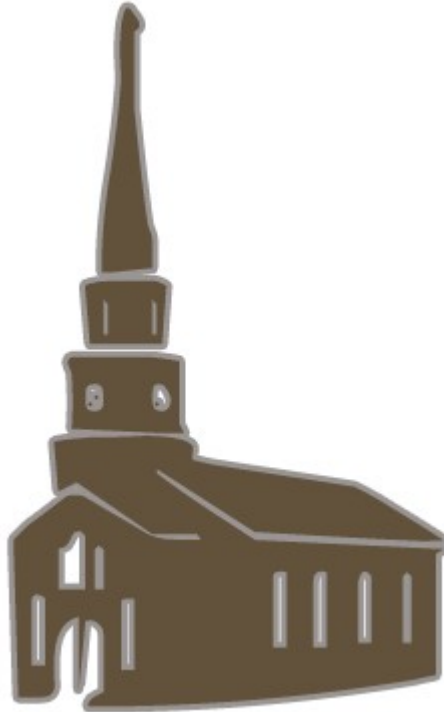


10/01/2015



**WEE KIRK**  
**BY**  
**COCALICO CREEK**

Manual of Administrative Operations

October 2015

## Who We Are

The Wee Kirk by Cocalico Creek is a congregation of the Presbyterian Church (U.S.A.) and shall be governed by the *Constitution* of the Presbyterian Church (U.S.A.). It is a church and congregation of the Presbytery of Donegal. The Wee Kirk is also subject to the Constitutions and laws of the United States of America and the Commonwealth of Pennsylvania.

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.

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*.

## Our Mission Statement

We are called to be a joyful, nurturing community proclaiming by faith and action the transforming Gospel of Jesus Christ locally and globally.

## Vision Statement

- To grow in our faith through worship, bible study and education.
- To be demonstrably loving, caring and supportive as individuals and as a Christian faith community.
- To serve others so that the quality of life locally and globally may become more loving, just and whole.
- To reflect God's grace and peace in the world.

## By-Laws

Incorporated under the laws of the Commonwealth of Pennsylvania in 1948, the Wee Kirk by Cocalico Creek, a Presbyterian Congregation, is located in the Township of Hopeful, County of Lancaster, Pennsylvania. The following by-laws for the church and corporation were adopted on July 25<sup>th</sup>, 1958:

1. The term "church", as used herein to refer to The Wee Kirk by Cocalico Creek, shall be understood to include the terms "congregation" and "corporation" unless otherwise specified herein.
2. In all matters pertaining to the church that are of a corporate nature, the Session of The Wee Kirk shall serve as the Board of Trustees.

3. 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 The Wee Kirk. No person shall be denied membership for any reason not related to profession of faith (G-1.0302).
4. The church is a constituent congregation of the Presbyterian Church (U.S.A.) and intends to abide by and be governed by the Constitution of that denomination, under the oversight and guidance of the Presbytery of Donegal.

## Parliamentary Authority:

In accord with the *Book of Order*, all meetings of session and of the congregation shall be conducted in accordance with the most recent edition of *Robert's Rules of Order Newly Revised'* except when it is in contradiction to the Constitution of the PCUSA (G-3.0105). However, at the moderator's discretion, either session or the congregation may enter into a period of discussion and discernment of the best way forward prior to voting on the matter before the body.

## Standing Rules

1. The sacrament of the Lord's Supper will be celebrated on the first Sunday of January, April, July, October and on Christmas Eve or at such other occasions as approved by Session.
2. Session will meet seven times a year at 7 pm on the third Wednesday of February, March, May, June, September, October, November and at such other time that the moderator and clerk call a special meeting.
3. Individual Deacons will be elected, ordained, and commissioned to particular ministries of caring and compassion.
4. Two unrelated ruling elders shall count, record, and deposit all offerings immediately following Sunday worship. A record of the contributors and a record of the deposit should be provided to the Treasurer within two working days.

## Organization of the Church

### Congregation

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

10/01/2015

Anyone seeking to become a member of Wee Kirk should notify the pastor or the clerk of session of her/his interest and then meet with the Session to express their faith in Christ.

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 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.

