



# A Manual of Organization

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Fort Hill Presbyterian Church

11/15/2016

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# FORT HILL PRESBYTERIAN CHURCH

## A MANUAL OF ORGANIZATION

### THE VISION OF FORT HILL PRESBYTERIAN CHURCH

Joining together on a journey of Christian faith, we seek to be Disciples of Christ and to share God's love in our community and around the world.

### THE MISSION OF FORT HILL PRESBYTERIAN CHURCH

Glorify God, Grow Disciples, and Meet Human Needs.

## I. THE SESSION AND BOARD OF DEACONS: RESPONSIBILITY AND POWER

The session of a particular church consists of the pastor or co-pastors, the associate pastors, and the elders in active service. All members of the session, including the pastor, co-pastors, and associate pastors, are entitled to vote.

The session is responsible for the mission and government of the particular church. According to our Book of Order the session has the following responsibility and power:

- 1) To provide opportunities for evangelism to be learned and practiced in and by the church, that members may be better equipped to articulate their faith, to witness in word and deed to the saving grace of Jesus Christ, and to invite persons into a new life in Christ, in accordance with F-1.03; (all changes/additions from Book of Order)
- 2) To receive members into the church upon profession of faith, upon reaffirmation of faith in Jesus Christ, or upon satisfactory certification of transfer of church membership, provided that membership shall not be denied any person because of race, economic or social circumstances, or any other reason not related to profession of faith;
- 3) To lead the congregation in participation in the mission of the whole Church in the world, in accordance with F1.01 – F1.0404;
- 4) To provide for the worship of the people of God, including the preaching of the Word, the sharing of the Sacraments, and for the music program, in keeping with the principles in the Directory for Worship, and to appeal to the presbytery for a duly trained and authorized elder under the provisions of G-3.03 in those extenuating circumstances where an ordained minister of the Word and Sacrament is not available to meet the needs for the administration of the Lord's Supper.
- 5) To provide for the growth of its members and for their equipment for ministry through personal and pastoral care, educational programs including the church school, sharing in fellowship and mutual support, and opportunities for witness and service in the world;
- 6) To develop and supervise the church school and the educational program of the church;
- 7) To lead the congregation in ministries of personal and social healing and reconciliation in the communities in which the church lives and bears its witness;
- 8) To challenge the people of God with the privilege of responsible Christian stewardship of money and time and talents, developing effective ways for encouraging and gathering the offering of the people and assuring that all offerings are distributed to the objects toward which they were contributed;
- 9) To establish the annual budget, determine the distribution of the church's benevolences, and order offerings for Christian purposes, providing full information to the congregation of its decisions in such matters;
- 10) To lead the congregation continually to discover what God is doing in the world and to plan for change, renewal, and reformation under the Word of God;
- 11) To engage in a process for education and mutual growth of the members of the session;
- 12) To instruct, examine, ordain, install, and welcome into common ministry elders and deacons on their election by the congregation and to inquire into the faithfulness in fulfilling their responsibilities.
- 13) To delegate and to supervise the work of the board of deacons and the board of trustees and all other organizations and task forces within the congregation, providing for support, report, review, and control;
- 14) To provide for the administration of the program of the church, including employment of non-ordained staff, with concern for equal employment opportunity, fair employment practices,

- personnel policies, and the annual review of the adequacy of compensation for all staff, including all employees;
- 15) To provide for the management of the property of the church, including determination of the appropriate use of church buildings and facilities, and to obtain property and liability insurance coverage to protect the facilities, programs, and officers, including members of the session, staff, board of trustees, and deacons;
  - 16) To maintain regular and continuing relationship to the higher governing bodies of the church, including:
    - a) Electing commissioners to presbytery and receiving their reports, sessions are encouraged to elect commissioners to the presbytery for at least one year, preferably two or three;
    - b) Nominating to presbytery elders who may be considered for election to synod or General Assembly;
    - c) In both the above responsibilities, implementing the principles of participation and inclusiveness to ensure fair representation in the decision-making of the church;
    - d) Observing and carrying out the instructions of the higher governing bodies consistent with the Constitution of the Presbyterian Church (U.S.A.);
    - e) Welcoming representatives of the presbytery on the occasions of their visits;
    - f) Proposing to the presbytery and, through it, to the synod and the General Assembly such measures as may be of common concern to the mission of the whole church;
    - g) Sending annually to the stated clerk of the presbytery statistical and other information according to the requirements of the presbytery;
  - 17) To establish and maintain those ecumenical relationships necessary for the life and mission of the church in its locality;
  - 18) To serve in judicial matters in accordance with the Rules of Discipline;
  - 19) To keep an accurate roll of the membership of the church, in accordance with G-3.0204,, and to grant certificates of transfer to other churches, which when issued for parents shall include the names of their children specifying whether they have been baptized, and which when issued for an elder or deacon shall include the record of ordination.

Certain of these powers have to do with disciplinary, administrative and regulatory functions, which are ordinarily performed by the body meeting as a whole or through its officers, acting according to its directives. Others might be termed "program functions." These are carried out with the help of ministries whose basic responsibilities, as well as some recommended areas of activity related to these responsibilities, are assigned to appropriate ministries of the session.

Thus, in the unified system of organization described in this Manual these duties have been assigned to appropriate ministries of the session.

A quorum of the session shall be the pastor or other presiding officer and one third of the elders but no fewer than two, except for the reception and dismissal of members, when the quorum shall be the moderator and two members of the session.

A quorum of a meeting of the congregation shall not be less than one tenth of the members.

Public notice of the meeting of the congregation shall be given on two successive Sundays. The meeting may be convened following the notice given on the second Sunday.

The purpose of the Board of Deacons is to fulfill the responsibilities expressed in the Book of Order, (G-2.02) "The office of deacon as set forth in Scripture is one of sympathy, witness, and service after the example of Jesus Christ...duty of deacons, first of all, to minister to those who are in need, to the sick, to the friendless, and to any who may be in distress both within and beyond the community of faith."

## II. OFFICERS OF SESSION

### MODERATOR

The pastor of the church shall be in the moderator of the session (G-2.05). The session shall not meet without the pastor except under special conditions.

"The moderator possesses the authority necessary for preserving order and for conducting efficiently the business of the governing body. He or she shall convene and adjourn the governing body in accordance with its own action. The moderator may, in an emergency, convene the governing body by written notice at a time and place different from that previously designated by the body. G-3.0104

In addition to being the session's presiding officer the moderator, is required "...with other elders, to exercise the joint power of government" in the church. It is a part of this function that the pastor of Fort Hill Presbyterian Church has been given specific organizational responsibilities, which are referenced in the pastor's job description in this manual.

### CLERK

According to the G- 3.0104, the clerk of the session shall be an elder elected by the session for such term as it may determine. Further, "It is the duty of the Clerk to record the transactions of the governing body, keep its rolls of membership and attendance, preserve its records carefully and furnish extracts from them when required by another governing body of the church. This general mandate involves specific responsibilities at Fort Hill:

- 1) Maintaining rolls of church membership: active, inactive, baptized and affiliate in church database.
- 2) Recording all baptisms, members received and dismissed, and, insofar as possible, births, deaths and marriages within the church membership in church database.
- 3) Assisting the Moderator in preparing agendas for session meetings.
- 4) Record and prepare minutes of session meetings.
- 5) Assisting the Moderator as Parliamentarian for session meetings.
- 6) Coordinating preparation of the church's annual statistical report.
- 7) Serving as custodian for all legal papers and documents belonging to the session or the church.

### TREASURER

As in the case of the Clerk, the Treasurer is elected by the session to serve for a definite period, as determined by the court. The duties and responsibilities of the office are spelled out in the section on the Finance Ministry.

## TRUSTEE

### ***Statement of Purpose***

The office of Trustee of Fort Hill Presbyterian Church is established per the Book of Order, paragraph G-4.0101 which states that where permitted by civil law, each congregation shall cause a corporation to be formed and maintained. Fort Hill Presbyterian Church is so organized. Each member on the active roll shall be eligible to be members of the corporation and to be elected as trustees. G-4.0102 indicates: "The ruling elders on the session of a congregation, who are eligible under the civil law, shall be the trustees of the corporation. The Trustee officers will be the Clerk of Session, Treasurer and Moderator of Finance. While specific trustee officers are designated, the session body, through its ministry structure will assure that trustee responsibilities are appropriately discharged. The Book of Order, specifically paragraph G-4.0101, delegates the following responsibilities to the Trustees:

To receive, hold, encumber, manage, and transfer property, real or personal, for the congregation, provided that in buying, selling, and mortgaging real property, the trustees shall act only after the approval of the congregation, granted in a duly constituted meeting; to accept and execute deeds of title to such special funds for the furtherance of the purposes of the church, all subject to the authority of the session and under the provisions of the Constitution of the Presbyterian Church (U.S.A.).

In matters involving the selling, encumbering, or leasing of church property, the Trustees will notify, involve, and/or seek permission from Presbytery as noted in Book of Order citation G-4.0206. ***Accountability***

The Trustee officers of Fort Hill Presbyterian Church are in place to accomplish ministerial functions and ensure fiduciary responsibilities are accomplished. They remain accountable to the Session per the Book of Order, paragraph G-4.01. The powers and duties of the trustees shall not infringe upon the powers and duties of the Session or the board of deacons.

## III. OFFICER NOMINATION AND ELECTION PROCEDURE

These procedures for the election of officers are designed to be consistent with the Book of Order of the Presbyterian Church (U.S.A.). A special effort has been made to reflect the spirit of the principles of participation and representation as defined in and as is prevalent throughout the Book of Order.

### OFFICER NOMINATION COMMITTEE

The Officer Nomination Committee (ONC) shall be selected for a one year period beginning on March 1 each year and ending on February 28 of the year following. The committee shall consist of nine (9) members selected as follows:

- 1) Two members selected by the session, one of which shall be designated as coordinator of the ONC.
- 2) One member selected by the Presbyterian Women and not in active service on the session.
- 3) One member selected by the Men of the Church and not in active service on the session.
- 4) One member selected by the Young People of the church and not in active service on the session but an active member in the Senior High youth group.

- 5) Three members not in active service on the session elected at a duly called meeting of the congregation through open nomination and majority vote.
- 6) One member selected by the Board of Deacons that is currently serving as a Deacon.
- 7) The Pastor will be a non-voting ex officio member of the ONC.

The six members selected other than by congregational vote shall be known by the congregation at the time of the election of the final three (3) members. This congregational meeting will normally be held between the two regular Sunday morning worship services, following the Church School hour.

The ONC will have the responsibility of handling nominations for officer elections throughout their year of service. This will include the regular elections held annually to fill retiring classes and vacancies of partially completed terms on active service and any special elections which may be called for to fill uncompleted and vacated terms on the Session, and the Board of Deacons. A full term is defined as three years. The Session, and the Board of Deacons consist of three classes of which only one will expire each year.

## REGULAR OFFICER ELECTIONS

- 1) Regular officer elections are held annually to fill a standard class of seven elders on the session, eight deacons and to fill any vacancies due to partially completed terms that may exist. This election will normally be conducted as a single continuous congregational meeting called by the session. No later than three weeks prior to voting, the ONC will submit, in writing, a slate of nominees to the congregation.
- 2) Annual elections are to be held in a time frame that corresponds with the March 1 to February 28 officer rotation year.
- 3) The nominees on this slate shall be equal to at least the number of vacancies on the Boards and Session. The congregation is invited to submit suggested names at any time to the ONC and will be asked for additional nominations from the floor (with prior permission from the candidates to be nominated). It shall be the responsibility of the ONC to determine the slate of nominees, to determine the nominees' willingness to serve, if elected, and to explain the duties and responsibilities of the office involved. There are two restrictions on nominees. An officer is not eligible to serve for more than two consecutive terms on the session or the Board of Deacons, either full or partial, aggregating more than six years. An elder having Board of Deacons, either full or partial, aggregating more than six years. An elder having served a total of six consecutive years or an elder completing a full term shall be ineligible for reelection. This is to be interpreted as a minimum absence from active service for one year.
- 4) Public notice of the congregational meeting called for the purpose of officer election shall be given on at least two (2) successive Sundays prior to the election. This announcement shall include candidate names and other information to assist the congregation in functioning as an informed electorate.

## SPECIAL OFFICER ELECTIONS

For special officer elections held at other times than the regular officer elections the procedure for officer nominations will be the same as for the regular officer elections except for the following:

- 1) The session will announce a called meeting for a special officer election.

- 2) The ONC will submit a slate of nominees numbering at least one person for each vacancy to be filled to the congregation in writing at least two (2) weeks prior to the called congregational meeting for election. This period shall include two successive Sundays for public notice of the slate of nominees. The ONC will have the responsibility of determining willingness to serve if elected and to explain the duties and responsibilities of the ruling elder to each nominee.

## CONGREGATIONAL MEETINGS FOR ELECTIONS

- 1) The regular officer election shall be held at a single called meeting of the congregation.
- 2) Special election of officers may be called by the session for the purpose of filling officer vacancies provided adequate notice is given to the congregation consistent with the Book of Order and these procedures.
- 3) Officer elections shall be conducted and completed at a single continuous congregational meeting and in accordance with Robert's Rules (newly revised) as amended by the congregational herein.

## BALLOTING PROCEDURES

- 1) The slate of nominees offered by the ONC shall be placed in nomination and a ballot containing these names shall be distributed to the voting members present. The ballot shall allow room for additional nominees to be added for any nominations, which may be made from the floor during the meetings.
- 2) Nominations from the floor will be requested prior to actual balloting. It is expected that in the event a person nominated is absent, the nominator will be prepared to state whether or not the person nominated has expressed a willingness to serve.
- 3) Each member voting may vote for any number of nominees, up to the number of officers to be elected. Ballots with votes exceeding this number shall be invalid.
- 4) A majority vote of those casting ballots will be required for election.
- 5) From the first ballot, those nominees receiving a majority vote shall be declared elected, except that if more nominees receive a majority than there are officers to be elected, those receiving the largest number of votes shall be declared elected.
- 6) If a second or more ballots are necessary, those nominees not elected who received the greater number of votes will be placed on the later ballots to include twice the number of nominees as there are officers remaining to be elected. However, in the case of tied votes, names of the two (2) or more nominees tied for the last place to be filled will be listed on these ballots.
- 7) When officers are being elected for terms of different length, those elected with the largest number of votes will fill the longest terms. However, previously ordained elders receiving the least number of votes will be selected to fill unexpired terms.
- 8) Ties for election or for length of term will be decided by drawing lots, the results of which will be reported to Clerk of session.
- 9) The election process will continue until the required number of officers has been elected.

## IV. STANDING MINISTRIES OF SESSION

### BUILDINGS AND GROUNDS MINISTRY

***Statement of Purpose***

The Buildings and Grounds Ministry will support the mission of the Church by insuring that the facilities, property of the Fort Hill Church are maintained in an economical manner.

***Responsibilities***

The committee is responsible for the care of the physical plant, the care of the grounds, and for the planning of maintenance to be done in an orderly and cost effective manner.

***Accountability***

The committee will submit a written report to session, detailing its activities, at least once a year, and make oral reports to session at least quarterly. The written report is to be included in the Annual Report to the Congregation.

***Organization and Membership***

The committee membership is to be representative of the church as a whole, and is as follows:

- 1) Two members of session (one to serve as Moderator)
- 2) A minimum of three members of the congregation at large
- 3) Ex-officio: Pastor  
Associate Pastor for University Ministry  
Associate Pastor for Youth and Young Adult Ministry

All committee members are approved by the session. The committee will meet monthly and more often if deemed necessary by the coordinator. **As a Group**, the committee will read this description in the Organizational Manual at least once a year. The committee shall make recommendations for changes in this document as appropriate.

***Activities***

In order to accomplish the ongoing upkeep and development of the church's buildings, grounds, and other physical facilities, the committee is responsible for the following general activities:

- 1) Assign jobs to the Church Facilities Caretaker Facility Caretaker.
- 2) Make policies concerning use of the buildings and grounds by external groups, including recommendations to session suitable fees and restrictions with the following exceptions:
  - (a) The Worship Committee shall determine the policy and fees for non-member weddings, funerals, and receptions.
  - (b) The University Ministry Committee shall determine policy and fees for use of the Presbyterian Student Center.
- 3) Coordinate property matters with other committees.
- 4) Be responsible for security and lock-up checks of all buildings, notifying responsible committees of any after-hours violations.
- 5) Administer church insurance, including fire, theft, liability, and workmen's compensation, etc.

**Grounds\***

- 1) Mow and edge laws regularly,
- 2) Prune and care for trees and shrubs,
- 3) Maintain and replant flower beds as needed, and
- 4) Maintain playground.

**Buildings**

- 1) Maintain interior and exterior lighting.
- 2) Maintain, repair, and replace heating, air conditioning, etc.,
- 3) Monitor the usage and conservation of electricity, gas, and water,
- 4) Provide regular “pest” control,
- 5) Maintain, repair, and replace furnishings including tables, chairs, desks, appliances, rugs, etc. (Exceptions: Personnel and Program Support Ministry has responsibilities for some furnishings and equipment, especially in office areas. The University Ministry Committee has responsibility for the furnishings in the Presbyterian Student Center.),
- 6) Paint interior and exterior, and
- 7) Recommend and administer capital improvements.

