

In the councils of the Presbyterian Church USA, (session, presbytery, synod, and General Assembly), a manual of administrative operation is required (G-3.0106). Such a manual may include, but not limited by items such as follows:

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BYLAWS OF
THE WOODLANDS COMMUNITY PRESBYTERIAN CHURCH, INC.
A NON-PROFIT CORPORATION

SECTION ONE: PRINCIPAL OFFICE. The principal office of the corporation in the State of Texas shall be located in The Woodlands, Montgomery County.

SECTION TWO: MEMBERS. The corporation shall have one class of members which shall be the active members of The Woodlands Community Presbyterian Church at any stated or called meeting of the congregation.

SECTION THREE: MEETINGS OF MEMBERS. An annual meeting of the members shall be held at The Woodlands, Texas on the ~~First~~ April Sunday in the month of April in each year beginning with the year 1982 for the purpose of electing Trustees and for the transaction of such other business as may come before the meeting. Each member shall have one vote and an affirmative vote of a majority of the members shall be required to elect a Trustee.

Special meetings of the members may be called by the Board of Trustees or not less than one-tenth of the members.

SECTION FOUR: BOARD OF TRUSTEES. To the extent authorized and directed by the members, the affairs of the corporation shall be managed by its Board of Trustees. Trustees must be active members of The Woodlands Community Presbyterian Church.

The number of Trustees shall be three and they shall be chosen one from each of the three classes of Ruling Elders forming the Session of The Woodlands Community Presbyterian Church; one class only of which shall expire each year. The term of each Trustee shall be for three years; except when it is necessary to elect one for a shorter term during the organizational period of the corporation or to fill a vacancy.

Any vacancy shall be filled from the same class of Ruling Elders as the Trustee creating such vacancy by an affirmative vote of a majority of the members.

A regular annual meeting of the Board of Trustees shall be held without notice immediately after and at the same place as the annual meeting of members.

Special meetings of the Board of Trustees may be called by or at the request of any two Trustees or not less than one-tenth of the members. Notice of any such special meeting shall be given at least twenty-four (24) hours previously thereto by written notice delivered personally or sent by mail to each Trustee.

The act of a majority of the Trustees shall be the act of the Board of Trustees.

SECTION FIVE: OFFICERS. There shall be no officers of the corporation except for Treasurer and Clerk of Session and any assistants deemed necessary. The Treasurer shall have charge and custody of and be responsible for all funds of the corporation and keep books therefor. The Clerk of Session shall keep the minutes of the meetings of the members and the Board of Trustees and shall be the custodian of the corporate records. The Officers shall be appointed by the Session of the Church.

SECTION SIX: CONTRACTS, CHECKS, DEPOSITS, AND FUNDS. The Board of Trustees may authorize any agent or agents of the corporation to enter into any contract or execute and deliver any instrument in the name of and on behalf of the corporation and such authority may be general or confined to specific instances.

All checks, drafts, or orders for the payment of money notes or other evidences of indebtedness issued in the name of the corporation and in such manner as shall from time to time be determined by resolution of the Board of Trustees.

All funds of the corporation shall be deposited from time to time to the credit of the corporation in such banks, trust companies, or other depositories as the Board of Trustees may select.

The Board of Trustees may accept on behalf of the corporation any contribution, gift, bequest, or devise for the general purposes, or for any specific purpose of the corporation.

SECTION SEVEN: MISCELLANEOUS. The corporation shall keep correct and complete books and records of account and shall also keep minutes of the proceedings of its members, and Board of Trustees and shall keep at the registered or principal office a record giving the names and addresses of the members entitled to vote.

The fiscal year of the corporation shall be the calendar year.

SECTION EIGHT: AMENDMENT OF BY-LAWS. These By-Laws can only be amended by the affirmative vote of a majority of the members.

**Amendment to the Bylaws of
The Woodlands Community Presbyterian Church, Inc.
A Non-Profit Corporation**

WHEREAS, on the 3rd day of January, 1982, the members of The Woodlands Community Presbyterian Church, Inc. (the "corporation") adopted the original Bylaws of the Corporation (the "Bylaws"); and

WHEREAS, changes in circumstances have necessitated the review and amendment of certain of the provisions of said Bylaws.

NOW, THEREFORE, at a specially called meeting of the members of the corporation held on the 3rd day of July, 2011, the members voted to amend the Bylaws by deleting the original SECTION TWO: MEMBERS, SECTION THREE: MEETINGS OF MEMBERS and SECTION FOUR: BOARD OF TRUSTEES in their entireties and replacing them with the following:

"SECTION TWO: MEMBERS. The corporation shall have one class of members which shall be the active members of congregation of The Woodlands Community Presbyterian Church. The roll of active members established and maintained by the Session as prescribed by the *Book of Order* (G-1.0402 as adopted July, 2011 and as may be amended from time to time) shall determine those individuals who are active members from time to time.

SECTION THREE: MEETINGS OF MEMBERS. There shall be an annual meeting of the members of the corporation. Such meeting shall be held at the same place and time as the annual meeting of the congregation or immediately thereafter. Business to be transacted at meetings of the members shall be limited to those matters enumerated in the *Book of Order* (G-1.0503 as adopted July, 2011 and as may be amended from time to time). Any stated or called meeting of the congregation may, by such designation in the notice of the meeting, be a meeting of the corporation, and any business may be conducted that is appropriate to the corporation. The quorum of a meeting of the congregation, and thereby the members of the corporation, shall be not less than one tenth of the active members.

SECTION FOUR: BOARD OF TRUSTEES. The directors of the corporation are designated Trustees. The number of Trustees shall be three and they shall be chosen by the Session one from each of the three classes of Ruling Elders forming the Session of the church; one class only of which shall expire each year. The term of each Trustee shall be for three years, except when it is necessary to elect one for a shorter term to fill a vacancy. Any vacancy shall be filled from the same class of Ruling Elders as the vacating Trustee.

The annual meeting of the Board of Trustees shall be held in conjunction with or immediately following the first meeting of the Session of the church held after the annual meeting of the congregation of the church.

Special meetings of the Board of Trustees may be held simultaneously with meetings of the congregation or the Session or immediately thereafter either one. The notice given for the meeting of the congregation or the Session may, by designation in the notice of the meeting, serve as notice for the meeting of the Board of Trustees.

The Board of Trustees shall have all of the power and authority to carry out the affairs of the corporation as set forth in the *Book of Order* (G-4.0101 as adopted July, 2011 and as may be amended from time to time), subject to the limitations set forth therein, including the authority of the Session.

The act of a majority of the Trustees shall be the act of the Board of Trustees."

FURTHERMORE, the members voted to amend SECTION EIGHT: AMENDMENT OF BY-LAWS by adding the phrase "at a special meeting of the congregation called for that purpose" after the word "members" in such Section.

The remaining Sections of the Bylaws shall remain in force and effect as originally written.

Certificate

I, the undersigned, do hereby certify:

1. That I am the Clerk of the Session of The Woodlands Community Presbyterian Church, Inc. (the "corporation").
2. That on the 3rd day of July, 2011 the members of the corporation held a specially called meeting.
3. That the Amendment to the Bylaws of the corporation set forth above was duly adopted by an affirmative vote of the majority of the members at that meeting in accordance with Section Eight of said Bylaws.

In witness whereof, I have hereunto subscribed my name this ____ day of July, 2011.

Steve Flynn
Clerk of the Session

WCPC MISSION STATEMENT

An Inclusive Church Family Loving, Sharing, and Serving Christ

WCPC SEXUAL HARASSMENT POLICY

It is the policy of the Woodlands Community Presbyterian Church (U.S.A.) (hereinafter referred to as WCPC) that all church members, church officers, non-member employees, and volunteers of congregations, councils, and entities of the church are to maintain the integrity of the ministerial, employment, and professional relationship at all times. Persons who engage in sexual misconduct are in violation of the principles set forth in Scripture, and also of the ministerial, pastoral, employment, and professional relationship. It is never permissible or acceptable for a church member, officer, employee, or volunteer to engage in sexual misconduct.

Definitions:

Sexual Misconduct is the comprehensive term used in this policy to include:

Child sexual abuse; including, but is not limited to, any contact or interaction between a child and an adult when the child is being used for the sexual stimulation of the adult person or of a third person. The behavior may or may not involve touching. Sexual behavior between a child and an adult is always considered forced whether or not consented to by the child. In the WCPC, the sexual abuse definition of a child is anyone under age eighteen.

Sexual abuse as defined in the Book of Order: “Sexual abuse of another person is any offense involving sexual conduct in relation to (1) any person under the age of eighteen years or anyone over the age of eighteen years without the mental capacity to consent; or (2) any person when the conduct includes force, threat, coercion, intimidation, or misuse of ordered ministry or position” (Book of Order, D-10.0401c).

Sexual harassment; defined for this policy is as follows: unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

- a. submission to such conduct is made either explicitly or implicitly a term or condition of an individual’s employment, or their continued status in an institution;
- b. submission to or rejection of such conduct is used as the basis for employment decisions affecting such an individual;
- c. such conduct has the purpose or effect of unreasonably interfering with an individual’s work performance by creating an intimidating, hostile, or offensive working environment; or
- d. an individual is subjected to unwelcome sexual jokes, unwelcome or inappropriate touching, or display of sexual visuals that insult, degrade, and/or sexually exploit men, women, or children.

Rape or sexual contact by force, threat, or intimidation.

Sexual conduct is offensive, obsessive or suggestive language or behavior, unacceptable visual contact, unwelcome touching or fondling that is injurious to the physical or emotional health of another.

Sexual Malfeasance; is defined by the broken trust resulting from sexual activities within a professional ministerial relationship that results in misuse of office or position arising from the professional ministerial relationship.

Misuse of technology; use of technology that results in sexually harassing or abusing another person, including texting or emailing suggestive messages and images to persons with whom one has a ministerial relationship. It is never appropriate to view pornography on church property. When this includes a person under the age of eighteen, it is considered child abuse. There is never an expectation of personal privacy when using technological equipment owned by a church or church entity or within the context of ministry.

WCPC NOMINATING COMMITTEE PROCEDURES

Overview:

The Nominating Committee is a group of seven church members formed to determine the names of other church members who will be put in nomination for elder, deacon, and any other nominating committee. The Committee consists of 2 members of the Session, 1 deacon, and 4 members-at-large. 1 Session member is chair. Each Session member serves 2 years. One year as a member and the second as the chair. The other committee members serve from January to December of one calendar year. The deacon representative is determined by the Diaconate.

Schedule:

It is suggested the first meeting be scheduled for January to begin the process.

The congregation must also be given the opportunity to submit names (see attachment #1) over a period of at least 2 to 3 Sundays before the final vote of the Nominating Committee. The final roster must be presented to the congregation for vote by April because new terms begin June 1st. Lastly, new officer training is scheduled by the Pastor as soon as possible after the election and before the time of ordination/installation.

If an elder or deacon leaves his or her position before the end of the calendar year, the committee will be called together to nominate a replacement.

Lastly, the Nominating Committee meets again starting in the fall to nominate the following year's Nominating Committee members.

Process:

The Chair determines from the Session how many elders and from the Moderator of the Deacons how many deacons are to be elected and the length of terms for all.

Before the first meeting all Nom. Comm. members are asked to bring a list of at least 20 members (10 for elder and 10 for deacon) who they believe would serve the church well in the position of elder and in the position of deacon. At the meeting the members respectfully and prayerfully consider each person and vote on each name as to whether the person might best fill the open deacon position or elder position. Characteristics of each position are described on attachments 2 and 3.

Suggestions:

- Consider members who have been in the church at least 1 year; preferably longer
- Have available at the meetings:
 - a) church member directories- people and picture
 - b) list of church members who have served as deacon and/or elder in the past whether at WCPC or at another church
 - c) The Life of the Church insert from the bulletin; the back lists elders, deacons, ministry team leaders, etc.
- All Nominating Committee members are strongly urged to read about the ministry of Deacons and Elders from the Book of Order before the first meeting (see attachment 4)
- Nom. Comm members should not talk to any potential candidates until the committee has voted and agreed on the candidates.

After at least 20 names are listed in order of committee preference, the committee agrees who will call each person.

Ideally, the committee member will take some time to pray and then call the potential elder or deacon and say, "On behalf of the Nominating Committee, I'd like to talk with you about considering serving as a deacon (or elder). Would you meet me for coffee (or lunch) to discuss this?" If this isn't possible, please discuss it over the phone. The candidate may need a day or two to think and pray about it. The process needs to move fairly quickly so hopefully the decision will not take longer than 2 or 3 days. Last resort is an email to contact the individual if phone calls aren't working. It is up to the discretion of the Nom. Comm. if the candidate is not responding to phone calls or emails on whether to move down the list to the next candidate.

There is no requirement to show the names to the pastor. Historically it has been done in case the pastor is aware of special circumstances in the candidate's life that may affect serving. This information does not have to be taken into consideration by the committee.

Final

After the candidates have accepted the call for the position, the names will be given to the congregation via The Life of the Church bulleting insert *at least* one week before the slate is voted on. The slate will be listed again via the LOTC on the day of the congregational meeting.

At the congregational meeting, the committee member presenting the slate at the congregational meeting will first introduce the Nominating Committee members and thank them. Secondly, s/he will be responsible for introducing the slate of potential elders and deacons. At the congregational meeting, the names are submitted to the congregation. The slate is voted on. The committee needs to be prepared to accept nominations from the floor for vote at this final meeting. (Consider having some sort of slips of paper to hand out to congregation in case of nominations from the floor.) Any congregation member that is nominating someone other than him or herself must have spoken to that nominee before the congregational meeting.

PROCEDURE FOR CONTACT AND INVITATION FOR MEMBERSHIP

Woodlands Community Presbyterian Church welcomes all people who trust in God's grace in Jesus Christ and desire to become part of the fellowship and ministry of his Church. No person shall be denied membership for any reason not related to profession of faith. (F-1.0403)

Active Member (G-1.0402)

An active member is a person who has made a profession of faith in Christ, has been baptized, has been received into membership of the church, has voluntarily submitted to the government of this church, and participates in the church's work and worship. In addition, active members participate in the governance of the church and may be elected to ordered ministry. The session shall have responsibility for preparing those who would become active members of the congregation.

Entry into Membership (G-1.0303)

Persons may enter into active church membership in the following ways:

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

How to Become a Member at WCPC

Those considering becoming a member of The Woodlands Community Presbyterian Church (WCPC), or who want to know more about WCPC, are invited to participate in a "Welcome to WCPC Class". These classes are offered quarterly, and are a series of four classes held during the Sunday School hour. Participants meet other potential new members, learn how to strengthen their faith, explore the mission and vision of this church, discover opportunities for service at WCPC, and come to know a little about the Presbyterian Church USA. Those who choose to become members, will meet with individuals of the Session to be accepted into membership.

Information on the classes is published in the monthly newsletter and in the weekly bulletin.

PROCEDURE FOR REMOVING NAMES FROM THE ROLLS

Membership Roll (G-3.0204a–G-3.0301)

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

Removing Names from the Rolls

Session has the responsibility for making membership changes.

- All proposed membership changes will be presented at a Stated Session meeting, and approved changes will be recorded in the minutes, including the change, reason for change, and date.
- Session will remove names from the roll of active members in the case of death or if the member requests (moved, joined another church, or renunciation).
- A review of the roll of active members will be conducted at least annually. Members with no active participation for two years, and no known affiliation to WCPC, may be deleted with written notice to the member.

PERSONNEL POLICIES

1.0100 (09-08-09)

Employment at Will

Nothing in this manual is intended to create a contract of any kind between The Woodlands Community Presbyterian Church (WCPC) and the employee. Both non-ordained Programmatic Professional employees and non-ordained support staff employee are “at will” employees – meaning they or WCPC may terminate the employment relationship at any time, so long as the reason for termination is not prohibited by law. This is not true of ordained clergy who are subject to the terms of their call through the Presbytery of New Covenant, Inc. and to the rules in the Church Book of Order of the Constitution, found primarily in Chapter XIV.

1.0200 (09-08-09)

WCPC Rights

WCPC, acting through its Session Personnel Committee (subject to approval by the Session), retains the right to modify, alter, or delete policies, including the discipline and/or termination of employment. Although no advance notice to employees shall be necessary, it is the intention of the Session to give staff members prior notice of any such changes. All Session decisions shall be final regarding WCPC policy.

1.0300 (09-08-09)

Equal Employment Opportunity

The Personnel Committee and all supervisory staff are responsible for providing Equal Employment Opportunity regardless of race, color, sex, sexual orientation, marital status, creed, national origin, age, disability, or veteran status. This applies in every aspect of employment including, but not limited to, recruitment, selection, assignment, transfer, promotion, compensation, administration of benefits, participation in training and/or development activities, demotion, reduction in the work force, and termination. As part of the Presbyterian Church (USA), WCPC reserves the right to require employees holding certain positions to have specific creeds or religious beliefs which are compatible with those of the PCUSA.

1.0400 (09-08-09)

Sexual Harassment Policy

WCPC will not tolerate any kind of sexual harassment. Such conduct on the part of any employee will result in disciplinary action up to and including termination. Sexual harassment involves not only unwelcome touching and demands for sexual favors, but also any unwelcome sexually-oriented behavior or comments which create a hostile or offensive work environment. Sexual harassment from supervisors, co-workers, or others who visit the Church should be reported immediately to the Pastor/Head of Staff, the Associate Pastor, or to the Moderator of the Personnel Committee. The Head of Staff (or the Moderator of the Personnel Committee, should the allegation involve ordained clergy) will conduct an investigation and report the results to the Head of Staff, or to the Personnel Committee or Session as appropriate, keeping the matter as confidential as possible while still doing an appropriate investigation.

1.0500 (09-08-09)

Handicap or Disability Accommodation

WCPC will comply with the regulations and requirements of the American with Disability Act of 1990 (ADA), and as amended. Qualified individuals with disabilities may be entitled to accommodation. If you believe you are such an individual, please contact the Head of Staff or a member of the Personnel Committee. We will work with you to accommodate your needs as well as our work requirements. Any information regarding your disability will be kept confidential, except on a need to know basis to supervisors.

1.0600 Hiring Practices

1.0601

General information

Equal Employment Opportunity. Consistent with the church's provision of equal employment opportunity, recruitment shall be conducted in an appropriate manner to attract qualified individuals to fill all authorized staff positions.

Recruiting Expense. The Session authorizes expenditure of necessary recruitment funds including travel expenses required in conjunction with out-of-area applicants. The search committees shall exercise due diligence that authorized funds are expended responsibly to the best benefit of the church.

Nepotism. Under normal circumstances WCPC does not hire relatives (including but not limited to spouses, children, parents, aunts, uncles, in-laws or significant others) of existing staff members including pastoral staff. Under no circumstances should a relative be supervised by another relative. Any exceptions must be approved by the Session.

1.0602 (1-12-10)

Search Committees

The Search Committee for the calling of ordained clergy is elected by the congregation and is to be representative of the entire membership of the church as prescribed in Chapter XIV of the Book of Order from the Constitution of the Presbyterian Church (USA).

The Search Committee for non-ordained Church Program Staff positions will be elected by the Session. The search committee shall include at least one member of the Personnel Committee, at least one ordained staff person responsible for the area with which the new employee will work and other members of the congregation with interest and/or expertise in the field.

The Search Committee for "exempt", non-ordained support staff positions will be elected by the Session. The nominating committee shall include at least one member of the Session Finance Committee, one member of the Session Personnel Committee, one ordained staff member and other persons with interest and/or expertise in the field.

The Search Committee for "non-exempt" support staff positions will consist of the Moderator of the Personnel Committee (or designated Personnel member), the supervisor of the position being filled, the ordained clergy person to which the supervisor reports and the Head of Staff as an exofficio member, unless as a member otherwise.

1.0603 (1-12-10)

Hiring Process and Responsibilities

For ordained clergy, the hiring process and the responsibilities of the Nominating Committee are enumerated -in Chapter XIV of the Book Of Order of the Presbyterian Church (USA) and by the Presbytery.

For non-ordained Church Program Staff positions the Nominating Committee shall recruit, interview and otherwise screen the candidates recruited in an appropriate manner and recommend to the Session a candidate(s) for hire.

(The Nominating Committee will investigate the Church's needs in the proposed program area and draft a proposed job description for review by the Personnel Committee and approval by the Session which will serve as a basis for establishment of job-related requirements for the position. The requirements will in turn guide the screening process.)

The Nominating Committee shall present the collective judgment of the best candidate(s) to the Session for approval before an offer of employment is extended. All final hiring decisions and terms of employment agreements must be approved by the Session.

For "exempt", non-ordained, Support Staff positions the Nominating Committee shall recruit, interview and otherwise screen the candidates recruited in an appropriate manner and recommend to the Session a candidate(s) for hire.

(The Nominating Committee will investigate the Church's needs in the proposed support area and draft a proposed job description for review by the Personnel Committee and approval by the Session which will serve as a basis for establishment of job related requirements for the position. The requirements will in turn guide the screening process.)

The Nominating Committee shall present the collective judgment of the best candidate(s) to the Session for approval before an offer of employment is extended. All final hiring decisions and terms of employment agreements must be approved by the Session.

For "non-exempt", non-ordained, Support Staff positions the nominating committee shall recruit, interview and otherwise screen the candidates recruited in an appropriate manner and recommend to the Head of Staff a candidate for hire.

