

10/1/2015

Manual of Administrative Operations

St. Columba Presbyterian Church

Geneva Avenue at Iona Lane
Faithful, Pennsylvania

October 1, 2015

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St. Columba Presbyterian Church is a congregation of the Presbyterian Church (U.S.A.) and shall be governed by the *Constitution* of the Presbyterian Church (U.S.A.). St. Columba is also subject to the Constitutions and laws of the United States of America and the Commonwealth of Pennsylvania.

More importantly, St Columba seeks to be part of God's Mission in the world as described in F-1.01. ***The Mission of God in Christ gives shape and substance to the life and work of the Church. In Christ, the Church participates in God's mission for the transformation of creation and humanity by proclaiming to all people the good news of God's love, offering to all people the grace of God t font and table, and calling all people to discipleship in Christ. Human beings have no higher goal in life than to glorify and enjoy God now and forever, living in covenant fellowship with God and participating in God's mission.***

This Manual describes how this particular congregation organizes and acts to fulfill its part in God's mission. It is intended to serve as a reference document rather than as a constitution. Some sections, e.g., articles of incorporation, are difficult to change; others, like policies, can be changed by the action of the session; still other sections, like procedures, can be changed as needed by the responsible entity of the church.

All gender references shall be inclusive.

References to the 2015-17 *Book of Order* are provided for convenience and are in no way meant to be complete. For detailed explanation of the governance of the PC (USA), please refer to the current *Book of Order*.

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BASIC DOCUMENTS

1. Articles of Incorporation

The Articles of Incorporation of March 8, 1964 as amended in 1993 are stored in the church's safe deposit box in the Wells Fargo Bank located at the corner of Geneva and Westminster in Faithful, PA.

2. Bylaws

BY-LAWS OF THE ST. COLUMBA PRESBYTERIAN CHURCH GOVERNING THE CHURCH CONGREGATION HAVING A SINGLE BOARD AND LODGING ALL ADMINISTRATIVE RESPONSIBILITY, BOTH SPIRITUAL AND CORPORATE, IN THE SESSION

Whereas, The St. Columba Presbyterian Church is a church and congregation of the Presbytery of Donegal, Synod of the Trinity, The Presbyterian Church (U.S.A.), located at Faithful, Chester County, Pennsylvania, incorporated in 1811 as the Westerly Isles Presbyterian Church, and incorporated on March 8, 1964 as "The St. Columba United Presbyterian Church" and as amended in 1993 to read "The St. Columba Presbyterian Church" by action of a congregational meeting and approved through application to the Court of Common Pleas of Chester County, Pennsylvania, for the purpose of work and worship according to the Christian faith, doctrine and discipline and usages of said church and denomination; and

Whereas, The St. Columba Presbyterian Church is a nonprofit corporation whose charter of incorporation of 1964 as amended in 1993, remains in effect; and

Whereas, it is the desire, purpose, and intention of said church and said corporation to operate and be governed as one body as provided in The Constitution of The Presbyterian Church (U.S.A) under one set of by-laws; and

Whereas, the stated purpose of The St. Columba Presbyterian Church is to proclaim Jesus Christ as Savior, Lord, and Coming King, in the world and in our lives by thought, word, and deed; through evangelism, missions, social action, Christian education, fellowship and worship.

Therefore, the following by-laws for the said church and said corporation are hereby adopted:

1. The St. Columba Presbyterian Church, being a particular congregation of The Presbyterian Church (U.S.A), recognizes that the Constitution of the said, The Presbyterian Church (U.S.A), is in all its provisions obligatory upon it and its members.
2. The St. Columba Presbyterian Church as a corporation recognizes that it is subject to the Constitution and laws of the Commonwealth of Pennsylvania.
3. The term "church", as used herein to refer to The St. Columba Presbyterian Church, shall be understood to include the terms "congregation" and "corporation" unless otherwise specified herein.

4. In all matters pertaining to the church that are of a corporate nature, the Session of The St. Columba Presbyterian Church shall serve as the Board of Trustees.
5. All persons who trust in God's grace in Jesus Christ and desire to become part of the fellowship and ministry of his Church are welcomed into the membership of St. Columba. No person shall be denied membership for any reason not related to profession of faith (G-1.0302).

3. **Mission Statement**

*Our mission is to glorify God by knowing,
loving and serving Jesus Christ for life.*

*We are a welcoming church family where all are invited for fellowship,
service to others and spiritual enrichment of the individual, family and community.*

4. **Standing Rules**

- Stated Session meetings are normally held the third Thursday of the month at 7:00 p.m. in the church library.
- Board of Deacons meetings are normally held the second Thursday of the month at 7:00 p.m. in the church library.
- The annual joint meeting of Session and deacons is held on the third Thursday of March.
- Each meeting of Session or the Board of Deacons will adjourn no later than 9:30 p.m. unless the docketed time is extended by majority vote.
- Each board will keep a full and accurate record of its proceedings.
- An agenda for each meeting of Session or the Board of deacons will be distributed electronically¹ at least five days before the next scheduled meeting.
- Minutes of each meeting of Session or the Board of Deacons will be distributed electronically¹ at least five days before the next scheduled meeting.
- Reimbursement procedures: Deacons or Committee members may be reimbursed for out of pocket expenses for church functions or purchases by submitting a receipt for said items to the appropriate committee chairperson or president of the deacons.
- A quorum for either board is a majority of voting members.
- Any correspondence sent to an area church, the community at large, or a governing body of the denomination on behalf of the church should be presented to the Session before being sent. If a time constraint is involved, such correspondence should be shared with the pastor and/or clerk for input.
- Severe Weather Policy--In case of severe weather, the 8:00 a.m. service of worship and Sunday School will be cancelled. If feasible, the 10:30 a.m. service will be held. Such a

¹ Paper copies will be provided for members who do not have electronic access.

decision will be made by 5:30 a.m. by the pastor and communicated through the church website, phone answering machine message, and media outlets.

- The sacrament of the Lord's Supper shall be celebrated on the first Sunday of every month as well as on Maundy Thursday, Christmas Eve and on such other occasions as authorized by Session.
- The sacrament of Baptism normally will be scheduled for the second Sunday of February, May, August, and November.