**Loan policy**

The Buildings and Grounds loan policy for tables and chairs is a general **NO** loan policy. Exceptions to this policy must be approved on an individual basis from a written request at the next regularly scheduled Buildings and Grounds meeting.

**Columbarium and Courtyard Interment**

Through the establishment of a subcommittee, Building and Grounds shall assure that the rules and regulations relating to the Church Columbarium and Interments are honored as written. These rules and regulations can be found in the Fort Hill Presbyterian Church Organizational Manual, Section V, Policy Statements of Session.

**CHRISTIAN ACTION MINISTRY**

***Statement of Purpose***

The purpose of this committee is to create, implement, and administer programs, which, with approval of the session, support and develop the church’s local, national, and international missions.

***Responsibilities***

The Christian Action Ministry will sustain existing programs and encourage the development of new mission programs. All programs will be evaluated annually for effectiveness in comparison with other mission possibilities. The ministry will stay in tune to the interests of our congregation. The ministry will consider special offerings and campaigns recommended by PC (USA) and support and administer those approved by the CAM and the FHPC session.

Special offerings and fund raisings other than those listed as approved in the Special Fund Raising Policy of this Organization Manual must be approved by Session. These requests shall be submitted in writing to Finance prior to submittal to Session for approval.

The ministry will also support local missions to the extent that funding is available. The ministry will make recommendations relating to benevolence and mission items for the annual budget. The ministry will maintain its bulletin board. The ministry will appoint Fort Hill Presbyterian Church representatives to serve on the boards of Clemson Community Care, and Clemson Child Development Center, and will encourage representation at other local missions supported by FHPC. The ministry will provide oversight of Mission Outreach and Boy Scouts.

#### ***Accountability***

The ministry will report to session when there are items of importance. It will provide a written report to session at least once a year. This report will become a part of the Annual Report to the Congregation.

#### ***Organization and Membership***

The voting ministry members shall be approved by the session. The ministry will meet monthly and more often if deemed necessary by the moderator. As a group, they will read this description in the Organization Manual at least once a year. The ministry shall recommend changes to the document as appropriate.

## CONGREGATIONAL FELLOWSHIP MINISTRY

#### ***Statement of Purpose***

The Congregational Fellowship Ministry seeks to promote a strong, vibrant community among God's people at Fort Hill Presbyterian Church. Within the community, events serve the need to know one another, to develop friendships and to nurture the family of faith. Following are specific ways in which this purpose is accomplished.

***Dinners for Eight*** – coordinate small group social activity where groups of eight members gather at individual members' homes to share dinner and fellowship, providing (through a rotational system) the opportunity to meet new people (usually held five times during the months of September through May).

***Coffee House*** – an annual event for all church members to share free-trade coffee, desserts, and enjoy the talent of fellow church members in song, laughter and skits.

***Trunk or Treat*** – a Halloween event for all ages.

***Angel Vespers dinner*** – an annual Advent tradition of a simple meal before the youth of the church tell the Christmas story in an impromptu way.

***Wednesday Night Suppers*** – plan, organize, and maintain responsibility for the food for Wednesday evening activities (held beginning in September and continuing through May).

***Keowee Key Breakfast*** – an annual event held in the Keowee Key community to help bring the residents closer together as a group.

***Kitchen Committee*** – responsible for overseeing the inventory, needs and upkeep of the kitchen.

***Pictorial Directory*** – coordinate the production of the Fort Hill church pictorial directory, usually every three years.

***Retreats and Trips*** – explore, coordinate, and implement church-wide and fellowship trips to build community within the congregation.

***Other*** – propose, plan and seek leadership for other fellowship activities that the Ministry considers helpful toward meeting its objectives.

## PRESBYTERIAN WOMEN

### ***Organization and By-laws***

#### **Presbyterian Women**

#### **Fort Hill Presbyterian Church (USA)**

*Proposed By-Laws*

*August 18, 2009*

#### **Article I – Name**

The name of this organization shall be Presbyterian Women of Fort Hill Presbyterian Church (USA), Clemson, SC, hereafter referred to as “Presbyterian Women.”

#### **Article II – Purpose**

Forgiven and freed by God in Jesus Christ, we commit ourselves:

- To nurture our faith through prayer and Bible study,
- To support the mission of the church world-wide,
- To work for justice and peace, and
- To build an inclusive, caring community of women that strengthens the Presbyterian Church (USA) and witnesses to the promise of God’s Kingdom.

#### **Article III – Membership**

*Section 1.* Members shall be all those who choose to participate in, or be supportive of, Presbyterian Women in any way.

*Section 2.* The membership shall be divided into circles to form small groups that gather regularly to provide an inclusive, caring community of women through Bible study, prayer, and fellowship. Circles may choose to support philanthropic causes related to the church or community.

#### **Article IV – Coordinating Team**

##### ***Election, Membership, Term of Office***

*Section 1.* The officers, committee chairs, and Circle leaders shall form a Coordinating Team for conducting the business of Presbyterian Women, and work to fulfill the Purpose of Presbyterian Women.

*Section 2.* The Coordinating Team of Presbyterian Women shall consist of Officers: (Moderator, Moderator-Elect, Secretary, Treasurer); Committee Chairs: (Birthday Luncheon, Care and Concerns, Christian Community Action, Clemson University Ministry, Columbia Friendship Circle, Fort Hill College Student Program, Historian, Honorary Life Membership, Mission Haven, New Membership, Publicity, Retreat, Search); and Circle Leaders.

*Section 3.* The Search Committee shall present the names of women to be elected as Officers, Committee Chairs, and Circle Leaders to the present Coordinating Team and to the Session for approval. Coordinating Team members shall be members of Fort Hill Presbyterian Church.

*Section 4.* The term of office shall be two years, except for Moderator and Moderator-Elect who serve one year in each position. Other Officers and Committee Chairs may serve successive terms. For the organization to grow and move into the future, more women should be encouraged to assume leadership roles.

*Section 5.* Officers shall be installed at the Birthday Luncheon and assume office in May of each year. Retiring officers shall complete the business of the year and shall surrender essential books and papers pertaining to their respective offices to their successors.

*Section 6.* *Communication with the Session shall be via the Associate Pastor of Discipleship*

#### **Article V – Duties and Responsibilities of Leaders**

*Section 1.* The Moderator shall serve her one (1) year term and perform the following duties:

- Preside at all meetings of the Coordinating Team and at all general meetings of Presbyterian Women.
- Assist the committee chairs in planning and carrying out their duties.
- Serve as the liaison to Presbyterian Women of Foothills Presbytery or choose someone to serve in her place.
- May add and/or appoint committee chairs as needed.
- Update the PW Directory.
- Write the PW Annual Report for Fort Hill in January and the report for Presbytery.
- As past Moderator serve on church Officer Nominating Committee for one year.

*Section 2.* The Moderator-Elect shall serve her one (1) year term as the member of the Coordinating Team and perform the following duties:

- Succeed to the office Moderator in the event of the Moderator's resignation.
- Preside in the absence of the Moderator.
- Assist the Moderator when needed.
- Shall attend the Sessional Congregational Care meetings and act as liaison to the Coordinating Team or designate someone to serve in her place.

*Section 3.* The Secretary shall perform the following duties:

- Keep an accurate record of the meetings of the Coordinating Team and the General Meeting of Presbyterian Women.

- Carry out any responsibilities of a corresponding secretary.
- Send a copy of the meeting minutes to each Coordinating Team member and to the appropriate Minister.

*Section 4.* The Treasurer shall perform the following duties:

- Receive and disburse all funds of Presbyterian Women as directed by the Coordinating Team.
- Keep accurate balanced books of all Presbyterian Women funds.
- Prepare monthly financial reports for the Coordinating Team and the business session of the meetings of Presbyterian Women.
- Ensure that the Moderator arranges to have the books of Presbyterian Women audited every year.
- Enlist the Moderator or Moderator-Elect to act as the Treasurer in her absence at meetings or in the event of her resignation.
- Have two signatures (Treasurer and one other PW member) on the bank signature card.
- Work with the Finance Committee appointed by the Moderator to formulate the annual budget and present it to the Coordinating Team in August for approval.

*Section 5.* The Historian shall keep the following files and perform the following duties:

- Keep a file of PW directories.
- Keep a file of personal data base sheets of Presbyterian Women.
- Keep a file of the Fort Hill PW Annual Reports.
- Keep the records of the PW Honorary Life Membership awards.
- Add the honoree's biography to the Memory Book after the award is given.
- Keep records of all Memorial Tributes for all PW members who has passed away.

*Section 6.* The Chair of Birthday Luncheon shall perform the following duties:

- Secure a speaker for the Birthday Luncheon.
- Coordinate the luncheon.

*Section 7.* The Chair of Cares and Concerns shall perform the following duties:

- Provide spiritual support and encouragement to Presbyterian Women and other members of the congregation.
- Provide information to circles and other members of the congregation and staff regarding special needs and requests in the congregation. (Prayer Chain)
- Visit women of the church who are sick and/or shut in.

*Section 8.* The Chair of Christian Community Action shall perform the following duties:

- Plan and provide opportunities for women to understand and accept their Christian responsibility in our worldwide community.
- Shall serve on or be liaison to the Christian Community Action Committee of the Session or choose someone to serve for her.

*Section 9.* The Chair of Clemson University Ministries shall perform the following duties:

- Serve as liaison between University Pastor, staff, college students (PSA) and PW.
- Determine the needs of this organization.
- Find ways in which PW can help.

*Section 10.* The Chair of the Columbia Friendship Circle shall perform the following duties:

- Assist Columbia Theological Seminary with fundraising each year.
- Organize and plan a spring trip to the Seminary for the “Come See Columbia” Day.

*Section 11.* The Chair of the Fort Hill College Student Program shall perform the following duties:

- Maintain contact with the Fort Hill members who are in college and graduate school.
- Compose a list of current students with names and addresses to be divided among the Circles.
- Explore other ways to keep in touch with these students.

*Section 12.* The Chair of the Honorary Life Membership shall perform the following duties:

- Solicit nominations of people deserving of consideration for the award.
- Preside over the necessary selection procedures.
- Ensure confidentiality of the selection.
- Order necessary recognition paraphernalia.
- Present the award at the Birthday Luncheon.
- Have the honoree’s name engraved on the Memory Plaque.

*Section 13.* The Chair of Mission Haven shall perform the following duties:

- Assist in stocking the Clothes Closet which is maintained for PC (USA) missionaries and families home on furlough and seminary students and their families. This facility is located on the campus of Columbia Theological Seminary in Decatur, GA.
- Coordinate clothing drives held each March and October.

*Section 14.* The Chair of the New Membership Committee shall perform the following duties:

- Contact new members to advise them about the various circles in which they might participate.
- Advise the circle leader of a prospective member for further contact.
- Coordinate with Membership Ministry to get names of new members

*Section 15.* Chair of the Publicity will perform the following duties:

- Arrange for announcements of PW meetings and events in The Window and weekly church bulletins.
- Create and distribute publicity about other PW activities.
- Have oversight of the bulletin board outside the Club Room.

*Section 16.* The Chair of the Retreat Committee shall perform the following duties:

- Secure the speaker for the Retreat.
- Select the date, time, and location of the Retreat.

- Coordinate all activities of the Retreat.

*Section 17.* The Chair of Search shall perform the following duties:

- Coordinate the search to fill positions on PW Coordinating Team including Circle Leaders and Committee Chairs.
- Assemble a committee of no less than 3 members to select persons to be appointed to office in Presbyterian Women.
- If possible, the nominees shall reflect the diversity of the women of the church as a whole.
- Fill, with the help of her committee, vacancies as they occur during the year.
- Ensure that nominees are approved by Session prior to being appointed to Coordinating Team.

*Section 18.* Circle Leaders shall perform the following duties:

- Preside at circle meetings.
- Attend Coordinating Team meetings.
- Report on activities of the circle to the Coordinating Team.

*Section 19:* A notebook of activities and responsibilities shall be kept by each officer and committee chair to be passed to her successor. This notebook shall also include the Appendix of suggestions for her position. A master copy including a CD copy shall be kept in the Historian's files in the PW cupboard. Additionally, a CD copy shall be kept with the Administrative Assistant.

#### **Article VI – Duties**

*Section 1:* The programs of Presbyterian Women shall be financed by women supporting missions through their offerings. Each woman shall be encouraged to contribute through Presbyterian Women for women's support for the mission of the church world-wide, and the basic operating budget of Presbyterian Women, presbytery, synod, and church-wide levels.

*Section 2:* Presbyterian Women shall support the operating budget of Presbyterian Women of the Foothills Presbytery and Synod by sending the recommended amount to the Treasurer of Presbyterian Women of the Presbytery. Special offerings will be taken when deemed appropriate by the Coordinating Team.

#### **Article VII – Meetings**

*Section 1:* The Coordinating Team shall conduct a planning session during the summer and then meet monthly, August through May.

*Section 2:* Presbyterian Women shall meet as determined by the Coordinating Team.

*Section 3:* The circles shall meet regularly to provide an inclusive, caring community of women.

#### **Article VIII – Honorary Life Memberships (a committee appointed to consider appropriate revision of this article.)**

*Section 1:* Honorary Life Membership is awarded to a member who has given long and dedicated service to the church, an outstanding Christian whose witness reflects love of God and His church as she (or he)

makes a difference in the spiritual life of the community. This can be a person who has a role of leadership or of servanthood in the name of Christ.

*Section 2:* The Honorary Life Membership Committee will consist of, if possible, the three most recent recipients. The committee must always be comprised of those who have received the Honorary Life Membership from the former Women of the Church or Presbyterian Women.

*Section 3:* The chairman of the Honorary Life Membership Committee will rotate to the person who has the most time on the committee. Then the person who was the previous chairman will rotate off.

**Article IX**

Roberts Rules of Order, Newly Revised shall govern Presbyterian Women in the Congregation in all cases to which they are applicable and with which they are not inconsistent with these by-laws and the constitution of the Presbyterian Church (U.S.A.).

**Article X**

These by-laws may be amended at any meeting of the Coordinating Team by a two-thirds vote of those present and voting.

***Revised and approved by PW Coordinating Team. . . . . August 16, 2016***

## DISCIPLESHIP MINISTRY

### ***Statement of Purpose***

The Discipleship Ministry shall provide Sessional oversight for developing, maintaining, and supervision all faith formation activities of Fort Hill Presbyterian Church.

Our vision of faith formation is to be a nurturing community of Christian life by embracing an openness of faith, and guiding all in loving service as disciples of Jesus!

The Discipleship Ministry carries out its vision collectively and through the Children's Ministry Team, the Youth Ministry Team, and the Seminary at The Fort Board as expressed in the vision of each group. Each group has particular responsibilities as well as those shared by the Discipleship Ministry as a whole.

### ***Discipleship Ministry Responsibilities***

This Ministry shall provide sessional oversight for the following activities of the congregation:

- 1) Oversight of the Children's Ministry Team the Youth Ministry Team and the Seminary at The Fort Board.
- 2) Work with each of the above groups to invite new persons to serve in leadership, teaching, advising, facilitating in all aspects of faith formation.
- 3) Evaluate curricula for all age levels using an established method.
- 4) Offer leadership development for teachers, advisors, facilitators and others who serve within the areas of the Discipleship Ministry.
- 5) Safe Place Administration:
  - a) Administer training at least twice a year for the Safe Place Policy & Procedures.
  - b) Appoint "a member of the Discipleship Ministry to serve on the Safe Place Committee to annually review the Safe Place Policy and Procedures." and to "oversee the Safe Place Policy and Procedures' implementation, monitor compliance, and recommend policy changes and clarifications to the Session."
- 6) Maintain the church library to resource the Discipleship Ministry as well as other ministries of the church.
- 7) Appoint an elder to serve as a Session Liaison for Inquirers/Candidates who are under care in preparation for ministry. This is done in conjunction with Foothills Presbytery.
- 8) Administer the recipient selection process for the Pansy Duke Scholarship Fund.
- 9) Promote and encourage participation in Foothills Presbytery camping ministry.
- 10) Compile a proposed budget for the next year to submit to Session in September.
- 11) Fund raisings other than those listed as approved in the Special Fund Raising Policy of this Organizational Manual must be approved by Session. These requests shall be submitted in writing to Finance Ministry prior to submittal to Session for approval.
- 12) Review the Discipleship Ministry description in the Organizational manual every four years starting from 2016.

### ***Children's Ministry***

The Children's Ministry of Fort Hill Presbyterian Church is for children to have fun learning about Jesus, exploring their faith in God, creating lasting friendships, and making the world better.

