

KEMPSVILLE PRESBYTERIAN CHURCH MANUAL OF OPERATIONS

Revised March 9, 2021

I. WHAT WE BELIEVE

1.1 THE ESSENTIALS OF OUR FAITH

As members of the Evangelical Presbytery Church (EPC), we adhere to the tenets of our faith as outlined in the EPC “The Essentials of our Faith.”

EPC ESSENTIALS:

All Scripture is self-attesting and being Truth, requires our unreserved submission in all areas of life. The infallible Word of God, the sixty-six books of the Old and New Testaments, is a complete and unified witness to God’s redemptive acts culminating in the incarnation of the Living Word, the Lord Jesus Christ. The Bible, uniquely and fully inspired by the Holy Spirit, is the supreme and final authority on all matters on which it speaks. On this sure foundation we affirm these additional essentials of our faith.

1. We believe in one God, the sovereign Creator and Sustainer of all things, infinitely perfect and eternally existing in three Persons: Father, Son, and Holy Spirit. To Him be all honor, glory and praise forever!
2. Jesus Christ, the living Word, became flesh through His miraculous conception by the Holy Spirit and His virgin birth. He who is true God became true man united in one Person forever. He died on the cross a sacrifice for our sins according to the Scriptures. On the third day He arose bodily from the dead, ascended into heaven where, at the right hand of the Majesty on High, He now is our High Priest and Mediator.
3. The Holy Spirit has come to glorify Christ and to apply the saving work of Christ to our hearts. He convicts us of sin and draws us to the Savior, indwelling our hearts. He gives new life to us, empowers and imparts gifts to us for service. He instructs and guides us into all truth, and seals us for the day of redemption.
4. Being estranged from God and condemned by our sinfulness, our salvation is wholly dependent upon the work of God’s free grace. God credits His righteousness to those who put their faith in Christ alone for their salvation, and thereby justifies them in His sight. Only such as are born of the Holy Spirit and receive Jesus Christ become children of God and heirs of eternal life.
5. The true Church is composed of all persons who through saving faith in Jesus Christ and the sanctifying work of the Holy Spirit are united together in the body of Christ. The Church finds her visible yet imperfect, expression in local congregations where the Word of God is preached in its purity and the sacraments are administered in their integrity, where scriptural discipline is practiced, and where loving fellowship is maintained. For her perfecting she awaits the return of her Lord.
6. Jesus Christ will come again to the earth personally, visibly, and bodily—to judge the living and the dead, and to consummate history and the eternal plan of God.

“Even so, come, Lord Jesus.” (Revelation 22:20)

7. The Lord Jesus Christ commands all believers to proclaim the gospel throughout the world and to make disciples of all nations. Obedience to the Great Commission requires total commitment to “Him who loved us and gave Himself for us.” He calls us to a life of self-denying love and service. *“For we are His workmanship, created in Christ Jesus for good works, which God prepared beforehand that we should walk in them.”* (Ephesians 2:10)

1.2 THE WESTMINSTER STANDARDS

The Essentials are set forth in greater detail in the “Westminster Standards” comprised of *Westminster Confession of Faith*, the *Westminster Larger Catechism*, and the *Westminster Shorter Catechism*. All members of Kempsville Presbyterian Church are expected to affirm “The Essentials of Our Faith” without condition or scruple; members are not required to affirm the Westminster Standards to join the church.

The Westminster Confession of Faith is a confessional statement of orthodox Presbyterianism, and our standard of doctrine as found in Scripture. As a positive statement of the Reformed Faith, the Westminster Standards constitute a system of biblical truth that an officer, candidate, ordinand, or minister of the Evangelical Presbyterian Church is required to believe, acknowledging that each individual court has the freedom to allow exceptions which do not infringe upon the system of the doctrine in the Westminster Confession of Faith.

“The Essentials of Our Faith” is an irenic statement of historic evangelicalism, to define indispensable, core beliefs of the Christian Faith, common to all true believers and churches throughout the world; it is not intended to be the exclusive test of orthodoxy. The Westminster Confession of Faith and “The Essentials of Our Faith” are not alternative statements of truth, nor are they competitive statements of truth; they each serve important and harmonious purposes within the Evangelical Presbyterian Church. The Westminster Confession of Faith preserves our commitment to the historic orthodoxy of the Reformed Faith, while “The Essentials of Our Faith” preserves our commitment to historic evangelicalism.

1.3 THE KPC DISTINCTIVES

Kempsville Presbyterian Church has its own distinctive emphases and priorities in its faith and life as a church of Jesus Christ. These define who it is and how it expresses its worship of God and its mission in the world. These are not optional priorities, interchangeable with others not named here, but are constitutive of its particular calling, and so comprise its very identity and reason for being how and where it is in Christ. Members, staffpersons, officers, and pastors of KPC need to understand, if not wholly embrace, this definitive identity as reflected in these Distinctives:

1. **KPC is EVANGELICAL:** We strive to read, understand, believe, and live out to the best of our ability a Biblical, orthodox, and Reformed understanding of the Christian faith, which is individual, personal, and experiential.
2. **KPC is CHARISMATIC:** KPC understands itself as a Spirit-filled body of believers who affirm the “baptism of the Holy Spirit,” received initially upon faith in Christ, but that unfolds over time in the life of the believer, and expresses itself in the “fruit of the Spirit” as qualities of a character-in-transformation, and in the “gifts of the Spirit” by which the believer can serve the church and evangelize the world. As a “charismatic” congregation, KPC affirms and exercises all of the gifts of the Spirit, including the more spectacular manifestations such as miracles, healing, words of knowledge or wisdom, prophecy and visions, and speaking in tongues and interpretation. In its worship, it encourages the free expression of the Holy Spirit in song, dance, clapping, spontaneous responses, and any other appropriate Biblical means.
3. **KPC promotes the WORSHIP ARTS:** KPC understands worshipping God and glorifying Jesus in the power of the Spirit is the chief end of humanity and the goal of redemption. With roots in both traditional liturgy and charismatic worship, the people of KPC value a breadth of musical styles and worship expressions. We especially treasure the contributions of the various WORSHIP ARTS, such as choir, dance, instrumental and orchestral music, theater, media and lights, signing, banners, and visual arts, among others, within the worship service; this is one of the characteristics that has consistently distinguished KPC from other congregations in its community.
4. **KPC is MISSIONAL:** KPC has a long history of promoting, sending, and supporting international missionaries, especially for outreach to Muslim countries and to peoples formerly under communist oppression. We know ourselves called to bring the gospel of Jesus Christ to those who have long been denied the opportunity to hear it. Furthermore, KPC knows itself equally called to reach out to its community in feeding the hungry and clothing the poor, and seeking ways to meet the needs of families in its

greater neighborhood. This includes promoting various avenues for Christian Education of the young, such as Christian schools and faith-based Home Schooling.

5. **KPC is a PRAYING CHURCH:** With roots in charismatic small house groups, KPC believes in the importance of individual, small-group, and corporate prayer, where participants can actively share in, personally express, and receive intercessory prayer in a supportive and intimate setting.
6. **KPC promotes CULTURAL AND POLITICAL AWARENESS:** KPC strives to remain conscious of the issues and debates of its current political and cultural environment and how these do or do not interface with an orthodox Christian and Reformed faith, and seeks effective ways to take a public stand on key issues of belief and ethics.
7. **KPC practices SPIRITUAL WARFARE:** The leaders and members of KPC recognize that we do not struggle against flesh and blood, that is, persons, but against unseen spiritual forces that threaten, manipulate, oppress, and can at times possess, individual victims as well as whole systems, and which can be overcome only through intercessory prayer, fasting, and speaking out liberation in the name of Jesus and in a conscious authority in Christ. The church of Jesus Christ is called to be a militant force in this world, assaulting the strongholds of darkness and evil to free human beings from deception and bondage, in full confidence that “the gates of Hell shall not prevail against it.”

II. HOW WE DO THINGS

2.1.1 The Congregation and its Boards

The Rights and Responsibilities of the Congregation: The congregation of Kempsville Presbyterian Church alone has the right to elect its own officers (elders, deacons, and trustees); to incorporate as a legal corporation and establish the office and board of trustees; to determine whether it shall be unicameral (Session alone) or bicameral (Session and Board of Deacons); to determine the size of each governing body and how many officers it shall have, and whether officers shall observe a system of rotation; to own, buy, sell, manage, encumber property, and incur debt or other legal obligations; to call, with the concurrence of Presbytery, its own pastor(s); and to decide its denominational affiliation. Meetings of the congregation shall ordinarily be governed by the Book of Government of the EPC, chapter 7; exceptions or waivers in extraordinary circumstances must be approved by the congregation in a duly called meeting.

KPC Membership: Persons wishing to become members of Kempsville Presbyterian Church are first expected ordinarily to complete a New Member class; they must apply to the Clerk of Session in writing; the Session shall appoint two Ruling Elders to meet with the candidate(s) who shall a) profess their faith in Jesus Christ and recount their experience of salvation; b) affirm The Essentials of our Faith without reservation; and c) answer the constitutional questions for membership in the affirmative. Upon successful completion of this process, they shall be presented to the congregation during worship and re-affirm the membership questions, and be received with a prayer of blessing and welcomed into the membership of KPC. At this, they are entitled to vote in meetings of the congregation and corporation, and to hold office.

The Constitution of the Session and its Officers: In our Presbyterian system of church government, for the efficient ministry and good order of the church, the congregation of Kempsville Presbyterian Church calls Teaching Elders and elects Ruling Elders to govern the church and exercise spiritual leadership over the body as members of the Session.

The Officers of the Church: All officers of the church have the authority and responsibility to share the gospel, reprove the erring, visit the sick, and exhibit the fruit of the Spirit to the world. Elders are to be mature in their faith, demonstrate wisdom and discretion, and have adequate training to equip them for their calling. The offices of Deacon, Ruling Elder, and Trustee are open to men and women alike; this privilege is determined by majority vote of the congregation and cannot be pre-empted by any other person or body.

