

# **Operations Manual And Resource Guide**

## **Lake Hills Presbyterian Church (USA)**

*“A Church in the community, serving the community of God”*

- Session Committee Descriptions and Responsibilities
- Other Functions, Teams and Special Initiatives
- Church Policies and Procedures
- Staff Position Descriptions
- Corporate Bylaws

Approved by Session: July 19, 2018



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# **INTRODUCTION**

The Lake Hills Presbyterian Church Operations Manual and Resource Guide is designed to give congregation members and others information about how the church functions. It contains descriptions of the Session Committees, the church's special projects and teams, staff job descriptions, and the corporate bylaws. It is a living document, maintained by the Lake Hills Presbyterian Church Session and is revised as necessary to accommodate the changing needs of the church.

## **SECTION ONE: COMMITTEES OF THE SESSION**

Lake Hills Presbyterian Church Session is composed of fifteen members of the congregation who are charged with oversight of the fiscal and spiritual concerns of the church.

Session members serve three-year terms and a new group of five members is elected each year. Session members head up Session Committees and, as appropriate, special projects and/or events. As assigned by the pastor, Session member representation on the Session Committees is recommended as follows:

1. Christian Education: 2 Session members plus the Director of Christian Education (ex officio)
2. Finance: 2 Session members plus The President of the Corporation (pastor), the Treasurer and the Designated Agent for Services of Process (ex officio)
3. Fellowship: 3 Session members
4. Outreach: 2 Session members
5. Personnel: 2 Session members
6. Property: 2 Session members
7. Worship: 2 Session members plus the Music Director, the Organist and the Director of Christian Education

Other members of the congregation may be invited to serve on these committees and participate in the work of the committees. All members, Session and non-Session, are approved by the Session at the beginning of each year, typically in August or September.

Each Committee shall establish guidelines to ensure the work of the committee is accomplished effectively. The first Wednesday of every month is set aside for Committee meetings, although not all Committees will need to meet every month. The Chair is responsible for communicating meeting times (other than the first Wednesday), establishing the Committee meeting agenda, and providing a report on Committee actions to the Session at the regular monthly Session meetings.

All Committees shall present their proposed budget to the Finance Committee by December 1 of each year.

The Session will communicate actions and special projects to the congregation via the church newsletter, *The Link*.

The pastor serves as an ex officio member of the Committees and attends Committee meetings as appropriate.

# **CHRISTIAN EDUCATION**

## **Purpose:**

Working with the Director of Christian Education, to ensure all members of the congregation have the opportunity to participate in Sunday School and other activities and events that expand their knowledge of Christianity and the Presbyterian religious tenets.

## **Duties and Responsibilities**

- Christmas Joy Dinner and Program
  - Coordinate with PW to select date and arrange food, decorations and Sock Tree
  - Develop program
  - Coordinate with Outreach Committee to organize Sock Tree distribution
- Develop 1-2 special educational series for entire congregation
- Establish an annual calendar of events/activities and recommend to Session by December 1

# **FELLOWSHIP**

## **Purpose:**

To plan and execute activities that are relevant to the mission of Lake Hills Presbyterian Church and bring together the members in Christian fellowship, to provide a welcome to visitors and prospective members, and to provide comfort to those in need.

## **Duties and Responsibilities:**

### **1. Churchwide Activities**

- Oversee budget and expenditures for the Committee activities and projects
- Develop an Annual Calendar of Churchwide Events and present to Session for approval by December 1
- Plan and oversee all-church social events, such as meals and festivals
- Ensure kitchen has adequate supplies for events/activities

### **2. Personal Activities**

- Learn of potential care needs of members of the congregation, in consultation with the pastor
- Coordinate monthly Comfort Meal teams and captains
- Provide funeral visitation refreshments
- Check on and visit homebound or hospitalized members
- Coordinate Sunday morning greeters
- Develop Information packets for Visitors and New Members
- Contact visitors to the church for follow-up through use of fellowship pads

## **FINANCE**

### **Purpose:**

To ensure Lake Hills Presbyterian Church is fiscally sound.

### **Duties and Responsibilities:**

- Develop and present annual church budget to Session for approval each calendar year
- Design and implement annual stewardship campaign and yearly theme, and select campaign leaders
- Administer Fund Raising Policy (Section Three: Church Policies)
- Coordinate and train teams to handle the worship service offerings
- Review financial statements monthly or as needed
- Provide financial reports/information to the Presbyterian Church, the Session and the congregation as requested/needed
- Oversee memorials and gifts to the church (See Memorials/Gifts Policy in Section Three: Church Policies)
- Establish and manage special funds

## **OUTREACH**

### **Purpose:**

To do the work of God in the community of God.

### **Duties and Responsibilities:**

- Plan churchwide outreach activities and stimulate interest and involvement of LHPC members in local, national and global service endeavors
- Review and circulate information to the congregation about service projects promoted by PCUSA and other churches in the Presbytery
- Allocate budget for all outreach projects
- Select the organizations to receive the Fifth Sunday Offering
- Recommend projects to Session for approval by December 1

## **PERSONNEL**

### **Purpose:**

To ensure that Lake Hills Presbyterian Church has adequate and qualified staff, appropriate personnel policies, effective evaluation procedures, and appropriate professional development opportunities for staff; and to serve as a support group for the pastor and other staff members.

Agenda/Meetings shall be set jointly by the chair and the pastor. No meeting will take place without the pastor present, unless the pastor is notified and informed of all agenda items.

### **Duties and Responsibilities:**

- Recommend to Session position descriptions for all staff
- Review and recommend to Session compensation and benefits packages for all staff
- Encourage professional growth and development for all staff
- Provide for a review process for all staff to assist in work planning
- Act as a support group for the pastor and other members of the staff
- Confer with the pastor on any important issues of concern
- Review Personnel Policy Manual annually and recommend any changes to Session. Amendments to the Manual are presented at a regularly stated Session meeting and require a 2/3 vote. (See Section Three: Church Policies)
- Provide oversight for the Summer Recreation Program (See Section Two: Other Functions and Special Initiatives)

# **PROPERTY**

## **Purpose:**

To ensure Lake Hills Presbyterian Church facilities and grounds are safe and meet the needs of the congregation and to ensure Medical and/or Emergency Management protocols are effective and up to date.

## **Duties and Responsibilities:**

### Outdoor Property/Facilities

- Repair or supervise repairs to building exterior and church grounds
- Hire and supervise lawn care and exterior maintenance services
- Establish and maintain maintenance, utility and service contract budgets
- Recommend and oversee all exterior facility and grounds upgrades and improvements
- Enlist participation by church members in maintenance and improvement projects

### Indoor Property/Facilities

- Repair or supervise repairs to and maintenance of interior of church property, including furniture, pews, carpeting, tile flooring and kitchen appliances
- Ensure storage areas are organized and clean
- Propose renovations to interior space when needed
- Provide and maintain medical equipment, emergency medical kit, first aid, and emergency training for the church
- Conduct training in use of AED and emergency medical kit to Session and interested church members
- Establish emergency protocol for medical emergencies, storm emergencies, etc.
- Respond to emergencies when infrastructure fails
- Administer Facilities Use Policies (See Section Three: Church Policies)
- Oversee Facilities Use Requests (See Section Three: Church Policies)

# **WORSHIP**

## **Purpose:**

To ensure various aspects related to the Worship Service are administered effectively.

## **Duties and Responsibilities**

- Sunday Morning
  - Assign Ushers and Sound System Technicians
  - Coordinate flowers
- Guest Care
  - Meet and assist guest pastors, musicians, etc.
- Worship Design
  - Coordinate communion
  - Establish dates for celebration of communion
  - Drape and care for the seasonal paraments
- Plan and coordinate special services of worship
- Maintain wedding and funeral policies
- Coordinate home communion

## **SECTION TWO: OTHER FUNCTIONS, TEAMS AND SPECIAL INITIATIVES**

In addition to the Session Committees, Lake Hills Presbyterian Church groups provide a number of other activities.

Section Two contains information on the following:

- Presbyterian Women
- Stephen Ministry
- Summer Recreation Program

## **PRESBYTERIAN WOMEN (PW)**

**Reports to:**

Session (annually)

**Members:**

Open to all women who choose to participate in or be supportive of the organization

**Duties and Responsibilities:**

Presbyterian Women (PW) gather on the second Tuesday of each month, September through June, for monthly Circle meetings. The meetings include Bible study, fellowship, and mission outreach. Each year, the Bible study program offers insights into the meaning of scripture as well as opportunities for discussion of what it means in our daily lives. In addition, the Circle members take time to share joys and concerns, casual fellowship conversation, refreshments, and to reach out to those in need through cards and prayers. The Circles engage in church and community projects and contribute to special offerings such as the Birthday Offering, Thank Offering, and Fellowship of the Least Coin which provide funding for a variety of projects that meet mission needs.

