

First Presbyterian Church, Rockaway, New Jersey

# Operating Manual

Policies and Procedures

## Operating Manual: Policies and Procedures

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All forms are formatted and ready for copying in the “Forms” section of the Session Handbook.



## **FIRST PRESBYTERIAN CHURCH OF ROCKAWAY**

### **Administration/Policy**

*(copies of policies and forms for distribution can be found in the Session Notebook under “Forms”.)*

#### **1.1 COMMITTEE MEETING SCHEDULE**

The Session of the First Presbyterian Church of Rockaway declares it to be the policy of this board that each of its various committees will schedule regular meetings. Each committee should provide the office staff with the dates for the meeting so that the secretary can determine if there are any scheduling conflicts. If no such conflicts exist, the secretary will then post the meeting dates on the calendar in the office.

*Date adopted: 6/16/99 revised 3/2014*

#### **1.2 INSURANCE POLICIES**

The Finance/Property committees will have oversight of the church insurance policies on behalf of the session. As such, members of each committee will:

- be responsible for maintaining a record of the various policies, policy numbers and insurance carriers.
- provide Session with an accounting of the insurance policies annually
- make recommendations to Session, as needed, on church insurance matters.
- designate one of its members to be the contact person regarding insurance matters.

In the event of a concern regarding insurance or the need to place a claim, that designated member is the one to be contacted. That member, in turn, will contact or request that the office administrator will contact the insurance carrier and the appropriate committee/person(s) regarding the claim. That member will be the one to follow through on the claim.

*Date adopted: 04/19/00 – revised 3/2014*

#### **1.3 USE OF OFFICE COMPUTERS**

The use of the computers in the church office is limited to authorize users only. The list of users shall include the Pastor/s, Staff, Financial Secretaries and authorized members of the Finance Committee.

Office computers are to log out of the system when work is completed.

*Date adopted: 11/15/00 – revised 3/2014*

#### **1.4 CHURCH KEY CONTROLS**

A designated member of the Property committee will oversee the disbursement of keys and maintain a written record of all holders of church keys. At the conclusion of an individual's term of office or service, which involves the possession of church keys, the keys should be given to that designated Property committee member. That person will in turn, redistribute keys to the appropriate officers or people authorized to hold keys to the church building.

*Date adopted: 11/15/00 – revised 3/2014*

#### **1.5 TRANSPORTATION: CHURCH-OWNED VEHICLES**

**Purpose:** to provide guidelines for the safe and legal operation of vehicles owned by First Presbyterian Church of Rockaway.

**Policy:** Only Qualified and Authorized Drivers, as identified on the church's Designated Driver List, may operate church-owned vehicles.

**Procedure:**

1. In order to be considered a "Qualified Driver," an individual must meet the following criteria:
  - a. Must be between the ages of 25 and 70 years.
  - b. Must have no more than one moving vehicle violation in the past three (3) years and no serious violations.
  - c. Must have a valid driver's license (preferably in the state of New Jersey).
  - d. Must provide valid auto insurance declaration page with a minimum personal coverage of \$100,000/\$300,000. A copy of such page is maintained in the church office.
2. In order to be considered an "Authorized Driver," an individual must meet the following criteria:
  - a. Must complete an Application for Qualified Driver Status, to be maintained in the church office.
  - b. Must be approved by the Property and/or Cemetery Committees.
  - c. Must be willing to accept or attend training in the safe operation of vehicles.
3. Qualified Drivers may only operate church-owned vehicles on church property and adjacent roadways.

4. Authorized Drivers may drive church-owned vehicles beyond the above-stated boundaries.
5. Seat belts must be worn by the driver and all passengers at all times during vehicle operation.
  - a. It is the responsibility of the driver to enforce this policy with any passengers.
6. Drivers must follow all applicable laws and regulations in the operation of a church-owned vehicle. Any activity that serves to distract or interfere with the safe operation of the vehicle (including, but not limited to, use of cell phones) is prohibited.
  - a. The Driver is responsible for the payment of any citations received related to driving or parking practices.
7. Vehicles may not be driven without current inspection stickers clearly displayed on the windshield and license plates.
8. All Drivers and adult passengers must comply with the Accident Procedures of First Presbyterian Church, which are to be kept in all church-owned vehicles at all times.

## **1.6 TRANSPORTATION: NON-CHURCH-OWNED VEHICLES**

**Purpose:** to provide guidelines for the safe and legal operation of non-church-owned vehicles in use during approved church activities.

**Policy:** First Presbyterian Church of Rockaway requires that all drivers of non-church-owned vehicles used during approved church activities operate and maintain said vehicles in a safe manner according to all applicable laws and regulations.

**Procedure:**

1. In order for a vehicle to be used for approved church activities, it must meet the following criteria:
  - a. Must have current, passing inspection sticker clearly displayed on the windshield.
  - b. Must have an adequate number of seatbelts for all passengers.
2. Drivers of non-church-owned vehicles on approved church activities may have no more than one (1) moving vehicle violation in the last three (3) years, and no serious violations.
3. All drivers must provide a valid auto insurance declaration page to the church office, which reflects a minimum level of personal coverage of \$100,000/\$300,000 primary. The church's insurance will be secondary in the event of an accident.

4. The church may not be held liable for any fees or damages sustained while being used for unapproved church activities.
5. All drivers must provide a clear, legible copy of a current, valid driver's license to the church office.
6. Seat belts must be worn by the driver and all passengers at all times during vehicle operation.
  - a. It is the responsibility of the driver to enforce this policy with any passengers.
7. Drivers must follow all applicable laws and regulations in the operation of vehicles during approved church activities. Any activity that serves to distract or interfere with the safe operation of the vehicle (including, but not limited to, use of cell phones) is prohibited.
  - a. The driver is responsible for the payment of any citations received during approved church activities.
8. Drivers must be at least 25 years of age to transport "non-family" passengers to off-site approved church activities.
9. Every driver transporting passengers off-site to an approved church activity must have written directions (or have directions programmed into a GPS prior to leaving the church).
10. For off-site trips longer than 2 hours, stops must be scheduled and an emergency communication plan must be established between drivers.
11. When transporting children or youth, it is advised that an adult assistant ride with the driver to deal with potential distractions in the vehicle.
12. Drivers must keep a list of passengers and their guardians/emergency contacts, with valid contact information, in the vehicle during operation.
13. Drivers should be aware of any pre-existing health concerns of passengers.
14. It is the responsibility of the driver to ensure that all passengers are accounted for on the return trip.
15. If passengers are to be dropped off door-to-door (not picked up at the church), the driver must ensure that the passenger is safely inside the house before leaving.
16. All drivers and adult passengers must comply with the Accident Procedures of First Presbyterian Church, which are to be kept in the vehicle during all approved church activities.

## **1:7 TRANSPORTATION:ACCIDENT AND BREAKDOWN PROCEDURES**

### **Accident Procedures of First Presbyterian Church of Rockaway**



**Purpose:** to ensure that all drivers of church-owned and non-church-owned vehicles used during approved church activities follow safe and legal procedures in the event of an accident.

**Policy:** all drivers must adhere to these procedures to ensure the safety and well-being of all drivers and passengers in the event of an accident involving a church-owned vehicle or during an approved church activity.

**Procedure:**

1. In the case of an accident, the driver is responsible for the safety and well-being of any passengers that are in the vehicle.
2. Stop the vehicle immediately, utilize emergency flashers, and determine if any injuries have been sustained.
3. Report the accident to law enforcement (911 or local authorities, as necessary).
  - a. When calling in the accident inform the dispatcher of any injuries sustained by any parties, or any other need for medical care.
  - b. Report the exact location of the accident, providing relevant and available information of all involved.
  - c. Stay on the phone with the dispatcher until instructed to hang up, or until the dispatcher leaves the call.
4. If it is safe to do so, leave the vehicle and assess damage, including whether the vehicle may still be operable.
  - a. If reflectors or flares are available, place them 100 feet, then 200 feet to the rear of the vehicle.
5. The vehicle should not be moved unless instructed by law enforcement personnel.
6. Provide aid to any injured passengers until help arrives, if necessary.
  - a. Do not attempt to move an injured person, unless they are unsafe in their current location.
7. Ensure passengers do not leave the vehicle unless instructed by law enforcement personnel, unless damage or environmental hazards make it unsafe to do so.
8. Report the accident fully and accurately to law enforcement personnel.
9. Utilize any witnesses, as necessary, and obtain contact information for them.
10. Notify the guardians/emergency contacts of any passengers, regardless of injury.
11. Youth or children injured in a vehicle accident in a church-owned vehicle or during an approved church activity must be accompanied to the hospital by an adult until the guardian/emergency contact arrives.
12. The driver is responsible for notifying primary insurance of the accident (if a church-owned vehicle, the church's insurance is primary, if a non-church-owned vehicle, the driver's insurance is primary).

13. The driver is responsible for arranging and paying for towing, if necessary, and will also be responsible for retrieving the towed vehicle.

14. In the event of a non-accident breakdown, if repairs cannot be made the roadside, transportation arrangements must be made for all vehicle occupants.

*Revised 3/2014*

**Statement, approved by Session on 05/15/02, that is to be included with the Sexual Misconduct and Vehicle Use policies**

**ALL APPROPRIATE COMMITTEE CHAIRS AND GROUP LEADERS (CLERK OF SESSION, DEACON MODERATOR) ARE RESPONSIBLE FOR SECURING THE COMPLETED SEXUAL MISCONDUCT FORMS AND VEHICLE USE FORMS FOR THAT GROUP'S MEMBERS. COMPLETED FORMS WILL BE FILED IN A SECURE LOCATION IN THE CHURCH OFFICE.**

**1:8 GIFT POLICY**

This policy applies to all manner of gifts to the church including monetary donations and other gifts in kind. Gifts may be received as memorial gifts.

**Undesignated Gifts**

1. Donors are encouraged to make monetary gifts without a designation, except where Session has made it known that there is a specific need that can be met by such gifts.
2. All undesignated monetary gifts shall be placed in the General Operating fund and disbursed as approved by Session.
3. All undesignated monetary gifts will be appropriately acknowledged.

**Designated Gifts**

1. Monetary gifts given with a specific designation by the donor(s), will first be reviewed by the Head of Staff, who will make a determination of the appropriateness of the gift, prior to acceptance. If the Head of Staff determines that the gift is for a use previously established by Session, it shall either be accepted and reported to Session or presented to Session for acceptance. If the Head of Staff determines that the gift is for a use not established by Session, approval by Session will be required prior to acceptance.

2. All designated monetary gifts, if accepted, will be appropriately acknowledged and will be held until such time as the purpose for the gift is accomplished. The amount will be maintained in (an) interest bearing account(s) and all interest accrued will be credited to the amount of the designated memorial.
3. Funds will be returned to the donor if Session is unable to find a use that is consistent with the donor's intent.

