

Manual of Operations

**West Berlin Presbyterian Church
2911 Berlin Station Road
Delaware, Ohio 43015**

Presbytery of Scioto Valley
Synod of the Covenant
Presbyterian Church (U.S.A.)

Adopted: February 1, 2015
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West Berlin Presbyterian Church Mission

"The Small Strong Church With a Big Heart"

The mission of West Berlin Presbyterian Church is to follow God's law and act in true faith by being a welcoming place where community members come to learn, take part in worship, find fellowship, and serve those in need, for the glory of God.

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Historical Summary

West Berlin Presbyterian Church was founded in January 1876 by a few families living in the Berlin Station community who found the horse and buggy ride to other Presbyterian churches was arduous, particularly during inclement weather. Current membership includes a descendant from the original 1876 congregation.

The sanctuary we use today was constructed in 1877, using volunteer labor and lumber from farms of the members. The original church bell and clock in the sanctuary has been running for more than a century.

West Berlin Presbyterian Church was initially “yoked” (they shared a minister) with one or two other Presbyterian churches: Berlin Presbyterian Church and/or Liberty Presbyterian Church. West Berlin had its own part-time minister from 1994 to 2004, when it first called a full-time minister. Today, we employ a part-time minister.

The annex was constructed in 1957, with the shelter house for outdoor activities added in 2003. The Church Fellowship hall addition was constructed in 2011. The church is located on approximately four-acres.

The West Berlin Presbyterian Church is proud that one of its members was the first woman to be elected as a member of her church’s Session and as Commissioner to Presbytery meetings in the local Presbytery.

Due to the COVID19 pandemic beginning in March of 2020, the church expanded its ability to extend worship services beyond its sanctuary and beyond current membership through internet (Zoom) technology. Individuals who directly participate in weekly serviced was extended to homebound persons and persons in other geographic areas including multiple states. This allowed the church to offer continued active participation and membership to others looking to be part of a small church environment.

Articles of Incorporation

The undersigned, desiring to form a religious corporation, not for profit, under Chapter 1702 of the Revised Code of Ohio, do hereby certify:

FIRST. The name of said corporation shall be West Berlin Presbyterian Church (U.S.A.)

SECOND. The place in Ohio where the principal office of the corporation is to be located is Berlin Township, Delaware County.

THIRD. The corporation is formed exclusively for purposes under which a corporation may be formed under Chapter 1702 of the Revised Code of Ohio and or for pecuniary gain or profit; the purpose for which the corporation is formed are exclusively religious and charitable within the meaning of Section 501 (c) (3) of the Internal Revenue Code, as amended (or the corresponding provision of any future United States Internal Revenue Law), and are particularly directed toward the following purposes.

- (a) The establishment and maintenance of a Christian Church and religious association for the worship of God and in furtherance of His Kingdom, in affiliation with, and according to the doctrines and polity followed, observed or advocated by, the Presbyterian Church (U.S.A);
- (b) The receipt, holding, encumbrance, management, and transfer of property, real or personal, for the church; the acceptance and execution of deeds of title to such property; the holding and defense of title to such property; the management of any permanent special funds for the furtherance of the purposes of the church, all subject to the authority of the Session and under provisions of the constitution of the Presbyterian Church (U.S.A), provided that none of said activities shall be engaged in for profit.
- (c) To do any and all things necessary, convenient, or expedient for the accomplishment of any of the purposes or the furtherance of any of the powers herein before set forth either alone or in association with other corporations, partnerships, firms, or individuals, and all matters other than expressly limited herein which might be done by a corporation organized pursuant to Chapter 1702 of the Revised Code of Ohio.

FOURTH. The following persons, not less than six, shall serve such corporation as initial trustees until the first annual meeting or other meeting called to elect trustees:

Patricia Clay	6312 Howard Road	Sunbury, Ohio 43074
Marilyn Hubbard	2953 Gregory Road	Delaware, Ohio 43015
Rollin Kiser	3077 Piatt Road	Delaware, Ohio 43015
Robert McCreary	2571 Berlin Station Road	Delaware, Ohio 43015
John Stein	1455 Dale Ford Road	Delaware, Ohio 43015
Kay Wells	3041 Curve Road	Delaware, Ohio 43015

FIFTH. Any person may become a member of said corporation who responds in trust and obedience to God's grace in Jesus Christ, who has been baptized, and who is willing to be and continue in affiliation with, and observe the policy, government, and doctrines advocated, espoused, or recommended by, the Presbyterian Church (U.S.A.).

SIXTH. This corporation shall be subordinate to and subject to the authority of the Presbyterian Church (U.S.A.).

SEVENTH. Any and all property now or hereinafter held by this corporation or to which this corporation is entitled, shall be held in trust for the Presbytery of Scioto Valley of the Presbyterian Church (U.S.A.) or its

successors, claiming and recognizing membership in and observance of the polity, government, doctrines, disciple of the Presbyterian (U.S.A.).

EIGHTH. Whenever property of, or held for, this corporation ceases to be used by this corporation as a particular church of the Presbyterian Church (U.S.A.), in accordance with the constitution of the Presbyterian Church (U.S.A.), such property shall be held, used, applied, transferred, or sold as provided by the Presbytery of Scioto Valley or its successors.

NINTH. In the event that this corporation is formally dissolved by the Presbytery of Scioto Valley or its successors, or has become extinct by reason of the dispersal of its members, the abandonment of its work or other cause, such property as it may have, shall be held, used, and applied for such uses, purposes and trusts as the Presbytery of Scioto Valley or its successors may direct, limit, and appoint, of such property may be sold or disposed of the Presbytery of Scioto Valley or its successors may direct, in conformity with the constitution of the Presbyterian Church (U.S.A.) or its successors.

IN WITNESS WHEREOF, I have hereunto subscribed my name by this twenty-sixth day of January 1987.

Patricia Clay, Incorporator

Bylaws

The West Berlin Presbyterian Church of Delaware County, Ohio, being a particular church of the Presbyterian Church (USA), is a congregation of those who have promised and covenanted to live together in unity and to work together in the ministry as disciples of Jesus Christ, bound to Christ according to the principles of faith, mission, and order of the Presbyterian Church (USA).

1. Congregation

Congregation/Corporation and Session

The Congregation and the Corporation of the West Berlin Presbyterian Church are one and the same body. The governing body of the Congregation is the Session, which is composed of the elected Elders and the Moderator. Elders are selected by the congregation. Together with the Ministers of the Word, they exercise leadership, government, and discipline and have responsibility for the life of the church. The Session may serve as the Board of Trustees of the Corporation.

The Congregation/Corporation operates within the *Book of Order* of the Presbyterian Church (USA) and the laws of the State of Ohio.

Membership

Membership is defined as any communicant member of the church, regardless of age, who is on the active roles of the West Berlin Presbyterian Church, is a member of the Congregation/Corporation and is entitled to speak and vote during any meeting of the Congregation/Corporation, except that only members of the age 18 years or older shall be eligible to vote on questions concerning property. Persons only able to participate in church activities through online (virtual) means are welcomed as members. There are no fees or dues required of members, and no person will be denied membership because of race, ethnic origin, physical handicap, worldly condition, or any other reason not related to their profession of faith.

Meetings

The members of the Congregation/Corporation meet annually on a Sunday in January. The exact time and date of the annual meeting is determined by the Session and announced in the church program of worship and from the pulpit on the two Sundays prior to the date of the meeting. The meeting may be convened following the notice given on the second Sunday.

Special meetings of the Congregation/Corporation may be called by the Presbytery, the Session, or by the Session when requested in writing by one-fourth of the active members of the Congregation/Corporation. The meeting is called for a specific purpose, and only those issues can be considered during the special meeting. The exact time and date of the special meeting will be announced in the church program of worship and from the pulpit on the two Sundays preceding the date of the meeting. The meeting may be convened following the notice given on the second Sunday.

A quorum is considered to be one-fourth or at least 15 of the active membership, whichever is the greater number for the annual and special meetings. The Pastor serves as Moderator and presides during annual and special meetings.

When the church is without a Minister, the Moderator of the Session, appointed by the Presbytery, presides over all meetings. The Pastor is not eligible to vote during a meeting of the Congregation/Corporation. When a tie vote occurs, the Ministers poses the question to the Congregation a second time. If a tie vote occurs again, the question fails.

Session may designate the means of holding a congregational meeting (in person, on line, or hybrid). Persons may attend and participate in a congregation meeting in person or through electronic means (internet via computer or phone) as long as they can be personally identified. Privileges of the floor shall be independent of the means of attendance. The meeting shall accommodate voting by all eligible members attending.

The Clerk of Session serves as Secretary for the meeting of the Congregation/Corporation. Business transacted during the meetings of the Congregation/Corporation may be two types; ecclesiastical and corporate. Both types of business may be conducted during the same meeting. Business discussed is limited to items permitted by the *Book of Order*. Meetings will be conducted according to the most recent edition of the *Robert's Rules of Order*.

Annual Meeting Agenda

The agenda of the annual meeting consists of the following:

- Determination of a quorum
- Opening prayer
- Clerk's report on Session (Action of minutes of preceding meeting)
- Clerk's annual report
- Treasurer's annual report
- Minister's annual report
- Reports of church organizations
- Election of Nominating Committee
- Election of Officers of the Corporation
- Old business
- New business
- Adjournment
- Closing prayer

2. Session

Membership

The Session consists of six active members of the Congregation/Corporation who are Ordained as Ruling Elders of the Church and the Pastor (Moderator). All members of the Session including the Pastor are entitled to vote.

Two members of the Session are elected by the Congregation/Corporation to serve three- year terms during a duly called meeting during the fourth quarter of each calendar year. At the time of the election, the Moderator calls for nominations from the floor. Elections may be conducted by secret paper ballot and tallied by the Nominating Committee. If there are more than two candidates, the two receiving the greatest number of votes is declared elected. If there are only two candidates, they may be elected by acclamation.

The membership of the Session will be representative of the race, age, and sex of the Congregation/Corporation active membership to the degree possible.

There may be an annual orientation program for newly elected and/or reelected Elders, at which time they receive from the Clerk of a copy of the latest *Book of Order*, a copy of these Bylaws, and other pertinent documents. They may be encouraged to attend the annual Partners In Education (PIE) training of the Presbytery for newly elected elders.

Elected members assume office on the first day of January of the year following their election and serve until their successors are elected and installed.

An Elder may not serve more than two consecutive terms as a member of the Session. Session members serve without compensation, except that they may be reimbursed for the reasonable expenses incurred during the normal conduct of their duties.

If a vacancy occurs on the Session, other than by normal expiration of term, the vacancy can be filled by an election of candidates selected by the Nominating Committee and held during a meeting of the Congregation/Corporation. Vacancy in the office of Clerk or Treasurer is filled by the Session.

Specific Responsibilities

The duties of the members of the Sessions, individually and jointly, generally are those outlined in the *Book of Order* as follows:

Meetings of the Session

Regular meetings of the Session may be held at least once each calendar quarter at a time and place to be determined by the Session. Special meetings of the session may be called by the Pastor or any two members of the Session. The Pastor may appoint a "Temporary Moderator" to preside over meetings of the Session that may occur during the extended absence or disability of the Pastor.

Notice of regular and special meetings of the Session must be provided to its members by the Clerk prior to the meeting. In the absence of the Clerk, the Moderator or a member of the Session may assume this responsibility.

In the case of an emergency, a meeting of the Session may be called with shorter notice, provided that every effort is made to contact all the Session members in a reasonable amount of time prior to the meeting. Four elected members of the Session in attendance constitutes a quorum.

Officers

Moderator (Pastor) - Presides over Session meetings, maintains order, appoints committees, and performs other duties usually assigned to a meeting chair.

Secretary (Clerk of Session) - Elected annually by the Session to a one-year term during a meeting to be held in January. The Clerk is a nonvoting ex-officio member of the Session, unless is an elected member of the Session. The Clerk records and maintains minutes of the Session and maintains other documents pertinent to the operation of the Session and Congregation/Corporation.

Treasurer - Elected annually by the Session to a one-year term during a meeting to be held in January. Under the direction of the Session, the Treasurer maintains the financial records of the Congregation; receives donations and other sources of income; meets the financial obligations of the Congregation; invests excess

funds; reports the financial status of the Congregation/Corporation, and acts upon financial directives as determined by the Session. The Treasurer may be an elected member of the Session.

Committees

Session shall have the following Standing Committees:

- Administration
- Personnel
- Worship and Outreach
- Education
- Deacon & Mission Board
- Nominating

Annually, membership of the standing committees of the Session is determined as needed in the administration and mission of the congregation. Each active member of the Session shall serve on one of the standing committees, with an active Elder being designated as Chair (with the exception of the Deacon and Mission Board and Nominating Committee). Members-at-large from the congregation shall be added as needed.

