

First Presbyterian Church

OFFICERS MANUAL

100 N. Franklin St., Danville

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OFFICER'S MANUAL

First Presbyterian Church

Danville, IL ~ Revised ~ June 2017

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Mission Statement

As united believers,
we aspire to be faithful disciples of Jesus Christ.
We are a Welcoming and Caring congregation,
Encouraging all to accept Jesus Christ.
We celebrate our relationship with God through
Fellowship,
Study of God's word,
and Joyous Worship.

To show God's love,
we support each other,
share our spiritual gifts,
And reach out to our community and the world.

In our Hearts and through our Actions,
We proclaim Jesus Christ as Lord and Savior.

The Presbyterian System

THE PRESBYTERIAN SYSTEM

Presbytery is the next highest judicatory beyond Session in the government of the Presbyterian Church (USA). We are members of the Presbytery of Southeastern Illinois consisting of 117 churches. Stated Meetings of Presbytery are in February, May, September, and November. Presbytery consists of the pastors in congregations or otherwise working in the bounds of Presbytery, plus an elder(s) from each congregation.

Session, as the governing body in a particular church, has responsibilities to the congregation of which it is a part. What is often not realized is that the primary accountability of Session is to Presbytery. Session minutes must be submitted to Presbytery once a year and a Church Register with complete information on membership, etc., every two years, or upon request, for examination and approval. A pastor or congregation, or both, cannot terminate their relationship, or establish one, without explicit review and approval of Presbytery through its Committee on Ministry. Salary terms or any subsequent changes in terms of call for pastors require Presbytery approval.

Presbyteries are organized into Synods. Our Presbytery of Southeastern Illinois is one of seven presbyteries organized into the Synod of Lincoln Trails which combines the states of Indiana and Illinois. Synod is basically a regional coordination and promotional judicatory. Presbytery elects an equal number of elders and pastors to attend the annual meeting of Synod. Presbytery also elects an equal number of elders and pastors to represent it at the annual meeting of the General Assembly, the highest governing body in the church.

The Mission Council is an association of churches within a geographical area smaller than the bounds of Presbytery. There are three districts in the Presbytery, each comprising three Mission Councils. First Presbyterian: Danville is part of the Champaign Mission Council in which there are fourteen churches with some 6000 members. The purpose of the Mission Council is to provide an opportunity for shared program opportunities. It is not a constitutional governing body.

**By – Laws
of
First
Presbyterian
Church**

BY-LAWS
Amended: June 11, 2017

Preamble

- Article 1.** The First Presbyterian Church of Danville, Illinois, being a particular congregation of the Presbyterian Church (USA), recognizes that the Constitution of said Church is obligatory upon it and its members.
- Article 2.** The First Presbyterian Church of Danville, Illinois, as a corporation, shall always be subject to the Constitution and Laws of the State of Illinois, and also to the Constitution of the Presbyterian Church (USA).

Membership

- Article 3.** Membership shall be open to all persons who profess Jesus Christ as Lord and Savior.
- Article 4.** All Active Members, as defined by the Constitution of the Presbyterian Church (USA), shall be entitled to vote at congregational meetings.

Meetings

- Article 5.** There shall be no distinction between congregational meetings of the Church and corporate meetings of the Church, and all congregational meetings shall also be considered as corporate meetings.
- Article 6.** There shall be an annual meeting of the congregation in the church edifice not before January 15 nor after February 15 for the transaction of any business properly coming before such meeting.
- Article 7.** Special meetings may be called by the Session, the Presbytery, or by the Session upon written request of one-fourth of the Active Members. The purpose of all special meetings shall be clearly stated in the call of such meetings and no other matter save that specified in the call shall be considered.
- Article 8.** Public notice of the time, place, and purpose of all meetings of the congregation shall be given from the pulpit and/or in the church bulletin on two successive Sundays, except when called for the purpose of acting on a pastoral relationship, in which case at least ten days, including two successive Sundays' notice, shall be given.

- Article 9.** All meetings shall be opened and closed with prayer. Meetings shall be conducted in accordance with the most recent edition of Robert's Rules of Order, except when it is in contradiction to this Constitution.
- Article 10.** A quorum for the transaction of business at a meeting of the congregation shall consist of the moderator, the Clerk of Session, and at least one-tenth of the Active Members, but not fewer than twenty-five.
- Article 11.** Voting by proxy is not allowed.
- Article 12.** The pastor shall be the moderator of all meetings of the congregation. When the church is without a pastor, the moderator of the Session appointed by the Presbytery shall preside at all congregational meetings. If it is impractical for the pastor or the moderator of Session appointed by the Presbytery to preside, the Presbytery shall make provision for a moderator.
- Article 13.** The Clerk of Session shall be secretary of meetings of the congregation. If the Clerk is unable to serve, the Vice Clerk shall be secretary. If the Clerk and Vice Clerk are unable to serve, the congregation shall elect a secretary. The minutes of each meeting of the congregation shall be attested by the moderator and the Clerk of Session (or individual who acted as secretary) and shall be entered in the minutes book of the Session at least semi-annually.
- Article 14.** The Minutes of all meetings of the Congregation/Corporation shall be referred to the Session for approval and shall be reported to the Congregation/Corporation at the next Annual Meeting.

Nominating Committee

- Article 15.** There shall be a representative nominating committee chosen in accordance with the Constitution of the Presbyterian Church (USA). This committee shall bring to the annual meeting, or another congregational meeting especially called for this purpose, nominations of one eligible person only for each office to be filled. Additional nominations of qualified persons may be made from the floor by an eligible voter, providing that prior permission and indication of willingness to serve has been obtained from the person to be nominated. The committee shall include both women and men, giving fair representation to persons with disabilities who are members of the congregation. At least two members of the committee shall be elders designated by the Session, at least one of whom shall be currently on the Session and shall serve as moderator of the committee. At least one member of this committee shall be designated by and from the Board of Deacons. Other members of the committee, in sufficient number to constitute a majority thereof (exclusive of the pastor)

shall be chosen by the congregation (at-large), none of whom may be in active service on the Session or in active service on the Board of Deacons. The pastor shall be a member of this committee, serving ex-officio and without vote. The nominating committee shall be elected by the congregation annually and no member of the committee shall serve more than three years consecutively. No business shall be conducted by this committee unless the majority of members present are those chosen by the congregation (at-large).

The Session

Article 16. The Session of a particular church consists of the pastor or co-pastors, the associate pastors, and the elders in active service. All members of the Session, including the pastor, co-pastors, and associate pastors are entitled to vote.

Article 17. There shall be twelve elders in active service, divided into three classes of four each. One class shall be elected to a term of three years at a Special Meeting of the Congregation called for such purpose annually between September 15 and October 15. An elder shall be elected for a term of no more than three years, and service in consecutive terms, either full or partial, shall be limited to six years. The term of office of elders shall expire when their successors have been installed, or ordained and installed.

Article 18. The full administrative responsibility of the church, both spiritual and corporate, subject only to the Constitution of the Presbyterian Church (USA) and the Constitution and laws of the State of Illinois, shall be lodged with Session. For legal purposes, Session as organized shall also constitute the trustees and corporate body of the church. The officers of the corporation shall be known as "Elders."

Article 19. Vacancies on Session due to death, resignation, or removal shall be filled by election at a special or annual stated meeting of the congregation.

The Board of Deacons

Article 20. The Board of Deacons shall consist of deacons duly elected to a term of active service. The pastor, co-pastors, and associate pastors, shall be advisory members. The Board of Deacons shall elect a moderator and a secretary from among its members. The secretary shall keep a record of the board's proceedings.

Article 21. There shall be twelve deacons, divided into three classes of four each. One class shall be elected to a term of three years at a Special Meeting of the Congregation called for such purpose annually between September 15

and October 15. A deacon shall be elected for a term of no more than three years, and service in consecutive terms, either full or partial, shall be limited to six years. The term of office of active deacons shall expire when their successors have been installed, or ordained and installed.

- Article 22.** Vacancies on the Board of Deacons due to death, resignation, or removal shall be filled by election at a special or annual stated meeting of the congregation.
- Article 23.** The Board of Deacons shall be under the supervision and authority of Session. The records of the Board of Deacons shall be submitted to Session at least annually and at other times upon the request of Session. Session may void or amend any action of the Board of Deacons, or direct the Board to reconsider such action.
- Article 24.** The Board of Deacons shall meet regularly, or upon the call of its moderator, or when directed to meet by Session, but it shall meet at least quarterly. The Board shall determine its own quorum. A joint meeting of Session and the Board of Deacons shall be held at least annually to confer on matters of common interest, with the moderator of Session presiding. No binding decision may be reached in such joint meeting, but Session and the Board may act separately on matters committed to their care.
- Article 25.** It is the duty 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 other such duties as may be delegated to them from time to time by the Session.

Amendments

- Article 26.** These By-Laws may be amended, subject to provisions in the Constitution of the Presbyterian Church (USA) and the Constitution and Laws of the State of Illinois, at any congregational meeting duly called for that purpose or at any annual meeting, by two-thirds majority of those present.

Job Descriptions and Personnel Policies

Accounts Manager

(Revised 06/12/2012)

Summary:

The church's accounting and financial systems are managed by the Accounts Manager, who works under the general supervision of the finance ministry team chairperson. The Accounts Manager works closely with the treasurer in managing the financial activities of the church. The Accounts Manager provides support to the pastor and church officers in the performance of their duties."

Significant Responsibilities:

The Accounts Manager is responsible for the following:

- Prepares financial reports required by the Session and its ministry teams, the Board of Deacons, and other church committees and activities requiring financial information and support.
- Prepares and maintains files of reports required by governmental and church-related bodies including the Session.
- Maintains the membership records of the church.
- Maintains records of pledges made by individuals and organizations. (Pledge details are confidential.)
- Maintains files of maintenance agreements, equipment warranties, insurance policies, and other contracts and legal documents.
- Maintains the historical records of the church.
- Provides administrative support for stewardship and fund-raising programs.
- Assists the treasurer in developing the annual budget.
- Maintains an accurate record of assets and liabilities of the church.
- Pays invoices on schedule and records the expenses to the appropriate account.
- Records revenue and deposits revenue to the appropriate account.
- Maintains records of memorial and endowment fund gifts and transactions.
- Prepares payrolls for church employees.

Specific Position Requirements:

The Accounts Manager must have demonstrated skills in the operation of computer software used by the church, e.g., Microsoft Office, accounting software, membership profile software, and so on.

The Accounts Manager must have sufficient education and experience to manage the bookkeeping and financial activities of the church.

The Accounts Manager is responsible for the following:

- Maintains mailing lists required by the Session, the Deacons, and the ministry teams.
- Monitors expense accounts submitted by employees with church-issued credit cards to ensure that appropriate documentation for each expense has been submitted.
- Ensures that congregational members are reimbursed for documented church expenses.
- Ensures that each employee is accurately compensated for hours-worked, paid time off (PTO), paid holidays, and that other employee benefits are credited and disbursed in accordance with church policy.
- Provides a pledge status report to each pledge unit at least three times per year. The final pledge report for a calendar year is due to each pledge unit by January 31 of the following year.
- Notifies the appropriate team chairperson at least 60 days before contracts, maintenance agreements, insurance policies, and the like are to be renewed so that they can be modified or renegotiated. The appropriate team chairperson approves the renewal.
- Ensures that obligations to taxing authorities are paid on schedule.
- Ensures that expenses are approved by an authorized ministry team chairperson.

Evaluation:

Performance reviews will be conducted annually by the finance ministry team (including the treasurer) and submitted to the personnel ministry team for review and filing.

Position Classification:

The Accounts Manager is a Federal Wage and Hour part-time non-exempt position requiring about 30 hours per week.

Job Description

Contemporary Worship Coordinator

(Session Approved 16-Aug-2016)

Summary:

The Coordinator of Contemporary Worship is responsible to the Worship Ministry Team and to the pastor. The coordinator uses technical and coordination skills to plan and conduct each contemporary worship service.

Significant Responsibilities:

- Coordinates with the pastor to provide a service consistent with the pastor's sermon.
- Ensures that each contemporary service adheres to the general guidelines provided by the pastor and the worship team.
- Plans each contemporary service.
 - Selects contemporary worship music for the service with the consent of the pastor.
 - Selects appropriate visual images and video clips for projection during the service.
 - Prepares the pastor's selected scriptures for projection.
 - Other activities as necessary.
- Schedules and conducts practices for the contemporary worship service.
- Ensures that the chapel (or worship location) is set up prior to each practice and each contemporary service, including but not limited to: lighting, sound, computer, tables with necessary materials, and communion when served.
- Ensures that the following roles are staffed for each practice and contemporary service:
 - Worship leader
 - Slide projection
 - Musicians
 - Sound board operation
- Frequently acts as the worship leader for the contemporary service.

Specific Position Requirements:

- Is competent in using vocal and instrumental contemporary Christian music to tell the congregation that Jesus is our Lord and Savior.
- Be capable of using a Microsoft Windows computer to competently use the Easy Worship product for developing a contemporary service slide presentation.
- Capable of planning and leading a contemporary worship service.
- Purchase music and video clips for the contemporary service consistent with the worship team's budget.
- Develop and maintain an inventory of purchased contemporary music, video clips and slides, plus a list of other resources (free and purchasable, such as Song Select and Share Faith) available for use in planning a contemporary service.
- Train volunteers to operate the Easy Worship software.
- Train volunteers to become worship leaders.
- Be able to sing or play an instrument for the service.

Performance reviews will be conducted annually by the Worship Team in consultation with the pastor. The Personnel Team will conduct an annual review of compensation with the advice of the Worship Team.

Position Classification:

The position is non-exempt and is expected to require approximately 20 hours per week including planning and participation in the weekly practice and participation in the contemporary service. An approved time card is to be submitted for each pay period.

JOB DESCRIPTION

Custodian

(Revised October 26, 2011)

Summary:

Under the general supervision of the chairperson of the facilities team and the daily work direction of the office manager, perform custodial, janitorial, and maintenance activities at church owned properties and buildings.

Significant Responsibilities:

The following responsibilities are not inclusive of all the job requirements. Many of the job responsibilities are defined in periodic work schedules developed by the office manager with the consent of the facilities chairperson.

1. Operate the heating and cooling systems;
 - a. Report operating problems, concerns, and supply requirements to the Office Manager.
 - b. Operate boilers on a daily basis during the heating season, ensure appropriate chemicals are added to the boiler water; perform “blow downs” as scheduled.
 - c. Ensure that air conditioning systems operate correctly during the cooling season and that filters are clean.
2. On-call 24 hours/day (except where scheduled otherwise) to report to the church or retreat site for “tripped” security alarms to ensure that they are secure.
3. Open and lock the church for church functions as scheduled.
4. On Sunday morning and for other scheduled services or activities prepare the church building or retreat site for the schedule activity.
5. Provide assistance with large maintenance projects as assigned; assist maintenance contractors with larger church maintenance projects as instructed.
6. Perform other tasks as assigned by the Office Manager or the facilities chairperson.

Specific Position Requirements:

The position requires a valid driver’s license and a reliable automobile (respond to alarms and visit the retreat site for maintenance.) Mileage will be paid at the IRS amount for business use of a personal automobile (e.g. travel to the retreat site).

Must be able to manage ladders, operate floor cleaning equipment, and use other tools required for routine janitorial, custodial, and maintenance activities.

Evaluation:

Performance reviews will be conducted annually by the Facilities Ministry Team with the advice of the Office Manager.

Position Classification:

The Custodian is a Federal Wage and Hour non-exempt part time position consisting of approximately 30 hours per week.

JOB DESCRIPTION

Housekeeper

(Revised October 26, 2011)

Summary: Under the general supervision of the chairperson of the facilities team and the daily work direction of the office manager, perform housekeeping and janitorial, activities at church owned properties and buildings.

Significant Responsibilities:

The following responsibilities are not inclusive of all the job requirements. Many of the job responsibilities are defined in periodic work schedules developed by the office manager with the consent of the facilities chairperson.

Vacuum, dust and clean the church facilities (e.g. Sanctuary, lounge, library, lounge kitchen, classrooms, hallways, etc.).

Mop and rinse floors as scheduled or upon request.

Empty trash receptacles as scheduled

Report maintenance problems that are observed (e.g. lights bulbs out, paper dispensers loose on wall, water leaks, etc.) to the Office Manager.

Report to the Office Manager supplies that need to be ordered.

Perform all other tasks as assigned by the Office Manager or the chairperson of the Facilities Team.

Specific Position Requirements:

The housekeeper must be able to operate vacuum cleaners, mops, and other tools required for routine janitorial, activities.

Evaluation:

Performance reviews will be conducted annually by the Facilities Ministry Team with the advice of the Office Manager.

Position Classification:

The Housekeeper is a Federal Wage and Hour non-exempt part time position consisting of approximately 12-15 hours per week.

JOB DESCRIPTION

Music Director

(Revised 04/30/2011)

Summary:

Under the general supervision of the pastor and the worship ministry team, plan and coordinate the church's music program.

Significant Responsibilities:

The Music Director is responsible for planning and coordinating the church's music program.

With the consent of the pastor, select and direct the music for the adult choir, the children's choir, and the bell choir (see note below). With the consent of the worship ministry team provide soloists and substitute directors.