While responsible to the Session for their work, the programs of Presbyterian Women are financed through women's pledges. Each woman is encouraged to pledge through PW to support the mission of the church worldwide and the basic operating budget of PW of Lake Hills Presbyterian Church.

**Procedure:**

PW of Lake Hills Presbyterian Church is governed by Bylaws and Standing Rules that are included below.

## **Presbyterian Women Bylaws (revised April 2018)**

### **Article I - Name**

The name of this organization shall be Presbyterian Women (PW) of Lake Hills Presbyterian Church.

### **Article II – Purpose**

Forgiven and freed by God in Jesus Christ and empowered by the Holy Spirit, we commit ourselves:

- to nurture our faith through prayer and Bible study,
- to support the mission of the church worldwide,
- to work for justice and peace, and
- to build an inclusive, caring community of women that strengthens the Presbyterian Church (USA) and witnesses to the promise of God's kingdom.

### **Article III - Membership**

Members shall be all those who choose to participate in, or be supportive of, PW in any way. The membership may be divided into circles to form small groups that gather regularly to provide an inclusive, caring community of women.

### **Article IV –Election of Leaders and Term of Office**

#### **Section 1.**

The elected Leaders shall provide leadership in conducting the business of the PW in the Congregation of Lake Hills Presbyterian Church.

#### **Section 2.**

The Moderator shall lead a search committee to present names of women nominated for leadership positions. At least two-thirds of the Leaders shall be members of the PC (USA).

#### **Section 3.**

The election of Leaders shall take place prior to the annual gathering of the PW in the Presbytery.

#### **Section 4.**

The elected Leaders shall be the Moderator, Secretary/Historian, Treasurer, and Mission Opportunities Coordinator. These leaders shall work to fulfill the purpose and principles of PW.

#### **Section 5.**

The term of office for the Leaders shall be for two years. They shall serve from September 1 to August 31 except the Secretary/Historian and Treasurer shall serve from January 1 to December 31.

## **Article V – Duties of Leaders**

### **Section 1.**

The Moderator shall preside at all meetings and gatherings of PW of Lake Hills Presbyterian Church. The Moderator shall receive communications on behalf of the organization and shall be the direct link to the PW in the Presbytery. She will chair the Search Committee and present the names of women nominated for leadership positions to PW. She will maintain relationships with Church Women United and with other ecumenical groups, community and issues network, as appropriate.

### **Section 2.**

The Secretary/Historian shall record and maintain the minutes of any business conducted at regular meetings regarding the election of Leaders and approval of the budget or specific expenditures. She will also maintain and preserve the working and historical records of PW including writing an annual historical report of the program year for submission to the PW in the Presbytery historian.

### **Section 3.**

The Treasurer shall be responsible for the preparation of an annual budget and authorization of expenditures. The Treasurer shall have knowledge and understanding of the receipts and disbursements of the operating funds of PW in the Congregation and shall receive and send to the Treasurer of PW in the Presbytery the funds received for all Celebration Giving, except for the amount pledged for the operating expenses of PW in the Congregation. She makes an annual financial report available to the Session of the church.

### **Section 4.**

The Mission Opportunities Coordinator shall set goals and objectives for the new program year for Together in Service programs that seek to respond to changing needs in our local communities.

## **Article VI - Finances**

### **Section 1.**

The program of PW in the Congregation shall be financed by supporting the Celebration of Mission through women's pledges. Each woman shall be encouraged to pledge through PW in the Congregation for:

- a. Women's mission support for the world-wide mission of the PC (USA) through the General Assembly mission budget, and
- b. The basic operating budget of PW at the Congregational, Presbytery, Synod, and church-wide levels.

### **Section 2.**

PW in the Congregation shall support the operating budget of PW in the Presbytery and Synod by sending the amount determined by mission pledge forms to the Treasurer of PW in the Presbytery with pledges sent as directed.

### **Article VII - Gatherings**

PW in the Congregation shall meet regularly for fellowship, inspiration, information, and advocacy during regular Circle meetings. Leaders will present appropriate business matters that require approval during Circle meetings.

### **Article VIII - Amendments**

These By-Laws may be amended at any of the PW Gatherings by a two-thirds vote of those present and voting, provided notice of the proposed amendments have been submitted in writing to the members at least thirty (30) days prior to the Gathering at which they will be voted on. They may also be amended by a three-fourths vote without prior notice. These By-Laws may be suspended by a two-thirds vote of those present and voting, provided notice of such suspension has been submitted in writing to the members thirty (30) days prior to the Gathering at which it will be voted on.

### **Article IX – Parliamentary Authority**

Robert's Rules of Order, newly revised, shall govern PW in all cases to which they are applicable and with which they are not inconsistent with these By-Laws and the Constitution of the PC (USA).

**Presbyterian Woman Standing Rules  
(revised April 2018)**

1. The PW Leaders shall meet as necessary to carry out the duties of conducting business for the organization.
2. The sum of at least \$50 shall be placed in the budget each year toward furnishing or beautifying the parlor and adjoining kitchen. The money accumulated in this fund and future money designated for this project is to be placed in a savings account until needed.
3. We shall support local projects consistent with PW purpose through yearly individual pledges.
4. The Budget Committee shall consist of the Treasurer, Moderator, Mission Opportunities Coordinator and others deemed necessary by the committee.
5. The sum of \$10 shall be sent to Lake Hills Memorial Committee as a memorial in the event of the death of a parent, spouse, or child of any of our Church families.
6. The sum of at least \$50 shall be included in the budget each year for expenses of delegates to church conferences.
7. When their term of office expires, reports from the elected leaders shall be submitted upon the request of the Moderator for transition to new Leaders.
8. The Sunshine Fund may be carried over to the next year.
9. Regarding unbudgeted surplus money at the end of the budget year (December), any amount above \$50 must be voted on and approved by the PW before being spent.
10. The Moderator should consult with the appropriate Session Committee of the church for continuity of program.
11. Standing rules shall be printed in the annual yearbook and can be revised by a two-thirds vote at any meeting of the PW.

## **STEPHEN MINISTRY**

### **Purpose:**

Stephen Ministers are members of Lake Hills congregation who have received over fifty hours of special training to provide one-to-one, confidential Christian care to people in the church family and community who are experiencing difficulties in their lives—grief, loneliness, divorce, hospitalization, disability, job loss, and many other life issues. Following completion of their training, Stephen Ministers commit to a minimum of two years of service. Once equipped, Stephen Ministers are prayerfully matched with their Care Receivers, to whom they provide emotional and spiritual care by listening to, praying for, supporting, and encouraging them, meeting together for about an hour each week, for as long as there is a need.

Stephen Ministers participate in ongoing supervision and continuing education with Stephen Leaders, who have been trained by the national Stephen Ministry staff at a week-long Leadership Training Conference. Stephen Leaders are pastors, church staff, and lay leaders who work together as a team to lead the Stephen Ministry program. They oversee all aspects of the ministry, including the recruitment, selection, and training of the Stephen Ministers, with the goal of fulfilling the mission of Stephen Ministry... “to prepare God’s people for works of service, so that the body of Christ may be built up until we all reach unity in the faith and in the knowledge of the Son of God and become mature, attaining to the whole measure of the fullness of Christ.” (*Ephesians 4: 12-13*)

## **SUMMER RECREATION PROGRAM**

**Purpose:** To provide a six-week recreation program for the youth of the congregation and the community.

**Guidance:** Personnel Committee has the following responsibilities:

- Establishes the budget for the Summer Recreation Program
- Selects the Director(s) of the Program
- Assists the Director(s) in hiring qualified Summer Recreation staff
- Works with the Director(s) in evaluating the program at its conclusion each year
- Assists the Director(s) in handling personnel issues, should they arise
- Functions as the communication liaison between Session and the Program

## **SECTION THREE: CHURCH POLICIES AND PROCEDURES**

This Section contains information on the following:

- Elder of the month responsibilities
- The Facilities Use Policy
- The Fundraising Policy
- Procedures for Home Communion
- The Inclement Weather Policy
- The Memorials/Gifts Policy
- The Personnel Policies
- The Wedding Policy

