

Westminster Presbyterian Church Operations Manual



As Amended March 20, 2018

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**RESTATED ARTICLES OF INCORPORATION
OF
WESTMINSTER PRESBYTERIAN CHURCH OF WATERLOO, IOWA**

TO THE SECRETARY OF STATE OF THE STATE OF IOWA:

Pursuant to the provisions of Section 39 of the Iowa Nonprofit Corporation Act, the undersigned corporation adopts the following Restated Articles of Incorporation.

ARTICLE I.

NAME

The name of the corporation is Westminster Presbyterian Church of Waterloo, Iowa. (Its name prior to the adoption of the Restated Articles of Incorporation was Westminster United Presbyterian Church of Waterloo, Iowa.)

ARTICLE II.

DURATION

The period of duration shall be perpetual.

ARTICLE III.

Purpose

The purpose of this corporation shall be to promote the Christian religion, its doctrines, traditions, discipline, and the worship of God as taught in the Old and New Testaments, and as the same are expressed in the book entitled "The Constitution of the Presbyterian Church (U.S.A.)" and amendments thereto, all under the care and within the bounds of the Presbytery of North Central Iowa, or its successor.

ARTICLE IV.

Members

The corporation shall have members whose qualifications, rights, duties and responsibilities shall be set forth in the Bylaws.

ARTICLE V.

Session

The corporate business of the church shall be conducted by the Session consisting of not less than fifteen (15) elders. Elders may be removed from office as provided in the book entitled "The Constitution of the Presbyterian Church (U.S.A.)" and amendments thereto and as provided in the Bylaws.

ARTICLE VI.

Registered Office and Agent

The address of the initial registered office is 1301 Kimball Ave., Waterloo, Iowa 50702, and the name of its registered agent at such address is W. David Tyler.

ARTICLE VII.

Limitations

The Session shall not convey, mortgage, or in any manner encumber the title to any real estate owned by the corporation unless first authorized by the vote of a majority of those members present at any meeting of the membership and approved by the Presbytery of North Central Iowa, if required.

ARTICLE VIII.

Restated Articles

These restated articles of incorporation: 1) correctly set forth the provisions of the Articles of Incorporation of the corporation as heretofore and hereby amended; 2) have been duly adopted as required by law; and 3) supersede the original Articles of Incorporation of the corporation and all amendments thereto.

BYLAWS OF WESTMINSTER PRESBYTERIAN CHURCH OF WATERLOO, IOWA

Article I - PURPOSE

The purpose of the corporation shall be to promote the Christian religion, its doctrines, traditions, discipline, and the worship of God as taught in the Old and New Testaments, and as the same are expressed in the book entitled "The Constitution of the Presbyterian Church (U.S.A.)" and amendments thereto, all under the care and within the bounds of the Presbytery of North Central Iowa or its successor.

Article II - CORPORATE OFFICES

The principal and registered office of the corporation shall be located at 1301 Kimball Avenue, Waterloo, Iowa.

Article III - MEMBERSHIP

Section 1. MEMBERS. Any person meeting the requirements for membership as set forth in the Book of Order and as supplemented by the Session shall be a member and shall be entitled to all rights of membership.

Section 2. VOTING. All active members as defined by the Book of Order shall be entitled to vote at all official meetings of the congregation.

Section 3. MEETINGS. The annual meeting shall be held on such date as may be set by the Session. Other meetings may be called for such purposes and in such manner as permitted by the Book of Order. All meetings will be conducted by Robert's Rules of Order.

Section 4. QUORUM. A quorum shall be one-tenth of the active members of the congregation.

Article IV - SESSION

Section 1. POWERS. The governing body of the corporation shall be the Session. The Session shall have such powers as are granted by the Book of Order and shall possess such powers as are authorized by the Code of Iowa to be exercised by a board of directors. The Session shall delegate such authority as it deems appropriate to its committees.

Section 2. ELECTION AND TERM. The Session shall consist of the pastor or co-pastors, the associate pastors, and that number of Elders set by the Session from time to time which number shall not be less than fifteen (15). Elders shall be elected for three (3) year terms and shall be elected in staggered terms so as to have three (3) classes of approximately equal numbers with the term of one class expiring every year. Elders may serve six (6) consecutive years and then are ineligible for election for one year. Although six (6) consecutive years shall be the maximum any person may serve as an elder, reappointment after the expiration of a single term shall not be automatic.

Section 3. MEETING. The Session shall meet at least quarterly.

Section 4. SESSION STRUCTURE.

A. Standing Committees

The Session shall have the following Standing Committees:

- 1) Christian Education

- 2) Finance
- 3) Mission
- 4) Nominating
- 5) Personnel
- 6) Property
- 7) Worship and Music

Each committee shall be governed by these bylaws, Charter Statements approved by the Session, the Book of Order, and any other conditions that the Session may from time to time adopt.

There shall be a Stewardship Subcommittee under the direction and control of Finance.

B. Committee Size and Make-up.

To the extent practicable, and except for Nominating as set forth below, each committee and sub-committee shall consist of between nine (9) and twelve (12) members, selected by Nominating, in approximately three (3) equal classes. Committee members shall serve three (3) year terms and are eligible for reappointment for a second three (3) year term. No person shall serve more than six (6) consecutive years on the same committee or subcommittee. In the event that a committee or subcommittee member resigns or is otherwise unable to serve, it shall not be necessary for Nominating to replace said member unless the total committee or subcommittee membership has fallen below seven (7). If the committee or subcommittee believes it needs more members during a given year but has more than seven (7), whether by reason of resignation or otherwise, such committee shall request that Nominating reconvene to select replacement members. If the replacement is selected prior to the middle of the year, the first year shall count as a full year for purposes of the maximum term; if the replacement is for less than six (6) months of the current year, those months shall not count toward the maximum term.

Although six (6) consecutive years shall be the maximum any person may serve as a committee or subcommittee member, reappointment to any position after the expiration of a single term shall not be automatic.

Committee chairs shall be active serving elders. At least two active elders shall serve on each standing committee and at least one active elder shall serve on each subcommittee.

C. Nominating Committee

Nominating Committee shall consist of nine (9) members and shall be represented by active members of the church, including both men and women, as required by the Book of Order. Committee membership shall include two (2) Elders (at least one of whom is currently serving on Session), and at least one (1) Deacon who is currently serving as a Deacon. The Nominating Committee shall consist of three (3) equal classes to the extent possible. The elders, deacon and at-large members shall be recommended by Nominating to the congregation. All Nominating Committee members shall be voted upon by the congregation at an annual meeting.

D. Ad hoc Committees

The Session may create such ad hoc committees as it deems necessary from time to time. The purpose of each ad hoc committee and the committee or other governing entity to which each ad hoc committee shall report shall be clearly set forth in the action creating such committee.

E. Other Committee Working Groups

Each Committee may, from time to time, create smaller working groups to perform certain specific or recurring tasks. Such groups shall be reported to the Session when created. Such groups shall be responsible to the committee that created them. Committees are encouraged to work with Nominating if such working groups are expected to be more than of short duration.

Section 5. QUORUM

A majority of the active elders shall constitute a quorum for any regular or special Session meeting, except as set forth below. For a meeting of the Session called for the sole purpose of accepting new members, five active elders shall constitute a quorum.

Section 6. NOTICE OF SESSION MEETINGS

A. Regular Meetings

The Session may annually set a schedule for regular monthly meetings which meetings, once communicated to elders as set forth below, shall not require any additional Notice.

B. Special Meetings

The Moderator or any two (2) active elders may call a special meeting. Notice of the Special Meeting shall be required at least seventy-two (72) hours in advance of the meeting. Any Notice of a Special Meeting shall specifically describe the matters to be discussed at the Special Meeting.

C. Notice

Any notice required in these bylaws shall be delivered in person, by mail, or by electronic means as may be authorized by the Book of Order or Code of Iowa. Notice shall be deemed given when delivered, placed in the mail or when sent electronically.

Section 7. BUDGET. Each committee shall prepare and present for Session approval a budget detailing all proposed expenditures for the coming year. The budget shall be prepared in sufficient detail to permit the Session to fully understand all proposed programs and expenditures. Once approved by Session, no committee shall make expenditures in excess of the approved committee budget without a prior approved budget adjustment. The Session shall adopt such policies and procedures to carry out the intent of this Article.

Article V - DEACONS

There shall be a separate Board of Deacons which shall have such responsibilities as are assigned by the Book of Order and delegated by the Session. The Board of Deacons shall be subject to the authority and control of the Session. Deacons shall be elected, to the extent practicable, in three (3) classes of three (3) year terms. Although six (6) consecutive years shall be the maximum any person may serve as a deacon, reappointment after the expiration of a single term shall not be automatic.

Article VI - OFFICERS

The Session shall annually elect from among its members a President, Vice President, and Treasurer whose duties shall be as follows:

a) President. The President may sign any deeds, mortgages, bonds, contracts or other instruments which the Session authorizes to be executed and, in general, shall perform all other duties as may be prescribed by the Session from time to time.

b) Vice President. In the absence of the President, or in the event of his or her death, inability or refusal to act, the Vice President shall perform the duties of the President, and when so acting, shall have all powers of and be subject to all the restrictions upon the President.

c) Treasurer. The Treasurer shall have charge and custody of and be responsible for all funds and securities of the church, receive and give receipts for moneys due and payable to the church from any source whatsoever and deposit all such moneys in the name of the church in such banks, trust companies or other depositories as shall be selected by the Session, or its designee. The Treasurer shall also perform such other duties as from time to time may be assigned by the Session or its designee.

The Session shall also elect annually a Clerk, who shall be an elder, who shall perform such duties as are described in the Book of Order. The Clerk shall perform such additional duties as are generally performed by a corporate secretary and may sign such corporate documents as secretary on behalf of the church as may be required and directed. The Clerk's term shall be for a period of one year and such person may be re-elected for as many terms as the Session so elects.

Article VII - BOOK OF ORDER

The Book of Order, as amended, shall govern the conduct of all church business and is expressly incorporated into these bylaws.

Article XIX - AMENDMENT

These bylaws may be amended by a vote of a two-thirds majority of the Session after notice of the proposed amendment. Such notice shall be in writing and shall set forth the proposed amendment, and shall be delivered personally, by mail, or by email at least ten days prior to the meeting at which the amendment is proposed to be acted upon.

EFFECTIVE DATE. These bylaws shall be effective as of their adoption by the Session on November 22, 2011.

[As Amended November 28, 2017.]

CHARTER STATEMENTS

CHARTER STATEMENT OF THE CHRISTIAN EDUCATION COMMITTEE

Westminster Presbyterian Church

PURPOSE

To be the standing committee of Session responsible for oversight in all matters related to Christian Education.

OBJECTIVE

To serve the Lord and the congregation, within the vision and call of Westminster Presbyterian Church, by providing the necessary resources and support to educate, equip, enable and encourage the whole individual toward Christ-like maturity through personal growth, discipleship, and fellowship, guided by God's Word and in an atmosphere of compassion.

RESPONSIBILITIES

- a. Create and oversee an annual committee budget, subject to Session approval;
- b. Recruit and train teachers;
- c. Provide a learning atmosphere;
- d. Establish and maintain task forces as needed in the areas of adult education, young adult education, youth, children's ministries, and library;
- e. Review goals and objectives annually;
- f. Be aware of developments concerning Christian education;
- g. Review and select appropriate curriculum;
- h. Schedule programming dates;
- i. Recruitment of program volunteers;
- j. Ensuring the safety of people in our care at our programs;

ACCOUNTABILITY TO SESSION

Responsibility to Recommend for Session Approval:

- a. Policies and procedures relating to committee activity
- b. Fundraising ideas and opportunities

CHARTER STATEMENT OF THE FINANCE COMMITTEE

Westminster Presbyterian Church

PURPOSE

To be the standing committee of Session responsible to insure proper accountability for all financial transactions, to insure proper financial planning and to be good stewards of money entrusted to Westminster Presbyterian Church.

OBJECTIVE

To serve the Lord and the congregation, within the vision and call of Westminster Presbyterian Church, by providing oversight and accountability for the stewardship of church financial resources.

RESPONSIBILITIES

- a. Create and oversee an annual committee budget, subject to Session approval;
- b. Project revenues for upcoming year for the budgeting process;
- c. Coordinate the collection of proposed Committee budgets and summarize/compile information for Session consideration;
- d. Oversee the Stewardship Committee and the Stewardship drive;
- e. Monitor monthly financial condition of revenues and expenditures and keep Session advised;
- f. Work and consult with other Session committees on all matters of church finance;
- g. Financial recommendations to Session, including policies and procedures;
- h. Coordinate expenditures with other Standing Committees within approved budgets;

ACCOUNTABILITY TO SESSION

Responsibility to Recommend for Session Approval:

- a. Policies and procedures relating to committee activity;
- b. Combined annual Operating Budget with recommendations;
- c. Monthly financial condition of revenues;

Authority to Act on Behalf of Session:

- a. In the event of a cash flow shortage, the Finance Committee has the authority to recommend expenditure freezes and adjustments to staff and report such recommendations to Session.

CHARTER STATEMENT OF THE MISSION COMMITTEE

Westminster Presbyterian Church

PURPOSE

To be the standing committee of Session responsible for oversight in all matters related to sharing Christ with people and fulfilling the needs of people locally and worldwide.

OBJECTIVE

To serve the Lord and the congregation, within the vision and call of Westminster Presbyterian Church, by providing the necessary resources and support for worthy individuals and organizations locally and worldwide.

RESPONSIBILITIES

- a. Create and oversee an annual committee budget, subject to Session approval
- b. Distribute congregational gifts of materials and dollars;
- c. Promoting/providing opportunities for service;
- d. Educating the congregation, i.e., Moment for Mission;
- e. Coordinate timing of budgeted distributions with Finance;

ACCOUNTABILITY TO SESSION

Responsibility to Recommend for Session Approval:

- a. Policies and procedures relating to committee activity;
- b. Fundraising for special projects;

Authority to Act on Behalf of Session:

- a. Distribute funds per approved budget

CHARTER STATEMENT OF THE NOMINATING COMMITTEE

Westminster Presbyterian Church

PURPOSE

To be the standing committee of Session responsible for oversight in all matters related to locating people with the necessary gifts and abilities to serve as deacons, elders and committee members.

OBJECTIVE

To serve the Lord and the congregation, within the vision and call of Westminster Presbyterian Church, by matching members' talents with the needs of Session, Deacons and committees.

RESPONSIBILITIES

- a. Recommend individuals with the necessary gifts to actively participate as deacons, elders and committee members;
- b. Express the diversity of the congregation when choosing candidates for deacons, elders and committee members;
- c. Finding potential new participants for committee vacancies, with the assistance of committee chairperson;
- d. Recruit active church members to serve on committees;
- e. Find compassionate individuals to minister as deacons;
- f. Find individuals with leadership abilities to serve on Session;

ACCOUNTABILITY TO SESSION

Responsibility to Recommend for Session Approval:

- a. Policies and procedures relating to committee activity;
- b. Recommend members for the Endowment Committee to Session per the Endowment Trust Agreement.