Specific Position Requirements:

- Responsible for the care, selection and cataloguing of choral music
- Direct choirs as part of the worship experience for the congregation
- Arrange for the care and cleaning of choir robes
- Arrange for the care and tuning of musical instruments (e.g., pianos, organ, keyboard, etc.)
- Contribute regularly to the church's newsletter
- Remember that this is a ministry and use prayer appropriately
- Attend music staff meetings with the pastor and attend worship ministry team meetings, as requested
- Assist with the coordination of choir-sponsored fellowship events

Evaluation:

Performance reviews will be conducted annually by the worship ministry team in consultation with the pastor.

Position Classification:

The Music Director is a Federal Wage and Hour exempt part-time position.

Other:

1. The worship ministry team wants to ensure that the bell choir is an active part of the church's ministry and would like the bell choir to participate in worship services at least four times per year..
2. The following information applies to the incumbent on 18-Oct-2011, Dotty de Torres: The salary we discussed was based off of 36 working weeks (approx 3 months off for summer) - 8 hours per week, an additional 24 hours for Bell Choir (6 hours per performance), an additional 10 hours around the holidays and recruiting for special music leading into the summer months and 2 paid Sundays off. We then subtracted 2 hours for each of the 9 Sundays that Dotty requires off for the National Guard. (Meg Welchans Co-chair Worship team)

JOB DESCRIPTION

Nursery Attendant, Lead (Session Approved 04/19/2016)

Summary:

The lead nursery attendant reports to the Christian Education and Outreach (CE/O) Ministry team. The lead nursery attendant is responsible for coordinating and scheduling the nursery attendants.

Significant Responsibilities:

The lead nursery attendant is responsible for scheduling nursery attendants to staff the nursery for church events and for providing “work direction” and training to nursery attendants. The lead nursery attendant must be qualified to perform the duties of a nursery attendant and may perform those duties.

Specific Position Requirements:

- Train the nursery attendants in the care of children and in the completion of administrative documents required by law or the CE/O team.
- Ensure that nursery attendants perform their duties correctly and that required paperwork is completed and submitted after each childcare event.
- Attend the CE/O team meeting each month.
- Assist the CE/O team in recruiting and evaluating nursery attendants.
- Ensure that “new hire” paperwork and background checks have been completed before scheduling a nursery attendant for duty. (CE/O is responsible for hiring, for completing the background checks, and for the evaluation of nursery attendants.)
- Ensure that the bulletin boards in the education wing are current.
- Perform other administrative tasks necessary to the smooth operation of the nursery.

Evaluation:

The Christian Education and Outreach Ministry team will evaluate the lead nursery attendant annually.

Position Classification:

The lead nursery attendant is a part-time non-exempt position.

JOB DESCRIPTION

Nursery Attendant **(Session Approved 08/15/2017)**

Summary:

A Nursery Attendant reports to the Christian Education and Outreach (CE/O) Ministry team and is responsible for providing child care in the church's nursery during scheduled activities.

Significant Responsibilities:

A nursery attendant must be qualified to provide child care ordinarily to babies and children under the age of six, with possible exceptions.

Specific Position Requirements:

- The scheduled nursery attendant(s) are expected to prepare the nursery for child care prior to each event, receive "early arriving" children, stay for the length of the event or until all children have been collected by their parent(s) or guardian(s), and ensure that the nursery is left in "good order".
- A nursery attendant must maintain a roster of children cared for and submit it to the office manager within one week of the event. (The office manager will maintain a file of the attendance rosters).
- A nursery attendant may be asked to attend the CE/O Ministry team's meetings.
- Prior to being hired, a nursery attendant applicant will be required to complete a background check, which may include fingerprinting and a drug test. Individuals currently employed by a school district or other child-related agency will not be required to complete the process if they affirm in writing that they have passed their employer's background check. Background checks will be repeated every 2-3 years.
- Prior to being hired, a nursery attendant applicant will participate in one or more orientation sessions which will include shadowing the lead nursery attendant and reading and signing off on relevant guidelines and policies (Nursery Staff Rules and Policies, Child Protection Policy, Social Media Policy, and Attendance Policy).

Evaluation: The CE/O Ministry team will evaluate each nursery attendant annually.

Position Classification:

The nursery attendant is a part-time non-exempt position. A minimum of one hour will be paid to each scheduled nursery attendant for each scheduled event.

Other:

Work hours and scheduling will be determined by the CE/O Ministry team so that child care is provided for scheduled services and events.

Note: The church attempts to employ a pool of nursery attendants, but generally no more than two will be scheduled for any event.

JOB DESCRIPTION

Office Manager (revised 07/28/2015)

Summary:

Under the general supervision of the chairperson of the personnel team and the work direction of the senior pastor provide administrative support for the professional staff, church officers, church committees and groups, and church supported organizations in the performance of their tasks and responsibilities. Additionally, under the general supervision of the chairperson of the facilities team provide work direction and task scheduling for the Custodian and the Housekeeper.

Significant Responsibilities:

The following responsibilities are not inclusive of all the job requirements. Many of the job responsibilities are by general supervision of the facilities chairperson, the personnel chairperson or work direction from the senior pastor.

1. Prepare or collect and publish documents in support of the governing bodies and committees of the church (e.g. Session, Board of Deacons, ministry teams, General Assembly reports, etc.)
2. Maintain a permanent record for Session minutes and annual report, congregational meeting minutes, or other administrative record keeping required by the church, Presbytery, Synod, etc.
3. Provide administrative support for church activities (e.g. scheduling, notices, etc.)
4. Provide administrative support for the Deacons' Emergency Assistance Program.
5. Ensure that city, state, and federal licenses and permits are obtained when/where required and that they are current.
6. Administer church policies regarding weddings and funerals; notifying staff members and officers involved.
7. Administer church policies regarding the use of the retreat site by church members and other community organizations.
8. Provide daily work direction to the custodian and housekeeper and ensure that assigned tasks are satisfactorily completed. Develop schedules and procedures for routine cleaning, preventative maintenance, and security.
9. Schedule cleaning and maintenance (in consultation with the facilities chairperson) for the Retreat site.
10. Maintain a list of supplies to be ordered; obtain the approval of the facilities chairperson before ordering; ensure that ordered supplies are received, accounted for and stored appropriately by the custodian.
11. Monitor the alarm system and report if it is in proper working order in all church properties.
12. Approve working hours, time off (paid and unpaid), overtime for the custodian and the housekeeper with the advice and consent of the facilities chairperson. Approve the time cards for the custodian and the housekeeper.
13. Develop a method for tracking keys and training key-holders in the use of the alarm system.

14. Develop slides and maintain the images displayed on the digital sign at the entrance to the parking lot.
15. Maintain the church's Internet Web Site.

Specific Position Requirements:

The office manager must have competent secretarial and computer skills (e.g. Microsoft Office, PageMaker, e-mail, the digital sign, the web site, etc.).

The office manager must have the interpersonal skills to provide work direction to the Custodian and Housekeeper.

The office manager must have the organizational skills to manage and schedule custodial, janitorial, housekeeping, and maintenance activities for all church facilities.

Evaluation:

Performance reviews will be conducted annually by the Personnel Ministry Team with the advice of the Facilities team and the senior pastor.

Position Classification:

The Office Manager is a Federal Wage and Hour non-exempt full time position consisting of approximately 40 hours per week.

JOB DESCRIPTION

Organist

(Revised 07/13/2016)

Summary:

Under the general supervision of the pastor and the Worship Ministry Team provide organ and piano music for church services.

Significant Responsibilities:

Plan, prepare, and play organ or piano music appropriate to each Sunday's worship service and to each special service in the church's calendar (e.g. Christmas, Easter, Good Friday, etc.) as identified in the order of worship for each service, keeping in mind that the pastor in a Presbyterian church has final responsibility for music selection. Generally, there will be two services each week (traditional, contemporary).

Specific Position Requirements:

- Appropriate musical education and training.
- Sufficient experience with a pipe organ and the piano.
- Attend and accompany the choir at rehearsals for each worship service. Attend the rehearsal for each contemporary service.
- Accompany the choir and/or the congregation during each worship service.
- Attend and participate in the Worship Ministry Team's meetings and attend the pastor's staff meetings as necessary for planning music for worship services.
- Notify the chairperson of the Worship Ministry Team and the pastor at least two weeks prior to an absence and arrange for a qualified substitute.
 - The organist is allowed four Sunday absences each calendar year and the substitute will be paid at the Session approved amount.
 - For absences in excess of four, the organist may negotiate the substitute's fee, which will be deducted from the organist's pay and paid by the church to the substitute.

Evaluation:

Performance reviews will be conducted annually by the Worship Ministry Team in consultation with the Pastor.

Position Classification:

The Organist is a Federal Wage and Hour exempt part-time position.

Other:

The organist has the "right of first refusal," but is not obligated, to play for weddings and funerals. First Presbyterian Church's policy and practice requires an honorarium for the organist for performing at a wedding or funeral.

JOB DESCRIPTION

Pastor

(Revised 02/16/2012)

Summary:

The primary responsibility of the pastor is the “care and feeding of the flock,” providing appropriate resources and effective leadership to support and advance the spiritual life of members of the congregation. The pastor is to be exemplary in personal faith and to encourage others to be committed to the Christian faith. The pastor is expected to embrace the diversity of individuals and to model attitudes of mutual understanding for the benefit of individual persons, the congregation, and the community. Further, the pastor is expected to provide leadership based on a thorough grounding in and knowledge of theological positions of the Reformed tradition. The pastor shares administrative and service responsibilities for the church with the Session’s ministry teams and the Deacons.

Significant Responsibilities:

The pastor, as the spiritual leader for the congregation, will do the following:

- Plan for and participate in worship services including the selection of hymns or psalms to be sung, selection of passages of Scripture to be read, leading of the people in prayer, and preparation and delivery of the sermon. The pastor will coordinate the requests of the Session, Deacons, employees, and the congregation in fulfilling these responsibilities as outlined in the PCUSA Directory for Worship.
- Recognize the need for and provide counseling and pastoral care to members of the congregation and community.
- Preside over the sacraments of the church (communion, baptism), weddings, and funerals.
- Work to extend the Christian faith to people in special times of need, including home and hospital visits.
- Study, teach and preach the Word, and pray with and for the congregation.
- Schedule guest preachers or lay speakers for worship services or congregational functions when the pastor will be absent.
- Train and encourage individual members and the congregation as a whole in implementing the church’s Mission Statement.
- Maintain an atmosphere of acceptance, support, and dedication to the encouragement of the Christian faith with persons in the neighborhood and maintain an accommodating atmosphere for people working together in Christian love for God’s purposes.

The pastor shares the administrative functions of the church with the Session’s ministry teams and is responsible for the following:

- In collaboration with the personnel ministry team, ensure effective and compassionate leadership in the supervision of paid employees and volunteers assisting in the operation of the church.
- In conjunction with the ministry teams be knowledgeable in all activities of this church’s life and coordinate, nurture, and assist volunteers in all facets of church activities.
- In conjunction with the Session and the ministry teams, be constructive in facilitating and supporting present procedures and programs while expanding and guiding their effectiveness.
- In conjunction with the ministry teams initiate new ideas, programs, and procedures that will enhance and expand the mission of this church.

Specific Position Requirements:

- The pastor is to be a graduate of a recognized/accredited seminary with education and experience adequate to meet the needs and provide the leadership for this congregation.
- The pastor with the Christian education and fellowship ministry team is responsible for Christian education activities by:
 - Recruiting and training educators.
 - Recommending educational materials to the Session.
 - Providing an effective Christian education program for the congregation.
- The pastor leads this church in the Presbyterian traditions established by the Presbyterian Church (USA).
- The pastor will support and abide by the Book of Order.
- The pastor facilitates an amicable relationship between the congregation and the administrative bodies of the Presbyterian Church (USA).
- The pastor moderates the Session meetings and all meetings of the congregation.
- The pastor serves as an ex-officio member of all ministry teams and the Deacons.
- The pastor and the Session share responsibility for encouraging the people in the worship and service of God.
- The pastor and the Session share responsibility for training and enabling the people in their tasks within the church and their mission in the world.
- The pastor exercises pastoral care, devoting special attention to the poor, the sick, the troubled, and the dying.
- The pastor sets an example of participation and inclusiveness in the decision making of the church and in its task of reaching out, in concern and service, to the life of the community.
- The pastor and the Deacons share responsibility for ministries of sympathy, witness, and service.

Evaluation:

Performance reviews will be conducted annually by the personnel ministry team with the advice of the other ministry teams.

Position Classification:

The pastor is classified as an exempt professional.

Other:

Vacation, days off, and continuing education

- Days off each week—usually Friday and Saturday—emergencies excepted
- Vacation
 - Thirty days per year including four Sundays (Presbytery requirement)
 - Timing subject to Session approval
- Continuing Education
 - Fourteen days per year including two Sundays (Presbytery requirement)
 - Continuing education time is cumulative to 42 days in three years
 - Timing subject to Session approval

JOB DESCRIPTION

Youth Director

(Session Approved 05/17/16)

Summary:

The Youth Director is responsible to the Christian Education/Outreach Ministry team and to the pastor. The Director is primarily responsible for the growth and guidance of the youth group. The Director is expected to endorse and be sensitive to the diverse needs and outlooks of youth. Thus, the Youth Director must have a strong, active, and vital Christian faith; and be willing to share this faith with the youth of the congregation and the community.

Significant Responsibilities:

Develop a youth ministries program including community outreach. With the approval of the Christian Education/Outreach Ministry team (and the Session, if necessary), implement and maintain the program. Recruit new participants from the church and the greater community. Seek to involve youth in the daily activities of the church through their volunteer commitments such as participating with the Spirit and Truth team or helping with Sunday services.

Develop personal relationships and rapport with the youth of the church and the community through regular attendance at youth group activities and attendance at church services.

Specific Position Requirements:

The Youth Director is expected to have completed some college work. It would be desirable for the Director to have had experience in youth leadership and Christian education, either in a paid position or as a volunteer. Previous experience as a leader or a participant in a youth group is also desirable.

The Youth Director is expected to do the following:

- Show leadership in the planning and execution of youth activities.
- Attend the monthly meeting of the Christian Education/Outreach Ministry team and provide to the team a written report of the prior month's activities and plans for the future.
- Arrange for volunteers to manage the youths' "Summer of Service" activities; participate with the volunteers and youth in these activities.
- Plan for and assist the youth in conducting the church service(s) for each youth Sunday.
- Participate in the youths' regularly scheduled evening activities.
- Plan for and ensure that the youth of the church help with Vacation Bible School.
- Plan for and assist the youth in fund-raising activities, which includes finding adult volunteers to plan and execute the youths' dinner theater or other approved fund-raising activities.
- Conduct youth Bible study and college-age Bible study.

- Occasionally deliver the children's sermon at one or both services.
- Order and/or acquire supplies for Sunday School, children's sermons, and Vacation Bible School.
- During summer (May–August), serve as teacher for the Sunday School program.
- Supervise the summer intern.

The Youth Director may be asked to participate in the youths' mission trip if the Director has the time and the church has sufficient funds available.

The Youth Director must have a valid driver's license and, if the Director owns a vehicle, is expected provide and maintain proof of insurance. Maintaining a good driving record is expected.

Candidates for this position will be required to provide personal and professional references as well as submit to a background check prior to the church making an offer of employment.

Evaluation:

Performance reviews will be conducted annually by the Christian Education/Outreach Ministry team with the advice of the pastor.

Position Classification:

Director of Youth is half-time non-exempt position requiring about 20–25 hours per week.

JOB DESCRIPTION

Summer Intern (Session Approved 17-May-2016)

Summary:

The summer internship is designed to provide a college student an opportunity to learn and participate in youth ministry. The internship provides the recipient a stipend for participating, but the intern will gain experience in youth ministry.

Significant Responsibilities:

The Intern will assist the youth director to lead, teach, mentor, Sunday school age and youth in their walk with Jesus Christ.

Intern must have a personal and living faith in Jesus Christ.

Specific Position Requirements:

The summer intern must have completed their freshman year of college level work and be enrolled in college for the next year.

The intern must be an active member of First Presbyterian Church's college bible study group.

The intern must be unemployed (except for the internship) during the period of the internship.

During the 10 week internship, the intern must be available 10-15 hours per week including Sunday mornings. The intern must also participate in either the youth mission trip or vacation bible school in addition to the 10-15 hours per week. The youth director may substitute a similar commitment as an additional in place of VBS or the youth mission trip.

The intern must attend the Christian Education/Outreach (CE/O) team meetings during the term of the internship.

The intern will be required to present the children's sermon at the Sunday morning service during the term of the internship.

Evaluation:

The youth director and the CE/O team will perform an evaluation at the completion of the internship to determine the value received by the intern and the value received by the church. The intern should be included in the evaluation process.

Position Classification:

Intern. The intern will receive a \$2,000 total stipend for the 10 week internship. The dates of the internship will be established by the youth director with the approval of the CE/O team. The Intern will receive a well-rounded, hands-on practical experience in youth ministry.

Personnel Policies of First Presbyterian Church of Danville, Illinois

(Session Approved Sept. 18, 2012
Revised and approved 16-Aug-2016)

Coverage: These policies cover all staff including the pastor(s). Policies applicable to the pastor(s) are subject to the requirements of the Presbytery of Southeastern Illinois.

