



# Operations Manual

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And now faith, hope, and love abide, these three;  
and the greatest of these is love. 1 Corinthians 13:13

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# 1—General Information

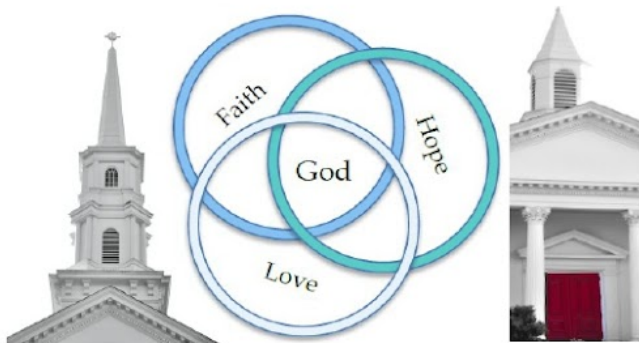
## 1.1 Mission and Vision Statement

# WESTMINSTER

Presbyterian Church

### VISION STATEMENT

We are a community of faith living the love of God revealed in Jesus Christ.



*And now these three remain:  
faith, hope, and love. But the  
greatest of these is love.*

-1 Corinthians 13:13

### MISSION STATEMENT



We worship as one family of loving Christians.



We foster an environment of love for each other and for God.



We work together equipping ourselves to offer support locally and globally.



We use our talent, skills, and heart to fulfill God's call.



We communicate effectively with one another and our surrounding community.



Guided by Scripture, we are accountable to God and to each other.



Our mission will be realized through participation and involvement.

*As developed by Westminster Presbyterian Church  
and the Vision Team during spring 2014*

## 1.2 Name and Charter



### STATE CORPORATION COMMISSION

*Richmond, June 9, 2017*

*This is to certify that the certificate of incorporation of*

**Westminster Presbyterian Church of Waynesboro,  
Virginia, Inc.**

*was this day issued and admitted to record in this office and that  
the said corporation is authorized to transact its business subject  
to all Virginia laws applicable to the corporation and its business.  
Effective date: June 9, 2017*



*State Corporation Commission*

*Attest:*

*Joel H. Beck*  
Clerk of the Commission

## 1.3 Articles of Incorporation

ARTICLES OF INCORPORATION  
OF  
WESTMINSTER PRESBYTERIAN CHURCH OF WAYNESBORO, VIRGINIA, INC.

1. Name. The name of the corporation is Westminster Presbyterian Church of Waynesboro, Virginia, Inc. (the "Corporation").

2. Support of the P.C.(U.S.A.). The Corporation shall support at all times and in all respects the *Constitution of the Presbyterian Church (U.S.A.)*. The Corporation and all of its property, both real and personal, shall be subject to, and the business of the Corporation shall be conducted in conformity with, the *Constitution of the Presbyterian Church (U.S.A.)* as it is now or shall be, from time to time, amended, established, made, and declared by the authority of the Presbyterian Church (U.S.A.).

3. Purposes. The purposes for which the Corporation is formed are more fully set forth in the *Constitution of the Presbyterian Church (U.S.A.)*, including the Great Ends of the Church:

- (a) The proclamation of the gospel for the salvation of humankind;
- (b) The shelter, nurture and spiritual fellowship of the children of God;
- (c) The maintenance of divine worship;
- (d) The preservation of the truth;
- (e) The promotion of social righteousness; and
- (f) The exhibition of the Kingdom of Heaven to the world.

4. Property Held in Trust. All property, both real and personal, held by or for the Congregation, whether title is lodged in the Corporation, the Board of Trustees or a trustee, or an unincorporated association, and whether the property is used in programs of the Congregation or retained for the production of income, is held in trust nevertheless for the use and benefit of the Presbyterian Church (U.S.A.).

5. Powers.

(a) The Corporation shall have the powers and duties granted by the *Constitution of the Presbyterian Church (U.S.A.)*:

(i) To receive, hold, encumber, manage and transfer property, real and personal, for the Westminster Presbyterian Church in Waynesboro, Virginia (the "Congregation");

(ii) To accept and execute deeds of title to such property;



(iii) To hold and defend title to such property;

(iv) To manage any permanent special funds for the furtherance of the Congregation.

(b) In addition, to the extent not included above and not inconsistent with the *Constitution of the Presbyterian Church (U.S.A.)*, the Corporation shall have all of the general powers of a nonstock corporation organized under the laws of the Commonwealth of Virginia.

6. Members; Voting. The members of the Corporation shall be the members on the active roll of the Congregation from time to time, and only the members on such active roll shall be members of the Corporation and eligible for election as Trustees. Members shall be entitled to vote on all matters properly presented to a meeting of members.

7. Trustees.

(a) The directors of the Corporation are designated Trustees. Only the members on the active roll of the Congregation shall be members of the Corporation and eligible for election as Trustees.

(b) The Trustees shall be those persons who are elected by the members of the Corporation, installed, and serving from time to time as active ruling elders of the session of the Congregation.

(c) The powers and duties of the Trustees shall not infringe upon the powers and duties of the Session and, if there be one, the Board of Deacons of the Congregation and such powers and duties shall be exercised in conformity with the *Constitution of the Presbyterian Church (U.S.A.)*.

8. Initial Trustees. The names and addresses of the initial Trustees are:

Name	Address
Kathryn A. Baker	112 Pelham Drive, Waynesboro, VA 22980
John A. Davis	936 Northgate Ave., Waynesboro, VA 22980
Martha M. Elliott	1516 Chatham Road, Waynesboro, VA 22980
Curtis P. Foltz	160 Red Fox Lane, Waynesboro, VA 22980
Phyllis M. Gorsuch	620 Cherry Ave., Waynesboro, VA 22980
Angela D. Honeycutt	275 Cold Springs Road, Stuarts Draft, VA 24477
Andrew L. Shifflett	100 Tiffany Drive, Waynesboro, VA 22980
Joyce P. Yancey	7010 Ivy Street, Waynesboro, VA 22980

Name	Address
Lisa D. Vailes	1506 Sanger's Lane, Staunton, VA 24401

9. Bylaws. The bylaws of the Corporation shall be in conformity with the *Constitution of the Presbyterian Church (U.S.A.)* as it is now or shall be, from time to time, amended, established, made, and declared by the authority of the Presbyterian Church (U.S.A.). The bylaws shall be adopted by the members of the Corporation and may be amended or repealed by the members of the Corporation but must at all times and in all respects remain in conformity with the *Constitution of the Presbyterian Church (U.S.A.)*.

10. Registered Office, Agent. The address of the Corporation's initial registered office in the Commonwealth of Virginia is 11 Terry Court, Suite A, Staunton, VA, 24401, which is located in the City of Staunton, Virginia. The name of the initial registered agent of the Corporation is Whitney Jackson Levin, whose business office is identical with the registered office and who is a resident of Virginia and member of the Virginia State Bar.

11. Tax Exemption Restriction. No part of the net earnings of the Corporation shall inure to the benefit of or be distributable to its members, trustees, officers, or any other private persons, except that the Corporation may pay reasonable compensation for services rendered to or for the Corporation and may make payments and distributions in furtherance of the purposes of the Corporation. No substantial part of the activities of the Corporation shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the Corporation shall not participate in or intervene in (including the publishing or distribution of statements) any political campaign on behalf of or in opposition to any candidate for public office. Notwithstanding any other provision of these articles of incorporation, the Corporation shall not carry on any other activities not permitted to be carried on (a) by a corporation exempt from federal income tax under Section 501(c)(3) of the Internal Revenue Code or corresponding section of any future federal tax code, or (b) by a corporation contributions to which are deductible under Section 170(c)(2) of the Internal Revenue Code or corresponding section of any future federal tax code.

12. Dissolution. If the Congregation is formally dissolved by the presbytery of which it is a member, or has become extinct by reason of the dispersal of its members, the abandonment of its work or any other cause, all such property, both real and personal, present and future, as the Corporation may have shall be vested in and be the property of the Presbytery of Shenandoah of the Presbyterian Church (U.S.A.) (the "Presbytery") pursuant to the *Constitution of the Presbyterian Church (U.S.A.)*, the Presbytery being an organization qualified under Section 501(c)(3) of the Internal Revenue Code. In the alternative, said property of the Corporation shall be held, used, and applied for such uses, purposes, and trust as the Presbytery may direct, limit, and appoint, or such property may be sold or disposed of as the Presbytery may direct in conformity with the *Constitution of the Presbyterian Church (U.S.A.)*.

13. Limitation on Liability. In every instance in which the Virginia Nonstock Corporation Act, as it exists on the date hereof or may hereafter be amended, permits the limitation or elimination of liability of directors or officers of a corporation to the corporation or



its members, the directors and officers of the Corporation shall not be liable to the Corporation or its Members.

**14. Indemnification.** The Corporation may indemnify any individual who is, was or is threatened to be made a party to a civil, criminal, administrative, investigative or other proceeding (including a proceeding by or in the right of the Corporation or by or on behalf of its members) because such individual is or was a director, officer, employee, or agent of the Corporation or of any legal entity controlled by the Corporation, or is a fiduciary of any employee benefit plan established at the direction of the Corporation, against all liabilities and reasonable expenses incurred by such person on account of the proceeding if such person (a) acted in good faith, (b) such person believed (i) in the case of conduct in the person's official capacity, that the conduct was in the Corporation's best interests or (ii) in the case of a director's conduct with respect to an employee benefit plan, that the director's conduct was in the interest of the participants in and beneficiaries of the plan, or (iii) in all other cases, such conduct was not opposed to the Corporation's best interests, and (c) in the case of any criminal proceeding, such person had no reasonable cause to believe that the person's conduct was unlawful. Before any indemnification is paid a determination shall be made that indemnification is permissible in the circumstances because the person seeking indemnification has met the standard of conduct set forth above. Such determination shall be made in the manner provided by Virginia law for determining that indemnification of a director is permissible. Unless a determination has been made that indemnification is not permissible, the Corporation may make advances and reimbursement for expenses incurred by any of the persons named above upon receipt of an undertaking from him or her to repay the same if it is ultimately determined that such individual is not entitled to indemnification. Such undertaking shall be an unlimited general obligation of the director or officer and may, at the option of the Corporation, be conditioned upon the Corporation's determination that such director or officer has the financial ability to make repayment or has provided adequate security for the repayment. The termination of a proceeding by judgment, order, settlement, conviction, or upon a plea of nolo contendere or its equivalent shall not of itself create a presumption that a director or officer acted in such a manner as to make such director or officer ineligible for indemnification. The Corporation is authorized to contract in advance to indemnify any of the persons named above to the extent it is required to indemnify them pursuant to the provisions of this Article 14.

**15. Concerning Indemnification.** The rights of each person entitled to indemnification under Article 14 shall inure to the benefit of such person's heirs, executors, and administrators. Indemnification pursuant to Article 14 shall not be exclusive of any other right of indemnification to which any person may be entitled, including indemnification pursuant to a valid contract, indemnification by legal entities other than the Corporation and indemnification under policies of insurance purchased and maintained by the Corporation or others. However, no person shall be entitled to indemnification by the Corporation to the extent such person is indemnified by another including an insurer.

**16. Election Under G-4.0208.** The Congregation for which this corporation owns property made an election under G-4.0208 of the *Book of Order* comprising a part of the *Constitution of the Presbyterian Church (U.S.A.)* (the "*Book of Order*"). To the extent that such election conflicts with any specific provisions of the articles of incorporation of the Corporation, the provisions of G-4.0208 of the *Book of Order* shall prevail over those specific provisions.

17. Amendments. The articles of incorporation of the Corporation may be amended, modified, or restated as proposed by the Trustees and upon receiving the affirmative vote of two-thirds of the votes cast by the members present and voting at a meeting of members at which a quorum is present. Notwithstanding the foregoing, the articles of incorporation of the Corporation must at all times and in all respects remain in conformity with the *Constitution of the Presbyterian Church (U.S.A.)*.

Dated: 5/22/17

By: Whitney Jackson Levin  
Whitney Jackson Levin  
Incorporator

# 1.4 Corporate Bylaws

## CORPORATE BYLAWS OF WESTMINSTER PRESBYTERIAN CHURCH OF WAYNESBORO, VIRGINIA, INC.

### ARTICLE I OBJECTIVES, PURPOSES, FORMATION, LIMITATIONS, POWERS AND DUTIES, PROPERTY

Section 1.1 Purpose. The purposes for which the Corporation is formed are as more fully set forth in the *Constitution of the Presbyterian Church (U.S.A.)*, including the Great Ends of the Church, and in the Articles of Incorporation.

Section 1.2 Formation. The Corporation is formed by Westminster Presbyterian Church, Waynesboro, Virginia (the "Congregation") pursuant to the *Constitution of the Presbyterian Church (U.S.A.)*. The Congregation is a member church of the Shenandoah Presbytery (the "Presbytery") in the Synod of the Mid-Atlantic.

Section 1.3 Authority. In carrying out such purposes, the Board of Trustees (the "Trustees") and the Corporation shall be under the authority of the session and of the Congregation, and shall, at all times and in all respects, conform to and support the *Constitution of the Presbyterian Church (U.S.A.)* as it is now or shall be from time to time amended, established, made, and declared by the authority of the Presbyterian Church (U.S.A.).

Section 1.4 Limitation of Powers and Duties. The powers and duties of the Corporation and its Trustees shall not infringe upon the powers and duties of the session, or of the board of deacons of the Congregation, should one be established.

#### Section 1.5 Powers and Duties.

(a) The Corporation shall have the powers and duties granted by the *Constitution of the Presbyterian Church (U.S.A.)*:

- (i) To receive, hold, encumber, manage, and transfer property, real or personal, for the church;
- (ii) To accept and execute deeds of title to such property;
- (iii) To hold and defend title to such property;
- (iv) To manage any permanent special funds for the furtherance of the purposes of the Congregation.

(b) In addition, to the extent not included above and not inconsistent with the *Constitution of the Presbyterian Church (U.S.A.)*, the Corporation shall have all the general powers of a nonstock corporation organized under the laws of the Commonwealth of Virginia.



Section 1.6 All Property Held in Trust. All property of the Corporation, both real and personal, is held in trust for the use and benefit of the Presbyterian Church (U.S.A.).

Section 1.7 Particular Property Requirements. When buying, selling, and mortgaging real property, the Trustees shall act only after the approval of the Congregation granted in a duly constituted meeting. The Trustees shall not sell, mortgage, or otherwise encumber any of the Corporation's real property and it shall not acquire real property subject to an encumbrance or condition without the authority of the Corporation, granted in a duly constituted meeting of the Corporation.

Section 1.8 Property Conveyances. Pursuant to the *Constitution of the Presbyterian Church (U.S.A.)*, real property held or acquired by the Corporation, the Congregation, the Trustees, a trustee, or unincorporated association will include the following language in the deed:

*The premises herein conveyed shall be used, kept, and maintained by the grantee for Divine Worship and other purposes of its ministry as a Congregation belonging to the Shenandoah Presbytery, subject to the provisions of the Constitution of the Presbyterian Church (U.S.A.).*

## ARTICLE 2 MEMBERS

Section 2.1 Eligibility for Membership. Only members on the active roll of the Congregation shall be members of the Corporation and eligible for election as Trustees. Ministers, who are Teaching Elders, are not members of the congregation and so are not members of the Corporation.

Section 2.2 Active Members. The roll of active members established and maintained by the session, as prescribed by the *Book of Order* comprising a part of the *Constitution of the Presbyterian Church (U.S.A.)*, shall determine those individuals who are active members of the Corporation from time to time.

## ARTICLE 3 TRUSTEES

Section 3.1 Qualification; Election. The directors of the Corporation are designated Trustees. The initial Trustees shall be those persons named in the articles of incorporation. Thereafter, the membership of the Trustees shall be identical to the membership of the session in active service. Election by the congregation and installation as a Ruling Elder of the church shall constitute a person a trustee of the Corporation.

Section 3.2 Removal. Termination for any reason of a person's active service on the session shall automatically terminate such person's service as a trustee of the Corporation.

ARTICLE 4  
MEETINGS OF THE BOARD OF TRUSTEES

Section 4.1 Annual Meeting. The annual meeting of the Trustees shall be held in conjunction with or immediately following the first regular meeting of the session in each calendar year, or at another time in each calendar year determined by the Trustees with the concurrence of the session.

Section 4.2 Regular and Special Meetings.

(a) Regular meetings of the Trustees may be held on any schedule adopted or changed from time to time by the Trustees.

(b) Special meetings of the Trustees may be held at any time upon the call of the President, upon the written request of any two or more of the Trustees, or when directed by the session or the Presbytery.

Section 4.3 Notice of Meetings.

(a) Regular meetings of the Trustees may be held without notice of the date, time, place, or purpose of the meeting.

(b) Reasonable notice of the date, time, and place and, in the case of special meetings, the purpose, shall be given in person or by mail, telephone, or by a form of electronic transmission consented to by the trustee to whom the notice is given. Meetings may be held at any time without notice if all the Trustees are present or if those not present waive notice of the time, place, and purpose of the meeting, either before or after such meeting.

Section 4.4 Quorum. Two Thirds (2/3's) of the number of Trustees shall constitute a quorum for the transaction of business. The affirmative vote of a majority of the Trustees present at a meeting at which a quorum is present when the vote is taken shall be the act of the Trustees. In the case of a tie, the motion presented shall be presented a second time, and if the second vote results in a tie, then the motion shall fail.

Section 4.5 Action Without a Meeting. Action required or permitted to be taken at a meeting of the Trustees may be taken without a meeting if the action is taken by all members of the Trustees. The action shall be evidenced by one or more written consents stating the action taken, signed by each trustee either before or after the action taken, and included in the minutes or filed with the corporate records reflecting the action taken. The action so taken shall become effective when the last trustee signs the consent, unless the consent specifies a different effective date, in which event the action taken is effective as of the date specified provided the consent states the date of execution by each trustee.

Section 4.6 Procedures. The meeting requirements and provisions of the *Constitution of Presbyterian Church (U.S.A.)* shall govern meetings of the Trustees. In addition to those requirements and provisions, these bylaws provide specific guidance for the Corporation. The

rules and procedures of the session governing its meetings shall be applicable to meetings of the Trustees.

Section 4.7 Power and Authority. The Trustees shall have power and authority to carry out the affairs of the Corporation and in so doing may elect or appoint all necessary officers; may employ all such employees as shall be requisite for the conduct of the affairs of the Corporation; may fix the compensation of such persons; may prescribe the duties of such persons; and may dismiss any appointive officer or agent of the corporation without previous notice. The Trustees may, in the absence of an officer, delegate that officer's powers and duties to any other officer or a trustee for the time being.

Section 4.8 Committees. The Trustees may create one or more committees and appoint members of the Trustees to serve on them. Each committee may have two or more members who serve at the pleasure of the Trustees. For example, committees may include, but not be limited to, managing endowments and other fiduciary responsibilities. Each committee may exercise the authority given to it by the Trustees other than the authority to fill vacancies, amend the articles of incorporation or bylaws of the Corporation, or approve a plan of merger. The rules which govern meetings, action without a meeting, notice and waiver of notice, and quorum and voting requirements of the Trustees shall apply to committees and their members unless the Trustees expressly provide otherwise.

## ARTICLE 5 MEETINGS OF MEMBERS

Section 5.1 Annual Meeting. An annual meeting of the members of the Corporation shall be held at the same place and time as the annual meeting of the Congregation or immediately thereafter, at the discretion of the President of the Corporation. Both ecclesiastical and corporate business may be conducted at the same meeting. Any stated or called meeting of the Congregation shall be a meeting of the members of the Corporation, and any business may be conducted that is appropriate to the Corporation.

Section 5.2 Special Meetings. Special meetings of the members of the Corporation may be called by the Trustees, the session, or the Presbytery. Only business within the purpose or purposes described in the notice for a special meeting of members may be conducted at the meeting.

Section 5.3 Quorum and Voting Requirements. Unless otherwise provided by law, a quorum for any meeting of the members of the Corporation shall be the same as the quorum established for a meeting of the Congregation.

Section 5.4 Procedural Requirements. The meetings of the members shall be conducted to conform as closely as possible with the procedural requirements of the *Constitution of the Presbyterian Church (U.S.A.)*. In addition to those requirements, the provisions of these bylaws provide specific guidance for the Corporation. The rules and procedures applicable to meetings of the members of the Congregation shall be applicable to meetings of the members of the Corporation.



Section 5.5 Proxy Voting. Except for a matter as to which civil law expressly requires voting by proxy, members may not vote by proxy at any meeting of members but must be present at a meeting in order to vote in person.

## ARTICLE 6 OFFICERS

Section 6.1 Officers. The Trustees, as soon as practicable after the election of Trustees in each year, shall elect from their number a President of the Corporation, and may from time to time elect one or more Vice Presidents, Assistant Secretaries and Assistant Treasurers. The clerk of session shall serve as Secretary of the Corporation. The Treasurer elected by the session shall serve as Treasurer of the Corporation. The same person may hold any two offices except those of President and Secretary. The Trustees may also appoint such other officers and agents as may be deemed necessary for the transaction of the affairs of the Corporation.

Section 6.2 Term. The term of office for all officers shall be one (1) year or until their respective successors are chosen. Any officer elected by the Trustees may be removed from the office at any meeting of the Trustees by the affirmative vote of a majority of the Trustees then in office, whenever in their judgment the interest of the Corporation will be served thereby. The Trustees shall have full power to fill any vacancies in any offices they are authorized to elect occurring for any reason whatsoever.

Section 6.3 Powers and Duties. The officers of the Corporation shall respectively have such powers and perform such duties in the management of property and affairs of the Corporation, subject to the control of the Trustees, as generally pertain to their respective offices, as well as such additional powers and duties as may from time to time be conferred by the Trustees. No action taken by the officers shall infringe upon the authority of the session or of the board of deacons (should one be established), and all such actions shall be in conformity with the *Constitution of the Presbyterian Church (U.S.A.)*. Subject to these bylaws and the articles of incorporation of the Corporation, the officers shall have the following respective powers and duties in regards to the Corporation:

(a) The President shall (i) execute documents to carry out the purpose and functions of the Corporation as approved and directed by the Trustees; (ii) be responsible for carrying out the directives and requirements of applicable law, these bylaws, and the articles of incorporation; (iii) in general, perform all duties incident to the office of president; and (iv) perform such other duties as may from time to time be assigned by the Trustees.

(b) The Secretary shall (i) perform for the Corporation those duties set out in the *Constitution of the Presbyterian Church (U.S.A.)*; (ii) record all votes by the Trustees; (iii) be the custodian of the corporate seal, if any, and affix it to all documents to be executed on behalf of the Corporation under its seal; (iv) in general, perform all duties incident to the office of secretary; and (v) perform such other duties as may from time to time be assigned by the Trustees.

(c) The Treasurer shall (i) perform for the Corporation those duties set out in the *Constitution of the Presbyterian Church (U.S.A.)*; (ii) be responsible for the safekeeping of all funds and assets, except for those funds expressly assigned to the trusteeship of another; (iii) be responsible for the filling of any and all tax and other financial reports as required by applicable law; (iv) oversee deposit of all monies, drafts, and checks in the name of or to the credit of the Corporation at such banks or depositories as the Trustees shall designate; (v) in general, perform all duties incident to the office of treasurer, and (vi) perform such other duties as may from time to time be assigned by the Trustees.