ORGANIZATIONAL STRUCTURE

5. The Congregation

Membership in St. Columba is guided by the following principles from the *Book of Order*.

"The Church is the body of Christ. Christ gives to the Church all the gifts necessary to be his body. The Church strives to demonstrate these gifts in its life as a community in the world (1 Cor. 12:27–28)" (F-1.0301).

"The unity of believers in Christ is reflected in the rich diversity of the Church's membership. In Christ, by the power of the Spirit, God unites persons through baptism regardless of race, ethnicity, age, sex, disability, geography, or theological conviction. There is therefore no place in the life of the Church for discrimination against any person" (F-1.0403)

The Book of Order identifies three categories of membership. These are:

- **Baptized Members** (G-1.0401) are people who have been baptized but not yet made a profession of faith.
- **Active Members** (G-1.0402) are those who have been baptized, have made a profession of faith in Christ, have been received into membership of the church, and who have voluntarily submitted to the government of this church, and participates in the work and worship of the congregation. Only active members are eligible to vote, serve as an officer, or be ordained to ordered ministry.
- **Affiliate Members** (G-1.0403) are members of a congregation in another community who wish to actively participate in this congregation while living here. They may not participate in the governance of this congregation.

The roll of active members will be reviewed by the session at least annually to determine whether these persons continue to participate in the work and worship of the congregation.

As required by Laws of the Commonwealth of Pennsylvania, only the members of legal age (18 years) shall be eligible to vote on questions dealing with property and matters that are strictly the business of the corporation. Otherwise, all active members of the church are eligible to vote at all stated and special meetings of the church.

Ministry of the Congregation

Membership in the church is 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 the church. The many forms of involvement are briefly identified in G-1.0304.

Meetings of the Congregation

- **Annual Meeting:** There shall be a stated meeting of the congregation annually on Christ the King Sunday for the purpose of electing -the Nominating Committee, Financial Review Committee, Memorial Committee, Deacons and Elders. Additionally, the meeting will review and approve changes to the Pastoral Terms of Call, and attend to any business properly coming before the congregation. The time for convening the meeting shall be designated by the Session in the notice calling the meeting. The date of the annual meeting may be temporarily changed by the Session when necessary, provided that the required public notice is given.

Congregational Meeting: Additionally, there will be a stated meeting of the congregation no later than the third week of January to present the church's annual report and to handle any other business properly coming before the congregation. Copies of the Annual Report are to be available at the back of the sanctuary a week prior to the Congregational Meeting.

- **Special meetings** of the congregation may be called by the Session or the Presbytery or by written request by one fourth of the active members of the church in good standing. The purpose of all special meetings shall be clearly stated in the call of such meetings and no other matter save that specified in the call may be considered.
- **Public notice** of the time, place, and purpose of all meetings of the congregation shall be publicly announced at a regular worship service from the pulpit and the church bulletin on at least two successive Sundays prior to such meeting. Other media (i.e. email, Facebook, [www.St. Columbapc.org](http://www.St.Columbapc.org), newsletter and direct mailing, etc.) may also be used.
- **A quorum** for the transaction of business at a meeting of the congregation shall consist of at least twenty percent (20%) of the active members of the church. All voting shall be in person. Proxies shall not be recognized.
- **Conduct of Meetings:** All meetings shall be opened and closed with prayer. Meetings shall be conducted in accordance with the most recent edition of *Robert's Rules of Order Newly Revised*, except in those cases where the constitution of PC (U.S.A), provides otherwise.
- **Nominations from the Floor:** Any electoral slate presented to the congregation shall be open to nominations from the floor, whether the slate is full or not. The nominees must be present at the time of nomination and indicate their willingness to serve. Such nominees may be referred back to the Nominating Committee by motion.
- **Examination for Service:** Nominees elected to ordered ministry (i.e., to become a deacon or a ruling elder) must be trained and examined by session as required in G-2.0104b of the Book of Order prior to ordination and/or installation. Such examination may result in the nominee being excused from eligibility.
- **Amendments:** If the congregation proposes any amendment to an installed pastor's Terms of Call, the matter will be referred to session for their review. Session will bring a

recommendation back to the congregation for a vote (G-1.0503c). Proposed amendments to all other motions on the floor shall be considered in accord with the latest edition of *Robert's Rules of Order*.

- **Presiding Officer:** Ordinarily, the Moderator of the Session shall preside over congregational meetings of the church. In case the moderator is ill or otherwise unable to be present, or if the teaching elder and ruling elders agree that it would be prudent to invite another moderator, or in case the office of the teaching elder is vacant, a moderator approved by the Presbytery's Connecting Our Ministries committee (COM), may be invited to preside.
- **Secretary:** The Clerk of Session shall serve as the Secretary of the congregation and Corporation and shall have all the powers and duties of the secretary of a nonprofit corporation under the laws of the Commonwealth of Pennsylvania. In the event of his/her inability to serve, the session shall elect a Clerk Pro-Tem in his/her stead.

6. The Session

The Session is the council, i.e., the governing body, of the congregation. It is composed of those persons elected by the congregation to active service as ruling elders, together with the installed pastor and associate pastor. Session has the responsibility for governing the congregation and guiding its witness to the sovereign activity of God in the world, so that the congregation is and becomes a community of faith, hope, love, and witness (G-3.0201). The Session is responsible for linking the congregation to the life of the whole church, particularly in its relationship with the presbytery.

The Session is composed of twelve ruling elders and the installed pastor and associate pastor. All members of the session are entitled to vote. Ruling Elders are in three classes, each elected on a rolling basis for a three year term. There are four elders in each class. If a vacancy occurs in a class, the congregation shall elect a person to serve for the unexpired portion of the three-year term. Elders may serve for up to six consecutive years. No elder who has served for six consecutive years is eligible for election to the Session for at least one year (G-2.0404).

The pastor shall be the moderator of session (G-3.0104) and session shall not meet without the pastor or designated moderator (G-3.0201). If there is no installed pastor, the Presbytery of Donegal shall make provision for a moderator.

When necessary, a Special Meeting may be called by the Moderator or by two ruling elders (G-3.203). Elders will be notified of such a meeting via email and follow-up phone calls. These meetings will be scheduled with as much prior notice as possible; however, situations may arise which preclude a week's notice.