The pastor and the clerk of session serve, respectively, as the moderator and secretary for meetings of the congregation. The congregation shall meet, normally, on the second Sunday of Lent for the purposes of electing ruling elders for terms beginning on July 1; for hearing reports from the Treasurer, and the chairpersons of each Session Committee, or any other business that may properly come before the congregation (G-1.0503). The same meeting may consider both ecclesiastical and corporate business.

### Session

Session is composed of nine ruling elders and the moderator. 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 three 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).

10/01/2015

Much of the work of Session is carried out through the several committees. Each committee determines what needs to be done in its area of responsibility and, in most cases, implements the planned actions. The Session currently has the following committees:

Christian Education  
Congregational Fellowship  
Outreach and Mission  
Worship and Music  
Buildings and Grounds  
Personnel, Budgets, and Stewardship

Each committee chair is expected to recruit other members of the congregation to serve on the committee and to help with the work.

The Clerk of Session is elected by the Session for a three-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 will record each meeting electronically as an aid in the preparation of written minutes.

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

As prescribed in the bylaws, the Session serves as the Board of Trustees for the corporation of The Wee Kirk by Cocalico Creek. 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 Personnel, Budgets, and Stewardship Committee; Secretary—Clerk of Session; Treasurer—Treasurer of the church.

### Staff

The staff of Wee Kirk currently consists of:

- A. Pastor: Wee Kirk is served by a half-time Teaching Elder serving under a Covenant Pastor contract as approved by the Presbytery of Donegal. She has been appointed by the Presbytery to serve as the Moderator.
- B. Administrative Secretary: This is a fifteen hour/week position and the person is normally in the church office every morning for three hours. In addition to providing support for the pastor and the session committees, the Administrative Secretary answers the church telephone, prepares the Sunday Order of Worship, and the bi-weekly newsletter.
- C. Custodian: This is a ten hour/week position and the primary responsibility is to clean the church and to make minor repairs, replace lightbulbs, etc. In the event of a

snow storm or other emergency, the custodian will be paid on an hourly basis for the additional work.

## Policies adopted by the Session

### A. Safe Church and Child Protection

The Session has adopted the Presbytery's Model Policy on Child Protection as the church's policy.

### B. Sexual Misconduct

The goal of The Wee Kirk 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. However, because of the small size and close personal ties within this congregation, Session will normally refer any accusations to the presbytery with a request that the presbytery undertake the investigation and disposition of the case (D-4.0100).

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 above 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.

### C. Church Records

It is important to preserve the records and history of the Wee Kirk. 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 Fulton National Bank in Hopeful, PA. Records of other church entities and celebrations of significant occasions in the life of the congregation, along with historical artifacts, are to be kept in the fire-proof safe in the church office.

### D. Building Use Policy

The Wee Kirk's property and facilities are dedicated to the worship and glory of God, and to community activities in keeping with that purpose. We anticipate appropriate respect for our Church property from any groups meeting here.

1. Any group wishing to use the church facilities should send the chair of the Buildings and Grounds Committee a written request (preferably on the form available in the church office) identifying the date, time, and room(s) to be used

and the activities that will occur on the church property. Requests clearly within the scope of this policy or clearly outside the scope of this policy will be decided by the chairperson. Any requests that seem to be questionable shall be brought to the Session for a decision.

2. Use of these facilities is restricted to *activities appropriate to a church environment* and *church family* related events, e.g., Girl Scouts, Boy Scouts, Christian religious or social activities, community or ecumenical organizations or functions. As a general guideline, only activities of a nature which The Wee Kirk would engage in itself or would support will be approved, absent exceptional circumstances. Use for commercial or political purposes or activities [except for voting on election days] will not be permitted.
3. Where appropriate, approved users will be asked to provide a Certificate of Insurance, and lack of insurance may result in a rejection of the request. All approved users will be required to execute a Waiver of Liability.
4. Alcoholic beverages are not to be served without the express prior approval of Session, which will only be granted in extraordinary circumstances.
5. All approved users are expected make a donation to The Wee Kirk commensurate with the amount of use of the facilities and ability to contribute.
6. Prior approval must be obtained before the kitchen may be used. A deposit of \$25 shall be made for a key to the church, refundable on the key's return.

