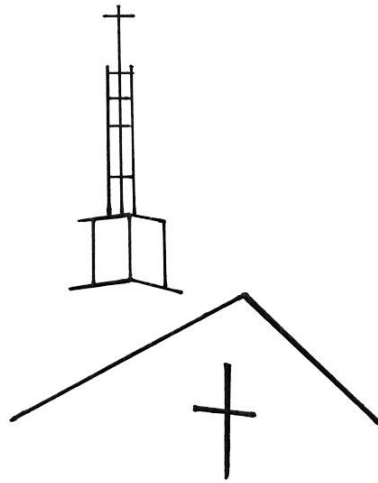
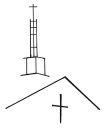


NRPC OPERATIONS HANDBOOK



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(updated March 4, 2016)



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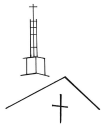
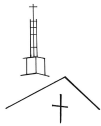
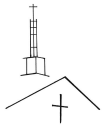


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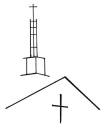
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Church Operations Handbook Introduction

A church operations handbook is a map to the structure and organizational plan of a church. If the church were a human body, the manual would be a description of its anatomy. As there is so much more to life than just bones and tissue, so also there is much more to the church than an organizational chart.

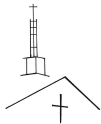
The objective of the Operations Handbook is to inform the general membership, the staff, and committees of the methods and practices of NRPC policies and procedures. This compilation of policies and procedures is organized in a way that is easy to understand, provides the individual or committee with the information necessary to conduct its business, and is readily available to new staff and committee members.

The North Raleigh Presbyterian Church (NRPC) Operations Handbook is a supplement to the Book of Order. This manual delineates policies and procedures that are unique to the North Raleigh Presbyterian Church. It is the hope of those that have prepared this document that it may facilitate the ministry of this congregation. Church officers are encouraged to use this handbook as a resource in performing duties.

This handbook will be updated as new policies and procedures are developed and approved, as well as, removing old policies that are discarded. All parts of the manual are approved by the Session, the administrative body of the church. This manual is reviewed annually.

Guidelines for the NRPC Church Operations Handbook

- An official copy will be maintained in the church office by the office administrator on the church's computer, and a hard copy shall be available in the church office.
- All additions, changes, procedural changes, and updates will be submitted to the office administrator to be made on the official copy.
- All committee chairs/ministry teams will review their sections annually, in February, and submit changes to the office administrator.
- All Staff and the Clerk of Session will maintain a hard copy.
- The Administration Ministry Team is responsible for keeping the manual current, and the ensuring that the update is completed by April 1 of each year.
- The Session Moderator will send all new and updated policies to the church office administrator after approval by Session for adding to the Operations Manual.

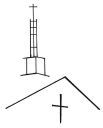


A Brief History of North Raleigh Presbyterian Church

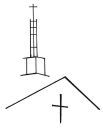
In the early 1980's, Orange Presbytery and the Presbyterian Urban Council of Raleigh recognized the need for a new church development in northwest Raleigh. The Rev. Wilson Gunn was called in July 1982 to serve as evangelist and he began work in September. A Steering Committee of pastors and elders from other churches worked with Wilson in developing the church. From September 1982 until July 1983 worship was held at the Children's World child care center, on the corner of Ray Road and Strickland Road. A Presbytery Task Force looked for land while the small congregation began to grow. Quickly, the worshipers outgrew the child care center and Lynn Road Elementary School became the second worship site in July 1983. On May 20, 1984, North Raleigh Presbyterian Church was chartered with 113 members. The church was incorporated September 27, 1985. After 5 acres were purchased for a permanent site, the Rev. Tim Bird was called as pastor. The first service in the new sanctuary, now called the Faith Ministries Building, was in May 1989. In 1999, plans began for a capital campaign to expand our facilities. The groundbreaking for the new sanctuary was Pentecost Sunday, May 19, 2002. On September 28, 2003, the congregation processed from the old building into our new sanctuary for the first time. Dedication Day for the sanctuary took place on October 5, 2003.

In 2011, the Session approved moving ahead with two projects that the church had been extensively studying. One was moving ahead with plans for the building of a Memorial Garden next to our sanctuary. The plans had been on the drawing board since the sanctuary was completed. In early 2011, the funds were appropriated from NRPC's Building Fund to begin the construction work and the Memorial Garden was completed and dedicated in 2012.

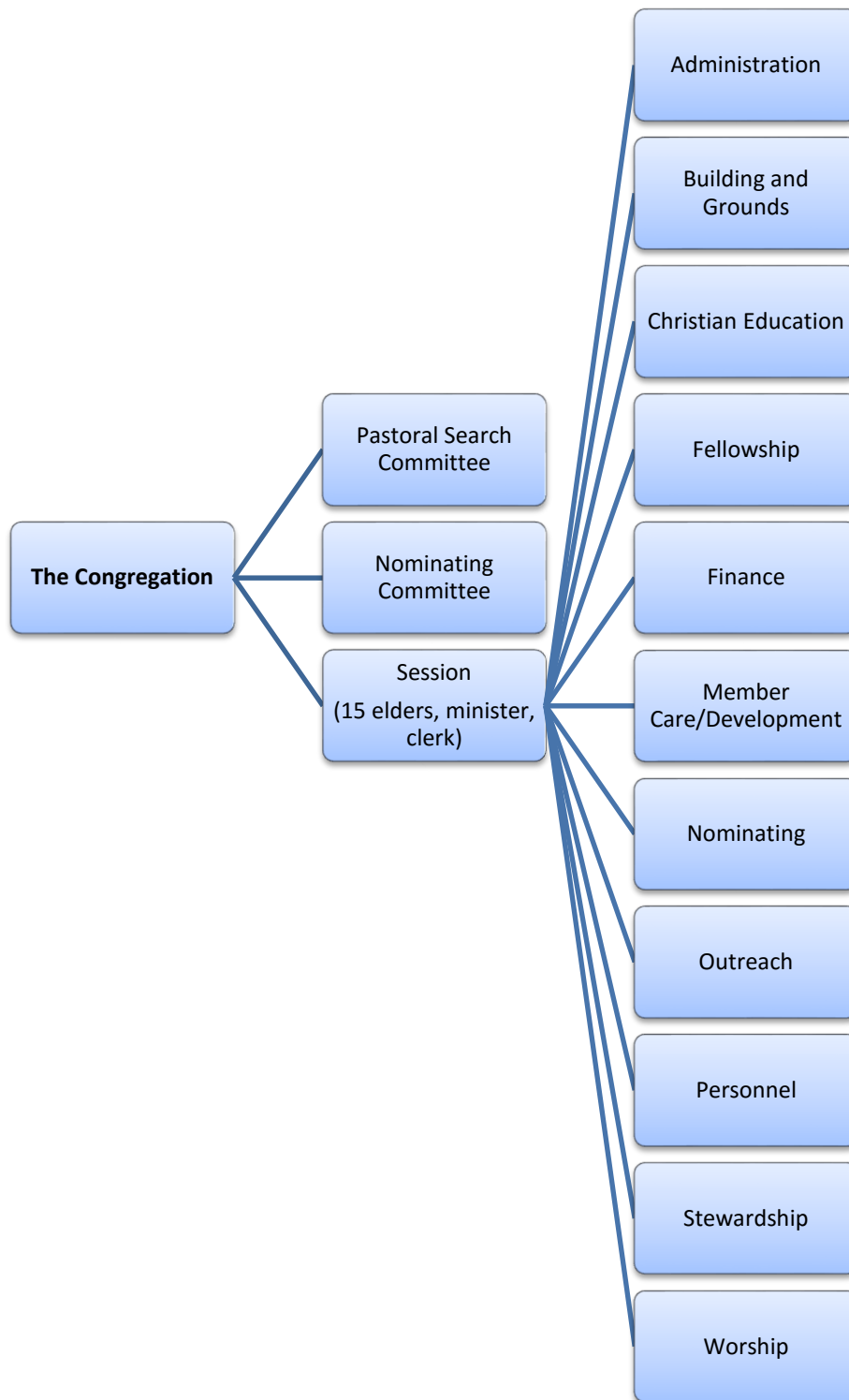
Based on a congregational study, in 2011 the Session also approved moving ahead with the development of a Board of Deacons at NRPC. The first class of 18 Deacons was nominated and elected in the fall of 2011 and installed in January 2012.

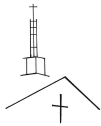
**NRPC Ministers**

The Rev. Dr. Wilson Gunn	Organizing Pastor	July 1982 – May 1986
The Rev. Ann Jones	Interim Pastor	June 1986 – November 1987
The Rev. Tim Bird	Pastor	March 1988 – December 1995
The Rev. Dr. Shelley Wiley	Interim Pastor	February 1996 – June 1997
The Rev. Dr. Bob Hann	Pastor	July 1997 – June 2000
The Rev. Dr. Lynn Stall	Interim and Stated Supply Pastor	December 2000 – April 2009
The Rev. Dr. Ted Churn	Interim Pastor	August 2009 – June 2011
The Rev. John Taylor	Interim Pastor	July 2011 – September 2011
The Rev. Craig Miller	Pastor	October 2011 - June 2014
The Rev. Joe Harvard	Bridge Interim Pastor	June 2014 – October 2014
The Rev. Kent Hollingsworth	Interim Minister	October 2014 - present



NRPC Structure





SECTION 1

I. FUNDAMENTAL PRINCIPLES

1. MISSION

The mission of North Raleigh Presbyterian Church is to be a welcoming community serving Jesus Christ through engaged discipleship.

2. VISION

The goal of North Raleigh Presbyterian Church is to become a church that lives out its mission every day through several important characteristics. We will be:

Passionate- We will exude a vibrant and contagious spirituality about our faith, about worship, about our church. We will be so excited about what we have found here that we will want to share it with others.

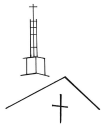
Engaged- As a congregation, we will be fully engaged - in ministry, in mission, in worship, in Christian Education and we will nurture a rich spiritual life. We will be participants, not spectators.

Generous- We are a remarkably blessed congregation, rich in both human and material resources. We want to be good stewards of those gifts. To do that, we must be a church that equips and encourages people to use those gifts in ministry to the church and through outreach.

Effective- Our church will be characterized by strong leadership and organizational efficiency. This includes the best utilization of our time, our talent, and our financial resources. We will identify, recruit, train and develop leaders. We will be aware of current and future needs of the church in both physical and spiritual development.

Intimate- We will sustain a close community of faith by being a warm, caring, compassionate family.

Healthy- We will exhibit inward health through prayer, discipleship, and spiritual growth. Our outward health will seek to live our lives with Christ as our model and serve the needs of the world outside of the church.



II. GOVERNANCE

OVERVIEW

The nature of Presbyterian order shares power and responsibility. The system of governing bodies (Session, Presbytery, Synod, General Assembly), whether they have authority over one or many churches, sustains mutual relationships within the structure to express the unity of the church. North Raleigh Presbyterian Church affirms a special commitment to basic principles of Presbyterian governance:

1. CHRIST IS HEAD OF THE CHURCH

Almighty God, who raised Jesus Christ from the dead and set him above all rule and authority, has given to him all power in heaven and on earth, not only in this age but also in the age to come. God has put all things under the Lordship of Jesus Christ and has made Christ Head of the Church, which is his body. The Church's life and mission are a joyful participation in Christ's ongoing life and work.

(Book of Order F-1.0201 The Authority of Christ)

2. MEMBER OF THE UNIVERSAL CHURCH

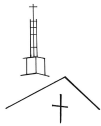
With all Christians of the Church catholic, we affirm that the Church is "one, holy, catholic, and apostolic." *(Book of Order F-1.0302 The Marks of the Church)*

3. MEMBER OF PRESBYTERIAN CHURCH (USA)

The North Raleigh Presbyterian Church is a congregation of the Presbytery of New Hope, in the Synod of the Mid-Atlantic, of the Presbyterian Church (USA). The congregation has the responsibility to be the local unit of mission for the service of all people, for the upbuilding of the whole church, and for the Glory of God.

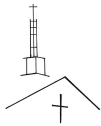
4. GOVERNANCE OF THE CONGREGATION

A "congregation," as used in this Form of Government, refers to a formally organized community chartered and recognized by a presbytery as provided in this Constitution. Each congregation of the Presbyterian Church (U.S.A.) shall be governed by this Constitution. The members of a congregation put themselves under the leadership of the session and the higher councils (presbytery, synod, and General Assembly). The session is responsible to guide and govern the life of the congregation. The session leads the congregation in fulfilling its responsibilities for the service of all people, for the upbuilding of the whole church, and for the glory of God. Other forms of corporate witness established by the presbytery shall also be governed by this Constitution and shall be subject to the authority of the presbytery. *(Book of Order G-1.0103 Governed by the Constitution of the Presbyterian Church (U.S.A.))*



5. OFFICERS OF THE CHURCH: RULING ELDERS

As there were in Old Testament times elders for the government of the people, so the New Testament church provided persons with particular gifts to share in discernment of God's Spirit and governance of God's people. Accordingly, congregations should elect persons of wisdom and maturity of faith, having demonstrated skills in leadership and being compassionate in spirit. Ruling elders are so named not because they "lord it over" the congregation (Matt. 20:25), but because they are chosen by the congregation to discern and measure its fidelity to the Word of God, and to strengthen and nurture its faith and life. Ruling elders, together with teaching elders, exercise leadership, government, spiritual discernment, and discipline and have responsibilities for the life of a congregation as well as the whole church, including ecumenical relationships. When elected by the congregation, they shall serve faithfully as members of the session. When elected as commissioners to higher councils, ruling elders participate and vote with the same authority as teaching elders, and they are eligible for any office. (*Book of Order G-2.0301 Ruling Elder Defined*)



III. CHURCH ORGANIZATION AND ADMINISTRATION

OVERVIEW

Organization and administration fulfill a purpose, to further the proclamation and growth of the Gospel of Jesus Christ. Sound administrative principles and practices allow the church to fulfill its mission efficiently and effectively.

Administration is the process by which a governing body implements decisions. It involves working with and through persons to accomplish goals and includes developing leadership, planning, communication, organization, budget, supervision, and evaluation.

1. CONGREGATION

Certain major responsibilities remain with the congregation as outlined in the *Book of Order*. The congregation is made up of all members on the active roll. The responsibilities of the congregation are matters relating to:

- Election of Elders and Deacons
- Calling of Pastors
- Pastoral relationships, such as changing the call or requesting, consenting, or declining to consent dissolution of a call
- Buying, mortgaging, or selling real property and
- Other permissive powers allowed in the *Book of Order*.

2. SESSION

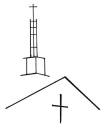
The Session is composed of a Moderator (minister), Clerk of Session, fifteen Ruling Elders, and one Youth Elder. The Session delegates certain responsibilities to Ministry Teams. The Session is responsible for approving all policies regarding the operation of the congregation and North Raleigh Presbyterian Church.

3. MINISTRY TEAMS

The Ministry Teams of NRPC include: Administration, Building and Grounds, Christian Education, Fellowship, Finance, Member Care/Development, Nominating, Outreach, Personnel, Stewardship, and Worship. Each ministry team will have a chairperson (lead elder).

4. BOARD OF DEACONS

The Board of Deacons is composed of eighteen Deacons elected by the congregation to a three-year term. Deacons are eligible for re-election after one three-year term, but may serve no more than 6 consecutive years. The Board shall elect its own leadership of a Moderator, Vice-Moderator, Secretary-Treasurer, plus other positions deemed necessary.



IV. ELECTIONS

1. GENERAL PROVISIONS FOR RULING ELDERS AND DEACONS

Ruling elders and deacons are men and women elected by the congregation from among its members. The nomination and election of ruling elders and deacons shall express the rich diversity of the congregation's membership and shall guarantee participation and inclusiveness (*Book of Order F-1.0403*). Ruling elders and deacons shall be nominated by a committee elected by the congregation, drawn from and representative of its membership. Congregations may provide by their own rule for a congregational nominating committee, provided that the committee shall consist of at least three active members of the congregation, and shall include at least one ruling elder who is currently serving on the session. The pastor shall serve ex officio and without vote. When elections are held, full opportunity shall always be given to the congregation for nomination from the floor of the congregational meeting by any active member of the congregation. A majority of all the active members present and voting shall be required to elect. (*Book of Order G-2.04*)

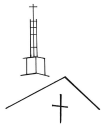
2. TERMS OF SERVICE

Ruling elders and deacons shall be elected to serve terms of no more than three years on the session or board of deacons, and may be eligible for reelection according to congregational rule. However, no ruling elder or deacon shall be eligible to serve more than six consecutive years, and a ruling elder or deacon who has served six consecutive years shall be ineligible for election to the same board for at least one year. Election shall be to classes as nearly equal in number as possible, with the term of only one class ending each year. The presbytery may, upon written request and by majority vote, grant a congregation a waiver of this limitation on terms. Once ordained and while they are active members of any congregation of this denomination, ruling elders or deacons not in active service on a session or board of deacons continue to bear the responsibilities of the ministry to which they have been ordained, except as provided in *Book of Order G-2.0406*, *G-2.0407*, or in accordance with the Rules of Discipline. (*Book of Order G-2.0404*)

3. ELECTION OF RULING ELDERS

The Session of North Raleigh Presbyterian Church is composed of fifteen Ruling Elders, elected by the congregation for a three year term. Ruling Elders shall be divided into three classes, with five Ruling Elders in each class. In addition, the congregation may elect a Youth Elder for a one-year term.

If an active elder is unable to complete a term of office, leaving a vacancy for more than one year, the Session shall elect, upon nomination from the church's Nominating Committee, a non-active elder to complete the term.



4. ELECTION OF DEACONS

Deacons may be individually commissioned or organized as a board of deacons. In either case, their ministry is under the supervision and authority of the session. Deacons may also be given special assignments in the congregation, such as caring for members in need, handling educational tasks, cultivating liberality in giving, collecting and disbursing monies to specific persons or causes, or overseeing the buildings and property of the congregation. Deacons shall assume other duties as may be delegated to them by the session, including assisting with the Lord's Supper. (*Book of Order W-3.3616*). A congregation by a majority vote may choose not to utilize the ordered ministry of deacons. If the congregation has neither a board of deacons nor individually commissioned deacons, the function of this ordered ministry shall be the responsibility of the ruling elders and the session. (*Book of Order G-2.0202 under Authority of the Session*)

5. ELECTION OF CHURCH TREASURER

The Church Treasurer shall be elected by the Session for a term of three years.

6. ELECTION OF CONGREGATIONAL NOMINATING COMMITTEE

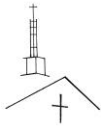
The Session shall nominate a Congregational Nominating Committee. This committee will be elected yearly by the congregation at its annual meeting. No member of the Nominating Committee shall serve more than three consecutive years. (*Book of Order G-2.0401*)

a. QUALIFICATIONS

- Be representative of the active members of the church and include both women and men, giving a fair representation of the congregation.
- Represent a diversity of backgrounds and interests within the church, and be familiar with as many members as possible to insure the most comprehensive knowledge of potential candidates.

b. RESPONSIBILITIES

- Identify the specific leadership needs anticipated by the Session
- Learn the qualifications for the office of elder and deacon.
- Identify congregation members who are eligible for nomination to office, and who possess the gifts, abilities, and leadership needed for the position.
- Be representative and inclusive of the entire congregation.
- Solicit input from the congregation.
- Educate the nominees about the commitment required to serve.
- Secure the consent of the nominees.
- Propose a slate of nominations for election by the congregation at the annual fall congregational meeting.
- Conduct proceedings in private and maintain confidentiality.
- Other duties assigned by the Session.



7. TRAINING AND EXAMINATION OF RULING ELDERS AND DEACONS (*Book of Order G-2.0402*)

a. IMPORTANCE

Church officers determine the level of the church's ministry, stewardship, and outreach. Therefore, it is important that church officers understand their role and function. It is the church's responsibility to give church officers the knowledge and training they need to serve successfully. It is the responsibility of each church officer to learn, study, and participate in the work of the church.

b. RESPONSIBILITY FOR PLANNING AND CONDUCTING THE TRAINING PROGRAM

There shall be a minimum of two classes of training for newly-elected Ruling Elders and Deacons. The pastoral staff is responsible for the training of church officers and for providing a current, updated version of this manual prior to the training.

c. CURRICULUM

The training course shall provide opportunities for fellowship and spiritual growth and include instruction in:

- Presbyterian history, theology, and polity
- The history, mission, values, organization, and governance of NRPC
- Parliamentary procedure and the rules of order
- The duties of the office

d. MATERIALS

Each officer-elect is to receive these materials:

- A copy of this manual
- The Book of Confessions
- The Book of Order
- Reference materials on parliamentary procedures,
- An officer notebook

e. OFFICER NOTEBOOKS

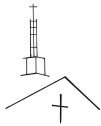
Each year the pastoral staff and office administrator will prepare binders for use by new and returning officers. Returning officers keep their existing binders but receive the updated materials.

These notebooks are designed to be working notebooks in which each officer can keep important reference materials and documents such as agendas, minutes, reports, calendars, schedules, phone numbers, and notes.

f. EXAMINATION OF RULING ELDERS AND DEACONS

Following the preparation, the Session shall examine the Ruling Elders and Deacons, as to their personal faith; knowledge of the doctrine, government, and discipline contained in the Constitution of the church; and the duties of the ministry. The session shall also confer with them as to their willingness to undertake the ministry appropriate to the order.

g. ORDINATION AND INSTALLATION OF RULING ELDERS AND DEACONS



Upon a satisfactory examination and approval, the Session shall set a date for ordination and/or installation of Ruling Elders and Deacons. That ordination and installation shall ordinarily be held on the first or the second Sunday of January.

8. RESIGNATION OF CHURCH OFFICERS

An elder or deacon may resign from active service on the Session or Diaconate for good cause, with the Session's consent. Resignations shall be submitted in writing to the Moderator, if by an elder, or to the Moderator of Deacons, if by a deacon. The letter shall state the reason for wishing to resign. The Moderator shall send the letter of resignation to the Clerk, who shall inform the members of Session of its content. At the next meeting of the Session, the Moderator shall seek the consent to the resignation. Upon acceptance the office shall be transferred to inactive status.

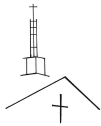
An elder or deacon who ceases to be a member of NRPC resigns as a member of the Session or the Diaconate, and no letter is required. The Session shall be informed of the resignation and need not give its assent.

9. LEAVE OF ABSENCE OF CHURCH OFFICERS

An elder or deacon may request a temporary leave of absence from service. The request must be in writing and must state the reason and the expected length of absence. It should be addressed to the Moderator (elder), or Moderator of Deacons (Deacon). The request shall be presented to Session. If the reason is of a sensitive nature the reason does not need to be presented to the Session.

10. REMOVAL OF CHURCH OFFICERS

When an officer is unable to perform the duties of office for an extended period of time because of having moved, illness, disability, misconduct, neglect of office, or for any other reason, the Moderator shall inform the Session and recommend they be removed. The Session shall vote on a recommendation.



V. CONGREGATIONAL MEETINGS

RULES OF ORDER

Basic principles: The objectives of parliamentary procedure are to guarantee that all members are treated fairly, courteously, and impartially; to insure that the majority prevails but that the rights of the minority are respected; to insure clarity of process and result; to allow business to be conducted expeditiously; and to produce an outcome that best reflects the will of the body as a whole. The rules of order should be applied to achieve these ends.

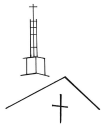
Procedure: Any voting member of the body can offer a motion. All motions require a second except those from a committee. Once a motion is made and seconded, the presiding officer formally places it before the body for consideration by restating the motion.

ROBERT'S RULES OF ORDER

Any question of procedure shall be governed by the most recent edition of *Robert's Rules of Order Newly Revised*. Officers are encouraged to obtain and study a copy of *Robert's Rules in Plain English*, which provides a simplified explanation of *Robert's Rules of Order*.

1. CONGREGATIONAL MEETINGS (*Book of Order* G-1.0502)

- a. Meetings of the congregation shall be called by:
 - the Session whenever it determines such a meeting is necessary
 - the Presbytery whenever it determines a meeting is necessary
 - the Session when requested in writing by one fourth of the active members on the congregation roll
- b. Prior public notice of the meeting shall be given on two successive Sundays. The business to be transacted shall be limited to items specifically listed in the call for the meeting. The meeting may be held on the Sunday when the second announcement has been given.
- c. The NRPC congregational meeting is held in the fall, on the fourth Sunday of September, to receive the recommendations of the Nominating Committee for election of elders and deacons for the upcoming year. An information session to present and discuss the upcoming budget is included in this meeting.
- d. The quorum of a congregation meeting shall be ten percent of the active membership of the church. (*Book of Order* G-1.0501)
- e. The installed pastor shall moderate all congregation meetings. If the pastor is unable to preside, a teaching elder who is a member of the presbytery or a person authorized by the presbytery may serve as moderator. If there is no installed pastor, the presbytery shall make provision for a moderator. (G-1.0504)



- f. The clerk of session shall serve as secretary for all congregation meetings. If the clerk of session is unable to serve, the congregation shall elect a secretary for that meeting. The secretary shall record the actions of the congregation in minutes of the meeting. (G-1.0505)

2. BUSINESS PROPER TO CONGREGATIONAL MEETINGS (*Book of Order G-1.053*)

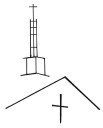
- Electing ruling elders, deacons, and trustees;
- Calling a pastor, co-pastor, or associate pastor;
- Changing existing pastoral relationships, by such means as reviewing the adequacy of and approving changes to the terms of call of the pastor or pastors, or requesting, consenting to, or declining to consent to dissolution;
- Buying, mortgaging, or selling real property;
- Requesting the presbytery to grant an exemption as permitted in this Constitution (G-2.0404).
- Approving a plan for the creation of a joint congregational witness, or amending or dissolving the joint congregational witness (G-5.05).
- Whenever permitted by civil law, both ecclesiastical and corporate business may be conducted at the same congregational meeting.

3. ANNUAL MEETING OF THE CONGREGATION (*Book of Order G-1.0501*)

- a. The annual meeting of the congregation is held on the fourth Sunday of January.
- b. At the annual meeting the Session shall provide an Annual Report in written form of the previous calendar year to include:
- Annual reports from each ministry team
 - End of year financial report
 - Review of compensation for the Installed Pastor(s)
 - Presentation of the church's annual budget
 - Election of the Nominating Committee
- c. The minutes of the congregational meeting shall be approved by the Session at its next stated meeting.
- d. All active members of the congregation present at the annual meeting are entitled to vote.

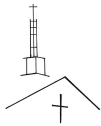
4. SPECIAL MEETINGS (*Book of Order G-1.0501*)

- a. The congregation may hold special meetings as necessary, for any or all of the purposed appropriate for congregational consideration.
- b. The business to be transacted at special meetings shall be limited to items specifically listed in the call for the meeting.
- c. All active members of the congregation present at the special meetings are entitled to vote.



5. GUIDELINES FOR CONGREGATIONAL MEETINGS

- Come together with open minds.
- Show respect for all.
- Listen and respect all points of view.
- Share thoughts, beliefs, and ideas openly in an appropriate forum so that all have the information needed to make an informed decision.
- Information (agenda) is made available in advance.
- Give time for discussion, if necessary; vote on important issues at a later date.
- Focus on issues and behavior, not hearsay and rumor.
- Refrain from gossip, personal attacks, and abusive speech.
- Only one person shall speak at a time.
- Listen attentively and avoid private conversations while someone is speaking.
- Congregation members are encouraged to share and discuss information and concerns with Session members at open meetings.



SECTION 2

I. THE FUNCTIONS OF CHURCH OFFICERS

THE SESSION

OVERVIEW (*Book of Order G-3.0201*)

The Session is the council for the congregation. It shall be composed of those persons elected by the congregation to active service as ruling elders, together with all installed pastors and associate pastors. All members of the session are entitled to vote. The pastor shall be the moderator of the session, and the session shall not meet without the pastor or designated moderator. If there is no installed pastor, or if the installed pastor is unable to invite another moderator, the presbytery shall make provisions for a moderator. Presbyteries shall provide by rule for moderators when the session is without a moderator for reasons of vacancy or inconvenience.

1. COMPOSITION OF THE NRPC SESSION

By congregational action, the Session is ordinarily composed of the Teaching Elder(s) (minister/pastor), and fifteen Ruling Elders, plus one Youth Elder. Ruling Elders are elected to a three-year term; youth elders are elected to a one-year term. Election to a second consecutive term is not permitted.

2. RESPONSIBILITIES OF SESSION (*Book of Order G-3.0201*)

The Session is charged with governing the church and advancing its mission. To accomplish this task it has the following powers and responsibilities:

a. Membership

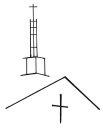
- Prepare and receive new members
- Maintain accurate membership rolls
- Provide for the growth of membership through personal and pastoral care and support, educational programs, and fellowship
- Review membership rolls annually
- Provide for transfers and dismissal of members

b. Worship

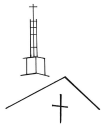
- Provide a regular worship space and time
- Encourage people to regularly participate in worship
- Determine occasions, days, times, and places for worship
- Supervise the church's program of music
- Authorize all observances of the Lord's Supper, at least quarterly
- Authorize all Baptisms
- Establish general policies concerning services on the occasions of marriage and death

c. Mission and Ministry

- Lead the congregation in participation in local and global mission



- d. Education
 - Develop and supervise the church school program
 - Instruct new elders and deacons
- e. Stewardship and Finance
 - Challenge the congregation with the privilege of stewardship of money and time and talents
 - Develop effective ways for encouraging and gathering offerings, including making a pledge during the annual stewardship campaign
 - Assure the offerings are distributed to which they were contributed
 - Establish an annual budget
 - Determine the distribution of the church's benevolences
 - Elect and supervise the work of the Treasurer
 - Insure the minimum standards of financial procedure are followed, including the counting and recording of all offerings by two appointed persons, the maintenance of books and records, periodic reporting, and an annual audit
- f. Administration and Property Management
 - Hire staff
 - Provide compensation for staff
 - Manage the church's property, including a facility use policy
 - Provide appropriate insurance to protect the facilities, programs, and officers of the church
- g. It is the duty of elders, individually and jointly, to:
 - Strengthen and nurture the faith and life of the congregation committed to their charge;
 - Together with the pastor, encourage the people in the worship and service of God;
 - Equip and renew the congregation for their tasks within the church and for their mission in the world;
 - Visit, comfort, and care for the people, with special attention to the poor, the sick, the lonely, and those who are oppressed;
 - Inform the pastor and Session of persons and structures that may need special attention;
 - Assist in worship, distribution of communion, confirmation, and baptisms;
 - Participate in the training of and examination of new officers
 - Faithfully serve on one or more committees or ministry teams;
 - Attend worship regularly.



3. OFFICERS (G-3.0104)

The officers of the Session shall be the Moderator and the Clerk. The pastor(s) of the congregation shall be the moderator. If the moderator is unable to attend a meeting, another teaching elder shall be invited to be the moderator. If there is no installed pastor, the presbytery shall make provision for a moderator.

4. OFFICERS RESPONSIBILITIES

a. Moderator (G-3.0104)

The moderator shall be the pastor of the church (teaching elder).

- In conjunction with the ministry teams, report to the Session any problems, whether spiritual, administrative, or personal, which relate to the welfare of the church.
- Serve as ex-officio member of all ministry teams of the Session.
- Preside at congregational meetings
- Convene and adjourn meetings
- Preserves order and conducts the business of Session efficiently
- Calls special meetings when necessary

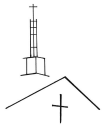
b. Clerk of Session (G-3.0104)

- Shall be a member of the congregation who is also a Ruling Elder, though the Clerk does not have to be an active Ruling Elder.
- The term of the Clerk shall be one year, and the Clerk is elected by the Session.
- Keeps minutes and other records/transactions of the Session
- Maintains the membership and attendance rolls of the church
- Conducts official correspondence on behalf of the Session

5. SESSION RECORDS (G-3.0107 Records)

a. Minutes

Each council shall keep a full and accurate record of its proceedings. They shall contain the minutes of all meetings of the congregation and all joint meetings with deacons and trustees. Written committee and staff reports and other handouts, minutes of the Diaconate, minutes of congregational meetings, and minutes of ministry team meetings are incorporated into the minutes of the Session and become part of the church's official records. Minutes and all other official records of councils are the property in perpetuity of said councils or their legal successors. When a council ceases to exist, its records shall become the property of the next higher council within whose bounds the lower council was prior to its cessation. The clerk of each council shall make recommendation to that body for the permanent safekeeping of the body's records with the Presbyterian Historical Society or in a temperature and humidity controlled environment of a seminary of the Presbyterian Church (U.S.A.).

**b. Roll and Registers (G-1.0401, G-1.0402 and G-1.0403)****1. Membership Rolls shall include:**

- Baptized members
- Active members
- Affiliate member
- Inactive members

The session shall delete names from the roll of the congregation upon the member's death, admission to membership in another congregation or presbytery, or renunciation of jurisdiction. The session may delete names from the roll of the congregation when a member so requests, or has moved or otherwise ceased to participate actively in the work and worship of the congregation for a period of two years. The session shall seek to restore members to active participation and shall provide written notice before deleting names due to member inactivity.

2. Registers shall include:

- Baptisms
- Ruling Elders and Deacons
- Installed Pastors with dates of service
- Service of Other pastors in Temporary Positions, with dates of service
- Marriages
- Deaths

6. QUORUM OF THE SESSION (G-3.0203)

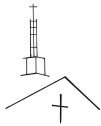
The quorum for stated and called meetings of the Session shall be one more than one-half of the Ruling Elders plus the Moderator. Called meetings to receive new members require a quorum of two Ruling Elders plus the Moderator.

7. ATTENDANCE

Each member of the Session is expected to be present at all stated meetings of the Session. If a member of the Session is unable to be present at any meeting, he or she shall notify the Clerk of Session for an excuse. If there are three or more unexcused absences in a year, the Session member may be asked to resign.