## **ELDER OF THE MONTH**

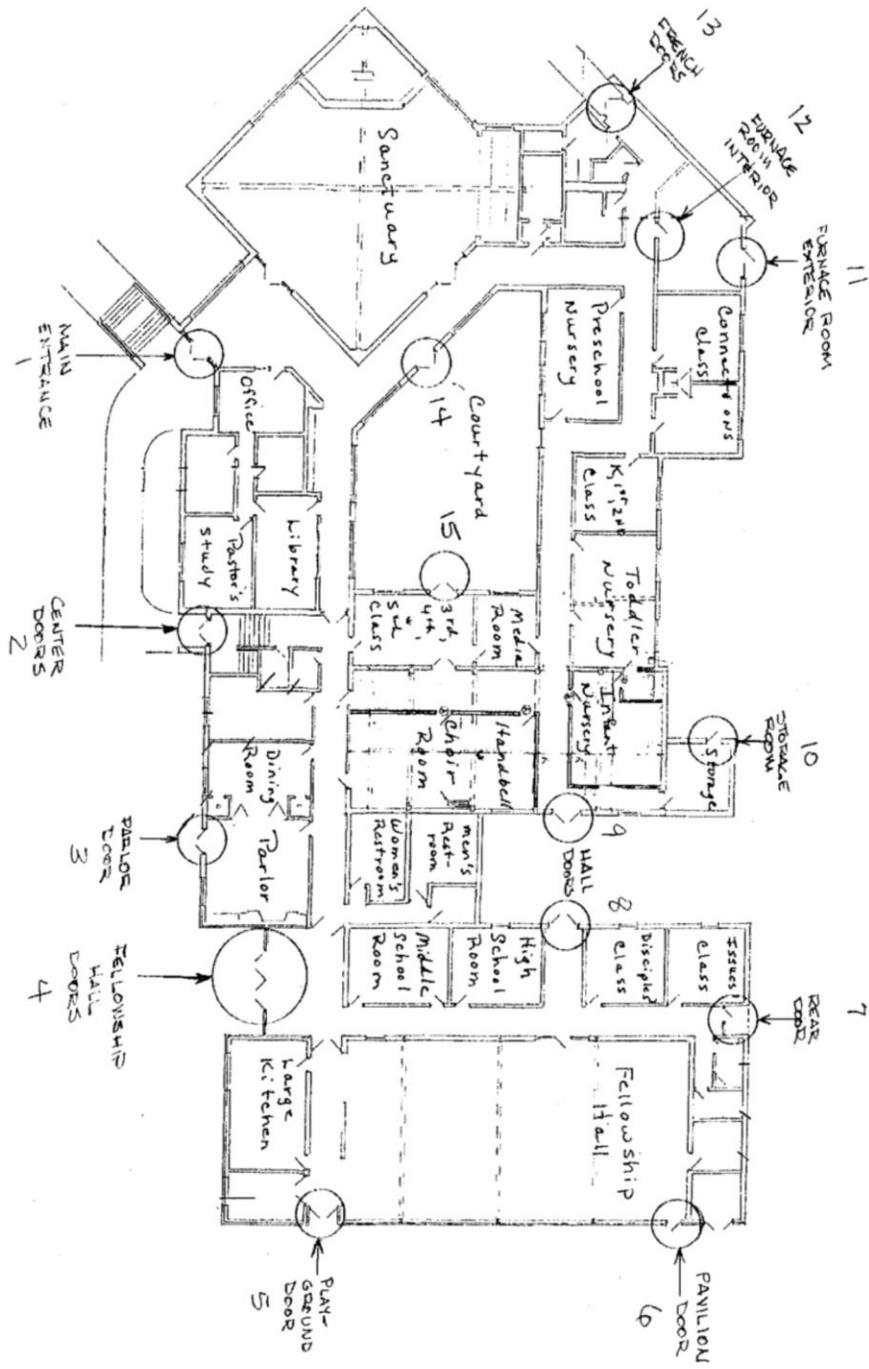
One member of Session is assigned by the pastor each month and has the following responsibilities:

- Be available to the pastor and the congregation as appropriate
- Open and Close the church on Sunday

Unlock the three sets of primary exterior doors  
Sanctuary  
Center Door  
Fellowship Hall exterior doors

After worship, turn out lights through the building, including the sanctuary, and secure the building by locking and checking that all exterior doors are locked (see diagram in Appendix A).

- Contact another elder to fill in if unable to fulfill designated duties.
  - Checklist of doors:
    - Main Entrance
    - Center Doors
    - Parlor Door
    - Fellowship Hall front doors
    - Playground Door from Fellowship Hall
    - Pavilion door from Fellowship Hall
    - Rear Door at end of hallway by Fellowship Hall
    - Hall Door in alcove adjacent to Fellowship Hall
    - Hall Door behind Choir room
    - Storage room Door
    - Furnace Room Exterior Door
    - Furnace Room Interior Door
    - French Doors in hall behind Sanctuary
    - Courtyard Door in hall by Sanctuary
    - Courtyard Door in 3<sup>rd</sup>-5<sup>th</sup> grade room



## **FACILITIES USE POLICY**

Guidelines, procedures, and charges for the use of Lake Hills Presbyterian Church (LHPC) facilities by members and approved outside groups.

### ▪ **LHPC Organizations**

1. Purpose—Ministry activity or business meetings that are part of the church organization.
2. Approval—Needed only for scheduling requirements by the Facilities Use Team to avoid conflicts. When there is a conflict, standing meetings prevail and should therefore be scheduled at the beginning of the year.
3. Facilities Request—Must be completed if key is issued, or as otherwise deemed appropriate by approving staff member. There are many keys held by Elders both previous and present and most times a key is not needed.
4. Key Issue—Only the person authorized in the Approved Facilities Request will be issued a key and will be expected to return it upon completion of use.
5. Custodial Services—Normal services should be sufficient for most activities but should be considered for intensive and lengthy sessions.
6. Charges—None

### ▪ **LHPC Members**

1. Purpose—for family oriented activities such as showers, birthday parties, receptions, etc.
2. Approval—Must be approved by the Facilities Use Team.
3. Facilities Request—Must be completed. Occupation and usage is limited to only the facilities requested and approved, plus restrooms.
4. Key Issue—Only to the person authorized in the Approved Facilities Request will be issued a key and will be expected to return it immediately upon completion of use.
5. Custodial Service—None. Individuals are expected to set up, clean up and restore area used to normal room arrangement. Individuals will be billed for damage and/or custodial service if space is not properly cleaned or restored to normal room arrangement. USE OF KITCHEN MUST MEET GUIDELINES ATTACHED.
6. Charges—None

- **Non-LHPC Organizations and Individuals**
  1. Purpose—For groups seeking to build up and improve the relations and lives of those persons in the surrounding community.
  2. Approval:
    - a. Groups previously approved (Scouts, Garden Club, etc.) by Facilities Use Team
    - b. Others—Approval by Facilities Use Team
    - c. Overnight Stays—Special consideration and conditions will apply toward approval. Group size is limited to 50 persons.
  3. Facilities Request—Must be completed. Occupation and usage is limited to only the facilities requested and approved, plus restrooms.
  4. Key Issue—Only to the person authorized in the Approved Facilities Request will be issued a key and will be expected to return it immediately upon completion of use.
  5. Custodial Service—None. Individuals are expected to set up, clean up and restore areas used to previous condition and arrangement. Failure to do so may result in additional charges or denial of future use. **USE OF KITCHEN MUST MEET THE GUIDELINES ATTACHED.**
  6. Remove any trash/garbage from the Church facilities and grounds.
  7. Charges for use of the facilities will be as follows unless waived by the Facilities Use Team:

|                                |                              |
|--------------------------------|------------------------------|
| a. Classroom                   | \$50                         |
| b. Conference Room             | \$50                         |
| c. Fellowship Hall             | \$100                        |
| d. Fellowship Hall (overnight) | \$75/night additional charge |

*Notes:*

- Entire Facility and Grounds are alcohol, tobacco, and illegal drug free.
- No church property (tables, chairs, supplies, etc.) may be borrowed or taken from church grounds without the prior approval of the Session.
- The church does not host partisan political advocacy groups.
- Non-LHPC Sponsored Athletic organizations may apply for use of the Fellowship Hall for practice or League games. Consideration will be given to use of the ball field and to the Fellowship Hall for basketball when LHPC member is on the team or has a child who is on the team requesting use of facilities.
- In the event of a time conflict, Church activities will prevail but evaluation of the situation will occur if the request for church activity was entered subsequent to the other group.
- Requestor and their entire party shall indemnify LHPC from any and all liability for injury to any persons while on the premises and LHPC assumes no liability for stolen, lost, or damaged personal items.
- Requestor assumes responsibility for any damages done to LHPC property and equipment during use and will pay for replacement/repair accordingly.

- Facilities and grounds should be left as they were found. All decorations should be removed upon leaving and all tables, chairs, etc. should be returned to their storage areas. All lights should be turned off and all doors should be locked upon leaving.
- Stack all tables on the table dollies (in the storage room beside the kitchen) and the chairs on the chair dollies.
- Use of telephones for local calls only and requestor will pay for any unauthorized long distance calls.
- Failure to meet obligations and abide by rules and guidelines presented may result in expulsion.