The Pastor appoints chairs of the standing committees from the members of the Session. The chairs select members of the committees from the Congregation, except in the cases of 1) the Nominating Committee, for which the Congregation elects, during the fourth quarter of each calendar year, two members from the Congregation who are not members of the Session, but one of may be an ordained Elder not currently serving and 2) The Deacon and Mission Board which elects its own Chair.

The Session conducts an annual review of the Deacon and Mission Board.

The Session may create, from time to time, Special Committees necessary for conducting specific business of the Congregation. The Pastor appoints chairs from the members of the Session to such Special Committees. The chairs select members from the Congregation, unless otherwise directed by the Session.

3. Corporation

West Berlin Presbyterian Church is incorporated under the laws of the State of Ohio as West Berlin Presbyterian Church. It is organized exclusively for charitable, religious, educational and scientific purposes under section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code.

The corporation shall hold all financial, personal property, and real property assets in trust for the use and benefit of the Presbyterian Church (U.S.A.) in accordance with the Constitution of the Presbyterian Church (U.S.A.).

Except as otherwise provided by law, the Articles of Incorporation, the Code of Regulations, or the Constitution of the Presbyterian Church (U.S.A.), the authority to carry out the business affairs of the Corporation shall be exercised by the Session of the Church, which performs the legal function of a Board of Directors under Ohio Nonprofit Corporation Law, and is elected in accordance with the Constitution of the Presbyterian Church (U.S.A.), the Code of Regulations, and these Bylaws.

Any properly constituted meeting of the Congregation may constitute a meeting of the corporation.

The officers of the corporation shall be president, vice-president, secretary, and treasurer. The positions of secretary and treasurer may be combined. The Board of Directors shall nominate corporate officers for election at the annual meeting of the Congregation.

Amending the Bylaws and Manual of Operations

Amendments (additions/subtractions/changes/corrections) to this Bylaws shall be presented at the Annual Meeting of the Congregation, or any special meeting of the congregation called for such a purpose. A majority vote of the congregation present at such a meeting shall be sufficient to approve actions.

Additions/subtractions/changes/corrections to the various parts of this Manual of Operations, beyond the Bylaws, shall be made by action of the Session in support of the administration and mission of the congregation.

Appendices to the Manual of Operations

Standing and Special Committees Descriptions

Standing and Special Committees may be advisory only and have only the authority specifically delegated to them by the Session. Standing committees may establish subcommittees as needed to perform their duties.

Standing Committees (Adopted by Session 6 December 2015, Revised April 2017, Revised XXX, 20XX)

Administration Committee

Vision for Ministry

The Administrative Committee has responsibility for stewardship of the financial and physical resources of the WBPC consistent with the PC(U.S.A.) Book of Order and the Laws of the State of Ohio. The administrative committee works in close collaboration with the Treasurer.

Membership

Members-at-large from Congregation as needed appointed annually by the Chair for a specific term or task. Pastor (Ex-officio - non-voting). Chair is appointed annually (calendar year) by session. Membership must include at least one session member.

Tasks

Finance (BoO G-3.0113 Finances)

- Coordinate development of an Annual Budget
- Oversees financial issues
 - Assures tracking finances in a way that assures accountability, transparency, confidentiality, and adherence to good accounting practices
 - Assures validation of expenditures monthly by Session
 - Assures dual signatures on all bank accounts
 - Develops and maintains practices that support confidentiality in giving
 - Advises session of trends, discrepancies, and anticipated problems
 - Oversees special accounts (Endowments, Memorials, Special Gifts)
 - Provide for online giving option by members and other potential donors
 - Provide for reporting of online giving to Session (monthly) and Congregation (Annually)
- Generates an understanding of Stewardship with the Congregation
 - Create document(s) that guide stewardship and giving (time, memorial and other gifts, money)
 - Maintains a list of special funding opportunities (Solicits other committees for input)
- Recommends a committee of members versed in accounting procedures for reviewing of Church account records
- Create an annually report to be included in the Annual Report to the Congregation.

Building and Grounds

- Provides for care and upkeep of WBPC facility and grounds.
 - Arranges for lawn care and snow removal
 - Identify and address barriers which impact attendance by potential or current members
- Secures insurance coverage – maintain relations with insurance agent
- Develops and maintains a long-range plan for buildings and grounds (including green space and parking)
- Oversees building and grounds usage
 - Maintains a building and grounds calendar and reservation system accessible to all committees.

- Creates and reviews annually, written guidelines for church and grounds space use by members (for anniversaries, birthday parties, etc.); community (for block watch meetings, etc.); and people not affiliated with the church (weddings, graduations, etc.). These needs to include such items as fees, donations, expectations for building maintenance (trash, taping on walls, cleanup of spills) and kitchen use.
- Granting permission for church members to borrow tables, chairs, etc. (Chair of Committee or in his or her absence, the Clerk-of-Session is authorized for this activity)
- Building key policy, who is authorized keys
- Create an annually report to be included in the Annual Report to the Congregation.

Personnel Committee

Vision for Ministry

The Personnel Committee has responsibility for stewardship of the human resources of the WBPC consistent with the PC(U.S.A.) Book of Order and the Laws of the State of Ohio.

Membership

Members-at-large from Congregation as needed appointed annually by the Chair for a specific term or task. Pastor (Ex-officio - non-voting). Chair is appointed annually (calendar year) by session. Membership must include at least one session member.

Tasks

- Develop and maintain a staffing plan for WBPC
 - Develop and maintain position descriptions for volunteer leadership and service positions.
- Consider options for new positions or rearrangement of positions
 - Develops plan for back-up / apprentice / shared responsibilities for volunteer positions and officers.
- Responsible for hiring/dismissing, or receiving resignations of all staff.
 - Upon resignation of a Pastor, works with the Session and Presbytery to determine temporary pastoral supply, and process for a Transitional Pastor and conducts a search for same, making a recommendation to a temporary hire to the Session.
 - In the special case of hiring a Pastor, a specially appointed Pastor Nominating Committee (PNC) manages the process and makes recommendation to the Session.
- Provides new pastoral review and consultation at 30 days, 90 days and 6 months, and annual pastoral review thereafter.
- Makes recommendation to the Session for the annual salary and benefits package of each staff member.
- Develop / provides orientation for new members, those who volunteer, are elected or are appointed to leadership positions.
- Works to support the personal and professional needs of the Pastor.
- Create an annually report to be included in the Annual Report to the Congregation.

Worship and Outreach Committee

Vision for Ministry

The Worship and Outreach Committee provide for worship, music, evangelism, and hospitality at WBPC. Included in the committee's over-all purpose is to 1) inform the community of the services, events and

opportunities WBPC has to offer and 2) help assure we present a welcoming, accessible and comfortable environment for all.

Membership

Members: Members-at-large from Congregation (minimum four) as needed appointed by the Chair for a specific term or task, Director of Music, Pastor (Ex-officio, non-voting). Chair is appointed annually (calendar year) by Session. Membership must include at least one session member.

Tasks

Worship

- Recommends changes in worship structure, worship services offered, or policies and procedures regarding worship to session.
- Oversee and provide for elements of regular and special worship services (working with Pastor(s), Organist/Director of Music, and Session)
- Partners with Pastor to create program for special services
- Maintain Worship Space (Currently fulfilled by Julia Roll & Ed Cox)
 - Change pulpit and table parament according to the Liturgical season
 - Provide for materials and items used in worship and in the sanctuary
 - (Sanctuary candles; cleaning of sanctuary brass, silver, and glass)
 - Maintain visitor information station, guest book, and church pew racks
- Coordinate Greeters each month (Coordinate with Deacons)
- Communion Arrangements
 - Organize servers for communion (preferably ruling elders/active members of session) (Currently fulfilled by Clerk of Session)
 - Organize volunteers to do set up and cleanup (Currently fulfilled by Clerk of Session)
 - Secure juice/wine and bread for communion (Currently done by set up person)
 - Cleaning of communion table clothes (Currently fulfilled by Julia Roll)
- Provide special recognition during services for...
 - Graduate and Teacher Recognition, coordinated with Education Committee
 - Women on Mother's Day
 - Men on Father's Day
 - Veterans and active military on Memorial Day
- Recommends and monitors policies for Weddings and Funerals

- Identify and address barriers (physical, social and programmatic) which impact attendance by potential or current members
- Partners with Pastor to assists congregation and visitors in understanding worship
 - Pew guides
 - Quick reference guides

Outreach

- Maintain a monthly calendar of events and distribute widely (website, pews, newsletter, emails) (Already included above in Maintain Worship Space)
- Develop descriptions of worship and other church activities to assist visitors and current members
- Publicize WBPC and make community contacts (making our presence known, brand WBPC)
 - Delaware Gazette
 - Local bulletin boards
 - Direct contact to Home Owners Associations, Developers
 - Website - up-to-date
 - Facebook, Instagram, Twitter and others forms of Social Media

- Nextdoor
- Yard signs for members
- Sign with changeable letters
- Provide digital opportunities for communicating
 - Up-to-date website information
- Oversee the Audio Equipment and Recordings
- Partner with the Deacons to outreach to inactive members

General

- Create an annually report to be included in the Annual Report to the Congregation.

Education Committee

Vision for Ministry

The Education Committee provides Christian education opportunities for all ages.

Membership

Members-at-large from Congregation (minimum four) as needed appointed by the Chair for a specific term or task. Pastor (Ex-officio - non-voting). Chair is appointed annually (calendar year) by session. Membership must include at least one session member.

Tasks

- Arrange for and support adult education and Bible studies
 - Senior member fellowship (John Rae Class)
 - Member fellowship (Alice Cox Class)
 - Sunday morning study
 - Lent, Advent, Bible studies
 - Others special programs/speakers as appropriate (Collaborate with Deacons)
- Provides Youth and Children’s programs/activities
 - Arranges children Sunday School
 - Arranges youth Sunday school (Ben Gooding Class)
 - Coordinates and oversees ministries of the youth (Missionaries)
 - Arranges for children’s program during worship
 - Oversees children’s Christmas program for Advent Worship
 - Partners with Pastor to arrange confirmation classes as needed
- Arranges for and works with Nursery Attendant (Reporting to Personnel committee)
 - Cleans the nursery toys
- Vacation Bible School
- Coordinates Graduation and Teacher Recognition with Worship and Outreach Committee
- Create an annually report to be included in the Annual Report to the Congregation.

Deacon & Mission Board (*Approved November 18, 2012*), Revised XX April, 2017)

A. Responsibilities

(1) The ministry of the Deacon and Mission Board “as set forth in Scripture is one of compassion, witness, and service, sharing in the redeeming love of Jesus Christ for the poor, the hungry, the sick, the lost, the friendless, the oppressed, those burdened by unjust policies or structures, or anyone in distress.” (Book of Order G-2.0201)

(2) The Deacon and Mission Board shall be under the supervision and authority of the Session, and it shall assume such specific duties as may be delegated to them from time to time by the Session.

(3) The Deacon and Mission Board shall meet at least once a year with the Session to confer on matters of common interest, and the Moderator of the Session shall preside.

(4) A record of the Deacon and Mission Board activities shall be submitted at least annually to the Session and included in the Annual Report to the Congregation.

B. Membership

(1) The Deacon and Mission Board shall consist of no less than three Ordained Deacons and additional active members of the Congregation/Corporation as needed. The Pastor shall serve as an advisor to the Board.

(2) One Deacon shall be elected annually by the Congregation/Corporation during a duly called meeting during the fourth quarter of each calendar year to a serve three-year term. At the time of the election, the nominating committee presents a candidate(s). The Moderator shall also call for nominations from the floor.

(3) The Deacons shall be representative of the race, age, and gender of the Congregation/Corporation active membership.

(4) There shall be an annual orientation program for newly elected, re-elected or Session appointed Deacons, at which time they shall receive from the Clerk a copy of the latest *Book of Order*, a copy of these Bylaws, and other pertinent documents.

(5) Elected Deacons shall assume office on the first day of January of the year following their election and serve until their successors are elected and installed.

(6) A Deacon shall not serve more than two consecutive terms as a Deacon member of the Board.

(7) Board members shall serve without compensation.

(8) If a Deacon vacancy occurs, other than by normal expiration of term, the vacancy shall be filled by an election of candidates selected by the Nominating Committee and held during a special meeting of the Congregation/Corporation.

C. Officers

(1) The Board shall elect a Moderator from its membership.

(2) The Board shall elect a Secretary from its membership. The Secretary shall keep a record of the Board’s proceedings.

D. Meetings

(1) Regular meetings of the Board shall be held at least once each calendar quarter at a time and place to be determined by the Board. Special meetings of the Board may be called by the Moderator, Pastor or any two members of the Board.