I. Equal Employment Opportunity:

First Presbyterian Church of Danville (FPC) is an “equal opportunity employer” except when a religious affiliation or religious belief is determined to be a bona fide occupational qualification.

II. Position Descriptions:

1. Pastor: The written position description for the pastor will be reviewed periodically by the personnel ministry team; updates will be reviewed with the pastor and approved by the Session.
2. Staff: A written position description for each staff position will be maintained by the personnel ministry team. The personnel ministry team in concert with the responsible ministry team will periodically review each position description; updates will be reviewed with the employee(s) and approved by Session.
3. New Hires: Position descriptions for “new hires” may be reviewed and updated (at the request of the responsible ministry team and in consultation with the employee) six months after the date of employment. Session must approve the changes to a position description.

III. Position Vacancies:

1. If a vacant position is to be advertised, the advertisement must state that FPC is an “Equal Opportunity Employer.” See item I of this policy.
2. Employment applications for persons not hired shall be kept for six months, at which time they will be destroyed in accordance with state and federal law.
3. References should only be kept on file for six months from the date of employment. References must be kept in a separate sealed confidential envelope in the employee’s personnel file, in order to comply with the legal requirements for EEO, as well as rights and privacy laws.
4. Prospective employees, as a condition of employment, will be subject to a screening search, such as drug/alcohol, background, and credit. The prospective employee will be asked to sign appropriate release/authorization forms.

IV. Record Keeping:

1. The Personnel Ministry Team shall be responsible for the maintenance, security, and/or disposition of all personnel records.
2. The Personnel Ministry Team has adopted an “Exit Interview” form to be used for learning purposes, and the form will not become part of an employee’s personnel file, nor will the responses have any bearing on inquiries made by subsequent prospective employers.
3. Personnel records are not to be removed from the church’s premises without the permission of the chairperson of the personnel team or the clerk of Session.

V. Application of the Fair Labor Standards Act:

FPC is subject to the rules of the federal Fair Labor Standards Act (FLSA) as amended.

The FLSA defines the federal requirements for minimum wage and overtime pay (1.5 times base hourly wage) for employees whose job duties categorize them as non-exempt.

The FLSA provides an exemption from minimum wage and overtime pay for employees whose job duties categorize them as executive, administrative, or professional. An exempt employee’s status is not determined from his or her job title.

The Personnel Ministry Team will determine the “exempt” or “non-exempt” status for each position and indicate the status in the position description.

VI. Orientation Period:

1. FPC is an “at will” employer.

In an “at will” environment the employer is free to discharge individuals “for good cause, or bad cause, or no cause at all,” and the employee is equally free to quit, strike, or otherwise cease work. (Wikipedia)

2. The personnel ministry team shall be responsible for new employee orientation, in conjunction with the chairperson of the responsible ministry team to whom the new employee will be reporting. Subjects to be covered are Church personnel policies, job descriptions, and any unique matters not otherwise covered elsewhere, such as (but not limited to) special hours of work.
3. The first three (3) months of employment constitutes a probationary period. At any time, employment may be terminated at the will of the Session or by the employee.
4. Neither pay in lieu of notice nor severance pay will normally be given an employee whose employment is terminated.

VII. Work Week and Pay:

1. The work week for non-exempt staff varies by position, normally less than forty (40) hours per week. For time worked over forty (40) hours in a regular work week the employee will be paid at the rate of one and one-half (1.5) times the employee's straight time hourly rate. All overtime work must have the prior approval of the responsible ministry team's chairperson. Employees that are exempt from the FLSA are not paid overtime wages for hours worked in excess of forty (40) hours per week.
2. Required attendance at meetings for non-exempt staff outside of normal working hours shall be considered paid time for which he/she shall be paid at his/her straight time hourly rate up to forty (40) hours in that work week. All actual time worked in excess of forty (40) hours in a work week will be paid at time and one-half (1.5) the straight time hourly rate, unless the employee makes a written request to receive compensatory time off in lieu of overtime pay.
3. All non-exempt employees are required to complete a record of the hours they work for each pay period, from which their payroll will be calculated and paid. Overtime work must be approved in advance and initialed on the employee's weekly time record by the appropriate supervisor (or responsible ministry team chairperson) in order for the employee to be paid.
4. All absences must be verified in writing and recorded by the Accounts Manager. Scheduled absences must also be authorized in advance.
5. Payday is on alternating Fridays, unless it falls on a holiday. In that event, payday will occur on the last working day prior thereto.

VIII. Benefits:

1. Social Security: All employees are covered by the Federal Old Age and Survivor's Benefits Act (Social Security). The employee's share of the tax is withheld from his/her wages and the Church matches the employee's share of the tax, as required by law.
2. Pension: The pastor(s) are enrolled in the mandatory Presbyterian Pension, Health Insurance and Benefits Plan, all of which is paid by FPC.
3. 403(b)(9) Retirement Savings Plan: Eligible employees can elect to participate in the 403(b)(9) Retirement Savings Plan sponsored by The Board of Pensions of the Presbyterian Church (U.S.A.). Specific details of the program are contained in the Plan Document, located in the Accounts Manager's office. Employer contributions are determined annually by the Session during budget construction.
4. Paid Time Off: Paid vacation, sick leave, funeral leave and personal time off are all combined into what is known as Paid Time Off (PTO) and will be available only to employees in specific job positions on a pro-rata formula in relation to someone working a full forty (40) hour work week, or a two thousand eighty (2080) hour work year. Effective 1/1/2012 only the following job positions are eligible for PTO: housekeeper, custodian, office manager, accounts manager and youth director. Effective 1/1/2016 the contemporary worship coordinator will be eligible for PTO.

An employee's PTO and his/her PTO pay is a percentage (%) of the hours the employee is normally scheduled to work in a calendar year in relation to 2080 hours. PTO benefits are as follows:

Hours Earned and Used	<u>Employee's Length of Service ADOH*</u>	<u>Paid Time Off (PTO)**</u>
Not applicable	0 (DOH) but less than 90 days	Probationary period – 0 hours
Prior to the end of the calendar year Prior to the end of the calendar year	90 days through the end of the calendar year	2.25 hours per 40 hours scheduled
Calendar year	Less than 1 year	2.25 hours per 40 hours scheduled (maximum of 117 hours)
Calendar year	1 year but less than 5 years	120 hours
Calendar year	5 years but less than 15 years	160 hours
Calendar year	15 years and over	200 hours

*Anniversary date of hire (ADOH).

**Based on 2080 scheduled work hours per year, prorated for employees working less than 2080 per year

An employee's ADOH on January 1 will determine the PTO for the calendar year (see table above for employee's with less than one year of seniority). PTO is earned on a pro-rata basis throughout the calendar year; it may be taken any time during the year even though it has not been earned (see: Termination from employment section below). PTO is not cumulative from year to year, if it is not taken prior to December 31, it is lost.

PTO calculations:

Example: An employee normally scheduled to work 1560 hours a year will earn 75 percent of the PTO as set forth above. Therefore, an employee with one year of seniority will have 90 hours of PTO to be used during the calendar year. If this employee has five years of seniority they will have 120 hours to be used during the calendar year.

Example: An employee with more than three month's seniority but less than one year and normally scheduled to work 20 hours per week will earn and may use PTO at 50% or 2.25 hours per 40 hours scheduled (see table above) during the period ending December 31 of the current calendar year.

PTO and Leave Scheduling:

PTO used for vacations must be scheduled by March 1 of each calendar year with the written approval of the employee's ministry team chairperson. The Office Manager will be the keeper of the schedule.

The Pastor(s) will have the first right to schedule vacation and/or study leave, provided it is scheduled before March 1. The Pastor must schedule paid study time and vacation time with the prior approval of the Session and (if they will be absent from the pulpit) the Worship Ministry Team. Exceptions may be made for extenuating circumstances in the opinion of Session, without precedent.

Employees may schedule their PTO prior to March 1 as long as the dates do not conflict with those chosen by the pastor. After March 1, PTO may be scheduled on a first-come, first-served basis. In all cases the employee's supervising ministry team chairperson must approve the PTO.

Unscheduled PTO:

Unscheduled PTO is to be used for sick leave, funeral leave or for emergency reasons which cannot be scheduled in advance. It does not require prior ministry team approval, but does require that notice be given to the employee's supervisor or responsible ministry team chairperson at the earliest possible opportunity.

Termination from employment:

On separation from employment with FPC, PTO will be calculated based upon the number of full calendar months worked versus the number of PTO days taken. Final pay will be adjusted based on any PTO earned but not used, or used but not earned.

Leave

FPC is not subject to the rules of the Federal Family and Medical Leave Act. However, with the approval of the appropriate Ministry Team and the Personnel Ministry Team, PTO may be applied to approved long-term leaves of absence.

Record Keeping:

The Accounts Manager is responsible for the accounting of all PTO accumulation and use.

5. Holidays – Only employees eligible for PTO will be eligible for the following paid holidays: *New Year's Day, Good Friday, Memorial Day, Independence Day, Labor Day, Thanksgiving Day and the Friday following, Christmas Eve, Christmas Day, and New Year's Eve.*

Any changes will be recommended to the Session by the Personnel Ministry Team at the end of each year.

If any holiday falls on an employee's required workday, a substitute day may be scheduled and taken, with prior approval of the responsible ministry team chairperson.

Holiday Pay Calculation - Pay for a holiday will be calculated on a pro-rata basis, as it is for PTO. The calculation is scheduled work-hours divided by 40 hours (the standard work week) multiplied by 8 hours (the standard work-day).

Example: An employee working 12 hours per week would receive 2.4 hours of pay for each paid holiday. (12 hours scheduled/40 hours per standard week multiplied by 8 hours per standard work-day).

6. Worker's Compensation Insurance - All employees shall be covered by the Worker's Compensation Law of Illinois.
7. Unemployment Insurance - All employees are covered by the State of Illinois' Unemployment Insurance, if permitted.
8. Other Types of Leaves of Absence

Jury Duty - When an employee is summoned for jury duty, the employee will be paid for each day the employee would have been scheduled to work but served on the jury (up to 30 days) less the money they received from the court for jury duty service. In the event the employee is excused from jury duty on any day the employee is scheduled to work, the employee must report for work as soon as possible or the absence will be charged to his/her accumulated PTO.

Unscheduled Absence - Family or emergencies that cannot be cared for outside working hours will be charged to the employee's accumulated PTO or charged as an unauthorized absence unless the employee's ministry team chairperson approves payment for the absence.

Funeral Leave - In case of death in the immediate family (current husband or wife, parent, step-parent, parent-in-law, sister-in-law, brother-in-law, son-in-law, daughter-in-law, child, brother, sister, grandparent) the employee will be allowed to use accumulated PTO for time necessarily lost from work to attend a funeral, starting with the day of the death up to and including the day after burial. Additional time lost from work to attend a funeral may be allowed and deducted from accumulated unused PTO to be arranged in consultation with the responsible Ministry Team Chair. Requests for absence because of the death of a family member not mentioned above will require the approval of the responsible Ministry Team Chair, provided the employee has accumulated PTO.

Military Duty - When an employee is required to attend annual encampment with the Armed Forces, State or National Guard, or U.S. Reserves, or is called out for emergency duty by any of these organizations, the employee will be paid the difference between his/her regular net pay and the pay received from the military, not to exceed 30 days.

9. Continuing Education – FPC will consider underwriting the cost of continuing education courses for employees, upon the recommendation of the responsible Ministry Team, the concurrence of the Personnel Ministry Team, and the insertion of the cost in the operating budget approved by the Session. Such courses must provide added value to the employee's performance of church-related responsibilities.

IX. Social Misconduct:

It is the policy of FPC to maintain a workplace free from any form of social misconduct or social harassment, by any employee, member, or friend of the congregation. This policy is based on the Social Misconduct Policy (including sexual misconduct) adopted by the 203rd General Assembly (1991) and as that policy may be amended.

The scope of this policy is not limited to the church building. It includes all contacts in carrying out this congregation's responsibilities and relationships with employees, volunteers, members, contract personnel, and others.

Any form of social or sexual misconduct or harassment is unacceptable behavior and will subject the individual to investigation and possible discipline or termination.

All allegations will be taken seriously, investigated by the personnel ministry team or legal counsel, and appropriate corrective or disciplinary action taken as warranted by the chairperson of the personnel ministry team or recommended by legal counsel. Should additional resources be needed, assistance will be sought through the Presbytery Committee on Ministry, the Office of the Stated Clerk, and the Presbytery Response Team.

Personal Rules of Conduct and Disciplinary Procedures are included in these Personnel Policies, and referenced later in the document (Section XV).

X. Dispute Resolution:

1. Any problems/disputes arising from employment or conditions of employment are to be directed to the person's immediate supervisor and/or the chairperson of the responsible ministry team, and if not resolved, to the chairperson of the personnel ministry team. In those cases where the solution to a problem has not been worked out in discussion through these channels, the employee may appeal in writing to the Session.
2. If these steps fail to provide an acceptable remedy, the employee may file a written complaint with the Presbytery Committee on Ministry. Said Committee becomes the mediator between the Session and the employee, and will endeavor to work out a solution acceptable to all parties involved.

XI. Employment Cessation:

1. Suspension from work without pay may be approved by the chairperson of the personnel ministry team, pending dismissal for cause. Final pay will be adjusted based on any PTO earned but not used, or used but not earned.
2. Because of reorganization, retrenchment, program discontinuance or circumstances arising out of no fault of the employee, involuntary separation is at the discretion of the Session, upon recommendation of personnel ministry team.
3. The personnel ministry team will work to secure an employment exit interview within a reasonable time after receipt of notice of the employee's termination.

XII. Annual Performance Review:

Each employee will receive an annual performance review by the responsible ministry team with the participation of the employee, supervisor, and (if appropriate) a member of the Personnel Ministry Team

XIII. Annual Compensation Review:

The personnel ministry team will annually recommend to Session changes to each employee's compensation. The personnel ministry team will endeavor to maintain salary and benefits so that they are consistent internally, responsive to changes in the cost of living. Salary scales for non-exempt staff shall be in keeping with the provisions of Federal/State laws covering minimum wages.

Compensation for the pastor must be approved by the congregation and by the Presbytery.

XIV. Confidentiality and Communication Rules:

The confidential relationship between a church and each of its members is a fundamental principle that has long been recognized in practice and by law. It is essential for every employee and volunteer of FPC to respect and maintain the confidential nature of our Church. Transactions, correspondence, records, conversations, and counseling involving our members or guests must not be made public. Employees or volunteers are not authorized to provide information about an employee, member, or guest. Any such inquiries should be directed to the Clerk of Session.

Information about the Church's internal activities is "generally" confidential. Neither employees nor volunteers are not authorized to act as a spokesperson for FPC unless approved by the Session. All requests from the news media or public and private interest groups are to be referred to the Clerk of Session.

Disclosure of confidential information without prior approval of the Clerk of Session can be cause for immediate termination of a Church employee.

XV. Disciplinary Rules and Personal Conduct:

FPC subscribes generally to the progressive discipline process, a method for bringing problems to the employee's attention in a personal non-threatening way and resolving problems through counseling and agreed-upon behavior modification goals. Under this approach, discipline means to communicate, instruct, train, and correct. We view disciplinary action as a means of preventing a recurrence of conduct that violates our rules.

FPC's rules and regulations are meant to protect every member of the staff. The rules are designed to provide a safe, well-organized working environment. It is in the best interest of FPC, as well as for an efficient operation, that certain standards of conduct be followed.

In most cases of inappropriate conduct, progressive disciplinary actions will be used. Progressive disciplinary action may include bringing the matter to the employee's attention, advising the

employee how and in what period of time the matter should be corrected (if applicable), and warning the employee of the consequences of failure to remedy the conduct.

Progressive disciplinary action may, but does not have to, include verbal and written reminders or warnings and suspensions with or without pay. Repeated offenses of the same conduct and/or a pattern of discipline concerning different conduct will be cause for dismissal. FPC reserves the right to determine whether any single offense warrants termination or suspension from employment.

The following is a non-exclusive list of actions that may warrant disciplinary action. It is the employee's responsibility to know and follow these rules.

Conduct which may result in disciplinary action:

- Failure to be at work and working at the appointed time and/or leaving work during work hours without permission. Sleeping during scheduled working hours. Absence from work without notice to and permission from your supervisor or responsible ministry team chairperson. Direct contact with the supervisor or responsible ministry team chairperson is required. Voice mail and/or messages left with other employees are not acceptable as notice of absence.
- Wanton, willful, or repeated neglect or inefficient or careless performance of job duties, responsibilities, or use of Church property.
- Excessive use of church resources during working hours. Using Church equipment for personal use without prior permission.
- Posting notices, pictures or printed matter anywhere on Church property without prior approval; posting offensive or obscene material anywhere on Church premises or within electronic mail or any other media.
- Failure to promptly report a work-related illness, injury or accident.
- Misappropriation, theft, destruction, sabotage, damage or defacement of Church property or the property of another employee or Church member.
- Giving false or misleading information on an application for employment or in the employment process.
- Insubordination, including but not limited to refusing or failing to perform assigned work or to follow instructions from supervisors.
- Use of profane, abusive or threatening language in the workplace.
- Possession of firearms or other weapons or explosives on Church property or while engaged in Church business.
- Fighting while on Church property or engaged in Church business.
- Use, possession, transportation, sale, or distribution of illegal drugs.
- Illicit gambling on church property.
- Under the influence of alcohol or a non-prescription drug while engaged in church business.
- Making malicious, false or derogatory statements or spreading rumors that may damage the integrity or reputation of any employee, Church member, or the Church.
- Harassment of any type, including sexual harassment, that creates a hostile work environment.
- Conviction of a crime that is directly related to or may adversely affect the employee's ability to perform the assigned job or is injurious to the reputation of the church.
- Refusing to submit to a request to take a medical examination, including but not limited to a test for drug or alcohol use where reasonable cause exists.