#### E. Weddings

Most people say they love our small rural church because of the homey atmosphere and the way its setting evokes a romantic image of a by-gone era. Brides love our center aisle, saying that it is just the perfect length. The sanctuary is beautiful for any wedding. This should be a wonderful, meaningful day for you, your family, and your friends. The Wee Kirk members and staff want to help you experience that day which you will remember for the rest of your lives

The Presbyterian Church (U.S.A.) defines marriage as follows

**Marriage is a gift God has given to all humankind for the well-being of the entire human family. Marriage involves a unique commitment between two people, traditionally a man and a woman, to love and support each other for the rest of their lives. The sacrificial love that unites the couple sustains them as faithful and responsible members of the church and the wider community.**

**In civil law, marriage is a contract that recognizes the rights and obligations of the married couple in society. In the Reformed tradition, marriage is also a covenant in which**



10/01/2015

**God has an active part, and which the community of faith publicly witnesses and acknowledges.**

[Book of Order, W-4.9001-.9002]

We want this day to be special for you worshipful, and a blessed beginning to a lifetime of loyalty and love. The following guidelines are intended to help ensure that this happens for you.

### **What Do You Need to Do?**

Step 1. Fill out the Wedding Request Form available from the church office to let us know a bit about yourselves and the date on which you'd like to get married. Once the availability of the date is confirmed, you'll receive an email and a phone call from the pastor.

Step 2. Schedule pre-marital counseling with the pastor. Why? Because we care a great deal about the ongoing success of your marriage. Plan to meet with the pastor at least three times. While this may seem like a huge requirement, you are making a commitment for the rest of your lives. In the past, every couple has come to realize the value of such conversations.

Step 3. The pastor will report to Session on the proposed wedding and will seek approval for the use of the sanctuary.

### **Does the Wee Kirk Pastor have to officiate?**

No, but any other officiate needs to be approved by the church's Session. The two most important things Session will do are to verify the guest pastor's credentials and to ask whether he or she intends to conduct a Christian service.

### **What about Music?**

We know that the music you choose is special to you, as are any soloists or groups you'd like to invite to participate. All we ask is that you clear your plans with the pastor before any commitments are made. If you would like an organist, consider using ours—depending on your wedding date and availability.

**Practical Information:**

- The sanctuary can seat 100 people comfortably.
- A reception may be held in our Fellowship Room if the number in attendance is 100 or fewer. Please contact the church office before contacting a catering service.
- Please note that there are no alcoholic beverages are permitted on church property nor is smoking permitted in the buildings or within 25 feet of any entrance.
- There is ample parking for approximately 75 vehicles.
- You are responsible for any decorations and for un-decorating following the service. The decorations should be appropriate to a worship service that glorifies God.

**Costs:**

- Please contact the church office for a listing of current rates for using the facilities.
- An appropriate honorarium should be provided the officiate(s) and musicians.

**F. Use of Office of Deacons**

The congregation of The Wee Kirk, by a majority vote, has chosen not to have a Board of Deacons but rather, to elect and commission individual deacons to particular ministries of compassion, witness and service as permitted under G-2.0202. Persons with appropriate gifts and interests are nominated by the congregational nominating committee as particular needs for such ministries are identified by the pastor and Session. These deacons serve under the supervision and authority of the session and may be commissioned to a particular ministry for up to a three-year period of service, renewable for an additional three-year period.

10/01/2015

## Current Information

Pastor: Rev. Fiona McTavish

Clerk of Session: Ian McAfee

Administrative Secretary: Annabelle Lowrey

Custodian: Malcolm MacBeth

Session Members and (term):

Class of 2016

Robert Burns (2)

Roberta Stevenson (1)

Robie McDuff (2)

Class of 2017

Alice McGinity (1)

Peter McNess (1)

Will Mc. Smith (2)

Class of 2018

Conan Doyle (2)

Iona McMillan (1)

Erin Smythe (2)

Deacons commissioned to Particular Service

Hattie Mae Brott---Shut-in Visitation

Frederick Byrnes---Community Food Bank

Ladd Fagerson---Prisoner Visitation