

SHADY GROVE PRESBYTERIAN CHURCH
5530 Shady Grove Road
Memphis, Tennessee 38120
901-683-7329

Manual of Administrative Operations
(effective 09-08-2023)

This Manual of Administrative Operations was developed by the Session in accordance with the Book of Order G-3.0106 and is designed to provide members of the Session and the Congregation with a general knowledge of the structure to administer the mission of Shady Grove Presbyterian Church, Memphis, Tennessee. An overall review and revision of this Manual of Administrative Operations shall be completed by the Session at least every three years, with specific provisions amended as needed.

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CHURCH STAFF

Transitional Pastor

Rev. Margaret Wolfkill Burnett

Office Manager/Accountant

Angie Wagner

Parish Associate

Sarah Strong

Church Accompanist

Anna Neal

Sexton

Tim Prudhomme

Children's Director

Carolyn Dodson-King

Youth Director

Christopher Williams

I. Mission Statement

The mission of Shady Grove Presbyterian Church is to be a diverse, welcoming community that seeks to nurture and serve all of God's people.

II. Presbyterian Church (USA)

Shady Grove Presbyterian Church is a congregation of the Presbyterian Church (USA) and is nurtured, guided, and governed by the Session, the Presbytery of the Mid-South, the Synod of Living Waters, and the General Assembly of the Presbyterian Church (USA) and its Constitution.

Shady Grove Presbyterian Church is also a member of the Covenant Network of Presbyterians (Covenant Network), which seeks to strengthen the church by working for the full inclusion of LGBTQIA+ people in its life and leadership.

Shady Grove utilizes the unicameral form of government, and the Session has the responsibility to nurture, guide, and govern the membership. To assist in this responsibility, the Session has designated several teams and committees for the accomplishment of the mission of the church. These teams and committees will be chaired by an active Ruling Elder, and membership on the teams and committees is open to all members of the congregation.

Should any provision of this Manual of Administrative Operations conflict with the Constitution of the Presbyterian Church (USA), the Constitution of the Presbyterian Church (USA) shall prevail.

III. Church Membership

A. New Members

1. Received by public profession of faith, reaffirmation of faith, or certificate of transfer.
2. Examined and received by the Session.
3. Presented in worship.

B. Categories of Membership

1. Baptized Member – A person who has received the Sacrament of Baptism, and who has been enrolled as a baptized member by the Session, but who has not made a profession of faith.
2. Active member – A person who has made a profession of faith in Christ, has been baptized, and has been received into membership.

3. Affiliate Member – A member of another congregation of this denomination or of another denomination or Christian body who has (1) temporarily moved from the community where the congregation of membership is situated, (2) has presented a certificate of good standing from the appropriate council or governing body of that congregation, and (3) has been received by the Session as an affiliate member.

C. Membership Roll

1. There shall be rolls of Baptized, Active, and Affiliate members.
2. 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.
3. The Session may delete names from the roll when a member so requests, has moved, or otherwise ceased to participate actively in the work and worship of the congregation for a period of two years.

IV. Ruling Elders

- A. Ruling Elders shall be nominated by a Nominating Committee, which is selected by the congregation, drawn from and representative of its membership, and consisting of at least three active members of the congregation and at least one ruling elder currently serving on the session. The pastor shall serve ex officio and without vote.
- B. The nomination and election of Ruling Elders shall express rich diversity and inclusiveness of all persons of the congregation's membership.
- C. Ruling Elders shall be elected by the congregation at a meeting of the congregation.
- D. When persons have been elected to the ordered ministry of Ruling Elder, the Session shall provide a period of study and preparation.
- E. After the study period, the Session shall examine them 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.
- F. If the examination is approved, the Session shall appoint a day for the service of ordination and installation.

V. Session

A. Organization

1. The Session is the council for the congregation, which shall be composed of those persons elected by the congregation to active service as Ruling Elders, together with all installed pastors and associate pastors.
2. There shall be from nine (9) to eleven (11) Ruling Elders elected to serve terms of no more than three (3) consecutive years on the Session, after which they are eligible for reelection according to congregational rule. However, no Ruling Elder shall be eligible to serve more than six (6) consecutive years.
3. A Ruling Elder who has served six (6) consecutive years shall be ineligible for election for at least one year.
4. Election shall be to classes as nearly equal in number as possible, with the terms of only one class ending each year.
5. Terms of Ruling Elders will expire when their successors have been ordained and installed.
6. At least one Ruling Elder shall be assigned to each of the regular session teams and committees as a representative to the Session.

B. Notice – There shall be reasonable notice given of all special meetings.

C. Quorum – Sessions shall provide by rule for a quorum for meetings. The current rule requires one-half of Session members, including moderator, to constitute a quorum.

D. Moderator – The pastor of a congregation shall be the Moderator of the Session of that congregation.

E. Clerk – The Clerk of the Session shall be a Ruling Elder elected by the Session for such term as it may determine.

F. Commissioners to other Councils – The Session shall elect Ruling Elders to serve as Commissioners to other councils of the church. Commissioners to the Presbytery should preferably be elected for one year.

G. Meetings of the Session

1. The Session typically shall hold stated meetings at least monthly.
2. The Moderator shall call a special meeting when they deem necessary or when requested in writing by any two members of the Session.
3. The business to be transacted at special meetings shall be limited to items specifically listed in the call for the meeting.
4. There shall be reasonable notice given of all special meetings.
5. The Session shall also meet when directed by Presbytery.
6. Meetings shall be conducted in accordance with the latest edition of Robert's Rules of Order except when it conflicts with the Book of Order.
7. The Session may also make use of processes of discernment in their deliberations prior to a vote as agreed upon by the body.

H. Electronic Voting

1. Electronic Session voting (by email, phone, or other means) may be conducted on those issues which require action before the next Stated Session meeting.
2. All Ruling Elders will be provided an opportunity to vote, even if they do not have the primary means of electronic communication.
3. Since the opportunity for discussion is central to Presbyterian Government, only issues which are not expected to generate debate should be submitted for electronic voting.
4. If one or more Ruling Elders object to the electronic form of voting on a particular issue, the vote will be suspended, and the issue will be taken up at a Stated or Called Meeting.
5. All electronic votes conducted will be affirmed at the next Stated Meeting.
6. The Moderator must approve conducting the electronic vote.
7. The Clerk of Session will be the initiator of all electronic votes and will be responsible for communication of vote results.

I. Session Responsibilities

1. Provide that the Word of God may be truly preached and heard.
2. Provide that the Sacraments may be rightly administered and received.
3. Nurture the covenant community of disciples of Christ.
4. Participate in the life of the whole church through participation in other councils.
5. Maintain required rolls and registers.
6. Prepare and adopt a budget and determine distribution of the congregation's benevolences and shall provide full information to the congregation.
7. Elect a treasurer.
8. Shall review annually the minister's terms of call and shall propose for congregational action such changes as the session deems appropriate.

VI. Clerk of Session

- A. The Clerk of the Session shall be a Ruling Elder (not necessarily an active Ruling elder) elected by the session for such term as it may determine.
- B. Primary Duties of the Clerk
 1. Record the minutes of the Session.
 2. Keep rolls of membership and attendance of the Session.
 3. Preserve the records of the Session.
 4. Furnish extracts to other governing bodies when required.
 5. Submit Session minutes to the Presbytery once a year for their review.
 6. Provide statistical data for review.
 7. Prepare and execute annual membership roll review with the Session.
 8. Assist the pastor in preparing the agenda for session meetings.
- C. Source – Handbook For Clerks Of Session In The Presbyterian Church (U.S.A.) by Frank Walmsley.

VII. Congregational Meetings

- A. The congregation shall hold an annual meeting and may hold special meetings, as necessary, for any of the purposes appropriate for congregational consideration. The business to be transacted at special meetings shall be limited to items specifically listed in the call for the meeting.

- B. Meetings of the congregation shall be called by the Session, by the Presbytery, or by the Session when requested in writing by one fourth of the active members on the roll of the congregation.
- C. Public notice of the time, place, and purpose of all meetings of the congregation shall be given on the preceding two Sundays. The meeting may be convened following the notice given on the second Sunday.
- D. All active members of the congregation present at either annual or special meetings are entitled to vote.
- E. A quorum in congregational meetings shall consist of 25 eligible voters or 10 percent of the congregation, whichever is greater.
- F. The installed pastor shall ordinarily moderate all meetings of the congregation.
 - 1. If it is impractical for the pastor to preside, the pastor shall invite another minister of the Word and Sacrament who is a member of the Presbytery, or a person authorized by the Presbytery, to serve as moderator.
 - 2. If there is no installed pastor, or the installed pastor is unable to moderate and/or name another moderator, the Presbytery shall make provision for a moderator.
- G. The Clerk of Session shall serve as secretary for all meetings of the congregation.
 - 1. If the Clerk of Session is unable to serve, the congregation shall elect a secretary for the meeting.
 - 2. The secretary shall record the actions of the congregation in minutes of the meeting.
 - 3. The Session shall read, correct, and approve the minutes of each congregational meeting at its next scheduled meeting.
 - 4. The minutes shall then be attested by the Moderator and the Clerk and shall be entered into the minute book of the Session.
- H. Meetings shall be conducted in accordance with the Book of Order, Chapter Three, G-3.0105, when applicable, or according to Robert's Rules of Order.
- I. All congregational meetings shall be opened and closed with prayer.
- J. Business proper to congregational meetings

1. Electing Ruling Elders
 - a. When Ruling Elders are being elected, full opportunity shall always be given to the congregation for nominations by any active member of the church present at the meeting.
 - b. Persons to be nominated from the floor shall have given prior permission to be nominated and declared assent to serve if elected or, if present, shall be asked to declare willingness to serve.
 - c. When the number of nominees equals the number of Ruling Elders to be elected, the congregation may vote by voice or show of hands.
 - d. When the number of nominees is greater than the number of elders to be elected, the congregation may vote by secret ballot.
 - e. A majority of all the active members present and voting shall be required to elect.
2. Calling a pastor, co-pastor, or associate pastor.
3. Changing pastoral relationships (terms of pastor's call) or requesting, consenting to, or declining to consent to dissolution.
4. Buying, mortgaging, or selling real property.
5. Requesting the Presbytery to grant an exception to terms for Ruling Elders.
6. Approving a plan for the creation of a joint congregational witness or amending or dissolving the joint congregational witness.

WORSHIP MINISTRY TEAM

PURPOSE:

The Worship Ministry Team shall provide for the worship of the people of God, including the preaching of the Word, the sharing of the sacraments, and the music program, in keeping with the principles in the *Directory for Worship*. It will be sensitive to worship needs of all persons wherever they are in their faith journey.

Membership of this team shall include at least one active Ruling Elder and other members of the congregation at large. The Pastor, Accompanist, and Office Manager will serve as ex officio members of this team.

This team will ordinarily meet monthly and as necessary for discussion and decision-making.

RESPONSIBILITIES:

To establish the time, place, and appropriate order of worship for regular Sunday worship services, as well as special services of worship:

1. Collaborate with the Pastor and Session (as appropriate) to plan and coordinate special services of worship. These include services on Christmas Eve, Ash Wednesday, Maundy Thursday, and Good Friday.
2. Provide for lay readers to assist the Pastor in the leadership of worship as appropriate.
3. Schedule and train volunteers for Children's Chat during the worship service, in consultation with the pastor.
4. Establish policy and guidelines for weddings and funerals and review such guidelines yearly.
5. Assist the Pastor in arranging pulpit supply.
6. Develop methods to distribute Sunday sermons to individuals who cannot attend regular Sunday worship.
7. Carry out periodic evaluation of the congregational worship services.

To supervise the celebration of the sacraments:

1. Prepare elements for Communion.
2. Provide for worship volunteers to serve Communion.
3. Assist Pastor in providing Communion to homebound members when requested.
4. Prepare and assist in baptism ceremonies.