E. Tasks

Specific tasks for the Board include:

- Assist the Pastor in meeting the pastoral care needs of the congregation
- Review, research, select, domestic and international missions that provide needed services. The church may facilitate these independently or in partnership with other groups, churches or organizations. These may include:
 - Hands on missions, that develop relationships

- On-going missions
- One and done missions
- Monitor and report mission giving (local, national, and international) to the congregation
- Promote the four Church special offerings: One Great Hour of Sharing, Pentecost, Peacemaking, and Joy offerings
- Develop “Minutes for Mission” or similar communications to congregation
- Support the aluminum can collection for West Berlin Presbyterian Church
- Provide opportunities (with Worship and Outreach, and Education Committees) for mission and evangelism to be learned and practices in and by the Church
- Create and provide access / distribute WBPC information to potential and new members
- Assist Clerk of Session in maintaining accurate membership rolls
- Ensure that Church Directory and mailing lists are up to date
- Create an annually report to be included in the Annual Report to the Congregation.

Nominating

The Session shall elect one of its members to the Nominating Committee, designating that person as Chair of the Committee. Upon nomination by the current Nominating Committee, the congregation shall elect two additional members (not currently serving on the Session) to serve on the Committee for the next year. Election shall be for a one-year term and nominating committee members shall not be eligible for a consecutive one-year term.

Policies

The Sacrament of Baptism Policy

1. Responsibility for Baptism.

For reasons of order, Baptism shall be authorized by the Session, administered by a Minister of the Word and Sacrament, or Commissioned Lay Pastor when invited by the Session and authorized by the Presbytery, and accompanied by the reading and proclaiming of the Word. Baptism is celebrated in a service of public worship. Extraordinary circumstances may call for the administration of Baptism apart from the worship of the whole congregation. In such cases care should be taken that:

- (a) The Congregation is represented by one or more members of the Session;
- (b) A proper understanding of the meaning of the Sacrament is offered by the Minister;
- (c) The Session be consulted when possible; and
- (d) The Baptism be reported by the officiating Minister and recorded by the Session.

2. The Session's Responsibility for Baptism:

(a) Encouraging parents to present their children for Baptism, reminding them that children of believers are to be Baptized without undue haste, but without delay, and authorizing the Baptism of the presented;

(b) Admitting to Baptism children of believers, after appropriate instruction and discussion with the parent(s) or one(s) rightly exercising parental responsibility, acquainting them with the significance of what God is doing in this act, and with the special responsibilities on parents and congregations for nurturing the Baptized person in Christian life;

(c) Admitting to Baptism children of believers, after appropriate instruction and examination, those not yet Baptized who come making public their personal profession of faith;

(d) Placing all Baptized persons on the appropriate role as members of the Congregation;

(e) Making certain that those Baptized are nurtured in understanding the meaning of Baptism, of the Lord's Supper, and their interrelation, and that they are surrounded by Christian encouragement and support.

3. Additional Session Requirements:

(a) If parents of an infant desire to have their child Baptized; they must meet at least once with a Minister of West Berlin Presbyterian Church to receive instruction on the meaning and commitment of Baptism.

(b) If adults desire to be baptized, they must meet at least once with a Minister of West Berlin Presbyterian Church to receive instruction on the meaning and commitment of Baptism.

Marriage Policy

West Berlin Presbyterian Church follows the definitions and policy statements for the Covenant of Marriage (PC(USA) Book of Order W-4.06).

A couple requesting a service of Christian marriage shall receive instruction from the pastor, who may agree to the couple's request only if, in the judgment of the pastor, the couple demonstrate sufficient understanding of the nature of the marriage covenant and commitment to living their lives together according to its values. In making this decision, the pastor may seek the counsel of the session, which has authority to permit or deny the use of church property for a marriage service.

To be married at the West Berlin Presbyterian Church (WBPC), the following conditions must be met:

1. **Marriage License** - The couple must have a valid marriage license, prior to the wedding rehearsal
2. **Pastor** - The Pastor of West Berlin Presbyterian Church shall conduct the wedding service. It is possible, with his/her consent, for a minister from another church to participate in the service, or to conduct the service. The guest minister must meet with the Pastor of WBPC prior to the rehearsal/service.
3. **Pre-Marital Counseling** - The Pastor of West Berlin Presbyterian Church shall meet with the couple prior to the service to engage in conversation on Christian marriage. The couple are responsible for making an appointment with the Pastor.

The counseling conversations will cover areas such as: expectations in marriage, legal requirements, communication within marriage, and resources for fulfilling of vows and commitments. An important aspect of these meetings is the planning of the actual wedding service.

4. **WBPC Membership** – Couples need not be members of the WBPC but must receive prior approval of the WBPC Session during a regular or special meeting of the Session.

5. **Wedding Service** - The Pastor will be robed and will use a service in keeping with the Presbyterian *Book of Common Worship*. This will have been agreed to the Pre-marital Counseling appointments.

Because persons present at the wedding may not be familiar with this, a printed "Order of Service" can be used, after having been approved by the Pastor of West Berlin Presbyterian Church.

5. **Music** – Music should be tasteful and set at the time of the wedding rehearsal. If an organist is to participate in the ceremony, it must be the WBPC organist or someone approved by the WBPC organist.
6. **Decorations** - should be tasteful and set at the time of the wedding rehearsal. It is the responsibility of the bride and grooms to make arrangements to have all decorations removed from the sanctuary at the conclusion of the wedding service. These can be temporarily stored in the fellowship area. In the event of damage to any furnishings or carpeting, the florist or the bride and groom shall be responsible for cleaning or reimbursing the church for repair or restoration.

7. **Following the wedding service** - Confetti, birdseed and rice shall NOT be used as the bride and groom departs.

8. **Other**

- The “Wedding Information Form” must be completed and given to the Pastor 60 days prior to the wedding date.
- The church cannot be responsible during the wedding service for items left behind. All valuable items should be removed from the church rooms and placed in a safe place – e.g. the trunk of a car.
- The use of alcoholic beverages or smoking is forbidden within and around the church property.
- Items not covered within this agreement shall be discussed with the Pastor.

9. **Seating Capacity** - The maximum seating capacity for weddings is 135 and no standing room is permitted.

A copy of this policy will be provided the bride and groom. They will be asked to acknowledge its receipt and understanding with a signature of the Wedding Planning Agreement.

For additional information see also the Wedding Planning Agreement.

Funeral Policy - “A Service of Witness to the Resurrection”

West Berlin Presbyterian Church follows the definitions and policy statements for Death and Resurrection of the PC(USA) Book of Order W-4.07 (BoO 2019-2021). This includes the session may establish general policies concerning services on the occasion of death, providing for funerals that are simple, dignified, expressive of good stewardship, bear witness to resurrection hope, and convey the centrality of Christian community (W-4.07.02, BoO 2019-2021).

When death occurs, the pastor, deacons, and elders of the congregation should be notified as soon as possible, in order that they might provide appropriate consolation and support to the family and friends and assist them in making arrangements. Locations are to be selected and arrangements are to be directed the family or friends of the decease. At the Pastor’s discretion funerals for members or nonmembers can be held at the church. Pastoral support for services held for nonmembers at the church or other locations is at the discretion of the Pastor.

West Berlin Presbyterian Church recognizes that at the time of death not all persons will have a direct connection to a church. As they feel appropriate, members of the church are encouraged to seek support of the Pastor and the church in arrangements of services for non-member family and friends in need of such support.

For additional information see also the WBPC Guide to Funeral Planning.

Sexual Misconduct Policy and Procedure Statement

WBPC recognizes its obligation to abide by the Sexual Misconduct Policy and Procedure Statement of the Presbytery of Scioto Valley. (Available at <https://psvonline.org/presbytery-leadership/church-professionals-commission/documents-resources/policies/page/2/> last accessed 7/17/2019)

Healthy Boundaries Policy

WBPC recognizes its obligation to abide by the following Healthy Boundaries Policy of the Presbytery of Scioto Valley.

HEALTHY BOUNDARIES POLICY

[Approved by Presbytery, 11/28/2017]

[Responsible Commission: Commission for Church Professionals]

I. Introduction

Psalm 119:10-16

¹⁰ I have sought you with all my heart. Don't let me stray from any of your commandments!

¹¹ I keep your word close, in my heart, so that I won't sin against you.

¹² You, LORD, are to be blessed! Teach me your statutes.

¹³ I will declare out loud all the rules you have spoken.

¹⁴ I rejoice in the content of your laws as if I were rejoicing over great wealth.

¹⁵ I will think about your precepts and examine all your paths.

¹⁶ I will delight in your statutes; I will not forget what you have said.

For over three decades, the Presbyterian Church (USA) has acknowledged that sexual misconduct and exploitation have existed in its churches and among its members. Policies and procedures were put in place and have lessened the number of cases. We have learned a lot. The Healthy Boundaries training presents a positive approach to our professional conduct and responsibilities.

II. Policy

The Presbytery of Scioto Valley seeks to engage church professionals of the Presbytery in understanding, teaching, and maintaining healthy boundaries in their ministries.

This Policy will:

- Identify when training takes place and who should attend; and
- Define the process for annually reviewing and updating of this policy.

A Church Professional is defined as a Minister of Word and Sacrament, a Commissioned Pastor, or a Certified Christian Educator. The policy also applies to anyone who acts on behalf of the Presbytery such as staff, retreat leaders, mission teams, and Presbytery Commission members.

III. Procedure for Healthy Boundary Training

Compliance

- All Ministers of Word and Sacrament, Commissioned Pastors, or staff of Presbytery who are actively serving in a church or on the staff of Presbytery will be expected to receive certification every three years for having attended a Healthy Boundaries training course provided by the Presbytery of Scioto Valley. Those who have transferred from another presbytery, a partner in the Formula of Agreement, or from churches uniting in Christ that offer Healthy Boundary Training will produce a certificate of completion of the training within the last two years to the Commission for Church Professionals to stay in

compliance.

- Other Ministers of Word and Sacrament and Commissioned Pastors who are not actively serving are encouraged to take this training to enhance their ministries to the church.
- Anyone working on behalf of the Presbytery of Scioto Valley will be expected to complete a Healthy Boundaries training course provided by the Presbytery of Scioto Valley.
- The Commission for Church Professionals will monitor compliance.
- The Stated Clerk will maintain the records of those who have completed the course.

All new church professionals will participate in the Healthy Boundaries 101 training course provided by the Presbytery of Scioto Valley within the first eighteen months of service. By the end of the fourth year of being received by the Presbytery, these church professionals will complete Healthy Boundaries 201. Every three years after this, they will complete a Healthy Boundaries Refresher Course.

Ministers of Word and Sacrament whose Healthy Boundaries certification is over two years out of date will not be considered for election to any presbytery commission or office, will not receive attestation for Personal Information Forms filed with the Church Leadership Connection, and will have their non-compliance noted in any reference check.

The commission of a Commissioned Pastor whose Healthy Boundaries certification is over two years out of date will not be renewed at the next commission anniversary. A new commission will not be approved until the Commissioned Pastor has obtained the required Healthy Boundaries training.

Courses Offered

The courses offered by the Presbytery will be:

- Healthy Boundaries 101 (a day long course) offered at least once a year.
- Healthy Boundaries 201 (a day long course) offered at least once a year.
- Healthy Boundaries Refresher Course (a two-hour course) offered at least once a year at PIE or in conjunction with Presbytery meetings.
- Healthy Boundaries Custom Workshop may be offered for specific groups prior to their service on behalf of the Presbytery (for example: prior to a mission trip or youth retreat)

IV. Updating the Healthy Boundaries Policy

This policy will be reviewed by the Commission for Church Professionals and the Stated Clerk. Any necessary changes will be presented to the Presbytery for approval. Additionally, this Commission shall annually review resources and make these available in training and on the PSV website.

Child and Youth Protection Policy

(Approved xx,xx,xxxx)

The members of the West Berlin Presbyterian Church (WBPC) believe that we are called by God to create a safe place for all the children and youth in our care, nurturing, protecting, and empowering them through faith and trust. This commitment includes taking appropriate steps to reduce the risk to the young people in our care. The following policy is intended to minimize the risk of any of our children and youth being subjected to sexual, physical, or mental abuse. These policies and procedures are intended to fulfill the mandate that particular churches shall adopt their own child and youth protection policies and procedures according to Book of Order G-3.0106.