Authority to Act on Behalf of Session:

- a. Recruit and appoint active church members to serve on standing Session committees;
- b. Accountability to congregation to submit names for approval for election to Nominating Committee at Annual Meetings of Congregation in accordance with Book of Order, Congregation Resolutions and Bylaws.

10/22/19 Approved

CHARTER STATEMENT OF THE PERSONNEL COMMITTEE

Westminster Presbyterian Church

PURPOSE

To be the standing committee of Session responsible for providing leadership in all areas of personnel management within Westminster Presbyterian Church.

OBJECTIVE

To serve the Lord and the congregation, within the vision and call of Westminster Presbyterian Church, through effective personnel management. This oversight includes the provision for supportive care of staff, the assurance of staff accountability, and enabling all personnel to optimize the use of their gifts while balancing the well-being of each staff member.

RESPONSIBILITIES

- a. Create and oversee an annual committee budget, subject to Session approval;
- b. Review and make recommendations on new staff position requests or personnel replacement requests by Session Committees;
- c. Provide guidance, counsel and approval of the job description for each position, in consultation with the appropriate committees;
- d. Manage the process for establishing, reviewing and approving all salary/benefit packages, in consultation with Finance committee;
- e. Handle the contacts with Presbytery when related to ordained personnel policy issues;
- f. Provide guidance and counsel in the recruiting, searching, interviewing and hiring process to ensure personnel policies and procedures are administered properly;
- g. Establish and administer moving, housing and loan policies for staff personnel;
- h. Provide guidance, counsel and approval of written contracts for personnel;
- i. Ensure that a proper orientation is in place for each Westminster Presbyterian Church employee;
- j. Develop and establish new written personnel policies, as needed, and monitor their application in all ministry areas;
- k. Develop and establish policies for the determination of salaries and benefits for all employees;
- l. Be available to staff members for consultation, listening and support;
- m. Provide for personnel crisis management and be available for consultation on disputed personnel issues;
- n. Develop and submit personnel salaries and benefits as needed for preparation of the annual budget;
- o. Ensure that a proper closure process is followed whenever a person leaves the employment of Westminster Presbyterian Church;
- p. Develop and establish an effectiveness evaluation process that includes personal development and growth for the individual, and monitor its use in all ministry areas;

CHARTER STATEMENT OF THE PERSONNEL COMMITTEE

Westminster Presbyterian Church

ACCOUNTABILITY TO SESSION

Responsibility to Recommend for Session Approval:

- a. Policies and procedures relating to committee activity;
- b. Personnel policies that apply to all employees;
- c. Changes in job descriptions that affect clergy;
- d. Hiring of Program Directors;

Authority to Act on Behalf of Session:

- a. Interpretations of Personnel policies;
- b. Assist Head of Staff in the hiring of all employees other than Clergy and Program Directors;

CHARTER STATEMENT OF THE PROPERTY COMMITTEE

Westminster Presbyterian Church

PURPOSE

To be the standing committee of Session responsible for oversight in all matters related to care and maintenance of the church building and all physical assets and the use of those assets.

OBJECTIVE

To serve the Lord and the congregation, within the vision and call of Westminster Presbyterian Church, by providing the necessary resources and support for care and maintenance of the church building and physical assets, including the repair and replacement of same, and providing for policies for the use of such assets by the church, its members and non-members.

RESPONSIBILITIES

- a. Create and oversee an annual committee budget, subject to Session approval
- b. Maintain the church building and provide for its proper care and maintenance;
- c. Schedule regular replacement of depreciable assets, i.e., tables, chairs;
- d. Purchase replacement assets, within the approved church budget
- e. Review and maintain appropriate levels of casualty and liability insurance for the church, its assets and its employees;
- f. Maintain landscape of church grounds;
- g. Normal repairs and maintenance of church assets, within the approved church budget;
- h. Work with janitorial staff and grounds keeper to maintain building;

ACCOUNTABILITY TO SESSION

Responsibility to Recommend for Session Approval:

- a. Policies and procedures relating to committee activity;
- b. Major repairs or replacements, defined as expenditures in excess of \$2,000;
- c. Contributions to or withdrawals from the Major Maintenance Fund;

Authority to Act on Behalf of Session:

- a. Develop, implement and enforce policies for use of church property and assets, including use by non-members, including any church-owned vehicles;
- b. Enter into contracts for normal repair and maintenance, i.e., snow removal, waste disposal, equipment maintenance;

CHARTER STATEMENT OF THE WORSHIP AND MUSIC COMMITTEE

Westminster Presbyterian Church

PURPOSE

To be the standing committee of Session responsible for oversight in all matters related to the worship life of the congregation.

OBJECTIVE

To serve the Lord and the congregation, within the vision and call of Westminster Presbyterian Church, by providing the necessary resources and support for the pastors and music staff, and ensuring that all elements essential to corporate worship, including prayer, scripture reading, music, preaching and the sacraments, are faithfully carried out.

RESPONSIBILITIES

- a. Create and oversee an annual committee budget, subject to Session approval;
- b. Set-up for communion, including the preparation of elements and cleanup;
- c. Worship enhancement projects, *i.e.*, decorating worship spaces;
- d. Care and maintenance of candles, liturgical paraments and items used for sacraments;
- e. Maintenance of musical library under supervision of Music Director;
- f. Planning and preparation for receptions for recitals, concerts and musicals;
- g. Advocating for staff vision for elements that would enhance the overall worship atmosphere;
- h. Set-up for "Jacob's Well", including the preparation of coffee and providing other beverages;
- i. Coordinate worship participants, including musicians, ushers, sound and video technicians;

ACCOUNTABILITY TO SESSION

Responsibility to Recommend for Session Approval:

- a. Policies and procedures relating to committee activity;
- b. Changes in prescribed times for corporate worship;

Authority to Act on Behalf of Session:

- a. Selection of elders to serve communion;
- b. Enhancing Westminster's worship life, within the approved policies and budget;

CHARTER STATEMENT OF THE DEACONS

Westminster Presbyterian Church

PURPOSE

To be the Board at Westminster, as established in the Bylaws pursuant to Book of Order G-2.02, responsible for oversight in all matters related to sympathy, witness, and service after the example of Jesus Christ.

OBJECTIVE

To serve the Lord and the congregation, within the vision and call of Westminster Presbyterian Church, by providing the necessary resources to foster quality fellowship, participation and care of the entire congregation and to be inclusive of our community.

RESPONSIBILITIES

- a. Create and oversee an annual committee budget, subject to Session approval;
- b. Provide care and support for the community and our members in need;
- c. Organize participation in community activities;
- d. Provide a yearly emphasis on prayer;
- e. Arrange for a pictorial church directory (approximately every 5 years);
- f. Welcome visitors and design follow-up;
- g. Assist staff with new member classes and meal;
- h. Encourage participation in church activities;
- i. Pursue inactive members;
- j. Coordinate and sponsor church-wide fellowship events;
- k. Develop outreach activities and creative venues that inspire and encourage the community;
- l. Oversee membership development.

ACCOUNTABILITY TO SESSION

Responsibility to Recommend for Session Approval:

- a. Policies and procedures relating to committee activity.

POLICIES

POLICIES - CHRISTIAN EDUCATION

Student Ministry

Protection Policy for Students Volunteers

All volunteers and hired workers go through a back ground check and sign a child protection agreement unless currently employed by an Iowa School District.

Hiring Personnel to Work with Students

1. Candidates fill out a brief questionnaire.
2. Candidates go through a brief interview process where job responsibilities are discussed.
3. References are called and checked.
4. If the candidate is hired, then they fill out necessary paper work for taxes along with a confidentiality clause and a child protection agreement.

Travel off Church Grounds

When traveling off church grounds by car, van, bus, or other motor vehicle, the parents/guardians of each child are asked to sign a permission form that corresponds with the event. Students are only allowed to ride in a motor vehicle with the parent's/guardian's permission.

Medical and Additional Needs

Parents are asked to fill out an information form if their student participates in church activities. They are asked to list special needs or medical concerns so that the church might address them.

Photo Release Form

Photos of students are only used if their parent has signed a photo release form. These forms are a part of the information form given to parents of participating students.

Westminster Presbyterian Church Accident Report

NOTE: File one copy with appropriate director.

Student Name _____ Grade _____ Date of Accident _____ Time _____

Address _____ School _____

1. Accident Location: _____ Classroom _____ Grounds _____ SLC _____ Van _____ Hallway
 _____ Stairs _____ Other _____

2. Explanation of accident:

_____ Collision with person
_____ Hit with object
_____ Fall

_____ Collision with obstacle
 _____ Sudden turn, twist, stop
 _____ Other _____

3. Comments: _____

4. Witness to accident: _____

5. Body part injured:

Left	Right	Left	Right	Left	Right	Left	Right
Thumb		Neck		Trunk		Lower Arm	
Finger		Head		Back		Lower Leg	
Hand		Face		Hip		Upper Arm	
Wrist		Elbow		Foot		Upper Leg	
Ankle		Eye		Toes		Shoulder	
Knee		Ear		Groin		Abdomen	
Scalp		Chest		Other			

6. Type of injury suspected:

<input type="checkbox"/>	Laceration/Abrasion	<input type="checkbox"/>	Bruise/Contusion
<input type="checkbox"/>	Sprain/Strain	<input type="checkbox"/>	Dislocation
<input type="checkbox"/>	Fracture	<input type="checkbox"/>	Concussion
<input type="checkbox"/>	Surface cut/Scratch	<input type="checkbox"/>	Burn
<input type="checkbox"/>	Other		

Explain: _____

7. First aid given:

_____ Ice _____ Washed wound _____ Kept immobile
 _____ Stopped bleeding _____ Applied splint _____ Applied dressing
 _____ Observation _____ Other _____

Explain: _____

8. Outcome:

<input type="checkbox"/>	Parent took home	<input type="checkbox"/>	Parent took to doctor
<input type="checkbox"/>	Friend/relative took home	<input type="checkbox"/>	Parent took to ER
<input type="checkbox"/>	Transported to hospital by ambulance		
<input type="checkbox"/>	Returned to Class		

9. Parent notified by: _____ Time: _____

10. Physician called by: _____

11. Comments/instructions _____

Signed: _____ Date: _____

(Person filing report)

09/12

1 form per
child/youth

All About Me

Please Print
& fill out
completely

The Child/Youth

Name _____

Birthday (mo/day/yr) _____

Age _____ Grade _____

School your child attends: _____

Allergies and So Forth

Allergies or situations in your child's/youth's life
that the teacher should know about.

Are you registering your child/youth for: ☐ Discovery Night ☐ Sunday School ☐ Both

Will your child/youth also be in choir: ☐ Yes ☐ No

Parent(s)

Parent Name(s) _____

Home Number _____ Cell Phone _____

Address _____

E-mail Address _____

Do you attend another church other than Westminster? Which one? _____

Emergency Contact _____

Child's/Youth's Brothers and Sisters

Name(s)	Age(s)	Name(s)	Age(s)
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Other Relatives

Grandparents or someone your child/youth sees often and is close to: _____ Phone Number _____

Photograph/Film Consent and Waiver Form

The purpose of this form is to allow Westminster Presbyterian Church to use photographs or audio/visual mediums in which your child/youth may appear for publication of any church related newsletters, the website, social media, slide shows, or other media materials.

I, _____, hereby consent for all purposes to the use of photographs or audio/visual media in which, _____ (my child/youth), may be included (without the use of their name), by Westminster Presbyterian Church. In giving this consent, I release the photographer or filmmaker from any liability for any personal or proprietary rights that my child/youth or I may have in connection with such reproduction or use.

Child/Youth's Name: _____

Parent/Guardian Signature: _____ Date: _____

Covenant for Leaders of Students

I consider this a vow to God, a promise to those who planned this event, and a covenant between myself, Westminster Presbyterian Church, and the students with whom I will work and their families.

During my time at (event) I will live as a Christian called to service in God's kingdom.

I understand that I have been entrusted with the safety and welfare of all the students assigned to me. At all times, I will guard their physical safety; and mental, emotional and bodily health.

I understand that I have been entrusted with the spiritual health of all the students assigned to me. At all times, I will care for their faith development. I will care for their need for friendship and security and I will work to build a caring, loving community within the classroom and within the (event).

I will take care of my own physical and spiritual health.

I understand that I must be careful of "suggestive" situations. I will never be alone with a student in my care. If someone requests time alone with me, we will meet in sight of others, but not necessarily where others can hear us.

I will never touch a student in anger.

I will use appropriate signs of affection and Christian caring. I will respect the feelings of those who do not enjoy even the slightest casual touch.

I will guard my language. I will not swear or use inappropriate language in the presence of students.

I will set a good example of respecting the property where (event) is held and the property of others and I will be a good steward of God's earth.

I will submit to a background check.

I have read the job description and covenant and agree to abide by these statements. I understand that if I do not abide by this agreement, my volunteer services can be terminating at the discretion of the Westminster staff and/or committee of Planning Team for this event. By signing below, I am acknowledging this covenant between Westminster and myself.

Signature of Volunteer

Date

Under 18 Parental Agreement

Date

Child and Youth Protection Policy

Westminster Presbyterian Church

It is the mission of Westminster Presbyterian Church to glorify God and proclaim to all the gift of God's salvation through Jesus Christ. The disturbing and traumatic rise of physical and sexual abuse of children has claimed the attention of our nation and society. In keeping with our mission, this policy is to assure that Westminster is continually working toward providing an environment safe from physical and sexual and emotional abuse for those participating in, receiving, and providing its' ministries.

1. All volunteers and staff working with minors will be required to follow the Child and Youth Protection Procedures of Westminster Presbyterian.
2. All volunteers working with children, youth, or vulnerable adults are required to be active worshipping participants of Westminster for 6 months and agree to reference checks.
3. Adults who have been convicted of either sexual or physical abuse should not volunteer services in any church-sponsored activity or program for children, youth, or vulnerable adults.
4. All persons who have been violated physically or sexually need the love and acceptance of the church. It is our hope that any adults who were violated as children and are considering working with children, youth or vulnerable adults have therapeutically resolved any issues in the past that might negatively impact their work as a volunteer. If these issues are resolved, we commend them. If they are not, we pray they will accept our willingness to help by connecting them with a pastoral designate.
5. Volunteers and staff should immediately report any suspected or inappropriate behaviors to their supervisor.