To provide the proper setting for the conduct of public worship:

1. Maintain flower calendar.
2. Provide for the care and maintenance of the sanctuary, including stocking the pews with welcome pads, handouts, Bibles and hymnals; preparing and maintaining any paraments or vestments for the sanctuary; dressing the altar; and arranging decorations for special worship services.
3. Provide for ushers, assign duties, and provide for the training of ushers.
4. Provide for the distribution of worship bulletins for adults and children each Sunday.
5. Maintain equipment for acolytes who carry the light during the service.
6. Oversee and coordinate the issuance of member and visitor name tags.

To oversee the music program of the church:

1. Recommend to the Session the appointment of a choir director and an accompanist.
2. Support and assist the music leadership in their service.
3. Support the development of a children's music program when appropriate.

To provide for the continuing education of our congregation regarding the rich worship life of the Presbyterian and Reformed tradition:

1. Assist the Pastor as appropriate in providing for the instruction of parents presenting their children for the sacrament of baptism.
2. Collaborate with the Formation and Education teams and Children/Youth Ministry to assure worship education is being incorporated into adult, youth, and children programming, including Sunday School and confirmation classes.

NURTURE MINISTRY TEAM

PURPOSE:

The Nurture Team ministers to needs within the congregation by praying and caring for members and encouraging others to do so. The Nurture Team coordinates refreshments and meals at gatherings of the faith community. The Nurture Team organizes social events for the congregation to foster connections and community and welcomes new members and visitors to the church. In collaboration with other teams, the Nurture Team also helps coordinate the congregation's interfaith ministries.

Membership of the Team shall include at least one Ruling Elder and other members of the congregation at large.

The Team will ordinarily meet monthly.

RESPONSIBILITIES:

A. Member Care – Joys/Concerns

1. Keep track of joys and concerns within the congregation and share them as appropriate with the larger congregation.
2. Regularly pray for, and encourage others to pray for, members and their families as they experience needs and as they celebrate joys.
2. Maintain a monthly greeting card ministry in which one Team volunteer each month sends cards celebrating birthdays, offering congratulations, articulating prayers, expressing sympathy, and otherwise offering support and encouragement to members and their families.
3. Respond in specific, practical ways to meet needs of members and their families, including emergency and crisis situations, and draw upon other members and all available resources in order to address needs that arise.
4. Visit, call, bring food, send messages, provide transportation, help arrange events, and in every concrete and feasible way, make God's caring presence known to every individual in the congregation, and be present as the hands and feet of Christ in our midst.
5. Coordinate delivery of food for members and their families in appropriate situations.
6. Provide presence, and encourage other church members' presence, at funerals and memorial services involving members and families of members, and, when appropriate, share with the congregation information about such services.

B. Member Care – Connections

1. Coordinate Wednesday Night Suppers (WNS), and other meals during special seasons of the year, and involve as many members as possible in planning, promoting, and implementing such events.
2. Plan, promote, and provide educational and inspirational programs associated with WNS and special meals as needed.
3. Plan, promote, and provide social opportunities for the congregation in association with WNS, such as game and trivia nights and crafts.
4. Coordinate and oversee after-worship refreshments in the Narthex on Sunday mornings.
5. Coordinate and oversee the monthly Book and Movie Club and the monthly Ladies Birthday Luncheon.
6. Plan events and activities for the congregation and the community to foster connections and friendships, such as cookouts by our fire pit, caroling, kayak/camping trips, group walking, yoga, meditation, Tai Chi, etc.
7. Create and distribute New Member Welcome Baskets that includes welcome items, such as homemade bread and jams, and information about the church, such as a church directory and pastor welcome letter.
8. Welcome, and encourage others to welcome, visitors to our church at each service and ask if they would like to be added to the newsletters or receive other information about the church.

C. Budget Items

1. Make budget recommendations, and administer budget expenditures, related to the church's food ministries, social events, and other member care, such as the card ministry.
2. Make recommendations for use of the Benevolence Fund to the Pastor and ensure that the congregation is made aware of the Benevolence Fund.

COMMUNITY OUTREACH TEAM

PURPOSE:

This Team will provide opportunities for witness in the community and the world. This Team will develop and implement imaginative techniques for personal evangelism and outreach aimed at the larger Memphis community and world, as well as an outreach to newcomers and other visitors to the church.

Membership of this Team shall include at least one active Ruling Elder and other members of the congregation at large.

This Team will ordinarily meet monthly and as necessary for discussion and decision-making.

RESPONSIBILITIES:

A. General

1. Reach out into the larger community by offering opportunities for the congregation to minister to the needs of the world through community action and social concern.
2. Cooperate not only through the outreach of our denomination but with other organizations – locally, nationally, and globally – in meeting the needs of persons, groups, and nations.
3. Motivate the members of the congregation to assume individual and corporate responsibility for witness to Christ through the Global Mission of the Church.
4. Creatively approach the opportunity to present ourselves as a Church home to the people of Memphis and neighboring communities.
5. Assess the opportunities for evangelism and the needs of people who are unchurched, within the reach of our congregation. Follow through on those opportunities and work on meeting those needs.
6. Provide support and oversight to other Teams as they carry out evangelism efforts for the church.
7. Provide recommendations to the Session for disbursement of proceeds and budgeted monies for specific programs, such as Saturday Supper at St. Luke's United Methodist Church.

B. Ministries and Programs

1. Saturday Supper - One Saturday each month Shady Grove is responsible for preparing and serving a meal, either in person or to-go, for those in need. We serve between 30-60 people at St. Luke's United Methodist Church, 480 S Highland, Memphis, TN 38111.
2. Food Pantry - Shady Grove helps support the University Cluster Food Pantry located at St. Luke's Methodist Church 480 S. Highland 38111. The Pantry is open two weeks every month. On Tuesdays, the shelves are stocked and, on Thursdays, food is distributed to needy families and individuals.
3. Prayer Shawl Ministry - The knitting group at Shady Grove creates prayer shawls to give to Shady Grove members and to donate to Church Health Center and baby caps to donate to Regional One Health Labor & Delivery Ward.
4. Beulah Baptist Church & Masjid As-Salam Mosque - Shady Grove hosts Thanksgiving dinner with Beulah Baptist Church and Masjid As-Salam Mosque in a heartwarming meal shared with friends of diverse faiths.
5. Kick It 5k - The Kick It 5K is an annual fundraiser for the Kosten Foundation to support pancreatic cancer research. Shady Grove members began participating in 2020 after the passing of Shady Grove's beloved Tom Walsh to pancreatic cancer.
6. Our Own Voice - Created in 1991, the Our Own Voice Theatre Troupe is a creative arts organization providing empowering experiences for people marginalized by mental illness and striving to engage our community in an ongoing dialogue about mental health.
7. Refugees with World Relief - Shady Grove has formed a Good Neighbor Team with World Relief, the refugee resettlement agency in Memphis. This team is assigned a refugee family to welcome them in love and friendship over the course of their first 6 months in Memphis. Our responsibility is to build relationships that help to welcome refugees to their new home.
8. Memphis Pride Fest - Each year in June Shady Grove has a table at the Memphis Pride Fest and a group of Shady Grovers participate in the parade from Robert Church Park down Beale Street. We proudly support the LGBTQ community in Memphis.
9. Team Read - Shady Grove partners with the Memphis Shelby County Schools Team Read program that pairs volunteers with students who are reading below grade level to provide weekly mentorship. Each volunteer

meets with the same 2 students each week for 30 minutes to work on reading skills.

10. Prizm Ensemble - This is a non-profit that builds diverse community through chamber music education, youth development, and performance. Prizm brings classical music training to underserved students in the Memphis and Shelby County Schools. Summer and winter music camps with performances are held at Shady Grove, and Prizm musicians perform monthly during worship.
11. Mustard Seed – Housed at Shady Grove Presbyterian Church, the Mustard Seed is a Fair Trade™ store that sells products from international and local artisans. Vendors include SERRV and Ten Thousand Villages, Thistle & Bee, and many others.
12. Sister Supply - This is a non-profit that supplies menstrual products to those in need, destigmatizes menstruation, and educates about reusable products.
13. Memphis Interfaith Coalition for Action and Hope (MICAH) – Shady Grove is one of the founding members of this organization which is committed to pursuit of justice through action.

COMMUNICATIONS TEAM

PURPOSE:

This Team will strive to provide appealing and effective communications to the congregation and the community about the mission and ministries of the church.

Membership of this Team shall include at least one active Ruling Elder, the Pastor, the Office Manager, the church volunteer videographers, and other members from the congregation at large.

This Team shall meet as needed but at least quarterly.

RESPONSIBILITIES:

1. Oversee the creation and maintain the church's website to include online video worship services.
2. Create and maintain a positive social media presence for the church.
3. In coordination with the Office Manager, maintain and publish a church events calendar and church newsletters, both weekly and monthly, in multiple formats.
4. Periodically develop and publish an updated pictorial church directory.
5. Update and maintain banners and signage on the church grounds, including the corner of Shady Grove Road and Yates, with messaging reflective of the mission of the church.

FORMATION TEAM: CHRISTIAN EDUCATION

PURPOSE:

This team will foster religious education and faith formation for children, youth, and adults of Shady Grove Presbyterian Church (SGPC), i.e., from cradle to grave.

The membership of this team shall include at least one active Ruling Elder, other members of the congregation at large, and Christian Education teachers. The Pastor serves as an advisory member of this team.

This Team will ordinarily meet monthly and as necessary for discussion and decision-making.

RESPONSIBILITIES:

Religious Education

1. Oversee the Sunday School programs, and other religious education and faith formation needs, within the church.
2. Develop new programs when appropriate.
3. Recruit teachers.
4. Provide teachers with necessary materials and training.
5. Approve units of study, fellowship activities, and special events such as retreats and mission events.
6. Promote camps and conferences for all ages.
7. Provide connection and communication between teachers, the Session, other teams, and the Pastor.
8. Maintain a list of all teachers, and substitutes, by age level and curriculum.

BUILDING AND GROUNDS TEAM

PURPOSE:

This Team will preserve and enhance the beauty and dignity of the buildings and grounds of Shady Grove Presbyterian Church. This Team will also be responsible for all tools and equipment owned by the Church. Any repairs or other work required on the buildings, grounds, or equipment will be scheduled by this Team in cooperation with the Church Sexton and Office Manager.

Membership of this Team shall include at least one active Ruling Elder, the Church Sexton, and other members from the congregation at large.

This Team will ordinarily meet monthly, and as necessary, for discussion and decision-making. Urgent and nominal matters may be discussed and determined by email.

RESPONSIBILITIES:

To provide management of the property and its buildings:

1. Create and maintain an inventory of all church property, including furniture, fixtures, office equipment, electronic equipment, etc.
2. Inventory property every two years.
3. Provide for the disposal of obsolete and/or non-repairable equipment after consulting with the teams and committees affected.
4. Authorize all facility use on the property and maintain proper records thereof.
5. Maintain and update shared space partner policies and recommend new contracts for significant periods of time or space to the Session. (See the Facilities Use Agreement in the Appendices.)

To provide maintenance of the property and its buildings:

1. With the Office Manager, oversee the work of the Sexton and report any abnormalities to the Session for their consideration and/or action.
2. Arrange for general upkeep/repair (such as painting, roof repair, etc.) of property and its grounds to maintain the beauty and appearance.
3. Arrange for and oversee lawn and tree care and recommend all contracts to the Session for approval.

To consider and make recommendations about any requests for changes to the church buildings and grounds, whether temporary or permanent. Recommendations will be presented to the Session for final decision.

To plan and coordinate volunteer help on activities such as church work days.

To respond to congregational or staff suggestions regarding church property and its condition.

PERSONNEL COMMITTEE

PURPOSE:

This Committee will assist the Pastor in management and oversight of the church staff.

The membership of this Committee shall consist of at least one Ruling Elder currently serving on the session and other interested members of the congregation.