- Engaging in or encouraging any activity that impairs Church operations.

Supervisor (or responsible ministry team chairperson) Responsibilities – Disciplinary Rules and Personal Conduct:

- Behave in a fair, equitable manner to all employees.
- Work closely with the employee and help remove obstacles that affect his/her ability to be fully effective in performance.
- Document performance deficiencies in writing. For example, if you note recurring procedural errors on the part of any employee and discuss it with him/her, document the conversation for your records. This counseling session constitutes a verbal warning.

When counseling:

1. Be direct. Quickly and clearly describe the situation or behavior that needs correcting.
 2. Ask for a reaction. Get the employee to talk about the situation and your evaluation of it. Expect defensiveness, and be prepared to express empathy and understanding. Avoid arguing with the employee or debating points raised.
 3. Get agreement. If possible, try to persuade the employee, at least partially, that the situation needs correcting.
 4. Develop a plan. Work with the employee to develop an agreed-upon plan for improvement. Be specific. Don't be overly ambitious. Most improvements proceed in small steps.
 5. Summarize the discussion. This ensures the employee understands the problem and what you have agreed to do about it.
 6. Specify consequences if improvements are not made. Document necessary performance improvements.
 7. Follow up. Set a date to get back together and review progress. If, after this counseling session, the employee fails to correct the deficiency, you may issue a written warning during the next counseling session. The Personnel Ministry Team is available to assist you with this. The employee is asked to sign the written warning. A signature acknowledges that the employee has been advised of a performance problem; it does not necessarily mean that he/she agrees with the warning. Provide the employee with a copy of the written warning, retain one for your files and send the original to the Chair of the Personnel Ministry Team for inclusion in the employee's confidential personnel file.
- If the terms and conditions of the agreed-upon remediation plan are still not met, or if other issues develop, a second written warning may be issued. This warning may also include suspension without pay. All other guidelines apply as with the first written warning.
 - The final step in the FPC disciplinary process may be termination. As with all disciplinary steps, please contact the Personnel Ministry Team for assistance or guidance.

Personnel Ministry Team Responsibilities – Disciplinary Rules and Personal Conduct:

- Consult with the supervisor or responsible ministry team chair on approach, time frame and improvement suggestions.
- Counsel employees as needed and appropriate.
- Approve recommendations for termination of employment.

Credit Card Policy

(Updated 23-Apr-2012)

First Presbyterian Church uses credit cards as a convenience in conducting the business of the church. Selected employees of the church will be issued “business” credit cards containing their name and the church’s name. The employees authorized to have credit cards are the pastor(s), the accounts manager, and the office manager. Each position’s credit card may have a different credit limit.

All expenses must be appropriately authorized prior to being charged to a credit card.

Employees with an assigned church credit card must complete an expense report each month documenting the business purpose for each expense. The expense report must be approved by the appropriate ministry team chairperson then submitted to the accounts manager. Upon receipt of the expense report, the accounts manager will pay the credit card company. The accounts manager must have the treasurer’s approval to pay a credit card before an approved expense account is received. The expense report is one of the church’s legally required business records.

Church-issued credit cards are not to be used for personal expenses. The limited exception is an expense item that contains both business and personal expenses that cannot easily be separated. An example would be a business meal where some of the participants (e.g., spouse, other family members, etc.) are not included in the business group and the personal expense is a small part of the total expense. The personal expense must be appropriately categorized in the expense report. If the personal expense portion is significant then the church’s credit card should not be used for the expense and the business expense portion can be submitted for reimbursement as a “cash” expense.

Session Approved May 15, 2012; Revised – August, 2009

FIRST PRESBYTERIAN CHURCH

Authorization To Obtain Credit Report Information From an Outside Source

By signing this document, I authorize First Presbyterian Church to obtain information regarding my creditworthiness, standing, or capacity, character, general reputation, personal characteristics, or mode of living from any outside source that regularly provides such information. I understand that information from such a report may be used by First Presbyterian Church in making a decision regarding my employment.

Agree:

Signature

Print Name

Date

In the event, you refuse to authorize First Presbyterian Church to obtain a credit report we will be unable to consider your application for employment.

BACKGROUND INVESTIGATIONS

The following information is required to successfully complete a background investigation including but not limited to criminal background check and education verification.

Last name upon receipt of most
recent diploma or degree (including GED):

County(s) and States(s) where you have
resided in the last ten years:

DRUG AND ALCOHOL TESTING

All applicants shall be required to take a drug test before pre-employment screening is completed. This drug screening is a part of the employment application process.

This change in our Personnel Policy is the result of voluntary compliance with the Drug-Free Workplace Act of 1988. The SESSION of First Presbyterian Church endorse this legislation and are totally committed to the concept of a drug-free workplace environment for our Church.

VOLUNTARY CONSENT

NAME: _____
(print)

Address: _____
Street City State Zip

I freely and voluntarily agree to provide a urine specimen, to have such specimen tested for evidence of drug or alcohol use and to the release of test results and related information to a designated member of the Personnel Ministry Team of First Presbyterian Church.

AGREED:

REFUSED:

Signature Date

Signature Date

Reasons for refusal, (if applicable): _____

Witness Signature (if refusing drug screen)

Date: _____

PERSONNEL FILE SECURITY BOX

LOG

Please record your name, date, entry time, exit time, and purpose:

<u>NAME:</u>	<u>DATE:</u>	<u>TIME IN:</u>	<u>TIME OUT:</u>	<u>PURPOSE</u>
---------------------	---------------------	------------------------	-------------------------	-----------------------

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2.

Job Requirement				Satisfactory Performance Criteria			
Employee Self-Evaluation And Comments				Supervisory Evaluation And Recommendations			
Summary Evaluation	1	2	3	Summary Evaluation	1	2	3

3.

Job Requirement				Satisfactory Performance Criteria			
Employee Self-Evaluation And Comments				Supervisory Evaluation And Recommendations			
Summary Evaluation	1	2	3	Summary Evaluation	1	2	3

4.

Job Requirement				Satisfactory Performance Criteria			
Employee Self-Evaluation And Comments				Supervisory Evaluation And Recommendations			
Summary Evaluation	1	2	3	Summary Evaluation	1	2	3

5.

Job Requirement				Satisfactory Performance Criteria			
Employee Self-Evaluation And Comments				Supervisory Evaluation And Recommendations			
Summary Evaluation	1	2	3	Summary Evaluation	1	2	3

6.

Job Requirement				Satisfactory Performance Criteria			
Employee Self-Evaluation And Comments				Supervisory Evaluation And Recommendations			
Summary Evaluation	1	2	3	Summary Evaluation	1	2	3

Qualitative Performance Criteria (supervisor evaluation):

Characteristic	1	2	3
Alertness: the ability to grasp instructions, to meet changing conditions and to solve novel or problem situations.			
Creativity: the talent for having new ideas, for finding new and better ways of doing things and for being imaginative.			
Dependability: the ability to do required jobs well with a minimum of supervision.			
Stability: the ability to withstand pressure and to remain calm in crisis situations.			
Courtesy: the polite attention an individual gives other people.			
Friendliness: the sociability and warmth which an individual imparts in their behavior toward customers, other employees, supervisor and the person he/she may supervise.			
Personal Appearance: the personal impression an individual makes on others.			
Housekeeping: the orderliness and cleanliness in which an individual keeps their work area.			
Overall:			

Comments: _____

Attendance (supervisor evaluation)	1	2	3
	Unsatisfactory (see comments)	Satisfactory (comments optional)	Above Average (see comments)

Comments: _____

Overall Evaluation (supervisor evaluation)	1	2	3
	Unsatisfactory (see comments)	Satisfactory (comments optional)	Above Average (see comments)

Comments: _____

I acknowledge a copy of this Report has been given to me and has been discussed with me.

Employee's signature of acknowledgement: _____

Date: _____

Employee Comments (optional): _____

Personnel Team Review:

Date: _____

Reviewer: _____

FPC EXIT INTERVIEW QUESTIONNAIRE

As an employee leaving the employment of First Presbyterian Church-Danville, you can be a valuable source of information regarding various working conditions you have experienced at the Church. We pray that you will be candid with your answers to the questions so we may gain from your experience while you were working for the Church.

Please be assured that your questionnaire will not become a part of your personnel file and your comments will in no way affect your employment possibilities or our references should you seek other employment.

The Church strives to maintain a positive working environment and hopes that your suggestions, comments, and observations will aid us in accomplishing this goal.

Employee's Name _____ Job Title _____

Hiring Date _____ Resignation Date _____ Supervisor _____

Why did you leave your employment with FPC? _____

Why now? _____

Do you have a new job? _____ Where? _____

Title/Position _____

Is your new rate of pay: lower than _____ equal to _____ or higher _____ than what you were paid at the Church?

What factors were most important in influencing your resignation? _____

How clearly were the duties and responsibilities of the position explained when you first started? _____

When you began working did you feel your orientation was adequate? _____ If not, what could be done to improve the orientation period? _____

What did you like least about your job? _____

What did you like most about your job? _____

Did you feel you were a part of the organization? _____ Describe how you were made to feel to be part of the organization and by whom _____

What changes would you recommend to improve the efficiency or effectiveness of the job? _____

How would you rate the supervision and support you received this past year? _____

Please explain _____

Did you feel free to go to your supervisor to discuss things that bothered you about your job? _____ and how were things handled by your supervisor? _____

What do you think of the performance standards set for your position _____

Did you receive your performance appraisals on time? _____ How were they helpful/not helpful? _____

Do you feel you were kept informed with respect to organizational policies and procedures? _____

How would you rate your coworkers morale on a scale of 1 to 5; 1 being the highest? _____

Please explain _____

PLEASE CIRCLE THE NUMBER ON THE LINE THAT BEST EXPRESSES HOW YOU FEEL ABOUT EACH OF THE FOLLOWING QUESTIONS:

For example; 1= very satisfied to 5= very dissatisfied.

The Job

1. The training you received: 1-----2-----3-----4-----5
 2. The job support you received: 1-----2-----3-----4-----5
 3. The opportunity to use your abilities and skills: 1-----2-----3-----4-----5
 4. The opportunity to do challenging and interesting work: 1-----2-----3-----4-----5
 5. Your work load: 1-----2-----3-----4-----5
 6. The recognition of the work you did: 1-----2-----3-----4-----5
 7. The amount of responsibility you were given: 1-----2-----3-----4-----5
 8. Your pay: 1-----2-----3-----4-----5
 9. Your benefits: 1-----2-----3-----4-----5
 10. Additional comments: _____
-

Communications, Policies and Practices

1. The information you received on Session decisions that affected you: 1--2--3--4--5
 2. The hours of work, overtime and work schedule: -----1--2--3--4--5
 3. The performance review policies & practices: -----1--2--3--4--5
 4. The opportunities to participate in decision making: -----1--2--3--4--5
 5. Your supervisor's reception to your suggestions or new ideas: -----1--2--3--4--5
 6. How would you rate FPC as a place to work: -----1--2--3--4--5
 7. How would you rate your supervisor: -----1--2--3--4--5
 8. Additional comments: _____
-

Your Supervisor & Working Environment

1. Your supervisors qualities as a teacher: -----1-----2-----3-----4-----5
 2. Your supervisors awareness and understanding of your problems: 1-----2-----3-----4-----5
 3. Your supervisor's interest in your career development: -----1-----2-----3-----4-----5
 4. Your supervisor's review of your performance: -----1-----2-----3-----4-----5
 5. The communication between you and your supervisor: -----1-----2-----3-----4-----5
 6. The communication among your coworkers: -----1-----2-----3-----4-----5
 7. The rate of cooperation among your coworkers: -----1-----2-----3-----4-----5
 8. Physical working conditions: -----1-----2-----3-----4-----5
-

9. The organization as a place to work: 1---2---3---4---5
10. Sufficient materials and supplies to get your work done effectively: 1---2---3---4---5
11. Additional comments _____

Benefits

1. Absence policy: 1---2---3---4---5
2. Lateness policy: 1---2---3---4---5
3. Summer hours: 1---2---3---4---5
4. Vacation policy: 1---2---3---4---5
5. Funeral policy: 1---2---3---4---5
6. Personal leave days: 1---2---3---4---5
7. Sick leave: 1---2---3---4---5
8. Overtime pay policy: 1---2---3---4---5
9. Medical coverage: 1---2---3---4---5
10. Life insurance: 1---2---3---4---5
11. Retirement/401-K: 1---2---3---4---5
Additional comments _____

PLEASE USE THE SPACE BELOW FOR ADDITIONAL SUGGESTIONS AND RESPONSES:

Have you returned all keys, equipment, materials & property of church? Yes _____.
Would you be interested in temporary employment at FPC? _____.

Employee Signature

Date

Reimbursable Expenses

Reimbursement or other funding is limited to reasonable cost incurred in conducting church business. No reimbursement will be made for expenses incurred for personal benefit. To ensure deductibility of expense reimbursement under the Internal Revenue Code, each expense must be substantiated by adequate records and documentary evidence.

If you use your personal automobile in conducting church business, you will be reimbursed at the base rate defined as the maximum rate allowed under Internal Revenue Code guidelines for all business mileage. Employees involved in accidents which occur while using their personal automobiles in the course of conducting church business are not covered by any church auto insurance policy, but will be reimbursed by the church for costs not covered by their personal auto insurance (generally due to deductible limits), or not reimbursed by a third party, up to \$500.00. This reimbursement will not be made if it is made for parking tickets or fines for moving violations, notwithstanding the fact that those costs are incurred in conjunction with conducting church business.

Action Item approved by Session, June 19, 2007

Social Media Guidelines

Social Media Guidelines for Facebook Administrators

First Presbyterian Church, Danville, Illinois

Approved by Session: January 17, 2017

1. Respect the privacy of all our members. No personal information should be shared without the consent of the individual, including significant dates, photos/videos, prayer requests, etc.
2. Do not identify or “tag” youth in photos on church sites without prior permission from the youths’ parent/guardian(s).
3. Monitor all social media accounts regularly to ensure that questions/concerns are addressed in a timely fashion. If you observe inappropriate materials or behaviors on the Facebook pages, shut off the comments and immediately notify Social Media committee by email to discuss.
4. Take a breath before posting. Ask yourself if your comment/response is helpful, kind, and necessary. Does it build up the body of Christ? Is your message consistent with the church’s message of hospitality, grace, and love?
5. While your opinion matters, please be mindful of others’ opinions as well and remember that we can disagree without being disagreeable. Please remember that striking out at others, provoking such behavior, and intentionally hurting others’ feelings is prohibited on this site. Is your comment/response consistent with the church’s message of hospitality, grace, and love?
6. Refrain from posting copyrighted, hurtful, or offensive materials. Posts should be faithful to our Presbyterian faith perspective, our Reformed theology, and our Presbytery polity.
7. This site is for helpful content, informational materials, general information, photos of events, and opportunities for service and involvement. Refrain from excessive posting of unrelated information.
8. Model respectful online behavior for members who are using the sites. Use good judgment. Watch your tone. Provide context for posts, queries, questions.
9. Do not solicit votes without the express direction of the session.
10. Do not accept money in exchange for advertisements on its website.
11. All postings should lift up and not tear down people, issues, or other traditions. Focus on the church; withhold comments about others.

Social Media Guidelines for Members and Friends

First Presbyterian Church, Danville, Illinois

Approved by Session: January 17, 2017

1. Please respect the privacy of all our members. No personal information should be shared without the consent of the individual, including significant dates, photos/videos, prayer requests, etc.
2. Do not identify or “tag” youth in photos on church sites without prior permission from the youths’ parent/guardian(s).
3. All media accounts are monitored regularly to ensure that questions/concerns are addressed in a timely fashion. Please notify admins of any questionable materials or behaviors.
4. Take a breath before posting. Ask yourself if your comment/response is helpful, kind, and necessary. Does it build up the body of Christ? Is your message consistent with the church’s message of hospitality, grace, and love?
5. While your opinion matters, please be mindful of others’ opinions as well and remember that we can disagree without being disagreeable. Please remember that striking out at others, provoking such behavior, and intentionally hurting others’ feelings is prohibited on this site. Is your comment/response consistent with the church’s message of hospitality, grace, and love?
6. Please refrain from posting copyrighted, hurtful, or offensive materials. Posts should be faithful to our Presbyterian faith perspective, our Reformed theology, and our Presbytery polity.
7. This site is for helpful content, informational materials, general information, photos of events, and opportunities for service and involvement. Please refrain from excessive posting of unrelated information.