Section 6.4 Checks, Notes, Drafts, Etc. The Trustees may, from time to time, prescribe the manner of making signature or endorsement of bills of exchange, notes, drafts, checks, acceptances, obligations and other negotiable paper or other instruments for the payment of money and designate the officer or officers, agent or agents, who shall from time to time be authorized to make, sign or endorse the same on behalf of the Corporation.

#### ARTICLE 7 MISCELLANEOUS

Section 7.1 Fiscal Year. The fiscal year of the Corporation shall begin on January 1 and end on December 31.

Section 7.2 Seal. The Corporation may, but is not required to, have a corporate seal. In the event the Trustees elects to have a seal, it shall determine the content of the seal which may be altered at will.

Section 7.3 Office. The principal office and mailing address of the Corporation is:

1904 Mount Vernon Street  
Waynesboro, VA 22980

Section 7.4 Amendments. The bylaws of the Corporation may be amended or added to, or new bylaws may be adopted by the affirmative vote of two-thirds of those members of the Corporation present and voting at a meeting of members of the Corporation at which a quorum is present, provided that the bylaws must at all times and in all respects remain in conformity with the *Constitution of the Presbyterian Church (U.S.A.)*.

7/30/17  
Date

  
Edwin M. Crawford, Secretary

# 1.5 Unanimous Consent of Trustees Document

WESTMINSTER PRESBYTERIAN CHURCH OF WAYNESBORO, VIRGINIA, INC.

## UNANIMOUS CONSENT OF TRUSTEES

### IN LIEU OF ORGANIZATIONAL MEETING

The undersigned persons, being all of the initial trustees of Westminster Presbyterian Church of Waynesboro, Virginia, Inc. (the "Corporation"), acknowledge that they have consented to being named as initial trustees and consent to the adoption of the following resolutions:

RESOLVED, that the Bylaws annexed to this Consent are ratified, adopted, and approved as the Bylaws of the Corporation and shall be filed with the minutes of the Corporation.

RESOLVED, that the number of trustees of the Corporation shall be nine (9).

RESOLVED, that the fiscal year of the Corporation shall begin on January 1st and end on December 31st of each calendar year.

RESOLVED, that a seal in such form as may be approved by the Trustees is adopted as the seal of the Corporation, and a copy or impression thereof shall be filed with the minutes of the Corporation.

RESOLVED, that the following persons are elected to the offices set forth opposite their respective names, each to serve until the first annual meeting of this Board of Trustees or until such person's successor is elected:

<u>Name</u>	<u>Office</u>
Curtis P. Foltz	President
Edwin M. Crawford	Secretary
Shirley E. Gillespie	Treasurer

RESOLVED, that the Corporation open one or more deposit accounts at City National Bank for deposit of the funds of the Corporation; that Shirley Gillespie, Robin K. Pfeifer, and John A. Davis, the Chair of the Finance Committee, are each authorized to sign checks drawn on such accounts in amounts not exceeding \$2,000.00, and any two of whom are authorized to sign checks for amounts in excess thereof; and that resolutions for that purpose on the form of said bank, a copy of which form is attached to this Consent, are adopted and incorporated herein by reference.

RESOLVED, that the Corporation accept conveyance to it of the real property heretofore owned for Westminster Presbyterian Church, such property to be used, kept, and maintained by the Corporation for Divine Worship and other purposes of its ministry as a congregation belonging to the Shenandoah Presbytery, subject to the provisions of the *Constitution of the Presbyterian Church (U.S.A.)*.

RESOLVED, that the officers of the Corporation, any one of whom may act, are authorized and directed, on behalf of the Corporation, to pay all charges and expenses incident to or arising out of the incorporation of the Corporation and to reimburse the persons who made any disbursements therefor.

RESOLVED, that the officers of the Corporation, any one of whom may act, are authorized in the name and on behalf of the Corporation to take such further actions, to obtain all licenses and permits, and to execute such additional documents, agreements, instruments as certificates as any such officer may deem necessary to enable the Corporation to conduct its business and to effectuate or carry out the purpose and intent of the foregoing resolutions.

This consent shall be effective as of the date the Articles of Incorporation became effective.

\_\_\_\_\_  
Kathryn A. Baker, Trustee

\_\_\_\_\_  
Date

\_\_\_\_\_  
John A. Davis, Trustee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Martha M. Elliott, Trustee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Curtis P. Foltz, Trustee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Phyllis M. Gorsuch, Trustee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Angela D. Honeycutt, Trustee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Andrew L. Shifflett, Trustee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Joyce P. Yancey, Trustee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Lisa D. Vailes, Trustee

\_\_\_\_\_  
Date







DEPARTMENT OF THE TREASURY  
INTERNAL REVENUE SERVICE  
CINCINNATI OH 45999-0023

Date of this notice: 07-05-2017

Employer Identification Number:  
82-2062954

Form: SS-4

Number of this notice: CP 575 A

For assistance you may call us at:  
1-800-829-4933

WESTMINSTER PRESBYTERIAN CHURCH OF  
WAYNESBORO VIRGINIA INC  
% EDWIN CRAWFORD  
1904 MOUNT VERNON ST  
WAYNESBORO, VA 22980

IF YOU WRITE, ATTACH THE  
STUB AT THE END OF THIS NOTICE.

WE ASSIGNED YOU AN EMPLOYER IDENTIFICATION NUMBER

Thank you for applying for an Employer Identification Number (EIN). We assigned you EIN 82-2062954. This EIN will identify you, your business accounts, tax returns, and documents, even if you have no employees. Please keep this notice in your permanent records.

When filing tax documents, payments, and related correspondence, it is very important that you use your EIN and complete name and address exactly as shown above. Any variation may cause a delay in processing, result in incorrect information in your account, or even cause you to be assigned more than one EIN. If the information is not correct as shown above, please make the correction using the attached tear off stub and return it to us.

Based on the information received from you or your representative, you must file the following form(s) by the date(s) shown.

Form 941

10/31/2017

If you have questions about the form(s) or the due date(s) shown, you can call us at the phone number or write to us at the address shown at the top of this notice. If you need help in determining your annual accounting period (tax year), see Publication 538, *Accounting Periods and Methods*.

We assigned you a tax classification based on information obtained from you or your representative. It is not a legal determination of your tax classification, and is not binding on the IRS. If you want a legal determination of your tax classification, you may request a private letter ruling from the IRS under the guidelines in Revenue Procedure 2004-1, 2004-1 I.R.B. 1 (or superseding Revenue Procedure for the year at issue). Note: Certain tax classification elections can be requested by filing Form 8832, *Entity Classification Election*. See Form 8832 and its instructions for additional information.

If you are required to deposit for employment taxes (Forms 941, 943, 940, 944, 945, CT-1, or 1042), excise taxes (Form 720), or income taxes (Form 1120), you will receive a Welcome Package shortly, which includes instructions for making your deposits electronically through the Electronic Federal Tax Payment System (EFTPS). A Personal Identification Number (PIN) for EFTPS will also be sent to you under separate cover. Please activate the PIN once you receive it, even if you have requested the services of a tax professional or representative. For more information about EFTPS, refer to Publication 966, *Electronic Choices to Pay All Your Federal Taxes*. If you need to make a deposit immediately, you will need to make arrangements with your Financial Institution to complete a wire transfer.

## 1.7 Bylaws of Westminster Presbyterian Church

**A.Purpose** The bylaws establish a summary of church policies and guidelines for reference that were previously defined by the Presbyterian Church (USA) *Book of Order*, but currently are decided upon by individual churches. All of the following items are found in the body of the *Westminster Presbyterian Church Operations Manual* (WPCOM); however, for ease of reference, they are additionally noted here.

**B.Relation to the Presbyterian Church (USA)** Westminster Presbyterian Church is a member church of the Shenandoah Presbytery of the Synod of the Mid-Atlantic of the Presbyterian Church (USA).

**C.Governance** The church shall be governed in accordance with the *Constitution of the Presbyterian Church (USA)*. Consistent with that constitution, these bylaws and the *Westminster Presbyterian Church Operations Manual* shall provide specific guidance for this church. *Robert's Rules of Order* shall be used for parliamentary guidance.

### D.Congregational meetings of the church

1. There shall be an annual meeting of the congregation on a Sunday in January or February at which at least the following business shall be presented:
  - a. Annual impact report
  - b. Financial report from finance for the preceding year
  - c. Budget for the current year (information only)
  - d. Presentation of the terms of call for the pastor
2. The annual corporate meeting of the church may be held at the same time. Both ecclesiastical and corporate business may be conducted at the same congregational meeting.
3. A congregational meeting later in the year may be held to hear the nominating committee report, elect church officers (*Book of Order*, G.0501) and elect members to serve on the nominating committee.

### E.Logistics of Congregational Meeting

1. Notice of congregational meetings  
The announcement for a congregational meeting will be made two full Sundays before the meeting using all media resources and verbally at all worship services.
2. Moderator
  - a. The pastor shall moderate the meetings. When the church is without a pastor, the moderator appointed by the presbytery shall preside. If it is impractical for the pastor or the moderator of the session appointed by the presbytery to preside, they shall invite, with the concurrence of the session, another minister

of the presbytery to preside. When this is not expedient, and when both the pastor or the moderator concur, a member of the session may be invited to preside. (*Book of Order*, G-1.0504).

b. The moderator-pastor shall be a voting member of session (*WPCOM* 6.8).

**3. Secretary**

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

**4. Minutes of congregational meetings**

The minutes of the meeting recorded by the secretary shall be attested by the moderator and the secretary, and recorded in the minute book of the session. (*Book of Order*, G-1.0505).

**5. Quorum for congregational meetings**

The quorum of a meeting of the congregation shall be the moderator, the secretary, and 20 percent or more of the active members. For example, if active membership is 235 people, the required quorum for a congregational meeting would be forty-seven members. Consistent with the laws of the state of Virginia, a quorum shall be two-thirds of the active members on corporate matters. The secretary shall determine that a quorum is present. All active members of the congregation present at either annual or special meetings are entitled to vote (*Book of Order*, G-1.0501). Consistent with the laws of the state of Virginia, voting on corporate matters is restricted to active membership only.

**F.Nominating committee** The committee shall consist of at least three active members of the congregation and shall include at least one ruling elder who is currently serving on the session. Westminster has elected to have two members of the nominating committee be elders designated by the session, at least one of whom is an active elder and who shall serve as moderator of the committee. The nominating committee shall be chosen to serve annually, and no member of the committee shall serve more than three years consecutively. The session members shall be appointed no later than the June session meeting. In consultation with the pastor, the current nominating committee shall select three active members for nomination to serve on the next nominating committee. Candidates for the nominating committee shall be presented for election at a congregational meeting as soon thereafter as possible (*WPCOM* 5.8a).

**G.Elders and elder examination** The congregation shall elect nine elders, and one or more youth elder, divided into three equal classes, one class of whom shall be elected each year at the annual meeting for a three-year term. Elders also serve as the trustees of the corporation, Westminster Presbyterian Church of Waynesboro, Virginia, Inc. No elder shall serve for consecutive terms, either full or partial, aggregating more than six years. An elder having served a total of six years shall be ineligible for reelection to the session for a period



of at least one year (*WPCOM* 6.10). The session quorum for business meetings is the installed pastor, or presbytery-approved presiding officer, and a majority of the active ruling elders, including elders who are audibly present electronically (Facetime, conference call, Skype, and so on) (*WPCOM* 3.2).

In accordance with the *Book of Order*, the session of Westminster Presbyterian Church has the responsibility of examining each candidate elected as ruling elder. This examination will cover the gifts, skills, and suitability for the responsibility of ruling elder without regard to race, sex, gender, sexual orientation, or functional impairment. The examination will also assess whether the candidate is likely to be able to live out the commitments made in giving affirmative answers to the ordination and installation questions (*WPCOM* 3.1).

**H.Session meetings and quorum** The session quorum for business meetings is the installed pastor, or presbytery-approved presiding officer, and a majority of the active ruling elders, including elders who are audibly present electronically (Facetime, conference call, Skype, and so on). The quorum for meetings where new members are received is two active ruling elders. Passage of ordinary actions within the session is determined by a majority vote of those present (*WPCOM* 3.2). A three-quarters majority is required to approve the use of largesse funds (*WPCOM* 5.4 d.3). The moderator-pastor shall be a voting member of the session. (*WPCOM* 6.8 D.6)

**I.Elected offices of clerk of session and treasurer** The offices of clerk of session and church treasurer shall be elected at a stated or called session meeting prior to the year(s) of service. The term of service is three years with the option of renewal (*WPCOM* 6.11, 6.12).

**J.Pastor relations ministry** The ministry shall consist of a member of session and three or four congregational members who are selected for one year terms by the nominating committee. Congregational members can be reappointed for three consecutive years. The session member of the ministry may serve the length of their term on session (*WPCOM* 4.5B).

## 2—The Congregation

### 2.1 Membership—Received by session into active membership

**A.Goal of Membership** Westminster realizes the value of a person being an active participant of a vibrant faith community. Accordingly, Westminster desires to provide an inviting atmosphere where those seeking a church home and spiritual fulfillment in Christ will feel welcome and enabled to grow in their faith by uniting in active membership. Westminster offers a loving Christian family built on the pillars of Scripture, worship, study, nurturing, and service.

**B.Purpose** Describe membership at Westminster in accordance with the established guidelines of the current *Book of Order* of the PC(USA) and outline activities that lead to active membership

**C.Categories of Membership** Membership of Westminster shall be in accordance with the current *Book of Order* under subsections G-1.0401, G-1.0402, G-1.0403, and G-1.0404 as shown below.

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

*G-1.0402 Active Member* An active member is a person who has made a profession of faith in Christ, has been baptized, has been received into membership of the church, has voluntarily submitted to the government of this church, and participates in the church's work and worship. In addition, active members participate in the governance of the church and may be elected to ordered ministry (see G-2.0102). Active members shall regularly, after prayerful consideration, recommit themselves to the disciplines and responsibilities of membership outlined in G-1.0304. The session shall have responsibility for preparing those who would become active members of the congregation.

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

**G-1.0404 Other Participants** Persons who are not members of, or who may have ceased active participation in, the Presbyterian Church (U.S.A.) are welcome and may participate in the life and worship of this church and receive its pastoral care and instruction. The invitation to the Lord's Supper is extended to all who have been baptized, remembering that access to the table is not a right conferred upon the worthy, but a privilege given to the undeserving who come in faith, repentance, and love (W-3.0409). Confessing members of other Christian churches may present children for baptism, in conformity with W-3.0403.

**D.Prospective New Members** Westminster Presbyterian Church is active in guiding those who are visiting or in regular attendance to active membership. Regular visitors are encouraged to join the church email list and participate in church events and worship opportunities. As regular visitors become active in the life of the church, the pastor will invite them to attend the next new member class to become more familiar with the church and its beliefs. At the conclusion of the class, they may choose to complete the steps of becoming active members.

**E.Membership Transfer Records** Prior to holding the new member class, the pastor will direct the clerk of session to send certificates-of-transfer requests to churches from which prospective new members are transferring. All other prospects will be received into membership through their reaffirmation of faith or profession of faith (*Book of Order* G-1.0303).

**F.Reception into Active Membership** Periodically, the pastor will hold new member classes for those who have expressed a desire to unite in membership with Westminster Presbyterian Church. Each class will highlight the principles of Reformed and Presbyterian theology and give an overview of Westminster's church structure, ministries, and opportunities for service and giving. The session will have representatives in attendance who participate and become acquainted with the class members. Before the end of the class, a called session meeting will be held to approve and receive the new members who

will share faith stories and answer questions of profession of faith. New members can also join the church by meeting with session or with two elders and the moderator to share faith stories and answer questions of profession of faith. The newly received members will be introduced to the congregation by the pastor and the clerk of session at the next worship service.

## 2.2 Congregational Meetings

**A.Purpose** Describe the circumstances and order for congregational meetings at Westminster in accordance with the established guidelines of the *Book of Order* G-1.05

### B.Meetings of the Congregations

1. **G-1.0501 Annual and Special Meetings** The congregation shall hold an annual meeting and may hold special meetings as necessary, for any or all of the purposes appropriate for congregational consideration. The business to be transacted at special meetings shall be limited to items specifically listed in the call for the meeting.

All active members of the congregation present at either annual or special meetings are entitled to vote. Congregations shall provide by rule the quorum necessary to conduct business.

2. **G-1.0502 Calling a Congregational Meeting** Meetings of the congregation shall be called by the session, by the presbytery, or by the session when requested in writing by one fourth of the active members on the roll of the congregation. [The announcement for a congregational meeting will be made two full Sundays before the meeting using all media resources and verbally at all worship services.]
3. **G-1.0503 Business Proper to Congregational Meetings** Business to be transacted at meetings of the congregation shall be limited to matters related to the following:
  - a. electing ruling elders, deacons, and trustees;
  - b. calling a pastor, co-pastor, or associate pastor;
  - c. changing existing pastoral relationships, by such means as reviewing the adequacy of and approving changes to the terms of call of the pastor or pastors, or requesting, consenting to, or declining to consent to dissolution;
  - d. discussing buying, mortgaging, or selling real property;
  - e. requesting the presbytery to grant an exemption as permitted in this Constitution (G-2.0404).
  - f. approving a plan for the creation of a joint congregational witness, or amending or dissolving the joint congregational witness (G-5.05).

Whenever permitted by civil law, both ecclesiastical and corporate business may be conducted at the same congregational meeting.

4. **G-1.0504 Moderator** The installed pastor shall ordinarily moderate all meetings of the congregation. If it is impractical for the pastor to preside, he or she shall invite another pastor who is a member of the presbytery or a person authorized by the presbytery to serve as moderator. If there is no installed pastor, or the installed pastor

is unable to moderate and/or to name another moderator, the presbytery shall make provision for a moderator.

5. **G-1.0505 Secretary and Minutes** The clerk of session shall serve as secretary for all meetings of the congregation. If the clerk of session is unable to serve, the congregation shall elect a secretary for that meeting. The secretary shall record the actions of the congregation in minutes of the meeting.
6. **Communication** Congregational meetings will be called by session, congregation, or presbytery for the purpose of transacting business as stated in G-1.0503. The announcement for a congregational meeting will be communicated two full Sundays before the meeting using all available electronic and print communication resources, and verbally announced at all worship services.
7. **Quorum** A quorum for a congregational meeting will be called for by the moderator and confirmed by the clerk of session at the opening of the meeting. A quorum is a minimum of 20 percent of active membership of the congregation. For example, if active membership is 235 people, the required quorum for a congregational meeting will be forty-seven members.
8. **Agenda** The business to be addressed at congregational meetings will be set forth and approved by the session or requesting entity as defined in G-1.0503, prepared, and made available to those attending the meeting.
9. **Rules of Order** Congregational meetings are conducted under *Robert's Rules of Order* as the parliamentary authority.
10. **Meeting Records** In accordance with G-1.0505, the clerk of session, or person elected by the congregation in the absence of the clerk, will act as secretary recording the minutes of the meeting and filing them with the session records.
11. **Congregational Meeting Sample Agenda** An example of a congregational meeting agenda is located in the appendices.

## 3—The Session

### 3.1 Objective and Organization

The governing council of WPC, the session, shall consist of a moderator, ordinarily the installed pastor, nine duly elected ruling elders who shall serve for three years with three elders per class and one class ordinarily elected per year and one or more youth elders who shall serve for one term that lasts up to one year. Election and examination of ruling elders shall be as defined by *Book of Order* subsections G-2.0103 and G-2.0104. In accordance with the *Book of Order*, the session of Westminster Presbyterian Church has the responsibility of examining each candidate elected as ruling elder. This examination will cover the gifts, skills, and suitability for the responsibility of ruling elder without regard to race, sex, gender, sexual orientation, or functional impairment. The examination will also assess whether the candidate is likely to be able to live out the commitments made in giving affirmative answers to the ordination and installation questions.

Each elder serving on the session shall be the liaison to one of the WPC ministries as defined in Section 4 of the *Operations Manual*. Elders also serve as the trustees of the corporation, Westminster Presbyterian Church of Waynesboro, Virginia, Inc.

The active elder of the finance ministry and two additional active elders shall serve as financial stewards throughout their terms. The financial stewards shall handle legal and financial matters for the corporation and monitor investment funds.

### 3.2 Session Meetings

The session shall meet monthly with the exception of the month of July and additionally as required. Special meetings of the session may be called by the moderator in consultation with the clerk of session. The session shall also meet when directed to do so by the Shenandoah Presbytery. The session quorum for business meetings is the installed pastor, or presbytery-approved presiding officer, and a majority of the active ruling elders, including elders who are audibly present electronically (Facetime, conference call, Skype, and so on). The quorum for meetings where new members are received is two active ruling elders.

## 4—Ministry Charters

### 4.1 Commitment Ministry Charter

**A.Purpose** Promote an environment within the church and its members where giving and serving are natural Christian responses to the many blessings which God has given His people

**B.Membership** Consists of one session member, one or two ministry pilots, and representatives from the congregation

**C.Meetings** Generally the commitment ministry will meet monthly; however, the ministry will meet as often as necessary to serve the needs of the church and accomplish the work of the ministry. All meetings are open to interested persons.

#### **D.Responsibilities**

1. Plan and implement the yearly stewardship campaign that will inspire members to joyfully give and serve to support the church and its missions
2. Evaluate, explore, and share current and potential giving options for our congregation while promoting current options such as online giving
3. Communicate with the finance and endowment ministries to keep informed of giving trends
4. Work with the endowment ministry to ensure that the congregation is well informed about planned giving opportunities
5. Strive to build a culture within the church of dedicated service and giving as integral components of a healthy devoted faith
  - a. Create and facilitate annual outreach program to the congregation that emphasizes the importance of service as a cornerstone of one's faith and personal stewardship
  - b. Conduct an annual time, talent, and treasures survey of the congregation to connect the church to its missions
  - c. Educate the congregation on the opportunities to serve within the church and community
6. Utilize programs and communications apart from the stewardship season highlighting the link between practicing good stewardship and advancing the mission of the church
7. Conduct a yearly review of the church membership rolls to recommend actions to session necessary to maintain the accuracy and integrity of the rolls in accordance with Presbytery guidelines and the *Book of Order* G-3.0204a
8. Every Ministry has a Mission: Each year, the ministry will share the love of Christ by selecting one or more missions to implement in/with the community. Prior to the mission, the ministry will invite the congregation to serve with the ministry's



chosen mission. After the mission, the ministry will communicate with the congregation about the mission event.

**E.Relationships and Accountability** The commitment ministry is accountable to the session. The ministry shall provide a written report to the session following each ministry meeting.

## 4.2 Christian Education Ministry Charter

**A.Purpose** Advance the Gospel of Jesus Christ through the work of His church by developing, resourcing, implementing, and assessing comprehensive education programs for all ages

**B.Membership** Consists of one session member, one or two ministry pilots, the director of Christian education (DCE) and representatives from the congregation

**C.Meetings** The Christian education ministry shall meet a minimum of nine times per year.

### **D.Responsibilities**

1. Serve as a resource to the pastor and the DCE in program development and implementation
2. Support the DCE in making purchases and recommendations for materials, equipment, and resources for all educational classes and programs
3. Ensure confirmation classes are held on a regular basis consistent with the needs of the church
4. Serve as a conduit for the congregation to provide input in matters pertaining to discipleship
5. Assure adequate staffing for all programs and events
6. Provide regular communication to staff and session regarding church programming
7. Act as a support group for the DCE
8. Generate and maintain an annual Christian education budget
9. Participate in the planning of youth activities and monitor the youth program's effectiveness
10. Formulate yearly goals and objectives pertaining to Christian education
11. Organize and maintain the church library and the resource collections
12. Encourage participation in conferences, camps, and retreats
13. Maintain a child protection policy
14. Provide leadership and training as necessary for those involved in Christian education
15. Every Ministry has a Mission: Each year, the ministry will share the love of Christ by selecting one or more missions to implement in/with the community. Prior to the mission, the ministry will invite the congregation to serve with the ministry's chosen mission. After the mission, the ministry will communicate with the congregation about the mission event.