### ***Children's Ministry Team Responsibilities***

The Children's Ministry Team plans, implements, evaluates, and cultivates leadership for the following:

- 1) Sunday Church School—The Bridge for ages birth—5<sup>th</sup> Grade
- 2) Nursery Care
- 3) Worship Education—Wee Kirk (ages 4-5 during 10:45 worship) and W.O.W. (Wonders of Worship with 1<sup>st</sup>-2<sup>nd</sup> graders during The Bridge)
- 4) Vacation Bible School
- 5) Mission Emphasis
- 6) Bible Presentation & Education (2<sup>nd</sup> graders)
- 7) Seasonal events such as Trunk or Treat, Gift Day, Easter Egg Hunt, Cradle Roll, ...
- 8) Other programs and events that fulfill the Children's Ministry vision.

### ***Youth Ministry***

The Youth Ministry of Fort Hill Presbyterian Church is a God-centered, safe community that nurtures youth to seek God and be lifelong disciples equipped to love and serve others through faith and fellowship.

### ***Youth Ministry Team Responsibilities***

The Youth Ministry Team plans, implements, evaluates, and cultivates leadership for the following:

- 1) Sunday Church School—The Bridge for 6<sup>th</sup>—12<sup>th</sup> Grades
- 2) Mid-High and Senior High Youth Groups
- 3) Youth Sunday Worship
- 4) Confirmation
- 5) Mission Trips, Youth Conferences, and Retreats for Mid-Highs and Senior Highs
- 6) Other programs and events that fulfill the Youth Ministry vision.

### ***Seminary at The Fort***

The Seminary at The Fort is a seedbed of learning for adults to plant and tend energetic, intelligent, imaginative, and loving Christian disciples.

### ***Seminary at The Fort Board Responsibilities***

The Seminary at The Fort Board plans, implements, evaluates, and cultivates leadership for the following:

- 1) Sunday Church School—The Bridge for adult disciples
- 2) Bible studies—mid-week, short-term, seasonal
- 3) Invite Scholars in Residence rotating from the core content areas to equip the saints for the work of ministry—Bible, theology, church history, practices of faith, and engagement with the world.
- 4) Young Adult Gatherings (+/- ages 22—35 years)
- 5) Seasonal events such as Wednesdays at The Fort
- 6) Periodically offering parenting courses
- 7) Cultivate small groups
- 8) Offer occasional denominational and ecumenical workshops, seminars, interest groups.
- 9) Other programs and events that fulfill the Seminary at The Fort vision.

### ***Accountability***

The Discipleship Ministry makes oral reports to Session as needed. At the end of each calendar year, the Moderator submits to the Clerk of Session a written report of the Discipleship Ministry to be included in the Annual Report to the Congregation.

### ***Organization and Membership***

The Discipleship Ministry is composed of representatives from the following groups:

1 person from the Children's Ministry Team

1 person from the Youth Ministry Team

1 person from the Seminary at The Fort Board

1 person from the FHPC Preschool Board

1 person from the congregation at large

At least 2 active ruling elders

Ex-officio: Associate Pastor for Discipleship, Associate Pastor for Youth and Mission, Coordinator of Children's Ministries

The Discipleship Ministry will meet a minimum of four times a year (August, November, January, and April). At its January meeting, the Discipleship Ministry shall elect from its body a secretary for a one-year term. Persons who have served three years shall take a year off before serving another three year term. Each group reporting to the Discipleship Ministry shall meet monthly except for July and December.

## FINANCE MINISTRY

The overall financial condition of Fort Hill and all its financial functions and activities are the responsibility of the Session. To assist it in meeting this responsibility, the Session appoints, and relies on a Finance Ministry, an Endowment Subcommittee, a Treasurer and the Office Administrator.

### ***Purpose***

The Finance Ministry is designated by Session as the overall coordinator of Church financial activities. In this role, it has responsibilities, as itemized below, for the coordination and oversight of the work of the Treasurer, and through the Treasurer, the Office Administrator. It assists the Session in assuring that annual financial reviews are conducted. The activities of the Finance Ministry fall into the following general areas:

- To encourage and solicit church members to financially support the programs of the Church, as reflected in annual budgets, through regular and generous contributions.
- To plan, administer and control Church income, spending and debt to assure a continuing sound financial condition. The Ministry shall assure that financial reviews are conducted per Book of Order provision G-3.0113.
- To investment and manage the Fort Hill Presbyterian Church Endowment Funds. With session approval, other funds, such as the Pansy Duke Scholarship Fund, may be created and managed.
- To report to Session and others, as required, financial results related to plans and budgets.

### ***Specific Responsibilities***

*Financial Oversight:* Continually monitors all aspects of Church financial activities, status and trends to assure a continuing healthy financial condition.

*Stewardship:* To develop programs, under a Stewardship subcommittee, to inform and assist members in understanding Church goals and to stimulate giving. Conduct an annual drive to obtain pledges to support approved operating and debt retirement budgets. To follow up, as required, with programs to stimulate giving during the year. Conduct, or assist in conducting, other fund drives for approved purposes.

*Budgets:* To prepare, jointly with other committee coordinators and Church staff, annual budgets reflecting Church needs consistent with Church income projections. To evaluate and advise Session, Church staff, committee coordinators, and others.

*Reporting:* To develop and administer reports showing the financial results that satisfy the needs of Session, Church staff, committee coordinators, and others.

*Assistance to Others:* Assist other committees or staff conducting financial activities.

*Debt:* To periodically review the structure of Church debt and recommend needed changes.

*Banking and Brokerage:* To maintain accounts, as required, at banks and brokers.

*Financial Systems and Internal Controls:* Assure that accounting and other financial systems are in place to properly record transactions, provide necessary reports, and satisfy internal control requirements.

*Financial Policies:* To develop Church financial policies for Session approval, and to administer these policies.

*Counters:* Coordinate and oversee the counting, deposit and reporting of offerings and other income of the Church.

*Financial Reviews/ Audits:* Assist the Session in assuring that an annual review/audit of Church financial functions is conducted and the results are reported to Session.

*Gifts, Memorials, and Bequests Policies*

*Endowment Funds:* Invest and manage the Fort Hill Presbyterian Church Endowment Funds. With session approval, other funds, such as the Pansy Duke Scholarship Fund, may be created and managed.

**Organization and Membership**

The committee membership is to be reflective of the Church as a whole and will consist of:

- 1) Two active elders of which one will serve as Moderator
- 2) Five members from the congregation at large
- 3) The Treasurer and Office Administrator
- 4) The Pastor (Ex Officio)

The Ministry will hold meetings at least once each quarter and additional called meetings as necessary. Meetings will normally be held at the Church.

An Endowment Subcommittee will report to the Finance Ministry. Members of this subcommittee will be asked to serve multiple year terms and expertise in the area of endowment administration, investment management and planned giving will be valued.

Ad hoc committees may be formed as needed and may include members of the Finance Ministry and/or additional members of the Congregation. As a group, the Ministry will read this document at least once each year, and may make recommendations for amendments as appropriate.

**Current Policies and Procedures Administered by Finance Ministry**

*Reporting:* Reports of the Finance Ministry's activities will be prepared at least quarterly and submitted to the Session upon request. Treasurer's reports each month will keep Session informed as to progress of annual giving. The Committee will submit a written report to the Session each year to be included in the Church's Annual Report.

*Budgets:* Budgets for incomes and expenses will be developed and reviewed with Session before the beginning of the year. This budget will include memo type information concerning how much subsidization the Church is providing in non-charged items such as copying and other office services, heat, janitor service, etc.

For each annual budget, the Committee will:

- Determine in September, from each Session Ministry, the budget requirements for the next year.
- Write a Proposed Budget and submit to the Session for approval in October.
- Review the pledges and make any budget modifications necessary (after review with the Session Ministry) and present the modified budget to Session for approval in at the January meeting for final approval.

*Procedure for Budgeted and Unbudgeted Expenditures or Creation of Special Funds or Appeals:*

All financial requests to Session must be in writing and reviewed by the Finance Ministry at one of its regular called meetings before presentation to Session. If the Ministry does not agree with the request, it may still be presented to Session, but with the Ministry's views noted. Requests included are:

- Budgeted expenditures over \$1,000, except routine, periodic bills such as payroll, pension and insurance payments and utility bills.
- All unbudgeted expenditures.
- All revisions to budgets.
- Establishment of all special funds.
- Approve of all fund-raising campaigns.

*Depositing Income, Paying Bills and Accounting*

- Maintain a one or more checking accounts as approved by session, separate from any personal accounts, utilizing a check register (or check stubs) and sequentially numbered checks. Retain an invoice, voucher or other written documentation supporting each check issued.
- Do not commingle personal funds and those of the Church.
- Deposit income in the bank account as received. Have two people involved where cash is being handled.
- Balance bank statements monthly.
- Prepare accounting statements monthly, showing incomes and expenses categorized in accounts meaningful to the particular operation. The nature of the operation will dictate the number of accounts required.

*Gifts of Securities*

Sell securities given to the Church as offerings without delay and deposit proceeds in the Church bank account.

*Reporting to Session*

Submit a written report to Session quarterly, showing income and expenses by account and versus budget. This report to Session should be accompanied by oral and written comments highlighting issues, problems, plans, etc. The accounting statement mentioned above may be adequate to serve as the written report.

### *Records Retention*

All financial records are to be maintained by the Treasurer and Office Administrator for four (4) years, except the check register and bank statements, which will be retained seven (7) years. These records will be provided, upon request, to the Audit Committee or others authorized to review them.

### *Personnel and Payroll Records*

- Assist the Personnel and Program Support Ministry in assuring that any paid personnel records are being handled in accordance with IRS and other government withholding and reporting requirements, including FICA and Workman's Comp.
- Assist the Personnel and Program Support Ministry in assuring that personnel records are maintained and available.

### *Annual Financial Review*

It is the Finance Ministry's responsibility to the Session to assure that annual financial reviews are conducted per *Book of Order* provision G-3.0113, with their purpose to insure good financial procedures and to help the congregation have confidence and trust in the stewardship of their contributions. At regular intervals, the Ministry and the Session may wish to hire professional accountants to conduct a formal audit of the church's finances. Approval and funding for a full audit to be conducted by a public accountant or accounting firm must come from Session and is not specifically addressed in this section.

The Finance Ministry is to conduct or contract with an independent accounting firm to conduct an annual review of critical activities (i.e. cash handling procedures, bank balances, etc.) in each of the Church's financial areas. A financial review includes becoming familiar with significant aspects of the church's financial procedures. The reviewers should evaluate the church's financial operations, reports, policies, and procedures. The review should use interviews and firsthand observations. The financial review and its supervision by the Ministry shall:

- Utilize the *Financial Review Checklist* as prepared and updated by Presbyterian Church (U.S.A.) as a guide for meeting compliance standards of financial procedure specified in the *Book of Order*.
- Submit a formal report in the form of an Executive Summary, including findings, recommendations and supporting documents to the Session, at the completion of the Financial Review.

### TREASURER

The Treasurer is elected by the Session and is a member of the Finance Ministry. The position will be filled by an elder or other Church member with experience in the areas of business, finance or accounting. It is a working position, not a ceremonial one. The Treasurer assists the Ministry in planning, controlling, administering and reporting on Church income, spending and debt. The Treasurer does not have responsibility for fund raising activities but may assist as required. The Treasurer's activities are subject to oversight and coordination by Session and the Finance Ministry. The Treasurer coordinates and oversees the work of the Office Administrator, regarding financial duties.

***Specific Duties***

- Maintains a continuing overview of all Church finances and issues, both internal and external, likely to affect the Church. This requires knowledge of external financial trends and the internal plans and needs of the Church. The Treasurer maintains a proactive stance in recommending changes for the best interest of the Church.
- Maintains banking and brokerage relationships for the Church. The Treasurer should recommend modification of banking or brokerage arrangements to better serve the Church needs. Establishes checking and savings accounts as authorized.
- Manages the cash flow position of the Church by arranging for an adequate return on any surplus or static funds via investments or other arrangements.
- Manages debt reduction by determining appropriate monthly payments, being alert to situations that permit the improvement of the Church's debt structure.
- Assists the Finance Ministry in developing annual budgets, in presenting them to Session for approval, and in controlling expenditures against approved budgets.
- Reports to the Finance Ministry and Session monthly on the Church's financial condition and makes appropriate recommendations. This report includes disbursements by Ministries of Session on an item-by-item basis, income receipts, and differences between actual and budgeted income and expenditures. Additionally, a balance sheet is submitted showing liquid assets and liabilities. Twice annually, usually in September and January, the Treasurer presents in overall financial condition report to Session on behalf of the Finance Ministry.
- Assures that the financial and payroll records are retained in an orderly fashion for the periods called for in the Records Retention Policy.
- Assists the Session and the Audit Committee in assuring that all Church financial activities are conducted in accordance with generally accepted accounting standards and with appropriate controls.
- Responds to inquiries concerning financial condition or programs from staff and members of the congregation.

**OFFICE ADMINISTRATOR**

The Office Administrator will handle the day-to-day banking, accounts payable, payroll and accounting activities of the General Fund, Building Fund, Special Funds, and Payroll. Other accounts utilizing the Fort Hill bank accounts, such as the Christian Education, University Ministry, and FHPC Preschool accounts are included.

The Office Administrator will report to the Treasurer, but will work as required with Church staff, committee coordinators, and members requiring service or information.

The Office Administrator position is currently a full-time employee position requiring office hours of at least five eight hours days or 40 hours per week.

***Specific Financial Duties***

- Additional duties are elaborated under the job description for this position.
- Maintains Church bank accounts and related records reflecting all deposits and disbursements.
- Coordinates the counting of the church offerings each week with Administrative Assistant and FHOG volunteer. Scans checks received and processes deposits into the contribution

management system. Takes deposits to the bank and attaches deposit receipt to deposit report in the accounting records.

- Writes checks in a timely manner for properly authorized disbursements for purchases, debt service, missions, reimbursements, etc. Each disbursement should have a supporting document on file reflecting the check number and date paid.
- Process the monthly payroll for Church staff plus preschool. This involves writing monthly paychecks and payroll stubs for employees, and sending withholding amounts to proper authorities. Reports for the SSA, IRS, and SC Department of Revenue are filed quarterly and annually. Worker's Compensation is audited annually.
- Receives confidential Pledge Card data and enters this information into the management system.
- Generate accounting entries for each disbursement and deposit, maintain the accounting books of the Church and prepare accounting statements as required. Prepare for audit by Audit committee annually. Assist Treasurer in developing and maintaining a chart of accounts.
- Prepare, with the Treasurer, consolidated financial reports monthly, and assist the Treasurer in preparing commentary to highlight important issues for the Finance Ministry and Session. Respond to inquiries from staff and members of the congregation.
- At the end of each quarter, prepare quarterly statements of contributions by church members. Assist the Treasurer and Finance Ministry in developing annual budgets and controlling expenditures against these budgets during the year.
- Assure financial and payroll records are retained in an orderly fashion and for periods called for in the Records Retention Policy.
- Assist the Session and Audit Committee in assuring that all Church financial activities are being conducted in accord with generally accepted standards and with appropriate controls. Respond to inquiries concerning financial condition of programs from staff and members of the congregation.

### ***Procedures for Financial Duties of the Office Administrator***

#### *Sunday Worship Collection*

The Ushers collect the worship service offerings each service and the Feed the 5000 and special offerings, placing each offering in a disposable, sealed deposit bag. The deposit bags are then placed in the drop safe for safekeeping until the Administrator and counters process the deposit at the beginning of the week.

#### *Deposits of Cash and Checks*

All cash and checks received during the week are given to the Administrator for safekeeping and transfer to the safe to be merged with the Sunday offerings. Associate Pastors create deposit forms which list categories and fund amounts. These forms are then given to the Office Administrator.

#### *Deposit Record*

Using information on the checks, cash envelopes, etc., the Office Administrator posts individual member accounts and simultaneously credits the appropriate Church account (i.e. General Fund, Building Fund, Special Fund, etc.). The Office Administrator then prepares a Deposit Report showing the totals credited to each account. Questions on which account to credit should be coordinated between the Office

Administrator and the appropriate Associate Pastor and/or Ministry Chair, with the Treasurer making a final decision if necessary. The Office Administrator then enters this deposit information into the bank account register.

#### *Making Disbursements*

All disbursements are by check or draft drawn on the Church bank. Disbursements may be divided into several types:

- **Paying invoices** – Checks are written in a timely manner to pay all invoices which have been approved by the Ministry Chair or person designated by the Chair. This will normally be a member of the Church staff or a ministry member. The approval or acknowledgement of receipt and acceptance should be reflected in writing on the face of the invoice with initials or signature. The invoice should also reflect in writing the committee and sub-account, or Special Account, to be charged. The check stub or check copy should be stapled to the invoice by the Office Administrator and then filed in the monthly activity folder. Frequent purchases from some vendors allow combining invoices into one check. **Drafts** – An arrangement has been worked out with several of the utilities wherein they draft on the Church bank account and send a statement of the charge and draft for entry into the check register.
- **Reimbursements and Miscellaneous Payments** – These are handled the same as invoices except that a voucher, with information as defined must be prepared by the requester.
- **Pre-approved payments initiated by the Office Administrator:**
  - Monthly and quarterly contributions directed by the Christian Action Ministry.
  - Monthly payment on the Loan – amount determined by the Treasurer.
  - Monthly clearance of Special Funds to transfer money to the proper internal area.
  - Quarterly clearance of Special Funds to transfer money to external recipients.