Revised 8/03

Child and Youth Protection Procedures

I. Recruiting and Screening Church Workers

1. All individuals who work with minors will be screened.
2. All paid staff and volunteers must complete/undergo primary screening consisting of :
 - A. Employment Application (paid staff)
 - B. Covenant
 - C. Volunteer Application/Reference Checks
 - D. Personal Interview
 - E. Criminal Record Check Authorization (to be updated every 3 years or as needed)
3. Occasional volunteer workers who serve only a few hours each year (less than 15) must complete/undergo secondary screening consisting of:
 - A. Covenant
 - B. Volunteer Application/Reference Checks
 - C. Personal Interview

Organizers of large group activities with multiple volunteers may wave the secondary screening form if they create and enforce safety precautions in keeping with the intent of the child protection procedures.
4. Volunteers will be permitted to work with minors after satisfactorily completing the screening process and after they have been members or regular attenders of the church of six months.
5. Volunteers who have been a member or a regular attender for less than six months, yet can provide excellent references and can demonstrate an ability to teach, may volunteer if the six month rule is waived by a unanimous vote by the Christian Education Committee or the Personnel Committee.
6. Volunteers and paid staff with a criminal history that includes a conviction for a violent or sex related felony or serious misdemeanor will not be allowed to work with minors unless approved by a unanimous vote of the Christian Education Committee or the Personnel Committee.
7. An adult survivor of child abuse will be encouraged to meet with a pastor before working with minor children. If the pastor feels it is not in the best interest of the children or the applicant for the applicant to be allowed to work with children, other volunteer opportunities will be suggested.
8. Volunteer screening materials will be maintained in locked files at all times and accessible only to individuals directly involved in the approval process in order to maintain confidentiality.

II. Supervising Church Workers

1. Volunteers should avoid situations where they will be alone with a child or youth.
2. Two workers will be with children or youth except for short, necessary tasks.
3. Training for volunteers and ministerial staff on child abuse recognition, reporting, and child/youth protection policies and procedures will be held periodically, preferably in the fall.
4. All classrooms will have an unobstructed window area in its door that measures at least five by nine inches.
5. Classes for kindergarten and younger will have their children use room's adjoining washroom. Children 1st grade and older need to tell the volunteer before leaving the room for anything.
6. Workers will not use any form of physical punishment when children/youth misbehave.
7. Hugs between workers and children/youth will be brief. Kissing is discouraged.
8. The Nursery Director, under the supervision of the Personnel Committee, will establish and follow additional Child Protection Procedures for the nursery.

9. Parents or a family member are to escort their children kindergarten and younger, to their classrooms and check in with the adult volunteer.
10. Children who are kindergarten and younger must be picked up from class by a parent or family member who notifies the volunteer before leaving.
11. Staff members should notify others preferable parents, when meeting alone with a minor. It is preferable to meet in sight of others, but not necessarily where others can hear.
12. Safety precautions for any off-site youth activity will be determined prior to each event consistent with the intent of the Child and Youth Protection Procedures. (Including all youth through Sr. High)

III. Reporting Procedures

1. Any inappropriate conduct or relationship involving a minor should be confronted immediately and reported to the pastoral staff.
2. If the inappropriate situation continues, the observer should report it to the Clerk of Session

IV. Responding to Allegations of Abuse by Church Staff or Volunteer

1. Precise documentation will be made of all events when an allegation of abuse is made.
2. Westminster's insurance company and attorney will be notified immediately that an allegation has been made.
3. Parents of the minor will be notified immediately that an allegation has been made.
4. The accused will be treated with dignity and support. If the accused is a volunteer, that person will be relieved temporarily of his or her duties until the investigation is finished. If the person is a paid employee, arrangements for the continued employment of the accused will be determined by the Personnel Committee.

Revised 12/04

VOLUNTEER APPLICATION FORM

Westminster Presbyterian Church

General Information

Name _____ Date: _____

Address: _____

Phone (h) _____ (c) _____

Name of church of which you are a member:

List of three personal references we can contact on your behalf (not former employers or relatives).

1. Name _____

Address _____

City, State, Zip _____

Telephone _____

2. Name _____

Address _____

City, State, Zip _____

Telephone _____

3. Name _____

Address _____

City, State, Zip _____

Telephone _____

In caring for children, we believe it is our responsibility to seek adult staff who are able to provide healthy, safe, and nurturing relationships. Please answer the following questions accordingly. Answering yes to any of the questions 3 through 5 will not automatically disqualify a volunteer from working with children. If you prefer, you may discuss your answer in confidence with a Westminster staff person rather than answering it on this form. Any pastoral concerns can be discussed individually with the person.

1. Do you have a current driver's license? ____yes ____no

If yes, please list your driver's license number _____
(Staff needs to make a photocopy of the driver's license)

2. Are you willing to be fingerprinted for a criminal records check? ____yes ____no
3. Have you ever been convicted of any crimes? ____yes ____no

If yes, please describe:

4. Have you ever been a victim of any form of child abuse? ____yes ____no
5. Have you ever been in treatment for drug or alcohol abuse? ____yes ____no
If yes, please explain:

6. Are you using illegal drugs? ____yes ____no

The information contained in this application is correct to the best of my knowledge. I, the undersigned, authorize any references listed in this application or attached documents to release any and all records or information related to working with minors. The Westminster Staff or their designee may contact my references and appropriate government agencies as deemed necessary in order to verify my suitability as a (teacher, educator, caregiver.) I furthermore authorize the Westminster Presbyterian Church to acquire a police background check on me in my local jurisdiction. I understand that the personal information provided in this application will be held in strict confidentiality.

Signature _____
Date _____

COVENANT FOR LEADERS OF CHILDREN AND YOUTH

I consider this a vow to God, a promise to those who planned this event, and a covenant between myself, Westminster Presbyterian Church, and the children and youth with whom I will work and their families.

During my time at (event) I will live as a Christian called to service in God's kingdom.

I understand that I have been entrusted with the safety and welfare of all the children and youth assigned to me. At all times, I will guard their physical safety; and mental, emotional & bodily health.

I understand that I have been entrusted with the spiritual health of all the children and youth assigned to me. At all times, I will care for their faith development. I will care for their need for friendship and security and I will work to build a caring, loving community within the classroom and within the (event).

I will take care of my own physical and spiritual health.

I understand that I must be careful of "suggestive" situations. I will never be alone with a child or youth in my care. If someone requests time alone with me, we will meet in sight of others, but not necessarily where others can hear us.

I will never touch a child or youth in anger.

I will use appropriate signs of affection and Christian caring. I will respect the feelings of those who do not enjoy even the slightest casual touch.

I will guard my language. I will not swear or use inappropriate language in the presence of children or youth.

I will set a good example of respecting the property where (event) is held and the property of others and I will be a good steward of God's earth.

I have read the job description and covenant and agree to abide by these statements. I understand that if I do not abide by this agreement, my volunteer services can be terminated at the discretion of the Westminster staff and/or committee of Planning Team for this event. By signing below, I am acknowledging this covenant between Westminster and myself.

Signature of Volunteer

Date

Under 18 Parental Agreement

Date

Revised 12/04

Westminster Presbyterian Church
1301 Kimball Avenue
Waterloo, IA 50702
(319) 234-5501
Information Release

TO ANY LAW ENFORCEMENT AGENCY

This is your full and sufficient authority to give to Westminster Presbyterian Church of Waterloo, Iowa, from time to time, as requested, any information you may have pertaining to records regarding complaints, investigation, or arrests that you may have in your custody or under your control with reference to me.

I understand that this does not include the actual police reports regarding any investigation.

A photocopy, or exact reproduction of this authorization, as duly executed, shall have the same force and effect as the original.

Dated this _____ day of _____, 20____

Signature _____

Print name _____

Address _____

Print maiden name _____

Print all aliases _____

Race _____

Date of birth _____

Place of birth _____

Social Security Number _____

POLICIES - FINANCE

Cash Counting Procedure – Church Event

- 1) MATERIALS NEEDED
 - 1- Bank Deposit Bag
 - 2- Cash Receipt Form
 - 3- Pink Voucher/ Purchase Order form for reimbursement/bill paying
 - 4- All supplies in Church Office/Bags in Safe Area
- 2) COLLECT ALL MONEY AND COMPLETE CASH RECEIPT FORM WITH TOTAL OF BILLS, CHECKS, AND COIN.
PLEASE SIGN THE SHEET SO THAT THERE IS VERIFICATION OF WHO COUNTED THE MONEY.
- 3) PLACE BANK BAG WITH
 - 1- Cash Receipt Form
 - 2- Money
 - 3- Receipts if any for reimbursementPLACE BANK BAG IN THE SAFE, WHICH IS LOCATED IN THE USHER'S CLOSET AT THE BACK OF THE SANCTUARY.
- 4) FOR REIMBURSEMENT/PAYMENT OF BILLS.
 - 1- Complete a Pink Voucher/Purchase Order with date, check payable to, budget item (exp. Discovery Dinner) and signature. Attach receipts with Pink Voucher.
 - 2- If there were charges to a business, check payable would be to the business. A separate Pink Voucher/Purchase Order is needed for each payment.

Cash Counting Procedure – First and Second Service

THE COLLECTION AND SAFE KEEPING OF CHURCH FUNDS AND BUILDING SECURITY SHOULD BE HANDLED BY COLLEGE AGE ADULTS AND ABOVE.

Worship ushers take the offering plates from the Sanctuary/Shared Life Center and combine all monies. The money is placed into bank bag/s, which are located on top of the church safe. The church safe is located in the small closet in the back of the sanctuary. Bank bag/s are placed in the safe and the handle is turned to drop the bag/s into the safe. Money will be retained there until the following Tuesday.

Tuesday deposit bags are removed from the safe either by Financial Secretary or Church Treasurer. The bag(s) are brought to the church conference room and opened by four volunteers. Envelopes are distributed to each volunteer according to the number sequence that they have and loose money is placed in an offering plate under ready for counting.

- Loose Offering (That which is “loose” in the bank bags. PEW Envelopes... with NO NAME or check to identify “who” the donation is from, shall be considered “Loose Offering”).
- Envelopes – Consist of ALL Adult & Youth Envelopes as well as Pew Envelopes with names or checks.
- Special Gifts – Consist of ALL Envelopes/Green Voucher Receipts that are designated for special offering are to be listed under SPECIAL on the Deposit Sheet. The person/s making the contribution wishes to receive credit for his/her contribution. Therefore, these names and amount should ALWAYS be listed on the back of the Deposit Sheet. (One Great Hr, Christmas, Mission, Vacation Bible School, Etc.
- Checks Received (No Envelopes) – These are ALL the checks that are just dropped “loosely” in the collection. But, they are NOT loose offering. They are to be listed alphabetically under the “Checks Received” column on the deposit sheet... and then the total should be listed in the (CHECKS (ABC’S) COLUMN.
- Each volunteer opens their particular set of envelopes assigned to them. When opening each envelope, the envelope is marked with a check for (check) or the word cash or coin. After all envelopes are opened, monies (cash, currency, coin) and checks are recorded on each volunteer’s Cash Receipt Form. Each group of checks is totaled with an adding machine paper and stamped with “for deposit only”. Cash Receipt Form, envelopes, and checks are given to Financial Secretary to check for accuracy.
- Church Treasurer or Financial Secretary lists all “loose checks” as well as miscellaneous money on the Deposit Sheet. Miscellaneous money consists of coffee money, discovery dinner, etc.
- After verification of each group of volunteer envelopes, Financial Secretary gives Cash Receipt Forms to Church Treasurer to be listed and totaled on the Deposit Sheet under ENVELOPES.
- All currency and coin are assembled together and counted by the volunteers to verify Church Treasurer Deposit/Financial Secretary Sheet total.
- Church Treasurer/Financial Secretary completes a deposit sheet. Money and deposit sheet are then taken to Veridian Credit Union by Church Treasurer or Financial Secretary.
 - After verification by Credit Union, the deposit slip is attached to the Deposit Sheet.
 - If needed, additional deposit of tithes, offerings, and miscellaneous money is made on Thursday or Friday of each week by the Financial Secretary.
- Financial Secretary records in the church check writing system the total amount of the deposit with the breakdown of accounts as listed on the DEPOSIT SHEET. A breakdown of weekly tithing/Monthly e-tithing is given to the Executive Secretary for bulletin information.

Bill Paying / Check Request / Payroll

1. All bills and reimbursements are presented to the Financial Secretary when the following is completed.
 - 1) Financial Secretary, staff, committee chair, or member requesting reimbursement completes pink Purchase Order Voucher.
 - 2) Purchase Order Voucher needs to be dated, Check Payable to:, brief description of the bill/reimbursement, total of expense, Budget Line Item & Budget No. Purchase order requires two signatures.(Committee chair/staff person and Senior Pastor)
Invoices and receipts need to be attached to Purchase Order
 - 3) Pink Purchase Order Voucher is then presented to Financial Secretary for payment.
 - 4) Financial Secretary writes/prints check using church check writing program. Two signatures are required on each check. Authorized signers are Treasurer, Executive Secretary, Church Secretary, Senior Pastor, Associate Pastor.
 - 5) After checks have two signatures, checks are mailed or distributed to recipient.
 - 6) Invoices and check stubs are stapled together and filed in alphabetical order in bill paying file located in Financial Secretary's office.

PAYROLL

1. Pink Payroll Vouchers are prepared by the Financial Secretary and presented to Senior Pastor for signature. Hourly employees turn in Time Sheet for Pay Period to Financial Secretary documenting hours for each pay period. A Monthly Time sheet is also turned in to Senior Pastor.
2. Salaried employees turn in Monthly Time Sheet showing only when vacation, sick, or continuing education time is used.
3. Financial Secretary writes/prints checks using church check writing program. Two signatures are required on each check. Authorized signers are Treasurer, Executive Secretary, Church Secretary, Senior Pastor, Associate Pastor. Some employees utilize Direct Deposit.
4. Payroll is distributed on the 15th and the last day of each month unless those days fall on holidays or weekend.

Special Needs / Youth Dance

- 1) Youth Director requests start up change for **youth dance** by turning in a pink voucher payable to he/she.
Startup change for **special needs** dance is kept in bank bag and is replenished each time the dance money is counted.
- 2) **Youth dance** money is collected and placed in bank bag/s each day (Wednesday-Friday) as tickets are sold and placed in the safe. Some money is kept in the ticket box for change. Ticket box is locked up each night in office drawer.
Special needs tickets are sold the night of the event and all money is placed in bank bag and placed into the safe.
- 3) **On the night of the Youth dance**, money is not counted or separated. It is placed into bank bags and directly into the safe. Money would include final ticket sale money, pop and candy sales.
- 4) Money is taken from the safe by Church Treasurer/Financial Secretary the following week for counting. Volunteers separate bills/coins for counting and present a grand total to the Financial Secretary/Church Treasurer for deposit.

Westminster Presbyterian Church Fundraising Policy

Purpose: From time to time there may be a special need or opportunity for the church to make available an additional giving opportunity over and above tithes and pledges given to the church budget. This policy seeks both to allow such periodic fundraisers but also to limit them so that they do not impact the overall financial condition of the church.

Governing Policy:

Fundraising for any resources over and above pledged resources on the church property or sponsored by the church outside the church property shall be performed in a manner consistent with the policy outlined below unless an exception is approved by Session.

- A. All special fundraising requests must first be approved by one of the Standing Committees and then submitted to Session.
- B. Any special fundraising activities must receive prior Session permission. Exhibit A indicates special fundraising activities that are exempt from this requirement.
- C. All special fundraising requests shall be submitted to Session on the form attached as Exhibit B.
- D. The special fundraising event shall be compatible in its content and the way it is conducted to the identity and mission of Westminster Presbyterian Church as a Christian community of faith.
- E. Any outside person or organization granted approval for a special fundraising event on the church property shall adhere to the Facilities Usage Policy.
- F. All fundraising events will take care to avoid the appearance of impropriety (e.g. gambling, alcoholic beverages, etc.)
- G. Exceptions to this Policy can be made at any time by Session.