Social Media Safety for Children and Youth Policy

First Presbyterian Church, Danville, IL

Approved by session: January 17, 2017

1. Neither adult staff nor adult members/friends of First Presbyterian Church of Danville should submit “friend” requests to minors/youths. Youth may request friendships with adults, and adults should determine the level of contact they want to maintain with youth prior to responding to these requests.
2. Church staff may choose to create private and professional profiles on networking sites to create a zone of privacy.
3. If church staff choose to accept friend requests from minors/youth who are associated with the church, other church staff should have full access to the (adult’s) profile and correspondence.
4. Church staff who choose to accept friend requests from minors/youth should use all privacy settings applicable to shield youth from any inappropriate content that may exist within the staff member’s profile.
5. All youth and adults should be informed that any communication that is sent via digital means (email, Facebook, Twitter, etc.) is not confidential and may be reported or shared with others.
6. “Closed” but not “hidden” groups should be used for youth group(s). These groups should have both youth and adult administrators.
7. The youth group(s) should create covenants each year to govern what is appropriate and inappropriate content to be displayed to the online group.
8. Any inappropriate material that is not covered by Mandatory Reporting laws should be deleted from the site. Any material that is covered by Mandatory Reporting laws should be reported immediately to the pastor, documented for church/legal records, and then deleted from the site.
9. Any content that details inappropriate behavior (outside of the bounds of the established covenant) during a church-sponsored event/activity should be addressed immediately by the Youth Director and parents and reported to the pastor.

Church Ministry Teams

Session Organization:

Term of the Session:

Term of the Session and the Coordinating Ministries of the Congregation will be for 12 months beginning with the first Session meeting in September of each year.

Elders in Active Service:

Members of the Session will be elected by the congregation for a term of three years, six members elected each year. Eighteen ruling elders will comprise the Session, divided into three classes of six each according to the date of their installation. When a vacancy occurs the congregation will elect a replacement to fulfill the vacant term.

For rules concerning continuing service see the church By-Laws and the Book of Order.

New Session members will attend the last regularly scheduled meeting of the previous Session term for the purpose of orientation. New Session members will have voting privileges with the beginning of the new term of the Session for which they were installed.

The Teaching Elders are the Pastor(s) and will serve as moderator of the Session.

Training sessions for new Session members will be after election to the Session and prior to installation of Elders-in-Service.

Meetings of Session:

The Session will convene once a month for the purpose of receiving reports and coordinating the activities and business of the congregation. The Session will determine the day and time for regularly scheduled monthly meetings at the first meeting of each new term. Meetings in addition to the regularly scheduled monthly meetings will be called by the Clerk of Session as necessary for conducting the activities of the Session.

All Session meetings will be conducted according to Roberts Rules of Order; the Vice Clerk of Session will be parliamentarian for all Session meetings. A quorum of the Session is comprised of two thirds (2/3) of the members of Session. A quorum is necessary for the consideration of motions presented at each Session meeting. Passage of motions requires a majority of elders present voting in the affirmative.

The Clerk of Session will develop a schedule of devotional leaders for the regular Session meetings two months in advance. Notice of the devotional leader for the next regular Session meeting will be included in the agenda of each regularly scheduled Session meeting.

Elected Officers of the Session:

At the first meeting of each new term the following officers will be elected:

Vice Clerk	Secretary
Treasurer	Liaison to Presbytery

Moderator of Session:

The Moderator of the Session will be an installed Teaching Elder or Pastor in service to the congregation or a moderator designated by the Presbytery for a particular purpose.

Secretary of the Session:

Will prepare and distribute to each Session member written information concerning the upcoming regularly scheduled Session meeting at least 3 days prior to each meeting. Information to each Session member from the Secretary shall include:

- Session Agenda
- Officer reports
- Coordinator Ministry reports
- Pastor reports
- Motions to be presented
- Additional informational material deemed necessary for the clarification of topics included in the agenda.

Officers of Session:**Clerk of Session:**

Clerk of Session is the president of the corporation and completes the responsibilities as delineated in the Book of Order.

Clerk of Session will record the minutes of the meetings of Session and all congregational meetings.

Clerk of Session calls meetings of Session when necessary to conduct Session functions not included in the regularly scheduled meetings.

Term of Clerk of Session is for one year.

Vice Clerk of Session:

Vice Clerk of Session is elected from the current Session to serve one year.

Vice Clerk of Session is the parliamentarian of the Session.

Vice Clerk of Session will preform the responsibilities of the Clerk of Session in his/her absence.

Secretary of the Session:

Secretary of the Session will receive and send all correspondence relating to the Session.

Serves for a term of one year.

Church Treasurer:

Church treasurer is the chief financial officer of the Church:

- Maintains records of accounts for the general fund of the Church.

- Provides periodically for an independent audit of the financial records.

Is a member, but not the chairman of the Finance Ministry Team.

Serves for a term of one year.

Provides monthly financial reports to the Session and corresponding monthly financial reports to each Ministry Team.

Liaison to the Presbytery:

Represents this congregation at all Presbytery functions pertaining to the interests of the Session.

Reports activities and information from Presbytery to Session as information is available.

Maintains communication with the offices of the Presbytery.

Term is for a period of two years.

Ministry Teams and Their Functions:**Christian Education and Outreach Ministry:**

Coordinates all educational and fellowship functions of the congregation. Activities are coordinated with the Board of Deacons. A liaison from the Board of Deacons is a permanent member of this ministry team.

Evangelism and Missions

- Local/Regional

- National/International

Member care--Coordinated with Board of Deacons

- Member recruitment

- Member involvement

- Member maintenance

Lay leadership development

- Stephen Ministry

Communications Coordination Ministry:

All communications to the Congregation.

All publicity and advertisement activities.

Finance Ministry:

All finances of the congregation.

Sub-Ministries:

Endowment

Fund Management

Resources

Financial Stewardship

Annual campaign

Continual financial giving

Facilities Ministry:

All aspects of facilities repair, use, and maintenance.

Personnel Ministry:

All aspects of maintaining personnel

Professional Staff

Non-Professional Staff

Volunteers

Worship Ministry:

All aspects of worship services

Adventures in Worship Ministry

Music Ministry

Operational Ministries:

Formation of Operational Ministry Teams:

Three ruling elders in active service are to be appointed to one of each of six (6) Coordination Ministries:

Christian Education/Outreach

Facilities

Finance

Personnel

Worship

Session members of each Operational Ministry are to be determined prior to the first Session meeting of the Session term by the Personnel Ministry Team in response to a survey of interest of all Session members. Pastor(s) will be ex-officio members of all Ministry Teams.

Each Ministry Team will determine the optimum number of members and recruit congregation members to serve. The term of each team member will coincide with the Session term. All terms on an individual Ministry are for a one-year period and can be renewed for an additional period by approval of the Session.

A representative elected from each of the six Ministry Teams, together with the elected representative from the Board of Deacons, will comprise the nucleus of the Communication Coordination Ministry Team.

Ministry Team Positions:

At the first meeting of the term, persons will be elected by majority vote to fill the following positions:

A Ministry Team Chairperson must be a previously Ordained Ruling Elder, but not necessarily a member of the current Session. Chairperson for each Ministry Team is responsible for scheduling and conducting meetings, which includes preparing the meeting agenda, moderating discussions, and developing a majority opinion of the individual Ministry Team.

Ministry Team Reports:

The minutes of each teams meeting submitted to Session constitutes the report.

Primary Ministry:

Each Ministry Team will normally meet at least once per month on a regular basis. A simple majority of the members of each Ministry Team constitutes a quorum for conducting business. A simple majority of the members present voting in the affirmative is necessary for passage of any motions.

Sub Ministries:

The Chairperson of a Ministry Team is a member of all Sub-Ministry Teams of that Primary Ministry Team. Sub-Ministry Teams are directly responsible only to the Primary Ministry Team. The chairperson of the Primary Ministry Team will not be the Chairperson of the Sub-Ministry Team. Members of a Sub-Ministry are not, by that fact alone, members of the Primary Ministry Team.

Sub-Ministry Teams with a duration of more than a year are formed by Session approval only. Sub-Ministry Team with a duration of less than a year may be formed with the approval of a majority of the members of the Primary Ministry Team.

Individual Operational Ministry Team Responsibilities:

Plan, coordinate, promote and support the completion of activities related to the responsibilities of the individual Ministry Team within the guidelines established by the Session.

Prepare a proposal of Ministry Team activities and Annual Team Budget:

Prior to October 15 of each year, each Ministry Team will prepare a schedule of specific activities to be developed and/or completed in the coming term. This schedule of specific activities along with the associated budgeted net expenses constitutes the proposed budget for each ministry team. This proposed budget will be submitted to the Finance Ministry Team for review prior to presentation to the Session.

The Finance Ministry Team will prepare a completed annual budget proposal with the concurrence of each individual Ministry Team. The annual budget proposal along with the schedule of activities with associated net expenses will be submitted for discussion at the regularly scheduled November meeting of the Session. Approval of the final budget requires a two-thirds (2/3) majority of the entire membership of the Session voting in the affirmative for passage.

With passage of the budget, each Ministry Team has the sole responsibility for the funds for their particular Ministry as approved by the Session. Re-allocation of funds within the individual Ministry budget must have specific Session approval. Additional funds beyond those in the approved budget will be available only upon approval of the Session.

Maintain a resource of information for church activities particular to each individual Ministry.

Communications Ministry Team:

Each Ministry Team will appoint a Representative to attend and participate in the activities of the Communications Ministry Team.

Deacons Job Description:

The ministry of deacon as set forth in Scripture is one of compassion, witness, and service, sharing in the redeeming love of Jesus Christ for the poor, the hungry, the sick, the lost, the friendless, the oppressed, those burdened by unjust policies or structures, or anyone in distress. Persons of spiritual character, honest repute, exemplary lives, brotherly and sisterly love, sincere compassion, and sound judgment should be chosen for this ministry.

Deacons may 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.

Taken from the Book of Order 2011/2012

Forms and Fees

Application for Building Use

First Presbyterian Church
100 N. Franklin St., Danville, IL 61832
(217) 442-0541

Date of Event: _____ Times needed: from _____ to _____

By (individual or group name): _____

For (purpose): _____

Group Size: _____

Contact person: _____ Phone: _____ Phone: _____

Mailing address: _____

Email address: _____

Which areas will be used: _____ Chapel _____ Gym _____ Kitchen _____ Lounge
_____ Retreat Site _____ Sanctuary _____ Other

Church building use fee:	\$ _____	(\$30 per hour, refer to Building Use Policy)
Retreat site fee:	\$ _____	(\$50 per 24-hour period)
Refundable deposit:	\$50.00	(refer to Building Use Policy)

Liability:

- Damage or loss to the building and/or its contents is the responsibility of the individual or group.
- Has the Liability Waiver and Lease Agreement been signed and given to the church? _____
- If needed, has a certificate of insurance naming the church as “additionally insured” been given to the church?

I have received a copy and understand the church’s Building Use Policy and agree to abide by it.

(Signature of contact person responsible) (Date signed)

Approved by _____
(Signature of Facilities chair) (Date signed)

Items not provided at retreat site:

- Eating utensils
- Bed linens/blankets/air mattresses/sleeping bags
- Bath towels/shower supplies
- Drinking water
- Firewood
- Dish soap/Paper towels

Checklist for cleaning the retreat site after using it:

- Sweep floors.
- Take with you all garbage bags, including those in restrooms.
- Clean refrigerator of all perishable items you brought.
- WINTER: turn thermostats back to 55 degrees for heat.
- SUMMER: turn air conditioning to 77 degrees.
- Leave all appliances plugged in except the coffee maker and microwave.
- Clean kitchen surfaces, including stove and sink.
- If you move furniture, return it to its original place. Be careful of the tile floors.
- Close and lock all outside doors.
- Close door between kitchen and great room.
- Reset alarm.
- Relock entrance chain to driveway.
- Return key and check list to FPC within 24 hours of your activity.

Building Use Policy
First Presbyterian Church of Danville, Illinois

General Guidelines

1. Individuals or groups wishing to use any part of the building should contact the church office at least two weeks in advance of the date desired. An application form indicating the type of event for which the building is needed, the number of guests expected, room or rooms desired, and the hours of the event.
2. Any use of the sanctuary must be approved by the Session.
3. The facility is not available if the time conflicts with existing church activities.
4. Smoking and alcoholic beverages are not permitted on church property. Flammable decorations are not permitted. Third party entertainment (bands, disc jockeys, etc.) are permitted with Session approval.
5. With the exception of tables and chairs in the gym, no furniture (including pianos, pews, furniture, etc.) should be moved without prior permission of Session.
6. No equipment (tables, chairs, dishes, etc) can be taken home or used outside the church facility for personal use, with the exception of 8-foot rectangular wooden tables, which can be signed out in the church office.
7. Damage or loss to the building and/or its contents is the responsibility of the individual or group.

Fees

1. No Fees: Members may use the building or retreat site for private one-time events (birthdays, receptions), for a reasonable period of time, without charge.
2. Fees: For individuals or groups unaffiliated with the church, including all for-profit groups, a \$30/ hour building use fee is to be paid when the event is scheduled, along with a \$50 cleaning fee that will be refunded if the site is cleaned to its original condition. Fees for extended use of the facility, events beyond eight hours, would be negotiated by the Session. If the event is cancelled prior to the scheduled day, the fee will be returned. If the facility is not left in reasonably clean condition after the event, the \$50 clean-up fee will not be returned.
3. No Fees: Groups associated with the Presbyterian Church (USA) denomination are exempt from these fees.
4. No Fees: Groups associated with City of Danville are exempt from these fees.
5. No Fees: Groups associated with the Danville School District are exempt from these fees.
5. No Fees: Other non-profit service groups may be exempted from the fee by action of the Session.

Clean-Up

1. The building should be left as clean and neat as it was found.
2. Unused food should be discarded or taken home.
3. All dishes, utensils, countertops, and appliances should be washed, dried, and returned to their original location.
5. Tables and chairs should be in clean condition.
6. Floors should be swept (supplies are in the janitor's closet).
7. Garbage should be bagged and put by the exit in the kitchen.
8. Dirty dish towels and cloths should be left in a pile on the kitchen counter.

Liability Requirements

1. For building use by individuals for private events (weddings, receptions, birthdays, meetings, graduations, retirements, etc):
 - a. Waiver and Release Agreement must be signed
 - b. Certificate of Insurance naming church as “additionally insured” is not required
2. For building use (one time or recurring) by known and established service organizations (Golden K, public school events, Presbyterian Women, Lions Club, Rotary, blood drive, City of Danville, etc.):
 - a. Waiver and Release Agreement must be signed
 - b. Certificate of Insurance naming church as “additionally insured” is not required
3. For building use (one time or recurring) by individuals or organizations for a business pursuit use, where a fee for service is charged (music classes, health care screenings for fee, exercise classes, etc.):
 - a. Waiver and Release Agreement must be signed
 - b. Certificate of Insurance naming church as “additionally insured” is required
4. For building use (one time or recurring) by any new, unusual, or un-established organization:
 - a. Waiver and Release Agreement must be signed
 - b. Church will contact Church Mutual Insurance to inquire if a Certificate of Insurance or other coverage is necessary.

Waiver & Release Agreement
RELEASE AND WAIVER OF LIABILITY AND INDEMNITY
First Presbyterian Church of Danville, Illinois

In consideration of participation in an event, building use, and/or activity promoted by First Presbyterian Church of Danville, Illinois, the undersigned (for himself, his personal representatives, heirs and next of kin) HEREBY RELEASES First Presbyterian Church of Danville, IL and their respective officers, pastors, employees, leaders, session members and agents ("releasees") of all liability to the undersigned, whether caused by the negligent act or omission of releasees or otherwise while the undersigned is for any purpose participating in such event or property use.

It is fully understood by each of the undersigned that there is some inherent risk associated with any event or property usage. IN ADDITION, the undersigned AGREES TO DEFEND, INDEMNIFY, AND HOLD HARMLESS the releasees from any loss, liability, damage, or cost they incur due to such participation by the undersigned, and any guests (including minors) whether caused by releasees' negligence or otherwise, and AGREES TO ASSUME FULL RESPONSIBILITY AND RISK for any bodily injury, death, or property damage from releasees' negligence or otherwise while the undersigned is participating at this event or property use.

MEDICAL RELEASE:

I hereby authorize the treatment for myself or the named minor or others in our group, by a qualified and licensed medical doctor in the event of a medical emergency, which in the opinion of the attending physician, may endanger his/her life, cause disfigurement, physical impairment, or undue discomfort if delayed, while participating in a church program including transportation to and from that program. This authority is granted only after a reasonable attempt has been made to contact the emergency contact person below.

PERSONAL BELONGINGS RELEASE

I understand that First Presbyterian Church of Danville, IL is not responsible for personal belongings.

SIGNATURE

In signing this release, each of the undersigned hereby acknowledges and represents the following:

1. That he/she (or guardian/personal representative) has read the foregoing Release and Waiver of Liability and Indemnity Agreement; and understands that (s)he is assuming liability and indemnifying as to any damage or injury.
2. That (s)he is free to choose to NOT to participate in the event or free not to use the property or facility.
3. First Presbyterian Church of Danville, IL will not be financially responsible for injury, damages or incurred expenses from such.
4. This agreement is for all events and/or activities promoted by First Presbyterian Church of Danville, IL or on its property.
5. This release is binding upon my heirs, executors and assigns.