## **Kitchen Use**

- Church groups and committees may use the church's paper and plastic ware in the kitchen, but should use opened packages first and put unused portions back in the original bag or box.
- Church groups and committees may use the church's charcoal and lighter fluid, but should return them to the area in which they were found. Do not store them in the kitchen closet.
- Non-church groups must bring their own paper ware, plastic ware, charcoal, etc.
- No leftovers shall remain in the refrigerator or on the counters.
- If a church group or committee leaves items in the freezer, they must be labeled with a name and date.
- Personal dishes should not be left in the kitchen.
- All garbage must be removed from the church grounds and facilities.

### **All requests must be approved by the Facilities Use Team.**

1. Requests for facilities are directed to administrative assistant who completes a form indicating what facilities are needed, date of request, purpose of use, and any financial responsibility to the person or group requesting use.
2. Team leader receives request and checks church calendar to determine facilities availability.
3. Team leader communicates with Property & Facilities Committee to determine appropriateness of request.
4. Team leader communicates decision to requestor and includes copy of the Church Facilities Use Policy.
5. Team leader provides for needs of groups using the church (keys, etc.).
6. Team leader attends Property and Facilities Committee meetings as needed.

# Lake Hills Presbyterian Church

## Request for Use of Facilities

Purpose of Use: \_\_\_\_\_

Date(s) Requested: \_\_\_\_\_

Contact of Person Requesting: Name \_\_\_\_\_

Email \_\_\_\_\_

Phone \_\_\_\_\_

Approved \_\_\_\_\_

Not Approved \_\_\_\_\_

## **FUNDRAISING POLICY**

(May 6, 1991, amended March 18, 1993)

Since fundraising activities can be of a variety of different types such as car washes, auctions, solicitations for gifts to special projects, it is difficult to set guidelines which encompass each set of circumstances. The primary consideration should be for Lake Hills Presbyterian Church to serve others from a Christian perspective.

Fundraising activities should have value to their participants. Car washes promote hard work, teamwork, and Christian fellowship. Lotteries, bingo, and other such games on the other hand are inappropriate. Retailing merchandise for profit promotes hard work but does little more and therefore is not acceptable.

Raising money through contributions for special projects should be done appropriately. People may be informed of their opportunities to give, but solicitation of individuals is discouraged.

Use of church facilities for paid activities, such as tennis lessons or an aerobics class, should be for the benefit primarily of the participants, the church family, and/or the community. It would be appropriate for the participants to request the use of the church for such activities, rather than the instructor, who is presumed to have a direct financial interest.

Money raised for special projects should be allocated for those projects. The treasurer should keep adequate records to see that funds raised are spent appropriately. For example, all money given for tennis courts will be placed in the Recreation Fund. Money raised by the youth groups should be used for conferences, retreats, and youth projects.

As always, we should remember that God's work through the Presbyterian Church is primarily funded through our tithes and offerings to carry out the church's mission. No other special fundraising should distract or compete with it. Likewise, the church budget should provide proper support for all groups within the church family, including the youth groups.

## HOME COMMUNION PROCEDURES

Normally, pairs of Elders serve Home Communion. However, a husband and wife could serve together, provided one of them is an Elder. Elders serving communion do not have to be current members of Session.

Home Communion is a visit, bringing all the conversation and care friends bring each other when they come calling. The Service of Communion is normally celebrated near the end of the visit.

Two days before Home Communion, those serving communion should call the receiver to set up a time.

After Home Communion, those serving communion should notify the Minister and let him/her know of any pastoral concerns or if any follow-up is required.

### The Communion Service

Server: Jesus says, Come to me, all you that are weary and carrying heavy burdens, and I will give you rest. Take my yoke upon you, and learn from me; for I am gentle and humble in heart, and you will find rest for your souls.

We're here today with one another and with God, to share Christ's holy supper.

Let us pray: O Lord God, in the Lord's Supper, Christ is present with us by the power of the holy Spirit. Here we are offered his body, his blood, and so we pray as he taught:

*Our Father, who art in heaven, hallowed be thy name. Thy kingdom come, thy will be done, on earth as it is in heaven.*

*Give us this day our daily bread and forgive us our debts as we forgive our debtors.*

*And lead us not into temptation, but deliver us from evil. For thine is the kingdom and the power and the glory, forever. Amen.*

We give thanks that on the night before Jesus died he met with his disciples in an upper room and took bread, gave thanks, broke it, and gave it to them, saying, "Take, eat, this is my body, broken for you. Do this in remembrance of me."

Likewise, after supper, he took the cup, saying, "This cup is the new covenant sealed in my blood, shed for the forgiveness of sins. Drink of it all of you and do this also in remembrance of me."

And so we take the bread and the cup, remembering that he died for our sins, and rose again for our salvation.

(Each person present receives bread, then the cup).

Server: Thank you, Lord, for this day, and for this time that we've been able to share together. Bless (receiver's name) and share your Holy Spirit with him/her and with all your church. In Jesus' name. Amen.

## **INCLEMENT WEATHER POLICY**

Lake Hills Presbyterian Church – in its weekday and weeknight activities – shall follow the weather-related closure decisions of Knox County Schools. If Knox County Schools close because of weather, Lake Hills office, activities, meetings, and classes shall also be cancelled.

Sunday School, worship, and other Sunday church activities may be cancelled because of weather conditions upon the majority decision of the Clerk of Session, Pastor, Choir Director, Director of Christian Education, and Chair of the Property Committee. The church shall be notified of Sunday closures by telephone, email, and other social media, as available.

## **MEMORIALS/GIFTS POLICY**

Memorials are gifts to the church for the glory of God and are separate from the annual budget.

Memorials will be administered by the Memorials/Gifts team, which reports to the Finance Committee of the Session.

The Team Leader will be appointed by the Finance Committee. Two other members of the team will be selected by the Team Leader with approval from the Finance Committee. All team members will be active members of Lake Hills Presbyterian Church.

Meetings will be held as needed.

### **Duties:**

- Maintain the Memorial Book.
- Receive memorial information from the Treasurer: donor, amount of donation, and to whom the donation is made.
- In January of each year, enter information received in Memorials Book, listed alphabetically under the name to whom donation is made, then the donor and amount of donation, keeping a running total of accounts. (Year is defined as January 1 through December 31.)
- Acknowledge each contribution with appropriate card and send information to next of kin with appropriate card. Acknowledgement should occur within 30 days of receipt of contribution. Church administrative assistant will post and mail these cards.
- Order from the printer the memorial cards and envelopes when necessary. Coleman Printing is used currently (as of 2018). Team leader places the orders. The cards are paid through Memorials/Gifts line in the budget.
- Annually, in October, the chair compiles a list of the people for whom memorials were received, along with donors. The list covers the time period of November 1 of previous year to October 31 of current year.
- In January of each year, a list of items purchased from memorials for the previous year will be presented to the Finance Committee and the congregation.
- Discuss proposal of expenditures with family member of the deceased. Present proposal to Finance Committee for expenditures of memorial funds over \$500.00. An approximate expenditure may be presented to the Finance Committee without having all figures for individual items in detail.
- The Memorials/Gifts Team shall have authorization to expend from memorial fund up to \$500.00 without approval from the Finance Committee.
- Chair attends Finance Committee meetings as needed.

# **PERSONNEL POLICIES**

(Revised August 2017)

## **I. Equal Employment Opportunity**

Lake Hills Presbyterian Church will recruit, hire, call, train, and promote all persons in all job classifications without regard to race; creed; color; national origin; gender; age; marital status; religious affiliation, except when after careful study religious affiliation is determined to be a bona fide occupational qualification; or physical, mental, or medical disability (including non-sighted) unrelated to the ability to engage in job-related activities.

## **II. Process of Employment**

1. A written job description that accurately reflects the job functions will be developed by the Pastor Nominating Committee or the Personnel Committee, depending on the position to be filled. It must be approved by the appropriate governing body (e.g. Session or Presbytery).
2. If the position is advertised, the job notice shall state that the Lake Hills Presbyterian Church is an equal opportunity employer. It may not carry such phrases as “minority preferred,” or “females will be given particular favor in interviews.”
3. The equal employment opportunity policy of the church shall be followed in consideration of applicants for interviews and employment.
4. References shall be kept for six months only from the date of employment in order to comply with the legal requirements for equal employment opportunity. They should be destroyed thereafter.
5. Care should be taken during the interviews to see that the privacy of the individual is protected. All questions shall be job-related. Job descriptions will be reviewed during the interview process.
6. Job descriptions will be discussed with new staff members upon employment and revised as needed. Revisions must be approved by the Session.

## **III. Benefits**

1. Social Security

All non-ordained personnel are covered by the Federal Old Age and Survivors Benefits Act (Social Security). The employee’s share of the tax is withheld from the wages of lay staff. For ordained staff the regulations and procedures of the Board of Pensions shall be followed.