The Clerk of Session is elected by the Session for a five year, renewable, term. The Clerk must be a Ruling Elder (G-3.0104) but does not have to be in active service on the Session. A Clerk who is not in active service on the Session serves with voice but no vote. The Clerk's duties and responsibilities are described in G-3.0104 with greater detail provided in the *Clerk of Session Manual* approved by Donegal Presbytery. The Clerk should work with the moderator to assure

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that all session and congregational actions are consistent with the *Book of Order* and that decisions are reached in a procedure that follows *Robert's Rules of Order*. The Clerk will record each meeting electronically as an aid in the preparation of written minutes.

The Treasurer is elected by the Session for a two year, renewable, term.

As prescribed in the bylaws, the Session serves as the Board of Trustees for the corporation of The St. Columba Presbyterian Church. Decisions of the Session on matters of property shall be considered decisions of the Board of Trustees. The officers of the Board of Trustees are: President—Chair of the Stewardship & Finance Committee; Secretary—Clerk of Session; Treasurer—Treasurer of the church.

The Session does much of its work through committees organized around particular aspects of its ministry. The number and duties of these committees can be changed by a majority vote of session members. Generally, committee chairpersons are chosen from among Ruling Elders who have served at least one year on Session. The Moderator, in consultation with current committee chairs and newly elected elders, appoints Ruling Elders to their committees.

Each team of elders on a committee is responsible for securing congregational members to serve on their committees and for scheduling meeting times. To foster communication, appropriate staff or representatives from other entities are recommended. For example, the Music Director should attend appropriate meetings of the Worship Committee as should a representative from the Decorating Task Force. Youth Group Advisors may attend Christian Education meetings. The number of laypersons on a committee is left to the discretion of the committee, but ordinarily this number should be at least three.

Committee chairpersons are responsible for submitting for inclusion on the Session agenda: a) recommendations for action; and b) items for information . Chairpersons are also responsible for writing appropriate articles for the newsletter, preparing an annual report of the work of the committee, and for reporting on the work of the committee at the stated meeting.

Recommendations coming from committee to Session for action do not need a second.

The Session Agenda for stated meetings is divided into two sections: Information Items and Action Items. *Pro forma* motions from committees may appear on Session agendas as omnibus motions with the understanding that a particular item may be pulled out for further discussion.

Requests for reimbursement of expenditures on behalf of a church activity shall be channeled through the appropriate committee chairperson. After verifying the validity of these expenses, the chairperson shall obtain either a white form (church treasurer) or green form (benevolence expenses) from the Session closet, fill out and sign said form, attach the receipts, and turn in to the church treasurer or benevolence treasurer. Committee chairpersons are asked to fill in the budget line number for each request. (A copy of the year's budget may be found attached to the closet door.)

7. **Board of Deacons**

Purpose

The purpose of the Board of Deacons is to lead the congregation in the exercise of ministries of “compassion, witness, and service, sharing in the redeeming love of Jesus Christ for the poor, the hungry, the sick, the lost, the friendless, the oppressed, those burdened by unjust policies or structures, or anyone in distress.” (G-2.0201) and is subject to the oversight of the Session. A Ruling Elder will attend each Deacons’ meeting as liaison from Session. (Minutes of Session 5/12/03)

Membership

The Board is composed of twelve members. A President, Vice President, Secretary, and Treasurer are selected from among the twelve. In addition, one Youth Deacon will be appointed to the Board. Each Deacon selects an area of service that they will be in charge of for the year.

Youth Deacon

- Eligibility—the youth must be a rising Junior or rising Senior in high school and a member of St. Columba. The youth deacon serves in addition to the 12 adult deacons, and there is always the possibility that in any given year there are no interested or eligible candidates.
- Term of Call—the youth will serve one year with a possibility of renewal for a second year.
- Duties—the youth deacon will serve along side the adult deacons fulfilling the responsibilities of the Board of Deacons. As an “advising member” the youth will not have a voting privilege. The youth will have primary responsibility for the Deacons' bulletin board and will assist the adult deacons in other projects as needed. The youth will not provide transportation of church members.

Terms of Office

Deacons are in three classes, each elected on a rolling basis for a three year term. There are four deacons in each class.

Reporting

The ministry of the Board of Deacons is under the supervision and authority of the session (G-2.0202). The deacons’ minutes and statement of accounts are submitted to the Session on a regular basis for review and approval. The Board nevertheless operates with considerable autonomy, by and large choosing its own programs and working freely within its own funding levels.

Meetings

While the deacons’ meetings are not closed, the sensitive pastoral nature of certain diaconal concerns warrants occasional discussions being held in restricted sessions.

As officers of the church with and under the direction of the Session, the Constitution requires the Session to meet with the Deacons in a joint meeting at least annually, although no actions may be jointly taken.

8. Committees

The current committees of SESSION are: Buildings & Grounds, Christian Education, Church and Community Life, Mission, Personnel, Stewardship & Finance, and Worship.

The current committees of the CONGREGATION are: Audit, Memorial Fund, Nominating.

The current committees of the DEACONS are: Visitation, Sacrament Preparation, Caring in the Community.

The Responsibilities of each committee are described below. Changes to the responsibilities may be proposed by the affected committee for approval by Session.

9. Session Committees

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|---------------------|
| Buildings & Grounds |
|---------------------|

a) Purpose

To care for the physical property of the congregation so that it supports the ministry of the church and provides a safe and welcoming space for both church and community activities.

b) Membership

At least two elders currently serving on Session, one of whom shall chair the committee; one deacon and three other members of the congregation. The Church Administrator is an *ex officio* member of the committee.

c) Meetings

Monthly and as needed.

d) Responsibilities

- 1 Provide for the maintenance of church properties in good order, including mechanical, electrical, plumbing, heating, safety, and security systems.
- 2 Arrange for and contract with such commercial services as are required for the regular maintenance of the church properties.
- 3 Ensure that all required safety and health inspections are carried out when due.
- 4 Working with the church administrator, obtain property and liability insurance to protect its facilities, programs, staff, and elected and appointed officers (G-3.0112)
- 5 Supervise the work of the church sexton.
- 6 Prepare a proposed operating budget for submission to Stewardship & Finance Committee.
- 7 Identify major repair and renovation needs and propose a capital budget as needed.

| |
|---------------------|
| Christian Education |
|---------------------|

(a) Purpose

To provide for the spiritual development of members through the exploration of our Christian heritage in the Bible, church history, theology, and the contemporary Christian life; thereby helping them to live the Good News.