Participant Name - individual, company, group, organization, or association:

_____ Phone _____

Name of responsible person for building use: _____

Participant Signature: _____ Date _____

In case of Emergency, Contact: _____ Phone _____

Discipleship Interest Profile

Date _____

Name(s) _____

Children at Home _____

Address _____

Phone – Home _____ Work _____ Other _____

E-Mail _____

Birthdays and Wedding Anniversaries _____

How Did You Initially Hear about First Presbyterian Church? _____

What Encouraged You to Want to Join or, What Do You Perceive to Be Some of the Strengths of FPC? _____

Possible Interests – Please Check as Many as Possible:

Future Church Officer: ☐ Elder ☐ Deacon

Ministry Teams (Meeting and Planning): ☐ Christian Education ☐ Stewardship
☐ Worship and Music ☐ Building Facilities ☐ Personnel ☐ Communications
☐ Witness

Spiritual Growth and Service:

- | | | |
|--|---|--|
| <input type="checkbox"/> Evangelism | <input type="checkbox"/> Parish Nurse | <input type="checkbox"/> Parish Visitor |
| <input type="checkbox"/> Communion Preparation | <input type="checkbox"/> Worship Guest Visitor | <input type="checkbox"/> Cookie Bakers |
| <input type="checkbox"/> Funeral Lunches | <input type="checkbox"/> Food Pantry Ministry | <input type="checkbox"/> Worship Greeters |
| <input type="checkbox"/> Presbyterian Youth Fellowship | <input type="checkbox"/> Worship Ushers | <input type="checkbox"/> Bell Choir |
| <input type="checkbox"/> Youth Summer of Service Program | <input type="checkbox"/> Care Package Ministry | <input type="checkbox"/> Choir |
| <input type="checkbox"/> Sunday Fellowship Hosts | <input type="checkbox"/> Church Musician | <input type="checkbox"/> Youth Choir |
| <input type="checkbox"/> Christmas Basket Ministry | <input type="checkbox"/> Church Women Circles | <input type="checkbox"/> Prayer Chain |
| <input type="checkbox"/> Lay Worship Leader | <input type="checkbox"/> Church Advertising | <input type="checkbox"/> Church Newsletter |
| <input type="checkbox"/> Church Events Publicity | <input type="checkbox"/> Super Sunday Gang (Children) | |
| <input type="checkbox"/> Church Men Study/Fellowship | <input type="checkbox"/> Highlanders Adult Fellowship Group | |
| <input type="checkbox"/> Adventures in Worship (Contemporary Services) | | |

Education (please indicate participant, leader, or both):

- | | | |
|--|--|-------------------------------------|
| <input type="checkbox"/> Adult Sunday School | <input type="checkbox"/> Participant <input type="checkbox"/> Leader | <input type="checkbox"/> BOTH |
| <input type="checkbox"/> Youth Sunday School | <input type="checkbox"/> Participant <input type="checkbox"/> Leader | <input type="checkbox"/> BOTH |
| <input type="checkbox"/> Children's Sunday School | <input type="checkbox"/> Participant <input type="checkbox"/> Leader | <input type="checkbox"/> BOTH |
| <input type="checkbox"/> Small Group Ministry | <input type="checkbox"/> Participant <input type="checkbox"/> Leader | <input type="checkbox"/> BOTH |
| <input type="checkbox"/> Children's Church/Nursery Assistant | | |
| <input type="checkbox"/> CO-Pastors' Bible Study | <input type="checkbox"/> Wednesday, AM | <input type="checkbox"/> Sunday, PM |

Facilities:

- ☐ Outdoor Maintenance
- ☐ Custodial Relief
- ☐ Plumbing/Electrical
- ☐ Audio/Visual
- ☐ Painting/Carpentry
- ☐ Kitchen Assistance
- ☐ Boiler Experience (Heating)

Community or World Missions:

- ☐ Faith in Action
- ☐ Habitat for Humanity
- ☐ Vermilion Area Community Health Center
- ☐ CRIS Senior Services
- ☐ Center for Children's Services
- ☐ Church Neighborhood
- ☐ Downtown Danville Renaissance Initiative
- ☐ Malawi (Africa) Mission

Church Office:

- ☐ Answering Phone
- ☐ Mailings
- ☐ Filing, Folding, Copying, or Faxing
- ☐ Laminating
- ☐ Good at Cutting with Scissors and Cutting Board
- ☐ Duplicating Cassettes (3-Cassette Duplicating Machine)
- ☐ Organizing Events (*Volunteer Luncheon, Special Meetings, Orientations, etc.*)
- ☐ Bulletin Board Assembly
- ☐ Decorating for Holidays

FIRST PRESBYTERIAN CHURCH

100 N. Franklin St.

Danville, IL 61832

PERSONAL INFORMATION

FULL NAME

Title First Middle Maiden Last "Goes by Name"

Date of Birth ____/____/____ Marital Status _____ Wedding Anniversary Date ____/____/____
S/M/W/D

ADDRESSES

Home _____
Street City State Zip

Work _____
Business Name Street City State Zip

Alternate/Vacation _____
Street City State Zip

PHONE NUMBERS/E-MAIL

Home Phone _____ Work Phone _____ Cell Phone _____

Home E-mail _____ Work E-mail _____

FAMILY INFORMATION

Please list names and relation of all others in home. Please include birth dates, dedication dates and confirmation dates of each child. If you have children that are not in the home and that are not established members of First Presbyterian Church on their own, please list their names, church affiliation and any other information you wish to have updated in our files about them. (i.e. College Address).

EMERGENCY CONTACTS

Name Address Phone # Relationship

Name Address Phone # Relationship

FIRST PRESBYTERIAN CHURCH

100 N. Franklin St.

Danville, IL 61832

CHURCH MEMBERSHIP INFORMATION

Joined How? _____ Certificate _____ Confirmation _____ Transfer _____ Not a Member

Date Joined _____ Dedication Date _____ Confirmation Date _____

Are you an Elder? _____ Yes _____ No Date? _____

Are you an Ordained Deacon? _____ Yes _____ No Date? _____

Please check any committees you currently serve on. _____ Session _____ Management
_____ Witness _____ Program _____ Deacons _____ Worship Sub _____ Other _____

Please check any activities you are currently involved in. _____ Choir _____ Office Volunteer
_____ Ruth Circle _____ Rachel Circle _____ Parish Visitors _____ Youth Group
_____ Summer of service _____ Bible Study _____ Sunday School _____ Building & Grounds Vol.
_____ Other _____

If you are not a current member of First Presbyterian Church do you:

Wish to remain on our mailing list for informational mailings and the Chimes Newsletter? ____ Yes ____ No

Wish to receive more information about our church? ____ Yes ____ No

Wish to be contacted by our Pastor? ____ Yes ____ No

COMMENTS, OTHER PERTINENT INFORMATION, OR ACTIVITIES YOU WOULD LIKE TO BE INVOLVED IN:

*First
Presbyterian
Church*



Nursery

Child's Name _____ Birth Date _____

Address _____

City-State-Zip _____ Phone _____

Who brought the child? ☐ Mother ☐ Dad ☐ Grandma ☐ Grandpa
 ☐ Aunt ☐ Uncle ☐ Friend

Signature _____

Child's Name _____ Birth Date _____

Address _____

City-State-Zip _____ Phone _____

Who brought the child? ☐ Mother ☐ Dad ☐ Grandma ☐ Grandpa
 ☐ Aunt ☐ Uncle ☐ Friend

Signature _____

Child's Name _____ Birth Date _____

Address _____

City-State-Zip _____ Phone _____

Who brought the child? ☐ Mother ☐ Dad ☐ Grandma ☐ Grandpa
 ☐ Aunt ☐ Uncle ☐ Friend

Signature _____

Offering Report

The Presbytery Book of Order requires that two persons count and record all offerings. An usher shall count and record the loose cash and the number of envelopes donated at each worship service. The group leader should assume that responsibility for other occasions including the monthly Deacon's contribution. Our church's System Manager will confirm the count. The Church Treasurer is responsible for placing the offerings in the safe when the Systems Manager and Church Secretary are not available.

DATE _____

LOOSE CASH _____

LOOSE CHECKS _____

ENVELOPE COUNT _____

USHER/LEADER SIGNATURE _____

CONFIRMING SIGNATURE _____

Offering Report

The Presbytery Book of Order requires that two persons count and record all offerings. An usher shall count and record the loose cash and the number of envelopes donated at each worship service. The group leader should assume that responsibility for other occasions including the monthly Deacon's contribution. Our church's System Manager will confirm the count. The Church Treasurer is responsible for placing the offerings in the safe when the Systems Manager and Church Secretary are not available.

DATE _____

LOOSE CASH _____

LOOSE CHECKS _____

ENVELOPE COUNT _____

USHER/LEADER SIGNATURE _____

CONFIRMING SIGNATURE _____

ATTENDANCE REPORT

Date: _____

Time: _____

South Section _____

North Section _____

Children _____

Ushers _____

Choir _____

Clergy _____

Total _____

ATTENDANCE REPORT

Date: _____

Time: _____

South Section _____

North Section _____

Children _____

Ushers _____

Choir _____

Clergy _____

Total _____

ATTENDANCE REPORT

Date: _____

Time: _____

South Section _____

North Section _____

Children _____

Ushers _____

Choir _____

Clergy _____

Total _____

ATTENDANCE REPORT

Date: _____

Time: _____

South Section _____

North Section _____

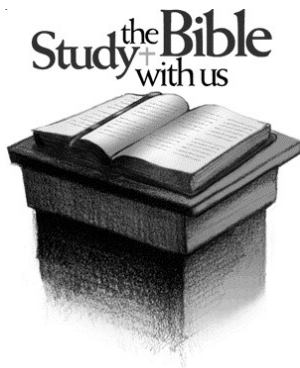
Children _____

Ushers _____

Choir _____

Clergy _____

Total _____



Fax Cover Sheet

Date: _____

To: _____

Company: _____

Recipient's Fax No. _____

From: _____

First Presbyterian Church

100 N. Franklin ~ Danville, IL 61832

Phone: 217-442-0541 ~ Fax: 217-442-6910

Number of Pages _____ (Including Cover Sheet)

Comments: _____

OVERTIME PREAPPROVAL

FIRST PRESBYTERIAN CHURCH

NAME: _____ DATE: _____

REASON FOR OVERTIME: _____

PLEASE CIRCLE MONTH _____ YEAR _____

DAYS REQUESTED:	1	2	3	4	5	6	7	8	9	10	11	12
	13	14	15	16	17	18	19	20	21	22	23	24
	25	26	27	28	29	30	31					

SIGNED: _____

APPROVED BY: _____ DATE: _____

STAFF LEAVE REQUEST

FIRST PRESBYTERIAN CHURCH

NAME: _____ DATE: _____

REASON FOR REQUEST: () VACATION () SICK LEAVE () PERSONAL () COMP TIME

COMMENTS: _____

PLEASE CIRCLE MONTH _____ YEAR _____

DAYS REQUESTED:	1	2	3	4	5	6	7	8	9	10	11	12
	13	14	15	16	17	18	19	20	21	22	23	24
	25	26	27	28	29	30	31					

SIGNED: _____

APPROVED BY: _____ DATE: _____



Seeking God's Servant

The Officer Nominating committee of First Presbyterian Church requests your nominations as it seeks to recommend men and women to serve our congregation as Elders and Deacons.

Commitment

The Nominating Committee seeks the names of individuals who love Jesus Christ, who have strong faith, and who are committed to Christ as their Lord and Savior. In addition, persons who are nominated must be willing to devote time, energy, and talents to the ministry of First Presbyterian Church for the next three years.

Responsibility

Elders are charged with the oversight of the spiritual life of our congregation - leading, governing, and if necessary, disciplining its members. Both individually and collectively (as the Session) Elders provide leadership in worship, teaching, mission evangelism, care and nurture. The office of Deacon is for the function of service, rather than governing. The deacon carries out primary service in the particular church. Deacons plan the fellowship and do much of the caring ministry of the church.

Elders and Deacons should be persons of faith, dedication, and good judgment, and should be active participants in the church's worship life and ministries.

Qualifications

The character traits and spiritual gifts which evidence a person's call to serve in one of these offices are principally described in scripture. For Elders, the key Old Testament qualification for those Moses selected was that they had already demonstrated that they were leaders among the people of God. (Numbers 11:10-17) in the New Testament the qualifications for elders are listed in 1 Timothy 3:1-13, 1 Peter 5:1-4, and Titus 1:5-9. Deacon's qualities are also listed 1 Timothy 3:8-13. All officers serve after the pattern of the One who came "not to be served but to serve." (Matthew 20:28)

Please give specific reasons for proposing this member for this office, including demonstrated commitment to Christ, service to this church, special talents, gifts, experience (teaching, committee work, volunteer activity, etc.) that he or she possesses.

Following prayerful consideration, I recommend the following individual for the office
of

Elder: _____

The following are my specific reasons for this nomination:

Deacon: _____

The following are my specific reasons for this nomination:

Submitted by: _____

Session

CLERK OF THE SESSION

HANDBOOK

**DUTIES, RESPONSIBILITIES,
AND OTHER HELPFUL INFORMATION
FOR
CLERKS OF THE SESSIONS
OF
PARTICULAR CHURCHES
IN THE
PRESBYTERIAN CHURCH (U. S. A.)**

**Compiled and Written
by
Marie V. McNabb, Stated Clerk
Presbytery of Southeastern Illinois**

THE SESSION

The session of a particular church consists of the pastor or co-pastors, the associate pastors, and the elders in active service. All members of the session, including the pastor, co-pastors, and associate pastors, are entitled to vote. The General Assembly reaffirmed the shared responsibility of pastors and elders together as the session.

SESSION RESPONSIBILITIES

The session is responsible for the mission and government of the particular church. It has the responsibility and power for the following:

- a. To provide opportunities for evangelism.
- b. To receive members into the church upon profession of faith, reaffirmation, or certification of transfer. Membership shall not be denied any person because of race, economic or social circumstances, or any other reason not related to profession of faith.
- c. To lead the congregation in participation in the mission of the whole church.
- d. To provide for the worship of the people of God, including the preaching of the Word, the sharing of the Sacraments, and for the music program.
- e. To provide for the growth of its members, and for their equipment for ministry.
- f. To develop and supervise the church school and the educational program of the church.
- g. To lead the congregation in ministries of personal and social healing and reconciliation in the community.
- h. To challenge the people of God with the privilege of responsible Christian stewardship of money, time, and talents; developing effective ways for encouraging and gathering the offerings of the people and assuring that all offerings are distributed to the objects toward which they were contributed.
- l. To establish the annual budget, determine the distribution of the church's benevolences, and order offerings for Christian purposes.
- J. To lead the congregation continually to discover what God is doing in the world and to plan for change, renewal, and reformation under the Word of God.
- k. To engage in a process for education and mutual growth of the members of the session.
- l. To instruct, examine, ordain, install, and welcome elders and deacons into common ministry when elected and to inquire into their faithfulness in fulfilling their responsibilities.
- m. To delegate and to supervise the work of the board of deacons and the board of trustees and all other organizations and task forces.
- n. To provide for the administration of the program of the church, including the employment of non ordained staff, personnel policies, and the annual review of the adequacy of compensation for all staff, including all employees.
- o. To provide for the management of the property of the church, including the appropriate use of the church buildings and facilities, and to obtain property and liability insurance coverage to protect the facilities, programs, and officers.
- p. To maintain regular and continuing relationship to the higher governing bodies, including:

1. Electing commissioners to presbytery and receiving their reports. Sessions are encouraged to elect commissioners to presbytery for at least one year, preferably two or three.
 2. Nominating to presbytery elders who may be considered for election to synod or General Assembly.
 3. Implement the principles of participation and inclusiveness to ensure fair representation.
 4. Observing and carrying out the instructions of the higher governing bodies consistent with the Constitution.
 5. Welcoming representatives of the presbytery when they visit the session.
 6. Proposing to the presbytery, and through it, to the synod and the General Assembly such measures as may be of common concern to the mission of the whole church.
 7. Sending annually to the stated clerk of the presbytery statistical and other information according to the requirements of the presbytery.
- q. To establish and maintain ecumenical relationships.
- r. To serve in judicial matters according to the Rules of Discipline.
- s. To keep an accurate roll of the membership of the church and to grant certificates of transfer to other churches. When a certificate is issued for parents, it shall include the names of their children and tell if they have been baptized. When issued for an elder or deacon, it shall include the record of ordination.

OFFICERS

Officers of each of the governing bodies, including the session, shall be a moderator and a clerk. Governing bodies may provide additional officers as required.

MODERATOR OF SESSION

The moderator possesses the authority necessary for preserving order and for efficiently conducting the business. He or she convenes and adjourns the meeting in accordance with its own action.

The pastor of the church is the moderator of the session. The session shall not meet without the pastor except as provided. If there are co-pastors, they shall, when present, alternately preside in the session. If it is advisable for some minister other than the pastor to preside, the pastor may, with the concurrence of the session, invite a minister of the same presbytery to do so.