### **Gifts in Kind**

1. All gifts in kind, such as liturgical equipment or supplies, office equipment, furniture, appliances or supplies, will first be reviewed by the Head of Staff, in consultation with the Worship Committee, the Property Management Committee, or the Foundation Team, as appropriate, who will jointly make a determination of the appropriateness of the gift, prior to acceptance. If it is determined that the gift is for a use previously established by Session, it shall either be accepted and reported to Session or presented to Session for acceptance. If it is determined that the gift is for a use not established by Session, approval by Session will be required prior to acceptance.
2. The determination for the appropriateness of the gift may also include consideration of the safe working condition of the gift, compatibility of the gift with existing equipment or décor, and the ability to store the gift safely and appropriately.
3. The gift, if accepted, will be appropriately acknowledged.

### **Memorial Gifts**

1. Monetary gifts and gifts in kind may be received by the church as Memorial gifts from the donor(s).
2. All Memorial gifts will be accepted and received accordingly in the manner prescribed for undesignated and designated monetary gifts and gifts in kind.
3. Received Memorial gifts will be appropriately recorded in the Abiding Memorial book.

*Adopted 5/19/04 Revised 3/2014*

## **1:9 SEXUAL MISCONDUCT POLICY**

**Statement, approved by Session on 03/15/2014, that is to be included with the Sexual Misconduct and Vehicle Use policies**

**ALL APPROPRIATE COMMITTEE CHAIRS AND GROUP LEADERS (CLERK OF SESSION, DEACON MODERATOR) ARE RESPONSIBLE FOR SECURING THE COMPLETED SEXUAL MISCONDUCT FORMS AND VEHICLE USE FORMS FOR THAT GROUP'S MEMBERS. COMPLETED FORMS WILL BE FILED IN A SECURE LOCATION IN THE CHURCH OFFICE.**

The First Presbyterian Church of Rockaway supports the policy on sexual misconduct adopted by the Presbytery of Newton. That Policy states, "We believe that Scripture and our faith in Jesus Christ call us to standards of responsible conduct in all of life, including sexual behavior. Human sexuality is an integral part of who we are as persons. However, it can become the basis for oppression, where trust relationships are breached and persons are abused."

### **The Purposes of this Policy are:**

1. To safeguard the church's members and staff from abuse through any form of sexual misconduct.
2. To seek justice by providing a means for determining truth, protecting the innocent, and dealing appropriately with those who victimize others.
3. To promote proper healing where sexual misconduct has occurred.

### **Policy Administration**

1. The Session shall be responsible for administering this policy through a response team. The response team shall consist of the Pastor (unless the subject of the allegation), the Director of Christian of Education (unless the subject of the allegation), and a session representative from each of the four session teams. One member shall be designated as the convener.
2. Whenever an allegation of sexual abuse is received by any member or staff of FPC, that person shall contact the convener of the response team.
3. The role of the response team, in response to the allegation of sexual misconduct, shall be to consult with appropriate staff, officers and committees of Newton Presbytery concerning appropriate ways to meet the needs that arise in the context of a sexual misconduct case and who is responsible for each task.
4. Tasks to be addressed include:
  - Reporting to appropriate local, state or federal authorities if the allegation involves the abuse of a minor child or other criminal behavior.
  - Reporting to insurance carriers.
  - Contact with the accuser and /or alleged victim and family (if advised by authorities).
    - a. Meeting their needs (ie. counseling, advocacy)
    - b. Interviews in relation to the investigation
  - Contact with the accused and family (if advised by authorities).
    - a. Meeting his/her needs (ie. counseling, advocacy).
    - b. Interviews in relation to the investigation

- Contact with the session and congregation will be based upon a need-to-know basis in order to help the session and congregation.
- Contact with others affected (if advised by authorities). This may include other persons in the church or an outside agency.

### **Definition**

Sexual misconduct is any offense involving sexual expression or contact in relation to:

1. Any person under the age of eighteen years or anyone over the age of eighteen without mental capacity to consent, *or*
2. Any person, when the conduct includes force, threat, coercion, intimidation or misuse of office or position.

### **Prevention**

1. All church employees, officers and group leaders (including Church School teachers) shall sign a written acknowledgement (*see Attachment A*) indicating that they have received a copy of this Sexual Misconduct Policy, as well as a certification regarding prior complaints (*see Attachment B*).
2. All applicants for employment and nominees for church office shall submit the forms described in the preceding paragraph prior to commencement of their service.

### **Commitment**

The First Presbyterian Church of Rockaway and all of its committees, programs and activities will adhere to this policy including the standards, procedures and practices therein.

### **Implementation**

This policy shall be distributed to all ministers, employees, church officers, and volunteers. The policy shall also be made available to all persons who accuse others of misconduct as well as those accused of misconduct.

## **THE FIRST PRESBYTERIAN CHURCH OF ROCKAWAY** **SEXUAL MISCONDUCT POLICY AND ITS** **PROCEDURES**

### **I. Policy Statement**

It is the policy of The First Presbyterian Church of Rockaway that all teaching elders, ruling elders, employees, and volunteers of the church are to maintain the integrity of the pastoral, collegial, employment, and professional relationship at all times. Persons who engage in sexual misconduct are in violation of the principles set forth in Scripture, and also of the pastoral, collegial, employment, and professional relationship. It is never permissible or acceptable for a member, employee, or volunteer to engage in sexual misconduct.

### ***Distribution:***

Copies of this policy and its procedures shall be made available to all those who are members of and/or participate in activities of the church. This policy and its procedures are to be made available to persons who accuse others of misconduct, including those who are or claim to be victims of sexual misconduct, as well as their families.

## II. Standards of Conduct

... As [God] who called you is holy,  
 be holy yourselves in all your conduct;  
 ... Tend the flock of God that is in your charge, ...  
 not under compulsion but willingly, ...  
 not for sordid gain but eagerly. ...  
 not lord it over those in your charge,  
 but be examples to the flock.  
 ... You know that we who teach will be judged with greater strictness.  
 1 Pet. 1:15; 5:2–3; Jas. 3:1, NRSV

The ethical conduct of all who minister in the name of Jesus Christ is of vital importance to the church because through these representatives an understanding of God and the gospel's good news is conveyed. "Their manner of life should be a demonstration of the Christian gospel in the church and in the world" (*Book of Order*, G-2.0104).

The basic principles of conduct guiding this policy are as follows:

1. Sexual misconduct is a violation of the role of teaching elders, ruling elders, employees, and volunteers who are called upon to exercise integrity, sensitivity, and caring in a trust relationship. This improper conduct breaks the covenant to act in the best interests of other persons within the church.
2. Sexual misconduct is a misuse of authority and power that breaches Christian ethical principles by misusing a trust relationship to gain advantage over another for personal pleasure in an abusive, exploitative, and unjust manner. If a ruling elder, employee, or volunteer initiates or invites sexual content in the relationship, it is the teaching elder's responsibility to maintain the appropriate role and prohibit a sexual relationship.
3. Sexual misconduct takes advantage of the vulnerability of persons who are less powerful to act for their own welfare, including children. It is antithetical to the gospel's call to work as God's servant in the struggle to bring wholeness to a broken world. It violates the mandate to protect the vulnerable from harm.

### **Definitions:**

- **Sexual Misconduct** is the comprehensive term used in this policy to include:
- **Child sexual abuse:** including, but not limited to, any contact or interaction between a child and an adult when the child is being used for the sexual stimulation of the adult person or of a third person. The behavior may or may not involve touching. Sexual behavior between a child and an adult is always considered forced whether or not the child consents. In the Presbyterian Church (U.S.A.), the sexual abuse definition of a child is anyone under age eighteen.
- **Sexual abuse:** as defined in the *Book of Order*: "Sexual abuse of another person is any offense involving sexual conduct in relation to (1) any person under the age of eighteen years or anyone over the age of eighteen years without the mental capacity to consent; or (2) any person when the conduct includes force, threat, coercion, intimidation, or misuse of office or position" ("Rules of Discipline," *Book of Order*, D-10.0401c).
- **Sexual harassment:** defined for this policy as follows: unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:
  - a. submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment, or their continued status in an institution

- b. submission to or rejection of such conduct is used as the basis for employment decisions affecting such an individual;
  - c. such conduct has the purpose or effect of unreasonably interfering with an individual's work performance by creating an intimidating, hostile, or offensive working environment; or
  - d. an individual is subjected to unwelcome sexual jokes, unwelcome or inappropriate touching, or display of sexual visuals that insult, degrade, and/or sexually exploit men, women, or children.
- **Rape:** sexual contact by force, threat, or intimidation.
  - **Sexual conduct:** (such as offensive, obsessive or suggestive language or behavior, unacceptable visual contact, unwelcome touching or fondling) that is injurious to the physical or emotional health of another.
  - **Sexual Malfeasance:** defined by the broken trust resulting from sexual activities within a pastoral, collegial, employment, or professional relationship that results in misuse of office or position arising from such a relationship.
  - **Misuse of technology:** use of technology that results in sexually harassing or abusing another person, including texting or emailing suggestive messages and images to persons with whom one has a pastoral relationship. It is never appropriate to view pornography on church property. When this includes a person under the age of eighteen, it is considered child abuse. There is never an expectation of personal privacy when using technological equipment owned by a church or within the context of ministry.

### III. Church Response to Allegations of Sexual Misconduct

#### A. *Principles*

In responding to allegations of sexual misconduct, teaching elders, ruling elders, employees, and volunteers of the church should seek healing and assure the protection of all persons. Where possible, the privacy of persons should be respected and confidentiality of communications should be maintained.

In responding to allegations of sexual misconduct, teaching elders, ruling elders, employees, and volunteers of the church should seek to uphold the dignity of all persons involved, including persons who are alleging harm, persons who are accused of sexual misconduct, and the families and communities of each.

The church has jurisdiction over its ruling elders, employees, and volunteers. The presbytery has jurisdiction over teaching elders. If one of these persons is alleged to have committed an offense against Scripture, the PC(USA) Constitution, or the church bylaws, operating manual, or policies, the church has the duty to inquire into the allegations and, if the allegations are proven, to correct the behavior of the member or employee and ensure the safety of others in the community. In the case of a teaching elder the allegation shall be immediately reported to the Stated Clerk.

Allegations of sexual misconduct are always considered allegations of offense against Scripture. Such allegations trigger the disciplinary processes of the PC(USA) set forth in the "Rules of Discipline" in the *Book of Order*. In the case of an employee of the church, the individual will be covered by the procedures of the written sexual misconduct and personnel policies of the church.