#### *Payroll*

Fort Hill utilizes four types of staff from a payroll perspective: Ministers, full-time salary, part-time salary, and self-employed contractors each person receives a check and a pay stub showing detail for the month and year to date. FICA and income tax withholding is deducted and, with the Church share of FICA, paid by draft after completion of forms online. On a quarterly basis, federal and state reporting forms are completed and submitted. At the end of the year, W-2 and 1099 forms for each person must be prepared and forwarded to the person, to the Social Security Administration and the State of South Carolina.

#### *Accounting*

The Fort Hill chart of accounts comprises the General and Building Funds budget line items and the Special Funds. All receipts and disbursements must be coded to one or more of these accounts. These accounts are reflected as “categories,” which are selected when each receipt or disbursement is posted in the register. Accounting is done on a “cash” (no accruals or deferrals) basis and accounting periods are calendar months and years. Deposit dates are effective on the date of deposit (not the date of a Sunday) and check dates are effective on the date of the check.

At the end of the each month, a “categories” report for the calendar month is developed. Monthly reports are generated, showing balance sheet and expense information for the month and YTD data, plus each ministry report.

The “Total Bank Balance” on the Fort Hill Account Summary statement should agree with the register balance for the last day of the month being posted. At this point, a “transactions” report for the month is as the “hard copy” of the bank account register for file.

#### *Reporting*

Fort Hill Balance Sheet and Income and Expense Statements are prepared by the church treasurer with assistance of the Office Administrator. These reports condense the accounting date into a brief, two page management style report for the Session and are to be posted on the bulletin board for inspection of all members. These reports must be ready to be included in the mailing of material to Session each month. The Treasurer is expected to review the report and write a commentary letter highlighting important issues.

#### *Balancing of the Bank Statement*

Fort Hill has a bank accounts as determined by the Finance Ministry and directed by Session. The Treasurer reconciles the bank statement to the check register upon receipt of the statement and a reconciliation report is printed for the files.

#### *Signing Checks*

The Church bank account will provide for one of several signatures on checks: the Treasurer, the Office Administrator, the Coordinator of the Finance Ministry, and designated FHPC members. It is expected that the Office Administrator, as the main check writer, will sign most checks. The Treasurer or the Coordinator of the Finance Ministry are back-up signers when a hurry-up check is required and the Office Administrator is not available. In this situation, the check signer will send a photocopy of the check and documentation supporting it to the Office Administrator for posting and file. The Treasurer will sign checks as required and will provide the same documentation to the Office Administrator. It should be noted that policy requires that the Finance Committee and Session approve unbudgeted disbursements, or those over \$1,000.

#### *Retention of Records*

The Office Administrator is expected to retain a monthly folder containing deposit records, documentation for each disbursement, and the reconciliation reports. Copies of the accounting reports, the bank statement containing canceled checks, and monthly payroll records must also be retained. Church policy on records retention call for all financial records to be retained four years, with canceled checks and bank statements to be retained seven years. The locked closet in the office of the Office Administrator and the vault at the PSA building contain all these records.

#### *Budget and Annual Reports*

The Office Administrator is expected to assist the Treasurer and Finance Ministry in the development and presentation of annual budgets and other financial presentations.

Note: The Office Administrator and Treasurer have confidential passwords for the computers.

### ***Memorials and Gifts Policy***

#### *Statement of Purpose*

The Finance Ministry, through the staff accounting functions, shall be the initial recipients of all memorial gifts, bequests, and other gifts that are outside the funds to the General Operating Budget and the gifts to special programs in the church. Any funds received that are to be deposited into endowment accounts will be directed to the Endowment Subcommittee.

#### *Responsibilities*

- 1) Receives gifts on behalf of Fort Hill Presbyterian Church, notifies and thanks the gift giver and, if appropriate, notifies the family member of the memorialized.
- 2) Follows governing policy to determine the appropriate and accurate disbursement of each gift.
- 3) Recommends annually to Session, for approval, how Memorial Gifts should be directed.
- 4) Educates the congregation about the appropriate and accurate methods of making gifts.

#### *Accountability*

The Session has absolute authority over the acceptance and use of any gift to the church. Any dispute over receipt or use of a gift will be settled by a majority vote of the Session at any scheduled meeting after presentation of the issue by the Trustees.

#### *Governing Policy*

- **Memorial Gifts:** People who wish to give donations in order to memorialize an individual shall have their donation directed as recommended by the Ministry and adopted by Session annually. Requests to memorialize individuals outside of said policy shall be considered by the Ministry and brought before Session, on a case by case basis.
- **Gifts, Bequests, and Donations:**

People who wish to give or leave money to the church, should direct their gift to one or more of the following designations approved by Session:

- General Endowment Trust Fund
  - Mission Endowment Fund
  - Pansy Duke Scholarship Fund
  - Fort Hill Presbyterian Church for General Use – “as its council deems most appropriate.”
- Such gifts or donations will be held on account and dispersed as authorized by Session. In making recommendations to Session, the Ministry will advocate for portions the general use gift for the Endowment Funds and may also discuss special gifting opportunities with other Session Ministries to be included in their dispersal recommendation.

**IT IS IMPORTANT TO NOTE THAT people who give or leave money to Fort Hill Presbyterian Church, without specific designation will have their gift directed to the General Endowment Trust Fund, per Irrevocable Trust Agreement adopted in March 2012.**

- All other gifts will be reviewed on a case by case basis and will be accepted or declined at the discretion of Session.
- **Gifts of Property:** All gifts of property will be handled by the Ministry, as instructed in the *Book of Order*. Gifts of cash are encouraged. If accepted, gifts in forms of property other than cash will normally be converted to cash at their market value as soon as possible.

### ***Endowment Fund(s)***

The Endowment Subcommittee shall be responsible for the investment and management of the Fort Hill Presbyterian Church Endowment Funds. With Session approval, other funds, such as the Pansy Duke Scholarship Fund, may be managed by the subcommittee. Endowment or Trust Funds are those funds donated to Fort Hill Presbyterian Church to further the missions and ministries of the Church, and which are invested to support future activities of the Church.

### ***Statement of Purpose***

We seek accumulated, inherited and appreciated resources. It is understood that gifts and bequests should not take the place of faithful stewardship or current income, to support more immediate needs. Our intent is to cultivate for the future by providing leadership and vision to promote perpetual stewardship through permanent endowment funds addressing the issue of long-term resources for our church and its mission. The purpose is to establish a regular policy and procedure for the effective management and disposition of funds or other properties, which are contributed to the church and received by the Ministry as endowment through methods such as:

- 1) Bequest by will/living trust
- 2) Charitable gift annuity
- 3) Charitable remainder trust
- 4) Transfer of property (e.g. cash, stocks, bonds, real estate)
- 5) Gift of retirement plan proceeds
- 6) Assignment of life insurance

The Endowment Funds are funds maintained to provide income in perpetuity for general or restricted use by the Church. The funds' objectives are to conserve the principal and utilize the investment income in accordance with the Spending Policy as defined for each individual fund.

The Endowment Funds shall be subjected to the laws of the State of South Carolina, the articles of Incorporation of the Church and the Investment Policy as defined for each individual fund.

### ***Responsibilities***

The Endowment Subcommittee shall be responsible for:

- 1) Emphasizing the value for adults of all ages to have a will and/or estate plan and provide information on the preparation of these to members of the congregation.
- 2) Encouraging members and constituents of Fort Hill Presbyterian Church to make gift planning and endowments a vital part of stewardship, securing a healthy legacy for our congregation and the mission of the church.

- 3) Maintaining a record of all gifts to the endowment fund as authorized by Session: the value, the donor, the date and the type of each gift, as well as any formal expression by the donor(s) of the use to which the gift might be put.
- 4) Investing and managing appropriately all assets of the endowment funds.
- 5) Issuing an annual report of the preceding year's activities to the Session, at its January meeting. This report will include the status of the funds, the acceptance and rejection of gifts, the income available for immediate distribution. A summary statement of this report shall be provided for inclusion in the Church's annual report to the congregation.
- 6) Promoting and publicizing the Endowment Funds, frequently and consistently throughout the church and its membership. Expenses for this activity may be deducted from the corpus of the fund(s).

#### *Accountability*

As new funds are introduced, the Endowment Subcommittee is charged with the responsibility of developing and managing specific policy statements pertaining to the investment, usage and withdrawal of each fund's assets. These policies must be approved by the Session and may be amended upon a three fourths (3/4) vote of the Session.

The three funds currently managed by the Endowment Subcommittee, including policy statements, are as follows:

#### **Mission Endowment Fund**

*Investment Policy* – The Mission Endowment Fund's assets shall be invested into prudent investments consistent with social witness principles adopted by the Presbyterian Church's General Assembly. Based upon the Endowment Subcommittee's ongoing assessment of financial market conditions, the Mission Endowment Fund's assets are diversified accordingly.

*Usage Policy* – Benefits accruing from bequests and gifts to the Mission Endowment Fund shall be used for the stated purposes of enriching and expanding local and global outreach programs and mission of the Church. Benefits from the Fund are not available for other Church programs or operations.

*Withdrawal Policy* – Monies available to be withdrawn annually from the Fund shall be a rate not to exceed 5% of the Mission Endowment Fund's total value as of December 31<sup>st</sup> of the preceding year. The sole exception to this policy would be if the Fund's total worth declines below all donors' combined original gifts.

#### **General Endowment Trust Fund**

In March 2012, Session voted to adopt the Irrevocable Trust Agreement establishing the General Endowment Trust Fund of Fort Hill Presbyterian Church, and executed the legal agreement with a \$100 gift. The document was formalized with official signatures in April 2012.

The General Endowment Trust Fund includes all unspecified gifts, bequests and donations to Fort Hill Presbyterian Church as well as specific gifts to this Trust.

*Investment Policy* – The General Endowment Trust Fund’s assets shall be invested into prudent investments that seek to preserve principal and provide a dependable and reasonable rate of long term investment return consistent with moderate investment risk. Based upon the Trustees’ ongoing assessment of financial market conditions, the General Endowment Trust Fund’s assets are diversified accordingly.

*Usage Policy* – Benefits accruing from bequests and gifts to the General Endowment Trust Fund are not restricted to a particular area of ministry, but shall be used at the discretion of Session, except that such funds shall not be available to or used for the annual budget of the church.

*Withdrawal Policy* – Monies available to be withdrawn annually from the Fund shall be at a rate not to exceed 5% of the General Endowment Trust Fund’s total value as of December 31<sup>st</sup> of the preceding year. The sole exception to this policy would be if the Fund’s total worth declines below all donors’ combined original gifts.

#### **Pansy Duke Scholarship Fund**

*Investment Policy* – The Pansy Duke Scholarship shall be invested into prudent investments that seek to preserve principal and provide a dependable and reasonable rate of long term investment return consistent with moderate to aggressive investment risk. Based upon the Trustees’ ongoing assessment of financial market conditions, the Pansy Duke Scholarship Fund assets are diversified accordingly.

*Usage Policy* – Benefits accruing from bequests and gifts to the Pansy Duke Scholarship Fund shall be used to support those seeking God’s will for their lives, as he/she pursues church-related vocation.

*Withdrawal Policy* – Monies available to be withdrawn annually from the Fund shall be at a rate not to exceed 5% of the Pansy Duke Scholarship Fund’s total value as of December 31<sup>st</sup> of the preceding year. The sole exception to this policy would be if the Fund’s total worth declines below donors’ combined original gifts.

## **MEMBERSHIP MINISTRY**

### ***Statement of Purpose***

The Membership Ministry shall have the general oversight of all potential members and current members of Fort Hill Presbyterian Church. Their task is to:

- Recruit new members into the life of the church family.
- Insure that they are involved into the church in such a way that they feel an integral part.
- Find ways to involve them at all stages of membership in the ministry of the church.
- Seek out those who have dropped to the fringes of involvement and work with the deacons to determine status.

### ***Accountability***

The Ministry will submit a written report to the Session once a year to be included in the Annual Report. The Ministry will make verbal reports to the Session as appropriate

### ***Organization and Membership***

- 1) Elders: Hopefully, the Moderator of Session will be able to assign two active elders, one of which serves as Moderator, the other of which heads one of the Ministry's Committees.
- 2) Members recruited by the elder(s) to serve on the Ministry and its Committees. The leaders of the Committees meet with the Ministry and some of the Committee members as needed.
- 3) Pastor as Ex Officio.

Members of the Ministry of Membership are approved by Session. The Ministry shall meet monthly or as needed. As a group at the beginning of the program year, the Ministry should read this description and make recommendations to the Session as needed.

### ***Areas of Work***

- (1) Recruitment

The role of this Committee is to attract and process new members into the life of the Congregation. They shall advertise the church in the community as appropriate and approved by Session. They shall identify prospective members and work with the Pastor to guide interested people into the church family. This may involve direct contact with visitors as identified by the greeters, the Friendship Pads or personal contacts by members of the church.

The **Friendship Pad** is one way of identifying prospective members of congregation and passing on those names of the congregation who have attended worship. This involves accumulating the information on the pads about prospective members, and passing that onto the Pastor, and Retention leaders.

Develop a **list of newcomers and visitors**, and in conversation with the Pastor, decide the method of approaching and relating to them. Hold a New Member Class with the Pastor(s) on a bi-monthly basis as needed, providing those present with a new member information packet and a tour of the church. Present new members being received to the Session. Assist in introducing them to the Congregation and standing with them.

- (2) New Member Assimilation

See that information about the New Members is distributed to the proper individuals and Committees of the church, particularly the Board of Deacons who assign shepherds. Anything for incorporating members in the church family, such as dinners, calling by various groups (Presbyterian Women, Sunday School, etc.) may be used.

(3) Engage and Involve

Develop a program to engage and involve members in the life of the church.

(4) Retention and Review

The primary purpose of Retention and Review is tending to lost sheep of the FHPC family, those who have moved to the margins of the church and hence become less active and less visible in the church. Retention and Review is to develop strategies (without coercion or embarrassment) to involve or re-involve members in the ministry of FHPC. The Membership Ministry will work with the assigned Deacon and/or Shepherd, but will not have responsibility for their involvement. That rests with the Chair of the Board of Deacons. The Board of Deacons will ask their shepherds to make a personal contact, not mentioning any recognition of their absence.

The secondary task of Retention and Review is to annually review the rolls of the church in an effort to have them accurately reflect the Active Members, including making recommendations to the Session regarding contacting inactive members, encouraging those who have moved away to find a church home and contacting chronically inactive local members regarding their desire to remain on the role of Fort Hill.

## PERSONNEL AND PROGRAM SUPPORT MINISTRY

### ***Statement of Purpose***

The purpose of the Personnel and Program Support Ministry is to deal with all issues pertaining to staff and the support of the staff.

### ***Responsibilities***

This Ministry is responsible for ensuring that the varied programs of the church receive adequate personnel, equipment, and financial resources to accomplish their varied tasks. The PPSM shall have activities in four primary areas:

- 1) Staff Services
- 2) Staff Evaluation
- 3) Communications
- 4) Information Systems

In addition, the Ministry is to advise the Office Administrator in the supervision of staff. The Office Administrator is considered the head of staff and responsible for day to day supervision of the staff. If issues or problems develop, the PPSM will be consulted for the best solution. The PPSM will work with the church staff to fulfill their responsibilities.

### ***Accountability***

The PPSM submits a written report to the session at least once a year, and makes verbal reports to session as needed. The written report to session is included in the Annual Report to the Congregation.

**Organization and Membership**

The membership of the PPSM is to be representative of the congregation as a whole, and is as follows:

- 1) At least two members of the session (one to serve as coordinator),
- 2) At least five members of the congregation at large.

All members of the committee will be approved by the session.

AS A GROUP, the Ministry will be familiar with this description in the Organizational Manual. It should be reviewed each time a new ministry chairman rotates onto the ministry. The Ministry shall recommend changes to this document as appropriate.

The coordinator of the Ministry will call regular meetings as needed, but typically on a monthly basis. The Ministry will make written recommendations on budget items (for all personnel) in conjunction with the Finance Ministry's annual stewardship campaign.

**Personnel and Program Support Ministry Activities**

(1) Staff Services Activities

The PPSM will maintain close communication with the pastor, associate pastors, office administrator, the administrative assistant, and with the coordinators of the other operating committees (Worship, Christian Education, and Finance), especially in terms of annual staff evaluation, salary reviews and hiring of new staff personnel (other than Pastors).

The PPSM is responsible for general personnel policies and for seeing that all church personnel are receiving comparable fringe benefits. These responsibilities are to be shared with the Pastor and with other responsible ministries (Building and Grounds, Christian Education, Congregational Care, Finance and Worship,). PPSM is responsible for working with other ministries that have staff members assigned to them for salary comparisons with comparable jobs in the community, and with other Presbyterian churches of comparable size in the Presbytery. Other comparisons with local industry and university salaries may also be conducted. Salary/benefits guidelines will be provided as needed to other Ministries prior to budget preparation in the fall.