(The Nominating Committee, in consultation with the Moderator of the Finance and Administrative Committee, will investigate the Church's needs in the proposed support area and rewrite the job description, if necessary, to serve as a basis for establishment of job related requirements for the position. If the rewriting of the job description substantially changes the nature of the position, the entire Personnel Committee shall review the new description)

An offer of employment may be made to the applicant who is the choice of the Nominating Committee for a Non-Ordained, Non-Exempt support staff position without prior Session approval provided the prospective staff member is informed that the terms of the employment must be confirmed by the Session before the hiring is final.

In event that the Nominating Committee recommends a salary or wage rate in excess of the budgeted amount, the compensation recommendation will require Session approval.

1.0604 (1-12-10)

Employment Process

Once the Session, if required, concurs with the Nominating Committee's choice of candidate(s) and terms of employment, an offer may be made. The Nominating Committee chair person will make the offer.

After the verbal offer has been made and the candidate has agreed to the essential terms of the offer (i.e., position, employee classification, salary, starting date), a written offer should be prepared by the Nominating Committee and the Personnel Committee and delivered to the candidate and the Session. The written offer will confirm the verbal offer, and the candidate will be required to sign and date an acceptance of the offer.

All offers of and agreements to employment at WCPC must be in writing. The employment and employment agreement must bear the following notations:

“Reviewed and approved for compliance with WCPC Personnel Policy and Procedure as applicable.”

Date: Moderator, Personnel Committee

“Approved as to Terms of Employment by the Session of WCPC at Its meeting of:

Clerk of the Session

(In event of any difference between these officially certified documents and any other written or oral communication relative to the hiring of an employee, these certified documents as recorded in the minutes of the Session will control.)

In addition to the orientation of a new staff member under the direction of the Head of Staff and by the supervisor of the position, the Moderator of the Personnel Committee or his/her designee shall explain the applicable employee benefit package and the Church Treasurer shall explain the payroll and related procedures.

All new non-programmatic support staff of WCPC must successfully complete a probationary period of 90 days to determine whether they can meet the basic job goals of the position. If the employee is not able to meet the goals set for them during the probationary period, his/her employment will be terminated. The probationary performance review will be conducted by the Nominating Committee that recommended the person for the position. The committee will make a report of the employee's performance to the Session, with a suitable recommendation, at the first regular Session meeting following the review or at a special called meeting for this purpose.

1.0700

Terms and Conditions of Employment

1.0701 (1-12-10)

Reference Inquiries

All requests for verification of employment on current or former employees must be referred to the Moderator of the Personnel Committee or to another member of the Personnel Committee regardless of whether the requests are written or oral. This procedure is designed to ensure uniformity in replies to all employment inquiries and to safeguard the confidential relationship between WCPC and its employees.

The Moderator of the Personnel Committee or another member of the Personnel Committee may furnish the dates of employment and job classification at the time of termination. Under no circumstances should any employee provide information regarding work performance, attendance, etc., about any current or former employee without the explicit approval of the Head of Staff or the Moderator of the Personnel Committee. All references given should be documented in writing. In addition, salary information provided by the employee may be confirmed as accurate

1.0702 (1-12-10)

Copyrights

All sermons are the property of the pastor delivering the sermon. No sermons should be copied, taped or duplicated without the express written consent of the pastor who delivers the sermon. (Forms to support making copies and placing sermons on the web are available from the Church office.)

WCPC holds a copyright license that gives permission to duplicate music. No copyrighted materials (music or otherwise) will be duplicated without the consent of the Director of Music Ministry or the Head of Staff.

1.0703 (1-12-10)

Computer Use

Only those approved by the Head of Staff or the Moderator of the Administration Committee may use the WCPC computer system. Authorization will only be given to those whose need to use the computer system serves the mission and purpose of the church.

Additional clarification of the policy and restrictions on the use of the computer system is available from the Head of Staff or the Moderator of the Finance Committee. This information concerns passwords, computer configuration and software as well as other matters. Failure to adhere to these policies will result in employee discipline up to, and including termination.

1.0704 (03-21-00)

Temporary Employees

From time to time WCPC may employ on a part-time temporary or full-time temporary basis, employees to meet specific needs. (A part-time employee is one who works less than eight hours a day or less than forty hours per week and at the rate of one and one-half times their regular hourly rate for hours over forty per week). Such personnel may be hired for a fixed length of time, such as one halftime or twenty hours per week, or the number of hours per week may be left flexible depending upon immediate need and availability.

Full-time temporary or part-time temporary personnel may be either exempt (from the overtime provisions of the Fair Labor Standards Act) or non-exempt depending upon the nature of the work they perform. Non-exempt temporary hourly personnel will receive pay at the rate of their regular hourly pay for hours up to forty per week and at the rate of one and one-half times their regular hourly pay for hours over forty per week. For non-exempt temporary part-time employees paid by the hour, daily time sheets must be prepared and submitted semi-monthly to the Church Treasurer. Part-time temporary employees performing duties defined as exempt by the FLSA will be paid a monthly salary for the work performed.

Full-time temporary employees may be hired to work forty hours per week for a limited time period. These temporary employees performing work not exempt from the FLSA will be paid on an hourly basis and daily time sheets must be submitted on a semimonthly basis to the Church Treasurer. Full-time temporary employees performing duties exempt from the overtime provisions of the FLSA will be paid on the basis of a monthly salary.

All temporary employees will be paid only for hours or days worked and not for sick time, vacation time, leave of absence, or holidays.

All temporary employees are subject to the same confidentiality provisions of Article 7.0300 as are regular staff members. It shall be the responsibility of each supervisor of temporary employees to make these confidentiality provisions known and discuss them with the temporary employee.

1.0705 (01-12-10)

Hours of work

Regular office hours, 8:00 a.m. until 4:30 p.m. for the Church Office will be maintained from Monday through Friday. For purposes of overtime calculations, the workweek begins at midnight on Sunday and ends at 11:59 p.m. the following Saturday.

Punctuality and Attendance. Regular attendance, being on time, and remaining on the job throughout the working hours are expected of every employee. From time to time exceptions to the regular working hours may be arranged on an individual basis by employees with the approval of the Pastor/Head of Staff.

1.0706 (01-12-10)

Office Assignments

Offices will be assigned by the Pastor/Head of Staff who may consult the Session Building/Finance Committee as needed.

2.0100

Employee Benefits

For the purposes of the Employee Benefits section, Non-Ordained Church Program Staff (both full time or part time) include:

All other employees of WCPC are not considered Church Program Staff, and are not eligible for all benefits.

2.0101(12-08-09)

Group Insurance

Ordained *Staff* Members - All ordained *staff* members are currently provided group health insurance through the integrated benefits program of the Presbyterian Church (USA) which is fully paid by WCPC.

Non-Ordained *Staff* Members – All eligible, non-ordained, full-time employees are currently provided group health (medical and dental) through the integrated program of the Presbyterian Church (USA). The cost of this insurance is partially paid by the eligible participating employee through payroll deductions.

If the eligible full-time employee declines such coverage, the employee is eligible to receive a monthly payment of \$100.00, for “Bonus Compensation in Lieu of Benefits” to be used as the employee chooses. Any income tax liability resulting from these “Bonus Compensation in Lieu of Benefits” checks and determination if such liability does exist shall be the responsibility of the individual employee receiving the checks.

Both Ordained Staff and Eligible Non-Ordained Full-Time Staff are eligible to participate in the Medical Reimbursement Plan. This Plan is funded through payroll contributions by each participating employee.

Details of the Ordained Health Insurance Plan, the Non-Ordained Health Insurance Plan and the Medical Reimbursement Plan are available from the Church Office Manager. Details of all Plans may change annually. All Ordained Staff and Eligible Non-Ordained Full-Time Staff are encouraged to review their coverage and coverage needs annually. Enrollment in any plan is voluntary (no automatic enrollment).

“Eligible Non-Ordained Staff Members” for the purposes of these articles are regular employees working at least 35 hours per week.

2.0102 (12-08-09)

Workers’ Compensation/Supplemental Pay

The Church is covered by the Texas Workers’ Compensation Law. If an employee becomes entitled to benefits under the Workers’ Compensation Law, the Church is insured to provide the benefits set forth in the law.

Any on-the-job injury, no matter how slight, must be reported immediately on forms provided for that purpose and available from the church office to the Head of Staff, to the Office Manager and to the Personnel Committee Moderator. Failure to report an on-the-Job injury within 72 hours of its occurrence may result in disciplinary action which may include termination. Appropriate forms are available in the Church office.

Any observable injury (such as a cut or burn) should be given prompt medical attention. Any non- observable injury (such as a sprain) must be certified by a physician.

Absence due to on-the-job injury should be reported in the same manner as any other absence.

Only an approved physician can release an employee injured on the job to return to work. Staff members may return to work with medical restrictions if approved by the Head of Staff and the Moderator of the Personnel Committee.

2.0103 (12-08-09)

Malpractice Insurance

The Church will maintain full and appropriate malpractice insurance coverage as approved and provided in the Church insurance program by the Finance Committee for all ordained staff employees due to their provision of counseling and ministerial services to Church members. Any other staff members providing the same or similar services may be included in the coverage if it is the judgment of the Finance Committee that it is warranted.

2.0200 (12-08-09)

Retirement for Ordained Clergy

Ordained clergy have a Pension Plan as a part of the integrated benefits program of the Presbyterian Church (USA) which is fully paid for by WCPC. In addition, they may also participate in the church Retirement Savings Plan using a 403(b) annuity available through the church. Each dollar of contribution to a 403 (b) annuity by Ordained full time staff members up to a maximum of 3% of their salary will be matched with a 50 percent voluntary contribution by WCPC.

2.0300 (3-2-15)

Retirement for Non-Ordained Staff

Non-Ordained full time Church Program Staff may participate in the same church Retirement Savings Plan as ordained ministers using a 403(b) annuity.

Each dollar of contribution to a 403 (b) annuity by Non-Ordained full time staff members up to a maximum of 6% of their salary will be matched with a 50 percent voluntary contribution by WCPC.

(Forms for these 403(b) annuities are available through the Office Manager in the church office and general information may be obtained from either the Moderator of the Personnel Committee or the Church Treasurer.)

2.0400 (12-08-09)

Holidays

Full time regular Church Program Staff will receive paid days off for the following 10 holidays:

1. New Year's Day – to be taken on January 1 or the Friday or Monday closest to that date
2. Martin Luther King Day (third Monday in January)
3. Easter Monday (after Good Friday and Easter Sunday)
4. Memorial Day – to be taken on the day of National Observance of Memorial Day
5. Fourth of July – to be taken on July 4th or on the Friday or Monday closest to that date
6. Labor Day – to be taken on the day of National Observance of Labor Day
7. Thanksgiving Day – to be taken on the day of National Observance of Thanksgiving
8. The day after Thanksgiving
9. Christmas Day – to be taken on December 25th. If Christmas falls on a weekend, a holiday will be taken on the Friday or Monday closest to that date. Any full time employee who's duties require working on the Christmas holiday will receive one paid day to be taken within one week of the Christmas holiday.
10. The day after Christmas.

Part Time Church Program Staff will be paid for a holiday that falls on their regular day of work. Otherwise, Holidays will not be paid days for Part Time Church Program Staff.

All other days will be regular working days with regular hours.

2.0500 (12-08-09)

Paid Time Off

2.0501

Ordained Staff will receive paid vacation in accordance with the terms of their call.

2.0502

Full Time Non-Ordained Church Program Staff

Full-time Non-Ordained Church Program Staff shall receive 15 days of Paid Time Off per year beginning the first year of employment. In the event the staff member does not work the full twelve months of the first year he/she shall receive the same proportion of Paid Time Off as the proportion for the year worked. New employees will not be able to take Paid Time Off until their 90 day probation period is complete.

Paid Time Off (PTO) is defined as any paid time off for any purpose designated by the employee, and includes vacation, sick days, personal days, or any other paid time off instance. Paid Time Off is available in 4 hour increments.

Beginning in the calendar year in which the staff member will have completed five (5) years of employment, and each year thereafter, the staff member shall receive 20 days of Paid Time Off.

Beginning in the calendar year in which the staff member will have completed ten (10) years of employment and each year thereafter, the staff member shall receive 25 days of Paid Time Off.

No more than 5 days of PTO may be carried over to the next calendar year.

All Paid Time Off must be coordinated with the person to whom the employee is responsible, subject to final approval of the Head of Staff. (The Head of Staff shall coordinate his/her vacation schedule with the Session.)

Conflicting requests for Paid Time Off dates will be resolved by the Head of Staff. In general, assignments will be made on a “first come-first served” basis, and employees are, therefore, urged to schedule Paid Times Off as far in advance as possible to avoid conflicts. In any case, pre-planned PTO should be scheduled at least two weeks in advance of the desired time off.

The Business Manager is responsible for maintaining the official PTO records.

Employees who terminate will receive payment for any unused PTO earned on a prorated basis for the portion of the year worked.

A PTO period approved by the Head of Staff which includes one or more of the ten paid holidays does not require that the date of the holiday be reported as paid time off.

2.0503 (12-08-09)

Paid Time Off – Part Time Regular Church Program Staff

Part-time regular employees shall receive one half of the Paid Time Off provided in Article 2.0502.

Part Time Non-Ordained Church Program Staff shall receive 7.5 days of Paid Time Off per year beginning the first year of employment. In the event the staff member does not work the full twelve months of the first year he/she shall receive the same proportion of Paid Time Off as the proportion for the year worked. New employees will not be able to take Paid Time Off until their 90 day probation period is complete.

Paid Time Off (PTO) is defined as any paid time off for any purpose designated by the employee, and includes vacation, sick days, personal days, or any other paid time off instance. Paid Time Off is available in 4 hour increments.

Beginning in the calendar year in which the staff member will have completed five (5) years of employment, and each year thereafter, the staff member shall receive 10 days of Paid Time Off.

Beginning in the calendar year in which the staff member will have completed ten (10) years of employment and each year thereafter, the staff member shall receive 12.5 days of Paid Time Off.

No more than 5 days of PTO may be carried over to the next calendar year.

2.0600 (12-08-09)

Unpaid Time Off

Full-time or part-time temporary employees may arrange for time off or leave without pay with the approval of the Head of Staff.

If an employee is off the job for injury or illness for four consecutive workdays, a doctor's release shall be required.

2.0601

Short Term Disability

If a single injury or illness requires more time off from the job than the employee has accrued at the time of the injury or illness, he/she will be eligible for short term disability status for a period of time equal to twice the accrued PTO up to a maximum of 160 working hours. While on short term disability status, the employee will be paid at one-half his/her regular salary.

If all sick and short term disability time is exhausted, employees who are unable to return to work may be given unpaid leave of absence or termination, depending on the circumstances.

Assignment to an unpaid leave of absence or termination must be approved by the Session after review and recommendation by the Personnel Committee. Return to work from a short-term or unpaid disability leave requires a doctor's release.

Employees needing to be off for injury or illness are required to report to the Head of Staff or to the person to whom they are responsible by telephone on the morning of the day of the absence.

If an employee is disabled by reason of an injury incurred while performing compensated work for any person, firm, corporation, or organization other than WCPC, he/she is not entitled to receive sick leave benefits. Specifically, the Church will not compensate any employee for time off from his/her regular job in the event he/she is injured while working for pay for another employer.

2.0602 (4-13-2015)

Family and Medical Leave Act Overview

The FMLA entitles eligible employees of covered employers to take unpaid, job-protected leave for specified family and medical reasons with continuation of group health insurance coverage under the same terms and conditions as if the employee had not taken leave. Eligible employees are entitled to:

Twelve workweeks of leave in a 12-month period for:

- the birth of a child and to care for the newborn child within one year of birth;
- the placement with the employee of a child for adoption or foster care and to care for the newly placed child within one year of placement;
- to care for the employee's spouse, child, or parent who has a serious health condition;
- a serious health condition that makes the employee unable to perform the essential functions of his or her job;
- any qualifying exigency arising out of the fact that the employee's spouse, son, daughter, or parent is a covered military member on "covered active duty;" or
- Twenty-six workweeks of leave during a single 12-month period to care for a covered service member with a serious injury or illness if the eligible employee is the service member's spouse, son, daughter, parent, or next of kin (military caregiver leave).

Employees who believe they may need FMLA leave should speak to their supervisor for more information and to obtain forms.

2.0603 (01-01-2010)

Medical Leave for Pastors

It is the intention of WCPC to follow the "Guidelines to Churches within the Presbytery of New Covenant" regarding Medical Leave for Ordained Staff.

2.0604 (12-08-09)

Bereavement Leave

When a death occurs in an employee's immediate family (Parents, grandparents, brothers, sisters, spouses, children, parent – in -law), paid leave of three (3) days shall be allowed, in addition to PTO. At the discretion of the Head of Staff, or the Personnel Committee, more time can be allowed with written request from the employee.

2.0700 (12-08-09)

Unexcused Absences

Employees are not paid for unexcused absences. Unexcused absences include, but are not limited to, the following:

Absences which are not reported by the employee at the beginning of the scheduled workday (without legitimate reason), b. Absence from the job during the work day without the approval of the Head of Staff, c. Absence based upon evidence which has been falsified.

All supervisors who find it necessary to discipline an employee for unexcused absence will advise the employee that he/she is subject to suspension, and possible termination for unexcused absences.

2.0800

Jury Duty

2.0801

Summoned for Jury Duty

When summoned for jury duty, employees will be excused with pay at their regular base rates until released by the court. They are expected to report back to work when excused by the court. The employee may retain any compensation received from the court. Proof of jury service must be presented to the Office Manager for transmittal to the Church Treasurer to receive compensation for the time off.

2.0802

Appearance as Witness

An employee subpoenaed to appear in court as a witness will normally be granted time off with pay to perform that duty. If less than a full day is required, the employee is to report back to work when released by the court. Written proof of subpoena must be furnished by the employee to the Office Manager for transmittal to the Church Treasurer to receive compensation.

2.0900 (12-08-09)

Study Leave and Continuing Education

Ordained Staff, funds for Study Leave and Continuing Education are allocated annually based on the Ordained Staff's terms of call.

Ordained Staff, unused account balances of Study Leave and Continuing Education allowance may be carried forward for three years.

Non-Ordained Church Program Staff, both full time and part time, Continuing Education may be allocated annually at the discretion of the Personnel Committee. Unused Continuing Education amounts may not be carried forward.

2.1000 (12-08-09)

Travel Expenses

Ordained staff shall receive compensation for the cost of Auto Travel as provided in their "terms of call". The amount of the annual allowance for each minister shall be established each year during the budget making process.

Although the "Terms of Call" provides for reimbursement of auto expense at the standard IRS rate per mile, ordained staff may, at the first of the Fiscal Year, request that rather than reimbursement the allocated amount be paid as a "lump sum" either monthly or annually. This choice will make the Auto Expense a part of the staff member's compensation and therefore taxable.

If the Auto Expense is taken as reimbursable expense, any unclaimed amount remaining at the end of the fiscal year is not payable to the staff member. Claims for reimbursement should be submitted quarterly, no later than the tenth of the month following the quarter of travel. Claims for reimbursement for travel in December must be submitted in accordance with the annual request of the church treasurer in order to be paid out of the correct fiscal year.

If an Ordained Staff member anticipates that he/she will not have sufficient money for all of their reimbursable auto expense he/she may request, at the beginning of the fiscal year, that an amount of their choosing, be transferred from salary into auto expense, removing it from compensation.

Non-ordained Church Program Staff shall be reimbursed for travel expense incurred in the performance of their duties when such funding is provided as an item in the operating budget. Reimbursement is secured by filing a request with the Church Treasurer on forms for that purpose. Since this budget item is a "reimbursement" the employee has no claim to any unused amount in the budget at year end for expense which has not been incurred.

3.0000 Staff Compensation at The Woodlands Community Presbyterian Church

3.0100 (1-12-10)

Staff Compensation Philosophy

The Woodlands Community Presbyterian Church desires to attract and retain highly talented people. To do so, the Personnel Committee will continually monitor the various components of each employee's compensation package to ensure that pastoral, professional, and support staff are appropriately compensated for their individual contributions to the achievement of the Church's mission and goals.

Our compensation management philosophy is to provide all employees of the Church with a total compensation package commensurate with their position. To promote equitable and fair compensation, the Personnel Committee will establish a defined compensation range for each job in the organization.

3.0200 (1-12-10)

Pastoral and Professional Compensation

For the pastoral and professional staff, this compensation range will be representative of similar positions in churches with comparable budget, attendance, and geographic factors. Consideration will also be given to length of service and educational background.

3.0300 (1-12-10)

Support Staff Compensation

For support staff this compensation range will reflect objective data derived from salary surveys and other resource materials and will be representative of similar positions in churches with comparable budget, attendance, and geographic factors. Consideration may also be given to length of service, experience and educational background as well as local economic factors in comparable secular positions.

3.0400 (1-12-10)

Compensation Structure

Once the total compensation for a staff member is established, a staff member may request consideration from the Personnel Committee to structure their compensation program in such a manner as to meet their personal needs while remaining in compliance with federal tax laws, Presbyterian Church (USA) policies and WCPC policies.

3.0500 (1-12-10)

Specific Process To Be Used in Application of Sections 3.0 100 through 3.0400 “Annual Review of Adequacy of Compensation”

Step 1

In accordance with the Position Description, a salary range of Maximum, Midpoint, and Minimum will be established for each position without regard to the person currently holding that position. The ranges are large enough to include a broad range of experience and skills for the position.

Factors which may be considered, as available, include church membership, worship attendance, annual budget and geographic area.