8. STATED MEETINGS OF THE SESSION (Book of Order G-3.0203)

- Stated meetings of the Session shall be on the third Sunday of each month at 2 pm
- The Clerk and Moderator shall develop a meeting agenda, including reports from all ministry teams, which shall be distributed several days prior to the meeting.
- Session shall meet to receive new members, upon call of the Moderator.
- All meetings of the Session shall be opened and closed with prayer.
- All meetings of the Session are open to any member of the congregation. Closing a meeting to the congregation is appropriate when dealing with confidential and sensitive matters, such as personnel actions.

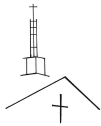


9. SPECIAL MEETING OF THE SESSION

- The moderator shall call a special meeting when he or she deems necessary or when requested in writing by any two members of the session. The business to be transacted at special meetings shall be limited to items specifically listed in the call for the meeting. There shall be reasonable notice given of all special meetings.
- The session shall also meet when directed by presbytery.

10. GUIDELINES FOR SESSION MEETINGS

- We will come together with open minds, seeking to understand and respect all points of view.
- We will remember that our work is part of our spiritual leadership of our congregation.
- We will share our thoughts, beliefs, and ideas openly in an appropriate forum so that all have the information needed to make an informed decision.
- In our discussions, we will focus on issues and behavior. When discussions about personnel are necessary, we will do that in confidence.
- We will talk about our own experience and understanding, and listen to that of others. We will not talk about hearsay and rumor.
- Congregation members are encouraged to share and discuss information and concerns with Session members at open meetings.
- We will make information available in advance, give more time to discussion, and, if necessary, vote on important issues at a later date.
- Only one person should talk at a time
- Avoid private conversations while someone is speaking
- Confine your discussion to the problem
- Appreciate the other person's point of view
- Listen alertly to the discussion
- Be patient with others



THE BOARD OF DEACONS

OVERVIEW (*Book of Order G-6.0401*)

The Book of Order of the Presbyterian Church (USA) defines the office of deacon as set forth in Scripture as one of compassion, witness, and service, sharing in the redeeming love of Jesus Christ for the poor, the hungry, the sick, the lost, the friendless, the oppressed, those burdened by unjust policies or structures, or anyone in distress. Persons of spiritual character, honest repute, exemplary lives, brotherly and sisterly love, sincere compassion, and sound judgment should be chosen for this ministry.

1. CREATION OF THE NRPC BOARD OF DEACONS

The NRPC Board of Deacons was created to extend the grace of caring relationships and facilitate communication within our congregation. By maintaining contact and assisting their assigned families, Deacons enable a culture of caring. They also assume other duties delegated to them by the Session. Each deacon is expected to perform conscientiously the duties of the office.

2. COMPOSITION AND SUPERVISION OF THE NRPC BOARD OF DEACONS

The elected officers of the board shall be a moderator, and a vice-moderator (who will also be the moderator-elect).

The board of deacons is under the supervision and authority of the Session.

3. OFFICER RESPONSIBILITIES

a. Moderator

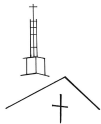
- attend monthly stated session meetings
- serve as the executive officer of the board
- convene and preside at all meetings of the board
- confer with the pastor, church staff, and the clerk of session

b. Vice-moderator

- assist the moderator in the fulfillment of all duties
- act as moderator when the chair is vacant

4. BOARD OF DEACONS RESPONSIBILITIES

- Offer compassionate and appropriate care within our means while adhering to any policies and procedures that are in place and any requirements of the Presbytery
- Remain within the budget as set by the Session.
- Have one rotating Deacon attend each Session meeting.
- Maintain absolute confidentiality about member needs.
- Assist in serving communion.
- Funeral care of family and reception.



SECTION 3

MINISTRY TEAMS AND COMMITTEES

I. OVERVIEW

A *committee* is a group of people assigned specific tasks by the congregation to assist the church in planning its program, managing its resources, and governing its life and work. It may act in behalf of the whole assembly or conduct preliminary work to be presented to the entire body for their decision.

Ministry teams are task-oriented. They can include greeters, flowers, ushers, counters, grounds, landscape, missions, etc....

1. CHARTER

Every committee or ministry team should have a charter that includes:

- a. Name – a general description of the committee, counsel, or team.
- b. Constitution- statement of purpose of the group, it outlines the principle duties, the authority it has to act, and who the group is responsible to for their work.
- c. Membership- how members are selected, who the chair is and how the chair is selected, number of members and how long they serve
- d. Responsibilities – what the group is to accomplish in the work it has been assigned
- e. Reports – to whom and how often the group reports progress or actions taken

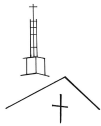
2. SESSION EVALUATION

The Session should regularly reevaluate the committee structure to:

- a. eliminate or consolidate committees that have become obsolete or inefficient
- b. add committees in areas that need more focused attention
- c. realign committee responsibilities to achieve a more efficient division of labor
- d. correct committee descriptions that have not been kept up with

3. TYPES OF COMMITTEES

- **Standing Committees** are groups that are formed to respond to an ongoing assignment of responsibility, they are generally permanent committees, with an elected or appointed chair. All standing committees should have an appointed staff liaison member.
- **Special or Temporary Committees:** are sometimes referred to as ad hoc committees or task forces, they are temporary groups that are organized to resolve a specific problem or issue. They are appointed and given authority to act by the church. Membership is usually permanent and will function until the task is complete. Examples are a search committee, a bylaw rewrite committee, or a building program committee.



- **Subcommittees:** The purpose of a subcommittee is to deal with a specific area or issue within a committee's jurisdiction. A standing subcommittee, which continues from year to year, must be approved by the Session; a temporary or informal subcommittee may be created by action of a committee. A subcommittee is responsible and reports to the committee of which it is part. It must be chaired by a member of the committee.

4. COMMITTEE CHAIRS

Qualifications: the chair of a standing committee shall be an elder in active service

Responsibilities: Provide leadership to accomplish its mission; organize the committee, set goals for the year; calls and presides at meetings and sets the agenda; represents and speaks for the committee

5. COMMITTEE MEMBERS

Any member of the congregation can serve on a committee; all members are entitled to participate fully in its work, its deliberations, and its decisions. Committee members are expected to be active participants in the work of the committee.

6. STAFF LIAISON MEMBERS

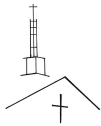
Each committee shall have a staff liaison member appointed by the Senior Pastor. The role of the staff liaison is to assist the committee in its work. They provide professional insights, institutional knowledge, continuity, and administrative and clerical support. They are voting members of the committee and participate fully in its work.

7. COMMITTEE MEETING GUIDELINES

- a. In advance of meeting contact those who may have reports
- b. Take minutes
- c. Prepare a written agenda and deliver in advance of the meeting.
- d. Include an opening and closing devotional/prayer

8. MINISTRY TEAMS

- The NRPC Session is organized into eleven (11) standing committees (ministry teams), each of which has jurisdiction over one of the main areas for which the Session is responsible.
- Elders, Deacons, and members of the congregation are eligible to serve on Session committees.
- Each committee is chaired by an elder and has one staff liaison member.
- Each ministry team is represented on the Session by its chair.
- The purpose of a committee (ministry team) is to study and make recommendations to the Session, and Diaconate and to carry out the policies and decisions of the Session.

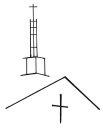


- The Session of North Raleigh Presbyterian Church delegates certain responsibilities to Ministry Teams.
- The quorum for all ministry teams shall be the chair and no less than one-third of the members of the team.
- Each Ministry Team shall make a monthly report through the chair, to the Session at the regular stated meetings or when required by the Session.
- Recommendations from the ministry teams come through the committee chair.
- Specific goals and objectives shall be made by the elder liaison of each Ministry Team to the Session at the beginning of the year.
- The ministry teams are responsible for overseeing the work of their committees.

9. COMMITTEE TASKS: INTERPRET, ENACT, COORDINATE

Most Session responsibilities, and therefore most matters that come before the Session, fall within the jurisdiction of one of its committees. Ideally, no issue should reach the Session for decision until that issue has been fully vetted by a committee. Committees are charged on the front end with initiating, investigating, evaluating, and recommending actions within their area of responsibility. A typical motion originates in a committee or is referred to a committee for study. Committees involve staff and lay people working together to interpret, enact, and coordinate all effort.

- Each committee must recognize its role, examine its role in light of what has already been done, and integrate this knowledge with specific tasks identified during the planning cycle and the development of action plans.
- To ensure continuity, a standard set of records for each committee should be kept current and should be passed on upon change in committee leadership. These records include:
 - A statement of purpose as well as a responsibility statement
 - Minutes from previous meetings
 - Schedule of specific, regular events, for example, special worship days
 - Checklists related to specific events
 - Committee plans and actions related to its part in long-range plans
 - List of other groups with which coordination is usually necessary and what this coordination entails
 - Budget requests and actions taken
- The committee should hold an organizational meeting at least annually, during which it determines what is to be done during the year and how action plans and other tasks are to be accomplished.
- Individual officers and board and committee chairs should get together and develop outlines of specific programs for the church year, including schedules and calendars.
- All programs must be coordinated and acted as a team; the pastor and lay leadership are instrumental in this coordination.



II. NRPC MINISTRY TEAMS

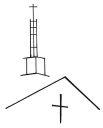
1. ADMINISTRATION

The Administration Ministry Team shall be responsible for administration, technology, and risk management (sub-committees).

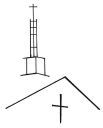
- This ministry team shall consist of 1 elder who shall serve as chair, and members who have an interest and expertise in this area. The chair reports to the Session monthly.
- This ministry team shall meet regularly with office staff and other teams to provide organization and assistance in administrative and business affairs.
- This ministry team is responsible for the creation, updating, and distribution of an operations manual for NRPC. Updating shall be done yearly.
- This ministry team is responsible for the assembling of a policies and procedures manual which will be located in a central place (church office).
- This ministry team is responsible for the creation and maintenance of first aid bags (1 per building).
- This ministry team is responsible for all background checks.

Sub-Committees

- a. *Administration*: Assist with and review the administrative and business office functions of NRPC and to recommend policies, procedures and systems that facilitate the administrative day to day business functions of NRPC, including communication and office equipment.
- b. *Risk Management*: Provide a safe environment for staff, congregation members, visitors, guests, church property users and minimize any liability that may result from church sponsored activities or from the use of our facilities by any outside group. The committee is tasked to:
 - recommend policy to the Session,
 - take initiative to address problems,
 - communicate and educate the Session, congregation, staff and facility users on the areas of risk,,
 - partner with other ministry teams to establish risk programs that impact their respective areas, (safe sanctuary, key distribution, playground rules, trip safety guidelines)
 - review potential risk areas such as building security, kitchen safety, emergency response, youth protection, etc.
 - create and maintain a risk management policy book, which will be the source of record for all risk related policies and procedures such as background checks, church property/facility usage (weddings, scout troops, ALTA), church sponsored activities, volunteers, youth trips, drivers, insurance requirements, and other risk related activity.



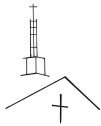
- c. *Technology*: Review and make recommendations regarding: policies and procedures for secure websites and communications, computer technology in use by NRPC, communication and technology needs, internet presence, and other technology tools that help facilitate collaboration among ministry teams, personnel, the congregation, and the general public.
- Be a resource to staff, ministry teams, and committees regarding technology use questions and serve as a facilitation/coordination source for all church groups regarding computer technology functions at NRPC.
 - Develop and delineate roles for web site maintenance re: staff vs. volunteers.
 - Develop SOP's, standards and guidelines for the NRPC web site and train staff and ministry teams.
 - Develop and recommend guidelines regarding social media or blogging at NRPC.



2. BUILDING AND GROUNDS

The Building and Grounds Ministry Team shall be responsible for the care and maintenance of the buildings and grounds of NRPC. They shall ensure that the building and grounds are safe, comfortable, well-maintained, and support the needs of the NRPC congregation.

- This ministry team shall consist of 1 elder who shall serve as chair, and members who have an interest and expertise in this area. The chair reports to the Session monthly.
- This ministry team is charged with keeping the facilities fully functional.
- This ministry team secures professional or volunteer help to maintain all mechanical and physical aspects of the NRPC property, and responds to maintenance and repair needs as they arise.
- This ministry team shall oversee vendor contracts and approve payments for services. (electricity, telephone, water and sewer, trash removal, exterminating, fire alarm monitoring, HVAC, swale, septic monitoring, janitorial service and supplies, modular unit leases, parking lot and building rental, [not as part of a wedding, funeral, or other worship service]), including ensuring vendor Certificates of Insurance are updated annually as appropriate.
- This ministry team is responsible for weekly lawn mowing.
- This ministry team schedules seasonal “Repair and Refresh” workdays.
- This ministry team supports other ministry teams with issues including storage, building use, and playground safety.



3. CHRISTIAN EDUCATION (CE)

The Christian Education Ministry Team at NRPC is responsible for the development of a comprehensive educational program which will help to define and communicate the vision and mission of NRPC.

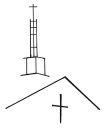
CE at NRPC seeks to nurture a connected, caring community of learners, build a strong Biblical foundation, express what NRPC believes through action in the world, and encourage and provide opportunities for lifelong learning and spiritual growth.

The Christian Education Ministry Team shall be responsible for Children's Ministry, Youth Ministry, Adult Ministry, and MAX (sub-committees).

- This ministry team shall consist of 1 elder who shall serve as chair, the Director of CE, and members who have an interest and expertise in this area. The chair reports to the Session monthly.
- This ministry team shall meet monthly.
- This ministry team is responsible for planning the educational calendar at NRPC.
- This ministry team is responsible for developing an educational scope and sequence for birth-12th grade.
- This ministry team is responsible for guiding curriculum selection.
- This ministry team is responsible inviting and equipping volunteers for educational ministry.
- This ministry team is responsible for overseeing the CE budget.
- This ministry team is responsible for the church library

Sub-Committees

- a. *Children's Ministry*: Includes- Sunday School (pre-5th grade), Children's Church (pre-2nd grade), Kids Fellowship (3rd-5th grade), Vacation Bible School (VBS), and the Nursery.
- b. *Youth Ministry*: Includes- Sunday School (6th-12th grade), Youth Fellowship, youth Committee
- c. *Adult Ministry*: Includes- Pioneer, Cornerstone, Wired Word, Bible and Book Studies, Women's Retreats, Women's Spirituality, Parents of Young Children
- d. *MAX*: Includes the Fall and Spring MAX Programs



4. CONGREGATIONAL CARE

The Congregational Care Ministry Team shall nurture and support, whether physically or spiritually, members of the congregation and by doing so, be examples of serving Christ as He served others. This team also assists in growing church membership and empowering all to grow spiritually by responding to their own personal call to serve others by educating them on opportunities to share their time and talents.

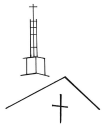
The Congregational Care Ministry Team shall be responsible for Greeters, Welcomers, The Diaconate, Card Ministry, Prayer ministry, Drivers for Springmoor, Meal Ministry, Nifty Sixty luncheon, Outstanding Adult, (sub-committees).

Congregational Development: Meet on an as-needed basis and include the following:

- a. *Greeters:* Greet people as they arrive, take visitors to the welcome table.
- b. *Welcomers:* Welcome visitors, ask them to put on a visitor name tag, provide a welcome bag, explain the availability of the nursery, and children's packets.
- c. *Orientation Classes:* Work with the Pastor on scheduling and participating in orientation classes for those interested in learning more about NRPC.
- d. *First-time Visitor Contact:* Contact first-time visitors within one week of their first attendance.

Congregational Care: Meet on an as-needed basis

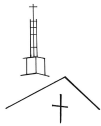
- a. *The Diaconate:* falls under the Congregational Care Ministry Team and therefore there is very close alignment with the moderator and vice-moderator of the diaconate to ensure that needs are being met.
- b. *Card Ministry:* This team sends cards to people to let them know we are thinking of them, to lift them up, to comfort them, and on their 80th+ birthdays, and 50th+anniversaries.
- c. *Prayer Ministry:* In confidence, the prayer ministry disseminates information about people needing prayers. They are responsible for scheduling any special Days of Prayer.
- d. *Drivers for Springmoor:* Provides transportation to/from NRPC for those living in Springmoor and other facilities as requested.
- e. *Meal Ministry:* Provides food that is stored in the NRPC freezer for the deacons or members of the congregation at large to use to provide to people who are in need of a meal.
- f. *Nifty Sixty Plus Luncheon:* Seniors in the congregation are invited to a luncheon in the FMB on the third Wednesday of the month. This lunch may be catered or potluck, and may have an activity.
- g. *Outstanding Older Adult:* Yearly program in conjunction with the New Hope Presbytery in which the church nominates and outstanding older adult that exemplifies faith and service. A short one-page write up and photo is required.
- h. *Memorial Garden:* Provide information on the memorial garden at NRPC.



5. FELLOWSHIP

The Fellowship Ministry Team shall create opportunities for NRPC's congregation to come to know one another, so that a sense of true caring and concern for one another can be fostered.

The Fellowship Ministry Team shall be responsible for: Fellowship with Books,



6. FINANCE

The Finance Ministry Team shall facilitate, monitor and provide oversight of the financial administration of the NRPC congregation.

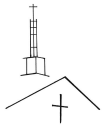
The Finance Ministry Team shall meet the accounting requirements of the Presbytery

The Finance Ministry Team shall follow IRS guidelines and accepted accounting standards.

The Finance Ministry Team will:

- Ensure all ministry teams work within their budget
- Provide Session with monthly financial reports
- Oversee the budget process and assist ministry teams with their budgets

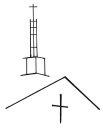
The Finance Ministry team meets monthly.



7. HUMAN RESOURCES

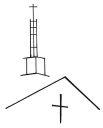
The Human Resources Ministry Team shall provide the following:

- A team of experienced and conscientious members where concerns may be evaluated and addressed timely, appropriately and within guidelines of Presbytery leadership and polity.
- An orderly, focused and considerate way for representation from session to provide and sustain a healthy, safe, and compliant work environment.
- Interpretation, recommendations, and support to the session related to policies, procedures, and practices affecting staff.
- Counsel and support for NRPC staff.
- Assistance regarding issues involving payroll, salary administration, job descriptions, performance evaluations, benefits, training, employment, and other challenges and concerns as necessary.



8. NOMINATING (NMT)

The Nominating Ministry Team shall exist for the purpose of nominating elders and deacons. In addition the NMT nominates members for the Pastoral search committee. The nominating team determines a proposed slate of Elders, Deacons, and PSC Members for presentation to the Congregation for the Congregation's approval.



9. OUTREACH

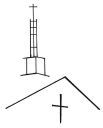
The Outreach Ministry Team shall ensure that NRPC members and friends have opportunities for ministry and mission in the local and global community, by developing a yearlong calendar of mission work, "Collection Focus".

This team strives to offer every member various ways to participate, through the giving of their time and talents to mission work.

Each mission undertaken by Outreach must fall under at least one of the following three categories:

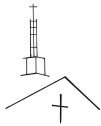
- Meeting Basic Living Needs
- Meeting Educational/Spiritual Needs
- Meeting International Needs

The Outreach Ministry Team projects include: Appalachia Service Project, Super Saturday Yard Sale, A Brush With Kindness, Habitat for Humanity, Clothing donations, Food Bank, and monthly service projects.



10. STEWARDSHIP

The Stewardship Ministry Team is responsible to remind our congregation and others of God's blessings as we live them each day, and to encourage them to participate in God's work on earth. We nurture our church by coordinating the commitment of time, talents, and money in service to God through Jesus Christ.



11. WORSHIP

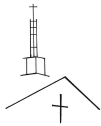
The Worship Ministry Team shall, with the Pastor and Music Director, oversee all worship services and plans worship events according to the liturgical and church calendar year.

The Worship ministry Team is charged with creating, updating, revising, policies for special services such as weddings and memorial services.

The Worship Ministry Team shall coordinate volunteer support for their sub-committees: Usher Team, Acolytes, Liturgists, Communion Servers, Communion Preparers, Sound System, Greeters/Welcomers, and Music Groups (choirs, orchestra, and special music).

In addition the Worship Ministry Team shall:

- Conduct acolyte training
- Conduct Sound System Training
- Implement Communion procedures
- Coordinate with Christian Education on any children's pageant
- Invite individuals and families to light the Advent candle
- Organize Christmas Eve Communion
- Create and place luminaries
- Assemble candlelight candles
- Return advent decorations to storage, disposing of greenery
- Lent and Easter planning includes:
 - Ash Wednesday Service planning and Communion preparations
 - Maundy Thursday Service planning and Communion preparations. This service is organized by Rev. Miller. Judy Dove may be called upon to direct the dramatic portion.
 - Palm Sunday Service planning, including purchase of palms for the children's procession and arranging for appropriate Sanctuary flower arrangements/decorations.
 - Early Easter Service planning, including the time to be held, signage, ushers, etc
 - Easter Celebration Service planning, including arranging for appropriate Sanctuary flower arrangements/decorations



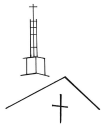
SECTION 4

POLICIES AND PROCEDURES

The policies and procedures section has been sorted alphabetically. The Ministry Team which oversees the policy or procedure is listed in parentheses. Forms mentioned in this section are found in SECTION 5 FORMS.

The following policies and procedures can be found in this section:

- Alcohol Policy
- Background Check Policy
- Building and Grounds Contractor List
- Facility Use Policy
 - Rules
 - Scheduling
 - Fees
- Funeral Guild Procedure
- Funeral Service Procedure
- Gift Policy
- Human Resources Policies
 - General Information
 - Leave (vacation, sick, military, worker's compensation)
 - Holiday Pay
 - Time Records
 - Job Descriptions (evaluations found in Section 5, Forms)
 - Termination (voluntary, involuntary, layoff)
- Inclement Weather Policy
- Memorial Garden Policy
- Nominating Committee Procedure
- Privacy Policy
- Record Retention Policy
- Safeguarding Our Children Policy
- Sanctuary Weekly Prep Procedure
- Sunday Procedures
 - Communion
 - Count Tea
 - Elder in Charge
 - Offertory
 - Sanctuary Flowers
 - Usher
- Technology Policy
- Wedding Policy



ALCOHOL POLICY *(Ad-Hoc Committee)*

Ad-Hoc Committee: Kent Dove, Karen Fink, Meredith Goodin, and Kristen Stowe

September 2015, Updated October 2015

Statement of Purpose

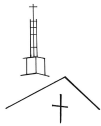
North Raleigh Presbyterian Church places a high-value on the healthy relationships and fellowship within the congregation and the community in which we reside. As a community of faith, we embrace inclusiveness. We demonstrate our commitment to it by intentionally creating healthy fellowship and spiritual growth opportunities with and for each other.

Recognizing that the use and abuse of alcohol is an issue for some people within our reach, we strive to provide safe sanctuary from the pain of addiction for those directly or indirectly affected by it. In addition, we admit that intoxication has the potential to impact clarity and understanding, thereby limiting our access to spiritual Truth.

We also recognize the exercise of Christian freedom to choose to drink alcoholic beverage responsibly and in moderation. The Bible provides numerous examples of the responsible use of alcohol as well as condemnation for “drunkenness”. Therefore, as stated in the PCUSA policy on alcohol use: “As Christians, we are to have the mind of Christ (*Philippians 2:5*), as we deal with life and it’s continual challenges. We act with the assurance that we are justified by God’s grace as a gift through the redemption which is in Christ Jesus (*Romans 3:24*). We are free to spend ourselves in service to our neighbors to the glory of God. This radical freedom (*Galatians 5:1, 8*) does not mean that we have the opportunity to simply do whatever we wish, but rather that we are set free and empowered to love and serve God by word and deed.”

This policy is a response to the call of the PCUSA, as well as for the care of our local church, to be intentional with regard to the use of alcohol at all church-related functions regardless of location—whether at NRPC, private homes, or restaurants. It is substantially based on the PCUSA policy, excerpts from which are provided below, and directly supports the following elements of the NRPC Vision Statement:

- *Exude a vibrant and contagious spirituality that drives the growth of our reverent reformed Presbyterian congregation.*
- *Offer a reverent worship that is focused on our love and praise of Jesus Christ.*
- *Educate and provide opportunities for all ages and abilities to nurture a rich spiritual life and deepened relationship with God and develop a dynamic education program for all ages, specifically our youth program.*



- *Identify, intentionally recruit, and develop leadership for the church by encouraging people to discover and use their spiritual gifts so that they are engaged in Christian discipleship.*
- *By loving others as ourselves, share the love of Christ's abundance by serving and supporting others through proactive outreach/helping of others.*
- *Sustain a close community of faith.*

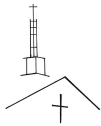
In general, the policy endeavors to:

- Ensure safe sanctuary to those suffering directly from addiction or as a result of it.
 - *We are deliberate in ensuring that all feel welcome at every event.*
 - *We are sensitive to inclusiveness and prioritize the building up of our community of faith.*
- Support clarity of understanding in regards to spiritual growth.
 - *We intentionally focus our thoughts and minds on our spiritual connection to the Triune God.*
- Serve as a model for children and youth to experience fun and fellowship without the use of intoxicants.
 - *We re-affirm our commitment at baptism to guide, teach, and love our children.*
- Attempts to limit the church's liability and minimize potential tragedy.
 - *Standard church insurance policies do not cover liquor liability. Any covered liability applies to the church only and not necessarily the host. Additional coverage for liquor liability can range from \$300-\$500 per event (per Church Mutual Insurance alcohol coverage).*

PCUSA Policy Statement and Recommendations on the Use of Alcohol 196th General Assembly, 1986

"A majority of Presbyterians do use alcohol in their personal lives, and the General Assembly affirms the right of individuals in conscience to make responsible choices between abstention and moderate, non-problematic use. Each governing body and agency of the church and institutions related to the church should also make conscious decisions regarding the responsible use and nonuse of alcohol at meetings and other formal and informal functions at meetings and other formal and informal functions falling within its jurisdiction."

The General Assembly of the Presbyterian Church USA does not advocate the prohibition of alcohol, a policy which would appear to attribute the entire problem to alcohol itself. Responsible and non-problematic use of alcohol has been part of human experience and the

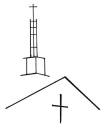


Judeo-Christian heritage since the beginning of recorded history. The considerable risks and immense suffering that follow from excessive and unwise uses of alcohol do, however, impose upon all Christians individually and corporately, the responsibility to make and encourage judicious and well-informed choices regarding personal and social uses of alcohol.

To that end, the General Assembly encourages and supports the personal decision to abstain from alcohol. For those who choose to drink and can do so without becoming dependent, the General Assembly urges a pattern of moderate and responsible drinking behavior. Finally, the General Assembly recommends and supports a comprehensive public policy approach to regulate the availability and use of alcohol in a manner consistent with its special character and potential risk to persons and society inherent in its use and it continues to recommend and support appropriate treatment of all who are affected by alcohol-related problems.

The following general principles should guide these personal and corporate choices about the use of alcohol and the formation of public policy to regulate the use of alcohol and limit its harmful consequences.

1. Abstention in all situations should be supported and encouraged.
2. Moderate drinking in low-risk situations should not be opposed.
3. Heavy drinking in any situation should be vigorously discouraged.
4. Any drinking in high-risk situations (e.g. during pregnancy or before driving an automobile) should be vigorously discouraged as should all illegal drinking.
5. Actions to protect the general public from the effects of alcohol-related problems (e.g., alternative transportation) should be supported and encouraged.
6. Effective public policy measures designed to make alcohol less readily available and less attractive, particularly to vulnerable groups or in high-risk situations, should be encouraged and supported.
7. A combination of prevention and control measures with a variety of treatment approaches should be encouraged and supported to deal with alcohol-related problems and treat alcohol abusers and addicts.
8. All Christians, and hopefully all citizens, should model responsible choice in their own use or nonuse of alcohol, in their behavior as hosts or participants in social and business functions, and in their support of public policies that regulate the use of alcohol and limit its harmful consequences.



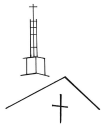
BACKGROUND CHECK POLICY AND PROCEDURE

POLICY

- All volunteers who work with children and youth and all staff and contractors, regardless of their duties, will be required to complete a background check by NRPC prior to assuming any duties or responsibilities.
- Background checks will be repeated every three years.
- The church office will be responsible for maintaining a current roster of volunteers and staff with completed background checks.
- Any and all information related to background checks will be completely confidential and available only on a need to know basis to assigned staff or church members.

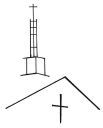
PROCEDURE

- Information packets will be made readily available to all church members who volunteer to take part in the children's educational program and in our youth activities. This information packet includes:
 - Cover letter (*found in Section 5, Forms*)
 - Background Check permission form (*found in Section 5, forms*)
- All completed permission forms need to be returned to our Church Administrator, in the sealed confidential envelope provided with the background check form.
- The Church Administrator will run the background check using the background check company Lexis-Nexis and if there is no question about the information, the Church Administrator will keep the name on a church roster of completed background checks.
- If there are any questions at all, the Church Administrator will pass the background check report on to the Director of Christian Education or Pastor for review. The Director of Christian Education or Pastor will contact the individual for his/her input prior to any decision.
- The background check report and permission forms will be filed in a locked file cabinet in the church office. These forms will be kept for a three year period. Keys to this cabinet will be maintained by the Personnel Team Chair and by the Church Administrator.
- The Church Administrator will maintain a roster of those for whom we have completed a background check with the date the check has been obtained and make this available to the elders in charge of our Christian Education program.

**BUILDING and GROUNDS CONTRACTOR PROCEDURES**

Before contacting a contractor contact the chair of the Building & Grounds Ministry Team.

Repair	Company	Contact	Phone
Custodial	Cadillac Cleaning	Dave	919-554-3528
Fire Extinguisher	Pye-Baker		919-779-4010
Fire Alarm (issues)	Edwards Electronics		919-359-2239
Fire Alarm Monitoring	Security Central Monitoring		1-800-286-5699 Passcode: 3333 Acct: 1145 Rec: 04
HVAC	Southern Piping	Bill or George Dail	919-957-7228
Locksmith	Raleigh Locksmith		919-846-9300
Plumber	Capital Plumbing		919-821-2398
Refrigerator Repair	Greater Raleigh Refrigeration		919-832-2200
Septic Tank	David Brantley & Sons		888-817-1904
Tree Service	Everett Tree Service		919-271-6108



FACILITY USE POLICY *(Building & Grounds)*

North Raleigh Presbyterian Church has several areas available for worship, church-sponsored activities, community service, and church member family activities. These include the Faith Ministries Building, modular classrooms, and the Sanctuary. It is the responsibility of the Buildings and Grounds Ministry Team along with the Session to set guidelines and fees for the facilities and approve each usage.

All building uses must be requested prior to the meeting. All requests need to be sent to the church office to be placed on the calendar which will ensure that there are no conflicts.

**** CHURCH FACILITIES ARE NOT AVAILABLE FOR FOR-PROFIT EVENTS ****

Event Types

Worship Services - All church facilities are available for worship services and associated activities, such as Sunday School, etc. which are organized by church staff. These activities are given the highest priority for scheduling purposes, and do not require approval.

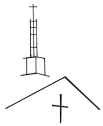
Church Administrative Activities and Meeting — In general, there are no restrictions on the use of church facilities for the conduct of church business (session meetings, ministry team meetings, etc.). These activities are given a high priority for scheduling purposes, and do not require approval.

Church Sponsored Events - In general, there are no restrictions on the use of church facilities for church sponsored events such as First Friday Dinners, etc.

Community Service Events and Activities - It is the practice of North Raleigh Presbyterian Church to make available church facilities for community service activities such as Boy Scouts, Girl Scouts, and Home Owners' Associations.

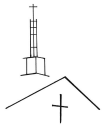
Church Member Activities - Church members can request the use of any of the church facilities for activities such as weddings, anniversaries, and birthdays. In all cases, a Facilities Usage Request and Agreement form must be completed and approved by the Buildings and Grounds Elder and Session (at the Elders discretion).

Non-Church Members - Church facilities are not available for non-church members unless the activity is deemed to be a community service function by the Session.



RULES FOR FACILITY USE *(Building & Grounds)*

- **Smoking is strictly prohibited on church premises.**
- **No food or drink is permitted in the Sanctuary with the exception of communion.**
- No full course meal is to be served anywhere except the Faith Ministries Building.
- All decorations, etc must be removed after each event, and must not inflict any damage to the walls/ceilings/floors of the facilities.
- Drinks and snacks may be served in the Faith Ministries Building or the modular classrooms.
- The kitchen area in the Faith Ministries Building is a warming kitchen, i.e. it is not to be used for meal preparation without prior approval by the Session.
- The use of all alcoholic beverages (including wine and champagne) is strictly prohibited on church premises with the exception of communion.
- All small group meetings should be held in the modular classrooms as it costs more to heat/cool the larger rooms.
- Any individual or group using church facilities will be responsible for restoring the facilities to their original condition (including the position of tables and chairs).
- Cleanup fees must be paid by all individuals and groups using the facilities. These fees offset the cost of carpet and floor cleanings, etc.
- Any non-profit group using the facilities at the request of a church member must provide certificate of insurance naming North Raleigh Presbyterian Church.
- Any contractor(s) retained by the requesting church member (caterer, etc) must provide certificate of insurance naming North Raleigh Presbyterian Church.
- Application for use of the facilities must be accompanied by signed "hold harmless" agreement.



SCHEDULING OF FACILITIES *(Building & Grounds)*

All facilities usage must be scheduled via the church office. Worship services, church administrative activities originated by the church staff and ministry team meetings do not require approval. Church sponsored events and community service events/activities must be approved by the Buildings and Grounds Elder and the Session.

For all other activities, a Facilities Usage Request and Agreement form *(see Section 5, Forms)* **must be submitted to the Church Office** (office@nrleighpc.org) **no less than three weeks prior to the date of the event** along with a certificate of insurance. The three week period allows for a session meeting to be called in order to approve the request. The requesting individual or organization will be notified within 72 hours of the session meeting of the result. A deposit equal to the Facility Usage and the clean-up fees is to be submitted as soon as permission to use the facilities has been granted.