The PPSM is also responsible for maintaining an up-to-date file of job descriptions of all positions at Fort Hill Church, including an annual record of salary and benefits for each position. The PPSM will review job descriptions as needed periodically in consultation with the other responsible ministries.

(2) Staff Evaluation Activities

The PPSM will coordinate with the appropriate ministry an annual evaluation of ALL staff. Annual evaluations should be conducted during the month of October. These evaluations will be conducted by the ministries responsible for each staff member as outlined in the table below

<b>Personnel</b>	<b>Cooperating Ministry</b>
Pastor	Worship
Associate Pastor for Youth & Young Adult Ministry	Youth and Young Adult Ministry

Associate Pastor for University Ministry	University Ministry
Parish Associate for Congregational Care	Deacons
Associate Pastor for Christian Education	Christian Education
Office Administrator	Personnel and Program Support
Administrative Assistant	Personnel and Program Support
Director of Music	Worship/Music Committee
Organist	Worship/Music Committee
Children's Choir Director	Worship/Music Committee
Facilities Caretaker(s)	Buildings & Grounds

(3) Communication Activities

The PPSM is also responsible for working with the oversight ministries listed in the table below to ensure the congregation is being kept informed of the church's activities in various ways.

<b>Product</b>	<b>Frequency</b>	<b>Oversight Ministry</b>
The Window	Monthly	PPSM
Sunday Bulletin	Weekly	Worship
Church Roll	Annually	Clerk of Session
Church Organizational Manual	As Needed	PPSM
Church History	Annually	Presbyterian Women
Student Newsletter	Periodically	Presbyterian Women
FHPC Website	As Needed	PPSM

(4) Information Systems Activities

PPSM is responsible for coordinating the maintenance and support of the computer systems, software, and office machines for FHPC. This support includes the following activities:

- Purchase, installation, and maintenance of computer systems
- Installation of computer software.
- Management of a website for FHPC.
- Oversight of the phone system
- Oversight of the copy printer machines
- Oversight of audio visual equipment

It is the policy of FHPC to respect all computer software copyrights and to adhere to the terms of all software licenses to which the church is a party. The PPSM is charged with the responsibility of enforcing these guidelines as outlined in section VI of this manual.

## PLANNING MINISTRY

### *Statement of Purpose*

The Planning Ministry has the responsibility to maintain focus on the faithfulness to the Vision, Mission, Goals and Objectives of the Session. It also recommends to Session any planning functions needed for the advancement of the ministry of Fort Hill Presbyterian Church.

***Accountability***

The Planning Ministry reports to the Session, as needed and will provide pertinent information annually for inclusion in the Annual Report.

***Membership***

The Planning Ministry shall have one active elder, preferably as its moderator, with recruited members as needed. As it becomes necessary to establish task forces, certain people with expertise will be recruited. All members and task force members are approved by Session.

***Duties***

The Planning Ministry shall continually review the Vision, Mission, Goals and Objectives of the Session. Specifically,

- (1) The Vision, Mission and Goal Statements shall be reviewed every 3 years in order to determine if they need to be re-examined. If so, the Planning Ministry shall recommend a process to Session and execute the process. If it is determined that the new officers need to re-examine them for ownership, it shall be done. Goals may be changed without alteration of the Vision and Mission Statements.
- (2) The Planning Ministry shall lead the Session in establishing Goals and Objectives annually. Each ministry shall develop Goals and Objectives to provide opportunities for congregational fulfillment of the established Vision and Mission.
- (3) The Planning Ministry shall work with the Pastor and staff in planning and conducting the annual Officers/Session retreat.
- (4) The Planning Ministry shall also function as the Long Range Planning Committee for buildings and grounds or appoint a special committee to serve this role. This plan shall be submitted to and approved by Session with periodic updates provided. The Long Range Planning Committee shall seek to know the needs of the Congregation and the availability of major monetary gifts and properties that may be available for building and grounds development.

**UNIVERSITY MINISTRY**

***Statement of Purpose***

"We affirm that the primary purpose of the Presbyterian University Ministry Program at Clemson University is to reach out in Christian love to students, bringing them by word, example, and Christian ministry the good news of God's saving grace through Jesus Christ." (From the Covenant between Fort Hill Church and Foothills Presbytery)

***Responsibilities***

- Help plan and execute University Ministry.

- Prepare an annual budget and, upon approval of the Fort Hill's Session, submit it to the Foothills Presbytery. .
- Submit a report to the Session at least once a year to be included in the Annual Report to the congregation. Verbal reports will be given at monthly Session meetings. Review, evaluate, and report annually on University Ministry and its covenant with Foothills Presbytery. Submit the report and any recommendations to Fort Hill's Session, which takes these items to the Presbytery Council by way of the Equipping the Saints committee. .

### **Membership**

The membership of the team shall be approved by the session, and will consist of:

- At least two members of the Session (one to serve as Moderator),
- The student moderator of the Presbyterian Student Association,
- One student member or affiliate member of Fort Hill Presbyterian Church (nominated by the Associate Pastor for University Ministry),
- At least Two members of Fort Hill Church, from the congregation at large,
- One pastor not associated with Fort Hill Presbyterian Church, appointed by Presbytery's Council,
- One ruling elder, not a member of Fort Hill Presbyterian Church, appointed by Presbytery's Council, and
- The Associate Pastor for University Ministry (non-voting).
- PSA Intern (non-voting)

The members of the University Ministry Team are approved by the session. The team will meet monthly unless its Moderator requests more frequent meetings. Together, the members will review this description once a year. **Activities**

The University Ministry Team shall work with Associate Pastor for University Ministry and PSA Intern to:

- Assist students in integrating their Christian faith and their vocation.
- Provide for quality Christian education in the reformed tradition to Clemson University and Tri-County Technical College students.
- Encourage awareness of and involvement in local and international mission.
- Promote the development of healthful interpersonal relationships.
- Provide pastoral care to students in need.
- Maintain and develop student leadership.
- Promote appreciation and love for scripture through regular Bible study.
- Help foster an ecumenical spirit among students.
- Strive to make Fort Hill Presbyterian Church a "home" church for students.

## WORSHIP MINISTRY

### ***Statement of Purpose***

To provide meaningful worship services for members of Fort Hill Presbyterian Church and for other members of the community.

### ***Responsibilities***

The Worship Ministry is responsible for developing worship policies, planning and coordinating arrangements for all worship services, and for musical life of the church.

### ***Accountability***

The Worship Ministry submits a written report to the session at least once a year, and makes oral reports to session at least once a quarter. The written report to session is published in the Annual Report to the Congregation.

### ***Organization and Membership***

The membership is to be representative of the church as a whole and is as follows:

- 1) Active Elders (one is to serve as Moderator), at least 2
- 2) From the congregation at large, at least 5

The members of the Worship Ministry are approved by the Session. The Ministry will meet monthly, unless the Moderator requests more frequent meetings. AS A GROUP, the Ministry shall read this description in the organizational manual at least once a year.

### ***Activities***

- 1) Worship policies
  - a) Sunday Services
    - i) Needs for supplementary services
    - ii) Advise the session on the Order of Worship
  - b) Weddings
    - i) Review and update policies
    - ii) Oversee Wedding Guild on policy according to reformed tradition
  - c) Funerals
    - i) Review and update policies
    - ii) Use and care of pall
    - iii) Oversight of courtyard interments and appropriate memorial plaques
  - d) Special Seasons and Services

- i) Coordinate and present to session requests for special seasons and services (e.g., Advent, Christmas Eve, Lent, Maundy Thursday, Good Friday, and Thanksgiving)

2) Worship Planning

- a) Plan and present opportunities to develop the order of Worship expressing the Reformed heritage and the congregational needs.
- b) Develop and maintain a list of guest speakers.

3) Physical Arrangements

a) Sanctuary Preparation

- i) Replacement of hymnbooks and Bibles as needed
- ii) Responsibility for:
  - (a) Presence of chalice and paten
  - (b) Presence of offering plates
  - (c) Floral and other sanctuary decorations
  - (d) Pulpit paraments

b) Sacraments

i) Communion

- (a) Designation of individuals to prepare the elements
- (b) Schedule and train servers
- (c) Care of polishing of brass and silver
- (d) Laundering linens

ii) Baptism

- (a) Presence of water in font
- (b) Presence of baptismal handkerchiefs

c) Aids for Worship

- i) Ample supply of hymnbooks, Bibles, and bulletins
- ii) Other needs as they arise, e.g., audio assistance devices

d) Ushering

- i) Appoint usher coordinator
- ii) Provide ushers for Sunday morning service
- iii) Provide valet parking at Sunday morning service as needed
- iv) Provide users for special services

- 4) Music
  - a) Advise the session on appointment of music personnel
  - b) Coordinate participation at music conferences
  - c) Receive applications for instrument use
  - d) Plan and supervise special music programs
  - e) Maintain organ and other musical instruments
  - f) Plan for acquisition and upkeep of musical instruments
- 5) Audio Support
  - a) Plan for and purchase equipment and monitor equipment use
  - b) Revise policy on use when applicable
  - c) Train and coordinate sound system technicians

#### MINISTRY STAFFING REQUIREMENTS

<b>Ministry</b>	<b>Session</b>	<b>Congregation</b>	
Building & Grounds	2	3 to 5	
Christian Action	2	3 to 5	
Christian Education	2	3 to 5	
Congregation Fellowship	2	3 to 5	
Finance	2	3 to 5	
Membership	2	3 to 5	
Personnel & Program Support	2	3 to 5	
Planning	1	3 to 5	
University Ministry	2	3 to 5	
Youth & Young Adults	2	3 to 5	
Worship	2	3 to 5	
<b>Total</b>	<b>19</b>	<b>30 to 50</b>	

#### DUTIES WHICH ARE COMMON TO ALL MINISTRIES

- 1) Submittal of written annual report to session for inclusion in the Annual Report to the Congregation.
- 2) Reading their respective ministry's responsibilities as a group at least once a year.

## V. BOARD OF DEACONS

In order to carry out the purpose of the Board of Deacons as described previously, the following list of activities is provided as examples to be fulfilled by the deacons.

- **Circles of Care:** Through Circles of Care, organized by neighborhoods, help all of our church members feel connected to the life and ministries of FHPC. Have close contact with the members of the group to know their joys and concerns and lend support. Organize a social function annually for the entire group to help bring the Circle of Care members closer together. Recruit shepherds to assist, as needed.
- **Mini-courses or events:** Planning and hosting, programs covering topics designated as concerns of the Diaconate.

**Ministry of Compassion:** acts of kindness and support in times of grief, illness, seclusion or particular need

- 1) **Food for Special Needs:** Providing nourishment for an individual or family in a loving and caring manner, in times of crisis, hospitalization or death in the family. This can be coordinated with Presbyterian Women or Sunday School classes and other church groups. Includes the coordination of the Bereavement Meal Ministry of our church.
- 2) **Flowers in the sanctuary during worship service:** Delivering to shut-ins or special people if the donors do not want to take the flowers themselves.
- 3) **Prayer Shawls:** Liaison with the Prayer Shawl Ministry of our church to help identify individuals going through difficult times, transition periods or joyful times and coordinate delivery of shawls as a tangible reminder to the recipient that they are covered in God's love through prayer, comfort and compassion.
- 4) **Receptions:** Hosting special receptions such as, a 95th birthday celebration for members, honoring new or departing staff members or honoring special guests. Assisting with Funeral Receptions when requested by the presiding Funeral Reception Coordinator.

**Ministry of Witness:** engagement as the Body of Christ with birth, baptism, the Lord's Supper, and prayer

- 1) **Homebound Communion:** Extend the Lord's Table, serving the sacrament of Holy Communion to members who are shut-in or unable to attend worship regularly due to health constraints.
- 2) **Support for new babies and their families:** Delivering monogrammed cloths and cradle crosses to greet new babies; providing support and prayer during this joyous and exciting time.
- 3) **Membership/Assimilation:** Liaison with Membership Ministry of Session to welcome and assimilate new members into the life of the Church; and help keep membership rolls current.

**Ministry of Service:** support for wellness and participation in the life of the faith community

- 1) **Blood Drives:** Scheduling, advertising and running at least two blood drives a year, preferably in the spring and fall, coordinating the events with The Blood Connection, and recruiting volunteers to serve as hosts during these blood drives.

- 2) Transportation: Serving those in our congregation who are in times of transition or challenge by offering transportation to and from worship services and also meet other transportation needs resulting from health and mobility challenges. Coordinate the driver schedule on Sunday mornings and coordinate the volunteers for individual needs of our members.
- 3) Automatic External Defibrillators (AEDs) and Cardio-Pulmonary Resuscitation (CPR) Training: Overseeing the use and maintenance of the church's three AED units by working with a physician and the facilities manager to keep batteries and defibrillator pads up to date, and by scheduling yearly CPR/AED training classes and placing in the church office a current list of those who are CPR/AED certified.
- 4) First Aid: Maintaining and updating the First Aid kits as needed.
- 5) Temporary Medical Equipment: Overseeing the use of medical equipment such as wheelchairs and walkers, which the church has for loaning to those in need, and maintaining a logbook for the checkout and return of such equipment.

## VI. JOB DESCRIPTIONS

### PASTOR AND HEAD OF STAFF

Job descriptions often consist of a laundry list of activities or vague categories. Such a list does not usually serve well for dynamic leadership. However, clarity of job expectations is essential to good performance. It is also essential for appropriate evaluation and accountability. No one can be evaluated on work expectations that have not been made clear, whether she/he be a Pastor, Elder, Deacon, Educator, Office Administrator, Administrative Assistant, Volunteer, or Facilities Caretaker. Rather than compose such a laundry list, we propose to identify the several **Roles** involved in a job with the **Responsibilities** involved in these Roles. Particularly important then are the **Results** (Outcomes, Goals, or Objectives) that are planned to complete a particular Role in a given timeframe. It is sometimes helpful to clarify the **Relationships** that support the several Roles and to identify the **Rules** (Guidelines or Principles) that inform the implementation of the **Role Responsibilities**. Further, help is available through a list of **Resources** brought or provided as needed. Finally, there needs to be clarification of whom and how **Reports** are provided in each **Role**. Hopefully, this format will assist in organizing work and focusing energy and resources on what is most important, with outcomes in mind.

As Pastor - Head of Staff there are a number of **Roles**. Some of these are: Worship Leader, Head of Staff, Leader - Manager, Personal Caregiver and Growth Sustainer. Others may be added as needed. Some basic questions which underlie these roles are:

- How do we equip and prepare others for ministry and discipleship?
- How do we go forth to witness in the world?
- How do we steward, care for, utilize people and physical resources?

#### ***Responsibilities***

- Schedule regular meetings with church staff, pastoral and support staff
- Lead with Vision and encourage others to do the same

- Help staff sustain and find common energy in working together
- Enable setting and achieving goals
- Assist and support focus on FHPC Mission
- Support team-building within church staff
- Clarify expectations
- Provide resources as needed
- Give and receive “useful” feedback
- Help assess Ministry outcomes
- Practice and teach good communication skills
- Develop an open climate of grace and truth in relationships
- Counsel staff regarding work issues; refer regarding personal issues
- Assist FHPC in linking our Mission to the larger Body of Christ
- Celebrate diversity of gifts, experiences, skills, and energy in the Church
- Articulate a clear Vision for ministry
- Interpret and lead change
- Manage conflict and anxiety
- Assist in developing leadership in FHPC Boards and Ministries
- Assist in developing a sense of community within FHPC
- Seek justice and compassion in outreach, partnerships, and within FHPC
- Assist in developing healthy norms and processes for communication, planning, problem solving, and decision making

### ***Relationships***

- FHPC Pastoral Staff and Program Support Staff
- Session and Diaconate
- Participate in meetings of Worship, Membership, P & PS, and Planning, on an as-needed basis. The 'need' can arise in either direction, theirs or yours.
- Members of Congregation and Volunteers

### ***Results***

- Church Goals will be met and the Mission of FHPC will be advanced.
- Church staff members, pastoral and program support, will grow in competence, commitment, confidence, and sense of call.
- Church members and staff will work together to build up the Body of Christ.
- Congregation and staff will enable the FHPC Mission.
- Conflict, should it arise, will be accepted as a challenge and opportunity for creative growth.
- Similarly, anxiety will be assuaged as a catalyst for healthy change.

### ***Rules***

- “I am the only one that I can change.”
- Leaders project light or shadow on any organization.
- Be soft on people and hard on problems.
- I have more power as I empower others.

- FHPC is Christ's church.
- God works in spite of us as well as through us.
- Operational norms are set by members of any unit.
- Keep grounded in vision, call, and personal mission.
- Each person is a child of God.
- Work together to achieve outcomes.
- Keep channels of communication open and be prayerful together.
- Continue learning and improving operational processes.