2. Vacation

A vacation with pay is provided for all staff members.

Non-ordained staff members are eligible for vacation during the calendar year as follows:

- Employed 6 months up to 1 year ..... 5 work days
- Employed 1 year up to 5 years ..... 10 work days
- Employed 5 years up to 10 years ..... 15 work days
- Employed over 10 years ..... 20 work days

The length of vacation for ordained staff shall be determined by the Terms of Call.

Vacation guidelines shall be as follows with Session approval:

1. If a holiday observed by the Presbytery of East Tennessee falls during an employee's vacation time, that day will not be deducted from the employee's earned vacation.
2. Vacation time may be taken at intervals during the year.
3. Vacation time must be coordinated through the pastor and with that of other staff members in order that the work may be maintained.
4. Part-time staff are eligible to receive vacation in proportion to hours worked.

### 3. Holidays

All holidays to be observed by Lake Hills Presbyterian Church personnel shall be determined by the pastor and Personnel Committee. Lake Hills Presbyterian Church will normally observe the holidays of the Presbytery of East Tennessee calendar. A holiday which occurs on Sunday will be observed on the following Monday, and a holiday which occurs on Saturday will be observed on the preceding Friday. Currently approved holidays are:

- New Year's Day
- New Year's Eve, one-half day
- Good Friday
- Memorial Day
- Independence Day
- Labor Day
- Martin Luther King Day
- President's Day
- Thanksgiving Day and the day after
- Christmas Eve, one-half day
- Christmas Day

### 4. Worker's Compensation

All Lake Hills Presbyterian Church staff in all locations shall be covered by workers' compensation insurance to provide for benefits in case of an on-the-job accident.

### 5. Sick Leave and Personal Leave Days

All employees will receive 12 working days of sick leave each calendar year. Sick leave may be used for personal illness, illness of a member of the immediate family for whom the employee must provide care, and medical appointments (medical, dental, vision, etc.). Two of these days may be used as personal leave days. Sick leave entitlement during the first year of employment will be prorated according to length of employment. At the time of termination of employment (either voluntary or involuntary) an employee shall have no claim for pay in lieu of unused sick leave.

#### 6. Disability

Disability is considered to be temporary separation due to physical or emotional inability to function on the job. The decision to grant leave shall be made by the personnel committee in consultation with the pastor and subject to the approval of the Session.

#### 7. Leaves of Absence with Pay

The pastor is authorized to grant leave to staff in connection with personal and family emergencies and ordained responsibilities.

#### 8. Leaves of Absence Without Pay

Leaves of absence without pay, up to six (6) months, may be provided with the approval of the pastor and the Personnel Committee, subject to the approval of Session.

#### 9. Family Leave

A staff member who is the primary caregiving parent of a newborn or newly adopted child in the family may take a maximum of 12 consecutive weeks of maternity leave following any one birth or adoption event. Six (6) weeks of maternity leave will be paid and an additional six (6) weeks of leave may be taken using a combination of unpaid leave and accrued vacation days.

A staff member who is the non-primary caregiving parent of a newborn or newly adopted child in the family may take a maximum of 3 weeks of parental leave within the 3-month period following any one birth or adoption event. One (1) week will be paid and up to an additional two (2) weeks of leave may be taken without pay; this leave may be taken non-consecutively

Eligible staff members include those who work 30 hours or more per week and have been employed for at least one year prior to requesting a maternity or parental leave. Thirty (30) days' notice prior to the expected leave is encouraged and should be submitted for approval by the pastor, personnel committee and Session.

### **IV. Dismissal for Cause**

The reasons for dismissal for cause shall include but not be limited to the following:

1. Unsatisfactory performance
2. Insubordination in the line of assigned duties
3. Neglect in the care and use of Lake Hills property and funds
4. Repeated, unexcused absence and/or tardiness
5. Substance abuse
6. Illegal, dishonest or unethical conduct
7. Sexual misconduct (as defined by the Presbytery of East Tennessee sexual misconduct policy).
8. Repeated failure to observe employer policies
9. Non-conformance with the Constitution of the Presbyterian Church (USA)

Discharge of any staff person is always considered to be an action of last resort taken after remedial measures have been proven ineffective or when the staff member's conduct is such as to preclude further service. Written documentation is required prior to recommendation for dismissal. Dismissal is subject to the complaint procedure that states that the personnel committee of the Session will mediate staff problems when requested by the pastor, a staff person, or members of the congregation.

#### **V. Annual Performance Review**

Every employee shall go through an annual performance review process with the participation of the employee, supervisor, and/or member of the appropriate committee with oversight by the Personnel Committee.

During the first week of October, an Annual Performance Appraisal Form will be completed by the following appropriate persons as enumerated in A through G. These forms should be submitted to the Chair of the Personnel Committee no later than the third week of October.

10. The chairs of all Session Committees and Clerk of the Session will each complete an Annual Performance Appraisal Form for the Pastor.
11. The Pastor and the Director of Christian Education will each complete an Annual Performance Appraisal Form for the Administrative Assistant.
12. The Chair of Christian Education and the Pastor will each complete an Annual Performance Appraisal Form for the Director of Christian Education.
13. The Chair of Worship, the Organist, and the Pastor will each complete an Annual Performance Appraisal Form for the Music Director.
14. The Chair of Worship, the Music Director, and the Pastor will each complete an Annual Performance Appraisal Form for the Organist.

15. The Pastor, the Chair of Christian Education Committee and the Director of Christian Education will each complete an Annual Performance Appraisal Form for the Nursery Worker.

16. The Pastor and the Property Chair will each complete an Annual Performance Appraisal Form for the Custodian.

The Personnel Committee will compile the Annual Performance Appraisal Forms for all employees and complete one Annual Performance Review Form for each person. The Pastor and the Personnel Committee Chair will be responsible for personally conducting the individual evaluations with each employee except for the Pastor whose evaluation will be completed by the Chair of the Personnel Committee.

## **VI. Annual Compensation Review**

The Personnel Committee is responsible for bringing a motion before Session recommending all salary increases. Salary levels shall be maintained so that they are consistent internally, responsive to changes in the cost of living, and consistent with the church's compensation standards.

Compensation for all ordained staff members is the responsibility of the congregation with the approval of the Presbytery.

# Annual Performance Appraisal Form

Name \_\_\_\_\_

Position \_\_\_\_\_ Date \_\_\_\_\_

**Rating Categories:**

- Exceeds Expectations – Work performance is consistently above the standards for the position
- Meets Expectations – Work performance consistently meets the standards for the position
- Does Not Meet Expectations – Work performance does not meet the standards required and must be improved within a designated time frame

| Performance Category – For each of the categories, rate the employee using the values described above.   | Rating | Comments |
|--|--------|----------|
| <b>JOB KNOWLEDGE</b> Demonstrates knowledge of church policies and procedures; competent with technology tools (computer programs, software, apps) necessary to complete job duties  |        |          |
| <b>WORK QUALITY</b> Completes responsibilities and duties as assigned and in a dependable, efficient manner; shows initiative to ensure tasks are completed on time; demonstrates good judgment and decision-making skills |        |          |
| <b>INTERPERSONAL/COMMUNICATION SKILLS</b> Interacts effectively, courteously and respectfully with church members and staff; accepts constructive feedback; shares information in a clear and timely manner                |        |          |
| <b>PUNCTUALITY/ATTENDANCE</b> If office hours or a defined schedule is maintained, reports to work on time; is accessible as needed so that job duties can be successfully performed                                       |        |          |
|  |        |          |

Completed by: \_\_\_\_\_

# Annual Performance Review Form

Name \_\_\_\_\_

Position \_\_\_\_\_ Date \_\_\_\_\_

**Rating Categories:**

- Exceeds Expectations – Work performance is consistently above the standards for the position
- Meets Expectations – Work performance consistently meets the standards for the position
- Does Not Meet Expectations – Work performance does not meet the standards required and must be improved within a designated time frame

| Performance Category – For each of the categories, rate the employee using the values described above.   | Rating | Comments |
|--|--------|----------|
| <b>JOB KNOWLEDGE</b> Demonstrates knowledge of church policies and procedures; competent with technology tools (computer programs, software, apps) necessary to complete job duties  |        |          |
| <b>WORK QUALITY</b> Completes responsibilities and duties as assigned and in a dependable, efficient manner; shows initiative to ensure tasks are completed on time; demonstrates good judgment and decision-making skills |        |          |
| <b>INTERPERSONAL/COMMUNICATION SKILLS</b> Interacts effectively, courteously and respectfully with church members and staff; accepts constructive feedback; shares information in a clear and timely manner                |        |          |
| <b>PUNCTUALITY/ATTENDANCE</b> If office hours or a defined schedule is maintained, reports to work on time; is accessible as needed so that job duties can be successfully performed                                       |        |          |
|  |        |          |
| <b>EMPLOYEE COMMENTS:</b>  |        |          |

Employee Signature \_\_\_\_\_ Supervisor Signature \_\_\_\_\_

## **WEDDING POLICY**

### Introduction

We are delighted that you are considering being married in Lake Hills Presbyterian Church. We want to help make your wedding service a meaningful and sustaining celebration. The following information is written in order to help you make the necessary arrangements for your wedding.