Current sources for evaluating compensation patterns include:

For Ordained Staff

Data from Compensation Handbook for Church Staff (CHCS)

Data is also available from National Church Staff Compensation Survey.(NCSCS)

Summary of Minister’s Terms of Call for the Presbytery of New Covenant.

Any other valid comparisons that may become available

For Non-Ordained Programmatic Professional Staff

Data from CHCS Survey

Data is also available from NCSCS Survey

Salary information as available from other churches in the Presbytery of New Covenant Any other valid comparisons that may become available

For Support Staff

Data from CHCS Survey

Data is also available from NCSCS Survey

Data from other recognized secular surveys for the closest match to the WCPC position

Step 2

Place the current compensation of the individual now holding the position within the range established in order to determine their competitive pay position for their experience and skill level.

Step 3

Consider other factors related to the individual currently holding each position to complete the determination of “Adequacy of Compensation”. These other factors, as applicable, may include:

- Length of service at WCPC in this position
- Experience in similar positions prior to employment at WCPC
- Educational background
- Any other evidence of Competencies such as certifications or other awards.
- Any other applicable skills.
- Any positive factors taken from the staff member’s Annual Performance Review at which time the progress toward goals established in the Work Plan is assessed and discussed.
- Any other pertinent factors.

Step 4

The final step is to prepare recommendations for review by the Session and, in the case of Ordained Staff, the Congregation. Three possible adjustments, any or all of which must be within the budgeted funds available, are considered:

- Adjustment for a cost of living increase (COLA) detected by a change in the Consumer Price Index (CPI).
- Adjustment upward to more nearly reflect the competitive pay pattern.
- Adjustment upward due to findings in Step 3 that the individual merits an adjustment.

3.0600 (1-12-10)

Compensation and Equal Employment Opportunity

In accordance with WCPC's policy on Equal Employment Opportunity, compensation for all positions will be based on the above outlined factors regardless of race, color, sex, sexual orientation, marital status, creed, national origin, age, disabilities or veteran status.

3.0700 (1-12-10)

Miscellaneous Compensation Procedures

Payroll checks are issued two times a month; on the first and the fifteenth.

Employees who are required to maintain a time sheet must submit it to their supervisor for approval. The supervisor will submit it to the person to whom he/she reports for approval before submitting it to the Church Treasurer through the administrative assistant. "Adequacy of Compensation" is reviewed at least once each calendar year, usually in the fourth quarter of the year at Budget preparation time.

4.0000

Goal Setting, Annual Performance Review, and Professional Development

4.0 100 (2-11-15)

Goal Setting

Each year, staff members should create a set of Goals consistent with their Job Description and those priorities that have been established by the session. The Goals are a way of focusing the work of the person for the coming year. It then becomes part of the annual review process. The typical process for the development of Goals include:

-
- Staff member should work with the appropriate committee moderator(s) and their supervisor to develop their Goals to support the Church priorities and areas addressed in the Annual Review.
- Once Goals are finalized, they will be approved by the supervisor and the Moderator of the Personnel Team.

4.0200 (2-11-15)

Annual Reviews-Process

Once a staff member has a current, clearly defined position description and has developed and followed an annual work plan with the Session's priorities in mind, the review process will be easy to implement. Rather than being punitive, this process should help persons grow in their work and find satisfaction in what they do. The review process should be ongoing, providing employee support throughout the year with a formal review to be completed annually (normally the Fall).

The Annual Review process and forms is provided in Appendix A Woodlands Community Presbyterian Church, Personnel Evaluations.

4.0300 (2-11-15)

Development Plans

The ministry of the church is enhanced when the Session Personnel Ministry Team encourages and values the growth and development of the church staff, and expects that growth to occur. As a part of Goal Setting and annual review process, consider the following kinds of professional development:

- Training -The development of particular skills through self study, classes, seminars and conferences.
- Career Development-An educational program that leads to a degree or the completion of a specialized program, such as certification.
- Continuing Education-A program of study related to current or upcoming work that helps to develop the staff member as a broader person.

During the annual review process, the following questions may be helpful in creating or updating a development plan: What does the staff member believe his or her need for growth to be? Are there additional skills that need to be learned? Are there particular areas where knowledge needs to be refreshed or are there new areas that need to be learned? Are there particular continuing education courses in which the staff member would like to participate?

Written development plans, where needed, should be approved by the Session Personnel Ministry Team. When appropriate (unusual time off or expense to the Church) the plans should be reviewed with the Session.

Evaluation to be completed by Congregant/Deacon/Elder who works significantly with Staff Member

Staff Member's Name _____

1. Have you read and provided comments on the Job Description for this Staff Member?
2. What is this person doing in his/her work area that is helping this church to flourish?
3. What else could she/he do in her/his work to be more helpful?
4. What would you like to see this person spend more time on?
5. What would you like to see this person spend less time on?
6. How would evaluate this person's performance relative to their Job Description?

don't know___ (poor)1 2 3 4 5 6 7 8 9 10 (great)

6. Any other comments?

Name _____

Date _____

Do you agree that this can be shared with the Staff Member?

Are you willing to share with the individual in a face to face meeting?

Section 5. General Information for Employees

5.0100 (03-09-10)

Church Personnel Records

5.0101 (03-09-10)

Personnel Records Management

Employment Records shall be maintained in a central location in a locked file dedicated to that purpose only. Access to employee files is restricted to the Head of Staff, the Moderator of the Personnel Committee or to persons deemed by them to have a “need to know”. Employees may request review of their own personnel file at any time during working hours by making a request to the Head of Staff or to the Moderator of the Personnel Committee. The file will be made available for review in the Library of the Church under the supervision of the Business Manager, Head of Staff, or Moderator of the Personnel Committee, and may not be removed from this area at any time for any reason.

5.0102 (03-09-10)

Records Confidentiality

Personnel data are classified as confidential and will not be made available to any outside person or organization **unless required by law** or authorized by the employee in writing and then must be reviewed in the same manner and under the same conditions as available to the employee.

5.0103 (03-09-10)

Personnel Records Update

Personnel records should be kept as current as possible. Each employee is responsible for promptly reporting to the Business Manager in writing changes in any of the following Items:

- Change of name
- Change of home address
- Change of home telephone number
- Change of marital status
- Change of income tax withholding
- Changes desired in any of the benefit programs shall be requested in the manner and at the times designated in the benefit section of this manual

5.0200 (03-09-10)

Employee Gifts

From time to time it may be appropriate for employees to exchange gifts as remembrances or signs of caring. At such times, the Head of Staff or the Moderator of the Personnel Committee may approve the solicitation of small voluntary sums in order to purchase a gift. No employee should be pressured or coerced to participate in such collections. Gifts should be nominal and appropriate to the circumstance. Church funds are not to be used for these purposes without Session approval except that such constraint does not apply to all discretionary funds (These funds are given to the church for specific purposes which must be followed in their use to honor the covenant the Church agreed to in their acceptance.)

The Session will not accept designated funds for payment to any member of the staff or any person within or beyond the congregation, except when the Session initiates a general request for donations for a gift to a person or a staff member on a special occasion.

Gifts given directly to an employee are not a concern of the Church, with the following exception. No gifts are to be accepted by employees of WCPC from businesses or individuals with whom the church does business or might potentially do business within the future. Examples include gifts from funeral homes, printing shops, and office supply establishments, janitorial services, eating establishments, motels, etc.

5.0300 (03-09-10)

Congregational/Personnel Confidentiality

Frequently, their normal duties and responsibilities will bring Church employees into contact with confidential information about members of the congregation or others. All Church employees should be particularly sensitive to the need to maintain the integrity of this information. These concerns are particularly relevant with respect to information relating to counseling or Pastoral care provided by the Program Staff, health issues, and records of contributions by members. Breach of confidence shall be grounds for immediate dismissal.

5.0400 (03-09-10)

Ministry

All Church employees-both full and part time Program and Support Staff should be cognizant of the unique circumstances associate with employment in a religious setting. Part of the essence of and rationale underlying the church as an institution is its concern and care for individuals. As such, every employee bears some responsibility for “Ministry” in the broad sense of communicating that concern.

An atmosphere of caring, concern and warmth must permeate the contacts between the Church’s employees and all who come seeking its comfort.

5.0500 (03-09-10)

Ethics

The policy of WCPC is that all of its employees should maintain the highest standards of integrity, honesty, and ethical conduct. The employee is responsible for adherence to this policy, and any violation is subject to disciplinary action including termination. While good judgment is a basic requirement of business conduct, the following guidelines are applicable.

- No employee shall engage in activities that could produce a real or apparent conflict between the personal interests of the employee and interests of the Church or that could affect the independence of the employee’s judgment.
- No employee shall use or disclose confidential information for private benefit of self, associate, or any other person, business, or organization.
- No employee shall, while on the job or acting as representative of the Church, solicit customers or vendors to hire or to contract with them for any personal outside work.
- No employee shall use Church affiliation with the intention of securing special consideration. This policy does not apply to an employee identifying the Church in a credit reference situation.
- No employee shall offer any direct or indirect payment of Church funds to any political organization. However, the Church recognizes the rights of employees to make personal contributions to political candidates or organizations.
- No employee or family member shall accept entertainment, gifts, cash, or similar items from vendors, suppliers, or others with whom the Church deals.
- Employees shall report to the Head of Staff any direct or indirect financial interest they have in any organization that deals with the Church.
- Employees are expected to perform in a manner which will protect and preserve the Church’s assets, including its reputation for honest dealings and respect for the law and the rights of others.
- No payments shall be made using Church funds for any purpose other than that supported by required documents justifying the payment. No undisclosed, unrecorded, or unapproved fund or asset of the Church will be established for any purpose. All books and records must fully and fairly reflect any transaction or disposition of Church assets.
- No employee shall be coerced into making charitable contributions of any form to any organization.
- Any employee who is in doubt as to whether a specific activity is in violation of this policy should seek guidance from the Head of Staff.

5.0600 (03-09-10)

Media

The Head of Staff or **his/her** staff designee will handle all contacts by the staff with the public media. No other staff member shall make any comments to the public media.

5.0700

Implementation and Administration of Personnel Policies and Procedures

5.0701 (03-09-10)

Implementation and Administration

Generally, the Head of Staff or **his/her** designee shall be responsible for the implementation and administration of the policies and procedures provided in this manual. In the event that difficulties in interpretation or application should arise they shall be resolved by the Personnel Committee. These policies shall be reviewed at least annually by the Personnel Committee and revised as needed. Revisions must be approved by the Session.

5.0702 (03-09-10)

Appeals Process

Any employee who is dissatisfied with a decision of the Head of Staff in administering these policies should inform the Head of Staff that he/she wishes to have the decision reviewed by the Personnel Committee and then by the Session if appropriate. The Head of Staff must ask the Personnel Committee to meet to review the decision. The employee may present his/her point of view directly to the Committee in person or in writing. The committee shall make a determination on the issue raised. In the further event that the employee is still not satisfied, he/she may ask the Head of Staff for an appeal hearing before the Session for final disposition of the issue.

5.0703 (03-09-10)

Issues Not Covered by Policy

From time to time, specific problems or issues may arise which are not directly addressed by policies in this manual. When that occurs, the Head of Staff should use his/her considered judgment to respond consistent with the overall spirit and intent of these policies. Such issues should be brought to the immediate attention of the Personnel Committee for review and approval. If appropriate, additions, deletions or changes may be drafted for inclusion in this manual with Session approval.

5.0704 (03-09-10)

Smoking

All WCPC facilities are non-smoking.

5.0705 (1-12-10)

Copyrights

All sermons are the property of the pastor delivering the sermon. No sermons should be copied, taped or duplicated without the express written consent of the pastor who delivers the sermon. (Forms to support making copies and placing sermons on the web are available from the Church office.)

WCPC holds a copyright license that gives permission to duplicate music. No copyrighted materials (music or otherwise) will be duplicated without the consent of the Director of Music Ministry or the Head of Staff.

5.0706(01-12-10)

Hours of work

Regular office hours, 8:00 a.m. until 5:00 p.m. for the Church Office will be maintained from Monday through Friday.

Punctuality and Attendance

Regular attendance, being on time, and remaining on the job throughout the working hours are expected of every employee. From time to time exceptions to the regular working hours may be arranged on an individual basis by employees with the approval of the Pastor/Head of Staff.

5.0707 (01-12-10)

Office Assignments

Offices will be assigned by the Pastor/Head of Staff who may consult the Session Building/Finance Committee as needed.

6.0000

Section 6. Classification of Positions and Position Descriptions

6.0100 Writing Position Descriptions
(08-15-00)

(Guidelines to be followed in the preparation of new position descriptions or in the re-writing and updating of current position descriptions)

Each employee, including Team Chairs, needs a clearly written position description. The Personnel Ministry Team will work with the staff person when writing a position description, thus providing an opportunity for dialogue about and increased understanding of the mutual ministries of pastor, session and other staff.

The value of a written position description depends on the quality of study, thought, and dialogue that precedes it. Rather than being just a file document, it becomes a working document that has resulted from problem solving and mutual commitment.

When writing the position description, it is helpful for the Personnel Ministry Team, Head of Staff, and each staff person to work through the following questions:

What activities are most important in the work of the staff person? Clarify what both the staff person and the Session consider priorities, then decide what each will do.

What is important to know about the congregation and the community? Are there recent congregational and community studies that have been done? If so, study and discuss them thoroughly. If not, look for other places where you might find pertinent information. Check with your Presbytery for possible assistance.

What do we want to happen through our common ministry and the ministry with the people? With the community? With the wider world.

Thorough discussion of these questions should result in a working position description. This document will then shape the ministry of staff and Session and can be used in annual reviews, at which time it should be reviewed as well.

6.0101 Elements of A Position Description (08-15-00)

Each position description should include the following elements (see Appendix 0 for sample position description):

Title-- The title suggests the general area for which the position is responsible. Examples include Pastor, Associate Pastor, Director of Christian Education, Director of Music Ministries, Administrative Assistant (secretary), Facility/Grounds Manager and the Organist.

Purpose-- A one sentence statement that describes the primary purpose of the position.

Accountability--Specify to whom the position is accountable. For example, a pastor is primarily accountable to the Presbytery, but also to the Session and the congregation. The pastor of a multi-staff church is the head of staff and the supervisor of all staff, unless another staff person is specifically named as supervisor.

Responsibilities--- These include all duties and activities that pertain to the position. Here are some suggestions for writing position responsibilities:

Write responsibilities that are clear and concise and do not number more than ten. Show the general scope of responsibilities rather than minute details.

Begin each statement with active verbs such as institutes, develops, designs, administers, recruits, proposes, initiates, creates, preaches, teaches, supervises, implements, directs visits, plans, coordinates, and cooperates. Make the statements observable and measurable.

When developing a group of position descriptions, take care to avoid overlapping responsibilities.

Relationships--Describe briefly how the person in this position is expected to relate to the Session, other official bodies, and the committees within the congregation. Clearly indicate how this person relates to other members of the staff, both employed and volunteer.

Evaluation--State the manner of evaluation to be used as well as how compensation will be reviewed.

6.0200 Staff Positions and Position Classifications

6.0201 The Staff Positions at WCPC are: (12-19-00)

Ordained Personnel

Pastor, Head of Staff
Associate Pastor Pastoral Care
Associate Youth Pastor

Non-Ordained Programmatic Professional Personnel:

Director of Music Ministries
Director of Christian Education
Director of Youth Ministries
Organist, Part time
Mission Outreach Coordinator, Volunteer Position

Non-Ordained Support Personnel Administrative:

Financial Administrator
Receptionist

Facilities:

Outsourced

(Articles 6.03 00 through 8.1300 are specific position descriptions for each position)

6.0202 Classification of Employees (12-19-00)

Ordained staff and Programmatic Professional staff are considered exempt personnel for the purposes of compliance with the Fair Labor Standards Act.

Non-ordained support staff are considered either exempt or non-exempt depending on the several factors used by the federal government for determination in each position The determination is as follows: Exempt: Financial Administrator

Non-exempt: Secretary/Receptionist Nursery Coordinator

Appendix A
Woodlands Community Presbyterian Church
Personnel Evaluations
An Inclusive Church Family Loving, Sharing, and Serving Christ.

The Purpose of Evaluation

The purpose of a performance evaluation is not to survey the congregation for its opinions and feelings. No church is unanimous in its support for or dislike of any staff member or pastor. In every church there is a diversity of opinion which reflects the diversity of expectations of each member of the congregation. The purposes of a performance evaluation (for a staff member or pastor) are:

1. to continue the dialogue between the employee, supervisor and Personnel Ministry Team;
2. to serve the work-related need for feedback for supervisor, staff and congregation;
3. to provide 360° feedback so that supervisors get feedback from the individuals they supervise
4. to demonstrate accountability of supervisor to employee and vice versa;
5. to build trust and teamwork;
6. to properly recognize contributions of each member of the church staff;
7. to provide a written record of work;
8. to provide an opportunity to learn goals/ambitions/issues/expectations that were not previously articulated.

Use of Evaluation Tools

If you choose to use forms as part of your review, they should:

1. be given to a limited number of persons; limiting circulation to those who work closely with the pastor or employee. It is rarely beneficial to survey the entire congregation in personnel matters.
2. be signed by the person filling them out. The forms can be collated and summarized and presented to the person being reviewed, but it is important that those giving the feedback be identified, so that follow-up can be done. Anonymous feedback should not be considered or shared.
3. be shared in person with the chosen review team.
4. Make sure all are aware that their feedback will be shared with individual being evaluated, the PMT and the review team.
5. After the evaluations have been collected, PMT member should combine the responses (color coded in Word worked in 2014) then review with the staff member in a meeting with the PMT and the review team represented.

Use of Objective Tools

Any evaluation should include the use of tools that evaluate objective measurable information; (the number of new members received within the past year, changes in worship attendance or membership, the number of baptisms, confirmations). Congregations have used a variety of forms to evaluate the performance of pastor and personnel. Some of these documents are used for the pastor or employee for the purpose of self evaluation, while others are prepared for a review that is performed by others. Some churches formulate no more than four "SMART" objectives. These objectives may be defined as Specific, Measurable, Attainable, Realistic and Timely (or, as another defined Stretch, Measurable, Achievable, Results-oriented, and Timely). We include some sample questions gleaned for the responses we received.

These questions are generic. Specific questions tailored for each position have been developed for each 2014 evaluation.

The Pastor has a hardcopy of prior evaluations.

Questions for Staff Review (To be completed by staff person)

Staff may select congregants and other staff to provide written feedback and join the feedback session.

Name _____

Date _____

1. I have read and agree with my Job Description or have the following the following issues:
2. The following is my assessment of my strengths and weaknesses in relation to my staff responsibilities and duties:
3. I would offer the following suggestions for the improvement of staff functions:
4. What questions do you have about what's expected of you on the job? Are there areas that are unclear?
5. What is currently satisfying about your work?
6. What do you consider to be your most important accomplishment(s) in the past 12 months? What positive contributions did you bring to this position during the past year?
7. What new responsibilities did you take on during the past year? Please discuss what you learned from the experience. Will you continue to take on these responsibilities? If not, discuss how you think these responsibilities should be handled.
8. What is currently frustrating about your work? What elements of your overall work assignment would you change, if you could?
9. What are you excited/passionate about regarding your work for the coming year?

10. In what areas do you need or want to make improvements over the next year?

11. What do you want to accomplish/eliminate/improve, in order to maximize your potential? What steps can you take to address these needs?

12. What does the staff member believe his or her need for growth to be? Is there any training you think you need to be more effective?

13. What are your major goals for the coming year?

14. How can we (staff supervisors/personnel committee) help you get this done? What can your supervisor or other members of the staff do to help you improve?

15. What barriers do you regularly encounter that prevent you from doing your best work? What suggestions do you have for minimizing or removing those barriers?

16. What changes in salary/compensation would you make, if that were delegated to you?

17. What ideas do you have to improve office conditions, relationships or operations?

18. Thinking of the past year, what significant accomplishments come to mind related to church office staff and Ministry?

19. Please note any additional items you believe should be addressed during your review.

20. Discuss or comment on any aspect of your job that you would like the personnel committee to be aware of, or problems that you would like help with.

Evaluation to be completed by supervisor

Staff Member's Name _____

1. Have you read and provided comments on the Job Description for this Staff Member?
2. What is this person doing in his/her work area that is helping this church to flourish?
3. What else could she/he do in her/his work to be more helpful?
4. What would you like to see this person spend more time on?
5. What would you like to see this person spend less time on?
6. How would evaluate this person's performance relative to their Job Description?

don't know___ (poor) 1 2 3 4 5 6 7 8 9 10 (great)

7. Any other comments?

Name _____

Date _____

Do you agree that this can be shared with the Staff Member?

Are you willing to share

6.0300 Position Description (2-11-15)

SABBATICAL LEAVE POLICY FOR THE WOODLANDS COMMUNITY PRESBYTERIAN CHURCH

February 2016

The following guidelines establish a Sabbatical Leave Policy (SLP) for WCPC. Initially, this will be set up as a pilot program and changes may be made to the policy as the church gains more experience with the SLP. The Presbytery of New Covenant has adopted Guidelines for Sabbatical Leave which is recommended, but not mandatory. The SLP outlined here follows closely to the Presbytery's Guidelines, but is not identical to that policy.

The benefits of a Sabbatical Leave include:

Discovering the strength of lay leadership that has been under-utilized;

New understandings of the concepts of mission between clergy and congregation;

Reaffirmation of calling to ministry on part of the clergy and congregation with both being reinvigorated and rededicated to the work of God's people; and

The ideal result would be for the congregation to see this period of time not just as the pastor's Sabbatical Leave, but as the congregation's Sabbatical Leave.