If the person accused of sexual misconduct is no longer a teaching elder, ruling elder, employee, or volunteer of the church, but the conduct occurred while the person was acting on behalf of The \_\_\_\_\_ Presbyterian Church, the church does not have jurisdiction to correct the behavior, but it does have a duty to hear the allegations of offense and to take measures to prevent future occurrences of harm. The church may appoint an administrative committee or commission to

hear the allegations of sexual misconduct. The church may also take measures to prevent future occurrences of harm through education and policy.

## **B. Reporting Requirements**

### **1. Reporting Sexual Misconduct**

A person needing to report that a teaching elder, ruling elder, employee, or volunteer of the church has committed sexual misconduct shall contact the clerk of session for guidance regarding filing the report. If the allegations are against the clerk then the pastor shall be contacted. (If the person who is accused of committing sexual misconduct is a teaching elder, the report of allegations should be made to the stated clerk of the presbytery.)

The report of allegations is placed in writing, and the session will respond by using the procedures set forth in the “Rules of Discipline” of the *Book of Order*. If the person who is accused of committing sexual misconduct is a ruling elder, volunteer, or employee of the church, the report of allegations is made to the clerk of session.. If the person accused is an employee, the church will respond by using procedures set forth by the sexual misconduct policy of the church.

### **2. Receiving Reports of Sexual Misconduct**

Reports of allegations of sexual misconduct will occur in a variety of ways, and may come from persons who have or who do not have a formal relationship with the church. Because the church cannot control to whom the victim of sexual misconduct will speak first, it is important that teaching elders, ruling elders, clerk of session, employees, and persons highly visible to the members of the church understand how reports of incidents are channeled to the proper person, keeping in mind the mandatory reporting requirements for allegations of child abuse.

Reports of allegations of sexual misconduct should never be taken lightly or disregarded and allowed to circulate without concern for the integrity and reputation of the victim, the accused, and the church. Reports of allegations should be dealt with as matters of highest confidentiality, both before and after they have been submitted to appropriate authorities as outlined below.

The first person receiving the initial report of allegations of sexual misconduct should not undertake an inquiry alone or question either the victim or the accused, but, instead, shall contact the clerk of session who will determine the relationship of the person accused of sexual misconduct with the church and shall make sure that the allegations of offense are filed with the council with jurisdiction over the person accused. If the allegations are against the clerk of session then the pastor shall be contacted.

In cases where the incident is divulged in the process of pastoral care, counseling, or a therapy session, the person hearing the allegation should encourage the accuser to report the allegation but cannot report the incident since the information was obtained in the context of a confidential relationship (G-4.0301).

If the report is made orally, the person receiving the report of allegations should request that the person making the report of allegations place it in writing. A report of allegations of sexual misconduct in writing from a member of the church alleging a teaching elder, ruling elder, employee, or volunteer of the church committed an offense must be acted on according to the “Rules of Discipline” of the *Book of Order*. If the clerk of session or pastor receives a report of allegations in writing from a non-member of the church alleging another teaching elder, ruling elder, employee, or volunteer of the church committed sexual misconduct, the report also should be acted on according to the “Rules of Discipline” of the



*Book of Order.* If the person who makes the report is unwilling or unable to place it in writing, any member of the church may make the written statement that will automatically trigger the “Rules of Discipline” of the *Book of Order*.

### **3. Mandatory Reporting of Child Abuse**

Any member of the church who is engaged in ordered ministry, shall report to ecclesiastical and civil legal authorities knowledge of harm, or the risk of harm, related to the physical abuse, neglect, and/or sexual molestation or abuse of a minor or an adult who lacks mental capacity when (1) such information is gained outside of a confidential communication as defined in G-4.0301, (2) she or he is not bound by an obligation of privileged communication under law, or (3) she or he reasonably believes that there is risk of future physical harm or abuse (G-4.0302).

#### **C. Responding**

The church response will vary according to the relationship of the church with the person who is accused of sexual misconduct. Teaching elders, ruling elders, and volunteers are subject to inquiry and discipline (censure and correction) under the “Rules of Discipline” of the *Book of Order*.

When an allegation of offense of sexual misconduct has been received by the clerk of session, the clerk will report to the session that an offense has been alleged and that the church will proceed according to the procedures set forth in the “Rules of Discipline” of the *Book of Order*. The church shall appoint an investigating committee according to its rule to inquire into the allegations. The investigating committee must promptly begin its inquiry into the allegations. Delay may cause further harm to the victim and/or the accused.

Employees are subject to oversight and correction by the Personnel Committee of the church according to the personnel and sexual misconduct policies. In this case, the personnel committee will be responsible for the inquiry. The church may choose to appoint an administrative commission for the review of the allegation. The committee or commission that will respond to the allegation of offense of sexual misconduct will do the following:

- a. Determine whether or not the allegation gives rise to a reasonable suspicion of sexual misconduct by the accused.
- b. If so, gather additional information necessary to make a decision about correcting the behavior.
- c. Determine any remedies, including limiting ministry, suspension, or termination necessary and advisable under the circumstances.
- d. Inform the victim and the accused of the remedy.
- e. In all cases, the personnel committee shall prepare a written report, which shall be included in the accused’s permanent personnel file. The accused shall be allowed to attach any written statements to said documents, also for permanent inclusion in the permanent file.

The church must cooperate with civil authorities in an investigation of child sexual abuse or other criminal sexual misconduct. Church disciplinary proceedings cannot interfere with a criminal investigation by civil authorities and may have to be suspended until these are completed.

#### **D. Record Keeping**

The investigating committee or personnel committee should keep detailed records of its actions and minutes of its deliberations and its conversations with the accuser, the accused, and other parties involved, correspondence, and copies of the reports received from committees or commissions. Such records will be kept confidential as far as possible.

#### **IV. Prevention and Risk Management**

##### **A. Implementation**

The Book of Order requires all councils to adopt and implement a sexual misconduct policy (G-3.0106). This policy should be reviewed and updated regularly.

##### **B. Liability and Insurance**

The church should regularly inform their liability insurance carriers of the activities and programs they operate or sponsor and of the duties and responsibilities of employees and volunteers. The church shall obtain an endorsement to their general liability insurance policy specifically covering sexual abuse and molestation. Such coverage shall provide for legal defense expenses and judgments in civil suits brought against the church, its teaching elders, ruling elders, employees, and volunteers.

##### **C. Employment Practices**

###### **1. Record Keeping**

Accurate record keeping is an essential part of hiring and supervision practices of the church. A personnel file shall be maintained on every employee. The file should contain the application for employment, any employment questionnaires, background checks, references responses, and all other documents related to an employee's employment, except records which may be required, by law, to be kept in separate files.

###### **2. Prescreening Applicants**

The church will establish thorough and consistent hiring practices. If an applicant is unknown to the church, the church should confirm the applicant's identity by requiring photographic identification such as a driver's license. The church should perform a background check, including a national and/or international criminal background check, on all applicants that may have interaction with children and youth. Part of pre-employment screening should include specific questions related to discovering previous complaints of sexual misconduct.

###### **3. References**

The church is responsible for contacting references for prospective teaching elders and employees. A written record of conversations or correspondence with references should be kept in the employee's personnel file. In the case of a teaching elder, these records shall be held by the chair of the pastor nominating committee.

If false or misleading information is given by the applicant or teaching elder or relevant information is withheld, the applicant or teaching elder should be eliminated from consideration. Applicants should be informed of negative comments regarding sexual misconduct and shall be given an opportunity to submit additional references or to give other evidence to correct or respond to harmful information obtained from a reference.

#### **V. Educating and Training – Awareness**

Since the issue of sexual misconduct has become an ever more present reality, there is an emerging need to educate and train a wide variety of persons. Persons needing this specific education include: teaching elders, those serving in ordered ministry, volunteers and staff; . Education for these persons and groups may be different on a group-by-group basis. A primary requirement for all persons should be common knowledge regarding professional and ministerial boundaries, and the church sexual misconduct policy.

## Appendix

### **Meeting the Needs of All Involved**

In cases of sexual misconduct there are needs that have to be met for the good of all persons, and groups. The session and pastor should be responsible for ensuring these needs are met. The church may wish to consult the presbytery for advice and/or assistance in determining how to meet these needs.

#### **A. *The Needs of the Victim***

The session and/or pastor should assure that adequate treatment and care are available for alleged victims of sexual misconduct and their families.

Sometimes, the victim or family is so angry and alienated from the church, that offers of help may be perceived as insincere or as attempts of a cover-up. If the victim or family at first refuses, the church should continue to offer help. Above all, the church should not act in a self-protective manner by ignoring the victim and their families.

The extent of the damage to the victims of sexual misconduct will vary from person to person, and is influenced by such factors as the degree or severity of abuse, the age and emotional condition of the victim, human dynamics, and the importance of one's religious faith. The session and/or pastor is to assume in all cases that the victim has been wounded by the experience.

Feelings of guilt, shame, anger, mistrust, lowered self-esteem, unworthiness, and feelings of alienation from God, self, the religious community, and family are frequent injuries suffered by victims. It is important for the session and/or pastor to be sensitive to the victim's pain and need for healing, and to act by making appropriate pastoral care available.

The following are some of the needs of the victim:

1. To be heard and taken seriously. From the time that the victim is first able to indicate that sexual misconduct has occurred that person should receive immediate attention and serious consideration from all church representatives.
2. To receive pastoral and therapeutic support. The victim may require spiritual and professional assistance as a result of sexual misconduct. The session and/or pastor should offer to help arrange for such support from a pastor and therapist, if the victim desires. Discussions with such people would be confidential, privileged conversations.
3. To be informed about church process and progress with regard to the accusation. One member of the session should be the church contact person for the victim. Frequently, this contact person will give the victim information as to what is happening in the church as a result of the accusation.
4. To receive legal advice. The session and/or pastor should suggest that the victim might benefit from independent legal advice. (Legitimate claims might be more effectively pursued and flimsy or false claims discouraged.) If requested, the session and/or pastor should suggest ways in which independent legal advice can be obtained.
5. To be assured of an advocate of one's own choosing. A victim may need continuing moral support from one individual who is present while the church process deals with the

accusation. This advocate may be a relative, friend, or someone suggested by the pastor. This advocate could speak for the victim, if necessary.

- To be assured that justice will be pursued. The victim needs to be told by the session and/or pastor, and shown by the processes of the church, that justice is being pursued through fact-finding, truth-telling, confrontation, and agreement that may include removal or temporary exclusion of the accused from office or adjudication of the complaint.
- To receive healing and reconciliation. In addition to specific forms of restitution mentioned above, the victim needs to receive a sense of healing and reconciliation with all concerned—the self, the family, the church and, ideally, the accused. The session and/or pastor can help bring this about using the church’s processes and resources. While the above are needs of the victim, one recognizes that all of these needs may also not be met through a reasonable handling of a specific case, but may only occur over a lengthier period of time. All of these needs, however, should be taken seriously and compassionately, and the rights of the victim respected.