2.1.2 Congregational Committees

The Congregation of Kempsville Presbyterian Church currently has no standing committees. All congregational committees exist only for the duration of the task assigned to them.

Search Committees: In order to seek and nominate a candidate for Pastor or Associate Pastor, the congregation shall, at a duly-called congregational meeting, elect a Search Committee – ordinarily comprising from five to seven members and representative of the diverse makeup of the congregation – from those suggested by the congregation, vetted and nominated by the Session, and, should it occur, nominations from the floor. The establishment and duties of this committee will be governed by the BOG 10.4A-G.

Nominating Committees: Should it be deemed useful and prudent, the congregation has the right to elect a Nominating Committee for Ruling Elders and Deacons, which shall then be governed by BOG 10.10. By custom, Kempsville Presbyterian Church has not used a congregational nominating committee for church officers; see below on the Election of Officers.

General:

Congregational committees shall elect their own moderators and recording secretaries.

Reports of congregational committees will be made to the congregation as the committee deems necessary or as required by the congregation in setting up the committee.

Congregational Committees answer only to the congregation, not to the Session; however, since the Session alone has the authority to call meetings of the congregation, congregational committees shall keep the Session informed as to the process and status of their work.

The term of office for congregational committees will be the time required for the completion of the task committed to it.

2.2 Ministry Leaders

The congregation of KPC relies on Ministry Leaders to provide leadership in every area of church life and mission. Some may be staff, but the majority are laymen and laywomen who volunteer their time and ability in obedience to the call of Christ.

Christ's model for ministry is the servant-leader: each is to lay aside personal rights, claims, and ego for the sake of those whom he/she serves. The following is a Biblically-based guideline for volunteers and staff to lead in ministry areas at KPC:

1. All men and women leading the ministries of KPC shall be active members of KPC in good standing, and approved by the Session and/or pastoral staff:
 - Active—regular attender of worship and involved in the life of the church;
 - Member—believes in Jesus Christ, willingly places himself/herself under the authority of the KPC Session, and agrees with the essentials of the faith;
 - Good Standing—practices subjection to one another and has a good reputation within the church and the community.
2. Committed to Biblical conflict resolution:
 - Proactive and forthright in honest dialogue with someone who is not living according to the gospel, or who has offended them; and seeks to resolve issues with tact and discretion¹.
 - Willing to listen, to speak with caution and prudence, maintain an even temper², show patience and forbearance, and readiness to forgive³.
 - Resists gossip and public criticism in favor of what is helpful and constructive⁴.
 - Guards his heart that he harbors no grievances or resentments⁵.
3. Self-controlled in life and speech, and able to keep confidences.
4. A Person of Character, demonstrating kindness and integrity; not easily offended and does not seek to offend others.
5. A Follower, demonstrating first that he/she is able to be led in humility.
6. A Leader, able to make godly decisions considering first the welfare of those he/she leads, and leading by example.
7. A Unifier, works with and for the greater good of the church.
8. Exhibits a Gifting – a passion and talent and/or sense of calling in this area.

¹ Matthew 18:15-17

² James 1:19-20

³ Colossians 3:13

⁴ Ephesians 4:29

⁵ Hebrews 12:15

2.3 The Election of Officers

Number of Officers:

- A. Ruling Elders: A total of Six (6) serving on the Session; two elders (2) are to be elected each year, to three (3) year terms.
- B. Deacons: Twelve (12) serving on the Board of Deacons (Diaconate); four (4) elected each year to three (3) year terms;
- C. Trustees: Three (3) serving on the Board of Trustees; one (1) elected each year to a three (3) year term.

Recommended Timeline of Events:

The following timeline is recommended, insofar as practicable, for the efficient administration of officer elections:

- A. Three Election Administrators to be appointed during July Session Meeting.
- B. Election Administrators to notify the congregation during the first week of August calling for nominations and providing information about the election process along with nomination forms. Nominations are due the first Sunday in September after Labor Day. Additionally, announcements will be made the entire month of August and first week of September calling for nominations.
- C. Since all candidates must have been vetted, instructed, and examined before the congregational vote, only nominations received during the nomination process will be considered, and no more nominations will be received from the floor during the Called Congregational Meeting to elect officers.
- D. Seven-week (7) officer training commences the day nominations are due and should be complete by the end of October.
- E. Examination of nominees by Session to begin on the last Sunday of October and completed by the second Sunday of November.
- F. Called Session Meeting to be held on the first or second Sunday of November to approve a slate of nominees and to call a Congregational Meeting to elect officers on the second (or third) weekend of December. A “run-off” election, if necessary, will be held the week after the initial election provided the congregation is informed of this process in advance.
- G. Election Administrators to email/mail letters to the congregation listing approved candidates with their profiles by mid-November (before Thanksgiving).
- H. Elected officers will assume their positions and duties on January 1.

Ordination/installation will be performed by mid-January.

- I. Note: In order to be elected, all nominees must receive at least a majority of all votes cast, with majority defined as 50% plus one vote.
- J. Absentee or proxy ballots will not be accepted.

Election Administrators: The Session shall appoint three congregation members to serve as Election Administrators who will administer the election process. They shall notify the congregation – e.g. letter, email, flyer, bulletin, website, and/or public announcement – of the need to nominate members for office (or other committees as required) and to receive nominations in writing by a specified date in September of each year affirming each nominee has expressed a willingness to serve. They shall ensure every nominee is a member of KPC and, for elder nominees, a member for at least one year; then present the nominees to Session for training and examination. They shall receive the list of nominees completing training and examination from Session and notify the congregation prior to the election of said nominees with their respective qualifications. They shall then administer the election and conduct the balloting procedures during the election. Their responsibilities shall be considered fulfilled when officers for all vacant positions have been elected for the coming year.

Session: The Session shall conduct the training and examination of nominees during the September-October timeframe each year. Those nominees successfully completing Session training and examination shall be passed to the Election Administrators for the scheduled election in December. The Moderator of the Session shall moderate the Congregational Meeting for the election of officers.

The Term of Office for Elected Officers shall commence with their installation in late December-early January and shall conclude three (3) years later with the installation of their replacement or upon completion of a partial term when elected to fill a vacancy. All church officers (elders and deacons) may serve two back-to-back terms and then must step down from office for at least one year before being considered again for nomination.

Partial Terms: When an officer is unable to fulfill his or her elected term and another must be elected to fill the remainder of the unexpired term, the approved nominees will be asked which would prefer to stand for the partial term. Among those who are willing, the Election Administrators shall select which one(s) shall be nominated to the partial term(s).

2.4 The Board of Deacons

The Duties of Deacons: The office of Deacon as set forth in Scripture is one of compassion, concern for needs, and of serving others. Therefore, the first duty of the Deacons is sympathy and service. Historically, to this office has been given the duty of being the Church's instrument for the ministry of compassion (G-17).

Since the Board of Deacons is not a court of the Church, and since it is under the authority of the Church Session, to the Deacons both individually and collectively the Church Session may assign from time to time special duties felt to be appropriate to that office.

The ordinary duties of the Board of Deacons shall be "to oversee the ministry of compassion of the congregation to the sick, friendless, bereaved, and those in any way distressed (G-17-2A)." Although they may also be requested to assist the congregation as "Duty Deacons" during worship, they are not required to serve as ushers, receive the offerings, prepare the facilities, provide stewardship development, property maintenance, or disbursement of funds.

Officers of the Board: The Board shall elect a Chairman and a Recording Clerk from its members annually. A Pastor of the church is a non-voting, ex officio advisory member of the Board of Deacons.

Meetings: Ordinarily, the Board of Deacons will meet at least monthly, or as needed to accomplish its duties, or when ordered to convene by the Session, or at the call of its Chairman.

Minutes: Written minutes of each meeting shall be provided to the Church Session.

Term of Service: Term of office shall be for three years, except to initiate the system or to fill vacancies.

2.5 The Session and its Committees

Sessional Committees: As God gifts individuals differently and no one person can have extensive knowledge in all of areas of shepherding and administering a church, the Session has established standing committees for the purpose of overseeing day-to-day operations in assigned areas of ministry, as well as for researching, reporting, and making recommendations on matters for which Session needs specific expertise beyond that provided by the elders and staff of the church, and/or for which it

desires additional congregational input. At times, Session may also appoint ad hoc committees, commissions, and task forces, which are temporary in duration and for a particular, narrow purpose.

Standing Committees (Teams): The standing committees are the Financial Resources Committee (FRC), Human Resources Committee (HRC), Mission and Outreach Committee (MOC), Congregational Care Committee (CCC), Ministry Resources Committee (MRC), the and the Worship Arts Directors' Committee (WAD).

Committee/Team Authority: Any Session-designated committee is subordinate to the Session and serves under its direction. The church staff resources and assists the committees in their work. Ordinarily, the Session delegates specific tasks and areas of responsibility, and budgets monies for the committees' work, leaving the committee free to deliberate, decide, make expenditures, and act on behalf of the Session within the sphere of its delegated authority. Further, Committees assist in the coordination and implementation of actions taken by Session.

A committee may not act independently and does not have authority to take actions, approve expenditures, set budgets, or make binding decisions outside of its assigned field of authority unless Session specifically authorizes the committee to do so on a case-by-case basis. No committee may spend monies beyond its allotted budget except by express action of Session.

Committee Composition

Committees shall typically consist of no less than three members and no more than seven members, unless otherwise specified by Session.

Standing Committees shall include a Ruling Elder who shall serve as liaison to the Session; an elder not currently on the Session may be substituted for a Ruling Elder at Session's discretion. Staffpersons with responsibilities within the sphere of a committee's duties shall serve on the committee ex officio.

Extraordinary committees: some committees, such as the Worship Arts Directors Committee, are determined by function and/or office, and do not fall under ordinary conditions for volunteer service, term length or rotation, or size. These will be noted in the committee charters.

In accordance the church's corporate bylaws, an elected church Trustee will act as President of the incorporated KPC. That Trustee shall be a member of the Financial Resources Committee and the Ministry Resources Committee.