1. The SLP for WCPC is for full-time ordained pastors who have served in that position with WCPC for a minimum of six (6) continuous years. While a pastor may be eligible for Sabbatical Leave after 6 years, it is not guaranteed that WCPC will always be able to grant such a leave when requested due to extenuating circumstances. Sabbatical Leave is viewed as a planned time for intensive enhancement for ministry and mission and a time to disengage from regular pastoral duties. It is different from vacation or time off.
2. The length of the Sabbatical Leave is three (3) months. Accrued, but unused, vacation and study leave may be attached to the Sabbatical Leave, but no Sabbatical Leave should exceed a total of four (4) months.
3. A pastor would be allowed Sabbatical Leave no more frequently than every six (6) years.
4. Upon completion of the Sabbatical Leave, the pastor would be expected to continue serving WCPC for a period of at least four (4) times the length of the Leave plus the vacation/study leave, if used.
5. Sabbatical Leave is limited to one pastor at a time.
6. If Sabbatical Leave is used in one year by a pastor, the next Sabbatical Leave would be available for other pastors in two (2) years.
7. To be eligible for Sabbatical Leave, the pastor must present in writing to the Session for its approval, a program ("The Plan") of activity for the Sabbatical Leave at least six (6) months prior to the proposed beginning of the Sabbatical Leave. The program of activity should include a detailed description of the plan, goals to be achieved and the expected end-products together with a personal statement as to why this leave would be valuable for both pastor and WCPC.
8. Upon approval by the Session, in the six (6) months prior to the requested leave, the Plan shall then be forwarded to the Presbytery's Committee on Ministry for its review and recommendation. Included in the plan will be WCPC's plan for covering pastoral services during the period of the Sabbatical Leave.
9. Within six (6) weeks of the completion of the Sabbatical Leave, the pastor shall present to the Session, a written report of activities and findings of the Sabbatical Leave. The report will also be sent to the Committee on Ministry immediately following the Session meeting in which it is presented.
10. WCPC will continue the pastor's salaries, pension/major medical benefits, book allowance, auto and continuing education allowances at the same level as those in effect at the time of the Sabbatical Leave.
11. WCPC will contract for substitute pastor services during the period of the Sabbatical Leave, if necessary. However, it is anticipated that WCPC's other pastors, lay members and presbytery leadership will be able to cover these services at little or no cost to WCPC.
12. WCPC will establish a Sabbatical Leave Account and begin setting aside a small amount of money each month in case funds are needed to cover incidentals that may arise during a Sabbatical Leave.
13. Upon completion of the Sabbatical Leave, the pastor will share with the entire congregation the details of the Leave as well as reflections on its value and benefit.

FINANCES

church budget,
description of procedure for stewardship and pledging,
procedures for counting the offering.

WCPC ACCOUNTING PROCEDURES

These procedures assume that ACS and Microsoft Excel are the software systems to support WCPC Accounting. ACS is the software package acquired and supported by ACS Technologies which is designed for church financials and utilized by WCPC.

General

Virtually all income comes in the form of gifts and offerings that are received at WCPC then deposited at Woodforest National Bank. There is also income from monthly automatic deposits to the Woodforest account processed by Hubbard Press. These automatic deposits occur on or about the 22nd of the month and the deposits are from church members paying their pledge and/or building campaign pledge.

Almost all expenses arise from payments associated with accounts payable invoices, payroll and check requests.

Deposits

A separate procedure exists for the money counters for the weekly offering. This procedure is described on the counters Worksheet.

In addition to the weekly offering, checks and cash are received during the week at the church office. These receipts are kept in a bank bag that is kept in the safe in the Office Manager's office. The Office Manager codes the checks to the proper account/fund. The amounts received during the week are placed in the safe for the counting team on Sunday so that these amounts can be included in the weekly bank deposit.

Each Monday, the Office Manager takes the deposit compiled by the Sunday Counting Team and processes the deposit prior to delivery to the bank. Using ACS, all the checks are scanned through a check reader which uses the bank coding on the check to identify the member making the contribution. The receipt is identified as a Pledge Offering, or Non-Pledge Offering, based on the annual pledged entered into ACS for each member, and is also posted to the members 'statement' tracking their giving for year-end tax reporting purposes. All miscellaneous checks and/or receipts get posted to the appropriate reserve or expense accounts. All loose change not specifically identified to a Reserve account gets posted as "Loose Offering" and goes to the Sunday school reserve. Once all receipts have been processed, a final report is generated which lists all the receipts (all checks and cash receipts) and provides a total. The Total must equal the amount of funds on the Deposit slip prepared by the Sunday Counting Team. If they don't equal, the reason needs to be researched and resolved. When the transaction is 'posted', all the accounting entries are recorded in ACS. The Office Manager takes the weekly bank deposit to Woodforest bank.

Expenses

The Office Manager processes all check requests. All check requests need to be approved by signature by the individual authorized for payment against the account being charged prior to being processed. It is the responsibility of the approver to ensure the check request has proper support and is within budget. Normally these approvers are WCPC staff, Elders or Deacons. The Treasurer (currently Virginia Breaux), has signature authority on all accounts. Once the accounts payable has been processed, it posts all the accounting entries in ACS and generates the checks for distribution. The Check Inventory is kept in the safe. All checks greater than or equal to \$1000 require two signatures by an individual authorized to sign WCPC checks. Currently there are 5 individuals listed at Woodforest as authorized signatures as follows:

1. Bob Huck
2. Virginia Breaux
3. Rita Van Sickle
4. Mike Queen
5. Russ Simpkins

After the weekly check run, an email is sent to the Treasurer with the Check Register attached, the YTD Income Statement attached and the following information:

1. Current Bank Balance
2. Outstanding Check Balance
3. Next Payroll schedule
4. Total Check Run Balance
5. Significant Checks with explanation
6. All Reimbursement Checks

WCPC has the capability to process payments electronically. Currently only the payroll taxes are paid electronically.

Payroll

The Office Manager handles processing of Payroll, which is paid on the 15th and the last day of the month (excluding weekends). Salary employees require no special processing. Hourly employees are paid on hours reported, which are submitted by the Director of Children's Ministry (currently Susan Duncan). Payroll is determined by the Personnel committee and is managed by the Office Manager. All new hires are required to have Direct Deposit of their paychecks. Once the payroll has been generated and posted in ACS, the Treasurer must go online and 'release' the payment to the bank.

Additional Debt Payments

Should there be any payment towards the Building Debt, the Treasurer should submit an email to Woodforest requesting that the amount received be applied against the outstanding mortgage balance as pay down on the principal of the loan. This email currently should be sent to Tammy Rand at trand@woodforest.com.

Monitoring of Bank Balances

Woodforest automatically generates a daily email that provides the detail of transactions in both the "checking account" and the "money market" account. The checking account receives funds via transfers from the money market account. These transfers occur in two ways: automatic transfer of \$50,000 when the checking account has been depleted; online transfer by the Treasurer. There is no specific amount for the online transfer. There is a \$2/transfer fee for the automatic transfer and the amount of automatic transfer can be changed, but the bank would obviously need to be informed of the change before the transfer actually occurs.

Monitoring the bank activity online provides an opportunity to see specific checks, bank fees, adjustments, etc. throughout the month.

Monthly Financial Statements

At the end of each month, the Office Manager processes any standard month end journal entries that need posted such as:

1. Bank Transfers, Interest & FSA transactions
2. TPF Market Adjustments quarterly
3. Any miscellaneous adjusting entries

Once all transactions have been processed, the Office Manager forwards the following files to the Finance Committee:

1. Revenue & Expense Report (a.k.a. Income Statement)
2. Balance Sheet
3. Restricted Accounts (Reserve accounts)
4. Statement of Activities

Reports are also provided to the Elders and staff, but the Personnel section is stripped of compensation accounts and only the total Personnel balance is reflected to maintain confidentiality of staff salaries.

Each month, the Treasurer reviews the financials and meets with the Office Manager to go over and answer questions identified during the review, or generated from the Finance Committee.

Bank Account Reconciliations

Bank Statements for the checking account and money market account are accessible on-line from the Woodforest website. The Office Manager reconciles the bank accounts in ACS monthly. Along with reconciliation of the bank accounts, the Office Manager will reconcile monthly the loan balance recorded within ACS to the bank balance.

Contribution Statements

The frequency for distributing contribution statements is optional. Clearly, a year-end statement is sent to all contributors. At the direction of the Finance Committee, periodic statements are mailed out to WCPC members, normally around July/August time frame, then again around October/November. The statements are generated directly from ACS.

Annual Tasks

Compile Pledge card information and communicate this information to the Stewardship sub-committee of Finance and to the Session. Pledge data must be entered into ACS prior to the start of the New Year. Any member who has their pledge drafted, but who did not submit a pledge form, should be contacted each month to ensure they desire to have the amount deducted. Also, if the pledge card does not clearly indicate that the pledged increase is to be drafted, these members should also be contacted, since some members prefer to make bulk deposits outside of the monthly draft process. For any new automatic deposit enrollees, a signed form along with

a voided check is sent to an account representative at Hubbard Press (the company used to process automatic deposits for congregations within the PCUSA). For existing participants who desire to change the monthly amount, it is only necessary to update the monthly form and return the form to Hubbard Press.

Enter the Operating Budget information into ACS prior to the start of the New Year. Balances can be entered for each month, average across the months equally, or there is a feature where the amount can be budgeted based on prior year actual spend.

Assist in preparing the Annual Statistical Report. The Clerk of Session prepares the report but there is financial information required. The information is fairly consolidated but the information is in a different format/grouping than the internal WCPC reports. For example, information regarding benevolent giving for local, national, denomination is requested. So it requires both internal definitions as well as groupings to arrive at this information. The report is usually prepared the latter half of January for the previous calendar year.

SUNDAY COUNTING TEAM

Thank you for your willingness to serve on the Sunday Counting Team. You and others form a dedicated group of people working on all aspects of WCPC Finances. The counting procedures were revised slightly to simplify, improve accuracy of the count and provide for your physical security.

The counting function takes place in the Office Manager's office (Matthew's office). The white folder book is stored on the shelf in the mail room but everything else is in Matthew's office. One or two people can sit at Matthew's desk or use the table on the opposite side of the partition. There are two adding machines available.

In the safe you will find:

1. The bank bag containing any additional cash and checks to be counted
2. The coin counter

Steps to complete:

1. Complete count sheet front and back. Two signatures (not initials) required on front and back to improve accuracy of totals.
2. Please make a copy of the count sheet and put original in Treasurer's box in mail room and a copy in bank deposit bag.
3. Please write on any envelope if check or cash was inside and if cash, how much.
4. Review all checks for correctness. Make sure the "Pay to the Order of" line is completed, the numerical dollar amount and written dollar amount match, and the check is signed. All checks should be endorsed for deposit only with stamp provided.
5. Put in bank deposit bag:
 - a. Checks with tape total,
 - b. Cash,
 - c. Rolled coin, and
 - d. Deposit slip.
6. Please retain all envelopes and notes in black bag. Throw nothing away. Matthew will return black bag to drawer in the Sacristy.
7. Please put bank deposit bag and black bag in safe and return white folder book to mail room.

Thanks again for your service to our Church!

Finance Team 4/28/2017

WORSHIP TEAM

Worship team purpose and procedures
Sanctuary Guild procedures and responsibilities
Procedures for ushers,
instructions for communion service,

Worship Team Purpose and Procedures

Purpose:

The purpose of the Worship Team at The Woodlands Community Presbyterian Church is to create a welcoming spiritual environment for the people of God, and those seeking a relationship, to come and worship Christ. The Worship Team works in partnership with the pastors to prepare the sanctuary and coordinate volunteers from the congregation to participate in worship service.

Team Meetings:

The Worship Team is chaired by the Worship elder. Team members are made up of volunteers from the congregation, pastor(s), and staff. The meetings are open to all. The team meets once a month to discuss requests from the pastor(s), worship service recommendations, upcoming services, updates from ushers, Sanctuary Guild, communion servers, etc. An agenda for the meeting is prepared by the chair. Minutes are created and sent to the church secretary for distribution to the elders prior to the monthly Session meeting.

Sub groups: Additional Procedures (attached separately)

- **Prayer of Thanksgiving Liturgists** - The volunteer coordinator schedules weekly liturgists for each service. Each week the names are provided to the church secretary. The secretary sends the Prayer of Thanksgiving via email to the liturgist(s) prior to Sunday service. An email reply is required to confirm that the liturgist has received and is prepared.
- **Sanctuary Guild**
- **Ushers**
- **Communion Servers**

Sanctuary Guild

The Sanctuary Guild is a subcommittee of the Worship Committee and is open to any WCPC member wishing to join. The primary goals of the Guild are to promote a worshipful environment in the sanctuary and narthex, and to uphold the integrity of the architecture. They attain these goals by creating a visual impact upon those who enter with the use of liturgical banners, paraments (liturgical adornments), candles and communion ware. Included in the duties of the Guild are decorating for the liturgical seasons, coordinating the ordering of flowers, maintaining the order and supply of books as well as literature held in the pew racks, and preparing the elements of communion.

The members of the Guild meet monthly September through May and are chaired by a moderator, whose position is rotated periodically among the members. The Guild reports to the Worship Committee monthly and is held financially accountable to them. As such, all requisition forms must be approved by a Worship Committee elder.

Duties of the Sanctuary Guild

Preparation of Communion Elements: Bread and juice are purchased each month and placed in the serving ware the day of the scheduled communion. The Communion table is prepared and the elements positioned on the table before worship. The Guild cleans and maintains all serving pieces and altar ware, and orders all communion supplies.

Selling and Providing Sanctuary Flowers: Orders are taken from the WCPC membership for Sunday flower arrangements. Seasonal Easter and Advent flowers are also offered to the congregation for purchase. The Guild maintains the flower calendar, places all orders with the florists and supervises the placement of the flowers in the sanctuary. Flowers may be taken after the services by the purchasers or donated to a shut-in. The church bulletin will include a dedication note from the member supplying the flowers for that particular Sunday.

Providing and Maintaining Candles and Paraments: Candles, candle sticks, fuel cartridges and wreath stands are all maintained and replaced as needed. Paraments are placed and changed in accordance with the liturgical calendar and advice of the clergy.

Maintaining and Changing Banners: Banners for Ordinary Time, Lent, Easter, Advent and Communion are maintained and hung at the appropriate times.

Decorating the Sanctuary, Parlor and Narthex: Advent decorations, including wreaths, greenery, candles, a decorated Christmas tree and nativity scene are placed throughout the sanctuary building at the start of Advent each year. The communion table may be decorated for special occasions such as Thanksgiving, Christmas Eve, Ash Wednesday, Pentecost, World Communion Sunday and other times deemed appropriate by the clergy or Worship Committee.

Maintenance of Pew racks: Pew racks are straightened on a weekly basis. The Guild maintains the registry books, pencils and church literature in the racks and orders new supplies as needed.

Oversees the Church Parlor: The Guild oversees the parlor, making sure the carpet, furniture and accessories are in place and are maintained by the cleaning staff.

Ushers Procedures

The Ushers duties fall under the responsibility of the Worship Team. During the months of Sept – May there are two Worship Services and two teams in place. Each team provides usher coverage for one service (8:30 or 11:00), according to their preferred service. During the summer months when there is one service, the team captains divide the weeks and organize usher coverage for June – August. The Ushers assist the Pastors, as requested, during Worship and Congregational meetings.

Usher Responsibilities:

- Arrive approx 20 min before service to set up and welcome early arrivals
 - Set up narthex podium - prayer book and ear pieces
 - Unlock all doors- required by the Fire Marshall
 - Ensure narthex, bathroom and sanctuary lights are on
 - Unlock the parlor door and turn on speaker for the sound system
 - Ensure flowers are on the chancel
 - Check temperature of the sanctuary
 - Light candles on the communion table and chancel
- Welcome attendees and pass out bulletins - before service
- Work in coordination with Greeters to welcome visitors, and offer support to those needing special assistance
- Offer assistance with seating, as indicated
- Complete a worship attendance count- at beginning of worship
- Take the prayer book to the pastor as the children gather for the children's message
- Guide the flow of the congregation through Communion (1st Sunday of the Month)
- Collect offering and ensure the collection is secured following the Prayer of Thanksgiving
- At the end of service
 - Open all doors
 - Stand by to offer assistance, as needed, while the congregation departs
 - Straighten pews and collect attendance pad forms- after service
 - Extinguish candles
 - Lock Parlor and turn off speaker
 - When the building is cleared, turn out lights and lock all doors.

Note: Throughout the year when usher assistance is requested for a special service (music concert, funeral, community event, etc) the pastor or music director will raise the need during the Worship Team Meeting or contact the Worship Team chair.

Instructions for Communion Service

1. Servers meet in the sanctuary parlor 15 minutes before worship service begins (i.e. 8:15 or 10:45 AM). This is for the purpose of last minute instructions and for prayer with the pastor.
2. During instruction, consult the communion server form for your serving position. The Communion Team Leader will provide this before the service begins. (Check the table in the parlor)
3. Odd-numbered serving positions serve wine and even-numbered serving positions serve bread. The cups and plates are in place on the communion table in the sanctuary prior to the service.
4. Servers may sit anywhere during the service, however, it would be best to sit close to the front of the sanctuary to avoid delays in coming forward when called.
5. At the appropriate time during the communion liturgy, the pastor will call the servers to the table. Arrange yourselves around the table next to your serving partner. While your serving positions are shown on the communion server form, this is only a general guide. The ushers will come forward and direct you to your actual serving positions.
6. Ushers may reposition servers, if needed. Ushers will direct congregants by row to come forward for communion. Please be aware that ushers may direct you to congregants who may need to be served in the pew.
7. At the first worship service only, serving positions 1 & 2 should serve the organist and any other musicians.
8. If you find you do not have enough bread or juice to serve those in your sections, attract the attention of the usher and more will be brought to you.
9. When serving, it is recommended that servers make eye contact, call them by name (if known) and say "This is the body of Christ" (when serving the bread), or "This is the life (or blood) of Christ" (when serving the cup). Don't forget to position yourselves so that the bread is served first.
10. When you have finished serving, all servers line up at the back of the sanctuary (by the baptismal font). Once all servers are present, proceed to the communion table.
11. Hand plate or cup to the pastors, one at a time. Pastors will then serve communion to the servers, each then serving the person next to them until the plate and cups are returned to the pastors.
12. The communion prayer (printed in the bulletin) is then read (copies will be provided for you on the communion table). Servers may then return to their seats.

BUILDING AND GROUNDS POLICIES AND PROCEDURES

Purpose:

The Building and Grounds Team is responsible for the ongoing maintenance of the physical plant and surrounding grounds including the parking lots.

Meetings:

The Building and Grounds Team has no regular meeting but is often requested to meet with other Session Teams as a resource. The Building and Grounds Chair is required to attend Session Meetings and submit a report monthly.

Vendors:

A list of vendors used to maintain and repair the facility is available from the Financial Administrator in the Church office.

Policies:

Good fiscal responsibility is expected of the Chair and other Team members.

There are forms to be completed by the requesting party for Events/Building Use, Request for Use of Kitchen Facilities, Building Use change of date form, Request for Church keys, and Work Order Request Form. Copies each form is available from the Church office. Included are copies of each form.

Forms Procedures:

- *Request for Use of Kitchen Facilities:* Guidelines for use of the kitchen are listed on the form. Submit the completed form to the church office.
- *Request for Church Keys:* Requests for keys requires approval from the Building and Grounds Chair or the Pastor. Keys are the property of the church and must be returned when no longer needed. Submit the completed form to the church office.
- *Work Order Request Form:* Complete the form and place in the Building and Grounds mail box located in the church office.
- *Events/Building Use Form:* Any WCPC member may request use of the buildings. Only non-profit events can be allowed on church property. Requests for building use by non-members requires Session approval. Complete the form and submit to the church office.

Save this file to your computer, then type in gray areas (click in boxes) and they will get larger as needed.

**THE WOODLANDS COMMUNITY
PRESBYTERIAN CHURCH**

Phone: 281-363-2040
Fax: 281-363-9166
Email: buildinguse@wcpc-tx.org

Committee: _____

Request for Use of Kitchen Facilities

Event listed as: _____

Name of group: _____

Contact person: _____

Your Phone: _____

Date Needed: _____

Appx. Time Needed: _____ ☐ AM ☐ PM

Cleanup will end at: _____ ☐ AM ☐ PM

How many will you be serving? _____

Materials you will be expecting to use:

**I accept responsibility for the use of
the kitchen facilities and agree to
abide by the Guidelines for Kitchen
Usage.**

Responsible Party's Signature

Date

Guidelines for Kitchen Usage:

When using the kitchen at WCPC, you are expected to give the same care and consideration you would give your own!

Please abide by the following rules:

1. Return all equipment and materials used to the location where you found it—in CLEAN condition!
2. Coffee Pots—Wash, dry and reassemble with the spout open.
3. Wash and put away all flatware, cooking utensils, dishes, serving pieces, and pots and pans.
4. Leftover food to be taken home, not left in the kitchen. If you have leftover cookies, they may be put in bags, labeled for the deacons and put in the freezer.
5. Label your personal dishes and serving utensils with your name (and phone number). Dishes left over one week will be donated to charity!
6. Wipe off countertops and any other surfaces you have used with antibacterial soap, available under the sinks. If you have any spills in the oven, please clean.
7. Please turn off the lights when you leave!
8. Put all dish towels in the laundry basket supplied in the kitchen; the "kitchen angels" will wash them.