This Committee will meet as necessary for discussion and decision-making.

RESPONSIBILITIES:

1. Assist the Clerk of Session in the triannual review, publication, and distribution of the Manual of Administrative Operations, including the Personnel Policies.
2. Annually review every Staff Job Descriptions, with input from the staff member, and recommend changes or updates to the Session.
3. Provide for the annual review of the work and compensation of all church staff, including the gathering input from the staff member via an annual self-evaluation, and providing feedback to the staff member at an annual evaluation meeting and final annual rating.
4. Provide for the annual review of the work and compensation of the Pastor.
5. Ensure the maintenance, upkeep, and confidentiality of (a) personnel folders for each staff employee, which shall include the annual staff evaluation documentation and all other relevant personnel information, and (b) the annual call documents of the pastor. Official copies shall be maintained in the church files by the Office Manager.
6. Present personnel recommendations, including changes in compensation and bonuses, to the Session; and track salaries, benefits, and bonuses of all staff members going back at least three (3) years.
7. Ensure annual training for all employees, active Ruling Elders, and pastor about the Policy and Procedures on Sexual Misconduct and the Child and Youth Protection Policy; and ensure written acknowledgements from each of all annual training received, which shall be maintained in the church files by the Office Manager. (See both policies in the Appendices.)
8. Review and advise on all public postings for hiring new staff and terms of employment.

9. Participate in interviews and provide for background search and reference checks, if needed, for new staff positions.
10. Arbitrate all personnel problems with advice from the Presbytery's liaison from the Commission on Ministry.

STEWARDSHIP, BUDGET & FINANCE COMMITTEE

PURPOSE:

This Committee will work with the Office Manager and the Pastor on the budget and audits of the church's finances. This Committee will also develop and administer stewardship campaigns as needed.

This Committee will be composed of at least the Pastor, the Office Manager, and the Church Treasurer. The Session shall elect a Church Treasurer for such term as the Session shall decide and shall supervise their work.

This Committee will meet as necessary for discussion and decision-making.

RESPONSIBILITIES:

2. To prepare and maintain a budget for the distribution of the congregation's benevolences.
3. To account for the proceeds of such offerings and their disbursement, and to develop and administer a stewardship campaign as needed.
4. To provide asset/liability reports, profit/loss reports, and stewardship reports to the Session at the monthly stated meetings.
5. To provide annual information to the congregation concerning its decisions in such financial matters.
6. To ensure that all offerings made at worship services are counted and recorded by at least two duly appointed persons (by the Budget & Finance Committee) who are not related by family. Offerings may not be counted by the Office Manager.
7. To keep financial books and records adequate to reflect all financial transactions, which shall be open to inspection by authorized church officers at reasonable times.
8. To provide general oversight of all benevolences, according to the policies attached in the Appendix, including pledges and loose offerings, designated gifts, and in-kind gifts.
9. To complete annual audits of the church's financial operations. (See Internal Accounting Controls and Internal Control Checklist in the Appendices.)

NOMINATING COMMITTEE

The Nominating Committee is responsible for presenting a slate of nominees for vote by the congregation for Ruling Elders; members of the Nominating Committee for the next year; and other elected church positions, such as a Pastoral Nominating Committee.

This Committee shall be elected by the congregation annually. A Ruling Elder, currently serving on the Session, shall serve as moderator of the committee. The Pastor shall be a member of this Committee, serving ex officio and without vote. The minimum size of the committee shall be at least three (3) unrelated persons, and a majority of the Committee members eligible to vote shall not be currently serving on the Session.

This Committee shall include both women and men, giving fair representation to all age groups, of all racial ethnic members, and of persons with disabilities who are members of the congregation.

The Nominating Committee will convene as requested by the Session to fill vacancies.

To ensure training for new Ruling Elders in a timely and orderly fashion, prior to their installation, the Nominating Committee should meet regularly once it has been convened and should assemble a set of Ruling Elder nominees promptly.

The Nominating Committee will inform the Session that the slate of nominees has been secured as soon as it has completed its work.

The Session will then call a congregational meeting for the purpose of acting on the report from the Nominating Committee.

Though the Nominating Committee is not directed as to how it must do its work, nominations will be made based on the general constitutional requirements of the form of government of the Presbyterian Church (USA) as well as the particular needs of the Session of Shady Grove Presbyterian Church.

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.

PRESBYTERIAN WOMEN

Forgiven and freed by God in Jesus Christ, and empowered by the Holy Spirit, we commit ourselves to:

- A. Nurture our faith through prayer and Bible study.
 - 1. In the late winter/early spring of each year, representatives from the Churchwide Coordinating Team of Presbyterian Women gather as a Bible study committee to select a topic and an author for upcoming Presbyterian Women/Horizons Bible studies.
 - 2. On the first Tuesday of each month the Presbyterian Women of Shady Grove Presbyterian Church meet for this Bible study. There are morning and evening groups.
- B. Support the mission of the church worldwide.
 - 1. Beginning in 1922 with the Woman's Auxiliary and continuing through the Women of the Church, United Presbyterian Women, and Presbyterian Women in the PC(USA), Presbyterian women have a long tradition of caring for others and helping those in need.
 - 2. An annual Birthday Offering is collected to contribute to specific mission projects.
- C. Work for justice and peace.
- D. Build an inclusive, caring community of women that strengthens the Presbyterian Church (USA) and witnesses to the promise of God's kingdom.

APPENDICES

PERSONNEL POLICIES

A. Personnel Administration

1. This written statement of policies and procedures pertinent to current personnel practices of Shady Grove Presbyterian Church is available at all times to all staff members.
2. Staff will be informed of personnel policies, practices, and procedures which the church is developing or reconsidering.
3. A personnel record for each employee is maintained and protected against review or use by unauthorized persons. The record will contain either a completed application form or a brief statement outlining the employee's previous employment experience and education; references; contracts or agreements; job descriptions; evaluations; salary history including pension, benefits, and bonuses; and leave accounting.

B. Job Descriptions

1. Job descriptions will be located in the Appendices of the Manual of Administrative Operations.
2. Job descriptions will be reviewed annually by the Personnel Committee, unless changes are required in the interim.

C. Salary Plan

The Personnel Committee is responsible for recommending all salaries and hourly pay rates of staff employees to Session. Following action of the Session, the Personnel Committee will notify each employee.

D. Staff Evaluations

1. Staff evaluations will be performed and completed, annually, by the Personnel Committee and the Pastor, with input from the associated Team Leader.
2. At least three people other than the staff member, including the Head of Staff, will participate in the staff evaluation meeting. The staff member will provide information requested in the Staff Evaluation Form prior to the meeting.
3. After the staff evaluation meeting, the Personnel Committee Chairman will combine the Staff Evaluation Form with notes from the meeting. An overall annual rating will be added to the form based on a consensus of

the Personnel Committee. The Form with the overall rating and meeting notes will be provided to the employee, the Pastor, and the Session.

4. The employee may request reconsideration of the overall rating by the Pastor and the Clerk of the Session. Decisions upon a reconsideration request will be made and communicated to the employee.
5. Hourly employees will not receive annual staff evaluations and will be evaluated as needed.

B. Leave

1. The Pastor's leave will be specified in the call.
2. Leave should be requested to the Pastor with 30 days' notice. If 30 days' notice is not practicable, notice should be given as soon as possible after learning of the need for leave. The requests must be made in writing, and oral requests must be confirmed in writing.
3. All leave requests and leave approval will be kept in writing. At the end of the calendar year, the leave requests and leave approval will be kept in the employee's personnel record.
4. Leave accrued must be taken annually and does not rollover to subsequent years.
5. The following paid leave is available for those employees who have this benefit listed in their Job Description.

a) Vacation Days

Vacation days are provided in the following proportion of work hours to vacation days: 10 hours of work a week = 1 week of vacation. For example, an employee who is engaged to work twenty hours per week will receive two weeks of paid vacation after one year of continuous employment. Vacation days may only be taken in increments of whole days.

b) Sick Leave

- 1) Sick leave is provided in the following proportion of work hours to sick leave: 10 hours of work a week = 20 hours of sick leave. For example, an employee who is engaged to work twenty hours per week will be eligible for up to forty hours of sick leave. Sick leave may only be taken in increments of whole hours.

- 2) Extended illness shall be referred to the Personnel Committee. The Personnel Committee shall address all such situations on an individual non-precedential basis that reflects the love of Christ.

c) Holidays

- 1) If one of the following holidays falls on a normal workday of the employee, the employee will be paid holiday leave for that day. An employee who works less than eight hours a day will be paid the number of hours normally worked by the employee on that day.

1. New Year's Day
2. Martin Luther King, Jr. Day
3. Easter Monday
4. Memorial Day
5. Juneteenth
6. Independence Day
7. Labor Day
8. Thanksgiving Day
9. Day after Thanksgiving
10. Christmas Eve
11. Christmas Day

- 2) If the employee is unable to take one of the above holidays due to work responsibilities, another day shall be substituted within the same year.

d) Bereavement Leave

If an employee is absent from work because of a death of a spouse or child, they will be allowed up to one calendar week off without loss of pay. If the death of is another immediate family member, they will be allowed up to three consecutive days off without loss of pay. Other immediate family members include parents, spouse's parents, siblings or their spouse, spouse's siblings or their spouses. Any additional time off will be counted as vacation days.

e) Jury Duty

An employee performing jury duty will be paid at their regular rate for the time lost from regular work while so serving.

C. Motor Vehicle Insurance

All church employees who drive personal vehicles on church business shall provide the church a copy of their driver's license and insurance card.

STAFF JOB DESCRIPTIONS

CHURCH ACCOUNTANT/OFFICE MANAGER

Reports To: Pastor, Church Treasurer, and the Session

Hours of Work: This is a 35-hour/week position. Posted office hours are 9 am to 3 pm. Hours may be flexed to meet the needs of the church, the staff, and the incumbent.

Annual Salary Range: \$40,000-50,000

Benefits: Vacation Days, Sick Leave, Holiday Leave, Bereavement Leave, Jury Duty

Position Purpose: The primary duty of the church accountant position is to perform accounting duties for the pastor, treasurer, Session, Session teams and ministries, and create and compile financial reports to benefit the church and its allied activities, with the oversight of the pastor, church treasurer, and the Business Team. The primary duty of the office manager position is to perform administrative duties for the pastor, Session, Session teams, ministries, and create and compile marketing, appeal, and graphic design work to benefit the church and its allied activities. In the event two people are necessary to fulfill these job descriptions in the future, they may be separated into two part time positions.

Ideal Qualifications: Five years demonstrated experience with an associate's degree or advanced experience in equivalence. Proficiency in computer software tools including basic and advanced applications, including accounting. Strong interpersonal skills, proficiency in handling multiple and disparate tasks, flexibility in the acceptance of multiple tasks is expected. Confidentiality is expected. Collaboration and cooperation is expected. Works with minimum supervision and with a "can-do" approach and facilitates the concept of a team-based approach. Applies advanced accounting principles and is able to explain and defend alternative methods

Key Responsibilities for Church Accountant:

- Handle and record accounts payable and receivable.
- Prepare and send all invoices; inform the appropriate parties of any account receivable more than thirty days delinquent.
- With the confidential oversight of the Church Treasurer, monitor pledges and distribute statements to congregants three times a year. Answer all inquiries from congregants regarding discrepancies or other pertinent issues regarding personal pledges/statements. Retain and protect confidentiality at all times.
- Pay bills through on-line bill pay methodology.
- Coordinate bank distribution of a payment by check system.
- Prepare, calculate, file reports, and deliver the weekly deposit integrating the Sunday offering/weekly deposit directly into a spreadsheet which lists each separate giving unit to provide for an accurate and easy to use, end of year pledge tally that includes special offerings. Submit a monthly report to the church treasurer.
- Convert pledges and result records to Realm format; backs-up this system.