Exhibit A to Fundraising Policy – Exemptions from Requirements

Westminster has a history of allowing certain groups (both inside and outside groups) to solicit funds on a recurring basis. The need to review such groups each time a request is made to solicit funds appears to be an unnecessary use of Committee and staff time. The following groups/organizations are exempt from the requirements of the Fundraising Policy, including the completion of an Exhibit B:

- Fundraisers for Youth Mission Trips and other youth activities.
- Feed My Starving Children
 - Annual M&M solicitation
 - Annual event solicitation
- Presbyterian Women
- Non-cash /In-kind Solicitations:
 - Christmas gift collection events (as approved by the Mission Committee)
 - G-Love tree
 - Northeast Iowa Food Bank
 - Stork's Nest
 - Christmas Dinner
 - Stuff, Etc.
 - Amazon Smile
- Try-Pie
- Gideon's

Scheduling of fundraising events shall be the responsibility of the pastoral staff. Pastoral staff shall have the authority to determine when, and if, groups shall be scheduled and how often.

Any Committee proposing any additional group to be added to this exception list shall sufficiently investigate and satisfy itself that the group complies with the Fundraising Governing Policies before recommending the group to the Session for addition to the list.

Changes to this Exhibit shall be made in accordance with the Operations Manual amendment process, provided, however, that the exempted groups listed on this Exhibit A may be added to or removed at any Session meeting provided that at least seventy-two (72) hours notice is given of the proposed addition or deletion prior to the Session meeting.

(as amended 3-20-2018)

Exhibit B to Fundraising Policy – Application for Special Fundraising Event

Westminster Presbyterian Church
Application for Special Fundraising Event

Name of Event Leader: _____ Phone: _____
Email: _____

Name of Organization(s) or Committees receiving benefit:

_____ Indicate if 501 (c)(3) _____

_____ Indicate if 501 (c)(3) _____

Describe Proposed Event:

Proposed Date(s): _____ Proposed
Time(s): _____

Proposed Location: _____

Anticipated amount to be raised: \$ _____

Beneficiary (\$ amount or %) _____

Beneficiary (\$ amount or %) _____

Signature:

I hereby attest that I have read the Fundraising Policy and Facilities Usage Policy (if applicable) of Westminster Presbyterian Church and commit to conduct a special fundraising event in a manner respectful of the mission and purpose of Westminster Presbyterian church.

If an outside organization: (Check one)

_____ if more than 500 people expected we have provided proof of a liability bond or insurance policy for \$1 million to the church business office, or;

_____ If less than 500 people we have signed a "Hold Harmless Agreement" and placed it on file with the church business office.

Signature of Event Leader

Date

Approvals:

Standing Committee Approval Name: _____ Date Approved: _____

Date of Session Approval: _____

Westminster Scrip Program Procedures

Orders are placed through the website of Great Lakes Scrip Program (www.glscrip.com) by Peg Kugler or Sarah Hellman. There is a password and ID number for the church when ordering that will need to be entered to place an order with Great Lakes Scrip Company. When entered we can order using our "Favorites" list of popular cards in various denominations that are carried in stock at the church.

Once the order is placed the order confirmation will ask how we want it shipped and we select to ship the least expensive way at \$7.75.

The order total is then debited on the church checking account and sent Fed Ex Ground to the church. If ordered by Tuesday the order will arrive by Friday (unless it's a holiday week) via the lowest price offered by Great Lakes Scrip Company. An order confirmation is sent to Peg Kugler's email address- pxsells4u@aol.com when the order is received. Another email is sent when the cards are shipped. If you do not receive these emails you must contact Great Lakes Scrip Company to verify your order and its shipping. To date this has not happened.

The church office staff notifies when the order is received usually through email. Then Peg, Sarah or Jo go to the church and check-in the cards and mark the cards with their value if not pre-printed. They are then filed alphabetically in the 5 storage cases locked in Becky's office.

Sunday sales are recorded with Card name, serial numbers on the back of the card, Seller's initials, buyer's name and check number with dollar amounts and totals. Gift cards are banded and stored in each labeled slot in the 5 storage boxes according to value. Cash or checks are accepted for these purchases.

At the end of the Sunday selling period, sales are tallied and the sales made through the week are added to the total. The checks and cash is counted, a Cash Receipt Form is completed and put with the checks and cash, placed in a zippered deposit bag and immediately placed in the church safe. Sales, accounting and order forms are in the white scrip book along with the gift card boxes in Becky's office.

The weekly sales forms are stapled (stapler in Box #5) together and placed in the checkered box (labeled on the end "Scrip Sales) above the mailboxes in the conference room.

Gift cards quantities are checked after closing down the scrip sales at approximately 10:45 AM on Sunday, to see if we need to place an order for the next week. A complete inventory is taken quarterly and totals are watched closely so as not to exceed a \$20,000 total inventory. This inventory total is then reported to the Finance Committee at that month's meeting.

Each week Becky re-checks the sales totals (refers to the sales receipts when needed) and makes the Scrip bank deposit.

Special orders are taken and included with the next order placed.

Some scrip cards we have to order locally- Such as- Fareway, Village Inn, Brown Bottle, Hwy 63 Diner, Montage, etc; We then request a check (pink form) from Becky and committee members that are available pick them up and bring them to the church.

The committee signs up on-line with Jo Grapp to work at the sales table on Sundays- minimum of 2 people. A list of workers and the schedule is kept on the back of the white scrip book in Becky's office.

When cards are low or the office staff have questions they email or call Peg.

The office continues to sell scrip cards through the week and these sales and transfers are placed in the white scrip book and recorded and accounted for on the following Sunday.

Encouraging messages are given occasionally on Sunday from the pulpit, in the bulletin, and newsletter to encourage our members to buy scrip.

Current Committee Members:

Peg Kugler, Chair, Jo Grapp, Co-Chair, Sarah Hellman, Barb Dodd, Jenny Dodd, Marie Hill, Steven Eilers
Kim Porter

Band Trailer Rental Procedure

Organized by Mike Michalicek

The trailer price is negotiated differently for each rental.

If the trailer is rented to a commercial business the fee is \$500. This includes rental, delivery, and set up and tear down. Rasmussen towing receives \$100 for delivery, the set up crew gets \$150 and the church receives \$250. Mike also receives \$70 for each event for booking fee.

If the trailer is rented to a nonprofit, the fee is \$300. Rasmussen towing receives \$100, the set crew gets \$100 and the church gets \$100.

The funds currently have a separate account that has been used for upkeep and repair. Money is kept aside for future upkeep. The trailer will eventually need tires (over 25 years old), its own lights and sound system, as well as a new cable for the lift system. Only word of mouth is used to promote its use and with a little more promotion it could generate up to \$2,000 a summer.

Rasmussen towing stores the trailer for free. They use a towing license plate when they deliver it so no license is needed to transport it.

Since owning the trailer, the men's group has replaced the walls and painted the outside. Many friends and Mike have painted the inside, repaired the electrical system, and repaired the lift system.

Personnel Policies and Procedures

**Westminster Presbyterian Church
1301 Kimball Avenue
Waterloo, IA 50702**

9/19/92; revised 11/14/98; revised 4/18/11; revised 1/29/13; REVISED 4/14/15

Westminster Presbyterian Church
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Personnel Policies and Procedures

Introductory Matters

Article I - Theology of Employment

The Westminster Presbyterian Church, a part of the Presbyterian Church (U.S.A.), is a community of faith called into being by God's Grace in Jesus Christ, "known by its convictions as well as by its actions." (G.2.1010)

Acknowledging God's sovereignty over the world and Christ's Lordship over the Church, it recognizes and uses the gifts of all, including its employees, for the purposes of God.

The Church is an interdependent, servant community within which particular responsibilities are accepted and acted upon. These actions are rooted in specific theological assumptions about persons which directly affect its employment practices, enabling it to be faithful to its best insights. Such faithfulness will make life together in work more meaningful, productive and rewarding.

The basic assumptions are derived from the central teachings of the Christian faith regarding the nature of persons:

They are created in God's image.

Their creativity, reflecting the image of a Creator God, must be recognized and protected. Failure to do so denies both God's creations and the continual creativity of persons.

Remembering that the Gospel sets persons free from bondage to assume responsibility for themselves, the Church seeks to provide opportunity for its employees to exercise that freedom in creative service, thereby enhancing their worth and dignity as persons.

The relationship between the Church and its employees is a covenant relationship in which both parties agree to function together in certain ways to achieve agreed-upon objectives or purposes.

The Church, as employer, recognizes and incorporates into its personnel system these basic assumptions.

Article II - Personnel Philosophy

The work of Westminster is to be understood within the context of the Church defined by the Book of Confessions, the Form of Government, and its own mission.

The Church's comprehensive personnel system is designed to reflect the continuing mission concern of the Church, including programmatic and budgetary decisions. Goals and results of the system, based on continuing mission concerns, will be reviewed as needed.

The Church shall always retain the right to determine who its representative shall be in personnel matters.

Article III - Scope and Application of Westminster's Personnel Policies

The following policies are established by Westminster with regard to all staff which it employs. They are designed to be consistent with all applicable provisions of the Form of Government, and with the "Personnel Policies for Agencies and Guidelines for Governing Bodies of the Presbyterian Church (U.S.A.)."

Westminster is free to amend, modify and change these policies at any time, and will keep employees informed of all such amendments, modifications and changes.

Article IV - Style of the Westminster Personnel System

The basic style of the personnel system is based on a commitment to use the full human resources available. It reflects a management style that is supportive in nature, seeking to secure and maintain the cooperation of all staff who perform certain Church functions. It is a style of shared rights, responsibility and accountability.

General Employment Provisions

Article V - Equal Employment Opportunity Employer

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

Article VI - Process of Employment

A. Position Description

A written description which accurately reflects the job functions will be developed by the Session's Personnel Committee, along with the Head of Staff.

B. Advertisement

The permanent position shall be advertised, and it shall state that the Westminster Presbyterian

Church is an Equal Employment Opportunity Employer.

C. Equal Opportunity Enforcement

The Equal Employment Opportunity policy of the Church shall be followed in consideration of applicants for interviews and employment.

D. Applications

Applications shall be kept for six (6) months, from date of the employment decision in order to comply with the legal requirements for equal employment opportunity. They should be destroyed thereafter.

E. Privacy

Care shall be taken during the interview to assure that the privacy of the individual is protected. Questions shall be job-related.

F. Temporary/Intern Position

The foregoing process shall not apply to temporary or intern employees.

Article VII - Probationary Period

A. Probationary Employees

For all non-ordained staff, the first three (3) months (90 days) of employment constitute a probationary period. Their employment may be terminated at any time within the 90 day probation period. Factors to be considered for evaluation include, but are not limited to, excessive absences, tardiness, unsatisfactory work performance, and personality conflicts. Neither pay in lieu of notice or severance pay will be given an employee whose employment is terminated during the probationary period.

B. Benefits During Probation

During the probationary period of employment, the employee is entitled to the benefits to which their position entitles them excluding Article XXIX – Health Insurance, whether that be full or part-time. Article XXIX will take effect on the first of the month following the first three (3) months (90 days) of employment.

Article VIII - Definitions

- A. Ministerial Staff** - as that term is used herein, shall mean and refer to those ordained or non-ordained members of the staff who have successfully completed their seminary course of study and received their Master's of Divinity. They may be either full or part-time employees.
- B. Professional Staff** - as that term is used herein, shall mean and refer to those who have specialized education, training, and/or experience in a particular ministry of the Church. They may be either full or part-time employees.

- C. Support Staff - as that term is used herein, shall mean and refer to those skilled in the support services necessary to the ministry of the Church, including, but not limited to, clerical, janitorial, program coordinators, facilitators, etc. They may be either full or part-time employees.
- D. Part-time/Full-time Employees
 - 1. Full-time Employee - An employee who is regularly scheduled to work thirty (30) hours/week or more for an indefinite period or more than one hundred twenty (120) days, shall be considered a full-time employee.
 - 2. Regular Part-time Employee - An employee who is regularly scheduled to work less than thirty (30) hours/week shall be considered a regular part-time employee.
- E. Temporary Employee - An employee who is employed for one-hundred twenty (120) days or less, irrespective of their hourly schedule per week, shall be considered a temporary employee.
- F. Interim Employee - An employee who is employed for a specific purpose for a specific length of time as a substitute for a permanent employee.

Article IX - Employee Rights and Responsibilities

- A. Rights
 - 1. To receive adequate information from which to develop an understanding of their role and functions in the total structure of the Westminster Presbyterian Church;
 - 2. To receive regular information on the quality of their performance;
 - 3. To have as much control as possible over their own career development;
 - 4. To be kept informed of proposed changes in personnel policies and procedures in order to provide input into the process;
 - 5. To participate in the administration of the personnel policies, where appropriate, to assure objectivity and fairness (e.g., grievance procedures, job classifications, performance review and evaluation);
 - 6. To have working conditions that promote the general welfare and encourage productivity;
 - 7. To receive compensation and other benefits under a fair and open process.

B. Responsibilities

1. To give their best possible performance in their assigned functions;
2. To understand their role and function in the context of the goals of the system;
3. To honor their commitment to goals and objectives agreed upon by their participation in the personnel system;

Article X - Basis for Employment Decisions

The qualifications and previous performance on the job of an employee shall be the principal elements utilized by the management team for employment decisions. In decisions regarding hiring, promotion, and advancement, the most qualified employee and/or the employee who has a past record of good performance on the job shall be selected. In decisions regarding demotion or lay-off, the least qualified employee and/or the employee with the poorest record of performance in the job shall be selected. In the event that such an employee cannot be determined, then the decision shall be based on seniority.

Article XI - Layoff and Recall Rights

Any employee who shall be laid off by Westminster, due to no fault of their own, shall have the right, for a period of one (1) year, to be recalled to employment at Westminster to a position for which they are qualified. In order to qualify for recall, the employee must have their current address and phone number on file in the Church office. When a position for which the employee is qualified becomes open, the Church shall notify the employee, in writing, by regular mail, forwarded to the address on file at the office. The employee shall have four (4) days from the date of the notice to advise the Church of their decision to return and up to twenty (20) days from the date of the notice to actually return to employment at Westminster.

Article XII - Attendance Policy

Due to the nature of the Church's responsibility to serve its congregation, absence/tardiness of any employee has an extremely disruptive effect of the quality and quantity of service that can be provided. Therefore, excessive absence/tardiness shall constitute just cause for discipline - repetitive offenses may result in suspension and termination. Excessive absence/tardiness on more than five (5) uncompensated occasions without permission within a rolling six (6) month period shall be considered just cause for disciplinary action. Additional instances of unapproved uncompensated absence/tardiness shall form the basis for progressively more severe disciplinary action.