The moderator of a church with a vacant pulpit may request an elder who is a member of the presbytery's committee on ministry, the stated clerk, executive presbyter, or associate executive presbyter, to preside. Such elder may not moderate the session of the church of which that elder is a member. If the pastor is sick or absent, the same procedure may be used, or the session, after getting the approval of the pastor, may convene and elect another of its own members to preside.

When a church is without a pastor, the moderator of the session shall be the minister appointed for that purpose by the presbytery, or a minister of the same presbytery invited by the session to preside on a particular occasion. When it is impossible for such a minister to attend, the session may elect one of its own members to preside.

The moderator must be a member of the PC (U.S.A.). The function of the moderator is to be the presence of the PC (U.S.A) in that governing body.

CLERK OF THE SESSION

The clerk records the transactions of the governing body, keeps its rolls of membership and attendance, preserves its records carefully, and furnishes extracts from them when required by another governing body of the church. Such extracts, verified by the clerk, shall be evidence in any governing body of the church.

The clerk of the session shall be an elder elected by the session for such term as it may determine. However, the clerk does not have to be actively serving on the session in an elected term.

The clerk of the session is the secretary of meetings of the congregation. If the clerk is unable to serve, the congregation elects a secretary. The minutes of each meeting of the congregation shall be attested to by the moderator and the secretary and entered in the minute book of the session.

THE SERVICE OF ORDINATION AND INSTALLATION

The service of ordination and installation takes place in a service of worship at a time designated by your session, and usually is a part of your congregation's worship on the Lord's Day. The service is to focus upon Christ and the joy and responsibility of serving him through the mission and ministry of the church, and is to include a sermon that is appropriate to the occasion. The minister presiding states briefly the nature of the offices of elder and deacon.

The minister then asks those preparing to be ordained or installed to stand before the congregation and to answer the following questions:

- a. Do you trust in Jesus Christ your Savior, acknowledge him Lord of all and Head of the church, and through him believe in one God, Father, Son, and Holy Spirit?
- b. Do you accept the Scriptures of the Old and New Testaments to be, by the Holy Spirit, the unique and authoritative witness to Jesus Christ in the church universal, and God's Word to you?
- c. Do you sincerely receive and adopt the essential tenets of the Reformed faith as expressed in the confessions of our church as authentic and reliable expositions of what Scripture leads us to believe and do, and will you be instructed and led by those confessions as you lead the people of God?
- d. Will you fulfill your office in obedience to Jesus Christ, under the authority of Scripture, and be continually guided by our confessions?
- e. Will you be governed by our church's polity, and will you abide by its discipline? Will you be a friend among your colleagues in ministry, working with them, subject to the ordering of God's Word and Spirit?
- f. Will you in your own life seek to follow the Lord Jesus Christ, love your neighbors, and work for the reconciliation of the world?
- g. Do you promise to further the peace, unity, and purity of the church?

- h. Will you seek to serve the people with energy, intelligence, imagination, and love?
- l. (For elder) Will you be a faithful elder, watching over the people, providing for their worship, nurture, and service? Will you share in government and discipline, serving in governing bodies of the church, and in your ministry will you try to show the love and justice of Jesus Christ?
- J. (For deacon) Will you be a faithful deacon, teaching charity, urging concern, and directing the people's help to the friendless and those in need? In your ministry will you try to show the love and justice of Jesus Christ?

Those who have been previously ordained and elected to a new term, answer the above questions as a renewal of their vows of ordination.

Following affirmative answers to the questions, an elder stands with those who are being ordained or installed and asks the congregation to answer the following two questions:

- a. Do we, the members of the church, accept (names) as elders or deacons, chosen by God through the voice of this congregation to lead us in the way of Jesus Christ?
- b. Do we agree to encourage them, to respect their decisions, and to follow as they guide us serving Jesus Christ, who alone is Head of the church?

After an affirmative response to these questions, those to be ordained are to kneel, if able, for prayer and the laying on of hands. Those to be installed, having been previously ordained, are to stand, if able, along with the congregation, for the prayer of ordination and installation. The session may invite other elders and ministers of the Word and Sacrament to participate in the laying on of hands.

The moderator then makes the declaration of ordination. This is followed by the members of the session, and others as may be appropriate, welcoming the newly ordained and installed, or newly installed, elders and deacons into their fellowship in ministry.

“After the service, it is appropriate for the members of the congregation to greet their new elders and deacons, showing affection and support.”

The session, through its clerk, records the ordination and installation of the new members of the session and board of deacons. This is a part of the register that is to be kept by the Clerk of the Session.

SESSION MEETINGS

The session shall hold stated meetings at least quarterly. The moderator may call a special meeting when he or she judges it necessary and shall do so when requested in writing by any two members of the session. The session shall also meet when directed to do so by the presbytery. Reasonable notice of special meetings must be given when other than routine business is to be transacted.

The session may invite members of the congregation to attend and observe its meetings if it so desires. However, this does not restrict its right to meet in executive session whenever circumstances indicate the wisdom of doing so.

A quorum of the session shall be the pastor or other presiding officer and one third of the elders but no fewer than two, except for the reception and dismissal of members, when the quorum shall be the moderator and two members of the session. The session may fix its own quorum at any higher number.

Meetings of the session, other governing bodies, commissions, and committees are to be conducted in accordance with the most recent edition of Robert's Rules of Order, except in those cases where the Constitution provides otherwise.

MINUTES AND RECORDS

The session shall keep a full and accurate record of its proceedings which shall be submitted at least once each year to the presbytery for its general review and control.

Every session shall maintain rolls of members and the following registers:

- a. Membership Rolls. The names of the members shall be placed upon, removed, or deleted from the rolls of the church only by order of the session whenever the session is fully satisfied that such action is justified.
- b. The session shall keep complete registers of the following:
 1. Marriages, including marriages of all members of the church, all marriages conducted by the ministerial staff of the church, and all marriages performed on church property.
 2. Baptisms.
 - a) Infant Baptisms - include the name, parents' names, and date of birth of those being baptized and the names of persons presenting the children for Baptism.
 - b) Adult Baptisms - include name, parents' names, and date of birth of those being baptized.
 3. Elders - with the name of the church in which each was ordained, the date of ordination, terms of active service, and the record of removals.
 4. Deacons - with the name of the church in which each was ordained, the date of ordination, terms of active service, and the record of removals.
 5. Pastors, co-pastors, associate pastors, assistant pastors, interim pastors, stated supplies, and parish associates serving the church, with dates of service.

MEMBERSHIP

It is the responsibility of the session to prepare those who wish to become members of a particular church. The session needs to have an ongoing nurture and education system in place, with the preparation for membership as a part of this.

The session has oversight of the entire process of preparation, reception, recording, assimilation, and transfer of members. (W-2.3012, G-5.0401)

It is the responsibility of the clerk of the session to maintain all of the official roles and registers of the church. The largest portion of this book involves the membership lists which need to be maintained in both an alphabetical file and in numerical order of joining according to the date of the session action.

CATEGORIES OF MEMBERSHIP

Baptized Members are those who were:

- Baptized in the presence of the congregation and enrolled by the session as a baptized member,
- Baptized elsewhere as children of active members and enrolled when the parents(s) join the congregation,
- and Baptized as children of ministers of the Word and Sacrament who are not members of a particular church.

Active Members are those who:

- Made a profession of faith in Christ.
- Were baptized.
- Were received into membership of the Church.
- Have voluntarily submitted to the government of the Church.
- Participate in the church's work and worship.
- Are entitled to all the rights and privileges of the church including the right to participate in the Sacrament of the Lord's Supper, present children for baptism, take part in meetings of the congregation, vote and elect officers, and hold office.
- Are to be reported to the General Assembly annually.

The session may develop and adopt other conditions after careful study and discussion with the congregation, consistent with the order and confessions of the Presbyterian Church (U.S.A.). (G- 5.0202)

Inactive Members are those who:

- do not participate in the church's work and worship.
- have failed intentionally to participate for a period of one year.

During this time the session made diligent effort to discover the cause of the nonparticipation and to restore the members to activity.

Affiliate Members are active members from another church who are:

- Temporarily located in your community.
- Certified by the session of the church of membership.
- Commended to the care of the particular church where they are located.

They are retained on the active roll of the church of membership until they make provision for a transfer by certificate.

They are entitled to all the rights and privileges of active members, except that they cannot vote or hold office.

An affiliate membership is effective for up to two years, with the right to renewal.

SAMPLE DOCKET FOR MEETINGS OF SESSION

The docket of business for session meetings should be prepared by the clerk and the moderator. The following form is suggested, and contains the more important items of business likely to come before a session, except those connected with judicial process. It can be modified to suit specific needs:

1. Opening prayer.
2. Calling of roll.
3. Reading and approval of minutes.
4. Communications from presbytery, synod, and General Assembly.
5. Report of pastor.
6. Report of clerk.
7. Report of treasurer.
8. Reports of permanent committees.
9. Reports of special committees.
10. Examination and reception of members.
11. Transfer of members.
12. Arrangements for Lord's Supper when necessary.
13. Instruction prior to baptism, arrangement.
14. Instruction of elders and deacons-elect, arrangements for ordination and/or installation.
15. Report to presbytery when in order.
16. Report of commissioner to presbytery or synod.
17. Unfinished business.
18. New business.
19. Adjournment.
20. Prayer and benediction.

Source: Presbyterian Law for the Local Church.

SUGGESTED SESSION MEETING MINUTES

GENERAL

Minutes are unique to each church and clerk of the session, so the following is to be used only as a sample or guide.

Minutes are a record of what was done at the meeting, not what was said by the members.

Minutes should never reflect the clerk's opinion, favorable or otherwise, on anything said or done.

The name of the seconder of a motion should not be entered in the minutes. The name of the maker of the motion does not have to be recorded, but the motion must include what action was taken by the session. It is acceptable to say "The Session VOTED that ... " (and then state the motion as it was worded in the motion.)

The number of votes on each side is entered in the minutes when the vote is by ballot or when the session orders a count.

The name and subject of a guest speaker should be given, but the presentation should not be summarized.

The words, "Respectfully submitted," should not be used. This was an older practice that is no longer considered proper according to *Robert's Rules of Order Newly Revised*.

All minutes shall be signed by the Clerk of the Session and may also be signed by the Moderator. Minutes of Congregational meetings shall be signed by both the Moderator and the Clerk of the Session, as required by the *Book of Order*.

CONTENTS OF MINUTES

1. First Paragraph - should include the following information:

Type of meeting - stated (monthly, quarterly), adjourned, or special.

Full name of the session.

Date, time, and place of meeting.

Name of moderator. If someone other than the pastor or the presbytery appointed moderator presides, explanation of the circumstances, including the fact that the usual moderator knows of and agrees to the meeting with the substitute moderator.

Presence of a quorum, and attendance - elders present, excused, absent and any visitors.

Opening worship or prayer.

2. Body of the Minutes - should contain a separate paragraph for each subject matter, and should show:

All main motions (or other motions to bring a question before the session). The minutes should show:

The wording in which each motion was adopted or otherwise disposed of and The disposition of the motion (for example: approved; approved as amended, disapproved, referred to a committee for further study, etc.). It is not always necessary to include defeated motions, unless it is important for the record.

If the session temporarily disposes of the motion (such as postponing action until the next meeting, or referring the motion to a committee), the minutes must include any primary and secondary amendments and any adhering secondary motions. An exception to this would be any motions that are withdrawn normally need not be included.

All notices of motions, if any (seldom used).

All points of order and appeals, whether sustained or lost, including reasons given by the moderator for his or her ruling.

Many entries in the body of the minutes will refer to communications or reports received as information, with no motions involved .

Partial list of items to be included in the body of the minutes (but not an exhaustive list):

Previous minutes - approved as read or corrected.

Annual election of church treasurer, audit of treasurer's books.

Receipt of regular reports from church treasurer and filed/approved, adoption of annual auditors' report.

Report of pastor - include work done between session meetings: baptisms, weddings, deaths, funerals, communion, visitations, upcoming events, etc.

Report of the Clerk of the Session - include approval of annual statistical report, report on presbytery's review of sessional records, observance of the sacraments, changes that are to be recorded in the register of the church.

Communications.

Examination, reception of new members.

Dismissal of members.

Annual review of all church rolls, any action to place a name on a roll or remove a person from a roll.

Commissioners to presbytery - election, hearing, and receiving report.

Calling congregational meetings, including annual meeting.

Training, examination of persons elected by congregation as elders or deacons.

Annual review of compensation of pastor and other staff.

Approval of annual budget.

Report annually, composition of session and comparison to congregation.

Overture to presbytery.

Committee reports, session's action on any recommendations.

Unfinished business.

New business.

3. **Last Paragraph** - should include the following:

Next meeting - date, time, place.

Adjournment with prayer - record the time.

(Adapted from the *Companion to the Constitution*.)

SAMPLE MINUTES

The Session of the *(name of church)* Presbyterian Church of *(location)* held a *(stated, adjourned, or special)* meeting on *(month, day, year)* at *(time)* a.m./p.m. in the *(name of room)* Room. The meeting was opened with prayer by *(name)*.

The following were present: _____

Excused were: _____

Absent were: _____

A quorum was established.

The minutes of the meeting of *(month, day, year)* were read and approved (or approved with the following corrections)

The report of the treasurer, was approved as presented:

Beginning balance

Receipts

Expenditures

Balance

The following report was presented by the pastor, the Reverend *(name)*, and received by the session: (This information may include the pastor's work between session meetings: weddings, baptisms, funerals, communication, visitations, upcoming events, etc.)

The Clerk of the Session, reported that since our last meeting the following information has been received: correspondence, letters of transfer requests, the recording of actions taken that need to be recorded in the official records or registers of the church, etc.

A statement regarding composition of session and membership by age (under 21, 21-34, 35-49, 50-65, and over 65), sex, racial ethnic mix, disabled, etc. (List this in your minutes annually.)

A statement reporting that the minutes, the records, and the registers of the church were examined by the presbytery. (List this annually.)

Reports of Boards

Reports of Committees

Reports of Special Committees and Task Forces

Unfinished Business

New Business

Announcements, including time and place of next meeting

Adjournment with prayer

Clerk of the Session

SUGGESTIONS FOR WRITING MINUTES

by Harold J. Dudley

1. Brevity without omission of essentials.
2. Avoid tautology - needless repetition.
3. Remember, minutes are kept primarily to record actions taken, not to report on unrelated incidents or happenings unless these, too, are actions taken.
4. Every motion should begin with "That ... " such as
It was moved and adopted: That ...
A motion was approved (or adopted) as follows: That ...
The Session approved the following motion (or resolution): That ...
Motions were adopted as follows:
That
That
That
5. Motions must always be stated affirmatively. A negative motion is taboo.
6. Movers and seconders of motions need not be listed with a motion except for
 - a) Constitutional (including Rules) questions.
 - b) Financial actions (dollars and cents).
7. Avoid recording that certain information was received (period) but rather that it was received as information. For example:
"Jack Smith reported informally on the status of renovating the church. The report was received as information. "
8. Never incorporate in the Minutes a defeated motion unless it is ordered, i.e., by action of the body, in which case the record should be:
The following motion was defeated by a vote of 4 to 3: That ...
9. Minutes should ordinarily include the following:
 - a) The time, date and place.
 - b) The names of those in attendance, usually listing the presiding officer first, or last, indicating the office as Moderator, Chairman, etc.
 - c) Devotion.
 - d) Reading of the Minutes of the previous meeting, though it is even preferable for the Minutes to be read of each meeting at its close.
 - e) Communications read.
 - f) Report of the Treasurer.
 - g) Report of Representative to Presbyter.
 - h) Reports of committees, with recommendations adopted (see No.4 above).
 - i) Business for the meeting, both unfinished and new.
 - j) Election of personnel:
 - A) Representatives to Presbytery
 - B) Local, such as Sunday school, etc.
 - C) Committees.

- k) Consideration of such matters as follows:
 - A) Communion service
 - B) Membership roll
 - C) Spiritual condition of the Church
 - D) Program of the Church: Presbytery, Synod, General Assembly
 - E) Church school; Bible school; annual meeting; summer camps and conferences
 - F) Financial situation
 - G) Care of the sick and consideration of the poor.
- l) Adjournment with prayer

SESSION RECORDS SUBCOMMITTEE

The Presbytery of Southeastern Illinois elects nine members of the Session Records Subcommittee of the Committee on Ministry (COM). The Moderator of Session Records is appointed by the Committee on Ministry and serves as a member of the COM in order to help coordinate the work of COM and of the mandated annual reviews of the Session Minutes and the Rolls and Registers of the particular church. It is the responsibility of the Clerk of the Session to maintain these minutes and the rolls and registers with great care.

The Clerk of the Session is expected to work closely with the member of the Session Records Subcommittee who is assigned to their particular church to have their official books in proper order at the time that they are contacted by the reader (the member of the Session Records Subcommittee) who will annually read the minutes for the full calendar year preceding the year we are in, along with any past minutes that may not have been read previously, using a checklist that has been developed by the Presbytery to assist the Clerk of the Session to record all materials required by the *Book of Order*, and other such information that is to be included in the minutes of a church session and congregation. He or she will also check the official rolls and registers book that is to be maintained by the Clerk of Session, checking it against the minutes to see that all members received or removed by the session have been properly recorded. A second checklist will be used by the reader in checking these lists. These records may be used as legal documents for the persons involved, as well as being an important source of history of the particular church.