### **B. *The Needs of the Accused***

The church shall offer treatment and care for the accused as well as alleged victims and families. If the accused is a pastor, this is the primary responsibility of the presbytery.

Feelings of guilt, shame, anger, mistrust, lowered self-esteem, depression, unworthiness, and feelings of alienation from God, self, the religious community, and family are often experienced by the accused. In addition, there may be fear of job loss, incarceration, and indignation if an allegation is false.

When a person is found not guilty of charges of sexual misconduct, it is important for the church to see that the decision is disseminated as widely as possible within their power, unless doing so would further injure the person accused.

#### **1. Personal Care**

Whether the allegations about the accused are eventually found to be true or not, the accused deserves to be treated with Christian kindness and respect. The session and/or pastor may suggest that the accused seek spiritual support or professional counseling.

#### **2. Economic Security and Care for Family of Accused**

When an allegation of sexual misconduct has been made, the economic security of the accused is directly threatened, along with reputation, career, and family relationships. If the accused is a pastor, the presbytery can be of assistance.

### **C. *The Needs of a Congregation in a Context of Sexual Misconduct***

The session and/or pastor should be aware of the problems the congregation may experience following allegations of sexual misconduct by a teaching elder, ruling elder, employee, or volunteer. The allegations may polarize the congregation, damage morale, create serious internal problems, and even limit the trust a congregation may place in succeeding pastors. Efforts should be taken to recognize and identify the problems and heal any damage that may be done to the congregation.

#### **1. Pastoral Care**

Members and staff of the congregation will need pastoral care. If it is the pastor who is involved in the sexual misconduct, care will need to be provided by a trained interim pastor. If the pastor leaves as a result of sexual misconduct, in extreme cases a trained interim pastor or consultant in sexual misconduct may need to work with the congregation for an extended period of time.

If it is not a pastor who is involved in the sexual misconduct, then the pastor will provide the needed care for the congregation. The pastor, if not previously trained in this specialty area, will need to consult with the presbytery who will advise him or her how to proceed and any anticipated problems.

**2. Information About the Case**

Members of the congregation will need opportunities both to receive and give information. If a case of sexual misconduct becomes a matter of public knowledge within a congregation and if a pastor has been found guilty of sexual misconduct, the interim pastor or presbytery representative may hold appropriate meetings with individuals, small groups, or with the whole congregation. Such meetings should provide information about sexual misconduct in general, Presbyterian polity and our judicial process, and how others who may have been victimized may be heard and ministered to. If the offender is not the pastor, then the pastor may perform these functions. At such meetings, one may expect members to vent their feelings. An opportunity for this to happen should be provided. If this venting does not take place, then it may create serious problems for the future of the congregation, for future pastors, and for the presbytery.

**3. Resource Persons**

In light of the above needs, the following are several resource persons whose services would be valuable to a congregation in the context of sexual misconduct: a trained interim pastor, a presbytery representative knowledgeable in polity and the effects of sexual misconduct in the church, a consultant or therapist with knowledge and experience in dealing with sexual misconduct, an attorney who can discuss legal aspects of a case, an insurance agent who can advise the congregation about their exposure to liability or coverage.

It is the responsibility of the church to establish policy and its procedures governing cases of sexual misconduct in that jurisdiction.

*Adopted 3/19/2014*

**1.10a Sexual Misconduct Acknowledgment Form** *(see forms)*

**Attachment A: Sexual Misconduct Acknowledgment of Receipt**

I hereby acknowledge that I have received a copy of the First Presbyterian Church Sexual Misconduct Policy, that I have read the policy, understand its meaning and agree to conduct myself in accordance with this policy.

**Print Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

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## Attachment B

### Please complete the following certification:

I certify that (a) no civil, criminal, or ecclesiastical complaint has ever been sustained or is pending against me for sexual misconduct, (b) I have never resigned or been terminated from a position for reasons related to sexual misconduct, and (c) I have never been required to receive professional treatment for reasons related to sexual misconduct on my part.

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

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

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### Release

The information contained in this questionnaire is accurate to the best of my knowledge and may be verified by the employing entity. I hereby authorize the First Presbyterian Church to make any and all necessary contacts to verify my prior employment history, and to inquire concerning any criminal records or any judicial proceedings involving me as a defendant. By means of this release I also authorize any previous employer and any law enforcement agencies or judicial authorities to release any and all requested relevant information to the First Presbyterian Church. I have read this release and understand fully that the information obtained may be used to deny me employment or any other type of position from the employing entity. I also agree that I will hold harmless the employing entity or judicial authority from any and all claims, liabilities, and causes of action for the legitimate release or use of any information.

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Witness:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Witness:** \_\_\_\_\_ **Date:** \_\_\_\_\_

## **2.1 BUILDING USE POLICIES** *(see forms)*

The Session of the First Presbyterian Church of Rockaway declares the attached to be the policy of this board regarding Building Use.

Those requesting to use the building will receive the building use policies and a request form. The first two pages list the “Policies and Rules for the use of the Church Building and Facilities.” The single sheet is the “Request for the Use of Church Facilities” form,” that is to be completed by those who wish to use the facilities.

### **POLICIES AND RULES FOR THE USE OF THE CHURCH BUILDING AND FACILITIES**

The First Presbyterian Church of Rockaway has maintained a long tradition of opening its doors to community groups and organizations devoted to the promotion of the cultural, educational and spiritual well-being of the community. Many groups and organizations use the church building and available facilities. Some are operated under the direct sponsorship of the Church and some are independent organizations who use the Church building by prior agreement.

#### **POLICIES FOR THE USE OF THE CHURCH BUILDING AND FACILITIES**

##### **General Policies**

1. The following policies apply to activities other than the regular or special religious or Christian Education activities of the church. The purposes of the policies stated below are to:
  - a. Maintain an orderly schedule for the use of the building and facilities by special groups within the church organization.
  - b. Establish general rules and policies for the long-term use of the building and facilities by organizations not directly associated with the church.
  - c. Establish general rules and policies for the use of the building and facilities for meetings, dinners, receptions, or like activities which are occasional.
2. All organizations and groups sponsored by or directly associated with the First Presbyterian Church of Rockaway shall have priority in the use of the building and facilities. Applications from other groups and organizations shall be reviewed in the order in which they are received.
3. Application for the use of the church building or facilities shall be submitted in writing, preferably at least sixty (60) days prior to the desired date. The church office or the Property Committee will notify applicants of approval or denial, usually within thirty (30) days.

4 Session (the church's governing board) retains the right to terminate or deny use of the church property or facilities.

**Responsibilities:**

1. At least two (2) adults must be present at all times when the church building or facilities are being used by youth groups. Those scheduling the activity are responsible for the action of the youth and the security and safety of church property.
2. Defacement of walls, woodwork, floors or ceilings through the use of nails, thumbtacks, tape, screws, wax, grease pencils, or the like is strictly forbidden. Any damage to church property or facility will be paid for by the activity sponsor.
3. When an activity is scheduled on a Saturday, arrangements must be made with the church office in advance to assure the room or area is clean and ready for use on Sunday morning.
4. By order of the Fire Department and church policy, smoking is prohibited in the building.
5. Church policy prohibits the use of alcoholic beverages on the church premises.
6. In consideration of others, the sponsoring group or organization should see that the room or area used is tidy and orderly upon leaving.
7. All groups meeting in the evening shall plan to conclude their activity and vacate the building by 11:00 p.m. unless special arrangements have been made for an exception to this provision.
8. Upon leaving the building, all windows and doors must be closed and locked, lights turned off and equipment secured.
9. Normally, the church sexton will close the building at the conclusion of the activity. In the absence of a sexton, it will be necessary for the adult in charge to see that all outside doors are locked and that the building is secured. Should this become necessary, the sexton or other church staff will instruct the adult in charge of the activity on how to secure the building.
10. Non-affiliated groups are requested to make a contribution according to the schedule in effect at the date of application.
11. A certificate of insurance will be required of all applicants.
12. Groups desiring to use the kitchen will be required to post a bond.

*Revised 3/2014*



## THE FIRST PRESBYTERIAN CHURCH

35 Church Street, Rockaway, NJ 07866  
973-627-1059 (phone), 973-627-1063(FAX)  
E-Mail: [Office@fpcrockaway.org](mailto:Office@fpcrockaway.org)

### 2.1a REQUEST FOR USE OF CHURCH FACILITIES

Name of organization/member: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: Home \_\_\_\_\_ Business/Cell: \_\_\_\_\_

Day/Date/Time requested: \_\_\_\_\_

Room(s) Needed: \_\_\_\_\_

Equipment Needed (chairs and/or tables): \_\_\_\_\_

Type of Organization: \_\_\_\_\_

Profit or Non-Profit Organization: \_\_\_\_\_

Describe the Event: \_\_\_\_\_

#### **CONTRIBUTION SCHEDULE (for Non-Affiliated Groups):**

Use of one (1) meeting room/classroom \$ 75.00

Use of more than one meeting room/classroom \$150.00

Use of Fellowship Hall \$200.00

Use of kitchen facilities additional \$ 50.00

Contributions for multiday use of the facilities or use for recurring events will be recommended by the Property committee.

In addition, \$11.00/hour for the Sexton is required if he/she has to come to the church when he/she is not already working.

USE OF KITCHEN FACILITIES REQUIRES A BOND OF \$500.00 WHICH WILL BE RETURNED IF THE KITCHEN IS FOUND IN ORDER.

A CERTIFICATE OF INSURANCE IS REQUIRED.

**I have read the rules and regulations and hereby agree to abide by same.**

Date: \_\_\_\_\_

\_\_\_\_\_  
**Signature of person requesting building**

## **BUILDING USE RULES AND REGULATIONS**

1. Fire Exits are **NEVER** to be blocked by chairs and tables.
  2. Public announcement must be made at the beginning of each event advising everyone of the location of the Fire Exits.
  3. **NO OPEN FLAMES** of any kind in Fellowship Hall.  
**All garbage must be removed from premises or a \$5 per bag fee will be charged.**  
 Building facilities will be left clean and orderly. **This is the Responsibility of the person signing this form.**
  4. No alcohol is to be served.
- 

### **FOR OFFICE USE:**

Contribution: Received/Date/Amount: \_\_\_\_\_ Waived: \_\_\_\_\_

Certificate of insurance: Received/Date: \_\_\_\_\_ Waived: \_\_\_\_\_

APPROVED \_\_\_\_\_

*(For Church Member – see Policies and Rules of FPCR below)*

1. The following policies apply to activities other than the regular or special religious or Christian Education activities of the church. The purposes of the policies stated below are to:
  - a. Maintain an orderly schedule for the use of the building and facilities by special groups within the church organization.
  - b. Establish general rules and policies for the long-term use of the building and facilities by organizations not directly associated with the church.
  - c. Establish general rules and policies for the use of the building and facilities for meetings, dinners, receptions, or like activities which are occasional.