Article XIII - Disciplinary Action

Any violation of these personnel policies or any conduct which is offensive to and/or

inconsistent with the mission and operation of this Church, shall subject the employee to disciplinary action as determined by the Head of Staff. Conduct which subjects the employee to discipline includes, but is not limited to, the following:

1. Repeated unsatisfactory performance;
2. Insubordination;
3. Neglect in the care and use of Church property, personnel, or funds;
4. Excessive absence/tardiness as provided herein; and
5. Acts, offenses or conduct contravening to the recognized principles of Christian living, within or without their employment responsibility.

The conduct shall be discussed with the employee in conference with the Head of Staff. Any employment action shall be announced at the conclusion of the conference. Generally, such action shall commence with reprimands, continue with suspensions for repeated behavior, and end in termination. Written documentation of such action shall be placed in the employee's personnel file. Employees shall have the right to appeal the action by giving written notice of that appeal to the Head of Staff within five (5) calendar days after the conference. The processing of the employee's appeal shall proceed per the provision of the Grievance Procedure. A failure to give timely notice shall waive the employee's right to an appeal. **THE CHURCH RESERVES THE RIGHT TO SKIP ANY POSSIBLE ACTION AND GO TO THE NEXT APPROPRIATE ACTION, INCLUDING TERMINATION, FOR ANY EMPLOYEE CONDUCT IN VIOLATION OF THIS ARTICLE.**

Article XIV - Grievances

A. Procedure

All problems arising from employment or conditions of employment or conditions of employment are to be directed to the Head of Staff in writing. Thereafter, the Head of Staff shall meet with the employee and attempt to develop a solution to the problem. In those cases where a solution to the problem cannot be worked out in discussion with the Head of Staff, the employee may then appeal to the Session Personnel Committee. If the matter is still not resolved, the employee may appear before the full Session at the next regularly scheduled Session meeting.

If the employee's problem is with the Head of Staff, then the employee, if a solution to the problem cannot be worked out in discussion with the Head of Staff, may appeal to the Session Personnel Committee, who will consider the employee's appeal without the presence of the Head of Staff. If the matter is still not resolved, the employee may appear before the full

Session at the next regularly scheduled Session meeting.

B. Termination of Ordained Staff

After meeting with the Personnel Committee of the Session, for dissolution of a pastoral relationship, see the Book of Order, Form of Government, G-14.0600.

C. Other Terminations

Because of reorganization, retrenchment of program or other circumstances arising out of no fault on the part of the employee, involuntary separation is at the discretion of the Session, upon the recommendation of the Personnel Committee.

Hours of Work and Wage Administration

Article XV - Work Week

While the Church is open daily for use by the Congregation from early morning until late at night, employee hours of work depend upon job description, function and responsibilities.

A. Exempt

The exempt staff shall include and refer to the ministerial and Professional staff. They are expected to spend sufficient time as may be necessary to adequately perform their duties and responsibilities as either full or part-time employees.

B. Non Exempt

Non-exempt employees shall be regularly assigned no more than forty (40) hours per week. In situations where the need arises for additional hours to be expended to complete special projects or tasks, the employees shall have the option to take time off to compensate for those additional hours, or accept overtime pay. The working of any additional hours and scheduling of the compensatory time off shall require the approval of the Head of Staff.

Article XVI - Wage Administration

A. Pay Periods

There shall be two (2) pay periods per month - 1st thru 15th and 16th thru the end of the month.

B. Pay Day

1. Regular Scheduled Hours

Pay checks for all regularly scheduled hours worked in the pay period shall be the 15th and the thirtieth day of the month. Should pay day fall on a weekend or holiday, the employees pay check shall be delivered in advance of the pay day on the last scheduled work day before

the weekend or holiday.

2. Overtime

Any overtime hours worked shall be approved by the Head of Staff.

C. Annual Performance/Compensation Review

Every employee shall have an annual performance/compensation review which shall include the participation of the employee, their supervisor, and a member of the Session Personnel Committee.

D. Annual Compensation Budget

1. The Session Personnel Committee is responsible for recommending to the Session all salary increases. Salary levels shall be maintained in a manner that results in their being consistent internally, responsive to changes in the cost of living, in keeping with the Church's compensation standards, responsive to the employee's performance reviews, and consistent with the provisions of Federal laws covering minimum wages.

2. Ordained Staff Compensation Approval

In addition, compensation for all ordained staff members is recognized to be the responsibility of the congregation pursuant to the Call, and shall require the further approval of the Presbytery.

Benefits

Article XVII - Social Security

All employees, with the exception of ordained ministerial staff, are covered by the Federal Old Age and Survivors Benefits Act (Social Security). The employee's share of the tax shall be withheld from the wages of qualifying staff.

Article XVIII - Worker's Compensation

All employees shall be covered by the Worker's Compensation law of this state.

Article XIX - Vacation

A. Ministerial Staff

The vacation for ministerial staff shall be determined pursuant to the applicable Rules of the Presbytery by the Session, upon the recommendation of the Personnel Committee.

B. Professional and Support Staff

All Full-time, professional and support staff shall be entitled to an annual paid vacation each year varying with the length of service. Vacation benefits must be used in twelve months (non-

cumulative), unless otherwise approved by the Personnel Committee.

One year to five years of service	10 working days
Six years to ten years of service	15 working days
Beyond ten years of service	20 working days

C. Pro-Ration

Vacation shall be pro-rated in the first year of service.

D. Vacation Pay

Vacation pay shall be equal to the amount the eligible employee would have earned under their regular employment schedule while they are off on vacation.

E. Termination

In the case of termination for any reason, vacation taken, but not earned, shall be deducted from the final check. Correspondingly, vacation earned, but not taken in the year of termination shall be added to the final paycheck.

F. Holiday During Vacation

In the event a paid holiday falls during an employee's vacation period, the employee shall be entitled to an additional or extra day of vacation with pay.

G. Vacation Year

Determined by the anniversary date of hire.

Article XX - Holidays

A. Recognized Holidays

For regular full-time and regular part-time employees, the following paid holidays will be observed: New Year's Day, Good Friday, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, the day after Thanksgiving, and Christmas Day.

B. Holiday Pay

Holiday pay shall be equal to the amount the eligible employee would have earned under their regular employment schedule on the day of their recognition of the holiday or if they do not work every day, their weekly pay divided by five (5).

C. Holiday During Vacation

In the event a paid holiday falls during an employee's vacation period, the employee shall be entitled to an additional or extra day of vacation with pay.

D. Day of Celebration

Holidays which fall on Saturday shall be observed on Friday - holidays that fall on Sunday shall be

observed on Monday. Further, where Church responsibilities require an employee to work on a holiday, an alternative day off with pay, shall be provided to the affected employee.

Article XXI - Sick Leave

All regular full-time employees shall earn 1 day of sick leave for each month of employment, cumulative up to 40 working days, to be used only in cases of illness/injury of the employee or close family member (as defined in Article XXIII). Any sick leave taken shall be counted at a minimum of 1 hour. At the time of termination of employment (either voluntary or involuntary) an employee shall have no claim for pay in lieu of unused sick leave. Sick leave is accumulated from the first day of employment, but may not be used during the probationary period. The employer may require independent verification of illness/injury. Sick leave pay for full-time salary employees shall be at their weekly pay rate divided by five. Sick leave pay for full-time hourly employees shall be at their regular hourly rate.

Article XXII - Continuing Education Leave

A. Ministers

All ministerial staff shall receive two (2) weeks Continuing Education Leave per year. This leave may be accumulated up to a maximum of six (6) weeks for a particular purpose approved in advance by the Personnel Committee.

B. Professional

Professional staff may receive Continuing Education Leave as approved by the Personnel Committee.

C. Preparation for Programs

Study leave time for ministerial and professional staff is granted for the purpose of participating in scheduled training events, seminars, courses, conferences, etc. Time taken to prepare for specific classes or ministries within the church, that do not include a scheduled in-service training event, is not construed as study leave.

D. Advance Planning

Ministerial and professional staff are to develop and present written study leave plans to the Personnel Committee in advance of events, including a budget of expected expenditures from continuing education funds. These plans should include learning objectives with indications of how they are integrated with the member's long-term plans for professional improvement. Written reports of reflections or learning are expected after completion of the study leave.

E. Funding

Funds are to be allocated by Session for ministerial and professional staff members' continuing education as recommended by the Personnel Committee upon approval by Session in the budgeting process. Continuing education program funds may be used for training events,

materials, books or other needs as related to the written plan for continuing education as approved by the Personnel Committee. These funds are considered as a part of the total compensation package of the professional staff. Funds do not carry over from one year to the next unless specific permission is granted by the Personnel Committee in order to meet specially designed continuing education goals. Upon termination of employment, unused funds shall be forfeited unless expenditure has been approved in advance by the Personnel Committee for the terminated staff member.

F. Sabbatical Leave

After a Program Staff person has served for five (5) years at Westminster, they shall be entitled to three (3) months of leave for educational, spiritual and emotional renewal. The Program Staff person is then given a sabbatical every four (4) years thereafter. During the three months of sabbatical, the person will receive full financial compensation. In the sabbatical year, the person will receive their allotted vacation days, but will forfeit their Continuing Education that year. The Sabbatical plan must be approved by the Personnel Committee. Note: the goal of the Sabbatical is “renewal” and an emphasis is placed on rest, relaxation and growth.

Article XXIII - Funeral Leave

A full-time employee and a part-time employee who has a regular weekly duty assignment shall be allowed up to five (5) working days off with pay to attend the funeral of a close family member: brother, sister, parent, grandparent, spouse or child—step or in-law. For other relatives, up to three (3) days off with pay as determined by the Head of Staff, based upon the relationship between the employee and the family member, distance to funeral, etc. Time off without pay may be allowed the Head of Staff for attendance at the funeral of close friends and associates.

Article XXIV - Jury Duty

Westminster recognizes that jury duty is a civic responsibility of each and every employee-citizen of the community. The employee shall be excused from his/her regular duty for that period of time necessary to perform the employee’s duties as a juror. During such absence, the employee shall be paid at his/her regular rate of pay for a normal work shift, less any compensation or fees earned by him/her for service as a juror. The employee shall be required to provide evidence to the Church on days where compensation for service as a juror is claimed from the Church that the employee, in fact, reported for and served as a juror for all of the hours during which the employee would have normally been employed and/or at work. In the event an employee shall fail to return to his/her regular responsibilities in the employment with the Church as soon as reasonably practicable after being excused from service as a juror, the employee shall forfeit the right to reimbursement by the Church for all or any portion of the day on which they failed to so return.

Article XXV - Religious Leave

Any employee whose religious affiliation requires their absence for their observance of holidays, other than those enumerated in these Policies shall be excused from his/her employment for the observance of such holiday without pay.

Article XXVI - Maternity Leave

If an employee qualifies under applicable federal and state law, they will be granted a maternity leave up to 12 weeks (FMLA). The employee shall be required to exhaust their sick leave benefits. The remainder of the time off shall be without pay. Employee must have been employed for one year prior to the request for maternity leave. A 30 day advance notice of intention to take maternity leave must be given (may be waived because of pregnancy complications).

Article XXVII - Military Leave

In the case of military leave, regular full-time and regular part-time employees shall be accorded all rights as are prescribed by Chapter 29A of the Code of Iowa (1991). In such event the employee must present a statement to the Church after termination of the military service, which must contain the following information:

1. The date is prepared;
2. The date of induction;
3. The date of release from duty; if known
4. The employee's name
5. The employee's rank; and
6. The title and address of the commanding officer who prepared and executed the statement or certificate.

Failure to file such a statement and report promptly after completion of military service shall subject the effected employee to loss of benefits which may have accrued to him/her under these Policies during his/her absence, and to a loss of entitlement to pay during the periods of time between his/her termination of service and his/her attempted return to work for the Church.

Article XXVIII - Leave for Good Cause

The Session, upon the favorable recommendation of the Personnel Committee, may grant leave, without pay, for up to sixty (60) days to any regular full-time or regular part-time employee for good cause, as determined by the Session.

Article XXIX - Health Insurance

A. Ministerial Staff

All ministerial staff shall be enrolled with either P.C. (U.S.A.) Pension Plan and covered by the Plan's Major Medical provisions or another plan providing similar benefits as may be mutually agreed between the Personnel Committee and the staff person involved. In addition, each member of the ministerial staff shall, annually receive up to an amount set in the budget for medical expense reimbursement for use by them to pay any unpaid family medical expense.

B. Full-Time Professional, Support and Part-Time Staff

A Medical Health Insurance Plan may be adopted from time to time, covering all or a portion of the non-ministerial staff, subject to the following:

1. Premiums shall be paid by the Employee on a pre-tax basis;
2. All premiums and other costs shall be the responsibility of the Employee;
3. Requirements for eligibility and participation, (i.e. hours of employment, job classification) may be changed from time to time, including a determination that the Plan may be terminated at any time for any reason.

Article XXX – Pensions and Retirement Savings Plan

A. Ministerial Staff

All ministerial staff shall be enrolled in the P.C. (U.S.A.) Pension Plan or another plan providing similar benefits as may be mutually agreed upon between the Personnel Committee and the staff person involved.

B. Full-Time Professional, Support and Part-Time Staff

A Retirement Savings Plan (pursuant to §403b of the Internal Revenue Code) may be adopted from time to time, covering all or a portion of the non-ministerial staff, subject to the following:

1. Employee contributions shall be determined and paid by the Employee;
2. Employer contributions shall not be required and no such contributions shall be made without prior Session approval. Any employer contribution in a given year shall not be considered as requiring any contribution in subsequent years.
3. All costs shall be the responsibility of the Employee;
4. Requirements for eligibility and participation, (i.e. hours of employment, job classification) may be changed from time to time, including a determination that the Plan may be terminated at any time for any reason.

Miscellaneous

Article XXXI – Harassment and Discrimination Policy

A. Purpose

Westminster Presbyterian Church (WPC) believes that God intends all men, women and children to have worth and dignity in all relationships. We believe that WPC is a place where children, youth, adults, and the elderly can join together for worship, fellowship, service, and education in

the name of Jesus Christ. We must maintain a safe environment within our community, where people of all ages can be accepted and loved. Harassment and discrimination, including sexual misconduct, in any form, is not acceptable in the eyes of God. The purpose of this policy is to establish the procedures to be followed in investigating and resolving instances where misconduct or discrimination is alleged to have occurred.

B. Policy Statement

It is the policy of WPC that it is not acceptable for persons in ministerial positions or in positions of leadership in our church community to engage harassment or discrimination, including sexual misconduct, as defined in this policy. This group includes, but is not limited to Pastors, Elders, Deacons, Christian Educators, Support Staff, Sunday School Teachers, Nursery School Staff, Youth Fellowship Advisors, Music Directors and Church Committee Members. All employees have a right to work in an environment free from discrimination and harassing conduct, including sexual harassment. Harassment on the basis of an employee's race, color, creed, ancestry, national origin, age (40 and over), disability, sex, arrest or conviction record, marital status, sexual orientation, membership in the military reserve or use or nonuse of lawful products away from work is expressly prohibited under this policy. In addition, all members and other participants in WPC sponsored activities shall have the right to be free from such discrimination and harassment.