***Resources***

- Pastors in the community and Presbytery (Beth Templeton in Greenville is Laura's Partner as a new member of Presbytery. She led United Ministries as the Exec for years.)
- Develop a relationship with a "Ministry Coach" to develop skills and for support.
- Schedule "Sabbath" time for personal faith renewal regularly along with study leave.

***Reporting***

- Annual Report to Congregation
- Annual Report to Presbytery; with assistance of Clerk of Session
- Personnel and Program Support Ministry; when requested

**ASSOCIATE PASTOR FOR DISCIPLESHIP**

***Major Responsibilities***

**Education-** Work with the Christian Education Ministry to enhance our adult education programs; provide overall supervision for the Ministry of Education. Coordinate with the Associate Pastor for Youth and Mission and Coordinator of Children's Ministry. Involve our members into small groups that will nurture and support them.

**Congregational Care-** Inspire, support, and guide our Board of Deacons who provide congregational care, through witness, sympathy, and love. Deacons have responsibility for Circles of Care, neighborhood groups of our congregation.

**Pastoral Care-** Be the primary coordinator of pastoral care. Work with other pastors to provide pastoral care, including rotating on call weeks for hospital and other visitation.

**Involvement-** Assist in identifying our spiritual gifts and provide us opportunities to channel them into meaningful service. Assist Membership Ministry in assimilating our new members into Circles of Care, study, and service.

**Fellowship-** Work with the Fellowship Ministry of the Congregation to develop and facilitate fellowship opportunities, including church-wide gatherings, programs, and annual retreats.

**Pastor-** Assist pastors with worship services throughout the year and be responsible for preaching as required; be available for weddings and funerals. The Associate Pastor will work under direction of and in close relationship with the Pastor, who is the head of staff.

### **Relationships**

- Relates as staff liaison to Christian Education, Fellowship and the Board of Deacons
- Supervises the Children's Ministry Coordinator
- Session, staff, and disciples of Fort Hill church
- Active Member of Foothills Presbytery

### **Characteristics and Qualifications:**

- A mature faith in Jesus Christ and a commitment to personal discipleship and the ministry of the church
- A solid Biblical and theological foundation in the Reformed tradition
- Personal integrity, kindness, humility, and a good sense of humor
- A desire to nurture and participate in the life of an authentic Christian community
- The ability to equip, inspire and encourage people to develop their spiritual gifts and dedicate them to the work of Jesus Christ
- Masters of Divinity
- Ordained or a current candidate to be ordained in the PC (USA)
- Administrative and organizational skills
- Strong oral and written communication skills
- The ability to work cooperatively with staff
- The ability to work with a committed lay leadership

## **ASSOCIATE PASTOR FOR UNIVERSITY MINISTRY**

### **Major Responsibilities:**

A covenant agreement between Fort Hill Presbyterian Church and the Foothills Presbytery specifies the support and oversight of the Associate Pastor for University Ministry (APUM). The APUM is to serve as a full-time pastor, primarily to the students at Clemson University, but also to the larger Clemson community, reaching out in Christian love and bringing by word and example the good news of God's saving grace through Jesus Christ. The APUM is to serve as a member of staff of Fort Hill, responsible to the Pastor. The APUM and the University Ministry Team of Session shall plan and execute the UM Program on a continuing basis, shall propose and recommend an annual budget to the Session of Fort Hill and to the Foothills Presbytery, shall make an annual review of the UM Program, and shall submit an annual report to the Session and the Presbytery Council.

- Coach and equip students to discover and use their individual talents for discipleship
- Provide guidance, encouragement, pastoral presence in responding to the needs of students
- Foster and sustain a welcoming, exciting, and supportive community for students to lean on during their academic development
- Plan and administer regular programs of worship, study, fellowship and mission
- Coordinate activities at the Presbyterian Center facility
- Supervise the work of the Intern for Campus Ministry
- Make University Ministry visible to the Foothills Presbytery and its member churches
- Provide a ministry to the greater University community

**Relationships:**

- Relates as staff liaison to University Ministry Team of Fort Hill church
- Session, staff, and disciples of Fort Hill church
- Active Member of Foothills Presbytery and related congregations
- Clemson University Campus Ministers Association

**Characteristics and qualifications:**

- Relate to college students as adults
- Keep a flexible schedule that responds to student needs
- Personal integrity, kindness, humility, and a good sense of humor
- Teach, challenge, question and support students
- Assist PSA leadership in setting goals and planning programs
- Communicate with college students, Fort Hill congregation and Presbytery
- Practice personal discipleship with commitment to ministry and a mature faith in Jesus Christ.
- Possess a solid Biblical and theological foundation in the Reformed tradition
- Maintain personal integrity, kindness, humility and a good sense of humor
- Utilize administrative and organizational skills
- Work cooperatively with staff and committed lay leaders
- Serve with passion, energy, imagination and love
- Master of Divinity
- Ordained or a current candidate to be ordained in the PC (USA)

## CAMPUS MINISTRY INTERN

### *Purpose*

The purpose of the University Ministry Intern is to share with (and under the supervision of) the Associate Pastor for University Ministry the responsibilities of campus ministry of the Presbyterian Student Association (PSA) of Clemson University.

This paid internship offers the individual an opportunity to explore and experience the challenges and joys of ministry as a means of discerning a possible call to future service in Christ's church. The intern will be encouraged to practice healthy self-care, such as devoting time to Sabbath rest and personal spiritual practices.

The University Ministry Intern:

- Serves as staff of Fort Hill Presbyterian Church and works an average of 40 hours per week. While this position is primarily for University Ministry, it will also include a relationship and work with the pastoral staff of Fort Hill in the overall life, ministry, and mission of the congregation.
- Provides mentoring and guidance as necessary to the students involved in PSA. The Intern works especially with first-year students to provide them with a safe and nurturing community, a point of welcome and connection.
- Works with the Associate Pastor in areas of administration, program development, trip planning, and communication. The Intern plans and leads at least one Sunday night program per semester.

- Serves in worship leadership or other forms of ministry at Fort Hill; availability and responsibilities to be coordinated according to the intern's gifts and the needs of the church.

Primary Responsibilities:

- Report to the University Ministry Team (a committee of Fort Hill's Session) and attend its monthly meetings
- Attend weekly Fort Hill staff meetings
- Encourage and empower the work of the PSA Council (the student leadership team)
- Assist the Fundraising Chair of the PSA Council with fundraising events, such as parking for football games at the PSA Center
- Work with the Associate Pastor to keep students, church members, and alumni informed through social media and other communications
- Produce the weekly edition of the Corner (the weekly update of PSA events)
- Assist students in creating publicity materials
- Meet regularly with the Associate Pastor for planning and coordination of weekly events
- Assist with planning and leading Fall Retreat, Montreat College Conference, Spring Mission Trip, and Beach Week
- Serve as a resource and participant in weekly programs
- Meet with students individually or in small groups as needed, paying particular attention to the needs of first-year students
- Coordinate PSA Sunday night meals

A college degree is required

Dates: July 15 – May 15

Compensation: \$1000 monthly stipend

Fort Hill plans to provide housing for the intern

FICA – Fort Hill pays one half

Vacation: Six paid days (two Sundays), two weeks off at Christmas break, one Sunday morning away per month

- Will practice a day of prayer and have a personal retreat.

## ASSOCIATE PASTOR WITH YOUTH AND MISSIONS MINISTRIES

### Major Responsibilities:

- Work with the Youth Ministry Team to strengthen Fort Hill's youth ministry program
- Build a year round, weekly youth program for fellowship, spiritual formation, discipleship, and Christian community
- Plan, coordinate, and evaluate Sunday evening youth programs, Sunday School, and Confirmation Classes
- Provide for programming that considers the safety and well-being of youth
- Equip the Youth Ministry Team and advisors with skills for leadership and understanding the faith development among youth
- Build relationships of integrity with youth that become the basis of involving youth in peer ministry
- Develop relationships and maintain regular communication with parents of all youth, the advisors, and other stakeholders
- Be approachable to youth
- Teach the Christian faith by leading youth in times of worship, prayer, and Scripture
- Lead visioning process and planning for Christian Action Ministry
- Advocate for youth and mission, connecting all generations
- Interface with local non-profits and research mission opportunities for the church
- Serve as "on call" pastor in regular rotation with other pastoral staff
- Lead in worship and preach occasionally, especially during times related to youth or mission

### Relationships

- Relates as staff liaison to Christian Action Ministry, Youth Ministry Team, and Christian Education and related entities.
- Session, staff, and disciples of Fort Hill Church
- Active Member of Foothills Presbytery and area Youth Leaders

### Qualifications and Characteristics:

- Mature faith in Jesus Christ and a commitment to lead our youth
- Strong biblical and theological foundation in the Reformed tradition
- Capacity to lead and inspire advisors, mission teams, and youth
- Personal integrity, kindness, humility, and a good sense of humor
- Ability to equip young people to develop and use their spiritual gifts
- Passion to challenge youth to work for Jesus Christ in their everyday lives
- Desire to nurture and participate in the wider church community
- Personal integrity, energy, a sense of humor, kindness, and humility
- Knowledge to communicate with youth and parents via social media and other resources
- Desire to work cooperatively with church staff and lay leadership
- Strong administrative and organizational skills
- Master of Divinity
- Ordained or a current candidate to be ordained in the PC (USA)

## OFFICE ADMINISTRATOR

### ***Job Requirements***

- Have an Accounting degree or equivalent experience.
- Demonstrated knowledge and experience with Quick Books or equivalent accounting software.
- Possess excellent computer, word processing, and database skills.
- Working knowledge of church related computer database software, such as Power Church.
- Detail oriented and demonstrated organizational skills.
- Experience making business decisions and acting upon them accordingly.
- Demonstrated management skills.

### ***Job Responsibilities:***

#### Staff Oversight duties

- Provide general oversight of the administrative assistant and Facilities Caretaker(s).
- Maintain records of hours worked, vacation hours, sick leave hours for support staff.
- Coordinate Facilities Caretaker schedules and job assignments.
- Process and maintain payroll and pension records.
- Work with the P&PS ministry (for administrative assistant) and with the B&G ministry (for the Facilities Caretaker and assistant Facilities Caretaker) on work quality issues and yearly compensation recommendations.
- Recruit temporary staff when needed.
- Oversee the coordination of the use of FHOOG volunteers to staff the church office.

#### Computer duties

- Serve as the computer system administrator.
- Work with church staff and P&PS ministry members on computer needs and issues.
- Interface with the church website administrator to assure that information is current.
- Maintain backup of the church's data base and financial records.

#### Financial duties (Review all duties discussed under Finance Ministry also.)

- Oversee the fiscal program of the church and its non-endowment investments.
- Assist with the development of the yearly budget
- Develop financial records, monthly reports, quarterly reports, and annual reports for the Finance Ministry, the Treasurer and other Ministries of the church as needed.
- Timely processing of all invoices / expenditures (authorized by Session and Ministry chairs).
- Input all financial data including payroll records, checks, and bank deposits.
- Coordinate with the church Treasurer the signing of all checks.
- Prepare all government oversight reports, such as 940s, 941s, 1099s, etc.
- Provide staff support for annual financial stewardship campaign.
- Review with staff the current vendor practices and purchasing procedures, while maintaining authority for overseeing all purchases.
- Assist the Treasurer with the annual financial review.

- Provide staff support to the Finance Ministry.
- Assist the trustees in overseeing the church's insurance program, making sure that coverage is adequate.
- Responsible for overseeing the church's administration of Trust Funds, Wills, and Bequests in coordination with the Endowment Committee and the Memorials and Gifts Committee.

#### Facilities Coordination duties

- Oversee coordination and management of the use of the church's facilities by church groups and outside groups.
- Oversee coordination and management of accurate schedule of the facilities and their usage.
- Work with the B&G ministry on procedures and policies for the use of facilities.
- Work with the Columbarium and Courtyard Interments Committee to coordinate operations and maintain the necessary records. Old Stone Church Cemetery is under the Old Stone Church Commission's authority. We only act on behalf of the Commission when requested.
- Oversee church bus and van operation and maintenance with coordination of the Personnel and Program Support Ministry and the Building and Grounds Ministry.

#### General

- Demonstrate an active concern for the Church and a desire to grow professionally.
- Maintain strict confidence regarding financial, personnel, and other church matters.
- Seek flexibility in working with church staff and elected leaders.
- Develop and maintain a positive working relationship with the church staff, Finance Ministry, Treasurer, and church members.
- Responsible to the Pastor and through him/her to the Finance Ministry in addition to the P&PS Ministry of Session.
- Assist with preparation of annual statistical reports, such as the Clerk of Session report for Presbytery and General Assembly.
- Maintain records for the church's memorial program.

## ADMINISTRATIVE ASSISTANT

### *Job Requirements*

- Excellent communication and customer service skills
- Proficient knowledge of Microsoft Office (especially Word, Publisher, and Excel). Experience with page layout, i.e. newsletters, flyers, etc.
- Experience with database management software (prior experience with ACS church management software would be helpful)
- Experience in calendar scheduling

### *Job Responsibilities*

#### Communication and Normal Office Operation:

- Serve as first point of contact for church office. Provide assistance to visitors and congregation members as needed. Responsible for making sure telephone is answered and that messages and information is relayed to pastors and staff in a timely manner.
- Responsible for relaying communication between staff and congregation. Relay information to Elders, Deacons, and/or members at the request of the Pastors.
- Regular office hours between 8:30 am to 4:30 pm five days per week are required to maintain both normal office function and communication with external and internal constituents.
- Responsible for maintaining the common areas (i.e. copier room, conference room, etc.) in a neat and orderly fashion. Also responsible for keeping administrative assistant office in a neat and orderly manner so that staff may be able to find necessary items in the administrative assistant's absence.

#### Document Preparation and Distribution:

- Prepare and print the Sunday bulletin and inserts, and other bulletins as needed (special services, funerals, weddings, etc.).
- Prepare and print the monthly newsletter. Coordinate the newsletter mailing preparation (label, fold, seal, and prepare for bulk mail) with volunteer help.
- Prepare and print various ministry reports on an annual basis, i.e. Annual Report, Officer Election Information and Ballots, Circles of Care lists for distribution to Deacons and Pastors, etc.
- Edit bulletin announcements, newsletter articles, and reports submitted by church members.
- Copy and mail sermons and bulletins to pastor's list weekly.
- Send reminders as requested: nursery workers, ministry meetings, etc.
- Prepare and send acknowledgements for memorial gifts.
- Prepare documents, mailing labels, and database reports for staff members and ministry chairs as needed.

#### Church Membership Database and Church Calendar Management:

- Management of church membership database. Add, delete, and update member information as needed. Provide database custom reports for staff and ministries as requested.

- Work with Clerk of Session and Pastor regarding membership roll maintenance. Provide administrative support to Clerk of Session in preparing new member letters of transfer requests, etc. Send any membership-related originals to Clerk of Session for permanent records.
- Prepare Certificates of Baptism, Ordination, etc.
- Responsible for all church calendar management, including master church facility use calendar (including church programs, outside groups, and weddings), bus usage calendar, staff schedule and vacation calendar, and Old Stone Church calendar.
- Publish event information in weekly bulletin and updated monthly calendar in monthly newsletter and on staff bulletin board. Prepare and maintain online calendars in ACS Facility Scheduler software system.
- Coordinate facility and resource use scheduling, including bus usage, with staff, ministries, and outside groups. Contact bus drivers when bus is not available for Sunday use.
- Schedule weddings and events at Old Stone Church. Notify Wedding Guild when all weddings (either Fort Hill or Old Stone Church) are scheduled.
- Review all calendars and work assignments with Office Administrator on weekly basis.

Volunteer Office Work Coordination:

- Responsible for recruiting, scheduling, and training FHOG office volunteers. Provide necessary support and guidance to all office volunteers.
- Recruit extra office volunteers for special projects as needed, i.e. large mailings, etc.
- Answer phones when there is no FHOG volunteer as well as provide phone back up at all times.

Staff Relationships:

- The Administrative Assistant reports to the Office Administrator and is also responsible to the Pastoral Staff and the Personnel & Program Support (P&PS) Ministry.
- The Office Administrator and the P&PS Ministry will review the Administrative Assistant's job description and performance annually. The P&PS Ministry will recommend salary changes to the Finance Ministry and Session annually based on this review.

The nature of this position is such that it requires the employee to work on-site at the church during normal work hours. Further, the nature of the position is such that other occasional duties and responsibilities will arise and some may no longer apply. Should these become a regular addition to the Administrative Assistant's job responsibilities, or no longer be part of the job, they will be added to or deleted from the job description at the annual performance review.

## DIRECTOR OF MUSIC

### ***Roles***

As Director of Music there are a number of Roles. Some of these are listed below. Others may be added as needed. Some basic questions which underlie these roles are:

- How do we lead members of all ages within the congregation in the celebration of Christ through music-making?
- How do we enhance and celebrate our relationship with God through music?
- How do we steward, care for, utilize people who serve the Church in music programs?