**E.Relationships and Accountability** The Christian education ministry is accountable to the session. The ministry shall provide a written report to the session following each ministry meeting.

## 4.3 Fellowship and Congregational Care Ministry Charter

**A.Purpose** Develop and maintain special activities for enhancing the fellowship of the church and for providing for the care of the congregation

**B.Membership** The fellowship and congregational care ministry consists of one session member, a pilot, and representatives from the congregation. The session member serves for the length of their term on session. The ministry is assisted by an ad hoc team which focuses on visitations and assists the pastor with home communion.

**C.Meetings** The ministry shall meet monthly from September through May and shall have called meetings or email discussions for the months of June through August as determined by the needs of the congregation.

### **D.Responsibilities**

1. Oversee the use of the church kitchen and maintain an inventory of supplies
2. Provide a ministry representative, when requested, to assist other ministries planning activities requiring the use of the kitchen
3. Develop special activities for cultivating the fellowship of the church
4. Oversee the operation of social groups within the church
5. Provide food as needed for bereaved families
6. Oversee the prayer chain
7. Maintain a system for church member and friend outreach to include weddings and births
8. Assist the pastor with home communion
9. Keep in touch with sick, hospitalized, and bereaved members and friends with cards, phone calls, and visits.
10. Review the status of church members and friends monthly and communicate the status to the ministry members
11. Formulate yearly objectives
12. Every Ministry has a Mission: Each year, the ministry will share the love of Christ by selecting one or more missions to implement in/with the community. Prior to the mission, the ministry will invite the congregation to serve with the ministry's chosen mission. After the mission, the ministry will communicate with the congregation about the mission event.

**E.Relationships and Accountability** The fellowship and congregational care ministry is accountable to the session. The ministry shall provide a written report to the session following each ministry meeting.

## 4.4 Finance Ministry Charter

**A.Purpose** Provide oversight in all areas of church finances and advise the session regarding financial matters

**B.Membership** The finance ministry consists of a member of session, a ministry pilot, and representatives from the congregation. The treasurer, finance assistant, and pastor participate as non-voting members. The treasurer is nominated by the finance ministry and is approved by session annually.

**C.Meetings** The finance ministry shall meet monthly unless a majority of voting members agree not to meet. A quorum shall consist of a majority of voting members. All meetings shall be open to church members and friends.

### **D.Responsibilities**

1. Develop an annual budget based on estimates from church ministries and other pertinent sources, and submit the budget to session for approval
2. Monitor and review church finances (income, expenses, and investment performance) and report any discrepancies or concerns to the session
3. Review the church insurance policies for appropriate coverage
4. Carry out the requirement of the *Book of Order*, subsection G-3.0113

A full financial review of all financial books and records shall be conducted every year by a public accountant or committee of members versed in accounting procedures. Reviewers shall not be related to the treasurer(s). Terminology in this section is meant to provide general guidance and is not intended to require specific audit procedures or practices as understood within the professional accounting community.

5. Work in cooperation with the commitment ministry in planning for general solicitation and in approaching members of the church for solicitation.
6. Every Ministry has a Mission: Each year, the ministry will share the love of Christ by selecting one or more missions to implement in/with the community. Prior to the mission, the ministry will invite the congregation to serve with the ministry's chosen mission. After the mission, the ministry will communicate with the congregation about the mission event.

**E.Relationships and Accountability** The finance ministry is accountable to the session. The ministry shall provide a written report to the session following each ministry meeting.

## 4.5 Pastor Relations Ministry Charter

**A.Purpose** Provide support to the pastor and facilitate an open dialogue among this ministry, pastor, and congregation

**B.Membership** Consists of one session member, ministry pilot(s) and three or four congregational members who are selected for one year terms by the nominating committee. Congregational members can be reappointed for three consecutive years. One or two congregational members may serve as ministry pilot or co-pilots. The ministry's session member may serve the length of their term on session.

**C.Meetings** The pastor relations ministry shall meet a minimum of three times a year and additionally as needed.

### **D.Responsibilities**

1. Shares ideas, dreams, hopes, expectations, and concerns of the congregation with the pastor (Supervision, evaluation, and contract negotiation with the pastor are the responsibilities of the session, not the pastor relations ministry.)
2. Interprets roles, functions, and needs of the pastor to the congregation
3. Every Ministry has a Mission: Each year, the ministry will share the love of Christ by selecting one or more missions to implement in/with the community. Prior to the mission, the ministry will invite the congregation to serve with the ministry's chosen mission. After the mission, the ministry will communicate with the congregation about the mission event.

**E.Relationships and accountability** The pastor relations ministry is accountable to the session. The ministry shall provide a written report to the session following each ministry meeting.

## 4.6 Personnel Ministry Charter

**A.Purpose** Provide for the orderly, focused, and considerate means for the session to build a healthy work environment

**B.Membership** Consists of one session member, ministry pilot(s), and representatives from the congregation

**C.Meetings** The personnel ministry shall meet a minimum of three times a year.

### **D.Responsibilities**

1. Assist pastor and relevant ministries in the development of job descriptions and expectations for staff, and make recommendations to session
2. Facilitate performance review process for all staff in cooperation with pastor and relevant ministry teams
3. Review and recommend to session compensation and benefit packages for all staff
4. Serve as a conduit for congregation to provide input in matters pertaining to staff
5. Develop and maintain internal policies and procedures
6. Provide regular communication to staff and session regarding personnel matters
7. Act as a support group for the staff
8. Participate in the budgeting process
9. Keep abreast of federal, state, and local laws relating to personnel matters. Inform head of staff, session, and appropriate ministries of needed policy and procedure changes
10. Every Ministry has a Mission: Each year, the ministry will share the love of Christ by selecting one or more missions to implement in/with the community. Prior to the mission, the ministry will invite the congregation to serve with the ministry's chosen mission. After the mission, the ministry will communicate with the congregation about the mission event.

**E.Relationships and Accountability** The personnel ministry is accountable to the session. The ministry shall provide a written report to the session following each ministry meeting.

## 4.7 Property Ministry Charter

**A.Purpose** Provide for the maintenance, repair, and improvement of church properties and grounds to keep the church an attractive and comfortable place for worship and church activities

**B.Membership** Consists of one session member, ministry pilot(s), and representatives from the congregation

**C.Meetings** The ministry team shall meet as often as necessary to satisfy the needs of the church.

### **D.Responsibilities**

1. Maintain in suitable condition the buildings, grounds, parking facilities, and equipment of the church
2. Manage the addition, improvement, and replacement of facilities and equipment
3. Develop and maintain a timetable with priorities for the ongoing upkeep of church property, and formulate yearly objectives
4. Contract or work with the appropriate organizations to perform state required maintenance and inspections
5. Approve the use of facilities and equipment by non-church members
6. Submit annual budget requests to the finance ministry
7. Apprise the session of the condition of all church facilities and equipment
8. Every Ministry has a Mission: Each year, the ministry will share the love of Christ by selecting one or more missions to implement in/with the community. Prior to the mission, the ministry will invite the congregation to serve with the ministry's chosen mission. After the mission, the ministry will communicate with the congregation about the mission event.

**E.Relationships and Accountability** The property ministry is accountable to the session. The ministry shall provide a written report to the session following each ministry meeting.

## 4.8 Witness Ministry Charter

**A.Purpose** Provide leadership for Westminster's outreach to the community and the world

**B.Membership** Consists of one session member, a pilot and representatives from the congregation

**C.Meetings** Monthly or as needed

### **D.Responsibilities**

1. Welcome all visitors and guests to both services
2. Provide an atmosphere of nurturing and caring
3. Provide a visitor and prospective member recognition program
  - a. Give a welcome bag to visitors at initial worship service visit
  - b. Maintain friendship pads by obtaining contact information for visitors
  - c. Enter information from visitors in church software
  - d. Send cards to visitors once contact information is obtained
  - e. Update "Westminster Welcomes You" brochure yearly
4. Sponsor and maintain a program of continuous visitation to the shut-in members of the church and send them Sunday bulletins if they are interested in receiving them
5. Oversee congregational efforts whose primary objectives are evangelism and outreach
6. Keep abreast of the needs of the community and make recommendations for participation in community projects
7. Encourage the congregation to sponsor and support benevolent projects
8. Coordinate the congregation's contributions to special offerings throughout the year
9. Manage church financial support for designated organizations and missionaries who spread the word of God and provide services to those in need
10. Formulate yearly objectives and budget
11. Every Ministry has a Mission: Each year, the ministry will share the love of Christ by selecting one or more missions to implement in/with the community. Prior to the mission, the ministry will invite the congregation to serve with the ministry's chosen mission. After the mission, the ministry will communicate with the congregation about the mission event.

**E. Relationships and Accountability** The witness ministry is accountable to the session. The ministry shall provide a written report to the session following each ministry meeting.



## 4.9 Worship Ministry

**A.Purpose** Provide worship experiences that nurture the faith of the entire congregation by being engaging, inclusive, dynamic, and intergenerational.

**B.Membership** Consists of one session member, a pilot representing Red Door, a pilot representing Open Door, and representatives from the congregation

**C.Meetings** Monthly or as needed

### **D.Responsibilities**

1. Support the pastor in developing a cohesive worship experience that dynamically engages the congregation
  - a. Presentation of God's word through thoughtful sermons and worship leadership
  - b. Vocal and instrumental music supportive of the message
  - c. Audio and visual presentations
  - d. Introduction of personal engagement and technologies when possible and appropriate
2. Oversee nursery
  - a. Maintain policies that provide for the safety of the children
  - b. Provide appropriate staffing
  - c. Provide resources for purposeful activities for the children
3. Coordinate logistics of services and the worship environment
  - a. Communion (calendar, supplies, servers, setup, and cleanup)
  - b. Ushers (calendar, training, opening church, and closing church)
  - c. Flowers and decorations (weekly, seasonal, and special occasions)
  - d. Supplies (candles, pew supplies, and other items as needed)
4. Every Ministry has a Mission: Each year, the ministry will share the love of Christ by selecting one or more missions to implement in/with the community. Prior to the mission, the ministry will invite the congregation to serve with the ministry's chosen mission. After the mission, the ministry will communicate with the congregation about the mission event.

**E.Relationships and Accountability** The worship ministry is accountable to the session. The ministry shall provide a written report to the session following each ministry meeting.

# 5—Policies

## 5.1 Commitment

### 5.1a Annual Review of Membership Rolls - Commitment Ministry

**A.Purpose** Describe the process for the annual review of rolls to ensure the accuracy of tracking active, baptized, affiliate, and other membership categories in the church membership software and ensure the accuracy of reporting statistical information to presbytery (*Book of Order* G-3.0204a)

The commitment ministry will undertake a yearly roll review, and report the findings and adjustments to the session for approval. This review will facilitate contact with those who are on the rolls but have not been active in the church for the past two years. The review will aid in identifying those who are attending church elsewhere and desire to unite with them in membership. It may also expedite contact with members who have moved away and desire to be kept in an affiliate member status.

#### **B.Review Procedure**

1. Use the church membership software to generate a current list of members along with their contact information, separated into active, baptized, affiliate, and other membership categories
2. Obtain pertinent information from the pastor, such as those who want to remain in active membership, but do not regularly attend.
3. Obtain information from the finance assistant about those people attending and those people giving who are not on the active rolls. Along with the witness ministry and pastor, formulate an outreach strategy to encourage these people to become active members
4. Contact those individuals and families that are on the active, baptized, and affiliate membership rolls who have moved or otherwise ceased to participate actively in the giving, work, and worship of the congregation for two years.
  - a. Contact personally by phone to make an inquiry
  - b. Contact by email if cannot make contact by phone
  - c. If no response is received in a month, mail a letter and a self-addressed card (found in the [appendices](#)) to be filled out and returned to the church
5. After allowing a second month to pass for responses, review all data and create a report to session that will include the following categorical list of members:

- a. Those members on the active roll who have not participated in the work and worship for at least two years and did not respond to the attempted contact. They are to be moved from active to other.
- b. Those who desire to remain on active status
- c. Those who desire to be changed from active to other status
- d. Those who desire to be changed from active to affiliate status

**C.Reporting and Recording** Upon completion of the report and recommendations, the commitment elder will present the findings and updated rolls for approval at the next stated session meeting. In addition, the ministry will furnish a copy of the current membership roll to the clerk of session to include in the session records for that year. The clerk of session will ensure that the approved roll changes are recorded in the *Westminster Presbyterian Church Membership Book*.

## 5.2 Child and Youth Protection Policy

### A. Definitions

Clarification of persons covered by this policy are as follows:

**Children** are individuals from birth to age 12

**Youth** are individuals from ages 13-17

**Adults** are individuals from ages 18 or older

**B. Purpose** This policy enables Westminster Presbyterian Church (WPC) to provide a caring and secure environment for children and youth, and lessens the risks of false accusations against persons in ministry to minors at WPC.

**C. Biblical Foundation** Westminster Presbyterian Church seeks to express God's love for all persons and to provide for the personal wholeness of all who gather within its congregation and facilities. This caring community seeks to prevent abuse in any form and to minister to victims of abuse and their families. WPC is especially mindful of its responsibility to the children and youth committed to its care as stated and promised in the baptismal covenant. WPC lives out its calling to respond in gratitude to the grace and mercy of God in its care for and protection of the most vulnerable in our midst.

The Bible is basic to our understanding, and upon it all policies, procedures, and ministries must stand. Jesus said, "Let the little children come to me, and do not hinder them; for the Kingdom of God belongs to such as these. I tell you the truth, anyone who will not receive the Kingdom of God like a child will never enter it" Mark 10:15-16 (NIV). Our goal in response to this biblical mandate is to maintain a safe, secure, and loving place where children may grow spiritually and emotionally, and where both paid and volunteer caregivers, teachers, and leaders minister appropriately to their needs.

**D. Definition of Child Abuse** Child abuse refers to an act committed by a parent, caregiver, or person in a position of trust that is not accidental, and that harms or threatens to harm a child's physical health, mental health, or welfare.

For a more detailed description of the types of child abuse, see addendum 1; For a description of Virginia child abuse laws, see section I.

**E. Reducing the Risk of Child Abuse** To create the safest possible environment, WPC shall implement and utilize the following preventative measures:

1. **Six Month Rule** A volunteer person desiring to minister to children or youth at WPC must be an active member or active non-member of this congregation for at least six months before assuming such a position. An exception, based on adequate references, may be made by the ministerial staff.
2. **Screening**

- a. Prior to beginning ministry to children and youth, all persons will complete and sign the personal history and release form (addendum 4). This form requests general information, prior church membership, prior volunteer work, and information regarding prior convictions for child abuse and other crimes.
- b. Paid staff persons will sign the same history and release form that volunteers sign. Additionally, as a condition of employment, paid staff persons shall consent to a criminal background check at church expense.

### 3. Training

- a. All persons desire to minister to children and youth shall read WPC's Child and Youth Protection Policy; read and sign the attached Personal History and Release form; and, if a paid staff person, read and sign the Consent for Criminal Background Check form.
- b. Mandatory training sessions pertaining to this policy shall be conducted as needed at various times during the year by the ministry staff.

### 4. Two Adult Rule

- a. Persons in ministry to children and youth shall, whenever possible, be assigned in teams of two or more adults. Whenever only one adult is present in a classroom or setting, the following scenarios are acceptable:
  - (1) Prior signed permission verifying understanding of the situation by the parents of the children involved is given to the adult leader
  - (2) Doors without windows to the activity location should remain open, and there should be no fewer than two students with the adult teacher. Children or youth should not be alone with one adult during a sponsored program or activity.
  - (3) In nursery and children's program settings, a child aged 12 or a teenager may be teamed with an adult. The child aged 12 or teenager must fill out the Personal History and Release form, and must be approved by the ministry staff.
- b. Married and related pairs are considered one person for purposes of this policy.
- c. If a planned event includes overnight lodging and involves WPC youth and children, there must be two or more adult leaders present. If the group is a mixed sex, at least one adult male and one adult female must be present. A group of the same sex which stays overnight must be accompanied by two adults with at least one adult leader the same sex as the minors.
- d. For overnight trips to conference and retreat settings including multiple groups and leaders from other churches in a common housing setting, two adults are required to be present but may be of the same sex, although mixed sex is encouraged and preferred.
- e. All children and youth are the responsibility of the adults present during the time of the class, program, event, or trip.
- f. Every effort should be made to avoid a situation in which one adult is alone with one child or youth.

- 5. **Classroom Discipline** Teachers shall discipline age-appropriately. (See Addendum 3) In the event of disruptive behavior, the parents or guardians will be notified by the

adults in charge as soon as possible. Absolutely no physical punishment or verbal abuse may be used at any time.

## **6. Open and Accessible Classrooms**

- a. Classrooms and childcare rooms may be visited at any time without prior notice by church staff or ministry leaders appointed by staff.
- b. Classroom doors without windows should be left open during all children or youth events, classes, and programs.

## **7. Age Difference** Leaders, whether adult or youth, must be at least five years older than the children or youth in their care.

## **F.Reporting Child Abuse**

### **1. Who Must Report?**

A mandatory reporter is anyone who is required by law to report suspected instances of child abuse to law enforcement agencies. For the purposes of this document, this includes the following:

- a. Persons licensed to practice medicine or any of the healing arts
- b. Persons employed in the nursing profession
- c. Social workers
- d. Teachers or other persons employed in a public or private school, kindergarten, or nursery school.
- e. Persons providing full or part-time child care for pay on a regular basis
- f. Persons associated with or employed by any private organization responsible for the care, custody, and control of children.

Any child or youth workers must report abuse or neglect whenever they become aware that such activities are occurring.

### **2. When To Report**

Any time a child or youth worker suspects that a child is being abused or neglected, they must report this suspicion within forty-eight hours. Failure to report is a crime. The worker is protected from legal and civil litigation if the report is made in good faith.

### **3. How To Report**

- a. Notify the pastor, director of Christian education, or the clerk of session immediately upon suspecting or being told of abuse. If possible, bring along the victim if they disclosed the information.
- b. Document, date, and time the content of all conversations and allegations. Be as specific as possible about details. All such information is to remain confidential between the reporter and the recipient (pastor, DCE, or clerk of session).
- c. If the pastor is not already included in the reporting and is not the alleged abuser in the report, all information is to be taken to the pastor who shall report the incident to the local law enforcement agency. The police must be notified immediately if the alleged abuser is a custodial parent or someone else in the

victim's home. The church's insurance company must also be notified if the alleged abuse involves church lay or staff personnel.

- d. The pastor, appropriate staff, or session member, shall notify the parents or guardian and offer prayer, and emotional and pastoral support. One must not to prejudge the situation; however, one must take the allegation seriously, and must offer compassion, support, and other appropriate pastoral resources to the victim and their family.
- e. Further actions shall be as deemed appropriate by the pastor, relevant staff member, or relevant session member, after consultation with civil authorities, insurance companies, and legal counsel. Concern for the victim, concern for the accused, and the church's commitment to full cooperation with law enforcement agencies must be emphasized.

### G. Policy Review

The Christian discipleship ministry shall review this "Child and Youth Protection Policy" for WPC and forward any changes, alterations, or updates to the session for approval.

### H. Types of Child Abuse

Child abuse refers to an act committed by a parent, caregiver, or person in a position of trust that is not accidental and that harms or threatens to harm a child's physical health, mental health, or welfare. The following definitions and explanations in this section are from the Virginia Department of Social Services.

1. **Physical Abuse** A physical injury, threat of injury, or creation of a real and significant danger of substantial risk of death, disfigurement, or impairment of bodily functions. Such injury or threat of injury, regardless of intent, is inflicted or allowed to be inflicted by non-accidental means. Examples: asphyxiation, bone fracture, brain damage, skull fracture, subdural hematoma, burns, scalding, cuts, bruises, welts, abrasions, internal injuries, poisoning, sprains, dislocations, gunshot wounds, [and] stabbing wounds.
2. **Physical Neglect** The failure to provide food, clothing, shelter, or supervision for a child if the child's health or safety is endangered. Physical neglect may include multiple occurrences or a one-time critical or severe event that results in a threat to health or safety, such as a toddler left alone. Other types of neglect include abandonment, inadequate supervision, inadequate clothing, inadequate shelter, inadequate personal hygiene, [and] inadequate food and nutrition.
3. **Sexual Abuse** Sexual abuse includes any act defined in the Code of Virginia which is committed, or allowed to be committed, upon a child by his/her parent or other persons responsible for the child's care. Examples of such abuse are: sexual exploitation, sexual molestation, intercourse/sodomy, and other sexual abuse.
4. **Medical Neglect** Refusal or failure by caretaker to obtain and/or follow through with a complete regimen of medical, mental, or dental care for a condition, [that] if untreated, could result in illness or developmental delays.
5. **Failure to Thrive** A syndrome of infancy or early childhood [that] is characterized by growth failure, signs of severe malnutrition, and variable degrees of developmental



retardation. Children are considered to be in this category only when the syndrome is diagnosed by a physician and is caused by non-organic factors.

- 6. Mental Abuse or Neglect** A pattern of acts or omissions by the caretaker [that] results in harm to a child's psychological or emotional health or development.
- 7. Educational Neglect** The child's caretaker is directly responsible for the failure of the child to attend school or an approved alternative program of study.
- 8. Bizarre Discipline** Any actions in which the caretaker uses eccentric, irrational, or grossly inappropriate procedures or devices to modify the child's behavior.

### **I. Virginia's Child Abuse Laws**

Under Virginia law Section 63.2-100 of the Code of Virginia, an abused child is defined as one who is less than eighteen years of age, whose parents or other person responsible for his/her care creates or inflicts, or threatens to create or inflict, or allows to be created or inflicted upon such a child a physical or mental injury by other than accidental means, or creates a substantial risk of death or disfigurement, or impairment of bodily or mental functions. [This includes the following: failing to provide care necessary for health, abandoning, committing or allowing sexual exploitation, and endangering or neglecting children. Child abuse may be physical, sexual, emotional, or mental, and may be the result of actions or omissions to act.]

Section 63.2-1509A of the Code of Virginia, states that any person licensed to practice medicine or any of the healing arts; any hospital resident or intern; any person employed in the nursing profession; any person employed as a social worker; any probation officer; any teacher or other person employed in a public or private school, kindergarten, or nursery school; any person providing full-time or part-time child care for pay on a regularly planned basis; and any person 18 years or older associated with or employed by any public or private organization responsible for the care, custody, or control of children; and any other specified individual who has reason to suspect that a child is abused or neglected, shall report the matter immediately to the local Department of Social Services of the county or city wherein the child resides (Staunton-Augusta County 540-245-5800, Waynesboro 540-942-6646) or wherein the abuse or neglect is believed to have occurred, or to the Department of Social Services' toll-free child abuse and neglect hotline (1-800-552-7096).

Section 63.2-1509C of the Code of Virginia states that any person making a report or complaint of child abuse or neglect shall be immune from civil or criminal liability unless that person acted in bad faith or with malicious purpose.