The Session reserves the right to lower or waive usage fees on a case by case basis.

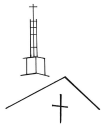
Procedure

The day of the scheduled activity, a church representative will unlock the facility and adjust the thermostat at the requested start time. It is suggested that the requested start time be approximately one hour before the official starting time of the activity.

Before the requested stop time, the facility should be restored to its previous state, including placement of chairs and tables. Any trash bags containing food should be placed into the trash bin at the rear of the parking lot. If the warming kitchen has been utilized it must be returned to its previous state. Any linens used should be washed and returned by the requesting individual or organization.

At the requested stop time, a church representative will be present to inspect the state of the facility, adjust the thermostat and secure the building. **If the activity extends beyond the designated ending time, a charge of \$50 per hour (pro-rated) will be added.**

Agreements must be submitted annually for ongoing activities to ensure contact information, and insurance coverage are up-to-date.

**BUILDING USE FEES** (*Building & Grounds*)

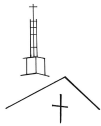
A deposit that consists of the facility usage fee plus the cleanup fee will be required with requests. Events will not be put on the Church calendar until the deposit is received.

Church Facilities	Member	Member Non-Family Activity	Community Activity	Cleanup Fees
Sanctuary	\$0	\$300	\$300	\$150
Faith Ministries Building	\$0	\$100	\$100	\$75
Modular Classroom	\$0	\$25	\$25	\$15

Outdoor worship areas: TBD

**** FEE EXCEPTIONS:**

1. If the function extends beyond the designated ending time, a charge of \$50 per hour (pro-rated) will be added.
2. Continuous meetings such as Bible Study Groups or other non-ministry meetings (i.e., Alcoholics Anonymous) may receive special considerations on monthly usage fees and will require the approval of the church staff.
3. Requests for exceptions to these guidelines may be submitted to Buildings and Grounds Elder and will be reviewed by the church staff and session. The final decision will be based upon how the event fits into the mission of the church.
4. Community groups with pre-existing fee arrangements before this policy takes affect will continue to use those pre-existing fee schedules.



FUNERAL GUILD

Organization

The Funeral Guild serves as a branch of the Diaconate. The Guild responds to the needs of members using the processes put in place in this document and by following the direction of the Pastor and family's deacon. The Pastor and the deacon are responsible for communicating the family's needs and requests to the Funeral Guild.

Purpose

The purpose of creating a Funeral Guild for NRPC is to allow the Pastor and church secretary to continue with the day to day work of the Church while members of the Funeral Guild follow the guidelines and move the funeral process forward in an orderly manner. The guidelines have been created for this purpose so that when members serving on the Funeral Guild change, the process remains in place.

Roles & Responsibilities

Director

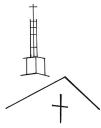
- The director will receive notification from the Pastor or Church Secretary that a service and/or a reception is needed.
- The director serves as a liaison with the family's deacon, and the Pastor to establish support to the family in regards to the service, meals, and the reception.
- The director will communicate such needs to the Meals Coordinator, the Reception Coordinator, and the Facilities Coordinator and assist where needed.
- The director upon being advised by the family's deacon will contact other deacons as needed for ushering
- The director is responsible for checking with the family after the reception if there is a need to distribute flowers and/or leftover food.

Meals Coordinator

- When directed by the deacon or Pastor, the Meal Coordinator will provide meals for the family when requested. The Coordinator will call upon church volunteers to assist with food preparation and for delivery of meals.

Reception Coordinator

- Upon consultation with the director, the Reception coordinator will determine the amount of food required for the reception based on the number of guests expected.
- Using the set Funeral Guild menu (attached), the coordinator will send out to all church members an email or sign up website seeking donations of specific foods and their amounts.



- The Reception coordinator is responsible for recruiting all kitchen help for the reception.
- The reception coordinator is responsible for the reception service tables, their set up, clean up and the kitchen clean up. Responsible for making sure that all kitchen supplies are available.

Facilities Coordinator

- The facilities Coordinator is responsible for the sanctuary and things related to the service including:
 - Opening the building
 - Turning on the sound system
 - Preparing for the guest book
 - Flowers, Candles
 - Ensuring that bathrooms are stocked
 - Kleenex is available
 - Ensuring that bulletins are in place
- The Facilities Coordinator is responsible for recruiting volunteers to help with any of his/her responsibilities. He/She must make sure that the Faith Ministries Building is ready for the reception except in regards to the serving tables. This includes the restrooms, closing off of Sunday School rooms and setting up for the needs of the family in the receiving line area.
- The Facilities Coordinator is responsible for seeing that flowers, pictures, or guest book are brought over the Faith Ministries Building as needed.
- The Facilities Coordinator is responsible for clean up which may include emptying trash, picking up bulletins, and light vacuuming.
- The Facilities Coordinator is responsible for seeing that the Faith Ministries Building is back to it's original set up and that ALL buildings are locked.

On occasion the Funeral Guild may be asked to help with unusual requests by the family for nursery workers, finding someone to stay in the home during a service and/or reception, assisting with out of town visitor's transportation, coordinating services with a funeral home. These are not services that the Pastor or deacon will offer but may be handled on a case by case request. If the family requests that a reception be held in their home, the Reception Coordinator will try to arrange that with the same menu that we would offer at the church.

Funeral Guild members

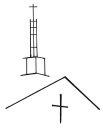
Diaconate Liaison

Director

Meals Coordinator

Reception Coordinator

Facilities Coordinator



FUNERAL GUIDELINES

Responsibility of the Pastor

The pastor is responsible for coordinating the funeral/memorial service. He/she will meet with family members to go over the details of the service, including selections of Scripture, hymns, possibilities of special music (soloist, duets, etc.). The pastor will also mention to the family members such issues of what happens before the service and following the service, and also issues of where the family is to be seated during the service. Essentially, everything dealing with the service is under the authority of the pastor.

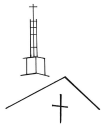
Co-directors

- Receive notification of need via church office or the Pastor.
- Serve as liaison with family to establish support requirements and need response as directed by the Pastor.
- Communicate support needs to the Overall Coordinator for meals, transportation, visitation, prayer, etc.
- The Overall Coordinator will then reach out to others for assistance. (note: This could include (working with the Deacons) such things as the need for transportation to/from the airport, or making arrangements for someone to stay at the house during the time of the service)
- Arrange for volunteers to assist with funeral service and reception as necessary.

Volunteers

Volunteers serve the Funeral Guild by assisting with funeral services and receptions by:

- Preparing of sanctuary (open the building, turn on the sound system, prepare for guest book, flowers, candles, etc.)
- Straightening sanctuary after funeral service.
- Organization of reception plans as needed.
- Attending meetings to gather as a guild and discuss issues related to the group.
- Identifying a church member and/or friend of the family to hand out service bulletins.
- Ensuring that bathroom supplies are adequately stocked.
- Setting-up and breaking down of seating for reception.
- Setting-up and breaking down of food buffet.
- Setting-up and breaking down of tea/coffee/lemonade/ice water table.
- Light vacuuming prior to, or following, the service.



Guidelines for Funeral Services

North Raleigh Presbyterian Church is a caring community of faith that supports our church family in times of loss. The purpose of these guidelines is to offer helpful information when supporting funeral services at our church. In addition, the Funeral Guild endeavors to afford all members with the best support that our facilities and people can provide.

North Raleigh Presbyterian considers the support of funeral services as a ministry and does not receive fees for funeral services or receptions for members or non-members of the church.

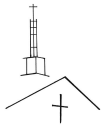
The Funeral Service-Current Practice

- As customary, families notify the Pastor when a death has occurred, who then guides the family through the process of the funeral service.
- The Pastor and church office administrator prepare the bulletins and sanctuary and the family arranges flowers for the service and reception needs. The family also arranges for a “sign-in book” to be placed in the Sanctuary and at the reception. (note: we will have a guest book available if needed)
- Currently NRPC reimburses an accompanist for the funeral music for Church members and we request that the family reimburse the accompanist if the funeral is for a non-NRPC member.
- The Pastor contacts the Funeral Guild and advises them of what the family is requesting. The Pastor offers the family a light reception after the funeral service for the family and guests.

Funeral Guild Process

The objective of the Funeral Guild is to provide care to our members and community in their time of loss. Funeral Guild members, working with the Deacons, will coordinate the following using the larger Member Care process currently in place:

- Liaison between the family and the church, as requested by the Pastor.
- Communicating the needs for meals, transportation, visitation, etc., if necessary.
- Preparing the sanctuary for the service.
- Making arrangements for services and receptions.
- Set up and breakdown of seats for the service.
- Set-up and breakdown of seats for the reception.



GIFT POLICY

General Policy:

IT SHALL BE THE POLICY OF NORTH RALEIGH PRESBYTERIAN CHURCH TO ENCOURAGE DONORS TO MAKE UNRESTRICTED GIFTS.

Administrative Policy:

The Gift Policy shall be administered as follows:

- Structure – There shall be no separate gift committee. The Finance Committee will serve in that function.
- Reports – The Finance Committee shall report to Session as necessary the status of all gifts made or proposed to be made.
- All non-cash, restricted or otherwise limited to specific purpose gifts will be submitted to the Finance Committee in ample time for the committee to ensure compliance with this policy prior to it being submitted to Session for discussion and action. Failure to adhere to this procedure will result in Session automatically referring the issue to the Finance Committee for compliance with Session policy. Session may however, by majority vote, consider exceptions if deemed warranted and sponsored by current Session member.
- Interpretation – Session shall be consulted with respect to any questions regarding interpretation of this policy.

Guidelines for restricted gifts:

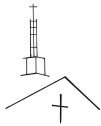
Approval by Session – All funds for restricted gifts shall be approved by Session based upon all facts, including but not limited to the following:

- The adequacy of the gift to meet the designated purpose
- The possibility of future gifts to meet the purpose
- The relevance of the purpose to the Church's mission
- Donor understanding that gift is for the benefit of the entire church congregation and does not warrant any special privilege or use.

Gift for purchase of particular item:

For restricted gifts for the purchase of a particular item, the following shall apply:

- For items with a cost of \$5,000 or more, an initial gift shall be at least 25% of the ultimate cost. Subsequent gifts shall be at least \$500.
- For items with a cost of less than \$5,000 but more than \$1,000, an initial gift shall be at least 50% of the cost. Subsequent gifts shall be at least \$100.
- For items with a cost of \$1,000 or less, an initial gift shall be at least 75% of the ultimate cost. Subsequent gifts shall be of any amount.

**Categories for restricted gifts:**

The following general categories of restricted gifts are established.

- Building construction and furnishings
- Music program – instruments, robes, etc.
- Youth programs and mission
- Benevolences
- Endowment

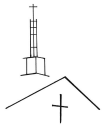
Refusal of Restricted Gifts:

If the above guidelines are not met, the donor shall be encouraged to grant more flexibility to the use of the gift. If no agreement can be reached, the Finance Committee shall refer the matter of the gift and its ultimate acceptance or refusal to Session.

Method of receipt for non-cash items:

- Stocks, bonds or other financial instruments
 - Upon receipt or notice of future receipt, Treasurer will notify Finance Committee chair and the stockbroker designated by Session
 - Asset will be liquidated as soon as possible and the proceeds placed into the appropriate designated account or general operating account of North Raleigh Presbyterian Church.
 - The Treasurer will send the donor an acknowledgement including:
 - Thank you
 - Statement of value enjoyed by NRPC
 - Statement of application of funds
 - Treasurer will ensure the donation amount is reflected on the donor's church giving records.
 - If the gift is to be applied to a specific fund, the appropriate Session member and Pastor shall be notified.
- Personal property or other non-cash items
 - The Finance Committee shall determine if the item or items are to be accepted by NRPC. The following factors shall be considered:
 - Possible uses by the church
 - Any conditions on the use of the item
 - Need for storage or maintenance and cost associated

If the need or desire for the item is questionable, the entire Session may be consulted either at scheduled meetings or via telephone or internet poll.



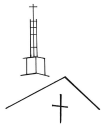
- If the items are to be accepted, the Finance Committee will determine the time and location that NRPC will take possession, and where appropriate, report those details to Session
- If the items are to be accepted, the Finance Committee, pursuant to discussions with the donor, will determine a Fair Market Value recommendation for the item and communicate that value to the donor. Treasurer will prepare a detailed receipt for the donor containing at least the following:
 - Date
 - Description of the item
 - Value
 - Thank you
- If the items are not to be accepted, the Finance Committee will notify the donor with thanks and suggestions for alternative recipients, such as Goodwill, Salvation Army, etc.

Memorials/Plaques

The use of plaques affixed to memorial objects or engraving on gifts is discouraged. Exceptions must be approved by Session.

Acknowledgements

The appropriate Session member and/or Pastor should acknowledge all gifts. Such acknowledgements should be in writing, copy to Session minutes, and express the gratitude of North Raleigh Presbyterian Church for the gift.



HUMAN RESOURCES POLICIES *(Human Resources)*

Personnel Guidelines

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Employment at Will Agreement

Equal Employment Opportunity

Immigration Reform and Control Act of 1986

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Military Leave

Workers Compensation Leave

Workers Compensation Insurance

Time Records

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Performance Standards

Termination

Voluntary

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Layoff

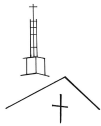
Policy against Harassment

Alcohol, Drugs and Controlled Substances

Access to NRPC Property

Confidential Information

Employment Classification



INTRODUCTORY STATEMENT

Welcome to North Raleigh Presbyterian (NRPC). We look forward to working with each individual as a member of our ministry team. These guidelines provide a summary of information about NRPC's personnel policies, procedures, benefits, and rules of conduct. This is not intended to be a contract, nor is it intended to otherwise create any legally enforceable obligations on the part of NRPC or its employees. It is important that each employee read, understand, and become familiar with the guidelines and comply with the standards that have been established.

It is obviously not possible to anticipate every situation that may arise in the workplace or to provide information that answers every possible question. As a result, NRPC reserves the right to modify, supplement, rescind, or revise any policy, benefit, or provision from time to time, with or without notice, as it deems necessary or appropriate. The information in these personnel guidelines supersedes and replaces all previous personnel policies, procedures, benefits, and rules of conduct. If there is a conflict between the provisions, benefits, and policies in these guidelines and those set forth in terms of an ordained staff member's call, the terms of the call shall prevail.

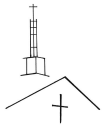
EMPLOYMENT AT WILL AGREEMENT

Employment is with the mutual consent of the employee and NRPC. Consequently, both the employee and NRPC have the right to terminate the employment relationship at any time, with or without cause or advance notice. This employment at will agreement constitutes the entire agreement between the employee and NRPC on the subject of termination and it supersedes all prior agreements. Although other NRPC policies and procedures may change from time to time, this employment at will agreement will remain in effect throughout employment with NRPC unless it is specifically modified by an express written agreement signed by designated and authorized parties. This employment at will agreement may not be modified by any oral or implied agreement.

EQUAL EMPLOYMENT OPPORTUNITY

NRPC is committed to equal employment opportunity for all qualified persons, without regard to race, color, national origin, age, physical disability, veteran status, marital status, or to the extent required by law. This applies to all employment practices, including recruitment, hiring, compensation, benefits, transfers, promotions, demotions, training, disciplinary action, and termination.

We expect all employees to show respect and sensitivity toward all visitors, members, staff, and employees, and to demonstrate a commitment to NRPC's equal opportunity objectives. If anyone should observe a violation of this policy, they should report it immediately to a staff supervisor or the Personnel Committee. NRPC will immediately investigate any complaint and take appropriate action. Violation of this policy may result in disciplinary action, up to and including termination.



IMMIGRATION REFORM AND CONTROL ACT OF 1986

NRPC is committed to full compliance with the federal immigration laws and will not knowingly hire or continue to employ anyone who does not have the legal right to work in the United States. As an ongoing condition of employment, employees will be required to provide documentation verifying their identity and legal authority to work in the United States. Formal documented agreements may be established as a mutual understanding of expectations as deemed appropriate.

EMPLOYMENT OF MINORS

Minors (less than 18 years old) who are employed by NRPC are required by law to provide a valid Work Permit before they will be allowed to work. The employment of minors is restricted by the terms and conditions of the Work Permit, as well as the provisions of state and federal law.

VACATION AND SICK LEAVE

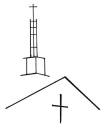
Vacation and sick leave is calculated on a calendar year basis. Employees who regularly work 20 or more hours per week are eligible for appropriate vacation time away and sick leave.

Often, employees do not begin their employment on the first day of a calendar year. Therefore, during the first full months of employment and until the start of the calendar year, **full-time employees** will earn a half day of vacation and a half day of sick leave for each month worked, based on the number of hours worked per week. For example, a 35 hour per week employee would earn 3.5 hours per month each of vacation and sick leave during these initial months. A 40 hour employee would earn 4 hours per month each of vacation and sick leave.

Thereafter, employees will be allocated the following annual vacation and sick leave. Each leave category is based on the employee's length of continuous service with NRPC:

Length of Continuous Service	Leave Earned
First full calendar year of employment	10 days per year
After 5 full calendar years of employment	15 days per year
After 10 full calendar years of employment	20 days per year

All vacation hours earned must be taken within the year allocated or the hours will be forfeited and will not be paid. Requests for vacation time off must be made in writing at least two weeks in advance. Due to the heavy NRPC schedule, vacation by staff members between Thanksgiving and Christmas may not be granted.



Part-time employees working less than 35 hours and 20 or more hours per week will earn vacation and sick leave prorated to the average hours worked per week. For example, an employee working 20 hours per week will receive 20 hours of vacation for each 5 days of earned vacation.

Upon termination of employment and provided a minimum of two weeks written notice has been offered, employees will be paid for any unused earned vacation prorated over the months actually worked.

There would be no carryover of sick leave, and no payout for unused sick leave upon termination of employment. This leave is not an entitlement, but rather is to be used only for doctor's appointments and when an employee is ill.

Employees who work less than 20 hours per week are not eligible for vacation or sick leave.

Pastoral Staff receive vacation each year as required by Presbytery.

Sick Leave: Minister and CE, ordinarily, the congregation shall provide at least 12 days of sick leave annually. For employees working less than 40 hours per week, sick leave and vacation leave should be pro-rated.

Our personnel manual says (contrary to the COM), that the sick days cannot be carried further. Therefore, a person who works 30 hours per week, should be pro-rated at 75% or 9 days annually.

HOLIDAY PAY

Full time employees are eligible to receive a day of holiday pay for the following days.

New Year's Day

Good Friday or Easter Monday

Independence Day

Thanksgiving Day

Christmas Day

One optional day between Christmas & New Year's Day

Memorial Day

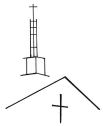
Labor Day

Day after Thanksgiving

Part-time employees who regularly work 20 or more hours per week will be eligible to be paid based on the average hours they normally work calculated from the prior 6 months work schedule.

The following general provisions apply to holiday pay:

1. Holidays will be observed on the calendar day designated by NRPC.
2. If a holiday falls during an employee's approved vacation period, the employee will receive holiday pay, and will not be charged a vacation day.
3. Employees on leave of absence for any reason are not eligible for holiday pay on holidays that are observed during the period they are on leave.



If a holiday falls on Saturday or Sunday, NRPC offices will close the following Monday for the holiday. If, due to the programs of NRPC, an eligible staff member is required to work on one of the above holidays, compensatory time off will be scheduled as soon as possible after the holiday.

OTHER LEAVE

Military Leave - a leave of absence for required military service. NRPC complies with applicable state and federal law concerning leaves for military service.

Workers' Compensation Leave - a leave of absence because of work-related illness or injury. NRPC complies with applicable state and federal law concerning leaves for work related illness or injury.

Workers' Compensation Insurance - All qualified employees are covered by Workers' Compensation Insurance at the time they are hired. NRPC pays 100% of the premiums for this important coverage.

It is important that an employee or staff member report any work-related injury or illness to their supervisor, as soon as it happens, regardless of how minor it may be. It is also important to get proper first aid and/or medical attention immediately.

TIME RECORDS

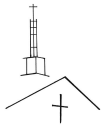
All time sheets must be signed by the pastor or supervisor and submitted to NRPC Treasurer within 2 weeks of the pay period ending date.

Non-exempt employees are required to complete an NRPC time sheet showing **all** actual hours worked. The time sheet may include some or all of the following information: the time an employee reports to work and leaves work; when an employee leaves and returns from their scheduled meal period; any vacation, sick or other leave an employee may have used.

Exempt employees must submit a monthly accounting showing vacation days, sick days, or other days absent.

OVERTIME

Non-exempt employees may be asked to work beyond their normally scheduled hours or on a regularly scheduled day off. However, non-exempt employees are not allowed to work overtime unless it has been approved in advance by a supervisor. When non-exempt employees are asked to work greater than 40 hours in a week, they will receive premium (time and one half) pay, if applicable, in accordance with state and federal law. A non-exempt employee who works overtime that has not been authorized in advance by a supervisor may be subject to disciplinary action, up to and including possible termination.



BUSINESS EXPENSE REPORTING

Employees may be reimbursed for approved business-related expenses, upon submission of accurate and receipted expense reports to NRPC within 30 days of month end of incurred expenses to ensure proper accounting and prompt reimbursement. When an employee uses their personal auto for NRPC business, the employee will be reimbursed at a per mile rate equal to the current mileage reimbursement rate designated by the Internal Revenue Service.

PERFORMANCE STANDARDS

Employment is with the mutual consent of the employee and NRPC. Consequently, both the employee and NRPC have the right to terminate the employment relationship at any time, with or without cause or advance notice.

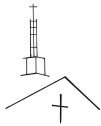
It is not possible to provide a complete list of every performance standard. As a result, the following are presented only as examples. The employee is responsible for understanding and following these standards. Employees who do not comply may be subject to disciplinary action, up to and including possible termination.

Job Performance - Employees may be disciplined, up to and including possible termination, for poor job performance, as determined by authorized individuals. Some examples of poor job performance are as follows:

- *Below average work in quality or quantity;*
- *Poor attitude, including rudeness, or lack of cooperation;*
- *Excessive absenteeism, tardiness, or abuse of break and meal privileges;*
- *Failure to follow instructions or NRPC policies and procedures.*

Misconduct - Employees may also be disciplined, up to and including possible termination, for misconduct. Some examples of misconduct are as follows:

- *Insubordination;*
- *Abuse, misuse, theft, or the unauthorized possession or removal of NRPC property or the personal property of others;*
- *Falsifying or making a material omission on NRPC records, reports, or other documents, including payroll, personnel, and employment records;*
- *Divulging confidential NRPC information to unauthorized persons;*
- *Disorderly conduct on NRPC property, including fighting, attempted bodily injury, the use of profane, abusive, or threatening language toward others, or possession of a weapon;*
- *Violation of any law adversely affecting NRPC, or conviction in court of any crime which may cause the employee to be regarded as unsuitable for employment;*
- *Violation of NRPC's alcohol, drugs, and controlled substances policy;*
- *Violation of NRPC's policy against harassment;*
- *Marking or signing the time record of another employee or knowingly allowing another employee to mark or sign an employee's time record.*



TERMINATION

Voluntary Termination - A voluntary termination is a termination that is initiated by the employee. The guidelines of NRPC request that an employee give at least two weeks written notice before termination of services. Written notice should include the reason for leaving. (Vacation allocated will not be paid if the employee has not offered a two week notice in writing.)

Involuntary Termination - An involuntary termination is a termination that is initiated by NRPC for reasons other than voluntary. The following list is not necessarily inclusive of all offenses that may require immediate discharge.

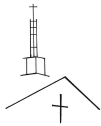
Generally an employee (non-ordained staff) will be terminated only after careful review and approval of the Pastor and the Personnel Committee. However, the seriousness of the following offenses may require the immediate discharge of an employee:

- Falsification of NRPC records
- Theft (embezzlement and employee pilfering)
- Any act of bodily harm against fellow employees, staff, or members, including threats.
- Sabotage of any facility or equipment
- Sale of illegal drugs or controlled substances
- Possession of weapons on NRPC premises
- Any form of unlawful harassment
- Use of alcoholic beverages on the premises
- Release of confidential information

Layoff - A layoff is a termination of employment that results from changing business conditions that necessitate a reduction in staff. Whenever NRPC determines at its sole discretion, a layoff should occur, the following factors will be among those considered: versatility, qualifications, skill ability, performance, efficiency, loyalty, attitude, and dependability. Employees who are laid off may not be subject to recall.

POLICY AGAINST HARASSMENT

NRPC is committed to providing a work environment that is free of discrimination. In keeping with this commitment, **NRPC** maintains a strict policy prohibiting unlawful harassment, including sexual harassment. It is important for employee(s) to understand that jokes, stories, cartoons, nicknames, and comments about appearance may be offensive to others.



Sexual harassment of employees by supervisors, co-workers, or vendors is prohibited. Unlawful sexual harassment includes unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of a sexual nature when:

- *Submission to the conduct is made a condition of employment;*
- *Submission to or rejection of the conduct is used as the basis for an employment decision affecting the harassed employee; or*
- *The harassment has the purpose or effect of unreasonably interfering with an employee's work performance or creates an intimidating, hostile, or offensive work environment.*

Examples of sexual harassment include, but are not limited to; unwelcome sexual flirtations, advances, or propositions; verbal abuse of a sexual nature; subtle pressure or requests for sexual activities; unnecessary touching of an individual; graphic comments about an individual's body; a display in the workplace of sexually suggestive objects or pictures; sexually explicit or offensive jokes; or physical assault.

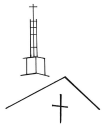
If you believe that you are being, or have been, harassed in any way, please report the facts of the incident or incidents to your supervisor, Pastor or the Personnel Committee immediately, without fear of reprisal. In determining whether the alleged conduct constitutes unlawful harassment, the totality of the circumstances, such as the nature of the conduct and the context in which the alleged incident occurred, will be investigated. Violation of this policy may result in disciplinary action, up to and including possible termination.

ALCOHOL, DRUGS, AND CONTROLLED SUBSTANCES POLICY

The unauthorized use, sale, transfer, possession, or being "*under the influence*" of alcohol, drugs, or controlled substances when on duty, on NRPC property, or in NRPC vehicles is prohibited. In addition, off duty conduct which may adversely affect the reputation or interests of NRPC is prohibited. "*Under the influence*" for the purpose of this policy, is defined as being unable to perform work in a safe or productive manner, and/or being in a physical or mental condition which creates a risk to the safety and well-being of the affected employee, other co-workers, the public, or NRPC property.

Violation of this policy may result in disciplinary action, up to and including possible termination.

Smoking is not permitted in any of NRPC buildings.

**ACCESS TO NRPC PROPERTY**

It is important that NRPC have access at all times to NRPC property, as well as other records, documents, and files. As a result, NRPC reserves the right to access employee offices, work stations, filing cabinets, desks, computers, computer files, voice mail, email and any other NRPC property at its discretion, with or without advance notice or consent.

CONFIDENTIAL INFORMATION

Unless otherwise indicated, all of NRPC's business is confidential and should never be discussed unless it is necessary for the proper conduct of NRPC-related business. Information concerning a member or particular NRPC business transaction may be released to private persons, organizations, or governmental bodies that request it only with consent of the individual or organization involved, or upon the receipt of a legal order such as a subpoena or court order. The Pastor must approve the release of all pertinent NRPC information.

Lists of NRPC members and other interested parties are maintained by NRPC solely for use in NRPC ministries. In order to protect the privacy of these individuals, an employee may not release any names on these lists to any person or group outside NRPC without previous approval of the Session.

An employee can help confidential information stay confidential by making sure that:

- A desk or work area is clear of NRPC business-related paperwork each evening;
- All member-related and other potentially sensitive documents are locked in desks or file cabinets;
- After-hours access to offices containing sensitive information is properly managed.

NEW EMPLOYEE FORMS

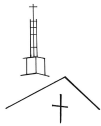
If exempt salaried employee (such as pastor), we need a W-4, NC-4, and direct deposit form completed.

If hourly employee (turns in monthly time sheet), we need a W-4, NC-4, and direct deposit form completed.

If contracted employee, we need copy of contract from Personnel and person must complete a W-9 form (tax ID number). Employee should also receive a blank invoice form which they need to complete monthly and should be received by the treasurer by the 25th of each month.

EMPLOYEE STATEMENT OF ACKNOWLEDGEMENT

(Form can be found in Section 5, forms)



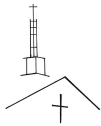
Job Description – Head of Staff

Duties and Responsibilities

“The pastor will be responsible for a quality of life and relationships that commend the gospel to all persons and that communicate its joy and its justice. The pastor is responsible for studying, teaching, and preaching the Word, for administering Baptism and the Lord’s Supper, for praying with and for the congregation. With elders, the pastor is to encourage the people in the worship and service of God; to equip and enable them for their tasks within the church and their mission in the world; to exercise pastoral care, devoting special attention to the poor, the sick, the troubled, and the dying; to participate in governing responsibilities, including leadership of the congregation in implementing the principles of participating and inclusiveness in the decision making of the Church, and its task of reaching out in concern and service to the life of the human community as a whole. In addition to these pastoral duties, he or she is responsible for sharing in the ministry of the Church in the governing bodies above the session and in ecumenical relationships.”

In addition to the generally stated duties of a pastor above, as quoted from The Book of Order, G6.0202, b, and W1.4005-4006 and his/her other roles and functions as stipulated in the Church’s constitution, the following roles and duties will be expected of the pastor at North Raleigh Presbyterian Church. This position reports to the Presbytery and is accountable to the Session.

- A. The Pastor for North Raleigh Presbyterian Church will provide theological, spiritual, administrative, and strategic leadership for the church. The Pastor will provide spiritual guidance to the congregation and staff while overseeing all areas of pastoral and member care. The Pastor shall be personable and nurturing.
- B. As the Moderator of the Session the pastor will -recommend in consultation with the Steering Committee the officer assignments for the church’s ministry teams each year.
In consultation with the Clerk and the Steering Committee, set the agenda for each stated meeting.
- C. As Head of Staff the pastor will, in conjunction with the Personnel Ministry Team
 - Supervise the employed personnel of the church’s staff.
 - He/she will be responsible for the efficient management of all staff responsibilities.



It is anticipated that on average the time and energies of the pastor will be allocated equally between his/her duties in the areas of

- Preaching and Teaching
- Pastoral Care
- Administration

And that approximately 10% of his/her time will be devoted to work within the higher governing bodies of the church and to ministry in the greater Raleigh area.

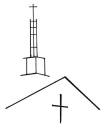
The Pastor is expected to use his/her study leave for his/her own spiritual and professional growth in ministry.

In addition the Pastor will also be subject to the terms of employment and accountability specified in the Personnel Policy of the North Raleigh Presbyterian Church.

The Pastor will take one day plus as much of Saturday as possible for his/her own personal/family use. It is anticipated that comparable time for such personal use be respected by the church as needed for sustaining the vitality of the pastor and the health of his/her family.

Qualifications

- The qualifications for one serving as pastor of North Raleigh Presbyterian are provided in the Book of Order G6.0105, 0106, 0107 (a. and b.).
- Masters of Divinity and ordination - Doctor of Ministry preferred
- One who can lead worship in the context of the Reformed Tradition
- One who can preach a biblical word that is relevant to the modern day world
- One who has skills in Administration which includes supervision of staff
- One who can assist the Session with implementation of programmatic ministries
- One who holds up and helps the church to understand its mission
- One who can teach
- One who has pastoral sensitivity and can address pastoral needs among members
- One who is a good communicator of both the written and spoken word
- One who can help the Session implement an equipping ministry which engages all ministries of the church
- One who works closely with the Music ministry in planning music for worship
- One who oversees the work of the Director of Christian Education
- One who visits members who are hospitalized



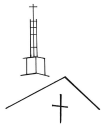
Job Description – Director of Christian Education

Duties & Responsibilities

Plan, develop, implement and manage the ministry of education at North Raleigh Presbyterian Church for all ages in accordance with the policies and directions of the Session. This position reports to the Pastor.

General Responsibilities

- Work with the Session and report to the Pastor to build and direct the educational programs. This includes developing, coordinating, and implementing educational programs for all ages, preschool through adult.
- Develop Policies & Procedures and guidelines relating to the protection and well-being of the youth for all NRPC organized activities including retreats and mission trips.
- Set goals and objectives, both short-term and long-term, for the educational ministry of all ages in conjunction with the Christian Education Teams.
- Take the lead on church background checks
- Create policy and procedure for all youth trips
- Interpret the educational ministry and objectives to the church as a whole.
- Attend all regular monthly scheduled meetings of the Session and make a report as requested.
- Work 40 hours within a full week carrying out responsibilities.
- Be present at North Raleigh Presbyterian Church on Sunday mornings.
- Serve as a team leader along with those elders assigned to the ministry of Christian Education.
- Recommend, maintain, and order curriculum for all educational classes and programs in conjunction with the Christian Education Teams.
- Work to develop a Resource Center/library with materials, books, and other helpful resources that can be used in Christian Education by the entire congregation.
- Work with the Pastor in planning and leading Confirmation Classes.
- Plan and facilitate annual sessions of the “Children in Worship” class.
- Coordinate and facilitate training for teachers, youth advisors, and other CE workers.



Specific Responsibilities According to Ministry Areas

Library: Maintain a working library with resource materials.

Adult Ministry:

- Serve as the staff liaison with the Adult Education Team to provide specialized knowledge of resources and programming that meets the needs of adult members.

Youth Ministry:

- Serve as the staff liaison with the Youth Task Force in planning and coordinating all youth activities, including mission trips and retreats.

Children's Ministry:

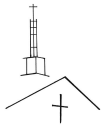
- Serve as staff liaison with the Kids Ministry Team that has oversight of all children's programs, such as Children's Church, Kids Club, and music activities.

Other:

- Become an integral part of the NRPC community and develop relationships with people of all ages.
- Be responsible for the overall management of all Sunday morning educational activities.
- Coordinate and implement seasonal activities for the educational program of the church, including Rally Day, the Advent Pageant, Vacation Bible School, and other activities as determined.
- Plan and administer issues related to child safety and background checks.
- Serve as staff liaison with oversight of part-time paid employees such as nursery workers; schedule nursery workers for other activities when needed.
- Relate to Presbytery education and resource center staff.