Definitions

1. *Child and Youth* means anyone under the age of 18 and/or any adult who is developmentally disabled.
2. *Child and Youth safety and protection* means “preventing physical, mental and/or emotional injury to a individual, including the prevention of sexual abuse.”
3. *Leader: Teacher/Supervisor/Chaperone*, means any person providing his or her time or services to WBPC with or without compensation, including keynote speaker, music leadership, small group leadership, and all other volunteer or paid leadership, at events in which children or youth are in attendance or in circumstances in which he or she will come into contact with children or youth as part of the service offered.
4. *Chaperone and Advisor* means any person providing his or her time or services to WBPC, both paid and unpaid, to oversee and lead the congregation’s children or youth at a WBPC sponsored activity.
5. *Child Care Workers* means any person providing his or her time or services to provide child care, nursery care, or babysitting for children both paid or unpaid for a WBPC sponsored activity.
6. *Work with children or youth* means teaching, supervising, chaperoning, or otherwise serving in a class, program, or event involving one or more children.
7. *Activities* mean classes, programs or events presented or sponsored by WBPC.

Safety and Protection Rules

1. All leaders of activities with children and youth shall be aware of this policy and sign a **Covenant of Conduct Form** acknowledging he or she agrees to follow and enforce this policy. Signed Forms are to be kept on file at the church.
2. At all times, leaders, to the best of their abilities, shall ensure the safety of the children and youth.
3. Leaders shall model positive and appropriate behavior.
4. Leaders shall behave respectfully toward others and the property of others.
5. Leaders, as often as possible, make sure that an adult is not left alone in a space for these activities with a child or youth in a one on one situation. *If an adult needs to be alone with a child or youth, that contact should take place in public setting, and with the knowledge of the leadership or a leader (for example: at the far end of the dining hall, or one end of the basketball court away from activities, in rooms with window doors).*
6. Leaders engage only in positive and appropriate forms of showing affection. The following examples are not intended to be all inclusive. Some examples of positive and appropriate forms of affection are listed below:

Brief hugs.

Pats on the shoulder or back.

Handshakes.

Verbal praise.

Sitting beside small children.

“High-fives” and hand slapping.

Some examples of inappropriate behavior with children and youth are:

Any form of unwanted affection.

Lengthy embraces.

Occupying a bed with a child or youth.

Kisses on the mouth. Wrestling with children or youth.
Touching bottoms, chests or genital areas other than for appropriate diapering or toileting of infants and toddlers.
Comments or compliments (spoken, written, or electronic, social media) that relate to physique or body development.
Giving personal gifts or money to individual children or youth.

7. One adult transporting one child or youth in a vehicle shall be prohibited. One adult driver may transport two or more children or youth, or two adults may transport one child or youth.
8. Leaders shall remain at the site of an event for the duration of the event. No child or youth shall leave an event without permission. Permission will be granted only with the express consent of a parent or guardian verified by the leader.
9. Current emergency contact phone numbers for parents/guardians shall be available to leaders.
10. Safety concerns may infrequently require staff and volunteers to employ physical measures. Leaders may only employ the minimum amount of physical measures required to ensure the safety of all those involved.
11. Corporal punishment (e.g., spanking, hitting, kicking) and verbal and/or emotional abuse are prohibited.

Screening and Selection of Leadership:

1. All employed leaders must consent for a criminal background check unless they can provide documentation that a background check has already been completed by another congregation or governing body. These forms will provide personal and confidential information necessary to preform criminal background and reference checks.
2. The background screening available through the Presbytery for employees of churches will be completed by the designated Presbytery staff person. The resulting forms will kept on file at the Presbytery of Scioto Valley. The results will be reviewed by a Presbytery staff person, on behalf of WBPC, and may be reviewed by the Clerk of Session or task group concerning the result of any background check. Background checks shall be performed every five years and their date shall be recorded.
3. Whether disclosed voluntarily or by the result of the background check, the following items will automatically disqualify a person from participating in leadership of activities involving children and youth of WBPC:

Any conviction for: murder; aggravated assault; sexual abuse; sexual assault (rape); aggravated sexual assault; injury to a child; incest; indecency with a child; inducing sexual conduct or sexual performance with a child; possession or promotion of child pornography; the sale, distribution, or display of harmful materials or prohibited substances to a minor; employment harmful to children; or abandonment or endangerment of a child.

All other convictions or charges for any other crimes not listed above will be reviewed by the appropriate committee seeking to secure the particular employee or volunteer.

Screening and Selection of Chaperones, Advisors and Child Care Workers for Presbytery Events:

A security background check is required for all chaperones and advisors of Presbytery sponsored events. Presbytery Child Safety Policy is available on the Presbytery of Scioto Valley website (PSVonline.org).

Reporting Safety Concerns

If a leader or member of the congregation is aware of any safety or protection concern involving children or youth, he or she shall report such concern as soon as possible to any of the following: Pastor, Clerk of Session, any Session member. If a leader or member of the congregation has knowledge of any incident in which the above safety rules have been violated, he or she shall report such incident to any of those identified above at the earliest possible opportunity. The person reporting, who shall record pertinent information, including when accidents occur, or when physical measures are required. Allegations of incidents involving violation of these safety rules shall be addressed with respect to all parties involved, and timely notification of all parental, legal, social welfare, insurance or other authorities shall be made. Opportunities for spiritual and emotional support shall be offered. All reporting shall be dealt with discreetly and tactfully, and any allegations of misconduct shall remain confidential, except for legally required reporting.

Record Keeping

WBPC Clerk of Session shall be responsible for maintaining the following records.

1. All **Covenant of Conduct Forms**.
2. Consents to perform a background check and background checks performed for volunteer or staff member. An electronic log confirming that the check was done and that no issue was found, as well as hard copies of past authorization forms shall be kept in perpetuity.
3. Any report received of a safety concern regarding a child or youth, materials collected in the investigation of such a report, and any document constituting or describing the resolution of the report, held by the clerk in accessible form for at least twenty-five years.
4. Any report made of a safety concern regarding a child or youth made to any governmental entity, held in perpetuity.

Policy Monitoring and Review

The Education Committee shall review these guidelines and make suggested changes to Session, as necessary. Our goal is to ensure that all I leaders adhere to these guidelines and to ensure that our children and youth are well cared for.

Endowment and Memorial Funds Policy

Endowment and Memorial Funds of West Berlin Presbyterian Church (WBPC) are one of the resources God has provided to further witness and work of the church. These funds represent gifts and bequests of members and friends of the congregation to support and strengthen the ongoing work of the church. These funds provide the means to share accumulated gifts and assets as a durable support for the future life and ministry of WBPC. Just as the congregation benefits from the legacies and heritage of previous generations, we have the opportunity to provide lasting support for the work and ministries of the church for generations to come.

The Funds shall be used to enrich the mission of WBPC. Therefore, the use of the Funds shall not be restricted to one area of ministry. WBPC shall endeavor to honor requests by donors that gifts be used in specific areas of ministry. This policy applies to all assets that have been accepted by the Session of WBPC and directed to either the Harlen Hall Endowment Fund or the WBPC Memorial Fund.

Harlen Hall Endowment Fund

Definition: An endowment fund is created when a donor or Session specify that a gift is to be invested and only the income earned on that gift may be spent. The gift amount is referred to as the principal or corpus and is held in a fund that is managed by the Session or its designee(s).

Harlen Hall was an active, loyal member of the church for almost three-quarters of a century. He served as custodian, Sunday School Superintendent, Trustee, and Elder. He and his ancestors provided stability and continuity to the church. It seemed appropriate to create a mechanism that will help to maintain that stability and continuity in a financial way. The Harlen Hall Endowment Fund was created with contributions made in the memory of Harlen Hall. The earnings from this fund are to be used as needed for the church's operating expense. New contributions received by WBPC can be designated to this fund by the donor or by Session.

WBPC Memorial Fund

Definition: A memorial fund is established as a mechanism that donors can use to recognize the passing of a loved one or other significant events by making a contribution to the fund. When a loved one dies, keeping their memory alive is a way of honoring their life and finding comfort in your own life as a survivor. Some people do this with actual physical memorials, while others prefer to set up funds. At the time of significant events such as funerals, marriages, baptisms members and friends may choose to make a contribution to a memorial fund. Trustees of the fund are responsible for managing and expending consistent with the intent of the donors.

West Berlin Presbyterian Church will maintain a memorial fund for the purpose described above. New contributions received by WBPC can be designated to this fund by the donor or by Session.

Policies

1. The Session shall organize and maintain a program of education and solicitation, so that members of the congregation and friends of WBPC are made aware of the Harlan Hall Endowment and WBPC Memorial Funds as a vehicle of witness and expression of faith and love, and that they will be used to support the purposes, programs, ministry, and future of WBPC.
2. The Session has the sole authority to accept and receive all gifts made to the church. When a donor expresses intention to make a future gift, the Session may approve such a gift in accordance with the terms of a Contribution Agreement (Attachment 1). In the event that the contribution is in the form of a marketable security or real estate, upon acceptance by Session, the gift shall be converted to cash as

soon as practicable, taking in to consideration the relevant market conditions and liquidity characteristics of the asset.

3. Consistent with the Book of Order, the session serves as trustee of the Funds, with one of its members or a person appointed by session as administrator. The administrator is responsible for receiving and acknowledging contributions, temporary deposit into a banking account, the purchase of investment instruments, the receipt and dispersion of payments, and filing of quarterly reports to the Session and an annual report to the Congregation. Annual reporting should include in summary form contributions to specific memorial designation and include expenditures utilizing these funds (i.e. building fund, special purpose, etc).
4. Contributed funds will be deposited in an ordinary banking account until expended for purpose or an amount accumulates for investment.
5. The funds held for a longer period of time may be invested in low-risk manner. Session recognizes that in today's rapidly changing and complex financial world, no list categories of investments can provide continuously adequate guidance. Therefore, the process by which investment risk is managed, will determine whether an appropriate standard of reasonableness, care, and prudence has been met for the Fund's investments. Interest and gains realized from the funds are to be retained in the funds.
6. Session has the authority to engage one or more qualified investment managers for the purpose of managing the funds.
7. **Endowment Spending Rule**
Spending shall reflect a balance between serving the on-going ministries of WBPC and growth of the Endowment Fund. Endowment Spending Amount in a given year shall be limited to three percent (3.00%) of the average year-end (12/31) balances of the Endowment Fund for the preceding three years. The Endowment Spending Amount from the Harlan Hall Endowment shall be delivered to the Church Treasurer for deposit into the general, operating account. The funds will not be restricted to a specific use. During any given fiscal year, contributions from the Hall Endowment Fund to the operating expenses shall not exceed 15% of the actual operating (i.e., noncapital) expenses of the Congregation, as defined in the directions for preparing the annual report to Presbytery. Funds exceeding 15% of the annual operating expenses will be reinvested in the endowment fund.
8. **Memorial Fund Spending Rule**
Memorial Funds may be spent upon request of the Treasurer for the purpose designated or supporting the mission of WBPC. Any expenditure exceeding 25% of the current Memorial Fund balance requires Session approval.
9. Endowed Fund may be used as collateral for loans negotiated for the purchase of land and/or construction of church facilities. The memorial fund may not be used as collateral for loans negotiated for the purchase of land and/or construction of church facilities.
10. If at any time WBPC shall be lawfully merged or consolidated with any other church, all the provisions hereof shall be deemed to have been made for and on behalf of such merged or consolidated church, which shall be entitled to receive all of the benefits of the Endowment and Memorial Funds and shall be obligated to administer the same in all respect in accordance with the terms hereof.
11. If the church should cease to operate as a Presbyterian Church in the Presbytery of Scioto Valley or its successors, all available principle and interest will be contributed to The One Great Hour of Sharing.
12. Adoption of endowment and memorial fund practices and their amendment reside in the authority of the Session.

Weather Related Church Building Closing Policy

*(Replaced previous Church Closing Policy
Approved by Session during a meeting held 6 March 2016)
Approved by Session during meeting held 11 November 2021*

When the weather is bad or some other emergency arises, West Berlin Presbyterian Church follows the following policy for making the decision as to whether the church building will be open or closed for on-site worship and other programs. The primary deciding factor is the safety of our members and visitors. At the same time we realize whenever the church closes, many people miss the opportunity to grow in their walk with Christ. As a result, we will only close the church building when it is absolutely necessary but still continue an on-line worship and meeting option if possible.

Sunday Services and Winter Weather

The process of deciding when the church is open or closed for on-site worship due to inclement winter weather is primarily based on snow and/or ice conditions. The Pastor, in consultation with Director of Music and selected members living close to the church, will review the weather conditions early in the morning, monitoring the weather forecast and any advisories. The Pastor will make a decision on whether or not to close the building at least two hours before the service is to begin.

The primary means of communications will be 1) email distribution to all members, and 2) phone calls to members without email access,. As soon as possible, the greeting on the church phone message will be changed.