### **J. Discipline**

Discipline is part of shepherding the children God has placed in our midst. Inevitably, situations arise in which a child needs discipline. All nursery volunteers working at Westminster Presbyterian Church will use the following discipline measures:



1. Appropriate interactions and expectations will reduce the incidence of behavior problems. Simple changes such as a change in the room structure can sometimes help steer children toward appropriate behavior.
2. Make sure children know expectations for behavior. State them clearly, simply, and quietly.
3. If inappropriate behavior occurs, state expectations and consequences. Follow through with the consequences. Children will learn quickly they need to obey when you follow through every time.
4. If the inappropriate behavior persists, separate the child from the group or situation for a time-out. Time-outs should be one minute long for each year of the child's age. Place a chair for a time-out in an unused but close area of the room. Do not turn the chair to a wall or put in a corner.
5. If the behavior does not change, have an adult retrieve the parent. The teacher will decide whether the child may return to the nursery. If a time-out is used, communicate in an encouraging manner to the parents at pick up. The nursery volunteers should report to the pastor, DCE, or session member if a child's parents are retrieved.
6. Remember to extend grace to the child and model the love and forgiveness of our Lord.
7. The following actions or threats are forbidden:
  - a. Physical punishment such as striking a child, roughly handling, or shaking a child
  - b. Punishment by another child
  - c. Separation from the group so that the child is away from hearing and vision of a staff member
  - d. Withholding or forcing food or rest
  - e. Verbal remarks which are demeaning to the child
  - f. Punishment for toileting accidents
  - g. Punishment by applying unpleasant or harmful substance

#### **K.General Policies for the Nursery**

1. All nursery volunteers must read this policy and sign it to acknowledge their agreement to follow these procedures and their willingness to attend any future training sessions.
2. An email reminder will be sent during the week to all volunteers scheduled the following Sunday. If one is unable to work during the scheduled time, they should find someone on the approved volunteer list to trade with. Notify the church of the updated volunteers' name by Wednesday so the Sunday bulletin will list the correct names of the volunteers on duty. In case of emergency, contact the

nursery attendant directly.

3. Volunteers who have non-nursery-age children should arrange care for them outside the nursery.
4. Nursery volunteers must be 18 years or older, or be approved by the worship ministry. In nursery and children's program settings, a child aged 12 or a teenager may be teamed with an adult. The child aged 12 or teenager must fill out the Personal History and Release form, and must be approved by the ministry staff.
5. Nursery supplies are stored in the cabinets in the nursery rooms.
6. Notify the nursery coordinator of any problems with children, parents, toys, or facilities. Please fill out the Nursery Summary Form located in the nursery after serving. Use this form to let the attendant know of supplies that are needed, issues that came up, and follow up that is needed.
7. First aid kits are located in the nurseries. In case of an emergency, one volunteer should use the phone to call 911 and then go to the sanctuary to notify an usher or an elder of the situation.

#### **L.Receiving Children**

1. Please arrive 15 minutes before the service or church school begins.
2. One nursery volunteer should greet the parents and children with a smile at the door. Only nursery-aged children should enter the nursery. Please receive children at the door by either letting their parents hand them over the door or by opening the door and letting only the child walk through.
3. The volunteer at the door should have a stack of name tags and pens with them. Each parent should fill out a name tag and place it on their child's back, diaper bag, and other supplies. Explain to the parent that children will be released only to the person returning the remaining portion of the name tag.
4. If a child is entering the nursery for the first time, please give the parents a copy of Nursery Policies and Guidelines for Parents.

#### **M.Nursery Time**

1. Check each name tag for special instructions for that child.
2. Mark attendance on the Nursery Summary Form.
3. Some parents may provide drinks and snacks for their children. Be aware of food allergies; they will be listed on the name tag for each child. Use name tag labels to mark cups and bottles with the child's name if the parent has not already done so.
4. Check children periodically for those in need of a diaper change. All children must be checked 15 minutes before pick up time and changed unless completely dry. Disposable gloves are on the changing table and must be worn while changing diapers. Use diapers from the child's diaper bag if possible; extra supplies are kept in the cabinets. Do not leave a child on the changing table unattended. Disinfectant spray is provided for cleanup after each change.
5. Potty-trained children should use the bathroom as needed. Ask children periodically if they need to visit the bathroom.
6. Do your best to console crying children by rocking, reading, and encouraging

them to play with toys. If a child cries for more than 15 minutes, one volunteer should locate the parent and bring them back to the nursery. Explain that you have been unable to console the child.

#### **N.Dismissing Children**

1. Collect the parent's portion of the child's name tag from the person returning to pick up each child. No child should be released without their corresponding name tag being returned. This is the parent's way of telling us who is approved to pick up their child.
2. Give positive feedback to parents so they are aware of what their child has done while in the nursery.
3. Make any final notes on the Nursery Summary Form.

#### **O.Personal History and Release Form on separate page**

## Personal History and Release Form

All persons, both volunteer and paid, who desire to work with or care for minors at WPC must complete this form. The church requires this information so that we can provide a safe, secure environment for children and youth within our church. The information in this form is *confidential*.

### **Part 1 – General and Prior Work with Child and Youth Information**

Name \_\_\_\_\_ Phone \_\_\_\_\_

Street address \_\_\_\_\_

City/State/Zip \_\_\_\_\_ Cell phone \_\_\_\_\_

Email \_\_\_\_\_ Birthday \_\_\_\_\_

Occupation \_\_\_\_\_ Work phone \_\_\_\_\_

Have you ever been convicted of or pleaded guilty to a crime (except traffic offenses)? \_\_\_\_

What is the name of the church where you are a member? \_\_\_\_\_

How long have you been connected to the Westminster church family? \_\_\_\_\_

Why do you want to be involved with the children and youth ministry at Westminster?

\_\_\_\_\_

What experience do you have working with children?

\_\_\_\_\_

What other ministry experience have you had in the last five years?

\_\_\_\_\_

List any special children or youth-ministry-related abilities, education, or skills you have (music, storytelling, crafts, and so forth).

\_\_\_\_\_

If serving in the nursery, do you have the ability to lift or carry a child that weighs up to forty pounds? \_\_\_\_\_

Please give two personal references, listing name, relationship, and phone number

Additional comments that might be helpful

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**Part 2 - Statement and Release**

The information set forth above is correct to the best of my knowledge. I authorize and release any references, employers, or churches listed in this application to provide the church or its ministry staff with any information that they have regarding my character and fitness for children or youth work. Please indicate your agreement by initialing. \_\_\_\_\_

I waive the right to inspect information provided about me by persons and organizations identified by me in this application. Please indicate your agreement by initialing. \_\_\_\_\_

I have read and understand the "Child & Youth Protection Policy" of Westminster Presbyterian Church and agree to abide by it. Please indicate your agreement by initialing. \_\_\_\_\_

Applicant's signature \_\_\_\_\_

Staff's signature \_\_\_\_\_

Parent's signature \_\_\_\_\_  
(for applicants under 18)

Date \_\_\_\_\_

**Part 3. Permission for one adult led child and/or youth program**

I understand that my child will attend a regular church program at Westminster that will be led by one adult on most occasions. I understand in reading the policy that if only one child/youth is present, the group/program would not meet.

Program/Class \_\_\_\_\_

Leader's name \_\_\_\_\_

Child/Youth name \_\_\_\_\_

Parent's name \_\_\_\_\_

Parent's signature \_\_\_\_\_

Date \_\_\_\_\_

## 5.3 Congregational Care

### 5.3a Bereavement Meal Policy

#### A. Notification

When the pastor learns of the death of a church member, the pastor will contact the fellowship and congregational care bereavement team leaders by email and provide them with a family member's contact information.

#### B. Bereavement Meal Options

Fellowship and congregational care will contact that person and offer the bereavement meal options as stated below.

1. Memorial reception to include all people attending the funeral service and will include the following:
  - a. an assortment of cookies, cheese, and crackers
  - b. Beverages: punch, coffee, and water
  - c. Set up of either the social hall or chapel with tables and chairs, and all needed paper products and tablecloths
2. Family dinner for thirty-five or fewer people after the funeral service
  - a. fried chicken, vegetable, fruit, and dessert
  - b. beverages such as coffee, tea and water
  - c. set up of either the social hall or chapel with tables and chairs, and all needed paper products including tablecloths
  - d. clean up of the social hall or chapel following the reception.
3. Catered memorial reception  
If a more substantial meal is preferred, the family is responsible for all catering arrangements and costs. Fellowship and congregation care will still provide set up, beverages, and clean up.

#### C. Funding

Fellowship and congregational care will work through committee members and volunteers to provide the food and services. A budgeted amount is available to help defray costs of these bereavement meals. The cost of paper products and tablecloths will be covered under the fellowship and congregational care budget.



## 5.3b Congregational Care Meal Policy

### A.Purpose

The fellowship and congregational care ministry (FCC) is committed to the care and well-being of members who are in need of assistance. Assistance comes in various responses, including visitation by the pastor and congregational volunteers, transportation to medical appointments, and weekly meals as needed for short-term and long-term situations. This policy addresses short-term and long-term meal needs.

### B.Notification

Fellowship and congregational care receives concerns for individuals through the Westminster prayer chain, the pastor, and the congregation. Once aware of a concern, the pastor or a member of FCC will contact the individual or their family to comfort them and assess their needs. Upon the individual's or family's request, FCC will provide a meal on a weekly basis as outlined below.

FCC will communicate meal needs to the congregation via the church email, the "Fridge News", and weekly announcements at the Red Door and Open Door services. Meals are provided and delivered by members of the congregation.

**C.Short-term Meal Policy** This policy covers situations where a weekly meal is needed for up to two months.

1. Using the Take-Them-a-Meal website ([www.takethemameal.com](http://www.takethemameal.com)), a personalized schedule can be created to provide a weekly meal furnished by congregational volunteers. The site allows an administrator to tailor the individual's meal schedule with information concerning any dietary restrictions, delivery dates, home address, and other information.
2. The individual's schedule will be created and posted on a monthly basis for up to two months. After two months, the pastor will consult with the individual or their family and decide the best course of action. If meals are to continue, the long-term policy begins.

### D.Long-term Meal Policy

1. The FCC ministry and congregation of Westminster will provide temporary assistance for members during situations with short-term need. Circumstances sometimes become chronic necessitating long-term assistance. This policy is for situations where a weekly meal is needed for longer than two months.
2. During the months of Westminster on Wednesday (WOW), a weekly meal can be provided through the WOW dinner. A member of the kitchen crew or a volunteer can deliver the meal if a family member is not available to pick it up. A donation of \$3 per meal with a maximum of \$10 per family per week is suggested in keeping with the WOW program.
3. For times when WOW is not in session, arrangements can be made on a case by case basis.

## 5.4 Finance

### 5.4a Annual Audit of Financial Records Policy

The church must conduct an annual audit of financial records as instructed by the *Book of Order*, subsection G-3.0113

A full financial review of all financial books and records shall be conducted every year by a public accountant or committee of members versed in accounting procedures. Reviewers shall not be related to the treasurer(s). Terminology in this section is meant to provide general guidance and is not intended to require specific audit procedures or practices as understood within the professional accounting community.

### 5.4b Counting Church Income Policy

1. The individuals approved by the finance ministry count income. They work in teams of at least two preparing income for bank deposit.
2. A designated counter will pick up all offerings from Sunday services, and any other service where monies are collected.
3. On an agreed upon date, at least two approved counters will prepare the deposit.
4. The deposit will include any additional funds received by mail. Those may be found in the Treasurer's or Finance Assistant's church mailbox..
5. Paying careful attention to fund designations, the counters shall record the individual income items in OnRealm as a contribution batch for the date it is processed. *Counters are assigned a "Counter" role by the Finance Assistant in OnRealm, after being approved and trained on the system. This role is restricted and only permits entering the details of a batch in OnRealm.*
6. After careful tallying of checks and cash, they will fill out a bank deposit slip, make a copy, and stamp the checks "for deposit only."
7. The counters shall take the deposit to the bank, bring the deposit slip back, attach it to the copy of the deposit ticket with any envelopes, and give the deposit slip to the finance assistant.
8. Upon review and validation, the finance assistant will "post" the batch in OnRealm.
9. A detailed guideline for counting church income is listed below in 5.4c.

### 5.4c Procedure for Counting Church Income

**A.Collection:** Each Sunday and after any service, such as Christmas Eve, a designated counter or other assigned individual will collect monies and place them in the Church Treasurer's Office or other location as directed by the Finance Assistant or Treasurer.

1. **Locking Bank Bag** A locking bank bag is available for use from the Church Treasurer or Finance Assistant.
2. **Worship Service** - When a worship service is held in the sanctuary, chapel, or

outdoors the money will be collected and removed from offering plates and/or collection boxes by the designated counter or assigned individual. The designee may take and secure the offerings in the Church Treasurer's Office and it may remain there until picked up by a designated counter or assigned individual.

3. Keys - Gold key locks the bag; silver key unlocks the City Bank night deposit box.

**B.Best day for counting:** Counting is done on an agreed upon day when Treasurer or Finance Assistant is available.

**C.Setup:** Adding machines, deposit slips, bank stamps, and other supplies are located in the upper cabinet outside the treasurer and financial assistant office. Financial assistant will provide access to OnRealm for entering contribution/giving batches with a restricted "Counter" role, after approval and training. .

**D.Organize:** The two designated counters will empty the bag and organize the contents by funds or accounts, such as

1. Regular pledges (General Fund)
2. Office refunds
3. Special offerings, memorials, youth, five cents a meal, Summerlee, and so forth
4. Loose offerings

**E.Count:** All offerings, including any received by mail will be entered into the OnRealm system by counter trained by the Financial Assistant.

1. Open each envelope and record the pledge payment amount on the front of the envelope if that has not already been done. If the payment is in cash, title the word *cash* on the envelope.
2. Access OnRealm - Select "Giving" - Select "Contributions" - "+Batch"
3. Select "Check or Cash" based on the gift being entered.
4. Enter the name of the giver or their giving number and then SELECT them from the drop-down box.
5. Select the appropriate fund and add a memo when appropriate (i.e. yard sale, etc.)
6. Separate pledge payments (checks and cash) and payment envelopes into four piles— one pile for checks, one pile for the envelopes which contained checks, one pile for cash, and a fourth pile for the envelopes that contained cash. The cash total OnRealm must agree with the total of envelopes marked *cash* and the total of checks must agree with the total of envelopes that contained checks.
7. Take note of the memo line at the lower left of each check. It may indicate that the check is to be allocated to more than one fund or account. Be sure that the pledge payment is recorded on the front of the envelope. If other accounts (other than weekly pledge or also called general fund) are indicated on the check but not noted on the envelope, record the contribution as a "split" transaction OnRealm.

**F.Summarize:** When finished with all accounts, print the batch sheet from OnRealm.. *Cash and checks for the separate accounts must not be mixed together until after this has*

*been done.*

**G.Reconcile:** Total all checks. Total all cash. The sum of these totals must equal the total amount on the printed batch summary sheet.

**H.Sign sheet:** When all figures are in agreement to the satisfaction of both counters, both counters must sign the printed Summary Sheet.

**I.Forms:** Give the signed, printed Summary Sheet, copy of deposit ticket, , and envelopes to treasurer

**J.Prepare deposit:** Stamp all checks for deposit using the church's *Deposit Only* stamp. Make an adding machine tape of all checks for the deposit. Record the amount of currency, coins, and checks on the deposit slip. Add them to get a total on the deposit slip. Verify that the total on the deposit slip is the same as the total reported on the printed summary sheet. Put coins in an envelope or envelopes. Make a photocopy of the deposit slip to attach to the printed summary sheet.

**K.Make deposit:** Take money, checks, and deposit ticket to the bank and make the deposit. Return the bank bag, keys, and bank receipt to the treasurer.

**L.Scan Bank Receipt and Copy of Deposit Ticket:** Text or email a scanned image of the deposit receipt and deposit ticket to the finance assistant so they can review and post the batch.

## 5.4d Ministry Funds Request Policy and Digital Form

Complete and submit the electronic “Ministry Funds Request Form” for invoices, reimbursement checks, credit card purchases, transfer of funds between church accounts, request pre-approval for purchases over \$100, or designation of contribution receive, see Appendix 7.8.

- Purchases of \$100.00 or greater must have pre approval from the Elder or Pilot responsible for the ministry for which the purchase is being made. Approval may be requested on this form.
- Purchases of \$99.99 or less do not need pre-approval, but the digital form must still be submitted within a reasonable timeframe of the purchase. Purchases of \$99.99 or less can be grouped on one form and submitted.
- Purchasers may submit multiple purchases from multiple accounts on one form as long as they are all supervised by the same ministry. If the accounts used fall under different ministries a new form must be completed for each.

## 5.4e Endowment Fund

### 1. Purpose of the fund

Westminster Presbyterian Church (hereinafter WPC) Endowment Fund receives and manages gifts, devises and bequests to the Church. The Fund is managed by three financial stewards designated by session from its members, all of which Session members having been previously ordained and installed as elders provided by WPC charter and bylaws.

## **2. Uses of the fund**

If a donor designates her/his gift, bequest, or devise to be used for a specific purpose, Session shall first determine whether the specific purpose is appropriate, and if so, the gift, bequest or devise shall be used only as specified by the donor.

If the donor does not state that her/his gift, bequest, or designate it is to be used for a specific purpose, it may be used as needed upon recommendation by the Finance Ministry. Gifts of \$2,500 or more may be transferred to the investment fund to earn interest when there is not an immediate need.

## **3. Accounting and reporting**

Accounting for the fund shall be done in accordance with generally accepted accounting principles and practices. A record shall be made of each gift and the file shall include a copy of the gifting document, and kept in the records of WPC.

The financial stewards shall file a written report to session on the status of the Endowment Fund as frequently as required by session, but at least annually at the congregational meeting.

## **4. Appendix**

More information regarding the acceptance of largess funds can be found in the Appendix under *7.5 Largess Acceptance Process Map*.

## **5.4f Memorial Fund Designations**

Upon the passing of a member or friend of Westminster, the pastor shall offer the deceased family the opportunity to direct memorial financial gifts received by the church to specific ministries that were close to the heart of the deceased. The form to document this desire is located in the Appendix under 7.9. It shall be signed and completed by the family or by a member in life as part of their estate planning with the church. The form will be securely maintained in a file in the treasurer's office of the church. It will be available to the family or member by request if changes are needed. This will be regarded as another form of restricted or designated giving.



## 5.5a Personnel Manual

### A.Introduction

This manual was established by the personnel ministry and approved by session. The personnel ministry has primary responsibility and authority for implementation.

All employees of Westminster Presbyterian Church (WPC), Waynesboro, Virginia, fall under the purview of the personnel ministry.

WPC provides equal employment opportunity for all qualified persons and prohibits discrimination based on race, sex, age, or disability.

### B.Staffing Positions

The personnel ministry is responsible for maintaining competent staff to support the work of the pastor, director of Christian education (DCE), and director of music ministries (DMM). The session is responsible for filling the DCE and DMM positions. The pastor is called by the congregation and elected according to the procedures of the *Book of Order* of the PC(USA). The pastor is the head of staff and responsible for the day to day supervision of church employees.

Employees are classified as either full-time or part-time.

1. Full-time employees work thirty-five or more hours a week.
2. Part-time employees work less than thirty-five hours a week.

### C.Job Descriptions

The personnel ministry shall maintain job descriptions for all authorized positions. Each new employee shall be provided with a copy of the description for their position and a copy of this personnel manual.

### D.Hiring

With the exception of the pastor, all applicants must complete an application or provide a resume. The personnel ministry and the pastor shall cooperate closely in securing and interviewing candidates when filling vacant positions. Prior to starting work, a new employee will complete required federal and state forms. These shall be filed in the church office. All potential staff members are required to have a criminal record check, including sexual offender check. Both checks must be satisfactory as they relate to the staff member's specific duties.

### E.Performance Appraisals

The personnel ministry and pastor shall maintain ongoing communication concerning performance of all employees. The pastor shall communicate with employees throughout

the year concerning their performance and provide appropriate feedback to the personnel ministry. The pastor may seek assistance from the personnel ministry as needed.

During the fourth quarter of each year, the pastor, in cooperation with the personnel ministry, shall prepare a performance appraisal for each employee and discuss this with the employee. The DCE and DMM have a direct relationship with a ministry of session. The pastor shall seek input from their respective ministries prior to preparing their performance evaluations. Each employee will be given the opportunity to record their own comments concerning their work and appraisal. Copies of all appraisals and employee comments shall be filed in the respective employee's personnel file.

### **F.Grievance Procedure**

An employee grievance should be discussed with the pastor. If the matter is not settled satisfactorily, the grievance shall be presented to the personnel ministry for final resolution.

### **G.Termination of Employment**

1. An employee who resigns should submit a letter of resignation (may be in electronic form) to the pastor and the personnel ministry.
2. Two weeks notice shall be provided to an employee whose employment is terminated due to the elimination of their position.
3. WPC is an employment-at-will employer; as such, an employee may be discharged without cause. However, it is the intent of WPC to seek alternative solutions prior to deciding upon discharge.
4. Exit interviews are offered to employees who are leaving employment. The personnel ministry has the responsibility of conducting the exit interview.
5. Presbytery action is required for the dismissal of the pastor, and session action is required for the dismissal of the DCE. All other employees may be dismissed by the pastor and personnel ministry. In all cases of dismissal, the employee shall be informed of the reasons by the pastor and personnel ministry. Action for the dismissal of the DCE should pass through the personnel ministry to the session.

### **H.Compensation**

1. Paychecks for salaried employees are issued twice per month, on the fifteenth and the last day of the month. Paychecks for hourly employees are issued every two weeks. Should these days fall on a holiday or weekend, checks will be issued on the last preceding business day.
2. The personnel ministry shall submit a salary and benefit budget proposal for each member of the staff to the session during the budget process. This proposal shall be kept in strict confidence by both ministries until the salary budget has been approved

by session. Once the budget has been approved, the pastor shall notify each employee of their salary.

### **I. Insurance and Retirement**

1. Insurance and pension benefits for the pastor are provided through the Board of Pensions (BOP) of the Presbyterian Church at a rate determined by the BOP and session.
2. All other full time employees will have the option to participate in health and retirement benefits through either the BOP or through independent plans. Session will determine the amount of subsidy for health insurance and retirement benefits.
3. All employees are eligible to participate in the Retirement Savings Plan through the Board of Pensions.
4. All employees are covered by the federal Social Security Act. WPC pays the employer portion and withholds the employee portion from the employee's paycheck as required by law. Employees are also covered by Workman's Compensation laws of Virginia and will be paid for injuries arising out of and in the course of the performance of their job duties to the extent provided under these laws.

### **J. Working Hours**

Working hours shall be established by the personnel ministry and enforced by the pastor as head of staff.

Church office hours are determined by session. The nature of the work of the church involves hours and activities not always confined to stated office hours. At the pastor's discretion, the office may be temporarily closed or other functions suspended due to extreme weather or other unusual conditions. In these cases, regularly scheduled employees shall be paid for the time as if worked

### **K. Management of Hours**

WPC is supported by member tithes and donations and is therefore responsible to the congregation to act prudently in all matters of church operation. This responsibility includes being compliant with budgetary constraints in terms of staff hours. The following description clarifies variation in hours worked.