(b) Membership

As needed to accomplish program, giving special attention to cultivating future leadership. The Associate Pastor is an *ex officio* member of this committee

(c) Meetings

Monthly, as a full committee, and with opportunity for sub-committee meetings (Adult, Children, Youth)

(d) Responsibilities

The Committee shall be responsible for the implementation and oversight of the total Christian Education program of the Church through and with the direction of the Christian Education staff, specifically:

- Provide general counsel and assistance to the staff responsible for Christian education.
- Officer Training: with the Pastor, arrange for officer training and examination in accordance with the requirements of the Book of Order.
- Research, plan and deliver effective and challenging adult education programs that address God's message to us about our relationship with God, our world, our neighbors and ourselves.
- Provide for regular and occasional Bible studies, book studies, and spiritual enrichment events.
- With the staff, plan and monitor the church school program including attendance, resources, and program.
- Study, approve, and periodically review the church school curriculum and teacher literature staying abreast of current trends in Christian education and curriculum.
- Purchase and distribute all church school curriculum, resources and supplies.
- Provide teacher training, fellowship and support as will communicate a spirit of caring and prayerful partnership in the church school program.
- With the staff and counselors, plan and monitor the youth fellowship program providing fellowship opportunities for senior high (grades 9-12) and middle school (grades 6-8) students.
 - Program development that is respectful of God's Word and sensitive to the needs of teens in a changing cultural environment.
 - Regular youth fellowship meetings
 - Senior High mission trip and mission dinner
 - Middle School retreat
 - Youth Led worship service
 - Local mission opportunities
- With the Pastor and staff, plan and provide for an annual series of confirmation classes, with mentors.
- Provide for an annual Vacation Bible School or other summer enrichment events.

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- Provide a Christmas Pageant program
- Plan events to celebrate Christian holidays such as Advent, Christmas, Lent, and Easter.
- Provide fellowship opportunities for families and children emphasizing family relationships, service and Christian values.
- Publicize and encourage children and youth to participate in Christian summer camps

Church and Community Life

(a) Purpose

To provide opportunities for Christian fellowship for all members of the congregation and to others in the community.

(b) Membership

As needed to fulfill the demands of the program year, giving special attention to cultivating future leadership.

(c) Meetings

Monthly or as needed

(d) Responsibilities

The committee shall be responsible for the implementation of the following:

- Progressive Dinner (spring)
- Burger/Corn Roast (fall)
- Summer Wednesday suppers on the lawn with music organized by the worship & music committee (open to the general public)
- Other events as determined by the Committee and/or requested by other committees.

- Session Liaison for Women's Fellowship:
 - Direct Oversight:
 - Coffee Fellowship after worship
 - Church World Service *Tools of Hope* Drive
 - Women's Lenten Luncheon
 - Girls' Night Out
 - Indirect Oversight:
 - Baby Bundles Sewing Group
 - Women's Morning Bible Study
 - Strawberry Festival (spring, Women's Fellowship)

Mission and outreach

a) Purpose

St. Columba understands that our call to give our best work is not for ourselves, but for the work of the Kingdom of God. Therefore, we are dedicated to developing and fostering partnerships with local organizations and churches in pursuit of God's vision of spreading the Good News to the greater Fellowship region and to the ends of the earth. The purpose of the committee is to keep the congregation aware of the needs and opportunities for participating in God's work in the world, individually and as a congregation.

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b) Membership

At least two elders currently serving on Session, one of whom shall chair the committee, and three other members of the congregation. The pastor is an *ex officio* member of this committee.

c) Meetings

Monthly

d) Responsibilities

- Coordination with the work of the Fellowship Food bank.
- Coordinate monthly teams of volunteers to Broad St. Ministries in Philadelphia.
- Monitor activities of the Engaging Our Mission team of the Presbytery of Donegal and promote participation by St. Columba members.
- Regular correspondence with the PCUSA mission worker(s) supported by the congregation
- Monthly “Minute for Mission” during Sunday worship to keep congregation abreast of needs and opportunities for service
- Prepare annual Mission budget for submission to Stewardship and Finance, ensuring that St Columba engages in both local and global missions through participation and contributions.

Personnel

(a) Purpose

The active and expanding ministries and programs of the Church require a highly capable, motivated group of clergy and lay program and administrative staff. In conjunction with the Pastor, the Personnel Committee of Session is responsible for establishing personnel policies to assure prudent and equitable human resource administration and for setting and administering the Church personnel budget to assure appropriate compensation and benefits for all staff.

As Head of Staff, the Pastor, in consultation as needed with the Session, is responsible for the day-to-day management of the church staff, including alignment of responsibilities. In consultation with the Personnel Committee, the Pastor shall also be responsible for the hiring and termination of employees.

(b) Membership

The Personnel Committee shall consist of one Elder currently serving on Session who shall chair the committee; a second Elder, and one or more members from the congregation, as recommended by the Pastor and the Chair of the Personnel Committee.

(c) Meetings

The Personnel Committee shall meet regularly enough to anticipate and manage the staffing needs of the church.

(d) Responsibilities

The Session is the employing agent for all non-ordained staff. The pastor and associate pastor are called by the congregation, and are directly responsible to, and members of, the Presbytery. The Personnel Committee is a pastoral arm of the Session and congregation and, with the pastor, is responsible for the oversight, nurturing, and discipline of employees. The main responsibilities of the Personnel Committee are to:

- With the Pastor, be sensitive to the employment needs of staff, and to recommend to the Session changes in terms of employment that best serve the church and the employee.
- Create, communicate, review and recommend revisions in job descriptions, with the input of the Pastor.
- Annually review the work of staff and make recommendations to Session for adjustments in compensation.
- Annual seek evaluative input from other congregational leaders, conduct performance reviews with the pastor and associate pastor in a timely fashion, and make recommendations to session for changes in their terms of call.
- Be familiar with the current policies and practices of the Presbyterian Board of Pension and any prospective changes affecting the pastor or associate pastor.
- Administer salary and benefits for St. Columba's program and administrative employees.
- Periodically, compare St. Columba's policies, job descriptions, salaries and benefits with other congregations of similar character.
- Periodically seek to discover best practices that are in operation in other churches, and which impact staff development.
- Encourage staff to regularly upgrade their skills and awareness of leading edge practices related to their area of employment, and encourage the Session to provide commensurate resources.
- At least annually, provide opportunities for a "thank you" to the staff on behalf of the congregation.