A committee member must be a member of KPC or a staff member of KPC in good standing, or, if not a member of the church or staff, receive the specific permission of Session to serve.

Married couples or immediate family members may not serve on the same committee without the approval of Session.

The Chairman of a committee is to be elected by members of the committee and ratified by Session. Neither a staff member nor a Ruling Elder may chair a committee.

Membership and Terms

Session will make a regular appeal to the congregation for those who feel called to serve on committees and can offer expertise in the subject of the standing committees.

Session will appoint committee members from candidates who express interest or are recommended by the congregation. Teaching elders may recommend to Session the staff members to serve on committees, though ordinarily staff members most closely aligned with the function of a committee will serve on it.

The regular committee appointment for congregants is three years, subject to review, with no more than two concurrent (back-to-back) appointments. After two terms, reappointment to a committee must be preceded by a one-year hiatus resting from service. Ex-officio members do not rotate.

The term of service for Sessional committees will ordinarily be staggered with rotating annual classes. The terms are to be noted in the Committee minutes at the end of each calendar year.

All committee members – Session members, staff members, and congregants – have the privilege to vote on matters before the committee. Each member receives one vote.

Committee Meetings and Communications

Committees are to meet at least quarterly. The meeting schedule of each committee is at the discretion of the committee Chairman in consultation with Session so that all matters in the purview of the committee are handled thoroughly and efficiently.

Each committee will appoint a Secretary to draft minutes of each meeting. The Secretary is responsible for reporting to Session no less than quarterly and shall provide the approved minutes of all meetings and any other information that is relevant to committee operations.

The Clerk of Session will communicate any relevant action by Session to an affected committee. The Clerk will communicate to the committee Chairman and Secretary who are responsible for further communication to the full committee and those who should be consulted regarding further research or recommendations.

It is the responsibility of the committee Chairman and/or Secretary to immediately inform Session of critical recommendations or information from the committee.

2.5.1 Standing Committees and Their Responsibilities

Financial Resources Committee (FRC)

- Review, recommend, and oversee the overall church budget;
- Prepare the annual budget presentation to be approved by Session;
- Provide secondary oversight of staff to ensure accounting policies are being followed regarding bank accounts and the transfer of funds;
- Maintain tiered approval authority regarding expenditures. Review and revise the accounting policy as necessary and provide to Session for approval;
- Provide a monthly financial summary to Session regarding contributions, spending, and cash flow;
- Provide a regular financial summary, preferably monthly but no less than quarterly, to each committee and ministry included in the annual budget;
- Ensure a yearly reconciliation of church books in consultation with the Pastor and Treasurer;
- Oversee the hiring of any third-party firm that performs an annual review or audit.

Human Resources Committee (HRC)

- Assist in the hiring and termination of KPC employees;
- Publicize open positions, interview candidates, and make recommendations to Session on new hires;
- Review, update, or create job descriptions for staff personnel as needed;
- Oversee annual performance reviews and schedule for non-pastoral employees;
- Recommend staff salary and benefit adjustments;
- Consult with Session on pastoral Terms of Call;
- Consult as needed with pastoral or administrative staff on pressing personnel or human resources matters;
- Provide secondary oversight of staff to ensure human resources policies are being followed and compliant with legal obligations and regulations.

Missions & Outreach Committee (MOC)

- Primary responsibility of the committee is the care of and regular contact with KPC-supported missionaries on the field;
- Provide practical help for KPC staff with mission-related and outreach events in the church and in the community;
- Consult with the church staff, FRC and Treasurer on the annual missionary support budget and supported missionaries; make final budget recommendations to FRC and Session.

Ministry Resources Committee (MRC)

- In collaboration with the Facilities Manager, oversee the care and maintenance of the church facility and grounds;
- Consider and make recommendations regarding design or redesign of the church property; provide primary recommendations for major building changes (cosmetic changes are at the discretion of the staff and Facilities Manager);
- Draft and maintain a multi-year property master plan;
- Oversee in consultation with FRC capital expenditure budget and improvements;
- Provide concurrent approval of facility-related expenditures as required by accounting policy;
- In collaboration with the Trustees, oversee the legal and organizational actions of the church as a corporation; execute contracts on behalf of the church; regularly review corporate bylaws and recommend revisions to be approved by Session and the congregation.

Congregational Care Committee (CCC)

- In conjunction with the pastoral staff and the chaplain, who shall be ex officio members of this committee, oversee and coordinate the various ministries of spiritual and emotional support within the congregation of KPC:
- Organize, recruit, and maintain the Prayer Chain for urgent prayer needs, the Intercessors Ministry, and the Altar Ministers; and organize periodic training events for lay volunteers;
- Maintain contact with the homebound by calls, visits, and cards;
- Coordinate contact with members and their families who are hospitalized or experiencing a medical emergency;
- Maintain contact with, and plan occasional fellowship activities for the widows/widowers and others who may suffer from isolation;
- Recruit and organize at least three (3) Hospitality Teams, who shall serve on a rotating basis, to prepare meals or receptions for the sick or the bereaved;
- Reach out to the bereaved by calls, cards, and/or visits; support on-going ministries to the bereaved, such as Griefshare;
- Plan and organize regular fellowship events for the congregation of KPC, if possible, monthly; these may include training events is, e.g., prayer, spiritual warfare and deliverance, funeral wishes, or other informational events;
- Prepare annual budget requests to the Session for congregational care at KPC.

Worship Arts Directors Committee (WAD)

The Worship Arts Directors Team is an extraordinary committee, comprised of all who direct or lead the diverse worship arts. Because participation depends upon function and/or office, term limits and rotation shall not apply; all members of the

committee are de facto ex officio. Membership shall include the Pastor, a Session liaison, the Worship Leader, Choir Director (Celebration Choir, Women of Praise, Faithful Men), Orchestra Director, Dance Ministry Director, Hands of Praise Director, and Banner Ministry Leader; other worship arts leaders may be co-opted by the committee as new forms of worship arts emerge, and such shall be included in its charter without requiring re-ratification of the charter as a whole.

Meetings shall be held at least bi-monthly, or as needed, on a schedule determined by the moderator and members of the committee. The committee shall maintain minutes of its meetings, and its actions shall be reported regularly to the Clerk of Session.

The committee shall elect one of its members to moderate the committee; it may, at its discretion, co-opt a member from outside the committee to moderate its meetings and provide administrative assistance.

The Worship Arts Directors' Team is, in collaboration with the Pastor, responsible for the planning and coordination of worship ministries at KPC; this includes the various uses of the fine and performing ministry arts within a worship setting, as well as community engagement. The duties of the committee shall be:

- Plan, develop, and guide worship activities;
- Collaborate in creative ways to integrate the diverse worship ministries into a coherent whole;
- Evaluate on-going programs consistent with the church's mission and the guidance of the Session;
- Prepare and submit annual budget requests to the Session;
- Foster new worship arts forms within the congregation;
- Cultivate a new generation of worshippers.

2.5.2 Sessional Commissions

A commission, as stated in BOG 16:26B:

. . . is appointed to act for the appointing court. The appointing court shall state specifically the powers and duration given to a commission. A commission shall make a written report of its actions which shall then be inserted in the minutes of the appointing court and be regarded as the actions of the court itself.

All commissions will be appointed by the Session from the membership of the church and shall be governed by BOG 16.26B, 27. The duties of a particular commission will

be outlined and established at the time of appointment by the Session. The chairman of a commission will be appointed by the Session.

Commissions shall report monthly to the Session, or as otherwise instructed. Upon completion of its task, a commission shall be dismissed with thanks by the Session.

2.5.3 Operational Task Forces and Work Groups

Operational committees are task forces, created to assist pastors and department heads in the area of their ministry by providing counsel and coordination for their regular activities. They are neither created by, nor report directly to, the Session.

Operational committees have the following characteristics:

- They are chaired and maintained by the applicable pastor/department head.
- Members are selected and recruited by the applicable pastor/department head.
- There is no requirement for elder or deacon representation.
- The creation or discontinuance of operational committees is subject to the needs of the applicable pastor/director.

Examples of operational committees may include, but are not limited to:

- Children's Ministry
- Adult Discipleship
- Youth/Family
- Media
- Special Events

III. HOW WE WORSHIP

3.1 Services of Worship

The Session and Worship

The Session is responsible for the time and place of worship, special services, the overall music program, and scheduling the sacraments; the pastor is responsible for the order of worship, the selection of hymns and music, choice of Scriptures, the preaching of the Word, and the administration of the sacraments. Certain duties may be delegated to the Worship Arts Directors Team, yet final authority remains with the Session, and Pastor, respectively. The observation of the sacraments, both baptism and the Lord's Supper, is decided and scheduled by the Session, and must be recorded in its minutes.

Changes to the Time or Frequency of Worship

Any proposed change in the number or time of worship services must be presented for approval at a regular Session meeting at least 30 days prior to the scheduled event taking place. The request to Session shall be made in writing, must be voted upon as an intentional action by the Session, and must specifically appear in the Minutes of Session for that meeting.

The Content of Christian Worship

Ordinarily, corporate worship shall include the reading and exposition of the Word of God, the singing of songs of praise and worship, prayers of petition and thanksgiving, the giving of tithes and offerings, and the administration of the sacraments. The center of worship shall be the covenant acts of God, the redemptive work of Christ, and the on-going ministry by the Holy Spirit.

As a church historically open to the working of the Holy Spirit, KPC welcomes the charismatic expressions of the Spirit in worship, such as words of prophecy, revelations through visions, testimonies of answered prayer, prayers for healing as for deliverance from spiritual bondage, singing and/or dancing "in the Spirit," and words of knowledge or wisdom. The pastors, elders, and spiritual leaders in the congregation shall be responsible to weigh prophetic revelations, if possible before they are delivered, for content, applicability, intent, and spirit. All spiritual gifts are to be exercised decently and in good order for the building up of the church. KPC affirms and encourages prayer ministry for those desiring prayer through elders, altar ministers, and those especially gifted with ministries of healing or deliverance.