*Property Committee*

*Revised 3/2014*

## **2.2 Sunday Morning Church Opening and Closing Procedure (see forms)**

1. Arrive at church by 8:30 a.m.
2. Your set of church keys are stamped as follows:
  - a. “D” followed by a number – Opens all outside doors, except for the Sanctuary.
  - b. “C” followed by a number – Opens classroom doors
  - c. The numbered only key – Opens the Sanctuary, Office, Parlor, BK room, Canteen, Christian Education Office, Food Closet, Choir Room/Loft, Worship Closet (formerly known as the Deacon’s or key closet)
3. Unlock all outside doors and fix locks so that doors can be opened from the outside.
4. Unlock the Office, Sanctuary, Food Closet, Parlor, Robe Room, Choir Room/Loft, C.E. Office, Baby Nursery, and Canteen (classroom under the Sanctuary). Check rooms for any damage, especially downstairs.
5. Turn on Sanctuary lights: the bank of switches on the back wall of the Sanctuary and ONLY the black power strip on the table under the switches, the wall switch on the back left wall (when facing toward the back of the Sanctuary), and the wall switch on the left wall as you enter the Sanctuary from the office hallway.
6. Open the worship closet, next to the pastor’s offices, and:
  - a. Take out (six) 6 collection plates and place on the tables by each door in the Narthex.
  - b. Place silver Communion ware on the Communion table unless the stoneware set is on the table.
  - c. Place the silver microphone box on the pew under the window by the organ – check to see if microphones need batteries.
  - d. When finished LOCK THE WORSHIP CLOSET
7. Put a glass of ice water on the right side shelf of the pulpit.
8. Place sanctuary flowers from the kitchen in the brass urns in the sanctuary. If there are no flowers, put the brass urns in the office.

### **AFTER THE SERVICE:**

1. Return the silver microphone box, collection plates, and silver Communion ware to the worship closet and lock the door.
2. Straighten up the hymnals and pew bibles in the balcony and downstairs. (Make sure they are facing forward. Place the Sing the Faith supplemental hymnal behind the bibles downstairs.)
3. Pick up any bulletins, inserts, etc. from the pews. Several complete bulletins may be placed on the desk in the Narthex. Recycle the rest in the recycling bin under the Narthex table.
4. Latch (top and bottom) and lock the narthex doors, turn off all lights in the Narthex and Sanctuary, the bank of switches on the back wall, the black power switch, the light switch on the left far wall and the single switch by the office entrance. Close and lock all windows – don’t forget the windows in the balcony.
5. Downstairs- turn off all lights in all rooms and hallways downstairs. (hallways, bathrooms, all classrooms, Canteen and CE office.) Lock the C.E. Office door.
6. Upstairs – turn off all lights (remember to check the bathrooms, hallway, and lights by the front and back Fellowship Hall doors.)

7. Close all windows in the BK Room and turn off the fans in Fellowship Hall (switch is on the stage by the back steps.)
8. Make sure that all the outside doors are locked including the glass door by the office.

**You are done!! Great job!! Thanks!!**

Revised 4/2014

### **3:1 INTERNAL FINANCIAL CONTROLS**

The Session of the First Presbyterian Church of Rockaway declares the following financial policies to be the policies of this board. These policies are intended for all treasurers and assistant treasurers of the Church. However treasurers paid by the Church or any of its affiliations will not be subject to the three year rotation mentioned in guideline #2.

1. All funds shall be deposited in a financial institution within five business days.
2. Treasurers and assistant treasurers shall have limited terms of service of three years. Treasurers and assistant treasurers shall not serve as such for more than one group or committee at a time.
3. All accounts shall have at least two signatories. These people shall also have limited terms of service of three years. All signers on accounts shall be approved by Session, the motion for approval being presented by the Stewardship Committee. The Stewardship Committee will ensure adherence with the guidelines for two signers on accounts.
4. The treasurer of each committee shall reconcile bank activity to public records each month. This information shall be made available to the chairperson in a timely manner or upon request. Public records include bank statements.
5. Funds in one account shall never be transferred to another account or fund an unrelated activity without the proper approval, i.e. written approval by both chairpersons.
6. All non-routine items to be paid shall be approved by chairperson of the related area before payment. Examples of non-routine items include repairs, capital expenditures and one-time payments.
7. Chairpersons shall not be able to approve payments charged to areas outside of their control.
8. For all reimbursements and petty cash items, proper documentation shall be completed.
9. Expenses for activities shall be paid through checking accounts rather than be netted against proceeds.
10. All receipts related to church functions, with the exception of confidential issues, shall be deposited in the main account. Reimbursement shall occur within five business days.
11. The chairperson cannot be the treasurer of the same church function.

*Adopted: 10/18/94 Revised 3/2014*

### **3.2 CHRISTMAS EVE OFFERING**

The Session of the First Presbyterian Church of Rockaway declares it to be the policy of this board that the Christmas Eve offering will be disbursed in the following manner:

*Policies and Procedures*

*Revised April 5, 2014*

- Christmas Joy money goes to Presbytery
- Pledge money goes to our operating budget
- Plate, non-pledge, green Christmas envelopes in pledge box money goes to Outreach unless Christmas Eve is on a Sunday, then the percent going to Outreach is to be negotiated.

*Adopted: 1/13/99 Revised 3/2014*

### **3.3 TREASURER JOB DESCRIPTION**

The Treasurer will be:

- A member of the Finance Committee
- A position of oversight and management of all the Church accounts, Treasures, and financial secretaries
- Responsible for requesting from the Office Manager and distributing the appropriate reports to session
- Responsible for monthly reconciliation of the General Account to include entering payroll liability line items
- Responsible for arranging to meet and confer with the Financial Secretaries and Treasurers at least twice per year
- Responsible for notifying the Spagnola family of contributions to the Spagnola Fund
- Responsible for oversight and reporting of the Abiding Memorial Fund income and disbursements

*Adopted: 01/19/00 Revised 3/2014*

### **3.4 MEMORIAL GIFT POLICY**

1. All undesignated memorial gifts shall be placed in the Abiding Memorial fund. Disbursements from the fund are to be used for the purchase of durable items as approved by Session.
2. All memorial funds, designated and undesignated, shall be maintained in (an) interest bearing account(s) and shall be recorded in the Memorial Donation book.

*Adopted: 02/21/01 Revised 3/2014*

### **3.5 DESIGNATED MEMORIAL GIFTS POLICY**

1. Memorial gifts given with a specific designation by the donor/donors, will first be reviewed by the Pastor prior to acceptance. A determination as to the appropriateness of the gift will be made. If the Pastor determines that the gift is for a use previously established by Session, shall either be accepted or presented to session for acceptance. If the Pastor determines that the gift is for a use not established by Session, approval by Session will be required prior to acceptance.
2. If the gift is in kind, it will be appropriately acknowledged.
3. If the gift is in cash, it will be appropriately acknowledged and will be held until such time as the purpose for the gift is accomplished. The amount will be maintained in an interest bearing account and all interest accrued will be credited to the amount of the designated memorial.
4. **The History committee** will appropriately record all Designated Memorial Gifts that are received in the Abiding Memorial book.

*Adopted: 06/20/01 Revised 3/2014*

### **3.6 SPECIAL OFFERINGS**

The Session of the First Presbyterian Church of Rockaway declares the following to be the policy of this board regarding special offerings.

**For: Alternative Christmas Giving  
Mission Offering  
Vacation Bible School**

1. Deposit all funds in regular account, mark deposit slip "Voucher Account."
2. Treasurer write check to Outreach (or C.E.) and mark check 'Alternative Christmas' (or "VBS" or "Mission").
3. Outreach treasurer write checks to designated mission causes in the amount submitted to you by the Christian Education representative (or Outreach representative).

#### **Other:**

Notify Financial Secretaries ahead of time when offering is not going to be brought forward.

*Revised 3/2014*

## **4:1 ACTIVE MEMBERSHIP**

The Session of the First Presbyterian Church of Rockaway declares it to be the policy of this board that the following criteria will serve as a guideline for ACTIVE MEMBERSHIP in the First Presbyterian Church of Rockaway.

Membership in the Church of Jesus Christ is a joy and a privilege. It is also a commitment to participate in Christ's mission. A faithful member bears witness to God's love and grace and promises to be involved responsibly in the ministry of Christ's Church. (Book of Order G-1.0304)

To be considered "Active" a member shall meet all the following requirements:

- Be present at worship
- Support the ministry of the church with their time and talents
- Make a written annual pledge, as a family or individual, to financially support the church

## **4.2 ROLL REVIEW AND RESTORATION TO ACTIVE ROLLS**

According to Book of Order G-3.0204a—Routinely, the Congregational Care Committee identifies individuals who have not been participating in the life of the church for two years. Two telephone calls are made to these individuals to discern their reason for not attending. If phone calls are not returned, two letters are sent to try and make contact. If no response is received, the Committee decides if a recommendation should be made to Session for removal from the Active Rolls of the Church. All decisions are reviewed by the Committee on a case-by-case basis. These guidelines have been found to be an effective and caring way to manage the church rolls.

*Adopted 1/22/2014*

## **4.3 FRIENDS OF THE CHURCH LIST**

Persons who are not members of, or who may have ceased active participation in, the Presbyterian Church (U.S.A.) are welcome and may participate in the life and worship of this church and receive its pastoral care and instruction. The invitation to the Lord's Supper is extended to all who have been baptized, remembering that access to the table is not a right conferred upon the worthy, but a privilege given to the undeserving who come in faith, repentance and love. Book of Order G-1.0404

For those individuals who are no longer Active Members of the Church but want to keep a relationship with the Church, their status may be changed to Friends of the Church. They may participate in any of the work and worship of the Church except for voting and holding office. Friends of the Church will not be assigned to a Parish and the Church will not be required to pay Per Capita for these individuals.

*Adopted 1/22/2014*

*Policies and Procedures*

*Revised April 5, 2014*



#### **4.4 MEMBER ASSIST GUIDELINES** **GUIDELINES FOR FAMILY/MEMBER ASSIST**

The Session of the First Presbyterian Church of Rockaway declares the following to be the policy of this board regarding guidelines for family/member assist:

Family/Member Assist is a committee of the church with the charge of administering to financial needs of the church family in time of emergency or crisis. Because of the nature of its work, the committee operates with no hard and fast rules, only guidelines. The members of the committee should modify the guidelines whenever it is deemed necessary and notify the Clerk of Session and the chair of the Congregational Care Committee of any such changes.