- Prepare regularly scheduled accurate accounting of Sunday contributions.
- Prepare, calculate, compile, and maintain accurate budget, ledger, current account, operations, maintenance, human resource, reconciliation, and outreach financial statements and reports to illustrate current conditions.
- Participate in annual budget discussions.
- Project future impact of financial considerations.
- Be able to demonstrate a working knowledge of the church's cash flow and account relationships.
- Coordinate the preparation of employee payroll, entering pay and benefit changes and required IRS documentation including W-2s.
- Integrate the information compiled from previously listed requirements into coherence for the benefit of the pastor, staff, Session, and teams upon reasonable request.
- Coordinate annual (minimum) audits with unbiased third parties in coordination with the Business Team.
- Other duties assigned as deemed necessary by the pastor, Session, and/or teams.
- Posting receipts and disbursements of all accounts according to the church's system.
- Preparation of monthly bank reconciliation statements.
- Preparation of monthly financial reports for team or Session or the church treasurer's use.
- Preparation of annual statements.
- Preparation of monthly, quarterly, and annual government and denominational reports.
- Providing pledge cards and envelopes through the mail as required by church members, otherwise, provide for pick-up at church.
- Issuance of paychecks to salaried staff on the basis of the pay arrangement accorded to the staff member.
- Retention and updating of personnel files.
- Work with the church teams and perform any other related and appropriate duties assigned by the teams, pastor, or office manager.
- Perform any other related duties reasonably and appropriately assigned.

Key Responsibilities for Office Manager:

- Receive visitors, contractors, lessees, and deliveries.
- Receive and route telephone calls, directing the calls and inquiries to the appropriate persons or providing information regarding church activities as knowledgeable.
- Maintain files for the church regarding team and committee activities, contracts, and repairs.
- Manage the office, including compiling and coordinating the order and purchase of all supplies.
- Oversee the maintenance and repair of office equipment.

- Maintain an activity calendar for church and lessee activities.
- Collect and compile information to assemble and produce the church weekly bulletin for use during services. This responsibility includes inserts, team activities, illness reports, a listing of Sunday service responsibilities, an activity calendar update, and the dissemination of other pertinent information.
- Prepare the layout, copy, and folding of the Sunday bulletin.
- Prepare the layout, copy, and folding of inserts for the Sunday bulletin.
- Prepare and print special programs for special events, special activities, holidays, etc.
- Communicate program and coordinate set-up and other special requirements to the church sexton.
- Liaise with potential and actual lessees of church property.
- Prepare the church communications.
- Provide design services as requested by the pastor or the Session in support of church business: inserts, graphics, website, program announcement, and/or business function as reasonably requested.
- Produce a monthly church newsletter to include writing, edit, design and layout.
- Maintain mailing lists and name tags of members, church friends, teams/committees, and the Session.
- Send acknowledgements for memorials and donations.
- Serve in special relationship to the Clerk of Session by proofing minutes and
- Maintain a digital record of Session minutes on the church blog.

SEXTON

Reports to: Pastor and through the Building & Grounds Team

Hours of work: This is a part-time 30 hour/week position. Hours may be flexed to meet the needs of the church.

Annual Salary Range: \$20,000-30,000

Benefits: Vacation Days, Sick Leave, Holiday Leave, Bereavement Leave, Jury Duty, Health Insurance (plus spouse), Pension, Death and Disability Benefits (Health, Pension, Death/Disability - 100% paid by SGPC)

Position Purpose: The primary duty of this position is to maintain clean, water-tight, and functional buildings, spaces, systems (including AV equipment), and grounds so that they may be ready for use. The sexton will complete repairs as able using a general knowledge of plumbing, electric, and HVAC. If a repair outside the ability of the sexton is required, they will facilitate the repair and ensure completion, with the assistance of the office manager and pastor. The sexton will also use their knowledge to plant and care for the flowers, shrubs and community garden on the grounds.

Ideal Qualifications: A high school diploma or GED equivalent; driver's license and proof of insurance; ability to climb ladders; ability to lift more than 50 lbs.; gardening and landscaping experience; prefer two years' experience with building and grounds maintenance, professional cleaning, and general maintenance for HVAC, plumbing, and electric.

Key Responsibilities:

- General housekeeping to include cleaning the floors and restrooms, dusting, washing windows, emptying trash/recycling, placing bins at curb for city pick up, replenishing supplies like soaps, toilet paper, paper towels, etc.
- Clean church entrance, sidewalks and parking areas on a regular basis.
- Prepare facilities for regularly scheduled and special use (paid lessee, weddings, receptions, funerals, etc.), including setting up tables and chairs, setting up AV equipment, etc. as needed and requested by the pastor or paid lessee.
- Maintain a supply inventory and restock as needed.
- Assess maintenance needs and repairs; acquire and evaluate bids to complete repairs over \$300; communicate with pastor and Building & Grounds Team Lead regarding hiring of skilled professionals and oversee the repairs.
- Ensure that the HVAC system is maintained and functions well throughout the seasons.
- Establish and maintain a list of potential substitutes and emergency contacts.
- Participate in weekly staff meetings where there will be an opportunity to communicate with the pastor and other staff any property issues, problems or other ideas they may have for the building and grounds. Communicate with the Building & Grounds Team Lead as needed.

CHURCH ACCOMPANIST

Reports To: Pastor and the Worship Ministry Team

Hours of Work: Sunday morning: 2 hours, 10-12 am, plus preparation time for the service music. Provide or arrange for accompaniment for special services (e.g., Maundy Thursday) a few times per year as requested by pastor or worship team. Accompany choir practice regularly as part of the preparation for Sunday worship.

Weekly Pay: \$200/week

Benefits: None

Position Purpose: The primary duty of this position is to provide service music for worship services on Sunday mornings, to accompany congregational singing, to accompany the choir during rehearsals and anthem presentations, and as requested and when possible, to provide or arrange for accompaniment on special occasions such as weddings, funerals, and special services. See the policies on weddings and funerals for details on how such occasions will be reimbursed.

Ideal Qualifications: Skill with piano is essential, and organist capabilities highly desirable. The ability to collaborate with the pastor and with a worship team is essential.

Key Responsibilities:

- Provide worship music weekly including prelude, offertory, reflective music, hymn accompaniment, and accompaniment for solos, etc.
- Accompany choir.
- Provide rehearsal accompaniment for choir during choir season.
- Assist with hymn and music selection when requested.
- Provide accompaniment for wedding, funerals, etc., or assist in obtaining such accompanists if unavailable, and based on arrangements with the planning parties.
- Within reason perform other duties assigned by the Pastor.
- Attend worship team meetings when needed for focused discussions.
- Arrange for substitutes when absent; instruct the substitutes about the expectations and how they will be paid; and provide the substitutes with copies of the basic service music, as well as ensuring they receive information about the hymns planned for the service.

PARISH ASSOCIATE¹

Reports to: Pastor and Personnel Committee Chair

Hours of work: 10 per week

Annual Salary: \$10,000

Benefits: none

Position Purpose: The primary duty of the Parish Associate is to work in cooperation with the session across all ministries of the church.

Ideal Qualifications:

- Has a personal, active, and growing relationship with God through Jesus Christ
- Is committed to the ministry and mission of the church universal and particular
- Strives to live a life of Christian discipleship, loving God and neighbor and being guided by the prophet's call to "do justice, love kindness and walk humbly with...God"
- Has knowledge and experience in church leadership
- Understands Presbyterian theology and polity
- Maintains confidentiality (where appropriate) and is accountable with the church's budget and resources
- Seeks opportunities for professional growth
- Participates in and supports the work of the Mid-South Presbytery
- Bachelor's degree in a related field
- Masters of Divinity
- Ordained of the Word and Sacrament

Key Responsibilities:

Worship

- Participate in worship leadership as needed
- Baptisms/Weddings/Funerals as needed

Faith Formation

- Adult Christian Education on Sundays
- Assisting in the planning and implementation of alternative Christian Education (Sundays or other times during the week)

¹ In the PC(USA), Parish Associates are ordained pastors and members of the local presbytery who are nominated by an installed pastor and approved by the session to serve in specific ministries. A Parish Associate contract is reviewed and renewed each year as determined by the installed pastor and the session. While many Parish Associates serve as volunteers, the installed pastor and session may choose to pay a Parish Associate.

Nurture/Pastoral Care

- Reaching out to those who need contact on the prayer list
- Arranging for and administering communion to members confined to home monthly

Other Duties

- Attend weekly staff meetings
- Attend Session meetings
- Attend Worship, Formation and Nurture meetings as able. Otherwise, receive and read the minutes from the meetings.
- To ensure these expectations are met and that the parish associate's time is respected, check-ins will occur with the personnel chair as determined by the session and the parish associate.

DIRECTOR OF CHILDREN'S MINISTRY

Reports To: Pastor

Hours of Work:

- This is a 10-hour/week position. Hours may be flexed to meet the needs of the church, the staff, and the church season
- Approximately 7 hours weekly will be spent on planning and preparation and 3 hours per week will be spent implementing programs and curriculum

Annual Salary: \$10,000

Benefits: None

Position Purpose: The primary duty of the Director of Children's Ministry (DCM) is to oversee all ministries for children at SGPC. At its heart, this ministry teaches and instills in our children core values of love, justice, and peace. The DCM will support, guide, encourage, and inspire the children and volunteer leaders from within the congregation. The individual must work closely with the pastor and leadership to coordinate children's regularly scheduled weekly programming and special event programming throughout the year. The DCM must be accepting and affirming of SGPC's mission and purpose and must clearly radiate that we are a welcoming congregation for all.

Ideal Qualifications:

- Has a personal, active, and growing relationship with God through Jesus Christ
- Is energetic, warm, and able to share God's love with children, youth, and families
- Is comfortable with visiting and listening to those involved with this ministry
- Is able to balance work and personal life
- Is physically capable of sustained activity with young people
- Has knowledge and experience in Biblical interpretation, child-development, faith development, and religious educational theory and practice
- Experience and ability with music and drama programs preferred
- Maintains confidentiality (where appropriate) and is accountable with the church's budget and resources
- Seeks opportunities for professional growth
- Understands Presbyterian theology and polity
- Bachelor's degree in related field or appropriate background and experience
- Experience working with children and/or youth (Christian education or children's ministry)

Key Responsibilities:

Children's Worship Experience

- Collaborate with pastor to create worshipful time and space for young children during the Sunday morning worship hour (i.e., prepare and enrich young children's worship with the whole church)
 - Collaborate with the Formation: Education Team to communicate Godly Play curriculum

- Create special programs for children that align with church calendar (for example, Christmas pageants, Easter activities)
- Collaborate with pastor and worship team to prepare children to participate in worship activities and to play an active role as acolytes and readers
- Provide support for volunteers preparing children's sermons
- Communicate with parents and families about children's ministry and programming and collaborate with the nurture team and pastor to provide outreach/care to families as needed

Children's Programs

- Develop regularly scheduled and special programs for children and families throughout the year
- Recruit and train volunteers to assist with children at all church events and activities with planned children's activities and ensure compliance with the Child and Youth Protection Policy

Nursery

- Participate in the hiring of nursery workers in coordination with the Personnel Committee and ensure compliance with the Child and Youth Protection Policy
- Ensure that nursery workers are staffed on Sunday mornings during worship services.
- Oversee and provide for a safe, clean, and well-equipped nursery.

Other Duties

- Develop budget for submission to the session and responsibly steward resources
- Attend staff meetings
- Attend Formation: Education Team meetings and Session meetings where appropriate
- Contribute to SGPC's social media and other communications
- Communicate details of upcoming events to parents and the congregation via the church newsletter and emails and the Sunday bulletin.