Sunday Services and Other Conditions

In the event of a tornado or other emergency we will follow the same process as outlined above. Often these conditions come about without much warning and therefore give us much less time to respond. The church will cancel services or ministries events only if the safety of attendees is of concern.

Canceling of Other On-site Church Events

The same process outlined above is used for closing decisions during the week, although the time schedule may vary depending upon the situation.

Pastor Employment Policy

Approved by the West Berlin Presbyterian Church Session March 2018

Following procedures specified by the Presbyterian (USA) Book of Order, A **Pastoral Nominating Committee** (PNC) is appointed by Session to identify candidates for the position of Pastor.

The most up to date information, procedures, requirements and forms can be found on these 3 websites.

 <p>PRESBYTERY of SCIOTO VALLEY SERVING CENTRAL AND SOUTHERN OHIO</p>	 <p>PC(USA)</p>	 <p>THE BOARD OF PENSIONS OF THE PRESBYTERIAN CHURCH (U.S.A.)</p>
www.psvonline.org	www.pcusa.org	www.pensions.org

An Initial **Contract** is written by the Personnel Committee and approved by Session prior to being presented to a Pastoral Candidate. The Personnel Committee will review the “Minimum Terms of Compensation” annually in November, before making a recommendation for a change compensation to Session. Contracts are individualized to meet the needs and priorities of West Berlin Presbyterian Church and the Pastor it was created for at a given time.

A **Performance review** with the Pastor and Personnel Committee will take place 30 - 60 days from the date of the first contract. **Performance reviews**, at a minimum, will be conducted annually thereafter. The pastor or the personnel committee can request an additional review for contract conditions or performance at any time. The Presbytery must review contracts for commissioned pastor’s annually. Personnel committee will manage input to Presbytery for this review.

Types of Pastoral Leadership

- Transitional Pastor - Contracted by Session
- Stated Supply – Contracted by Session
- Called Pastor – Identified by PNC - Voted on by Congregation
- Commissioned Pastor (Commissioned Ruling Elder) – Contracted by Session

Contracts will address

Minimum Terms of Compensation is published by Scioto Valley Presbytery each year. Pension/Medical/ Disability is a percentage of Effective Salary for Called Pastors. Pastoral responsibility and the number of hours that will be dedicated to the church on a weekly/ monthly basis are addressed below. Information provided through the New Beginnings program (2/2016) suggest to be sustainable the combine cost of all church salaries should not exceed 60% of the church annual income.

Benefits: Called Pastors are entitled to Pension / Medical / Disability that is a % of “Total Salary” as defined in the current Minimum Terms of Compensation. In the event the Pastor is not eligible for or declines Pension / Medical / Disability with the position; a higher total salary; a retirement (IRA) contribution; a year-end bonus may be considered on an annual basis. The minister is salaried and expected to meet all the requirements as outline in the contract. The hours listed in the table below are met to be used as a guide.

Time – The hours per week that the pastor is paid to dedicate to West Berlin Presbyterian Church			
	Percent of Full - Time	Hours/ Week	Flex hours / Month
Full - Time		40 – 50	160 - 200
Part - Time	75 %	30 – 41.25	120 - 165
Part - Time	50 %	20 – 27.5	80 - 110
Part - Time	25 %	10 – 13.75	40 - 55

Work hours and days are flexible by the Month, because of the unique requirements of the Pastoral position. The Pastor is responsible for tracking how they are spending the hours they are contracted for on a monthly basis in a format agreed upon by Session, (frequency of submissions, may change after the first year). This assures that there is a clear understanding of expectations and priorities between the Session and the Pastor, that is reviewed regularly. The position of pastor is salaried. *Going out to eat with members after church or an event, attending member celebrations as a guest, graduations, weddings, birthdays... time spent on Presbytery commitments beyond the quarterly meetings, are not to be considered when tracking time and are not eligible for mileage reimbursement.

Prioritizing Pastoral Responsibilities – Each contract will clearly define, how the Pastor will allocate time based on WBPC priorities as defined below.

Worship Leadership – Sunday and *Special services* (i.e. Thanksgiving eve, Christmas eve, funerals, marriage and the like)

- ✓ Administer the Lord’s Supper
- ✓ Administer the Sacrament of Baptism
- ✓ Perform services of Christian marriage
- ✓ Perform funeral services
- ✓ Prepare and deliver regular Sunday services, including
 - Select Biblical texts and sermon hymns
 - Prepare and deliver sermons
 - Input for Sunday and special service programs and material for liturgist in a timely fashion.
 - Arrange for lay leaders
- ✓ Partner with Christian Education chair to staff nursery

Pastoral Care

- ✓ Building ongoing relationships with members
- ✓ Consistent outreach to members-Home visits - Meeting over coffee or lunch - Meeting at the church - Phone conversations
- ✓ Be alert of indicators of pastor care needs, such as changes in attendance patterns.
- ✓ Do hospital & nursing home visits for members
- ✓ Be available for emergency pastoral care
- ✓ Support spiritual needs of members struggling... with illness, loss, connectedness, being overwhelmed, worrying...
- ✓ Create opportunities for spiritual growth in sermons, classes, prayers which address pastoral care needs.
- ✓ Train, support and collaborate with Deacons and other willing individuals and groups of the church in pastoral care.

Leadership

- ✓ Support Session in setting and implementing short and long-term goals for the Church
- ✓ Attend committee meetings
 - Provide support in structure and effective committee activities

- Partner with committee chairs and members to help with setting goals and timelines
- Support task assignment, tracking/documenting progress
- ✓ Help create the informational documents, programs and training for lay positions
- ✓ Provide input on the procedural changes and updates to Manual of Operations
- ✓ Moderate all meetings of Session, and regular and special meetings of the Congregation.
- ✓ Represent WBPC in the activities of beyond WBPC, such as Delaware Ministerial Association, Olentangy Pastors Group, Presbytery of Scioto Valley.

Other

- ✓ Contribute to Church's communication and outreach, including monthly newsletter, special mailings, and updates for social media (e.g. Facebook, Nextdoor, website)
- ✓ Participate in church special events, such as John Ray Class; 2nd Sunday; Ice Cream Social; Soup Supper; Christmas Program

Eligible Mileage reimbursed at the current IRS rate. **Eligible miles are calculated by subtracting the "commuting" mileage from home to the church and back home, from total miles traveled each day. Mileage for emergency care is 100% covered. Mileage, along with other expenditures, shall be submitted for session approval on a monthly basis.

Vacation & Study Leave days are accumulated through days worked and pro-rated based on the percent of time the Pastor is contracted. Vacation and study leave requests must be submitted to Session for approval, through the chair of the personnel committee in advance. Based on the 2018 Minimum terms of call for a full-time Pastor; a day of vacation is earned approximately every 13 days; a day of study leave is earned approximately every 26 days, (adjust for percent of time employed). **Unused study leave is not reimbursable** at the end of each contract year or at separation. **Earned vacation days** will be paid at the end of each contract year or at separation.

Sick leave is to be used on an as-needed basis. It is understood that illness of a contagious nature should not be spread to the congregation. Other health issues that interfere with ministerial duties shall be left to the discretion of the minister. The clerk shall be advised if the minister is unable to perform his/her duties. There shall be no accrued sick leave.

Holiday Pay is granted at a rate of 8 hours / holiday (adjusted for percent time employed) for the ten federal holidays per year (New Year's Day, Martin Luther King Jr. Day, George Washington Birthday, Memorial Day, Independence Day, Labor Day, Columbus Day, Veterans Day, Thanksgiving Day, Christmas Day)

Continuing Education dollars are accumulated through days of service at the approximate rate figured in \$ dollars per month based on the Minimum Compensation Guidelines per contract year. Continuing education requests must be submitted to Session for approval, through the chair of the personnel committee in advance. The request is to be accompanied with an impact statement regarding the benefit to the pastor and the church. Unused dollars are not reimbursable at the end of the contract year or at separation.

Pastor's discretionary fund contains a dollar amount that the Pastor can spend without requiring Session's prior approval this is in addition to the expenditures that require Sessions approval in advance. Typically used for purchasing unexpected finds. Not to exceed \$50.00. The Pastor submits receipts for amount and is reimbursed. Purchases may support a special service, educational program, office consumables, reference material or books. Expenditures, shall be submitted for session approval on a monthly basis. Major and reoccurring purchases shall be pre-approved by Session.

All covenants are subject to the employment policies **of the Presbytery of Scioto Valley**, such as the Healthy Boundaries Policy.

Changes / exceptions to this policy can be made by a majority vote of the members of Session at any regularly scheduled meeting.

Other Documents

Instructions for Serving Communion

(4/24/2017)

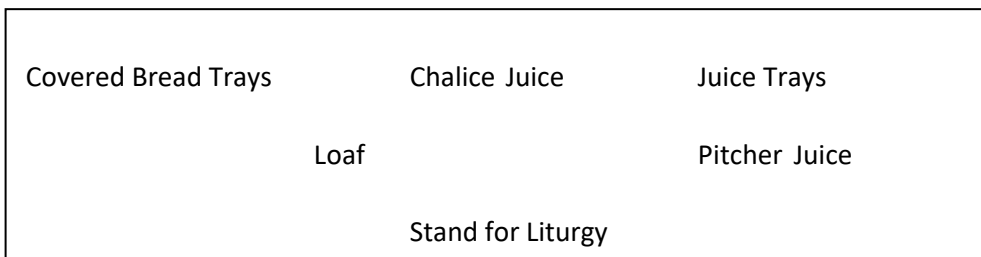
An annual Communion Schedule and Assignments listing is published each year by the Clerk of Session and distributed to both Elders and Deacons. Assignments consider:

- For each Served Communion 1) the person preparing the elements is indicated in italics and 2) the four persons serving are indicated in regular font. Servers may be elders (active or resting) or deacons.
- For each communion served by intinction, the person preparing and assisting with the serving (one person, active or resting elder) is listed.
- Resting elders must have indicated a willingness to serve prior to assignment.

If a person is not able to serve, they are asked to find a substitute and let the minister know of the change.

Served Communion Procedure

1. Communion elements are prepared by the person listed prior to the service and placed on the communion table. In the pattern shown below. They are to be covered with a single white cloth.



2. At the start of the order of worship for communion, the minister will invite those serving communion to come forward. The four servers move to the front pews, (1 and 2 west side, 3 and 4 on East side,). They do not sit down.

Server positions are according to the diagram below:



Servers in positions 2 and 3 proceed to remove the cover of communion table, fold it, and leave it at a convenient location at the front of the church. Then return to their positions. Then, at the signal of the minister, all four servers are seated.

3. At a signal from the minister, servers stand. Servers 4 and 1 receive trays from the minister and servers 2, 3 and 4 remain in place while server 1 serves minister.
4. All four servers then proceed to serve the bread/cup to the congregation according to their positions which are explained below.

Positions numbered:

- 1 – Serve organist (and anyone else in the area of the organ)
 Serve congregation from **west outside** aisle
- 2 – Serve congregation from **west side center** aisle
- 3 – Serve congregation from the **east side center** aisle.
- 4 – Serve pianist (if at piano).
 Serve congregation from **east outside** aisle

5. Servers remain at the back of the Sanctuary until everyone in the congregation has been served both bread/cup.
6. Servers then proceed down the center aisle to return their trays to the minister(s) in the order diagrammed below. Make sure servers 1 and 4 have the trays.

Front of Church

1 4

2 3

Rear of Church

8. Servers move back to front pews east and west sides and wait for minister to indicate that they are to be seated. Minister will then serve them bread/cup to each server.
9. Minister then indicates for congregation to partake by saying words “This is (The Body of Christ broken for you)/(This is the Blood of Christ shed for you).”
10. Process is repeated for Cup following Bread.
11. During the hymn following communion, servers 2 and 3 recover the elements with the white cloth.

Communion by Intinction

1. One server shall assist the minister in serving communion by intinction. The server shall serve the bread and shall use the phrase “*The body of Christ, broken for you.*” For each person receiving communion.
2. After all who are able have passed by, server and minister will move to any persons who have remained seated but desire being served.
3. Server and minister will return to the front. Minister will then take both the cup and the bread and serve the minister. Then the server will take both and serve the minister.
4. Elements are then returned to the table.

Guide to Funeral Planning - “A Service of Witness to the Resurrection”

This guide will help work through important considerations about a “Service of Witness to the Resurrection,” (traditionally called a Funeral Service). When death comes, the church in its pastoral care immediately offers a “ministry of presence” through:

A sharing of loss and pain,

A proclamation of faith and hope in the power of resurrection, and the ordinary acts of care and love.

The church continues special pastoral care throughout the time of grieving and adjusting.

When death occurs, the pastor, deacons, and elders of the congregation should be notified as soon as possible, in order that they might provide appropriate consolation and support to the family and friends and assist them in making arrangements for the “Service in Witness to the Resurrection.”