1. Hourly employees have a specific number of budgeted hours per week. The varied requirements of the church may occasionally require an employee to work more than the budgeted number of hours. To be faithful to the budget, the number of hours worked in excess of the budgeted weekly hours will result in a compensatory

reduction of hours worked the following week. The timing of this reduction in hours may be altered by the pastor to minimize the impact on church operations.

2. All time worked by hourly employees will be recorded in the week in which it is worked and paid in accordance with the normal procedures.
3. Should an hourly employee feel a need to work more than the budgeted hours in a week, they must discuss the situation with the pastor prior to working the additional hours. The employee should also suggest a week when fewer hours can be worked to compensate for the week when hours worked were over budget. Failure to obtain advance approval of the change in weekly hours worked may result in disciplinary action as described in the personnel manual.

## **L. Vacation and Study Weeks**

1. Paid vacations are provided for employees in accordance with the following schedule. Time off for the pastor is determined by the call approved by the congregation and presbytery. Vacations for all other staff are as follows:

Position	Vacation Weeks	Study Weeks
Director of Christian Education	3 (4 weeks after 3 years)	1
Director of Music Ministry	3 (4 weeks after 3 years)	1
Communication Assistant	2 (3 weeks after 3 years)	
Sexton	2 (3 weeks after 3 years)	
Nursery Attendant	4 days (Sundays)	

A week of vacation means a customary work week for that employee. For example, it would be twenty-four hours for someone who customarily works three (3) eight-hour days.

2. All vacations shall be scheduled with the prior approval of the pastor. The employee shall submit the request via email to the pastor noting the specific dates. The pastor will respond via email confirming or denying the request. Vacation is tracked by the anniversary date of the employee.
3. Vacation days will normally be scheduled within the eligible service year. The amount of vacation that may be carried over from one year to the next is one-half the number of days earned in that year. Pay shall not be made in lieu of any unused vacation.
4. Upon termination of employment, any earned vacation days will be paid.

## **M. Holidays**

Paid holidays are provided to employees for the following days:

New Year's Day	Labor Day
Easter Monday	Thanksgiving Day

Memorial Day  
July 4<sup>th</sup>

Christmas and the day after  
Floating Day

Full-time employees receive pay for all of these days, and part-time staff will receive pay for their regular number of hours when a holiday falls on their regular day to work.

Holidays occurring on weekends shall be observed either the day before or the day after in accordance with the schedule set by the personnel ministry.

## **N.Absences**

1. All employees who work sixteen hours or more per week are eligible for paid absences for compelling personal reasons such as personal illness or urgent personal business (jury duty, family illness, closing on a home, and so forth). These days are provided for urgent use only and are not to be considered extra vacation days.
  - a. The employee shall earn one day of paid absence per month of service defined as eight hours for full-time and four hours for part-time of service with a maximum of thirty days (eight-hour days for full-time staff and four-hour days for part-time staff). These days will accrue up to the maximum but shall not be compensated for in any way upon termination of employment.
  - b. Maternity leave; paternity leave; illness of self, spouse, or child are acceptable uses for the leave-time provided under this policy.
2. Time off for a death in the immediate family (typically defined as spouse, child, parent, sibling, grandchild, or grandparent) shall be three days (defined as eight hour days for full-time and four hour days for part-time)
3. Unpaid leave is not encouraged. For adequate reason, the pastor, in consultation with the personnel ministry pilot, may grant up to one week unpaid leave to an employee. Unpaid absences of a longer duration must be approved by session.
4. A doctor's note may be requested for absences for illness lasting over three days.

## **O.Employee Conduct**

1. Remediation To ensure orderly and faithful operations and provide the best possible work environment, WPC expects employees to conduct themselves in a manner appropriate to protect the mission, interests, and safety of all employees and the church. Situations may arise that require remediation. Depending on the violation, these general steps of disciplinary action can result and reflect the maximum number of warnings.
  - a. Initial warning with documentation of discussion for employee file



- b. Formal documented warning and possible suspension
- c. Termination of employment

WPC reserves the right to bypass all preliminary steps and go straight to termination of employment if warranted.

2. Unacceptable behavior One cannot possibly list all the forms of behavior that are considered unacceptable. The following are examples of infractions that may result in disciplinary action, up to and including termination of employment:
  - a. Reporting to work or working under the influence of drugs or alcohol
  - b. Insubordination
  - c. Theft
  - d. Improper or illegal use, possession, or distribution of harmful drugs, including alcohol and narcotics
  - e. Falsification of employment application forms or other company records including altering or falsifying one's own or someone else's time record
  - f. Purposefully destroying WPC property
  - g. Verbal, physical, or inconsiderate treatment of members, staff, contractors, or visitors
  - h. Sleeping on duty
  - i. Gambling on WPC premises
  - j. Absence of three successive scheduled working days without notification including failure to return from authorized leave of absence within three days
  - k. Failure to comply with verbal or written instructions, policies, or procedures
  - l. Unauthorized possession of firearms or other weapons on WPC premises
  - m. Harassment
  - n. Fighting and other serious misconduct
  - o. Excessive absenteeism
3. The pastor is responsible for ensuring that a thorough investigation is done on incidences that may require disciplinary action. Terminations or written warnings that include suspensions must be approved by the personnel ministry and appropriate applicable ministry. The issue and recommended action may be taken to session prior to implementation of the action.

#### **P. Employee Contact and Christmas Bonus Distribution**

1. Purpose To provide a formalized method of employee contact by members of the personnel ministry and to assure consistency in the request, collection and delivery of the annual Christmas bonus to staff.
2. Communication Process At the beginning of each year each member of the personnel ministry shall be assigned a specific staff member with whom to touch base no less than two times each year. The intent is to make sure employees feel a sense of connection with the congregation of which the personnel ministry represents. One of the contacts will be the delivery of a thank you note from the

personnel ministry with the amount of that employee's Christmas gift from the congregation. The communication is not intended to interfere with the supervisory relationship between the employee and the pastor.

3. Questions to be asked of staff members include but are not limited to:
  - a. Roadblocks to success
  - b. Assistance from the congregation that is needed/desired
4. Christmas Bonus Process: In November of each year, the personnel ministry will draft and publish in the weekly fridge news an opportunity for members of the congregation to express their thanks to the employees of WPC by making a monetary contribution. Personnel ministry will determine the distribution of the money collected and provide the bonus amounts for each employee to the financial assistant prior to the last pay of the year (when possible) who will include the specific amounts in each employee's paycheck so that legal taxes, etc. may be taken out.

This policy does not affect the at-will employment status of each employee. Exceptions or acceleration of these steps are at the discretion of WPC.

## 5.5b Sexual Misconduct Policy

*“What does the Lord require of you but to do justice, and to love kindness, and to walk humbly with your God.” (Micah 6:8)*

### A. Prohibition of Sexual Misconduct

Westminster Presbyterian Church (WPC) has created a worship and work community in which members, friends, staff, and volunteers can worship and work together in an atmosphere free of all forms of discrimination, harassment, exploitation, or intimidation. All persons associated with WPC should be aware that the church is strongly opposed to sexual exploitation and harassment, and that such behavior is prohibited by church policy. The church shall take whatever action is needed to prevent and correct behavior that is contrary to this policy and to discipline those persons who violate this policy.

### B. Ministerial Conduct

1. All persons engaged in the ministry of WPC, including elders, employees, volunteers, and pastors are responsible for knowing the possible impact of their words and actions in ministering to the emotional, mental, and spiritual needs of persons who come to them for help or over whom they have any kind of authority. Sexual harassment or sexual exploitation of anyone engaged in the ministry of WPC is unethical and unprofessional behavior and is not tolerated.
2. Because pastors, elders, employees, and volunteers often deal with individuals who are emotionally and psychologically fragile or otherwise personally vulnerable, those engaged in the ministry of this church must maintain their own psychological, emotional, and spiritual health, and ensure that they have adequate preparation and education for helping those individuals they seek to serve in ministry. WPC encourages its elders, pastors, employees, and volunteers to nurture safety within ministerial relationships by being attentive to self-care, heedful of education, and aware of the importance of referring those in need to supportive and helpful resources. The pastors, elders, staff, and volunteers shall submit to the personnel ministry a completed copy of the certification statement to be kept in the church office.
3. WPC is committed to maintaining a safe and healthy environment in which people can learn about and experience God’s love. To ensure this, we expect that all people applying to be volunteers who work with minors shall have been members or friends of WPC for at least six months. WPC provides adequate supervision for all youth activities with an emphasis in maintaining at least two adults when in the presence of minors. When this is not possible, the members of WPC expect that all pastors, employees, and volunteers who work with minors shall endeavor to provide safe places for children and youth including avoiding instances where an individual minor is alone with an individual adult or older youth.
4. All applicants for employment shall sign a release granting permission to the session, through its authorized agents, to make a thorough investigation of past employment, education, and background, including possible criminal background, to identify those

persons with a history of civil allegations or convictions of sexual exploitation or harassment. Pastors, elders, staff, and volunteers shall participate in training on sexual exploitation and harassment that is appropriate to their position and responsibilities.

### C.Reporting Allegations

WPC has a written procedure for reporting and resolving prohibited actions, and has copies of this procedure available in the church office. Anyone suspecting or having knowledge of a violation of sexual exploitation or harassment shall report such violation as soon as possible to the pastor, the clerk of session, one of the elders, or a member of the personnel ministry. Any child or youth who suspects or has knowledge of possible sexual exploitation or harassment should report this as soon as possible to the pastor, an elder, an adult, or a volunteer. Anyone who has shared knowledge or suspicion of child abuse should be aware that state law requires the immediate reporting of such abuse to the civil authorities.

### D.Definitions

1. **Minister** a person engaged by the church to carry out its ministry including elders of the church, employees, volunteers, and pastors
2. **Pastor** a person who holds ordained ministerial standing or has been commissioned or licensed by the Presbyterian Church (U.S.A.)
3. **Ministerial relationship** the relationship between one who carries out the ministry of the church and the one being served by that ministry.
4. **Sexual misconduct** a comprehensive term which includes sexual exploitation, sexual harassment, and child sexual abuse
5. **Sexual exploitation** taking advantage of sexuality and attractiveness of another person to make a personal gain (sexual gratification; social, political, or monetary gain). It is the abuse of a position of differential power or trust for sexual purposes.
6. **Sexual harassment** repeated or coercive sexual advances toward another person contrary to his or her wishes. It includes behavior directed at another person's sexuality or sexual orientation which has the effect of intimidating, humiliating, or embarrassing the other person, or subjecting the person to public discrimination.
  - a. An unwelcome sexual advance, a request for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when
    - (1) Submission to such conduct is made either explicitly or implicitly a term; condition; or circumstance of instruction, employment, or participation in any church activity
    - (2) Submission to, or rejection of, such conduct by an individual is used as a basis for evaluation in making personnel or church-related decisions affecting an individual
    - (3) Such conduct has the purpose or effect of unreasonably interfering with an individual's performance or participation in church activities, or of creating an intimidating, hostile, or offensive work or church environment.

- b. Sexual harassment includes unsolicited and unwelcome contact that has sexual overtones, particularly
      - (1) Written contact, such as sexually suggestive or obscene letters, notes, or invitations
      - (2) Verbal contact, such as sexually suggestive or obscene comments, threats, slurs, epithets, jokes about gender-specific traits or sexual orientation, or sexual propositions
      - (3) Physical contact, such as intentional touching, pinching, brushing against another's body, impeding or blocking movement, assaulting, or coercing sexual intercourse
      - (4) Visual contact, such as leering or staring at another's body; gesturing; or displaying sexually suggestive objects, pictures, cartoons, posters, or magazines
    - c. Sexual harassment also includes continuing to express sexual interest after being informed directly that the interest is unwelcome and using sexual behavior to control; influence; or affect the career, salary, work, learning, or worship environment of another. One cannot suggest, threaten, or imply that failure to accept a request for a date or sexual intimacy might affect a person's job prospects, church leadership, or comfortable participation in the life of the church. For example, one can neither imply that they might withhold support nor actually withhold support for an appointment, promotion, or change of assignment. Also, one cannot suggest that a person who has declined a personal proposition might be given a poor performance report. In addition, one cannot hint that they might bestow benefits such as promotions, favorable performance evaluations, favorable assigned duties or shifts, recommendations, or reclassifications in exchange for sexual favors.
- 7. **Child Sexual Abuse** contact or interaction between a child and an adult when the child is being used for the sexual stimulation or gratification of the adult person or of a third person. The behavior may or may not involve touching and includes display of sexual body parts. Sexual behavior between a child and an adult is always considered forced whether or not consented to by the child. The age of maturity is 18 years.

## 5.5c Resolving Sexual Misconduct Allegations

**A.** All allegations of sexual abuse, sexual harassment, and sexual misconduct against pastors, elders, employees, and volunteers shall be taken seriously. Every allegation shall be received, investigated, and acted upon promptly in accordance with the terms of this policy.

**B.** The protection of children and youth is a priority. Persons having reasonable cause to suspect sexual abuse of a child or young person shall report it promptly to the appropriate secular agency for immediate investigation.

**C.** The accused person is always presumed innocent until proven guilty. In the context of this policy, no adverse finding shall be made public or revealed against an accused person except on a need-to-know basis until a full investigation is completed and it has been determined that the complaint has been properly substantiated.

1. Anyone suspecting or having knowledge of sexual exploitation or sexual harassment should report this promptly to the pastor, to the clerk of session, to one of the elders, or to a member of the personnel ministry. State law requires the immediate reporting of knowledge or suspicion of child abuse to civil authorities. Any person suspecting or having knowledge of sexual exploitation or harassment of a minor must report such violation to the pastor, clerk of session, an elder, or a member of the personnel ministry, and to civil authorities.
2. Yearly, at its January meeting, the session of WPC shall establish a response team, having at least one male and one female member, to receive any sexual misconduct complaint. The response team shall familiarize itself with the terms of WPC sexual misconduct policy and the established procedures for dealing with complaints of alleged sexual exploitation or harassment against a pastor, elder, employee, or volunteer in leadership position at WPC.
3. Incidents of alleged sexual exploitation or harassment between two adults can be addressed in two ways
  - a. The person making the complaint may attempt to resolve the matter directly with the individual accused of sexual exploitation or harassment.
  - b. The person making the complaint may report the incident to the pastor, clerk of session, elder, or member of the personnel ministry in an effort to resolve the matter.
4. The clerk of session, elder, pastor, or member of the personnel ministry receiving an accusation of sexual misconduct or harassment is required to share the information within twenty-four hours with the response team.
5. The response team shall do the following.
  - a. If the accusation is against a pastor, the response team shall, without further investigation, send a written statement of allegation to the stated clerk of the presbytery that holds the pastor's membership.
  - b. If the report alleges sexual abuse or harassment of a minor, the response team shall



- (1) immediately ensure that the allegation is reported to the civil authorities under state law
  - (2) immediately take steps to remove the alleged offender (without implication of guilt or innocence) from contact with minors until an investigation is completed or until a resolution of the allegation has occurred
  - (3) immediately notify the parents or guardian of the minor
  - (4) notify the session of the allegation so that the session can take steps to ensure that the accused does not have contact with minors until an investigation is completed or until a resolution of the allegation has occurred
- c. If the report is against an elder, the response team shall notify the session that an allegation of offense has been received against an elder. This triggers the formation of an investigating committee under the “Rules of Discipline” of the *Book of Order*
- (1) The session shall appoint an investigating committee according to the “Rules of Discipline.”
  - (2) The resulting investigating committee shall initiate an investigation using the procedures described in the “Rules of Discipline.”
- d. If the report is against an employee of WPC, the response team shall notify the person or committee responsible for supervision of the employee. The response team shall request a follow-up report from the supervisory body of the outcome of any subsequent investigation or discipline.
- e. If the report is against a member, volunteer, or non-member of the congregation, the response team shall request that the session appoint an investigating committee of three persons to initiate an investigation of the allegation as follows.
- (1) Gather statements of sexual exploitation or harassment from those making the report and any party to the exploitation or harassment
  - (2) Gather information from the person who was accused of sexual exploitation or harassment
  - (3) Make determinations and take actions appropriate to resolve the matter. These may include the following.
    - (a) Finding that sexual exploitation or harassment has occurred and that the appropriate body of the church is called upon to take action accordingly. Such action may include one or more of the following:
      - [1] Formal reprimand of the perpetrator with defined expectations for changed behavior, including possible public notification.
      - [2] A program of growth for the perpetrator that may include education and counseling
      - [3] Temporary removal of perpetrator from ministry, with the terms of the temporary removal clearly defined

**[4]** Dismissal of perpetrator from volunteer leadership position or limitation on participation in church ministry (that shall provide protection for the person/s exploited and/or harassed) and

**[5]** In extreme cases, loss of the perpetrator's affiliation or membership with WPC

**(b)** Finding that no sexual exploitation or harassment occurred

- f.** Provide pastoral counseling for the principal parties involved (accuser, possible victim accused, and family members).
  - g.** Determine, with the pastoral staff, how ministry shall be maintained in the church while this issue is being addressed, balancing the need of the community to discuss the issue of sexual exploitation and harassment with the rights of the individual accused not to be assumed guilty.
- 6.** WPC shall maintain a dated and timed written summary of all proceeding in all such cases.
- 7.** Any person bringing a sexual harassment or exploitation report or assisting in investigating such a complaint shall not be adversely affected in terms and conditions of employment, church membership or affiliation, or otherwise discriminated against or discharged.

## **Certification Form**

Pastors, staff, elders, and volunteers will complete the following certification

I certify that (a) no civil, criminal, or ecclesiastical complaint has ever been sustained\* or is pending\* against me for sexual misconduct; (b) I have never resigned or been terminated from a position for reasons related to sexual misconduct. I have received and read a copy each of “Westminster Presbyterian Church’s Sexual Misconduct Policy” and “Resolving Sexual Misconduct Allegations.” If at any time my status changes in regard to the above certification, I shall notify a member of the personnel ministry.

---

Printed Name

Signature

Date

\*NOTE: If you are unable to make the above certification, you may instead give in the space below a description of the complaint, termination, or the outcome of the situation and explanatory comments you care to add.

## 5.6 Property

### 5.6a Facilities Usage Policy

#### A.Introduction

The church makes its facilities available to individuals and groups that benefit the community. The property ministry and the session must approve all requests for the use of church facilities by outside groups.

#### B.Rules

The leader(s) of the approved group shall be responsible for adherence to the following rules.

1. All who use this building should remember that this a church and should treat it as such.
2. Smoking or alcohol is prohibited in church buildings or on church grounds.
3. No food or drink is permitted in the sanctuary.
4. Kitchen facilities may be available on a pre-approved basis.
5. When children and youth age 17 and under, are present, they must be under the supervision of a responsible adult at all times. They shall remain in designated areas and not roam throughout the building.
6. If another meeting is in progress in the church, make an effort to keep noise in check.
7. The social hall stage may be used for activities associated with the program.
8. When using the chapel, please close the stage curtains to prevent usage of the stage. Due to the amount of equipment on the stage, if audio-visual is needed, please contact the sound person provided by the church office to discuss the use of the stage. When finished using the chapel, please refer to the diagram on the back of the chapel kitchen door and set up the seats with Bibles and information cards underneath, ready for worship on Sunday morning.
9. The group shall be responsible for proper care of the facilities and equipment.
  - a. Check and flush toilets before leaving
  - b. Restore tables and chairs to their pre-meeting position
  - c. Place debris and trash in waste containers outside the social hall
  - d. Turn off all lights and fans, including those in the restrooms
  - e. If the kitchen has been used, shut off all appliances and clean area
  - f. Close and lock windows and outside doors when leaving the premises
  - g. Please leave all facilities in the condition as they were before usage
10. The adult leader(s) of the group shall read, complete, and sign the attached Facilities Use form. A completed and signed form shall be returned to the church office with a copy given to the group.

## Facilities Use Agreement Form

As part of its mission outreach, Westminster does not charge non-profit groups for the use of its facilities. However, if church personnel are needed (custodian, sound technician, and so on), a fee is required for their services. Property use fees will be determined by pastor and property elder. Note, weddings are covered by a different policy.

I (we) agree to abide by the rules of the Facilities Usage Policy, to be responsible for any damage that may occur as a result of our use of the facilities, and to pay the required fees as shown on this Facilities Use Agreement Form.

Group Name \_\_\_\_\_

Name of Representative \_\_\_\_\_

Date and Time of Event \_\_\_\_\_

Adult Leader in Charge of Event \_\_\_\_\_

Telephone Number and Email Address of Person in Charge of Event \_\_\_\_\_

Signature of Representative \_\_\_\_\_

Approved \_\_\_\_\_

Clerk of Session \_\_\_\_\_ Date Approved \_\_\_\_\_

### Property Use Fees When Applicable

Refundable Key Deposit	\$10
Social Hall	\$250
Sanctuary Only	\$250
Chapel Only	\$200
Sanctuary and Social Hall	\$400
Chapel and Social Hall	\$300
Sound Operator	\$100
Custodian	\$100

## 5.6b Bus Usage Policy

### A.Introduction

The church bus is available for church-related activities.

### B.Guidelines

To ensure that the bus is available for use by all groups at Westminster as convenient and safe as possible the following guidelines must be followed:

1. All bus drivers must have a current Virginia Commercial Driver's License (CDL).
2. Each driver must have a passenger endorsement if passengers are to be carried.
3. Users of the bus must comply with all Virginia traffic laws. If children ride on the bus, they must be seated in accordance with current Virginia booster and car seat laws.
4. Occupants of all seats must use the seat belts.
5. Drivers must have a signed copy of this policy along with a copy of their current CDL on file in the church office before they are allowed to drive the bus.
6. Drivers must be in good health and physically capable of driving the bus. If the driver has not previously driven the bus, they should take a drive with another church bus driver to become familiar with the controls and to understand how the bus drives, prior to making a passenger-carrying trip.
7. The bus use is limited to Westminster activities, unless specific approval is obtained from the session.
8. The bus should be reserved in advance by contacting the communications assistant. The bus is scheduled on a first-come, first-served basis.
9. Bus keys may be picked up at the church office during normal office hours. They must be returned to the office after the bus is returned.
10. The bus should be parked in the designated bus parking space in front of the sanctuary or in the parking lot in front of the chapel. It should not be parked in a handicapped space.
11. At the end of each trip, the driver should fill out the log book that is kept in the bus. The required entry includes the driver's name, trip destination, starting and ending mileage, and a before trip and during trip checklist. Please note any oil or fuel added, tire problems, and any other mechanical or electrical problems encountered during the trip. If a malfunction occurred which does not impact the safe operation of the bus and was not corrected during the trip, please note this in the log.
12. After the log book is filled out, the driver should remove trash and debris left by the passengers, sweep the interior, and return the bus in good condition for the next group. If there is less than ¼ tank of gas remaining, purchase at least as much gas as was used on the trip. Use the Financial Request Form for reimbursement of any expenditures while operating the bus.
13. In the event of an accident, notify the property ministry elder and the church office as soon as possible. Insurance and other accident information is found in the driver's log. In case of a serious mechanical problem that requires the bus to be towed, please notify the church office.



**Driver's Agreement**

I hereby agree to abide by these guidelines. I understand that any violation of these guidelines may result in the loss of my privilege to drive the bus.

Name of driver \_\_\_\_\_

Signature of driver \_\_\_\_\_

Date \_\_\_\_\_

## 5.6c Organ Use Policy

**A.** The director of music ministries is the only person who has authority to approve use of the WPC organ. They may delegate such authority to the regular church organist.