DIRECTOR OF YOUTH MINISTRY

Reports To: Pastor

Hours of Work:

- This is a 10-hour/week position. Hours may be flexed to meet the needs of the church, the staff, and the church season
- Approximately 7 hours weekly will be spent on planning and preparation and 3 hours per week will be spent implementing programs and curriculum

Annual Salary: \$10,000

Benefits: None

Position Purpose: The primary duty of the Director of Youth Ministry (DYM) is to oversee all ministries for youth at SGPC. At its heart, this ministry teaches and instills in our youth core values of love, justice, and peace. The DYM will support, guide, encourage, and inspire the youth and volunteer leaders from within the congregation. The individual must work closely with the pastor and leadership to coordinate youth's regularly scheduled weekly programming and special event programming throughout the year. The DYM must be accepting and affirming of SGPC's mission and purpose and must clearly radiate that we are a welcoming congregation for all.

Ideal Qualifications:

- Has a personal, active, and growing relationship with God through Jesus Christ
- Is energetic, warm, and able to share God's love with children, youth, and families
- Is comfortable with visiting and listening to those involved with this ministry
- Is able to balance work and personal life
- Is physically capable of sustained activity with young people
- Has knowledge and experience in Biblical interpretation, child-development, faith-development, and religious educational theory and practice
- Experience and ability with music and drama programs preferred
- Maintains confidentiality (where appropriate) and is accountable with the church's budget and resources
- Seeks opportunities for professional growth
- Understands Presbyterian theology and polity
- Bachelor's degree in related field or appropriate background and experience
- Experience working with children and/or youth (Christian education or children's ministry preferred)

Key Responsibilities:

Youth Worship Experience

- Create special programs for youth that align with church calendar (for example, Christmas pageants, Easter activities)
- Collaborate with pastor and worship team to prepare youth to participate in worship activities and to play an active role as acolytes and readers

- Communicate with parents and families about youth' ministry and programming and collaborate with the nurture team and pastor to provide outreach/care to families as needed

Youth Programs

- Collaborate with the Formation: Education Team to determine appropriate curriculum
- Create a vibrant and active youth group
- Select and develop regularly scheduled and special programs for youth (Bible studies, mission projects/trips, worship, fellowship)
- Develop regularly scheduled and special programs for youth and families throughout the year
- Develop monthly social/fellowship events (Volunteering, Family, All Youth, High School only).
- Recruit and train volunteers to assist with youth at all church events and activities with planned youth activities and ensure compliance with the Child and Youth Protection Policy

Other Duties

- Develop budget for submission to the session and responsibly steward resources
- Attend staff meetings
- Attend Formation: Education Team meetings and Session meetings where appropriate
- Contribute to SGPC's social media and other communications
- Communicate details of upcoming events to parents, and youth. The primary communication method for youth events is Groupme. There will be two communication groups: (1) Parents and All Youth and (2) High School.

DRUG FREE WORKPLACE POLICY

- A. It is the Church's policy that any location at which Church business is conducted, whether at this or any other site, is declared to be a drug-free workplace. This means all employees are absolutely prohibited from unlawfully manufacturing, possessing, or using controlled substances in the workplace. Any employee violating the above policy will be severely disciplined, up to and including termination for the first offense.
- B. The following is a partial list of controlled substances:
1. Narcotics (heroin, morphine, etc.)
 2. Cannabis (marijuana, hashish)
 3. Stimulants (cocaine, etc.)
 4. Depressants (tranquilizers)
 5. Hallucinogens (PCP, LSD, "designer drugs", etc.)
- C. Employees have the right to know the dangers of drug abuse in the workplace, the Church's policy about them and what help is available to combat drug problems. In case of a workplace injury, drug and alcohol testing may be required.

POLICY AND PROCEDURES ON SEXUAL MISCONDUCT

A. Policy Statement

It is the policy of Shady Grove Presbyterian Church that all members, officers, employees, and volunteers are to maintain the integrity of ministerial, employment, professional, and volunteer worker relationships at all times. Sexual misconduct and harassment/abuse is not only a violation of the principles set forth in scripture, but also of these relationships, and will not be tolerated.

B. Purpose

Shady Grove Presbyterian Church adopts this policy on sexual misconduct for the following purposes:

2. To set and enforce standards of ethical behavior consistent with Scripture, the Book of Confessions and secular law;
3. To provide procedures for inquiry and effective response to allegations of the breach of duty of emotional, spiritual, and physical care and protection of other persons incumbent on all who represent the church in any way;
4. To serve as a guide for the application of the powers of the session under the Constitution of the Presbyterian Church (U.S.A.), Part Two, the Book of Order, as specifically found in the Form of Government;
5. To serve as a guide for prevention of sexual misconduct;
6. To demonstrate pastoral concern for accusers, victims of alleged sexual misconduct, survivors of such misconduct, as well as those accused or guilty of sexual abuse; and
7. To serve the peace, purity, and unity of the Church.

C. Definitions

Sexual misconduct is an abuse of authority and power, breaching Christian ethical principles by misusing a trust relationship to gain advantage over another for personal gratification in an exploitative and unjust manner. It is the comprehensive term used in this policy to include sexual abuse of children or adults, rape or sexual assault, and sexual harassment.

Categories of sexual misconduct are described below:

Sexual abuse occurs whenever a person in a position of trust engages in a sexual act, sexual contact, or sexual behaviors with another person to whom he or she owes a professional responsibility. Such abuse shall include, but not be limited to, the following:

- a. Sexual acts or sexual contact with a minor;
- b. Sexual acts or sexual contact involving inducement, threat, coercion, force, violence, or intimidation of another person;
- c. Sexual acts or contact between Teaching Elders (Pastors) and persons with whom they have a professional or pastoral relationship. This includes consensual relationships. Sexual relationships even when consensual are not acceptable regardless of whether pastoral care is involved. The inherent imbalance of power between the Teaching Elder (Pastor) and a congregant undermines the validity of such consent;
- d. Sexual acts or sexual contact with another person who is incapable of appraising the nature of the conduct or physically incapable of declining participation in, or communicating unwillingness to engage in, that sexual act or sexual contact;
- e. Sexual acts or sexual contact arising from the administration to another person of a drug or intoxicant which substantially impairs the ability of that person to apprise or control the nature of the conduct; and,
- f. Compelling another person to view child or adult pornographic media or websites.

Child sexual abuse includes, but is not limited to, any contact or interaction between a child under 18 years old and an adult when the child is being used for the sexual stimulation of the adult person or of a third person. The behavior may or may not involve touching. Child sexual abuse between an adult and a child is always considered forced whether consented or not consented to by the child. Child sexual abuse is a crime in all states and must be reported to civil authorities and the Stated Clerk of the presbytery. Anyone who knows or has reason to suspect that child abuse has occurred or is occurring is a mandated reporter under state law.

Rape or sexual assault is a crime in every state and will be reported to civil authorities and to the Stated Clerk of the presbytery.

Sexual harassment includes any sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexually offensive nature when: a) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or their continued status in an institution in either a professional or volunteer capacity; b) submission to or rejection of such conduct by an individual is the basis for employment decisions affecting that individual; or c) such conduct has the purpose or effect of unreasonably interfering with an individual's work or volunteer performance by creating an intimidating, hostile, or offensive working environment. Sexual harassment can consist of a single intense or severe act or

multiple persistent or persuasive acts. Sexual harassment may include, but is not limited to: sexually oriented jokes or humor; sexually demeaning comments; verbal suggestions of sexual involvement or sexual activity; questions or comments about sexual behavior, unwelcome or inappropriate physical contact; graphic or degrading comments about an individual's physical appearance; express or implied sexual advances or propositions; display of sexually suggestive objects or pictures; repeated requests for social engagements after an individual refuses.

D. Reporting

Anyone receiving reports of alleged sexual misconduct should bring them to the attention of the Pastor and/or Clerk of the Session. If one of those persons is the alleged responsible official, the report will be brought to the other initially.

Because the Session cannot control to whom the accuser of sexual misconduct will speak first, it is important that officers, employees, and persons highly visible to church members and visitors understand how reports of incidents are channeled to the proper person. This policy statement will be published to the congregation and visitors.

The first person to learn of an incident of possible sexual misconduct should not undertake an inquiry and/or investigation alone. Rather, that person should report the matter to the attention of the Pastor and/or Clerk of Session for further action.

Confidentiality of reports of sexual misconduct will be protected to the greatest extent possible.

Retaliation against anyone who makes a report of sexual misconduct or who participates in any investigation regarding such a report will not be tolerated.

E. Investigation and Prompt Appropriate Action

All reports of sexual misconduct will be investigated and receive prompt and appropriate remedial action.

After receiving reports of alleged sexual misconduct, church officials will take necessary and appropriate actions to stop misconduct if occurring, investigate promptly, and implement steps to ensure that misconduct does not recur if necessary.

Investigations of allegations of sexual misconduct will be completed by an investigative committee approved by the session. This committee will consist of at least two persons and include a male and a female. At a minimum, the committee will schedule a private meeting with the person making the complaint. The committee will listen objectively and advise on confidentiality and the terms of this policy. The committee will obtain all relevant information and interview persons with potentially relevant information. The committee will evaluate such gathered information and recommend a plan of action. The committee will create a brief summary report with its findings and

recommendations attaching all supporting documentation related to its investigation and recommended actions. The committee will maintain confidentiality as per the terms of this policy.

After receiving this information, the appropriate church officials will enforce this policy and take appropriate remedial action which may include disciplinary charges under the Rules of Discipline in the Book of Order.

F. Record Keeping

The church will maintain detailed records of reports, investigations, and responsive actions. The Clerk of Session, or designee, will maintain the records while the inquiry is in progress.

A copy of the summary report submitted by the investigative committee including all supporting documentation and any actions taken will be kept in the appropriate files of the church. A copy of the summary report will be kept in the accused personnel file, if any, and given to the accuser and the accused.

G. Confidentiality

Reports of alleged sexual misconduct should never be allowed to circulate without concern for the integrity and reputation of the accuser, the victim of alleged conduct, the accused, those with relevant information, and the church. Confidentiality by the church and those investigating will be maintained to the greatest extent possible; however, at some point during the investigation it may be necessary to provide identifying information to those involved or those who may have relevant information. Reports, investigations, and appropriate remedial actions concerning sexual misconduct, and records of such, shall be dealt with as matters of highest confidentiality both before and after they have been submitted to appropriate authorities within the church.

H. Prevention and Training

Church officials and employees periodically will be provided with training regarding sexual misconduct prevention. Records of such training will be kept by the church. All church employees will receive appropriate pre-employment screening to avoid the occurrence of sexual misconduct during employment.

Acknowledgment Of Receipt

I hereby acknowledge that I received on _____(date) a copy of the “Policy and Procedures on Sexual Misconduct” of Shady Grove Presbyterian Church and that I have read the policy, understand its meaning, and agree to conduct myself in accordance with the policy.

(Signature)

CHILD AND YOUTH PROTECTION POLICY

I. Policy Statement

Shady Grove Presbyterian Church (PCUSA) and its employees and volunteers are committed to the safety, welfare, and protection of all children and youth participating in the programs and activities of the church. In an effort to minimize the possibility that any child or youth (meaning all those under the age of 18) will be subjected to physical, sexual, or emotional abuse, Shady Grove has established policies and procedures that seek to balance the security and welfare of children and the legitimate expectations of privacy of church staff and volunteers.

II. Scope of the Policy

This policy applies to all Pastors, Ruling Elders, Employees, Officers, members, and volunteers of Shady Grove Presbyterian Church.

III. Policy Intent

- A. To provide safe and secure environments for children and youth.
- B. To protect children and youth from any incident or conduct that might cause physical, emotional, spiritual or sexual harm while participating in activities and events of Shady Grove Presbyterian Church. Such prohibited behavior includes, but is not limited to: sexual abuse or exploitation of children or youth, rape or sexual assault, sexual harassment, verbal, emotional and/or spiritual abuse, abuse of authority or power, breaching Christian ethical principles by misusing a trust relationship to gain advantage over another for personal gratification. The forms of prohibited behavior may include physical contact, gestures, spoken words, and/or written contact.
- C. To guide Shady Grove Presbyterian Church in the required conduct of its employees and volunteers in children's and youth programs with the goal of preventing incidents and allegations of abuse.
- D. To protect adult employees and volunteers from unwarranted allegations of child abuse.
- E. To provide a mechanism to deal with reported concerns and take appropriate subsequent actions.