### The Wedding Service

In a Presbyterian Church a wedding is an act of worship. The distinction between civil marriage and Christian marriage should be clear in the minds of the bride and groom. Civil marriage is a legal contract, recognized with some appropriate ceremony. Christian marriage is an act of prayer and worship.

### Scheduling a Wedding in the Church

The Session is responsible for approving the time of the service. Anyone wishing to use the church building for their wedding must request the Session's approval in advance of the service.

### Weddings Performed Outside the Sanctuary or Off-premises

Weddings usually take place at the appointed place of worship, but the place is not as important as the spirit of worship which is present wherever we gather in the Lord's name. Weddings performed in a place other than the church building must be coordinated with the Pastor. The Fellowship Hall, courtyard, and parlor are all available for weddings, but their use must be coordinated with the Session.

### Lake Hills Pastor as Director of the Wedding

The Lake Hills Presbyterian Church pastor has final authority and will direct the rehearsal and wedding. The Lake Hills pastor shall officiate at the service; others may be invited to participate in the service.

### Other Pastors

The Pastor of Lake Hills Presbyterian Church, with the Session's approval, may invite another ordained minister to perform a wedding service at Lake Hills, if the Pastor is unavailable or if the bride and groom especially want another minister to be involved.

### Counseling and Arrangements

The Pastor of Lake Hills Presbyterian Church will meet with you to go over plans for the wedding and will make arrangements for premarital counseling.

### Appropriate Music

If music accompanies the service, it should be to the glory of God who sanctifies marriage and in whose name we gather. The use of hymns or other sacred music is appropriate. The use of secular music may on occasion be appropriate, but must be approved in consultation with the pastor.

### Organist

All planning for wedding music must be made directly with the Organist of Lake Hills Presbyterian Church. Arrangements concerning dates and time for rehearsals and weddings should be made directly with the Organist. The Organist, with the concurrence of the Pastor, may invite another organist or additional musicians to participate in the ceremony.

A standard fee of \$125.00 shall be paid directly to the Organist prior to the wedding. This fee does not include the cost of additional musicians or singers.

### Flowers and Other Decorations

Please identify the florist decorating for your wedding on the Wedding Information Form.

The use of flowers, candles, and other decorations is appropriate so long as they reflect reverence and do not obscure the symbols of worship or the beauty of our Sanctuary. The Communion Table shall not be removed from the Sanctuary.

The florist's decorating and removal time in the sanctuary must be coordinated with the Church Office. All decorations, debris, and floral supplies must be removed from the church property by the florist immediately following the ceremony and the same day of the wedding.

Seasonal adornments present in the sanctuary may not be disturbed or moved. A donation of \$100 is to be made to the church for use of Christmas or Easter flowers in the sanctuary.

### Photography and Recording

No flash pictures shall be taken during the service itself. All photography and audio or video recording must be made without the use of additional lights during the service, and should be as unobtrusive as possible.

### Rehearsal

Approximately one hour should be scheduled for the rehearsal. The minister will direct the rehearsal and wedding.

## Reception

All arrangements for a wedding reception at the church must be made with the Church Office and will be approved by the Session. Refer to the section on “Costs.” All wedding party members and guests must comply with the following:

- No alcoholic beverages are permitted on church property.
- No rice, bird seed, confetti, or other materials may be thrown inside the church building.
- Only bird seed may be thrown outside the building.

## Custodial Services

All arrangements for custodial services must be made with the Church Custodian well in advance of the wedding date. **Saturday weddings require additional costs (see “Costs” section).**

## License

The minister must have possession of the marriage license before the marriage ceremony can be performed.

## Costs

### Costs for Facilities (Non-Members Only)

When the bride or the groom are members of Lake Hills Presbyterian Church, no fees are charged for the church facilities. However, **all other charges apply.**

|                                       |                       |       |
|---------------------------------------|-----------------------|-------|
| Sanctuary (Seats 250)                 | Rehearsal and Wedding | \$150 |
| Courtyard, Parlor, or Fellowship Hall | Rehearsal and Wedding | \$150 |
| Fellowship Hall & Kitchen             | Reception             | \$150 |

All fees for use of the church facilities by non-members are to be paid one month in advance of the wedding date to the church office. Any additional fees will be billed immediately following the ceremony.

## **Costs for Personnel (Members and Non-Members)**

|                    |   |
|--------------------|---|
| Minister           | Honorarium, no specific charge  |
| Custodial Services | Non-Saturday: \$20.00/hour -- \$60.00 minimum<br>Saturdays: \$30.00/hour -- \$90.00 minimum |
| Organist           | \$125.00 paid in advance of service. Soloists and additional musicians are not included     |
| Minister           |   |

An honorarium may be extended to officiating minister(s) in appreciation of their services, but there are no specific charges.

### **Custodial Services**

Custodial staff is provided by the church for the rehearsal, the wedding and the reception (if held at the church). For weddings held on Sunday-Friday, the fee for members and non-members is \$20.00/hour with a minimum of \$60.00. For weddings held on Saturday, the fee is \$30.00/hour with a minimum of \$90.00.

### **Organist**

Financial arrangements for the wedding music should be made directly with the Organist in advance of the wedding date. Standard fee of \$125.00 does not include soloists or additional musicians.

## **Community “In Case of Rain” Costs and Policy**

Because we are a “community church,” from time to time people having outdoor weddings in our community request the use of our church in case of rain.

1. This extraordinary use of the church must be approved at least 30 days in advance by the Session.
2. All stated costs for facilities and personnel apply and are non-refundable.
3. Emergency church activities (such as funerals) always take precedence. Should the church require the use of the building when it has already been reserved as a “rain location,” the church will make every effort to contact the wedding party in advance. Only in this case will the costs for facilities and personnel be refunded.

## **Building Rules**

1. Smoking is not allowed in the church building.
2. The applicant is responsible for reimbursing the church for any damage to church property resulting from the actions of the wedding party, guests, or other people present for the occasion.
3. No church appointments, furnishings or equipment may be moved without the prior approval of the Minister or the Minister’s designated representative.
4. No alcoholic beverages are permitted on church property.
5. No rice, bird seed, confetti, or other materials may be thrown inside the church building.
6. Only bird seed may be thrown outside the building.

## **SECTION FOUR: STAFF JOB DESCRIPTIONS**

This Section contains job descriptions for the following:

Pastor

Director of Christian Education

Administrative Assistant

Music Director

Organist

Nursery Worker

Custodian

## **PASTOR**

Overall purpose is to provide a balanced ministry of preaching, teaching, pastoral care, and organizational leadership to Lake Hills Presbyterian Church congregation and to encourage the church to grow to its full potential in membership and in spiritual vitality. The pastor is accountable to the presbytery and the Session through the Personnel Committee.

Duties include the following:

- Oversee Corporate Worship including the Administration of Sacraments, proclamation of the Word through regular sermons, coordination of special worship services, and encouragement of the spiritual development of the members through opportunities to share personal concerns and common faith journeys
- Provide administrative management in the church
- Moderate Session meetings and participate in committee oversight and coordination
- Develop stewardship goals and emphases with Session
- Take part in hospital, emergency, and shut-in visitation and counseling when possible
- Encourage communication and coordination among committee members, projects and members
- Help meet the Christian educational needs of the members through consultation and work with the Director of Christian Education in such areas as confirmation and the development of educational goals congruent with the total mission of the church
- Identify and encourage the mission of the church within the local community and presbytery and beyond into the worldwide global mission of the church
- Encourage ecumenical and interfaith joint effort activities
- Complete evaluation of staff members where appropriate

## **DIRECTOR OF CHRISTIAN EDUCATION**

Overall purpose is to develop, coordinate and oversee all educational opportunities of the church. Under the direct supervision of the Pastor, this position is accountable to the Session and works in coordination with the Christian Education Committee.

Duties include the elements listed below.