We hope using the kitchen was helpful to your group and that you left it in the same CLEAN condition that you found it! (If not, you will hear from one of us "angels!")

Thank you for your cooperation!

THE KITCHEN "ANGELS"

You may submit your completed "Building Use" form along with this form, to:

- Email to <mailto:buildinguse@wcpc-tx.org>
- Fax to 281-363-9166
- Drop it in the church office

OFFICE USE:

Approved: _____

Copy to: _____



REQUEST FOR CHURCH KEYS

Please fill out the form below and sign your name. You will be notified regarding approval of this request. This is with the understanding that the key(s) will be returned to the church office when no longer needed.

Check key(s) needed: ☐ Outside door key ☐ Inside door key

NAME:

Key No:

REASON FOR NEED:

SIGNATURE:

PHONE:

APPROVED BY:

KEY DELIVERED (DATE)

RETURNED (DATE)



THE WOODLANDS COMMUNITY PRESBYTERIAN CHURCH

Work Order Request

Date Requested _____

Requested by _____

Phone No. _____

Facility needing work:

Identify Specific Area

_____ Sanctuary	_____
_____ Fellowship Hall	_____
_____ Christian Ed. Bldg.	_____
_____ CHEB	_____
_____ Parking Areas	_____
_____ Trees, Shrubs, Lawn	_____
_____ Other	_____

Describe the Problem:

Circle One: Repair Replacement Maintenance

Additional Information:

Repair Work completed by: _____

Date _____

**THE WOODLANDS COMMUNITY
PRESBYTERIAN CHURCH**

Phone: 281-363-2040
Fax: 281-363-9166
Email: buildinguse@wcpc-tx.org

Committee: _____

WCPC Events/Building Use Form (Includes off-site events)

This event should be listed as: _____

Name of group: _____

Date Needed: _____

Event starts at: _____ AM PM Event ends at: _____ AM PM

Setup will begin at: _____ AM PM Cleanup ends at: _____ AM PM

Nursery Care Needed* Yes/No Estimated number of children expected _____

*The deadline to request nursery care is TWO weeks prior to the event.

Your Name: _____ Today's Date: _____

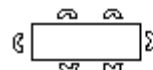
Your Phone: _____ Your email: _____

Check Area Needed: _____ Fellowship Hall
_____ Sanctuary
_____ Christian Ed Bldg: _____ Narthex: _____ Sanctuary _____ Fellowship Hall
Room 100,101, 102, 103, 104, 105-Nursery _____ Parlor
Room 201, 202, 203, 206-Youth Room _____ Choir Room
_____ Charles Hendricks Education Building: _____ Courtyard
Room 301A, 301B, 302, 303 _____ Parking Lot
Room 304, 305, 306 _____ Offsite: _____
Room 307-Pre-K, 308-Toddlers, 309-Infants _____

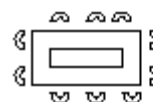
Room Setup:

- _____ Single table only for _____ (number of participants)
- _____ Hollow Square for _____ (number of participants)
- _____ U (three tables with open end) style for _____ (number of participants)
- _____ Classroom style for _____ (number of participants)
- _____ Round tables and chairs (8 per table) for _____ (number of participants)
- _____ Other, Draw below—If you draw your setup below, please bring your form to the church office unless you scan it:

Single Table



Hollow Square:



U-Style:



Classroom:



Round tables:



You may submit your completed form by:

- Email to buildinguse@wcpc-tx.org
- Fax to 281-363-9166
- Drop it in the church office

OFFICE USE:

Date entered into computer: _____

Copy to: _____

ADULT CE MINISTRY TEAM

Purpose: Ensure that meaningful adult education classes are available to our congregation. These classes include those offered during the Sunday school hour on Sunday mornings as well as those offered during the week.

Responsibilities:

- Approve curriculum to be used in all adult classes, whether offered on Sunday morning or during the week. The advice and knowledge of the pastors and team members will be important in ascertaining the appropriateness of curriculum;
- Solicit and approve teachers for all adult classes;
- Arrange for classroom assignments for all adult classes and ensure room set-ups are appropriate for each class;
- Ensure all curriculum needed for all adult classes is ordered in a timely manner;
- Ensure all other materials needed for all adult classes are purchased and available in a timely manner;
- Set yearly budget for all adult classes and oversee expenditures for the year;
- Ensure class schedules for each quarter are set and communicated to congregation in a timely manner via Life of the Church, monthly newsletters, posters placed around campus and/or any other means available;
- Represent adult CE issues to Session; and
- Establish a meeting schedule as needed and ensure meeting notes are submitted to Session in a timely manner.

CHRISTIAN ENRICHMENT TEAM (CHILDREN) PROCEDURES

Schedule: The CM Team meets monthly except in Dec. and July, at a time mutually agreed upon and when childcare can be piggybacked onto an existing nursery. Usually we meet the Sunday after 2nd worship on the 2nd or 3rd Sunday of the month.

Membership: Anyone interested in the ministry of WCPC to our children is welcome. Sunday School teachers, parents, grandparents, children's message volunteers, fellowship volunteers are examples of people on the team.

Events: The Children's Ministry team plans curriculum and organizes and recruits volunteers for children's Sunday school, the nursery and VBS. CM also organizes and runs several special events through the year including: Trunk or Treat, Advent, Christmas Eve Family Service, Easter and Pentecost. Other areas we plan and recruit volunteers for are Godly Play, children's messages, children's Bible presentation and workshops, worship classes, acolytes, children's mission opportunities, children's noisy offering and SS offering, end of summer pool party, Sunday Fundays, a monthly WAM meal, playground fellowship time on Wednesdays, parent night outs, camp fundraisers, and children's tables for the Ministry Fair. We either discuss, plan and delegate volunteers for each of these events within the committee meetings and with members present or we assign a sub-committee to the task for example for VBS.

Meetings: The moderator or a member of the team emails an agenda ahead of time for team members to add to or subtract as needed. The Children's Ministry Director submits a monthly or bi-monthly report with calendar of CM events and church events coming up in the future for team members before the meeting. Meetings begin and end with prayer. We follow the agenda in the meetings and add new business as needed. The Director of ELP is invited to attend monthly meetings because many of our programs overlap.

Volunteer Recruitment: Members of the Children's Ministry Team and the CM director recruit Sunday teachers and helpers, Godly Play storytellers, VBS Leaders and Shepherds, and Children's Message givers. All children's volunteers must be members for 6 months and have on file a completed volunteer form and background check every two years and either attend child protection training or do the online version every 2 years. All WCPC staff and nursery childcare staff also are screened by background checks and do child protection training every 2 years.

WCPC PHILOSOPHY OF CHILD CARE

1. **MINISTRY** - Always take an opportunity to help lay a spiritual foundation in the lives of children. This can be done from infancy through preschool age. Jesus' love is conveyed through your loving attitude. Be willing to teach Bible concepts or ideas and activities through the leadership of our Director of Christian Education. The members and visitors of our church are watching you to see how you treat their children, and their return might depend on the total care you provide for these children.
2. **PARENTAL RELATIONS** - It is your responsibility to deal with the parents in a courteous and professional manner. Be pleasant, greet them immediately and answer any questions or concerns they might have. If a nursery policy issue arises, explain the reason for the policy, but be sure to listen to their concerns and respond to them in a gracious manner. Direct further concerns to the Director of Christian Education.
3. **QUALITY CARE** - Always provide prompt and professional care for our children's physical, emotional, and social needs. Be sensitive to needs according to the developmental levels of the children.
4. **SAFETY** - You have a very serious responsibility. The parents are trusting you to ensure the safety of their children while they are at church or at a church function. Always keep your eyes and ears open for safety hazards and potential accidents.
5. **EDUCATION** - Always provide opportunities for the children's mental growth. There are numerous teaching supplies and tools available to you for use in each room.

CHILDREN LEARN THROUGH PLAY!!!

With the exception of Sunday morning, our nurseries will be set up to provide supervised free-time. Allow the children to play without insisting on everyone participating in structured activities.

A DEVELOPMENTALLY APPROPRIATE CURRICULUM:

- creates situations that are personally meaningful to children
- provides opportunities for creative expression
- encourages decision making - choices are given
- provides opportunities for constructive play
- provides for positive social/emotional interaction
- develops communication skills between children
- provides opportunities for physical development
- provides opportunities to practice reasoning and logical thought
- encourages decision making - risk taking - responsibility

I. WORKER CHILD RATIO:

According to The Woodlands Community Presbyterian Church policy the following ratios will be maintained:

1. Sleepers Nursery: Newborn to eighteen (18) months: one (1) adult per five (5) children (except in the case when all five (5) children are infants - then the ratio would be one (1) adult per three (3) infants - infants are those twelve (12) months and younger.)
2. Creepers Nursery: eighteen (18) months to three (3) years: one (1) adult per seven (7) children.
3. Explorer's Nursery: three (3) years : one (1) adult per ten (10) children
4. Preschool Nursery: four (4) years and five (5) years: one (1) adult per ten (10) children.
5. Minimum requirements is two (2) adults per room. A trained youth member (twelve (15) years and older) may assist but do not meet ratio requirements.
6. Groups may be combined to avoid inefficient use of workers provided safety is a priority and infants are protected through the use of a swing, activity chair or a staff member on the floor right next to the infant.

II. NURSERY PROCEDURE:

1. **Children come first!!**
2. **Sanitation is of the utmost importance.**(Refer to the maintenance list on the wall in nursery.)
 - a. All tables will be washed after use, with bleach & water mixture or Lysol spray or wipes.
 - b. All chewed on toys in the crib nursery must be washed and disinfected after each session, with a bleach & water mixture or Lysol.
 - c. Cribs, high chairs, changing tables, bouncers, portable beds, and swings will be wiped down and disinfected after each session with the clorox/water mixture or Lysol cleaner.
 - d. Sweep floors or vacuum whenever needed at the close of each session.
 - e. Use a clean pair of disposable gloves for changing diapers and wash your hands with warm water and soap frequently.
3. Report damage to the building to the Nursery supervisor and any biting or injuries to the children.
4. Smoking is NOT PERMITTED.
5. No alcoholic beverages are allowed on the premises.
6. Because of special Sunday clothes, no dark colored punch may be served or painting on Sundays.
7. Kitchen centers and dishes are for pretend. Keep food and play dough away from this area.
8. Keep cell phones and purses out of sight in closets for security. Only use cell phones for emergency calls and go out of room, letting other staff know you are stepping out for a minute.

III. OPENING PROCEDURES - ALL NURSERIES:

Have parents sign in their child on the sign-in sheet. Parents must pick up their children, **DO NOT** release nursery children to siblings.

OPENING PROCEDURES - SLEEPERS NURSERY

(Infant to Eighteen (18) Months)

1. Ask parents to label their child's items - diaper bag, bottles, back pack, etc. - with child's name.
2. Be sure when parents pick up their children that they have all their child's cups, bottles, blankets, diapering items in their bag.
3. Do not release children to siblings. Only parents may pick up their child. The parent and/or parents who sign the child in must sign them out as well unless you know the other parent or person picking the child up and parents let you know at drop off that a friend, sitter or grandparent is picking up.
 - Workers are responsible for readying their room.
 - Put on name tag -we need to get these again!
 - Put sign-in sheets by door.
 - Get out supplies (gloves, changing pads, wipes, tissues)
 - Clean tables and toys if needed.
 - Prepare centers for children (toy shelves and blanket with toys)
 - Get out tape recorder for Christian Music
 - Prepare snack for those able to sit up either at table or in high chair.

OPENING PROCEDURES - EXPLORER NURSERY

Eighteen (18) months to three (3) years

- Workers are responsible for readying their room
- Put on name tag
- Put sign in sheets by door.
- Get out supplies (gloves, changing pads, wipes, tissues and put out of reach)
- Make sure room is ready (tables are clean, floor has been swept)
- Prepare centers for children: Craft Center, Reading Center, Kitchen Center, Music and Building Center
- Prepare snack, children should wash hands before snack and sit or stand at the table until snack is finished. A paper towel or napkin can be used as a placemat.
- Begin snack with a simple prayer.

OPENING PROCEDURE - PRESCHOOL NURSERY

Three (3) years to Kindergarten

- Workers are responsible for readying their room.
- Put on name tag.
- Prepare centers for children:
 - Craft Center
 - Reading Center
 - Kitchen Center
 - Music Center
 - Building Center
- Prepare snack, children should wash hands before snack and sit at the table until snack is finished. A paper towel can be used as a place mat.
- Begin snack with a simple prayer.
- Sunday at around 9:00 am and 11:30 am two (2) Nursery Staff attendants will walk the children from the church narthex to the preschool classroom (this follows the children's sermon.) The staff in rooms should be ready to greet the children, sign them in and direct them to their circle time or centers.
- The Director of Christian Education will provide curriculum for this Sunday morning nursery.

IV. CLOSING AND CLEANING UP:

Sleeper Nursery:

1. As the children leave, the bed should be stripped of linens.
2. Each bed is to have the mattress and rails sprayed with bleach /water or Lysol solution and wiped dry.

All Nurseries:

3. Toys are scrubbed with a brush in soapy water, rinsed, and then rinsed again in a bleach/water solution once a month. Bleach and all cleaners are always kept out of reach! The toys are then dried and put away. After each nursery toys are wiped down with Lysol wipes or spray rinsed and left to dry. Toys that cannot be washed are sprayed with Lysol.
4. Nursery swings, walkers, high chairs, playpens, and changing tables are to be wiped down with bleach/water solution or Lysol wipes.
5. No food is to be left in the toddler or preschool nurseries. Return food to the crib or preschool nursery refrigerator or the pantry area of the closet. Place opened juice containers in the refrigerator in the sleeper or preschool nursery.
6. All supplies should be put away at changing tables. Put gloves and diaper wipes out of toddler class children's reach.
7. Sign in sheets finished can be filed in the sign in box.
8. All trash bags with food or diapers should be tied securely and disposed of in the large garbage can in front of the church. Pizza boxes need to be taken home or to the dumpster in back.
9. Soiled laundry should be returned to the "dirty" laundry basket in the crib nursery closet.
10. Sinks and counter tops should be wiped clean and dried.
11. Be sure the door to the playground is securely locked.

- V. **CHRISTIAN ATMOSPHERE:** Remember, this is a church! Our desire is to communicate Christian love and concern. Many times the nursery gives visitors their first impression of The Woodlands Community Presbyterian Church. Dress appropriately and modestly for church nurseries and be ready to greet parents and children when the first one arrives. *(Your personal visiting time with each other is before the first children arrive or after the last child leaves.)*
- VI. **DISCIPLINE:** Discipline is to be accomplished in a positive manner, avoiding any threat of, or actual physical punishment. Discipline shall be achieved using the following measures:

FOR CHILDREN UNDER THE AGE OF THREE:

DISTRACTION: involves changing the child's focus from an activity that is unacceptable to one that is acceptable without confronting the inappropriate behavior directly.

REDIRECTION: requires that nursery workers be particularly good observers of young children because it is only effective when used before behavior becomes problematic.

IGNORING: to determine if ignoring is appropriate ask yourself these questions:

1. Does this behavior hurt anyone? If the answer is no, try ignoring the situation.
2. Can I live with this behavior in my class? If the answer is yes, then try ignoring the situation.

PARENTAL NOTIFICATION: If problems are continual and ignoring and redirection is not working, parents should be informed and their assistance encouraged. Susan will talk to the parents if needed.

FOR CHILDREN OVER THE AGE OF THREE:

Please use **DISTRACTION**, **REDIRECTION**, and **IGNORING** first and then move to time-out and parental involvement as last resorts.

TIME OUT WITH THE TEACHER: The purpose of time out is to briefly remove the child from the activity to allow them to regain self-control. Time out should be used as a last resort, and be kept short. The child will sit with the staff person who will explain to the child why their behavior is inappropriate. Example: We use kind words and indoor voices. Use your words when Praise the child when they exhibit appropriate behavior.

- VII. **PROFESSIONAL CONDUCT:** Children or their parents are not to be discussed with anyone. Problems are confidential and are to be discussed privately with the Director of Christian Education only. Any communication with parents along these lines will be conducted through her.

**Children's (or Minor's)
Protection Policy**

The Woodlands Community Presbyterian Church

Spring 2002

(updated January 2010 by CE committee, background check process and service
updated March 2015)

Task Force Members

*Linda Evans (Chair), Pam Broussard,
C.J. Haynes, Mike Mauldin,
Brian Pelecky, Joan Purcell,
Genette Stanton*

Presbytery of New Covenant

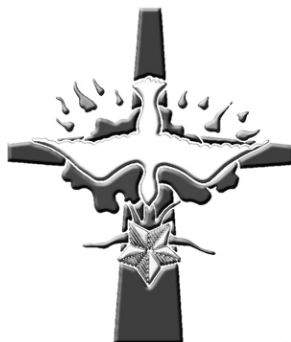


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Presbytery of New Covenant

1110 Lovett Boulevard

Houston, Texas 77006-3808

Dear Clerk of Session,

The Year of the Child is almost over. Yet the work we do for our children is never complete. One area we are urging each church to examine is the quality of care we are providing for the children and youth we teach and fellowship with. How well are we protecting the children God has entrusted to our care? This is a tough area to ask you to tackle. Therefore, Equipping Ministries of the Presbytery of New Covenant has taken the first steps in this endeavor for you.

Some churches already have in place a Children's Protection Policy. Some are in the process of developing one. Others know they need one, but may not know where to begin.

Equipping Ministries of the Presbytery of New Covenant accepted the responsibility of sponsoring a Children's Protection Policy Task Force. The task force is made up of childcare professionals, lawyers, a minister, Christian educators, volunteers, and professionals. Together they have worked for several months to form an outline and a sample protection policy for churches within the presbytery. Realizing each church is unique in size and needs, this policy is general in nature, yet offers specifics where appropriate.

We strongly recommend each church in Presbytery of New Covenant to prayerfully consider the needs and place for a Protection Policy for their own churches and schools. The tension between grace to all who enter our doors and not hindering the children is a tough one worthy of prayer and discussion.

Please share this information with your session or with the appropriate committee. This is too important to misplace or lose. The people who served on the Protection Policy Task Force are willing to share their experience with you or the sponsoring committee at your church.

Thank you for your prayerful consideration of this matter. Each time a child is baptized in our churches we make a covenant with God and the child's parents to help that child experience God's love. Jesus said, "Let the children come to me. Do not hinder them, for theirs is the kingdom of God."

Sincerely,

Denise Wilborn

Protection Policy Task Force, Chair

Presbytery of New Covenant

STEPS TO FORMING A CHILD PROTECTION POLICY IN THE LOCAL CHURCH

THIS PROTECTION POLICY DEFINES CHILDREN AS AGES BIRTH TO 18-YEAR-OLD, HEREAFTER REFERRED TO AS "MINORS."

- 1) Form a Protection Policy task force sponsored by a committee to be approved by the session which should include, but not be limited to, the following members of your church:
 - Staff Member (preferably one who works with minors)
 - Parent
 - Session Member
 - Member of Personnel/Administrative committee
 - Childcare Professional or Social Worker
- 2) Review current procedures for recruiting volunteers with minors:
 - Who does the recruiting?
 - What criteria are used?
 - What training takes place?
- 3) List all programs that involve minors:
 - Who plans and implements these programs?
 - What adults are present?
 - How many adults are present?
 - What are the ages of sponsors (high school, college, etc.)?
- 4) Tour your facility and look closely at the areas where minors' programs occur. Note areas where minors might be isolated. Note if rooms have doors with windows. Pay attention to potential safety problems.
- 5) Check your church's insurance policy to make sure it contains sexual abuse coverage. Some insurance policies have a clause, which exempts (which means they will not cover) sexual abuse. Such coverage is necessary for the church.
- 6) Using these suggested Presbytery of New Covenant guidelines, decide the essential elements to include in your policy.
- 7) Write the Protection Policy and have your church's legal counsel review it.
- 8) Present the Protection Policy to the session for discussion and approval.
- 9) Educate your congregation.
- 10) Implement the session-approved policy.

CHILD PROTECTION POLICY OUTLINE (From Presbytery)

In establishing policies and procedures that provide safeguards against minor abuse in our churches, six critical areas must be addressed:

- Selecting and screening volunteers and paid childcare staff.
- Supervising volunteers and paid childcare staff.
- Reporting allegations.
- Responding to allegations.
- Educating the child to speak up.
- Training for church staff and volunteers on the recognizing and reporting abuse, and the church's protection policy.

The process presented below is intended to include not only volunteers, but also all paid staff who work with minors.

1) Screening and selection of volunteers

A. *Personnel needs for this part of the process:*

- Persons responsible for programs for minors to distribute Paid Staff and Volunteer Information Forms and conduct interviews.
- An "Administrator" is appointed to oversee the procedure, to follow through on criminal record checks, and to review both the record checks and the reference checks. This person will need to document and record criminal record checks and reviews of records and reference checks.
- Trained volunteers to follow through on reference checks.