The Music Director should lead in the development of a comprehensive music program which serves the overall congregation by:

- Fostering the growth of understanding of the Christian faith and music's role in that faith journey.
- Enhancing and celebrating their relationship with God.
- Developing basic music skills so that they may participate in the celebration of Christ through music.
- To promote the spiritual life of the congregation and its members through music ministry.
- Provide support and be an advocate for all assistant directors of musical groups within the church and to help coordinate efforts and encourage teamwork and mutual support among them and between them and the program staff and the Music Committee.
- To aid the Worship Committee and the Music Committee by helping to establish music goals and objectives, manage use of the music and sound facilities, plan an appropriate budget, and evaluate progress of the overall music program regularly.

These terms will be reviewed annually and revised if necessary, after consultation between the Director of Music and the Worship Committee.

## ORGANIST

### ***Basic Responsibilities***

- The Organist serves as accompanist for the choirs, soloists and other musicians and provides service music for scheduled worship and special services.
- The Organist is directly responsible first to the Session through the Worship Committee, second to the Director of Music as it relates to work with the choirs and third to the
- Minister in relation to the other parts of the worship service and as a staff member.

### ***Specific Duties***

- Prepare, in cooperation/consultation with Minister and Director of Music, the prelude, offertory, postlude and other music in such a way that it is an integral part of the worship service.

- Meet with choirs, soloists and other musicians for rehearsals on a regular schedule and for warm-up before service.
- Provide music for weddings and funerals or arrange for a qualified substitute (to be cleared with the Worship Committee.) Fee should be negotiated directly with the party involved, but in line with what is customary in area churches.
- Be responsible for the proper maintenance of pipe organ, pianos, and the music library.
- Arrange for own replacement during vacations or other absence. (Payment of substitutes to be handled in the manner described in Appendix 1 of Director of Music section.)
- Serve as ex-officio member of the Worship Committee / Music Committee.

***Salary and benefits***

- Annual compensation determined by Session – to be reviewed annually.
- Basic annual compensation is payable on a monthly basis.
- Three weeks paid vacation per year plus three paid sick days.

***Appendix 1 – Substitute Organist***

The Session will compensate qualified substituting Organists as follows:

- Music for one worship service and Chancel Choir Rehearsal - \$ --
- The compensation from the Session will be paid for the three vacation weeks and for any sick days (up to 3) from budget funds. Any additional substituting will be paid by the Session as above; however, the compensation will be deducted from the regular pay of the Organist.

These terms will be reviewed annually, and revised if necessary, after consultation between the Organist and the Worship Committee.

## FACILITIES CARETAKER FACILITIES CARETAKER

**REPORTS TO:** Office Administrator

**GENERAL SUMMARY OF THE POSITION:**

The Facilities Caretaker will be a full-time employee capable of performing custodial, grounds keeping, and maintenance tasks preferably in a church setting. An understanding of standard requirements and safety practices relevant to this area of employment in light maintenance, plumbing, electrical, carpentry, and floor maintenance is a must.

**DUTIES AND RESPONSIBILITIES:**

- Cleaning, setting-up, grounds keeping, and general maintenance and repair of the church facilities and grounds.
- Overall security of the church buildings, property, and grounds. During the week the Facilities Caretaker will unlock designated doors in the mornings and lock-up the church buildings at the end of the day.
- Cleaning and maintaining the Sanctuary, Tartan Hall, the Administration Building, the Education Building, Bethlehem Hall and classrooms, the Youth Room, and the PSA Student Center to include rooms, hallways, lobbies, restrooms in all buildings, and stairways; sweeping, mopping, stripping, buffing, waxing, and polishing tile and linoleum floors; vacuuming, spot treating, and cleaning carpeted floors and upholstered furniture; dusting furniture and fixtures and disposing of trash, recycling, and waste.
- Grounds Maintenance: Keep entrances, walkways, courtyard, and grounds free of debris, leaves and weeds, watering grass and shrubbery when needed. Monitor walkways and entrances for ice in winter, applying ice melt as needed.
- Set-up tables, chairs, sound and audio/visual equipment for meetings, events, and meals to support the programs of the church. Follow verbal and written instructions and monitor master calendar of the church to prevent conflicts and errors.
- Ensure that adequate maintenance supplies, paper goods, and chemicals are on hand to perform duties. Communicate with Office Administrator about needs and assist with purchasing.
- Make sure all heating and air-conditioning systems are operating properly by monitoring thermostats, and temperatures. Air handler filters will be changed according to schedule for preventive purposes. Heating and air-conditioning will be set appropriately by the Facilities Caretaker so air temperatures are comfortable for scheduled events.
- Be familiar with entire church facility and grounds to include locations of telephone system and wiring, electrical breaker boxes, all mechanical rooms and their contents, sound system equipment, electric and water meters. Do a visual check of the three (3) AED units daily and

report any unit with an improper display or noise.

- Do general maintenance and repair functions notifying Office Administrator when more expertise is needed. This will include simple plumbing, changing light bulbs, HVAC resets, reprogramming light timers, etc.
- Know which vendors we use for repair work and assist Office Administrator with service calls.
- Provide service for all rehearsals, weddings and receptions held at Fort Hill by working closely with the Wedding Guild. Provide service for all funerals and memorials held at Fort Hill by working closely with the Funeral Guild. The Facilities Caretaker will know and follow church wedding and funeral policies.
- Stay in close communication with the church office and day school office by cell phone to ensure quick response to needs and emergencies.
- Attend regular staff meetings.
- Train new custodial employees in the performance of their duties.

#### EXPERIENCE REQUIREMENTS:

An understanding of standard requirements and safety practices relevant to this area of employment in light maintenance, plumbing, electrical, carpentry, and floor maintenance is a must. Skill in the use of cleaning equipment, power tools, and lawn equipment is necessary, also, knowledge of janitorial products. The ability to prioritize and plan to make optimal use of time, personnel, materials, and equipment is essential. This person must be able to follow instruction and must be able to lift, carry, unfold and climb a ladder. This position requires walking, climbing, bending, reaching, kneeling, squatting, stooping, crawling and lifting.

#### COMMUNICATION SKILLS:

- Excellent oral and written communication skills required.
- Demonstrates effectiveness in getting work done through others, motivating, influencing and inspiring trust and loyalty.
- Builds and maintains effective, productive work teams that successfully meet FHPC ministry priorities.
- Demonstrated skills in navigating and facilitating complex systems.
- Seeks to understand through developed listening skills.

## VII. POLICY STATEMENTS OF THE SESSION

### COLUMBARIUM AND COURTYARD INTERMENT COMMITTEE

#### ***Rules and Regulations relating to the Church Columbarium***

- 1) The Columbarium is available for the cremated remains of members of the church, their spouses, minor children and any others who might apply and be approved by the Session of Fort Hill Presbyterian Church. The clergy of Fort Hill will inter no ashes without a committal service or prayer.
- 2) A Columbarium niche (s) may be reserved by the payment of \$1000 to the Courtyard/ Columbarium Fund of Fort Hill Presbyterian Church.
- 3) Upon the use of the niche a brass plaque will be attached to the front of the niche with the name of the person interred with the date of birth and date of death. The estate of the person interred will pay the cost of this plaque. All of the plaques will be uniform in size and style.
- 4) No more than two containers may be placed in any niche. No more than the ashes of two persons may be placed in any niche.
- 5) Flowers, decorations or other similar adornments may not be placed on or near the Columbarium location except as deemed appropriate by the Pastor of the Church and the Columbarium Committee to recognize general Church events.
- 6) Fort Hill Presbyterian Church will endeavor to protect the ashes placed in the Columbarium but it assumes no responsibility with respect to such ashes other than to afford them such protection as it affords its own property. Such ashes and the receptacles in which they are placed are not covered by the Church's insurance.
- 7) Removal of ashes may be done by permission of the Columbarium Committee upon application by proper members of a family. In the event ashes are removed to be located elsewhere, no refund of monies paid will be made.
- 8) The "Certificate of Right to Inter" and "Use-Authorization" of a Columbarium niche may not be transferred from the person to whom it is assigned to any other person, except by the authority of the Columbarium Committee.
- 9) The decedent's executor or heirs, through the chairman of the Columbarium Committee or the Pastor of the Church, may make prior to death, or after death reservation of a Columbarium niche (s).
- 10) The Columbarium Committee is a continuing committee composed of three members appointed by the Session of Fort Hill Church. The terms of these members will be set by the Session.
- 11) The use of the Columbarium, and all terms, conditions, rules and regulations relating thereto, is subject to the determination and control of the Session of Fort Hill Church. The Session reserves the right without notice from time to time to make, amend and repeal such terms, conditions, rules and regulations, whether now in effect or hereafter made or established shall be binding upon each and

every person for whom a Columbarium niche has been or hereafter is reserved and his or her heirs, and administrators.

- 12) All right and interest in any niche (s) shall revert to the Church if any such niche (s) has not been used for interment following the death of all parties named in the use authorization. Death of a party shall be presumed by the Church cannot establish survival after reasonable effort has been made by the Columbarium Committee to determine survival.
- 13) If after purchasing a Columbarium niche, circumstances were such that the niche was no longer desired, ownership would revert to Fort Hill Church. Upon approval of the Columbarium Committee that part of the payment considered the purchase price will be returned to the purchaser.
- 14) Fort Hill Presbyterian Church reserves the right to relocate the Columbarium to any other location within the property of the Church in the event future events require this move.

***COLUMBARIUM INTERMENT RIGHTS.***

Fort Hill Presbyterian Church, Clemson, S.C. acknowledges receipt of ONE THOUSAND DOLLARS (\$1,000.00) FROM (individual or couple) FOR THE RESERVATION

OF NICHE NUMBER XX in the columbarium at Fort Hill Presbyterian Church. The use of this niche is subject to the conditions and rules as established by the Session of the Church and any amendments to those rules that are made in the future.

Fort Hill Presbyterian Church

By CHAIRMAN, BOARD OF TRUSTEES

DATED

Fort Hill Presbyterian Church

## COMPUTER SOFTWARE POLICY AND PROCEDURES

***Purpose***

Fort Hill Presbyterian licenses the use of computer software from a variety of vendors. The software developer normally copyrights software. Unless expressly authorized to do so, Fort Hill Presbyterian Church (FHPC) may not make copies of the software except for backup or archival purposes. The purpose of this policy is to prevent copyright infringement and to protect the integrity of the Church's computer environment from viruses.

***Policy and Procedures Guidelines***

***Information Systems Committee***

It is the policy of FHPC to respect all computer software copyrights and to adhere to the terms of all software licenses to which the church is a party. The Information Systems Committee (ISC) is charged with the responsibility of enforcing these guidelines.

FHPC employees may not duplicate any licensed software or related documentation for use either on church premises or elsewhere unless FHPC is expressly authorized to do so by agreement with the licensor. Unauthorized duplication of software may subject employees and/or the church to both civil and criminal penalties under the United States Copyright Act.

Employees may not give church-owned/registered computer software to any other employee or any church-owned/registered software to non-employees including elders, students, or others. FHPC employees may use church-owned/registered software on local area networks or on multiple machines only in accordance with applicable license agreements.

#### *Needs Assessment/Internal Controls Analysis*

Software purchasing decisions will be assessed like any other church investment. A staff member, or committee identifies a need for which software could be a solution. The need is communicated to ISC to determine which product(s) would best address the needs of the church. This analysis will ensure wise decision making and good long-range planning.

#### *Purchase Approval*

To purchase software, employees must obtain the appropriate approval for an expenditure of funds. The approval is then communicated to the ISC for purchase. The ISC will then follow established church procedures for the acquisition of church assets.

#### *Budget*

As with all other expenses, computer hardware, software, and training must be budgeted as well as the resources necessary for technical assistance and maintenance of equipment. All such purchases will be charged to the appropriate department's budget.

#### *Acquisition of Software*

All software acquired by FHPC must be purchased through the ISC. Software may not be purchased directly by employee through credit cards, petty cash, or other funds specifically designated for other ministry purposes. Software acquisition channels are restricted to ensure that FHPC has a complete record of all software purchased for church computers. This will ensure that the ISC can register, support, track, and upgrade such software accordingly.

#### *Software Registration*

The church will register every software package. The ISC is responsible for completing the registration card and returning it to the software publisher. Software must be registered in the name of the FHPC. Because of personnel turnover, software should never be registered in the name of the individual user. The ISC shall maintain a register of all of the church's software and shall keep a library of software licenses.

#### *Installation/Removal of Software*

After the registration requirements above have been met, software may either be installed by the ISC or their designee. Unauthorized software will be removed from any system as necessary by the ISC. Again, employees are not to install or uninstall any software on church computers.

#### *Storage and Security*

After loading software programs, the ISC will keep the original CD-ROM and diskettes in a separate secured storage area. By ensuring secure storage of original media, the risk of software theft and unauthorized duplication of software is minimized. Original system disks should be stored so that they are

not subject to damage by environmental factors such as heat, fire, and water. This process will be supervised by the ISC.

*Backup and Disaster Recovery*

The ISC is responsible for backing up the network. Employees who chose to store files on individual computers are responsible for backing up their own hard drives. The ISC should be notified immediately should a PC or network crash occur.

*Viral Infection and Cleanup*

Viruses are commonplace; therefore all working floppy disks and/or software must be scanned for viruses prior to loading on any church computer. Virus checkers are installed and available to aid this process. If a virus should infect a network, a cleanup procedure will be necessary. The ISC should be notified immediately should a virus infection occur.

*Home Computers*

Church computers are church assets and must be kept both software legal and virus free. Only software purchased through the procedures outlined above may be used on church machines. Employees are not permitted to bring software from home or download from the Internet and load it on church computers. Generally, church owned software cannot be taken home and loaded on an employee's computer. If an employee should need to use software at home, the church should purchase a separate package and record it as an organizational asset in the software register. However, some software companies provide in their license agreements, which permits home use under certain circumstances. Before taking any software home, employees must check with the ISC and sign-out and sign-in any such software.

*Software Log*

A software log will be maintained for all software owned or used by the church. The software log will be used to list all old and newly acquired software.

*Metering Software*

The ISC will manage the software on networks including procedures governing licenses and usage metering, backup and disaster recovery, viral infection protection and cleanup procedures, and procedures for handling hackers and other threats to security

EMPLOYEES OF FORT HILL PRESBYTERIAN CHURCH

MUST:

- Adhere to all policies and procedures as outlined above
- Work with the ISC to ensure that all software license agreements are accepted and documented before any software is used.

MUST NOT:

- Load a program onto multiple hard drives for simultaneous use without a license agreement that allows such usage.
- Load a program onto a local area network or disk-sharing system without a license agreement that allows such usage.

- Make or use unauthorized copies of copyrighted software programs or allow others to make or use unauthorized copies of software programs.
- Copy any original or installed software program.
- Load software or working disks without permission of the ISC and a virus scan.

Effective April 15, 2003

## SPECIAL FUND RAISING POLICY

That the Session continue to support the denomination's special offerings which are as follows:

<i>Offering</i>	<i>Benefits</i>	<i>Promotion Ministry</i>
Joy Gift (Christmas)	Pensions/ Racial Ethnic	PCUSA/Budget item Ministry
One Great Hour of Sharing (Easter)	Hunger, Self-Development of People, Presbyterian Disaster Assistance	PCUSA/Christian Action
Mothers' Day	Foothills Retirement Community	Presbyterian Women
Thornwell Home for Children	Thornwell's Ministry	Christian Action Ministry

In addition to the denominational special offerings, the following ministries are also approved by Session for special fund raising:

- Columbia Seminary Friendship Circle
- Youth Group and Presbyterian Student Association football parking
- Souper Bowl of Caring
- That any special requests from Presbyterian Disaster Assistance in response to a worldwide disaster be reviewed by Christian Action Ministry. They would make their recommendation to Session as to action and publicity.
- The fund solicitations using various means of communication, such as The Window, The Bulletin, table displays, posters, direct mailings, e-mails to select groups of the entire congregation (weekly e-mail newsletter), personal solicitation, visits to classes, circles MOC, etc. be limited to approved projects except for unexpected emergency situations in which the minister can approve the announcement or convene a called meeting of the Session.
- That all solicitations for funding outside the budget be approved annually by Session, both for in church projects and service projects outside the church. Any Ministry, when requesting the funding of a new project or agency outside the church, first present to the Session a list of all projects currently approved for solicitation outside the budget.
- That the appropriate Ministry discuss the most effective method(s) of promotion, and pursue those not involving pulpit solicitation. "Minutes for Mission" may be done for select projects upon approval

of the Pastor after the CAM agrees that this is their chosen method of publicity. These “Minutes for Mission” are to be limited to 3-5 minutes. If the presiding Pastor prefers, s/he may make a brief reference during the announcement time to an item in the Bulletin or at a table in the narthex etc. in lieu of pulpit solicitation. Minutes for Mission shall generally be limited to one per year for a particular project unless Session approves.