- **LEAD EDUCATIONAL MINISTRY:** Develop, coordinate and oversee the educational ministry for the congregation consistent with the overall vision and mission of the church. Develop and revise annually a written plan that describes all educational activities including a calendar of events and means to provide required resources.
- **DIRECT CE COMMITTEE:** Serve as the primary staff resource working collaboratively with the Christian Education Committee for all educational activities and programs.
- **CHILDREN'S CHURCH:** Secure teachers and other volunteers for Children's Church. Provide appropriate teaching materials and resources for the program.
- **SUPERVISE SUNDAY SCHOOL:** Oversee the program of Christian Education by recruiting and training Sunday School teachers and researching Sunday School materials. Coordinate with teachers for approval and evaluation of curriculum used by Sunday School classes.
- **SUPERVISE YOUTH PROGRAM:** Develop and oversee a vibrant youth program. Select and train youth leaders, attend youth meetings on Sunday evenings, coordinate/attend local and regional youth events (Montreat and John Knox gatherings, etc.), and plan/manage other special events such as Vacation Bible School.
- **OVERSEE NURSERY:** Guide and coordinate with the Nursery worker to provide a safe and nurturing environment for all children in the nursery during church service and other functions. Recruit nursery volunteers. Provide or make arrangements for any training needed. Handle any problems or concerns with the Nursery program.
- **SUPPLIES/RESOURCES:** Ensure all classrooms have necessary supplies and AV equipment is in working order. Working with the pastor and administrative assistant, ensure church has supplies needed for worship (e.g., Communion, Christmas Eve candles, Children's Worship Bags).
- **COMMUNICATE ACTIVITIES OF CHRISTIAN EDUCATION MINISTRY:** Encourage participation and involvement by publicizing all educational activities and events. Employ all avenues of communication, including creative use of social media, to connect and communicate with the congregation. Participate in regularly scheduled meetings with the Pastor and Session.
- **OVERSEE MEDIA CENTER:** Recruit and train volunteers to maintain the church media center, including books, CDs and other resources to ensure materials are relevant, current, available to the congregation, and in good working order.
- **COLLABORATE WITH OTHER CHURCHES:** Enrich the Christian educational outreach of the church by working with other churches in the area to build relationships and provide opportunities for fellowship. Coordinate with Presbytery to explore opportunities.

## **ADMINISTRATIVE ASSISTANT**

Overall purpose is to perform a wide variety of administrative and office support activities to facilitate the efficient operation of the church. This person is accountable to the pastor and works closely with the Director of Christian Education as well.

Duties include the elements listed below.

- Be a welcoming presence in the church's front office
- Answer phones and check messages daily
- Handle routine mail duties (pick up and distribution of correspondence to designated staff members, committee chairmen, etc.)
- Provide general support for maintenance of the church finances including:
  - Utilize the CDM financial software program to record Sunday deposits, keep track of contributions per members, prepare deposits for bank if necessary, write checks for bills, and execute payroll functions for church staff
  - Reconcile bank statements
  - Coordinate contributions to Presbytery and oversee tax liabilities
  - Keep financial records updated for responding to any relevant inquiries and requested monthly reports
  - Provide committee chairs with financial information as needed
  - Maintain relevant files for financial information particularly for payroll, expenses, and service contract agreements and dividend information
- Prepare weekly bulletins and produce monthly Link
- Maintain files (paper and computer) for the following: membership rolls and databases, session minutes, nursery volunteers, ushers, greeters, attendance, etc., and any loaned property to church members
- Inventory and order office materials and maintain petty cash fund for such purposes
- Compose and disseminate any correspondence requested by church staff and leadership
- Check email and follow up with required correspondence related to this communication avenue
- Maintain calendar for the use of church facilities and assist in scheduling events
- Assist in keeping the church grounds, building, and contents operational by reporting needs and helping coordinate repairs as required
- Complete all other administrative duties as assigned

## **MUSIC DIRECTOR**

Overall purpose is to coordinate and plan the whole music program of the congregation. This person is accountable to the pastor.

Duties include the elements listed below.

- Serve as Choir Director at the 10:45 worship service regularly scheduled on Sunday morning
- Prepare and direct choral music for the additional services during the year: Maundy Thursday, Christmas Eve, and others as determined by the Session
- Serve as director of the Adult Choir, working to train and to call members of the church to contribute their time and talent to service in the choir. Rehearse once weekly (or as otherwise specified) with the Adult Choir. During the summer months, the choir schedule shall be set at the discretion of the music director in cooperation with the choir and Session
- Serve as director of the Bell Choir and rehearse twice monthly (or as otherwise specified) with the Bell Choir. During the summer months, the Bell Choir schedule shall be set at the discretion of the Musical Director in cooperation with the Bell Choir and Session
- Work together with the pastor and Worship Committee to plan services of worship, selecting music
- Be responsible for the purchase of all necessary music and supplies and the hiring of instrumentalists and vocalists within budgeted allowances
- Be responsible for all music filing and organization

## **ACCOMPANIST**

Overall purpose is to provide appropriate high-quality, well-executed organ and/or piano music for services of worship. This person is accountable to the pastor through the guidance of the Music Director.

Duties include the elements listed below.

- Serve as organist at the 10:45 worship service regularly scheduled on Sunday morning
- Provide organ music for the additional services during the year: Maundy Thursday, Christmas Eve, and others as determined by the Session
- Serve as organist / accompanist with the Adult Choir and rehearse once weekly (or as otherwise specified) with the Adult Choir
- Work together with the pastor and Worship Committee to plan services of worship and select music
- Be available to play music for ad hoc events such as funerals and weddings
- Provide a minimum notice of two weeks (if possible) and arrange for a substitute when unable to be present for a service or rehearsal

## **NURSERY WORKER**

Overall purpose is to provide a safe and nurturing environment for all children in the nursery during church service and other functions. This person is accountable to the pastor through the guidance of the Director of Christian Education.

Duties include the elements listed below.

- Serve as nursery worker at the 9:30 a.m. and 10:45 a.m. regularly scheduled services on Sunday morning. Arrive at the church 15 minutes prior to the 9:30 a.m. Sunday school hour
- Be familiar with each child and his/her needs. Be particularly aware of any special situations that affect a specific child (such as allergies). Use the dry erase board to make necessary notations
- Familiarize nursery helpers with children's names and needs
- Notify the Director of Christian Education when nursery supplies are needed (tissue, diapers, wipes, snacks, etc.) or when new toys or equipment are needed
- Maintain a working relationship with parents to inform them of both positive and negative behavior; i.e. excessive fussiness, aggressive behavior, sharing well, etc.
- Be responsible for leaving the nursery in an orderly condition

## **CUSTODIAN**

Overall purpose is to maintain the interior of the Lake Hills Presbyterian Church building so as to present a clean, safe and welcoming environment for worship, work and fellowship. This person is accountable to the pastor through the guidance of the Property and Facilities Chair.

Duties include the elements listed below.

- Maintain the interior surfaces, including pews in the Sanctuary, on a regular basis and spot clean after special events such as weddings
- Take immediate action to mitigate a damaging problem if the means to do so is readily available such as turning off a water supply
- Notify the relevant person to maintain an adequate supply of janitorial paper products and cleaning supplies
- Perform all work in a professional manner

### **Suggested Cleaning Schedule**

- Weekly Services for general areas
  - Empty waste baskets into containers provided by LHPC and replace liners as needed
  - Dust all exposed desktops and tables
  - Spot clean floor spills/stains and wall stains
  - Clean, and sanitize drinking fountains
  - Vacuum main traffic areas
  - In restrooms, kitchen and dining areas, clean and sanitize all fixtures, towel dispenser covers, and table/counter tops. Where applicable, clean all glass and mirrored areas. Empty all containers and disposals and replace liners as needed and refill all dispensers. Sweep or damp mop floors.
- Bi-weekly Services
  - Dust all blinds and windowsills and remove dust and cobwebs from ceilings, valances and vents
- Monthly Services
  - Dust all exposed filing cabinets, pictures, bookcases and shelves and/or damp clean if appropriate
  - Damp mop all hard surfaces and vacuum clean all carpeted areas
  - Clean wood surfaces including base boards with flooring manufacturer approved cleaner
  - Clean narthex and hall windows using cleaners that will not damage UV film on windows

**SECTION FIVE: CORPORATE BYLAWS OF LAKE  
HILLS PRESBYTERIAN CHURCH**

# BYLAWS of LAKE HILLS PRESBYTERIAN CHURCH (U.S.A.),

a religious, public benefit corporation organized pursuant to the Tennessee Nonprofit Corporation Act (hereinafter referred to as The Church).

## ARTICLE I. OFFICES

The principal office of The Church shall be 3805 Maloney Road, Knoxville, Tennessee, 37920 The church may have offices at such other places as the Session may designate or as the business of The Church may require from time to time.

## ARTICLE II MEMBERS

Section 1. Admission of Members. Individuals may become members of The Church in accordance with the provisions of the Constitution of the Presbyterian Church (U.S.A.), Part 2, The Book of Order.

### Section 2. Classes of Members.

The membership of a congregation of the Presbyterian Church (U.S.A.) includes baptized members, active members, and affiliate members, as defined in G-1.04 of the Book of Order.

