all church weddings and funerals in accordance with GCPC policies and practices

3) Sacraments

- a) Secure communion supplies, prepare communion elements & serving pieces, ensure items are properly cleaned and returned to proper storage for later use
- b) Train elders and deacons to assist pastor(s) in serving communion and coordinate scheduling
- c) Prepare baptismal elements and identify/train persons to assist pastors

4) Worship Leadership

- a) Arrange for pulpit supply when pastor(s) cannot be present
- b) Identify and train lay liturgists
- c) Connect individuals with opportunities to prepare for and participate in worship services (e.g. lighting candles, providing flowers, ushering, straightening pews)
- d) Guest preachers – The Operating Committee submitted a motion saying, "Should a team desire to invite a guest preacher, requests with information about the presenter shall be submitted to the Worship Team for approval." The motion passed unanimously.

5) Education & Artistic Expression

- a) Change paraments according to liturgical seasons of the church year
- b) Work with pastor(s) and staff to plan experiences that increase understanding of liturgy (“the work of the people”) and speak to worshipers in a variety of ways (music, art, silence)
- c) Recruit and schedule volunteers to prepare the sanctuary for the church seasons of Advent, Christmas & Lent and, when needed, for other special worship services
- d) In collaboration with other teams, work to increase children and families’ understanding of how and why we worship

6) Safety & Accessibility

- a) Provide ushers for all worship services
- b) Train ushers to extend hospitality and assist pastor(s) or worshipers as needed or when requested
- c) Provide information to the congregations periodically regarding safety & emergency procedures
- d) Train and schedule volunteers to operate the sound/light equipment for worship services
- e) Provide accessible bulletins and hymnals and hearing assist devices

Composition

The Worship Team fulfills its responsibilities with a set of members who meet regularly to review worship services, plan future worship opportunities and share ideas for how to make worship meaningful to all who attend. In addition, there are a number of Coordinators who take responsibility for some or all of the areas listed above. These individuals may or may not attend the regular meetings but communicate their progress and needs to the Moderator or Co-Moderator. Coordinator job descriptions have been written for use in identifying persons to serve and explaining to them how they will share their gifts.

After a period of meeting as a combined Worship and Music Team, it was decided that there will be both a Worship Team and a Music Team. During certain months, the teams will meet together to allow for joint planning and sharing, then break into separate team meetings,. The schedule of these joint meetings will be determined by the pastor(s) and Team Moderators.

Team Members

- Co-Moderators (or Moderator and Vice Moderator)
- Clerk
- Session Liaison
- Team Members
- Communion Coordinators
- Liturgical and Artistic Expression Coordinator
- Worship Leadership Coordinators
- Light/Sound Coordinator
- Usher Coordinator
- Flower Coordinator
- Wedding Coordinator

- Funeral Coordinator

Calendar (Melanie is updating)

Job Descriptions

Co-Moderators (or Moderator and Vice Moderator)*

- Maintain ongoing communication with team members, team coordinators, pastor(s), music staff and Elder Liaison
- Regularly review planning calendar
- Prepare meeting agenda, with staff input, and distribute prior to meeting
- Preside at Team Meetings
- Prepare annual budget request, in consultation with staff and Elder Liaison, and submit to Session
- Write and submit annual report to congregation
- Ensure that expenses are properly authorized and submitted in a timely manner
- Coordinate publicity of worship events and team activities with staff and other teams
- Coordinate efforts for recruitment of new members

* Co-Moderators serve for a 2-year term and determine how to divide responsibilities. Prior to the end of the term, new Co-Moderators are recruited to ensure seamless continuity of leadership.

Moderator and Vice Moderator are also 2-year positions. In this model the Vice Moderator assists the Moderator in responsibilities the first year and assumes the Moderator position in the second year, sharing responsibilities with a new Vice Moderator.

Secretary

- Take notes at team meetings and maintain them in a notebook or electronic file
- Distribute notes to Team members, Session and staff in a timely fashion
- Assist in publicity when requested

Session Liaison

- Participate fully in team's ministry and act as liaison between Team and Session by reporting activities and bringing requests, ideas and concerns to the appropriate bodies
- Assist in recruiting and training Co-Moderators (or Moderator/Vice Moderator)
- Act as a resource in recruitment of team members and coordinators

Team Members

- Attend monthly meetings, as appropriate
- Participate in discussions, share ideas and perform agreed upon tasks related to worship
- Act as a resource in recruitment of team members and coordinators

Communion Coordinators

- Keep Communion Guidelines updated and available to volunteers who sign up to assist
- Recruit and train elders and deacons to serve communion
- Maintain a quarterly schedule of communion servers (elders and deacons)
- Communicate necessary details to servers prior to worship
- Oversee recruiting, scheduling and training individuals to prepare and clean up communion ware
- Obtain necessary supplies (e.g. bread, wine, grape juice, cups)
- Attend Worship Team meetings as needed or when requested

Liturgical and Artistic Expression Coordinator

- Work with team and pastor(s) to identify ways to add artistic elements (e.g. visual, auditory, sensory) to worship during each season of the liturgical calendar and/or special worship services
- Identify volunteers and coordinate the activities involved in preparing and cleaning up these artistic elements
- When appropriate, work with pastor(s) and other teams to educate children and the congregation about their meaning
- Work with Flower Coordinator to determine which Sundays should be listed on the “Flower Chart”

Worship Leadership Coordinators

- Recruit and schedule individuals to read scripture during Sunday worship and notify church office in advance of bulletin deadline
- Work with pastor(s) to identify and train individuals to participate in other areas of worship leadership (e.g. prayers, litanies, dramatic readings)
- Work with pastor(s) and Children’s Team to identify opportunities for children to participate in worship leadership (e.g. serve as acolytes, read prayers or scripture) and prepare children for such opportunities (including notifying parents and receiving their permission)

Flower Coordinator *(see notebook kept by Coordinator for detailed instructions)*

- Maintain the “Flower Chart” to offer an opportunity to provide flowers during worship in honor or memory of an individual or event
- Contact donors in advance and inform church office of wording to include in Sunday bulletin
- Receive payment and forward to Business Administrator
- Thank donors for contribution

Light/Sound Coordinator

- Recruit, schedule and train volunteers to operate sound and light system

- Distribute schedule to pastor(s), church office and volunteers
- Contact volunteers regularly to learn of any scheduling or equipment problems
- Recommend modification/improvements to enhance worship
- Communicate regularly with pastor(s) to plan in advance and understand expectations regarding order of worship and special services

Usher Coordinator (see attached description of Duties and Responsibilities)

- Recruit, train, and oversee ushers at the worship services
- Work closely with pastor(s) and Team, especially during special services

Funeral Coordinator (Mary Sue Thomas is reviewing with pastors)

Wedding Coordinator (Rebecca & Linda are reviewing/updating this one)

2.1a Head Usher Handbook

GRACE COVENANT PRESBYTERIAN CHURCH USHERS

MINISTRY TITLE:	Head Usher for 8:50 Worship Service Head Usher for 11:05 Worship Service
WORKING RELATIONSHIPS:	Supervisor: Usher Coordinator: Also works closely with the Worship Team and pastor(s)
MINISTRY DESCRIPTION:	Recruit, train, and oversee ushers at the worship services and deposit offering into in-house safe
COMMITTED SCHEDULE:	Be responsible for recruiting and overseeing ushers for one month at a time. Have a trained replacement for those Sundays when not present.
WEEKLY TIME REQUIRED:	2 hours

MINISTRY DUTIES AND RESPONSIBILITIES:

1. Train ushers on the importance of extending hospitality to all worshipers. Ushers are often the first people a visitor meets. They can make a critical difference, so smile at and speak to everyone!
2. Head Usher schedule for the year to be given to the Church Office for use in the bulletin. Recruit 4-6 people to be ushers at the worship service you are directing as the Head Usher. Ushers are to reflect the diversity in the congregation. (families, singles, children and youth, etc.) If you know the names of your ushers by Thursday, you can inform the Church Office so that their names can be

included in the bulletin. We think it is important for the congregation to at least know the Head Ushers' names.

3. The Head Usher needs to be in the sanctuary 20 minutes before the worship service begins. Those assisting with ushering need to arrive at least 15 minutes prior.
4. Arrange the following details before the worshipers arrive:
 - a. Discuss the service and offering procedure with the pastors.
 - b. Ensure that hymnals and Bibles are distributed and straightened in the pew racks throughout the sanctuary.
 - c. Remind ushers that hearing assist devices are available at the Sound Booth. In turn, they should make this information known to the congregation. Remind ushers that large print bulletins and hymnals are located at the Access Center table at the back of the sanctuary.
 - d. Assign ushers to a designated position to hand out bulletins (two ushers in the center aisle and one each inside the doors located in the diagonal walls). Remember that in addition to the worship bulletins, ushers are also requested to distribute the Children's Worship Bulletins. Specific instructions regarding the Junior Ushers and these bulletins are found in the usher boxes.
 - e. Assign ushers to a designation position for receiving the offering and overseeing the receiving of the offering at the appropriate time in worship.
 - f. For 11:05 service on Communion Sundays, assign one usher to collect empty communion cups from the choir and those sitting on the front pews. Also, coordinate with Communion Coordinator to have two ushers serve communion in the two half aisles.
 - g. Advise ushers of any special instructions given by the pastors.
 - h. Make certain an attendance pad is located on the first chair in the choir loft.

6. Be alert for any worshipers needing special help (i.e. persons in a wheelchair or with crutches, people who appear to be “lost,” new visitors who are unaware of norms, etc.)
7. At 11:05 service provide assistance to the acolyte coordinator and acolytes by lighting their lighters and sending them down the aisle at the appropriate time in the worship service. (Usually this will be during the Introit.) Note: There may be times when no children are serving as acolytes.
8. After receiving the offering at both services, return the plates to the back of the sanctuary with the Head Usher. Please keep the money under the supervision of 2 unrelated persons until sealed in envelope provided in usher box.
9. After the 8:50 and 11:05 services straighten hymnbook racks and pick up used bulletins and other litter left by worshipers.
10. After the 11:05 service, secure the facility by completing the following tasks:
 - a. Collect all signed-in attendance sheets and leave in Church Administrator’s In Box outside the office door.
 - b. Lock all exterior doors unless instructed otherwise by the staff.
 - c. Check to ensure all windows are closed and locked.
 - d. Turn off all lights.
 - e. Check all bathroom stools and urinals to ensure they are flushed.
 - f. Turn off ceiling fans in the sanctuary.
 - g. Turn Baptismal Font switch off (located on wall just right of font).
 - h. Close the following interior doors between air control zones.
 - 1) Heartland Hall and Hallway
 - 2) Kitchen and Hallway
 - 3) Kitchen Hallway into Heartland Hall
 - 4) Concourse doors into Sanctuary
 - 5) Office Hallway into Concourse
11. Collect the offering. After worship, take envelope from usher box and

empty contents

of plates into envelope. Please keep the money under the supervision of 2 unrelated persons until sealed in the envelope provided in usher box. For occasions when the offering will not fit into one envelope, please use 2, or larger envelopes located in the bottom of the box.

On front of envelope please include the following:

Name

Date

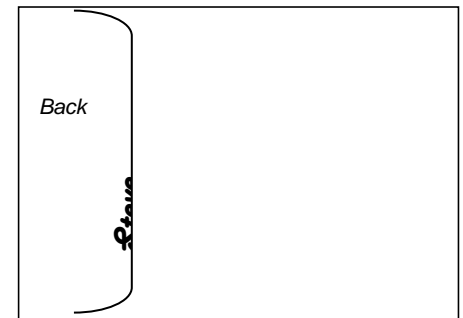
Service time (9:00 or 11:05 or special service time)

On back, please seal and sign over the seal.

Please do this while still in sanctuary.

Take sealed envelope to the safe.

Sign offering log (formerly the bank bag log).



12. Coordinate ushers for any special worship service with the other Head Ushers.
13. Be aware that the ushers are the front line of action in case of some emergency such as a fire, tornado, or serious illness. ***Guidelines and instructions are located in the usher notebook.*** Please familiarize yourself with these. Always be prepared to respond quickly as needed.
 - A first aid kit is located beside the usher box in the back of the sanctuary, others are between the bathrooms in the west wing, across from rooms 26 and 14 and in Heartland Hall near the kitchen entrance/soda machine.
 - An AED is located on the wall outside the main women's restroom across from Heartland Hall. Familiarize yourself with its location.
 - Emergency Exit maps are by the usher box. Familiarize yourself with all emergency exits.

Revised July 2019 AD



2.1 b Wedding Policy

GRACE COVENANT PRESBYTERIAN CHURCH

11100 College Boulevard, Overland Park, KS 66210
(913) 345-1256

WEDDING POLICIES

Your wedding is one of the most joyous occasions of your life and we are pleased to be a part of it. We consider the wedding ceremony to be a significant worship service where the couple pledge themselves to one another in the presence of God and begin to build a strong marriage, with Christ as its foundation. With this in mind, we have established these important policies, gathered pertinent information and provided a Wedding Coordinator, all to help your wedding go as smoothly as possible.

DENOMINATIONAL GUIDELINES

Grace Covenant Presbyterian Church is governed by the Book of Order of the Presbyterian Church (USA). Therefore, guidelines applying to wedding ceremonies performed within the sanctuary can be found in the Book of Order, Section S-5.0400 on the Christian Service of Marriage (available upon request). In addition to these denominational guidelines, it is the hope of the church that those being married in the Grace Covenant sanctuary and/or those being married by a member of the staff at Grace Covenant will covenant with one another and God to participate faithfully in worship at Grace Covenant or other church in the months leading up to their marriage and thereafter.

ROLE OF THE PASTOR

Grace Covenant Church has a pastor available to perform the weddings. You should contact the pastor of your choice directly to request his/her services. Normally the pastor will require four conferences with the couple prior to the marriage to discuss those things that are important in our Christian understanding of marriage, and to plan the service itself. The couple should contact the pastor through the church office to schedule these counseling sessions. A pastor from another church may officiate or assist at your wedding with the approval of the Worship Team. A copy of the ceremony should be provided for Worship Committee review to ensure that it conforms to the guidelines contained in the Presbyterian Church Book of Order.

WEDDING COORDINATOR

Our Wedding Coordinator will assist you with many aspects of your wedding. All inquiries should be made through her except for requesting the pastor's services and scheduling counseling appointments. The Wedding Coordinator will arrange a meeting with you at the church to discuss your plans and answer your questions. She will assist with your rehearsal and will be at the church before ceremony to prepare the Sanctuary and will stay after the ceremony to clean up. Guidelines and support for the responsibilities of the Wedding Coordinator are provided by the Worship Team under the direction of the Session.

MUSIC

Your wedding is a service of worship and the music to reflect the reverence of the occasion. Therefore, music played or sung should place emphasis on glorification of God. Secular tunes are not appropriate in this setting but may be suitably used for your reception. Schedule an appointment with the staff organist at least two months in advance of your wedding to make musical selections and plan for soloists. Should the church organist be unavailable on the date of your wedding, she will assist in procuring a guest organist.

THE WEDDING PARTY

Rooms are available where members of the wedding party may dress, and each is equipped with a full-length mirror. Members of the wedding party should conduct themselves at all times in a manner appropriate to a place of worship. The behavior and attire of the wedding party and guests should reflect an attitude of reverence befitting to the occasion. We request that the couple communicate these regulations to the wedding party. Smoking and alcoholic beverages are not permitted on the church property. Your guests may blow bubbles, wave wands, ring bells, etc. in the canopied area at the church entrance or in the parking lot. Birdseed is not permitted for environmental reasons.

PHOTOGRAPHS

Photographs provide wonderful, lasting memories of your wedding day. To assist in capturing these beautiful moments and in maintaining the sanctity of the service, the following guidelines have been established. It is the responsibility of the couple to communicate these guidelines to their photographer and to their guests. A copy of these guidelines is available for your photographer.

♥ Prior to the beginning of the service, flash photos are permitted in the sanctuary. After the prelude, the photographer may go no further down the center aisle than the third pew from the back.

♥ After the processional begins, photographs may be taken unobtrusively from the rear of the sanctuary using time exposures only. The photographer must remain at the rear of the sanctuary during the service.

- ♥ Flash photos may once again be taken during the couple's recessional.
- ♥ You may schedule your photos anytime up to two hours prior to the ceremony or immediately following the ceremony.
- ♥ Should you wish to videotape your ceremony, the camera must be placed on a tripod in an inconspicuous position and either turned on before the ceremony begins or operated by a remote-control device. The camera must then be left unattended until the ceremony is over.

FLOWERS, CANDLES & DECORATIONS

The couple should advise the florist of the following guidelines and precautions concerning their decorations.

- ♥ Only the chalice and paten and a unity candle (if one is used in the ceremony) may be placed on the communion table. None of the chancel furniture should be moved without the consent of the pastor.
- ♥ The wedding party is responsible for bringing a unity candle. Greenery for around the unity candle is available upon request.
- ♥ Care should be taken to protect the floors, carpeted areas and furnishings from moisture, candle wax, dirt, scratches and other damage. The florist is also responsible for removing all apparatus used immediately following the wedding and for leaving the facility in good order. They should also be advised that they are responsible for any damages incurred through their misuse of the facility.
- ♥ Masking tape and pipe cleaners or chenille covered wire may be used to secure decorations to the furnishings.
- ♥ If candelabra other than the set provided by the church are to be used, they must be able to accommodate metal encased, spring loaded candles. Otherwise, plastic sheeting must be placed beneath the candelabra to protect the floor from dripping wax.
- ♥ Only artificial flower petals may be thrown on the aisle carpet by the flower girl.
- ♥ Contact the Wedding Coordinator to arrange for times when the facility will need to be unlocked for the florist.

THE REHEARSAL

It is advisable to schedule a rehearsal prior to the wedding service. Depending on the size of the wedding party, plan on spending approximately one hour going over the movement and placement of the wedding party, the Order of Service and responsibilities of the ushers. The organist and other musicians should attend as well. It is important that all of the people involved in your wedding ceremony arrive at the scheduled time since only one hour is allocated for your rehearsal. The marriage license should be given to the pastor at the time of

rehearsal. Payment of all fees is due at the rehearsal. In consultation with the wedding party, it is the pastor who directs the rehearsal and the wedding service.

HEARTLAND HALL

Heartland Hall, with a capacity of approximately 200, is available for the wedding reception and/or rehearsal dinner. Should you desire to use it, the Wedding Coordinator should be notified well in advance of your wedding date. The couple should advise their caterer that they must leave the facility clean, in good order and that they are responsible for any damages incurred through their misuse of the facility. The church has tables available in a variety of sizes. Consult the Wedding Coordinator for specific information.

SCHEDULING YOUR WEDDING

Consult the Wedding Coordinator as soon as possible regarding the date you wish to use the facility. The WC will confirm your date with the pastor that you have requested to perform your ceremony. Nonmembers are welcome and may reserve a date up to nine months in advance. Wedding dates for nonmembers will be confirmed by the WC after approval for the wedding has been given by the Worship Team and the prepaid deposit portion of the fees has been received. All wedding arrangements are subject to the approval of the Worship Team through the WC.

CHILD CARE DURING THE SERVICE

In order to comply with the church's Child Protection Policy, onsite child care arrangements during the service must be coordinated through the church's Wedding Coordinator.

WEDDING POLICIES: MEMBERS

Financial Responsibilities

Payment of the wedding fee is due to the church office the Monday before your wedding day to the attention of the Financial Administrator. Please make payment in the form of your check, payable to Grace Covenant Presbyterian Church.

Membership status (or that of your family) must be received and confirmed to be in good standing, and not be inactive, prior to the wedding date. If the couple is participating in an Inquirers' Class for new membership, they are still responsible as inactive/nonmembers to pay a date deposit fee at the time they schedule their wedding. The date deposit will be applied towards their damage deposit on their wedding date if they become members prior to the wedding.

Because members of the congregation support the church through their pledges, their expenses are limited to the following:

Organist:	\$200.00*	For consultation, wedding rehearsals up to two additional rehearsals with other musicians, and the wedding service
Custodian:	\$ 75.00	For rehearsal and wedding service only
	\$ 50.00	Additionally for reception
	\$ 50.00	Additionally for rehearsal dinner

Wedding Coordinator: \$350.00 Services include: meeting with the Bride to plan all pre-arrangements; opening the church on the rehearsal night and coordinating wedding rehearsal with the Pastor (approximately two hours); opening the church on the wedding day three hours before the service and staying 1 ½ hours after the service ends (allowing one hour for the service -- total hour time of the wedding day is 5½ hours), and the reception or rehearsal dinner if needed. If the couple desires more than 5 ½ hours on the wedding day, a fee of \$10 per hour will be added to the flat fee. This must be prearranged and submitted to the Financial Administrator when the fees are paid.

\$ 100.00 Additional for reception (stays until last person has left)

\$ 50.00 Additional for rehearsal dinner (stays until last person has left)

Videographer: \$150 For rehearsal and wedding service only (optional)

Pastor: No Charge For required premarital counseling sessions, rehearsal and wedding service

Candelabra Rental: No Charge Set of two, 7-candle inverted brass candelabra

Pew Torch Rental: No Charge Set of ten pew torches - every third pew

THE FOLLOWING FEE _____ IS DUE BY _____.

This fee includes the additional fee of _____ for added services provided by the Wedding Coordinator. Additional fee agreed to on this date _____.

Revised 12/2019

WEDDING POLICIES: NONMEMBERS/INACTIVE

Financial Responsibilities

Payment of the wedding fee is due at the church office the Monday before your wedding day to the attention of the Business Administrator. Please make payment in the form of your check, payable to Grace Covenant Presbyterian Church.

In addition to the fee listed below, a **\$100 Scheduling/Damage deposit** is required at the time the wedding date is confirmed with the Wedding Coordinator.

The **wedding fee** for Non-members/Inactive includes the following:

Organist:	\$200	For consultation, wedding rehearsals up to two additional rehearsals with other musicians, and the wedding service
Custodian:	\$ 75.00	For rehearsal and wedding service only
	\$ 50.00	Additionally for reception
	\$ 50.00	Additionally for rehearsal dinner

Wedding Coordinator: \$350 Services include: meeting with the Bride to plan all pre-arrangements; opening the church on the rehearsal night and coordinating wedding rehearsal with the Pastor (approximately two hours); opening the church on the wedding day three hours before the service and staying 1½ hours after the service ends (allowing one hour for the service -- total hour time of the wedding day is 5½ hours), and the reception or rehearsal dinner if needed. If the couple desires more than 5½ hours on the wedding day, a fee of \$10 per hour will be added to the flat fee. This must be prearranged and submitted to the Financial Secretary when the fees are paid.

Pastor: \$200 For required premarital counseling sessions, rehearsal and wedding service

Sanctuary Fee: \$500 Facility

Candelabra Rental: Set of two, 7-candle inverted brass candelabra

Pew Torch Rental: Set of ten pew torches - every third pew

Damage Deposit: As stated above, in addition to the wedding fee, a \$100 scheduling/damage deposit is required to hold the date. This deposit is refundable the Wednesday following the wedding if no damage has occurred. Assessment of property condition is to be assessed by the Associate Pastor of Operational Ministries the Monday following the wedding. Notification of damages incurred will be given immediately to persons designated by the couple.

TOTAL DUE: \$1400.00

Additional Charges for:

Heartland Hall: For rehearsal dinner (\$50), or reception (\$100)

TOTAL DUE \$1,450.00 - \$1,500 (above fee included)

The fee for members of Grace Covenant Church who provide an additional service (i.e., musicians, vocalists, etc.) to the above are to be paid directly to the person involved by the couple. Do not include these fees with your lump sum check to the church.