**B.** The organist is responsible for the organ and its condition. Anyone desiring to use an organist for a wedding or funeral, other than the regular church organist or the director of music, must obtain approval from the director of music ministries or the regular church organist. If necessary, the church organist will meet with the guest organist and go over the workings of the instrument and its proper care.

**C.** Once approval has been given, the person requesting use of the organ will communicate with the Director of Music/Organist to schedule rehearsals. If the sanctuary should become needed for a funeral or other special function not previously scheduled, such church function and any required rehearsal time must take precedence over rehearsal time scheduled by the guest organist.

**D.** Do not permanently change the pistons. If piston change is necessary, the guest organist should document the existing settings before making temporary changes and restore pistons to original settings after use.

**E.** Anyone who fails to follow the above rules will forfeit any future use of the organ.

## **5.6d Fragrance Free Area Policy**

**A.**Because some members and guests of WPC are allergic to odors and fragrances, the balcony of the sanctuary is designated as a *fragrance-free* area.

**B.**A sign at the entrance to the balcony reminds members and guests that persons wearing perfume, cologne, cosmetics, or other products that emit a fragrance should not use the balcony.

**C.**The custodial staff should use odor-free cleaning products in the balcony area.

## 5.7 Worship

### 5.7a Funeral and Memorial Services Policy

#### A. Introduction Service of Witness to the Resurrection

The resurrection is the central doctrine of the Christian faith and shapes Christians' attitudes and responses in the event of death. Death brings loss, sorrow, and grief. In the face of death, Christians affirm with tears and joy the hope of the gospel. Christians do not bear bereavement in isolation but are sustained by the power of the Spirit and the community of faith.

In "A Brief Statement of Faith" we affirm,

"With believers in every time and place, we rejoice that nothing in life or in death can separate us from the love of God found in Christ Jesus our Lord." *Book of Confessions, 10.5*

#### B. Planning and Preparation

In times of loss, our church offers a ministry of love and hope to all who grieve. The following information is relevant on the occasion of the death of a loved one.

1. **Location and Date** Westminster has two worship spaces where the service can be held on any day: the sanctuary and the chapel. The seating capacity of the chapel is 106 and the sanctuary is 299. After consulting the church calendar for available times, a memorial or funeral service is scheduled on the available day and at the available time that best suits the family and funeral home.
2. **Support from the Pastor** The pastor will direct the service. In preparation for the service, the pastor will meet with the family, to pray, share stories, and plan the service.
3. **Holy Communion** The session must approve a request to observe a memorial service as part of a morning worship service or to celebrate the Lord's Supper as part of a funeral or memorial service.

#### C. Type of Service

The service of worship may differ as we give witness to the resurrection of Jesus Christ and celebrate the life of God's child.

1. The memorial service is a service where the body is not present. A graveside service or spreading of the ashes has either preceded the service or will take place at a later time.
2. The funeral service is a service where the body is present in either a casket or an urn. The service is concluded with a graveside service.
3. The graveside service is a service that takes place at the burial site.

#### D. Cost and Fees

On the occasion of the death of a member of our church family, the facilities are provided without charge. Musical arrangements need to be communicated with the pastor who will

contact the director of music ministries. The family may wish to give musicians or vocalists a honorarium for providing their time and talents in the service. Suggested honorariums are as follows:

Soloist: \$50 - \$100

Organist: \$100

AV Tech: \$100

### **G.Flowers**

Flowers may be placed in various places throughout the worship space being used for the service. Often families will place a flower arrangement on the communion table.

### **H.Bereavement Meals**

In expression of our Christian love and sympathy, the fellowship and congregational care ministry provides care for each family in the death of a loved one. A description of the food provided at receptions or family meals is outlined in the bereavement meal policy which can be provided by the pastor or requested from the church office.

### **I.Memorial Service Forms**

A form is available in the church office and in the appendix to provide scripture, hymns, stories, names of participants, and additional desires for a memorial service at Westminster. These forms can be filled out any time and kept on file with the pastor. A copy will be given to the individual or family for their records.

### **J.Memorial Gifts**

These gifts may be made as a means of expressing Christian love and concern to those who have lost a loved one. Please mark on the memorial service planning form or let the finance office know after the death of a loved one, which ministry should receive these donations or if the funds can be left unrestricted.

When such a gift is received, a card of acknowledgement will be sent both to the family of the deceased and the donor.

### **K. Prayers and Support**

During this time of loss, Westminster can support the family in prayer by sharing the concern with the prayer chain, adding the family to the bereavement portion of the weekly printed prayer corner, and including the name and death date at the next All Saints' Day worship service, the first Sunday in November.

## 5.7b Wedding Policy

### A. Christian Marriage

Marriage is instituted of God, regulated by His commandments, blessed by our Lord Jesus Christ, and so to be held in honor among all people. This serves as a reminder that although marriage has its civil and social implications, the wedding service itself is essentially an experience of worship.

One's wedding is a very special life event. It comes as a culmination of dreams and a commencement of hopes. The church desires that the couple's wedding, in its preparation, its conduct, and its memories, will remain with them as a beautiful and significant occasion in their life together.

Weddings do not need to be elaborate to be beautiful. The special beauty of the wedding service comes from the sincerity the couple brings to it, the affection they share in it, and the commitment they freely express in it.

A wedding is brief. A marriage lasts a lifetime. The beauty of the marriage lies in the couple's own hands--and in God's.

The church is eager to work with every couple in their wedding plans and to support them in their marriage experience. May God bless them and the home they establish.

The church provides the following policies to guide engaged couples. These policies will be helpful in planning their wedding.

### B. Permission to Marry at Westminster Presbyterian Church (WPC)

1. A couple desiring to have a wedding on the premises of WPC should first read this Wedding Policy. Then, they must complete the Wedding Information and Facilities Use Application Form and return it to the church office along with a \$100 deposit.
2. The worship ministry will review the application form for completeness and forward it to session for review.
3. The session can accept or decline the wedding request.
  - a. To be married at WPC, at least one of the persons to be married must be baptized.
  - b. Generally, weddings are restricted to members of the congregation or children or grandchildren of members of the congregation, although session may consider the wedding of non-members.
  - c. The session will consider a couple's request to hold their wedding at WPC through discernment of the Holy Spirit and the session's understanding of the Word of God.
4. The pastor of WPC will contact the couple with the decision. If approved, the first premarital counseling session will be set up.



5. The couple will have three premarital counseling sessions that include reading a book on marriage together. The couple will also attend a counseling session at Valley Pastoral Counseling Center and have dinner with the pastor to plan the service.

### **C. Church Preparations**

1. Before announcing the date of the marriage service, the couple should consult with the WPC pastor to see if the time is mutually acceptable. This should be done at least three months in advance.
2. The pastor will have the communications assistant mark the church calendar for the rehearsal and the wedding service. The pastor will also make an appointment to discuss plans for the marriage. Should the couple desire to have another pastor officiate or assist, the other pastor must be invited to do so by the pastor of WPC. A visiting pastor conducting a wedding at WPC must be approved by the session, must be bonded in the state of Virginia, and must follow the guidelines presented in this wedding policy.
3. The director of music ministries should be contacted when the wedding date is placed on the calendar. A consultation date should be set at which time the music for the wedding should be selected. The director of music ministries will be happy to help select appropriate music and provide guidance for soloists. The organist at WPC is usually the organist for weddings held at the church. If the couple desires a different organist, the visiting organist must be cleared through the director of music ministries. The director of music ministries is responsible for the organ and its condition, and must approve all organists. If necessary, the director of music ministries will set a time to meet with the visiting organist and go over the workings of the instrument.

### **D. Civil Preparations**

1. One can secure a marriage license from the Waynesboro Clerk of the Circuit Court, The Gorsuch Building, 250 South Wayne Avenue, Room 202, Waynesboro, Virginia, phone number (540) 942-6616. There is a charge for the license.
2. Those getting married must meet the age requirement for the state of Virginia.
3. There is no waiting period; however, once the license is issued, it is good for sixty days before expiring. If for some reason the license is not used within the sixty day period, it should be returned to the Waynesboro Clerk of the Circuit Court office.
4. The wedding service does not need be held in the same city or county that issued the marriage license.
5. The couple should leave the marriage license with the pastor of WPC as soon as they obtain it or at least no later than the date of the wedding rehearsal. The pastor is responsible for returning the marriage license to the Waynesboro Clerk of the Circuit

Court office.

## **E. Ceremony**

1. According to the Book of Order W-4.0603, the marriage service is under the direction of the pastor and the supervision of the session. The pastor will be glad to work with the couple's wedding consultant.
2. The pastor will cooperate with the marriage party in planning the service so that it reflects the couple's personal desires and is appropriate to the experience of worship in the Presbyterian Church.
3. The pastor will be happy to assist any couple desiring to express themselves personally through the thoughtful preparations of certain parts of the service, such as special symbols, marriage vows, prayers, music, and so forth. Examples of elements which may be included to personalize the service are
  - a. Selections of appropriate scripture passages
  - b. Use of congregational hymns
  - c. Use of poetry and special music selections. (Music which is part of the body of the ceremony must be Christian music.)
4. If the Lord's Supper is observed, it is an act of corporate worship and must be approved by session. Everyone is invited to participate.

## **F. Decorations**

1. Flowers may be placed in vases supplied by the church. A liner must be used in the vases. The vases of flowers may be put on the communion table or on stands provided by the church. The pastor should be advised regarding the disposition of flowers after the ceremony. Tacks, nails, or adhesives should not be used. If candles are used, they must be dripless candles. All candelabra should be placed on protective covers. Decorations and mechanics should be removed prior to the next scheduled use of the building.
2. Candelabra may be used in the chancel and in the front nave. Use of candelabra along the sides is discouraged due to the narrowness of the aisles.

## **G. Photographs**

Flash photographs may be taken from the center aisle during the processional and recessional. Time exposure and video recordings made from the balcony during the service are also permitted. Flash photographs and artificial lighting are not permitted during the service. The photographer should be out of view while the service is in progress. "No pictures during the service" should be told to guests and noted in the wedding program.

## **H. Sanctuary Use**

If the communion table needs to be moved, it may be moved only back toward the choir loft. The baptismal font may be moved only to the side. Flags and the items in the narthex may not be moved.

## **I. Receptions**

Church facilities may be used for wedding receptions. Request for such space should be made as early as possible through the church office.

1. The couple is responsible for securing their own catering service if used. Any such service, whether professional or personal, is expected to set up and clean up. The dishwasher and coffee maker are not available for use.
2. No alcoholic beverages may be served in or around the church facilities.
3. The throwing of bird seed is allowed on church grounds but not in the church building. Any other substances, such as rice or confetti, cannot to be used. Thrown seed should be swept from walks and steps.
4. Some kitchen equipment is available for use by church members only. Sign-out of this equipment can be arranged with the church office.

## **J. Staff Wedding Responsibilities**

1. Pastor The honorarium for members and the fee for non-members for the pastor includes three one hour premarital counseling sessions, communication with the couple, preparation for the wedding, the wedding rehearsal, and the wedding service.
2. Organist The organist fee includes consultation services, music rehearsal, wedding rehearsal, and wedding service.
3. Sound Operator A trained sound operator is required if the sound system is used. Only people designated by Westminster will be allowed to operate the sound system.
4. Facilities Coordinator A facilities coordinator will be assigned to each couple by the church office. The coordinator will be present during all use of the facilities. A coordinator is not required for a church member who is familiar with all the facilities of the church.
5. Custodian The facilities will be cleaned before and after the ceremony.
6. Documents The couple should complete the Wedding Information and Facilities Use Application Form and send it to the church office along with security deposit. The application will then be submitted to session for approval. For non-members, the church will not schedule anything earlier than ten months before the date chosen. This allows Westminster families priority in scheduling.

## **K. Fees and Keys**

The church must receive all fees no later than ten days prior to use of the facilities. Needed Keys must be signed out during office hours. Upon the return of the keys, the key deposit will be refunded.

**L. Wedding Information and Facilities Use Application Form can be found on the next page.**

**Wedding Information and Facilities Use Application Form**

**Wedding Date and Time** \_\_\_\_\_  
**Rehearsal Date and Time** \_\_\_\_\_

**Couple's Names and Contact**

Name \_\_\_\_\_ Phone \_\_\_\_\_  
 Name \_\_\_\_\_ Phone \_\_\_\_\_

**Address for Couple after wedding**

\_\_\_\_\_

**Pastor(s) participating and their role(s)**

Name \_\_\_\_\_ Role \_\_\_\_\_  
 Name \_\_\_\_\_ Role \_\_\_\_\_

**Organist** \_\_\_\_\_ **Pianist** \_\_\_\_\_

**Other Musicians/Soloists** \_\_\_\_\_

**Sound Technician** \_\_\_\_\_ **Facilities Coordinator** \_\_\_\_\_

<b>Staff and Property Fees</b>	<b>Members</b>	<b>Non-Members</b>
Pastor	Honorarium	\$300.00
Organist	\$200.00	\$200.00
Sound operator	\$100.00	\$100.00
Facilities coordinator	N/A	\$200.00
Custodian	\$100 sanctuary or chapel +\$100 for additional space sanctuary,chapel,social hall	\$100 sanctuary or chapel +\$100 for additional space sanctuary,chapel,social hall
Refundable key deposit	\$10.00	N/A
Chapel only	No charge	\$150.00
Sanctuary only	No charge	\$300.00
Social hall only	No charge	\$250.00
Chapel & social hall	No charge	\$350.00
Sanctuary & social hall	No charge	\$400.00
<b>Total</b>		
<b>Security Deposit</b>	\$100.00	\$100.00
Remaining Total		

***We agree to abide by the wedding policy, be responsible for any damage that may occur as a result of our use of the facilities and pay the required fees.***

Couple's Signatures \_\_\_\_\_ Date \_\_\_\_\_  
 \_\_\_\_\_ Date \_\_\_\_\_

Date Approved by session \_\_\_\_\_

Clerk of session \_\_\_\_\_

## 5.7c Parent Nursery Policy

### A. Introduction

Westminster Presbyterian Church wants to provide a safe and secure place for your nursery-aged children on Sunday mornings and has developed guidelines to facilitate this.

### B. Guidelines

Please read these guidelines carefully and contact the nursery attendant if you have comments or questions.

1. The nursery is to serve children ages 4 and under.
2. The nursery is open 15 minutes before the first worship service through 15 minutes after the second worship service ends.
3. All children will be checked in and picked up from the nursery room. There will be someone at the nursery door to assist you when you arrive. For security reasons, only the scheduled nursery volunteers are permitted in the nursery. Parents and non-nursery-aged children should remain in the hallway.
4. You will be asked to fill out a name tag for your child. Please provide your child's name, parents' names, date of birth, allergies, and special instructions (for infants, please note preferred sleeping position). This tag will be placed on the child's back.
5. The name tag comes with additional labels. Please place those on diaper bags, bottles, cups, and supplies that are being dropped off with the child.
6. The final portion of the name tag is yours to take with you. That tag must be returned when picking up your child. You are free to give that tag to anyone you approve to pick up your child. The nursery attendant will not release a child to anyone who does not have that tag.
7. Please provide diapers for your child. Extra diapers are available if needed.
8. If your child is inconsolable for 15 minutes, a volunteer will notify you during the church service. When notified, please come to the nursery.
9. The nursery supplies only animal crackers and water for children. If you would like your child to have a different snack or drink, please provide this for them.
10. To help prevent the spread of illness, please do not put your child in the nursery if he or she
  - a. is visibly ill;
  - b. has had a fever over 100.5 in the past 24 hours;
  - c. has a heavy discolored nasal discharge;
  - d. has a constant cough which is not allergy-related; or
  - e. has other symptoms of communicable disease such as abdominal pain, vomiting, and so forth.
11. If you have any questions or suggestions, please contact the nursery attendant. Your feedback is always welcome. If you have a complaint or concern, please contact the attendant right away.



## 5.8a Nominating Committee Policy

### A.Guidelines

The congregation entrusts to the nominating committee the task of recommendation for nomination of elders and of members of the pastor relations ministry team.

1. According to the *Book of Order* (subsection G-2.0401), our congregation may provide our own rule for forming a congregational nominating committee, provided that the committee shall consist of at least three active members of the congregation and shall include at least one ruling elder who is currently serving on the session. Westminster has elected to have two members of the nominating committee be elders designated by the session, at least one of whom is an active elder and who shall serve as moderator of the committee.
2. The nominating committee shall be chosen to serve annually, and no member of the committee shall serve more than three years consecutively. The session members shall be appointed no later than the June session meeting. In consultation with the pastor, the current nominating committee shall select three active members for nomination to serve on the next nominating committee. Candidates for the nominating committee shall be presented for election at a congregational meeting as soon thereafter as possible.
3. The pastor will lead the first meeting of the newly-elected nominating committee. The initial meeting will include a Bible study on leadership and call, and a review of the duties and qualifications of officers as described in the *Book of Order* and the *Westminster Presbyterian Church Operations Manual*.
4. The nominating committee should
  - a. maintain confidentiality;
  - b. contact each person for permission to place there name in nomination to serve as elder or on the pastor relations ministry team;
  - c. recommend persons who are members and who have been active in the church throughout the year;
  - d. recommend persons who support the mission and work of the church with time, talents and treasures; and
  - e. strive to recommend elders and pastor relations members who represent the profile of the congregation as pertains to such characteristics as age, sex, attendance at Red Door or Open Door service, and so forth.

## B. Sample nominating committee timeline

1. **September** Nominating committee elected at congregational meeting
2. **October** Initial meeting includes Bible study, review of nominating committee policy, review of elder resources, review of list of current active members, review of list of elders at the church, and discussion of schedule for nominating committee.
3. **November** Interested nominating committee members are invited to attend session meeting to hear the faith stories and examinations of elected elders and stay for the meeting if they have not been on session.
4. **January** Committee members communicate, by email or meeting, which ministries they will visit on ministry night in February.
5. **February** Nominating committee members visit ministries where there is an impending active elder vacancy.
6. **March** Committee members share experiences from February ministry team meetings. They brainstorm a list of names for elders and pastor relations ministry members.
7. **April and May** Committee members contact potential nominees to serve as elders or pastor relations members. When asking people to serve, the nominating committee member should have available active elder position description, ministry charter, and any other resources that might help in deciding to serve in the ministry leadership position. Nominated members for elders are encouraged to visit the ministry team they are called to serve in leadership and attend a session meeting to verify call.
8. **May or June** The session approves two elders for the next nominating committee, at least one of whom is an active elder. Preferably, the active elder/moderator from the current nominating committee will continue on the next committee for continuity. Ask if current at-large members of nominating committee would agree to continue to serve (at-large members can serve up to three years consecutively). Nominating committee elders communicate nominating committee vacancies to congregation and session and seek those church members for whom God is calling to serve on the nominating committee for the next year. Nominate three at-large members at September congregational meeting.
9. **July** No action.
10. **August** Active elder from nominating committee asks for a congregational meeting to nominate elders, members of pastor relations ministry, and the next nominating committee. Elders for the nominating committee were approved at May/June session meeting. Three at-large members for nominating committee will be elected at congregational meeting.
11. **September** Congregational meeting elects elders, approves members of pastor relations ministry, and elects the next nominating committee. Previous nominating committee is dissolved and newly-elected nominating committee takes over.

## **5.8b Inclement Weather Policy**

### **A.On Sundays**

1. Pastor, in consultation with the property and worship elders, will make a decision to cancel or hold services during inclement weather.
2. Pastor contacts all staff and leadership in worship to communicate any changes.
3. Pastor places announcement on other communication sources, such as email through Mailchimp (<https://login.mailchimp.com/>), church's voicemail, and Facebook.
4. Property or worship elder contacts WHSV via the Internet to report closings or delays.
5. More detailed instructions for closing information can be found in the communications assistant's notebook.

### **B.On weekdays**

Pastor, in consultation with the property and personnel elders, will make a decision to close or open the church office during inclement weather.

## 6.0—Position Descriptions

### Professional Positions

#### 6.1 Communications Assistant

**A.Purpose** Provide communication needs for the congregation and community of Westminster Presbyterian Church

**B.Accountability** Accountable to the pastor as head of staff

**C.The spirit of the position** Communicate the mission and ministry of WPC with creativity, accuracy, and efficiently.

#### **D.Responsibilities**

1. **Bulletins** Format, design, and place accurate information from staff in weekly bulletin for worship services. Create bulletins for special services such as memorial services, Maundy Thursday, Easter Sunrise, and so forth
2. **“Fridge News”** Format, design, and place accurate information from staff and congregation using Microsoft Publisher or other design program
3. **Church membership database** Update, with accuracy, membership database and utilize other tools within software for ministry areas
4. **Social media** Add events, update ministry information, and monitor postings
5. **Website** Maintain and update as needed
6. **Web calendar** Schedule ministry events, meetings, and use of building by outside groups
7. **Mass email program** Create, format, and send out communication by emails to congregation when requested by staff and members
8. **Flyers, cards, and posters** Create, design, and place information around the church campus and community regarding the ministry and mission at Westminster
9. **Bulletin boards and signage** Update and maintain bulletin boards and general church signage
10. **Mailings** Create letters for congregational mailings. Send out bulletins, fridge news, and other information to homebound members on a weekly basis
11. **Receptionist duties** Answer phones and provide hospitality in the office during working hours
12. **Other duties** Perform other duties as may be deemed necessary by the pastor, staff, or congregation

**E.Qualifications**

1. Ability to design, create, and complete a variety of administrative tasks on the computer, copier, website, and social media
2. Knowledge of Microsoft Office Suite, Microsoft Publisher, and Microsoft Outlook, church accounting system, church membership database, website editing, and social media
3. Strong organizational skills, attention to detail, accuracy, self-starter, and motivator

**F.Relationships** Relates with the congregation and reports to the pastor

## 6.2 Custodian Position Description

**A.Purpose** Ensure that church premises are clean and presentable at all times

**B.Accountability** Accountable to the pastor as head of staff

**C.Spirit of the position** Great care is given toward being good stewards of what God has entrusted to us. The buildings of Westminster are places where people can connect with God and the body of Christ. Everyone should feel this is a place they are welcome and loved.

### **D.Responsibilities**

1. Dust mop social hall twice weekly, wet mop and dust window area once weekly, as needed
2. Clean all bathrooms thoroughly weekly; tidy bathrooms daily
3. Clean classrooms, dust, and mop weekly
4. Dust mop hallways twice weekly; wet mop once weekly; dust window area weekly
5. Sweep or vacuum entrance to choir room and downstairs classrooms weekly; wet mop weekly
6. Clean director of music's office and choir room monthly
7. Empty trash daily
8. Clean kitchen thoroughly every two weeks, or more frequently depending on activities;
9. Clean stairways every two weeks
10. Dust and vacuum chapel weekly
11. Dust mop narthex and colonnade weekly; wet mop as needed
12. Dust window area and vacuum sanctuary weekly; dust other woodwork as needed;
13. Clean little door windows weekly
14. Clean balcony area monthly
15. Wet mop tile in sanctuary as needed
16. Dust and mop offices and meeting rooms in church office weekly
17. Order supplies and monitor equipment
18. Perform other duties as may be deemed necessary by the pastor, staff, or property ministry

**E. Qualifications**

1. Ability and physical strength to perform custodial duties such as dusting, vacuuming, mopping, cleaning, moving furniture, and so forth. Reasonable accommodation alternatives will be considered.
2. Ability to follow directions both verbal and written
3. Knowledge of various cleaning equipment and materials, especially chemicals
4. Detail oriented

**F. Relationships** Works with pastor and property ministry

**G. Current Hours** Approximately twenty hours a week

**Please note:** Tasks that put staff in harm's way will be sent to property, such as cleaning windows in the colonnade. Recommend use of professional services for those tasks.