Stewardship & Finance

(a) Purpose

The Stewardship and Finance Committee of Session is charged with encouraging each believer to use God's gifts of material goods, personal abilities, and time to reflect a faithful response to God's self-giving in Jesus Christ and Christ's call to minister to and share with others in the world (W-5.5004). The committee will also ensure that such gifts are used in a thoughtful, prudent, and transparent manner in the ministry both within St. Columba and in the wider world.

b) Membership

The Stewardship and Finance Committee of Session will consist of two elders currently serving on Session, one of whom will chair the committee, the church Treasurer, and two other members of the congregation. The pastor will meet with the committee *ex officio*. The chair of the committee serves as the President of the Trustees in matters related to the church corporation.

c) Meetings

The committee will meet monthly.

d) Responsibilities

- 1 In conjunction with the pastor, to plan an annual campaign to encourage members and other participants to commit their time, talent, and resources to the support of the church and its ministry; educating the congregation as to the opportunities and needs of the ministry, and interpreting the proposed budget.
- 2 Annually prepare a budget for the operation of the church and its ministry, based on

- ministry plans and budget requests prepared by the several committees or other entities of the church. Submit the budget to the Session for review and adoption.
- 3 As needed, prepare a budget for the capital needs of the church, i.e., expansion or renovation of church properties, and submit the capital budget to the Session for review and adoption, noting whether any of the proposed actions require the concurrence of the congregation (G-1.0503d) or the presbytery (G-4.0206).
 - 4 Oversee the work of the Treasurer and the financial secretary (if any), ensuring the availability of equipment and tools necessary to their work.
 - 5 In consultation with the Treasurer, regularly monitor the receipts and expenditures of the church within the framework of the adopted budget for the year. Inform the congregation periodically of the status of receipts and expenditures.
 - 6 Authorize the Treasurer to pay all legitimate debts, salaries and wages encumbered by the church.
 - 7 Provide for the secure counting, recording, conveyance, and deposit of all funds received for the work of the church.
 - 8 Assure the maintenance accurate records of the financial transactions of the church using accepted accounting procedures.
 - 9 Cooperate with the annual audit of church finances in accordance with standard auditing procedures.
 - 10 With the Church Administrator, monitor and supply the church offices with those materials and services necessary for the efficient implementation of the ministry.
 - 11 Review all external requests for usage of St. Columba's facilities, and grant or deny permission as they see fit, within the established guidelines.

Worship & Music

Worship Leadership

Worship at St. Columba shall be led giving glory to the triune God, and shall be sensitive to the Session's concerns for the peace and unity of the congregation, as part of the body of Christ, being mindful of and responsive to the existing parameters of our order of worship. Any other invited worship leaders beyond the invited pastor must be invited by the Session.

- (a) Purpose: To provide for Christ centered, spiritually engaging and fulfilling worship experiences, in cooperation with the pastor and music staff.
- (b) Membership: Chair of Worship and Music, Choir Director/organist, Bell Choir Director, and Children's Choir Director and two or three additional congregational members.
- (c) Meetings: Monthly and as needed in preparation for Christmas, Easter and special services (ordinations, installations, recognitions, anniversaries, etc.).
- (d) Responsibilities

Corporate Worship

- Arrange for the sacrament of the Lord's Supper in collaboration with deacons
 - Advise deacons whether communion will be served by intinction or to members in the pews.
 - Elder server roster

- Designate elder to accompany pastor to serve communion to home-bound members
- Arrange for the sacrament of baptism in collaboration with the deacons
 - Advise deacons of date, time, and name(s) of the person(s) to be baptized
 - Designate elder to assist the pastor by presenting the person to be baptized (or parents presenting their child), and introducing the sponsors (if any), and leading the congregation in welcoming the newly baptized and expressing its willingness to take responsibility for the nurture of those baptized (W-3.3603g)
- Arrange for and communicate the following responsibilities:
 - Readers
 - Liturgist (when the pastor is absent)
 - Pulpit supply
 - Ushers
 - Greeters
 - Sound and audio recording management
- With the pastor, plan and coordinate the selected special worship services in the liturgical calendar, such as:
 - Maundy Thursday
 - Palm Sunday
 - Confirmation Sunday
 - Christmas Eve (2 services)
- With the Pastor, arrange for special services, such as:
 - Confirmation
 - Wedding and Reaffirmation of Vows
 - Ordination/Installation
 - Memorial (funeral)
- Monitor and communicate the ushers' pre-service sanctuary checklist .
- Arrange for the creation and hanging of special decoration at appropriate seasons,
- Miscellaneous
 - Arrange for the coordination of other special services (e.g., Presbytery meetings).
 - Arrange with the custodian for the changing of worship paraments according to liturgical season, or as appropriate to the day.

Music

- Advise Personnel Committee on contractual relations for music staff:
 - Organist/Choir Director
 - Bell Choir Director
 - Children's Choir Director .
- Arrange for a full and balanced complement of music offerings by the various choirs. .
- Assist the Pastor in cultivating a love and appreciation of music among the congregation. .
- On behalf of Session, act on special requests for the use of the church organ and bells for non-church activities. .

The choirs of St. Columba Presbyterian Church have been organized for the purpose of Christian ministry to the church and the community as a whole. This ministry is offered to the

community with the restriction that performances will not be given at specific invitation of a commercial entity or an association of business enterprises. This restriction does not include performances at a commercial establishment on the invitation of a social or non-profit organization for the benefit of its membership or the community at large. (Feb 1984)

Review

- Annually review compensation for:
 - Pastor supply
 - Substitute organist
 - Guest musicians
- Annually review policies for:
 - Weddings
 - Funerals

Communications

- Prepare article for monthly newsletter and for church website as appropriate.