Damage Deposit \$100.00 fully refundable.

**WEDDING POLICIES AGREEMENT
CHURCH POLICIES AND FINANCIAL RESPONSIBILITIES**

I, (name of bride and/or groom) _____, desire to be married at Grace Covenant Presbyterian Church on (date of wedding) _____ at (time of wedding) _____ AM / PM.

I have received a copy of the church's policies in regard to weddings and agree to abide by them. These policies are specific with how our wedding service is to be conducted so as to follow the church session's direction and that of the Presbyterian Book of Order. Deviation from the church policies could result in our wedding being dismissed from the church schedule.

The payment of the wedding fees is indicated by the church policies. I understand that payment of all fees is due to the church office the Monday before my wedding day to the attention of the Business Administrator. My financial responsibilities are based upon my member or nonmember /inactive status at Grace Covenant Presbyterian Church. If I am billed the member rate, my membership status (or that of my family) must be confirmed to be in good standing, and not be inactive, by the Associate Pastor of Operational Ministries prior to my wedding date.

My financial responsibilities are based on my being a **MEMBER** or **NONMEMBER /INACTIVE**.

Enclosed is a check for \$100.00 for our date deposit. I understand this amount is non-refundable should we decide to cancel the wedding and that the church cannot schedule a nonmember/inactive wedding prior to nine months in advance of our desired wedding date. Otherwise this deposit will be applied toward the total wedding cost.

I understand that a Wedding Coordinator will be assigned to me and will promptly contact me to introduce him/herself and assist me in the planning of our wedding at Grace Covenant Presbyterian Church.

(Signature of one member of the couple)

(Date)

(Address)

NOTICE TO WEDDING PARTICIPANTS

NOT ABIDING BY THIS POLICY WILL RESULT IN THE LOSS OF YOUR DEPOSIT.

1. Grace Covenant Presbyterian Church will not be responsible for any possessions left at the church following the wedding.
2. Please make sure you check all the rooms used by your wedding party to clear them of all personal possessions.
3. There are sinks and counters in each room. Empty all liquid containers and throw them into the trash cans provided in each room.
4. Do not set any liquids on any pianos that may be in the rooms being used by the wedding participants.
5. There are not to be any real flowers or flower petals thrown on the parquet (wood floor) in the church concourse.
6. There is to be no liquids or food carried onto the parquet (wood floor) in the church concourse.

If you have any questions please call:

Mitch Trigger or Sue Trigger
Co-Pastors
913-345-1256

Lara Schesser
Wedding Coordinator
913-599-5274

2.1 c Funeral Policy

Grace Covenant Presbyterian Church

STATEMENT

While in our day it is common practice for funeral/memorial services to be held in funeral homes, we believe that the best place for conducting service at the death of a church member is in the sanctuary of the church to which he/she belonged so that at such times of loss all may be reminded, by even the place of the service, of the resurrection and of what our hope and assurance are in Jesus Christ.

We wish to encourage all members of Grace Covenant Presbyterian Church to use the church sanctuary for funeral/memorial services.

USE OF THE FACILITY

The use of the church facility shall ordinarily be limited to members of the church. Any exceptions must be approved by the pastoral staff. The scheduling of the funeral/memorial service must be done in consultation with one of the pastors to assure a time when the sanctuary and one of the pastors can conduct such a service.

PALLBEARERS

The privilege and responsibility of selecting pallbearers belongs to the family of the person who has died, and they are encouraged to make such selections and to arrange with their funeral director to contact those selected. Grace Covenant Presbyterian Church is always ready to provide pallbearers if the family or the funeral director request the church to make such arrangements.

CASKET

If the body is to be "viewed", arrangements should be made to do so at the funeral home. It is expected that the casket will be brought to the sanctuary closed and that it will remain closed throughout the service.

PALL

Grace Covenant will provide a pall. A pall is a cloth drape that is placed over the casket while it is in the sanctuary, symbolizing our equality in the eyes of God. Normally flowers are not placed on top of the pall. It remains bare so that the cross can be seen.

SERVICE

A funeral/memorial service is a witness to the resurrection. It is a time for worship which strengthens faith, which provides comfort through the reading of scripture, the singing of hymns and prayer. It declares the hope we have for the continuing life of the person who no longer inhabits the body. Our pastor/s and organist will assist your family in planning the elements of a meaningful service that honors your loved one and glorifies God.

FLOWERS

We request that the church sanctuary be marked by simplicity. Flower arrangements should be in keeping with a typical worship service. While floral arrangements are proper, we encourage expressions of sympathy through contributions to benevolent causes of the church or worthy community purposes as living memorials.

USHERS

Ushers will be provided by the church upon request of the family.

CHILD CARE

In order to comply with the church's Child Protection Policies, on site child care arrangements during the service must be coordinated through the church's Child Care Coordinator.

COVENANT GARDEN

A memorial garden is available to the members of Grace Covenant Presbyterian Church for the interment of ashes. A brass marker will be placed on the memorial plaque in memory of the deceased. You will receive an invoice for its costs.

RECEPTION

Heartland Hall is available for a gathering following the funeral/memorial service. A cookie reception can be provided by the church at the family's request. The church does not allow the serving of alcohol.

FINANCIAL CONSIDERATIONS - Members

Because members of the congregation support the church through their pledges, the only expense incurred is a \$150 fee for the organist.

FINANCIAL CONSIDERATIONS - Non-Members

There are many significant expenses incurred when an individual dies. We do not wish to impose a financial hardship upon your family. We ask you to be aware that a funeral/memorial service at the church requires the services of staff, the printing of worship service bulletins, and the use of the facility. We suggest a donation of \$500.00 for non-members, _____ for members.

2.1d Inclement Weather Protocol

In the event of inclement weather that might affect Sunday events (worship, Sunday School, afternoon and evening activities), or special worship services (i.e. Christmas Eve, Thanksgiving Eve, etc.) the following protocol shall be implemented:

- 1) A team shall make the decision (either the night before or no later than 7:00 am for a Sunday morning; at least three hours in advance of special worship services). Members of the team in 2019-2020 are:
 - a. Pastor(s)
 - i. Mitch: [973-970-5751](tel:973-970-5751), mitch.trigger@gcpc.org
 - ii. Sue: [973-970-5752](tel:973-970-5752), sue.trigger@gcpc.org
 - b. Marc Feyh (Facilities Team Moderator)
 - i. cell: [913-568-7928](tel:913-568-7928); marc.feyh@hei-eng.com
 - c. Melanie Townsend (Worship Team Moderator)
 - i. [913-710-5378](tel:913-710-5378), melanie@townsfolk.net
 - d. Erin Frye & Angela Krug (Children's Ministry Team Moderators)
 - i. Erin: [913-220-1107](tel:913-220-1107), erinmelh31@gmail.com
 - ii. Angela: [913-449-3916](tel:913-449-3916), angelakrug@yahoo.com
 - e. Maggie Blankers (Adult Ministry Team Moderator)
 - i. [913-707-1798](tel:913-707-1798), Margaret@jacobblankers.net
- 2) Any member of the team may initiate conversation with the others, preferably by text or by phone (for purposes of expediency). A conference call can be established, should the need present itself.
- 3) For Sunday mornings, the team may cancel the 8:50am service and Sunday School and, by announcing this decision, enable the congregation to be informed that the 11:05am service will occur OR enable them to make a secondary decision to cancel the 11:05am service, should weather continue to worsen.
- 4) Once a decision is made, it is immediately communicated as follows:
 - a. Phone:
 - i. Pastor(s) will text or call:
 1. Rebecca Prater (cell: [913-626-6296](tel:913-626-6296)) will text or call:
 - a. Denice Trawicki (cell: [913-972-4656](tel:913-972-4656))
 - b. Donna Goeckler (cell: [913-963-9101](tel:913-963-9101))
 - c. Linda Dover (cell: [913-220-1152](tel:913-220-1152))
 2. Miles McDonald (cell: [913-645-9617](tel:913-645-9617)) will text or call:
 - a. Tech Crew members for that day
 3. Sue Trigger will text or call:

- a. Carolyn Chaffin (cell: 816-225-4254)
4. Patrick Bell (cell: 785-312-1194)
5. Cheryl Johnson, clerk of session (cell: 913-488-2710)
6. Kathy Williams, moderator of Deacons (cell: 913-485-1776)
- ii. Facilities Team Moderator will text or call:
 1. Jeff Kolich, Silver Leaf Lawn & Landscape (913-593-6874))
- iii. Worship Team Moderator will call:
 1. KCTV (Channel 5) – Go to: kctv5.com; enter facility code (100209) and pass code (580182); choose the correct prompt option (i.e. #3 – “Your church is closed TODAY)
 2. FOX4 (Channel 4) – Call 816-932-9250; enter Organization ID: 16011; password: same number as ID); choose the correct prompt option (go here for list of prompts: fox4kc.com/2011/11/02/total-closings-instructions)
 3. KMBC (Channel 9) – Log on to kmbc.reportclosing.com; enter user code (564010) and password (930561); list GCPC as “closed” or change its status via prompts.
 4. KSHB (Channel 41) – Go to m.kshb.com/enterclosings; enter ID: 8453; password: 644946; follow prompts to register our status, closed, etc.
- b. Website and Email Blast (Patrick Bell or designee):
 - i. Decision will be posted on home page of website (www.gcpc.org)
 - ii. Decision will be sent via email blast to members who can receive communications in this manner.

2.2 Music Team

Mission Statement:

The mission of the Music Team is to work with the music staff and volunteer directors in active support of the music ministry of the church. Our purpose is to enhance the spiritual and musical growth of the participants in the music program, to contribute to the spiritual nurture of the congregation through worship music, and to minister to the community through musical outreach.

Team Duties

Music for Worship

- a. Support and encourage all directors in their spiritual and musical leadership.
- b. Encourage and promote diversity to further enhance worship.

Special Musical Events

- a. Coordinate visiting groups or artists and other special musical events.
- b. Plan receptions, dinners, accommodations, etc., in support of special musical events.
- c. Assist music directors in arrangements for special events.
- d. Be visionary about possible musical experiences that would enhance the spiritual and musical life of the congregation.

Composition

General -

- The Team will determine annually the number of coordinators and sub-teams needed to fulfill its duties and will recruit new members.
- Length of term is normally two years, but team members may serve more than one term.
- Team members should be as diverse as possible with regard to age, gender, race, and background. Individuals with skills in specific areas will be sought to enhance the performance of the team but an individual lacking expertise need not be excluded.

Team Members

1. Moderator

2. Clerk
3. Active Elder Liaison
4. Director of Music
5. *Organist
6. *Photographer of Music Events
7. Bulletin Board/Historian
 - *attend Team meetings as needed

Team Position Descriptions

Moderator

- With staff input, and using Planning Calendar as a framework, prepare and distribute agenda prior to monthly meeting. Notify team members of changes in meeting dates.
- Preside at team meetings.
- Work with staff and Elder to finalize annual budget request.
- Coordinate with staff to write and submit annual report to congregation.
- Take primary responsibility, with staff assistance, for recruitment of new Team members.
- Serve as liaison between Team members, Ministry Unit, congregation, and staff.
- Help recruit volunteers to assist with programs & concerts.
- Assist Music Director wherever needed to make the music program run smoothly.

Secretary

- Maintain appropriate Team minutes by year.
- Distribute Team minutes to Team members, Session, and staff in a timely fashion.
- Director of Music maintains and updates Music Team manual of operations, as needed. Secretary distributes copies to new members and updated copies to all members.

Elder Liaison

- Advise team and participate fully in its ministry; act as liaison between the Team, Ministry Unit and Session, reporting activities and bringing requests and concerns to the appropriate bodies.
- Act as a resource in the recruitment of other team members.

Team Members, in general

- Attend monthly meetings, or as needed; advising Moderator or staff of any absence.
- Perform agreed-upon duties as team devises.

Liaisons (e.g. Children's, Youth, Praise Team, Chancel Choir, Handbells, Instrumental Ensembles)

- Maintain regular contact with the appropriate directors.
- Act as liaison between respective choirs, Music Team, and corresponding team.
- Assist with recruiting, telephoning, recruiting parental help, planning choir outreach trips, special needs for the musical, planning extra rehearsals, etc., as requested.
- Actively seek ways to improve our musicians' integration into the life and music of the church.

Photographer of Music Events

- Take photographs of music events as requested.
- Print photos for display and historical purposes.

Bulletin Board/Historian

- Plan and develop music bulletin board displays.
- Date, file, and store photographs/printed programs for historical purposes.

Section 3: Education Ministry Unit

3.1 Adult Team

Purpose: To provide Biblical, spiritual and Christian educational opportunities to members and visitors. Offer classes that help participants grow in faith development, nurture their relationships with God and each other, and equip them to share their faith.

Mission Statement: To **Gather** members and visitors in classes that **Equip** attendees with faith-based growth and to **Send** them out with the knowledge to serve God.

Administrative Duties: (Moderator, Pastoral Staff)

- Coordinate and support a variety of ongoing educational adult Christian education programs.
- Oversee, supervise, support and encourage the work of all Team members.
- Recruit members to the Team who value this work and are willing to contribute to its success.
- Meet monthly to discuss organizational matters, establish goals and set objectives for the coming year per agenda.
- Communicate Team activities through the newsletter, bulletin, mid-week announcements and minutes to Session.
- Develop a budget for the coming year and review it throughout the year for expenditures and disbursements.
- Work with Pastoral Staff to select curriculum materials.

Composition

- Team members should be as diverse as possible with regard to age, gender, race and background.
- Configuration of Team: Moderator, Pastoral Staff, Elder, Clerk and 3-4 members-at-large.
- All Team members should work with Moderator and Pastoral Staff to recruit new members.

Team Position Descriptions

Moderator

1. With Team and Pastoral Staff input, prepare and distribute an agenda at least a week before meeting.
2. Preside at Team meetings.
3. Work with Pastoral Staff and Elder to prepare annual budget.
4. Work with Pastoral Staff to ensure that expenses are submitted.
5. Maintain appropriate Team minutes in notebook by year.
6. Notify Team of changes in meeting dates.
7. Work with Team members to recruit people to teach and/or facilitate Adult Ministries classes.
8. Prepare Team's Annual Report.

Elder

1. Advise Team and participate fully in its ministry.
2. Act as liaison between the Team and Session, reporting activities and bringing requests and concerns. Serve as an advocate for Adult Ministries to Session.
3. Assist in the recruitment of other Team members.
4. Attend monthly meetings.

Secretary

1. Take monthly meeting minutes.
2. Distribute to Team members.
3. Send monthly minutes to church office one week before Session meeting.

Consider the role of Vice- or Co-Moderator, with responsibilities such as:

1. Serve as meeting Moderator in the Moderator's absence.
2. Assist Moderator with meeting preparation as requested.

Team Member Responsibilities:

1. Attend and participate in monthly meetings; advise Moderator or Clerk of absence.
2. Perform agreed-upon duties as Team members.
3. Research topics, books or curriculum to suggest for programming at least once a quarter.
4. Advise and assist Pastoral Staff in securing room for classes and materials needed.

5. Introduce speaker(s) as necessary.
6. Assist with publicity when needed (usually handled by staff), class announcements, etc.
7. Make presentations to other Teams as requested.

3.2 Youth Ministry Team

Purpose To provide opportunities for Grace Covenant youth and their friends

- To discover God in their lives
- To increase their knowledge of the Christian faith
- To grow in faith by attending classes and activities which nurture their relationship with God and each other

Mission Statement To help connect youth with God...for life.

Administrative Duties

- Oversee, supervise, support and encourage the work of all team and sub-team members.
- Meet monthly to receive reports from team members and to discuss organizational matters, including class attendance, financial review, long-range planning, etc.
- Conduct annual planning meeting(s) to establish goals and objectives for the coming year.
- Communicate Team activities through the newsletter, bulletin, Team bulletin board, Minutes for Mission, etc.
- Annually review and update Team's portion of Manual of Operations, including written policies and procedures and volunteer ministry position descriptions.
- Maintain and update a Team Training Manual/notebook/files. Train incoming team members.
- Develop a budget for the upcoming fiscal year, projecting expenditures using historical expenses as a guide and adjusting for known and measurable changes in the future.
- Monitor Team funds in accordance with approved budget.
- Adjust line item figures as needed, provided the Team's "Total Budget" is not increased.
- Determine the disbursement of any Special Gifts Funds designated for the Team's area of responsibility.

- Prepare for the congregation and forward the annual report to the church administrator on a timely basis.
- Make presentations to other groups upon request.

Youth Ministry Team Duties

Sunday School

- Organize and implement Christian education programs for sixth through twelfth grade.
- Work with staff to select curriculum materials.
- Sponsor a variety of ongoing educational opportunities.
- Recruit teachers and assist staff in training.
- Help recruit volunteers to provide breakfast and snacks for youth on Sunday mornings.

Confirmation

- Assist staff in recruiting confirmation mentors, Sunday school class teachers and oversight of confirmation program.

Fellowship/Discipleship

- Help staff organize regular youth programming for sixth through twelfth grade.
- Work with staff to plan activities.
- Assist staff in planning retreats, lock-ins.
- Recruit Youth Advisors and other volunteers for Sunday evening activity support: drivers, refreshments, etc.

Outreach

- Work with Outreach Team to organize outreach programs for sixth through twelfth grade.
- Coordinate outreach projects with other youth activities.

Trips and Events

- Assist staff in recruiting coordinators and advisors for trips and events.

Peer Ministry

- Help staff coordinate speakers on meaningful topics for youth to gain valuable ministry skills.

Composition

- The team will determine annually the number of coordinators and sub-teams needed to fulfill its duties and will recruit new members.
- Team members should be as diverse as possible with regards to age, gender, race, and background. Individuals with skills in specific areas will be sought to enhance the performance of the team but an individual lacking expertise need not be excluded.
- Team positions may include:
 1. Moderator
 2. Secretary
 3. Active Elder Liaison
 4. Youth Director

Team Position Descriptions

Moderator

- With staff input, and using the planning calendar as a framework, prepare and distribute agenda at least one week prior to monthly meeting.
- Ensure that individuals responsible for agenda items are notified in a timely manner.
- Preside at team meetings.
- Work with staff, and elder to prepare annual budget request.
- Coordinate with staff and clerk to write and submit annual report to congregation.
- Take primary responsibility, with staff assistance, for recruitment of new team members.
- Serve as liaison between team members, congregation, and staff.
- Submit team's annual budget request to the Finance Team.
- Oversee organization of leadership training events.
- Notify team members of changes in meeting dates.

Secretary

- Maintain appropriate team minutes by year.
- Distribute team minutes to team members, Session, and staff in a timely fashion.
- Maintain and update the team training manual/notebook/files.
- Circulate copies to new team members.
- Coordinate with staff and moderator to write and submit annual report to congregation.

Elder Liaison

- Advise team and participate fully in its ministry; act as liaison between the team, and Session, reporting activities and bringing requests and concerns to the appropriate bodies.
- Assist in the recruitment and training of team moderator/vice moderator. Act as a resource in the recruitment of other team members.

Team Members, in general

- Attend monthly meetings; advising moderator or staff of any absence.
- Perform agreed upon duties as team devises.

Youth Representatives

- Provide summary of education and fellowship activities, youth concerns, requests, and advise team of potential School calendar conflicts.

3.3 Children's Ministry Team

Purpose: To provide a nurturing environment and age appropriate activities in order to develop the faith of our children from birth through 5th grade.

- The mission of children's ministries team is to develop children who are always confident of God's love for them and have a desire to serve Jesus both in our church and community.
- To provide opportunities to explore and develop relationships and understanding of God.
- To stimulate development of both faith and commitment to Christ through learning activities.
- To support the families of our children through formal and informal learning activities.
- To provide information to the appropriate teams about the GCPC Children's program.

Administrative Duties

- Oversee, supervise, support and encourage the work of all team & sub-team members
- Meet monthly to receive reports from team members and to discuss organizational matters, including class attendance, financial review, long-range planning, etc.
- Communicate Team activities through the newsletter, bulletin, Team bulletin board, etc.
- Annually review and update Team's portion of Manual of Operations, including written policies and procedures and volunteer ministry position descriptions
- Develop a budget for the upcoming fiscal year, projecting expenditures using historical expenses as a guide and adjusting for known and measurable changes in the future
- Monitor disbursement of Team funds, including monthly detail of line items, in accordance with approved budget
- Adjust line item figures as needed, provided the Team's "Total Budget" is not increased
- Determine the disbursement of any Special Gifts Funds designated for the Team's area of responsibility

- Prepare for the congregation and forward the annual report to the Business Administrator on a timely basis

Team Duties

1) Sunday School (Toddler – Grade 5)

- a) Recommend educational policies and work with staff to oversee the administration of children's educational programs
- b) Offer educational experiences on a regular basis for children
- c) Recruit and train teachers for church school classes
- d) Plan and sponsor events to demonstrate teacher appreciation
- e) Work with staff to select curriculum materials, equipment and supplies
- f) Maintain registration, attendance, and health records.
- g) Coordinate with staff to ensure appropriate classroom assignments and setup
- h) Recruit teachers

2) Sunday Morning Childcare (Birth – kindergarten)

- a) Assist the childcare coordinator in ensuring quality child care for infants and young children during worship times
- b) Work with childcare coordinator to establish written guidelines for safe nursery practices, including maintenance of supplies/equipment, and training/orientation procedures.

3) Sunday Morning Worship Programs

- a) Assist Awakening to Worship coordinators to provide worship services at 8:50 and 11:05 on Sunday mornings for children ages 4yrs – 1st grade
- b) Facilitate regular updates with the congregation to build awareness of the program
- c) Assist coordinator in recruiting Worship Leaders

4) Midweek Day Programs

- a) Staff serves as liaison with Pioneer Pre School and Kids' Day Out programs. Team members may be asked to serve to assist and support Pioneer Pre School and KDO activities
- b) Work with staff and other groups to provide childcare for non-worship events when possible.

5) Supervisory and Administrative Responsibilities

- a) All intermittent or occasional child care needs are administered through staff
- b) Work with staff to establish written guidelines, policies and procedures.