Qualifications:

- Bachelor's Degree or higher in education with emphasis on Christian Education for youth.
- 2-5 years' experience in Church Education field
- Demonstrable skills in communication both written and oral
- Ability to lead and work effectively within a team environment



Job Description – Office Administrator

Duties and Responsibilities:

The Office Administrator maintains internal communications among minister, Session members, committee chairs, and members of NRPC. The Office Administrator ensures the timely production and quality of church publications and communications. Planning and supervising general administrative matters to ensure efficient operations. This position reports to the Pastor, has a close working relationship with Session and church committee members and is evaluated by the Pastor.

Basic Function:

To serve the congregation of NRPC by:

- Maintaining internal communications among minister, Session members, committee chairs, and members of NRPC
- Ensuring the timely production and quality of church publications and communications
- Planning and supervising general administrative matters to ensure efficient operations

Qualifications:

- Education and experience sufficient to carry out duties and responsibilities listed.
- Computer literacy in advanced word-processing, spreadsheets, and other office programs, ability to learn new programs quickly.
- Demonstrable skills in written communication, including writing, editing, and layout of newsletters, documents and other publications.
- Ability to work well under deadlines and to respond appropriately to emergencies.
- Ability and willingness to maintain strict confidentiality in all appropriate situations.
- Willingness to interact with church members.

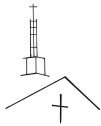
Responsibility and Relationship:

- Reports directly to the pastor.
- Close working relationship with Session and church committee members.
- Evaluated by the Personnel Committee.

Duties and Responsibilities:

Publications/External Communications

- Typing, layout, copying and folding of all regular and special bulletins and inserts.
- Handling all aspects of special mailings.
- Designing and producing promotional materials for church programs and forms for church administration as needed.
- Communicating with the congregation by email to send and receive necessary information and to notify the congregation of upcoming events or important changes.
- Updating website with forms and photos, and information.

**Records and Scheduling**

- Updating membership database and producing new directory as needed.
- Organizing and maintaining official church files.
- Maintaining contribution records and sending semi-annual contribution reports to contributors and year end reports.
- Uploading and backing up Sunday collection into Power Church.
- Maintaining master calendar and coordinating the scheduling of calendar requests.
- Maintaining official church rolls in cooperation with the Clerk of Session.
- Maintaining a system for tracking visitors to worship services in cooperation with the Membership Committee. (PowerChurch)

General Administration

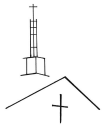
- Purchasing office supplies and equipment, denominational materials and other supplies as directed by minister and/or as directed by the church committees.
- Purchasing cleaning supplies including toilet paper, paper towels, and garbage bags.
- Performing other administrative duties and special projects appropriate to this position as requested by the pastor.
- Preparing sanctuary for Sunday services by cleaning pew racks and restocking pew racks and narthex area with necessary materials and publications.
- Performing weekly backup of office computer data.
- Evaluating and purchasing computer hardware and software as needed.
- Assisting staff and church members with church computing and networking access and problems.

Probationary Period

As is the case with other appointments at NRPC, this position has a 30-day initial probationary period.

Revision

The minister and Session shall review the job description regularly to ensure that it corresponds with the actual tasks and the needs of NRPC.



Job Description – Music Director

Position Title: Music Director

The Music Director is responsible for music selection and direction of the church choir. This includes ordering music for worship and holiday services, arranging for soloists and instrumentalists, and other administrative duties. This position reports to the pastor.

Duties and Responsibilities:

A. *Music Selection*

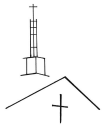
- Preview anthems through workshops, Montreat conferences, preview CDs, and other sources
- Select appropriate faith based anthems and introits for the worship service in a variety of styles (classical, traditional spirituals, contemporary)
- Order music mostly from Burrage Music Company, pick it up when it arrives, and give invoice to church treasurer
- File music or delegate this task
- Suggest music for soloists
- Coordinate with pastor for hymn selection and other music during the service that corresponds with the gospel lesson or sermon topics

B. *Choir Direction*

- Conduct rehearsals on Wednesday evenings and Sunday mornings
- Direct choir on Sunday mornings, and for special services such as Christmas Eve, Ash Wednesday, and Maundy Thursday (excludes services during the summer)
- Arrange for and coordinate with special soloists and instrumentalists during the summer
- Recruit new singers for the choir
- Recruit additional singers for special occasions
- Work with other church directors for special presentations (e.g. Pepper Choplin's cantatas in Meymandi Hall)

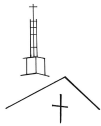
C. *Administrative Duties*

- Notify church office administrator of choir practices to put on the church calendar
- Notify church office administrator weekly of the music for Sunday's bulletin
- Place information in newsletter concerning musical performances
- Email choir at least once a week concerning schedules and other information
- Arrange for sanctuary piano to be tuned once or twice a year
- Arrange all substitutes when church musician/accompanist (Pam Simmering) is on vacation
- Arrange own substitute when out of town
- Attend worship committee meetings for input on services



Qualifications:

- Should be a person of deep faith with a personal mission to promote spirituality within the context of music
- Bachelor of Arts in Music with emphasis on choral directing.
- Knowledge of various instruments such as piano/organ, strings, etc. is very helpful.
- Good organizational and communication skills
- Direction of other choirs, especially church choirs
- Knowledge of various music genres such as classical, traditional hymns, spirituals, contemporary Christian
- Ability to be flexible and work with different ability levels
- Must have good organizational skills



Job Description – Lead Nursery Staff

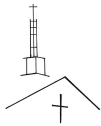
Mission Statement

We at North Raleigh Presbyterian Church endeavor to welcome children into a community of faith that appreciates and includes them as participating members. We seek to provide a nursery which is a place of care and nurture for children ages birth through three years old. (Children who turn three after September 1 are invited to remain in the nursery. Children who turn three before September 1 are welcomed into our Preschool Sunday School and Chapel programs.) Because we affirm that all children are a gift from God and that they depend upon adults for safety and security, the nursery is a place where children are both loved and are for physically, emotionally, and spiritually cared for. Because we believe that Christian Education and nurture are a joint venture between parents and the church, the nursery is a place where parents are welcome and feel confident leaving their children while they attend Sunday School and worship. Our nursery is a place where our nursery staff and assistants are supported and compensated for their ministry to our youngest children.

Lead Nursery Staff Job Description

Our Lead Nursery Staff will be:

- Recommended by the church staff and Christian Education Committee after a reasonable interview process which will include reference and background checks, and hired by the Director of Christian Education.
- At least 10 years' experience in the care of young children.
- Required to read, sign and abide by the NRPC Keeping Our Children and Youth Safe Policy.
- Expected to arrive at 9 am prior to Sunday School and stay until children are picked up after worship and room is cleaned. (On rare occasions when Sunday School is not in Session, arrival time is 15 minutes before worship or 10:15 am.)
- Required to abide by the nursery policies (attached).
- Expected to provide care which includes: feeding, changing diapers, maintaining a safe environment, holding, sitting with, and cheerfully interacting with the children by means of games, stories, crafts, and play.
- Expected to utilize nursery church curriculum to share our faith in appropriate ways with our youngest children.
- Working with another nursery worker(s) or volunteer at all times.
- If child under nursery care becomes sick or inconsolable, Lead Nursery Staff will ask parent volunteer to bring parent back to nursery; Lead Nursery Staff will communicate any concerns or issues to parent.
- In attendance at a bi-annual evaluation.
- Accountable to notify the Director of Christian Education of planned absences at least 2 weeks ahead of time and of last-minute illness no later than 2 hours before nursery report time.



- Required to make and post a work calendar to schedule other paid assistant nursery staff.
- Communicate schedule to Director of Christian Education.
- Lead Nursery staff will coordinate Assistant Nursery staff to place each in either the infant room or the toddler room.
- Lead Nursery staff will place the adult volunteer in whichever nursery room necessary to ensure the 2-adult rule (i.e. Infant Room: Nursery Assistant and Adult Volunteer, Toddler Room: Lead Nursery and Nursery Assistant).

Support provided to the Lead Nursery Staff by North Raleigh Presbyterian Church

We will:

- Compensate fairly (above minimum age, with regular increases)
- Provide basic first aid and CPR training fees annually, as needed
- Evaluate Nursery Staff bi-annually by Director of Christian Education
- Allow Nursery Staff to take grievances to the Personnel Committee Chair
- Provide an appropriate furnished infant nursery and toddler nursery

Termination Policy:

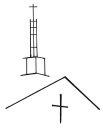
By Nursery Staff:

Nursery Staff will provide two weeks' notice, if they wish to resign from their position.

By the church:

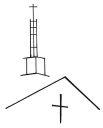
- Immediate termination will occur in cases of intentional verbal, physical or emotional abuse or neglect of any child or parent.
- Nursery staff will be terminated if they fail to follow nursery policies (attached) or in situations of un-notified absences of habitual lateness.

In every case NRPC will seek to work with its nursery staff to solve all problems.



NURSERY ROOM PROCEDURE

- All children must be signed in by their parents on the pad provided.
- All children must have a registration card filled out by the parent on file.
- Children's bags and bottles must be labeled with child's name. If they are not labeled, parents are to do so before leaving their child. Nursery Staff will seek to remind parents.
- If a child is excessively upset, the parents will be contacted.
- Diapers are changed as needed.
- There must be two nursery workers in each nursery at all times (this can be a combination of paid nursery staff and adult volunteers).
- After children leave, Nursery Staff must
 - Wipe off tables and toys
 - Return furnishings and toys to where they belong
 - Put supplies away
 - Turn off lights
- In case of emergency
 - Follow first aid training procedures
 - If emergency continues, call 911
 - Contact parents immediately
 - Contact the Director of Christian Education



YEAR-END GIFT PROGRAM (BONUS) *(Human Resources)*

Overview

To enhance morale, encourage career longevity, express appreciation for efforts and other relevant factors, NRPC retains the right to engage in offering Year End Awards.

Program

Consideration toward offering an award to staff members or contract workers, may be based on availability of church funds, and/or recommendations with respect to job performance, work efficiency, quality of work, attendance, teamwork, past performance evaluations, and other relevant factors.

NRPC will administer all year end awards without regard to race, sex, color, age, national origin, religion or disability.

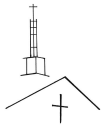
Qualified Positions:

- Full Time Staff- (*eg Pastor, Director of Christian Education*) those who work greater than 30 hours/week.
- Part Time Staff- (*eg Office administrator*)...those who work 30 or less hours/week.
- Independent Contractors: (*e.g., Musician, Janitorial Service Provider, etc.*)
- Part-Time Nursery Workers
- Specifically Named Volunteer (performing "normally paid position": (*Session controlled: e.g. Treasurer, Choir/Music Director, etc.*))

ADMINISTRATION:

Recommendations to be made by the NRPC Personnel Committee, with final approval made by current Session.

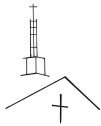
<u>Position</u>	<u>Recommended amounts (as of December 2012)</u>
Full time Staff	\$200.00
Part Time Staff	\$100.00
Independent Contractors	\$100.00
Part-Time Nursery Workers	One weeks' pay (e.g. Dec. 07 = \$30.00)
Specifically Named Volunteer	\$200.00

**PERSONNEL EVALUATION POLICY** *(Human Resources)*

Evaluation Forms can be found in Section 5, Forms

The Evaluation Process for North Raleigh Presbyterian personnel is as follows:

1. The positions to be evaluated are:
 - Pastor
 - Director of Christian Education (DCE)
 - Church Administrator
 - Organist
 - Associate Pastor (If this position is filled)
2. For the positions listed, a formal evaluation review must take place annually. A six-month review is recommended to identify status of articulated goals / objectives.
3. For personnel who have been in their position for more than a year, the review will take place no later than end November.
4. For personnel who have been in their position for less than 6 months, their first review will take place on their one year anniversary.
5. In general, the reviewers will be the person the position reports to, the appropriate elder, and with any input received from Session. Specifically, the reviewers for the following positions are:
 - Pastor: Personnel Elder, Personnel Team
 - Director of Christian Education (DCE): Pastor, CE Elder – Lead, CE- Elder – Adults; CE Elder - Youth
 - Church Administrator: Pastor; Finance Elder, Administration Elder
 - Organist: Pastor, Choir Director, Worship Elder
 - Associate Pastor (If this position is filled): Pastor, Personnel Elder
6. For each reviewer, and the person being reviewed, the evaluation form for that position will be sent out at least two weeks before the evaluation date chosen. The date to be agreed upon by the persons involved.
7. The Session will be asked to provide any comments they feel are pertinent to the position being reviewed.
8. At the date chosen, a dialogue between the person being reviewed and the reviewers (plus any additional comments from Session) will be carried out. Any actions resulting from this dialogue will be documented, and followed up on as required, with a copy being placed in their file.
9. For the formal review, the following forms will be used along with the stated goals / objectives.



EMPLOYEE CLASSIFICATION

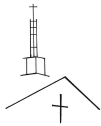
Employment Categories

All staff employed by NRPC fall into one of the following three categories.

- Full-Time Employees
- Part-Time Employees
- Contactors

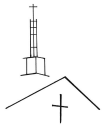
Determining Employment Category

1. As there are federal tax issues that come into play with each classification, it is first important to determine whether the candidate should be classified as a contractor. To make this determination, Personnel uses the IRS guidelines documented on the following pages.
2. If the candidate has been categorized as a contractor, a contractual agreement between NRPC and the contactor will be created. (See policy for organist as an example)
3. If the candidate has been categorized as an employee, a job description will need to be created, and a determination as to whether the employee is a full-time employee, or a part-time employee.
4. A full-time employee is a person who is working 30 hours or more per week.
5. A part-time employee is a person who is working less than 30 hours per week.



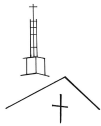
The IRS has developed a list of 20 factors it uses to test employee or subcontractor status. The Department of Labor and state boards will normally follow these as well. Here are the twenty factors you should be aware of before deciding to call an employee an independent contractor.

1. Does the business require the worker to follow their instructions on how work is to be performed? If yes, this indicates employee status. An independent contractor will generally decide how the project should be completed and use his own methodology.
2. Does the business provide training to the worker? If you're hiring a person for a job they are not trained for and providing them with the training to carry it out, that person is probably an employee. There can be exceptions based on the facts and circumstances, but if you fail this test, you might lose no matter how many of the others you pass.
3. Are the worker's services a substantial or integral part of the business? This indicates employee status because it indicates the business maintains direction and control over the worker.
4. Does the business require the worker to perform all services personally? Independent contractors may have their own employees or at least should have the option of hiring other contractors to perform their work. Agreements for personal services indicate employee status.
5. Does the business hire, supervise and pay the worker's assistants? If so, this is a strong indication of employee status. Let the independent contractor pay his or her own assistants.
6. Does the business have an ongoing relationship with the worker? This one is a stretch since many businesses maintain lifelong relationships with contractors whose work they like. But the IRS views this as an indication of employee status.
7. Does the business set the worker's schedule and hours? Independent contractors generally set their own work schedules. If the contractor must work certain hours because of required interrelationships with your employees or to take advantage of down time for computer-related work, document these facts.
8. Does the business require the worker full-time? This is an indication of employee status because the business controls their availability and prevents them from working on other clients.
9. Does the business provide the workspace? Contractors who work off-site are more likely to be classified an independent contractor.



10. Does the business determine the order or sequence in which work is completed? Indicates employee status. If specific schedules are required, document them in the contract with the reasoning for doing so.
11. Does the business require oral or written reports? The IRS believes regular written or oral reports detailing the work completed indicates employee status. In reality, this is, and should be, expected from independent contractors as well.
12. Does the business pay by the hour, week or month? This indicates employee status. See our comments at the end of this article on this issue.
13. Does the business pay expenses? This is an indication that the business is directing the Independent contractor's business activities. Make sure the independent contractor pays the expenses and bills you for reimbursement.
14. Does the business provide tools and equipment for the worker? Independent contractors would normally provide their own tools and equipment.
15. Does the worker have a significant investment in their own facilities? If the contractor maintains his own office space, computer equipment, tools, etc., this is a good indication that they are an independent contractor.
16. Does the worker have profits and losses independent of the business? This is an indication that the contractor is running his own bona fide business and is an independent contractor.
17. Does the worker have multiple clients? Working with multiple clients generally indicates independent contractor status.
18. Does the worker market their services to the general public? Employees do not generally market their services to the general public.
19. Does the business have the right to discharge the worker at any time? This suggests employee status. An independent contractor would only be discharged for failure to meet contract specifications.
20. Does the worker have the right to quit at any time? An independent contractor is under contract and cannot quit until the project is completed.

The purpose of these factors is to attempt to determine whether the employer has the right to control the worker, how, when and where the work is performed, and the amount of investment the worker has in his own business. The higher degree of control the employer has over the worker, the more likely the IRS will classify the worker as an employee. As you can see, there is a high degree of subjectivity in these tests. Some consultants will tell you that you're in danger if your worker falls into the employee category on more than 7 to 9 of these guidelines. I can tell

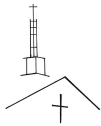


you from experience that you may be in trouble if you fail on only **three or four!** The test is highly subjective and an IRS agent may feel strongly that the requisite control is evidenced even if you pass most of the guidelines with flying colors.

The entire point of looking at these guidelines and applying them to your particular facts and circumstances is to determine if classification as an independent contractor is worth the risk and, if you decide that it is, to determine how to shore up your position before the work begins. At a minimum you should do each of the following to make sure your case is as strong as it can be.

1. Put your agreement with the independent contractor in writing. Include a description of the project, the expected duration, the amount to be paid and how it is to be paid, a paragraph specifically acknowledging that the worker is an independent contractor, and as many other details as can be agreed on. Specify that the worker must supply his own insurances. Ask for the insurance certificates and keep them on file.
2. Get a completed I-9 form from the worker and be prepared to issue a 1099 at year's end.
3. Save any promotional materials, proposals, etc. that the contractor has given you. Also save the promotional materials, proposals, etc. that you got from other contractors competing for your work. Document why you selected this contractor.
4. Pay only on invoices submitted to you by the contractor. Even if the contract is for an hourly rate, let the contractor maintain the records of hours worked and bill you for them. You may, of course, keep your own records to verify his.
5. If at all possible, do not pay on an hourly basis. You may have to, but if possible break down the amounts to be paid based on deliverables throughout the life of the project. You may pay periodic draws to aid the contractor's cash flow, but make sure the contractor accounts for them on his bills as draws against his billing for the deliverables.
6. If the project runs over the original budget and the original contract terms, address this issue in writing. If you're prepared to pay the extra fees, add a contract addendum to cover it. If the project scope changes and you require additional work, add a contract addendum for that as well.

Even with the above documentation there is no guarantee that you will prevail if the IRS comes knocking. But without such documentation, you may be risking your business!

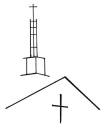


INCLEMENT WEATHER POLICY *(Administration)*

Any church service or church activity will be cancelled after the Staff (Minister and Director of Music) and Chair of the Event have decided that a cancellation or schedule change is necessary for the safety of church members.

The following procedure will be followed in the event of a cancellation or change in event:

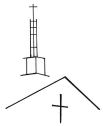
- Staff and Chair of Event will decide if event or worship is cancelled
- They will contact the Office Manager
- Office Manager will send out a constant contact to let church members know
"If the weather is questionable, watch WRAL News or check WRAL online (wral.com) for cancellation or delayed listing. Schedule changes or cancellations will be posted on the church website (<http://northraleighpc.weebly.com/>) and a notification will be sent via email. Your safety is our concern. If the conditions are dangerous, please use your own judgement about attending worship or church events."
- Office Manager will contact WRAL to cancel event
 - Call: 919-821-8737 or 888-972-5885
 - Enter ID Code: 31087
 - Enter Security Code: 4420
 - Enter 1 if closed
 - Enter 8 if services cancelled
 - Listen to the system
 - Press # if correct



INACTIVE MEMBER PROCESS *(Congregational Care)*

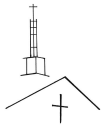
The following procedure will be followed for a status change in membership:

1. At least annually, the Diaconate will supply a list to Congregational Care of members who are not responsive to deacons or are not participating in the NRPC community. This list will be provided to the Diaconate by the office manager. Congregational Care will provide that list to the Session for each ministry team to validate names of the list as not being involved in any way with NRPC.
2. Congregational Care will then provide an amended list, if necessary, to Session with the recommendation that those on the list be moved to the inactive roll for at least two years.
3. During the two year period, these members will continued to be assigned a deacon. The assigned deacon will attempt, at least once per year, to engage these members in some conversation or participation in our community.
4. If the members do re-engage in some fashion during the two year period, the assigned deacon will notify Congregational Care. Congregational Care will then ask the Session to consider adding the member back to active membership and the deacon will then resume normal contact efforts. Congregational Care will also inform the office to change the person's status.
5. If the member does not re-engage in some way during the two year period, Congregational Care will recommend to Session that the member be removed from the membership roll. Congregational Care will all inform the office of the removal of the person from the roll.



MEMORIAL GARDEN POLICY

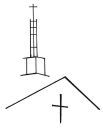
1. The Memorial Garden shall be managed in perpetuity by a Board appointed by the session. The board shall consist of 5 members that will serve three year terms. The tenure of initial board members will be staggered to establish the rotation. No member shall serve more than three consecutive terms. The session will appoint annually a Moderator from the members of the board. The board will appoint officers as needed to carry out their work and will meet at least annually. The board will also report annually to the session or as needed or requested by the session. If necessary, an unexpired term would be filled by appointment by session.
2. The board will be responsible for establishing procedures and monitoring the collection and the administration of funds. The board will have the responsibility for any improvements or additions and will establish and monitor a plan of landscaping and maintenance for the Memorial garden. The board will establish a fund which will provide the monies to insure perpetual care for the Memorial Garden.
3. Eligibility for inurnment or scattering:
 - Members or former members of North Raleigh Presbyterian Church
 - Ministers who have served North Raleigh Presbyterian Church
 - Spouses, parents, children and their spouses, and grandchildren (natural, adopted, foster or step) of the above
 - A person recommended to and approved by the Session who is meaningfully connected to the church or demonstrates other compelling special circumstances.
4. The Memorial Garden may be used by placing an urn in a Niche of the Columbarium; scattering ashes in the garden and placing the person's name on the columbarium wall; inscription on columbarium shall be inscribed with the decease's full name, date of birth and date of death only. Inscriptions shall conform to uniform size, type and composition. Purchase of these options does not constitute or construe any conveyance or any interest in the real property of the church.
5. Memorial/Honor recognition: A person or family may wish to honor someone or memorialize an individual who is buried or inurned elsewhere in the NRPC garden. The name of the individual may be engraved on a block to be placed on a memorial plaque in the garden. Inscriptions on each block may be personalized but size, type and composition of the inscription will be uniform.



6. Cremation costs: The costs of cremation are not covered by any fees paid to the church. Only the cremains of humans are allowed to be inurned or scattered in the Memorial garden.
7. Service of Inurnment: Arrangements for a service of inurnment, scattering of ashes, or memorialization shall be made through the church office or pastor. 48 hours after any service, flower arrangements, wreaths or special decorations must be removed from the garden.
8. Records: A diagram showing all niches in the columbarium shall be maintained by the board and kept by the church office. These records should include a copy of purchase contract, niche location number, names of those person who cremains are inurned or scattered, dates of birth and death, date of the service held and next of kin.
9. Fees:

Single Occupant Columbarium Niche	\$2,000
Double Occupant Columbarium Niche	\$3,000
Scattering of Ashes in the Garden	\$750
Memorial/Honor Block	\$350
10. Special Consideration: Each year the Memorial Garden board may set aside a number of niches which the pastor can provide at reduced cost, or no cost, based on need.
11. Contributions: Contributions or donations made to support the Memorial Garden are appreciated and encouraged.
12. Urns: The urn containing the cremated remains for placement in a niche is the responsibility of the family of the deceased. The urn must be of the following dimensions: *to be determined*.
13. Multiple inurnments in a niche: The cremated remains of two eligible persons may be placed in the same niche.
14. Maintenance and Perpetual care:

Maintenance of the Memorial garden is monitored by the board.
All fees, gifts, donations or contributions collected by the church for the memorial garden will be used to cover the construction, installation, landscaping, upkeep, repair, enlargement and maintenance of the Memorial Garden.



15. Right of Removal:

As a condition of using the columbarium in the Memorial garden, each person hereby irrevocably grants to the church the right to remove the cremated remains of the eligible person interred therein and to cause re-interment of such remains in any other appropriate location, upon the occasion of the relocation of the Memorial garden for any reason. Any such removal or transfer shall be at the sole discretion of the Session and shall comply with applicable laws.

16. Scattering of Remains:

A portion of the Memorial garden shall be set aside for the scattering of ashes. The representatives or family of the deceased understands that after the decedent's remains are scattered that it will no longer be possible to separately identify the cremains. The church, may, at its discretion, relocate the scattering garden to another proper location.

17. Removal of Cremated Remains by Entities other than the Church:

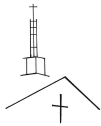
The cremated remains of any eligible decedent interred in the memorial garden columbarium may be removed by such person(s) authorized by law to do so and upon compliance by such person(s) with all requirements of state, municipal, or other pertinent laws. A site may be opened and the contents removed only for good cause determined by the church and session. Any expense incurred will be borne by the person(s) or entity requesting such action. All such opening and removals shall be documented in the records of the church, and, before such removal is made, the church shall be given a written release from any and all further responsibility where such removal is not at the request of the church. If, after the removal of the cremated remains of the eligible decedent from their assigned site, there are no other cremated remains still present in the site, all rights to the site shall revert to the church. No fees or contributions of any type shall be refunded by the church to any person, estate or family member upon removal of any interred remains.

18. Contract of Purchase and Perpetual Care:

A contract of purchase and perpetual care shall be executed before the interment of the cremains of an eligible decedent. By executing this document, the representative shall warrant to the church that the representative has been duly authorized to do so and that all persons who have a legal right to decide where to inter the eligible decedent are in agreement that they may be placed in the Memorial garden. In the event of litigation that seeks to remove remains from the Memorial garden, the eligible decedent's estate or family shall have the sole responsibility of defending such litigation.

19. Memorial Garden fund:

All receipts from fees, gifts, donations or contributions will be kept in a separate account, to be managed by the Board, to be solely used for the Memorial garden.



20. Memorial Garden rights:

No ownership in the columbarium, the niche, the memorial garden or any other interest in real estate is being purchased, conveyed or implied. Legal title to all the foregoing shall remain at all times with the church. The Contract of purchase and perpetual care conveys only the right to use the niche for the inurnment of an urn containing the ashes of an eligible person/decedent in the columbarium, or the right to scatter ashes in the Memorial Garden.

21. Repurchase of rights:

The purchaser of a contract of purchase and perpetual care may offer to transfer such right back to the church at any time prior to internment. The church may accept this request and refund the purchase price less an administrative fee of one hundred dollars plus any expenses incurred. The contract may not be sold, transferred or conveyed, in whole or in part, except to the church.

22. Abandonment:

A niche shall be deemed abandoned only after ALL of the following conditions have been checked and satisfied: Niche that has not been used within 20 years of the execution of the agreement of reservation, Buyer no longer a member of the church, and Buyer does not responded to certified mail sent to their last known address, and No response or objection is received within 90 days from the date of the certified letter. If the above are all verified, ownership of the niche shall revert to the church and can be made available for purchase/use by another person.

23. Sequence of niche selection:

During the initial sale period, purchasers of a contract of purchase and perpetual care may select the location of the niche to be used. Beginning, *January 2012*, an orderly sequence will be followed as determined by the board.

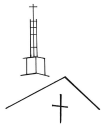
24. Plantings and decorations:

The Memorial garden board shall oversee maintenance of the Memorial garden. Nothing of a permanent or temporary nature shall be placed in the Memorial Garden without written permission of the Memorial garden board.

25. Amendments:

Amendments or additions to this policy shall be made upon recommendation from the Board with approval of the Session.

26. The memorial garden board reserves the right to make exceptions for special considerations that they deem appropriate.



NOMINATING COMMITTEE POLICY and PROCEDURE *(Nominating)*

Submitted by Kent Dove and Karen Fink

Policies of NRPC related to Nominating Committee, Session and Deacons:

- No person can serve on the nominating committee for more than 3 consecutive years.
- Regarding the Session, NRPC's policy is not to have members of an immediate family serve on Session, immediately family does NOT include grandparents/grandchildren.
- In order to serve as an Elder or a Deacon, the person must have been a member of NRPC for one year. If the Committee is uncertain, they should contact the Church office.
- Per the Book of Order, Elders and Deacons are elected to a 3 year term.
- At the beginning of each calendar year, Elders are assigned to specific ministry teams. The Book of Order requires two elders be on the nominating committee and one representative of the diaconate. The Book of Order then stipulates four at-large participants.

Nominating Committee Process:

January: The two elders are named to be on the Nominating Committee.

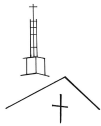
February/March: Once the two elders are assigned to the Nominating Committee, they must recommend the remaining committee members by February/March. The Nominating Committee slate must be stated at a Congregational Meeting in the first quarter of the year.

April: The full committee meets for the first time to discuss the overall process that will be followed. In the past, the Nominating Committee has provided the Session and the entire congregation with an opportunity to recommend elders using the Elder Nominating Form.

May: The last week in May is the deadline for submitting Elder Nomination Forms.

June: The Nominating Committee meets in early June to review the Elder Nomination Forms and develop the initial list of candidates for Elders.

- Any and all communication within the Nominating Committee is confidential and should not be shared.
- One of the goals of the Nominating Committee is to ensure that the Session represent as accurately as possible a reflection of the make-up of the congregation. As such, the Nominating Committee strives to have Elder Nominees reflect equal representation of men and women, those who have been members a long, medium and short time, people with various gifts to bring.



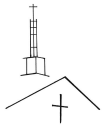
- In developing the initial list, the Nominating Committee reviews the Elder Nominating forms and then adds additional names by reviewing the NRPC roster, using the directory.
- The Committee then delineates the names by A, B, or C. Within each group, a numerical rating is provided for each name. Then one of the committee members is asked to call each of the people in the A group that are numbered 1-5.
- If all in A, numbered 1-5 accept the call to be an elder, then the Elder slate is complete. If not, then the committee continues to contact others in Group A, then in Group B and Group C as required.
- Typically, the group meets one more time in July to review the slate as rarely do the first 5 that are contacted accept the call.

July/August: The committee meets to review the status of the Elder roster and begins looking at the Deacon nominees. Typically, it is the goal to provide as little disruption as possible to the Deacon assignments. The two Elders on the Nominating Committee should be prepared at this meeting to share the existing Deacon list and assignments with the rest of the Nominating Committee. The same process is used as mentioned in the Nominating Committee, with the exception that Deacons may elect to serve an additional 3 year term. The Nominating Committee needs to know which Deacons have chosen to continue to serve.

End of August: The intent is to have the Elder slate completed by the end of August.

September: The intent is to have the Deacon slate completed by mid-September.

3rd week of September: Both the Elder and Deacon slates should be completed, have been provided and approved by Session so that the slates can be taken to the Congregation.



PRIVACY POLICY *(Administration)*

Privacy Statement

North Raleigh Presbyterian Church (NRPC) is committed to protecting your privacy and developing technology that gives you the most powerful and safe online experience. This Statement of Privacy applies to the NRPC Web site and governs data collection and usage. By using the NRPC website, you consent to the data practices described in this statement.

Collection of your Personal Information

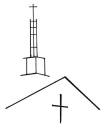
- NRPC is not responsible for the privacy statements or other content on Web sites outside of the NRPC and NRPC family of Web sites.
- NRPC collects personally identifiable information, such as your e-mail address, name, and home or work telephone number. This information is only collected if you use the “Contact Us” form in the NRPC web site.

Use of your Personal Information

- NRPC collects and uses your personal information to operate the NRPC Web site and deliver the services you have requested. NRPC also uses your personally identifiable information to inform you of other events or services available from NRPC and its affiliates. NRPC may also contact you via surveys to conduct research about your opinion of current services or of potential new services that may be offered.
- NRPC does not sell, rent or lease its visitor lists to third parties. NRPC may share data with trusted partners to help us perform statistical analysis, send you email or postal mail, or provide usage support. All such third parties are prohibited from using your personal information except to provide these services to NRPC, and they are required to maintain the confidentiality of your information.
- NRPC does not use or disclose sensitive personal information, such as race, religion, or political affiliations, without your explicit consent.
- NRPC will disclose your personal information, without notice, only if required to do so by law or in the good faith belief that such action is necessary to: (a) conform to the edicts of the law or comply with legal process served on NRPC; (b) protect and defend the rights or property of NRPC; and, (c) act under exigent circumstances to protect the personal safety of users of NRPC, or the public.

Security of your Personal Information

- NRPC secures your personal information from unauthorized access, use or disclosure in a controlled, secure environment, protected from unauthorized access, use or disclosure.

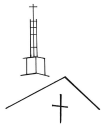


Changes to this Statement

NRPC will occasionally update this Statement of Privacy to reflect church and site visitor feedback. NRPC encourages you to periodically review this Statement to be informed of how NRPC is protecting your information.

Contact Information

NRPC welcomes your comments regarding this Statement of Privacy. If you believe that NRPC has not adhered to this Statement, please contact NRPC at office@nrleighpc.org. We will use commercially reasonable efforts to promptly determine and remedy the problem.



RECORD RETENTION POLICY and SCHEDULES *(Administration)*

Record Retention Schedule for NRPC includes the retention schedule for:

- Permanent Records
- Certificates
- Ledgers
- Transfer Records
- Tax Returns
- Property Records
- Labor Records

The following recommended retention periods are based on generally accepted accounting practices, applicable labor laws and federal tax guidelines.

a. Ledgers and Journals

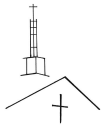
Type of Record	Retention Period
Accounts payable & receivable ledger	7 years
Cash, General, Purchase, Sales journal	10 years
Customer ledger	7 years
General, Plant, Stock ledgers	Permanent
Journal entries- year end	Permanent
Payroll journal	10 years
Voucher journal	10 years

b. Permanent Records

Below is a list of records that should be kept on a permanent basis.