Copies of the two checklists follow on the next pages. These sheets can be very helpful to the Clerk of Session throughout the year as the minutes are written and the rolls and registers kept, so that all of the records may be in proper order at the time of the review.

The subcommittee member would appreciate it if the clerk of the session would list the page numbers in the minutes' book where each of the particular items may be found. This will be especially helpful for those items that are entered only occasionally, such as quarterly or annually. Often some of the items do not stand out, and may be missed by the reader. We do not want to leave the church with an exception to the approval of their minutes in error. The reader will also leave copies of the checklists with the minutes and record books for the clerk of the session to show what he or she found. The clerk should then review the comments carefully and make changes accordingly in recording the minutes and keeping the rolls so that the information will be recorded properly in the future. In some instances, it will also be helpful for the clerk and the pastor to confer, especially in the cases of an omission of an action that is required by the *Book of Order*; for the Clerk of the Session may only record what took place and was reported to the Session. The Pastor's Report to the Session will be a valuable resource for obtaining some of the information that needs to be recorded by the Clerk.

The Session Records readers have a timeline to follow. They must report to the Moderator of the Subcommittee by December 1, so that other necessary reports can be made in time for the Presbytery to receive the report from all the churches and approve it at their first meeting of the next calendar year. Therefore, the cooperation of everyone is greatly appreciated.

**CHECKLIST OF STANDARDS
BY WHICH SESSION MINUTES ARE REVIEWED ANNUALLY**

NOTE: Check only those numbers which have met the Standards.

(Place check mark by each number to indicate approval.)

MINUTES MUST SHOW:

- ☐ 1. Date, time, and place of meeting.
- ☐ 2. Name of Moderator, elders present, absent and excused.
- ☐ 3. The opening and closing of each meeting with prayer.
- ☐ 4. The approval of the minutes of the last meeting.
- ☐ 5. All actions of the session were properly taken and recorded.
- ☐ 6. Serving of the Lord's Supper should be recorded at the next meeting.
If served privately, list those assisting (W - 3.3 616d).
- ☐ 7. The counseling of parents of children to be baptized and the authorization of the Session previous to the baptism.
- ☐ 8. The full names of applicants for church membership. Indicate if baptized and, in case of letter of transfer, give the church dismissed from.
- ☐ 9. The full name of person dismissed, date of dismissal and full name of the church to which dismissed.
- ☐ 10. All weddings performed at the church or officiated by the minister(s) (may be reported either monthly or annually).
- ☐ 11. The name of elder(s) elected as commissioner(s) to Presbytery, the exact period for which he or she was appointed and, following each presbytery meeting, a report to the Session of the events and actions of that meeting.
- ☐ 12. Names of members nominated as Commissioners to Synod or General Assembly.
- ☐ 13. The record of each session meeting is attested to by Clerk.
- ☐ 14. At the end of the year, the annual statistical report on membership and finances which is reported to the General Assembly.
- ☐ 15. The record of the full financial review of all books and records relating to finances once each year.
- ☐ 16. Minutes of all Congregational Meetings, attested to by the Clerk and the Moderator.
- ☐ 17. The session met at least QUARTERLY.
- ☐ 18. The Sacrament of the Lord's Supper was observed at least QUARTERLY.
- ☐ 19. The composition of session relative to composition of congregation annually recorded (G-I0.0301).
- ☐ 20. The annual review of the church rolls.
- ☐ 21. The annual review of pastor's compensation.
- ☐ 22. The instruction and examination of elders- and deacons-elect prior to ordination/installation recorded.

DO NOT PLACE IN MINUTES:

- ☐ 23. Details of discussion, plans that were not adopted, suggestions not followed, motions that were lost except by special order of the Session which order should be noted.
- ☐ 24. Written or printed matter on separate sheets of paper.

GENERAL RULES:

- ___ 25. When previous actions of Session are referred to, designate where recorded.
- ___ 26. Avoid erasures, interlineations, and footnotes.
- ___ 27. There should be no empty space in a minutes books. The minutes should be numbered consecutively throughout the books. If the minutes end close to the bottom of a page, the blank section should be lined out with ink so that nothing can be inserted.
- ___ 28. Record of examinations of session Minutes for the previous year and Rolls & Registers at least triennially.

EXCEPTIONS AND COMMENTS: (Note to Sub-committee member: list Checklist Numbers not checked, stating the EXCEPTION or COMMENT, noting whether E or C, with comment, and page number in the minutes.)

Item Page

_____ To be checked by member doing examination:
Name of Session

Date of Examination: _____ **APPROVED WITHOUT EXCEPTION**

Minutes examined for year of: _____ **NOT APPROVED**

 NOT SUBMITTED

Examined by, for the Presbytery of Southeastern Illinois

NOTE TO SESSION RECORDS SUB-COMMITTEE MEMBERS:

1. place one copy in the Session Minute Book;
2. send one copy to the Chair of the Session Records Sub-committee;
3. retain one copy for your file.

**CHECKLIST OF STANDARDS BY WHICH SESSION ROLLS AND REGISTERS
ARE EXAMINED (G-IO.0300 & 11.0103x)**

NOTE: Check only those numbers which have met the Standards.

MEMBERSHIP ROLLS (4)

BAPTIZED MEMBERS' ROLL

1. The full names of children baptized in the particular church.
2. The full names of active members' children baptized elsewhere.
3. The date of each baptism.
4. The date of birth.
5. The names of both parents.
6. The name(s) of person(s) presenting a child for baptism, if other than the child's parents [G-IO.0303 c (2) (a)]

ACTIVE MEMBERS' ROLL

7. The full names of those who have been received into membership of the church and are active in its work and worship.
8. The date of reception by the session.
9. The date a member has been deleted by the session.
10. A record of how a member was deleted, e.g., death, transfer, inactive, request for termination.
11. When an active member is deleted by transfer to another church, a record of the name and address of that church (city and state).

INACTIVE MEMBERS' ROLL

12. The name of the inactive member removed from the Active Roll.
13. The date of removal from the Active Roll.
14. If a member is restored to the Active Roll, the date.
15. If a member is deleted from the Inactive Roll, the date and cause.

AFFILIATE MEMBERS' ROLL

16. The name of the affiliate member.
17. The date received by the session.
18. The name and address of the church of active membership.
19. The date of removal from the Roll.
20. The date of renewal after two years on the Roll.

CHURCH REGISTER

MARRIAGES

21. A record of all marriages, performed at the church or officiated by the minister(s) (including names of bride and groom, residence at time of wedding, date and location of service, officiants, and witnesses).

BAPTISMS

22. A record of Infant Baptisms, including child's name, parents' names, date of birth, the names of people presenting the children, date of baptism, and officiant(s).
23. A record of Adult Baptisms, including name, date of baptism, officiant(s), and, for those under 21, date of birth and parents' names.

ELDERS

24. A record of the names, names of the ordaining churches, dates of ordination, terms of active service, and removals.

DEACONS

25. A record of the names, names of the ordaining churches, dates of ordination, terms of active service, and removals.

PASTORS

26. A record of the names of pastors, co-pastors, associate pastors, interim pastors, stated supplies, commissioned lay pastors, and parish associates, and their dates of service.

EXCEPTIONS AND COMMENTS: (Note to Sub-committee member: list Checklist Numbers not checked, stating the EXCEPTION or COMMENT, noting whether E or C, with comment, and page number in the minutes.)

Item Page

_____	_____
_____	_____
_____	_____
_____	_____

_____ To be checked by member doing examination:
Name of Session

_____ **APPROVED WITHOUT EXCEPTION**
Date of Examination: _____ **APPROVED WITH EXCEPTION**
Rolls and Register examined for _____ **NOT APPROVED**
year of _____ **NOT SUBMITTED**

Examined by, for the Presbytery of Southeastern Illinois

NOTE TO SESSION RECORDS SUB-COMMITTEE MEMBERS:

1. place one copy in the Session Minute Book;
2. send one copy to the Chair of the Session Records Sub-committee;
3. retain one copy for your file.

REPORTS

There are a number of reports which the Clerk of the Session should fill out on behalf of the session and the church. The pastor may fill out one of more of these, but the clerk should be responsible for seeing that these reports are completed and recorded in the minutes of the Session when it is appropriate to do so.

In November of each year, the Stated Clerk of the Presbytery oversees the mailing of a packet of reports from the presbytery office. Included in the packet are:

1. Instructions for completing the ONLINE Session Annual Statistical Report, including a workbook and user name and password.
2. Clerk's Annual Questionnaire
3. Presbytery Annual Report of Church Officers (for Presbytery Directory)
4. Necrology Report for the current year
5. Church- Wide Mission Pledge Form and Memo for the following year

SESSION ANNUAL STATISTICAL REPORTS

The Session Annual Statistical Report is very important. It is the report made by all of the churches to official report their membership and financial statistics to the Office of the General Assembly. The OGA compiles this information with that from all of the other Presbyterian Church (U.S.A.) congregations for publishing the "OGA Statistics" in the General Assembly Minutes.

As stated above, the Session Annual Statistical Report is now an online report to the Office of the General Assembly. Each church is given their own user name and password, and instructions on how to access the report form on online from any computer. If the church or the clerk of the session does not have a computer, they may be able to locate another member of the church who would allow their computer to be used to file this report. If it is not possible to file the report on line, the enclosed instruction workbook may be completed and sent to the presbytery office to be keyed into the computer.

Deadlines MUST be observed. The clerks are given a deadline of about a month and a half in which to enter the data for the church. Changes to the report may be made until you press the submit button or until midnight Eastern Standard Time, on the deadline date. At that time, the access to enter information is turned off. If you find an error after that time, call the presbytery office as the presbytery may access all of the files for the churches within its bounds for a little while longer. However, they, too, have an access deadline. So, don't delay. This report must be approved by the Session, but does not need to wait for your congregational meeting.

CLERK'S ANNUAL QUESTIONNAIRE

The Clerk's Annual Questionnaire was still able to be filed on paper, though an online version was available. It may soon be going completely online as well as the Statistical Report. Please follow the instructions in the packet to file this report. It helps various entities of the national church to find out what is happening at the local level. Often this information is very useful to them for various studies that they are doing.

PRESBYTERY ANNUAL REPORT OF CHURCH OFFICERS (FOR PRESBYTERY DIRECTORY)

The Presbytery Annual Report of Church Officers is a very important report for the Presbytery. It is the main source of information for the Presbytery Directory. A new directory is published annually in March, with updates distributed in each of the Presbytery Stated Meeting docket mailings. This is the major source for contact information for the ministers and the churches in the presbytery. It is a valuable aid to the clerks of the sessions, the commissioners and the presbytery committee members.

The report also gathers contact information for other key leaders in the churches, such as the chairs of Christian Education, Stewardship, Evangelism, and Presbyterian Women. These requests may change from time to time, based on the programmatic needs of the presbytery.

NECROLOGY REPORT FOR THE CURRENT YEAR

The Necrology Report requests the names of all ordained elders who passed away during the year that is ending when the reports are sent out. The date of death is also requested. These elders are then remembered during the first worship service at a Stated Meeting of the Presbytery after the report is compiled. Deceased minister members of the Presbytery are also remembered during the same worship service.

CHURCH-WIDE MISSION PLEDGE FORM AND MEMO FOR THE FOLLOWING YEAR

The Church-Wide Mission Pledge Form and Memo are included in the packet for the church to report. The Presbytery needs to be notified of the budgeted figures for mission giving from the churches as soon as they adopt their budget for the coming year. This is another report that is to be completed following the session action, rather than waiting for the congregational meeting.

OTHER REPORTS

The Clerk of the Session may find that there are other necessary papers to be filed periodically. These would probably include an annual tax exempt form at the County Court House each January. Another document would be the annual report to the Secretary of State along with the required \$5.00 fee to renew the incorporation of the church if incorporated as a not-for-profit corporation. If the incorporation is under the older Religious Incorporation Act, there is no annual fee. If the church has filed for and received a sales tax exemption number from the State of Illinois, this number will have to be renewed every five years by filing the requested papers with the state.

The Clerk of the Session is the official person to sign any other legal documents or other forms such as call papers or agreements with temporary pastoral positions, following action by the session or the congregation. There could be other documents as well. It would be difficult to name everything here. Just remember, the stated clerk of the Presbytery is always available to help with any questions that you have.



First Presbyterian Church

100 North Franklin Street ~ Danville, IL 61832

Phone: (217) 442-0541 Fax: (217) 442-6910

Pastor: Rev. Dr. Jimmy Hopper

E-Mail: Revjim_fpc@sbcglobal.net

Home Phone:

(217) 477-3217

24-Hour FAITH Line: 217-444-5999

www.fpcdanville.org

Kitchen Use Instructions

- Get instructions on using the dishwasher from Judy Iverson, Beau Kingore, Sheila Smiley.
- Any spills on stove, or in ovens, to be cleaned up as soon as possible.
- New foil to be placed in bottom of ovens, if something is spilled. (Foil to be kept in ovens AT ALL TIMES.)
- Any spills in the refrigerator or freezer is to be cleaned up IMMEDIATELY!
- Gray roll carts to be cleaned – if necessary – both top and bottom shelves.
- NO church utensils, pots, pans, etc. to be removed from church kitchen without permission.
- Outside organizations to bring their own tablecloths, silverware, paper towels, placemats, napkins, dishtowels, aprons, paper plates, cups and Cascade for the dishwasher.
- No left over food to be placed in the refrigerator. (Empty containers, for left over food are on top of the steel cabinet on the south wall.)
- Disposal cover to be over drain at all times when not in use.
- Do not pour gravy or greasy foods down sink drains.
- **Rinse dishes at disposal, not at sinks.**
- Clean bottom of sinks when used.
- Take all trash out to dumpster and place new garbage bags in cans.
- Make sure all stove burners, ovens and coffee burners are turned off.

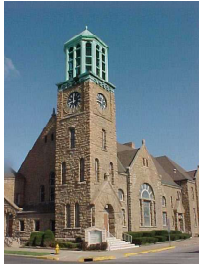
Members of Congregation:

- Use place mats on tablecloths.
- Wipe table cloths clean and let dry before folding up NEATLY.
- Take home and wash all used dishtowels, potholders and aprons, etc. and return within a few days.

Your co-operation will be appreciated. If you should have any questions, please feel free to call the office at 442-0541.

FIRST PRESBYTERIAN CHURCH

100 North Franklin, Danville Illinois 61832



217-442-0541

Pastor Jimmy Hopper

Date

Dear (Infant's Name),

Today is a very special day in your life, as something special happened to you. Your parents brought you before this congregation and you were baptized into Christ's Church. In this Sacrament, God says to you that He will always be Your God and you will always be His beloved child. He is also saying to you that you belong to His family, the Church. All of the promises He has made in Scripture and in Christ, He makes them to you, and He will be faithful in His promises. This day is special because He has publicly designated you as one belonging to Him.

It is also special because both your parents and the church made a promise: we promise to do everything we possibly can so that you will be nurtured in your faith and someday come to confess Jesus Christ as your own Lord and Savior. We care about your life and your development as a whole person. We express this today as we make our covenant with Christ in this Sacrament.

You will never remember this day and what took place, as you are only a few months old. But we hope someday you can look back in gratitude to God for what we are doing in His name. All we are trying to do is express God's will that we love you and be the power behind all that you might become in life as a child of God.

Other special days are yet to come. There will be the day that you participate in the Lord's Supper for the first time. Then, will come the day when you profess your faith in Christ. Perhaps some of us will be present then to share with you the joy of those occasions.

Your Pastor,

"See what love the Father has given us, that we should be called children of God; and so we are."

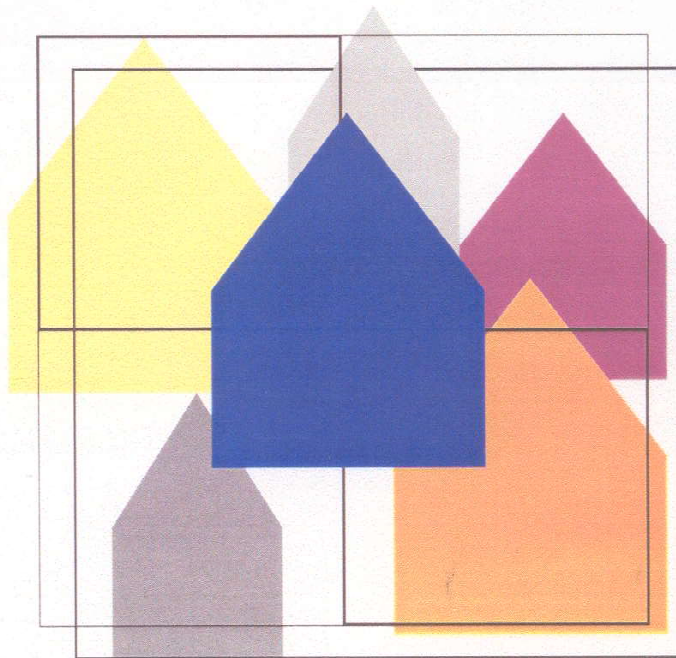
1 John 3:1

First Presbyterian Church First Presbyterian Church



Dr. Kent R. Hunter
(Church Doctor)

Appendix B



Complete Recommendations List