- a. Active members. An active member is a person who has made a profession of faith in Christ, has been baptized, has been received into membership of the church, has voluntarily submitted to the government of this church, and participates in the church's work and worship. In addition, active members participate in the governance of the church and may be elected to serve as Elders on the Session.
- b. Baptized member. A baptized member is a person who has received the Sacrament of Baptism, whether in this congregation or elsewhere, and who has been enrolled as a baptized member by the session but who has not made a profession of faith in Jesus Christ as Lord and Savior. Such baptized members receive the pastoral care and instruction of the church, and may participate in the Sacrament of the Lord's Supper. (G-1.0401)
- c. Affiliate member. An affiliate member is a member of another congregation of this denomination or of another denomination or Christian body, who has temporarily moved from the community where the congregation of membership is situated, has presented a certificate of good standing from the appropriate council or governing body of that congregation, and has been received by the session as an affiliate member. An affiliate member may participate in the life of the congregation in the same manner as an active member except that an affiliate member may not vote in congregational meetings or be elected to ordered ministry or other office in the congregation. (G-1.0403)
- d. The session shall delete names from the roll of the congregation upon the member's death,

admission to membership in another congregation or presbytery, or renunciation of jurisdiction. The session may delete names from the roll of the congregation when a member so requests, or has moved or otherwise ceased to participate actively in the work and worship of the congregation for a period of two years. The session shall seek to restore members to active participation and shall provide written notice before deleting names due to member inactivity.

### Section 3. Actions subject to Approval by the Members.

Actions subject to approval by the Members are defined in the Book of Order, *G-1.0503 Business Proper to Congregational Meetings*, and are limited to:

1. electing ruling elders, deacons, and trustees;
2. calling a pastor, co-pastor, or associate pastor;
3. changing existing pastoral relationships, by such means as reviewing the adequacy of and approving changes to the terms of call of the pastor or pastors, or requesting, consenting to, or declining to consent to dissolution;
4. buying, mortgaging, or selling real property;
5. requesting the presbytery to grant an exemption to limitations on terms of service for Elders as permitted in G-2.0404 of the Book of Order;
6. An amendment to the charter of The Church;
7. The request to the presbytery for the merger of The Church with another corporation, or the request to presbytery for the dissolution of The Church.

### Section 4. Meetings of the Members.

1. The Church shall hold an annual meeting of the members, usually on the first Sunday in February, or as determined by the session for any or all of the purposes appropriate for action by the members and for the presentation of reports by the President and Treasurer on the activities and financial condition of the church and such other reports as requested by the session.
2. The church shall also hold special meetings of the members as are called for any or all of the purposes appropriate for action by the members, by the session, by the Presbytery, or by the session when requested in writing by one fourth of the active members on the roll of the members. The business to be transacted at special meetings shall be limited to items specifically listed in the call for the meeting.
3. All active members of the congregation present at either annual or special meetings are entitled to vote.
4. Notice of Meetings. Written notice of the time and place of the annual meeting and special meetings of the members shall be delivered in person, or by mail (USPS, electronic, or otherwise), or by prominent notice in the church newsletter to all active members at least ten days before the meeting. Additionally, public notice of the time and place of meeting shall be given at the worship service on the two Sundays immediately preceding the meeting. In the case of special meetings, the notice shall also state the purpose or purposes for which the meeting is called. In the event of weather postponement, the meeting will occur on the following Sunday without need for additional notice.
5. Quorum. If there are 100 or a lesser number of active members, 25 active members shall

constitute a quorum at a meeting of the congregation. If there are more than 100 active members, then 25 active members, or 1/10 of the active members, whichever is greater, shall constitute a quorum.

6. Presiding Officer. The minister shall ordinarily moderate all meetings of the congregation. If it is impractical for the minister to preside, he or she shall invite another minister who is a member of the presbytery or a person authorized by the presbytery to serve as moderator. If there is no installed minister, or the installed minister is unable to moderate and/or to name another moderator, the presbytery shall make provision for a moderator.
7. If there is an equal division among the members, the presiding minister shall submit the question to a second vote. If there is another equal division, the motion is lost.

### ARTICLE III. THE SESSION

Section 1. Definition. The ecclesiastical and secular business and affairs of the Church shall be managed by or under the authority of a board of directors which shall be called the Session. The Session shall consist of 16 members – the Minister of the church shall be a member of the Session. All other members of the Session shall be elected by the Active Members of the church in accordance with the procedures to be established in the charter or Bylaws of the Church and shall not serve until such time as they are ordained and installed as active Elders in the service of the Church. The elected directors shall be called Elders. All members of Session shall be allowed to vote.

Section 2. Moderator. The minister shall be the moderator of the session, and the session shall not meet without the minister or designated moderator. If there is no installed minister, or if the installed minister is unable to invite another moderator, the presbytery shall make provisions for a moderator. (G-3.0201)

Section 3. Election of Elders. The Session shall be divided into three classes, each of which shall consist of five Elders and shall be identified by reference to the year in which the term of office of the Elders in the class is due to expire.

Section 4. Terms. Elders shall be elected to serve terms of no more than three years on the session, and may be eligible for reelection. However, no Elder shall be eligible to serve more than six consecutive years, and a Elder who has served six consecutive years shall be ineligible for election for at least one year. (G-2.0404)

Section 5. Vacancies on the Session. If a vacancy occurs on the Session by virtue of the death, resignation, or removal of a Elder, the vacancy shall be filled by vote of the congregation at a meeting called for that purpose. An Elder elected to fill a vacancy on the Session shall serve the remainder of the term of the Elder whose death, resignation, or removal created the vacancy on the Session.

Section 6. Meetings of the Session. Regular meetings of the Session shall be held at The Church, at least quarterly (G-3.0203), usually on the third Thursday of each month. Special meetings of the Session may be held on the call of the Minister, the President, or three Elders. At all meetings at the Session, a majority of the session then in office shall constitute a quorum for the transaction of business, and the act of a majority of the directors present at any meeting at which there is a quorum shall be the act of the Session.

Section 7. Committees. The Session may constitute such Committees as it deems necessary or convenient for the conduct of the ecclesiastical and secular business and affairs of the Church. Such committees shall have such membership, responsibilities, and authority as specified by the Session.

#### ARTICLE IV. OFFICERS

Section 1. The Officers of the Corporation. The officers of the corporation shall be a President, a Treasurer and Assistant Treasurer, a Secretary who shall be the Clerk of the Session, and such other officers as shall be appointed by the Session.

Section 2. Election of officers. Officers shall be elected and subject to removal by the Session. Officers will normally be elected for three-year terms of office at the regular meeting of the Session in September.

Section 3. The President. The President shall be the Chief Executive Officer of The Church; shall be an ex-officio member of all standing committees; shall have general authority to conduct the day-to-day business of the Church; and shall see that all orders and resolutions of the Session are carried into effect. The President shall execute bonds, mortgages and other contracts as authorized by the Session. The Minister is eligible for election as President of the Church. If the President is unable to serve, the Session shall designate a member of the Session other than the Secretary to serve as Acting President until the Session determines the President is again able to serve or elects a successor to serve as President.

Section 4. The Treasurer and Assistant Treasurer. The Treasurer shall have custody of the Church's funds and securities and shall keep full and accurate records of receipts and disbursements in books belonging to the Church and shall deposit all moneys and other valuable effects in the name and to the credit of the Church in such depositories as may be designated by the Session. The Treasurer shall disburse the funds of the Church as authorized by the Session, making proper record for such disbursements and shall render to the President and session, at the regular meetings of the Session or as they may require an account of all transactions and of the financial condition of the Church.

The Assistant Treasurer shall serve as Treasurer if the Treasurer is unable to serve and shall provide such other assistance to the Treasurer as requested by the Treasurer.

Section 5. The Secretary. The Clerk of the Session shall serve as Secretary and shall be an elder, usually a member of session. The clerk shall attend all meetings of Session and shall record and promptly prepare the Minutes of all meetings in a book to be kept for that purpose. Under the authority of session, the clerk will maintain the Membership Roll and the Registers of the church (G-3.0204), shall prepare the Annual Statistical Report to the PC(USA), and shall report at least annually to the Session with respect to any members requesting deletion from the roll of the congregation or who ceased to actively participate in the work and worship of the congregation for a period of two years.

#### ARTICLE V. FISCAL YEAR

The fiscal year of the Church shall begin on January 1 of each year.

#### ARTICLE VI. ADOPTION AND AMENDMENT OF BYLAWS

Bylaws of the Church may be adopted, amended, or repealed by the Session or the Members in accordance with the provisions of the Tennessee Nonprofit Corporation Act.

#### ARTICLE VII. NON-DISCRIMINATION

Notwithstanding any provision of the Charter or these Bylaws, the Church shall not discriminate against any person on the basis of race, color, gender, national or ethnic origin.