B. *For all who work with minors, full-time or part-time, paid staff, or volunteer:*

- Put in writing (for the record) your procedure for selecting volunteers/workers
- Require that any volunteer be an active member of the church for at least 6 months. If they have been an active member less than six months they can work with the children only in tandem with a current, active church member. This excludes guest speakers or guest leaders approved by the session. It is recommended that older children under 18 work in tandem with two adults (one of whom must be an active member) in each room; and that they also complete Paid Staff/ Volunteer Information Form to be signed by their parents. Those under 18 who work with younger minors do not count in the adult/student ratio.
- Require all volunteers and paid staff to fill out a confidential Paid Staff/Volunteer Information Form (Appendix A) that allows for a criminal history record check and reference check:
 - Conduct a criminal background check most areas have a local agency that will provide this service for a nominal fee (Appendix B).
 - Require at least three references.
 - Check all references. If a person comes from another community, a reference from their former church should be contacted where applicable.
 - Make a record of contacts with references and prior churches (Appendix C).
- Conduct a personal interview.
- Identify personnel to implement the screening and selection (see "Personnel Needs" below).
- Limit access to the locked records to the Administrator.
- Periodically update the Paid Staff/Volunteer Information Forms.

C. *Occasional Volunteer Workers:*

- For those who volunteer occasionally: Keep on file the confidential Paid Staff/ Volunteer Information Form and one reference.
- For teenagers under 18 who help in the children's program: have them fill out a Paid Staff/Volunteer Information Form, signed by their parents, to be kept on file

2) Supervising Volunteers

- **At least two adult volunteers should be present during any church sponsored events or activities for minors.** It is strongly suggested that the two adults not be related (for example: husband/wife, mother/child, siblings, etc.). If the two adults are related, it is suggested that a third adult be present as well. It is strongly suggested the ratios for each age be followed as outlined in Appendix D.
- Obtain written and signed parental permission in these situations:
 - 1) When an adult might be spending time alone with a minor in an unsupervised situation (for example when tutoring a minor or in a mentoring situation);
 - 2) When transporting a minor;
 - 3) For any off-campus church activity; or
 - 4) For special programs such as lock-ins and out-of-town mission trips.
- Install windows in classroom and office doors; or leave doors open when with minors.
- Use a church identification procedure for nursery, early childhood, and elementary age, such as a “check in/check out” system. Also obtain, in writing, from parents specifically which adults may pick up their child/children (for example parents, grandparents, aunt, etc.).
- Provide a list of violations (Appendix E).
- Educate all volunteers and paid staff who work with minors as to your church’s policies and procedures regarding violations.

3) Reporting Allegations

- Personnel Needs for this step of the process:
 - Look at your staff to determine who is responsible for which areas of work: infant/toddler childcare, children, and youth. Identify who on your staff is responsible for specific age groups covered by your Protection Policy.
 - Determine who on the staff should be contacted in case of an incident.
 - Identify alternate contact person if the accused person is the original contact person. (Suggestion: a session member or Presbytery staff person)
- Appraise all workers in training sessions (Appendix G) as to the reporting procedure and as to the **requirements of state and local laws regarding the reporting of abuse of a minor(s)**. Refer to Appendix E for reportable acts of abuse or neglect. If you have questions about reporting, contact your state Children’s Protection Services or your local Police Department.
- **Report any incident of abuse to the designated person within the church (see Personnel above) who will help the paid staff member or volunteer through the reporting process.**
- The person initially contacted by the alleged victim or witness should fill out a written Suspected Abuse Incident Report verbatim (Appendix H).
- Have a prepared list with individuals at agencies and governing bodies to be contacted, for example: Presbytery, Children’s Protective Services, insurance company etc.

4) Responding to Allegations

- Personnel Needs for this step of the process:
 - Establish a Response Team comprised of 3 - 5 discreet individuals who understand the issues of confidentiality.
 - Response Team members should include:
 1. A spokesperson to the media;
 2. An attorney for the church;
 3. Counselors for both the alleged victim and accused person.
 - Write clear descriptions of each team member’s responsibilities and who they are responsible for communicating with (i.e. the police, insurance, District Attorney’s office, church’s attorney, other).
- Have your Response team in place to respond immediately in case of allegations of abuse.
- Have a prepared position statement for the media (Appendix I).
- Work with the General Presbyter or the Chair of the Committee on Ministry at Presbytery of New Covenant and your insurance company.

STATEMENT OF PURPOSE AND PROCEDURE

SAFEGUARDING THE WELL BEING OF MINORS

The members of The Woodlands Community Presbyterian Church (hereafter WCPC) believe that we are called by God to create a safe haven for all the children and youth in our care, protecting those who are powerless and empowering them through faith and trust. During each baptism of an infant, child, or adult into this covenant community of faith, the members of this church pledge to uphold that person in Jesus Christ and to teach, strengthen, and support individuals' relationships with the household of God.

Therefore, the members of WCPC are committed to the safety, welfare, and protection of all children - ages birth to 18-year-old, hereafter called 'minors', participating in the activities and programs of this church. This policy addresses the preventable risk of any form of neglect, abuse, or harassment, whether physical, mental, sexual, or verbal, by any of the paid staff, teachers, or volunteers of this church while on church property or while engaged in church sponsored activities or programs. In addition, we are called to stand not in judgment, but in compassion for each other. We believe that any person who has been accused of committing an act of abuse can expect due process, our prayers, and acceptance as a human being. It is anticipated that this policy will be implemented in the Fall of 2002 and will be reviewed and changed as necessary with a complete review after three years.

Therefore, all WCPC sponsored activities and programs, regardless of location, involving minors, will be subject to the following policy:

- At all times a minimum of two adults will be assigned to supervise or lead all activities involving minors. Appendix D outlines student/teacher ratios by age groups, which are strongly suggested.
- A Parent Permission Form must be completed and signed for all programs and activities outside the regular classes and meetings on campus. These would include, but not be limited to: overnight lock-ins; off campus service trips; off campus fellowship activities; and out-of-town trips.
- A signed Parent Permission Form must be completed any time a minor and single adult are in a situation where a second adult is not present, such as (but not limited to) a tutoring situation or mentoring relationship.
- No person shall be recommended to the session of WCPC as a lead teacher or volunteer leader of minors until such person has been an active member of the church for 6 months (a person may teach in tandem with an active member before that six month requirement is reached), has completed a Paid Staff/Volunteer Information Form (once per individual is sufficient), Background check form, and training from the youth or children's director or online through the BSA website, security check has been completed, and references checks have been completed. The Background checks will be redone every two years, training every year the volunteer continues to work with minors. On occasion there may be an individual who has been active in WCPC activities, but has not joined the church. A "Friend of the Church" status may be available for such an individual at the discretion of the Session. This would enable the individual to serve as a volunteer leader or helper as long as a church member is the second member of the team in children and/or youth activities.
- Mentors for Confirmation Class: Because of the special nature of this role, individuals serving as mentors must be an active member of WCPC for at least one year before serving as mentors.

Paid Staff and Volunteer Information Form

Paid non-clergy staff (including children and youth ministry directors, custodial & nursery staff, worship and music directors), teachers of minors, and volunteers for church activities or programs for minors will be required to complete a Paid Staff and Volunteer Information Form providing personal and confidential information necessary to perform security background checks and reference checks on each individual. While this process understandably intrudes into the privacy of our lives, the security of our children outweighs the personal invasion inherent with such investigation and disclosures. All personal information voluntarily disclosed, the results of all security background and references checks, and the refusal of any person to participate in a program or activity in lieu of such disclosure requirements will be considered confidential. Guest speakers and Leaders approved by the session will be exempt from this policy. Friends of the Church will only be able to serve in non-leadership roles and not as the only adult with children and/or youth.

Security background checks for persons 18 and older will be conducted by the WCPC Business Manager after completed forms are obtained from WCPC volunteers by the Children and Youth Ministry Directors, with the assistance of the appropriate local agency (Appendix B). Additionally, Character References (see Appendix J) will be checked by the youth and children's ministry directors. The written results of the security background checks (pass or fail) and the date reference checks completed and date forms completed will be recorded in ACS by the business manager, and youth and children's ministry directors in a confidential section. Background checks on the Business Manager will be submitted for review and signature by the head pastor. CE or Children and Youth Directors will conduct training of minor volunteers in Child Protection and note the training date in the ACS database.

Without the written permission of the paid staff, teachers of minors, and volunteers for the church's activities and programs for minors (and except as may be required by law), the information contained in the Paid Staff/Volunteer Information Form, the results of the security background check, and the results of the reference will be disclosed only to the persons designated in the previous paragraph.

The Business Manager will maintain a locked storage cabinet in the church for all Paid Staff and Volunteer Information Forms and the results of the reference checks. The results of the security background checks will be destroyed periodically if required by the guidelines mandated by the appropriate local agency. Whether disclosed voluntarily or by the results of the security background check, the following terms will automatically disqualify a volunteer from participating in the leadership or sponsorship of any church activity or program for minors:

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

For Drivers of Minors: we will use an Enhanced Nat'l Background Check which will check for licenses revoked, DWI's, and misdemeanor and felony traffic violations for the past 3 years. A DWI/DUI conviction or 2 traffic violations involving reckless behavior (defined as driving more than 20 mph over the speed limit or running stoplight or stop sign) or loss of license to drive within the last three (3) years will disqualify the individual from driving minors on church activities.

All other convictions or changes for any other crimes not listed above will be reviewed by the business manager and youth and children's directors as described in the second paragraph under Paid Staff and Volunteer Information Form. If an applicant disputes information that appears in his or her criminal history record transcript,

he or she may appeal through the Texas Department of Public Safety.

Prohibited Acts

The following acts are prohibited by this Policy and will not be tolerated or accepted during any WCPC sponsored activity or program. Any observation or personal knowledge of such violations must be immediately reported to the Director of Christian Education, Pastor, or youth or children's ministry directors after the safety of the minor has been assured.

- Any display or demonstration of sexual activity, abuse, insinuation of abuse, or evidence of sexual conduct towards a protected minor;
- Sexual advances or sexual activity of any kind between any adult and a protected minor;
- Sexual advances or sexual activity of any kind between an older child and a younger child;
- Infliction of physically abusive behavior or bodily injury to a minor;
- Physical neglect of a minor, including failure to provide adequate supervision in relation to the activities of WCPC;
- Causing mental or emotional injury to a minor;
- Possessing obscene or pornographic materials at any function of WCPC
- Possessing or being under the influence of any illegal substances;
- Consuming or being under the influence of alcohol while leading or participating in a minors' function of WCPC;
- Any kind of verbal remarks with sexual connotations, overtones, or innuendo directed to or about a minor;
- Carrying any type of weapon on church property.

Upon accusation the accused is entitled to prompt and fair disposition of such serious charges and to receive due process of law including the presumption of innocence unless proven guilty.

Reporting Policy Violations

In order to maintain an environment free of destructive acts toward all minors the paid staff, teachers, parents, and volunteers of WCPC must be aware of their individual responsibility to report any questionable circumstances, observation, act, omission, or situation thought to be in violation of this Policy. All questions or concerns of any suspected abusive behavior or harassment shall be directed to the Director of Christian Education, Children's Ministry Director, Youth Director, the Pastors, or in extenuating circumstances the General Presbyter or the Chair of Committee on Ministry at Presbytery of New Covenant.

In the event anyone personally witnesses any occurrence of a Prohibited Act as stated in this Policy, that person will be asked to complete a Suspected Abuse Incident Report. Anyone who should witness such an occurrence should consider the following recommendations as to how such a situation should be handled to insure the security of the minor involved and to protect against physical, emotional or psychological injury, to all persons involved.

The following are the steps to take in case any occurrence of a violation of the Policy; **and should be covered thoroughly in training:**

- PERSONALLY SECURE THE SAFETY OF THE MINOR OR MINORS;
- REPORT THE INCIDENT IMMEDIATELY TO THE DESIGNATED PERSON ON RESPONSE TEAM;
- DO NOT LEAVE THE MINOR OR MINORS UNSUPERVISED WHILE REPORTING THE INCIDENT;
- DO NOT PERSONALLY CONFRONT THE ALLEGED OR ACCUSED VIOLATOR OF THE POLICY;
- ALLOW THE DESIGNATED PERSON TO PROVIDE YOU WITH INSTRUCTIONS FOR REPORTING OF THE INCIDENT TO THE PARENTS OR GUARDIAN OF THE MINOR OR MINORS;
- THE HEAD OF STAFF OR THE DESIGNATED PERSON ON THE RESPONSE TEAM WILL BE SOLELY RESPONSIBLE FOR ALL COMMUNICATIONS ON BEHALF OF THE CHURCH;
- REPORT ABUSE INCIDENT TO CHILDREN'S PROTECTIVE SERVICES IF APPLICABLE IN THE PRESENCE OF THE WCPC's DESIGNATED PERSON.

In the event a minor observes, suspects, and reports abusive conduct regardless of where or when the conduct occurred, the person initially contacted by the minor should contact the designated person to complete a written Suspected Abuse Incident Report. Record in the Suspected Abuse Incident Report the words originally spoken by the minor and the minor's conduct and demeanor observed concerning the incident.

Consequences of Violation

Any person accused of committing a Prohibited Act, whether a paid staff member or volunteer will immediately be suspended from participation as a leader or helper in all church sponsored activities and programs with minors. Such suspension shall continue during any investigation by the church or law enforcement or child protection agencies.

Any person found guilty of a Prohibited Act shall be prohibited from future participation in all church sponsored activities and programs with minors. If a person is a paid staff member such conduct may also result in termination of employment.

As required by Texas law, all reports of abuse will be reported **within 48 hours** to the appropriate child protection and law enforcement authorities. Such reporting must be accomplished in addition to complying with this Children Protection Policy. **The church's legal representative shall also be notified.**

Failure to timely report a Prohibited Act to the designated person shall be considered a procedural violation of this Child Protection Policy and shall be grounds for termination of employment of a paid staff member or employee and suspension and dismissal from participation in all children and youth activities and programs of WCPC by any person.

APPENDIX A

Paid Staff/Volunteer Form

THE WOODLANDS COMMUNITY PRESBYTERIAN CHURCH OF
THE WOODLANDS, TEXAS
VOLUNTEER/EMPLOYEE INFORMATION FORM

Part I

Name (last, first, middle, maiden): _____

If you have ever used another name, please indicate the name and the time period(s) used: _____

Current address: _____

How long have you lived at this address: _____

If less than two years, previous address: _____

How long have you lived in Texas: _____

Sex: ☐ Male ☐ Female

Birthdate: _____

Are you a member of this church? ☐ No ☐ Yes - since date (month/year) _____

If less than two years, previous church: _____

Texas Drivers License Number: _____

Social Security Number: _____

Home Phone: _____

Place of Employment: _____

Work Phone: _____

Prior Experience in working with children _____

Part II

Your honest answers to the following questions will assure our church family, parents, and children of the finest care we can provide.
If you prefer, you may choose to discuss your answers with a member of our pastoral staff rather than using this form.

1. In what area of ministry do you wish to serve and why?
What gifts and experience do you bring to this ministry?

2. Knowing that abuse is pattern of behavior often repeated by the victims of childhood abuse have you prayerfully considered your background and do you feel able to minister to children in your staff or volunteer position?
3. Have you ever been subject to any disciplinary action, complaint or allegations that you violated any employer's or any organization's policy concerning sexual misconduct? ☐ Yes ☐ No (If yes, please explain.)
4. Have you ever been arrested, charged, indicted or convicted for any criminal offense (misdemeanor or felony) other than a minor traffic violation? ☐ Yes ☐ No (If yes, please explain.) Note: Please list DWI/DUI if applicable. Also any traffic violations including driving 20 mph over the speed limit, running a stop sign or stop light in the past 3 years.
5. Have you ever had your driver's license suspended or restricted for any reason? ☐ Yes ☐ No (If yes, please describe the date(s) and reasons for each occurrence.
6. Have you ever been hospitalized or treated for alcohol or substance abuse? ☐ Yes ☐ No (If yes, please explain)
7. Other than the above questions, is there any fact or circumstance involving you or your background that would cause you or the church to have concerns about your being entrusted with the supervision, guidance and care of minors? ☐ Yes ☐ No (If yes, please explain.)

Would you like to meet with a member of the pastoral staff regarding the issues listed above or for any other concerns? ☐ Yes ☐ No. If yes, and you would prefer a specific staff member, please indicate your choice:

Part III

References: Please list three persons who are familiar with your character and abilities. Contacts at prior churches are appropriate. Please do not include relatives and members of church staff. References are confidential.

1. Name: _____

Address: _____

Daytime Phone: _____

Evening Phone: _____

Nature of the relationship with you: _____

2. Name: _____

Address: _____

Daytime Phone: _____

Evening Phone: _____

Nature of the relationship with you: _____

3. Name: _____

Address: _____

Daytime Phone: _____

Evening Phone: _____

Nature of the relationship with you: _____

For Volunteers Only:

1a. Since being a member of WCPC, in what activities have you participated? _____

1b. If a member of WCPC for less than two years, please list previous church's activities: _____

2. List other volunteer organizations to which you belong: _____

Part IV Authorization and Release For Paid Staff and Volunteers

I understand and agree that:

- a. All information I have provided may be verified. I agree to release from liability any person or organization that provides information regarding me, including these persons I have listed as references. I do hereby agree to indemnify and hold harmless The Woodlands Community Presbyterian Church of The Woodlands, Texas, its employees, representatives and agents from any claims or causes of action relating in any manner to the verification of or attempts to verify the information provided, attempts to contact references or conversations with any references. I understand that any information received will not be disclosed to me, and I hereby waive any right I may have to inspect any information provided about me by any person or organization identified by me on this form.
- b. By signing this form, I certify and affirm that the information I have given is true, complete and correct in all respects.
- c. I hereby give my permission for The Woodlands Community Presbyterian Church of The Woodlands, Texas to obtain information relating to my criminal history record through the appropriate agency. The criminal history record, as received from the reporting agencies may include arrest and conviction data as well as plea bargains and deferred adjudications. I understand this information will be used, in Part, to determine my eligibility for an employment or volunteer position with the church. I also understand that I will have the opportunity to review the criminal history, and a procedure is available for clarification, if I dispute the record as received. I, the undersigned, do for myself and heirs, executors and administrators, hereby release and forever discharge and agree to indemnify the investigating agency and each of their officers, directors, employees, and agents and hold them harmless from and against any and all causes of actions, suits, liabilities, costs, debts and sums of money, claims and demands whatsoever, and any and all related attorney's fees, court costs and other expenses resulting from the investigation of my background in connection with my application to become an employee or a volunteer.

Applicant's Signature: _____ Date: _____

Please print name

Here: _____

Parent or Guardian's Signature: _____ Date: _____

(if under eighteen) *No background checks will be done on children under the age of 18.*

Witness Signature: _____ Date: _____

This form is confidential and will be kept in a locked file in the office of The Woodlands Community Presbyterian Church of The Woodlands, Texas.

Note: It is your responsibility to attend a scheduled training session on abuse and the church's policy, or view a videotaped session, before you work as an employee or volunteer.

APPENDIX B

Criminal Background Check Resource

Criminal background checks are run through the online web service of Intellicorp, www.intellicorp.net

to complete a background search of SSN verification and criminal search. We check volunteers and staff every 2 years after initial screening when they are first hired or volunteer. Volunteer and nursery staffs under 18 are not background checked but references are checked well and these instances we know the youth and their parents from church membership for more than 2 years.

APPENDIX C

Telephone Reference Check

RE: _____ FROM: _____

- 1) How well do you know the applicant? (on a scale of 1 to 5 with 5 being high)
- 2) In what capacity have you known the applicant?
- 3) How long have you known the applicant?
- 4) Attitude toward children/youth *Recognizes the needs of children* (on a scale of 1 to 5 with 5 being high)
- 5) What is the applicant's relationship to children/youth in general? (check as many as are applicable)
☐ impatient ☐ understanding ☐ stern ☐ friendly ☐ well-liked ☐ don't know
- 6) Does the applicant have the ability to be a role model for youth?
- 7) Personality *wholesome, pleasing* (on a scale of 1 to 5 with 5 being high)
- 8) Social qualities *ability to relate to others in a positive manner, maturity* (on a scale of 1 to 5 with 5 being high)
- 9) Character: *good reputation, high moral qualities* (on a scale of 1 to 5 with 5 being high)
- 10) Ethics: *Right principles used in personal affairs* (on a scale of 1 to 5 with 5 being high)
- 11) Emotional stability: *self control, steadfastness, maintains emotional equilibrium* (on a scale of 1 to 5 with 5 being high)
- 12) Commitment: *ability to remain involved for long periods of time* (on a scale of 1 to 5 with 5 being high)
- 13) Dependability: *Keeps promises, accountable* (on a scale of 1 to 5 with 5 being high)
- 14) Flexibility: *Ability to adjust to changing situations* (on a scale of 1 to 5 with 5 being high)
- 15) Give three adjectives to describe the person
- 16) Does the applicant have or ever had a drinking/drug problem?
- 17) For any reason do you feel that the applicant would not be a suitable volunteer on _____ program or a paid childcare worker at WCPC?
- 18) Is there anything WCPC should know about the applicant before he/she becomes a volunteer/paid childcare worker in our program?

Date: _____

Signature of Person doing the reference check: _____

APPENDIX D

Adult/Student Ratios

There should always be two adults with minors for an activity, on or off campus, no matter what size the group. For large groups the following guidelines are suggested:

The National Association for the Education of Young Children (NAEYC) recommends the following staff to child ratio by age of children and group size.

Age of Children	6	8	10	12	14	16	18	20	22	24	30
Infants (birth to 12 months)	1:3	1:4									
Toddlers (12 to 24 months)	1:3	1:4	1:5	1:4							
2-Year-Olds (24 to 30 months)		1:4	1:5	1:6	1:7						
2-Year-Olds (30 to 36 months)			1:5	1:6	1:7						
3-Year-Olds					1:7	1:8	1:9	1:10			
4-Year-Olds						1:8	1:9	1:10			
5-Year-Olds						1:8	1:9	1:10			
Kindergarten							1:10	1:11	1:12		
6- to 8-Year-Olds								1:10	1:11	1:12	
9- to 12-Year-Olds										1:12	1:15

.....