Note: The suggested retention periods begin at the end of the fiscal year during which the document was created, not from the date on the documents. For items supporting tax returns, the retention period begins on the filing date of the return or its due date (with extensions) whichever is later.

Annual Financial Reports & Statements	Patent Records
Articles of Incorporation	Pension Records
Audit Reports	Property Records: Account Ledgers, Appraisals, Deeds & Titles, Plans & Specifications
Bonds (records of insurance)	Purchases & Sales
Capitol Stock Records	Stockholder Registers
Deeds	Tax Returns: Estate, Gift & Income
Dividend Register	Title Papers
General Ledger	Trademark Records
Journal Entries (year-end)	Union Labor Contracts
Plant Ledger	Annual Financial Reports
Minute Books	Warrants
Note Register	

**c. Tax Returns (copies)**

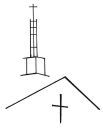
Type of Record	Retention Period
Estate	P
Gift	P
Income	P
Payroll	7
Personal property	10
Sales & use	10
Social security	7

Schedule Key: The suggested retention periods begin at the end of the fiscal year during which the document was created, not from the date on the documents. For Items supporting tax returns, the retention period begins on the filing date of the return or its due date (with extensions) whichever is later. The suggested retention period is noted in years after the type of record. 'P' means permanently. "AT" means after termination, "AD" means after disposal.

d. Property Records

Type of Record	Retention Period
Account ledgers	P
Appraisals	P
Damage reports	7
Deeds & titles	P
Depreciation	7 AD
Plans & specifications	P
Purchases	P
Sales	P
Taxes	10

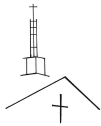
Schedule Key: The suggested retention periods begin at the end of the fiscal year during which the document was created, not from the date on the documents. For Items supporting tax returns, the retention period begins on the filing date of the return or its due date (with extensions) whichever is later. The suggested retention period is noted in years after the type of record. 'P' means permanently. "AT" means after termination, "AD" means after disposal.

**e. Labor Records**

Type of Record	Retention Period
Applications (employees)	7 AT
Contracts	7 AT
Daily time reports	5
Disability claims	7 AT
Earnings records	7
Employee service records	7 AT
Pay checks	7
Personnel files	7 AT
Salary & wage changes	7 AT
Salary receipts	7 AT
Time cards, tickets & clock records	5
Unemployment claims	7AT
Withholding certificates	7 AT
Worker compensation reports	7 AT

Schedule Key: The suggested retention periods begin at the end of the fiscal year during which the document was created, not from the date on the documents. For Items supporting tax returns, the retention period begins on the filing date of the return or its due date (with extensions) whichever is later. The suggested retention period is noted in years after the type of record. 'P' means permanently. "AT" means after termination, "AD" means after disposal.

** This schedule provides only rough guidelines and may not be appropriate for a particular business



SAFEGUARDING OUR CHILDREN POLICY

Philosophy

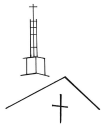
North Raleigh Presbyterian Church (NRPC) is a congregation that is committed to addressing the needs of children and youth, particularly insuring their safety and protection from any form of physical, sexual, or emotional abuse. Therefore, the Session has adopted the following policies to provide directions for all employees, volunteers, parents, members and visitors to the church on how we seek to safeguard our children and youth and nurture them in Christian love.

It is the policy of NRPC that all identified above maintain the integrity of the trust relationship at all times. Physical, sexual, or emotional abuse violates the principles of the trust relationship, is contrary to Scripture, and is never permissible. NRPC condemns any act of such abuse. The church is committed to maintaining a wholesome and safe environment for work, worship, study, nurture and fellowship for all inspired by Christian love and understanding.

False accusation is a violation of trust just as abuse of a physical, sexual, or emotional nature is a violation of trust. NRPC is equally committed to preventing unfounded, mistaken, or false claims and minimizing opportunities for false accusations against our staff and volunteers.

By the adoption of this Safeguarding our Children and Youth, a policy on Physical, Sexual, and Emotional Misconduct, NRPC has established institutional guidelines to minimize opportunities for physical, sexual, or emotional abuse and to minimize opportunities for false accusations against our staff and volunteers. The church will implement this policy for investigation and response to reports of suggested or suspected physical, sexual, or emotional abuse. Through this combination of efforts, NRPC intends to minimize actual or perceived instances of abuse, to respond appropriately to those that might occur, and to guard against misinterpretations of actions as we continue our service in Christian love.

The Presbytery of New Hope adopted a policy and procedure that covers sexual misconduct allegations against ministers. This policy, The Presbytery of New Hope Policy and Procedure on Sexual Misconduct, revised April 24, 2002, can be found at www.nhpresbytery.org. NRPC's Policy is meant to augment the Presbytery policy, providing clear direction for our congregation.



Guidelines

These Guidelines shall be followed at NRPC at all times except as noted in Section II.I of this document:

A. Two-Adult Rule

Volunteers and employees will strive to adhere to the “two adult” rule. This means that an adult is not alone with children or youth without another adult present. Therefore, two caregivers will be present any time childcare is offered by NRPC. Leaders should avoid one-on-one situations with underage persons apart from visible and public settings. At least two advisors or chaperones shall be present for any children/youth event.

B. Age of Caregivers

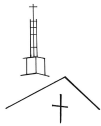
1. One caregiver should be age 21 or older whenever:
 - (a) A child(or children) two years of age or younger is present, or
 - (b) The group size is ten or more children.
2. One caregiver should be 18 or older if the children/youth are over two years old and the group size is less than ten children/youth.
3. In rare instances, an exceptionally responsible person younger than 21 or 18, as appropriate, may be authorized by the appropriate church staff to supervise childcare.
4. A youth 12 or older may be counted as an adult in the adult-child ration if another caregiver meets the above requirements.

C. Physical Environment

NRPC will strive to provide a physical environment that minimizes risk of harm and supports careful supervision and appropriate interactions with and between children or youth. Physical surroundings and group size should allow adequate space and visibility for monitoring as well as meet the developmental needs of the children or youth using the space.

D. Volunteer Covenant Statement and Background Checks

1. In keeping with the intent of this policy, all volunteers shall sign a Covenant Statement before assuming duties with children or youth at NRPC.
2. NRPC recognizes that certain positions require a greater degree of scrutiny due to the frequency and intensity of interaction with children and youth. Therefore, NRPC shall conduct criminal background checks for all paid nursery staff, all teachers and leaders who teach/lead children, and all youth ministry advisors



and teachers for middle and high school groups. These checks shall only be conducted at the beginning of service and will be repeated every three years. NRPC recognizes that the checks may not be concluded before an individual begins service. If the completed check disqualifies any staff or volunteer from service, that person's service shall be immediately terminated.

3. In the event of (a) one's inability to sign the affirmation in the covenant, or (b) negative facts revealed as part of the background check, such facts shall be referred to the committee described in Section III.B below for appropriate actions. Appropriate actions may include, but are not limited to, dismissal, prohibition of certain work or service by an individual, additional rules or procedures to be followed by an individual or any other reasonable precaution necessary to safeguard the church family.

E. Church Membership

All church teachers, nursery volunteers, and children/youth advisors must be members of the church before serving in an official capacity in any of these programs. Any volunteer who is not a member must be approved by the Session before assuming volunteer responsibilities.

F. Transportation

No children/youth leader shall provide transportation for one child/youth alone without written or oral permission from the child's/youth's parent. It is understood, however, that children/youth ministry volunteers may transport children/youth without another leader in the vehicle. All adults transporting children/youth should follow basic car safety and NC laws, including, but not limited to: child booster seat laws, 12 years and under riding in the backseat, and all children/youth using safety belts at all times.

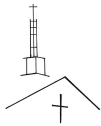
G. Parents and Guardians Welcome

Parents or guardians of children and youth are welcome to visit, participate in or chaperone programs in which their child is participating.

H. Exceptions from Guidelines Requirements

There are programs that fall within the scope of these guidelines which, by nature, require changes in specific requirements:

1. Confirmation Class: Developing a relationship with a mentor is part of the confirmation journey. Youth and mentors are encouraged to spend time together which may be one-to-one. Because this may not always be in a visible and public setting, parents and guardians shall be informed of the nature and logistics of the mentoring program.



2. Presbyterian Women's Bible Study Classes: Members of a Bible Study class may arrange for childcare for gatherings which involves only one caregiver. It is necessary that the parent be close by and able to be summoned quickly if needed.
3. Choirs: Because there may be times when only one leader is present, parents should be informed of this possibility.
4. Non-church groups: Groups that are not directly sponsored by North Raleigh Presbyterian Church are expected to follow similar guidelines for childcare and supervision. Acceptance of this policy will need to be confirmed.
5. Other Exceptions Approved by Session and/or the Pastor: Other child care offered by NRPC may be exempted from the two-adult rule or age requirements of caregivers stated above by the Session and/or the Pastor.

Procedures for Reporting and Handling Violations

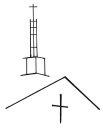
A. Violation of the Section II Guidelines

Volunteers and employees who have knowledge or are suspicious of a violation of any of the Guidelines listed above in Section II of this Policy shall immediately report such concern to the pastor of NRPC.

The pastor shall report such violation to the elder in charge of that program, and the two together shall form a corrective plan of action to avoid similar future violations.

B. Report of Known or Suspected Abuse

Volunteers and employees who have knowledge or are suspicious of inappropriate behavior with children or youth by another volunteer, employee, child or youth (other than as set forth in Section III.A for a violation of a specific Guideline) shall immediately report such behavior to the Pastor. All such reports will be heard and taken seriously. The Pastor shall form a committee consisting of the Pastor, the elder in charge of the program under which the violations occurred and one elder chosen by the Pastor for this purpose (Committee). The Committee shall investigate the facts surrounding the alleged misconduct and shall confer as to the appropriate action to be taken. The Committee may take the actions they agree are appropriate, and shall inform the Session of the actions taken. The Session may determine whether to report the actions taken to the congregation. Options for action include, but are not limited to, (1) counseling for any or all involved parties, and (2) restrictions placed on, or removal from positions involving contact with children or youth. In appropriate cases, the abuse shall be reported to the local authorities as required by law.



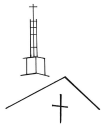
To the extent possible, but subject to the procedures set forth, the complainant and/or the victim should receive the respect of privacy and confidentiality. The Pastor shall keep the victim's parent informed about the procedures taken and the progress of the case. Nothing in these procedures is intended to prohibit the victim or his or her parents from reporting the alleged violation to the proper local authorities.

To the extent possible, but subject to the procedures set forth, the accused should receive the respect of privacy and confidentiality. The accused shall be informed about the accusation, the procedures to be followed and the progress of the case by the Pastor. The accused shall receive pastoral support.

Only the Pastor or the Pastor's designee shall respond to media contact about the case.

References

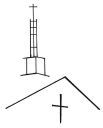
All references in this policy to the Pastor shall include a reference to any Interim Pastor or, in the absence of either, to the acting Head of Staff.



Sanctuary Weekly Preparation

This weekly prep is performed by the Office Manager.

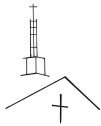
- Check flower sign up list on Monday. Follow Sanctuary Flower procedure.
- Bring back bulletin basket and recycle old bulletins.
- Put fresh candles in holders as needed (if candle is more than ½ gone).
- Change parament colors (see liturgical colors calendar). Paraments are in the choir room behind the door. Generally:
 - First Sunday is always white.
 - Lent is purple.
- Straighten pew racks, hymnals, and bibles (hymnal, bible, bible, hymnal, Sing the Faith behind hymnals).
- Restock prayer cards, envelopes and pens in the pew racks.
- Remove old bulletins, and papers.
- Refill friendship pads as needed, check for missed sign in sheets. Place the pads on the inside of the pew (toward main aisle).
- Straighten out and replenish paper, crayons, and pencils in children's worship bags and clipboards.
- Place two bulletins on organist bench (Friday).
- Place bulletins in basket on table in the back of the Sanctuary.



SUNDAY PROCEEDURES

The following section contains the various procedures for Sunday including:

- Communion
- Count Team
- Elder in Charge
- Offertory
- Sanctuary Flowers
- Usher Check List



COMMUNION PROCESS *(Worship)*

2 Station Intinction with Cut Bread and Wine Communion Preparation

You need to provide:

- 1 64oz. bottle of red grape juice
- 1 bottle red wine
- 2 ½ loaves of bread

You need to locate:

- 4 white cloth napkins (now located in choir loft)
- 1 white tablecloth (now located in choir loft)
- 1 ceramic pitcher (on the Communion Table)
- 4 ceramic plates (one is on the Communion Table)
- 3 ceramic chalices (one on the Communion Table)

Please arrive at church by 9:30 AM to prepare the Communion elements. Please wash your hands thoroughly before preparing Communion and use the vinyl gloves in the kitchen if available.

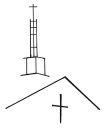
Sanctuary Preparations:

Preparation of the Broken Bread: Take one whole loaf and slice about $\frac{3}{4}$ across the middle. Place a white napkin on a ceramic plate, put the loaf on the napkin and fold the corners over the bread. The Minister will break this loaf during the prayers before Communion.

Preparation of the Served Bread: Cut up the remaining 1 ½ loaves of bread into bite sized pieces (large enough to keep from having to put your fingers in the juice/wine). Place three napkins on top of the remaining three ceramic plates, pile bread on the napkins and fold up the napkin corners to cover the bread. **Leave one plate on the counter in the FMB.**

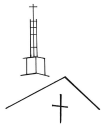
Preparation of the juice: **Pour red grape juice into one chalice for the FMB and leave it on the counter alongside of the plate of bread.** Take the bottles of red wine and red grape juice with you to the sanctuary and pour wine into the pitcher there (1/2 full pitcher is plenty). Pour juice in the remaining chalice (3/4 full cup is plenty). One chalice is now empty and one is full.

Assemble the elements on the table as follows: Remove the 2 candles and Plexiglas cover on the Communion table (leaning it against the re-table momentarily). Place the table cloth on the table and then replace the Plexiglas and candles. Please make sure the tablecloth is straight and free of wrinkles by placing the red X's on the back corners.



Place the bread plates and chalices attractively on the table. Place the ceramic bread plate with the bread to be broken on the side table in the narthex for the children to bring in during the Communion hymn.

After the Service: Remove the candles and Plexiglas cover from the Communion table, then remove the tablecloth, and replace the Plexiglas and candles. Re-hang the tablecloth and napkins in the choir loft. Return all the elements to the kitchen. Dispose of the remaining elements properly (**take wine and juice home, please**). Wash and dry the ceramic items and leave on the kitchen counter or replace in box in the Pastor's office. Leave the cup, pitcher and plate that are to be replaced in the Sanctuary on the FMB counter.

**Communion: 2 Station Intinction with Wine Maundy Thursday/Ash Wednesday****You need to provide:**

- 1- 12oz. bottle of **red** grape juice
- 1 – bottle red wine
- 2 ½ loaves of bread

You need to locate:

- 3 white cloth napkins (now located in choir loft)
- 1 white tablecloth (now located in choir loft)
- 1 ceramic pitcher (on the Communion Table)
- 3 ceramic plates (one is on the Communion Table)
- 3 ceramic chalices (one is on the Communion Table)

Please arrive at church by 6:00 PM to prepare the Communion elements. Please wash your hands thoroughly before preparing Communion and use the vinyl gloves in the kitchen if available.

Sanctuary Preparations:

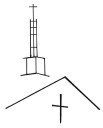
Preparation of the Broken Bread: Take one whole loaf and slice about $\frac{3}{4}$ across the middle. Place a white napkin on a ceramic plate, put the loaf on the napkin and fold the corners over the bread. The Minister will break this loaf during the prayers before Communion.

Preparation of the Served Bread: Cut up the remaining 1 ½ loaves of bread into bite sized pieces (large enough to keep from having to put your fingers in the juice). Place two napkins on top of the remaining two ceramic plates, pile bread on the napkins and fold up the napkin corners to cover the bread.

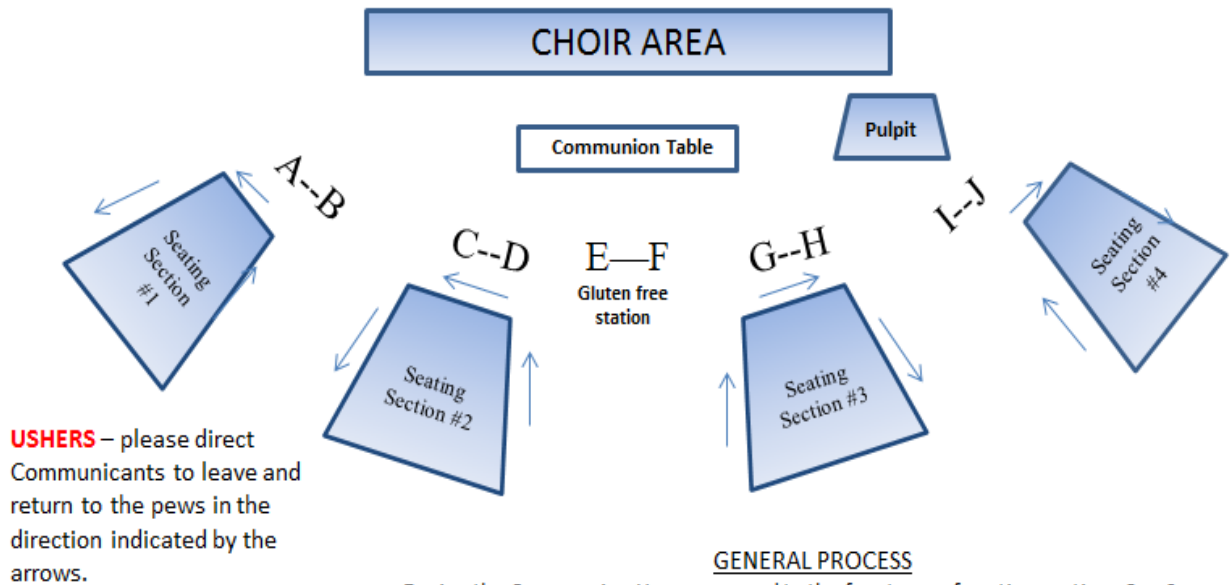
Preparation of the juice: Take the bottle of red grape juice and the bottle of wine with you to the sanctuary and pour juice into one of the chalices. Pour wine into the pitcher. One chalice is now empty and one is full.

Assemble the elements on the table as follows: Remove the 2 candles and Plexiglas cover on the Communion table. Place the table cloth on the table and then replace the Plexiglas and candles. Please make sure the tablecloth is straight and free of wrinkles by placing the red X's on the back corners. Place the bread plates and chalices attractively on the table. Place the ceramic bread plate with the bread to be broken in the center of the table.

After the Service: Remove the candles and Plexiglas cover from the Communion table, then remove the tablecloth, and replace the Plexiglas and candles. Re-hang the tablecloth and napkins in the choir loft. Return all the elements to the kitchen. Dispose of the remaining elements properly (**take juice and wine home, please**). Wash and dry the ceramic items and leave on the kitchen counter or replace in box in the Pastor's office. Leave the cup, pitcher and plate that are to be replaced in the Sanctuary on the FMB counter.



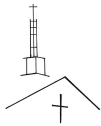
Communion: Intinction Communion Server Assignments Process



- A – Server Name (Juice)
- B – Server Name (Bread)
- C – Server Name (Juice)
- D – Server Name (Bread)
- E – Server Name (Gluten Free – See Note)
- F – Server Name (Juice)
- G – Server Name (Bread)
- H – Server Name (Juice)
- I – Server Name (Bread)
- J – Rev. Craig Miller (Juice or Wine)

GENERAL PROCESS

During the Communion Hymn proceed to the front row of seating sections 2 or 3, depending on the side you are serving on. The pastor will indicate when you should move up to the Communion table in the assigned order. When you have the elements (bread or juice) in hand, move to your designated place and parishioners will file past first taking bread and then dipping it in the juice/wine. The server of bread should say “The Bread of Life” to each Communicant. The server of juice should say “The Cup of Salvation” to each Communicant. When all who are moving forward have been served, the pastor will ask if anyone else needs to be served. At that time A and B should take their elements to the accompanist. Another pair of servers may need to take the elements into the pews for those who are not able to move forward (use your judgment as to which pair does this). When this process has been completed, turn around, step up to the table and hand your plate or cup to the pastor. He will then serve the servers. One of the servers should then serve the pastor. Once the pastor and all servers have taken communion, you should return to your original seats.

**Communion: Summer (No Choir) Regular Communion Preparation****You need to provide:**

2- 64 oz. bottles of **red** grape juice
2 loaves of cubed bread
1 whole loaf of bread

You need to locate:

8 Communion Wine Trays and Covers
9 Communion Bread Plates and Covers
6" paper doilies
Plastic Communion cups
2 white cloth napkins (**now located in choir loft**)
1 white tablecloth (**now located in choir loft**)
2 ceramic plates (one in Sanctuary one for FMB)
2 ceramic chalices (one in Sanctuary one for FMB)
1 ceramic pitcher (in the Sanctuary)
Two Communion cup fillers
10 Gluten Free Wafers (located in small boxes in the Communion ware cabinet)

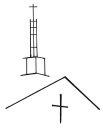
Please arrive at church by 9:30 AM on Sunday morning to prepare the Communion elements. PLEASE WASH YOUR HANDS THOROUGHLY BEFORE STARTING COMMUNION PREPARATION AND USE THE VINYL GLOVES LOCATED NEAR THE SINK.

INSTRUCTIONS FOR THE SANCTUARY COMMUNION:

Preparation of the Served Bread: Locate 8 bread trays and two covers. Cut two loaves of bread into bite-sized pieces. Place one 6" paper doily in the bottom of each bread plate (doilies are located in Communion Ware cabinet). Add bread pieces to the 9 plates, and cover with another doily. Stack plates on top of each other to form two stacks, one with 4 trays and one with 5 trays and add the covers to the top plates.

Preparation of the Broken Bread: Take one whole loaf and slice about $\frac{3}{4}$ across the middle. Place a white cloth napkin on a ceramic plate, put the loaf on top of the napkin and fold the corners to cover the bread. The Minister will break this loaf during the prayers before Communion. **(Leave this element on the table in the Narthex)**

Preparation of the juice: Locate 8 Communion cup Trays and two covers. Each tray holds about 40 cups. Use the plastic Communion cup fillers to fill all of the cups with red



grape juice. Cups should only be filled about half full as they are easily spilled by some of our younger communicants. Stack the trays on top of each other to form two stacks, one with 4 trays and one with 5 trays and add the covers to the top plates. Fill the pitcher not more than half full with the remaining red grape juice. Leave the chalice empty.

NOTE: Please leave the half full pitcher and the empty chalice on the table in the Narthex along with the loaf of bread.

Assemble the elements on the table as follows: Remove the 2 candles and plexi-glass cover on the Communion table (leaning it against the re-table momentarily). Place the table cloth on the table and then replace the plexi-glass and candles. Please make sure the tablecloth is straight and free of wrinkles by placing the red X's on the back corners. Place the stack of 5 bread trays on the right side of the table (as you face the pews) along with the stack of 5 Communion cup trays. Place the remaining 4 bread and Communion cup trays on the left side as you face the pews.

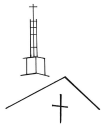
INSTRUCTIONS FOR THE FAITH MINISTRIES BUILDING COMMUNION:

Communion in the FMB will always be by Intinction. Please place a white cloth napkin on a ceramic plate. Add a good amount of cut up bread pieces (enough for the FMB workers) and cover with the corners of the napkin. Fill a ceramic cup about ½ full with some of the red grape juice. Place a folded paper towel on top of the ceramic cup. Leave both elements on the counter in the kitchen. An Elder will serve communion to the FMB workers at an appropriate time.

INSTRUCTIONS FOR THE GLUTEN FREE STATION IN THE SANCTUARY:

Place a doily in a metal bread plate and add about 10 gluten free wafers and leave the plate at the back of the Sanctuary.

After the Service: Remove the candles and plexi-glass cover from the Communion table, then remove the tablecloth, and replace the plexi-glass and candles. Re-hang the tablecloth and return to choir loft. Assure that the ushers are tossing out the used Communion cups. Return all the elements to the kitchen. Dispose of the remaining elements properly (**take leftover juice home, please**). Wash the plastic cup fillers, serving trays and ceramic set. Dry them thoroughly. Return the metal trays and measuring cups to their storage cabinet under the coffee pot, leaving the ceramic set on the counter. Check the supply of plastic cups and notify the Worship Committee if more are needed soon.



Communion: Regular Communion Preparations Procedure

You need to provide:

2- 64 oz. bottles of **red** grape juice
2 loaves of cubed bread
1 whole loaf of bread

You need to locate:

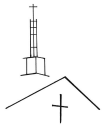
9 Communion Wine Trays and Covers
10 Communion Bread Plates and Covers
6" paper doilies
Plastic Communion cups
2 white cloth napkins (**now located in choir loft**)
1 white tablecloth (**now located in choir loft**)
2 ceramic plates (one in Sanctuary and one for FMB)
2 ceramic chalices (one in Sanctuary and one FMB)
1 ceramic pitcher (in the Sanctuary)
Two Communion cup fillers
10 Gluten Free Wafers (located in small boxes in the Communion ware cabinet)

Please arrive at church by 9:30 AM on Sunday morning to prepare the Communion elements. PLEASE WASH YOUR HANDS THOROUGHLY BEFORE STARTING COMMUNION PREPARATION AND USE THE VINYL GLOVES LOCATED NEAR THE SINK.

INSTRUCTIONS FOR THE SANCTUARY COMMUNION:

Preparation of the Served Bread: Locate 9 bread trays and two covers. Cut two loaves of bread into bite-sized pieces. Place one 6" paper doily in the bottom of each bread plate (doilies are located in Communion Ware cabinet). Add bread pieces to the 9 plates, and cover with another doily. Stack plates on top of each other to form two stacks, one with 4 trays and one with 5 trays and add the covers to the top plates.

Preparation of the Broken Bread: Take one whole loaf and slice about $\frac{3}{4}$ across the middle. Place a white cloth napkin on a ceramic plate, put the loaf on top of the napkin and fold the corners to cover the bread. The Minister will break this loaf during the prayers before Communion. (**Leave this element on the table in the Narthex**)



Preparation of the juice: Locate **9** Communion cup Trays and two covers. Each tray holds about 40 cups. Use the plastic Communion cup fillers to fill **all of the cups with red grape juice**. Cups should only be filled about half full as they are easily spilled by some of our younger communicants. Stack the trays on top of each other to form two stacks, one with 4 trays and one with 5 trays and add the covers to the top plates. Fill the pitcher not more than half full with the remaining **red grape juice**. Leave the chalice empty. **NOTE: Please leave the half full pitcher and the empty chalice on the table in the Narthex along with the loaf of bread.**

Assemble the elements on the table as follows: Remove the 2 candles and plexi-glass cover on the Communion table (leaning it against the re-table momentarily). Place the table cloth on the table and then replace the plexi-glass and candles. Please make sure the tablecloth is straight and free of wrinkles by placing the red X's on the back corners. Place the stack of 5 bread trays on the right side of the table (as you face the pews) along with the stack of 5 Communion cup trays. Place the remaining 4 bread and Communion cup trays on the left side as you face the pews.

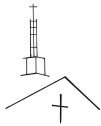
INSTRUCTIONS FOR THE FAITH MINISTRIES BUILDING COMMUNION:

Communion in the FMB will always be by Intinction. Please place a white cloth napkin on a ceramic plate. Add a good amount of cut up bread pieces (enough for the FMB workers) and cover with the corners of the napkin. Fill a ceramic cup about ½ full with some of the red grape juice. Place a folded paper towel on top of the ceramic cup. Leave both elements on the counter in the kitchen. An Elder will serve communion to the FMB workers at an appropriate time.

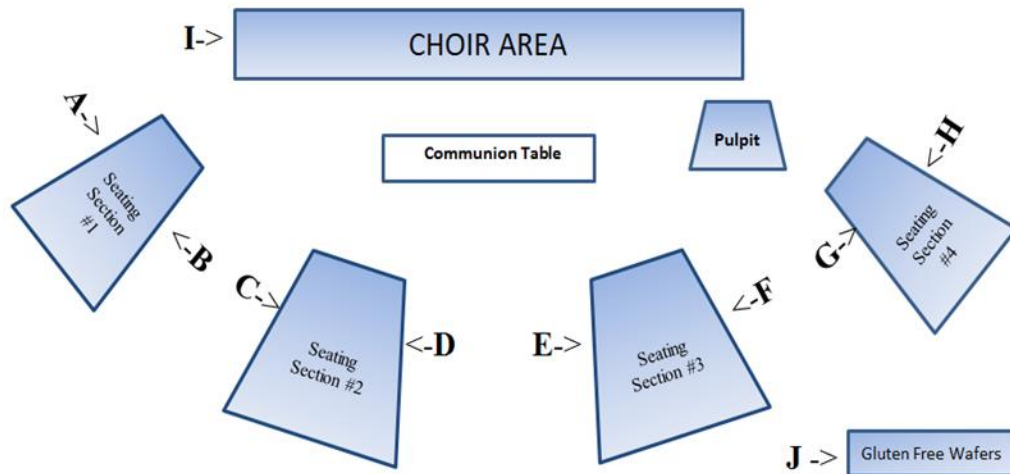
INSTRUCTIONS FOR THE GLUTEN FREE STATION IN THE SANCTUARY:

Place a doily in a metal bread plate and add about 10 gluten free wafers and leave the plate at the back of the Sanctuary.

After the Service: Remove the candles and plexi-glass cover from the Communion table, then remove the tablecloth, and replace the plexi-glass and candles. Re-hang the tablecloth and return to choir loft. Assure that the ushers are tossing out the used Communion cups. Return all the elements to the kitchen. Dispose of the remaining elements properly (**take leftover juice home, please**). Wash the plastic cup fillers, serving trays and ceramic set. Dry them thoroughly. Return the metal trays and measuring cups to their storage cabinet under the coffee pot, leaving the ceramic set on the counter. Check the supply of plastic cups and notify the Worship Committee if more are needed soon.



Communion: Regular Communion Server Assignments and Process

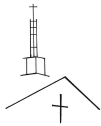


- DATE
- A – Server Name
 - B – Server Name
 - C – Server Name
 - D – Server Name
 - E – Server Name
 - F – Server Name
 - G – Server Name
 - H – Server Name
 - I – Server Name (Choir)
 - J – Server Name (Gluten Free - See Note)

GENERAL PROCESS

During the Communion Hymn proceed to the front row of seating sections 2 or 3, depending on the side you are serving on. The pastor will indicate when you should move up to the Communion table. **The server for the Choir should move to the left side of the table facing the choir and hand out the element trays (bread first) to servers on the left side of the table, keeping one tray to serve the choir.** The pastor will hand out the element trays to servers on the right side of the table. When you all have the bread trays in hand, move to your designated aisle and pass the elements in the direction noted above. When your section is completed, move to the back of the sanctuary and when all servers are gathered, serve a piece of bread to the gluten free server, then move forward together to the table and return the element trays to the pastor and choir server. NOTE: The choir server does not have to go to the back of the sanctuary but should move to the left of the table to receive the elements and place them back on the table. The pastor will serve the servers. Repeat this process with the trays of juice.

NOTE: A tray of gluten free wafers is located at the back of the sanctuary. Gluten free server should move to the back of the sanctuary when others move to front pews (last verse of Communion hymn). Once the others move to the back of the sanctuary, take a piece of bread from a server and then return to your original seat as the other servers move forward to return their trays.



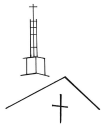
COUNT TEAM PROCEDURE *(Finance)*

It is extremely important that no one begins the counting process alone. If your assigned partner has not shown up, please find a temporary assistant or contact a member of session for assistance. It is also important that your counting partner not be from the same household. This is for your protection as well as in compliance with what we have assured our insurance and bonding carriers is procedure.

Preparation

- Both counters should pick up the collection plates at the front of the sanctuary after the service and take them directly to the Church Office in the FMB building.
- In counters filing drawer, you will find a calculator, check stamp and ink, deposit book, and key to the church lock box. The lock box is located in the bottom left desk drawer, open and remove checks or cash and include these on the tally sheets.
- Remove all checks from the envelopes. Write any special fund designation on the memo line or envelope.
- Alphabetize all checks and envelopes with cash *(the spreadsheet is set up alphabetically)*.
- One counter should identify the name and amount and the other should record it on the spreadsheet making sure the amount is recorded in the appropriate column.
- Add up all remaining cash as **Loose Offering**.
- Go through the empty envelopes before throwing them in the trash.
- Run a calculator tape of the total money documented on the counters tally sheet as being received.
- Next, run a tape of all cash, coins and checks. The tapes should total to the totals listed on the spreadsheet. If not find the error and correct.
- All checks need to be stamped with our endorsement stamp.
- Once all the cross-checks balance, put the deposit slip, checks, cash and coins in the blue bank bag, and put away the calculator and other supplies.
- Count team captain should take the deposit to the nearest North State bank.

The remainder of this document describes the process for filling out the Tally Sheets on the computer. In most ways the process is exactly as if you were filling out the sheets manually. However, there are some differences which need to be discussed.



Entering Contributions

It is recommended that you enter the contributions in the following order:

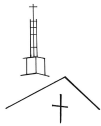
1. Enter checks. If a check is from a name not on the tally sheet, put it to one side, and enter all other checks first. Check to see if the contribution has been designated. (For example for flowers, building fund, Habitat, etc.).
2. Enter remaining checks in the location for visitors. Be sure to enter the name and address on the check, so that we can track their contribution.
3. Using the calculator, calculate the total contributions received from all the checks.
4. Enter the envelopes with cash.
5. Using the calculator, calculate the total contributions received from all the envelopes containing cash.
6. Enter the total Loose Offering received.
7. Using the calculator, add the total amounts from checks, cash from envelopes, and loose offering.
8. Enter this amount on the bank deposit slip.