- c) Ensure that requests for childcare are made and approved in accordance with established procedures.
- d) Update guidelines annually and keep on file in Church and Education Ministry Offices.
- e) Oversee organizing children's worship bags/bulletins

6) Vacation Bible School

- a) Review evaluation of program and select curriculum that reflects philosophies of Grace Covenant
- b) Assist VBS Director(s) in recruiting VBS teachers and assistants
- c) Assist Director(s) in receiving prior year's records and maintaining outline and activities information for future program reference
- d) Work with Youth Director to provide youth involvement in meaningful ways
- e) Plan publicity and evangelism to include community

7) Advent Workshop/Advent Fair

- a) In collaboration with staff and other Teams, recruit committee chairpersons and assist in preparation of annual church-wide event
- b) Review written evaluation of event
- c) Plan publicity to include community

8) Keeping the Baptismal Promise Events

- a) Review and plan each year's list of sponsored projects
- b) Communion Awareness Class
 - i) Assist co-pastors in planning the workshop class for second graders' first communion
 - ii) Review written evaluation of class
 - iii) Coordinate with Worship Team
 - iv) Plan first communion with co-pastors

c) Third Grade Bibles

- i) Assist the co-pastors in developing an appropriate program for presentation of Award Bibles to third graders

d) Worship Assistants (acolyte and junior ushers)

- i) Develop a process for children (2nd – 5th grade) to serve as acolytes and junior ushers
- ii) Coordinate with parents to prepare acolytes and junior ushers for service

e) Sexuality Education Workshop

- i) Recruit volunteers

- ii) Assist the coordinator in planning an age appropriate workshop for fourth and fifth graders and their parents
- iii) Review written evaluation of workshops
- f) Shove Tuesday/Mardi Gras Event**
 - i) Develop program, schedule, and theme for church-wide fundraiser and fellowship event
 - ii) Recruit volunteers and coordinate with staff
- g) Easter Egg Hunt**
 - i) Organize Easter egg hunt for children
 - ii) Recruit volunteers, coordinate with staff, and market to the community
- h) Trunk or Treat**
 - i) Organize Halloween event for children
 - ii) Recruit volunteers, coordinate with staff, and market to the community

Composition

- The Team will determine the number of coordinators and sub-teams needed to fulfill its duties and will recruit new members
- Length of term is normally two years
- Team Members:
 - (1) Moderator
 - (2) Vice-Moderator
 - (3) Secretary
 - (4) Elder Liaison
 - (5) ATW Coordinators
 - (6) VBS Coordinators
 - (7) Childcare Coordinators
 - (8) SMASH Coordinator
 - (9) Children's Fellowship Coordinator
 - (10) At-Large Members

Team Position Descriptions

All Team Members

- Attend monthly meetings; advise Moderator and staff of any absence
- Perform agreed upon duties as advised

Moderator

- Prepare and distribute agenda at least one week prior to monthly meeting

- Preside at team meetings
- In collaboration with staff, ensure compliance with Child Protection Policy by gathering required forms from new teachers and team members
- Coordinate with staff to write and submit annual report to congregation
- Serve as liaison between Team members, Ministry Unit, congregation, and staff
- Work with staff to prepare annual budget request
- Assist Children's Ministries staff with training events

Vice-Moderator

- Assist Moderator in fulfillment of his/her duties. Serve as Moderator in his/her absence.
- Supervise publicity of Team activities in bulletin, newsletter, flyers, correspondence, Minutes for Mission, etc.
- Schedule maintenance of Team's bulletin board
- Succeed Moderator at the conclusion of his/her term of office

Secretary

- Takes and transcribes minutes at each Team meeting
- Maintain appropriate Team minutes in notebook by year
- Distribute Team minutes
- Maintain and update the Team training manual/notebook. Circulate copies to new team members.
- Coordinate correspondence, using team assistance when needed

Elder Liaison

- Advise team and participate in its ministry; act as liaison between Children's Team and Session, reporting activities and bringing requests and concerns to the appropriate bodies
- Assist in the recruitment of team moderator/vice and other team members

ATW Coordinators

- Recruit worship leaders, substitutes, and greeters
 - Plan and conduct orientation/training sessions for worship leaders and parents
- Prepare and maintain story materials, including bookmarks and story sheets
Support worship leaders as needed on Sunday mornings

- Coordinate supply needs and purchases with Director of Children's Ministries

VBS Coordinators

- Organize and chair VBS Team during its season
- Work with staff to select dates and curriculum for VBS Team approval
- Assist in preparation of annual event
- Plan publicity for church and community
- Work with Mission Team to select a project for the week.
- Work with staff/VBS Team to determine budgetary needs and funding sources
- Prepare evaluation of program
- Maintain records of activities for use in planning future programs

Childcare Coordinators

- Coordinate staffing of all events requiring childcare
- Ensure safety and age appropriate standards are maintained
- Monitor status of equipment and learning materials, making recommendations for replacements when needed.

SMASH Coordinator

- Recruit volunteers for SMASH
- Plan and conduct SMASH events

Children's Fellowship Coordinator

- Plan and coordinate bible workshop, communion awareness, sexuality workshop and other events
- Recruit volunteers for Children's Ministries events

Section 4: Care and Fellowship

4.1 Connections & Care Team

Purpose The Connections and Care Team guides the work of nurturing the members of Grace Covenant Presbyterian Church by connecting to Jesus, one another, and to the world. This is accomplished through five focus areas: New Member Assimilation, Member Care, Inactive Member Care, Fellowship and Small Groups.

The team meets monthly to review/discuss finances, sub-team reports and to plan for upcoming events.

Team Duties

New Member Assimilation (Sub-Team Chair assigned)

- Maintain a team of “First Friends” to partner with new members one-on-one for the first year of membership to work toward better assimilation. Recruit, train, assign and follow-up with First Friends. Remind First Friends to contact new members prior to big events.
- Follow-up with new members periodically throughout their first year of membership (3 months, 6 months, etc.) to verify they are connecting to the church and congregation.

Church Member Care (Sub-Team Chairs assigned)

- Care Team – Pastors, Deacons, Connections & Care (C&C) Team representatives and members of the congregation.
 - Pastoral care visits to hospitals, home, and extended care facilities.
 - Communication with Deacons and C&C Team representatives: Parish Nurse and Chaplain.
 - Establish a list of home “shut-ins” -- members living by themselves and/or living in extended care facilities that need and/or want visitors. This list will be used to arrange a visitation schedule by the pastor(s) and volunteers, as well as sending birthday cards, “thinking of you” cards, etc. by the C&C Team representatives.

- Share church worship service with those unable to attend.
- Parish Nurse Program – Several church members knowledgeable of operation of AED device and CPR certified. Promotes members to participate in regular blood pressure checks.
- Oversee the Prayer Chain (email sent by designated church member) to ensure that individuals are interceding to God for the needs of members, their families and friends.

Inactive Member Care (Pastor directed)

- Receive information from staff concerning members who have missed several consecutive worship services.
- Work with Deacons/Elders to contact these members.
- Review membership rolls quarterly and make recommendations to the Session of members who should be contacted regarding placement on Inactive Roll according to the Book of Order.

Fellowship (Sub-team chair assigned)

- Provide opportunities for meaningful, impactful engagement among church members that assists with bringing members together. This fellowship should foster new relationships for personal and spiritual support as well as exploring shared interests and friendships.
- Publicize all fellowship opportunities through announcements in worship, articles in the bulletin and weekly/monthly communication to members.
- Work with Small Group sub-chair to promote existing small groups and create new groups.

Small Group Ministry (Sub-team chair assigned)

- Maintain contact with all existing on-going groups within the church. Groups include fellowship, special interest, study, support and service.
- Provide support and resources for those groups, as appropriate.
- Assist with supervision of leadership for all groups. (Whenever possible, encourage groups to identify and train new leadership.)

- Keep an accurate list of all groups, including descriptions and contact persons.
- Survey needs of the church and community to anticipate interest in new groups.
- Provide initiative and support for starting new groups, as appropriate.
- Help to dissolve/end small groups when appropriate, with thanks and blessing.
- Promote participation in all groups.

Composition

General -

- The Team will determine annually the number of coordinators and sub-teams needed to fulfill its duties and will recruit new members.
- Length of term is normally two years, but team members may serve more than one term.
- Team members should be as diverse as possible with regard to age, gender, race, and background. Individuals with skills in specific areas will be sought to enhance the performance of the team but an individual lacking expertise need not be excluded.

Team Members

1. Moderator
2. Secretary
3. Active Elder Liaison

Team Position Descriptions:

Moderator

- Prepare and distribute agenda for monthly meeting.
- Preside at team meetings.
- Work with staff and Elder to prepare annual budget request to Finance Team.
- Coordinate with staff to write and submit annual report to congregation.
- Take primary responsibility, with staff assistance, for recruitment of new team members.
- Serve as liaison between team members, ministry unit, congregation and staff.

Secretary

- Take notes during team meetings and distribute notes to team members, Session, and staff in a timely fashion.
- Maintain appropriate team notes in notebook by year.

Elder Liaison

- Act as liaison between the Team Ministry Unit and Session, reporting activities and bringing requests and concerns to the appropriate bodies.
- Assist in the recruitment and training of team moderator. Act as a resource in the recruitment of other team members.

Deacon Liaison

- A link between the session and deacons to report member care issues.

Team Members (at-large)

- Attend regular meeting.
- Perform agreed upon duties as team devises.

Section 5: Outreach Ministry Unit

5.1 Welcome and Marketing Team

Purpose Create an inviting, nurturing, caring atmosphere in our church home to welcome visitors and members and show them who we are and what we represent as a community of faith.

Mission Statement Inspire our congregation to create a welcoming experience for visitors allowing them to get to know our community of faith.

Team Duties

1. Create a primary welcoming area for visitors as they enter our doors.
2. Reorganize functionality and create an inviting appearance of the library
3. Manage the internal and external signage and communications directly related to promoting visitor awareness.
4. Offer an inviting atmosphere for visitors in our primary congregation social area (Heartland Hall).
5. Support ongoing programs for prospective members.

Composition

General -

- The Team will determine annually the number of coordinators and sub-teams needed to fulfill its duties and will recruit new members.
- Length of term is normally two years, but team members may serve more than one term.
- Team members should be as diverse as possible with regard to age, gender, race, and background. Individuals with skills in specific areas will be sought to enhance the performance of the team but an individual lacking expertise need not be excluded.

Team Members

1. Moderator
2. Secretary
3. Active Elder Liaison

Team Position Descriptions:**Moderator**

- Prepare and distribute agenda for monthly meeting.
- Preside at team meetings.
- Work with staff and Elder to prepare annual budget request to Finance Team.
- Coordinate with staff to write and submit annual report to congregation.
- Take primary responsibility, with staff assistance, for recruitment of new team members.
- Serve as liaison between team members, ministry unit, congregation and staff.

Secretary

- Take notes during team meetings and distribute notes to team members, Session, and staff in a timely fashion.
- Maintain appropriate team notes in notebook by year.

Elder Liaison

- Act as liaison between the Team Ministry Unit and Session, reporting activities and bringing requests and concerns to the appropriate bodies.
- Assist in the recruitment and training of team moderator. Act as a resource in the recruitment of other team members.

5.2 Kairos Team

Mission God's all-inclusive love and Biblical teachings call KAIROS to lead our congregation in education, advocacy and action that advances earth care for God's creation, justice for all rooted in God's love, and peace in our city, country and world reflecting God's shalom.

Team Duties

For the interconnected areas of earth care, justice, and peace, KAIROS will encourage and support (1) education at all levels, but particularly adult education, (2) advocacy within the congregation and broader society, and (3) direct action in support of earth care, justice, and peace initiatives. Education and advocacy related to PCUSA public witness work and PCSA General Assembly Overtures will be given emphasis.

Particular actions within the three individual areas of focus are:

- Earth Care
 - Encourage recycling and environmental awareness in our congregation and beyond
 - Work with the Facilities Team on environmentally sound choices for management of our church building and for the provision of recycling containers
 - Lead efforts to obtain the PCUSA Earth Care Congregation designation in cooperation with other church ministry teams
 - Interact with local and national earth care groups, both PCUSA and ecumenical
 - Promote Earth Day on Earth Sunday and every day

- Justice
 - Promote knowledge and use of Fair Trade products in our congregation
 - Encourage hunger awareness, monitoring our PCUSA Hunger Awareness Congregation designation, growing food pantry vegetables in Grace Garden, and participating in the Bread for the World Offering of Letters
 - Work on immigrant and refugees issues, with the motivation of Heartland Presbytery's partnership with Guatemala's Maya Quiche Presbytery.
 - Actively involve the congregation in the Poor People's Campaign, as endorsed by our church Session
 - Promote an awareness of prison ministry issues in the congregation and support the work of the Arts-in-Prison organization
 - Interact with other social justice groups in advocating for those identified in the Bible as "the least of these"
- Peace
 - Advance the *Commitment to Peacemaking* as an active commitment of our congregation
 - Take responsibility for the *PCUSA Peace and Global Witness* special offering in October
 - Interact with local and national peace groups, both religious and secular

Composition

- Leadership Team
 - Moderator
 - Vice-Moderator
 - Clerk
 - Elder Liaison
- Coordinators
 - Earth Care Coordinator
 - Fair Trade Coordinator

- Grace Garden Coordinator
- Justice Coordinator
- Peace Coordinator
- Publicity Coordinator

Team Position Descriptions

Leadership Team

Moderator

- Prepare and distribute monthly agenda one week prior to monthly meeting
- Preside at monthly meetings and other meetings as called
- Organize individuals responsible for actions/reports in a timely manner
- Communicate awareness of earth care, justice, and peace issues and advocacy opportunities
- Submit annual budget request to the Finance Team and track the budget through the year
- Coordinate with team members to write and submit an annual report to the congregation

Vice-Moderator

- Support and assist Moderator in fulfillment of required duties
- Serve as Moderator in the Moderator's absence
- Coordinate annual planning meeting/retreat (in May if the leadership team is changing in June)
- Succeed Moderator at conclusion of Moderator's term of office

Clerk

- Attend monthly meetings and record team activities
- Distribute minutes to all team members, Session and staff in a timely fashion
- Maintain appropriate team minutes records

Elder Liaison

- Advise team and participate fully in its ministry
- Act as liaison between the team and Session, reporting activities and bringing requests and concerns to the appropriate bodies

Coordinators

Earth Care Coordinator

- Coordinate the earth care actions listed in **Team Ministry** Section I
- Look out for new earth care issues and concerns that may merit advocacy
- Be informed about PCUSA earth care policy positions and General Assembly overtures
- Report on earth care focused events/issues at monthly meetings

Fair Trade Coordinator (May be someone not on the Kairos Team)

- Obtain appropriate fair trade items from Ten Thousand Villages and other sources for sale to the congregation
- Setup, conduct, and cleanup fair trade item sales the first Sunday of most non-Summer months
- Use 02 account #82247 to track expenses and revenue from fair trade sales
- Further education about the justice issues in fair trade

Grace Garden Coordinator (May be someone not on the Kairos Team)

- Coordinate yearly contract with Overland Park Community Garden supervisor for Grace Garden plot
- Plan garden planting schedule, seeds & plants allowing efficient use of garden space
- Assemble congregational volunteer gardeners to work the plot and plant and maintain the garden
- Harvest the vegetables and deliver the harvest to a local food pantry

Justice Coordinator

- Coordinate the justice actions listed in **Team Duties** Section I

- Look out for new justice issues and concerns that may merit advocacy
- Be informed about PCUSA justice policy positions and General Assembly overtures
- Report on justice focused events/issues at monthly meetings

Peace Coordinator

- Coordinate the peace actions listed in **Team Duties** Section I
- Look out for new peace issues and concerns that may merit advocacy
- Be informed about PCUSA peace policy positions and General Assembly overtures
- Report on peace focused events/issues at monthly meetings

Publicity Coordinator

- Provide informational announcements in the Sunday bulletin
- Provide educational and informational items in monthly *Grace Notes* articles
- Maintain displays on the team bulletin board in the church narthex
- Maintain displays on the team advocacy space outside of Heartland Hall

5.3 Mission Team

Purpose The purpose of the Mission Team is to provide opportunities for church members to carry out needed services inside and outside of the congregation that reflect the will and love of God, to create a church presence within the local community, to raise the social consciousness of the congregation, and to encourage the congregation to personally and financially support the mission programs.

Team Duties

- Oversee, supervise, support and encourage the work of all team members
- Meet monthly to receive reports from team members and to discuss organizational matters, financial review, long-range planning, etc.
- Conduct annual planning meetings to establish goals and objectives for the coming year
- Communicate Team activities through the newsletter, bulletin, Team bulletin board, Minutes for Mission, etc
- As needed, review and update the Team's portion of the Manual of Operations, and train new team members
- Train new team members
- Develop a budget for the upcoming fiscal year, projecting expenditures using historical expenses as a guide and adjusting for known and measurable changes in the future
- Monitor disbursement of Team funds in accordance with approved budget
- Adjust line item figures as needed, provided the Team's total budget is not increased
- Determine the disbursement of any special gift funds (i.e., Noisy Offering) designated for the Team's area of responsibility

- Prepare for the congregation and forward the annual report to the church administrator on a timely basis
- Make presentations to the Inquirers' class and other groups upon request

Individual Team Duties

- Engage/assess congregation to determine outreach ideas, interests and goals existing within membership and community
- Promote annual increases in the Mission budget as resources allow
- Work with the Deacons and volunteers to promote member involvement in Mission programs
- Local Community Outreach – Lead the church in responding to the needs of the local community. Some areas of ministry include:
 - Monthly Special Communion Offerings/Minutes for Mission
 - Donations to Grace United food pantry
 - KCK Hot Lunch
 - Blood Drives
 - CROP Walk
 - MS Walk
 - Prison Ministry
 - Rosehill School monetary and supplies donations
- National/International Outreach – Increase the congregation's awareness of and concern for the needs of humankind throughout the world and encourage the congregation to respond to those needs with their personal and financial support. Some areas of ministry include:
 - Educating the congregation and promoting the national and international mission of the Presbyterian Church (USA)
 - Supporting the Youth Group annual mission trip
 - Supporting the efforts of children and staff during Vacation Bible School and on an ongoing basis

- Offerings – Recommend recipients of Communion and Noisy Offerings and promote all special benevolent offerings including but not limited to:
 - Monthly Communion Offerings
 - One Great Hour of Sharing/Easter Sunday
 - Thanksgiving Offering
 - Christmas Offering
 - PCUSA
 - Presbyterian Women Birthday Offering
 - Noisy Offering

Composition *General*

- As needed, the Team will recruit new members and try to ensure that member have the needed diverse viewpoints, skills, and knowledge to best execute Mission Team's work
- Specific Team Member Roles
 - Moderator
 - Elder Liaison
 - Finance Coordinator
 - Ad Hoc event coordinators (only needed as long as GCPC continues to participate in these events)
 - KCK Hot Lunch Coordinator
 - Blood drive coordinator
 - CROP Walk coordinator
 - MS Walk Coordinators

Team Position Descriptions

Moderator

- With team input, and using Planning Calendar as a framework, prepare and distribute agenda in advance of monthly meeting
- Ensure the individuals responsible for agenda items are notified in a timely manner
- Facilitate team meetings

- Work with team (in particular finance coordinator and Elder Liaison) and staff to prepare annual budget request
- Coordinate with team and staff to write Mission Team's section of the annual report to congregation
- Take primary responsibility, with team assistance, for recruitment of new team members
- Serve as liaison between team, pastoral staff, church staff, and congregation
- Assign schedule for devotions at team meetings
- Submit Team's annual budget request to Finance Team
- Record and maintain Team minutes, and distribute minutes to team members after each monthly meeting in a timely fashion
- Notify members of changes in monthly meeting schedule

Elder Liaison

- Advise Team and participate fully in its ministry; act as liaison between the Team and Session, reporting activities and bringing requests and concerns to the appropriate bodies

Finance Coordinator

- Works with church financial staff to ensure that disbursements are made timely and according to the approved budget
- Tracks disbursed funds to ensure that budget is not over-spent

Team Members in general

All Mission Team members share these duties, but generally one member informally picks an area of specialization – for example, one team member handles all the bulletin and newsletter items; one member focusses on Prison Ministry; one member focusses on organizing local volunteer events; etc. Focus areas can be shared or redistributed as team member availability changes.

- Attend monthly meetings, advising moderator of any absences
- Perform agreed upon duties per discussion at meetings and in team communications
- Identify and recommend recipients of the monthly communion offering

- Promote the monthly donation partner to the congregation through the bulletin, Grace Notes, Minutes for Mission, etc.
- Report on Communion offerings to team and congregation through the bulletin
- Identify volunteer opportunities at all levels (local, national, and international), organize GCPC participation in them, and promote them to the congregation
- Support Mission coworkers and keep team and congregation informed of coworker status and activities
- Publicize Mission team work and opportunities through worship announcements, bulletin, Grace Notes, mid-week announcements, bulletin board, and other avenues to stimulate participation

Ad Hoc and Recurring Event Coordinators

Traditionally, Mission Team has included the coordinators of recurring service events (KCK Hot Lunch, CROP Walk, Blood Drive, MS Walk) as members. More recently, only the KCK Hot Lunch Coordinator has been participating as a full member of Mission Team (because the person coordinating KCK Hot Lunch desired to, not because KCK Hot Lunch is different in some manner that requires fuller team participation). The coordinators of other events only check in with Mission Team as needed for support/coordination.

Section 6 - Administration Ministry Unit

6.1 Personnel Team

PURPOSE

Heeding the call of Jesus Christ—in everything, do unto others as you would have them do unto you (Matthew 7:12)—Personnel Team endeavors to create a positive work environment at Grace Covenant Presbyterian Church by:

- Creating policies for the hiring, development, evaluation, and termination of staff;
- Establishing a fair and equitable compensation program;
- Facilitating communication and conflict management between staff, Session, Church teams and the congregation (when designated channels fail); and
- Encouraging staff toward accomplishing the stated vision and mission of GCPC.

ADMINISTRATIVE DUTIES

- Oversee, supervise, support, and encourage the work of all team and sub-team members.
- Meet monthly to receive reports from team members and to discuss organizational matters, including financial reviews, long-range planning, etc.
- Conduct annual planning meeting(s) to establish goals and objectives for the coming year.
- Communicate team direction/activities through the newsletter, bulletin, congregational meetings, etc.
- Annually review and update team's portion of Manual of Operations, including written policies and procedures and volunteer ministry position descriptions.
- Maintain and update a Team Training Manual /Notebook to use in training incoming team members.
- Develop a budget request for the upcoming fiscal year, projecting expenditures using historical expenses as a guide and adjusting for known and measurable

changes in the future. The budget will be considered, possibly modified, and approved by Session.

- Monitor disbursements of team funds in accordance with approved budget.
- Adjust line item figures as needed, provided the team's TOTAL BUDGET is not increased.
- Determine the disbursement of any special gifts funds designated for the team's area of responsibility.
- Prepare an annual report to the congregation and submit to the Office Administrator by deadline.
- Make presentations to the Inquirer's Class and other groups upon request.

INDIVIDUAL TEAM DUTIES

- Maintain job descriptions and compensation for all ordained and non-ordained positions through consultation with Session or the appropriate teams.
- Regularly assess staff needs and recommend broad-based training or resources.
- Assist with grievances or problem situations between staff, session, church teams and congregation when designated channels do not resolve issues.
- Facilitate setting and monitoring of annual and shorter-term goals and objectives.
- Oversee annual performance and compensation processes of ordained and non-ordained positions in accordance with established policies and participate in annual reviews.
- Set annual salary increases for staff based upon budget. Providing resources to ensure that the pastor(s) and other staff utilize their continuing education to improve and develop their skills.
- Provide assistance as called upon to the Pastor Nominating Committee to recruit, select, and call ordained pastors.
- Initiate and monitor search committees for non-ordained staff positions. A Personnel team member should serve on each search committee.
- Promote search team guidelines to search team leads.
- Participate in recommendation for any addition, replacement, and/or deletion of staff and/or positions.
- Recognize staff for church mission service.
- Initiate exit interviews with every ordained and non-ordained person terminating his/her staff relationship with GPC.
- Annually present the TERMS OF CALL of the pastor(s) to the congregation for approval following session approval.
- Approve annual holiday schedule.
- Review Manual of Personnel Policies & Procedures on an annual basis.