9. Congregational Committees

Financial Review

- a) Purpose: To annually conduct a full financial review of all financial books and records of all entities of the church, including those handled by the Treasurer and the Benevolence Treasurer in accordance with generally accepted accounting practices. A report of the findings shall be made to the Session and to the Annual Meeting of the Congregation.
- b) Membership: Four members, elected for a one year term, at least two of whom shall be versed in accounting procedures. No Reviewer shall be related to the treasurer(s). A Reviewer may be elected for up to three consecutive one-year terms.
- c) Meetings: As necessary to fulfil the responsibilities in a timely fashion.

Memorial Fund

Nominating

- a) Purpose
To identify those with gifts for leadership from the rich diversity of the members of the congregation and to propose them to the congregation for election to the offices of ruling elder and deacon.
- b) Membership
The members are two ruling elders currently serving on session, one of whom will serve as chair, a member of the board of deacons, and three members at large elected by the congregation. The pastor will serve ex officio and without vote (G-2.0401).
- c) Meetings
As needed in the months prior to the Annual Meeting.
- d) Responsibilities

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- To regularly engage in conversations with members of the congregation regarding their gifts for ministry and to encourage involvement in the activities of the church.
- To receive suggestions from congregational members regarding persons to be considered for nomination
- To invite members to serve as elected officers of the congregation
- To present a slate of nominees for the offices of ruling elder and deacon to the annual meeting of the congregation
- In the event of a pastoral vacancy and the decision to seek an installed pastor, the nominating committee will present a slate of nominees to serve on a Pastor Nominating Committee to a special meeting of the congregation.

10. Deacon Committees

Caring in the Community

Sacrament Preparation

Visitation

- a) Purpose: In coordination with the pastor, visit members and friends of the congregation who are home-bound or in hospital or nursing home. Using elements from the celebration of the Lord's Supper during worship, with the pastor take communion to such shut-ins.
- b) Membership: Two active members of the Board of Deacons plus two deacons not currently serving on the board.
- c) Meetings: Meet with the pastor on the Monday following the first Sunday of the month to assign responsibilities

POLICIES: Require consideration and adoption by Session

11.

Sexual Misconduct Prevention

NOTE: This policy needs revision to be congruent with the current Presbytery of Donegal model Sexual Misconduct Policy

The goal of St. Columba is to provide a safe, nurturing and Christ-like environment for all persons who have contact with the members, staff, officers, and programs of the church. Sexual misconduct is a form of encounter that is dehumanizing for all persons involved. It involves an unwarranted misuse of power or manipulation on the part of one person against another. Teaching and Ruling Elders, as well as other leaders within the congregation, bear special responsibility for maintaining appropriate sexual boundaries and are "covered persons" within the scope of this policy. No sexual abuse, harassment,

or intimidation on the basis of gender or sexual orientation will be tolerated. Any accusation of such behavior on the part of a teaching or ruling elder, deacon, or member will be handled in accord with the procedure provided in Chapter X of the *Rules of Discipline*. If the accusation concerns a teaching elder, it will be referred to the Presbytery of Donegal, the council that has jurisdiction over teaching elders. Ruling elders, deacons, and members are under the jurisdiction of the Session. Accusations against non-member employees will be dealt with under the Personnel Policy. If the accusation concerns the abuse of a child, the Pennsylvania rules regarding mandatory reporting will be followed.

Sexual misconduct is the comprehensive term used in this policy to include

- Child sexual abuse includes, but is not limited to, any contact or interaction between a child and an adult when the child is being used for the sexual stimulation of the adult or 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 consented. In Pennsylvania, a person is considered a child until age 16. The Safe Church policy below provides information about mandatory reporting of any child abuse, including sexual abuse.
- Sexual Harassment is defined as unwelcome sexual advances, request for sexual favors, and other verbal or physical conduct of a sexual nature when (1) submission to such conduct is, implicitly or explicitly, a term or condition of an individual's employment, volunteer services, pastoral care or counseling, or participation in a church activity; (2) submission to or rejection of such conduct by an individual is used as a basis for employment decisions affecting the person; or (3) such conduct has the purpose or effect of interfering with an individual's work, volunteer performance, or participation by creating an intimidating, hostile, or offensive environment. Harassment includes either verbal or physical conduct of an inappropriate sexual nature such as risqué jokes, innuendoes, insults, ingratiating and over-solicitous behavior including sexually inappropriate visits and phone calls, seductions, and fondling.
- Rape or sexual contact by force, threat, or intimidation shall be considered sexual abuse of another person. Under civil law, such behavior may be considered a crime of violence.
- Sexual conduct that is injurious to another, e.g., the violation of a marital relationship, distributing pornographic materials, etc.
- Sexual malfeasance is when a person covered by this policy makes use of the office or position approved by the church to foster misconduct. Failure to report relevant information in a timely fashion may be considered sexual malfeasance.
- Sexual abuse of a person occurs whenever a person covered by this policy relates sexually to a person for whom he/she has pastoral, counseling, teaching, or supervisory responsibility.

12.

Safe Church Policy

NOTE: THIS TEXT SHOULD CONFORM TO THE LATEST CHILD PROTECTION POLICY ADOPTED BY THE PRESBYTERY

The goal of St. Columba is to provide a safe, nurturing and Christ- like environment for all children. This policy is intended to fulfil the constitutional requirement (G-3.0106) for a child protection policy and to ensure compliance with the laws of the Commonwealth of Pennsylvania regarding mandatory reporting of any suspected child abuse. As a congregation that welcomes ALL persons, any suspected abuse of a vulnerable adult shall be treated as if it were against a child.

The Pastor and the chair of the Christian Education Committee will have the administrative responsibility to oversee volunteers using the following guidelines:

1. In order to volunteer to work with children, a person must be actively attending SCPC. Volunteers must be at least 18 years of age. Minors may assist in nursery or provide help in Sunday school classes when supervised by a Youth Leader.
2. All Youth Leaders must pass the following 3 background checks:
 1. Act 114 FBI Criminal History Report (with fingerprints)
 2. Act 151 Pennsylvania Child Abuse Clearance
 3. Act 34 Pennsylvania Criminal History Check

* A volunteer who has resided in Pennsylvania for 10 or more continuous years may opt out of the FBI Criminal History Report by submitting a signed and notarized affidavit stating that they are not disqualified from services based upon a conviction of an offense under State Statute 6344.