Pennies for Hunger Sundays

Pennies for Hunger occurs on the last Sunday of the month.

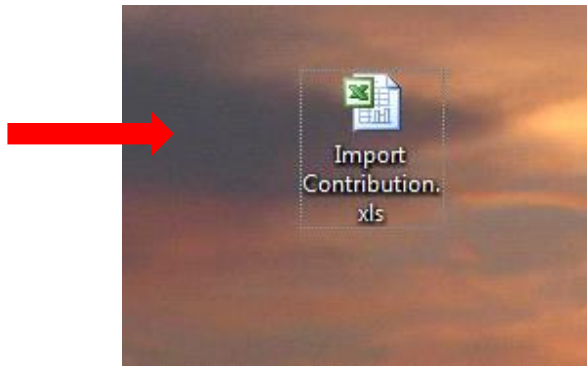
- Collect the money from the basket and put in the cloth bag.
- Once in the FMB, separate the currency and the coins, leave the coins in the bag. Do not count coins.
- Put the coin bag in the bottom left drawer of the desk.
- Count the currency from the Pennies collection.
- Enter the amount on the spread sheet as cash, designated offering code 8.
- On Monday a designated person will take the coins to Coastal Federal Credit Union for counting.
- The currency and leftover coins will be returned to the church office placed in an envelope marked Pennies for Hunger and put in the black box in the left hand bottom drawer.
- This will be entered the following Sunday on the spreadsheet as cash, designated offering code 8.

The specific process for entering the contributions into the tally sheet is listed below.



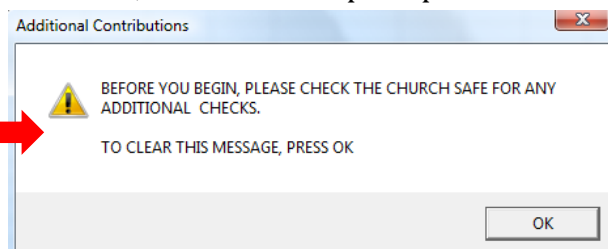
Computer Step by Step Process

1. Log-on to the computer as User **Counters**. No password is required
2. On the Desktop is the File: Import Contribution.xls



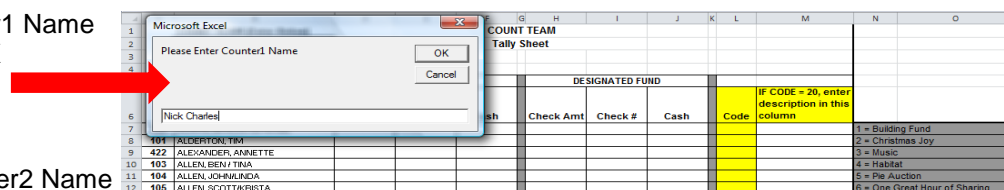
3. The following screen pops-up to remind you to pick up any additional checks from church deposit box. Press OK, to remove the prompt.

Check church safe for Additional checks, and then press OK

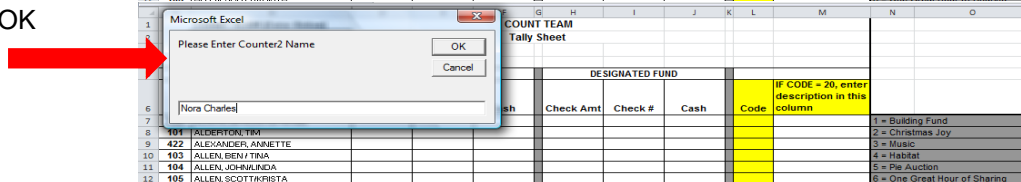


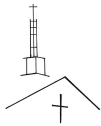
4. Using the **Left Button** on the mouse, Double-Click on this file. Select **ENABLE MACROS**, when the system asks whether you want to enable macros. You will be asked to enter the Names of the two Counters. (See below)

Enter Counter1 Name
And press OK



Enter Counter2 Name
And press OK





5. Today's Date will be added, and a message will appear saying that the file has been saved as: C:\Power Church\Contributions-mm-dd-yyyy. **Press OK.** (See below)

The names entered are shown here. →

Today's date is shown here ↓

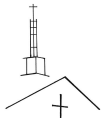
COUNT TEAM (Enter Below)			COUNT TEAM Tally Sheet					
Nick Charles			Date: 12/23/2011					
Nora Charles								
OPERATING FUND			DESIGNATED FUND					
MEMBER	Check Amt	Check #	Cash	Check Amt	Check #	Cash	Code	IF CODE = 20, enter description in this column
100								
101								1 = Building Fund
422								2 = Christmas Joy
103								3 = Music
104								4 = Habitat
105								5 = Pie Auction
106								6 = One Great Hour of Sharing
107								7 = Outreach
108								
109								
110								
111								
112								
301								
414								
115								
116								
117								
118								
120								
121								
123								
124								
125								
128								

Microsoft Excel dialog box: C:\Power Church\Contributions\Contributions-12-23-2011

→ The file is saved Using today's date

6. **FOR CHECKS:** If the contributor **HAS NOT** designated the amount for a special purpose, enter the amount and the check number in the fields: **Check Amt** and **Check#** under **Operating Fund**. See below.

COUNT TEAM (Enter Below)			COUNT TEAM Tally Sheet			
Nick Charles			Date: 12/23/2011			
Nora Charles						
OPERATING FUND			DESIGNATED FUND			
MEMBER	Check Amt	Check #	Cash	Check Amt	Check #	Cash
100						
101						
422						
103						
104						
105						
106						
107						
108						
109						
110						
111						
112						
301						
414						
115						
116						



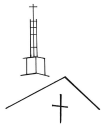
7. FOR CHECKS: If the contributor **HAS** designated the amount for a special purpose, enter the amount and the check number in the fields: **Check Amt** and **Check #** under **Designated Fund**, and the appropriate **Designation Code**. Note, there are two types of categories: deductible (Codes 1-20) and non-deductible – services received (Codes 31-40). Codes 20 and 40 are to be used if you are unsure which code to use. See below.

COUNT TEAM (Enter Below)			COUNT TEAM					
Nick Charles			Tally Sheet					
Nora Charles			Date: 12/23/2011					
OPERATING FUND			DESIGNATED FUND					
MEMBER	Check Amt	Check #	Cash	Check Amt	Check #	Cash	Code	If CODE = 20, enter description in this column
100	ADAMS, BRAD/STEPHANIE							1 = Building Fund
101	ALBERTON, TIM							2 = Christmas Joy
422	ALEXANDER, ANNETTE							3 = Music
103	ALLEN, BEN / TINA							4 = Habitat
104	ALLEN, JOHNLINDA							5 = Pie Auction
105	ALLEN, SCOTT/KRISTA							6 = One Great Hour of Sharing
106	ANDERSON, SCOTT/KIM							7 = Outreach
107	ANTOUN, AFIF/ANJ							8 = Penies for Hunger
108	ANTOUN, MIKE/ROULA							9 = Sunday School
109	ANTOUN, ELIZABETH							10 = Urban Ministries
110	ASHOOD, GEORGE/SAMIRA							11 = Wedding Guild
111	ASKEV, ROGER/STACY							12 = Yard Sale
112	AYSCUE, DAVID/JAMIE							13 = Endowment
301	AYSCUE, JAMES P./PAT							14 = Outings
414	BAFLOV, TODD/MAGGIE							15 = Memorials
115	BAUGHMAN, JOE/IRENE							16 = Flowers
116	BIBLE, NANCY							17 = Christian Education
117	BIDVELL, LARRY/PAT							18 = Youth
118	BOOKSTAYER, JIM/JEAN							19 = Memorial Garden
120	BRAINARD, BOB							20 = OTHER Deductible
121	BRANDAU, LOUIS/RUTH							31 = Memorial Garden Sale
123	BROWN, BRANDON/AMY							32 = Retreat Fee for Participants
124	BROWN, DON/WICKIE							33 = Books, Supplies, T-shirt set
125	BROWN, SAMUEL / BETTYLOU							34 = Wednesday Dinners
128	CARBAUGH, STEVE/ALISON							40 = OTHER Non-Deductible
130	CARROLL, BILL							

There are two types of designated funds: deductible and non-deductible. The deductible codes are 1-20. The non-deductible codes are 31-40. If unsure, and the category is deductible use **CODE 20**, and put a description, in the description column.

8. FOR CASH: If the contributor **HAS NOT** designated the amount for a special purpose, enter the amount in the field: **Cash** under **Operating Fund**. See below.

COUNT TEAM (Enter Below)			COUNT TEAM		
Nick Charles			Tally		
Nora Charles			Date: 12/23/2011		
OPERATING FUND					
MEMBER	Check Amt	Check #	Cash		
100	ADAMS, BRAD/STEPHANIE				
101	ALBERTON, TIM				
422	ALEXANDER, ANNETTE				
103	ALLEN, BEN / TINA				
104	ALLEN, JOHNLINDA				
105	ALLEN, SCOTT/KRISTA				
106	ANDERSON, SCOTT/KIM				
107	ANTOUN, AFIF/ANJ				
108	ANTOUN, MIKE/ROULA				
109	ANTOUN, ELIZABETH				
110	ASHOOD, GEORGE/SAMIRA				
111	ASKEV, ROGER/STACY				
112	AYSCUE, DAVID/JAMIE				
301	AYSCUE, JAMES P./PAT				
414	BAFLOV, TODD/MAGGIE				
115	BAUGHMAN, JOE/IRENE				
116	BIBLE, NANCY				
117	BIDVELL, LARRY/PAT				
118	BOOKSTAYER, JIM/JEAN				
120	BRAINARD, BOB				
121	BRANDAU, LOUIS/RUTH				
123	BROWN, BRANDON/AMY				
124	BROWN, DON/WICKIE				
125	BROWN, SAMUEL / BETTYLOU				
128	CARBAUGH, STEVE/ALISON				
130	CARROLL, BILL				
131	CARTER, ROGER/LEIGH ANNE				
413	CASPER, JEFF/KAY				



9. **FOR CASH:** If the contributor **HAS** designated the amount for a special purpose, enter the amount in the fields: **Cash** under **Designated Fund**, and the appropriate **Designation Code**. Note, there are two types of categories: deductible (Codes 1-20) and non-deductible – services received (Codes 31-40). Codes 20 and 40 are to be used if you are unsure which code to use. See below.

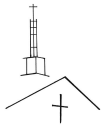
COUNT TEAM (Enter Below)				COUNT TEAM Tally Sheet					
Nick Charles Nora Charles				Date: 12/23/2011					
OPERATING FUND				DESIGNATED FUND					
MEMBER	Check Amt	Check #	Cash	Check Amt	Check #	Cash	Code	IF CODE = 20, enter description in this column	
100 ADAMS, BRAD/STEPHANE									1 = Building Fund
101 ALBERTSON, TIM									2 = Christmas Joy
422 ALEXANDER, ANNETTE									3 = Music
103 ALLEN, BEN/TINA									4 = Habitat
104 ALLEN, JOHN/LINDA									5 = Pie Auction
105 ALLEN, SCOTT/ARISTA									6 = One Great Hour of Sharing
106 ANDERSON, SCOTT/KIM									7 = Outreach
107 ANTOUN, AFF/IANI									8 = Pennies for Hunger
108 ANTOUN, MIKE/ROULA									9 = Sunday School
109 ANTOUN, ELIZABETH									10 = Urban Ministries
110 ASHOO, GEORGE/SAMBRA									11 = Wedding Guild
111 ASKEV, ROGER/STACY									12 = Yard Sale
112 AYSOUE, DAVID/JAMIE									13 = Endowment
301 AYSOUE, JAMES/P/IRAT									14 = Outings
414 BAPLOV, TODD/MAGGIE									15 = Memorials
115 BAUGHMAN, JOE/IRENE									16 = Flowers
116 BIBLE, NANCY									17 = Christian Education
117 BOWELL, LARRY/PAT									18 = Youth
118 BOOKSTAVEL, JIM/JEAN									19 = Memorial Garden
120 BRANFORD, BOB									20 = OTHER Deductible
121 BRANDAU, LOUIS/RUTH									
123 BROVNI, BRANDON/WAMY									31 = Memorial Garden Sale
124 BROVNI, DON/MICHELLE									32 = Retreat Fee for Participants
125 BROVNI, SAMUEL/BETTY/LOU									33 = Books, Supplies, T-shirt etc
128 CARBAUGH, STEVE/AULSON									34 = Wednesday Dinners
130 CARROLL, BILL									40 = OTHER Non-Deductible

There are two types of designated funds: deductible and non-deductible. The deductible codes are 1-20. The non-deductible codes are 31-40. If unsure, and the category is deductible use **CODE 20**, and put a description, in the

10. If a check is received from someone whose name is not on the Contribution List, or a cash envelope is received with a name from someone whose name is not on the Contribution List, this name (and address if known) should be added in one of the blank fields.

COUNT TEAM				COUNT TEAM Tally Sheet					
Nick Charles Nora Charles				Date: 12/23/11					
OPERATING FUND				DESIGNATED FUND					
VISITORS: (INCLUDE ADDRESS)	Check Amt	Check #	Cash	Check Amt	Check #	Cash	Code	IF CODE = 20, enter description in this column	
361 David S. Albert									1 = Building Fund
386 Herb & Martha Biber									2 = Christmas Joy
332 Diane Hjatt									3 = Music
400 Dale & Marijn Jacoby									4 = Habitat
9997 Richard and Debrah Bell, 4529 Wood Valley Dr, Raleigh, NC, 27613									5 = Pie Auction
9997 Roger and Jolene Miedema, 1000 Clear Creek Farm, Raleigh, 27615									6 = One Great Hour of Sharing
9997									7 = Outreach
9997									8 = Pennies for Hunger
9997									9 = Sunday School

For contributions from persons not on the list above, enter their name and address – if known and enter the amounts in the appropriate fields.



11. For Loose Offerings, place the cash (and coins) amount in the **Loose Offering (Cash / Coins)** field.

Nick Charles Nora Charles		Date: 12/23/11		Tally Sheet					
OPERATING FUND				DESIGNATED FUND					
VISITORS: (INCLUDE ADDRESS)	Check Amt	Check #	Cash	Check Amt	Check #	Cash	Code	IF CODE = 20, enter description in this column	
LOOSE OFFERING (CASH/COINS)									
9999 MISCELLANEOUS									
9998 MISCELLANEOUS									



Loose Offering goes here.
Note: This will always go to The Operating Fund as cash.

On rare occasions, a Contributor may place cash in an envelope – with no name – and designate the cash to be set aside for a special fund. In that case, enter the amount of the cash in the Cash field under **Designated Fund**, and enter the appropriate code in the code field next to one of the rows called **Miscellaneous**.

COUNT TEAM Nick Charles Nora Charles		Date: 12/23/11		COUNT TEAM Tally Sheet					
OPERATING FUND				DESIGNATED FUND					
VISITORS: (INCLUDE ADDRESS)	Check Amt	Check #	Cash	Check Amt	Check #	Cash	Code	IF CODE = 20, enter description in this column	
LOOSE OFFERING (CASH/COINS)									
9999 MISCELLANEOUS									
9998 MISCELLANEOUS									
9998 MISCELLANEOUS									
9998 MISCELLANEOUS									
9998 MISCELLANEOUS									
9998 MISCELLANEOUS									
9998 MISCELLANEOUS									



On rare occasions, we will receive a contribution from an organization
OR
An envelope with cash and no name and the contribution has been designated.

It may also happen, that a Contributor has more than one check. If this does happen, enter the contributor's envelope number in one of the blank lines that are at the bottom of each sheet. Nothing more is required. However, you can add the contributor's name as well even though this is not necessary.

At the bottom of each sheet, There are blank lines. These Are to be used to enter Multiple contributions from The same contributor.



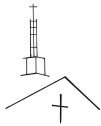
215	MESNARD, STEPHANIE								
216	MICHAUD, BILL/DIANE								
217	MILES, KIM								



215	MESNARD, STEPHANIE								
216	MICHAUD, BILL/DIANE								
217	MILES, KIM								
216									
217									

MARCH 2016

If there is the need to enter a 2nd or 3rd contribution from the same Person, Enter the envelope Number in Column A. (If you Wish, you can also enter the Name, but this is not necessary.)



12. When done, go to the tab Totals (at the bottom of the page).



When done, go to the
Totals Tab.

13. This page shows the totals, and should tie-in with your deposit slip (The highlighted totals.) If so, you are **almost** done!

SUMMARY LEVEL						Completed By: Nick Charles	
General Fund		Designated Funds		TOTALS		Total Deposited	
Checks	Cash	Checks	Cash	Checks	Cash		Date: Friday, December 23, 2011
DETAIL LEVEL							
General Fund:							
Designated Funds:							
Building Fund							
Christmas Joy							
Music							
Habitat							
Pie Auction							
One Great Hour of Sharing							
Outreach							
Pennies for Hunger							
Sunday School							
Urban Ministries							
Wedding Guild							
Yard Sale							
Endowment							
Dinners & Outings							
Memorials							
Flowers							
Christian Education							
Youth							
Memorial Garden							
OTHER							
Memorial Garden Sale							
Retreat Fee for Participants							
Books, Supplies, T-shirt sales							
Other Non-Deductable							
TOTAL:							

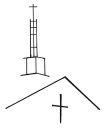
These two numbers **must** match. If they do not, it means that there is a Designated Fund with no code.

The totals under Total Deposited must tie-in with the totals below if the totals do not tie-in, that means there was a Designated fund with **NO CODE.**

urch deposit box.

OK

14. A final prompt appears asking you to confirm that you wish to re-save (replace) the file. **Select Yes**

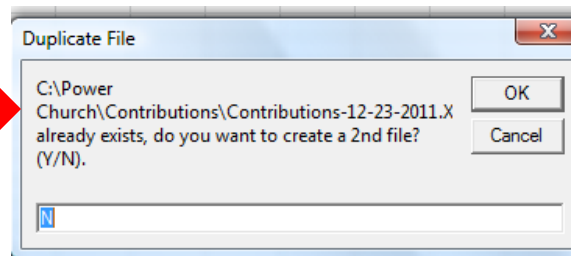


Duplicate Files

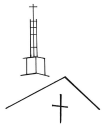
1. There are a few times in the year – usually around the end of the year – when you want to create two files on the same day. This is possible, first follow steps: **1 – 4 above**.
2. The following screen pops-up, asking if you are sure you want to create a 2nd file. It assumes N(o). If you say ok you are done. If, however, you did want to create the 2nd file, enter **Y** or **y**. It will then create a 2nd file with today's date and the extension **-1**.

The macro checks to make sure you want to create a second file. It assumes "N" (no)

If you wanted to create a 2nd file, enter Y, and press OK.



3. Follow steps: **6 – 17 above**.

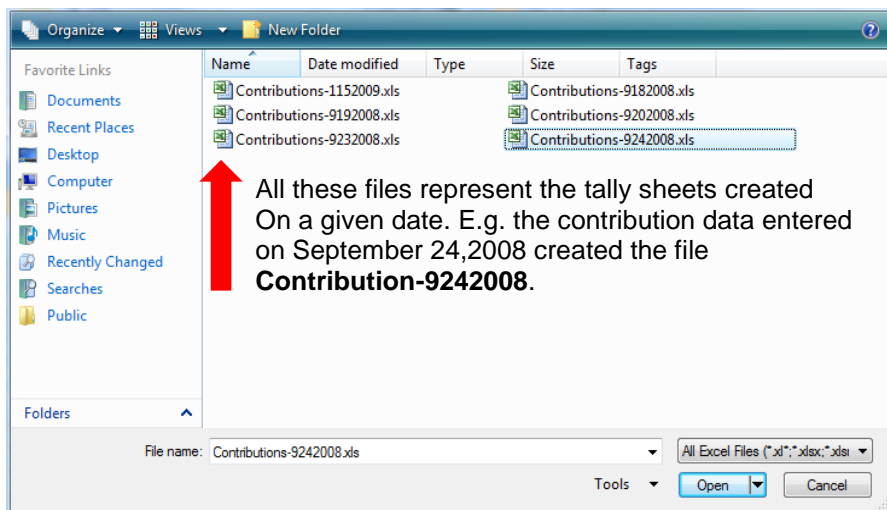


IMPORT CONTRIBUTIONS PROCESS *(Finance)*

There are three sections to this process. The first section describes the process for creating the Import Files that are needed by PowerChurch+. The second section describes the process to follow in PowerChurch+ to import the above files. The third section describes the process to add the check nos. to the imported check file in PowerChurch+.

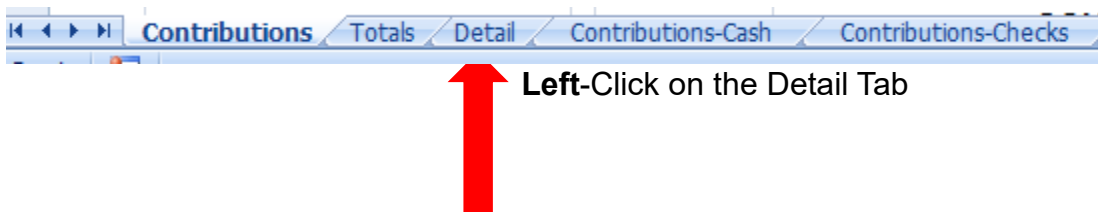
CREATING THE IMPORT FILES

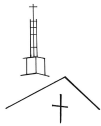
1. Log-on to the computer as User **NRPC**. Enter the Password.
2. Go to Directory: **C:\POWER CHURCH**. In this Directory, there will be files in the form: Contributions-date, where date will be the date the Count Team entered the Contribution Date.



3. Select the file with the latest date. Typically, the date to select will be the date of the previous Sunday, when the Tally Sheets are prepared. Double-Click on the selected file. Select **ENABLE MACROS**, when the system asks whether you want to enable macros.

At the bottom of the worksheet, select the Tab: **Detail**





1. On this worksheet, you will see the button: Create Import Files. (See below)

	A	B	C	D	E	F	G	H	I	J	K	
1	Envelope No	Amount	Date	Fund No	Name	Check No		Create Import Files				
2												
3												
4												
5												

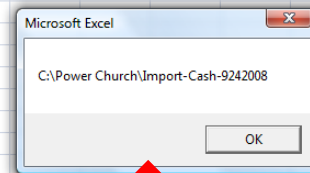
The Button "Create Import Files" will create the files that will be used to Import into PowerChurch+.

4. Clicking on this button causes 3 things to happen:

- a. Creates a list of all Cash contributions, and a file called "C:\Power Church\Import-Cash-date", where date will be the same value as the Contributions file just loaded. Remember this file name and location and press OK.

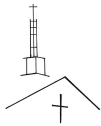
	A	B	C	D	E	F	G	H	I	J	K	L	M
1	Envelope No	Amount	Date	Fund No									
2	1	100.00	09/24/2008	110									
3	3	200.00	09/24/2008	100									
4	4	300.00	09/24/2008	110									
5													
6													
7													
8													
9													
10													
11													
12													
13													
14													
15													
16													
17													
18													
19													
20													
21													
22													
23													

A list of all the cash contributions

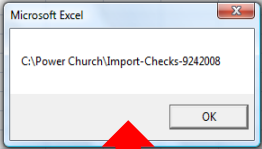


The file that contains a list of all the cash contributions

- IV.B. Creates a list of all Check contributions, and a file called "C:\Power Church\Import-Checks-date", where date will be the same value as the Contributions file just loaded. Remember this file name and location, and press OK.



	A	B	C	D	E	F	G	H	I	J	K	L
1	Envelope No	Amount	Date	Fund No								
2	8	100.00	09/24/2008	110								
3	13	200.00	09/24/2008	110								
4	18	300.00	09/24/2008	100								
5												
6												
7												
8												
9												
10												
11												
12												
13												
14												
15												
16												
17												
18												
19												
20												
21												
22												



A list of all the check

The file that contains a list of all the check

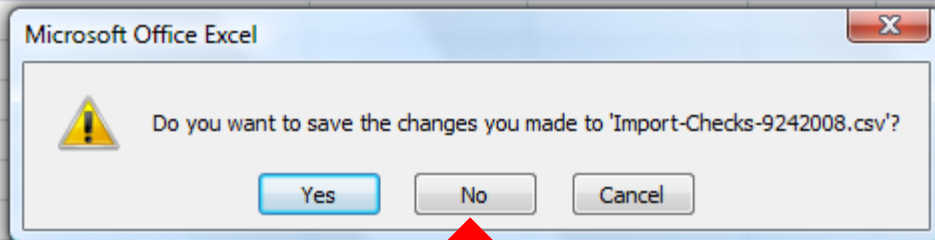
c. A third file is created which lists all the contributions, including the name of the contributor and the Check No. where appropriate.

	A	B	C	D	E	F
1	Envelope No	Amount	Date	Fund No	Name	Check No
2	1	100.00	09/24/2008	110	ADAMS, BRAD/STEPHANIE	
3	3	200.00	09/24/2008	100	ALLEN, JOHN/LINDA	
4	4	300.00	09/24/2008	110	ALLEN, SCOTT/KRISTA	
5	8	100.00	09/24/2008	110	ANTOUN, WADIH/ELIZABETH	1234
6	13	200.00	09/24/2008	110	BASSETT, PAUL/JENNIFER	6213
7	18	300.00	09/24/2008	100	BRANDAU, LOUIS/RUTH	9856
8						

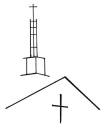
A list of all contributions

Where applicable, the Check No. is displayed.

6. When done, close the Spreadsheet and DO NOT SAVE. This file has already been saved.

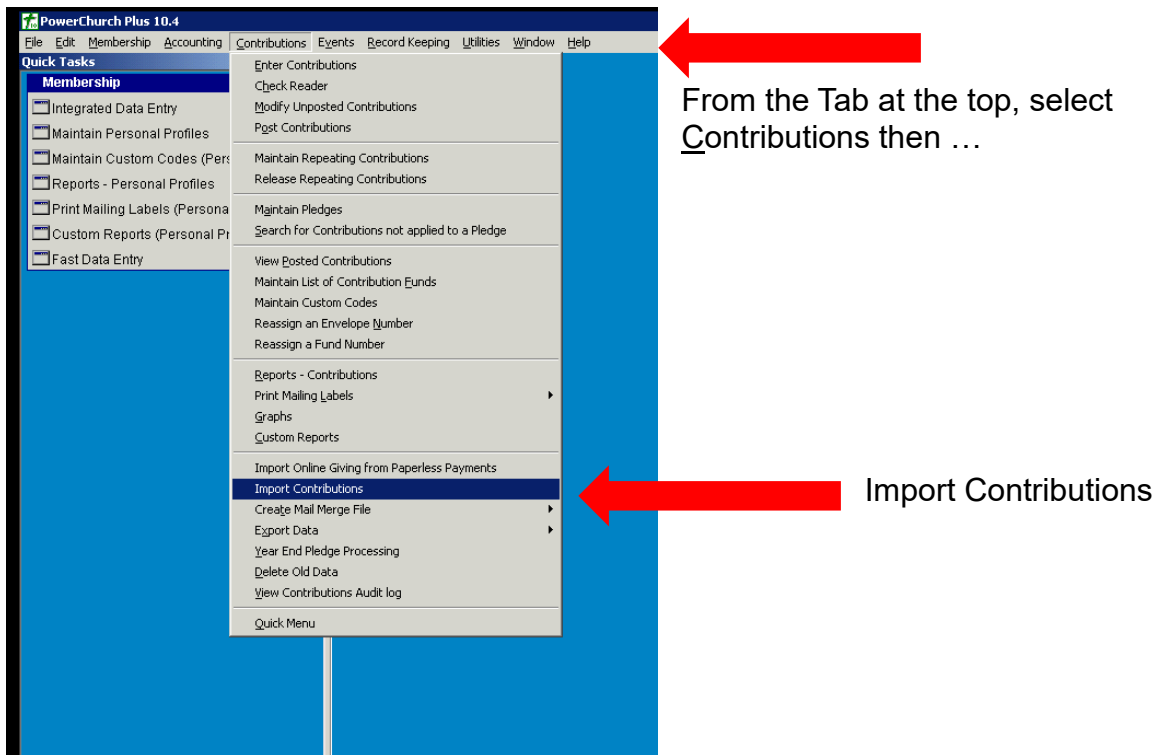


Close the file. When this message appears, Select **NO**

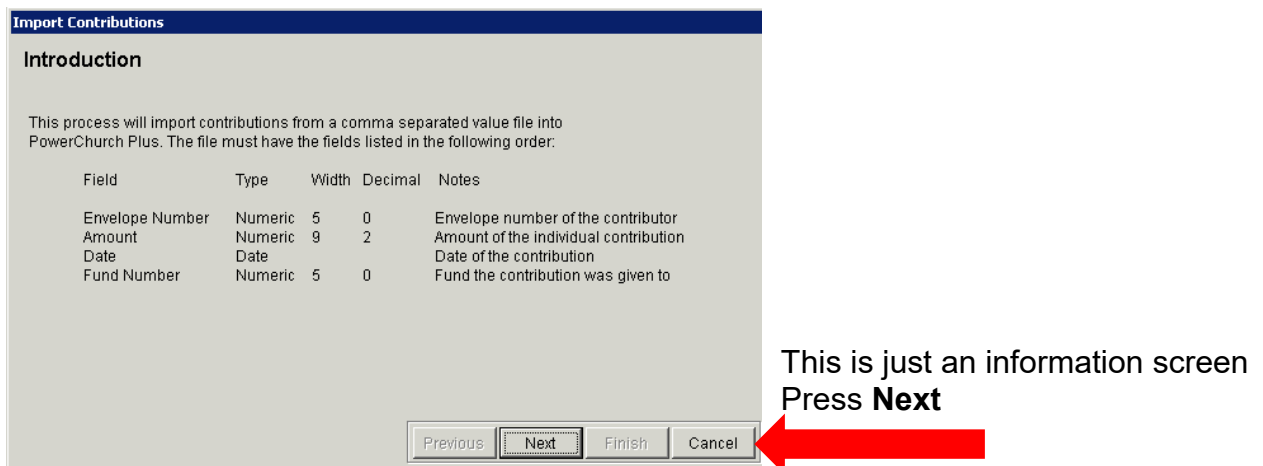


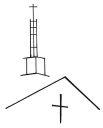
IMPORTING THE CONTRIBUTION FILES.

1. Log on to PowerChurch+ using your User-Id and password.
2. Once in PowerChurch+, select Contributions, and then Import Contributions.

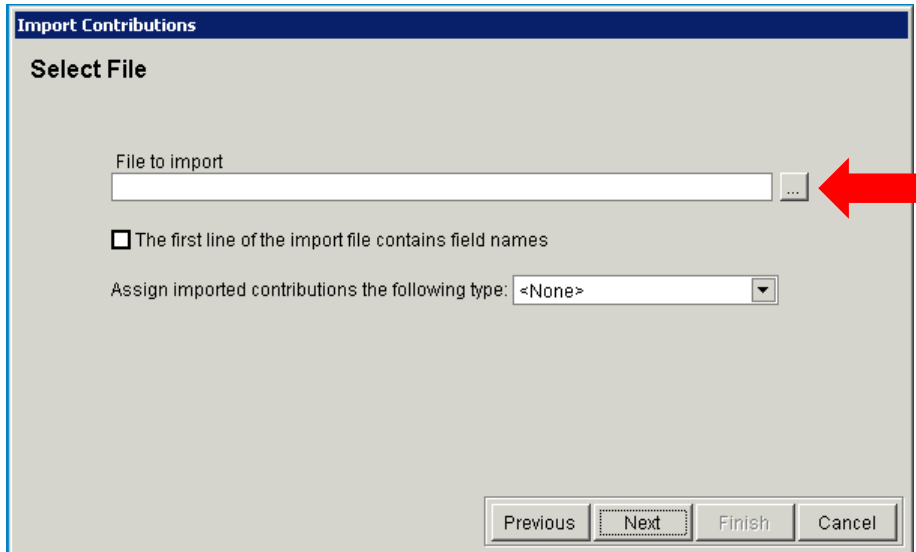


3. An Introduction screen appears, Press Next





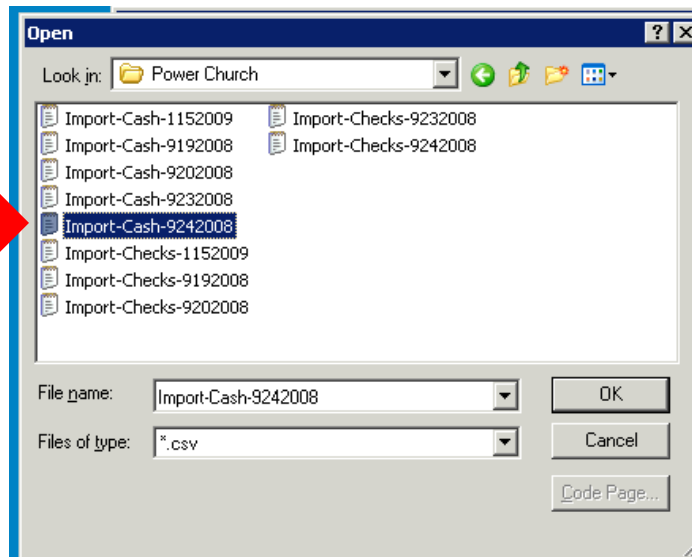
4. The following screen appears asking for the file name to import. Using the Left button on the mouse, click on the button with 3 dots. (See below)

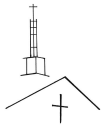


The system is asking for the file name to import. Using the Left button on the mouse, click on the button with 3 dots.

5. Go to the Directory: Power Church, and open the folder. All of the files will be either Import-Cash-date, or Import-Checks-date, where date will be the date from above.