C. Definitions

In general, discrimination and harassment means persistent and unwelcome conduct or actions on any of the bases underlined above. Sexual harassment is one type of harassment and includes unwelcome sexual advances, unwelcome physical contact of a sexual nature or unwelcome verbal or physical conduct of a sexual nature.

Unwelcome verbal or physical conduct of a sexual nature includes, but is not limited to:

- The repeated making of unsolicited, inappropriate gestures or comments;
- The display of offensive sexually graphic materials not necessary for our work;

Harassment on any basis (race, sex, age, disability, etc.) exists whenever:

- Submission to harassing conduct is made, either explicitly or implicitly, a term or condition of an individual's employment.
- Submission to or rejection of such conduct is used as the basis for an employment decision affecting an individual.
- The conduct interferes with an employee's work or creates an intimidating, hostile or offensive work environment.

D. Reporting Procedure

For Employees:

Any employee who believes he or she is being harassed or discriminated against in violation of this Policy, or any employee, who becomes aware of harassment or discrimination in violation of this Policy, should promptly notify his or her supervisor. If the employee believes that the

supervisor is the harasser/discriminator, the supervisor's supervisor should be notified. If an employee is uncomfortable discussing harassment or discrimination with his or her supervisor, the employee should contact the Head of Staff. In the event the complaint is directed at the Head of Staff, the employee shall contact the Chair of Personnel. Information on the right to file a state or federal harassment/discrimination complaint is also available from the Head of Staff. Upon notification of a harassment/discrimination complaint, a confidential and impartial investigation will be promptly commenced and will include direct interviews with involved parties and, where necessary, with employees or others who may be witnesses or have knowledge of matters relating to the complaint. The parties of the complaint will be notified of the findings and their options.

For Non-employees:

Any non-employee who believes he or she is being harassed or discriminated against in violation of this Policy should promptly notify the Head of Staff. In the event the complaint is directed at the Head of Staff, the non-employee shall contact the Chair of Personnel. Information on the right to file a state or federal harassment/discrimination complaint is also available from the Head of Staff. Upon notification of a harassment/discrimination complaint, a confidential and impartial investigation will be promptly commenced and will include direct interviews with involved parties and, where necessary, with potential witnesses or others who may have knowledge of matters relating to the complaint. The parties of the complaint will be notified of the findings and their options.

E. Non-Retaliation

This Policy expressly prohibits retaliation of any kind against any employee bringing a complaint or assisting in the investigation of a complaint. Such employees may not be adversely affected in any manner related to their employment.

F. Disciplinary Action

Employees acknowledge that appropriate disciplinary or corrective action, ranging from a warning to termination, can be expected for violation of this Policy.

G. Training

WPC shall regularly provide training to staff and volunteers regarding this Policy, and its procedures and requirements as well as legal standards of conduct.

H. Presbytery Policy

Ordained staff shall be subject to the Presbytery of North Central Iowa Sexual Misconduct Policy and nothing contained in this Policy shall alter or affect the terms of that Policy.

I. Child Protection Policy

This Policy shall not be interpreted to restrict or change any Child Protection Policy that may currently be in existence or that may be adopted by WPC in the future.

Article XXXII - Personnel Policies - Not A Contract

These Personnel Policies are merely written statements of important, current policies, procedures and benefits for employees. They are intended to serve as a guide to the administration of the relative rights and responsibilities of the Church and its employees arising out of the employment relationship. The Policies may be amended, modified, altered or eliminated at any time, without notice, by action of the Personnel Committee and approval of the Session. Therefore, the Policies do not constitute a contractual commitment and should not be perceived or relied upon by employees from that perspective.

STAFF RECRUITMENT POLICY

WESTMINSTER PRESBYTERIAN CHURCH Procedures for Staff Recruitment and Selection

When a staff vacancy occurs for program directors, the Session may create an ad hoc Search Committee. Unless altered by the Session, the Search Committee shall be composed of at least five members at least two of which will be members of the Personnel Committee and one shall be a member of the Session Committee responsible for oversight of the program area. Ordained staff shall also serve on the Search Committee. The Chairman of the Search Committee shall be a member of the Personnel Committee. In the event that the Session does not create an ad hoc search committee, the Personnel Committee shall serve as the Search Committee in consultation with the Head of Staff.

The Personnel Committee shall begin the search process by preparing the job description, in consultation with the appropriate Session committee, and shall communicate the job description to the Search Committee. The Search Committee shall set timelines for action, advertise the position, set guidelines for application submission, receive and organize applications and make them available for inspection. At the close of the application deadline, the Search Committee shall rank candidates and, in consultation with the Head of Staff, arrange the visitation and interview process. At the end of the interview process, the Search Committee shall make its recommendation to the Personnel Committee. The Personnel Committee will then review the recommendations and rankings of the Search Committee in light of the broader outlook of church organization, vision and mission. The Personnel Committee will set salary and employment conditions, subject to Session approval which may be given in advance, for the candidate it considers the best choice for the position and will recommend that candidate to the Session. Hiring decisions and terms of employment shall be made by the Session.

Unless otherwise directed by the Session, hiring of non-program staff and part-time program staff shall be done by the head of staff, or his or her designee, subject to Session approval of salary and employment conditions, which may be given in advance. Any changes to job descriptions shall be approved by Personnel, in consultation with the appropriate Session committee.

Westminster Presbyterian Church

Facility Usage Policy And Request Forms

1301 Kimball Ave.
Waterloo, IA 50702
Phone 319-234-5501
Fax 319-232-9460
www.wpcw.org

Westminster Presbyterian Church Facility Usage Information and Fees

Westminster Presbyterian Church wishes to make the church facilities available to the community and to outside groups, programs and events whenever possible. For those activities, events and/or meetings, however, that are not a part of ministry of the church*, certain fees have been established for providing a church supervisor, custodial services (set-up/tear down, clean-up, etc.), restroom supplies, electrical usage heating and/or air conditioning, and other services which may be needed.

*Note: Even if endorsed by a ministry area of Westminster, it may deem necessary to require a certain usage fee.

Priorities

1. Church programming, activities, events and ministries will always have first priority.
2. Church member requests will have third priority.
3. Presbytery requests have second priority.
4. Other requests will have fourth priority.

Guidelines

1. **This policy shall prohibit any group from using the building whose purpose and intent is contrary to the stated policy and mission of Westminster and those specific policies set forth in our Church Constitution. Neither shall any group be allowed to put the congregation at a liability risk.**
2. Every person and/or group is expected to read, sign and abide by the guidelines and restrictions listed in this document. (See page 4, entitled Facilities Usage Agreement.)
3. Fees are to be paid 7 days in advance to the Church Financial Secretary or designee.
4. If a scheduling conflict should develop with a church program or ministry, the outside group may be asked to move to a different room, seek a different location or cancel the event or meeting.

Custodian(s)

Each outside group will be assigned a minimum of one custodian. The fee for the custodian is a minimum of \$50. (This could increase depending on needs) An additional custodian could be assigned for every 200 people anticipated being in attendance. Groups are to pay the custodian through the business office.

Bonding

Each outside group expecting an attendance of 500 or more is to show proof of a million dollar bond for liability in case of injury. Groups expecting less than 500 in attendance are to sign and place on file with the Business Office a "Hold Harmless Agreement." (Form is available in the office.)

Fees

A detailed listing of fees may be found on page 6 of this document.

Damage Deposit

A refundable damage deposit equal to the total amount of fees will be due at the time fees are paid to Westminster. Some or all of this deposit will be kept if there is damage to Westminster property. A Westminster Committee will make determination of this refund.

Time of Use**Normal Schedule**

The facilities may be available for use on Monday – Friday from 7:00 a.m. until 10:00 p.m. and on Saturday, 7:00 a.m. to 3:00 p.m. The facilities are not for use by outside groups on Sundays and/or Holidays. If the facility is needed past 10:00 p.m. on Monday – Saturday, arrangements must be made at the time of the booking, which will result in 20% surcharge for rooms and/or spaces used.

Rooms and Equipment

Users are expected to leave the facilities in good, clean condition. Trash should be gathered up and placed in receptacles. Users are responsible for removing bulk trash, crates, pallets, packing materials, lumber, etc. associated with the event. Lights should be turned off and doors closed or locked depending on the time of day the event occurs.

All Above Rates are Subject to Change Without Prior Notice.

Rates include: house lighting, climate control, room set-up/tear-down and basic cleaning.

Questions may be directed to:

Jodi Dieken, Administrative Assistant, 234-5501

**Westminster Presbyterian Church
1301 Kimball Ave, Waterloo, IA 50702
319-234-5501, fax 319-232-9460**

Westminster Presbyterian Church Facilities Usage Agreement

1. Signing of this agreement shall constitute willingness to comply with all rules and regulations regarding the use of Westminster's facilities. Those using church facilities must use utmost care in its use and agree to protect, indemnify and hold harmless Westminster Presbyterian Church and its officers and employees from any and all claims, liabilities, damages or rights of action directly or indirectly growing out of the use of the premises covered by this agreement. In the event of damage to church property, those using the faculties shall accept the amount of damages as estimated by Westminster and shall pay for such repair and replacement costs.
2. For children and youth events, there must be adequate supervision for all usage. Proof of adequate adult supervision will be required in order to satisfy fire and safety regulations. Bonding for those groups of 500 or more and "Hold Harmless Agreement" for those groups under 500 shall be intentionally secured.
3. The Administrative Assistant will process the request for use of the church facilities and will compute the application fees. Permission to hold the activity, event or class(es) at Westminster will be subject to the availability of space and equipment. Special consideration will be given to requests endorsed by one of the various ministry areas of the church.
4. The transfer or passing on of permission to use the church facilities to those other than to which the agreement was made is strictly forbidden.
5. Attendance must not exceed the capacity agreed upon for any space in this agreement.
6. Church staff must operate the audio equipment in the Shared Life Center.
7. The church shall have the full right to collect and have custody of all articles left on the premises. Any property left on the premises by those using the facilities shall, after a period of seven (7) days for the last usage, be deemed abandoned and shall become the property of the church.
8. No paints, tapes or glues may be used, nor carpentry, electrical or other construction work done on the premises without prior clearance.
9. No signs, banners, flags, streamers, etc. are to be attached or hung from any wall, post or beam within or outside the church without prior approval.
10. All scenery or props must be freestanding. No nails, screws, fire producing chemicals, and/or open flames in any form (with the exception of candles on the altar or unity candle table) may be used in the multi-purpose area or elsewhere on the church premises without prior approval.

11.No smoking or tobacco is allowed in the church facilities nor outside of the church. No alcoholic beverages or drugs are to be brought on the church property.

12.The church reserves the right to schedule other events or activities in other parts of the building.

13.Church equipment (i.e., TV/VCR, projectors, screens and/or sound equipment) is subject to availability and approval and must be included in the agreement.

14.Situations that are not addressed by this policy will be considered on a case-by-case basis, always insuring that bonding and liability issues are resolved.

Signature: _____

Westminster Presbyterian Church Facility/Equipment Usage Fees

Meeting Rooms/Areas	Fee	# Needed	# Hrs Needed	Charge
Regular Classroom	\$20/day			
Conference Room	\$5/hr			
Social Hall	\$50/day			
Kitchen/Kitchenette	\$25/day			
Shared Life Center	\$75/day			
Chapel	\$50/day			
Sanctuary	\$75/day			
Custodian(s)	*Minimum \$50			
Sound Technician(s)	\$30/hr			
Garbage Fees	\$15/hr			
TV/VCR set	\$10 each			
Overhead Projector	\$10 each			
Sound System (Include 1 mike. Each mike add \$10 each)	\$10			
Copy Machine	\$.10 page			
Damage Deposit				
Total of All Charges				\$

***This amount could increase depending on needs.**

The above amount is payable 7 days in advance to the Financial Secretary.

Westminster Presbyterian Church
1301 Kimball Ave. Waterloo, IA 50702
Application for Use of Facility

Today's Date: _____

Organization: _____ Contact Person: _____

Address: _____ City, State, Zip: _____

Telephone: _____ Cell: _____

Personal Use: _____ Profit Organization: _____ Non-Profit Organization: _____

Certificate of Insurance: _____ n/a _____

Facility Use Regulations:

1. No Smoking.
2. No alcoholic beverages.
3. Lights are to be turned off, windows secured, doors locked and key returned to the Church Office.
4. Equipment and furniture used are to be returned to their original location.
5. The facility is to be in the same or better condition when departing as when arriving.
6. All applications will be reviewed and approved/disapproved by the Property Committee.
7. The organization/person using the facilities is responsible for restricting group individuals to the approved area of the facility.
8. Failure to honor the above regulations may result in custodial and/or restitution fees.

Purpose of Use: _____

Date Desired: _____ Time desired: from _____ to _____

Date Desired: _____ Time desired: from _____ to _____

Facility/Room(s) Desired _____

Number of People in Group _____

****Furniture and Equipment Desired:** (For layout requirements, please use the last page of this packet)

Tables _____ Chairs _____ Podium _____ Screen _____ Overhead _____
Projector _____ VCR/DVD/TV _____ Easel _____ Coffee Maker _____
Other _____

Signature of Applicant _____ Date _____

Approved by _____ Date _____

****NOTE:** Use of the facility for this group will not require any set up or clean up by the Westminster staff of custodians. The Facility will be used and returned to the condition in which it was found. _____ (Initial here please) _____ (staff)

**Westminster Presbyterian Church
Request Form
For the Continuation of Existing Programs**

Date request submitted: _____

Name of Title of proposal: _____

Contact Person making request:

Name: _____ Phone: _____

Cell Phone: _____

Organization or Committee: _____

Mailing Address: _____ City: _____ Zip: _____

Description of proposal: (Briefly describe aim, intent, focus, purpose, etc.) May attach additional form if needed.

List date(s), day(s), time(s), and duration:

Physical set-up needs: (i.e. rooms, chairs, tables, equipment, etc. An application for "Use of Facility" form will also need to be completed) **N/A**

Number of people expected:

Special needs:

For Office Use Only

Date request submitted: _____

Approved: _____

Denied: _____

Reason: _____

Room Setup

Please use this sheet to draw out your table and chair setup needs for your function. Within 1 week prior to your function date, please contact Larry Nosbisch at the church (by calling 234-5501 or stopping in) to finalize your setup. Larry's hours are M-F 7:00am – 10am.

- 1) Diagram and label table arrangement(s).
- 2) Diagram chair arrangement (if desired).

If YOU Have Keys to Westminster YOU assume a great deal of responsibility.
Before you lock the church - You need to consider the following!

Please never leave the church unlocked if you are not present, under any circumstances. We have had reports of individuals leaving the door(s) unlocked for a (floral) delivery. It's not just locking the door in which you entered. It is imperative you complete the list below. Accepting responsibility for having a key, is the key.