KPC also has a history of supporting art and the performing arts in worship, through choral anthems, orchestral arrangements, liturgical dance, choreographed signing, drama and theater, pantomime, live painting demonstrations, worship banners, videography, etc., and remains open to new and creative ways to express our praise

to God and to interpret his Word in musical and/or visual mediums. The Worship Arts Directors Team ordinarily shall oversee and coordinate the use of the arts in corporate worship, with an eye toward promoting the worship of God, incorporating the full breadth of possible artistic expressions into a worshipful setting, collaborating across musical and visual boundaries to encourage multimedia experiences to move and inspire, and to foster a spirit of creativity and joyful faith within successive generations of worshippers. Where there may be a question as to the appropriateness or theological suitability of any artistic offering, the Pastor is the final arbiter.

3.2 The Celebration of the Sacraments

3.2.1 Baptism

The Meaning of Baptism

Baptism is God's covenant sign of his election of the faithful, their ingrafting into Christ, and their washing of regeneration by his blood, vouchsafed to those who believe in and profess Jesus Christ, their children and their children's children to the thousandth generation. As such, baptism is not something man does to demonstrate his obedient discipleship, but rather something God does in the heart as we obey the command of Christ in faith.

Because the efficacy of baptism depends on the eternal election, will, and covenant promise of God, and not the inner disposition of the person being baptized, repeated baptisms are neither necessary nor desirable, for they mistakenly rely upon the imperfect and fallen will and emotional state of humans rather than the intentionality and faithfulness of God. As a rule, KPC will not rebaptize believers who have already been baptized in an historically recognized branch of the Body of Christ.

The Form of Baptism

The early Church was specific about the meaning of, and Trinitarian formula used in, baptism, but not the method of baptism, whether sprinkling, pouring, or immersion. Thus the method has no salvific effect, but only the God-inspired act of believing faith in response to the covenant promise and grace of God. Therefore, KPC makes no distinction between methods of baptism, and will accommodate the wishes of the candidate (or responsible caretaker) as far as possible and prudent. The Understanding and Practice of Baptism shall be governed by the Book of Worship 3-2.

The Procedure for Requesting Baptism

1. Anyone requesting the administration of this sacrament is to be referred to the

Pastor and/or the Clerk of Session, who will record all the required information. This applies to adults and infants (minors) alike.

2. A Pastor will confer with the applicant or parent (whichever applies), and will discern the appropriateness of the request, and will explain the meaning of baptism in the Reformed faith.
3. The Pastor interviewing the candidate will determine whether a minor child is to receive infant baptism (BW 3:2G) or adult baptism (profession of faith). Age 16 is the age established for voting.
4. When the Pastor is satisfied that the candidate is qualified for baptism, he/she will be advised, and his/her name will be given to the Clerk of Session to be recorded. The Pastor will notify the Facilities Manager so that the Baptismal Font or Pool can be prepared for the occasion.
5. The Pastoral staff will administer the sacrament of baptism on the advertised (stated) date.

Dedications:

The practice of “dedicating” young children instead of baptizing them is not Presbyterian, nor Reformed. Since many church members have come from other denominations where dedication services are customary, however, the pastoral staff of KPC will respect the wishes of the parents and at times perform services of dedication for their children.

3.2.2 The Lord’s Supper

The Meaning of the Lord’s Supper: The Sacrament of the Lord’s Supper, also called the Eucharist or Communion, was instituted by Christ as a sign and seal of our covenant incorporation into Christ, and our spiritual nourishing on the body and blood of the Savior. As a mark of God’s covenant of grace, it is an act of God, not merely a human action, as we obey Christ’s express command in God-inspired faith.

Time and Place: The sacrament of the Lord’s Supper is celebrated appropriately within the worship service. It is the responsibility of the Session to set the schedule for the regular celebration of communion. Ordinarily, KPC celebrates communion on the first Sunday of each month, as well as during special holy days’ services such as Maundy Thursday and Christmas Eve. The Lord’s Supper may also be offered to the infirm or homebound, to House Prayer Groups, church-sponsored retreats, youth groups, or other small group settings; all special celebrations of the sacrament must be approved beforehand by the Session, and a representative of the Session must be present to represent the greater Church.

Officiating: The sacrament must be administered by a duly ordained Teaching Elder

of the Church. If the elders are bringing communion to the hospitalized or homebound, the elements should be prepared by the Pastor before the elders disperse to visit, or they may take some of the remaining elements from the congregation's celebration.

Method and Elements: The elements may be distributed to the congregants in their seats; or they may come forward to receive the bread and cup by intinction; or they may come forward to take a prepared kit containing a wafer and juice; or they may come in small groups to gather around a central table to receive the sacrament. All of these methods have been employed at KPC and are acceptable. Whatever method is used, allowance should be made for those who are mobility-impaired so they will be included as well.

It has become customary at KPC to use unleavened bread such as matzoh or wafers; juice or wine may be used at the discretion of the Session, although if wine is used, some alternative should be offered for those who for reason of health or conscience prefer to abstain from wine.

Order of Service: It is common at KPC, as in many churches, to celebrate the Lord's Supper at the end of the service, but this is not mandated. The Pastor is responsible for determining the order of service and may at his discretion celebrate the sacrament at some other point in the service where it is deemed appropriate.

3.3 The Ordinances of the Church

3.3.1 Weddings

On Marriage, Divorce & Remarriage

In accordance with the Scriptures⁶ and the *Book of Order* (Worship 5-5), a Pastor employed by KPC should not perform the church wedding ceremony of two persons unless they are both believers in the Lord Jesus Christ. This does not preclude conducting civil ceremonies outside the church. Also in accordance with the Scriptures⁷ and the *Book of Order* (Worship 5-4), a Pastor of KPC may remarry two believers "when sufficient penitence for sin and failure is manifested." The Pastor and Session are to be guided by the EPC "Position Paper on Divorce and Remarriage."

In accordance with KPC's policy and Statement of Faith regarding Marriage, Gender,

⁶ II Corinthians 6:14-15

⁷ Matthew 5:31-32; 19:3-9, I Corinthians 7:10-15, et al

and Sexuality, specifically, *“We believe that the term “marriage” has only one meaning: the uniting of one man and one woman in a single, exclusive union, as delineated in Scripture⁸. We believe that God intends sexual intimacy to occur only between a man and a woman who are married to each other⁹,”* only traditional marriages, those between one man and one woman, will be performed at KPC. No same-sex or transgender marriages will be performed.

Basic Requirements for Marriageability

In consideration of these foundational principles, KPC has the following basic requirements for weddings:

- The Bride, Groom, or their parents must be a member or regular attender at KPC.
- Both the Bride and Groom must have a personal relationship with Jesus Christ.
- The engaged couple must live in separate residences until the wedding day.
- The couple will make a commitment not to engage in sexual activity prior to marriage.
- The couple will successfully complete premarital counseling.
- The wedding must be in accordance with KPC’s Statement of Faith and related doctrinal teachings on Biblical marriage (including considerations for divorce and remarriage).

Any questions regarding fulfillment of these requirements shall be determined by the Church’s leadership, in accordance with its governance structure.

The Wedding Ceremony

All wedding ceremonies at KPC are under the oversight of the Pastor, who has final say over all matters of order of service, choice of Scripture and appropriate music, and wedding customs (Worship 5-6A). All couples are required to abide by the procedures and guidelines set forth in the Wedding Policies & Procedures booklet, included as an appendix to this manual.

The wedding ceremony is a worship service, and should be centered on the praise and covenant faithfulness of the God whose blessing the couple seeks. Apparel should be modest in keeping with the religious setting. The wedding party should not be extravagantly large: excessive pomp and ostentation are an inappropriate vanity and should be discouraged. Music and wedding customs should be appropriate for a worship setting; secular music may be used only before or after, but never during the service. The reading and exposition of Scripture shall be an integral part of the service.

⁸ Genesis 2:18-25

⁹ 1 Corinthians 6:18; 7:2-5; Hebrews 13:4

The celebration of the Lord's Supper is a most fitting way to begin married life as believers, but when requested must ordinarily be open to the entire worshipping congregation; as always, the sacrament must be approved in advance by the Session, officiated by a Teaching Elder of KPC, and be served by a pre-arranged circle of KPC elders and/or deacons.

Ordinarily, weddings at KPC are officiated by the KPC Pastor(s); guest pastors are allowable at the discretion of the Pastor, who should however be licensed to perform weddings in the Commonwealth of Virginia and must accept the invitation in writing before the wedding can be scheduled.

Since the wedding ceremony is a worship service, photographers and videographers may not move around the sanctuary during the service, nor use spotlights or flash lighting that will interrupt the proceedings or distract from the solemnity of the event. There are no exceptions to this rule; violators will be expelled from the church building.

3.3.2 Funerals and Memorial Services

The purpose of the Christian service:

A funeral service at Kempsville Presbyterian Church is a worship service centered on the worship of the living God, as we bless the unfathomable wisdom, grace, and enduring love of the One who gives and takes away. To this end, on the one hand, it remembers and gives thanks to God for the life of the deceased loved one in an orderly manner, and on the other hand, it joyfully celebrates our hope for the resurrection of the dead to eternal life through the resurrection of Jesus Christ on our behalf. The funeral brings comfort to those who mourn, as Scripture is read and preached, prayer is offered, praises are sung, grief is expressed, and remembrance is cherished; the presence of family and friends at this time supports and strengthens the sorrowing ones. The Christian funeral or memorial service is a proclamation of the gospel of salvation to everlasting life through Jesus Christ.

Definitions:

A "funeral" is a service where the body is present in a casket, or ashes in an urn. A "memorial service" is where the body is not present. Both services have the same purpose, order, and content.

The graveside "interment service" is a compact funeral service at the site of burial or distribution of the ashes; ordinarily it has the same purpose, order, and content as the funeral/memorial service, only more briefly.