West Berlin Presbyterian Church recognizes that at the time of death not all persons will have a direct connection to a church. As they feel appropriate, members of the church are encouraged to seek support of the church in arrangements of services for non-member family and friends in need of such support.

THE CHURCH AND DEATH

The resurrection is the central doctrine of the Christian faith and shapes a Christian’s attitude and response to the event of death. Death brings loss, sorrow, and grief to all. In the face of death Christians affirm with tears and a sense of joy the Good News of the gospel. Christians do not bear their bereavement in isolation, but are sustained by the power of the spirit and also the community of faith.

Because death calls us to draw on the resources of our faith, what is it that we believe about death?

We believe that death has been conquered by God in Jesus Christ. The central tenet of the gospel, the heart of the Good News, is that God in Christ is the victor over death.

We believe that we will share in Christ’s victory over death. What this resurrected life will be like we do not know, but our faith tells us that there will be a resurrection.

We believe that at death we enter into the presence of God. We no longer inhabit the physical body, for our soul, our real person, enters into the presence of God. Death is not able to separate us from God’s love in Jesus Christ.

THE CHURCH AND GRIEF

It has been well established that there is a process for dealing with death. There are basically, five steps that have been identified:

Denial Anger Bargaining Depression Acceptance

This is part of the grief process. We give expression to our grief both by weeping, and by giving thanks for the person who has died. Wise, sympathetic friends help us to express our pain and our thanksgiving. Grief is a process stretched over a period of time. In God’s love to us we come to know that God reaches to the depth of all of our emotions. Grief is a normal and necessary process for us. In the midst of all of this Jesus says to us, “My peace I give to you – do not be afraid.” Be assured that the church offers a ministry of love and hope to all who grieve.

THE CHURCH AND THE SERVICE IN WITNESS TO THE RESURRECTION

As the “Service in Witness to the Resurrection,” is planned, there are three principles that should guide decisions:

- The deceased must be honored;
- The reality of death must be recognized; and
- The praise and promises of God must be proclaimed.

The “Service in Witness to the Resurrection” should provide the strength to face both the death of the love one, and to lead further in the grief process.

The service of witness to the resurrection is most appropriately held in the congregation’s usual place of worship, demonstrating continuity with the community’s faith, life, and hope. When there are important reasons not to hold the service in the usual place of worship, it may be held in another place, such as a home, funeral home, crematorium, or graveside. It may be observed on any day, and may, with the approval of the session, occur as a part of the Service for the Lord’s Day. The service may take place before or after the committal of the body. The Service shall be under the direction of the Pastor. The Pastor may invite others to participate as leaders in the Service. The Pastor works with the Funeral Director to ensure understanding and compliance with the policies and practices of the congregation.

Visitation

A period of time, often afternoon and/or evening, may be designated by the family to receive friends. This often is held at the funeral home. The family must decide if the casket is to be open during this time. While viewing an open casket may help some people, care must be taken to restrict emphasis upon such viewing. It must be pointed out that the main purpose in this time of visitation is to greet each other, offering to the family our sympathy and our support at this time of death.

It is of utmost importance for friends to remember the importance of visiting on days and weeks following a death. This is true because our grief process is not concluded with the “Service in Witness to the Resurrection.”

Service Location and Timing

The “Service in Witness to the Resurrection” may be held before or after the interment of the body or cremains. The church is often questioned concerning cremation. This is a matter of personal preference, and is not inconsistent with the Christian faith.

To consider having the interment first is in complete accord with our beliefs. This is usually a more private service for family and close friends. The “Service in Witness to the Resurrection” is then a more public service. This practice was customary for early Christians, American Protestants, and is certainly part of our Presbyterian heritage. It enables us to place our emphasis on the worship of God, while de-emphasizing the physical remains of the person who has died. This should by no means be seen as a dishonor to the deceased or a rejection of the reality of death.

When the “Service in Witness to the Resurrection” precedes the interment of the body or cremains, the casket or urn is brought to the service. The casket is not open during the service.

Service in Witness to the Resurrection

A service that is truly Christian is one in which God's people witness to their faith in God who is Alpha and Omega, the beginning and the end. The "Service in Witness to the Resurrection" is structured as follows.

The service begins with scriptural sentences. It is appropriate for worshipers to sing or hear hymns, psalms, spirituals, or spiritual songs that affirm God's power over death, a belief in the resurrection to life everlasting, and the assurance of the communion of the saints. Scripture shall be read, a sermon or other exposition of the Word may be proclaimed, and the people may make an affirmation of faith. Aspects of the life of the one who has died may be recalled. Prayers shall be offered, giving thanks to God for the life in Jesus Christ and the promise of the gospel; the gift of the life of the one who has died; the comfort of the Holy Spirit; the community of faith, making intercessions; the family members and loved ones who grieve; those who minister to and support the bereaved; all who suffer loss, lifting supplications; faith and grace for all who are present. Prayers should conclude with the Lord's Prayer.

The service ends by commending the one who has died to the care of the eternal God and sending the people forth with a benediction.

The "Word of God" is central. Nothing can give better comfort to those who seek comfort than the words of Scriptures. Interpreting the scriptures, the Pastor will share a message of life, death, and resurrection in an appropriate meditation. The personalized message in reference to the one who has died and to those who seek comfort speaks primarily of the Christian hope that is ours because of the victory of Christ over death.

Although it is most appropriate to offer a eulogy for the one who has died, a service that only eulogizes the deceased as a main theme is inappropriate, because it offers shallow comfort. Our hope is not based on the goodness of the one who has died, rather, our hope is based on the love of God.

The congregation should participate in the worship service. This is one of the distinguishing marks of Presbyterian worship. The congregation shares in the responsive reading of scripture, affirmation of faith, prayers, and music.

"A Service in Witness to the Resurrection" is a service of worship. We gather to share our grief and to confess our faith in a living Savior. We come not to exhibit our grief but to find strength to overcome our grief in Christ our living Lord. We come to worship God!

Music

As in all worship, music is a vital part of the "Service in Witness to the Resurrection." The music should have substance and, whether instrumental or vocal, should proclaim the love and power of God.

The Funeral Director, Organist and Pastor can work with the family in determining music that will be meaningful. The great hymns of the Church are most appropriate to use, because they speak a strong and hopeful message to those who seek comfort. It is most appropriate and meaningful for the congregation to share in the singing of hymns.

Flowers and Memorials

Flowers are most definitely a part of God's creation and have a place within Christian worship. An excess can present a problem. Because over abundance may occur, it is encouraged that in lieu of flowers memorial

contributions be encouraged in the name of the deceased. This can be to “West Berlin Presbyterian Church Memorial Fund” or to some appropriate charity.

Service of Committal (Internment)

When family and friends gather for a service at a cemetery, mausoleum, or other site, it is to be conducted with simplicity, dignity, and brevity. The service includes readings from Scripture, prayers, words of committal, and a blessing reflecting the reality of death, entrusting the one who has died to the care of God, and bearing witness to faith in the resurrection from the dead.

Nonreligious Ceremonies

Because the “Service in Witness to the Resurrection” for a Christian is the complete message of faith in and of itself, any fraternal, civic, or military rites shall be conducted separately, at a predetermined time.

If rites other than those of the Church are conducted at the place of internment, they will be held prior to the Church’s “Service of Committal.” The final words/acts are those of God’s loving benediction.

Postservice Visitation

Following any and or all the services that are discussed above, the WBPC Women’s Society may offer to host for the family a time of visitation/fellowship (a reception or some appropriate meal) for family and friends. The Pastor will be happy to initiate plans for such with the family and WBPC Women’s Society. Any gift which the family makes to the West Berlin Presbyterian church to enable similar events to be held in the further is appreciated.

Other Comments

Stewardship

Part of our stewardship is to consider a final financial gift to God’s Church through our “Last Will and Testament.” A gift to the Endowment or Memorial Funds of West Berlin Presbyterian Church will support the work and ministry of West Berlin Presbyterian Church of Delaware.

Medical

While we have a direct responsibility for maintaining or regaining our health, the artificial prolongation of life with mechanical and medical procedures is a decision that an individual and family must make (necessity for a “Living Will). This often involves organization such as “Hospice.”

It is in keeping with the Christian spirit of concern for others that the donation of the body for medical research or its parts for transplant may be considered.

A Final Note

Christians recognize with all person the inevitability of death. Because it is difficult under emotional stress to plan and act wisely, families and individuals are encouraged to make their intents and desires concerning appropriate funeral arrangements before death is imminent. The preparation of a written statement can benefit be very beneficial. The statement can deal with preferences about burial, cremation, or donation for medical purposes. Particular wishes about music and selections for

Scripture can be made clear, and instructions about viewing can be given. Information about choice of funeral director, place of burial (or committal in a columbarium), the name of the family lawyer, the location of a will or other papers, or any other details can be set down in advance. Such thoughtful preparation can considerably ease the trauma of death for family and friends.

Wedding Planning Agreement

To be married at the West Berlin Presbyterian Church (WBPC), both participants must review and acknowledge by signature that they will abide by the WBPC Marriage Policy (included in the WBPC Manual of Operations) and the condition of the agreement outlined below by completing the following form in as complete a form as possible.

1. **Agreement:** This Agreement shall be entered into at least sixty days prior to the date of the wedding.

2. **Fees:** The schedule for fees is as follows:

Members of WBPC:

Facilities: There is no charge for the use of the sanctuary and rooms for dressing

Pastor's fee: The pastor makes fee to include counseling sessions, rehearsal and service.

Organist's fee: \$100 includes planning with the bride and groom and providing

Music for the service - The organist is not expected to teach soloist or other musicians the music. If extra time is needed for working with them, an additional fee may be charged.

Custodian's fee: \$50

Non-members:

There is a charge of \$450 (This includes use of the sanctuary and rooms for dressing [300], Organist's fee [100] see note about soloist and musicians, above, and Custodian's fee [50]).

Reception following the wedding:

For all weddings, if the kitchen and/or Fellowship Hall are used for a reception, there is a fee of \$125, plus a Custodian's fee of \$50.

Deposit:

A \$100 non-refundable deposit is due when this Agreement is signed.

Balance:

The balance is due 14 days prior to the wedding date.

Wedding Information

Wedding date: _____ Time: _____

Bride: _____ DOB: _____

Address: _____

Home Phone: _____ Work Phone: _____ Email: _____

Workplace: _____

Parents' names: _____ Married? _____

Groom: _____ DOB: _____

Address: _____

Home Phone: _____ Work Phone: _____ Email: _____

Workplace: _____

Parents' names: _____ Married? _____

If bride and/or groom are non-members of West Berlin Presbyterian Church, state if you are related to a member of the church, and how you are related.

Obtain license and give to minister BEFORE REHEARSAL.

Rehearsal Date: _____ Time: _____ Place: _____

Rehearsal Dinner Date: _____ Time: _____ Place: _____

Ceremony Date: _____ Time: _____ Place: _____

Reception Date: _____ Time: _____ Place: _____

Do all the people involved know Church rules / customs / policies? _____

Florist: _____

Coordinator: _____

Photographer: _____

Videographer: _____

Soloist and other Musicians: _____

Are you using the Church's candles? YES _____ NO _____

Are there children participating in the service? YES _____ NO _____

(If yes, please list names, ages, and what the child will be doing.)

Other participants, such as readers or additional clergy YES _____ NO _____

(If yes, please list names and responsibilities.)

Brides' Attendants: Maid / Matron of Honor:

2. _____

3. _____

4. _____

5. _____

Will they be dressing at the Church? YES _____ NO _____

Groom's Attendants: Best Man: _____

2. _____

3. _____

4. _____

5. _____

Will they be dressing at the Church? YES _____ NO _____

Will pictures be taken before the service? YES _____ NO _____

If yes, beginning at what time? _____

Will you have a receiving line at the church following the service? YES _____ NO _____

Has an "Order of Service" been approved by the minister? YES _____ NO _____

Anticipated number of guests _____

I have read and understood all areas of the WBPC Marriage Policy and this Agreement for a Wedding Service and will abide by them. I will be responsible for communicating the items in the Agreement to all those persons listed in the previous sections of this Appendix, "Wedding Information." I likewise accept the responsibility for repair or replacement regarding any damage that may occur during my use of the building.