COMPOSITION

- The team will determine annually the number of coordinators and sub-teams needed to fulfill its duties, and will recruit new members accordingly.
- Length of term is normally three years. Moderator will serve one year.
- Team members should be as diverse as possible with regards to age, gender, race, and background. Individual with skills in specific areas will be sought to enhance the performance of the team.
- Minimal team membership should be:
 1. Moderator
 2. Vice Moderator
 3. Secretary
 4. Active Elder Liaison
 5. Pastor/s (ordinarily)
 6. Other members as needed

TEAM MEMBER POSTION DESCRIPTION

Moderator

- Prepare and distribute agenda prior to the monthly meeting using staff's input, Pastor's input, and planning calendar.
- Ensure that individuals responsible for agenda items are notified in a timely manner.
- Moderate team meetings.
- Work with staff to prepare annual budget request.
- Coordinate (with staff) to write and submit annual report request.
- Take primary responsibility (with team and pastors) for recruiting new team members.
- Submit team's annual budget request to Session through FINANCE TEAM.
- Assign schedule for devotionals at meetings.

Vice Moderator

- Assist Moderator in fulfillment of his/her duties. Serve as Moderator in his/her absence.

- Take primary responsibility (with staff) for team activities.
- Supervise publicity of team activities in bulletin, newsletter, flyers, correspondence, Minutes for Mission, etc.

Secretary

- Maintain appropriate team minutes in notebook by year.
- Distribute team minutes to team members, Session, and staff in a timely fashion.
- Maintain and update the team training manual/notebook. A copy will be available to new team members.

Team Members

- Attend monthly meetings or advise Moderator of any absences.
- Perform agreed upon duties as team determines.



GRACE COVENANT
PRESBYTERIAN CHURCH

MANUAL OF
PERSONNEL POLICIES

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WELCOME

Congratulations and welcome! We're pleased that you have chosen to join the staff at Grace Covenant Presbyterian Church (GCPC)! We wish you every success in your employment with us and promise you that we will do our part to assist you in meeting your personal goals and the Mission of our Church.

You join our staff of professionals, who are committed to excellence in serving the Lord and our congregation. Your future and ours is determined by the manner in which we satisfy every member and potential member each day. You are important in helping us meet our Mission. We appreciate the gifts and talents that you bring to your position and want you to enjoy your work with us. At times you may be asked to do a task that is not in your job description to better serve our church. We appreciate your understanding of this need.

This manual will be a valuable reference throughout your career with GCPC. Additionally, the policies contained in this manual are guidelines and boundaries intended to ensure consistent management and fair treatment of all employees. The church staff plays a very important role in the success of the church. Our work for the Lord hinges upon staff harmony and cooperation. Staff members should do their best to help each other in promoting good staff relations and to follow the biblical principles for dealing with conflict. The success of GCPC is dependent upon how well we operate as a unified team.

Our commitment to you: We shall treat you fairly with regard to your job security, salary, benefit program, and job advancement opportunities. We are proud to have you associate your good name with ours!

Go forth and do God's work!

CHURCH HISTORY

In February of 1985, 50 people made a commitment to start a new church. Grace Covenant has been "Growing by God's Grace" ever since. We met in the cafeteria of Indian Valley Elementary School for worship and other Sunday morning activities but from the very beginning, this has been a seven-day-a-week congregation. That's because our members take their faith with them wherever they go. They always have! In doing so, the good news of the Gospel is spread far and wide.

We began worship there on Palm Sunday in 1985 and chartered on June 22, 1985 with 123 charter members. In 1986, February's cold wintery Sundays averaged more than 200 in attendance. Spring brought 273 to celebrate Easter and "I'm Growing with Grace Covenant" T-shirts were the fashion rage. We had over 400 participating in worship on Easter in 1987. Spirits soared that summer at the groundbreaking ceremony for our first building. Doors to our new church home opened for worship on August 14, 1988. More than twice the numbers expected arrived, and two services had to be put in place to accommodate everyone.

Several years later, and in recognition of the diversity of meaningful worship experiences, we added a third service to the schedule. Likewise, it wasn't long before the congregation constructed the second phase of the building, completing our education wing in 1992.

The facility has become home to over six hundred members, two pre-schools, and a variety of community groups who use the building as their base. These groups help bring life and growth to our dream of serving. Hardly a day passes when the building is not bustling with activity. We like it like that!

Times have changed since the 80s and so has the church. Now we have a complete staff to help support the members in their many ministries. Our music program is recognized as one of the finest in a city that is filled with great church choirs. The congregation's commitment to serving the needs of the poor and neglected continues to motivate generosity as significant numbers in the congregation give of their time and their talents. Our educational offerings for children, youth and adults are unsurpassed. Over the years the church has developed a reputation for being an advocate for the homeless, the excluded, and the overlooked. We are particularly proud to be known by the good work we do in God's name.

The year 2010 was a significant one in the history of the church as we celebrated our 25th anniversary as a community of faith on June 20 and also the retirement of our founding pastor, Jay McKell. In Jay's words - It seems like only yesterday that Grace Covenant Church was nothing more than a dream. The idea of a new church, a different church, a vital and energetic church where all would be welcomed, where questions were encouraged, where mission to those in need mattered, and where Easter was everyday was so appealing that soon these dreams and ideas began to become reality.

Today we are living our dream and entertaining other dreams that will draw us closer and closer to being the people God calls us to be. We are blessed so that we might bless others. Grace Covenant continues its ongoing commitment to "Grow by God's Grace."

Members Standing Shoulder to Shoulder Outline the New Building





INTRODUCTION

For as in one body we have many members, and not all the members have the same function, so we, who are many are one body in Christ, and individually we are member one of another. Romans 12:4

The members of Grace Covenant Presbyterian Church are in service to each other and the community as reflected in our Vision Statement - Grace Covenant Presbyterian Church celebrates the presence of the Living God as we:

Grace Covenant Presbyterian Church celebrates God's unbounded grace and all-inclusive love. God gathers us in a welcoming community with our curiosity and questions to worship creatively, learn from God's Word, share our gifts, and deepen our faith. With grateful hearts and a spirit of adventure, we go to serve Christ in the world, sharing kindness with everyone and working for justice rooted in God's love.

Grace Covenant Presbyterian Church celebrates God's grace for everyone:

We **gather** to worship.

We **equip** ourselves to share faith.

We **send** ourselves to serve.

All employees of Grace Covenant Presbyterian Church (the “Church” or “GCPC”) are covered by this Manual of Personnel Policies.

A successful church organization requires effective functioning of pastoral staff, other paid staff, governance methods and volunteers. The organization of GCPC is shown in Appendix A. As a Presbyterian Church, GCPC is governed and managed through its Session in accordance with the current version of the Church’s Bylaws. The Session has authorized the Head of Staff to manage the Church’s employees on a day-to-day basis. The Personnel team works in a supportive and counseling relation with the Head of Staff to Session.

This Manual contains references to the employee’s supervisor. The supervisor of each Church employee may be identified in their job description. Your supervisor will provide you with the following: a clearly stated job description, an Operations Manual showing how your position fits in with the rest of the Church, the Mission and Vision of GCPC, and goals and objectives for your position.

This Manual of Personnel Policies is not intended as an employment contract. Grace Covenant Presbyterian Church reserves the right to change any of the policies and procedures or benefits; every effort will be made to keep you informed of any such changes by suitable lines of communication. The Personnel Team of GCPC is responsible for periodic revisions, and each Section may be revised and reissued separately. Major revisions will be reviewed and approved by Session. All provisions of this manual will be interpreted to conform to requirements of the Book of Order.

It is important that you read, understand and become familiar with the manual and comply with the standards that are set in the policies. If you have questions about the manual or need additional information, please talk with your supervisor and/or Personnel Team.

All paid staff must review and sign the Manual of Personnel Policies Acknowledgement form and return it to their Supervisor. This form is shown in Appendix B.

HIRING AND ORIENTATION

All employees will be furnished a copy of this Manual of Personnel Policies.

New employees will complete a standard application authorizing a criminal background check and will be informed of their duties, responsibilities, benefits and conditions of employment.

In addition, the church reserves the right to require aptitude, skills, and/or background and drug screening prior to employment and during the course of employment.

All employees will receive up-to-date and detailed job descriptions and responsibilities. The employee's compensation, general duties and working time will be detailed in the employment letter. If the position is a called position, the responsibilities and compensation will be detailed in accordance with the Book of Order.

Grace Covenant has a no tolerance policy on sexual misconduct and sexual abuse as described in the Child Care Protection Policy. Each new employee must review the policy upon initial employment and periodically as deemed necessary by the Personnel Team as shown in Appendix C.

An evaluation period of 90 days is designated as a training period. During this time, the Church will have the opportunity to get to know the employee better, and the employee will have the opportunity to get to know the Church better as well. This does not limit the at-will employment by the Church. This means that the employment may be terminated by the Church or by the employee for any reason or no reason at any time during or after the evaluation period.

IMMIGRATION LAW COMPLIANCE

Grace Covenant is committed to employing only United States citizens and those non-US citizens authorized to work in the United States in compliance with the Immigration Reform and Control Act of 1986. As a condition of employment, each new employee must complete the Employment Eligibility Verification Form I-9 within 3 days of employment and present sufficient documentation to document identity and employment eligibility.

ANTI-DISCRIMINATION POLICIES

Equal Opportunity Employer: Grace Covenant Presbyterian Church is an equal opportunity employer, and will recruit, select, hire, call, train and promote all individuals in all positions without regard to race, creed, color, national origin or ancestry, sex, age, veteran's status, sexual orientation, physical, mental, medical disability unrelated to the ability to engage in activities involved with the position, and religious affiliation, except when after careful study religious affiliation is determined to be a bona fide occupational qualification.

However, it is recognized that employees of Grace Covenant are employees of a Christian church. All employees are expected to uphold and enhance the honor, integrity, morality and dignity of the church.

Personnel policies of GCPC will be administered under applicable Federal, State, and local employment law, and in accordance with the religious statements and beliefs of the Presbyterian Church (USA) and this Church.

Sexual and Unlawful Harassment: Harassment in the workplace based on a person's sex, race, creed, color, national origin or ancestry, sex, age, veteran's status, sexual orientation, physical, mental, medical disability or other unlawful reason will not be tolerated. GCPC maintains a “**zero-tolerance**” policy with respect to harassment. Each employee must review the Sexual and Unlawful Harassment upon initial employment and periodically as deemed necessary for all employees as shown in Appendix D.

Workplace Harassment

GCPC's harassment policy prohibits any form of sexual harassment in the workplace by any employee. Prohibited conduct includes, but is not limited to, the following:

- unwelcome sexual advances,
- requests for sexual favors,

other verbal, visual or physical conduct of sexual nature,
 unwelcome sexual flirtations, advances or propositions,
 verbal abuse of sexual nature,
 inappropriate touching of an individual,
 verbal commentaries or graphic depictions regarding an individual's body,
 the use of sexual words to describe an individual,
 display of sexually suggestive objects or pictures in the workplace,
 sexually explicit or offensive jokes,
 physical assault, or
 any conduct which has the purpose or effect of unreasonably interfering with an individual's work performance or which creates an intimidating, hostile or offensive work environment.

Other forms of prohibited harassment include derogatory comments, offensive remarks, verbal or other forms of abuse, based on a person's race, color, age, national origin, religion, marital status, or disability. Because harassment (based on sex or any other characteristic) can take many forms, this list is not exhaustive. Any conduct rising to the level of the conduct set forth herein shall be unacceptable, even if such conduct is not otherwise reported or legally actionable.

No employee shall threaten by stating or suggesting that an employee's or applicant's refusal to provide sexual favors or submit to sexual advances will adversely affect that person's employment or any condition of employment. No employee shall promise, imply or grant any preferential treatment in connection with another employee or applicant engaging in sexual conduct. No employee shall engage in conduct which has the purpose or effect of unreasonably interfering with an individual's work performance or which creates an intimidating, hostile or offensive work environment.

American with Disabilities Act: To the extent applicable, Grace Covenant supports and complies with Title I of the American with Disabilities Act (ADA) and similar state and local laws, which prohibit various types of discrimination against qualified individuals with disabilities. To the extent required by law, reasonable accommodations will be provided to qualified current and prospective employees with known disabilities, so that the employee can perform the essential function of their job. An employee desiring the Church to provide reasonable accommodation in connection with their disability should direct the request to their Supervisor and the Personnel Team.

Compliance and Complaint Procedure: All GPCP personnel are responsible for maintaining acceptable standards of personal conduct and for helping to ensure that assigned duties can be carried out in an atmosphere free of harassment or retaliation. ***All personnel also have the responsibility to take appropriate steps to prevent***

incidents from occurring and to take immediate action in the event of an observed or reported incident. This means that if you receive a report of harassment or retaliation but you are not the person designated to receive such a report, it is your absolute obligation to report the matter to a Pastor, Personnel Team Moderator or Member, or directly to Session. **No exceptions to this rule exist.**

The failure of any employee to report harassment or retaliation is a violation of the GCPC's policies and may result in discipline, up to and including discharge or termination.

Any employee who believes that he/she has been the subject of *any* kind of harassment or retaliation, including but not limited to any of the conduct listed previously, by any supervisor, management member, employee, or any other person in connection with employment at GCPC must bring the matter to the immediate attention of a Pastor or the Personnel Team Moderator. GCPC will not tolerate reprisals or retaliation for reporting harassment.

Upon notification to a Pastor or Personnel Team Moderator of alleged harassment of an employee, the Personnel Team will promptly investigate, or will engage an unaffiliated third party skilled in the investigation of alleged harassment in the workplace to investigate all allegations of harassment as confidentially as possible. An investigation of a complaint will normally include conferring with the parties involved and any named or apparent witnesses. Every effort will be made to assure an impartial review. Appropriate corrective action will be taken when warranted, including but not limited to re-assignment or termination of employment. All parties involved will be advised of the action taken and the findings of any investigation.

Any Pastor, employee, Personnel Team Member or Personnel Team Moderator who becomes aware of possible sexual or other unlawful harassment must promptly advise the Personnel Team and the Session of such alleged harassment, regardless of how minor or innocuous such alleged harassment may seem.

Every effort will be made to maintain confidentiality for the parties involved but must be consistent with the need to conduct an adequate and fair investigation. Allegations will not be discussed with anyone other than those who have a legitimate need to know. It is important to protect the rights of the reporting party. It is also important to protect the rights of the person accused, to avoid damaging their reputation should the accused be found innocent and to protect the Church from potential liability.

After investigation of any alleged harassment, any employee determined to have engaged in sexual or other harassment in violation of this policy will be subject to

appropriate disciplinary action up to and including re-assignment or termination of employment.

Retaliation is the term given to any adverse action taken by any person because another has reported concerns regarding harassment or has participated in the enforcement of the policies contained in this Section as a witness or decision-maker. Retaliation against any employee for reporting harassment, assisting in making a harassment complaint or cooperating in a harassment investigation will not be tolerated and is not allowed. Retaliation includes, but is not limited to, unwarranted adverse job actions, disparaging comments, uncivil behavior, or any other treatment of an employee by other employees or members of management that result from the individual's making a harassment complaint or cooperating in a harassment investigation. If you have reported a violation of the policies in this Section, served as a witness in an investigation of alleged violations of these policies, or played a role as a decision-maker or participant in the decision-making process for corrective action and you feel you have been subject to retaliation, you are to follow the reporting procedures outlined above.

EMPLOYMENT CLASSIFICATIONS

Ordained personnel are those individuals who have been duly ordained by the Presbyterian Church (USA) and installed as a Minister of the Word and Sacrament by Heartland Presbytery. The Book of Order describes the pastoral relationships that exist between a minister, the congregation and the local Presbytery.

Full-time employees are those who are regularly scheduled to work 35 hours or more per week. Generally, they are eligible for Grace Covenant's employee benefit package, subject to the terms and conditions of each benefit package.

Regular part-time employees are those who are regularly scheduled to work less than 35 hours per week. Regular part-time employees can be eligible for Grace Covenant's employee benefit package, subject to the terms and conditions of each benefit package.

Temporary employees are those, either full-time or part-time, who are hired on a temporary basis to assist in a specific function or in the completion of a specific task, without any intent of becoming permanent employees. If a temporary person is hired to become a regular staff person after uninterrupted service, their temporary employment will be considered as credited service in computing entitlement to benefits. Temporary employees are not eligible for Grace Covenant's employee benefit package.

Under the Fair Labor Standards Act (FLSA), all employees are classified as either “**exempt**” or “**non-exempt**” from applicable federal and state wage and hour laws based on their employment duties and other applicable criteria.

Non-exempt employee, whether full-time or part-time, are employees whose positions do not meet FLSA criteria for exemption and who are eligible for overtime compensation for hours worked in excess of 40 hours in a workweek. Required attendance at meetings outside of the normal working hours shall be considered work hours. Work week and working hours may be detailed in the individual position description. Non-exempt employees are to submit a timesheet to the Church Business Administrator for each pay period indicating the daily beginning and ending times. Any hours in excess of 40 require supervisor approval.

Exempt employees are excluded from the wage and hour provisions, therefore not eligible for overtime.

EMPLOYEE PERFORMANCE EVALUATIONS

Employee performance evaluations are normally conducted annually. The primary reasons for performance reviews are to identify an employee’s strengths and weaknesses, to reinforce strengths, and to develop ways to improve in weaker areas. However, employees are ultimately responsible for their performance on the job. Grace Covenant expects employees to take an active part in goal-setting and evaluations. Personal job goals should be in alignment with the Mission and Vision of the church as noted earlier. Prior to a performance review, employees are encouraged to evaluate their goals from the preceding year and complete a goal setting form for the following year. Together the supervisor and employee will refine these goals and create action plans for the future in accordance with the performance review procedures established by the Personnel Team.

PERSONNEL FILES

Personnel files are maintained by the Church Office Administrator and are the property of Grace Covenant Presbyterian Church. Any changes in personal information, payroll data or other pertinent information should be promptly reported. Grace Covenant respects the confidentiality of information maintained in the personnel records as required by law.

Employees who wish to view their own file should contact the Church Office Administrator. With reasonable advance notice, employees may view their own personnel files on Grace Covenant premises in the presence of the Church Business Administrator or Personnel Team Moderator.

NON-SMOKING WORKPLACE

Our Church is a smoke-free environment. Smoking is not allowed in any of our facility. All employees are expected to comply with this facility policy. If you smoke, it is restricted in or around any entrances.

SUBSTANCE ABUSE

Substance abuse is defined as the use of illegal drugs and/or the abuse of legal drugs or alcohol. If abuse in either case is suspected, an investigation will be conducted by the Personnel Team or outside legal counsel as appropriate. If substance abuse is substantiated after investigation, the Personnel Team will make a recommendation to address the situation to Session after consulting legal counsel, if appropriate.

SAFETY

Grace Covenant strives to provide a clean and safe environment for employees in accordance with the Occupational Safety and Health Act. Each employee is expected to take an active role in maintaining this safe environment. Employees are directed to alert the Church Office or Church Office Administrator of any situations that present safety hazards. It is the responsibility of employees to familiarize themselves with the location of all safety and emergency equipment.

All accidents, injuries and illnesses occurring at work should be immediately reported, no matter how slight they are. Work-related injuries are covered by Worker's Compensation Insurance, pursuant to all applicable state laws.

OPEN DOOR POLICY

Employees should be able to discuss any problem, concern or grievance and be listened to with respect and dignity. Every employee may discuss his or her concern, problem, complaint or grievance with their immediate supervisor. If the matter is unresolved after discussion with the supervisor, or if the employee prefer not to discuss it with their supervisor, then the employee may bring the matter to the attention of the Personnel Team Moderator or Session.

ELECTRONIC SYSTEMS AND COMMUNICATIONS

All electronic and telephonic communications systems and all communications and information transmitted by, received from, or stored in GCPC systems are the property of GCPC, and are intended for church business usage. Personal use of any software or business equipment, including but not limited to the church's computers, e-mail system, chat-lines, the Internet or telephones, is discouraged. However, from time to time, it may

be necessary for employees to make and receive personal calls either through the church's phone system or through personal cell phones. These calls should be kept to a minimum and should be made, whenever possible, during break or meal times.

Any information sent via or posted on GCPC's electronic and telephonic communications system is subject to disclosure to law enforcement agencies and other appropriate third parties. Users must apply the same standards with respect to the content, quality, and tone of information sent or made available electronically that they apply to materials sent or made available by any other means of communication. Employees must always ensure that the information contained is accurate, appropriate, ethical and lawful.

Additionally, while the Church cannot ensure against the receipt of inappropriate incoming messages through its systems, users are expected to delete any such messages and are prohibited from re-transmitting any received inappropriate materials.

Users of the GCPC's internal electronic and telephonic communications systems must use the systems in a manner consistent with all applicable church policies and directives. Further, only selected church communications personnel are authorized to transmit wide-distribution e-mails through the Church's systems.

To ensure the use of electronic and telephonic communications systems is consistent with the Church's legitimate interests, authorized representatives of the church may monitor the use of such equipment from time to time. This may include, among other things, monitoring the use of the Church's computers including internet usage of any kind, employee files, including those maintained on computer diskettes, hard drives, network drives, or other hard copy form, and voice-mail and internet messages.

Employees shall not install any software on GCPC's computers without prior supervisor approval of the Finance Team or the Team's delegate.

While GCPC's data network strives to provide a reasonable level of privacy, users should be aware that the data they create on the church's network remains the property of GCPC. Employees are to keep passwords secure and do not share accounts. Authorized users are responsible for the security of their passwords. All computers connected to GCPC's data network shall have prior approval from the Church Administrator. This provides caution against viruses, malware, worms, etc.

Abuse of Internet access provided by Grace Covenant in violation of law or Grace Covenant policies will result in disciplinary action, up to and including termination of

employment. Employees may also be held personally liable for any violation of this policy.

MEDIA RELATIONS

Occasionally, a representative of the media might contact an employee regarding a ministry issue. The representative should be directed to the Head of Staff. Other employees may not be a spokesperson for the church unless specifically appointed by the Head of Staff to do so. This will ensure accurate information is given for those matters appropriate for public knowledge.

CONFIDENTIAL INFORMATION

Your employment with the Church assumes an obligation to maintain confidentiality, even after you leave our employ. Employees are regularly exposed to a variety of confidential information concerning the Church and its congregants. Confidential information includes all non-public information, whether or not material. Any violation of confidentiality seriously injures the Church's reputation and effectiveness. Because of its seriousness, disclosure of confidential information may lead to disciplinary action including but not limited to termination.

OFFICE HOURS, SCHEDULING AND ATTENDANCE

The Church office will be open five days a week, Monday through Friday, between the hours of 8:00 a.m. and 4:00 p.m., except on holidays as noted later in this section. Office hours may be changed by the Head of Staff as appropriate.

All employees are expected to be punctual in attendance during their scheduled working hours. However, the church understands that because of illness or emergency an employee may be unable to report to work. If an employee will be tardy or is unable to report to work for any reason, they must telephone their supervisor as soon as possible.

If the supervisor is unavailable, the employee should leave a voice mail message as well as try to reach the supervisor by email.

Requests for special work hours will be considered on a case-by-case basis, depending on both the needs of the employee and the Church.

Holidays

All full-time exempt and non-exempt employees are permitted the following holidays with pay:

- New Year's Day
 - Martin Luther King Day
 - Presidents Day
 - Easter Monday
 - Memorial Day
 - Fourth of July
 - Labor Day
 - Thanksgiving Day
 - Friday after Thanksgiving Day
 - Christmas Day and the day after*
 - One additional designated by Personnel Team or one Discretionary Day
- *Christmas falls differently every year.

If the above listed holidays fall on Saturday or Sunday, the co-pastors will determine the day which will be observed as a holiday in consultation with the staff and the Personnel Team moderator.

Regular part-time employee's holiday pay will be calculated based on the employee's scheduled working time for such day.