The funeral policies of KPC only apply to funerals and memorial service at the KPC church building; and cannot govern services held at funeral homes, cemeteries, or other locations. Nevertheless, if requested to lead such a service, the KPC pastoral staff will always be guided by the theology, principles, and practices of the Christian funeral service.

The various aspects of a Christian funeral/memorial service:

The Word of God is central, and everything that takes place must be consistent with biblical principles of worship; the reading of Scripture is one indispensable part of every funeral and memorial service. Prayer in funerals normally includes thanksgiving for the memory and impact of the dead, our triumph over sin and death through the resurrection of Christ, and intercession for the bereft family and friends who remain.

Worship is not a spectator event: worshipers are participants in the service. Therefore, the congregational singing of hymns, a corporate confession of faith, participatory prayer, and the hearing God's word are appropriate in the funeral and memorial service.

KPC Funeral/Memorial Service Procedures

The sanctuary and facilities of KPC are available for the funerals/memorial services of both current and former church members and regular attenders, the relatives of members and attenders, and, as a collegial courtesy, members of other congregations of the Evangelical Presbyterian Church.

KPC respects the wishes of families in their choice of location for the service, whether the church sanctuary, a funeral chapel, graveside, or other location. To secure the church sanctuary, fellowship hall, and/or kitchen, responsible parties must submit a Funeral Application (Facility Use) form, Sound Use form, Media Services Request form, and/or Kitchen Use form, as applicable.

The presiding pastor shall be informed whether the family wishes a funeral or memorial service; and whether the memorial service should precede or follow the burial. Either approach is appropriate; this is a courtesy for the pastor preparing the service.

Ordinarily, the presiding pastor will meet with the survivors to discuss their wishes for the service; the family's wishes shall be honored as far as possible. It is appropriate to include the deceased's favorite Scripture passages, hymns and songs, and, where acceptable, poems or other devotional thoughts. Since this is a worship service, secular or irreligious music and readings shall not be permitted. The presiding pastor has the final say on the order and content of the service.

When funerals are conducted at KPC, staff pastors shall ordinarily conduct those services. Guest pastors may be allowed to participate, at the KPC pastor's discretion, but in order and content of the service the presiding KPC pastor shall have the final say.

If feasible and appropriate, and at the family's discretion, the time, date, and place of visitation and funeral/memorial service shall ordinarily be announced to the members of KPC.

The casket, when present, is not permitted to be left open during the service.

Media presentations, such as a pictorial life-review, must be provided to the A/V technician at least 24 hours prior to the service in order to determine compatibility, review, and when necessary reformat content; if this requirement is not honored, the media presentation will not be included in the service.

Ordinarily, the pastor, musician(s), and sound and graphics technicians are given an honorarium for their time and preparation. In case of economic hardship, the participants may choose at their discretion to waive an honorarium.

Other Rites:

Fraternal and civil rites are not included in a Christian funeral/memorial service; they may be performed at the conclusion of the interment service at the grave or columbarium. Ordinarily, military honors are also to be reserved for the interment service, although they have, under extraordinary circumstances, been allowed at the very beginning or at the very end of the funeral/memorial service at the church. This remains at the discretion of the presiding pastor.

Receptions:

For church members and regular attendees, as for former members, a Hospitality Team from the Congregational Care Committee may contact the family to negotiate a meal at home or reception at the church, at the family's discretion and according to the teammembers' capabilities. If a reception is to occur at the church, the family must contact the Facilities Manager to schedule use of the Fellowship Hall, Den, or comparable space, and the Kitchen if needed; for a funeral reception, no deposit is required.

IV. How We Train Children: Early Childhood Ministries

Effective Date: 4/1/2016

Revision Date: 4/1/2016

4.1 Personnel Training Requirements & Qualifications

All Children's Ministry personnel (volunteers & staff) are required to complete the following:

Before entering a classroom:

- Orientation 1 hour
- Policy & Procedures Training 2 hours

Within 3 months of start date:

- Child Abuse & Neglect Basic training 1.5 hours
- CPR Training 4 hour

Continuous Training:

- Regularly participate in ongoing training opportunities not to exclude personnel meetings
- Any additional training recommended by the Coordinator or Pastor(s) of KPC.

PERSONNEL QUALIFICATIONS:

1. KPC Children's Ministry Volunteers & Staff must:

- Be 18 years or older
- Must be a believer in Jesus Christ as Lord and Savior
- Be a member of Kempsville Presbyterian Church OR have regularly attended KPC for at least 1 year with written recommendation from a pastor from a previous church.
- Provide at least 3 personal references including members from KPC.
- Be free from crimes or unresolved allegations of crimes against children as per a Criminal Record Check.
- Be willing to adhere to church philosophy and policies.

2. Jr. Volunteers (Persons 13-18 years of age who serve as an aid to the classroom and teachers who meet the following qualifications):

- Either they or their parents are members of KPC.
- Must be a believer in Jesus Christ as Lord and Savior
- Regularly attend and participate in church services
- Provide at least 3 personal references including members from KPC.
- Willing to take direction and follow church philosophy and policies.

Jr. Volunteers are NEVER to be left alone in the classroom with a group of children.

4.2 Standards of Conduct

Church attendance & Statement of Faith

- KPC Early Childhood Ministry is distinctly Christian.
- It is necessary that volunteers/staff ministering to children and families actively pursue their own spiritual growth and health.
- Volunteers/staff (personnel) must regularly attend services and be actively involved in church activities (such as life groups, ushering, prayer groups, missions).
- To ensure that all volunteers/staff are in line with the doctrinal belief of KPC, it is necessary for all children's ministry personnel to read and sign the Statement of Faith letter.

Conduct

Early Childhood Ministry personnel are expected to:

- Use cheerful, compassionate, and positive tones of voices
- Actively engage in activities with children
- Not gossip, slander the character of another, and should pursue Biblical conflict resolution (Matt. 18:15-20; Eph. 4:31, 32; Col. 3:5-17; Titus 3:2-7)
- Not talk about a child in an insensitive or negative manner to anyone other than the parent
- Not smoke while at work or wear clothing smelling of secondhand smoke
- Not make or accept personal phone calls, except in an emergency (this include the use of cellular telephones and digital devices)
- Not use vulgar language or any statement that can be perceived as threatening
- Avoid any actions that could be deemed harmful to a child or adult

Children's Ministry Dress Code

- Children's ministry personnel (volunteers & staff) are expected to dress in a neat, clean, and modest fashion. Clothing that reveals cleavage or is too tight, short, clingy, or see-through is not permitted.
- Spaghetti-strap tops without a jacket are not permitted.
- Excessive jewelry should be avoided.
- Identification badges, smock, and/or aprons should be worn while working.

4.3 Discipline

Guidelines:

- Discipline means to “teach and train” with the goal of substituting appropriate behaviors for inappropriate ones.
- Children are made to feel loved unconditionally and are reminded that they are a good person despite their poor choices. It is the behavior that is unacceptable, not the child.
- Adults are responsible for modeling appropriate behaviors and language skills for young children.
- Children should be encouraged to take responsibility for their actions and should be involved in the process of forgiveness and making the other child feel better.
- Redirection should be used for minor infractions. Gently remove the child from the situation and involve them in other activities.

Unless a child is endangering himself or others, NEVER physically force a child to move.

- Be consistent and loving at all times.
- Remind children what Jesus would do and let them know that their actions are watched by God. “Is this pleasing to God?”
- Please inform program administrators about any issues involving inappropriate or harmful behavior.

Forbidden Acts:

- Never strike any child, including your own, while working in this department.
- Never yell or threaten a child; never belittle, shame or humiliate children (e.g. saying they are “bad, nasty, naughty...”).
- Never allow other children to retaliate against others.
- Children may not be physically moved or placed in a corner or chair against their will.
- Children may not be bound, held down, or restricted in any manner.

4.4 Parent Communication & Sensitivity

- All communications with parents must convey Christian love and sensitivity, not judgment or prejudice respecting culture, parenting-skills, and beliefs.
- **Maintain confidentiality** - Conversations with parents must focus only on their children, not other children in the program.
- Avoid sharing personal advice with parents. Instead, collaborate with parents about positive strategies that can be used at home and church.
- Continued aggressive behaviors should be reported immediately to the Coordinator. Isolated incidents should be handled on a case-by-case basis.
- Team members must state concerns in a positive fashion without making the parent feel guilty, ashamed, or inadequate.
- If a volunteer/staff feels uncomfortable in communicating with the parent, the Coordinators should be notified in advance.
- Parents who become emotional, distraught, or overcome with anger should be immediately and gently referred to the coordinator.
- Personnel are not permitted to answer, "I don't know." Instead they should let the parent know they will find someone who can help.
- All conversations between volunteers should focus on the lesson and activities planned.
- If abuse is suspected or there are questions concerning the health and safety of a child, volunteers/staff must report their concerns to the Coordinator. Never directly confront parents about suspected abuse.

4.5 Health & Safety Guidelines

- Personnel are not permitted to apply topical ointment or dispense medication of any kind.
- Basic first-aid kits can be found in each classroom in the cabinet over the sink. *If you need more than a band-aid, CONTACT Coordinator ASAP.*
- Extra supplies are located in the office.
- If the child is in need of medication for an emergency, contact the Coordinator and parent immediately. (epi-pen, Benadryl, Tylenol, inhaler)

- Cuts and scrapes should be cleaned with soap and water. Apply a band-aid as needed.
- Serious injuries should be reported immediately to the Coordinator and parent.
- In case of serious injury, do not move the child unless in danger of further injury. Contact the Coordinator and child's parents.
- If blood or bodily fluids are involved, you must wear disposable latex/vinyl gloves before administering care. (gloves available in first aid kits)
- For any injury, incident reports are to be filled out, signed by the Coordinator and parent.
- Any situation involving more than one child must be kept confidential. Personnel may not reveal the name of another child involved in the situation to a parent.