IV. Purpose

For purposes of this policy, “child abuse” is any action (or lack of action) that endangers or harms a child’s physical, psychological or emotional health and development. Child abuse occurs in different ways and includes the following:

- A. Physical abuse – any physical injury to a child that is not accidental, such as beating, shaking, burns, and biting.
- B. Emotional abuse – emotional injury when the child is not nurtured or provided with love and security, such as an environment of constant criticism, belittling and persistent teasing.
- C. Sexual abuse – any sexual activity between a child and an adult or any non-consensual sexual activity between a child and another child, including activities such as fondling, exhibitionism, intercourse, incest, and pornography.
- D. Neglect – depriving a child of his or her essential needs, such as adequate food, water, shelter, and medical care.

V. Components of the Policy

A. Screening and selection of workers - All paid staff and all scheduled volunteers of Shady Grove Presbyterian Church who work with children or youth shall be screened to rule out any record of prior abusive behavior. Each paid position shall have a job description that defines the responsibilities of the position and provides information on supervision and evaluation. Scheduled volunteers are those who supervise or have custody of minors on a scheduled or recurring basis.

- a. Paid Employees: Before hiring any paid employees for a position which includes supervision or the custody of minors, Shady Grove Presbyterian Church shall:
 - a. Personally interview the applicant.
 - b. Contact the applicant’s references.
 - c. Explain this Child Protection Policy and have the applicant authorize a background screening prior to employment.
 - d. Conduct a background screening that shall include the following:
 - i. Verification of Social Security Number.
 - ii. A criminal records screening in jurisdictions where the applicant had previously lived.

- iii. A driving records screening if the position duties involve driving others.
 - e. Obtain a negative (or negative dilute) result on a pre-employment drug screen if a drug screen is thought to be advisable.
- b. Volunteers: Before assigning volunteer duties which include the supervision or custody of minors, Shady Grove Presbyterian Church shall:
 - a. Interview the volunteer.
 - b. Explain this Child Protection Policy and have the applicant authorize a background screening prior to volunteering.
 - c. Conduct a background screening that shall include the following components:
 - i. Verification of Social Security Number;
 - ii. A criminal records screening in jurisdictions where the applicant had previously lived;
 - iii. A driving records screening if the position duties involve driving others.
 - d. Obtain a negative (or negative dilute) result on a pre-employment drug screen if a drug screen is thought to be advisable.
- c. Emergency volunteers: Occasionally volunteers may be needed in an emergency to temporarily fill in for a regularly scheduled volunteer or employee who works with children and/or youth. In this case Shady Grove Presbyterian Church will make every effort to select volunteers from among those who have been previously screened.

All background screening authorizations and results shall be maintained and kept in locked confidential file at the office of Shady Grove Presbyterian Church. Adverse actions reported through the background screening shall be conveyed by the Office Manager to the entity(s) responsible for the position.

It is the responsibility of each employee and volunteer covered by this policy to report to the Clerk of the Session or Pastor as soon as possible any subsequent arrest, conviction, treatment or proceeding that would have been disclosed in the background screening process. An employee's or volunteer's failure to report any such subsequent development will be considered to be in violation of this policy. Information disclosed or which is discovered before or after employment or volunteer service begins does not automatically require adverse action against an applicant, employee, or volunteer. Rather, a variety of factors such as the nature of the position, the nature of

the information disclosed or learned, and the age of the applicant, employee or volunteer when the incident or conduct occurred.

D. Training and Supervising Workers - These practices shall be followed in an effort to prevent any physical, emotional, spiritual or sexual harm to children or youth.

1. Conduct training: Children and youth workers and volunteers shall regularly review this policy and be encouraged to attend additional training regarding children and youth safety.
2. Maintain the “two adult” rule: Ordinarily two adults shall be present during all activities involving one or more minors. Every effort should be made for both adults to remain present during all activities. Any meeting where two adults cannot be present for the vast majority of time requires parental and/or program supervisor notification. Private conversations between an adult and a child or youth should take place within sight of others. Counseling sessions with a minor should be held in a place where they are in view of others. Parental consent or notification of the program supervisor is advised in any situation where an adult worker will be alone with a minor.
 - a. Schedule adequate supervision: In addition to following the two-adult rule, adult supervision shall be maintained before and after events until all children and youth are in the custody of their parents or another person authorized by their parents. In instances where youth may drive or carpool to the activity, adult leaders shall remain at the program event until the last youth leaves.
 - b. Approve overnight chaperones: All chaperones for overnight activities must be approved in advance by the responsible staff person and be in compliance with this policy.
 - c. Report suspicious behavior: Any inappropriate conduct or relationships between adult workers and children and/or youth shall be reported immediately in accordance with the reporting procedures outlined below.

E. Reporting Obligations

Pursuant to this policy, any staff member, worker (paid or volunteer), teacher, aid, or other adult participant in a Shady Grove Presbyterian Church sponsored program or event involving children or youth shall report any incident, activity, behavior or evidence noticed that reasonably appears to indicate that child abuse has occurred or may occur. Persons making reports shall not be identified, without their permission, except as necessary, in connection with any potential or pending legal action or criminal

investigation. Reports should be made to the event coordinator, the program supervisor, the Clerk of the Session or the Pastor.

As required by Tennessee State Law, if there is reasonable cause to believe a child is being abused, the church will immediately make a report to the Tennessee Department of Children’s Services and/or to local law enforcement.

F. Response to Allegations

1. All allegations shall be investigated and taken seriously.
2. All allegations shall be handled forthrightly with due respect for privacy and confidentiality.
3. The victim will be cared for and not held responsible in any way.
4. Full cooperation will be given to church and civil authorities under the guidance of legal counsel and in accordance with the Presbyterian Church USA Book of Order.
5. Both the victim and the accused shall be treated fairly and with dignity. The care and safety of minors is of foremost priority. The accused should not be confronted until the child’s safety has been ensured. As soon as a report is made, the accused should be temporarily removed from his or her duties pending resolution of the matter. Paid workers may be suspended with or without pay. This policy is intended to assure families and those working with children and youth within the Shady Grove Presbyterian Church programs and events that abuse shall not be tolerated in any form—physical, emotional, spiritual, or sexual. Effective prevention will reduce the risk of harm to our children and youth, and the threat of legal liability for our church and its leaders. The aim of these guidelines is to assure a safe, loving, and welcoming experience for all children and youth, and will reflect the spirit of the ministry of Jesus Christ.

As people called to convey God’s love to young people and develop trusting nurturing relationships with them, Shady Grove Presbyterian Church recognizes the great responsibility we have to be accountable before God, the church, and the community for the safety and well-being of children and youth. Shady Grove Presbyterian Church also recognizes that by establishing guidelines and maintaining standards for interaction with young people will improve our ministry. Thus, failure to adhere to these guidelines and standards by any employee or volunteer working with young people may result in appropriate remedial action up to and including dismissal from their position of employment or volunteer service.

Acknowledgment Of Receipt

I hereby acknowledge that I received on _____ (date) a copy of the “Child Protection Policy of Shady Grove Presbyterian Church and that I have read the policy, understand its meaning, and agree to conduct myself in accordance with the policy.

(Signature)

INTERNAL ACCOUNTING CONTROLS

Internal accounting controls are measures utilized by our church to safeguard assets from waste, fraud, and inefficient use. They are designed to promote and protect sound financial practices.

The Pastor and the Session share the responsibility for setting a tone and standard of accountability and conscientiousness regarding the church's assets and responsibilities.

The Session fulfills that responsibility in part by approving the aspects of the internal control accounting system.

The following areas need to be considered for control risks:

- Cash receipts
- Cash disbursements
- Petty cash
- Fixed assets

Internal Control Basics:

Segregation of duties is essential. Those who count money on Sunday mornings should never include persons who handle disbursements or record financial transactions. This means the Church Accountant should not be on the counting committee or reconcile the bank statements.

Two unrelated counters always present. At least two unrelated individuals should always be present when handling and counting church offerings until it has been locked in the safe.

All disbursements made by check. All disbursements (except for limited petty cash) should be made by check. No blank checks should be issued. Ideally the person approving purchases should not be the person who prepares checks for payment.

No blank checks or checks made payable to "cash". No check should be written payable to cash. It is essential to always be able to identify what funds are used for. Payments made from original invoices. Payments should be based on original invoices and/or supporting documentation.

Limit authorized check signers. The number of authorized check signers should be limited. Two signatures should be required on checks over \$200.00. The Minister should never be authorized to sign checks.

Bank statement reviewed by someone who does not handle cash. Ideally bank statements should be reconciled by someone other than the Church Accountant who

writes checks. At a minimum someone else should at least receive and review the bank statements before giving them to the Church Accountant for reconciliation.

Use church budget efficiently. Expenditures should be consistent with a planned budget. All expenditures should be authorized by appropriate persons. Unanticipated expenses should be approved by the Session as appropriate. Otherwise, it opens the way for the Church Accountant to become the “gatekeeper” for church money.

Cash handling procedures should be in writing. Having written policies reduces the chances of abuse and misunderstandings about church finances.

Fidelity bond for all persons handling church monies. Have a fidelity bond to cover staff and volunteers who have responsibility for handling money. Such a bond is a form of insurance that compensates a church if it loses money due to dishonesty of employees or volunteers.

Conduct a regular audit. This may be an internal audit of church records each year by an audit team of one or more church members with no other role in church financial operations. (See attached internal control checklist.) Periodically the church might want to engage services of a professional for a review or an audit.

Document. Adequate documentation makes it possible to see exactly what transpired, who was responsible and when it occurred. You cannot over document.

Communicate. This is a basic principle of accountability and it helps keep a proper focus on who the money belongs to. The two things that should be communicated are the Financial Activity (Revenue and Expenses) and Financial Position (Balance Sheet). Regularly account to church leaders and to the church. Make communication fit the audience. Keep it simple but as detailed as needed.

INTERNAL CONTROL CHECKLIST

Annually, this checklist should be completed by the end of March by members of the church audit team. The results reported to the Session.

General Internal Controls

Performed Yes/No?

Explanation and Action Plan:

1. Do the Church Accountant's activities involve only keeping the records of cash collections and preparing the support for disbursements?
2. The separation of duties is the keystone of a church's internal control system.
3. Keeping the record keeping function distinct from the cash handling function will go a long way in reducing the church's risk of misappropriation of funds.
4. Are facilities locked when not in use?
5. Are the accounting records safeguarded at all times? Are computer files backed up and the backup copies properly stored? Are paper records stored at home or in the church safeguarded from being destroyed, altered, or tampered with?
6. Is the Treasurer reviewing the contribution records on a regular basis?
7. If this is being done by the Treasurer, that individual should not be a member of the counting team.
8. Are the accounting records and the underlying internal controls audited annually?
9. The auditor can identify and correct any deficiencies before they become standard operating procedures.
10. A written policy of annual audits precludes the Church Accountant from feeling paranoid about the members not trusting him or her.
11. Are new personnel screened?
12. Some screening must occur and may involve as little as a few telephone calls to references, former supervisors, neighbors and so on.
13. Are all employees who have access to cash bonded?
14. Blanket bonds are popular with churches because all employees may be covered. The insurance policy should provide this coverage.

Offerings

Performed Yes/No?

Explanation and Action Plan:

1. Is the handling of offerings always controlled by at least two people?
2. The counter schedule should be prepared by the Treasurer and reviewed with each counting team member yearly.
3. The Treasurer should lead an annual review of the counter responsibilities.