VACATION AND SICK LEAVE

The Church provides vacation as a benefit to its employees in the belief that periods of rest and renewal insure the health and vitality of its personnel and the efficiency of service to the Church. This policy defines vacation for full-time exempt and non-exempt employees based on a calendar year from January 1 – December 31.

Ordained clergy staff are entitled to vacation in accordance with their terms of call.

During the first year of service, full-time employees will accrue vacation, measured in working days, based on continuous months of employment completed according to the following schedule:

<u>Month of Employment</u>	<u>Vacation Days Accrued</u>	<u>Month of Employment</u>	<u>Vacation Days Accrued</u>
1	0	7	5
2	0	8	6
3	1	9	7
4	2	10	8
5	3	11	9
6	4	12	10

All full-time exempt and non-exempt employees accrue vacation after each year of service according to the following vacation accrual schedule:

<u>Length of Service</u>	<u>Vacation Days/hours per pay period</u>
Less than 90 days	no vacation
1-4 years	10 days/3.1 hours per bi-weekly pay period
5-10 years	15 days/4.6 hours per bi-weekly pay period
10 years or more	20 days/6.2 hours per bi-weekly pay period

Regular part-time employee's vacation pay will be calculated based on the employee's scheduled working time for such day in proportion to a 40 hour week.

All vacation must be scheduled in advance in writing (e.g., by email) through the employee's supervisor and reported to the Church Office for recording.

Maintenance of good mental and emotional health demands that proper attention be given to an appropriate leave program. Therefore, all employees are urged to take their vacation during the year of accrual. However, it is realized that circumstances may preclude an employee from using all of their vacation leave during the year of accrual. Therefore, a maximum of five (5) working days of vacation may be carried over into the following year. The request should be in writing to the Personnel Team before the year-end of accrual.

The Church provides sick leave to its eligible employees for periods of temporary absence due to health care appointments, personal illness or injury, or the illness or injury of a close family member. This policy defines sick leave for full-time exempt and non-exempt employees based on a calendar year from January 1 – December 31. All full-time exempt and non-exempt employees earn sick leave at the rate of one (1)

working day per month up, up to a maximum of twelve (12) working days per year. Sick leave can be accumulated up to twenty-four (24) days. Sick leave entitlement during the first year of employment will be prorated according to the length of employment. Sick leave should be scheduled in advance if the need is anticipated. If the need is unexpected, the employee should report to their supervisor as soon as possible. The Church may require a doctor's certification for the requested absence and also require certification of an employee's ability to resume their duties in connection with the employee's return to work.

Sick leave is not a vested benefit and therefore at termination of employment, no reimbursement of salary or wages for unused sick leave will be made.

Regular part-time employees earn sick leave at the rate of one (1) hour for each twenty (20) hours worked.

OTHER LEAVE

Jury Duty: Grace Covenant encourages employees to fulfill their civic responsibilities by serving on jury duty when required. Employees should provide the Church Administrator with the service dates as soon as possible.

All full-time employees will be granted time off for jury duty, up to two (2) weeks. The employee will be paid the difference between the jury duty pay and their regular pay. Employees are required to report to work as permitted by the jury schedule. Part-time employees will be expected to make every effort to adjust work schedules with jury duty. If the part-time employee is called for a prolonged jury service, they will be compensated for working time missed according to their regularly scheduled working days.

Bereavement Leave: In the event of the death of an immediate family member (spouse, parent (natural, step, foster or in-law), child (natural, step or foster), grandparent, grandchild, brother, sister, step-brother, step-sister, step-grandparent), employees may receive full pay for up to three (3) regularly scheduled working days. Employees who require more time away from work or who have extenuating circumstances shall discuss options with their immediate supervisor. Time lost to attend a funeral locally may be arranged in consultation with the employee's supervisor.

Voting and Civic Duty: Adequate paid time off, usually up to 2 hours, for voting in national, state and local elections will be granted where election hours and work

schedules will not allow an employee time to vote outside of the working day for full-time employees. Part-time employees are expected to make reasonable efforts to vote during times when they are not scheduled to work. Employees are encouraged to become involved in serving their communities. Schedule adjustments will be made for employees who serve on civic councils or boards.

Military: All employees are paid absences of two weeks for National Guard summer camp or for an extended period of time for National Guard or Reserve members in the event of a national emergency as declared by the President. Other military leaves of absence will be granted consistent with current law and circumstances.

Inclement Weather: Employees should use their best judgment when deciding whether or not to travel to work. The church office and Kid's Day Out program will follow the Blue Valley school district cancellation schedule. Notification of office closure will follow the inclement weather protocol for worship service cancellation. (section 2.1e)

Study Leave/Continuing Education: All non-ordained staff may be entitled to an annual paid leave in the pursuit of further study deemed beneficial to the staff member and the congregation. Request for study leave must be in writing and approved by the employee's supervisor. Any continuing education in excess of five (5) days annually must be approved by the Personnel Team. Study leave and allocated continuing education budget may be accumulated for a maximum of up to three (3) years. Should this accumulated allowance not be spent after three (3) years, no additional allowance will be provided until the accumulated funds are spent. Whenever possible, study leave should be taken independently of vacation. Study leave may be taken only for the purpose of study and may not be taken as vacation leave or other paid leaves.

Sabbatical Leave: Sabbatical leave is a planned time of intensive enhancement for ministry and mission. This "extended time" is qualitatively different from "vacation" or "days off." It is an opportunity for the individual to strategically disengage from regular and normal tasks so that ministry and mission may be viewed from a new perspective as a result of a planned time of focus.

Sabbatical leave is an extension of the Biblical concept of a Sabbath day and a Sabbath year of renewal. It is both an act of faith that God will sustain us through a period of reflection and changed activity and an occasion for recovery and renewal of vital energies. Sabbatical leave is recommended for Ordained Clergy after seven years of employment (and every seven years thereafter), with the agreement of Session. The recommended length of the Sabbatical leave is three months. Accrued vacation time and study leave may be attached to the Sabbatical leave. Upon completion of the Sabbatical leave, the employee must continue serving Grace Covenant for a period of at least one year or pay back a pro-rated portion of salary during the Sabbatical. Salary,

pension, medical benefits, and allowances will continue at the same level during the Sabbatical. Final approval of the sabbatical terms will follow consultation and consent of Session.

Leave Carryover: Leave that is not used in the year for which it accrues may **not** be carried forward (except as noted with Vacation and Sick Leave).

LEAVE WITHOUT PAY

Full-time employees, after the evaluation period of three (3) months, may request a leave of absence where normal leave privileges do not apply and where circumstances do not call for a severance of the employment relationship. Eligible employees may be granted a leave of absence with the understanding that the employee intends to return to work for the Church at the conclusion of the leave of absence. A leave of absence for longer than three months precludes the church from assuring the employee that they may return to the position held at the time the leave of absence began. An employee not returning to work the day following the conclusion of an approved leave of absence will be terminated from employment.

Personal: An absence of up to one month for a compelling personal reason that is not medically related, as approved by the Pastor, Supervisor, and the Personnel Team may be granted.

Medical and Family: An absence of up to three months, as approved by the Pastor, Supervisor, and the Personnel Team may be granted. Such leave may be authorized for a seriously ill employee (Medical leave) or to care for a child, spouse or parent who is seriously ill (Family leave).

Parental: An absence of up to six weeks, as approved by the Pastor, Supervisor, and the Personnel Team may be granted. Such leave may be authorized for the birth, adoption, or guardianship of a child by an employee.

Leave Carryover: Leave that is not used in the year for which it accrues may **not** be carried forward (except as noted with Vacation and Sick Leave.)

COMMUNICATION DURING LEAVE

An employee taking leave for an indefinite period (for example, leave for an illness longer than one day) should stay in daily contact with their Supervisor. This will aid the Church in accommodating other employees' schedules and ensuring that the needs of the Church and the congregation will be met during the employee's absence. Except for an unplanned absence, every employee is expected to provide their Supervisor with the anticipated duration of the leave and any change in the expected return to work date.

An employee who does not provide a notice of leave to their Supervisor and/or is absent from work for three consecutive days may be considered to have voluntarily resigned from employment with the Church.

COMPENSATION

Paydate: Employees are paid bi-weekly by electronic direct deposit. When paydays fall on holidays, pay will be deposited on the banking day immediately preceding to the holiday. The Church does not provide pay advances.

Wage and Salary Changes: Compensation evaluations are different than performance evaluations. The Church conducts compensation evaluations from time to time. The Personnel Team is responsible for reviewing compensation based on the supervisor's recommendation, competitive salaries for similar positions, and within the budget guidelines established by Session.

Terms of Call for all installed and ordained personnel are recommended by the Personnel Team to Session and approved by the Congregation.

Ministerial housing allowances (Pastor and Associate Pastor(s)): The Internal Revenue Code provides that a minister can exclude from gross income for tax purposes, any allowance paid as part of their compensation to the extent that it is used for renting or providing a home. In order to satisfy the requirement of the IRS relative to the housing allowance for the ordained ministers, it is understood that a portion of salary may be designated for housing. This is designated in the respective Terms of Call.

Payroll Deductions: Typical payroll deductions may be divided into two categories – deductions required by law and authorized by the employee in writing. The law requires

certain deductions, such as federal, state, and local taxes; social security taxes; garnishments; and child support payments. The church offers various programs and benefits such as health insurance premiums, flexible spending account payments, pension contributions and tithes.

Overtime: Overtime is discouraged and requires prior approval from the employee's supervisor. However, from time to time, non-exempt employees may be required to work more than 40 hours per work week. At present, the premium pay for overtime is time-and-a-half for any hours worked over 40 hours per week. Any hours in excess of 40 require supervisor approval.

EMPLOYEE BUSINESS EXPENSE REPORTING

Employees must be granted prior approval before incurring church-related business expenses. A church credit card is available for approved staff. This is to be used only for church expenses under an approved IRS accountable reimbursement plan. Purchases over \$25 require a receipt with attached documentation. If the expense requires reimbursement, an expense form with receipts must be submitted to the Church Administrator.

Any staff may request reimbursement for business use of their personal vehicles, based on mileage, through the expense form. Mileage reports should be submitted monthly and no later than 60 days after the event for which mileage reimbursement is being requested. Business mileage will be reimbursed at the prevailing IRS rate or as otherwise set by the Personnel Team. Employees should not use cell phones while driving on church business. If it is necessary to receive or make a call while en route, the employee should pull to the side of the road as safely as possible and stop until the call has been completed.

A professional expenses reimbursement allowance may be used to cover professional expenses for books, journals, association dues, and similar expenses where it is demonstrated that the church will benefit from an employee's participation. The amount of such allowances, and the staff for whom they are established, shall be determined by the Personnel Team and Session.

Continuing education and development is encouraged by Grace Covenant. To ensure that employees have opportunities for learning and development to stimulate growth in

knowledge of skills related to their position, actual expenses and mileage are reimbursed through the expense form for time away from work. Only full-time employees who have completed the evaluation period are eligible for this reimbursement unless it is required by GCPC.

BENEFITS

Retirement Plan: Each eligible employee (as defined in the following sentence) may apply for enrollment in the Presbyterian Church USA Retirement Savings Plan. “Eligible Employee” means any exempt or non-exempt employee who is regularly scheduled to work thirty (30) or more hours per week. GCPC will match dollar for dollar the first 3% of compensation contributed by the participant. Participants are 100% vested immediately in all matching contributions by the Church. A copy of the plan document detailing restrictions is available from the Church Administrator

Medical and Dental Insurance: Ordained staff is enrolled in the Presbyterian Church USA Benefits Plan. Each eligible employee (as defined in the following sentence) may apply for enrollment in the Presbyterian Church USA Affiliated Benefits Plan. “Eligible Employee” means any exempt or non-exempt employee who is regularly scheduled to work thirty (30) or more hours per week. The Church will pay 100% of the employee’s premiums. The employee may choose to cover spouse/family and be responsible for payments of premiums. The premiums are deducted on a pre-tax basis. An employee who wishes not to enroll in the hospitalization/medical benefits portion of the PCUSA Plan may be required to provide evidence of alternative health coverage for enrollment in the PCUSA Plan to be waived.

Flexible Spending Account: The Church has established a Health Flexible Spending Plan (HFSA), in accordance with IRS regulations, that lets you set aside before-tax dollars to cover certain qualified expenses for medical care that you would normally pay out of your pocket with after-tax dollars. You pay no federal or Social Security taxes on the money you deposit in these accounts. This means you lower your taxable income and pay lower taxes. Once enrolled, you must remain in the plan until the end of the plan year. Plan details are available from the Church Administrator.

Workers Compensation: All employees are covered by Workers Compensation under Kansas law. The Church is committed to meeting its obligation under the Worker’s Compensation Act to provide medical, rehabilitation, and wage replacement

benefits to employees who sustain work-related injuries or illnesses. Injuries sustained by an employee in the course of performance of their employment-related duties should be reported to the employee's Supervisor as soon as possible, but within 24 hours if feasible.

Social Security/Medicare: All employees have income tax withheld and the Church participates in Social Security and Medicare withholding and matching programs as outlined in the Federal Income Insurance Contribution Act (FICA). In accordance with FICA, a required percentage of each employee's salary is deducted from their paycheck and the Church matches employee's deductions at the required percentage.

Unemployment Insurance: As a non-profit, the Church has elected to not participate in Unemployment Insurance Act. Therefore, terminated employees will **not** be eligible for unemployment compensation.

EMPLOYEE PARKING

Employee's park at their own risk and the church will not be responsible for theft or damage to any vehicles parked on or near church property. Also, the church will not be responsible for personal property left in vehicles that is lost, damaged, stolen or destroyed.

EMPLOYEE PERSONAL PROPERTY

Employees should not bring large sums of money, jewelry, or other valuables to work. The church will not be responsible for personal property that is lost, damaged, stolen or destroyed.

WORKS MADE FOR HIRE

A “work for hire” is any book, sermon, article or piece of music created by an employee in the course of employment. A work is “created in the course of employment” if it is written or composed during regular working hours and on church premises and/or with church equipment or support staff assistance.

The church owns copyright to any work made for hire. Any consideration for transfer of copyright will be examined on an individual basis to assure that the transfer does not jeopardize the church’s tax-exempt status or constitute inurement of assets to an employee. Request for transfer of copyright ownership should be submitted in writing to the Head of Staff who will present them to the Session. All considerations and exceptions must be approved by the Session and issued in writing.

EMPLOYEE WARNING REPORT

Although employment at Grace Covenant is on an at-will basis and both employee and the Church have the right to terminate employment at any time, with or without cause, the Church may take corrective action at its discretion. Corrective action may involve the use of four (4) steps documented by the employee’s Supervisor – Verbal Warning, Written Warning, Suspension with or without pay, or Termination of employment – depending on the severity and/or frequency of the problem. The Church recognizes that certain types of employee behavior are serious enough to justify either an immediate suspension or, in extreme situations, immediate termination, without observing the above steps. In all cases it should be well documented and substantiated.

TERMINATION OF EMPLOYMENT

All employees of the Church are employed at will. Any person's employment with the Church may be terminated at any time, for cause or without cause. Termination of employment is an inevitable part of personnel activity within any organization. Here are some examples of the most common circumstances under which employment is terminated –

Resignation: Voluntary termination of employment initiated by an employee. Voluntary separation may take place after written notice to the Head of Staff, Personnel Team and Session. Exempt employees are requested to provide one month's prior written notice of resignation. Non-exempt employees are requested to give two weeks prior written notice of resignation. Your Supervisor, a Pastor, and/or a representative of Personnel Team may conduct an exit interview prior to the last date of employment. This interview provides an opportunity to complete the employee's personnel record. The final interview gives you the opportunity to comment in private on your reasons for leaving and to return all property belonging to the Church.

If required notice is given, all accrued vested benefits due and payable to the employee will be paid within thirty (30) days of the last day of actual work. In addition, no paid time off of any kind may be used during the final period remaining in your employment.

Termination: Involuntary termination of employment initiated by Grace Covenant Presbyterian Church. The Head of Staff may make recommendations to the Personnel Team and Session; however only Session is authorized to terminate the employment of any employee of the Church.

The pastoral relation between the Church and a Pastor or an Associate Pastor may be dissolved only by the Presbytery, following a meeting of the congregation called in accordance with the Book of Order and the observance of other processes described in the Book of Order. The separation of a Pastor or an Associate Pastor from the Church shall be conducted in accordance with the Book of Order.

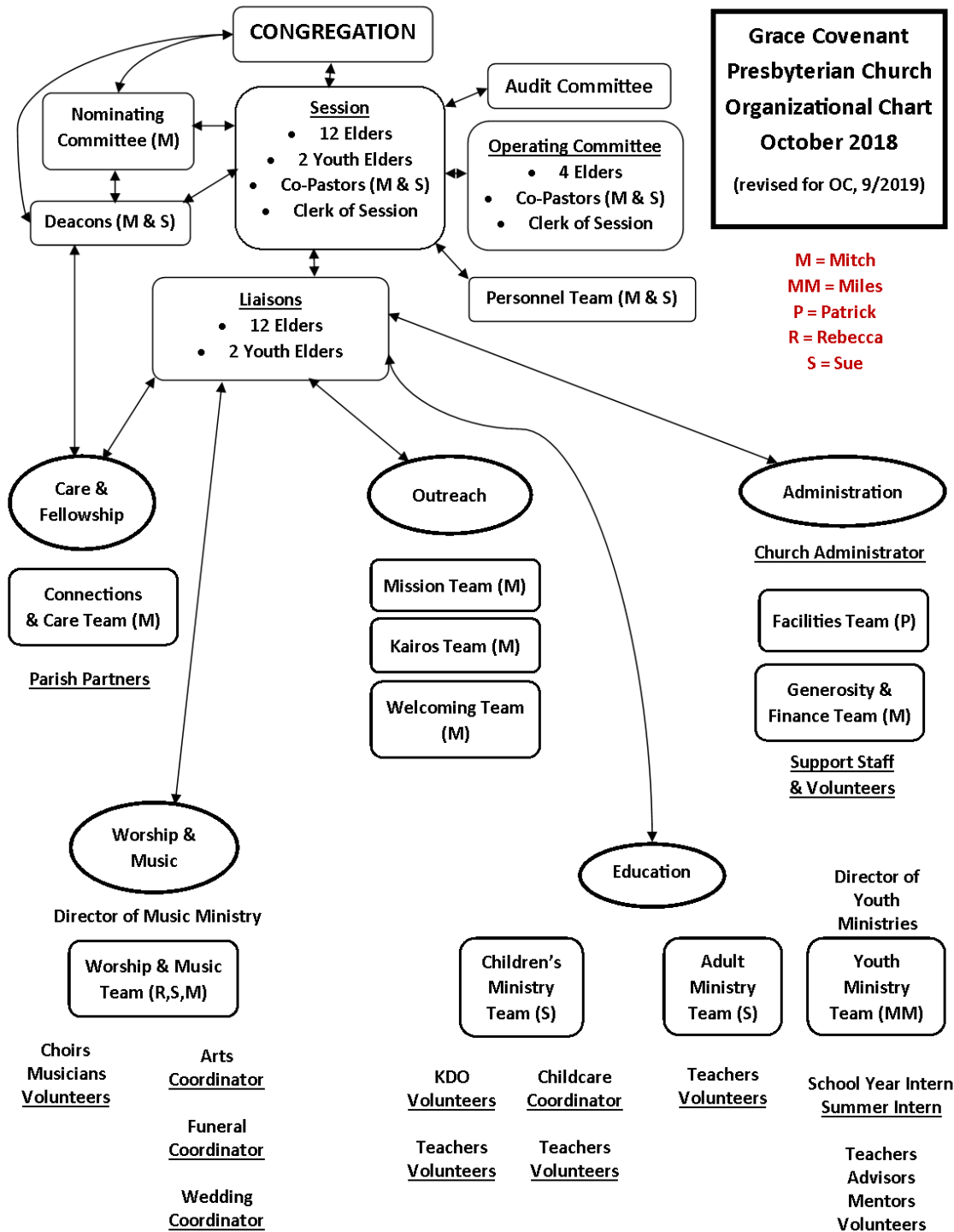
Layoff: Involuntary employment termination initiated by GCPC for non-disciplinary reasons such as changing business conditions which necessitate a reduction in staff, or staff restructuring which may be necessary to realign, consolidate or eliminate staff positions to effectively carry out the current and future strategies of the church. In any termination of employment, other than voluntary resignation or termination for cause, the Church may elect to pay a severance as determined by the Personnel Team.

Retirement: Voluntary termination of employment by an employee upon eligibility for retirement.

Any employee whose employment with the Church is ended for any reason shall return all files, records, keys, and any other material that are the property of the Church. No final settlement of employee pay will be made until all items are returned in acceptable condition. The cost of replacing items which are not returned will be deducted from the employee's final paycheck. Any outstanding financial obligations owed to the Church will also be deducted from the employee's final paycheck.

All communications regarding employee separation by Supervisor, Personnel Team and/or Session shall be documented and retained in the personnel file.

Appendix A Organizational Chart



Appendix B Manual of Personnel Policies Acknowledgment

The Manual of Personnel Policies has been written to highlight the personnel policies of Grace Covenant Presbyterian Church so that you will understand what we expect of you as an employee as well as what you can expect from us as an employer.

This Manual of Personnel Policies is not intended to serve as an employment contract between you, the church, and its employees. As it becomes necessary to change any of the policies and procedures or benefits described in this Manual, you will be informed of any such changes.

If you have a question(s) about any of the information in this Manual, please ask your supervisor, Church Administrator or Pastor..

I acknowledge that I have received, read, and understand the contents of the Manual of Personnel Policies.

Employee's Name (Please Print)

Employee's Signature

Date

Appendix C CHILD CARE PROTECTION POLICY

Grace Covenant Presbyterian Church (GCPC) recognizes that the children of our church are among our most precious gifts. When they are entrusted to our care, we have a solemn responsibility to provide the safest possible environment for their Christian growth and development. Therefore, GCPC has established the **Child Protection Policy** as set forth herein.

The State of Kansas defines a child as anyone from birth to age eighteen. GCPC designates a difference between children (birth – 5th grade) and youth (rising 6th – 12th grade) in programming. ***However, for the purpose of this policy, all people below the age of eighteen will be referred to as children and fall under the guidelines described.***

Child Abuse refers to an act of commission by a parent or caretaker that harms or threatens to harm a child's physical or mental health and well-being. This could include neglect, physical abuse, sexual abuse and/or emotional or verbal abuse.

Children need love. At times, this can be appropriately expressed through physical touch, such as hugging, a pat on the back, an arm around the shoulder, holding an infant or toddler, etc. Adult staff and volunteers should not force affection on any child. If a child pulls away, even with another adult present, the child's wishes will be respected at all times.

Employment and Screening

All paid employees and volunteers working with children will be subject to the screening process defined in this policy. Definitions of paid employees and volunteers follow:

Paid Employee. Any person receiving compensation from GCPC.

Volunteers. For the purpose of this policy are:

Any person who donates time for a program and/or activity that involves children (as defined above), or is a member of Children's Team, Youth Team or Music Team.

1. Any member of the congregation, volunteer or a paid employee, who has been convicted of a crime against a child, or a violent crime against another adult, will not provide service in any church-sponsored activity or program for children.