4.6 Illness Policy

A child is not permitted to participate in childcare/preschool programs for any of the following:

- Fever or has had a temperature of 100 degrees or more within the past 24 hours
- Has experienced vomiting or diarrhea in the past 24 hours
- Has any symptom of an infectious or contagious disease (i.e., measles, chicken pox, mumps, strep throat, etc.)
- Common cold--from onset through one week
- Sore throat or severe chest/nasal congestion with green or yellow secretions
- Croup or constant cough (exception: coughs due to asthma)
- Any unexplained rash or skin infection (i.e., boils, ringworm, impetigo)
- Head lice or pinworms
- Pink eye or other eye infections OR has mononucleosis

If a child becomes ill or has symptoms of illness, notify Coordinator immediately. The parent will be notified and asked to remove the child.

Allergies:

Many children have allergies to common foods, products, and animals.

- Inform parents about the snack planned for the day to ensure the child's safety.
- For children with confirmed allergies, ask parents what the typical reaction is and steps to be taken in the event of exposure
- The Coordinator must be notified immediately concerning children requiring the assistance of an Epi-pen to counteract serious reactions.
- Please refrain from wearing strong perfumes, colognes, other heavily scented

products, or secondhand smoke on clothing which can agitate allergies.

- Parents should let us know if their child has a continually clear runny nose or a rash due to non-contagious allergies. We realize that some symptoms hang on long after the child is no longer contagious. Remember, we want all of our children to remain healthy and happy.

Medications:

- KPC staff volunteers or teachers will not administer any medication.
- If a child is being treated with antibiotics, he/she should be on the drug for at least 24 hours before coming to church.

4.7 Procedures for Reporting Child Abuse/Neglect

Protocol for mandated reporters:

Personnel working with KPC Children's Ministry Programs according to the Code of Virginia 63.1-248.3, fall under the following categories of mandated reporters:

- *Teachers or other persons employed in a public or private school, kindergarten, or nursery school;*
- *Persons providing full or part-time childcare for pay on a regular basis;*
- *Or persons associated with or employed by a private organization responsible for the care, custody, or control of children (for example Scouts, Big/Brothers/Big Sisters) are considered mandated reporters for suspected child abuse/neglect.*

Basis for a report: "A reason to suspect that a child is being abused or neglected."

When a call is made to the local department, it is the responsibility of the Child Protective Services' staff to establish "validity of the complaint."

KPC Procedures for reporting responsibly:

- Our goal is to protect children not to judge families.
- These procedures should be followed if questionable bumps, bruises, odd-shaped marks, evidence of bruises in various stages of healing, or if a child reports abuse:
 1. Ask the parent/caretaker in a non-threatening way, if there are special precautions you need to take when caring for the child. *(The parent may give some insight as to how the injuries occurred.)*

2. Do not seek out further information. (Your goal is to care for the child's needs, not to be a detective)
3. After the parent leaves, request assistance from the Coordinator.
4. Share information with the Coordinator about informal communications with the parent and location of injuries.
5. Document location of injuries and parent conversation. The Coordinator will sign verifying the report and releasing teacher/volunteer/caretaker of responsibility. *(At this time it is the Coordinator's Responsibility to report suspected abuse using the proper channels)*
6. Refrain from further conversations with other personnel, members of the congregation or parents. Maintain confidentiality at all times.

Liability of the reporter: Section 63.1-248.5 of the Code of Virginia provides protection from criminal and civil liability to the following persons unless it is proven that these persons acted with malicious intent.

V. HOW WE USE AND CARE FOR OUR FACILITY

Effective Date: 9/1/2020

Revision Date: 9/1/2020

5.1 Building Use

Kempsville Presbyterian Church [KPC] has been entrusted with a worship facility, learning center, and outbuildings; the Church seeks to exercise wise stewardship over all aspects of the property. Such stewardship may include occasional guest use consistent with the KPC's religious purposes and doctrinal beliefs. KPC shall allow use of its real estate by others in accord with the following guidelines:

1. **Decision-making authority.** The Session of KPC shall govern the use of KPC's property in the best interests of the church. Such authority may be delegated to an employee (Facilities Manager), and/or a committee appointed by and responsible to Session (Ministry Resources Committee), subject to the following restrictions.
2. **Doctrinal Restrictions.** The KPC facility and grounds may be used only for purposes and in ways consistent with KPC's doctrinal beliefs as per Scripture, "The Essentials of Our Faith," the Church's Covenant in its Bylaws, and otherwise, particularly re. sexuality standards and conduct. Written statement of facility use by guests shall include a description of its purpose as it aligns with the vision of KPC. Where doubts remain, the Session shall be the final arbitrator whether any use is in conformity with, or contrary to, KPC's doctrine and values.
3. **Expense Reimbursement:** KPC may request donations, or charge for cost-sharing contributions ("fees") in order to defray the estimated cost of facility use. No fees shall be charged with any view to profit, and all fees are subject to waiver or reduction based on the prospective user's financial need.
4. **Insurance:** Insurance coverage shall be maintained for all uses of the Church's Real Estate, including certificates of coverage from other users as appropriate.
5. **Communication:** Session (or an employee delegated thereby) shall be responsible for communicating these requirements and other guidelines to all prospective guests of the Real Estate.

5.2 Scheduling Events

Submitting Requests

All requests for scheduling meetings, group activities, ministry events, classrooms, etc., shall be submitted in writing on an approved Facility Use Form to the Facilities Manager. Approval of requests will be based on a combination of factors including, but not limited to: days and times requested; room availability; set-up requirements;

other activities scheduled in the building at the same time; staff availability (custodial and/or receptionists), etc. Only requests specifically scheduled by the Facilities Manager and entered into the networked computer calendar will be recognized as approved events.

Except as provided below: (a) all rooms and areas of the building will be available for scheduling and use of any approved event; and (b) individual rooms or areas of the building will not be the sole domain of any one director, ministry, or group.

Sunday mornings

No Sunday morning events will be scheduled via the Facilities Manager and posted on the calendar, except an event carried-over from the prior day, or begins Sunday morning and will extend beyond 12:30 p.m. that afternoon. The use of Celebration Wing must be coordinated with the Worship Arts Directors' Team.

Scheduling Major Events

When major events are scheduled for the entire church, all other events shall be formally canceled (with the exception of weddings), particularly those that directly conflict in using the church facility, most notably on Sunday evenings.

Minimum time to reserve a room (KPC-related events)

A Facility Use Form must be submitted a minimum of two weeks prior to the event to be considered for approval.

Maximum time to reserve a room (KPC-related events)

- Single events: 12 months (over 12 months requires approval of the Facilities Manager).
- Ongoing events (weekly; monthly): 12 months, renewable annually with new reservation form (Any ongoing event for the Celebration Wing or Sanctuary will require advance approval from the Director of Worship & Arts.)
- Exceptions: Wedding and receptions for KPC members or regular attendees.

Non-KPC events, rentals, etc.

KPC does not rent facilities to outside groups.

5.3 Use of Electronic Equipment

Platform Usage:

All events held in the KPC Sanctuary between Thursday evening & Saturday evening MUST be approved by the Facilities Manager and Worship & Arts department head. No platform alterations will be made between Thursday and Saturday evening

UNLESS approved by the Facilities Manager and Worship & Arts department head.

Platform Equipment Use:

Do not relocate or remove any equipment from the KPC platform unless approved by the Worship Arts Directors' Team, AV Specialist, or Facilities Manager with oversight/supervision. This includes unplugging AVIOMS, relocating chairs and stands, moving instruments, etc.

- Musical instruments, performance lighting, banners, etc.: requires advance approval of the Worship Arts Directors' Team.
- Exception: Musical instruments and equipment "belonging" to other groups/departments, such as the Singles, Youth, etc.
- Satellite feed & video projection: Approval must be coordinated by the Ministry Operations Manager.

5.4 Use of Outdoor Equipment and Vehicles

KPC maintains Church vehicles as well as outdoor lawn equipment for its own use; in addition, the Board of Deacons maintains vehicles, trailers, and outdoor equipment for its various ministries such as the Food Pantry truck, and the Samaritan's Ministry trailer and lawn care equipment.

Outdoor equipment and vehicles are expensive and may be difficult to replace. When you use KPC property, you should be careful, perform required maintenance, and follow all operating instructions, safety standards, and guidelines.

Authorized Drivers:

Authorized drivers of church vehicles (primary drivers) must be over 24 years of age, present and maintain a valid driver's license, and maintain a good driving record acceptable to our insurer. A copy of drivers' licenses must be kept on file with the Facilities Manager. Changes in your driving record must be reported to the Facilities Manager immediately. Violations of this policy may result in suspension of your driving authorization.

Occasional drivers or substitute drivers can have access to the church-owned vehicles if approved in advance by the appropriate committee head, staff person, or ministry representative, without being named on the insurance policy.

Safe Operation: Operators of church vehicles are responsible for the safe operation and cleanliness of the vehicle. The use of cellular telephones, especially texting, while driving is prohibited; drivers are expected to comply with applicable state laws regarding the use of cellular telephones. The use of seatbelts is mandatory for

operators and passengers of church vehicles. Smoking, including use of e-cigarettes, is prohibited in church vehicles.

The improper, careless, negligent, destructive, or unsafe use or operation of vehicles, as well as excessive or avoidable traffic and parking violations, may result in revocation of driving authorization; employees risk termination of employment.

Church vehicles should only be used for church-related travel; exceptions to this must be approved by the Facilities Manager.

Damage: Notify the Facilities Manager if any equipment, machines, tools, or vehicles appear to be damaged, defective, or in need of repair, to prevent further deterioration of equipment and possible injury to others. If you lose, break, or damage any property, report it to the Facilities Manager at once. If you have questions about your responsibility for maintenance and care of equipment or vehicles you use, ask the Facilities Manager.

Accidents involving a church vehicle must be reported to the Facilities Manager immediately. Employees are responsible for any moving and parking violations and fines that may result when operating a church vehicle.

KPC Truck Use Guidelines:

The church truck is maintained by the board of Deacons, as directed by the church's session. An active deacon is appointed to oversee regular maintenance of the truck at the beginning of each calendar year by the Diaconate Chairman. This deacon will also receive and process applications to use the truck for purposes other than regular Deacon Ministries.