1. The committee shall consist of three active church members. The Session is responsible for appointing and approving the members of this committee.
2. A person shall serve on Family/Member Assist for a three year term. The terms are renewable. To provide for continuity, the terms work on a rotating basis so that one new member is selected each year. In this way, a history of the committee's work is established among the members of the committee as no written records of the members who receive assistance is kept.
3. Only members of the First Presbyterian Church of Rockaway and their immediate family members should concern the committee. This committee is charged with serving our own church's family, as there are other sources available for aiding non-members, i.e., the Deacons' General Fund and the Outreach Committee.
4. The Deacons' Treasurer shall keep the moneys for Family/Member Assist. The Family/Member Assist fund is NOT to be a line item in the Deacon Monthly Financial Report.
5. The committee will report to the chair of the Congregational Care Committee and to the Session as requested.
6. The committee may receive input from the pastor(s) concerning those in need. The committee can also be contacted directly by the member in need or by someone from the congregation on behalf of the member in need. If possible, the person or persons in need should meet and talk with all three members of the committee.
7. Money is available for such things as : (a) excessive medical need, (b) loss or reduction of income, (c) excessive financial needs due to unusual circumstances (fire, flood, etc.) Money given as a loan is interest free.

8 CONFIDENTIALITY regarding the work of this committee IS A MUST.

9. The funding for this committee will be through a church-wide effort with special offerings taken during worship four times a year. The remainder of the money will come from various Deacon activities and donations from the congregation.

### **Operating Procedures**

1. In handling requests for funds, a member of the committee should contact the member making the request directly and as soon as possible. Discuss the particular situation and explain the guidelines to the member making the request.

2. Contact the other committee members, explain the situation and discuss the action to be taken. The committee may choose to meet with the member requesting funds before making the decision.

3. If the decision is to offer assistance from the fund, get pertinent information from the member making the request to enable the check to be written and delivered accurately. The information required will include: the amount to be paid, name and address of person or company to be paid, account number, etc. Checks are issued payable ONLY to the company/person for which the money has been requested. Checks are not to be issued payable directly to the member requesting the funds.

4. Complete the Church treasurer's voucher form, found in the office, requesting a check from the Family/Member Assist fund. (Do not use the member's name as this information is strictly confidential.) Do provide the treasurer with the information required to write the check. The only record kept is the amount of the disbursement from the Family/Member Assist Fund and the payee's name on the check.

5. When the check is received from the treasurer, it should be mailed or delivered directly to the person or company named on the check.

6. If thank you notes are sent to the committee, be sure that they are shared with the committee.

*Date adopted: 4/21/99 Revised: 1/12/14*

## **5-1 GRIEVANCE POLICY**

### **5:1 a GRIEVANCE INITIATED BY PERSONNEL COMMITTEE**

1. Chairperson verbally contacts Head of Staff.
2. Head of Staff verbally contacts Employee within two (2) weeks.
3. If the Grievance is resolved, no further action is needed.  
Head of Staff advises the Chairperson of the resolution.

- Chairperson advises the Committee at the next Committee meeting.
4. If the Grievance is not resolved, the Head of Staff contacts the Chairperson. The Employee will be asked to attend the next Committee meeting, along with the Head of Staff, to discuss the Grievance.
  5. If the Grievance is resolved within two (2) weeks, no further action is needed. Written notice of the resolution is sent to the Employee by the Head of Staff, with a copy to the Committee.
  6. If the Grievance is not resolved within two (2) weeks, written notice will be sent to the Employee by the Committee.  
At the next Session meeting, the Chairperson will advise Session of the Grievance and that the process of dealing with Grievances has reached this level. The Employee will be asked to attend the next Committee meeting, along with the Head of Staff, to discuss the Grievance.
  7. If the Grievance is resolved within two (2) weeks, no further action is needed. Written notice of the resolution is sent to the Employee by the Head of Staff, with a copy to the Committee. Session will be advised of the resolution by the Chairperson at the next meeting.
  8. If the Grievance is not resolved within two (2) weeks, the Employee will be asked to attend the next Committee meeting, along with the Head of Staff, to discuss the Grievance and possible alternatives, including termination if applicable.
  9. If the Grievance is resolved within two (2) weeks, no further action is needed. Written notice of the resolution is sent to the Employee by the Head of Staff, with a copy to the Committee.
  10. If the Grievance is not resolved within two (2) weeks, termination of the Employee or other discussed alternative will occur.

### **5.1b GRIEVANCE INITIATED BY EMPLOYEE**

1. Employee verbally contacts the Head of Staff.
2. Head of Staff verbally contacts the Chairperson.
3. If the Grievance is resolved within two (2) weeks by the Head of Staff, no further action is needed. Head of Staff advises the Chairperson of the resolution. Chairperson advises the Committee at the next Committee meeting.
4. If the Grievance is not resolved within two (2) weeks by the Head of Staff, the Employee verbally contacts the Chairperson. The Employee is asked to attend the next Committee meeting, along with the Head of Staff, to discuss the Grievance.
5. If the Grievance is resolved within two (2) weeks, no further action is needed. Written notice of the resolution is sent to the Employee by the Head of Staff, with a copy to the Committee.
6. If the Grievance is not resolved within two (2) weeks, the Employee will send written notice of the Grievance to the Committee.
7. If the Grievance is resolved within two (2) weeks, no further action is needed. Written notice of the resolution is sent to the Employee by the Head of Staff, with a copy to the Committee.
8. If the Grievance is not resolved within two (2) weeks, the Employee will be asked to attend the next Committee meeting, along with the Head of Staff, to discuss the Grievance.

9. If the Grievance is resolved within two (2) weeks, no further action is needed. Written notice of the resolution is sent to the Employee by the Head of Staff, with a copy to the Committee.
10. If the Grievance is not resolved within two (2) weeks, the Chairperson presents the Grievance at the next Session meeting for guidance and/or resolution.
11. Discretion shall be given to the Chairperson to by-pass the Head of Staff in extraordinary circumstances. In such cases, Employee shall contact the Chairperson directly. The Chairperson shall then contact the Personnel Committee and the Presbytery Committee on Ministry.

### **5.1c GRIEVANCE GUIDELINES FOR CONGREGATION VOLUNTEERS**

**Step 1.** Seek resolution of the problem through discussion with the supervisor. The supervisor would be by chairperson of the activity or program for which the volunteer is contributing. If the name of the chairperson is unclear, please see the minister or the chairperson of the Personnel Committee.

**Step 2.** If such discussions do not resolve the problem, appeal may be made to the Session Personnel Committee, including the Minister, for resolution of the issue. The Session Personnel Committee, including the Minister, shall hear all parties to the dispute and shall communicate its decision to them within 30 days of its receipt of complaint.

**Step 3.** If the Session Personnel Committee, including the Minister, fails to act within 30 days, or if such discussions do not resolve the problem, appeal may be made to the Session for resolution of the issue. The Session shall hear all parties and communicate its decision to them within 30 days of receipt of the complaint. Unless there has been an alleged violation of the law, or the personnel policies of the Session, or of Presbytery policies, the action of the Session constitutes the final disposition of the complaint.

*Adopted: 10/20/99 Revised 3/2014*

### **5.2 EFFECTIVE DATE FOR SALARY INCREASE**

Any annual employee salary increases shall be effective as of the first pay period ending in the new year.

### **5.3 GUIDELINES FOR CHURCH COMMUNITY SERVICE WORKERS**

- The First Presbyterian Church of Rockaway is listed with the Morris County Sheriff's Department as a location where Community Service can be performed.
- Individuals may contact the church directly to make arrangements to complete hours of community service through the Head of Staff. Each request will be evaluated on an individual basis. A part of the evaluation should include a discussion with the parole officer. (Note: We are told that in the case of minors, the parole officer cannot state the reason the person is doing the community service. The parole officer is able to confirm information that may have been shared by the person doing the community service.)
- Following a contact with the person making a request to serve, the Head of Staff may make a determination as to whether the service hours may be done here, what work the person may do, and who will supervise the work.

- In determining the work to be done, consideration may be given to helping with the Food Closet or doing office work, if the person possesses the appropriate skills and is available for work during office hours. If the work is to involve work in the building that the sexton would supervise, the Property committee should be involved in the process.
- The hours to be worked will be mutually agreed upon between the Head of Staff and the community service worker.
- The agreement may be terminated at any time by the church for any reason.
- It is suggested that at least two staff members be present in the building when supervising a community service worker for the protection of the supervisor and the community service worker.
- These guidelines do not apply to community service done under the supervision of the Cemetery committee.

*Adopted: 04/19/00 Revised 3/2014*

## **6.1 SENIOR HIGH MISSION PROJECT POLICIES FOR DRIVERS AND ADVISORS**

A spirit of cooperation is the foundation of an effective Mission Project. In order for the Mission Project to be as effective as possible, all volunteers are asked to abide by these policies.

- A Mission Project Coordinator shall be designated by the Christian Education Committee. Drivers on the Mission Project are selected by the Senior High Advisors and approved by the Christian Education Committee. The names of all Mission Project volunteers shall be reported to Session.
- There will be a meeting of all adult volunteers before the Mission Project for information led by the Mission Project Coordinator.
- All adults will be participants in all activities and worship on the Mission Project.
- There will be nightly meetings of advisors for planning, information and concerns. There will be meetings for other adult volunteers with the advisors as needed.
- No adult will leave the premises with any young people without the consent of the Mission Project Coordinator except in an emergency.
- All young people must be in groups of 3 or more.
- Alcoholic beverages, illegal drugs, fireworks, weapons of any kind are not permitted.
- Sexual Misconduct Code must be read and signed by all adult volunteers.
- R-rated movies are not permitted.
- Boys and girls will have separate sleeping arrangements. A curfew will be set and at least one advisor will remain awake until all youth are in their designated sleeping area.
- Use of tobacco products is not permitted by any Senior Highs, so if you must indulge, please do so discreetly away from the group.
- Safe driving is a must: obey all traffic laws, all must wear individual seatbelts, no shouting or hanging out of cars, one seat for each youth. Drivers must read and abide by church guidelines for the use of non church vehicles.
- Adult volunteers are encouraged by the advisors to participate in youth activities prior to the mission trip.

I agree to abide by the Senior High Mission Project Policies for Advisors and Adult Volunteers.

Name \_\_\_\_\_

Date \_\_\_\_\_

*Revised Nov 2013*

**6.1a APPLICATION TO DRIVE FOR YOUTH EVENTS****APPLICATION TO DRIVE for YOUTH EVENTS**

Name \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_

Relationship to church \_\_\_ Member \_\_\_ Friend \_\_\_

\_\_\_ Other (please explain)

Car Make \_\_\_\_\_ Model \_\_\_\_\_

Year \_\_\_\_\_ Number of people can carry \_\_\_\_\_

Name of Insurance Company \_\_\_\_\_

Policy Number \_\_\_\_\_

I understand:

\* the submitting of this application does not commit the Christian Education Committee to select me as a driver.