2. All volunteers working with children are required to be members of GCPC for a minimum of six (6) months. Program staff has the authority to make an exception for volunteers who are non-members and/or have not been members for six months to serve in an assistant capacity, working with a member who meets the six-month requirement.
3. All paid employees and volunteers will complete the following procedures before participating in church-sponsored children's activities.
Submit a Screening Form and Permission to Obtain a Background Check to the appropriate Program Director for review and acceptance. Complete required training activities directed by the program staff member.
4. It is the responsibility of the Director of Youth Ministries, Director of Music Ministries and Co-pastor responsible for Children's Ministry to see that staff and volunteers, under their supervision, complete screening and training as outlined in this policy and understand that compliance may be evaluated annually. The screening forms and their results will be kept confidential and will be retained by the Business Administrator.
5. Adult survivors of childhood abuse are encouraged to discuss their desire to work with children with one of the pastoral staff prior to engaging in any volunteer service.

Training

Training in the child protection policy will be provided for all people who will be working with children.

1. Development of appropriate training is the task of the team responsible for the age group involved, with the advice and approval of the appropriate staff members and Session.
2. All training programs will include a review of the Child Protection Policy, including its procedures and forms.
3. The Child Protection Policy of GCPC will be included in the packet to all new members, and will be publicized and made available to all members of the congregation.

Supervision

1. Volunteer workers will follow the direction of the supervisor responsible for each activity. Additional supervisory responsibility for children's activities is vested as follows:
 - First with the paid staff member responsible for the age group involved including, but not limited to: Director of Youth Ministries, Director of Children's Ministries, Director of Music Ministries, Kids' Day Out Director, Paid Nursery Worker(s), and Intern(s).
 - Second, with the team responsible for the specific age group;
 - Third with the Pastors;
 - And ultimately with Session.

2. At least two adults trained in this policy will be present to supervise all activities involving children in accordance with State Department of Health Standards. These guidelines include:

<u>Age of Children</u>	<u>Minimum Staff/Child Ratio</u>	<u>Maximum Number Children/per group</u>
Infants (two weeks-12 Months)	2 to 3	9
Infants to six years	2 to 4	8
	<i>(max. 2 infants)</i>	<i>(max. 4 infants)</i>
Toddlers (12 months to 2 ½ years, if walking alone)	2 to 5	10
2 years to 3 years	2 to 7	14
2 ½ years to school age	2 to 10	20
3 years to school age	2 to 12	24
Kindergarten enrollees	2 to 14	28
School Age	2 to 16	32

3. Some classes may only have one adult teacher in attendance during the class session; in these instances, doors of the classroom should remain open and there should be no fewer than three (3) students with the adult teacher.

4. Supervisory adults should remain at each activity until its scheduled conclusion.

5. Parental permission forms will be required for any GCPC church sponsored, off premises activity involving children. These forms will be completed annually.

6. Any volunteer who is the only adult present during any activity involving children should report that fact to either the immediate supervisor or Pastor(s).
 - * An Adult counseling, mentoring, or interacting with children (including Confirmation Mentors, Staff Members, Youth Advisors, Church School Teachers,

Regular volunteers, etc) on a one-on-one basis may meet individually with them after informing a Staff Member and/or the Child's parent(s). It is best to use public places or the church as a location. If the interaction takes place in the child's home, a parent shall be in the home. If it takes place in a Staff Member's office, there needs to be a window in the office door or the door must remain open.

7. GCPC rooms used for children will have doors equipped with windows or peepholes, or the door must remain open.

8. It is our goal that a minimum of two unrelated adult workers will be in attendance at all times when children are being supervised during our programs and activities.

9. At the discretion of GCPC employed staff, volunteers may be counted as staff in the staff/child ratio if they are 16 years of age or older, have been trained in the child protection policy, and are supervised at all times by employed staff.

Transportation

- Volunteer drivers must be an Adult 21 years of age or older.
- Driver must have a valid state driver's license.
- Driver must have current insurance for his/her vehicle
- GCPC Staff drivers must be an Adult 21 years of age or older.
- A Motor Vehicle Records (MVR) check will be run on all drivers.
- The designated leader from each activity will be responsible for assuring that each driver is aware of these policies. It is not necessary for two adults be present to take a minor home from an activity or to pick up a minor from his/her home or school at the request of the parent(s); however, adults should avoid having only one minor in their car whenever possible. It is best to notify a staff member or the parent prior to transporting a minor. The number of persons in the vehicle will not exceed the number of usable seatbelt/ restraints in the vehicle.

Reporting

Any paid employee or volunteer who has "reason to suspect" that a child has been physically, sexually, emotionally, or verbally abused will report a suspected case of child abuse (K.S.A. 38-1522). A report should be made using the following procedure:

When the necessity for reporting suspected child abuse or neglect arises, the protection of children is the most important concern. The confidentiality of the minister/parishioner is very important, however where there is a reason to suspect, reporting reasonable suspicion of child abuse has the potential for helping individuals receive help for a grievous problem and may prevent further harm to self and others.

1. When a volunteer or paid employee of a GPCP-sponsored program or event suspects that abuse is taking or has taken place, he or she may report the abuse on his or her own initiative. Reporting Forms can be obtained from the Business Administrator. Reports should be made to the Kansas Department of Children and Families (DCF) at 1-800-922-5330 or the appropriate law enforcement agency. The volunteer or paid employee will also expeditiously notify a Pastor(s) or the Office Administrator of the suspected abuse and how the report was made, and the Pastor or Office Administrator will complete and file the Form for Reporting Abuse.
If the volunteer chooses not to report individually, he or she should immediately contact a Pastor(s) or Business Administrator. The Pastor should then complete the Form for Reporting Abuse and make the report promptly.
2. If the person suspected of the alleged abuse is a volunteer or paid employee, he or she will immediately be removed from contact with children by the Pastoral staff.
3. If and when the volunteer or paid employee is cleared of the alleged abuse, he or she may be reinstated by the Pastor(s).
4. Public statements regarding the alleged offense will be made only by the Business Administrator or the Pastor(s).
5. UNDER NO CIRCUMSTANCES SHOULD THE PERSON WHO RECEIVED THE REPORT OF THE ALLEGED OFFENSE ATTEMPT TO CONDUCT ANY FURTHER INVESTIGATION OF THE ALLEGATION ON HIS OR HER OWN INITIATIVE.

Permission to Obtain a Background Check

(This form authorizes the church to obtain background information and must be completed by the applicant. The church must keep this completed form on file for at least five years after requesting a background check.)

I, the undersigned applicant (also known as “consumer”), authorize Grace Covenant Presbyterian Church through its designated consumer reporting agency, to procure background information (also known as a “consumer report and/or investigative consumer report”) about me. This report may include my driving history, including any traffic citations; a social security number verification; present and former addresses; criminal and civil history/records; and the state sex offender records.

I understand that I am entitled to a complete copy of any background information report of which I am the subject upon my request to Grace Covenant Presbyterian Church, if such is made within a reasonable time from the date it was produced. I also understand that I may receive a written summary of my rights under the Fair Credit Reporting Act.

Signature: _____

Witness: _____

Date: _____

Identifying Information for Background Information Agency (also known as “Consumer Reporting Agency”)

Print Name:

First	Middle	Last
-------	--------	------

Other Names Used (alias, maiden, nickname):

Current Address:

Street /PO Box	Apt#	City	State	Zip Code
----------------	------	------	-------	----------

County _____

Former Address (if less than 5 years):

Street /PO Box Apt# City State Zip Code

County_____

Social Security Number: _____

Daytime Telephone Number: _____

Driver's License Number: _____ State of Issuance: _____

Date of Birth: _____ Gender_____

Identity Confirmed by:_____ Date:_____

Can you make a one year commitment to this volunteer role? (if not, how long?) _____

Do you have a valid driver's license? _____ Any restrictions? _____

Do you have vehicle liability insurance? _____ If so, are you willing to provide a copy of your coverage for the church records? _____

Please indicate the type of children's work you prefer: _____

Why would you like to volunteer as a worker with children and/or youth?

What training have you received in the care and nurture of children and youth?

Please indicate the date you would be available to begin: _____

In caring for children, we believe it is our responsibility to seek adult staff who are able to provide healthy, safe and nurturing relationships. Please answer the following questions accordingly. Answering yes to any of the questions will not automatically disqualify a volunteer from working with children. Any special concerns can be discussed individually with the pastoral staff.

Have you ever been convicted of or plead guilty to a crime, either a misdemeanor or a felony (including but not limited to drug-related charges, child abuse, other crimes of violence, theft or motor vehicle violations?)

No _____ Yes _____ *If yes, please explain fully. (Attach a separate page if necessary.)*

Your response to the following question is optional: Have you had an experience in your life that you feel would enhance or impede your volunteer work with children and youth? If so, do you feel comfortable explaining? Would you like to speak to a pastor regarding this experience?

No _____ Yes _____

Identity must be confirmed with a state driver's license or other photographic identification.

Identity Confirmed by:

Name

Title

I represent that each of my responses is truthful and accurate.

Signature

Date

Waiver and Consent

I, _____, hereby certify that the information I have provided on this volunteer application is true and correct. I authorize Grace Covenant Presbyterian Church to verify the information I have provided on this application by contacting the references and employers I have listed, by conducting a criminal background check or by other means, including contacting others whom I have not listed. I authorize the references and employers listed in this application to give you whatever information (including opinions) they may have regarding my character and fitness for the job for which I have applied. Furthermore, I waive any rights I may have to confidentiality to the extent that it may be harmful to myself or others.

I have read this waiver and the entire application, and I am fully aware of its contents. I sign this consent freely and under no duress or coercion.

Date

Signature of applicant

Date

Witness Signature

Child/Youth Worker Reference Request Form

Please list three personal references (people who are not related to you by blood or marriage) and provide a complete address and phone information for each.

1. Name _____

Address _____

_____ zip code _____

Daytime phone _____ Evening phone _____

2. Name _____

Address _____

_____ zip code _____

Daytime phone _____ Evening phone _____

3. Name _____

Address _____

_____ zip code _____

Daytime phone _____ Evening phone _____

Grace Covenant Presbyterian Church
Confidential Reference Request Form

The applicant named below has applied for a volunteer position as _____ at Grace Covenant Presbyterian Church, Overland Park, KS. We ask that you take a few minutes to complete and return this form in the envelope provided. *(Revise this statement if you will be contacting reference by telephone)*

Name of applicant _____

Name of reference _____

Address of reference _____

Phone (daytime) _____ (evening) _____

Relationship to applicant _____

How long have you known the applicant? _____

In what capacity do you know the applicant? _____

How would you describe the applicant's ability to work with children/youth?

How would you describe the applicant's ability to relate to adults?

Motor Vehicle Record Release Authorization

Date:

To: Grace Covenant Presbyterian Church

It is understood that my volunteer position requires (or may require) me to drive my own vehicle for a church-sponsored activity.

I understand the insurance company writing Grace Covenant's automobile insurance requires a copy of my current driving record to assess my insurability. I also understand that I have the right to see a copy of my Motor Vehicle Record (MVR) upon request.

By this letter, I hereby authorize Grace Covenant's insurance company and/or its agent Heffernan Insurance Brokers to obtain the necessary MVR and to send a copy of my MVR to Grace Covenant Presbyterian Church.

This authorization will be valid until such time as I leave my volunteer position.

Please print your full name:

Last Name	First Name	Middle Name
Driver's License Number	Driver's License State	Date of Birth
Signature		Date

Date

Appendix D GCPC Sexual Misconduct Policy

***As God who called you is holy, be holy yourselves in all your conduct.
I Peter 1:15***

***Tend the flock of God that is your charge,
not under compulsion but willingly,
not for sordid gain but eagerly,
nor lord it over those in your charge
but be examples to the flock.
I Peter 5:2-3***

You know that we who teach shall be judged with greater strictness.

James 3:1

This policy based upon the work of Sexual Misconduct Policy of Presbytery of Heartland, Mid-Central Synod

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SEXUAL MISCONDUCT POLICY

PREAMBLE

We believe and proclaim that all people are created by God. God values all life – men, women, and children – and intends that in all relationships everyone have dignity and worth. Further, we believe that God has shown love for all persons in Jesus Christ, and intends that all people should relate to one another with justice. We believe, therefore, that sexual misconduct is an offense against God. Scripture asserts that religious leadership involves a covenant relationship that assumes trustworthy exercise of power on behalf of those in our care. Sexual misconduct becomes an abuse of that power and trust, and is, therefore, unjust. Power in ministerial relationships is inevitably unbalanced because of the inherent authority associated with the office of ministry, both historically and culturally. In addition, those who are involved in ministry (both clergy and lay persons) have actual power because the people to whom they relate trust in the office of ministry and may be made vulnerable by their own life situations. Abuse that betrays this trust is not only a traumatic experience for the victim(s), but it also represents a tragic breakdown of the character and commitment of the abuser. This breakdown threatens not only those immediately affected, but also the well-being and credibility of the church itself. We believe that incidents of sexual misconduct cannot be glossed over, rationalized or covered up for “the good of the church.”

Heartland Presbytery hereby proclaims that:

- ❖ the “good of the church” can never be served by overlooking an abuse of power and betrayal of trust;
- ❖ sexual misconduct is always wrong; charges of misconduct must be dealt with swiftly, fairly and with compassion for all parties involved;
- ❖ responsibility for maintaining appropriate sexual boundaries and prohibiting sexual relationships belongs to the ordained minister, lay pastor, church staff or other leader, even if the parishioner, student, client or employee initiates or invites sexual content in the relationship.

INTRODUCTION

This is a policy statement which is binding on all ministers of the Word and Sacrament who are members of Heartland Presbytery of the Presbyterian Church (U.S.A.) [hereafter called "the Presbytery"], all elders, deacons and members of churches which

are part of the Presbytery, when they are engaged in any activity organized, sponsored, or conducted by the Presbytery and any of its entities (Council, committees, task forces), and any person who works or acts for the Presbytery in any capacity, whether he or she is a volunteer or paid employee or agent of the Presbytery. This policy is directed primarily to those situations in which a person who holds a position of authority or trust misuses that position for his or her own sexual activity or gratification. The sexual abuse or exploitation of another human being, especially the vulnerable and children, is an affront to all that the Church teaches and in most cases is also a violation of civil law.

While the Presbyterian Church (U.S.A.) calls all its members to a life of sexual purity and wholeness, it is incumbent upon the leaders of the church, especially deacons, ruling elders and teaching elders, to live a life which demonstrates the Christian gospel (G2.0104)

Ordination in the Presbyterian Church (U.S.A.) is for the purpose of service to Christ and his Church. (BC-5.155, 2-0101) Ordination does not confer status nor does it elevate anyone above his or her brothers and sisters in Christ. Ordination calls a person to minister in the name of Jesus Christ and to assume the duties, responsibilities and moral obligations of that office. (G 2.0104)

The procedures set forth in this policy seek to show the pastoral concern of the Presbytery for the victims of sexual misconduct, those accused of sexual misconduct, their families, and the congregations or other parties involved. These procedures also seek to implement the Rules of Discipline of the Presbyterian Church (U.S.A.) so that cases involving accusations of sexual misconduct may be heard in a timely fashion, protecting all the rights of individuals involved. This policy consists of three sections:

Part I is the presentation of the policy.

Part II contains the procedures to implement the policy.

Appendix contains various forms to be used.

This policy not only seeks to provide means to report alleged sexual misconduct and assure accusers that the Church stands with them to help them through the disciplinary process, but also seeks to inform, encourage, and challenge the Presbytery and its constituent parts to maintain appropriate and healthy relationships with those with whom they minister, so that incidences of sexual misconduct will be greatly reduced or disappear.

PART I - PRESENTATION OF THE POLICY

A. STATEMENT OF THE POLICY

1. The Presbytery recognizes that a certain level of authority resides in each member of a church. The Book of Order grants ordained ruling elders and deacons – as well as members of a particular church – authority over the leadership of that church. The Presbytery likewise acknowledges that there are members who follow a biblical interpretation that men hold authority over women. This understanding of the nature of a position of authority will serve to clarify that sexual misconduct may be committed by any member of the church community and may be directed at officers (ruling elders, deacons, and teaching elders) and employees of the church. The responsibility for maintaining the appropriateness of the relationship resides in whichever member of the community may exert power in this specific relationship.

2. It is the policy of Heartland Presbytery of the Presbyterian Church (U.S.A.) that all teaching elders, ruling elders, and deacons honor their ordination vows and follow the teaching of the Presbyterian Church (U.S.A.) as expressed in its Constitution, obey the laws of the state, and do not engage in sexual misconduct as defined in this policy.

3. It is the policy of the Presbytery that members of any of its constituent churches while serving or working with the Presbytery or any of its entities in any capacity, follow the teaching of the Presbyterian Church (U.S.A.), obey the laws of the state, and do not engage in sexual misconduct as defined in this policy.

4. It is the policy of the Presbytery that any person who is not a member of any of its constituent churches but who works or acts for the Presbytery in any capacity, whether he or she is a volunteer or paid employee or agent, obeys the laws of the state, and does not engage in sexual misconduct as defined in this policy, while serving the Presbytery or any of its entities.

5. It is the policy of the Presbytery that all officers, teaching elders, ruling elders, deacons, employees, and volunteers engaged in activities authorized by the Presbytery or any of its entities comply with all state laws with regard to mandatory reporting of suspected child abuse. (See Appendix I on Mandatory Reporting Laws)

B. DEFINITION OF SEXUAL MISCONDUCT

1. Sexual misconduct is the conscious and willful use of a position of leadership, authority, or trust to solicit, encourage, or engage in sexual acts or sexual activity which violate the teaching of the Presbyterian Church (U.S.A.) on sexual behavior and activity, and/or violate state law regarding sexual behavior and activity.

2. It is still considered sexual misconduct when sex is involved in a trust relationship even if the parishioner, student, client, or employee initiates or invites sexual acts or sexual activity. It is the duty of the teaching elder, ruling elder, deacon, supervisor or volunteer in authority to maintain the proper relationship.

3. The following list of activities and behaviors shall always be considered sexual misconduct:

a. CHILD SEXUAL ABUSE – Child sexual abuse is any act of intercourse, sodomy, sexual fondling, or any suggestive or degrading speech used on or in front of a child, or any use of a child for the sexual gratification of another human being whether it uses the child directly or indirectly, through pictures or other visual media. Sexual activity between a child and an adult is always considered forced whether the child gives consent or not. No upper age limit for child sexual abuse had been provided in this policy because the age of majority varies from state to state. The age limit for this policy is to be that age limit recognized by the state in which the act was committed.

b. FORCED SEXUAL ABUSE - Forced sexual abuse includes rape, sexual contact using force, the use of any threat or intimidation to gain sexual favors or activity.

c. VOLUNTARY SEXUAL ACTIVITY - Any voluntary sexual activity, even if there is mutual consent, is open to the charge of sexual misconduct if there is a prior relationship involving authority or trust.

d. SEXUAL MALFEASANCE – Sexual malfeasance is sexual conduct within a ministerial or professional relationship. Sexual conduct includes unwelcome sexual advances, request for sexual favors, and verbal or physical conduct of a sexual nature.

e. SEXUAL IMPROPRIETY – Sexual advances toward those for whose spiritual welfare one is responsible by one's position in the church. Such behavior can be verbal or physical conduct of an inappropriately sexual nature (e.g. risqué jokes, innuendoes, insults, ingratiating or over-solicitous behavior, including sexually inappropriate visits and phone calls, seductions and fondling.)

f. SEXUAL HARASSMENT -Sexual harassment is any unwelcome sexual advances or requests or sexual favors or any conduct of a sexual nature when (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment, (2) submission to or rejection of such conduct by an individual is used as a basis for employment decisions affecting such individual, or (3) such conduct has the purpose or effect of substantially interfering with an individual's work performance or

creating an intimidating, hostile or offensive working environment.

C. RESPONSIBILITIES OF THE PRESBYTERY

The responsibilities of the Presbytery shall include but shall not be limited to the following.

1. The Presbytery shall make it abundantly clear that Presbytery officers, staff, clergy, and those serving the Presbytery or any of its entities shall not engage in sexual misconduct as defined in this policy.
2. The Presbytery shall publish this policy and circulate it so that all to whom this policy applies will have knowledge of it.
3. The Presbytery shall provide procedures so that accusations of sexual misconduct may be reported easily and promptly. Reports of sexual misconduct will not be taken lightly or disregarded.
4. The Presbytery shall provide procedures so that accusers may be assisted in making reports of sexual misconduct and be supported through the process of reporting and the filing of charges.
5. The Presbytery shall provide ways to protect the reputations and integrity of all persons engaged in such a process, whether he/she be the accuser, the accused, or the alleged victim. Reports shall be dealt with as matters of highest discretion both before and after they have been submitted to appropriate authorities.
6. The Presbytery shall provide pastoral support for those accused of sexual misconduct and their families, and to for anyone making an allegation of sexual misconduct, and for alleged victim(s) of sexual misconduct by anyone covered by this policy.
7. The Presbytery shall provide direction, help and support for its constituent churches and pastors serving those churches whenever an accusation of sexual misconduct involves one or more of its members or staff.
8. The Presbytery shall provide a program of education and information so that clergy, staff, and constituent churches will have an opportunity to grow in awareness and knowledge of this policy and what it represents.
9. The Presbytery shall direct the Commission on Ministry to carry out this policy.

10. The Presbytery shall ensure that no one attempts to handle an allegation independently or without adhering to this policy, with failure to comply being grounds for disciplinary action.

D. REQUIRED PRACTICES

1. All teaching elders, officers, employees, and volunteers of the Presbytery and any of its entities are required to cooperate with civil authorities in any investigation of sexual misconduct, and any investigation by the Presbytery is not to interfere with civil authority.

2. All ministers, officers, employees, and volunteers of the Presbytery and any of its entities are required to attend classes, seminars or workshops on sexual misconduct and sexual harassment that Presbytery mandates. The Commission on Ministry is responsible for ensuring that a required session be conducted or arranged for new members and new personnel at least annually.

3. The Council of Presbytery shall review regularly, and at least annually, the liability insurance policies of the Presbytery insuring that all information is correct, that coverage is adequate, and that the Presbytery is in full compliance with the requirements of the policies held.

4. The Presbytery shall maintain a personnel file for every teaching elder, employee, inquirer and candidate for the ministry, and volunteer, which the Commission on Ministry votes to include. This file shall contain, among other appropriate documents, the forms required by this policy.

5. The Presbytery, through the Commission on Preparation for Ministry, shall require all candidates under care of the presbytery to attend one training session before the candidate is approved for ordination. This may be done in our presbytery or it may be done through an equivalent program in the presbytery where the candidate resides for seminary.

6. Every teaching elder, employee, inquirer and candidate for the ministry, and volunteer, whom the Commission on Ministry votes to include, shall complete the Personal History and Misconduct Certification Form as approved by the Commission on Ministry. (Appendix II), and the acknowledgment of Receipt form concerning compliance with this policy (Appendix III). If there is any history of sexual misconduct or alleged sexual misconduct in terms of church law or state law indicated on Personal History and Misconduct Certification form, the Commission on Ministry shall appoint one or more persons to investigate the matter and report back to the Commission on Ministry.

7. Before any teaching elder, employee, candidate for the ministry, or volunteer, which the Commission on Ministry votes to include, assumes any office, work, or association with the Presbytery, the Commission on Ministry shall designate appropriate persons to investigate references and ascertain that the information contained on the personal history form is accurate and complete, as much as is practical to do.

8. The Presbytery requires that all sessions under the jurisdiction of the Presbytery, and all entities related to the Presbytery adopt a similar policy on sexual misconduct and that a copy of such be filed with the Stated Clerk of the Presbytery.