## 6.3 Director of Christian Education & Youth Ministry

### Position Description

#### A.Purpose

The director of Christian education and youth ministry (DCE) will work closely with the other church staff, the session, the Christian discipleship ministry, and the congregation in developing, resourcing, and implementing a comprehensive Christian education ministry that will advance the Gospel of Jesus Christ and the work of His Church in the world.

#### B.The spirit of the position

The position of DCE exists solely to serve Jesus Christ and His church. Accordingly, the DCE will approach all duties and all relationships in a spirit of Christian community and cooperation, always striving to achieve the greater ends of the church.

#### C.Qualifications

##### 1. Personal

- a. Commitment to Jesus Christ and the work of the church
- b. Love of people
- c. Ability to communicate with and draw into voluntary participation those of various educational backgrounds and personalities who comprise the Westminster family
- d. Ability to anticipate future goals and needs of WPC and to be a self-starter to meet them
- e. Ability to maintain flexible hours
- f. Computer literacy helpful

##### 2. Educational

- a. In-depth knowledge of Christian education
- b. A degree in Christian education is preferred; however, comparable training or work experience is acceptable.

#### D.Responsibilities

##### 1. Church school

- a. Nursery through grade 12
- b. Research and make recommendations to Christian discipleship ministry and session regarding church school curriculum for ages 2 through 12<sup>th</sup> grade
- c. Provide leadership training and supplementary resources to church school teachers
- d. Help staff church school

##### 2. Adult church school

- a. Help staff classes or small groups, offer support to teachers, and find ways to strengthen the program
    - b. Teach as need and interest dictate
  - 3. Children's Church**
    - a. Help select curriculum
    - b. Set up schedule for leaders and volunteers
  - 4. Vacation Bible School and Family Fun Weekend**
    - a. Assist planning team in selecting curriculum and activities
    - b. Assist in implementing the events
  - 5. Westminster On Wednesday (WOW)** Wednesday evening ministry for preschool through adults, 30 weeks per year. Work with the program leader and planning team to plan, develop, resource, and implement this ministry
  - 6. Youth ministry (middlers and senior high)** In consultation with the Christian discipleship ministry and adult volunteers, help plan, develop, resource, implement, and coordinate a youth ministry beyond church school and worship
  - 7. Special events** Assist the Christian discipleship ministry in the long-range development of programs and events for the congregation beyond Wednesday evenings and Sunday mornings, such as drama and musicals
  - 8. Administrative**
    - a. Meet monthly with the Christian discipleship ministry
    - b. Meet with Christian discipleship subcommittees as needed
    - c. Establish regular office hours
    - d. Meet at least weekly with the pastor
  - 9. Presbytery** Serve as a liaison between WPC and Shenandoah Presbytery Resource Center in Harrisonburg
  - 10. General responsibilities**
    - a. Carry out all other position-related duties assigned by the pastor
    - b. Work with the Christian discipleship ministry in accordance with policy and procedure as identified in *Westminster Presbyterian Church Operations Manual*
    - c. Deliver the sermon and perform other needed worship leadership services on six Sundays per year, in both Red Door and Open Door services in absence of the pastor
- E.Accountability** Accountable to the pastor as head of staff

## 6.4 Director of Music Ministries Position Description

### A.Purpose

Develop and oversee the music program of Westminster in providing appropriate music during worship services and special church events

### B.The spirit of the position

The music of Westminster is intended to lift our hearts toward God; to inspire us in our efforts to serve God; and to enhance the beauty, joy, and power of Christian worship incorporating a variety of musical styles and mediums.

### C.Qualifications

1. Degree in music with a primary emphasis in choral conducting
2. Ability to work with all age groups
3. Ability to accompany choral groups when organist is unavailable

### D.Responsibilities

1. Direct the chancel choir in rehearsal and presentation of selected music, and train the chancel choir in choral techniques, appreciation of sacred music, leadership in worship, and participation in worship
2. Oversee and be a resource person to the leaders of vocal and instrumental choirs, small ensembles, the organist, and accompanists
3. Train leaders of all choirs in appropriate techniques
4. Consult with the pastor concerning the theme of each worship service or special program and the selection of appropriate music
5. Arrange for the inclusion of choirs and musical groups in worship services
6. Incorporate a variety of musical styles into worship
7. Be a resource person for the worship ministry, assisting in the development and planning of musical aspects of regular and special worship services
8. Attend regularly scheduled staff meetings
9. Organize and maintain a vocal and instrumental library for all church musical groups
10. Supervise the maintenance and inventory of the church's musical instruments and guide in the acquisition of any needed instruments
11. Be available as a resource person for weddings
12. Arrange for substitute music director when needed

### E.Accountability and relationships

1. Accountable to the pastor as head of staff
2. Works with the pastor, other staff, appropriate session ministries, and the congregation in the performance of responsibilities
3. Works with the personnel ministry in accordance with policies and procedures as identified in "Westminster's Personnel Manual"

## 6.5 Nursery Attendant Position Description

**A.Purpose** Provide a safe, nurturing environment where the love of God is expressed and encourage a positive learning environment

**B.The spirit of the position** The nursery attendant cares for all of God's children. The nursery attendant, parents, teachers, and Christian community are called to encourage, support, and love children; and to help them to grow along their faith journey with Jesus Christ.

**C.Responsibilities** The nursery attendant is responsible for the care and safety of infants and toddlers. They welcome visitors and make them feel comfortable. The attendant provides a calm, comfortable and clean environment for the children and develops a good rapport with parents. The way we greet, welcome, and receive young families shows how we extend the love of Jesus Christ to one another.

1. Provide care and safekeeping of infants and toddlers
  - a. Greet children and parents, letting them know you are happy they have come.
  - b. Encourage a positive learning environment and engage children in constructive activities by playing age-appropriate games with children, showing them how toys work, and teaching them how to share, how to play with others, and how to solve disagreements peacefully.
  - c. Use positive statements when giving directions to children, such as, "Put the mop on the floor to play with it" when you see a child swinging the toy mop in the air, instead of "Don't swing the mop." Tell children what you want them to do, not what you don't want them to do.
  - d. Model for children that feelings and bodies are to be respected. It is okay for us to be angry or sad but we don't hurt others when we feel that way.
  - e. Change diapers as needed and always send children home in dry diapers
  - f. Make sure toys and table tops are left clean and sanitary and the room is tidy when finished for the day
  - g. Maintain and update policies to ensure they are implemented in the nursery ministry
2. Minister to parents by providing assistance to them and by showing the love of Christ to them and their children.
  - a. Greet parents and their children, giving extra attention to visitors, affirming the children and their parents
  - b. Establish a good relationship with children, coworkers, and church members

### **D.Relationships and accountability**

1. Maintain working relationships with pastor as head of staff, other staff members, session and the Christian discipleship ministry
2. Supervise all nursery volunteers

## 6.6 Organist and Pianist Position Description

**A.Purpose** Provide appropriate organ and piano music for regular and special services of the church, including weddings and memorial services

**B. The spirit of the position** The music of Westminster is intended to lift our hearts toward God; to inspire us in our efforts to serve God; and enhance the beauty, joy, and power of Christian worship incorporating a variety of musical styles.

### **C.Responsibilities**

1. Plan with pastor and director of music ministries; prepare and play music appropriate for 11:15 worship service; and special services such as Christmas Eve, Maundy Thursday, Easter sunrise, weddings, and memorial services
2. Maintain a high standard of musical excellence in planning and execution
3. Play for weekly chancel choir rehearsal
4. Accompany all choirs during worship as necessary
5. One Sunday a month off, flexible between months
6. Arrange for qualified substitute, with the approval of the director of music ministries, for all absences

### **D.Accountability and relationships**

1. Accountable to the pastor, as head of staff, through the director of music ministries
2. Works with the pastor, director of music ministries, and worship ministry in the performance of responsibilities
3. Works with the personnel ministry in matters relating to annual performance appraisals, compensation, and personnel policy

## 6.7 Pastor Position Description

**A.Purpose** Provide the church with spiritual leadership, pastoral care, teaching, and organizational leadership

**B.The spirit of the position** Spread the love of God, our Creator; Jesus, our Redeemer; and the Holy Spirit, our Sustainer throughout the church, community, and world

### C.Qualifications

1. Serves Jesus Christ as Lord and Savior and serves to build up the body of Christ
2. Loves God and loves neighbor
3. Holds a Master of Divinity or higher degree from an accredited seminary or divinity school

### D.Responsibilities

1. Leads by word and deed as pastor, seeking to communicate the Gospel in its fullness to all persons
2. Prays with and for the church, the community, and the world
3. Studies, preaches, and teaches the Word of God so that disciples may grow in their knowledge of and love for the Lord
4. Administers the sacraments of baptism and the Lord's Supper according to the Reformed tradition and the PC(USA)'s current *Book of Order*
5. Offers pastoral care to the congregation, including those who are homebound with special attention to individuals who are sick, bereaved, or crisis burdened
6. Serves with the session, sessional ministries, and higher governing bodies of the PC(USA) by serving as moderator of session, serving on at least one Presbytery committee, and serving on community boards or ministries as requested or needed
7. Affirms the doctrine of the priesthood of all believers by equipping and enabling church members to exercise their Christian tasks within the life of the church, the Waynesboro community, and the world
8. Increases awareness of needs for ministry beyond church and community through world mission and ecumenical relationships
9. Supports the church's ministry for youth and children to nurture their faith in Jesus Christ our Lord
10. Strengthens existing missions and ministries and works with ministry teams and other professional and lay persons to develop new ministries
11. Develops ministries of evangelism that encourage prospective members to join the church and serve in the church and the world
12. Acts as head of staff by overseeing the daily operations of the church and by making staff development a priority
13. Maintains a high level of professionalism in pastoral duties
14. Takes advantage of continuing education and daily study to achieve a deeper level of spiritual growth and to improve the ability to help members mature in their own faith

15. Loves the members of WPC with the love of God shown us in Jesus Christ, and receives such love from church members that together they might grow in mutual support of and concern for one another

### **E.Relationships**

The pastor relates to the session as moderator and has a vote; to session ministry teams as an ex-officio; to professional staff as head of staff; to the congregation as pastor; to the presbytery as an active member; and with the personnel and pastor relations ministries alongside session concerning annual performance, compensation, and personnel policy.

### **F.Accountability and relationships**

#### *G-2.0504 Pastoral Relationships*

When ministers of the word and sacrament are called as pastor, co-pastor, or associate pastor of a congregation, they are to be responsible for a quality of life and relationships that commends the gospel to all persons and that communicates its joy and justice. They are responsible for studying, teaching, and preaching the Word, for celebrating Baptism and the Lord's Supper, and for praying with and for the congregation. With the ruling elders, they are to encourage people in the worship and service of God; to equip and enable them for their tasks within the church and their mission in the world; to exercise pastoral care, devoting special attention to the poor, the sick, the troubled, and the dying; to participate in governing responsibilities, including leadership of the congregation in implementing the principles of participation and inclusiveness in the decision making life of the congregation, and its task of reaching out in concern and service to the life of the human community as a whole with the . . . [ruling elders] they are to share in the ministries of compassion, witness, and service. In addition to these pastoral duties, they are responsible for sharing in the ministry of the church in councils higher than the session and in ecumenical relationships.

#### **a. Installed Pastoral Relationships**

The installed pastoral relationships are pastor, co-pastor, and associate pastor. A minister of the word and sacrament may be installed in a pastoral relationship for an indefinite period or for a designated term determined by the presbytery in consultation with the congregation and specified in the call. When a congregation determines that its strategy for mission under the Word so requires, the congregation may call additional pastors. Such additional pastors shall be called co-pastors or associate pastors, and the duties of each pastor and the relationship between the pastors of the congregation shall be determined by the session with the approval of the presbytery. When a congregation has two pastors serving as co-pastors, and the relationship of one of them is dissolved, the other remains as pastor. The relationship of an associate pastor to a congregation is not dependent upon that of a pastor. An associate pastor is ordinarily not eligible to be the next installed pastor of that congregation.



## 6.8 Red Door Worship Leader Position Description

**A.Purpose** Lead the Red Door worship service in praise and worship of God

**B.The spirit of the position** Worship at Westminster is intended to lift our hearts toward God and inspire us in our efforts to serve God through music, prayer, and word.

### **C.Qualifications**

1. Commitment to Jesus Christ as Lord and Savior and building up the body of Christ
2. Experience in leading, developing, and building community within the praise band

### **D.Responsibilities**

1. Serves as worship leader on Sunday mornings for Red Door worship service
2. Together with the band, pastor, and lay leadership, leads the congregation in an authentic and praiseworthy worship service each week
3. Communicates weekly with the pastor to design, implement, and evaluate weekly worship service
4. Prepares for the coming weeks' services by:
  - a. Selecting music that reinforces the theme of each service
  - b. Listening to Christian music
  - c. Researching songs online
  - d. Editing songs to be used in worship
  - e. Reading and praying through scripture
  - f. Communicating with the band and lay leadership
5. Leads Thursday evening rehearsal, implements new songs, and prepares for any special worship needs
6. Asks musically gifted individuals to assist in the band
7. Is available as a resource person when needed
8. Maintains virtual worship platforms for Westminster services.

### **E.Accountability and relationships**

1. Accountable to the pastor as head of staff
2. Works with the pastor, other staff, appropriate session ministries, and the congregation in the performance of responsibilities
3. Works with the personnel ministry in accordance with policies and procedures as identified in "Westminster's Personnel Manual"

## 6.9 Elder Position Description — Elected Role

**A.Purpose** Leadership role in the church sharing gifts in the church setting through “strong faith, dedicated discipleship, and love of Jesus Christ as Savior and Lord.” (*Book of Order*, G.2.0104)

**B.Accountability** Accountable to their ministry team and the session of Westminster

**C.The spirit of the position** To be a faithful servant of Jesus Christ as a leader in the church and witness in the world

### D.Responsibilities

1. Attend session meetings
2. Attend ministry meetings
3. Fulfill ministry assignments
4. Attend at least one Presbytery meeting as commissioner during three year elder term
5. Support the mission and work of the church with time, talents, and treasure

**E.Qualifications** Ruling elders should be persons of wisdom and maturity of faith, should demonstrate skills in leadership, and should be compassionate in spirit. (*Book of Order*, G-2.0301).

**F.Terms** Ruling elders shall be elected by the congregation for three year terms and can serve up to six consecutive years. (*Book of Order*, G-2.0404)

### G.Elder Calendar

1. August and September Congregational Meeting to elect nominated elders
2. October Training of ruling elders
3. November Ordination of ruling elders at services of their preference
4. December Elected ruling elders invited to session meeting Christmas party
5. January Elected ruling elders begin serving in selected ministries

**H.Youth Elder** Youth elders shall fulfill the elder position description as stated above except the term lasts for up to one year.

In addition to the elder position description, the nominating committee and congregation shall consider the following items when electing youth elders to session.

1. Sophomores through seniors in high school are eligible to serve
2. Youth elders choose a ministry to serve during their term on session

3. Adult elder of the youth elder's chosen ministry will serve as mentor to youth elder
4. A youth elder position on session is not required to be filled each year
5. Youth elders are active members
6. Youth elders participate in new elder training
7. Youth elders have a vote and voice as an active member of the session.
8. Youth who are interested in serving as a youth elder can contact members of the nominating committee for more information

## 6.10 Clerk of Session Position Description — Elected by Session

### A.Purpose

1. Produce and maintain records of all session and congregational meetings
2. Manage communications to and from session
3. Serve as the secretary of the Westminster Presbyterian Church of Waynesboro, Virginia, Inc.

**B.Qualifications** Shall be an active member of the congregation

**C.Accountability** Accountable to the session of WPC and follows guidance regarding uniformity of records practices from Shenandoah Presbytery and the Presbyterian Church (USA) *Book of Order*.

**D.Term** The clerk is elected by session for a term of three years with the option of renewal.

### E.Session Minutes and Congregational Meetings

1. Transcribe, distribute, organize, and maintain all session and congregational meeting minutes; delegate this responsibility if unable to attend a meeting
2. Consult with the moderator of meetings to ensure that quorum requirements are met and parliamentary order is maintained throughout proceedings

**F.Reporting** Produce a clerk's report for each stated session meeting using the form in the appendix.

### G.Communication

1. Ensure that all communications received on behalf of the session are distributed accordingly, including all correspondence directed specifically to the session of WPC from within the denomination or from outside interests
2. On behalf of the session, produce written correspondence that is requested by session or is in response to an outside request.
3. Ensure that all ministry communications received by the clerk are distributed
4. Ensure that congregational meetings are announced in the bulletins and other communication outlets as required in the *WPC Operations Manual*.
5. Provide session members with a schedule of devotion leaders and communication corner persons for each stated meeting

### H.Membership

1. Generate all mailed requests for transfer of membership to WPC by letter to the churches of the requestors. Work with the pastor to determine the actions necessary to facilitate transfers of membership prior to new member classes
2. Respond to requests from other churches for transfers of membership from WPC
3. Keep a record of births, deaths, baptisms, marriages, and transfers of membership, and ensure that this information is communicated to the overseer of the written membership books

#### **I.Meeting Agendas**

Work with the pastor and ministries to prepare an accurate agenda for each stated or called session meeting. Distribute the agenda in a timely manner prior to the meeting

#### **J.Yearly Review of Session Records**

Prepare and submit the previous year's records to the Shenandoah Presbytery for review

**K.Secretary of the Corporation** The clerk shall serve as the secretary of the corporation and be responsible for the duties and signatories incumbent upon that position.

## **6.11 Treasurer Position Description — Elected Role in Church**

### **A.Purpose**

General oversight of the finances of the church and supervision of the finance assistant

### **B.Accountability**

Accountable to finance ministry and session

### **C.The spirit of the position**

To be a faithful steward of God's resources at WPC

### **D.Responsibilities**

1. Supervise finance assistant
2. Attend and report at monthly meetings of the finance ministry
3. Be a signer on all bank accounts
4. Work with finance assistant on periodic reports and data
5. Communicate financial information to session
6. Monitor church software, bank reconciliation, and online giving
7. Acknowledge all memorial gifts, bequests, and devises. When a gift is donated in memory of an individual, the treasurer will write, or designate a person to write, an acknowledgement card to the donor. The treasurer will provide to a family in bereavement, a list of all donations made to the church in memory of their loved one.

### **E.Qualifications**

1. The treasurer must be a church member and is elected by session for a term of three years with the option of renewal.
2. Knowledge of church accounting system, church membership database, and Microsoft Excel is necessary. Training can be provided.
3. Previous accounting experience is helpful.

### **F.Accountability and relationships**

Supervises finance assistant and sends reports to the finance ministry and session

## 6.12 Finance Assistant Position Description - Volunteer Position

**A.Purpose** Provide financial services to the church

**B.Accountability** Accountable to the pastor, as head of staff and supervised by treasurer and finance ministry

**C.The spirit of the position** Maintain and facilitate accurate financial services and records for WPC

### **D.Responsibilities**

1. Perform all day-to-day accounting transactions, such as those associated with accounts payable, contributions, and bank reconciliations
2. Performs all reporting on church finances (see below)
3. Works with auditors for annual audit required by the *Book of Order, G-3.0113 Finances*  
Each council shall prepare and adopt a budget to support the church's mission within its area. A full financial review of all financial books and records shall be conducted every year by a public accountant or committee of members versed in accounting procedures. Reviewers should not be related to the treasurer(s). Terminology in this section is meant to provide general guidance and is not intended to require or not require specific audit procedures or practices as understood within the professional accounting community.
4. Attend weekly staff meetings and monthly finance ministry team meeting
5. Perform other duties as may be deemed necessary by the pastor, treasurer, or finance ministry

### **E.Qualifications**

1. Knowledge of Excel, Word, Outlook, and the current church accounting and membership system
2. Demonstration of the Christian faith
3. A minimum of an associate's degree in accounting from an accredited educational institution or equivalent experience is required.
4. Practical experience in not-for-profit accounting and account reconciliation is helpful.

**F.Accountability and relationships** Reports to treasurer, pastor, and finance ministry

### **G. Checklist of Job Responsibilities and Duties**

1. **Donations and contributions**



- a. Obtain completed annual stewardship estimate-of-giving cards from the commitment ministry and record the estimates
- b. Prepare giving statements
- c. Enter weekly contributions to general, special, and donor-designated funds
- d. Keep finance contribution information confidential
- e. Receive and disburse cash, stocks, and bonds given to the church through wills and bequests working with finance ministry and session

**2. Accounts payable**

- a. Enter all invoices submitted for payment by due date, cut checks, submit to treasurer for signatures if needed, and prepare for mailing
- b. Balance checking and investment accounts, and submit reconciliation to treasurer for review
- c. Review written church checks with treasurer as requested or needed
- d. Provide assistance for payroll needs requested by current payroll services provider
- e. Communicate with current payroll services provider regarding paying Virginia withholding tax
- f. Pay budgeted benevolences in June and at the end of the year

**3. Reports and administration**

- a. Prepare monthly reports for the treasurer, finance ministry, and session
- b. Prepare yearly budget with finance ministry for review and adoption by session
- c. Prepare a year-end finance report for annual meeting in February
- d. Attend weekly staff meetings and monthly finance ministry meetings
- e. Assist volunteers in the office from contributions volunteer to counters
- f. Maintain signature authorizations for checking accounts, saving accounts, and brokerage accounts. Current signers are the treasurer, communication assistant, finance assistant, and a designated finance ministry member
- g. Work with personnel ministry in setting up with current payroll services provider accounts for new employees
- h. Work with pastor concerning financial data for yearly church statistical report in February.
- i. Submit annual insurance audit in April to church insurance company
- j. Set up accounts and sell securities through brokers as required for payment of pledges
- k. Work with personnel ministry regarding Presbyterian board of pensions to update changes in terms of call for pastor
- l. Work with Fidelity Investments to maintain 403-B retirement plan for staff.
- m. Update software as needed for security purposes and compliance with federal and state laws

- n. Back up current church accounting and membership database system and financial records

## 6.13 Ministry Pilot Position Description — Volunteer Leadership Role in Church

**A.Purpose** The pilot leads a ministry team in the church with a strong faith, discipleship, and love in Jesus Christ as Lord and Savior.

**B.Accountability** Accountable to the ministry team and the session of WPC

**C.The spirit of the position** To be a faithful servant of Jesus Christ as a leader in the church and witness in the world

### **D.Responsibilities**

1. Support the mission and work of the church with time, talents, and treasure
2. Create agenda and send to members prior to the ministry meeting
3. Facilitate needed communication between elder and ministry by checking mailbox in the office, sending and returning emails, and so forth
4. Attend and lead ministry meetings
5. Write minutes, or assign this task to another ministry member, for the elder to present at session meetings
6. Fulfill ministry assignments consistent with ministry's charter

### **E.Qualifications**

1. Should be wise, faithful, compassionate, and gifted leaders in that area of ministry
2. Active member of WPC
3. Shall not serve on WPC staff

### **F.Terms**

1. Ministry pilot is selected by the ministry elder in conversation with the ministry and session. Pilots are encouraged to serve a three year term to learn, support, and serve in their ministry area. They can serve up to six consecutive years. These terms of office may be listed in documents alongside elder terms, such as the pilot's name and year rotating off.
2. Ideally, for ministry continuity, the elder and pilot will have non-concurrent terms of office. This staggered leadership will allow the ministry to remain strong throughout the future.