Signature of Bride: _____

Date: _____

Signature of Groom: _____

Date: _____

Basic Rental Agreement - West Berlin Presbyterian Church

This Rental Agreement shall evidence the complete terms and conditions under which the parties whose signatures appear below have agreed. West Berlin Presbyterian Church shall be referred to as "OWNER" and Lessee(s) named as: _____, shall be referred to as "LESSEE." As consideration for this agreement, OWNER agrees to lease/rent to LESSEE

- 1. TERMS:** LESSEE agrees to pay in advance a Security Deposit for the rental of the WBPC Church Annex.
- 2. PAYMENTS:** Rent and/or other charges are to be paid by mail to: West Berlin Presbyterian Church, 2911 Berlin Station Road, Delaware, Ohio 43015 or in person at the Church Office during regular business hours, as posted. All payments are to be made by check or money order, or when paid in person cash shall be acceptable. OWNER acknowledges receipt of the Security Deposit of \$_____, and additional charges/fees of _____, for a total payment of \$_____. All payments are to be made payable to "West Berlin Presbyterian Church."
- 3. SECURITY DEPOSIT:** The total of the above deposits shall secure compliance with the terms and conditions of this agreement.
- 4. INSUFFICIENT FUNDS:** A fee of 10% of the monthly lease/rental shall be assessed for any check returned by the bank for insufficient funds. Such an assessment shall be payable together with a replacement check.
- 5. PARKING:** There is no parking fee. The parking area on the premises shall not be used for the washing, painting, or repair of vehicles.
- 6. NOISE:** LESSEE agrees not to cause or allow any noise or activity on the premises that might disturb the peace and quiet of another LESSEE and / or neighbor. Doing so shall be considered a breach of the Agreement.
- 7. ALTERATIONS:** LESSEE shall not use screws, fastening devices, large nails, or adhesive materials, place signs, displays, or other exhibits, on or in any portion of the premises. Doing so shall be considered a breach of this Agreement.
- 8. GARBAGE COLLECTION / PROPERTY MAINTENANCE:** LESSEE shall deposit all garbage and waste in a clean and sanitary manner into the proper receptacles for garbage collection, and shall cooperate in keeping the garbage collection area neat and clean. LESSEE shall be responsible for disposing of items of such size and nature as is not normally acceptable by the garbage collection hauler.

LESSEE shall be responsible for keeping the kitchen and bathroom drains free of materials that may tend to cause clogging of the drains. LESSEE shall be responsible for paying for the cleaning out of any plumbing fixture that may need to be cleared of stoppage and for the expense of repairing damage to the premises caused by stoppage of waste pipes or overflow from bathtubs, wash basins, or sinks.
- 9. POSSESSION:** If OWNER is unable to deliver possession of the premises to LESSEE on the agreed date, because of the loss or destruction of the residence, the LESSEE and/or OWNER may immediately cancel and terminate this agreement upon written notice to the other party at their last known address, whereupon neither party shall have liability to the other, and any sums paid under this Agreement shall be refunded in full within 10 days. If neither party cancels, this Agreement shall be prorated and begin on the date of actual possession.
- 10. ASSIGNMENT:** LESSEE agrees not to transfer, assign or sublet the premises or any part thereof.

11. ATTORNEY FEES: If any legal action or proceedings be brought by either party of this Agreement, the prevailing party shall be reimbursed for all reasonable attorney's fees and costs in addition to other damages awarded.

12. JOINTLY AND SEVERALLY: The named LESSEE(S) is jointly and severally responsible and liable for all obligations under this Agreement.

13. ADDITIONS AND/OR EXCEPTIONS: _____

14. INVENTORY: The premises contain the following items that the LESSEE may use: stove, refrigerator, dishwasher, microwave, and small appliances.

15. KEYS: LESSEES acknowledges receipt of: _____ Keys (# of keys and purposes)
_____. If the LESSEE deems it necessary (because of the loss of keys, or for other reasons) to have the locks re-keyed, the OWNER shall be notified and shall make arrangements to have the work done, billing the LESSEE for all costs involved.

16. RECEIPT OF AGREEMENT: The undersigned LESSEE, as named in the first paragraph of this Agreement, has read and understands this Agreement, and hereby acknowledges receipt of a copy of this Agreement.

LESSEE'S Signature _____

Date _____

OWNER'S or Agent's Signature: West Berlin Presbyterian Church

By: _____

Date: _____

Approved by Session, West Berlin Presbyterian Church, 2008

Draft Position Descriptions

The following position description are for information/example only. The positions may not be current part of church staffing pattern.

Pastor

Sample Covenant for Pastoral Services (A Presbytery Form)

The Presbytery of Scioto Valley of the Presbyterian Church (U.S.A.)

Covenant for a Temporary Pastoral Relationship by a

Ruling Elder Commissioned to Pastoral Service

The Session of the West Berlin Presbyterian Church of Delaware Ohio, hereby requests, with the concurrence of the Committee on Ministry of the Presbytery of Scioto Valley, that ruling elder Robert J. Gustafson be commissioned for limited Pastoral Service for this congregation, for a period beginning years April 1st, 2016 - December 31st, 2018. This covenant is for 75 percent of full-time, approximately 32 hours of service a week. This covenant may be renewed. With the concurrence of the Presbytery of Scioto Valley, this covenant may be terminated by the Session or the ruling elder with sixty (60) days' written notice. The Presbytery may terminate this covenant at any time. The Presbytery shall review the commission annually.

The areas of ministry for which the Commissioned Ruling Elder will be responsible are:

1. **Church Services** - Sunday morning. Lead adult Sunday School (partnerships with lay leaders, possible)

Special services (i.e. Thanksgiving eve, Christmas eve, weddings, funerals and the like)

Select sermon hymn - Copy of program to print and complete section of program to liturgist by Wed.

Arrange for lay leaders a month in advance and document on lay leadership form - Partner with Christian

Education chair to staff nursery

2. **Pastoral Care** - Building relationships with members - Responsibility for consistent outreach to members-

Home visits - Meeting over coffee or lunch - Meeting at the church - Phone conversations - Checking in with

people that miss several Sundays in a row - Hospital & nursing home visits - Emergency Care

Support for members struggling... with illness, loss, connectedness, being overwhelmed, worrying...

Use the information gathered to inform the opportunities created for spiritual growth in sermons,

classes, prayers....

3. **Leadership** - that supports implementing the recommendations from the New Beginnings Program and with

church policy and procedure administration. Partner with committees to see where they

are with implementing recommendations and help them to set a timeline for implementation of each of the recommendations. Help to create the informational documents, structure and training for lay positions.

Provide input on the procedural changes and updates to procedural manual. Support task assignment, tracking / documenting progress. Keep forward momentum going. Moderate all meetings...Session, Congregation and all other types of meetings.

4. **Other** - *Contribute to writing a portion of the monthly newsletter - John Ray Class, 2nd Sunday, Ice Cream Social, Chicken Noodle Supper, Soup Supper, Christmas Program, Session Meetings, Committee Meetings as needed to stay abreast of progress toward NB recommendations and keep forward progress. Work hours and days are flexible by the week. In a 4 week span, (128) hours of work is to be documented. That could be 20 hours per week or 35 hours one week and 5 hours one week. Pastor is accountable for recording your time, mileage and activities on the Pastoral Weekly Activities Log and submitting it to Session and the Treasurer through the chair of the Personnel Sub-committee*
-

Participation is optional in social gatherings put together by different segments of the churches population. These optional gatherings include... Alice Cox class parties, horse parade, women's society, zoo lights, ladies night out, going with a group to grab lunch after church.... The pastor is invited and welcome to participate in these gatherings. However, the hours and mileage are not eligible for reimbursement.

Ordinarily, the Commission for Church Professionals (**when asked by the Session**) will authorize the ruling elder commissioned to pastoral service to perform the following functions. Please CHECK those that apply.

- Administer the Lord's Supper
- Administer the Sacrament of Baptism
- Moderate the Session of the congregation (if applicable, choose one of the following:)
 - Under the supervision of and when invited by the presbytery appointed moderator
 - Appointed by the presbytery as moderator
- Perform a service of Christian marriage when invited by the Session, after being commissioned.

The ruling elder commissioned to pastoral service shall not perform these functions without prior explicit permission from the presbytery or in situations other than the covenanting congregation.
On 2/21/16 West Berlin formally requested that Bob Gustafson be given permission to perform these functions, for the duration of his contract.

This covenant is expressly made subject to the Sexual Misconduct Policy of the Presbytery of Scioto Valley and the provisions therein concerning leave of absence upon receipt of an allegation of sexual misconduct. All parties to this contract agree to be bound by such policy.

The Session promises you in the discharge of your duty all proper support, encouragement, and allegiance in the Lord, and it promises and obligates itself to pay you during the time of your being and continuing in the pastoral relationship set forth in this covenant the following compensation, stated in

annualized terms, to be paid in regular monthly or semi-monthly payments, and the following specified professional expense reimbursements:

WBPC Effective Salary

\$xx,xxx_compensation for 32 hours of services each week

Eligible Mileage reimbursed at the current IRS rate. (20xx xx cents/ mile) **Eligible miles are calculate by subtracting the "commuting" mileage from your home to the church and back home, from total miles traveled each day. The flexible schedule allows a few long days or more short days during each week / month. WBPC will reimburse up to 100 miles (*based on eligible miles) every 4 weeks when it is submitted on the mileage form by the 2nd Sunday of the month. It will be paid in a separate check on or before the 3rd Sunday of the month. Mileage for emergency care is 100% covered.

Vacation & Study Leave days are accumulated through days worked and must be submitted to Session for approval, through the chair of the personnel committee in advance. A day of vacation is earned approximately every 13 days for a total of 28 days / 128 hours (4 weeks of 32 hours) in a contract year. A day of study leave is earned approximately every 26 days for a total of 14 days / 64 hours (2 weeks of 32 hours) in a contract year. Unused study leave is not reimbursable at the end of each contract year or at separation. Earned vacation days will be paid at the end of each contract year or at separation.

Holiday Leave days will be granted at a rate of 6 hours / holiday for the ten federal holidays per year (New Year's Day, Martin Luther King Jr. Day, George Washington Birthday, Memorial Day, Independence Day, Labor Day, Columbus Day, Veterans Day, Thanksgiving Day, Christmas Day)

Continuing Education dollars are accumulated through days of service at the approximate rate of \$75.00 per month for a maximum of 900.00 per contract year. The Pastor will request Session's approval in advance of registering for continuing education. The request is to be accompanied with an impact statement detailing the benefit to the church. Unused dollars are not reimbursable at the end of the contract year or at separation.

Pastor's discretionary fund contains a dollar amount that the Pastor can spend without requiring Session's approval. The Pastor submits receipts and is reimbursed. Typical amounts are in the 2.00 to 20.00 range. Purchases may support a special service, could be consumable, reference pamphlets or guide books.

Benefits: No health care benefits will be included with this position. A retirement (IRA) contribution will be made annually by December 31st of each year (Pro-rated for partial first year)

Total Effective Salary - \$xx,xxx

Cash Salary \$xx,xxx

Housing Allowance \$xx,xxx

Deferred Compensation \$x,xxx per year and prorated for partial years

Professional Expense Reimbursements

Mileage IRS rate for up to 100 miles a month

Pastor Discretionary Fund \$200.00 annually

Continuing Education \$900.00 annually

An **equability review** with the Pastor and Personnel Committee will take place 30 - 60 days from the date of this contract. **Performance reviews** will be conducted semi-annually thereafter. The pastor or the personnel committee can request an additional review for equability or performance at anytime. The Presbytery shall review the commission annually. *The Session will review the compensation with you annually.*

*Specified expense reimbursements so noted must be itemized and will be paid as incurred, subject to the annual amount shown and available as outlined in the contract. Automobile expense shall be reimbursed at the applicable current IRS rate (published annually) and shall not include mileage commuting to and from work – Federal Tax Guide Paragraph 2370. 1099 form will be supplied at the end of each year.

Certification of Covenant

By the Session

This covenant has been approved by the Session of the West Berlin Presbyterian church of Delaware, Ohio.

Date of Action _____ Signature _____
Clerk of Session

By the Commission for Church Professionals

This covenant has been approved by the Commission for Church Professionals of the Presbytery of Scioto Valley.

Date of Action _____ Signature _____
Commission Moderator

By the Ruling Elder

I hereby accept this covenant and the terms and conditions contained herein and I am willing to be commissioned to this pastoral service.

Date of Acceptance _____ Signature _____
Ruling Elder

[NOTE: Three copies of the covenant are to be prepared and signed by the clerk of Session and the ruling elder. Deliver the signed copies to the presbytery stated clerk for presbytery approval. When all signatures are completed, copies will be distributed to the ruling elder, the clerk of Session, and the presbytery.]

Pastoral Intern

Job Description and Responsibilities
Pastoral Intern
West Berlin Presbyterian Church

Purpose:

We seek to mentor, support, and welcome the intern to explore and expand his or her ministry gifts, as he or she further refines God's calling and grows in experience and talents for ministry. The role is designed to train and further equip the intern for pastoral ministry as the intern assist in a broad range of pastoral functions within a small congregation.