Adult/Student Ratios recommended by the American Camping Association:

Camper Age	Number of Staff	Overnight Campers	Day-only Campers
4-5 Years	1	5	6
6-8 Years	1	6	8
9-14 Years	1	8	10
15-18 Years	1	10	12

Cho-Yeh Camp and Conference Center requires a minimum of two adults for any group of minors. For larger groups they have a 1/6 Adult/Student ratio for all ages, including teenagers. Their ratio is beyond that recommended by the American Camping Association.

APPENDIX E

Acts of Neglect and Abuse Which Must be Reported As Defined by the Texas Legal Code

1) Indecency with a Child:

- a. A person commits an offense if, with a child younger than 17 years and not their spouse, whether the child is of the same or opposite sex he/she:
- Engages in sexual contact with the child; or
 - Exposes any part of his/her genitals, knowing the child is present, with intent to arouse or gratify the sexual desire of any person.

2) Assault:

- a. A person commits an offense if the person:
- Intentionally, knowingly, or recklessly causes bodily injury to another, including the person's spouse;
 - Intentionally or knowingly threatens another with imminent bodily injury, including the person's spouse; or
 - Intentionally or knowingly causes physical contact with another when the person shows or should reasonably believe that the other will regard the contact as offensive or provocative.

3) Sexual Assault:

- a. A person commits an offense if the person intentionally or knowingly:
- Causes the penetration of the anus or female sexual organ of a child by any means;
 - Causes the penetration of the mouth of a child by a sexual organ of the actor;
 - Causes the sexual organ of a child to contact or penetrate the mouth, anus, or sexual organ of another person, including the actor; or
 - Causes the anus of a child to contact the mouth, anus, or sexual organ of another person, including the actor.

4) Aggravated Sexual Assault:

- a. A person commits an offense:
1. If the person intentionally or knowingly:
 - i. Causes the penetration of the anus or female sexual organ of a child by any means;
 - ii. Causes the penetration of the mouth of a child by the sexual organ of the actor;
 - iii. Causes the sexual organ of a child to contact or penetrate the mouth, anus or sexual organ of another person, including the actor; or
 - iv. Cause the anus of a child to contact the mouth, anus, or sexual organ of another person, including the actor; and
 2. If the victim is younger than 14 years of age.

5) Injury to a child:

- a. A person commits an offense if he intentionally, knowingly, recklessly, or with criminal negligence, by act or intentionally, knowingly, or recklessly by omission, causes to a child:
- Serious bodily injury
 - Serious mental deficiency, impairment, or injury; or
 - Bodily injury.
- b. An omission that causes a condition described above is conduct constituting an offense under this section if:
- The actor has a legal or statutory duty to act; or
 - The actor has assumed care, custody, or control of a child.

APPENDIX F

Possible Signs of Abuse

Physical Abuse

Behavioral Indicators

- *Child* is very aware of adults, manipulative, has poor self-concept
- *Child* is self-mutilating, exhibits suicidal gestures and/or attempts suicide, uses or abuses alcohol and/or other drugs
- *Child* is frightened of parents or going home, exhibits a drastic behavior change when not with parents or caregiver, is overprotective of or responsible for parents
- *Child* is either extremely aggressive or withdrawn, is dependent and indiscriminate in their attachments
- *Child* is uncomfortable when other children cry, generally controls their own crying
- *Child* has behavior problems at school. Exhibits delinquent behavior (such as running away from home)

Physical Indicators

- **Child has unexplained:** bruises or welts (often clustered or in a pattern), and/or unusual burns (cigarettes, doughnut-shaped, immersion lines, object-patterned), bite marks, fractures or dislocations, abrasions or lacerations, wets the bed

Sexual Abuse

Behavioral Indicators

- *Child* is pseudo-mature, exhibits unusual sexual behavior and/or knowledge beyond that which is common for their developmental stage, is promiscuous
- *Child* is reluctant to change clothes in front of others, is withdrawn, is self-conscious, is obsessively clean, engages in fantasy or infantile behavior
- *Child* has poor peer relationships, has problems with authority and rules, is manipulative, has school difficulties, is unwilling to participate in sports activities, exhibits extreme compliance or defiance
- *Child* is self-mutilating, uses or abuses alcohol and/or other drugs, exhibits eating disorders, exhibits delinquent behavior (such as running away from home), exhibits suicidal gestures and/or attempts suicide
- *Child* either avoids or seeks out adults, is fearful or anxious

Physical Indicators

- Child has: pain, itching, bruising or bleeding in the genital area, venereal disease, swollen private parts, difficulty walking or sitting, torn/bloody/stained underclothing, vaginal or penile discharge
- Child: is pregnant, experiences pain when urinating, wets the bed.

Possible Signs of Abuse

Neglect

Behavioral Indicators

- *Child* is truant or tardy often or arrives early and stays late, engages in delinquent behavior (such as prostitution or stealing)
- *Child* begs or steals food, is extremely dependent or detached, appears to be exhausted
- *Child* uses or abuses alcohol and/or other drugs, attempts suicide
- *Child* states frequent or continual absence of parent/guardian

Physical Indicators

- *Child* is: frequently unwashed, hungry, or inappropriately dressed, tired and listless
- *Child*: engages in dangerous activities (possibly because they are generally unsupervised), has unattended physical problems, may appear to overworked and/or exploited

Emotional Abuse

Behavioral Indicators

- *Child* is depressed, is apathetic, is passive, is impatient, exhibits inconsistent behaviors, is excessively anxious, is withdrawn, exhibits aggressive or bizarre behavior, has unprovoked fits of yelling/screaming, exhibits changes in behavior
- *Child* is overly eager to please, has difficulty sustaining relationships, has unrealistic goal setting
- *Child* lacks self-confidence, is self-deprecating and has a negative self-image, sabotages their chances of success, has low self-esteem
- *Child* views abuse as being warranted, is unwilling to discuss problems, feels responsible for the abuser
- *Child* seeks out adult contact, exhibits a gradual impairment of health and/or personality, is unable to communicate or express their feelings/needs/desires
- *Child* attempts suicide, runs away from home

Physical Indicators

- *Child*: has a sleep disorder, wets the bed, exhibits developmental lags (stunting of their physical, emotional, and/or mental growth), is hyperactive, exhibits eating disorders

APPENDIX G

General indicators Of Child Sexual Abuse

- I. Ages 0 – 8 years
 - A. Drawings, pictures or stories with a strong, unusual or bizarre sexual theme
 - B. Overt sexual behavior (individually and/or with peers)
 - C. Withdrawal from peer interaction
 - D. Aggressive behavior
 - E. Extreme fear of being alone with men or boys
 - F. Extreme fear of showers and restrooms (these are common places for sexual abuse to occur)
 - G. Poor attention span – daydreaming
 - H. Poor self-concept
 - I. Aggressive behavior, poor peer relations
 - J. Reluctant or fearful about going home after school
 - K. Frequent absences from school that are justified by one parent only, without apparent regard for the child's school performance
 - L. Appearance or behavior often seems more mature or older than their age mates
 - M. Manipulative behavior
- II. Ages 9 years and older
 - A. Overt sexual behavior
 - B. Withdrawal
 - C. Poor self-concept
 - D. More mature appearance or behavior than their age mates
 - E. Poor attendance and academic performance
 - F. Poor attention span
 - G. Refusal to dress for physical education
 - H. Unwillingness to participate in recreational activities
 - I. Repeated attempts to run away from home by a child who is otherwise not a behavioral problem
 - J. Use of drugs
 - K. Prostitution
 - L. Frequent absences from school that are justified by one parent only, without apparent regard for the child's school performance
 - M. Aggressive behavior toward peers
 - N. Unusual and offensive body odors

APPENDIX H

Suspected Abuse Incident Report Form

Completing this Suspected Abuse Incident Form will immediately activate WCPC's Response Team. All information on this form will be provided on a confidential basis to the appropriate law enforcement agency.

The term "Protected Individual" refers to all minors age birth to 18 years of age protected under WCPC's Protection Policy.

Name of person observing or receiving disclosure of child abuse:

Street Address of Reporter: _____

City: _____ State: _____ Zip Code: _____

Phone Number of Reporter: _____

Date of Incident: _____ Time of Incident: _____

Name(s) of Minor(s): _____ Minor's Age: _____

Name(s) of those Suspected of abuse or causing neglect:

Relationship of the accused to the minor: _____

Date/Place of initial conversation with/report from minor: _____

Minor's statement (quote relevant statements made by the minor):

Describe the minor's demeanor and/or appearance:

What immediate action was taken:

Does anyone else have relevant information? Were there any witnesses?

NAME

PHONE NUMBER

Report Submitted to _____

Reporter's Signature _____ Date _____

Record of Reports of Incident of Suspected Abuse:

Reported to Pastor: _____ Date/Time: _____

Summary: _____

By whom: _____ Signature: _____

Report to minor's parent/guardian: _____ Date/Time: _____

Summary: _____

By whom: _____ Signature: _____

Call to local children and family service agency: _____

Date/Time: _____ Spoke with: _____

Summary: _____

By whom: _____ Signature: _____

Call to local law enforcement agency: _____

Date/Time: _____ Spoke with: _____

Summary: _____

By whom: _____ Signature: _____

Other contacts: _____

Date/Time: _____ Spoke with: _____

Summary: _____

By whom: _____ Signature: _____

Other contacts: _____

Date/Time: _____ Spoke with: _____

Summary: _____

By whom: _____ Signature: _____

APPENDIX I

How to respond to a child disclosing abuse

- Listen
- Be sensitive to vague disclosures
- Avoid expressing shock or outrage
- Don't threaten or condemn the alleged perpetrator
- Let the child know you believe him/her
- Tell the victim s/he was right to disclose
- Assure the child the abuse was not his/her fault
- Reassure the victim that s/he will be safe
- Avoid questions that could make the child feel responsible
- Get as many details as the child is comfortable disclosing
- Write down exactly what the child said
- Follow authorized reporting procedures

APPENDIX J

SAMPLE PAID STAFF AND VOLUNTEER TRAINING OUTLINE

Protection Policy Training

I. Protection Policy

A. History

B. Content

1. Background checks on all members and paid staff involved with minors
 - a. Submit Paid Staff/Volunteer Information Form
 - b. Security of information reported to Church
2. Personal obligations of Paid Staff and Volunteers
 - a. Take training
 - b. Commit no prohibited acts (see policy)
 - c. Consciously practice good personal boundaries
 - d. Report suspected abuse
 - (1). Legal obligation if you have observed abuse or abuse has been disclosed to you
 - (2). More subtle indicators, such as patterns of behavioral changes; ask your program staff person for advice on proceeding
 - (3). How to report
 - (a). First secure the safety of the minor(s)
 - (b). **Do not** confront the suspected abuser
 - (c). Request and complete report form
 - (d). Return copy to designated person
 - (e). Follow guidelines concerning speaking to media, parents, or others

II. Understanding and Recognizing Abuse

A. Definition

B. Statistics

C. Perpetrators

D. Why?

E. Myths

F. Incest

G. Physical Indicators

H. Changes in Behavior

1. Those common to all ages
2. Infants to preschoolers
3. Six- to twelve-year-olds
4. Adolescents

I. Handling Disclosure

1. Of a child
2. Of an adolescent

J. Summation

APPENDIX K

Educating the Congregation

Child Protection

Everyone's Responsibility



"All your children shall be taught of the Lord, and great shall be the peace of your children."
Isaiah 54:13

Spiritual peace is always in jeopardy when children suffer abuse.

Abuse is spiritual matter;

it shatters the trust

which is the foundation of faith.

For the faith of our children,

the peace of their parents,

the protection of our teachers,

and the confidence of the community,

we declare Webster Presbyterian Church's

commitment to the protection

of the children and youth in our care.

Child Protection Policy Task Force

Webster Presbyterian Church

201 W. Nasa Road One, Webster Texas

77598

281/332-1251

Child Protection-

Everyone's Responsibility

Who Else Has Such a Program?

Many churches have instituted child protection programs such as the one at Webster Presbyterian Church (WPC). Presbytery of the New Covenant, of which WPC is a member, developed guidelines for its churches to use in establishing their own programs. Our policies and procedures are based on the Presbytery of the New Covenant guidelines, with the inclusion of recommendations from the Presbyterian Child Advocacy Network. Much of the format was adapted from a similar policy at Preston Hollow Presbyterian Church in Dallas.



For More Information

Contact any member of WPC's Child Protection Policy Task Force for more information:

Bill Dixon

Joe Galvan

Karen Modesett

Joyce Roberts

Laura Shipman

Mary Swan

Educating the Congregation

The Need for Child Protection

Child abuse strikes children of every age and social background. Statistics indicate that in 95% of the cases abuse occurs in settings where children or youth completely trust adults --- in homes, schools, athletic programs, and most sadly, the Church. Our baptismal vows obligate us to reduce the risk of child abuse ever occurring in our ministries. In order to protect and safeguard the children, youth, people with disabilities, volunteers, and staff, we have taken positive steps to provide a safer environment.

What Does This Mean To You?

Child Protection policies are a normal part of our school systems. Teachers in local school districts, as well as volunteers in organizations serving children, are screened prior to working with Children. Webster Presbyterian Church (WPC) is initiating a similar program to reduce the risk of child abuse.

All staff members, and volunteers (18 years and older) who wish to minister to our children, youth, or people with disabilities on regular basis, must complete the following requirements:

- WPC membership.
- Complete an Information form.
- Agree to a confidential criminal background check.
- Agree to adhere to the conduct required in WPC's Child Protection Policy.

Confidentiality

All screening will remain confidential. Only one minister will see your criminal history except for occasions when one other program staff may be consulted. We are only looking for crimes against children; other incidents in your past will not prevent your participation. All records will be secured in locking files.

Training

All volunteers working with children and youth will be offered training to recognize possible signs of child abuse and how to report potential abuse.

Everyone's Responsibility

In a church, protecting children is everyone's responsibility. Please remember that the purpose of these policies is the physical, emotional, and spiritual health of our children.

In addition, this process will protect our volunteers from false accusations and reduce the church's liability both financially and emotionally. This small sacrifice of personal privacy is a priceless gift to our children and your church community.

We need your support and commitment!

Commonly Asked Questions

Question: Why did we initiate this program when the risk seems so small? Has something happened?

Answer: No... There have been no incidents. We simply have both a moral and a legal obligation to the children and youth of our community that we must uphold, regardless of the risk involved. We want any potential abusers to know that WPC will not grant them easy access to our children.

Question: What if we don't have enough volunteers to serve our children and youth as a result of implementing this program?

Answer: Some people may refuse to answer a call to service, but we are not willing to consider the alternative of not screening our volunteers and exposing our children to higher potential of abuse.

Question: Isn't this program a violation of our implicit trust in one another?

Answer: Our trust level should rise as a result of our caring for our children enough to implement a program of this kind. It declares the level of our commitment to the nurture of our children.

Question: Are clergy and staff in the program?

Answer: Background screening checks will be performed on all clergy and staff, including additional reference checks.

APPENDIX L

Presbytery of New Covenant

Children's Protection Policy Task Force

The members of this Task Force are willing and available to serve you and your congregation as resource people. Each person brought to this effort their talents, expertise, love for children, and love for God. If you are in need of assistance with your church's Protection Policy, please call any of the people listed below.

Denise Wilborn, Chair

Director of Christian Education
Spring Branch Presbyterian
1215 Campbell Road Houston 77055
713-464-7659 (work)
dwilborn@swbell.net

Eileen Graham Moore

Director, Saint Paul Presbyterian Early Childhood Weekday Ministries
St. Paul Presbyterian
7200 Bellaire Blvd. Houston 77074
713-778-1819 (work)
kk5uo@hal-pc.org

Amanda Gibson

Summer Camp Director
Cho-Yeh Camp and Conference Center
2200 S. Washington Avenue.
Livingston 77351
936-328-3202
amandag@cho-yeh.org

Connie Nyquist

Associate General Presbyter for Equipping and Connection Ministries
Presbytery of New Covenant
1110 Lovett 77006
713-526-2585 x224 (work)
1-800-444-1278
cnyquist@pbyofnewcovenant.org

Rev. Woody Berry

Pastor
Webster Presbyterian
201 W. Nasa Road 1
Webster 77598
281-332-1251
wberry@clearlasil.net

Karen Billman, M.Ed., L.P.C.

Children & Family Service Specialist
Presbyterian Children's Home
5020 W. Bellfort Houston 77035
713-721-2908(work)
Houston@pctx.org

Andries Coetzee

Youth Director and Assistant to the Pastor
St. Paul Presbyterian
7200 Bellaire Blvd. Houston 77074
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Kimberly Stabler

Executive Director
Justice for Children
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Houston 77098
713-225-4357 (work)
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Amanda Morvant

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Sharon Jones

St Paul Presbyterian (member)
12306 Meadow Hollow
Stafford 77477
281-221-4588 (cell)

CREATION CARE TEAM

Creation Care Team Policies and Procedures July, 2015

In 2010, PC (USA) General Assembly reaffirmed the “Call to Restore Creation” resolution originally approved by the 1990 General Assembly. In response to this action, PC (USA) Environmental Ministries developed the Earth Care Congregations program. Earth Care Congregations pledge to complete actions in four categories, worship, education, facilities and outreach, which respond to the concerns expressed in the “Call to Restore the Creation”. Congregations must conduct an environmental audit of actions previously taken. Twenty-five points must be earned in each category to qualify for the first year of certification. Yearly renewal requires the congregation to earn a total of fifty points, with a minimum of five points earned in each of the four categories.

The Session of WCPT has affirmed the Earth Care Pledge, as follows:

Peace and justice is God’s plan for all creation. The earth and all creation are God’s. God calls us to be careful, humble stewards of the earth, and to protect and restore it for its own sake, and for the future use and enjoyment of the human family. As God offers all people the special gift of peace through Jesus Christ, and through Christ reconciles all to God, we are called to deal justly with one another and the earth.

1. Our **worship** and discipleship will celebrate God’s grace and glory in creation and declare that God calls us to cherish, protect and restore this earth.
2. In **education**, we will seek learning and teaching opportunities to know and understand the threats to God’s creation and the damage already inflicted. We will encourage and support each other in finding ways of keeping and healing the creation in response to God’s call to earth-keeping, justice and community.
3. Our **facilities** will be managed, maintained and upgraded in a manner that respects and cherishes all creation, human and non-human, while meeting equitably the needs of all people. In our buildings and on our grounds we will use energy efficiently, conserve resources, and share what we have in abundance so that God’s holy creation will be sustainable for all life and future generations.
4. Our **outreach** will encourage public policy and community involvement that protects and restores the vulnerable and degraded earth as well as oppressed and neglected people. We will be mindful that our personal and collective actions can positively or negatively affect our neighborhood, region, nation and world. We will seek to achieve environmental justice through coalitions and ecumenical partnerships.

The Creation Care Team is responsible for conducting the annual audit of WCPC’s earth care actions and, after Session approval, submitting required forms to the PC (USA) Division of Environmental Ministries for recertification as an Earth Care Congregation. Team members conduct the audit in each area named above, documenting actions taken. In consultation with leaders of each of the areas, the team develops a list of actions to be undertaken in the next year. Team members assigned to each of the areas may work with the leaders to implement such actions and also to develop new initiatives.

EVANGELISM TEAM

EVANGELISM ADMINISTRATIVE PROCEDURES

A. Description of Work by Team

1. Establish and Maintain the Greeter Schedule – present Greeter stations are at the Sanctuary Door nearest the Parlor and the Greeters Desk before each service. A Guest Book is present at the desk and if information is available on how to contact the guest, a note of welcome is mailed. The Pastor also sends a letter and our newsletter.
2. Maintain appearance and supplies at Greeters Desk. These supplies are candy, First Time Visitors Packets, name tag labels and pens.
3. Determine the scheduling and curriculum for the Inquirer's Classes. Usually, the class is held for 4 weeks during the Sunday School Hour. Check status of supplies for class and budget accordingly.
4. Present name tag, insulated mug, church Directory and certificate of membership to those becoming church members. Check status of items to be given to new members and re-order as needed and budget accordingly.
5. Plan an Annual New Member Brunch. Check church calendar of events. Budget for Brunch.
6. Order "These Days". Subscription is automatic. Make necessary additions or subtractions to the issues in regular and large print. Check status of order and budget accordingly.
7. An annual advertisement to the Interfaith Directory is submitted and reviewed by the Pastor. The cost is included in the Evangelism Budget.
8. Explore ideas and strategies for attracting guests to our church.
9. Presently, the Team is exploring the possibility of a Welcome/Fellowship/News area. When completed, it will need to have Greeters stationed there. Maintaining the appearance of the area will be monitored by the Evangelism Team.

B. Time, Place and Frequency of Meetings

1. Team meets on the second Monday of the Month in the church library.
2. Presently we are meeting at 3PM, but as the Team grows, we will return to our 7PM starting time due to work schedules.

C. Specific Procedures have been addressed in the description of our work. It may include "one time" events which will have to be addressed as the occasions arise and added to this document.