1. Your time schedule does not preclude you from leaving our church unlocked.
2. Move through the church. Find who is in the building. Check the bathrooms and classrooms. A favorite mode of operation is for a burglar is to hide in a church until it is locked. Ask questions! Does a person belong there?
3. Find out if other groups are going to keep using the building. This is harder than you may think.
4. Inspect all areas of the church for obvious items that need attention including:
candles left lit, particularly in the Sanctuary,
 - ☐ all lights turned off except those not on switches in the front foyer and rear stair well,
 - ☐ any windows left open in the complete building. This can be done as you exit in your car.
 - ☐ any electrical devices that should be turned off, TV's, Coffee Pots.
 - ☐ any belongings left just outside the exterior doors that need to be taken to the main office.
5. If the church will be used immediately, visit directly with the person that is going to lock the church after that activity. If that person is not identifiable, then:
6. If the church is not yet empty, lock it as if it were empty, make someone else unlock it after you leave.
7. To lock the church, you will need to check all four door groups. Someone may have unlocked another door while you were in the church. To lock, simply "unlock" the panic bars.
8. The doors will then lock as they shut. But push on each door, did they latch?
9. Turn the switch to the "Off" position for the automatic handicap door opener at the front entrance. This door does not always snap into the lock position, so pushing and/or pulling on every door just to make sure is important.
10. ***Please never assume, that just because people are in the church, that someone else will lock up. Whoever is in charge of the next activity, will need to unlock the panic bars for that activity, unless you personally talk to them.***
11. ***Please remember, if you have a key to our church, you assume a great deal of responsibility beside just locking the door in which you entered!***



The Wedding *Booklet*

Congratulations on your engagement! This will certainly be one of the most exciting times of your life. But, this will also be one of the busiest as you plan that special day.

This booklet is designed to help you understand your responsibilities as you plan your ceremony at Westminster. It will give you a step-by-step description of church regulations, wedding fees, facility arrangements, and wedding information that needs to be filled out.

IT IS YOUR RESPONSIBILITY as a bride and groom to study this information, to accept and follow church regulations, and to inform the wedding party of church regulations.

May God bless you as you plan that special day of becoming
ONE WITH GOD through the institution of marriage.

Westminster Presbyterian Church

1301 Kimball Avenue

Waterloo, IA 50702

319-234-5501

Westminster Church policy states that all weddings must have a wedding coordinator, except in certain chapel services.

After reviewing your wedding booklet, it is YOUR RESPONSIBILITY to contact the WEDDING COORDINATOR.

Your Contacts

Your Wedding Coordinator's name is:

TBD

Pastor:

Dr. Tricia Jacobs

319-234-5501 work

patricia@wpcw.org

Pastor:

Rev. Dan Voigt

319-234-5501 work

dan@wpcw.org

Organist:

Patrick Marchant

920-979-1452

patrick@wpcw.org

Custodian:

Andrea Magee

242-2755

andrea.magee@uni.edu

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CHAPTER ONE: CHURCH

Church Regulations

1. Any damage, vandalism, or additional clean-up time will result in additional charges to the wedding party for repair, replacement, and/or labor.
2. Smoking is prohibited in the church building.
3. **ALCOHOLIC BEVERAGES ARE PROHIBITED IN THE CHURCH BUILDING AND ON THE CHURCH PROPERTY/GROUNDS.**
4. Rice (difficult to remove) and balloons (environmentally unsafe) are prohibited. Birdseed is allowed, but must be confined to the back of the church; any material scattered in unauthorized areas will result in additional custodial charges.
5. Flash pictures may not be taken during the wedding service. Disruption of the worship service by photographers, video technicians, or guests with cameras will not be tolerated.
6. If any car is going to be left in the church parking lot overnight, it **MUST** be parked in the back parking lot. The front lot is reserved for handicap parking **ONLY** on Sunday mornings.

Wedding Fees

Wedding fees are to be paid in one check payable to Westminster Presbyterian Church

ONE week prior to the wedding.

All fees must be given to the Westminster Presbyterian Church Financial Secretary. The Wedding Coordinator will total the amount due for all services.

All wedding parties shall deposit \$100 in a separate check payable to Westminster Presbyterian Church, one week prior to the wedding date. If everything is left in good order, the deposit will be refunded. This will include:

1. ***Removing all personal belongings throughout the facility.***
2. ***Cleaning the kitchenette and rooms used for dressing.***
3. ***Removing flowers, decorations, and unity candle.***
4. ***Removing all gifts and money basket.***
5. ***Host/Hostess can facilitate the above for the wedding party.***

FEES ARE AS FOLLOWS FEE SCHEDULE, WHICH IS TO BE TURNED INTO THE CHURCH FINANCIAL SECRETARY, IS ON PAGE 6 (Wedding Schedule) & PAGE 7 (Chapel Schedule)

1. Pastor Minimum \$200 (or more, if desired)
2. Organist.....\$150 basic fee (see page 8)
3. Church Soloist/Instrumentalist Guideline \$50 minimum
4. Wedding Coordinator \$150
5. Sound Technician-Rehearsal/Wedding\$50
6. Custodian (wedding)\$150 Sanctuary, \$100 Chapel
7. Custodian (reception) \$100 minimum, \$12/hour after 3 hrs
8. Custodian (rehearsal dinner cleanup)..... \$75 minimum
9. Holiday weekends Time and one-half for all personnel
10. Use of Building - no charge
11. Candelabras and Aisle Candles \$0.50 per candle
12. Wedding Reception (see Page 13)

Pastor

A Westminster pastor will usually conduct or assist in the wedding service. A pastor who is not on the Westminster staff may conduct or assist with the service, if permission is given by Westminster's Pastoral Staff. Westminster's pastors reserve the right to substitute for another one if necessary.

Facility Arrangements

All arrangements regarding use of the building, set-ups for the wedding service and/or reception, etc. are to be made through the wedding coordinator, who then communicates to the church office, and the church custodian. All wedding service information must be noted on "Wedding Information" (pages 14-17); all reception information must be noted on "Wedding Information (pages 18-20).

NOTE: All arrangements regarding set-ups for the wedding service and/or reception must be finalized with the custodian at least **two weeks** prior to the wedding.

The custodian and sound technician must be notified in advance regarding the type and number of musicians involved in the wedding service or reception.

Westminster Presbyterian Church Wedding Fee Schedule

Name of Bride/Groom_____ Date of Wedding_____

Wedding Coordinator Name_____

Pastor Fee (Minimum or more if you desire) \$200.00 _____

Marriage Prepare and Enrich \$ 35.00 _____

Organist (Minimum) \$150.00 _____

(Accompany 1 soloist up to 2 solos)

Solos over two – \$25.00 each \$ 25.00 x () _____

Wedding Coordinator \$150.00 _____

Sound Tech Name \$ 50.00 _____

Soloist Name _____

Church Arranged Soloist/ (Minimum \$50) \$ 50.00 _____

Or other instrumentalist

Custodian – Wedding \$150.00 _____

Custodian – Reception \$ 100.00 min _____

Rehearsal Dinner Cleanup \$ 75.00 _____

Use of Building

Members – No Charge

Candles (For Candelabra, aisle, etc. 50 cents each) \$.50 x () _____

of candles

Checks payable to Westminster Presbyterian Church – Total Due \$ _____

Deposit (separate check) \$100.00 \$_____

(Deposit will be returned if the criteria on page 4 of the booklet are met) **(Separate check)**

The wedding coordinator will turn in the completed fee schedule and both checks to the Financial Secretary the week prior to the wedding. The Financial Secretary will make payments to the appropriate individuals. Thank you.

Westminster Presbyterian Chapel Wedding Fee Schedule

Name of Bride/Groom _____ Date of Wedding _____

Wedding Coordinator Name _____

Pastor Fee (Minimum or more if you desire) \$200.00 _____

Marriage Prepare and Enrich fee \$ 35.00 _____

Pianist \$150.00 _____

Church Arranged Soloist \$ 50.00 _____

Or Other Instrumentalist

Wedding Coordinator \$100.00 _____

(Minimum - price determined based on duties)

Custodian Wedding \$100.00 _____

(Minimum - price determined based on duties)

Custodian Rehearsal or Reception Dinner Cleanup \$ 75.00 _____

USE OF BUILDING

Members-No Charge

Candles (For Candelabra, Aisle, etc. 50 cents each).....\$.50 x (). _____
#of candles

Checks payable to Westminster Presbyterian Church - Total Due: ...\$ _____

Deposit (separate check)\$100.00 \$_____

(Deposit will be returned if the criteria on page 4 of the booklet are met) **(Separate check)**

The wedding coordinator will turn in the completed fee schedule and both checks to the Financial Secretary, the week prior to the wedding. The Financial Secretary will make payments to the appropriate individuals. Thank you.

CHAPTER TWO: BEFORE THE WEDDING

Wedding Date/Time

Contact the church office to arrange the wedding date and time. A pastor must confirm the date and time before being added to the church calendar. If the wedding reception is to be held at Westminster, the date and time must be confirmed with the church office and a pastor. Arrangements should be made as far in advance as possible to avoid conflicts and to reserve church facilities.

The wedding coordinator will open the church the day of the wedding at an agreed upon time – but is not required to return until at least one hour prior to the wedding.

Pre-Marital Counseling

The officiating pastor highly recommends the prospective couple attend Pre-marital counseling sessions to assure that the couple has a clear understanding of the Christian marriage relationship and the Christian worship service celebrating marriage at Westminster.

The fee for the Marriage Prepare and Enrich is \$35.

Wedding Rehearsal Date/Time

Rehearsal date and time should be arranged with the officiating pastor when the wedding date is determined. The rehearsal is usually held the day before the wedding and takes approximately one hour; the bride, groom, parents, wedding party attendants, and ushers must attend.

If the wedding couple wishes to invite the pastor and his/her spouse and any other staff member involved with the wedding, to the rehearsal dinner and/or reception, an invitation should be sent out in advance. The Pastor and other staff are not always available to attend the rehearsal dinner and/or reception.

The marriage license information form should be turned in to the church office one week prior to the wedding.

CHAPTER THREE: MUSIC

What the Organist Basic Fee Includes

The organist's basic fee of \$150 includes the following:

1. A wedding music selection/consultation meeting. If an outside organist is requested, the Director of Music will do a consultation for a fee of \$50.00.
2. If a soloist is used, one rehearsal with one soloist before the wedding rehearsal.
3. The organist's participation in the wedding rehearsal.
4. Pre-service music as the guests are being seated.
5. Processional music.
6. Hymns (if requested).
7. Accompaniments to no more than two solos (if requested).
8. Music as the wedding party and guests leave the sanctuary.

Additional fees will be charged for services beyond those mentioned above

(I.e. additional counseling meetings, more than two solos, more than one soloist, additional rehearsals with soloists, the purchase of music outside the organist's standard repertoire, etc.).

The \$150 fee applies to Westminster's organist only. Outside organists establish their own fees, as do soloists and instrumentalists.

Musicians-Organists-Soloists, Etc.

Contact the church office, 234-5501 as soon as the wedding date and time have been established. Only Westminster's pastors, or an organist/pianist approved by Westminster's director shall play for the wedding service. If non-Westminster musicians are used, they must contact Westminster's Director of Music regarding rehearsal time and instructions regarding use of the organ.

Contact soloists/instrumentalists as soon as the wedding date and time have been established. Westminster's Director of Music shall approve soloists and instrumentalists. Westminster's Director of Music will assist in finding soloists/instrumentalists if requested to do so.

NOTE: Soloists/instrumentalists must prepare music in advance and will rehearse with the wedding organist/pianist immediately prior to the wedding rehearsal. If a soloist is unable to attend the rehearsal, the soloist must arrange an alternative rehearsal time.

Wedding Service Music

A Christian worship service celebrating marriage must reflect the sanctity of worship and the joy of Christian marriage. Musical selections must be suitable for a worship service and should express dignity, reverence, and joy. (Only sacred solos/music may be used during the worship service; a secular solo/selection may be sung/played before the processional.) Congregational hymns may be used during the service.

The officiating pastor and the Director of Music must approve all music for the worship service. Service music should be finalized at least one month prior to the wedding service. Westminster's Director of Music/pastor will assist with selecting vocal music, instrumental music, and hymns for the worship service, if requested.

An accompaniment tape used during the wedding service must be pre-screened by the Westminster Director of Music. Taped accompaniments must be given to the sound technician at least two weeks in advance so that these can be transferred into house system tapes. A CD is preferred.

A 2 GB memory stick should be given to the sound technician as we tape all wedding services for the bride and groom.

CHAPTER FOUR: THE WEDDING

Worship Service

The officiating pastor will assist the couple in arranging an appropriate marriage worship service. A copy of “Christian Marriage: Rite I-A service for General Use,” the recommended order for Christian marriage in the Presbyterian Church, will be given to each couple. A portion of one pre-marital counseling session will be devoted to finalizing the order of worship, including musical selections, hymns, etc.

Decisions regarding wedding service details, including the entrance of the wedding party, musical selections, the unity candle, etc., must be finalized with the officiating pastor and Westminster’s wedding coordinator at least two weeks before the wedding service. The order of service may not be changed at the wedding rehearsal.

NOTE: All service details should be noted on “Wedding Information Form: Wedding Service on Page 15

Photographer and Video Technician

Arrangements for photographer/video recordings should be made as soon as the wedding date and time have been established. Formal pictures usually require one to two hours to complete, depending on the size of the wedding party and the number of pictures to be taken.

NOTE: Formal and informal pictures taken in the sanctuary prior to the wedding need to be completed at least one hour before the worship service begins. This will allow time prior to the service for soloist rehearsal and organ prelude music.

Please tell the photographers/video technicians to contact the wedding coordinator before the service to discuss church policy regarding flash pictures, cameras/video camera placement, etc.

NOTE: Photographers/video technicians are allowed only in designated areas, and may not move around the sanctuary during the worship service. Flash pictures may not be taken during the wedding service.

Decorations

Arrangements for flowers and decorations should be made as soon as the wedding date and time have been established.

NOTE: All decorations must be removed by the florist, wedding party, host/hostess immediately following the wedding service and/or reception. However, please do not remove sanctuary decorations until the wedding guests have left the sanctuary.

Floral Decorations

Floral decorations may be used in the sanctuary and on the chancel area; however, no flowers/decorations are allowed on the organ or piano. NOTE: Pew decorations must be held by ribbons, plastic or protected metal brackets, or elastic – TAPE OR UNPROTECTED METAL IS NOT ALLOWED.

Candle Holders

Westminster has various candleholders for your use. The wedding coordinator will make arrangements to show you the different types available. You can then make your selection.

Guest Book/Gift Table

To avoid congestion in the narthex and to avoid guests waiting in line, several pages from the guest book should be available for signing simultaneously. A separate gift table should be provided and should be attended at all times. The guest book will be closed ten minutes before the service begins so ushers may seat the remaining guests in the narthex. Tablecloths will not be provided.

Ushers and Seating of Guests

Ushers will be instructed to “balance” congregational seating on both sides of the sanctuary. Ushers should be informed at the rehearsal of which pews are to be reserved for immediate family members. When the guest book is closed preceding the service, ushers will invite remaining guests in the narthex to enter the sanctuary. Ushers will also be instructed to remind guests with cameras that no pictures may be taken during the service.