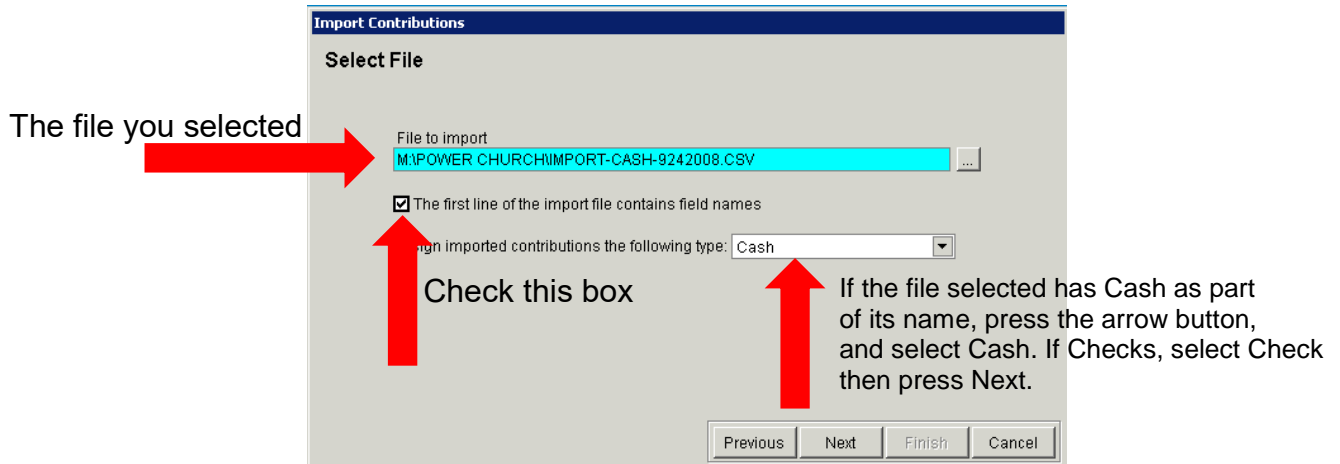
Select the file you want (Left-Click), and press OK



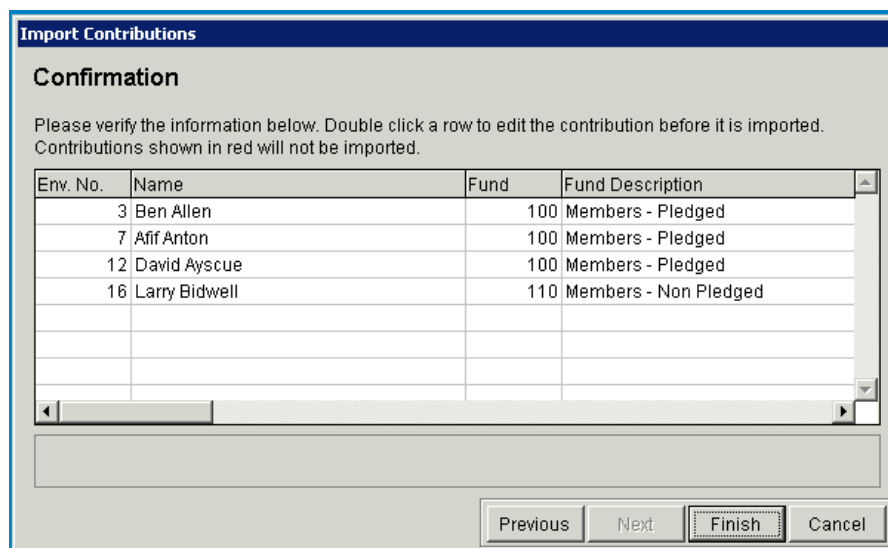


6. The screen below re-appears with the file you selected. Check the box that confirms the import file has headers. Also you need to select the type of contributions that are on this file. (Use the down area to select the type).

If the file name has Cash in its name, the type is Cash, if Checks, Check.

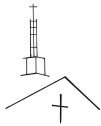


7. Press Next. The following screen appears. Press Finish. You are done with this import.



8. Follow steps 2-7 for the second file.

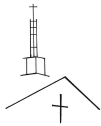
9. Send an e-mail to the Finance Elder and treasurer telling them the contributions are ready to be posted.

**ELDER IN CHARGE DUTIES** (*SESSION*)**8:45-9:10**

- Get keys from Elder in Charge box
- Unlock church office.
- Unlock both back doors to FMB using the allen wrench on Elder in Charge key ring.
- Unlock all doors to the 2 modular units and old trailer. Adjust the heating/cooling temperature. (68 in winter and 72 in summer)
- Adjust thermostats in the FMB. (68 in winter and 72 in summer) There are two thermostats in the main room beside the doors to the kitchen area and one in the kitchen.
- Open the doors to the Outreach Closet.
- The thermostat in the nursery is now programmable so do not adjust it. However, make sure the nursery door is closed during heating season so that the room will warm up faster.
- Turn on lights.
- Check the FMB restrooms to make sure they are clean and there is no trash in the floor.
- Grab a few loaves of bread from the freezer in the welcome bin and placing it on the welcome table in the narthex of the sanctuary.
- Go to sanctuary and open the front and back sets of glass doors to the sanctuary with the screwdriver located on the top shelf of the first cabinet to your left in the narthex.
- Check the sanctuary restrooms to make sure they are clean and there is no trash in the floor.
- Turn on lighting.
- Handle any emergency needs or problems that may arise.

As Sunday School Starts 9:10-10:00

- Be on hand to greet any visitors arriving in FMB prior to/during Sunday school hours. Help direct people to classrooms, as needed.
- Check in with each classroom (including those in the modulars) and the nurseries to ensure that they are appropriately staffed. Notify Stephanie Adams or Janet Stark if there is an issue.
- Observe and support teachers or assistants who need to leave the classroom with children.
- Observe activities in each classroom to help ensure the safety of each room and to support the teachers as a neutral third party.
- Be available to secure help in the event an emergency.

**10 AM until after worship**

- Check-in with the Usher Captain; confirm that everything is in place for worship.
- After the children's sermon, help with the transition from the church to the FMB, and ensure that classes are staffed.
- On Sunday's where Communion is being served in the sanctuary, you will be responsible for serving the nursery workers in the FMB by intinction. The elements will be prepared and located in the kitchen of the FMB.
- Remain in FMB until children are gone.
- Be an extra pair of eyes and ears, making sure children and teens are not wandering unsupervised during the worship hour.
- Provide a written report of any emergency, injury or concern that may arise. Put it in box outside Kathy Barham's door.

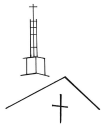
Locking Up*Sanctuary*

- Relock **both front and back** glass doors with the allen wrench.
- Check the restrooms: make sure faucets & toilets are not running, and that there is no trash on the floor.
- Turn off the lights.

Faith Ministries Building

- Check the restrooms: make sure faucets & toilets are not running, and that there is no trash on the floor.
- Turn off the lights.
- Adjust 2 thermostats in the main room of the FMB and in the kitchen. (60 degrees in winter and 80 degrees in summer)
- Lock all doors to the 3 modular units. Adjust the heating/cooling temperature (60 degrees in winter and 80 degrees in summer.
- Lock church office if counters have finished.
- Lock both back doors to FMB using the allen wrench.
- Put the keys back in Elder in Charge box.

(Updated Feb 2015)



OFFERTORY COLLECTION PROCESS *(Worship)*

Basic requirements for collection:

2. Five (5) people
3. Four (4) collection plates

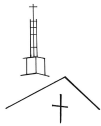
Basic collection method:

1. The sanctuary has four seating sections and five aisles.
2. For the main sanctuary, the aisles are the far left, left center, center, right center, and far right (*looking forward from the rear*). One person is assigned to each aisle.
3. Far left and far right come forward as a pair, as do left center and right center behind them. These four each take a plate. Center person comes last, does not take a plate, and remains in center aisle.
4. The first four begin by passing their plates inward toward the center of the sanctuary. (*As they walk by the first row of their sections, they can offer the plate to persons seated there as they pass by, then begin the plate down the next populated pew.*)
5. Left center and right center people then work both sides of their aisles after starting their plates toward the center, collecting each plate when it arrives and starting it back via the next pew to the rear. Center aisle person receives each plate in the first row and then alternates between both sides just as do the other two. Far left and far right people just work their one side similarly.
6. In the far left and right seating sections, if there only one or two persons in a row, the usher can just offer the plate then proceed to the next row with it.
7. At the rear, the appropriate person receives the plate when it passes along the rearmost pew.
8. Two people then come forward with all plates for prayer of dedication.

If there are rows of folding chairs in the rear mid-portion of the sanctuary (either side of middle rear doors), two or three additional ushers can receive collection here using the pennies for hunger baskets, or the team can work these rows at the conclusion of the normal collection procedure.

For functions not involving plates (e.g., Christmas eve candle lighting):

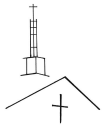
1. Only four people are required, one for each section.
2. These people can either:
 - work all aisles except the center, in which case each person would begin by lighting the first candle at the end of each pew away from the center aisle so that subsequent passes all proceed toward the center of the sanctuary, or,
 - work the left or right side of each section, so that subsequent passes will all be from left to right (or vice versa).



SANCTUARY FLOWERS PROCESS *(Worship)*

If you would like to have flowers put in the sanctuary, please follow the following simple steps:

- Consult the flower sign-up sheet in the narthex.
- If an acceptable date is open, write in your name to hold it for you.
- An email will be sent to you on the Monday before the date you requested. That email will contain the contact information for Linda McKinney, our florist. You will be asked to contact Linda and let her know your preferences for flowers and colors. You will also be asked to send an announcement to the church office that will be included in the Sunday bulletin. (e.g. The flowers today are given by John and Mary Smith in honor of their 50th anniversary.) If you do not have an email address then you will be contacted by phone.



USHER *(Worship)*

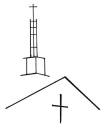
Opening & Preparing the Church

Arrive at church before 10:10 AM

- Check the thermostat in the narthex and the two on the back wall of the sanctuary. *They are programmable units. Make sure display does not show "Hold". If it does, hit the hold button, so that the "Hold" is no longer on the display.*
- If appropriate given the weather, open the doors to the outdoors from the narthex and the center doors to the sanctuary.
- Turn on all lights on the switch panels (rear of Sanctuary)
- Check that master volume control (to left of switches) is straight up
- Sound system (cabinet in balcony outside choir room): *Someone is assigned sound system duties. If nobody has done this yet then:*
 - Turn on main power switch (top right). (You should see a green light by the switch, red lights below, and a blue light @ bottom right. If no blue light, try switch at bottom left.)
- Turn on one lavalier microphone (open slide, turn on with red switch, set white switch on mute) – place on arm of liturgist's chair.
- Place collection plates on end of rear table near the pastor's chair.
- Make sure hearing assist units are on table at rear of sanctuary.

Prior to the Service

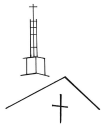
- Ushers wear nametags and red "Usher" tag which attaches to the usher's normal nametag. (tie for gentlemen, appropriate attire for ladies preferred)
- Fill cup of water on pulpit for minister. Refill water and put back on pulpit.
- Check with Elder in Charge for any special need.
- If there is a baptism, fill the baptismal font.
- Two ushers pass out bulletins just outside sanctuary
- One or two ushers should be at the rear of the sanctuary or in the right-center and left-center aisles to direct worshipers to empty seats if congregation becomes large and also for late-comers
- Assist anyone with walker by taking walker from them once they reach their seats and placing it in back of sanctuary out of the way. At end of service, retrieve walker and return it to them at their seats.

**During the Service**

- Close doors at rear of sanctuary at beginning of service.
- One usher remains by doors to distribute bulletins and open/close the door for late-comers.
- During the announcements 1 usher should stand at the back of each inner aisle (two ushers total).
- During the “Greet your Neighbor” stage, each usher will go down their aisle to collect Prayer Request cards, return through the center aisle.
- When the cards have been collected, one usher should carry them to the front during first hymn, placing them in the plate in the center of the table in the front.
- Count attendance after collecting Prayer Request cards - record number.
(Easiest to do if two ushers each count one side; count choir, worship team and nursery, too)
- Monitor/follow the procession of children to Children’s Church (or make sure an adult is at the end of the procession line)
- Check visitor parking spaces. Record number of spaces *empty*.
- If communion is by intinction, discuss the desired flow of participants with the elder in charge, and use ushers to direct participants in the desired flow. Ushers should also bring it to the attention of servers if anyone unable to make it up to the front who would still like to be served.
- Collect offering (see separate piece for method)
- During last hymn, prop open the sanctuary doors into the narthex

After the Service

- Collect sheets from the Friendship Pads; place pads at end of pews.
- Clean pews: Return hymnals & Bibles to holders, collect used bulletins & debris, return child drawing packets to box at rear of sanctuary.
- If Communion has been served in the pews, collect and discard cups.
- If there was a baptism, empty bowl from baptismal font, dry it with paper towels, and put back into font. Put the lid back on the font.
- Return all hearing assist units to charger & connect.
- If no special sound person in attendance, turn off sound system
 - *Pulpit: turn off lavalier microphone(s)
 - *Balcony: turn off main power switch

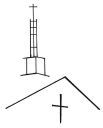


Closing the Church

- Turn off all lights – balcony, sanctuary, bathrooms and narthex (slide rheostat for *cross lights down until it clicks to OFF*).
- Check toilets in sanctuary rest rooms, flush if necessary.
- Check and lock all exterior sanctuary doors (screwdriver in drawer by front door). (*Be sure to include checking the rear glass doors in the narthex and rear doors of sanctuary*).
- Bring basket and bulletins to the office.
- Place friendship pad sheets and completed checklist form in the office box by door.

Closing the Faith Ministries Building

Coordinate closure of FMB with Elder in Charge – Elder will typically do this.
(*Hex key for rear doors is in drawer by the kitchen stove if needed*)



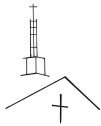
TECHNOLOGY POLICY AND PROCEDURES *(ADMINISTRATION)*

a. Facebook Moderator

- experienced in social media networking
- may or may not be an NRPC member, however, a non-member should be seeking membership
- responsible for monitoring the NRPC public and private Facebook pages, deleting inappropriate posts when necessary
- charged with posting updates to NRPC's public and private Facebook pages,
- follow NRPC Social Media Guidelines when posting to the church's Facebook pages
- each closed NRPC Facebook groups should assign a moderator within the group. NRPC Facebook Moderator is not expected to monitor closed NRPC groups, unless the Moderator agrees to help with any of the groups.
- serve as liaison between the congregation, staff, Session and Tech Team as an "expert" on Facebook best practices
- attend regular Tech Team meetings as a member of the team
- will serve a two-year term as editor

b. Website Editor and Master

- website shall be maintained by the office administrator (oa)
- new material and photos posted to the website shall be sent to the oa via email and been preapproved before being sent
- updates shall be done on an as needed basis
- all material used on the website shall adhere to the NRPC Social Media Guidelines

**SOCIAL MEDIA GUIDELINES** *(Administration)*

The following recommended practices and guidelines are based upon these commonly accepted principles of the virtual world:

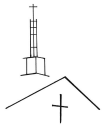
- Adults have more power than children and youth.
- Clergy have more power than people with whom they have a pastoral relationship.
- Mutuality of friendship cannot exist when there is a disparity of power.
- Two unrelated adults must be able to maintain visual contact with each other any time they engage in ministry with children or youth.
- Uncovered windows in doors allow transparency of interactions with children, youth and adults who may be vulnerable.

General Information about Digital Communications

- All communication sent digitally (email, social networking sites, blogs, notes or posts, etc.) is NOT CONFIDENTIAL and may be shared or reposted.
- Interactions in the virtual world need to be transparent, as a window in the door provides transparency in the physical world.
- In the virtual world, as in the physical world, healthy boundaries and safe church practices must be adhered to.
- In the virtual world, “friend” can mean anyone with whom you are willing to communicate through that medium.
- Laws regarding mandated reporting of suspected abuse/neglect/exploitation of children, youth, elders and vulnerable adults apply in the virtual world as they do in the physical world.

Policy for Social Media Management

- The Session is responsible for the oversight of the church-wide Facebook site and for approval of the site’s moderator. This will be a closed site for NRPC members. Non-members seeking membership at NRPC will be able to access this site with approval.
- Policies, standards, guidelines and related job descriptions for social media use at NRPC will be reviewed and updated regularly.
- Any NRPC ministry team or other group/team who wishes to launch a closed Facebook site for their group must receive prior approval from the A/C along with a designated moderator for their site. A/C will report these approvals to Session at its next regular meeting.
- All Facebook sites will have a regular moderator who will monitor their site on a regular basis and will follow the Session-approved job descriptions, procedures and guidelines.

**Social Networking Sites & Relationships for Interactions with Children and Youth**

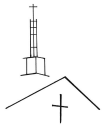
- Adults who minister to children and youth are strongly encouraged to set very stringent privacy settings on any social networking profiles.
- Closed groups, but not “hidden” groups, should be used for youth groups. And Groups should have at least two unrelated adult administrators and may have youth administrators.
- Invitations to youth to join the group may be done by adult or youth administrators. Social networking groups for youth should be open to parents of current members.
- If youth are administrators, behavioral covenants should be created to govern what content is appropriate and inappropriate for an online youth group.
- Any content that details inappropriate behavior (outside of the bounds of the established behavioral covenant) during a church sponsored event or activity should be addressed by adult youth leaders and parents.
- Adult leaders of youth groups and former youth members who, due to departure, removal from position, or are no longer eligible because they “aged-out” of a program should be immediately removed from digital communication with youth groups via social networking sites, list serves, etc.

Social Networking Sites & Relationships for Interactions with Adults

- NRPC pastors and staff are strongly encouraged to set very stringent privacy settings on any social networking profile to shield both adult and youth members from viewing content that may be inappropriate.
- NRPC pastors who want to connect via a social networking website with parishioners are strongly encouraged to set up a group account that all parishioners may join. The purpose of having a personal profile and parish group is to create a line of privacy and maintain healthy boundaries with parishioners and real family, friends and colleagues.
- NRPC pastors and staff who work directly with youth are encouraged to establish church sponsored digital communications groups to maintain contact with youth members.
- When an NRPC pastor or staff member leaves their position, he/she should be removed as “friends” or contacts in all forms of digital communications.

Online Photo Standards

1. NRPC will secure Media Release forms from adults and guardians of minor children who will or may participate in activities that may be photographed or videoed for distribution.
2. Photos that are published on church sponsored sites should not include name or contact information for minor children or youth.



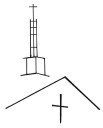
NRPC Social Media Covenants

When an adult, youth or child joins an NRPC social media group or responds to church-related material on digital media, he/she agrees to abide by the following Covenants:

1. Content and comments are NOT CONFIDENTIAL.
2. Content deemed inappropriate will be removed from the site or group page.
3. NRPC social networking groups should be comprised of members, visitors seeking membership or youth and children of those members.
4. Members, staff and youth who leave NRPC or age-out of groups should be removed from their social media groups.
5. Social networking group members may tag themselves in a photo, but they should not tag others.
6. Social networking group members should not post photos of inappropriate behavior.

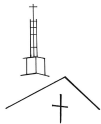
Facebook Interactions

1. *Moderators* – The moderators of the NRPC public and closed pages should be appointed with Session approval. The moderators may include Session members, and/or clergy and staff. There should always be at least two moderators of the NRPC public and closed Facebook pages.
2. *Starting Facebook Groups* – The Admin / Communications Team will approve any new NRPC Facebook closed groups and assign a moderator or monitor to each group. Only NRPC members may join the NRPC closed Facebook page or the Youth Group page. Youth parents may join the Youth Group page as well. This way, only church members may post to the closed groups. The public NRPC page is open to everyone. With the discretion of church staff, some visitors seeking membership or Youth participating in Youth Group activities may join the closed groups.
3. *Facebook Events* – It is up to the discretion of the Group or Page Moderators when it is appropriate to create events and invite group members.
4. *Postings* – The NRPC Guidelines for Social Media should be followed when posting to any NRPC Facebook page, closed or public. Moderators are given the ability to delete posts that they deem inappropriate.
5. *Deletions* – Youth and members may be deleted from NRPC Facebook pages if they age out of Youth Group or are dropped from the church membership. When staff leave positions with NRPC, it is recommended that they be deleted from NRPC Facebook groups as well.
7. *Closing Facebook Groups and Pages* – Only Session has the ability to close an NRPC group or page through the Admin Team



Website Development, Maintenance and Use

- The Office Administrator and Administration/Communications Ministry (A/C) will be responsible for the development and maintenance of the NRPC website.
- Standards and guidelines for the website will be initially developed, and will be reviewed and updated regularly by the A/C.
- All information to be posted on the website will come through the ministry team, to the Office Administrator who will with A/C approval update the website info.
- Ministry Teams are responsible for ensuring that the information on their portion of the website is complete, accurate, and current.
- Ministry Teams are responsible for submitting changes of content for their section of the website. Changes should be emailed to the Office Administrator.
- Photos may be submitted to the Office Administrator for events and added to the website. Permission for those under 18 must be received.



WEDDING POLICY *(Worship)*

Forms can be found in Section 5, Forms

WEDDING GUIDELINES

We are pleased that you are choosing to have your wedding at North Raleigh Presbyterian Church. A wedding is a joyous and celebrative event in the life of your families and in the life of the church. To assist in planning your ceremony and to ensure the sacredness of the service, we offer the following guidelines and procedures for couples planning a Christian wedding in this church.

Since every wedding is unique, there may be aspects of the service not included in these policies. When questions arise, please contact the church office where the church office administrator, pastor, or wedding guild coordinator will be able to assist you.

SCHEDULING:

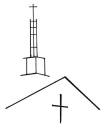
To schedule your wedding, contact the church office administrator who will make a tentative reservation of your date. For members, the sanctuary and wedding date will be reserved when form is received. For non-members, the sanctuary and wedding date will be reserved when form and sanctuary fee are received. Please see the attached FEE SCHEDULE. Because member weddings have priority, non-member weddings will not be scheduled more than six months in advance.

WEDDING GUILD COORDINATOR:

A wedding guild coordinator will be assigned as soon as your wedding date is placed on the church calendar. The coordinator will be the couple's primary contact for questions regarding the use of church facilities or following church policies. The coordinator will review the NRPC wedding guild policies and answer your questions. The coordinator will be present at the rehearsal and the wedding ceremony; and will be available to assist your wedding director should you have one. If you are not planning to have a wedding director, the coordinator will assist with the direction of the wedding party for the rehearsal and ceremony. The coordinator can provide names of musicians and a florist who have worked with NRPC upon request.

COUNSELING:

In preparation for the wedding service, the pastor will meet with the engaged couple for three premarital counseling sessions. Arrangements for this can be made as much as two months prior to the wedding date. This is an appropriate time to discuss issues related to your marriage and to make plans for the service. If another minister is to perform the ceremony, the couple is responsible for contacting their minister. Please make available to the church office administrator the name and telephone number of the minister.

**GUEST PASTOR:**

If the bride or groom wishes to invite other clergy to assist or officiate, they will need to make a request for approval to the Pastor and the Session of the church.

DECORATIONS AND EQUIPMENT:

Equipment such as candelabra, kneeling benches, etc are allowed but not provided by NRPC. Smokeless, dripless candles are to be used. Clear plastic must be placed under candles, candelabra and plants or containers that could possibly leak. The narrow table in the chancel may be removed and the communion table moved back to provide more space, however no other chancel furniture may be moved.

Tacks, nails, uncoated wire, or staples may not be used on any church furnishings. Ribbon and greenery may be attached using elasticized cord, string, non-adhesive tape, or chenille sticks. No flower petals may be dropped in the building. Decorations may not be placed on the piano or organ.

The couple is responsible for notifying their florist of these policies. Please schedule a time with the church office administrator for decoration and/or delivery of the flowers. If you would like any flowers to be used for Sunday worship in your honor, please let the church office administrator know as soon as possible.

Birdseed and bubbles may be used outside the sanctuary; please do not use rice or confetti.

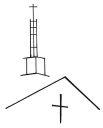
The family/wedding party is responsible for all personal items brought to the church. If rented or borrowed equipment has been used, it is the family's responsibility to see that it is returned immediately after the wedding. The church cannot be held liable for such items.

Damage to church property and/or equipment will be the responsibility of the family.

No alcoholic beverages are permitted on the church property at any time. The use of tobacco is prohibited on church property.

REHEARSAL:

The wedding rehearsal should be scheduled with the pastor at least 30 days prior to the wedding. All members of the wedding party and family must be present at the rehearsal. Please have a list of all names available for the pastor and the NRPC wedding coordinator. The rehearsal will take about an hour. Please have everyone at the church 15 minutes prior to the scheduled rehearsal time.

**PHOTOGRAPHY:**

Photographs and videos can be important remembrances of your wedding day, and are not discouraged. However, in order to preserve the sacredness of the ceremony, we ask that certain guidelines be followed:

1. Pictures may be taken before the ceremony, and the wedding party is welcome to return to the sanctuary for photographs immediately following the ceremony.
2. There can be no flash photography or film-advance noise during the wedding prelude and service. Please inform your guests of this policy. You may wish to include the statement "No photographs in the sanctuary, please." in your program.
3. Videotaping, if done discretely and without extra lighting, can only be made from the loft in the rear of the sanctuary once the processional has begun. Videographers will not be permitted to move about the sanctuary during the ceremony. Any equipment must be in place and operational 45 minutes before the ceremony is to begin.

MUSIC:

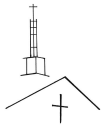
The marriage ceremony is a service of worship and special care should be taken to choose music that is sacred and suitable. Classical pieces may be appropriate; secular music is discouraged. All music used in the wedding service must be approved by the pastor. A piano and organ are present in the church sanctuary. NRPC's accompanist as well as several other musicians may be available for your ceremony. Contact the church office for further information and guidance. If an outside musician will be using the organ, please leave his na

OUTDOOR WORSHIP AREA:

The church has a small outdoor worship area that is available for your ceremony should you be interested. There is seating in a small, cleared wooded area behind the Faith Ministries Building.

FEES:

Charges	Member	Non-member
Sanctuary		\$1,000
Faith Ministries Building		\$500 +\$250 deposit
Outdoor Worship Area		\$250
Pastor	\$300	\$300
Organist	\$200	\$200
Custodian	\$125	\$125



SECTION 5

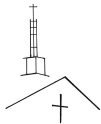
FORMS

This section contains North Raleigh Presbyterian Church forms

Included in this section are the following forms:

- Contracts
 - Facility Use
 - Memorial Garden
 - Wedding

- Human Resources
 - Background Check
 - Employee Contracts
 - Director of Christian Education
 - Director of Music
 - Nursery Worker
 - Office Administrator
 - Organist
 - Pastor/Interim Pastor
 - Employee Statement of Acknowledgement
 - Staff Evaluation Forms
 - Director of Christian Education
 - Director of Music
 - Nursery Worker
 - Office Administrator
 - Organist
 - Pastor/Interim Pastor
 - Pastor/Interim Pastor Exit Interview
 - Volunteer Covenant



NRPC FACILITIES USAGE REQUEST AND AGREEMENT

Group Name _____

Group Contact _____

Phone No. _____

E-mail _____

Mailing Address _____

NRPC Member * _____

Type of Event _____

Date of Event _____ From _____ AM/PM To _____ AM/PM

Estimated number of people attending this function _____

Room(s) requested _____

Will the kitchen be used? Yes _____ No _____

Estimated charges _____

As the official representative for the group making this request, I _____
have read and agree to all aforementioned rules, policies and conditions.

_____/_____/_____
Signature of Group Contact Date

_____/_____/_____
Signature of Buildings and Grounds Elder Date

* For any group sponsored by an NRPC member

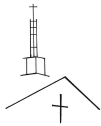
FOR CHURCH USE ONLY: This function added to NRPC calendar _____

Hold harmless agreement received _____

Certificate(s) of insurance received _____

Written confirmation given to applicant _____

Deposit received _____



FACILITY USE RELEASE AND HOLD HARMLESS AGREEMENT

I, _____, [hereinafter referred to as "Licensee"] in consideration of the use of the facilities of North Raleigh Presbyterian Church ["NRPC"] on the conditions as under the requirements as set forth in the attached Use Agreement and further in consideration of the representations contained therein, Licensee hereby agrees and acknowledges that by using the facilities of NRPC, Licensee agrees to comply with the rules and regulations established from time to time by NRPC and understand failure to do so may result in termination of the agreement to use facilities and revocation of permission to use church property at the sole discretion of the NRPC Buildings and Grounds Elder. Licensee understands that nothing associated with the use of the NRPC facilities shall be construed to create an agency relationship with the church or its officers or governing body, and that the use of the facilities creates a licensee relationship.

Licensee assumes full responsibility for any injury to person or property associated with the use of the NRPC facilities and on behalf Licensee, its successors or assigns and, Licensee agrees not to hold or attempt to hold NRPC, their officers or employees responsible for any injury or damage sustained or incurred by licensee arising out of or in any way connected with Licensee's use of the facilities owned by NRPC and thereby release and discharge NRPC, their officers and employees from any and all claims, demands, causes of action of any nature or cause, for any such injury or damage incurred or suffered by Licensee.

In the event a claim for damages of any type is made as a result of Licensee's use of the property, Licensee agrees to indemnify and hold harmless NRPC for any liability arising there from, including but not limited to claims for property damage, bodily injury of death, payment of medical expenses or breach of contract, or either of them. I have read the foregoing and understand its meaning.

Name: _____

Title: _____

City, State, Zip: _____

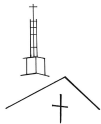
Signed: _____

Date: _____

Witness: _____

Name: _____

Date: _____



North Raleigh Presbyterian Church Contract for Purchase and Perpetual Care

Check one

_____inurnment _____location _____scattering
(columbarium niche)

This contract of purchase, made and entered into this _____day of _____,20____, by and between North Raleigh Presbyterian Church hereinafter referred to as NRPC and

_____, hereinafter referred to as the purchaser.

WHEREAS, NRPC has established a columbarium and memorial garden for the inurnment or interment of cremated remains for members of NRPC and their families, and

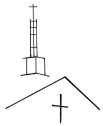
WHEREAS, NRPC has established a set of guidelines governing the eligibility and use of the columbarium and memorial garden and Purchaser has received a copy and is familiar with the content thereof, and agrees to abide by the guidelines and said guidelines are attached hereto as the Guidelines and are incorporated as if fully set herein and Purchaser agrees to future changes in the Guidelines that may be made by NRPC.

NOW THEREFORE, in consideration of the sum of \$_____,paid to NRPC by the purchaser, the parties covenant and agree with the other as follows:

1. NRPC agrees to provide to Purchaser (CHECK ONE)
 _____a niche in the columbarium
 _____use of the garden for cremains to be placed in/on the ground.
2. The Purchaser is to provide the information indicated below for the person (s) who is/are to receive the services designated above.

NAME: _____ birth date _____
First middle last death date _____

NAME: _____ birth date _____
First middle last death date _____



3. NRPC shall retain title to said property and grants hereby to Purchaser the right to the use of the columbarium and memorial garden in accordance with the guidelines referred to above.
4. Purchaser warrants a property right in and to the human remains of the person anticipated to be inurned/interred and further warrants authority to execute this agreement. NRPC assumes no responsibility to inquire further into the authority of the person executing this contract.
5. Full authority is given to NRPC to move, relocate the columbarium and memorial garden, if, for any reason, relocation becomes necessary.

IN WITNESS whereof, this contract of purchase and perpetual care has been executed by all parties on the day first written above.

North Raleigh Presbyterian Church

Purchaser

By _____
Signature of officially designated church
Representative

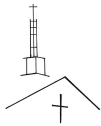
signature

NAME _____
Please print

please print name

Address

City state zip code



WEDDING CONTRACT

NORTH RALEIGH PRESBYTERIAN CHURCH
11905 Strickland Road • Raleigh, NC 27613 • 919-848-9529
(For Members: Sanctuary and wedding date will be reserved when form is received.)
(For Non-members: Form and sanctuary fee due upon reservation.
Sanctuary and wedding date will be reserved when form and sanctuary fee are received.)

Prospective Bride: _____
(please print full name)

Address: _____

Church Affiliation: _____ Member _____ Non-member _____

Prospective Groom: _____
(please print full name)

Address: _____

Church Affiliation: _____ Member _____ Non-member _____

Wedding: _____ (date) _____ (time) Rehearsal: _____ (date) _____ (time)

Officiating Pastor: _____

Address: _____

Phone: _____

Accompanist: _____ Phone: _____

Person Requesting Reservation: _____ Date: _____

Address: _____

Phone: _____ (Please list Monday-Friday daytime phone number.)

Will flowers be left in the sanctuary for worship? Yes _____ No _____

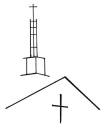
Fees for Non-Members:

- _____ Sanctuary fee (\$1000) received *(due at time of reservation)*
- _____ Pastor's fee (\$300) received *(due 30 days prior to wedding)*
- _____ Organist fee (\$200) received *(due 30 days prior to wedding)*
- _____ Custodian fee (\$125) received *(due 30 days prior to wedding)*

Fees for Members: (All due 30 days prior to wedding)

- _____ Pastor's fee (\$300) received
- _____ Organist fee (\$200) received
- _____ Custodian fee (\$125) received

For office use only:
Music: _____
Florist: _____
Wedding Guild
Coordinator: _____



Wedding Guild Check List

1. ____ Meet with prospective bride and groom and/or family about 3 months prior to the wedding. Review application form with them.
____ Check that application and deposit are filed with church office administrator/office administrator.

____ Verify that dates of wedding and rehearsal are on church calendar.

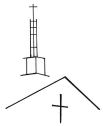
____ Review names of all friends and family involve in wedding: parents, grandparents, wedding party, etc. and compile list.
2. ____ Review wedding guidelines with bride and groom and/or family.

____ Florist: obtain name and ensure that florist has copy of guidelines regarding floral arrangements, decoration of sanctuary, etc.

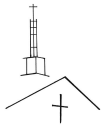
____ Music: give names of NRPC musicians if requested. Review guidelines re: music. If not NRPC musician, arrange conference between Jolene Miedema and outside musician if organ is to be used.