\* my insurance company is the primary responsibility in the event of any accident. The church's insurance is secondary.

\* I will be expected to sign the Church's Sexual Misconduct policy and (if driving for the Mission Project) the Policies for Mission Project Drivers and Advisors.

\* I must provide a copy of my current valid driver's license, current valid auto insurance declaration page and current valid auto registration.

\* I am responsible for any violations or fines that incur during the event.

Signed \_\_\_\_\_

Date \_\_\_\_\_

*Revised 1/2014*

## **6.2 GUIDELINES FOR JUNIOR AND SENIOR HIGH YOUTH MINISTRY**

- I. INTENTIONS OF YOUTH MINISTRY
  - A. To provide opportunities to call young people to discipleship in Jesus Christ.
  - B. To respond to the needs and interests of young people.
  - C. To work together in partnership, young people and adults.
  - D. To be connected to the whole church, community and world.
  - E. To be inclusive of all young people.
- II. LEADERSHIP
  - A. Style
    1. To be comprised of a minimum of two adults belonging to the First Presbyterian Church of Rockaway. One leader will be designated the Coordinator by the Christian Education Committee. The Coordinator may be a church member or a salaried staff member, as appropriate. These leaders shall work together to achieve a friendly, informal environment – one which reflects the standards of our church, our faith and our community.
    2. The goals of the leaders shall be to form a relationship with the group as well as to nurture mutual respect among the young people. They shall serve as witnesses to the beliefs of our faith and serve as good examples of what a Christian life entails and has to offer. They shall provide opportunities for young people to understand what it means to be a Christian, and to develop a deeper commitment to Jesus Christ as Lord and Savior.



## B. Roles

### 1. Coordinator

- a. Responsible to coordinate the material and ideas from the leadership group.
- b. Report to the Christian Education Committee on their plans, achievements, needs and concerns on a regular basis.
- c. Seek approval for any controversial issues to be discussed and/or new directions being considered.
- d. Seek approval for any trips off church property.
- e. Prepare the annual report to the congregations.
- f. Coordinate publicity.

### 2. Advisors

- a. Share responsibilities of planning and running the meetings.
- b. Interact with the youth in a helpful manner.
- c. Run the meetings when designated by the leadership group.

### 3. Student Advisors

- a. Under the age of 25 may be part of the Leadership Team.
- b. Will have full advisor status in meetings and events.
- c. Will not be able to drive members of the group on trips or to meetings.
- d. Will meet with the other advisors for program development and group work.
- e. Will meet with the pastor for reflection on his/her work with the group.
- f. At the end of 2 years as a student advisor, he/she may become a regular advisor at the discretion of the CE Committee upon recommendation of the advisors and/or the Pastor.

### 4. Treasurer

- a. Submit all monies to the church Financial Secretaries stating to be directed to the Senior High Account.
- b. Submit voucher to office manager for all bills authorized by the leadership group.
- c. Expenses for activities should be paid through checking account rather than netted through proceeds.
- d. Keep accurate and current records.
- e. Be prepared to submit annual financial account to the Financial Review Committee and to the Annual Report.
- f. Submit financial report quarterly to the CE Committee.
- g. Adhere to the "Internal Control Policies" of the First Presbyterian church of Rockaway. See attachment 'A'.
- h. All receipts related to church functions shall be deposited in the main account.

## C. Responsibilities

1. Create a comfortable Christian atmosphere for teens.
2. Ensure the appropriate rules of behavior are observed.

3. Exercise responsible judgment at all times in their role as good listeners and advisors.
4. Take advantage of leadership workshops and/or training sessions.
5. Have discussions pertaining to the world as it affects the young people.
6. Schedule outings and retreats which will enhance and/or entertain the group.
7. Participate as a group in church functions, when possible.
8. Organize Christian Education Committee approved fundraisers to cover some of the groups costs.
9. Encourage the group to bring visitors and friends to the meetings.
10. Develop a budget for the year.
11. Serve as role models and examples of Christian discipleship.
12. Attend church regularly.
13. Seek help from the pastor, the designated staff person and the Christian Education Committee when appropriate.

#### D. Selection Process

1. The Christian Education Committee should be made aware immediately of any advisor changes/needs.
2. The CE Committee will discuss and make recommendation of candidates based on the following guidelines:
  - a. The advisor should actively participate in the life of the church.
  - b. Candidates will be selected based on their perceived ability to adhere to these established guidelines.
  - c. Ordinarily it is not a good idea for a parent of the age group of the identified need to become an advisor. This will be waived at the mutual consent of the parent, the child, and the leadership group.
3. Steps taken by the CE Committee.
  - a. Secure names of potential candidates from Pastor and current advisors.
  - b. If the CE Committee should have additional candidates for recommendation, the names of those potential candidates will be taken to current advisors for input only. NOTE: CE retains authority in the final decision.
  - c. Potential candidates meet with a representative of the CE Committee, one or more of the advisors, and the designated staff person to discuss the position and willingness of the candidate.
  - d. Sexual Misconduct Code must be read and signed by each candidate.
  - e. After all potential candidates have been interviewed, CE will make their final decision and invite participation.
  - f. Final candidate will be reported to Session.
4. CE will not post "Volunteers Wanted".

### III. PROGRAMS (Key elements that should be included)

- A. BIBLE STUDY which includes Christianity in the social context of the young people. This is an application of Christianity to everyday life. The Senior/Junior High fellowship shall not attempt to be a Sunday School, but should include a reasonable amount of Bible study as an integral part of its program.
- B. MISSION may include a Mission Project. Ordinarily the Mission Project is focused on the mission of helping people.
- C. SOCIAL ISSUES of concern to young people. This would include alcohol and drug abuse, suicide, abortion, crime, divorce, ethic, morality, etc. The church is in a unique position to address these issues in a Christian context.
- D. WORSHIP of God is a natural component of the program as the youth fellowship is a Christian activity.
- E. SERVICE opportunities to the congregation and the community in addition to the annual mission project.
- F. FELLOWSHIP including group building and just for fun activities.

#### IV. BEHAVIORS

Fellowship is a privilege given to us by a loving God. It is only because of God's gift that Fellowship is possible, and as with any other gift, it carries with it certain responsibilities which ensure that the gift will be used to its fullest. These responsibilities manifest themselves in many areas such as keeping a strong relationship with God, treating each other in ways which build up and encourage others in the faith, and being a living example of God's love to others. The following are guidelines which are an attempt to set reasonable Christian standards for our behavior. It is hoped that our behavior, guided by these standards will faithfully represent attitudes and actions which will glorify God.

1. We will strive toward Christ-like behaviors as we participate in any Fellowship activity. This Christ-like behavior will include our conduct during games, singing, devotions, small groups and on the grounds of a facility prior to and following an activity. This includes the type of music played. We will seek to minimize any unsafe situations which could result from recklessness, roughhousing, or foolishness.
2. Because the purpose of Fellowship is to glorify God and bring people into a relationship with God as well as deepen our faith, we encourage attendance in the Christian church of choice, personal Bible reading, and prayer,
3. Attendance at Fellowship activities is open to any Senior/Junior High student. We require that once someone comes for an activity, that they stay until it is over unless previous arrangements have been made with the staff. It must be understood that this is a Christian organization and that students from other faiths must be respectful of our Christian beliefs and practices.
4. We should develop and maintain the attitude of respect and care toward the property of any facility used during a Fellowship activity. In the event that

- damage occurs, the person(s) will contact someone in authority immediately and make arrangements to repair the damage when possible.
5. Our Christ-like behavior will include our male/female relationships. While at Fellowship activities, anything more than holding hands is not appropriate.
  6. On overnight events, separate rooms for males and females should be provided when feasible, or if in the same room, males and females should be appropriately separated by gender.
  7. There will be no alcohol, drugs, or tobacco products of any kind at any Fellowship activity. Fireworks and weapons of any kind are prohibited.
  8. Movies and videos will be limited to G, PG for Junior Highs and PG 13 for Senior Highs. If an R rated movies is desired for discussion, prior permission should be sought in advance from the Christian Education Committee.
  9. Our conduct while traveling to other places will be guided by respect, care and safety for the vehicle, and for the driver. This includes not having more than the legal number of persons in the car and no roughhousing.
  10. All drivers for Fellowship sponsored activities will be at least 25 years of age.
  11. If an individual's behavior is detrimental to himself/herself or to the group, the advisors will speak to the individual. If the behavior does not improve, the advisors will notify the individual's parents of the behavior and request that they pick up the child immediately.

We believe these guidelines to be proper conduct for those who are called to faith in God's son, Christ Jesus. It is our sincere hope that these guidelines will further the cause of God's Kingdom by strengthening our witness in both word and deed.

Revised Nov. 2013

### **6.3 OFF PREMISE EVENTS FOR ALL CHURCH GROUPS POLICY**

1. All events sponsored by the First Presbyterian Church at Rockaway shall be approved in advance by the appropriate committee and recorded in the minutes of that committee.
2. Changes subsequent to the approval require the notification of the committee chair and the office.

## **7.1 CHURCH FUND RAISING GUIDELINES**

It is the intent of these guidelines to assist the Session and committees wishing to run fund raising events, in deciding what are appropriate activities for the church. **We recognize that the support of the church should be the contribution of its members and represent their faithful commitment to God's work.** The selling of merchandise and services within the church or in its name should be prayerfully and carefully considered by committees requesting fundraisers and that the Session approves them.

1. Fund raising events must be reported to the Session and may require Session action. Committee approved fund raising events should be reported in committee minutes to the Session at least one month in advance of the event. All ideas will be considered.
2. Determination of operating funds will be at the discretion of the committee. Any funding over budget must be approved by the Session.
3. Any publicity, including but not limited to tickets, flyers, etc. should contain an appropriate disclaimer. For example: "The proceeds from this event will benefit \_\_\_\_\_. A portion of these proceeds will cover the cost of the event."
4. Fund raisers must be legal in the state of New Jersey. Monetary rewards must be designated prior to the event and approved by the Session.