At least four ushers are needed for a medium to large wedding (one usher per 50 guests); guests should be seated from the side to middle aisles to insure that all guests are seated on time. Two ushers are sufficient for a smaller wedding.

Ushers may light candles; however, the usher’s primary responsibility is to seat guests. If the ushers are to light candles, the candles should be lit before guests arrive or immediately before the service. If candles are to be lit during the prelude, *the bridal couple will be responsible for choosing someone to light the candles ahead of time.*

Receiving Line

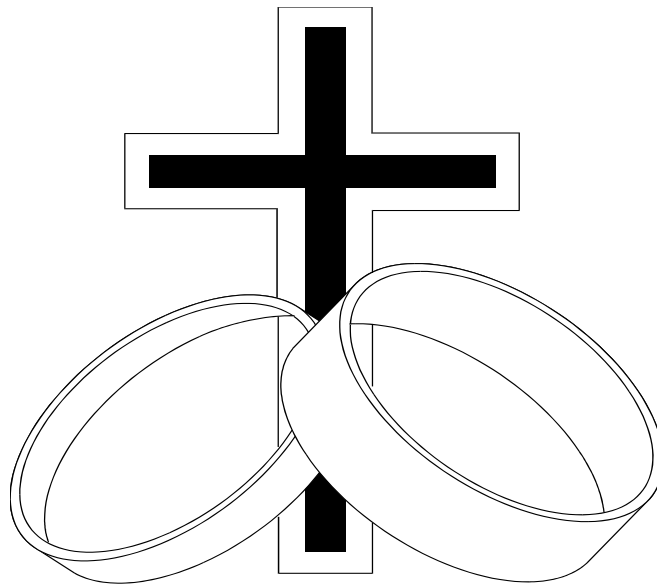
The receiving line is optional; decisions regarding the receiving line should be made before the rehearsal. If a receiving line is desired, decide where the line will form (to facilitate traffic flow) and who will participate (usually bride, groom, and parents of the couple).

Everyone's best interests are served if the line is kept short and guests are greeted cordially yet encouraged to keep moving.

Kitchenette

A kitchenette is available for the wedding party to use for snacks prior to the wedding. We ask that you make sure everything is cleaned up after your use.

AISLES RUNNERS ARE NOT ALLOWED.



CHAPTER FIVE: THE RECEPTION

Reception Date/Time

Reception date and time should be determined as soon as the wedding date and time have been established.

If the wedding reception will be held at Westminster, reserve the social hall and contact the Friendship Club representative. The church secretary will provide the representative's name and telephone number.

Fees

- \$50 2 tables together covered and skirted, silver service, punch bowl, etc.
- \$40 Bridal table covered and skirted
- \$20 Cake table covered and skirted
- \$15 Plastic table cloths covering round tables

Food preparation is negotiable. Price to be determined by amount of preparation required in church kitchen by wedding staff. Charges due should be paid to chairman of wedding committee of Westminster Friendship Club at time of service.

NOTE: All gifts, bridal/wedding party property and reception refreshments/items must be removed immediately following the reception.

Available Items

Friendship club furnishes:

Candelabra Mint/Nut dishes (silver)

China and silverware Punch/coffee preparation

Glass plates

Coffee service (silver) Punch serving set

Kitchen/serving help

Wedding Party furnishes:

Coffee Food Napkins

Cream Ice Ring Nuts

Cube Sugar Mints Punch

Wedding cake(s)

4 cake servers (2 cut, 2 serve) 1 dining room host/hostess

2 coffee servers 1 guest book host/hostess

1-2 punch servers

2-3 gift table assistants

Assistance will be provided by Friendship Club members upon request.

WEDDING INFORMATION FOR CUSTODIAN

Wedding Coordinator_____

Wedding Party's Name_____

Date/Time of Wedding_____

Date/Time of Rehearsal_____

Time building open (heating & cooling purposes)_____

Candelabra (style)

<u>Type</u>	<u>Quantity Available</u>
-------------	---------------------------

Spiral	2 Qt_____ Candles Total 30 (15 on each side)
--------	--

V-Type Gold

V-Type Brass /Straight	2 Qt_____ Candles total 14 (7 on each side)
------------------------	---

Aisle	14 Qt_____
-------	------------

Unity Candle Holder_____

Guest Book Table _____ 2 ½' x 6 _____ Card Table

Paraments: Communion Table (white with gold)_____

Pulpit Lectern (white)_____

Other_____

Additional Information_____

Any Special Considerations (i.e. Memory Candle)_____

WEDDING INFORMATION FORM
WEDDING SERVICE
(TO BE FILLED OUT IF NOT USING A PROGRAM)

Bride's Name _____

Phone Home _____ Business _____

Groom's Name _____

Phone Home _____ Business _____

Wedding Ceremony Date _____ Time _____ Location _____

Wedding Rehearsal Date _____ Time _____ Location _____

Unity Candle (yes/no) _____

Parents Attending _____

Maid/Matron of Honor _____

Best Man _____

Bridesmaids _____

Groomsmen _____

Flower Girl(s) _____

Ring Bearer(s) _____

Bride's Escort_____

Ushers _____

Candle Lighters_____

Host/Hostess_____

Photographers_____

Formal Pictures Before Ceremony_____ Time_____

After Ceremony_____ Time_____

Florist_____ Phone_____

Video Technician_____

Pianist_____

Soloist(s)/Instrumentalist(s)_____

Processionals: Wedding Party_____

Bride_____

Recessional(s)_____

Additional Service Information_____

Unity Candle (yes/no)_____ Location_____

Candelabra (type/number) Church_____ Rental_____ Both_____

Spiral_____ Straight/V-Type_____ Other_____

Air-conditioning (yes/no)_____

Gift Table (yes/no)_____

Guest Book Table (yes/no)_____

Wedding Party Entrance (description)_____

WEDDING INFORMATION FORM
WEDDING RECEPTION

(Return to custodian at least one week before wedding)

Air-conditioning (yes/no)_____

Serving tables (yes/no)_____
Number_____

Food Catered in (yes/no)_____

Arriving_____

Caterer_____

Phone_____

Head Table (yes/no)_____
of Chairs_____

Gift Table (yes/no)_____

Guest Tables (yes/no)_____
Number_____

Guest Book Table (yes/no)_____

Punch table (yes/no)_____

Guest Chairs (Number & Arrangement)_____

Additional Information_____

RECEPTION ARRANGEMENT

Wedding Booklet Approval Date May 25, 2015

- 1) Diagram and label table arrangement(s).
- 2) Diagram chair arrangement (if desired).

WEDDING PARTY ARRANGEMENT

Wedding Booklet Approval Date May 25, 2015

- 1) Diagram wedding party members' positions (include names).
- 2) Diagram placement of: Candelabras, unity candle, decorations,

COUPLES INFORMATION FORM
“AFTER THE WEDDING”

Wedding Booklet Approval Date May 25, 2015

a couple for our files? Thank you.

Couples Full Name _____

Permanent Address _____

Home Phone Number _____

Email Addresses _____

Work Phone Numbers (optional): Husband _____

Wife _____

Additional Information: _____

Approved Session
5/26/15

POLICIES - WORSHIP & MUSIC

Communion Policy

The Book of Order places responsibility for authorizing the administering of Communion on the Session. (Book of Order G-3.0201(b) and W-2.4012).

Unless changed by future action of the Session, the following shall be the regular dates that Communion is authorized to be served at Westminster:

1. The first Sunday of each month at both worship services;
2. Maundy Thursday;
3. Last service offered on Christmas Eve;
4. Session or Deacon meetings;
5. Wednesday evening Centering Prayer service;
6. Special evening services that may occur throughout the year;

The Head of Staff shall be allowed to change the date of any of the above communion services due to weather, conflicting calendar events or other unforeseen circumstances and reschedule them at a more convenient date. Any such communion services may also be cancelled and not rescheduled if rescheduling is not feasible or advisable by the Head of Staff. Any such changes and cancellations shall be reported to the Session at its next regular meeting.

In addition to the above regular dates, communion may be administered to shut-ins or individuals who are ill or otherwise unable to attend regular communion services at such times as are authorized by the Head of Staff.

The Head of Staff is also authorized to approve the serving of communion at other special occasions, consistent with the Book of Order (W-2.4010). Such instances shall be approved in advance, if feasible, and shall be reported to the Session at its next regular meeting.

All Communion services must be administered by a person authorized by the Book of Order to do so. (Book of Order W-2014(c)).

PROCEDURE FOR AMENDING WPC OPERATIONS MANUAL

Following the adoption of the existing Policies for inclusion into the Westminster Presbyterian Church Operations Manual in January 2013, the following procedure shall be followed for any amendments to existing policies or for inclusion of any new policies in the Operations Manual.

- 1) Any amendment or new policy shall be first approved by the Session Committee or Committees whose responsibilities include the subject matter of the proposed amendment or new policy. If the subject matter is relevant to more than one Committee, the Committees shall attempt to work together to approve the policy.
- 2) Once an amended or new policy is approved at the Committee level, it shall be placed on the Session Docket for the next regularly scheduled Session meeting. At that meeting, the policy shall be explained and reviewed, but no vote shall be taken on the policy at that meeting, unless the Session shall determine that an emergency situation exists that requires immediate action. It is anticipated that the existence of such an emergency will be rare. A copy of the proposed amended or new policy shall be provided to each elder at or before the Session meeting where the amended or new policy is initially presented.
- 3) At the Session meeting following the presentation of the amended or new policy, the policy shall be subject to discussion and amendment. The Session may approve, amend, reject or table the policy or may return the policy to the appropriate Committee for additional consideration.
- 4) If a new policy or amendment to an existing policy does not directly relate to an existing Committee (including the Deacons), Head of Staff and/or the Session may direct a Committee to be responsible for review and recommendation to Session. An Adhoc subcommittee may also be created by Session for such a purpose.
- 5) In an emergency situation, Session shall have the authority to take action and direct the appropriate Committee to prepare an amendment to an existing policy or prepare a new policy to implement the emergency action.
- 6) Once approved by Session, the new or amended policy shall have the date of approval marked at the bottom of the policy for inclusion in the Operations Manual. The Head of Staff shall designate an administrative employee to be responsible for maintaining the Operations Manual and making it readily available to Committees, congregational members and any others who may need to have access to such policies. No policy shall be effective until approved by Session for inclusion into the Operations Manual, except as provided above.

The Session shall annually affirm the Operations Manual at it January meeting.

Operations Manual Contents

The Operations Manual shall contain:

- Articles of Incorporation and any Amendments thereto
- Bylaws
- Charter Statements
- Policies Adopted by Session
- Procedure for Amending Operations Manual

RESOLUTION QUORUM AND NOTICE REQUIREMENTS AT CONGREGATIONAL MEETINGS

WHEREAS, the Book of Order has been amended and now allows Congregations to set the quorum and notice requirements for Congregational meetings; and

WHEREAS, SESSION has proposed the following Resolution to be presented to the Congregation of Westminster Presbyterian Church, Waterloo, Iowa to confirm and establish quorum and notice requirements for all Congregational meetings;

NOW, THEREFORE, be it hereby resolved by the Congregation, as follows:

1. **Quorum at Congregational Meetings.** For purposes of determining a quorum at a Congregational meeting, a quorum shall be one-tenth of the active members of the congregation.
2. **Notice of Congregational Meetings.** Notice of all Congregational meetings, both annual and special meetings, shall be announced from the pulpit on the two consecutive Sundays preceding the meeting. The meeting may be commenced following the notice at the first service on the second Sunday.

Approved this 29th day of January, 2017.

RESOLUTION AMENDING THE NOMINATING COMMITTEE PROCESS

WHEREAS, the Congregation approved a Resolution at the Annual Congregational Meeting held on January 15, 2012; and

WHEREAS, Session is recommending minor changes to the Nominating process be submitted to the Congregation for approval;

NOW, THEREFORE, be it hereby resolved by the Congregation, that the Nominating Committee process be amended as follows:

Nominating Committee. Nominating Committee shall consist of nine (9) members and shall be represented by active members of the church, including both men and women, as required by the Book of Order. Committee membership shall include two (2) Elders (at least one of whom is currently serving on Session), and at least one (1) Deacon who is currently serving as a Deacon. The Nominating Committee shall consist of three (3) equal classes to the extent possible. The elders, deacon and at-large members shall be recommended by Nominating to the congregation. All Nominating Committee members shall be voted upon by the congregation at an annual meeting.

Nominating Committee members shall also be subject to the remaining bylaws, including Article IV, Section 3B, limiting terms.

Approved this 29th day of January, 2017.

RESOLUTION SETTING NUMBER OF RULING ELDERS

WHEREAS, the Session at Westminster Presbyterian Church has consisted of twenty-one (21) Ruling Elders for many years;

WHEREAS, the Nominating Committee believes that the work of the Session can be accomplished with a Session consisting of seventeen (17) Ruling Elders; and

WHEREAS, the Bylaws of Westminster Presbyterian Church in Article IV provide that the Session shall establish the number of Ruling Elders by Resolution;

NOW THEREFORE, BE IT RESOLVED that, pursuant to Article IV, Section 2 of the Bylaws of Westminster Presbyterian Church, the Session hereby establishes that, effective for 2018 and future years, the number of Ruling Elders on the Session shall be seventeen (17), such numbers to be attained through expiration of terms, attrition and voluntary resignations.

APPROVED by Session on September 26, 2017.

WESTMINSTER SOCIAL MEDIA AND NETWORKING POLICY

A. General Policy

1. Westminster (WPC) encourages all staff members to use available social media tools and electronic communications in connection with the performance of his or her duties in worship, education and fellowship in the name of Jesus Christ.
2. Staff is encouraged to use WPC-approved accounts to communicate with members and non-members.

B. Guidelines

1. It is WPC's expectation that all postings will reflect the sound professional judgment, maturity and common sense that is expected of staff members and any persons responding to such postings.
2. All postings shall comply with copyright requirements and other WPC policies regarding use of photographic images.
3. Any postings that contain inappropriate material are strictly prohibited. Examples of such inappropriate postings include, but are not limited to:
 - a) content that is sexually provocative or flirtatious in nature;
 - b) content that exhibits or advocates the use of alcohol or drugs;
 - c) content that would be defined by a reasonable person as obscene, racist, or sexist;
 - d) content that is inaccurate or promotes illicit, illegal, or unethical activity;
 - e) content that violates WPC's Equal Opportunity, Harassment and Discrimination and similar policies;

C. Monitoring

1. WPC reserves the right to remove any postings or comments by others appearing on any of its social media platforms or pages that it deems inappropriate, including any comments or postings such as those described in Section B above. Decisions regarding the removal of such postings and content shall be made by the Head of Staff or his or her designees.
2. The Personnel and Christian Education Committees shall periodically review the growth and use of social media and make recommendations for potential additions and modifications that may be required to this policy.

Approved this 25th day of August, 2020