E. RECOMMENDED PRACTICES

1. The Presbytery urges all sessions and other related entities to take steps to inform specific members, employees, volunteers and students of the church's standards of conduct and the presbytery's procedure for reporting allegations of sexual misconduct. Session minutes should show that the session and/or its personnel committee discusses these issues and the policies annually.

2. The Presbytery recommends that all sessions under the jurisdiction of the Presbytery and all entities related to the Presbytery cooperate with state and civil authorities in the investigation and prosecution of sexual misconduct cases.

F. DISTRIBUTION AND ACKNOWLEDGMENT

1. Copies of this policy shall be available from the Presbytery office to all officers, teaching elders, and employees of the Presbytery, and volunteers who serve on the committees, boards and agencies of the Presbytery. It shall be sent to all churches of the Presbytery, clerks of sessions, and candidates for the ministry under care of the Presbytery. *this may occur electronically.

2. This policy shall be made available to persons who claim to be victims of sexual misconduct and their families.

3. Upon receipt of this policy all teaching elders, inquirers and candidates for the ministry, employees and volunteers who are new to the Presbytery and serve the Presbytery and any of its entities, shall sign a written acknowledgment of receipt. (Appendix III.)

4. All teaching elders who are members of the Presbytery, inquirers and candidates for the ministry, and all employees of the Presbytery shall have the acknowledgment of

receipt included with his/her personnel file.

5. It is strongly recommended that clerks of session distribute a copy of this policy to all officers. *this may occur electronically.

PART II - PROCEDURES TO IMPLEMENT THE POLICY

This section of the policy establishes the procedures to be followed when there is an allegation* of sexual misconduct. These procedures are meant to implement the Rules of Discipline of the Presbyterian Church (U.S.A.), to provide pastoral support for the accuser and/or alleged victims of sexual misconduct, and for the accused and his or her family, to guard the confidential nature of all such inquiries, to cooperate with civil authority, and to provide a formal way to report allegations of sexual misconduct to the proper authorities or persons.

*An allegation is different from an accusation. An allegation is the initial report or assertion of wrongdoing. An accusation is the formal written complaint of wrongdoing filed with the Stated Clerk that initiates a formal process, See Section D. below.

A. REPORTING RESPONSIBILITIES

1. Allegations of sexual misconduct may surface in many ways. It is, therefore, important that all officers, teaching elders, ruling elders, and deacons in the Presbytery or in the churches of Presbytery know the proper channels for reporting allegations of sexual misconduct. Those who receive such an allegation are not to evaluate it but to take it seriously. Therefore, they shall report it to the proper person (listed below) within twenty-four hours.

2. Any allegation of sexual misconduct is to be reported to any one or more of the following persons, unless the allegation is against or involves in any direct way the person who would receive the report.

- The Executive Presbyter The Associate Executive Presbyter
- The Stated Clerk of Presbytery
- Moderator of the Presbytery
- The Moderator of the Presbytery Council
- The Moderator of the Personnel Committee
- The Moderator of the Committee on Ministry
- Any Minister on the roll of Presbytery

3. Upon receiving a report of an allegation of sexual misconduct that person will contact one of the following persons: the Executive Presbyter, the Stated Clerk of Presbytery, or the Moderator of the Committee on Ministry, within 24 hours, with written report to follow within 24 hours. If the person to be contacted is a party to the allegation then another person enumerated above will be contacted.
4. If the allegation includes child abuse the Executive Presbyter, the Stated Clerk, or the moderator of the Commission on Ministry shall make appropriate reports to the civil authorities, if it has not already been done.
5. The Executive Presbyter or designee will immediately contact the Presbytery's insurance company that an allegation has been received and document that contact has been made.
6. The Executive Presbyter, the Stated Clerk, or the Moderator of the Commission on Ministry, upon receiving a report of an allegation of sexual misconduct, shall direct the moderator of the Sexual Misconduct Response Panel to convene within seventy-two hours a Sexual Misconduct Response Team and furnish that team with all the names, facts, and allegations reported.
7. All inquiries from the media regarding any alleged incident of sexual misconduct shall be referred to the Executive Presbyter who shall confer with the Stated Clerk, Moderator of COM and Moderator of Council prior to responding to the media.
8. This policy recognizes the special problems related to discovery and recognition of various forms of sexual misconduct. Therefore, this policy recognizes no statute of limitations as to when sexual abuse may be acted and reported on. However, in sexual abuse cases, charges must be filed within one year from the date the investigating committee was formed. (D –10.0401)

B. THE SEXUAL MISCONDUCT RESPONSE PANEL

1. The Nominations Committee shall recommend to Presbytery fifteen (15) persons, including the moderator, according to the procedures outlined in the presbytery's Manuel of Operation.
2. The Nominating Committee shall seek for this Panel men and women, who reflect as nearly as possible the racial-ethnic composition of the Presbytery, who are informed about or trained in the areas of sexual harassment and sexual misconduct, such as lawyers and certified counselors, and who are persons of sound character and mature

judgment.

C. THE SEXUAL MISCONDUCT RESPONSE TEAMS

1. Membership

a. A Sexual Misconduct Response Team shall consist of at least four (4) members drawn from the Response Panel. It shall have both men and women. The moderator of the Panel shall appoint the Team members and shall designate one as moderator. Two members of the Response Panel shall provide support for the accuser and/or the alleged victim(s). One of the two, so assigned, must be of the same sex as the accuser. Two members of the Response Team shall be assigned to provide support for the accused, and, one shall be of the same sex as the accused. Once assigned, Response Team members providing support for the accuser shall not discuss the content of the case with the members providing support for the accused.

b. The Panel moderator shall avoid conflicts of interest in appointing Team members. (See section J.)

c. If the Moderator of the Response Panel is unable to make such appointments, or is involved or implicated in the case reported, then the Stated Clerk shall designate a member of the Response Panel to make the appointments.

2. Purpose. The purpose of the Sexual Misconduct Response Team is to provide assistance and pastoral care to anyone making an allegation of sexual misconduct, or any alleged victim(s) of sexual misconduct by anyone covered by this policy, and to anyone who is so accused. The Team is not to investigate any allegation, nor is it to take any part in the disciplinary process of the Church, save for assisting the accuser, or the alleged victim(s) address the disciplinary process through the filing of an accusation. (D- 10.0100) The Team shall have its initial meeting within seven (7) days of being appointed.

3. Duties of the Response Team

a. Provide pastoral care of an accuser and/or an alleged victim(s) of sexual misconduct.

b. Provide pastoral care for the accused and his/her family.

c. Provide pastoral care, appropriate information about the case, and resource persons to the congregation or other entities. Determine after-care for the congregation.

d. Determine to the best of its ability whether psychological counseling is necessary for

the accuser, alleged victim(s) or for the accused and/or his/her family and make appropriate recommendations to the Executive Presbyter. If the Executive Presbyter is in any manner connected to the allegations, the recommendations are to be made to the moderator of the Committee on Ministry.

e. Assist the accuser in preparing a written accusation to be filed with the Stated Clerk of Presbytery or other appropriate governing body.

f. Assure the accuser and/or alleged victim(s) of sexual misconduct that the whole Church through the Presbytery takes this matter very seriously and will support them through the disciplinary process.

g. Inform the accused that allegations of sexual misconduct have been reported, and that the accused is to have no further contact with the accuser and/or the alleged victim(s) of sexual misconduct. This is to be done by the time that the Response Panel first meets with the accuser and/or alleged victim(s) of sexual misconduct.

h. Suggest, where appropriate, the need for an advocate, a person chosen by the accuser, victim or accused to accompany him or her at any or all stages of the process and to provide moral support. In this policy, an advocate does not denote legal representation.

i. Maintain strict confidentiality in all matters, and discuss the allegations and reports only with authorized persons.

j. The Response Team is not intended to do the following: advocate for any party involved; act as legal counsel; replace the functions of COM, council, or investigating committee; determine guilt or innocence of the accused; or enforce a specific remedy or disciplinary action.

k. The Response Panel will assume responsibility for the training outlined in Section I (C.8) and (D.2&5) above.

D. INFORMAL PROCEDURE

Informal procedure is providing pastoral support for the accuser and/or the victim(s) of sexual misconduct, the accused, and others who may be directly or indirectly affected by the allegations.

1. During a period of informal procedure the Response Team shall assist the accuser in

filing an accusation with the Stated Clerk of Presbytery (D-10.0100) or other council.

2. Informal procedure shall stop once an accusation is filed and the formal procedure begins. The Response Team will continue to function during the formal procedures.

3. If an accusation is not filed within one calendar year of the first meeting of the Response Team, the Response Team shall be automatically dismissed.

4. All the rights of the accused and accuser written or implied in the Rules of Discipline shall apply to informal procedure.

5. Complaints or concerns about the provision of services by any committee or team should be directed to the Stated Clerk who will notify the committee or Team moderator, the Executive Presbyter and the moderator of the COM. The committee or team will make a good faith effort to address all complaints and concerns quickly and sensitively.

E. FORMAL PROCEDURE

With the filing of an accusation with the Stated Clerk of Presbytery (D-10.0100) informal procedure ceases, and formal procedure begins. At this point the governing body shall follow the provisions in Chapter X of the Rules of Discipline in establishing an Investigating Committee to determine if charges should be filed with the Permanent Judicial Committee. The Investigating Committee is responsible for a number of duties, including determining if alternative forms of resolution are appropriate. See Appendix V.

1. During formal procedure the Response Team continues to provide pastoral care, support, and assistance to the accuser and/or alleged victim(s) of sexual misconduct, as well as the accused.

2. The primary duty of the Response Team to the accuser and/or alleged victim(s) during formal procedure is to explain the disciplinary procedures and policies of the Church, to keep the accuser and/or alleged victim(s) informed as to the progress of the case, and to assure the accuser and alleged victim(s) of the continuing concern and care of the whole Church.

3. The primary duty of the Response Team to the accused and his/her family during formal procedure is to provide pastoral care and support during the process, and to show the love of Christ for all.

4. The Response Team shall be dismissed when the disciplinary case is concluded.

F. JURISDICTION

The Presbytery itself is responsible for the conduct of its clergy, and is the direct supervisor of the clergy. The Presbytery is bound by the Book of Order in terms of roles and jurisdiction. The officers and staff of the Presbytery, including the Executive Presbyter, are not responsible for the conduct nor the supervision of the clergy of the Presbytery. A session by majority vote may request the Presbytery to take original jurisdiction of a case, when that session feels that it would be appropriate or beneficial for the health of that congregation.

1. The Presbytery has original jurisdiction over all ministers who are members of the Presbytery. (D-3.0101b(1)) Charges against ministers are to be filed with the Stated Clerk of the Presbytery (D-10.0100)

2. The Session of a church has original jurisdiction over all members of that church. (D-3.0101a) Elders, deacons and members of churches which are part of the Presbytery, whether appointed or elected by the Presbytery to any office, committee, or assignment in the jurisdiction of the Presbytery, are, nevertheless, under the discipline of the Session of the church in which that person holds membership. All charges against such persons must be filed with the Clerk of Session of that church. (D-10.0100)

3. Teaching elders who are employed by the Presbytery and who are members of the Presbytery are subject to the discipline of the Presbytery, and are also subject to the personnel policies and procedures of the Presbytery.

4. Ruling elders, deacons, and church members who are employed by the Presbytery are subject to the discipline of the Session of the church in which they hold membership, and are also subject to the personnel policies and procedures of the Presbytery.

5. Employees of the Presbytery, who are not members of the Presbytery or any of its churches, are subject to the personnel policies and procedures of the Presbytery.

6. If a Session fails to act upon charges filed with it within 90 days, the Presbytery shall assume original jurisdiction in the case. (D- 3.0103)The Sexual Misconduct Response Panel assigned to the case shall monitor when charges are filed and shall notify the Stated Clerk of Presbytery if a Session fails to take action upon charges filed with it.

7. If an accusation is filed against a person who is neither a member of the Presbytery,

nor a member of a church which is part of the Presbytery, nor is a paid employee of the Presbytery, but is nevertheless acting for the Presbytery or any of its entities, the Presbytery Executive or the Stated Clerk shall notify the appropriate person in the Church in which that person holds membership, and shall request from that Church a report on the disposition of the case. The accused shall be informed of the disciplinary process in the Presbytery and may choose to answer the accusation through this process. If the accused chooses to follow the disciplinary process of the Presbyterian Church (U.S.A.) he or she shall provide the Stated Clerk of the Presbytery with written consent including a statement that he or she will abide by the decision of the Permanent judicial Commission. All provisions of the Book of Discipline shall be observed, save for the degree of censure. For censures the Permanent Judicial Commission may issue a letter of reprimand, it may provide for a temporary exclusion from activities related to the Presbytery and any of its entities, or it may exclude the person from activities related to the Presbytery and any of its entities, permanently. If the accused chooses not to follow the disciplinary process of his or her own Church or the disciplinary process of the Presbyterian Church (U.S.A.) in order to answer formal accusation(s), all relationships between the accused and the Presbytery and any of its entities shall be severed.

G. ADMINISTRATIVE LEAVE

1. It shall be the policy of the Presbytery that when a duly appointed Investigating Committee files formal charges (D-10.0400) it shall be authorized to place on administrative leave any installed teaching elder or officer of the Presbytery who is on the roll of Presbytery, or employee of the Presbytery who is on the roll of Presbytery, if or when it decides that further harm to other individuals may occur if the accused is allowed to continue functioning in his or her present position.
2. Persons so placed on administrative leave shall be entitled to their normal compensation, and that compensation shall continue to be paid by the employing body until the disciplinary case is resolved. In the case of an installed teaching elder, the Presbytery, through the Commission on Ministry, shall replace the teaching elder with a temporary supply, until the disciplinary case is resolved, and the cost of that replacement shall be paid by the Presbytery.
3. In the case of an installed teaching elder, should a Session or congregation determine it to be in the best interest of the church that the teaching elder be placed on Administrative Leave though the Presbytery deems it not necessary, that congregation shall be responsible for continuing the teaching elder's terms of call and providing for the pastoral leadership of the congregation for the duration of the installed teaching elder's Administrative Leave. Should the Presbytery, through the Sexual Misconduct Panel or on the recommendation of an Investigating Committee, order that the teaching

elder be placed on Administrative Leave, the congregation shall be responsible for continuing the Teaching Elder's terms of call and the Presbytery shall provide for the congregation's Sunday worship through a supply preacher, and shall appoint a moderator for the Session.

H. SUMMARY OF MANDATED CHILD ABUSE REPORTING LAWS

The two states in which Heartland Presbytery operates have mandatory laws regarding the reporting Child Abuse and/or Neglect. There are some variations from state to state. The primary issues as they pertain to this policy are:

- who must report suspected child abuse
- when are criminal background checks required

Listed below are summaries of the State guidelines. Since these laws are frequently changed and updated, it is advisable to check the state regulations if necessary. Toll free numbers and Web addresses are listed for each state.

Missouri – Hotline – 1-800-392-3738

All medical and dental personnel, social workers, day care center workers, juvenile and court personnel, school officials and teachers, ministers, and law enforcement officers who "have reasonable cause to suspect" that a child has been abused or neglected "shall immediately" report the matter to the Missouri Division of Family Services. Its hotline is answered 24 hours per day. The report "may" also be given to law enforcement personnel. Persons who make such reports are immune from criminal or civil liability. Failure to report is punishable by six months imprisonment or a \$1,000 fine. For more information see www.dss.state.mo.us/cd/rptcan.htm and §210.115 R.S.Mo.

Ministers and church staff members are subject to a separate statute addressed only to religious personnel. The reporting language is the same as above, but the statute specifically states that a minister "shall not be required to report concerning a privileged communication made to him or her in his or her professional capacity." §352.400.2 R.S.Mo.

The state regulates church-operated child care facilities through licensing, statutes and regulations. All personnel must have criminal background checks upon employment and every two years thereafter. §210.254.2(4) R.S.Mo.

Kansas – Hotline – 1-800-922-5330

Professional persons who have reason to suspect that a child has been abused or neglected are required to report the matter “promptly” to the Kansas Department of Social and Rehabilitation Services. When the Department is not open for business, reports must be made to a law enforcement agency. Professional persons include licensed medical and dental personnel, all personnel of a school which the child attends, therapists, counselors, social workers, and law enforcement personnel. Failure to report is punishable by a \$1,000 fine or up to six months imprisonment. For detailed information see [www.srskansas.org/cfs/child abuse/A Guide to Reporting Child Abuse](http://www.srskansas.org/cfs/child%20abuse/A%20Guide%20to%20Reporting%20Child%20Abuse) and K.S.A. 38-1522.

I. ALTERNATIVES TO JUDICIAL PROCESS

Non-judicial dispute resolution processes are widely and successfully used in private conflicts as well as in civil and criminal cases. (See, for example, Section 18.03, Personnel Policies of the General Assembly, PC (U.S.A.)) Religious bodies have served as valuable allies in the development of these alternatives, providing both incentive and resources for dispute resolution programs.

When allegations of sexual misconduct in the church are made, it may sometimes be appropriate to resolve the matter without recourse to judicial process under the Book of Order. If such alternatives are pursued, however, it is essential that the matter be handled with full regard for the interests and rights of all affected parties.

Alternatives to judicial process may include:

1. Arbitration

In the arbitration process, all parties to a conflict agree to submit the dispute to an independent person or panel to determine the best resolution. In a sexual misconduct case, the arbitrator should be someone with extensive experience in non-judicial arbitration who is also familiar with Presbyterian polity and the dynamics of sexual misconduct. All affected parties should have the opportunity to present their case to the arbitrator, and the arbitrator's decision may be final (binding) or subject to appeal to a higher authority (non-binding), such as a disciplinary committee, depending on the prior agreement of the parties.

2. Negotiation

In the negotiation process, advocates for the parties to a conflict are responsible for working out a solution that effectively resolves all issues and protects the interests of all parties. In some cases, an individual may successfully represent his or her own

interests rather than having an advocate, but this is rarely advisable. Again, for a negotiated settlement to be successful, all parties affected by the dispute should be represented in the negotiation and all issues should be resolved.

3. Mediation

In the mediation process, the parties to a conflict are enabled, through the assistance of a mediator, to work out their own agreement for resolving the dispute. Mediation differs from arbitration in that the power to make the final decisions is retained by the parties themselves. The successful outcome of mediation is a function (among other things) of the willingness and ability of the parties to reach agreement and the creativity of the mediator in helping to shape that agreement in the interests of all concerned. A critical role of the mediator is the establishment and maintenance of a power balance between the parties during the mediation process.

4. Recommendation for No Further Action

While not technically a dispute resolution process, recommendation for no further action may sometimes be a way to resolve an allegation. This may happen because allegations are determined to be false or insufficient. For a recommendation to be effective all parties must agree to it and all significant disputes should be set aside. This recommendation without this will very likely lead to continuing conflict and further damage to the parties and the church.

These processes (except for a recommendation for no further action) are not mutually exclusive, and the failure of one process may lead to another. (For example, if mediation fails, the persons may decide to try negotiation by their advocates; if that fails, private arbitration could follow.) All the methods have strengths and weaknesses, depending on the nature of the conflict and the persons involved. In every method, the assistance of skilled professionals and adherence to professional standards are critical. The protection of confidentiality, common agreement regarding the admissibility or inadmissibility of evidence obtained in the process, and guarantees of the due process rights of all persons are essential.

In the context of sexual misconduct in the Church, the use of an alternative process may be in the best interest of the parties and the Church. The success of the process, however, will be dependent upon many significant factors, including the degree and kind of injury suffered; the willingness of all parties to work to heal or remedy that injury; the resources available to assist the processes of healing and remediation; the expertise of the arbitrators, mediators, or other persons involved in facilitating the process; and the quality of the resolutions agreed upon. Informal or secret agreements that do not address all issues or meet the concerns of all parties are not in the best interest of the church

J. DEFINITION OF CONFLICT OF INTEREST

In staffing Response Teams or Investigative Committees, the person or persons making the appointments should seek to avoid conflicts of interest. An individual who is named, or who is being considered, as a member of a Response Team or Investigative Committee should decline to serve if a conflict of interest exists.

An individual has a conflict of interest in the following situations:

1. The individual has or may have information about the alleged misconduct and may be interviewed by the Investigating Committee or may be called as a witness in a formal proceeding.
2. The individual is related to the accuser or accused by blood or marriage, or has in the past been related by marriage.
3. The individual currently has or in the past has had a close relationship with the accuser or accused. The relationship may be pastoral, social, work-related, or financial. A close relationship is determined by whether a reasonable person would believe that a conflict exists. It is not a conflict, for example, if the individual has only served on a committee with, or is only casually acquainted of the accused or accuser.

If the accused or accuser believes that a member of a Team or Committee has a conflict of interest, the accused or accuser must promptly notify the person or persons appointing the individual. The appointing person or persons and the individual involved should then decide whether continued service is warranted. Doubtful or uncertain cases should be resolved in favor of avoiding the possibility of a conflict.

Appendix A SEXUAL MISCONDUCT ALLEGATION FORM

1. Person Reporting (Accuser)

Name: _____

Address: _____

Phone: _____

2. Person Alleged of Sexual Misconduct (Accused)

Name: _____

Address: _____

Phone: _____

3. Victim(s) of Misconduct (if same as accuser, write Accuser below)

Name: _____

Address: _____

Phone: _____

Name: _____

Address: _____

Phone: _____

4. Other Persons Involved (Witnesses, Other Victims):

Name: _____

Address: _____

Phone: _____

Relationship to Incident: _____

Name: _____

Address: _____

Phone: _____

Relationship to Incident: _____

5. Description of alleged Sexual Misconduct- please be as specific as possible (dates, places, behavior) Attach additional pages if necessary.

6. Attach other Information that may be helpful in fact-finding about the incident.

7. Person Completing this Form

Name: _____

Address: _____

Phone: _____

Note: The same kind of information in writing will be needed by an individual who wishes to make an accusation against another individual to begin the process of a disciplinary case by the presbytery or the session of the appropriate church. See the Book of Order, D-10.0102.

Return to: Executive Presbyter, Stated Clerk, or
Moderator of the Commission on Ministry
Heartland Presbytery
3210 Michigan Avenue
Kansas City, MO 641109

ACKNOWLEDGEMENT OF RECEIPT

I hereby acknowledge that I received on _____(date) a copy of the Policy and Procedure on Sexual Misconduct of Heartland Presbytery dated _____, that I have read the policy, understand its meaning, and agree to conduct myself in accordance with the policy.

Name (printed) _____

Signature _____

Date _____

Note: A similar acknowledgement is to be signed at the time amendments to the policy are made and distributed.

SEXUAL MISCONDUCT SELF-CERTIFICATION

The following information related to sexual misconduct was mandated by the Sexual Misconduct Policy and its Procedures adopted by the 203rd General Assembly (1991), and was revised by the 205th General Assembly (1993).

Please check one of the following:

I certify below that no civil, criminal, ecclesiastical complaint has ever been sustained* or is pending* against me for sexual misconduct; and I have never resigned or been terminated from a position for reasons related to sexual misconduct.

I am unable to make the above certification. I offer, instead, the following description of the complaint, termination, or the outcome of the situation with explanatory comments.

The information contained in my Personal Information Form on file with Call Referral Services is accurate to the best of my knowledge and may be verified by the calling and employing entity. I hereby authorize the entity to which my Personal Information Form is being sent to inquire concerning any civil or criminal records, or any judicial or proceeding involving me as a defendant, related to sexual misconduct. By means of this release I also authorize any previous employer, and any law enforcement agencies or judicial authorities or ecclesiastical governing bodies to release any and all requested relevant information related to sexual misconduct to the entity to which my Personal Information Form is being sent.