## 6.14 Church School Teacher — Volunteer Leadership Role in Church

**A.Purpose** The role of the teacher in the Christian church is valuable and important to the overall health of the congregation. Along with worship, service, and fellowship, congregational members need Christian education to grow spiritually, and to find wholeness in the faith setting.

**B.Qualifications** Active member or regular attendee of WPC

**C.Term** Church school teachers at WPC agree to teach for one year at a time. Typically, the year begins with the fall session and continues through the following summer session. In most years, an effort is made by the Christian discipleship ministry to recruit additional volunteers for the summer months of June through August. Teachers in place will remain the teacher on-record until the fall.

### **D.Responsibilities**

The following guidelines are set forth for the teacher in the church school or age-level small group setting

#### **1. Prepare**

- a. Take ownership of the classroom space and make it suitable for the age-level of the students
- b. Gather information about active and prospective students
- c. Establish access to needed resources. Literature and resources are purchased by the director of Christian education, with input from the Christian discipleship ministry and the church school teachers.
- d. Teachers working in a team of two or more should work out a rotation schedule among themselves, and communicate changes and updates among team members.
- e. Substitutes and changes are the responsibility of the teacher
- f. If teaching children or youth, attend a training session on the Child and Youth Protection Policy, and become familiar with its policies and expectations

#### **2. Teach**

- a. Become familiar with the curriculum as a whole and the unit being taught
- b. Read, study, and prepare prior to the day of the lesson
- c. Arrive early enough to ensure that the room and all materials are ready, and to be able to greet students as they arrive
- d. Learn students' needs, abilities, and comfort levels, and design lessons accordingly

- e. Keep in mind that while play is an important part of growth development for children, the main purposes of Christian education are to teach the faith and to train the students to be disciples of Christ.

**3. Reach** Identify, reach out, and invite inactive or unchurched individuals who are prospects for church school

**4. Care**

- a. Get to know the students as individuals
- b. Show them love and support both within and outside of the classroom
- c. Seek home cooperation and parental support in the case of children and youth
- d. Inform parents of expectations in the classroom and lessons learned. Identify ways in which they can help deepen the classroom experience.

**5. Grow**

- a. Continue to work on personal spiritual growth
- b. Read and study the Bible beyond the current lesson
- c. Attend worship regularly and participate in a small group when possible
- d. Spend time in prayer and devotion on a regular basis
- e. Participate in training sessions or workshops offered at the church or at the presbytery
- f. Be aware that the teacher's spiritual walk sets an example for the students
- g. Live the faith of the Christian disciple with God's help, guidance, and wisdom

**E.Accountability and relationships** Church school teachers are overseen by the Christian discipleship ministry team, with the director of Christian education serving as the primary resource person.

## **6.15 Open Door Worship (11:15 AM) Usher Position Description — Volunteer Leadership Role in Church**

**A.Purpose** Leader in the worship service through hospitality, service, and care

**B.Accountability** Accountable to the worship ministry

**C.The spirit of the position** To be a faithful servant of Jesus Christ as a leader in the church and witness in the world

### **D.Responsibilities**

#### **1. Prior to Service**

- a. Arrive at least thirty minutes before service begins
- b. Unlock the front and side doors to the sanctuary
- c. Turn on all lights (ceiling, communion spot, pulpit spots, sconces on the wall, cross light, choir loft, and vestibule)
- d. Open window shutters in both sanctuary and narthex
- e. Replace, if needed, and light candles approximately ten minutes before service begins
- f. Place a bottle of water (from little refrigerator in coat closet in the back of Narthex) beside left pulpit for pastor
- g. Make sure sound system person is on duty
- h. Make sure friendship pads are in each pew and have paper in them
- i. Make sure wagon is available up front for five cents a meal offering, the first Sunday of each month
- j. Make sure offering envelopes are available in the pews

#### **2. Bulletin Distribution**

- a. Hand out bulletins beginning thirty minutes before service begins
- b. Station ushers in narthex and colonnade

#### **3. Offering**

- a. Make sure there are five offering plates available, located on shelf in coat closet
- b. Use four ushers for the sanctuary and one for the balcony to collect offering
- c. On Communion Sundays, after the offering is collected, the plates should be left on the table in the narthex. Ushers should watch over offering until treasurer's representative picks it up after the service.
- d. During the sermon, an usher should get the clipboard from the table in the narthex and perform a head count for each of the areas listed on the attendance sheet. Leave this sheet attached to the clipboard. The communication assistant will pick it up on Monday morning.

- e. Remove attendance sheets from offering plates and attach them to the clipboard. At the beginning of the offertory music, take two collection plates forward and place on the Communion table.

#### **4. During Service**

- a. Be aware of members present who have medical training
- b. Monitor phone light and nursery lights. Know their location
- c. Monitor the security of the church. Be aware of strangers in the parking lot
- d. Lock church according to lock schedule responsibility list with exception of front door to sanctuary and door to colonnade.
- e. Expect the unexpected
- f. Interrupt the service if an emergency warrants
- g. You are the closest person to be able to dial 911. Know directions to the church

#### **5. After the Service**

- a. Turn off all lights
- b. Close shutters
- c. Lock all doors
- d. Make sure sound system is off
- e. Extinguish candles

#### **E. Notes**

1. Remember, the ushers make one of the first impressions of our church on a visitor.
2. Attention to detail and awareness of surroundings might be of major importance if an emergency occurs.
3. Be aware of location(s) of the following:
  - a. Fire extinguishers
  - b. First aid kit
  - c. Wheel chair
  - d. Restrooms
  - e. Nursery
  - f. Water fountains
  - g. Refrigerator containing water
  - h. Children's church location
  - i. Members who leave after becoming ill
  - j. Be aware of anyone coming out of the sanctuary during the service. Be prepared to assist if they are ill or begin to fall

**F. Qualifications** Active member or active attendee of Westminster

#### **G. Terms**

1. Commitment varies with the church year and volunteer; the average is one to four times per year.
2. Please contact open door usher coordinator to update terms of service as an usher.



## 6.16 Red Door Worship (9:00 AM) Servants Position

### Description — Volunteer Leadership Roles in Church

**A.Purpose** Leader in the worship service through hospitality, service, and care

**B.Accountability** Accountable to the worship ministry

**C.The spirit of the position** To be a faithful servant of Jesus Christ as a leader in the church and witness in the world.

#### D.Responsibilities

##### 1. Hospitality Leader

- a. Prior to setting up quarterly greeter schedule, communicate with each greeter concerning which Sundays they will be unavailable to serve
- b. Create quarterly greeter schedule and send by email to each greeter on schedule. Send copies to pastor and communication assistant for inclusion of greeters in “Fridge News” (deadline Tuesday by noon)
- c. Send weekly communication by email, text, or phone, to those on greeter schedule for the upcoming Sunday
- d. In December, thank greeters for their service and ask if they will serve again
- e. Order candles from [www.100candles.com](http://www.100candles.com) or buy tealights at local store. Stock candles in the Red Door closet in anteroom. Place matches and water on trees of life pedestals each week
- f. Train greeters and food people (three needed per week)

##### 2. Food Person

- a. Arrive in time to have food and coffee on table prior to band’s break at approximately 8:30 AM.
- b. Obtain tablecloths from fellowship ministry, cut in half lengthwise, and store in cupboard in chapel kitchen. Place tablecloth on food table
- c. Keep food on serving table stocked during worship service
- d. Assist greeters in taking up offering (requires three people). Baskets are on table in chapel narthex or in Red Door closet in anteroom.
- e. Clean up chapel kitchen after worship service

##### 3. Greeters

- a. Main door greeter Arrive by 8:45 AM and hand out bulletins, one per person, and “Fridge News”, one per family
- b. Portico greeter Arrive in time to have church and office unlocked by 8:30 AM. The directions are on the kitchen door and keys are in lockbox outside of chapel kitchen.

- c. During service responsibilities Greeters will decide among themselves how to handle the following responsibilities
    - (1) Tree of life Light one prayer candle on each pedestal prior to worship
    - (2) Friendship pads After the opening prayer and everyone has had a seat, pass out the red attendance booklets to end-person in the front row and ask that they sign and pass to row behind
    - (3) Attendance As children go to children's church, stand at the door and take a headcount of children as they leave and all others attending the service, including workers. Fill out attendance form on clipboard located on the table in the narthex
  - d. Offering The two greeters and the food service person take up offering. Baskets are located on chapel narthex table.
  - e. Disposition of offering Separate money, attendance forms, and prayer requests. Put money in Ziplock quart bag (found in kitchen drawer) and mark Ziplock bag *Red Door* and date. Put Ziplock bag (containing money) in denim tote bag, hang on door hook inside left anteroom closet, and lock the door.
  - f. Prayer requests, friendship pads, and attendance sheets Remove the filled out attendance sheets from the red friendship booklets. Leave friendship attendance sheets, prayer cards, and completed attendance form on the clipboard. Communications assistant or Red Door substitute will pick up attendance form, friendship sheets, and prayer requests on Monday.
  - g. Assistance The two greeters and the food person should remain vigilant and give needed directions or assistance to attendees such as taking a child to the nursery, obtaining chairs, closing curtains, attending to health issues, and so forth.
- 4. PowerPoint Technician**
- a. Arrive by 8:15 AM to run through the PowerPoint slides as band is practicing. Check with pastor to see if there are any additions such as audio or video.
  - b. Shut down the laptop after the service, raise the screen, and turn off the projector with the remote

**E.Qualifications** Active member or active attendee of Westminster

**F.Terms**

- 1. Commitment varies with church year and volunteer; the average is one time per month.
- 2. Please contact Red Door hospitality leader to update terms of service for greeter or food person. Contact Red Door worship coordinator to update terms of service for PowerPoint technician

## **6.17 Open Door (11:15 AM) Worship Leader**

### **Volunteer Leadership Role in Church**

**A.Purpose** Lead the congregation in the worship service through spoken word, faith, and prayer

**B.Accountability** Accountable to the worship ministry and pastor

**C.The spirit of the position** To be a faithful servant of Jesus Christ as a leader in the church and witness in the world

#### **D.Responsibilities**

1. Lead the opening of worship that may include welcome of members and visitors, faith story, opening prayer, call to worship, prayer of confession, Westminster greeting, and so forth
2. Pastor will communicate with leaders to sign up for available dates
3. Pastor will communicate with the worship leader the week prior to the upcoming service to outline responsibilities in the service

**E.Qualifications** Active member or active attendee of Westminster

**F.Terms** Commitment varies with church year and volunteer; the average is one to four times per year.

## 7.0—Appendices

### 7.1 Sample Agendas

#### **A.Ministry Team Meeting Agenda**

Westminster Presbyterian Church

Agenda for \_\_\_\_\_ ministry

Date, time, and location

1. Opening prayer/devotion
2. Review attendance
3. Review and approve the minutes from last meeting
4. Discuss current ministry events/mission projects
5. Motions for session
6. Plan for future ministry and review the annual ministry calendar
7. Next meeting date and time
8. Closing Prayer

#### **B.Session Meeting Agenda**

Westminster Presbyterian Church

Agenda for stated session meeting

Date, time, and location

1. Call to order by moderator
2. Devotions and opening prayer
3. Communication corner
4. Approval of not-yet-approved minutes of prior session meetings
5. Introduction of guests and floor privileges
6. Approval of docket
7. Clerk's report
8. Pastor's time
9. Action items
10. Ministry updates
11. Ministry yearly mission updates
12. Unfinished business
13. New business
14. Reminder of upcoming events
15. Pastoral care and congregational concerns
16. Closing prayer and adjournment
17. Next stated meeting

## **C.Called Congregational Meeting Sample Agenda**

Westminster Presbyterian Church

Date, time, and location

1. Opening prayer
2. Establishment of quorum (20% of membership)
3. Purposes of congregational meeting
  - a. Election of elders for the class of 20\_\_

By request of the nominating committee, place in nomination the following slate of individuals for the purpose of ruling elder:

Elders, for the Class of 20\_\_

    - (1) Nominee Name, Ministry
    - (2) Nominee Name, Ministry
    - (3) Nominee Name, Ministry
  - b. Establish a new nominating committee for the year 20\_\_
    - (1) The session selects two elders for the nominating committee, an active ruling elder who becomes the moderator of the committee and a second ruling elder.

To serve on the nominating committee for the year of 20\_\_, the following ruling elders have been selected by the session.

      - (a) Active ruling elder and moderator of nominating committee, ruling elder name
      - (b) Second ruling elder, ruling elder name
    - (2) The congregation elects three active members to serve on the nominating committee.

By request of the current nominating committee, place in nomination of the following active members to serve on the new nominating committee for the year 20\_\_

      - (a) Nominee name
      - (b) Nominee name
      - (c) Nominee name
  - c. Election of individuals to serve on the pastor relations ministry for 20\_\_

By request of the nominating committee, place in nominating the following individuals to serve on the pastor relations ministry for the year 20\_\_

    - (1) Nominee name
    - (2) Nominee name
    - (3) Nominee name
4. Motion to adjourn and closing prayer

## 7.2 Clerk's Report - Stated Session Meeting

Date

**A.** Communications received

**B.** Communications sent

**C.** Clerk's report

1. Births

2. Marriages

3. Deaths

4. New members:

5. Baptisms

6. Transfers

**D.** Holy Communion:

Date cited

**E.** Future events

Events and dates cited

\_\_\_\_\_, Clerk of Session

## 7.3 Key Assignment Form

**A.** Individuals who use the church on a regular basis can check out church keys.

**B.** Westminster provides these keys for your use. Please do not give, loan, or transfer keys to anyone, and do not have copies made of the keys.

**C.** Once you are done with the keys, please return them to the church office. The communications assistant will then remove your name from the key assignment list.

Your signature below attests your agreement to the above requirements.

Assignee \_\_\_\_\_ Date \_\_\_\_\_

Signature \_\_\_\_\_ Returned \_\_\_\_\_

Printed Name of Key Recipient \_\_\_\_\_

Description of Key \_\_\_\_\_



## 7.4 Ministry Funds Request Digital Form

Contact the Finance Assistant at [WPCFinanceAssistant@gmail.com](mailto:WPCFinanceAssistant@gmail.com) for a link to this form.



The screenshot shows a Google Forms interface for the Westminster Presbyterian Church. At the top is the church's logo, which features a stylized building and the text "Westminster PRESBYTERIAN CHURCH". Below the logo, the form title "Ministry Funds Request Form" is displayed. The form contains several paragraphs of instructions regarding purchase amounts, approval requirements, and submission rules. A link to an instructional video is provided. Below the instructions, there is a "Next" button and a progress bar indicating "Page 1 of 2". At the bottom, there is a footer with a disclaimer and the Google Forms logo.

**Westminster**  
PRESBYTERIAN CHURCH

### Ministry Funds Request Form

Complete the form below and submit for electronic approval.

Purchases of \$100.00 or greater must have pre approval from the Elder or Pilot responsible for the ministry for which the purchase is being made. Approval may be requested on this form.

Purchases of \$99.99 or less do not need pre-approval, but the digital form must still be submitted within a reasonable timeframe of the purchase. Purchases of \$99.99 or less can be grouped on one form and submitted.

Purchasers may submit multiple purchases from multiple accounts on one form as long as they are all supervised by the same ministry. If the accounts used fall under different ministries a new form must be completed for each.

Click this link for an Instructional Video on "How to Complete this Form"  
<https://drive.google.com/file/d/1QCZijJ2PLUJJaIfito0qfHIAYaUPfWaXo/view?usp=sharing>

The name and photo associated with your Google account will be recorded when you upload files and submit this form

Not [wpcfinanceassistant@gmail.com](mailto:wpcfinanceassistant@gmail.com)? [Switch account](#)

\* Required

Email \*

Your email

Next

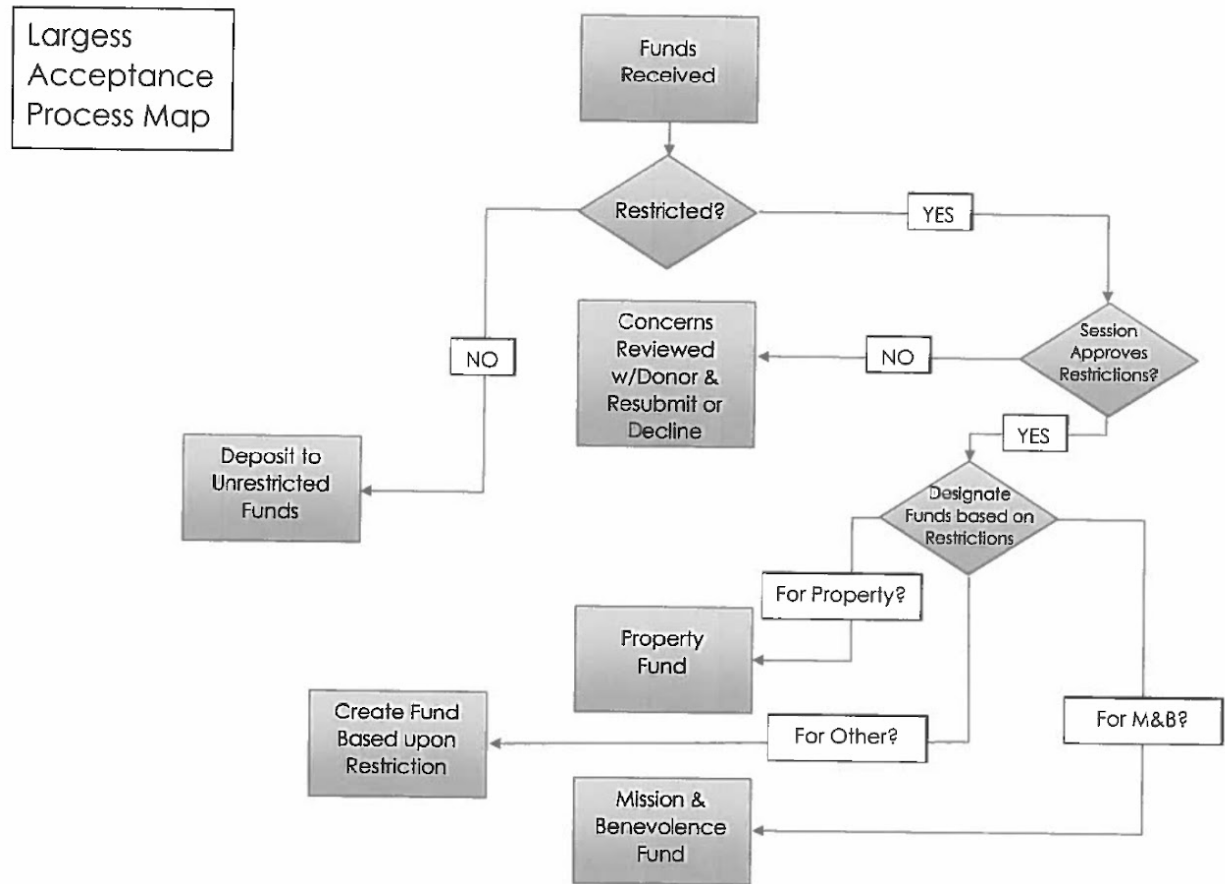
Page 1 of 2

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Google Forms

## 7.5 Largess Acceptance Process Map



## 7.6 Nursery Summary Report

Date \_\_\_\_\_

### Volunteers

First service \_\_\_\_\_

Church school hour \_\_\_\_\_

Second service \_\_\_\_\_

### Number of children

First service \_\_\_\_\_

Church school hour \_\_\_\_\_

Second service \_\_\_\_\_

**Supplies needed:**

**Issues during service:**

**Follow up needed:**

**Additional comments:**

**Thank you so much for serving our kids!**

## 7.7 Memorial Service Suggestions

**Name** \_\_\_\_\_ **Date** \_\_\_\_\_

**I would like** \_\_\_\_\_ Funeral Home to handle my arrangements.

**I would like** the memorial/funeral service to be at:

\_\_\_\_\_ Church or  
\_\_\_\_\_ Graveside or \_\_\_\_\_ Funeral Home

**I would like to have Rev.** \_\_\_\_\_ lead my service, if possible.

**Also, I would like** \_\_\_\_\_ to participate, if possible.

**I would like to have one or more of the following Scriptures to be read.**

Old Testament: \_\_\_\_\_

New Testament: \_\_\_\_\_

**I would like to have one or more of the following hymns/songs sung or played.**

\_\_\_\_\_

**Additionally, I would like to have** (poems, readings, images, liturgy such as call to worship, prayer of confession, Lord's prayer, Apostle's creed or other confessions, lighting of candles, etc.) \_\_\_\_\_

**Were I leading the service, this is the message I would want folks to hear.**

(what I would hope to be said, use back if necessary) \_\_\_\_\_

**My favorite story growing up is...** (use back if necessary) \_\_\_\_\_

\_\_\_\_\_

**Favorite sayings, quotes or stories from my life...** (use back if necessary) \_\_\_\_\_

\_\_\_\_\_

**In lieu of flowers, I would like contributions in my memory to go to:** \_\_\_\_\_

\_\_\_\_\_

**Are you/your family aware of Westminster's Bereavement Meal Policy?**

**Would you/your family prefer a memorial reception, a family dinner, or a catered memorial reception?** (as per the Bereavement Meal Policy) \_\_\_\_\_

**Who will be the family member** (contact info.) **for Fellowship & Congregational Care to contact for the bereavement meal/reception?** \_\_\_\_\_

## 7.8 Request for Roll Review

### Sample Letter

(Date)

(Member Name)

Waynesboro, VA 22980

Dear (Member Name),

We at Westminster would like to take this opportunity to let you know that we have missed seeing you lately at church. We hope that you have been blessed by God's love and grace.

Please take the time to fill out the enclosed postcard and return it to us so that we might have the most current information for you. If you have found another church home or wish to be removed from active membership of Westminster, please fill out that portion of the card as well and know that we wish you blessings and peace on your faith journey.

We appreciate your time and attention to this request.


Sincerely,

The Commitment Ministry of Westminster Presbyterian Church

## Sample Postcard

Self stamped postcard enclosed in letter

Front of Postcard



1904 Mt Vernon Dr  
Waynesboro Va. 22980

*MEMBER NAME*  
*MEMBER ADDRESS*

Back of Postcard

Update Contact Information

**Preferred Phone #:** \_\_\_\_\_

**Preferred Email:** \_\_\_\_\_

Update Membership Information  
Current Membership Status:  
**Preferred Membership Status:**  
\_\_\_\_\_

\_\_\_\_\_  
Active, Baptized or Affiliate Membership (list each name with status)  
OR Remove from Membership

*If you have questions regarding updating information, please let me know.*

*Please note if we do not hear from you by **DATE** we assume you would prefer to be removed from the*

## 7.9 Memorial Fund Designation Form



1904 Mt. Vernon Street, Waynesboro, VA 22980  
info@wp-church.com | (540) 942-1145 | www.wp-church.com

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*Request for designation of memorial funds*

---

It is desired that any memorial funds donated to Westminster Presbyterian Church of Waynesboro, Virginia, Inc. in memory of:

---

Funds be designated as follows;

---

---

It is understood that this request may need to be considered by the Finance Ministry and the Session before being gratefully accepted.

\_\_\_\_\_  
Printed name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**And now faith, hope, and love abide, these three;  
and the greatest of these is love. 1 Corinthians 13:13**