These documents will be kept on file in the church office. SCPC will cover the cost of the affidavits when requested.

These clearances must be updated/ renewed every three years. An individual who has obtained his/ her clearances should provide them for the church, and the church should make a copy of the original clearance and keep it on file (returning the original to the individual). A person may use these clearances for volunteering with multiple agencies in the state of Pennsylvania, provided they are up to date.

3. Youth Helpers who have not been vetted with the above guidelines must be accompanied by a youth leader when working with children. A Youth Helper may choose to go through the screening process but they must cover the cost.
4. A guest may volunteer on a short term basis if supervised by a Youth Leader from SCPC. Example VBS or a Sunday school substitute.
5. All Youth Leaders and Youth Helpers will be considered Mandatory Reporters under the state definition which is as follows:

Mandated Reporter: According to the state of Pennsylvania, the following **adults** are considered mandated reporters and are required to report suspected child abuse if they have reasonable cause to suspect that a child is a victim of child abuse:

- An employee of a child-care service who has direct contact with children in the course of employment.

- *A clergy member, minister, spiritual leader of any regularly established church or other religious organization.*
 - *An individual paid or unpaid, who, on the basis of the individual's role as an integral part of a regularly scheduled program, activity or service, accepts responsibility for a child.*
 - *An individual supervised or managed by a person listed above, who has direct contact with children in the course of employment.*
6. Parental permission slips signed by the parent or guardian will be required for activities that involve overnight stays or transportation of children.
 7. All volunteers providing transportation for youth activities must provide copies of a valid driver's license and proof of insurance. These will be kept on file in the church office.
 8. Overnight outings must be supervised and accompanied by Youth Leaders.
 9. Social media interaction between youth and the Youth Leaders/Helpers will only take place on a church sponsored page.
 10. When representing SCPC, whether on the church premises or off site, an SCPC employee, Session Member, Youth Leader or Youth Helper should not be in a one on one situation with an unrelated minor unless expressly permitted by the parent. This is to protect both the minor and the volunteer/employee.
 - Youth Leader – is an employee of SCPC or an adult volunteer who is actively attending the church and has documents on file showing they have passed a criminal background check and have child abuse clearance.
 - Youth Helper – Is a volunteer who is actively attending SCPC but has not gone through the clearance process. They must be supervised by a youth leader.

13.

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| Preservation of Records |
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St. Columba has a long and interesting history and it is important to preserve this for the interest and edification of those who will be part of this congregation in the future. Thus, in accordance with G-3.0107, all session records no longer in active use will be stored with the Presbyterian Historical Society in Philadelphia. This includes the minutes of session and the congregation, annual reports, and the several rolls. Critical documents such as property deeds and the articles of incorporation shall be stored in a safe deposit facility at the Wells Fargo Bank at the corner of Geneva and Westminster. Records of other church entities, celebrations of significant occasions in the life of the congregation, e.g. the Tercentennial celebration, and historical artifacts, e.g., the colonial communion mugs, shall be kept in the fire-proof safe in the church office.

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PROCEDURES: May be changed by the committee responsible for the actions described.

14. Annual Budgeting Process

The Stewardship and Finance Committee has the primary responsibility for preparing an annual operating budget and obtaining congregational support for it. The schedule for this process is as follows:

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|---|--|
| Committees submit budgets | August 10th |
| Provisional budget to Session | September meeting of Session |
| Begin support campaign preparation | Mid-September |
| Stewardship Sunday (begin support campaign) | Third Sunday in October |
| Congregational forum to introduce budget | Third Sunday in October, after worship |
| Support campaign drive ends | December 1 |
| Dedication of pledges | Second Sunday in December |
| Proposed Budget for Sessional approval | December meeting of Session |
| Congregational meeting (terms of call) | Fourth Sunday in January |

15. Preparation and Serving of the Lord's Supper

PRIOR TO ARRIVING AT CHURCH SECURE

One large bottle (64 oz) grape juice

One small loaf or roll of bread (unsliced)

Bread sliced into cubes. $\frac{1}{2}$ to $\frac{3}{4}$ inch cubes for traditional Communion and $\frac{3}{4}$ to 1 inch cubes for intinction.

Pre-sliced bread cut into cubes with an electric knife works well for traditional communion.

Use a whole loaf of substantial bread (sourdough for example) for intinction.

At church:

Prepare Communion table, clearing it of items usually there. Slide the table forward enough to allow room behind and in front of it for the service. Place a Communion cloth on the table. The cloth is found in a closet behind the sanctuary just before the choir room.

Kitchen preparation:

Get necessary serving items from the locked Communion cabinet in the hallway between the kitchen and the elevator. A cart (from the church pantry) can be used to transport the elements up in the elevator.

TRADITIONAL COMMUNION

Fill six trays of cups with grape juice; two of the trays may be partially filled. There is a plastic squeeze bottle in the cabinet to use for this task.

Fill four bread trays, a small tray for the small loaf, and a fifth tray for the choir and the organist.

Put the remaining juice in the tankard. Put a chalice on the cart.

Set the Communion table in the sanctuary as diagramed.

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SERVICE BY INTINCTION

Fill the tankard with about half of the bottle of juice.
Fill four trays with the cubed bread.
Have a small tray for the pastor's small loaf.
Two chalices will be needed.

Arrange the communion table as diagramed.

CLEAN UP

Count the empty juice cups and give the number to the Worship Committee for recording in Session minutes.
Wash and dry everything used and replace in the Communion cabinet.
Check the Communion tablecloth to see if it needs laundering before replacing it in the closet.

Serving Communion

The Worship & Music Committee will prepare a schedule of which elders are to serve on a particular date. Five elders will be needed when Communion is served traditionally; Three are needed when serving by intinction.

When the pastor calls the elders forward, the elders will be seated in the front pew as directed by the pastor.

TRADITIONAL COMMUNION

The pastor will call for the elders to come to the Communion table to receive the bread. Four elders will distribute the bread to the congregation, passing the trays from the aisles. The fifth will serve the choir and organist. When everyone has been served, the elders will return to the front of the sanctuary and hand the trays to the pastor. The elders will return to the front pew.