4. Is the handling of other receipts of cash always controlled by at least two people?
5. Is cash counted in a secure area?
6. Are all checks received restrictively endorsed as soon as possible?
7. Is cash deposited as soon as possible after receipt?
8. Is all cash received deposited in the bank?
9. Cash receipts should be deposited intact, that is, without being reduced by disbursements.
10. Is cash safeguarded in a safe, lock box, or similar protective container when at the church?
11. Are Sunday morning collection reports given to the Church Accountant for entry into the accounting records?
12. Are incoming-mail and in-office contributions handled by people who are not responsible for the accounting records?
13. If acknowledgements and/or statements of giving are mailed on a regular basis, this may mitigate the risk from not having these duties separated.
14. Are contribution records maintained for members as required by the IRS?
15. Do members receive quarterly contribution statements at least every three to four months?
16. Are members instructed to report any irregularities or errors in their notices of contributions to the Treasurer or Church Accountant?

Cash Disbursement Internal Controls

Performed Yes/No?

Explanation and Action Plan:

1. Are check requests prepared for anticipated disbursements that do not have standing authorization?
2. Has the Church Accountant been provided the annual list of authorized transactions for the year by the finance committee?
3. Are invoices for goods and services approved by a session member on a check request before payment is made?
4. Are invoices checked for accuracy before being paid?
5. Are all disbursements of cash, except for minor items, made by serially numbered checks?
6. Do all check signers inspect all supporting documents before signing?
7. Check requests should not be approved by the same person who is receiving the payment.
8. Check requests for credit card payments should be signed by someone other than the person who made the charges on the credit card.
9. All check requests should be accompanied by an invoice or other supporting documentation.
10. Are at least two signatures required for all checks over a set amount?
11. Prevents one person from being in charge of cash.
12. Blank checks should never be signed.

13. Are supporting documents canceled when checks are issued?
14. Stamp "Paid" on the paperwork. If a voucher check is used, attach the paperwork to the voucher. Include date paid & check number used for payment on the paperwork.
15. Are all voided checks marked and retained?
16. Is preparing a check to "cash" prohibited?
17. Are blank, unused checks safeguarded at all times?
18. Are expenses always recorded in the correct accounting period?
19. Are transfers among bank accounts properly authorized?

Reconciliation Practices

Performed Yes/No?

Explanation and Action Plan:

1. Are reconciliations of all bank accounts prepared monthly by a person not involved in writing checks?
2. Monthly reconciliations should be retained for use during the yearly audit of the books.
3. Are account balances in the general ledger and the bank statement reconciled with the amounts presented in financial reports?
4. Has there been an annual review of the old outstanding checks and deposits?

Other Assets

Performed Yes/No?

Explanation and Action Plan:

1. Has there been an annual inventory of the items in the safe-deposit box?
2. Are two signers required for access to the safe-deposit box?
3. Is the balance sheet updated on a quarterly basis to reflect current market conditions?
4. Are scheduled reviews made to determine if insurance coverage is adequate?

SHARED SPACE PARTNERS

- Mustard Seed: A Fair Trade Store
- Prizm Ensemble
- Sister Supply
- Music for Aardvarks
- Twelve Step Groups
- Bilingual Beginnings
- Quilters
- Rotary Club
- Memphis Archeology
- Yoga, Tai Chi, and Meditation Groups

FACILITIES USE POLICY

Church Property: 5530 Shady Grove Rd. Memphis, TN 38120

Phone: 901-683-7329

Office Hours: Monday - Friday 9:00 am - 2:30 pm

Worship Services: 10:30 am Sundays

Located on a quiet corner in east Memphis, Shady Grove hosts many community groups. Our fee structure is based on the maintenance costs per square foot.

We have three rooms in our Educational Building that are available for community use:

Room 1 is a small square room overlooking the courtyard and is \$10 per hour.

Room 4 is a larger rectangular room and is \$15 per hour.

Our Fellowship Hall accommodates a large number of people and is \$60 per hour.

We require a signed contract and a certificate of additional insured. Some pro bono space rentals are available to church members with Session approval.

When the Shady Grove Presbyterian Church sanctuary is rented for any outside worship services, including weddings and funerals, the renter shall add to their bulletin the following language: "The use of the Shady Grove Presbyterian Church sanctuary does not necessarily represent the theology and practice of Shady Grove Presbyterian Church."

SHADY GROVE PRESBYTERIAN CHURCH
5530 Shady Grove Road, Memphis, TN phone: 901-683-7329

FACILITY USE AGREEMENT

(2 Executed Copies)

Shady Grove Presbyterian Church (SGPC) and **XXX (XXX)** agree that XXX will have use of the Sanctuary/Narthex, 1 Classroom (Room No. 4), and the nursery in the Education Building at SGPC, located at 5530 Shady Grove Road, Memphis, TN 38120, on [days] from the hours of [XX] to [XX] pm for the purpose of worship services and Bible study. This agreement is effective immediately and supersedes all prior agreements. Either party may end the agreement on a month end, with at least 30 days written notice.

It is agreed that rent, including standard utilities and use of the church camera system, for this use is \$1300 per month, paid on the 1st of every month.

XXX has been issued keys to the Sanctuary/Narthex building and two (2) keys and the

door access code to the Fellowship Hall. It is agreed that no keys provided will be duplicated and that all keys provided will be returned to SGPC at the end of this facility use agreement.

XXX may store its sound equipment and other materials necessary for worship in the back storage room located on the Northeast corner of the building. XXX agrees to store such equipment and other materials when not in use between [XX] pm and [XX] pm on Sunday evenings. XXX may post outdoor signage on Sundays between 2pm and 8pm (before, during, and after Sunday services), but XXX agrees to remove the outdoor signage at all other times.

XXX may use the nursery room (Room 2) in the Education Building for childcare during their worship services and Bible study on Sunday evenings. XXX will provide volunteers, or bear the cost of nursery workers, for any caretakers needed for these purposes. XXX agrees to abide by either SGPC's "Child and Youth Protection Policy" or a policy that is compatible in scope.

SGPC reserves the right to use the Sanctuary on Sunday evenings between [XX] pm and [XX] pm for occasional special or unforeseen events upon notice given to XXX. SGPC will notify XXX at least two weeks prior to such a need absent unforeseen circumstances. SGPC will provide an alternative space, such as the Fellowship Hall, if available, should such a need occur.

If needed, and with as much advance notice as possible under the circumstances, XXX will be allowed additional use of the sanctuary and Fellowship Hall for funerals with no additional cost. Any other use of the sanctuary must be approved by SGPC and will be subject to an additional expense based on SGPC's normal scheduled fees for such use.

XXX agrees to assume all liability for damage to, or loss of, any property of SGPC caused by or during the use of XXX under the terms of this agreement, including harm done to the facilities, furniture, and fixtures in, or belonging to, the property being used. XXX agrees to restore the facilities and premises used to the condition in which they were presented, after each use, excluding reasonable wear and tear. XXX also agrees that SGPC's only responsibility under this agreement is to provide use of the room or rooms stated herein. XXX has inspected the facility and premises and acknowledges that they are free and clear of any defects. XXX understands that SGPC accepts no responsibility for the actions of XXX and its members, associates, employees or agents who use the facility. XXX understands that SGPC is not responsible for any damage to, or loss of, any equipment or materials owned by XXX while it is being stored at SGPC.

Prior to using the facility under the terms of this agreement, XXX shall provide SGPC with a Certificate of Insurance naming SGPC as an Additional Insured during the entire term of this agreement. Also, during the term of this agreement, XXX will be

responsible for leaving the leased premises in clean and orderly condition, for turning off all lights, and for securing and locking all outside doors after every use.

XXX AGREES TO HOLD SHADY GROVE PRESBYTERIAN CHURCH (SGPC) HARMLESS FOR ANY PERSONAL INJURY OR PROPERTY DAMAGE RESULTING FROM THE ACTIONS OR ACTIVITIES OF XXX OR ITS MEMBERS, ASSOCIATES, EMPLOYEES OR AGENTS, AND TO INDEMNIFY SGPC FOR ANY SUCH LOSSES RESULTING FROM SUCH ACTIONS OR ACTIVITIES.

Shady Grove Presbyterian Church XXX Church

Signature _____ Signature _____

Print name _____ Print name _____

Title _____ Title _____

Date _____ Date _____

SGPC Administrative Staff Contact

Phone(s) _____

Email _____

WEDDING POLICY

A wedding in a church is a religious ceremony. The service focuses on God and the Christian understanding of marriage. It emphasizes that love and marriage are gifts of God. During this service of worship, participants give thanks to God for these gifts and listen to God's Word from the scriptures as led by the officiants. The marrying couple responds to this Word by making vows which reflect a deep and lifelong commitment to one another and to God. The community of participants responds through prayers for God's help and guidance in supporting the newly married couple in their life journey.

Sometimes a couple previously married in a civil ceremony will request a Christian service to recognize, confirm and bless their marriage in the presence of the church, family and friends may be appropriate. This service will be similar to the usual marriage service, except that the opening statements by the officiants will acknowledge that the couple is already married according to the laws of the identified jurisdiction.

With the approval of the pastor (and if needed, the session), the sanctuary and other spaces may be used on occasion for weddings of non-members.

I. The Church

- A. Weddings are a sacred rite for Presbyterians, they are not a sacrament. Weddings are conducted within the context of worship with appropriate joyfulness and dignity. The Christian marriage service is under the direction of the minister and the supervision of the session. The church joins the couple in seeking God's blessings on their marriage. Weddings are conducted in accordance with the standards set forth in the Directory of Worship in the Presbyterian Book of Order. This includes fitting passages of Scripture, interpreted variously as is appropriate; prayers for the couple, for the families and communities which support them. Music shall be suitable for such a service. "Other actions common to the community and its culture may appropriately be observed when these actions do not diminish the Christian understanding of marriage." Marriage service bulletins may be arranged at cost.
- B. Floral arrangements and the use of additional candles and candelabra should be consistent with the worship space and provided by the wedding parties with arrangement assistance from the wedding planners. Some of the flowers may be left for Sunday worship if the couple so desires and notifies the church.
- C. Questions concerning the provision of music, musicians, or guidance in musical selections shall be directed to the Church Accompanist or the pastor conducting the service.

- D. The pastor of Shady Grove Presbyterian Church ordinarily conducts its marriage services. When the couple wants to involve other clergy persons, this is to be discussed with the pastor of Shady Grove Presbyterian Church who will issue the invitation. Regardless of who officiates the marriage service, it is expected to adhere to the standards articulated above.

II. The Couple

The couple should contact the pastor and church office as early as possible to place the wedding date on the church calendar to ensure no conflicts exist or arise. This provides opportunity for consultation and preparation for the service. Frequently the pastor leading the service provides for pre-marital discussion with the couple. These discussions will consider: the nature of their Christian commitment; the legal requirements of the state of Tennessee; the privileges and responsibilities of Christian marriage; the nature and forms of the marriage service; the vows and commitments they will be asked to make; and the resources of faith and of the Christian community available to assist in fulfilling their covenant. These discussions are equally important in a first marriage, a marriage following death of a spouse, and marriage following divorce.

III. Legal Requirements

The couple is responsible for fulfilling all legal requirements related to their marriage and for obtaining the marriage license and any other required certificates. SGPC is open and affirming to marrying any two individuals who desire to unite in Christian marriage under the laws of the State of Tennessee.

IV. The Rehearsal

The wedding rehearsal provides opportunity to ensure through adequate preparation that the marriage ceremony flows smoothly and provides a sacred moment and a joyous time of worship and celebration in the life of the wedded pair, their friends and families. These guidelines will facilitate an efficient and useful rehearsal:

- A. Those planning the wedding must ensure the rehearsal venue, usually the sanctuary, has been reserved.
- B. All involved must be clear on the time and place of the rehearsal and wedding.
- C. It will reduce stress for all involved and provide an orderly and satisfying preparation if all activities related to the rehearsal and rehearsal dinner begin promptly as scheduled.