Position Responsibilities:

Under the mentorship and in close collaboration with the Pastor the intern responsibilities are:

1. *Concerted time and attention from the mentoring.* For an intern to have a meaningful role, consistent feedback, and productive self-reflection it is expected the intern will meet regularly (at least weekly) with the mentor. These sessions should include a broad discussion of current activities and reflection on those activities.
2. *Consistent preaching and teaching responsibilities.* The intern is to be given opportunity for mentored practice in the key areas of preaching and other forms of teaching.
3. *Frequent leadership in worship.* It is of special importance for an intern to cultivate an effective manner of leading in worship. As much as possible, the intern should be given responsibility for leading the congregation in all elements of worship.
4. *Regular participation in the Session's business.* It is important for the intern to experience the function of Session in guiding the activity, policies, fiscal management and directions setting for the church. The intern will be given privilege of the floor for discussion, but not vote.
5. *Regular exposure to the work of primary Committees and Board of the church.* Attendance at their stated business meetings should create more in-depth understanding of the function of each of these volunteer committees and board (Education Committee, Worship and Outreach Committee, Deacon and Mission Board. The intern, with mentor concurrence, participates in selected activities of the committees and board.
6. *Assistance in pastoral care.* This is an area in which a measure of discernment is necessary. A particularly good opportunity for this kind of experience is in the pastoral visits to senior congregational members.
7. *Responsibility for administrative duties.* In a small church environment, the intern will be responsible for certain administrative duties connected to the intern duties. Other administrative duties should be avoided.

8. *Advance understanding of church polity.* For reasons similar to those given regarding participation with the Session, the intern will benefit greatly from being exposed to the Presbyterian Book of Order and Book of Confession (together forming the Constitution of the PC(USA)) and work of the Presbytery (regional body). It should be a priority of the mentor to guide such experiences.

- Plan for Lay Committee meetings (every 6-8 weeks) with dates

A committee (6 persons) which broadly representation the church is being formed. The committee will include youth, member(s) of Session (our controlling board for the church), Worship and Outreach Committee and Deacon and Mission Board. Chair will be a member of Session. A series of five tentative meeting dates has been established for the committee. They are September 25, November 13, February 12, April 2 and May 14. The Pastor will be an ex-officio member of the committee.

- Compensation and compensation schedule
- Session has approved the hiring of Sarah Lowden as Pastoral Intern for 10 hours per week during the academic year 2018-2019 (approximately 9 months). She is to be compensated at a rate of \$15/hour and paid monthly at the end of each month.

Nursery Attendant

- I. **TITLE:** Nursery Attendant
- II. **FUNCTION:** To care for children during the Christian Education Hour (Sunday School), and during Worship and Children’s Church Time.
- III. **ACCOUNTABILITY:** The Nursery Attendant is accountable to the Session and the Chair of the Christian Education Committee.
- IV. **RELATIONSHIPS:** The Nursery Attendant works closely with the Pastor, and the representative from the Christian Education Committee.
- VI. **RESPONSIBILITIES:**
 1. To express a loving concern for all the children.
 2. To know parents, assuring them that their children will be cared for.
 3. To limit the Nursery’s use to the appropriate age children, or to work with the representative of the Christian Education Committee to do this.
 4. To encourage children to use age appropriate toys and equipment as they have been provided.
 5. To encourage children to put away all toys and equipment (puzzles should be put together) after each “nursery time,” so that the room will be ready for the next use.
 6. To be present 15 minutes before the start of events where the Nursery is scheduled and 15 minutes following worship (9:15-11:45)

- VII. **BENEFITS:** To be determined by the Session.

Caretaker/Groundskeeper

- I. **TITLE:** Caretaker/Groundskeeper
- II. **FUNCTION:** The Custodian is responsible for keeping all areas of the church building and ready for the congregation's use. As it becomes evident that repairs/maintenance are needed, these shall be reported to the Grounds and Building Committee.

Additional custodial duties incurred due to special functions such as weddings, receptions, dinners (other than direct congregational activities) are to be arranged for and paid for by the engaging party as detailed in other church policies.

- III. **ACCOUNTABILITY:** The Custodian is accountable to the Session. The Custodian is to also to be determined by the Session. The Custodian shall submit a time sheet to the Church Treasurer once every month.
- IV. **RELATIONSHIPS:** The Custodian works closely with the Pastor, and the Chair and/or representative from the Building and Grounds Committee.
- V. **EVALUATION:** A performance review shall be conducted annually by the Session Personnel Committee with the Chair of the Building and Ground Committee. The Personnel Committee shall annually review the adequacy of compensation and make recommendations to the Treasurer and Session for approval.
- VI. **RESPONSIBILITIES:**
- 1.) Work on the first floor:
 1. Pick up bulletins and straighten up in sanctuary.
 2. Empty waste cans including restrooms and replace plastic liners.
 3. Dust mop or vacuum all rooms and wet mop as needed.
 4. Straighten furniture in all rooms.
 5. Dust windowsills and furniture and check for cobwebs in corners, etc.
 6. Clean commodes, urinals, and sinks in restrooms.
 7. Clean mirrors in restrooms.
 8. Replenish paper supplies.
 9. Sweep restroom floors – wet mop as needed.
 - 2.) Clean entrance halls and stairs.
 1. Dust mop and wet mop as needed.
 2. Dust windowsills, woodwork, and stair rails.

- 3.) Second floor:
 1. Empty waste cans.
 2. Dust mop all rooms and wet mop as needed.
 3. Straighten furniture.
 4. Dust windowsills and furniture and check for cobwebs in corners.
 5. Clean sink in bathroom as needed.
- 4.) Clean stairs from second floor down to first floor:
 1. Vacuum as needed.
 2. Dust windowsills and stair rails.
- 5.) Clean kitchen and fellowship hall:
 1. Empty garbage cans in kitchen – set out recycle container on appropriate day of the week.
 2. Dust mop and wet mop or scrub as needed.
 3. Dust windowsills, tables, etc.
 4. Straighten furniture as needed.
 5. Wash dishes, if any.
- 6.) Work in Sanctuary:
 1. Dust mop floor under pews and wet mop as needed.
 2. Dust windowsills, piano, etc.
 3. Vacuum carpet in entranceways, sanctuary floor and choir loft.
- 9.) Clean outside:
 1. Pick up trash around building
 2. Sweep front entrance and sidewalk.
- 10.) Miscellaneous and periodic cleaning:
 1. Scrub floors when wet mop does not clean.
 2. Clean waste cans.
 3. Wash windows in the doors monthly.
 4. Keep maintenance closets clean.
 5. Set up and tear down chairs/tables (requesting help if needed) for Church sponsored programs.
 6. Clean and prepare facilities before and after weddings, receptions, and special functions.
 7. Strip, buff and wax floors annually, or as needed.

VII. **BENEFITS:** To be determined by Session.

Director of Music

- I. **TITLE:** Director of Music
- II. **FUNCTION:** Music is a vital aspect of the worship of God. In congregational singing, in anthems and special music by the choirs, in organ preludes, interludes, and postludes, and in using a

variety of musical forms, God's people celebrate and rejoice when we gather for worship. The Director of Music occupies a crucial position in setting the tone of the church's worship life. The ability to play and direct church music, the commitment to variety in style and historical setting, and openness to new forms and patterns are vital in a Music Director as that person seeks to nurture, enrich, and foster the development of the music program of West Berlin Presbyterian Church in Delaware, Ohio.

III. **ACCOUNTABILITY:** The Director of Music is accountable to the Pastor

IV. **RELATIONSHIPS:** The Director of Music works closely with the Pastor and the Worship Committee

VI. **RESPONSIBILITIES:**

1. Recruit participants, conduct rehearsals, and direct choir(for all ages)
2. Act as organist for all worship services of the Church as scheduled by the Session
3. Select and order music used by the choir(s)
4. Attend meetings of the Worship Committee as an advisory member and, in consultation with the pastor and the Committee, offer input regarding the worship and music ministry of the Church.
5. Schedule visiting soloists and arrange for special music
6. According to approved policies, participate in and help with special events at the church, such as weddings and funerals.
7. Plan, with the Pastor and Worship Committee) special events, which will enrich the music life of the congregation, and the community.
8. Oversee any maintenance for the organ, and schedule regular tunings for the pianos.
9. Be responsible to secure a substitute for any time of absence.

VII. **BENEFITS:** To be determined by the Session.

Administrative Assistant

I. **TITLE:** Administrative Assistant

II. **FUNCTION:** The Administrative Assistant shall provide secretarial and administrative services to the Pastor and the Congregation.

III. **ACCOUNTABILITY:** The Administrative Assistant is accountable to the Pastor and works under the direct daily supervision of the Pastor and shall notify of any need to be absent from the regular office schedule. Any job-related concerns should be taken up with the Pastor, Session, and then with the Personnel Committee. Time Sheets are approved by the Pastor.

IV. **RELATIONSHIPS:** The Administrative Assistant works with the Pastor/Session and other Personnel.

VI. **RESPONSIBILITIES:**

1. Retrieve mail daily from Church mailbox, distributing it to the Pastor, Treasurer and appropriate individuals within the Church.
2. Receive packages delivered to the Church.
3. Prepare, proof and print weekly Worship bulletin, including any necessary inserts, with information provided by the Pastor and Organist / Director of Music.
4. Prepare, proof, print and mail monthly newsletter.
5. Complete all correspondence, documents, and other records, as needed by the Pastor and Clerk of the Session.
6. Maintain the master Church calendar for activities and use of the building.
7. Update the outdoor sign board as early as possible each week (sermon title) and the sanctuary boards upon completion of the bulletin.
8. Maintain the Church's web pages, keeping it current and up-to-date.
9. Provide support services to Committee Chairpersons and organizations of the congregation, as time allows.
10. Assist the Pastor in general administrative tasks.
11. Maintain an accurate and current Church Directory database.
12. Maintain the Church files in an orderly and current manner.
13. Maintain a record of the use of office equipment. Arrange for and keep a record of all maintenance performed on the equipment.
14. Keep office supplies stocked at all times. Greet visitors, answer telephone and direct calls.

The matter of confidentiality is crucial to the position. Phone calls, persons coming to the office, documents and records must be treated with utmost confidentiality in regards to both members and visitors of the congregation. Computer data should also be treated with utmost confidentiality, and should be safeguarded with appropriate security precautions.

VII. **BENEFITS:** To be determined by the Session.

Treasurer

I. **TITLE:** Treasurer

II. **FUNCTION:** Maintain a confidential and accurate record of all pledged contributions made to the Church, and maintain financial records, write checks, make financial reports, and provide investment services for the Session and Congregation.

III. **ACCOUNTABILITY:** The Treasurer is accountable to the Pastor and the Session.

IV. **RELATIONSHIPS:** The Treasurer works closely with Pastor and the Session.

VI. **RESPONSIBILITIES:**

1. At all times, is responsible for maintaining the financial records in conjunction with the Session.
2. Sets up, assigns and posts individual records for all pledges
3. Posts weekly offering on individual pledge records.
4. Together with two other officers within the congregation, counts the weekly offering and makes bank deposit.
5. Prepares, and mails, quarterly and year-end pledge records to those who pledge, or make contributions.
6. Makes monthly reports to the Session as to the cumulative totals of all pledges and contributions.
7. Writes and distributes all checks, as directed by the Session and approved by the Clerk of Session.
8. Keeps track of investments and invests monies, as directed by the Session.
9. The Church Treasurer shall deposit contributions, and maintain all current accounting records for Memorials and other specially designated funds.
10. The Church Treasurer shall prepare a financial report to be submitted monthly to the Session.
11. Shall prepare at the close of each calendar year, a complete financial report to be included in the Annual Reports.
12. Shall keep all records necessary for an annual audit, and submit these to the Auditors at the close of each fiscal year.
13. Shall reconcile bank statements monthly.
14. Provide financial information as requested by the Session.

VII. **BENEFITS:** To be determined by the Session.

VIII. **ELECTION:** The Treasurer shall be elected annually by the Session for a one (1) year term, and shall be eligible for re-election.

Sample Time Sheet for Hourly Employees

NAME _____ **PAY PERIOD** _____

“Time In” and “Time Out” must be recorded to the nearest minute by the employee whenever work begins and whenever work ends.

MONTHLY PAY RECORD

DATE	DAY	TIME IN	TIME OUT	# HRS
1				
2				
3				
4				
5				
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8				
9				
10				
11				
12				
13				
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26				
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28				
29				
30				
31				

TOTAL HOURS WORKED _____

I certify that this information is correct, that I completed this form, and that I worked no additional hours other than those recorded on this sheet.