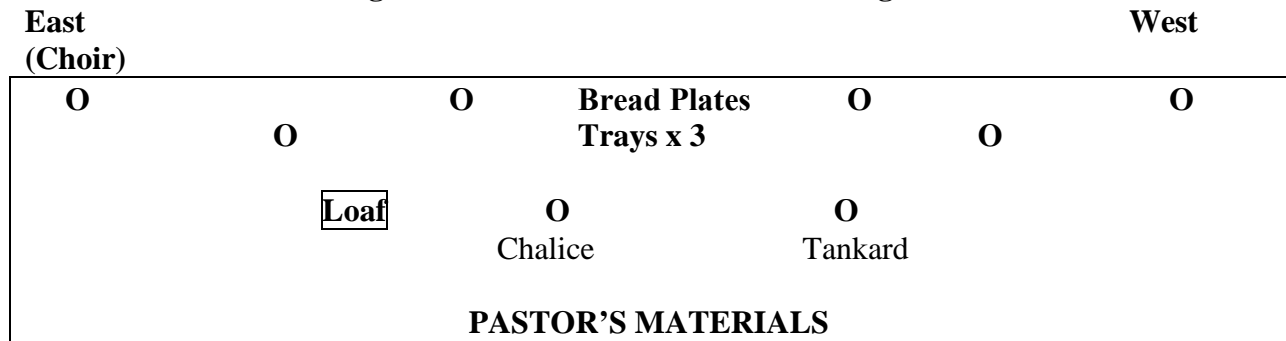
The pastor will call the elders to the Communion table to serve the juice. Four elders will receive the juice trays and distribute them to the congregation in the same way as the bread was served. The pastor will serve choir and organist. The fifth elder will take a tray of juice and a tray of bread to the nursery and God's Place. When all the elders are finished, they return from the back of the sanctuary, hand the trays to the pastor, and return to the front pew.

INTINCTION

The pastor will call the elders to the front of the sanctuary. When instructed, one elder will assist the pastor and the other two elders will take another station for serving the elements.

The congregation will be invited forward in two lines in the center aisle to receive the elements and then return to their seats through the side aisles. Anyone unable to come forward or wishing to remain in their pews will be served there.

Diagram of the Communion Table arrangement



16. Counting the Offering

The tithes, gifts, and offering of the congregation are counted by at least two elders, scheduled by the Stewardship and Finances committee immediately following the last Sunday morning worship service. Checks and cash are to be removed from the offering envelopes, making sure that the amount received is indicated on the front of the envelope. This information will be used by the treasurer in updating the records for each contributing household.

Any contributions for the capital fund or for other special offerings should not be processed but put with the envelopes and report to the treasurer that is left in the filing cabinet.

Checks should be entered on a deposit slip showing name and amount. Total the deposit slip(s) and enter the total offering received by check on the Treasurer's Weekly report. Count the cash received via envelopes and note the total on the Treasurer's Weekly report. Do the same for any loose offering (i.e., without identification of the contributor). Total the check envelopes making sure that it corresponds to the checks listed on the deposit slip(s); Total the cash envelopes and make sure it corresponds to the total shown on the treasurer's report.

The cash, checks, and deposit slips are to be delivered to the Wells Fargo deposit drawer after the counting is completed. The envelopes and Treasurer's Weekly report are to be put in the folder in the first filing cabinet in the "work room).

17. Annual Responsibilities of Session and Clerk

| MONTH | DURING SESSION MEETING | OUTSIDE OF SESSION MEETING Clerk will: |
|---|--|--|
| Every Month in which Session Meets | 1. Clerk reports: <ul style="list-style-type: none"> • Significant Correspondence • Members received/Baptisms celebrated | 1. Update Church Register with: <ul style="list-style-type: none"> • New members, baptisms, deaths, transfers • Weddings |

| | | |
|------------|---|---|
| | <ul style="list-style-type: none"> • Celebration of Lord's Supper & number participating • Ordination/installation of new officers <p>2. Session</p> <ul style="list-style-type: none"> • Approves minutes of previous meeting(s) • Approves planned baptisms • Approves minutes of congregational meeting | <p>2. Prepare Session Minutes from previous meeting.</p> <p>3. Make sure Commissioners have Presbytery docket & materials</p> <p>4. Create and issue docket for session meeting in collaboration with moderator</p> <p>5. Receive and distribute reports from standing committees of session and from treasurer</p> |
| January | <p>Session</p> <ul style="list-style-type: none"> • Approves annual statistical report • Elects a Treasurer, Benevolence Treasurer, corporate President and Vice President, commissioners to Presbytery • Elects a Clerk if term has expired • Receives report of Financial Review Committee | <p>1. Prepare annual statistical report for General Assembly</p> <p>2. Prepare chart of elder responsibilities throughout year, e.g., elder of the month, communion servers, counters, commissioners</p> <p>3. In collaboration with moderator, prepare docket for Annual Meeting of congregation</p> |
| February | <p>Session</p> <ul style="list-style-type: none"> • Holds annual joint meeting with Deacons • Reviews composition of Session and deacons regarding ethnicity, age, sex, and disabilities in comparison with make-up of congregation. Advises Nominating Committee of needs | <p>1. Enter annual statistical report data into GA website</p> <p>2. Serve as secretary of Annual Meeting of congregation</p> <p>3. Notify Presbytery of newly elected officers, commissioners to Presbytery</p> |
| March | Session approves minutes of Annual Meeting of congregation | Prepare minutes of Annual Meeting |
| April-July | | Review need to deposit records with Presbyterian Historical Society |
| August | | Alert Session members of meeting schedule |
| September | Session approves leadership of church school | Prepare minutes in final form, update register for annual review of records by Presbytery |
| October | Session does annual review of staff compensation | Participate in Annual Review of Records |

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| November | 1. Clerk reports result of Annual Review of Records 2. Session <ul style="list-style-type: none">• Sets date for congregational meeting to review pastor(s) compensation;• Reviews Roll of Active Members | Serve as secretary of Meeting of congregation to review pastor(s)' compensation |
| December | Session <ul style="list-style-type: none">• Sets dates for communion in coming year;• Sets date for Annual Meeting of congregation• Adopts annual budget | Prepare minutes of Congregational Meeting |