Respectfully submitted: Jan Zettlemoyer

January 19, 2015

FELLOWSHIP TEAM

Fall Ministry Fair--	Assist along with other Chairs and groups at WCPC our fall kick-off
Women's Retreat --	Reports for team to Session
Women's Christmas Bunch	--Reports for to Session
Moms Groups	--Groups already have leaders in place; report to Session quarterly or when needed
Prime Timers	--this group which targets retired adults (monthly lunch and program) did not meet last year; we should explore whether this is a need currently or if other groups are meeting it
Kitchen Pantry	--make certain volunteers are in place
Dinner Groups	-invite someone to help promote and coordinate Dinner Groups
Stephen Ministry	-lead by Stephen Leaders; report to Session as needed
Prayers and Squares	--group already in place; report to Session as needed
Bereavement Team	--group already in place; report to Session as needed
Summer Wednesdays	– movies for kids and potluck following--run by primarily by moms; report to Session as needed.
Men's Events	-- Mike Devoley is assisting with random events; Chris Liddell is the contact person for Men's Mo

Wednesday Night Dinner Lead

Wednesday Night Dinners (WND) is a WCPC ministry that occurs weekly during the public school calendar year and is aligned with the Wednesday Afternoon Music (WAM) schedule. All WAM families are invited for dinner from 5:30 to 6:30 and all WCPC members are invited if they are involved in a Wednesday meeting or activity. Currently (spring 2017), approximately 60 to 65 guests are expected each week.

The WAM schedule for the year is decided in mid-August by the Director of Music Ministries (DMM). The WND lead will contact the DMM, Session and Deacon WND leads, and the Children's Ministry leads to settle on the schedule. Once the schedule is set, the following groups are responsible for all WND details- volunteer recruitment, menu planning, cooking, set-up, serving and clean-up.

*1st Wednesdays: Session and Deacons are alternately responsible

*2nd and 4th Wednesdays are coordinated by the WND Lead as well as the occasional 5th Wednesday. Currently Richard Gonzales, a WCPC member, generously plans and cooks for each 2nd and 4th Wednesdays. 5th Wednesday menus are decided and carried out by the WND lead. Responsibilities for each week are detailed in a reminder email that is sent out by the lead a couple of days before the WND. A sample email is below.

* 3rd Wednesdays are coordinated by the Children's Ministry leads.

WND guests are asked to contribute to the cost of the dinner. Each week the total contribution is turned into the Financial Administrator who keeps track of the WND account. This is from where the cooks and bakers may be reimbursed for their expenses. The WND Lead needs to keep track of this account through the year to make sure there is enough money. Generally there is plenty of money and by the end of the year, if there is a surplus, the Lead along with others involved in the Fellowship Team of the church may decide what to do with the monies. Two things: 1. In December, check with the Finance Team regarding WND monies. Sometimes, the monies may be needed for other expenses in the church depending on the financial well-being of the church. If not, the monies will stay in the account. 2. In any case, make sure there is plenty of money going forward into the following year to cover all cooks' expenses. Suggestion: Keep at least \$500 going forward into January of the new year.

Other good responsibilities for the WND lead are:

*regular communication with the cooks & send the menu to the DMM for his weekly WAM email

*occasionally get a list of menus planned, if possible, and send out to all cooks; not necessary, but helpful sometimes

*check in occasionally with all leads to make sure everyone is on the same page with regards to numbers of guests attending each week

*check pantry supplies a few days ahead and communicate to the pantry buyer if necessary

2/13/2017

Sample Letter to Wednesday Night Dinner Volunteers

Dear Friends,

(Here list any updates or news.)

(list your name and cell so volunteers can reach you)

WND notes for 2/8-

Menu

Flat top chicken

Creamed corn

Squash

Orange & shrimp salad

dessert

Volunteers:

*Richard Gonzales - cook

*Bonnie Norman - set-up/serve/clean-up

*Mignon Mabry- set-up/serve/clean-up

*Mary Jo- set-up/serve & Gary Chapman- set-up/serve/clean-up

*Kathy Bray - set-up/serve (has to leave at 6:30)

*Dianne & John Lundgren - clean-up

NOTES

*70 dinner plates before serving and keep track of the number.

*10 to-go boxes for the teens. (boxes are in the lower cabinets in the outer serving area next to the wall near the freezers)

Remember -

*wipe counters when you get there

*put out a few spray bottles with paper towels on a rolling cart in the FH.

*keep counters clean

*keep food covered

*watch drink table - spills, drink containers low on liquid

SCHEDULE

-5:00 All arrive for set-up and food arrives

-5:20 All food on counter ready for serving

-5:35 Staff leads a blessing

-5:35 serving begins

-6:30 serving line closes

-7:00 Time to go home

*Remember not to let anyone through until 5:30 and you've heard a blessing

*Clean-up begins as soon as possible; wash pots & dishes as soon as you can.

*Please eat before cleaning up!

Set-up - Dinner set-up is on the long stainless steel counter in the front kitchen starting at the door next to the Fellowship Hall lobby. The kids and families go down one side next to the cabinets. Servers stand on the wall side. Generally we serve everyone coming down the line; especially the little ones.

*Turn on both dishwashers. It takes a few minutes for the water to heat up.

*Put 2 black buckets on a cart in the Fellowship Hall next to trashcans & recycling can; 1 bucket for dishes; 1 bucket for silverware.

*Recycling trashcans are in the FH for plastics; another one for cans is in the kitchen as well as one for cardboard/paper and another for plastic

*Wipe down all counters. They may look clean, but they may not be.

Here's what to set out and in what order:

The following 5 items are in pantry or on the counter:

*sign that asks for contributions

*wooden rectangular box for money contributions

*large bottle of hand sanitizer

*Corelle dinner plates (bowls, if needed)

*black holder for stainless steel silverware and paper napkins AT END OF LINE; if you have time, wrap silverware in napkin and place in holder.

Food

*main dish

*side dishes

*soup

*other/salad

*bread

*dressings or condiments or butter needed? check fridge; pantry, too for dressings

*desserts - put dessert plates next to desserts

Drinks-put on long table next to kitchen wall in Fellowship Hall. Remember to check amounts all through the evening. Check for spills, too.

*use medium size cups

*powdered Country Time lemonade: use big pitchers for mixing and pour into big plastic urn. Add ice. TASTE!

*Iced tea? Up to you. At 5:00, place 5 large teabags (pantry) in a pot of boiling water. Steep for 10 minutes. Add ice & pour into urns

*water - one of those plastic urns with a spigot

*ice - plenty in machine

Clean-up -supplies on kitchen counters and in pantry

*sponges

*409 spray

*spray bottles for counters

*paper towels

Remember:

*counters & backsplashes in front & back kitchen

*tables & chairs in Fellowship Hall

*wash all food containers; leave containers belonging to cooks on kitchen counter

*put away all wash & dried platters, plates, pitchers, etc.

Leftover food for contribution?

*Freshly baked goods can be bagged, dated, and put in Cookie Ministry freezer; we try not to freeze previously frozen cookies

*Leftover food? offer to WCPC families; there are to-go containers & 3 sizes of zipper plastic bags in pantry

*Still leftover food? Check with staff for upcoming events. Do not leave in fridge expecting that someone will eat or take it. Make plans and leave instructions.

Prepared by Libby Greeley, recd 2-13, 2017

WCPC Pantry Shopper

It is the responsibility of the WCPC Pantry Shopper to:

- *Keep the pantry supplied with necessary goods for church events and regular activities
- *Please keep in mind: NO STYROFOAM, recyclable #1s & #2s cups only, paper plates, etc.
- *Keep the Pantry in good order; not all items end up back in the right spot after an event. Also, members contribute to the pantry and it will overflow with napkins, utensils, etc. after awhile.
- *Shop at Sam's Club twice a month unless there is a church event. (The shopper might be contacted to pick-up goods at Sam's before such an event. It is up to the lead of any event to contact the Shopper. Never should an event lead assume there are plenty of goods in the pantry for an event.)
- *Keep order forms in the pantry for all to fill out when items run out; check the list frequently
- *Communicate to other church members occasionally to please check the pantry before any event purchases. Food stuffs collect in the pantry too easily and sit on the shelves too long.
- *Coordinate with the Financial Administrator (FA--Matthew Jensen) to get a Sam's Club charge card in his/her name.
- *All purchases are charged as tax exempt; it is ok to purchase using one's own Sam's Club card; take tax exempt form
- *Return all receipts to Matthew Jensen marked what account the items are charged to be to (Pantry, Wednesday Night Dinner, etc.) When the Fellowship lead/liaison to the Session is named, s/he will receive the receipts and approve them and then they go to FA (Matthew).
- *At least twice a year, check with the FA about the Pantry account to make sure it is in line with previous years
- *Watch the supply of coffee cups and ask FA (Matthew) to order them. They are approved by the Creation Care team. WCPC Pantry Shopper

Prepared by Libby Greeley, Rec'd 2-13-17

Please help maintain the pantry inventory by noting any items
low on stock or **out** of stock.

CATEGORY	ITEM	CHECK IF NEEDED AND DATE	NOTES
SERVING ITEMS	Bowls (small)		
	Cups (9oz)		
	Cups (16 oz)		
	Paper napkins (beverage)		
	Paper napkins (luncheon)		
	Paper napkins (dinner)		
	Paper towels		
	Plates (10-11 in)		
	Plates (6in)		
	Utensils-plastic forks		
	Utensils-plastic knives		
	Utensils-plastic spoons		
COFFEE SUPPLIES			
	Creamer cups-French Vanilla (not at Sam's)		
	Creamer cups-half & half		
	Creamer cups-Hazelnut (not at Sam's)		
	Sugar packets		
	Sweetener-Equal		
	Sweetener-Sweet n' low		
BEVERAGES	Lemonade mix		
	Tea bags		
STORAGE	Aluminum foil		
	Plastic wrap		
	Storage bags, Ziploc (gall,quart,sand)		
CLEANING ITEMS	Detergent for dishwasher		
	Detergent for sink dishes/pans		
	Cleaning spray (409, disinfectant)		
	Garbage bags		
	Scour pads		
	Sponges		

MISSION OUTREACH TEAM (MOT) PROCEDURES

Mission Outreach Team (MOT) Mission Statement:

“Because God’s love knows no bounds, the Mission Outreach Team encourages the congregation of WCPC to be a servant people, witnessing to the light of Christ through actions and words so that the world might know the grace, peace, and love of God.”

Meetings: MOT meets monthly on the first Tuesday at 7pm in Room 301 in CHEB. Prior to the meeting date, the moderator of MOT sends out a copy of the previous month’s meeting minutes, which were sent to Session, along with the preliminary agenda and requests to be notified of changes that need to be made to the agenda before the MOT meeting date. The Mission Outreach Facilitator sends out up-to-date financial statements, which includes the Benevolence Budget and Mission Outreach Reserve Accounts statement, and the Giving Opportunities and Minute for Mission calendars a few days prior to the MOT meeting date.

The moderator confers with the Mission Outreach Facilitator and the Associate Pastor when preparing the preliminary agenda. Advocates, other members of MOT and anyone else who wants to present ideas to MOT is asked to request a spot on the agenda by contacting either the moderator or the Mission Outreach Facilitator several days, if possible, before the MOT meeting date.

The secretary of MOT sends out a preliminary copy of the meeting minutes for review to the moderator, Mission Outreach Facilitator and Associate Pastor a few days before the Session meeting. The secretary then forwards the reviewed minutes to the Clerk of Session for distribution.

Membership: Any WCPC member who is interested in Mission Outreach is encouraged to join the team. Anyone, member or not, may attend meetings. However, only members may vote. All advocates of mission outreach projects are considered to be members of MOT and are encouraged to attend meetings, particularly when there are issues to be discussed regarding their mission outreach project.

Responsibilities:

Developing the Benevolence Budget - At the November MOT meeting, it is decided what percentage of the annual operating budget will be requested for the Benevolence Budget. Over the years, the percentage has ranged from 5% to 29%. At the following February MOT meeting when the actual dollar amount of the Benevolence Budget is known, the Benevolence Budget dollars are distributed among the various mission outreach projects. The previous year’s Benevolence Budget is used as a starting point. It is at this time when there is discussion about funding new projects or no longer funding existing projects. Once the Benevolence Budget has been approved by Session, either the MOT moderator or Mission Outreach Facilitator gives a copy to the Financial Analyst to input into ACS.

Oversight of the Giving Opportunities (GO) Calendar – MOT oversees the GO calendar, with attention to potential scheduling conflicts and other problems. A copy of the GO Policy follows these procedures.

Oversight of the Minute for Mission Calendar – MOT oversees the Minute for Mission calendar paying particular attention to include upcoming mission outreach opportunities. Advocates are encouraged to present or find others to present Minute for Missions that pertain to their particular project.

Special Offerings – MOT is responsible for any special advance preparation, i.e. determining beneficiaries of offerings if necessary, publicity, etc. At the April MOT meeting, the beneficiary of the local (40%) portion of the Pentecost Offering must be determined. The beneficiary of the local (25%) portion of the Peace and Global Witness Offering must be set at the August MOT meeting. And finally, the beneficiary of the Christmas Eve Offering should be set no later than the November MOT meeting.

Annual Events – MOT works in conjunction with the Mission Outreach Facilitator to sponsor WCPC's annual mission outreach blitz known as Love Your Neighbor Day, which is held at the end of January. MOT helps the Associate Pastor plan Mission Sunday, which is held in October usually on the first Sunday of the month or World Communion Sunday. MOT is also responsible for the annual Alternative Market & Mission Fair held in November. MOT now works in conjunction with the advocate for Family Promise to host homeless families in CHEB for at least one week during the month of June.

Mission Outreach Projects:

Each mission outreach project should have at least one advocate. No new mission outreach projects will be considered by MOT unless there is an advocate for the project. If a mission project loses its advocate, MOT in conjunction with the Mission Outreach Facilitator will seek a replacement. In the absence of an advocate, members of MOT with the help of the Mission Outreach Facilitator will fill the role until an advocate is found or it has been decided to discontinue support of the mission outreach project.

Advocates are responsible for the publicity of and education about their mission outreach projects and should coordinate their efforts with the Mission Outreach Facilitator. Advocates may seek to publicize their project or educate the congregation about their project through articles in the monthly newsletter or weekly Life of the Church, Minute for Mission presentations, a display on the outside bulletin board by Fellowship Hall or sign-up tables in the courtyard on Sunday mornings. Advocates should communicate to the Mission Outreach Facilitator that articles for the newsletter or Life of the Church will be forthcoming and should be submitted to the Mission Outreach Facilitator by the 15th of the prior month for the newsletter and by Tuesday morning for that week's Life of the Church. Minute for Minute for Mission scripts should be short (presentation should be no longer than two minutes) and sent to the Mission Outreach Facilitator by Thursday of the week to be presented. If audio visual aids will be employed for the Minute for Mission presentation, the advocate should forward the necessary information to those working the soundboard by Wednesday of that week. Advocates should also work with the Mission Outreach Facilitator to make sure that all payments related to their mission outreach project are made in a timely manner. Check requests should be put in the Mission Outreach Facilitator's box for signature by Tuesday morning of the week in which a check is needed.

Mission Trips:

Every mission trip sponsored by MOT should have a leader or co-leaders from the congregation. Mission Trip leaders should work with the Mission Outreach Facilitator to publicize the trip. The Mission Outreach Facilitator should be kept apprised of any payments received or disbursed for the mission trip. The Mission Trip leaders should present a report on the mission trip including a final accounting to MOT upon their return. Every Mission Trip team whether sponsored by MOT or joining a trip sponsored by another church or group shall be commissioned before embarking on their trip.

WCPC Policy on Unbudgeted Giving Opportunities

July 2010 (Replacing May 2009 Policy)

This statement is designed to cover requests for funds, primarily sourced from WCPC members, over and above those requested in support of the general operating budget.

INTRODUCTION

Providing members with an abundance of opportunities to give to worthwhile projects outside the regular stewardship campaign is a wonderful way to generate excitement in the congregation so long as such opportunities are carefully planned in ways that support the mission statement of WCPC and do not undermine the budget planning of the Session.

APPLICATION

Any request for funds (whether or not anything of value is given in return) which i) takes place on WCPC property and/or ii) is directed to WCPC members and visitors is to be governed by this policy. This includes sales of cookies, coffee and other food items, regularly scheduled PCUSA Special Offerings such as One Great Hour of Sharing and Christmas Joy, rummage sales, special offerings for church supported activities such as Habitat for Humanity, requests for contributions for Easter and Christmas flowers and any other activities in which funds are requested to be paid or donated. Also included would be scheduled announcements and reminders of ongoing designated funds which accept donations and have expenses throughout the year and from year to year such as the Refugee Assistance Fund and weekly chancel flowers.

Notwithstanding the above, the following activities are not to be considered giving opportunities for the purposes of this policy:

- Free will offerings intended to cover the cost associated with a function, such as food or a speaker unless there is included in the request a fundraising component over and above the cost of the event.
- Sales of books or other materials to be used in education classes.
- Collection of funds for WCPC sponsored events such as youth activities, mission trips and conferences from the participants in such events.
- Appeals not made to the congregation at large but, instead, made personally within a small group, such as a class or sponsored entity; provided, further, the funds from such appeal are not to be received by WCPC nor accounted for in WCPC's books.

PROCESS

The Mission Outreach Facilitator shall prepare and maintain a Giving Opportunity Calendar (GO Calendar) for the year upon which each request for funds is to be scheduled. The sponsor for each request for funds shall fill out and transmit to the Mission Outreach Facilitator at least six (6) weeks prior to the start of the event a Giving Opportunity (GO) Request Form (similar to the Building Use Request Form) with answers to the following questions: .

- Who is sponsoring this event?
- When, where, and how will requests for funds be accomplished?
- What is the purpose of the event, including what use is to be made of the funds collected?
- Has this event been held previously? If so, when?

The GO Request Form will allow the Mission Outreach Facilitator to place the event on the GO Calendar and provide, as necessary, WCPC staff, the Mission Outreach Team (MOT), and Session the opportunity to consider the request with attention to the event's conformity with the mission statement of WCPC and potential scheduling conflicts.

While the deadline for turning in the GO Request Form is six weeks prior to the event, WCPC Committees and other event sponsors are encouraged at the beginning of each year to plan, and fill out GO Request Forms for their known opportunities for giving at the same time they plan their budgets. This would especially apply to events which are held each year such as Special Offerings, Easter and Christmas flowers, rummage sales, etc.

Emergency requests for funds may be added to the calendar without the six week advance notice at the discretion of WCPC Mission Staff (the Pastor assigned to mission, the Mission Outreach Facilitator and the Moderator of MOT).

Requests from persons and organizations outside of WCPC or its sponsored entities and requests which WCPC Mission Staff deem not to be in conformity with the mission statement of WCPC will not be placed on the GO Calendar and will not be allowed to take place on WCPC property. The GO Request Form for any such event which has been denied will be forwarded to the MOT for review and the result of such review will be included in the minutes of the MOT. In addition, the MOT may, at its discretion, review the appropriateness of any event which has been scheduled on the GO Calendar and if it determines that such event should not remain on the GO Calendar, will include the results of this review in its minutes as well.

The Session will have final authority on an event's inclusion on or exclusion from the GO Calendar.

YOUTH TEAM

Purpose

The goal of Youth Ministry is to give our young people in grades 7-12 the tools to form their own personal relationship with Jesus Christ, and lead them in their faith journey of spiritual growth and discipleship. The “tools” our ministry team provides and monitors are: finding and approving appropriate Sunday school curricula and teachers, Confirmation curricula, teachers and mentors, Jr. Hi. and Sr. Hi. Bible study curricula and leaders, fellowship programming, mission opportunities, retreats, leadership training, conference opportunities, and opportunities to become involved in our Presbytery through PYCC, Youth Rallies, and Triennium.

Committee

The Youth Committee is open to all church members of 6 months who have undergone a background check and attended Child Protection training. This training will be provided by the committee on an annual basis, usually at the beginning of the school year.

The general composition is: Youth Pastor/Director, Elder for Youth, Youth Elder (youth who is in 11-12th grade), Tween’s Ministry liaison, teachers, sponsors and Bible study leaders. Youth in the program are also welcome to attend.

The committee will work with the Youth Pastor/Director in selecting curricula, and finding teachers/leaders. The committee will also assist in formulating and carrying out (chaperoning) a schedule for Youth events. Some of the ongoing events that will be scheduled are: Ministry Fair, WAM meals, Easter Pancake Breakfast, Super Bowl of Caring, Youth Sunday, Conclaves, Seafarer kits (Jr. Hi.)/ College care boxes (Sr. Hi.), Love Your Neighbor Day, Summer camps and conferences (Mo Ranch Jubilee, Celebration, TLC), retreats and Mission Trips. Other events may include hosting a Youth Rally, 30 Hour Famine, hosting a church wide Coffeehouse, Lock-ins, and camp outs. Youth Fellowship will generally have one mission project/month, and the committee will assist in selecting projects and providing or recruiting transport. The committee will also assist in selecting Youth Elder candidates and PYCC candidates.

The Youth Committee will also assist the Youth Pastor/Director in providing oversight for the Tweens (5th and 6th grade) program. The Tweens will have their own subcommittee for program scheduling, and the Youth Committee will assist in providing teachers and curricula. Funding for both programs will fall under the Youth Committee.

Meetings

Meetings will be held on the second Monday of each month from 7pm until no later than 9pm. The moderator (elder for Youth) will provide an agenda, and an elected secretary will take minutes, and send those to the committee for approval. These minutes will be sent to Session before their monthly meeting. Meetings will open and close with prayer, and will include a short devotional. New business will be added to the schedule as time permits.