Priority and Approval of Use: The church truck should be used primarily for ministries of the church and for church business required by the facilities manager. Priority will be given to regularly scheduled ministry needs, such as Foodbank, Food Rescue, and Operation Blessing pickups; and Super Saturday delivery; any other use will require approval through a written Samaritan or Benevolence application. Written applications for use of the truck are screened by any active Deacon and presented for approval to the Chairman and one other active Deacon; no one should drive or use the truck for personal or community use unless an application has been submitted and approved. Pastors, church staff, and church members may fill out a Samaritan or Benevolence request to use the truck. If approved, an active Deacon should be assigned to drive for the specific request.

Insurance and Screening: The insurance policy for the church truck is a "permissive use" policy; no matter who is given permission to drive the truck, the church is

responsible for claims, not the driver. The insurance company expects primary drivers, anyone who drives the truck more than once a month, be screened and designated with the company. Anyone other than primary drivers or active deacons must have permission from the Diaconate or Session to drive the truck.

- Primary Drivers should complete the NGC Insurance screening form and primary driver designation form so that they can be submitted to the insurance company by the church's point of contact.
- Screened and designated primary drivers, active Deacons and the Facilities Manager may drive the truck without written permission when driving for any Diaconate/church ministry and/or church business.

Scheduling, Keys, Logging, and maintenance:

- A master schedule of scheduled truck use will be kept at the reception desk and in the Deacon Office inside the pantry building. This schedule should always be referenced before approving any applications or requests that are not regularly scheduled Diaconate or church business.
- A truck key is kept in the Deacon closet in the lobby. The facilities manager will also have a truck key for church business use. If the Deacon key is used, it should be returned to the closet immediately upon returning to the church.
- Anyone driving the truck shall fill out the "Truck Use Log" for each round trip. The log is kept on a clipboard in the cab of the truck.
- The Deacon assigned to maintain the truck will monitor the need for gas and maintenance, coordinating with the Food Pantry ministry leader.

5.5 Distribution of Printed Materials

The Session takes very seriously its role as the gatekeeper for the congregation, and assesses all printed and media materials promoted and/or distributed at the church.

Marquee (Sign): All announcements of events posted on the sign on Kempsville Road are to be cleared through the Pastor and A/V staffperson before placing on the marquee.

Petitions: Requests to disseminate petitions must be approved in advance by a pastor or Session of Kempsville Presbyterian Church; the length of time the petitions are to remain available must also be approved in advance.

Once approved, petitions may be placed only in approved areas; their location may be announced in the bulletin, from the pulpit, or in individual Sunday School classes, if appropriate and approved in advance by the pastor. They are not to be posted on

church bulletin boards or circulated freely throughout the church building or on the church grounds; members and attendees are not to be solicited by persons carrying the petitions nor are petitions to be circulated within individual Sunday School classes.

Petitions must clearly state that they represent only the opinions or positions of the persons signing thereupon and are not in any way intended or to be construed as representing the opinions or positions of Kempsville Presbyterian Church.

Voter Guides: Voter guides may be made available to the congregation prior to elections provided the guides are reviewed and approved by the Senior Pastor or his designee. Acceptable voter guides may not endorse any specific candidate or party.

Following approval, the voter guides may be placed in an approved area the Sunday morning preceding the election and/or handed out by volunteers outside the church exits (allowing sufficient distance from the doors for people to exit without obstruction or feeling obligated to accept a voter guide). They are not to be used as an insert to the bulletin, nor shall they be handed-out by ushers or volunteers at the sanctuary doors, nor shall they be placed on car windows.

Flyers: No flyers of any kind shall be distributed or placed on vehicles in the church parking lot at any time. Duty Deacons will monitor compliance with this policy. In addition, flyers or brochures may not be inserted in the bulletin nor displayed anywhere in the church building without approval by the Senior Pastor.

Bulletin Boards: The church maintains bulletin boards in our facility as an important source of information. These bulletin boards are to be used solely for church announcements and government postings.

An exception is the community bulletin board where members may post notices. However, all items to be posted must be pre-approved by the Pastor or Session and removed after two weeks unless renewed.

Distribution of Literature: The general distribution of anything from outside KPC – materials, goods, literature, etc. – is prohibited on the church grounds, unless it has been reviewed and approved by the pastoral staff.

Inappropriate literature is prohibited: 1) literature that contradicts the church's doctrine and beliefs; 2) literature that violates the church's non-harassment and discrimination policies; 3) items of a defamatory or libelous nature; 4) items that include threats of violence; or 4) unprotected literature of a political nature that is highly inflammatory and likely to disrupt facility discipline, order, or safety.

Sale of Books/Ministry Materials/Tickets: Per established protocol, the sale of any

item on KPC property, including but not limited to books, CDs, DVDs, event tickets, etc., must be approved in advance by Session or by the Senior Pastor.

Solicitation of Goods or Services: The solicitation of goods and services which are not part of the ministry of KPC is not approved on the church grounds. This includes, but is not limited to, the collection of any debt or obligation, raffles of any kind or chance taking, the sale of merchandise or business services, or the attempt to sell any product or service (e.g. Tupperware®, Avon® products, Girl Scout cookies, etc.). Excepted are ministries and civic groups, e.g. Cub and Boy Scout troops, which are part of, or covenanted with, KPC. Any individual or group may apply to the Session for a waiver to this rule if their solicitation can be justified as an extension of the church's ministry, mission, or service to the community.

5.6 Protection and Security Measures

Emergency Situations and Facility Evacuations:

The Facilities Manager should be notified immediately when an emergency occurs. Emergencies include all accidents, medical situations, bomb threats, other threats of violence, and the smell of smoke. If the Facilities Manager is unavailable, contact the nearest church officer or staffperson.

When circumstances warrant an evacuation of the building, follow the instructions of the Facilities Manager or any other member of management: leave the building in a quick and orderly manner by the nearest exit, and assemble at the pre-determined location, ordinarily the back parking lot on the west side of the facility, to await further instructions or information. Children will be escorted by childcare volunteers and staffpersons to the point of assembly; parents should not attempt to find their children themselves, but proceed to the point of assembly and wait for their children to be brought to them there.

Direct all questions about emergency procedures to the Facilities Manager.

Fire Drills:

Fire drills are an important aspect of public and employee safety, and are to be scheduled periodically throughout the year; we expect complete cooperation during drills.

Hazard Communication:

Our church may use some chemicals (e.g., cleaning compounds, inks, etc.) in some of its operations. Only those trained and familiar with the handling, use, storage, and control measures relating to these substances are allowed to use them. Follow all

labeling requirements.

Please consult with the Facilities Manager prior to purchasing chemicals for the church or bringing them onto our premises.

Security Codes and Securing the Premises:

The church building is secured with an electronic security system. Security codes are granted by the Facilities Manager only to staffpersons or ministry leaders with legitimate grounds which may require frequent access at times the church is normally closed and secured.

Persons with security codes accessing the building during off-hours will be responsible for securing the building when they leave or contacting the Facilities Manager to secure the building remotely.

Public Visibility and Office Doors:

For the protection of the church against legal liability resulting from allegations of sexual or other misconduct, all doors (excepting restrooms) will have unobstructed glass windows, so that every office or meeting room in the church allows visual access.

Ministry leaders and staffpersons should maintain a "safe" office environment by, e.g. leaving the door open, using furniture as a barrier to contact, or including another staff member to observe. Should anyone feel any sense of possible risk of inappropriate behavior, they have the right to either cancel a meeting or request that an appropriate third party join the meeting, without prejudice.

Liability for Personal Property:

The church is situated in a prominent and visible location, and, despite lying close to a police precinct, is a possible target for thieves. The church cannot be responsible for loss, damage to, or theft of vehicles in the parking lot. Therefore, always lock vehicle doors.

The church also cannot be responsible for personal items lost or stolen from church property. Leave any personal items on KPC property only at your own risk.

The Protection and Use of Personal Information:

No church member, attendee, or any other person shall use the church membership directory, membership database, or any church mailing lists to make solicitations for his/her personal/business/political use not specifically authorized by Session. No church directory, membership database, or mailing list shall be given, transferred, or sold for any purpose other than that which may be specifically approved by Session.

Protecting our church's information is the responsibility of every staffperson and

member. Do not discuss the church's confidential business or proprietary business matters; or share confidential, personal information on staff or members with anyone outside the church, such as friends, family members, members of the media, or other business entities, except insofar as express permission has been granted.

Contact with the Media:

All media inquiries, including television, radio, newspaper, regarding the church and its operations must be referred to the Senior Pastor. Only the Senior Pastor is authorized to make or approve public statements on behalf of the church. No staffpersons, officers, or members, unless specifically designated by the Senior Pastor, are authorized to make statements on behalf of, or as a representative of, the church.

IV. HOW WE EXERCISE GOOD STEWARDSHIP

6.1 Financial Accountability & Record Keeping

Financial accountability and record-keeping lie with the Treasurer, department heads, and church staff primarily under the oversight of the Financial Resources Committee and, ultimately, Session.

Receipts:

Offerings and contributions are counted by at least two unrelated members of the church, usually the Treasurer and one other person of trust. The results are recorded, and the monies and checks are taken to deposit in the bank.

Expenditures:

For normal and recurring expenses of the church, such as utilities and supplies:

- The Treasurer approves invoices and payments using their discretion as to the acceptable level of the expense. Any invoice that is deemed by the Treasurer as outside of the historical norm of expense for a recurring expense should be presented to the Financial Resources Committee for concurrence before payment.
- Facility-related invoices such as utilities must have the secondary review and written approval of the Facilities Manager before payment. No payment will be made without an accompanying invoice, and all monthly payments and invoices must be available for audit and reconciliation to bank statements at the request of the Financial Resources Committee and/or Session.