## **8:1 COMMUNION PROCEDURES**

### Communion Set-up Procedures

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- 1) Purchase 64 oz. bottle of Welch's grape juice (or other comparable brand name) (Feel free to buy extra if on sale and store in Deacon's closet. Be sure to label "For Communion").
- 2) Purchase long loaf of plain sliced white bread (Shop-Rite brand is the least expensive-one dollar a loaf).
- 3) Purchase 2 loaves of unsliced bread (i.e. Italian Bread, Artisan or Challah from the bakery at Shop-Rite or Quik-Chek stores-again, inexpensive and fresh.)
- 4) Save store receipts for submission of reimbursement requests to church office.
- 5) On Sunday morning of Communion, approximately an hour prior to service, pull out communion silver from Deacon closet which includes 2 pouches of juice trays and 1 smaller pouch of bread trays. There are 10 juice trays; however, only eight are needed for Sunday Communion. There are two bases for the juice trays so each will hold 4 trays with 2 covers.
- 6) Pull box from Deacon closet containing plastic disposable juice cups and plastic bin containing linens. Line trays with plastic cups. Allow 4-5 for plain water and leave approximately 10 or so empty if attendance is generally low at church. Using squirt bottles that are in the kitchen cabinet next to the sink fill the remainder with grape juice. Anything that is left should be poured into the pitcher for the pastor to dispense into chalice during service. Keep the empty bottle for leftover after the service.
- 7) In plastic bin, find eight linen doilies to line bread trays (8), and 1 white cloth napkin to wrap loaf of bread. PER THE PASTOR'S REQUEST, DO NOT MAKE ANY CUTS IN THE UNSLICED LOAF.
- 8) Cut crusts off sliced bread and cut slices into 1-inch squares. Divide equally among 8 doily-lined bread plates. Stack 2 sets of 4 with cover on each.
- 9) Pull out larger silver tray for unsliced bread loaf which has been wrapped in cloth napkin. Also pull out silver pitcher for juice and chalice.
- 10) Place white tablecloth (on hanger in Deacon closet) on Communion table in sanctuary, along with plate of bread (uncut), pitcher and chalice.
- 11) Office is responsible for re-ordering disposable cups.
- 12) Bring 2 covered juice stands and trays into sanctuary and place a few inches from the front of the table which faces the congregation.
- 13) Covered bread trays are placed in front of juice trays closest to pastor.

- 14) Following the service, bring all of the elements into the kitchen. Pour leftover juice into pitcher and dispose of empty cups and water.
- 15) Place pitcher in refrigerator for evening service (labeled).
- 16) Label second loaf of unsliced loaf for evening service.
- 17) Rinse if necessary and wipe off trays. Dispose of (or take home for another use) any leftover bread. Return silver to pouches and then to Deacon closet. Fold napkin and neatly return doilies to plastic bin and into Deacon closet.

Note if any of the linens are stained and take home to wash if able. Wash in warm water with a little bleach then iron.

*Revised 11/2013*

## **8:2 USHERING GUIDE**

### A Guide to Ushering

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Thank you for volunteering to be an usher for our worship services. If you are unable to usher on your scheduled date it is your responsibility to find a substitute usher. A list of people you may call is attached.

Here are some things you need to know:

1. Please arrive 20 -25 minutes before the service.
2. Make sure the front doors are unlocked and open when the weather permits, and the lights are on in the narthex and Sanctuary.
3. The sound system should be turned on by the opening elder. (if not, it is the black power strip on the table by the sound system, under the light switches on the back wall.) The mikes are kept in a silver case that should be in the pew under the window next to the organ. Please check to make sure the batteries work pushing the power button and looking for the green light. Turn off. New batteries are in the box. (if not there are batteries in the office, ask one of the pastors.) Take mikes to the Narthex.
4. Make sure the offering plates are out of the worship closet and in the Narthex.
5. Determine, with the other ushers, which section you will be ushering; lower level left and right and balcony left and right.
6. **Introduce yourself and greet people as they arrive**, ask them where they wish to sit, walk them to their seat, and give them a bulletin.

7. After the welcome and announcements, ushers should seat late comers at the appropriate times, as indicated with asterisks in the bulletin \*\*\*.
8. After the Invitation to Stewardship, bring the offering plates forward and collect the offering. (*During the Offertory music*) When finished, wait for the Offertory music to finish. Process forward during the Doxology. Stand across the front of the Sanctuary in front of the Communion table and remain there during the Prayer of Thanksgiving.
9. After the prayer, take the Offering Plates to the Narthex where the offering is collected by one of the financial secretaries.
10. You will need 4 microphones for the Joys and Concerns. You will be asked to walk down an aisle or the balcony to hand a microphone to those wishing to speak.
11. Stand at the other doors of the Sanctuary along with the pastors to greet people as they leave.
12. After the service, walk up and down the aisles to collect any bulletins or trash, straighten the Hymnals and Bibles, and make sure the pews are ready for the next worship service.
13. Occasionally the ushers may be asked to pass out flyers or other information by the pastor/s or a committee representative. Any information not related to the service or ministry of the church should not be passed out without prior approval by the Session. When in doubt, ask a pastor.
14. **Ushering on Christmas Eve** includes passing out the individual candles as well as the bulletins. You may also assist the youth in lighting their large candles for the candle lighting ceremony. After the service, ushers should check the pews for bulletins and candles. Collect the candles in a fire safe box in the Narthex.

**Head Ushers** - We will be recruiting Head Ushers monthly. Those ushers are asked to find 4 volunteers to usher each Sunday. A list of names will be provided. Copies of this guide should be given to the ushers in advance if possible. Copies will also be available in the Secretary of the Narthex, to the left of the right door into the Sanctuary (as you are facing the Sanctuary).

Thank you for your willingness to help usher!



*Revised 11/2013*

## **8:3 WEDDING POLICIES**

### **Preparing for Your Wedding** A MESSAGE FROM THE PASTOR

Among all the moments of your lives, your wedding is surely one of the most significant, and we hope to help you make it both meaningful and memorable. Flowers and music and decorations are important, and you'll probably spend a great deal of time attending to those details; but what really matters is not the preparation of the place or the comfort of the guests, but the preparation of your hearts and your lives.

It is a privilege and a joy to share in this extraordinary event, and we are delighted that you have chosen to be married at First Presbyterian Church. As your pastor, I will want to get to know you, and to help you prepare to live out the promises you will make to each other on your wedding day, so it is important that we spend some time together before the wedding day. We do not require a specific number of premarital counseling sessions, but it will probably take several meetings to establish an appropriate level of mutual understanding and trust.

Marriage is a gift from God. Your wedding at First Presbyterian Church will be a service of worship, and our preparation will focus on putting faith in Christ at the center of your lives. Please make an appointment to meet with one of us as soon as you begin planning your marriage, and preferably no less than three months prior to the wedding date.

May God bless you at this exciting time in your lives!

The Revs. Mitch and Sue Trigger

## **Guidelines for Planning Your Wedding**

### **MINISTER**

Weddings at First Presbyterian Church shall be performed by a pastor of the church. A date may not be scheduled without consultation with the pastor. A visiting minister may officiate only if he or she has been invited by our pastor.

### **MUSIC**

A wedding is a religious service, and the music played or sung should be appropriate for a sacred occasion. Our Director of Music Ministries will be pleased to recommend appropriate and beautiful music if you do not have choices of your own. Consultation may be arranged through the church office. Our church organist is usually expected to

play for weddings in the church. The Pastor and the Music Director will be glad to discuss soloists and other musicians if you desire.

### **FLOWERS**

Please arrange with your florist to deliver flowers and/or other decorations to the church and arrange them a few hours before the ceremony. Flowers should be removed after the ceremony unless they are to be left for Sunday worship services. If so, please let us know in advance. Arrangements for flower delivery need to be made with the office manager to ensure the doors are open for the florist.

### **RUNNER**

The aisle is 50 feet long. If you wish to have a runner, please make arrangements with your florist or other vendor.

### **CANDLES**

If candles are desired, dripless church candles, purchased by the bride and groom, must be used to avoid dripping wax. Two candelabra are available for use at the church.

### **BULLETINS (PRINTED PROGRAMS)**

If you would like the church staff to prepare bulletins for your wedding, please provide all details and specific wording at least one week in advance. If you plan to use special paper or preprinted covers, please consult with our staff before purchasing the covers to assure that they are compatible with our equipment.

### **USHERS**

Ushers should be present at least thirty minutes before the ceremony. Ushers are advised to reserve the front left center rows for the bride's family and relatives. The front right center rows should be reserved for the groom's parents and relatives. Candles should be lit fifteen (15) minutes before the service. An usher seats the groom's mother and then, as the final act just before the wedding ceremony, the bride's mother is seated in the front row.

### **PHOTOGRAPHERS, PICTURES AND VIDEOS**

The bridal party may be photographed going down the aisle and recessing out of the church. During the ceremony, photographers may take non-flash pictures from the balcony and rear of the church. Photographers should speak to the pastor some time before the service to coordinate times and positions. Pictures may also be taken in church **after** the service.

### **BIRDSEED**

Birdseed (**not** rice) may be thrown outside of the church. This should occur after pictures have been taken, as the bridal party walks from the Sanctuary to their transportation.

## **REHEARSAL**

A rehearsal is needed if there is to be a processional. This usually occurs the evening before the wedding. All participants should attend. Time should be set with the pastor.

## **LICENSE**

Apply to the Municipal Clerk or Registrar of the bride's current hometown during the 30 days before the wedding. The bride and groom must each be accompanied by a witness 21 or older of at least two (2) years acquaintance (the same witness for both is permissible). If the groom is under 21, or the bride is under 18, consent forms must be filled out by the parents.

If the bride is not a resident of New Jersey, the license must be obtained in the groom's hometown. If neither party is a resident of New Jersey, the license must be obtained in the town in which the wedding will take place. Questions about waiting periods and other requirements should be directed to the Registrar.

It is important to secure the license and deliver it to the church office at least one day before the wedding so that it may be filled out properly. Please make arrangements to return it after the wedding to the Town Clerk/Registrar where the wedding is performed. The marriage is then officially recorded and the license permanently filed in the state records in Trenton.

## **CHURCH RECEPTION**

If a room in the church is requested for the reception, arrangements must be made when the wedding is scheduled.

## **SEXTON**

A Wedding Sexton is responsible for preparing the church for the service and for the necessary cleaning afterwards. His or her presence may be needed at both the rehearsal and the wedding ceremony, depending on the schedule and the extent of preparations required.

## **RESERVATIONS AND FEES**

A non-refundable deposit of \$100 is required to confirm a reservation. Deposits will not be accepted more than one year prior to the scheduled wedding date. Reservations made more than one year in advance will be subject to reconfirmation and payment of the required deposit.

<b>Service Church</b>	<b>Member</b>	<b>Non-Member</b>
Use of Sanctuary	0	\$100
Pastor (incl. counseling)	\$200	\$250
Organist	\$200	\$200
Sexton	\$100	\$125
Bulletins cost	\$30 + cost	
Reception (Rates available on request)		

*This fee schedule is based on typical wedding requirements.*

*Additional charges may apply for more elaborate preparations.*

**All balances are due at the church office one week prior to the wedding. Checks should be made directly to the pastor and organist and should be paid at the rehearsal.**

*Adopted 2003 Revised 3/2014*