____ Determine who will be performing ceremony. If NRPC minister, make sure the couple has scheduled counseling sessions. If other minister, make sure the pastor is given the name and telephone number of this minister.
3. ____ Obtain other information such as need for FMB use, rehearsal dates and times, sound system requirements, if a wedding director will be used, etc.
4. ____ One month prior to the wedding, arrange for your "assistant." Two coordinators are usually needed. One person may be involved with making up a rehearsal and wedding day schedule, another may choose to be responsible for locking and unlocking the buildings, checking the sound system, etc.
5. ____ Two weeks prior to the wedding:

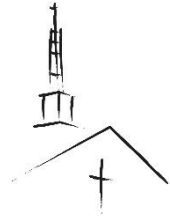
____ Discuss grass cutting and other grounds maintenance concerns with the elder in charge of buildings and grounds. The grass should be cut before the rehearsal – definitely not the day of the wedding!



- ____ Verify that sound system is working, batteries in microphones, etc. Jerry Thompson can answer questions about the sound system.
- ____ Make sure that wedding guild keys are available in box in hall near kitchen. These keys open the FMB, the sanctuary, and the organ. These can be picked up the Sunday before the wedding.
6. ____ At the rehearsal, it is helpful to ask the bridal party, parents, grandparents to wear name tags. The wedding guild coordinator can help them with this (use the ones in the narthex.) It will be much easier for the minister and the coordinator to give directions when their names are known!
7. ____ Have a tentative schedule for the rehearsal. Organize the bridal party according to height and/or bride's preference and help them take their positions in the chancel. Lynn or other minister will give direction. If a wedding director is being used, your role will be to assist her in abiding by NRPC policies. Make notes so that you can provide an updated list of the processional the day of the wedding.
8. ____ If the bridal party will be using the FMB to dress before the wedding, find out what they might be needing. Arrange to meet them that day to unlock the building, turn on the heat/air conditioning, etc.
9. ____ Arrive at least one hour prior to the wedding to assist with last minute preparations, etc. Often guests arrive early. The groomsmen may need some reminders to begin their ushering duties, etc.
10. ____ During the ceremony, the FMB should be locked to keep the bridal party's valuables secure. You will need to unlock the building when they are ready to retrieve their things and go on to the reception.
11. ____ After everyone has left the church, the wedding guild coordinator will need to turn off sound system and microphones, turn off lights (including those in the bathrooms), and lock ALL doors. PLEASE RETURN THE KEYS TO THE WEDDING GUILD BOX.



BACKGROUND CHECK FORMS



North Raleigh Presbyterian Church

20XX

Dear Christian Education and Youth Activities Volunteer:

North Raleigh Presbyterian Church is committed to addressing the needs of children and youth, and insuring their safety and protection from any form of physical, sexual, or emotional abuse. In order to do this the Risk Management Team, along with the Christian Education Team at North Raleigh Presbyterian Church utilizes a comprehensive Safe Sanctuaries Program for our children, youth and adult volunteers.

Attached are the *NRPC Background Check Policy and Procedure*, and a permission form to obtain your background check. Background checks must be redone every three (3) years. Please complete the permission form and return it to the church office in a sealed envelope marked "confidential church office".

If you have any questions you may contact Lucy Kucmierz, Office Administrator at: office@nraleighpc.org.

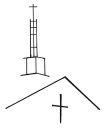
Thank you for graciously giving your time to nurture and educate our children and at NRPC.

Peace and Blessings,

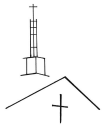
MINISTER
North Raleigh Presbyterian Church

Director of Christian Education
North Raleigh Presbyterian Church

11905 Strickland Road • Raleigh, NC 27613 • (919) 848-9529
www.nraleighpc.org • E-mail (office) office@nraleighpc.org



Director of Christian Education Contract



Director of Music Contract

_____ (The "Contractor") and North Raleigh Presbyterian Church (NRPC) hereby agree as follows:

1. NRPC hereby retains contractor **for a term of one year from DATE to and including DATE** to provide the following services/activities:

The Music Director is responsible for music selection and direction of the church choir. This includes ordering music for worship and holiday services, arranging for soloists and instrumentalists, and other administrative duties. This position reports to the Head of Staff.

Duties and Responsibilities:

D. Music Selection

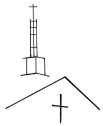
- Preview anthems through workshops, Montreat conferences, preview CDs, and other sources
- Select appropriate faith based anthems and introits for the worship service in a variety of styles (classical, traditional spirituals, contemporary)
- Order music, sign the invoice and obtain approval from the Worship Team Chair for payment.
- File music or arrange for this to be done
- Suggest music for soloists
- Coordinate hymns and other music with the pastor for the worship service
- Consult with families for funeral and wedding services if or when necessary.

E. Choir Direction

- Conduct Choir rehearsals on agreed upon times.
- Direct choir on Sunday mornings, and for special services such as Christmas Eve, Ash Wednesday, and Maundy Thursday
- Arrange for and coordinate with special soloists and instrumentalists for the summer worship services
- Recruit new singers for the choir
- Recruit additional singers for special occasions
- Work with other church directors and the church office for special presentations (e.g. Pepper Choplin's cantatas in Meymandi Hall)

F. Administrative Duties

- Notify church office administrator of choir practices to put on the church calendar
- Notify church office administrator weekly of the music for Sunday's bulletin



- Place information in newsletter concerning musical performances
- Email choir on a regular basis concerning schedules and other information
- Arrange for sanctuary piano to be tuned once or twice a year
- Arrange all substitutes for the church musician / accompanist.
- Arrange own substitute when not available at her own expense (including rehearsals)
- Attend worship committee meetings for input on services

2. **NRPC shall pay Contractor \$ 13,500 annually – paid monthly at a rate of \$ 1125** for Contractor's services/activities, following receipt of invoice from the Contractor. Such payments will be reported by NRPC to the Internal Revenue Service and any appropriate state taxing bodies on IRS Form 1099. Contractor agrees that she is responsible for all State / Federal withholding taxes. The month of January 2013 will be prorated at 50% of \$ 1125 which is equal to \$ 562.50.

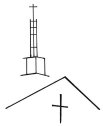
As used in this paragraph, an "Event" is defined as a church service as well as the rehearsal for that service. In the case that contractor is not able to attend or provide service for an Event (rehearsal and service) and is not able or willing to provide a substitute for said Event as provided for in the foregoing paragraph "C" entitled "Administrative Duties", bullet point number 7 , it is specifically understood and agreed that the invoice for that month shall be reduced by \$ 300.00 per event missed.

3. Should the pastor cancel a service due to inclement weather and all preparation has already been done for the service, the Contractor will be paid as normal.

4. Payment for the contractor does not include funeral services or weddings. This is paid additionally either by the church or individual families as appropriate. Arrangements for weddings should be made directly with the Contractor.

5. In performing her services/activities, Contractor shall determine the specific manner in which her services/activities shall be performed and shall arrange her own time, pursuits and schedule but shall use her best efforts to accommodate the scheduling requirements and the work of NRPC. In the event that Contractor will not be available for NRPC Church services, Contractor shall give as much notice as possible to NRPC.

6. Contractor hereby agrees that, in providing services/activities to North Raleigh Presbyterian Church, she shall serve as an independent contractor and not as an employee of North Raleigh Presbyterian Church. Nothing in this Agreement or in any other correspondence or communications between Contractor and North Raleigh Presbyterian Church shall create an employee-employer relationship between North Raleigh Presbyterian Church and Contractor. As



an independent contractor, neither contractor nor any of her own employees or subcontractors shall:

A. Have any right or authority to bind, represent or speak for NRPC except where appropriate to her role as the Music Director; this authority shall exclusively extend to contractor’s authority to order music and incur expenses for musical arrangements necessary to carry out her responsibilities under sub-paragraph A, “Music Selection”, under her duties and responsibilities.

B. Have any right or entitlement to participate in or receive benefits under any benefit plan or program established by NRPC;

C. Have any right or entitlement to unemployment compensation or workers' compensation benefits based on the existence of or arising out of an employment relationship with NRPC.

7. Contractor shall be responsible for any and all income and employment tax withholding and payments with respect to any sums paid to Contractor by NRPC and for any and all income and employment tax with holdings and payments for his/her own employees and subcontractors, if applicable, to the extent required by law.

8. This agreement ends as of **December 31, 2013**. Although a new agreement needs to be signed at the beginning of the year, the above relationship is assumed to continue on an annual basis.

9. Should either party desire to terminate this agreement prior to the end of term, written notice shall be given to the Head of Staff and Personnel Committee Chair, or the Contractor 30 days in advance of termination.

Executed this _____ day of {Month, Year}.

North Raleigh Presbyterian Church

Theresa Ann Riley-Nicotera

By:

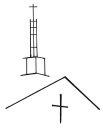
(Personnel Committee Chair)

(Signature of Contractor)

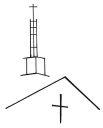
Address:

Address:

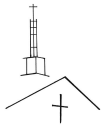
**11905 Strickland Road
Raleigh NC 27613**



Nursery Worker Contract



Office Administrator Contract



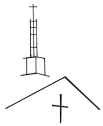
Organist Contract

_____ (The "Contractor") and North Raleigh Presbyterian Church (NRPC) hereby agree as follows:

1. NRPC hereby retains contractor **for a term of one year from DATE to and including DATE** to provide the following services/activities. This position reports to the Head of Staff.

- Select and prepare organ and piano music for regular Sunday services. This includes the prelude, offertory, postlude and both choral and instrumental accompaniment.
- Work with music director and minister in preparing hymns and responses for Sunday morning worship.
- Select and prepare music for two Christmas Eve services, Ash Wednesday and Maundy Thursday
- Perform as accompanist for midweek choir practices.
- Purchase music for instrumentalists as needed and place on the church's account at Burrage Music. Bills will be submitted to the choir director.
- Practice with soloists and instrumentalists during a time mutually acceptable.
- Inform the choir director of any maintenance issues with the piano or organ so that repairs can be made.
- Inform the choir director in advance of any absences so that the director can arrange a substitute.

2. **NRPC shall pay Contractor \$ 16,000 annually – paid monthly at a rate of \$ 1333.34** for Contractor's services/activities, following receipt of invoice from the Contractor. The annual rate is based on a minimum of 50 events, where an event is defined as a church service as well as the rehearsal for that service. Should the number of events be less than 50, the payment shall be reduced by \$320 per event missed.



Such payments will be reported by NRPC to the Internal Revenue Service and any appropriate state taxing bodies on IRS Form 1099. Contractor agrees that she is responsible for all State / Federal withholding taxes.

3. Should the pastor cancel a service due to inclement weather and all preparation has already been done for the service, the Contractor will be paid as normal.

4. Payment for the contractor does not include funeral services or weddings. This is paid additionally either by the church or individual families as appropriate. Arrangements for weddings should be made directly with the Contractor.

5. In performing her services/activities, Contractor shall determine the specific manner in which her services/activities shall be performed and shall arrange her own time, pursuits and schedule but shall use her best efforts to accommodate the scheduling requirements and the work of NRPC. In the event that Contractor will not be available for NRPC Church services, Contractor shall give as much notice as possible to NRPC.

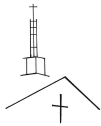
6. Contractor hereby agrees that, in providing services/activities to North Raleigh Presbyterian Church, she shall serve as an independent contractor and not as an employee of North Raleigh Presbyterian Church. Nothing in this Agreement or in any other correspondence or communications between Contractor and North Raleigh Presbyterian Church shall create an employee-employer relationship between North Raleigh Presbyterian Church and Contractor. As an independent contractor, neither contractor nor any of her own employees or subcontractors shall:

A. Have any right or authority to bind, represent or speak for NRPC except where appropriate to her role as the Organist.

B. Have any right or entitlement to participate in or receive benefits under any benefit plan or program established by NRPC;

C. Have any right or entitlement to unemployment compensation or workers' compensation benefits based on the existence of or arising out of an employment relationship with NRPC.

7. Contractor shall be responsible for any and all income and employment tax withholding and payments with respect to any sums paid to Contractor by NRPC and for any and all income and employment tax with holdings and payments for his/her own employees and subcontractors, if applicable, to the extent required by law.



8. This agreement ends as of **DATE**. Although a new agreement needs to be signed at the beginning of the year, the above relationship is assumed to continue on an annual basis.

9. Should either party desire to terminate this agreement prior to the end of term, written notice shall be given to the Head of Staff and Personnel Committee Chair, or the Contractor 30 days in advance of termination.

Executed this _____ day of {Month, Year}.

North Raleigh Presbyterian Church

By:

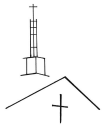
(Personnel Committee Chair)

(Signature of Contractor)

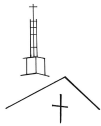
Address:

Address:

**11905 Strickland Road
Raleigh, NC 27615**



Pastor Contract

**EMPLOYEE STATEMENT OF ACKNOWLEDGEMENT**

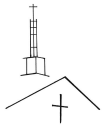
This is to acknowledge that I have received a copy of NRPC's personnel guidelines. I understand that this document provides guidelines and summary information about NRPC's personnel policies, procedures, benefits, and rules of conduct. I also understand that it is my responsibility to read, understand, become familiar with, and comply with the standards that have been established. I further understand that NRPC reserves the right to modify, supplement, rescind, or revise any provision, benefit, or policy from time to time, with or without notice, as it deems necessary or appropriate.

I also acknowledge that both NRPC and I have the right to terminate the employment relationship at any time, with or without cause or advance notice. I understand that this employment at will agreement constitutes the entire agreement between me and NRPC on the subject of termination and it supersedes all prior agreements. I also understand that although other NRPC policies and procedures may change from time to time, this employment at will agreement will remain in effect throughout my employment with NRPC unless it is specifically modified by an express written agreement signed by me and the Personnel Committee or a specifically authorized designee of NRPC. I further understand that this employment at will agreement may not be modified by any oral or implied agreement.

Employee's Name *(Please print)*

Employee's Signature

Date



EMPLOYEE STATEMENT OF ACKNOWLEDGEMENT
Nursery Staff

I have read the job description for NRPC Nursery Staff and understand its contents. It is affective from the date of signing through August 31. This job description may be renewed annually on September 1 - if agreeable to the employee and the employer.

NRPC agrees to offer _____ (name) a salary of _____ / hour for this contracted time.

My signature below indicates my agreement to abide by the requirements set forth.

Signature

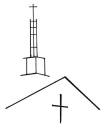
Date

Address: _____

Phone: _____ Cell Phone: _____

Email: _____

SSN: _____



20XX EVALUATION: DIRECTOR OF CHRISTIAN EDUCATION

Name: _____

Feedback Provider(s) _____

INSTRUCTIONS

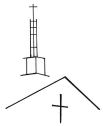
Feedback provider(s) should:

1. Complete Skills and Attributes Section using rating key provided.
2. Use the Comments column to provide more specific information. Please provide comments regarding any item receiving a rating of *MEETING SOME EXPECTATIONS (MSE)* or below.
3. Provide an "Overall 2012 Evaluation Rating" using the Rating Key.
4. Please e-mail your completed assessment to Personnel Elder so that the information is received by mid November 2012

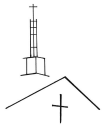
RATING KEY

- EE = Exceeds Expectations: Excellent performance)
- ME = Meets Expectations: Commendable performance
- MSE = Meeting Some Expectations: Performance needs improvement
- NME = Not Meeting Expectations: Performance is unsatisfactory
- NK = No Knowledge: Insufficient information to evaluate

Sunday School	EE	ME	MSE	NME	NK	Com
Provides workshop leader support						
Identifies Sunday School materials						
Supports Sunday School teachers						
Recruits Faith TREK curriculum writers/leaders						
Develops the concepts which undergird the Faith TREK lesson plans						
Provides leadership support for nursery and toddler volunteers						

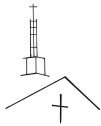


Children & Youth	EE	ME	MSE	NME	NK	Com
Assists with integration of children into worship service						
Develops programs to ease transition of children and youth into middle school and high school both within the public (or private) schools as well as our Sunday School						
Leads and assists Youth Ministry leaders in planning and leading activities for Youth Group and retreats						
Examines whether current programs, schedules, age groupings are still the best fit for our church and propose alternative approaches						
Develops and lead youth mission projects						
Researches and identifies curriculum Sunday School materials						
Develops and leads children's mission projects						
Facilitates intermixing of children, youth, and adults						
Acts as a resource to children and youth for phone calls, one-on-one meetings with child/youth and parents/leader/other children/youth						
Works with children and families as requested regarding supporting spiritual development within the home						
Develops ministry focusing on children with disabilities						
Adult	EE	ME	MSE	NME	NK	Com



Develops and helps lead additional young adult fellowship opportunities						
Creates additional entry points for young adults						
Planning, Administration, & Worship	EE	ME	MSE	NME	NK	Com
Performs off campus work and activities such as meeting with other DCE's, attending Presbytery meetings, attending events in which our young people participate in the community and their schools						
Meets with pastor weekly to discuss plans, activities, and issues relating to our children and youth						
Contributes to planning and thinking about the church and its mission						
Acts as a resource and support for Small Groups						
Develops workshops around Baptism and Communion						
Attends Sunday School and Church						
Comments: 1. What are this individual's greatest talents? 2. What aspects of performance could be improved?						

OVERALL 20XX YEAR-END RATING _____



20xx EVALUATION: Director of Music

Name:

Feedback Provider:

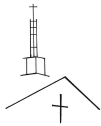
INSTRUCTIONS

Feedback provider should:

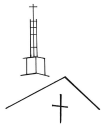
1. Complete Performance Evaluation using rating key provided.
2. Use the Comments column to provide more specific information. Please provide comments regarding any item receiving a rating of *MEETING SOME EXPECTATIONS (MSE)* or below.
3. Provide an "Overall 2015 Performance Rating" using the Rating Key.
4. E-mail your completed evaluation to Will Collins (willhcollinsjr@gmail.com) by November 10, 2015.

RATING KEY

- | | | |
|---------|---|-------------------------------|
| ➤ SEE = | Significantly Exceeds Expectations: | Distinguished performance |
| ➤ EE = | Exceeds Expectations: | Excellent performance |
| ➤ ME = | Meets Expectations: | Average performance |
| ➤ MSE = | Meeting Some Expectations:
improvement | Performance needs |
| ➤ NME = | Not Meeting Expectations: | Performance is unsatisfactory |
| ➤ NK = | No Knowledge:
evaluate | Insufficient information to |



<u>Administrative Skills</u>	SEE	EE	ME	MSE	NME	NK	
Coordinates the music program of the church							
Carries on the ministry of choral music by training and maintaining an Adult Choir							
Cooperates with the minister in making the program of choral music an integral part of the services of worship							
Initiates creative ideas necessary to improve the quality of music in the life of the congregation and in the service of worship							
Responsible for the proper care of choir robes, stoles, and other such equipment							
<u>Management Skills</u>	SEE	EE	ME	MSE	NME	NK	
Clarifies roles and responsibilities to staff members							
Provides timely and meaningful formal and informal feedback							
Shares credit and recognition							
Deals effectively with difficult, interpersonal situations							
Involves staff member in plans/decisions that affect them							
Delegates effectively							
Anticipates problems; takes appropriate action							
Keeps staff member informed of mission statement/division goals							
Creates positive work environment							



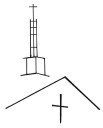
<u>Technical Skills</u>	SEE	EE	ME	MSE	NME	NK	
Serves as resource							
Appropriate knowledge of technical aspect of the position							
Demonstrates personal commitment to achieving							
Self-starter, seeks out new challenges/responsibility							
Maintains composure under stress							

Comments:

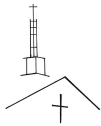
1. What are this individual's greatest talents and contributions to their job performance?

2. What aspects of performance could be improved?

OVERALL 2015 PERFORMANCE RATING



Nursery Worker Evaluation



20XX EVALUATION: OFFICE ADMINISTRATOR

Name: _____

Feedback Provider(s) _____

INSTRUCTIONS

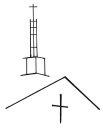
Feedback provider(s) should:

1. Complete Skills and Attributes Section using rating key provided.
2. Use the Comments column to provide more specific information. Please provide comments regarding any item receiving a rating of *MEETING SOME EXPECTATIONS (MSE)* or below.
3. Provide an "Overall 2011 Evaluation Rating" using the Rating Key.
4. Please e-mail your completed assessment to personnel elder so that the information is received **by mid-November**

RATING KEY

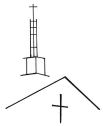
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- NME = Not Meeting Expectations: Performance is unsatisfactory
- NK = No Knowledge: Insufficient information to evaluate

Productivity/Quality of Work	EE	ME	MSE	NME	NK
Responsive, prompt and supportive in providing service					
Works efficiently, remains focused and meets deadlines					
Produces accurate, quality work					
Effectively uses software tools					



Takes appropriate independent action as needed					
Coordinates workflow or coverage with volunteers					
Capable of managing multiple tasks while using time effectively					
Coordinates with staff members, session ministries and volunteers to ensure that all Church bulletins and other Church publications are processed and distributed on time					
Timely notifications are sent to session members and volunteers					
Produces and maintains accurate files and master calendar					
Provides accurate requests for financial reimbursement and account payables					
Adheres to personnel manual's work hours and attendance policy guidelines					

Communication	EE	ME	MSE	NME	NK
Effectively communicates with others; shares ideas, solutions, and information					
Oral and written communications are consistently clear and concise					
Listens well, follows directions and asks appropriate questions					
Initiative/Judgment	EE	ME	MSE	NME	NK
Conscientious, mature, and professional, even in times of stress					
Respects confidentiality of sensitive information					
Adjusts to changes in deadlines, procedures, and priorities					



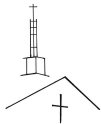
Interpersonal Relations	EE	ME	MSE	NME	NK
Functions in a cooperative manner and gets along well with congregational and staff members, avoiding unnecessary conflict					
Respects individual differences					
Demonstrates eagerness to help others					

General Comments:

1. What are this individual's greatest talents?

2. What aspects could be improved?

OVERALL 20XX YEAR-END RATING _____

**20XX EVALUATION: ORGANIST**

Name: _____

Feedback Provider _____

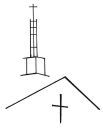
INSTRUCTIONS

Feedback provider should:

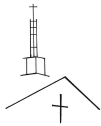
1. Complete Skills and Attributes Section using rating key provided.
2. Use the Comments column to provide more specific information. Please provide comments regarding any item receiving a rating of *MEETING SOME EXPECTATIONS (MSE)* or below.
3. Provide an "Overall 2011 Evaluation Rating" using the Rating Key.
4. Please e-mail your completed assessment to Personnel Elder so that the information is received by **mid December 2011**

RATING KEY

- EE = Exceeds Expectations: Excellent performance)
- ME = Meets Expectations: Commendable performance
- MSE = Meeting Some Expectations: Performance needs improvement
- NME = Not Meeting Expectations: Performance is unsatisfactory
- NK = No Knowledge: Insufficient information to evaluate



Productivity/Quality of Work	EE	M E	MSE	NME	NK	CC
Responsive, prompt and supportive in providing service						
Works efficiently, remains focused and meets deadlines						
Produces accurate, quality work						
Takes appropriate independent action as needed						
Coordinates with Director of Music/volunteers when planning special music						
Adheres to personnel manual's work hours and attendance policy guidelines						
Communication	EE	M E	MSE	NME	NK	C
Effectively communicates with others; shares ideas, solutions and information						
Listens well, follows directions and asks appropriate questions						
Initiative/Judgment	EE	M E	MSE	NME	NK	C
Conscientious, mature and professional, even in times of stress						
Respects confidentiality of sensitive information						
Adjusts to changes in deadlines, procedures and priorities						
Interpersonal Relations	EE	M E	MSE	NME	NK	C
Functions in a cooperative manner						



Respects individual differences						
Demonstrates eagerness to help others						
Job Knowledge/Technical Skills	EE	M E	MSE	NME	NK	C
Plays for all regular services of worship, including special services such as Christmas Eve, Lenten Service, and Thanksgiving, as scheduled						
Plays for weddings and Funerals as requested						
Plays for all regular rehearsals of the Adult Choir						

Comments:
1. What are this individual's greatest talents?

2. What aspects could be improved?

OVERALL 20XX YEAR-END RATING _____

20XX EVALUATION: Pastor

Name: _____

Feedback Provider _____

INSTRUCTIONS

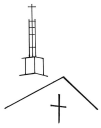
Feedback provider should:

5. Complete Skills and Attributes Section using rating key provided.
6. Use the Comments column to provide more specific information. Please provide comments regarding any item receiving a rating of *MEETING SOME EXPECTATIONS (MSE)* or below.
7. Provide an "Overall 2012 Evaluation Rating" using the Rating Key.
8. Please e-mail your completed assessment to Personnel Elder so that the information is received by Mid-November 2012.

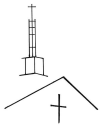
RATING KEY

- SEE = Significantly Exceeds Expectations: Distinguished performance
- EE = Exceeds Expectations: Excellent performance)
- ME = Meets Expectations: Commendable performance
- MSE = Meeting Some Expectations: Performance needs improvement
- NME = Not Meeting Expectations: Performance is unsatisfactory
- NK = No Knowledge: Insufficient information to evaluate

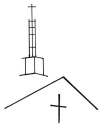
Responsibilities	SEE	EE	ME	MSE	NME	NK	
Leads worship and administers the sacraments							
Promotes spiritual growth through meaningful, inspirational, challenging messages							
Preaches on a schedule determined in association with the Worship Committee							
Emphasizes spiritual development, Christian education, and fellowship within the congregation							



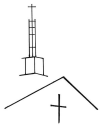
Provides leadership in the work of the congregation as it carries out the mission of North Raleigh Presbyterian Church							
Provides pastoral care to the sick and shut-ins							
Visits and communicates with prospective members							
Maintain strong communications with existing members							
Counsels those in need							
Officiates at weddings and funerals, as requested							
Plans and moderates Session and Congregational meetings							
Performs other pastoral and administrative duties as negotiated with the Session							
Interpersonal Relations	SEE	EE	ME	MSE	NME	NK	
Works with the Session and its Ministries to assist them in carrying out their assigned duties and in long range planning							
Trains newly elected officers							
Works closely with the Session in the Stewardship Program							
Responds to criticism							
Works with the Session to implement a program for increasing membership							
Performs duties with the Presbytery of New Hope as required by the Book of Order and additionally as determined by the Presbytery Committee on Ministry							



Administrative Skills							
Clarifies roles and responsibilities to staff members							
Effectively supervises staff							
Works with staff to set goals							
Clearly defines expectations of staff							
Provides timely and meaningful formal and informal feedback to staff							
Shares credit and recognition							
Deals effectively with difficult, interpersonal situations							
Involves staff members in plans/decisions that affect them							
Delegates effectively							
Maintains expenditures within budget							
Anticipates problems; takes appropriate action							
Serves as resource							
Exhibits knowledge of technical aspects of position							
Keeps staff member informed of mission statement/division goals							
Creates positive work environment							
Demonstrates personal commitment to achieving							
Self-starter, seeks out new challenges/responsibility							
Maintains composure under stress							



Effectively handles criticism							
Comments: 1. What are this individual's greatest talents? 2. What aspects of performance could be improved?							
OVERALL 20XX YEAR-END RATING _____							



20XX EVALUATION: Pastor

Name: _____

Feedback Provider _____

INSTRUCTIONS

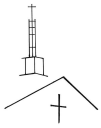
Feedback provider should:

9. Complete Skills and Attributes Section using rating key provided.
10. Use the Comments column to provide more specific information. Please provide comments regarding any item receiving a rating of *MEETING SOME EXPECTATIONS (MSE)* or below.
11. Provide an "Overall 2012 Evaluation Rating" using the Rating Key.
12. Please e-mail your completed assessment to Personnel Elder so that the information is received by Mid-November 2012.

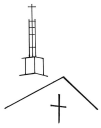
RATING KEY

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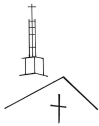
Responsibilities	SEE	EE	ME	MSE	NME	NK	
Leads worship and administers the sacraments							
Promotes spiritual growth through meaningful, inspirational, challenging messages							
Preaches on a schedule determined in association with the Worship Committee							



Emphasizes spiritual development, Christian education, and fellowship within the congregation							
Provides leadership in the work of the congregation as it carries out the mission of North Raleigh Presbyterian Church							
Provides pastoral care to the sick and shut-ins							
Visits and communicates with prospective members							
Maintain strong communications with existing members							
Counsels those in need							
Officiates at weddings and funerals, as requested							
Plans and moderates Session and Congregational meetings							
Performs other pastoral and administrative duties as negotiated with the Session							
Interpersonal Relations	SEE	EE	ME	MSE	NME	NK	
Works with the Session and its Ministries to assist them in carrying out their assigned duties and in long range planning							
Trains newly elected officers							
Works closely with the Session in the Stewardship Program							
Responds to criticism							
Works with the Session to implement a program for increasing membership							
Performs duties with the Presbytery of New Hope as required by the Book of Order and additionally as							

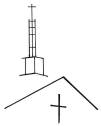


determined by the Presbytery Committee on Ministry							
Administrative Skills							
Clarifies roles and responsibilities to staff members							
Effectively supervises staff							
Works with staff to set goals							
Clearly defines expectations of staff							
Provides timely and meaningful formal and informal feedback to staff							
Shares credit and recognition							
Deals effectively with difficult, interpersonal situations							
Involves staff members in plans/decisions that affect them							
Delegates effectively							
Maintains expenditures within budget							
Anticipates problems; takes appropriate action							
Serves as resource							
Exhibits knowledge of technical aspects of position							
Keeps staff member informed of mission statement/division goals							
Creates positive work environment							
Demonstrates personal commitment to achieving							
Self-starter, seeks out new challenges/responsibility							



Maintains composure under stress							
Effectively handles criticism							
Comments: 1. What are this individual's greatest talents? 2. What aspects of performance could be improved?							

OVERALL 20XX YEAR-END RATING _____



Evaluation of the Interim Process

When evaluating the interim process, it is helpful to keep in mind that the developmental tasks are the work of the congregation, and the management of the overall process is the responsibility of the interim leader. It is important to consider how the congregation has been involved in furthering the interim agenda, as well as how well the process was managed.

Interim Pastor _____

Date _____

Your Name _____ *(optional)*

Your Position in the Congregation _____

In which of the following do you usually participate?

_____ Weekly worship

_____ Adult education

_____ Committee work

_____ Occasional volunteer activities

_____ Other _____ *(be as specific as you like)*

On average, other than weekly worship, how often did you have contact with the interim pastor?

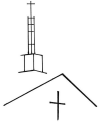
_____ Two to three times a week (or more)

_____ Once a week

_____ Two to three times a month

_____ Once a month

_____ Other _____ *(please specify)*



Pastoral Exit Interview

Purpose:

- To provide opportunity for the pastor and congregational representatives to say "thank you" in a manner that is more than just "thanks;"
- To take a final look at "how have things gone;"
- To bring meaningful closure prior to departure;
- To enhance future ministry and congregational life.

Persons: The interview should be conducted by those responsible for Pastor Congregation Relations. If there are other pastors on the team they should not be present. If the pastor is married, (the spouse should either be invited to participate in the exit interview or, depending upon the circumstances, be invited to a similar but separate interview with participants and process adjusted appropriately.)

Process: Converse in a manner that is specific, direct, and nonjudgmental, without argument or debate – and includes careful listening and note taking:

1about how things have gone in the ministry. Are there things we had hoped to accomplish and did? Are there things we had hoped to accomplish but didn't? Identify those areas that have been sources of blessings and those that have been sources of disappointment. Again, be alert to *any* areas which may emerge requiring specific attention for closure.

2....about our total relationship together. In what ways are the relationships different now than when the pastor first came? This would include a review of our relationships throughout the past years of ministry together, both its good times and bad times, acknowledging and celebrating both aspects of our friendship.

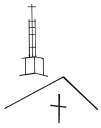
3...about our feelings toward each other. In what ways are they different now than when the pastor first came? This would include our feelings of love, affection, appreciation, and care. It would also include our disappointments and frustrations. Be alert to any areas which may emerge requiring specific attention for closure.

4. ...about our feelings regarding how the pastor's decision to leave was processed.

5. ...about appropriate recommendations from the pastor to congregational representatives and vice versa. These may emerge from the conversations related to 1-4. Allow them to happen, receive them with thanks.

6....about clarifying and reaching agreement upon the relationship the departing pastor will have after leaving the congregation.

Prayer: Spend time in prayer for each other — preferably as a departing affirmation and thanks, and as a means of blessing each other as our paths separate.



Covenant Statement for NRPC Volunteers

This covenant shall be a bond between the congregation of North Raleigh Presbyterian Church and the volunteers who are committed to providing a safe and secure environment for all who participate in its ministries. The following policy statements reflect our congregation's commitment to preserving this church as a sanctuary for all who would enter and as a place where all people can experience the love of God through relationships with others.

Policy In keeping with the covenant of baptism, we, the congregation of NRPC, have committed ourselves to the nurturing of our children. They cannot learn to love and trust God when those who represent God to them are unloving and untrustworthy. We promise our children that we will:

- provide the structure, education, and policies that will keep them safe from harm and abuse
- screen volunteers, train them, and ask that they abide by the policies of NRPC

Agreement As a volunteer working with children in this congregation, I agree:

- to affirm my commitment to support NRPC as a safe place for children and youth
- to observe and abide by all church policies regarding ministries with children and youth, including the **Safeguarding Our Children and Youth Policy**, which I have received and reviewed
- to observe all Guidelines set forth in the Policy, including the two-adult rule, the age of caregivers, and the transportation requirements
- to participate in training and education events provided by the church related to my volunteer assignment
- to report abusive or inappropriate behavior promptly to the Pastor
- that NRPC may undertake a criminal background check on my and I agree to cooperate in any way, at no cost to me, to accomplish that check.

Certification I certify by my signature that I have not to my knowledge been the subject of any investigation, legal or church-related action or complaint involving a reported instance of physical, sexual, or emotional abuse of children or youth. I have never been refused, resigned from or been asked to resign from a position for reasons related to any abuse. I promise to report any future investigation, complaint or action promptly to the pastor of NRPC.

Signature of Volunteer

Printed Full Name

Date

Signature of Pastor

Printed Full Name

Date