For non-recurring, non-facility expenses:

Budgeted Expenses: The Treasurer approves payments for budgeted expenses up to \$350 upon submission by the responsible department head of a properly completed and signed purchase order. In the event that a budgeted expense is higher than would be expected based on similar invoices in the past or timing is critical, the Treasurer has discretionary authority to approve expenses up to \$500. However, a properly completed purchase order must be submitted first, and the Financial Resources Committee should be notified of the discretionary authority expense approval.

Budgeted expenses between \$350 and \$5,000 must have the approval of the responsible chairperson and the Financial Resources Committee. No payment will be made without the submission by the responsible chairperson of a properly completed and signed purchase order with an accompanying invoice.

Invoice Approvals: Any member of the Financial Resources Committee (excluding the standing Session representative) can approve invoices up to \$1,000. Invoices

over \$1,000 must be approved by the Chairman of the Financial Resources Committee or their specifically designated representative. Invoices/purchase orders must be posted and approved within the church's accounting system where possible; e-mail communication and approval is an acceptable method as well.

It should be noted that budgeted expenses are not automatically approved simply because they are budgeted. Department heads and those with approval authority should be mindful of current church cash flow and the timing of expenses as well. Expenses should not be incurred before proper completion and submission of a purchase order.

Unbudgeted expenses up to \$5,000 must have a properly completed and signed purchase order submitted by the responsible department head in advance of committing to the expense. Any member of the Financial Resources Committee (excluding the standing Session representative) can approve invoices up to \$1,000.

Invoices over \$1,000 must be approved by the Chairman of the Financial Resources Committee. Invoices/purchase orders will be posted and approved within the church's electronic approval system.

Emergency expenses should be presented to the Treasurer and the Chairman of the Financial Resources Committee as soon as the situation arises. Only the Chairman of the Financial Resources Committee or their designated representative can approve payments without a purchase order on an exception basis.

For facility-related expenses:

Expenses up to \$1,000 must be approved by the Facilities Manager and a representative of the Financial Resources Committee prior to payment. A properly completed and signed purchase order or invoice shall be submitted prior to payment, and use of the electronic approval system is encouraged.

Invoices over \$1,000 and up to \$5,000 must be approved by the Chairman of the Financial Resources Committee with the concurrence of the Facilities Manager and the Ministry Resources Committee.

Expenses over \$5,000 will be subject to an arms-length bid process overseen by the Ministry Resources Committee and in consultation with the Financial Resources Committee for assurance of available funds. The invoice must be submitted for payment by the Ministry Resources Committee with approval by the Chairman of the committee, the Facilities Manager, and the Chairman of the Financial Resources Committee.

Other Large-dollar expenses: Expenses over \$5,000, whether budgeted or unbudgeted, must be reported to Session prior to approval and payment. Budgeted

expenses over \$5,000 must be approved by the Chairman of the Financial Resources Committee and only after reporting the expenses to Session. Reporting of the expense should appear in the official minutes of Session. Unbudgeted expenses over \$5,000 must be approved by the Chairman of the Financial Resources Committee and the Chairman of the Ministry Resources Committee and only after reporting the expenses to Session. Reporting of the expense should appear in the official minutes of Session.

6.2 Contributions and Gifts

Designated Giving:

Except for monies designated to specific funds approved by Session, all monies received by Kempsville Presbyterian Church shall be held in the General Account and shall be used for works of ministry as authorized by the Session in the approved annual budget with subsequent specifically approved adjustments by Session. In addition to the General Account, specific accounting shall be maintained to track monies for building improvements, short-term trips, memorials, and other designated purposes approved by Session.

All designated contributions shall be used for their stated purpose. If the designation is not to an authorized purpose, the check shall be returned to the donor.

Building and Capital Stewardship Fund:

This fund is overseen by the Ministry Resources Committee and has been established to track monies for capital expansion and/or renovation of church property in anticipation of planned projects to improve the physical facility or build a new facility. Any unspent designated monies at the end of the fiscal year shall be deposited into the Money Market (Savings) account for future availability.

Short-term Mission Account:

Short-term Mission donations are held as designated offerings within the General Account, including monies collected through fundraising projects and by special personal appeals to support the year's short-term mission trips. All monies collected for a specific trip, personal and group, shall be used for that trip. Any money received in excess of individual or group requirements will remain on deposit to be used for the same outreach project, then either held over for a future trip of the same nature within the next 12 months, or credited to the Mission and Outreach Committee account.

The planning of fundraising events and the raising of funds for short-term mission trips will be under the auspices of the Mission and Outreach Committee.

General requirements for utilizing these monies:

1. Each short-term mission trip must be approved in advance by Session, to receive designated giving and pay mission expenses. Session must be fully apprised as to the intended scope, purpose, costs, and expected sources of funds for each trip.
2. Participants in short-term mission trips must receive 100% of their support requirement prior to departure on the trip. The use of scholarships, if any, must be covered by the total monies received for that trip by other team members.
3. Travel expenses (including airline ticket and hotel reservation pre-payments) cannot be paid unless and until sufficient donations to cover the expense are received in the short-term missions account for that specific trip.

Memorial Fund:

The Fund shall comprise special offerings given as testimony of the faithful life of God's servants. Monies so collected shall be used for special capital projects to improve the facility, for special missions support, for special projects as specifically approved by Session, or for use in the ongoing work of ministry of the church. Gifts to the Memorial Fund shall be individually acknowledged, usually by a staffmember.

Gifts in Lieu of Cash:

Gifts received in lieu of cash shall be sold for their fair market value with the cash acquired applied to the approved fund. Gifts may be held for up to one year if their marketability is seasonal. While KPC may receive gifts in lieu of cash, the best practice is for the owner to sell the asset then present the proceeds to the church. The church is not responsible for setting a value on a gift in lieu of cash.

As a general policy, the church shall decline to accept any personal-use-type donations not easily or readily liquidated, such as vacation time shares, etc.

Securities:

All securities—stocks, bonds, mutual fund shares, etc.—shall be redeemed immediately following acceptance: the church is not able to predict future market performance, nor should employees or officers attempt to do so.

All donated securities shall be referred directly to the Financial Resources Committee who is hereby authorized to immediately liquidate the securities for cash to be deposited in the applicable KPC bank account.

Love Offerings:

The collection of Love Offerings must be approved in advance by Session. Love

Offerings should be in lieu of a fee and is given to the guest, unless other arrangements are made and agreed to by both parties. A portion of the offering may be used to offset expenses paid by the church, where applicable, if agreed to by both parties.

Honoraria:

Honoraria to those who provide pulpit supply: Not to exceed \$250/per service, plus travel expenses if they do not live in the local area. For those persons who are on staff, members, or regularly attend this church, preaching, teaching, and counseling are to be considered as the normal use and exercise of spiritual gifts for the benefit of the body as a whole.

Honoraria must be requested in writing in advance of event. No check for honoraria will be released until a recipient's full name, address, and Social Security number is on file with the church office (i.e., a properly completed and signed IRS Form W-9).

To ensure timely processing and payment of honoraria, the Treasurer should receive a purchase order at least one (1) week in advance, giving the speaker's name and address, the amount to be paid, and the line item to be charged. For pulpit supply, this can be accomplished by the Clerk of Session noting this information in the minutes of Session accompanying notation of Session's approval of the speaker and date, or by the Senior Pastor, both via a check request.

Gifts to Individuals:

Gifts specified for individuals cannot be received by the church. Checks designated for an individual not authorized by Session shall be returned to the donor.

Individuals supported through the authorized expenditures of the budget shall receive the money through the specific supporting agency. If there is no external agency and an individual is authorized support by Session, then that individual shall be in every legal sense a member of the church staff and be subject to appropriate account requirements (i.e., FITW, FITC, IRS Form 1099, insurance, etc.).

The church may receive a recommendation for distribution of funds to an individual; however, any distribution must be at the sole discretion of the church, through either the decision of the benevolence team ministry of the Deacons or the decision of the Ministry Resources Committee.

6.3 Procedures for Submitting Expense Requests

Every expense should have prior approval before a purchase is made, or charged on a church approved credit card. Request for approval of expenses shall be submitted to the Treasurer. Forms are available in the Ministry Center mailboxes.

6.4 Credit Cards Issued by the Church

Church staffmembers and responsible department heads may be issued church credit cards, as deemed necessary and useful by the Financial Resource Committee.

Church credit card holders shall not charge an expense greater than \$350 on a church credit card without submitting a properly completed and signed purchase order in advance and receiving proper approval from the department head and/or Financial Resources Committee based on the level of expense.

- Exceptions are for pastoral travel-related expenses and items outlined in a pastor's approved terms of call.
- For allowable budgeted expenses under \$350, a credit card holder must submit all receipts before the end of the billing or payment cycle as determined by the Treasurer.
- Expenses submitted for payment without an accompanying receipt will be charged against the department's general administrative budget unless exception approval is granted by a representative of the Financial Resources Committee in written or electronic form to the Treasurer.
- Church credit card holders are discouraged from using church credit cards for unbudgeted expenses.
- Church credit cards are not to be used for non-church expenses, even when the cardholder reimburses the church. Likewise, church-related expenses are not to be put on personal credit cards for reimbursement by the church.
- Recurring periodic credit card charges for items, such as subscriptions or membership fees, totaling more than \$1,200 annually are not permitted without the approval of the Financial Resources Committee and the appropriate department head.

Credit card statements are placed in each cardholder's box with a return-by date. If any charges listed on the statement are not previously supported with a Purchase

Order or receipt, then those charges are noted and a request is presented for the original receipt.

Credit cards are a privilege to the cardholder and will be suspended if guidelines are repeatedly ignored.

6.5 Contracts

As required in the bylaws of the church, any contract, other than maintenance contracts, incurring indebtedness exceeding the sum of \$10,000 shall be signed by the Trustees.

All building and maintenance contracts will be reviewed by the Ministry Resources Committee and signed by the chairman of the Ministry Resources Committee and the Facilities Manager.

6.6 Audit/Financial Review

Financial records must be reviewed annually by the end of the third quarter of the following fiscal year.