- D. Attire at the rehearsal may be casual but should be appropriate to the church setting.
- E. No one attending the rehearsal should be under the influence of alcohol or unlawful drugs, and reasonable decorum is expected.
- F. Shady Grove Presbyterian Church provides a totally smoke-free environment.
- G. Those coordinating the wedding are encouraged to meet with the pastor in advance of the rehearsal consider possible configurations for the wedding party. This will greatly improve the flow of the rehearsal.
- H. Rehearsals generally take around an hour.

V. The Ceremony

- A. The wedding ceremony has a general format which includes scriptural sentences and a statement of purpose. The intentions of the wedded couple to enter into Christian marriage and the exchange of vows of fidelity and love are central to the ceremony. Appropriate scriptures are read and interpreted for the occasion. Prayers are offered for the new couple, the communities which support them, and for all who seek to live in faithfulness. All participants may find occasion in the service to review and renew their own vows of faithfulness and commitment as they seek God's blessings on the new union. The pastor leads the couple to provide a service which reflects the scriptures, the understanding of marriage, the poetry and music that enrich the life of the new couple.
- B. Many couples will choose to celebrate Holy Communion as part of their marriage service. This requires approval of the Session. The invitation to the table is extended to all believers present. Should a couple wish their marriage to be part of the service for the Lord's Day, this must be authorized by the session. It is then placed in the order of worship as a response to the proclamation of the Word, after the sermon. It may then be followed by the Lord's Supper.
- C. Dressing Areas: The wedding party will be given access to certain areas set apart from the sanctuary for preparation and dressing.
- D. Photography: Wedding memories are very important. Good photography provides a beautiful record for years to come. There are certain guidelines to preserve the worship context of the wedding:

1. Pictures or photographic techniques requiring flash, strobe-light or spotlight should be used only prior to and after the ceremony. We request that there be no flash pictures during the ceremony.
 2. Photography during the service should be as unobtrusive as possible. Individuals moving about the sanctuary and even on the platform during the service are disruptive and detract from the worship experience of the couple, participants and attendees. Photo shots that can be done without distraction are permissible after consultation with the pastor.
 3. As the couple leaves the sanctuary down the center aisle, flash pictures may be resumed.
- E. The wedding coordinators should leave the sanctuary clean and ready for the next occasion of worship. Any damage occurring during the service or reception will be appropriately billed.

VI. Sobriety

Under no circumstances will a person be permitted to participate in a marriage service if under the influence of alcohol or drugs.

VII. The Reception

- A. The Narthex is available for a stand-up reception (maximum 125) requiring minimal food preparation.
- B. The Fellowship Hall will accommodate around 300 standing guests, about the capacity of the sanctuary. For a seated dinner, the maximum is about 150 persons. The wedding planners must reserve and coordinate the use of the Fellowship Hall and attached kitchen with the church office. When a catering service is used, it is expected to provide the bulk of the equipment needed for the reception and to leave the facility as they found it. The Fellowship Hall has coffee urns, a dishwashers, sinks, and counter and preparation space. Although there are a refrigerator and freezer in the kitchen, they are used heavily by the congregation and other programs and may have an unpredictable amount of temporary space available.
- C. The Office Manager or the pastor will proceed access the church facilities, take care of preliminary preparations, and be available for consultation and to facilitate the use of church property. The wedding parties are responsible for locking the facility after use. Shady Grove intends to do

everything possible to ensure each wedding is memorable, a holy and joyful service, and pleasant.

VIII. Schedule of Fees

An advance deposit of \$150 is required at the time space is reserved for non-members. \$100 is designated as a security deposit to assure that the church is left in order following the service. This includes leaving all rooms and resources used by the wedding party or guests clean, undamaged, and ready for use.

Shady Grove Presbyterian Church will not assume responsibility for disbursing funds to anyone involved with the rehearsal, wedding, or reception. The wedding couple will ensure that those disbursements are completed and that all who provide these services are aware of and abide by this policy.

The facility will be made available prior to the wedding for a one-hour rehearsal. The following rates are based upon three hours of facility use for a wedding and may be adjusted for large deviations from that time frame.

Following the wedding/reception, upon approval by the Office Manager or pastor, the security deposit of \$100 will be returned.

The balance of fees should be paid the week prior to the wedding.

<u>Use of Facilities:</u>	<u>Members</u>	<u>Non-Members</u>
Sanctuary Only	No Charge	\$600 (includes custodian fee)
Sanctuary and Fellowship Hall with Kitchen	No Charge	\$1,050 (includes custodian fee)

Professional Fees:

Minister: Rehearsal, Ceremony	Voluntary	\$200
Premarital Counseling (4-6 sessions) (*if outside counseling is used, meet with pastor at least twice)	Voluntary	\$100 per session

Musicians: These costs will be borne by the wedding parties and negotiated directly with the musicians. The accompanist and church office can provide a list of potential musicians, if requested.

Printed materials: These costs will be borne by the wedding parties. When the Shady Grove Presbyterian Church sanctuary is rented for any outside worship services, including weddings and funerals, the renter shall add to their bulletin the following language: "The use of the Shady Grove Presbyterian Church sanctuary does not necessarily represent the theology and practice of Shady Grove Presbyterian Church."

FUNERAL POLICY

The people of God gather for a funeral or memorial service to provide a witness to the resurrection of Jesus Christ, to comfort the bereaved, and to celebrate a life well-lived.

The pastor of Shady Grove Presbyterian Church ordinarily conducts all funeral/memorial services. To invite an outside officiant, the family must seek approval of and an invitation from the pastor of Shady Grove Presbyterian Church. An honorarium may be given to the pastor(s). Typically, such an honorarium is \$200. A funeral bulletin will be provided by the church upon request.

Musicians may be provided by the family at the family's expense. The accompanist and church office can provide a list of potential musicians, if requested.

With the approval of the pastor (and if needed, the session), the sanctuary and other spaces may be used on occasion by non-members. While there is no charge for use of the sanctuary for funerals/memorial services, non-member use-of-space fees may apply for use of rooms other than the sanctuary.

All funeral/memorial service should keep with the understanding that any funeral/memorial service is a worship service that bears witness to the resurrection of Christ.

When the Shady Grove Presbyterian Church sanctuary is rented for any outside worship services, including weddings and funerals, the renter shall add to their bulletin the following language: "The use of the Shady Grove Presbyterian Church sanctuary does not necessarily represent the theology and practice of Shady Grove Presbyterian Church."

DESIGNATED GIFT POLICY

This policy sets forth the conditions under which Shady Grove Presbyterian Church (herein referred to as “Church”) may accept designated gifts. Subject to this policy, the Church may accept donations from its members and the community who want to donate to the Church and have such donations used to support a ministry of the Church. Shady Grove Presbyterian Church is a 501(c)3 organization and subject to IRS rules on tax deductible contributions. For this reason, the Session has set forth the following rules under which the Church can accept and use designated gifts.

- Designated funds are established and disestablished by the session to meet the needs of the Church. All gifts or offerings must be given to an existing fund. If a donor would like to start a new designated fund, they must request this of the Session, and it must be approved before the designated funds are accepted.
- The Church must, by IRS regulations, maintain discretion and control over all contributions and the ultimate determination of how all donated funds are allocated. Donors are welcome to suggest usage of the designated gift with the understanding that the session has the discretion to determine how best to use all contributions to carry out the Church’s mission and purpose.
- Gifts designated for individuals, or a specific individual, are not tax deductible contributions.
- Designated gifts cannot be given to forward to specific organizations unless a specific organization is named for a special offering which will be for a specific and limited time period. The Church encourages our members and the community to give directly to the organization they would like to support.
- Designated funds may be disestablished upon the completion of the designated project or ministry. Any remaining money in the fund will be used at the discretion of the session based on the needs of the Church.
- Additionally, it is the recommendation of the Church that designated gifts should be in addition to the member’s regular offerings. If a member designates gifts that are not above and beyond their regular offerings, it should be noted that the Church may have a difficult time covering its budgeted expenditures.

Any donations given to the Church will affirm the donor’s agreement with this policy.

POLICY FOR ACCEPTING DONATIONS OF FURNITURE, FIXTURES, EQUIPMENT AND REAL ESTATE

This policy sets forth the conditions under which Shady Grove Presbyterian Church (herein referred to as "Church") may accept donations of furniture, fixtures, equipment and real estate. Subject to this policy, the Church may accept donations from its members and the community who want to donate to the Church and have such donations used to support a ministry of the Church.

Shady Grove Presbyterian Church is a 501(c)3 organization and subject to IRS rules on tax deductible contributions. For this reason, the Session has set forth the following rules under which the Church can accept and use donated items.

The Session will have oversight responsibility for handling the acceptance of donations of furniture, fixtures, equipment and real estate. The Clerk of Session will act as facilitator and work with an ad hoc committee of representatives from the appropriate Church team or group affected by the decision of accepting a specific gift.

Example:

If someone asks about donating a sofa to the youth ministry, the contact should be referred to the Clerk of Session who will create an informal ad hoc committee of youth group representatives who have a direct interest in use of the gift. This group decides whether or not the gift should be accepted. The Clerk of Session contacts the person offering the gift, gives them the decision made by the group, and arranges for appropriate follow through.

The Session provides oversight for the entire process.

BYLAWS FOR
SHADY GROVE PRESBYTERIAN CHURCH
MEMPHIS, TENNESSEE²

I. CONSTITUTION

Shady Grove Presbyterian Church of Memphis, Tennessee, being a particular congregation of the Presbyterian Church (U.S.A.), recognizes that the Constitution of said Church is, in all its provisions, obligatory upon it and its members.

II. CONGREGATIONAL MEETINGS

1. The congregation shall hold an annual meeting and may hold special meetings as necessary, for any or all of the purposes appropriate for congregational consideration. The business to be transacted at special meetings shall be limited to items specifically listed in the call for the meeting.
2. Meetings of the congregation shall be called by the Session, by the Presbytery, or by the Session when requested in writing by one fourth of the active members on the roll of the congregation.
3. Public notice of the time, place, and purpose of all meetings of the congregation shall be given on the preceding two Sundays. The meeting may be convened following the notice given on the second Sunday.
4. All active members of the congregation present at either annual or special meetings are entitled to vote.
5. A quorum in congregational meetings shall consist of 25 eligible voters or 10 percent of the congregation, whichever is greater.
6. The installed pastor shall ordinarily moderate all meetings of the congregation. If it is impractical for the pastor to preside, they shall invite another minister of the Word and Sacrament who is a member of the Presbytery, or a person authorized by the Presbytery to serve as moderator. If there is no installed pastor, or the installed pastor is unable to moderate and/or name another moderator, the presbytery shall make provision for a moderator.
7. The Clerk of Session shall serve as secretary for all meetings of the congregation. If the Clerk of Session is unable to serve, the congregation shall elect a secretary for the meeting. The secretary shall record the actions of the congregation in minutes of the meeting.

² Many provisions herein are repeated in Shady Grove Presbyterian Church's Manual of Administrative Operations.

8. Meetings shall be conducted in accordance with the Book of Order, Chapter Three, G-3.0105, when applicable, or according to Robert's Rules of Order.

9. All congregational meetings shall be opened and closed with prayer.

III. SESSION

1. There shall be from nine (9) to eleven (11) Ruling Elders who shall be elected to serve terms of no more than three (3) years on the Session and may be eligible for reelection according to congregational rule. However, no Ruling Elder shall be eligible to serve more than six (6) consecutive years, and a Ruling Elder who has served six consecutive years shall be ineligible for election for at least one year. Election shall be to classes as nearly equal in number as possible, with the terms of only one class ending each year.

2. At least one Elder shall be assigned to each of the standing church teams and committees as a representative to the Session.

IV. ELECTION OF OFFICERS

1. Ruling Elders shall be nominated by a committee selected 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.

V. AMENDMENTS

The above Bylaws can be amended by a three-fourths vote of the Session.