I have read this certification and release form and fully understand that the information obtained may be used to deny my employment or any other type of position from the employing entity. I also agree that I will hold harmless the employing or judicial authority or any other entity from any and all claims,

liabilities, and causes of action for the legitimate release of any information related to sexual misconduct.

Print Name: _____

Signature: _____ Date _____

Definition of Terms	
* Sustained	<ul style="list-style-type: none"> • In a criminal court, "sustained" means that there has been a guilty plea, a guilty verdict or a plea bargain. • In a civil court, "sustained" means that there has been a judgment against the defendant. • In an ecclesiastical case, "sustained" means that there has been a guilty plea and censure imposed, or finding of guilty with censure imposed, by a permanent judgment judicial commission in the Presbyterian Church (USA) or an equivalent body of another church.
* Pending	<ul style="list-style-type: none"> • In a criminal court, "pending" means a criminal charge before a grand jury, in the process of being prosecuted, or in a case which there is not yet a verdict. • In a civil court, "pending" means a case in which there has not been a decision or judgment, • In an ecclesiastical case, "pending" means an accusation is being investigated by a special disciplinary committee or charges have been filed but have not been decided by a permanent judicial commission; or an accusation or charges are in an equivalent state or process in a church other than the PC(USA).

ACKNOWLEDGEMENT OF GCPC SEXUAL HARASSMENT POLICY

I, _____, have been given a copy of Grace Covenant Presbyterian Church's sexual harassment policy and have had an opportunity to read it. I understand the policy and have been given an opportunity to ask questions about it. I agree to follow the policy and understand that if I ever violate it, I will be disciplined, up to and including termination.

I also understand that if I think that I have been sexually harassed, I must report the harassment to a Pastor, the Personnel Team, the Personnel Team Moderator or the Session.

I further understand that GCPC will investigate any sexual harassment complaint and I agree to fully cooperate in any investigation.

Employee's Signature

6.2 Finance Team

Purpose:

The purpose of the Finance Team is to oversee all financial aspects of the church through stewardship receipt, control, investment, and disbursement of funds, recording of pledge giving, and providing financial reports to the Session and the congregation.

MANDATORY: All members of the team serving in whatever capacity must strictly guard the confidentiality of financial information pertaining to individual church members.

Administrative Duties:

- Oversee, supervise, support and encourage the work of all team members as well as coordinate the budget process for all teams.
- Meet monthly to receive and review reports from the Finance Administrator, team members and other members of the congregation as appropriate. Discuss options and take appropriate action upon the approval of Session (if required).
- Conduct annual planning meeting(s) to establish goals and objectives and a draft budget to be approved by Session for the coming year.
- Communicate Team activities (the church's financial status) through the newsletter, bulletin, announcements during service, presentations at congregational meetings and regular reports to Session.
- Keep current documentation of all financial policies and procedures and record any changes in monthly team minutes. Annually review and update Team's portion of Manual of Operations.
- Oversee the activities of the congregationally elected Treasurer and assist them in the performance of their duties.
- Monitor disbursement of all funds in accordance with approved budget. Adjust Team line item figures as needed, provided that the Team's Total Budget is not increased. Inform Session of any potential need to exceed such parameters. Take no such action without Session approval.
- Monitor the collection and disbursement of any Special (Gift) Funds ensuring that any expenditures are in keeping with the stated purpose of the fund.

- Prepare for the annual congregational meeting by forwarding appropriate reports and exhibits to the church administrator on a timely basis. Be prepared to present same to the congregation.
- Make presentations to the Inquirers' class and other groups upon request.

Finance Team Structure and Operations

Finance Team has four major functions:

- Soliciting funds through the annual pledge drive and special events
- Developing a church-wide budget for Session approval
- Overseeing general accounting and reporting responsibilities
- Fostering the growth of the endowment fund and managing its operations

Soliciting Funds

The Finance Team will designate specific team members to focus upon the annual Pledge Drive – the major source of church funding. This group will develop and implement a strategy in coordination with other team members, the pastors and Session. Various methods and media may be employed to encourage giving by all members of the congregation.

Though certain team members will have primary responsibility for the Pledge Drive, all other members should stand ready to assist in these efforts.

Fund raising efforts may also rely upon properly vetted outside experts who can educate the congregation about stewardship and giving. (Example: Presbytery can provide such services)

There may, on occasion, be special events created to secure further funds for general operating expenses or specific operating or capital requirements. Finance should ensure such efforts are managed in a fiscally responsible manner with appropriate accounting controls. Another Team may have primary responsibility for the overall management of such an event.

Revenue also comes from renting or leasing church facilities. Finance Team will have overall accounting responsibility ensuring proper payment of associated invoices.

Developing the Budget

Finance will guide and assist other Teams in development of their annual operating budgets. Finance will provide historical analysis and general advice to help teams meet this obligation.

Once the initial budgets from each team are received, Finance will compile this data and present it to Session along with pertinent historical data, projections of any anticipated new conditions and general advice. Finance should be prepared to see this draft budget through multiple iterations until Session and all the individual teams reach consensus. This final Session approved budget will then be used by Finance to ensure the proper expenditure of funds in the year ahead.

General Accounting and Reporting Responsibilities

The Finance Team in concert with the Finance Administrator provides:

Session: Monthly financial reports including a balance sheet, income statement with line item detail, special fund balances, variance analysis detailing any major discrepancies between budgeted and actual revenues or expenditures, and other reports that Session may request from time to time.

Session and the congregation: Quarterly and Annual Financial Reports.

Presbytery: The Annual Statistical Report, Benevolent Contributions, Mortgages and property matters plus various operating expenses

Treasurer: oversight and support

Finance oversees and reports upon the receipt and disbursement of all special gifts given to the church. (Special gifts include designated and undesignated memorial/honorary gifts and special benevolent offerings).

Finance administers all church financial investments and deposits. This includes the development of investment strategies for funds which may include, but are not limited to, stocks, bonds, passbook savings, certificates of deposit, and similar secure and prudent vehicles for sound investment. This includes review of the funding and investment of the Reserve Fund.

Finance, in conjunction with the Administration Committee, ensures that the financials are audited annually.

Endowment Fund

Finance also administers and promotes the church's Endowment Fund. A specific member or members may be designated to promote and monitor contributions with the general investment strategy and guidelines determined by the team as a whole.

Promotion can involve the education (by outside independent experts as necessary) of the congregation on the stewardship of assets and estate planning. Proper safeguards are essential through this process.

Composition:

All Grace Covenant Teams should be as diverse as possible with regards to age, gender, race, and background.

Finance Team is unique in that its members are responsible for building and safeguarding the congregation's resources. It must translate business savvy into our religious goals. Therefore, most members should already have a general working knowledge of budgets and financials before becoming team members.

Fund raising is an exception. Members assigned to Pledge Drive duties need not have general financial know how. It is much better that they have creative, effective communication skills.

The Finance Team is also unique in that longer tenure is encouraged to build upon expertise, institutional knowledge and a true feeling of community essential to the consensus building necessary when assisting Session and other teams with budgeting and financial matters.

Team Position Descriptions:

- Moderator
- Active Elder Liaison
- Secretary (Optional. The Moderator may choose to keep minutes)
- Special Event Coordinator(s) on an as needed basis
- At-Large Members forming a collaborative review, analysis and advisory board, and to handle projects as assigned.

The Team will appoint additional members as required to support needed activities.

The Finance Administrator will serve as resources for the team.

Moderator

- With staff and team input, and using Planning Calendar as a framework, schedule monthly meetings
- Distribute financials as soon as available.
- Prepare agendas with designated time for Pledge Drive, Endowment Fund and Special Event coordinator updates.

- Preside at team meetings
- Coordinate with Session, staff and other teams to develop an annual budget.
- Coordinate with Session and staff to write and submit annual report to congregation.
- Take primary responsibility, with staff assistance, for recruitment of new Team members.
- Advise Session of Endowment Fund proceeds available for Session guided distribution.

Secretary (optional)

- Maintain appropriate Team minutes.
- Distribute Team minutes to Team members, Session, and staff in a timely fashion.
- Notify Team members of changes in meeting dates.

Team Members, in general

- Attend monthly meetings, advising Moderator (or clerk) of any anticipated absence.
- Provide collaborative review, analysis and advice.
- Perform agreed upon duties as requested by the team.

Treasurer

Elected by the congregation and reports to the Finance Team.

Review, update, and recommend modifications to the policies and procedures concerning disbursing and recording from all the church's funds.

Work closely with the Business Administrator, Finance Administrator and the Audit Committee to ensure that established monetary policies and procedures are being practiced.

In conjunction with the Business Administrator and Finance Administrator, recommend authorized check signers.

6.2a Endowment Fund Resolutions

{Adopted June 19, 1995}

{Amended June 18, 2018}

WHEREAS, the congregation of Grace Covenant Presbyterian Church, Overland Park, Kansas, wishes to encourage, receive, and administer endowment gifts such as bequests in wills, charitable remainder and other trusts, charitable gift annuities, pooled income funds, assignments of life insurance, and transfers of property such as cash, stocks, bonds, and real estate in a manner consistent with the faith expressed by the grantors and in accord with the policies of the congregation;

THEREFORE, BE IT RESOLVED that this session, duly constituted at a meeting on June 19, 1995, hereby approves and establishes on the records of the church a continuing separate fund to be known as the Endowment Fund (hereinafter called the "Fund") of the Grace Covenant Presbyterian Church of Overland Park, Kansas.

BE IT FURTHER RESOLVED that the purpose of the Fund is to support, expand, and enrich the missions and ministry of the congregation and to improve and enhance the church-owned facilities and campus.

BE IT FURTHER RESOLVED that the following plan of operation shall set forth the administration and management of the Fund:

Administration. The Fund shall be administered by the Generosity and Finance Team (hereinafter called the "Team"). 2. **Team Duties.** The Team shall have the following responsibilities:

- a) To plan and undertake educational activities to acquaint church members with the opportunity for giving property or monies to the Fund through special lifetime gifts or through devises.
- b) To receive information regarding gifts to the Fund and to make recommendations to the session on the appropriate action to be taken in response to special gifts.
- c) To invest the funds. Preference will be given to the investment funds of the Presbyterian Foundation of the Presbyterian Church (U.S.A.), but other professional investment managers may be employed.

- d) To review investment performance at least annually and to recommend changes if required.
- e) To provide for the receipt, safekeeping, accounting, investment, management, transfer, and disbursement of all assets designated to the Fund.
- f) To report financial information regarding the Fund to the session quarterly and the congregation annually, and as otherwise requested by the session.
- g) To recommend to the session for its consideration and approval proposed use of the Fund income.
- h) To maintain a complete, accurate, and up-to-date record of all gifts to the Fund, including all relevant information and history concerning gifts received. Donor's wishes as to anonymous gifts shall be strictly honored in the maintenance of such records.
- i) To acknowledge receipt of Fund gifts to individual donors and/or family members in a timely manner.
- j) To counsel members and friends of the church seeking advice on making Fund gifts, which counsel may include referral to the Presbyterian Foundation or qualified legal and/or financial advisors.
- k) To generally promote and encourage gifts and bequests to the Fund.³

Management of the Fund.

- a) The Fund principal and income should not become a part of the annual operating budget of the church.
- b) Any property or monies which are specified as "Endowment" or "Endowment Fund" gifts or designated as "permanent," "perpetual," or are otherwise intended to be gifts to be administered over a number of years shall be allocated to the Fund. Such gifts shall be allocated as designated by the donor or, if undesignated, by the session. The session may designate other monies or properties of the church to be added to the Fund.
- c) Property or monies received for the Fund shall generally be placed for long-term investment by the Team, unless otherwise specified by the donor. It shall be the policy of the Team to reinvest all income until the principal amount of the Fund exceeds the sum of \$50,000, unless otherwise directed by the session.
- d) With the exception of the principal from gifts, devises, or bequests to the Fund which the donor has specifically requested to be held in perpetuity, the

- principal and income from assets of the Fund will be used for the following purposes: local, national, and international missions and improvement and enhancement of the church-owned facilities and campus. The Team may accept designated gifts for other purposes, but it shall generally be the policy of the Team to discourage gifts for designated purposes, and the Fund may, with the advice and consent of the session, reject any designated gift if the Team decides that such gift is improperly designated or is insufficient in amount for a designated purpose or not appropriate for management.
- e) The principal of the Fund shall not be spent except in dire emergency, as determined by the session. In such a case, a two-thirds majority vote of the congregation present at two separate meetings, both duly called and held at least two months apart, upon thirty (30) days' notice, shall be required before any monies are spent from the principal of the Fund.
 - f) Any real estate, corporate stocks or bonds, or other property given to the Fund may be sold by the Team in such manner and at such time as it may deem proper and the funds realized from the sale shall be placed in the Fund. It shall be the regular practice of the Team to liquidate such assets as soon as is practicable following donation, and to reinvest the proceeds with the other investment assets of the Fund.
 - g) The Team may, with the advice and consent of the session, upon consideration of all the facts and circumstances surrounding a particular gift or the assets involved, reject any gift and return the same to the donor, with explanation.

Church Consolidation, Merger, or Dissolution

If at any time Grace Covenant Presbyterian Church shall be lawfully merged or consolidated with any other church, all of the provisions hereof with respect to Grace Covenant Presbyterian Church shall be deemed to have been made for and on behalf of such merged or consolidated church, which shall be entitled to receive all the benefits of the Fund and shall be obligated to administer the same in all respects in accordance with the terms hereof. In the event of the dissolution of Grace Covenant Presbyterian Church, Heartland Presbytery (or its legal or ecclesiastical successor) shall be entitled to the benefits of and obligated to administer the Fund in a similar fashion.

Amendment Procedure

Provisions of these resolutions establishing the Grace Covenant Presbyterian Church Endowment Fund may be amended by the session at two (2) stated meetings with a two-thirds (2/3) majority vote of members present and voting. Any amendment or revision shall not affect gifts, devises, and bequests made to the Fund prior to such amendment. All such donations to the Fund shall be administered for the purposes in effect at the time the donation was made.

6.3 Facilities Team

Facilities Team maintains church property, ensuring that the building and grounds support and strengthen the mission of the church as carried out in its programs.

The team meets bi-monthly (every other month) to review and discuss finances, budget, condition of the property, performance of contracted companies, maintenance, ongoing project progress and new projects required.

Team Duties

Maintenance

- Inspect the building interior and exterior regularly to ensure all systems are in proper working order and coordinate required repairs and/or replacements
- Inspect the grounds regularly to ensure proper maintenance/working order of lawn, trees, shrubs, parking lots, exterior lighting, lawn sprinkler system and coordinate required repairs and/or replacements
- Assist Office Administrator to ensure the building is cleaned regularly by the contracted cleaning company
- Assist Office Administrator with managing contracted repairs
- Assist Office Administrator with managing contracted annual services
- Organize at least two (2) church work days during the year when members are encouraged to help care for the church property

Building Use

- Assist the Office Administrator in developing and enforcing building use policy and procedures for groups and individuals (including members and non-members)

Building Renovation, Remodel, Design

- Oversee project planning, design and construction (all managed by others)

Security

- Assist the Office Administrator in developing and maintaining procedures to ensure that the building is secure at all times

Equipment, Furnishings, Supplies

- Assist the Business Administrator in managing, maintaining and replacing inventory

General

- Approve location of plantings and plaques in Covenant Memorial Garden
- Approve location of plantings on the grounds

Team Positions

Moderator

- Prepare and distribute monthly meeting agenda to team members
- Conduct monthly team meetings
- Recruit new team members, with Staff assistance
- Manage and approve Team expenses
- Prepare Team's annual budget and submit to Finance Team
- Manage and coordinate **Team Duties**

Vice Moderator

- Assist the Moderator with managing team duties
- Conduct monthly team meetings in Moderators absence
- Coordinate publicity of Team activities in bulletin, newsletter, social media correspondence, Minutes for Mission, etc.
- Succeed the Moderator at the end of his/her term of office

Clerk

- Record monthly meeting notes and distribute to team members, Session and Staff
- Notify Team members of changes in monthly meeting dates
- Maintain and update the Team Operations Manual and give a copy to new Team members

Elder Liaison

- Advise Team and participate fully in its ministry; act as liaison between the Team, Ministry Unit, and Session, reporting activities and bringing requests and concerns to the appropriate bodies
- Assist in the appointment and training of team moderator/vice moderator. Act as a resource in the recruitment of other Team members

Exterior Building Maintenance Coordinator

- Inspect building exterior monthly to ensure all systems are in proper working order and coordinate required repairs and/or replacements with Team Moderator and Business Administrator
- Schedule volunteers to trim trees, shrubs, water, and pull weeds, etc
- Maintain annual contract with a professional service for lawn mowing, trimming, weed control, lawn fertilization and overseeding
- Manage lawn sprinkler system operation
- Maintain annual contract with a professional service to provide parking lot and sidewalk snow and ice removal
- Maintain exterior concrete and asphalt surfaces, exterior walls, roofs, windows, doors, exterior lighting, surface drainage/grading, etc
- Coordinate Gardening Angels yearly budget needs
- Assist Team Moderator with church work day planning
- Assist Team Moderator with yearly budget planning

Interior Building Maintenance Coordinator

- Inspect building interior monthly to ensure all systems are in proper working order and coordinate required repairs and/or replacements with Team Moderator and Business Administrator.
- Maintain interior floors, walls, ceilings, doors, interior lighting, plumbing fixtures
- Assist Office Administrator with operating and maintaining mechanical, electrical and plumbing systems
- Assist Office Administrator with required improvements
- Assist Office Administrator with managing contracted repairs
- Assist Office Administrator with managing contracted annual services
- Assist Office Administrator in developing and maintaining procedures to ensure that the building is secure at all times
- Assist Office Administrator with operating the building security system

- Assist Team Moderator with church work day planning
- Assist Team Moderator with yearly budget planning

Design and Construction Coordinator

- Coordinate with Office Administrator, Staff and program leaders for consistent use of design, color, and functionality of the church property.
- Oversee project planning, design and construction (all managed by others)

6.3 a GRACE COVENANT PRESBYTERIAN CHURCH OVERLAND PARK, KS

FACILITY USE POLICY

STATEMENT OF POLICY:

Grace Covenant Presbyterian Church of Overland Park, Ks (**GCPC**) recognizes its facility as the House of God. The facility is to be used for worship, studying the Word of God, and programs furthering Christian ministry to its members and the community.

Significant financial resources have been invested in Grace Covenant Presbyterian Church facility. Therefore, proper oversight must be given to these facilities to ensure that:

- Adequate facilities exist and will exist to effectively carry out ministry objectives and goals
- Such facilities are properly protected against loss or misuse
- Wise stewardship is practiced through energy conservation, cost reductions, and safety measures
- The life of the facility is extended through a proper maintenance program.

RESPONSIBILITIES:

The session is charged with establishing and administering, or delegating the administration of, these policies on the use of the facilities of the church. Unless otherwise noted, the Session has delegated the responsibility of administering the Facility Use Policy to the Church Administrator.

DEFINITIONS:

Facility – all the realty owned by GCPC including the parking lots, the building which houses the Sanctuary, education wings and church offices, and all the equipment within and outside the building except church vehicles.

PROCEDURES:

1. Eligibility
 - A. The program and activities of special groups requesting building usage must be consistent with GCPC's statement of purpose and ministry philosophy. It is to be understood that the facility and equipment of GCPC exist for the primary purpose of being used by its members through its organizations and ministries.
 - B. Regularly scheduled church meetings and activities of GCPC will have first priority in the use of its facilities. Other church related meetings and functions will have second priority. Groups outside the church which are nonprofit or ministry related in nature may use the facilities when they are not scheduled for use, and the purpose is in keeping with role as a benevolent and ministering institution attempting to provide and/or assist community agencies in providing community services which are not presently being provided or planned by GCPC or other community agencies.
 - C. **Facilities are not available to outside groups for profit making activities.**

- D. Organizations engaged in partisan political campaigns are not eligible to use church facilities for their programs.
- E. Youth groups or organizations requesting reservations must provide adequate adult supervision including at least one responsible adult who is in charge.
- F. Groups or organizations requesting reservations of the facility for overnight stays, including lock-ins, must provide adequate supervision and must identify the adult who will be in charge.
- G. Groups or organizations requesting overnight reservations, including GCPC groups, must stay in their assigned rooms or areas.
- H. Alcohol Policy: A motion was made that we amend the Facilities team portion of the Operations Manual to say, "Grace Covenant does not allow the consumption of alcohol on the church premises (other than for the sacrament of Communion) unless approved by the Session on a case by case basis." The motion was seconded and passed unanimously.

2. Reservations

- A. It is the policy of GCPC that its facility be used as much as economically and physically reasonable. Worthy requests for use by GCPC groups and non-GCPC groups and organizations will be considered on a case by case basis; however, scheduling of **GCPC** programs and activities, regular and non-regular, will take precedence over non-GCPC programs and activities.
- B. Reservation requests must be received in the Church Administrator's office by the Tuesday of the week prior to the event.
- C. The following guidelines will apply:

Regularly Scheduled GCPC Activities and Programs; GCPC Sponsored Activities and Programs:

- 1. No other forms will be required when the program or group activity is held at the regular place and time.
- 2. No fee will be assessed.

GCPC Member Sponsored Activities:

- 1. The sponsoring member will be responsible for understanding and communicating to the participants the GCPC facility use policies stated in this document.
- 2. All groups and organizations must sign an agreement to Hold Harmless GCPC thereby agreeing to indemnify GCPC for any losses incurred incident to the presence of the group on the church premises or in its facility.

Non-GCPC Group or Organization Activities and Programs:

- 1. An Application for the Use of Church Property will be completed by all outside groups and submitted to Church Administrator's office. Groups whose initial request form was approved for regular and extended program activity do not have to complete a new application for each subsequent usage.
- 2. Reservation requests by non-GCPC groups will remain tentative until six(6) weeks in advance of the program or activity.
- 3. All non-GCPC groups and organizations must sign an Agreement to Hold Harmless GCPC thereby agreeing to indemnify GCPC for any losses incurred incident to the presence of the group on the church premises or in its facility.
- 4. The individual signing the application agrees to communicate to

the group participants the policies and code of behavior stated in this document.

5. The church office must be notified of an event cancellation 24 hours in advance of the event.

6. Unless otherwise excepted, non-GCPC groups and organizations will be assessed a fee for usage of facility and services rendered by the custodial personnel. The fees assessed will be according to the following schedule:

FACILITY USE FEES

Sanctuary:	\$500
Heartland Hall:	\$50 per hour (2 hour minimum)
Classrooms:	\$25 per hour (2 hour minimum)

(SEE WEDDING POLICY FOR WEDDING FEES)

Fees for room usage may be waived at the discretion of the Co-Pastors.

6.4 Operating Committee

Mission

The Operating Committee assists the Session in identifying operational issues of the congregation. The committee may also offer recommendations to the Session regarding issues that are not covered by the ministry teams or Deacons.

Duties

- Assist the Clerk of Session and pastor/s in setting the monthly Session agendas.
- Identify operational issues to be addressed by the Session.
- Offer recommendations to the session regarding issues that are not covered by a ministry team or the Deacons.
- Recommend names of individuals who may serve as moderators for standing teams and committees.
- Perform any other such functions as delegated or requested by the session.

Composition

Annually, the session shall select, typically from among its second- and third-year classes, four active elders who, along with the Clerk of Session (if not an active elder) and pastor/s, shall serve as the Operating Committee.

Meetings

The Operating Committee shall meet one week prior to the Session meetings.