## FORT HILL PRESBYTERIAN CHURCH PASTORAL COUNSELING CENTER

### ***Mission Statement***

The FHPC Pastoral Counseling Center (PCC) is a part of the Christian Action Ministry and service of Fort Hill Presbyterian Church. The mission of the church universal is to communicate the Good News of God’s accepting, healing love for every human being. The mission of the PPCC is to communicate that healing love through professional and clinical pastoral counseling by its staff to persons who seek that counseling.

### ***Policy Statement***

The ministry of counseling through PCC is to be available to anyone who seeks its services whether or not clients are members of Fort Hill Presbyterian Church or any church.

### ***Board of Directors***

A Board of Directors, consisting of six (6) members, shall be appointed on a staggered, 3-year-term basis (two members rotate off each year) by the Session. The Board of Directors shall link the PCC with the Christian Action Ministry (CAM) and the Session, as well as function as a support body or sounding board for the Counselors. The Board of Directors shall meet semiannually and as called by the Coordinator. The Board of Directors shall secure their own members and elect their own Coordinator; Session shall annually approve the Board of Directors and Coordinator as referred through the CAM. The Board of Directors of the PCC shall review each counselor’s performance annually, and any recommendations resulting from the review shall be made to the Session if necessary. In the event of the need to recruit counselors, the Board of Directors shall serve as a search committee. Any proposed changes concerning the PCC, as needed, shall be referred through the CAM to the Session.

### ***Counselors***

Each counselor must be a committed Christian and be professionally trained and skilled with five or more years of practice in counseling. In addition, a license by the State of South Carolina must be held in one or more of the following areas: marriage and family therapy, professional counselor, clinical social worker, psychology, or psychiatry.

Counseling fees are to be made on a sliding scale based on family size and income.

## POLICY AND PROCEDURES ON SEXUAL MISCONDUCT

ADOPTED: October 17, 2002

Note: Many thanks to New Brunswick, Northeast Georgia, Charleston-Atlantic, San Francisco, and New Hope Presbyteries from whom much of this policy was adapted.

***Theological Premise***

Do not be conformed to this world, but be transformed by the renewing of your minds, so that you may discern what the will of God— what is good and acceptable and perfect. (Romans 12:2)

As God who called you is holy, be holy yourselves in all your conduct. (1 Peter 1:15)

Not many of you should become teachers, my brothers and sisters, for you know that we who teach will be judged with greater strictness. (James 3:1)

Tend the flock of God, that is your charge, not under compulsion, but willingly, not for sordid gain, but eagerly, do not lord it over those in our charge, but be examples to the flock. (1 Peter 5:2)

The Fort Hill Presbyterian Church Policy and Procedures on Sexual Misconduct is set in the framework of what it means to be a sexual person in Christian faith and a servant in the church. Our sexuality as a dimension of our whole selves is to be offered to God. In the expression of sexual desires we are called to holiness. God values sexuality as good, blessed, and purposeful, as an expression of love and for the procreation of children. Sexuality is a gift to be celebrated. We are called to be responsible in the use of our sexuality and to respect each other.

The centerpiece of the Sexual Misconduct Policy is that all people — men, women, and children — are created by God in the image of God and therefore have dignity and worth. From this belief in the sacredness of our physical beings, we understand and declare that every person has the right to sexual and bodily integrity. As human beings and especially as Christians, we are to respect one another in body, mind, and spirit. This respect maintains boundaries between individuals; boundaries, which when linked but not crossed, create Christian community. Under the guidance of God's spirit, such community encourages trust, openness, and compassion, as well as accountability and responsibility.

Leadership within the Christian community, whether clergy or lay, is a sacred trust to be exercised with faithfulness and love. Sexual misconduct by Christian leaders is a violation of this trust, betraying its victim(s), damaging the abuser, and threatening the credibility of the church itself.

Because of the inherent power associated with positions of leadership, the responsibility for maintaining appropriate boundaries rests with those trusted as leaders. This responsibility is rooted in Christian ethics and should be taken seriously. Those who are called to tend Christ's flock should conduct themselves in a manner, which nurtures and protects the vulnerable.

Consequently, the "good of the church" can never be served by overlooking an abuse of power and trust such as that involved in sexual misconduct.

Therefore, the response to an allegation of sexual misconduct must be a fair inquiry that takes the alleged violation, and all persons involved, seriously. Above all else, the inquiry must seek to determine the truth, for only truth can give birth to justice. The goal of justice and compassion — the goal of this process — is the restoration of Christian community, the healing of broken boundaries and injured persons, and the rehabilitation of God's people.

All those who serve in Fort Hill Presbyterian Church, in either a temporary or permanent relationship, including teachers, staff, advisors, church officers, and volunteers, are expected to adhere to Christian

ethical principles in their sexual conduct and in their exercise of authority and power. The Church and its extended ministries are to be seen as safe places in the community, places where it is known that sexual misconduct is not tolerated. This is part of our Christian witness to the community. Therefore, the leadership of any group using church premises for their activities is also subject to this policy.

Our commitment is to model the example of Christ and to be rooted in the love of Christ in all relationships. For any Christian to betray trust by the grave transgression of sexually abusing another, whether child or adult, is to deny his or her own Christian identity, as well as to deny to the one abused the witness to the risen Christ in the world. Such betrayal will be a grave injury to the one abused and a violation of faithfulness to Christ. Because of the serious consequences of sexual abuse, Fort Hill Presbyterian Church must make every effort to ensure that sexual abuse does not occur within its jurisdiction. When such abuse does occur, Fort Hill Presbyterian Church must make a clear and just response.

Fort Hill Presbyterian Church of Foothills Presbytery affirms that all forms of sexual misconduct are sinful and contrary to God's will for humanity.

### ***General Principles***

It is the policy of Fort Hill Presbyterian Church of the Presbyterian Church (U.S.A.) that all ministers, church members, non-member employees, and volunteers serving the church in any capacity are to maintain the integrity of the pastoral, professional, and volunteer relationship at all times. Sexual misconduct is not only a violation of the principles set forth in scripture, but also of these relationships and is never permissible.

### ***Purposes***

The Session of Fort Hill Presbyterian Church adopts this policy of sexual misconduct for the use of all personnel, whether paid or volunteer. Its purposes are:

- (1) to set and enforce standards of ethical behavior reflected in our Church constitution and consistent with Reformed tradition as well as federal and state law (G-6.0106a)
- (2) to provide procedures for inquiry and effective response to allegations of sexual misconduct and for the protection of persons in Fort Hill Presbyterian Church.
- (3) to serve as a guide for prevention of sexual misconduct in Fort Hill Presbyterian Church through appropriate training and supervision of employees, education of laity and clergy, and nurture of the spiritual, emotional, and physical well-being of all God's people
- (4) to demonstrate pastoral concern for all parties involved in allegations of sexual misconduct
- (5) to further the peace, unity, and purity of the Church through justice and compassion.

False accusation is a violation of trust just as sexual misconduct is a violation of trust.

The protection of children is a priority. Persons having reasonable cause to suspect sexual abuse of a child shall report it to the appropriate secular agency for immediate investigation. This is in addition to the disciplinary process that Fort Hill Presbyterian Church will follow.

***Response Process***

1) Procedures

a) Receiving Initial Report:

Report of sexual misconduct may occur in a variety of ways. Because a governing body or entity cannot control to whom the accuser of sexual misconduct will first speak, 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 persons.

Reports of sexual misconduct should never be taken lightly or disregarded and allowed to circulate without concern for the integrity and reputation of the accuser, the accused, and of Fort Hill Presbyterian Church. Reports should be dealt with as matters of highest confidentiality, before and after they have been submitted to appropriate authorities as outlined below.

The first person to learn of an incident of sexual misconduct should not undertake an inquiry alone or question with the accuser or the accused. If the accuser is hesitant to talk to "higher authorities," the person receiving the initial report has a special responsibility to encourage willingness to speak with higher authority, lest Fort Hill Presbyterian Church be unable to respond because no one is able to give first-hand information.

When a report involves people in an imminent crisis situation (such as threatened suicide), the Moderator and/or Clerk of Session can immediately intervene with appropriate action, following with the procedures of this policy.

b) Subsequent Reporting

A member of the Session of Fort Hill Presbyterian Church receiving information from any source may submit a written statement of the alleged offense to the Moderator or Clerk of Session (See D-10.0102b)

Upon receipt of a written report of an alleged offense, the Moderator or Clerk of Session, without undertaking further inquiry, shall then report to the Session only that an offense has been alleged, without naming the accused or the nature of the alleged offense, and refer the statement immediately to an investigating committee. (D-10.0103) The Session may choose to ask Presbytery to handle the judicial process on their behalf. When referred to Foothills Presbytery Executive Presbyter/Stated Clerk, the Policies and Procedures of Foothills Presbytery are activated.

2) Jurisdiction

a) Accused Covered by the Book of Order – Ministers

Governing body's or entity's response will vary according to the status of the accused. Church members and ministers are subject to inquiry and discipline under the Book of Order, D-3.0101. The pastoral relationship of ministers serving congregations is subject to oversight by the presbytery (G-6-0201, G.11.100).

As for ministers employed by a different presbytery or synod or General Assembly entity holding ministerial status in presbytery, response to allegations of sexual misconduct by such ministers will be made by the employing entity under its personnel policies. Such ministers will also be subject to the Rules of Discipline as members of a presbytery.

b) Accused Covered by the Book of Order — Church Members

The Session has original jurisdiction in disciplinary cases involving members of the church, each having jurisdiction only over its own members (Book of Order, D-3.0101).

When a church member is accused of sexual misconduct, the disciplinary process is the same as that described for ministers and found in Chapters X-XIII of the Rules of Discipline. An investigating committee must make an inquiry, decide whether to make charges, and prosecute. The Session will sit as a court and try the case (Book of Order, D-11.000). The person accused has a right to counsel, to present witnesses, and to cross-examine witnesses. If at any point in the proceedings the accused presents a letter of resignation from the church (effectively "renouncing jurisdiction"), the jurisdiction of the Session ends. The Session records that the case was closed and the investigating committee is dissolved. (Book of Order D-3.0105, G-6.0501).

c) Accused Not Covered by the Book of Order.

If an allegation of sexual misconduct is made against a person working for an entity of Fort Hill Presbyterian Church but not subject to the Book of Order, the director of the entity shall immediately submit the report to the personnel committee of the entity. The personnel committee may, at its discretion, solicit the assistance of the Session or Foothills Presbytery. A Session, Presbytery, or entity that ordinarily functions without a personnel committee may appoint an administrative commission for the function described in this section. The personnel committee will refer to, and be guided by, the written personnel policies of Fort Hill Presbyterian Church and Foothills Presbytery. Its actions shall include, but are not limited to, the following:

- i) Determine whether there is a reasonable suspicion that sexual misconduct may have occurred
- ii) If it determines that there is a reasonable suspicion that an offense (violation of policy) may have occurred, it will gather additional information to make a determination
- iii) Determine any remedies, including termination of employment
- iv) Inform the accuser and the accused of the remedy
- v) If it is determined that an offense (violation of policy) was committed, the committee shall prepare a written report that shall be included in the personnel file of the accused. The accused shall be given a copy of the report, and shall be
- vi) allowed to attach to the written report his/her own written statements and/or other documents
- vii) Notify the accuser/alleged victim and the accused that they have the right to appeal the personnel committee's decision through the procedures of the entity.

3) Media Contact

In order to minimize prejudice in any allegation yet to be decided, all inquiries from the media regarding an allegation of sexual misconduct must be directed to the Chair of the Personnel and Program Support Committee. The accuser, the accused, advocates for the accused or the accuser, the church or employing entity, members of the Presbytery, or any others known to have information

about the allegations shall be urged not to address questions from the media other than to refer the media to the Chair of the Personnel and Program Support Committee or a spokesperson designated by the Chair of the Personnel and Program Support Committee.

4) Governing Body or Entity Record Keeping

The governing body or entity shall keep detailed records of its actions and minutes of its deliberations, including interviews with the accuser, the accused, and other involved parties; correspondence related to the case; and copies of the reports from committees or commissions. Such records will be held by the Clerk of Session and marked "confidential." The clerk of Session or director of the entity will maintain the records while the inquiry is in progress. After the case has been resolved, the investigating committee, or Personnel and Program Support Committee will prepare a brief summary report. The report will be included in the accused's permanent personnel file (with the exception of the specification noted below). A copy of the report will be given to the accuser and the accused. The accused will have the right to attach a signed personal statement and/or other documents to the report in the permanent personnel file.

5) Statute of Limitations

The ability of Fort Hill Presbyterian Church and/or the Presbytery to respond promptly and justly to sexual misconduct is related in part to the opportunity to receive allegations and to gather evidence soon after the occurrence. This Policy, however, recognizes the special problems sometimes related to discovery and recognition of certain forms of sexual misconduct.

For example, child sexual abuse may not be recognized until the victim of abuse reaches the age of awareness or recognition. Awareness or recognition of child sexual abuse, along with the willingness to come forward, may thus be delayed for many years.

In accord with the Rules of Discipline (D-10.0401) and the Sexual Misconduct Policy approved by the 1991 General Assembly, Presbyterian Church (USA), there is no statute of limitations for filing charges alleging sexual abuse (except as noted in Rules of Discipline (D-10.0401)). However, because of the difficulties in evidence, and aware of the psychological complications involved in allegations of abuse many years in the past, the local church, the Presbytery and its committees are advised to move with extreme caution in such cases.

6) Specification

In the case of a sexual misconduct charge involving another adult, when the accused is vindicated of the charge, or the charge has been dropped because it was found to have no substance, the personnel file of the accused shall contain no reference to the charge. Neither shall the charge become a part of any reference, by congregational or governing body personnel, for future employment.

***Meeting the Needs of All Involved***

In cases of sexual misconduct there are needs that have to be met for the good of all persons, groups, and entities. In cases of sexual misconduct, the needs of the accuser and/or reporters and their families (if any), the accused and family (if any), employing entities, congregations, and governing bodies include the following:

1) The Needs of the Accuser (Reporter and/or Person Identified as Victim)

The following are some of the needs of accusers:

- a) To be heard and taken seriously.
- b) To receive respect of privacy and to be assured that confidentiality will be preserved whenever possible.
- c) To receive pastoral and therapeutic support.
- d) To be informed about Church process.
- e) To be informed of the right to legal counsel.
- f) To be assured of an advocate of one's own choosing.
- g) To be assured that justice will be pursued.
- h) To receive healing and reconciliation.

2) The Needs of the Accused

The following are some of the needs of the accused:

- a) To be informed about the charges and Church process.
- b) To receive respect for privacy and to be assured that confidentiality will be preserved whenever possible and/or appropriate.
- c) To be informed of the right to legal counsel.
- d) To be assured that justice will be pursued.
- e) To receive pastoral and therapeutic support.
- f) To receive assistance in relating to the Session and congregation.
- g) To maintain economic security and care for family of accused.

3) The Needs of the Congregation

A congregation may experience many problems following allegations of sexual misconduct by a minister, employee, or volunteer. The allegations may polarize that congregation, damage morale, create serious internal problems, and even limit the trust a congregation may place in succeeding pastors. Efforts should be taken to recognize and identify the problems and to heal damage that is done to the congregation. When a minister, non-ordained staff, or volunteer in a particular congregation has been accused of sexual misconduct, a number of needs unique to that congregation will emerge. These needs will not necessarily emerge in the same sequence in each situation. The following are some of the needs of congregations:

- a) To receive pastoral care.
- b) To be informed about the case.
- c) To be informed about available resource persons.

The Committee on Ministry and the Executive Presbyter/Stated Clerk maintain information regarding the following resource persons whose services would be valuable to a congregation in the context of sexual misconduct:

- a) a trained interim pastor

- b) a Committee on Ministry or Committee on Sexual Ethics representative knowledgeable in polity and the effects of sexual misconduct in the Church; a Care Team (defined in Foothills Presbytery Policy and Procedures on Sexual Misconduct) may be requested.
- c) a consultant or therapist with knowledge and experience in dealing with sexual misconduct
- d) an attorney who can discuss legal aspects of a case
- e) an insurance agent who can advise the congregation about their exposure to liability or coverage

#### 4) The Needs of an Employing Entity

The "Employing Entity" is understood to include the Session, the Presbytery, or a Presbyterian institution such as a camp, school, or hospital.

As a preventative measure, the employing entity should already have in place the following:

- a) A written policy and procedure on sexual misconduct.
- b) Good employment procedures.

Employers should already have established detailed employment procedures. Such procedures include reference checking prior to employment, a clearly defined grievance process, regular reviews of performance, and confidential channels whereby employees can voice concerns or apprehensions. It would be advisable to have legal advice, as these procedures are developed, or legal review of those already in place, considering South Carolina's status as an employment-at-will state.

- c) Risk management and liability insurance.

An employer may face liability awards in cases of sexual misconduct occurring within its jurisdiction. It is imperative that liability insurance that covers such occurrences be obtained, and the employer should consult frequently with insurance carriers regarding risk management procedures.

- d) Clear reporting mechanisms and legal information.
- e) Provision for counseling.
- f) Provision for legal costs.
- g) Information regarding available resource persons.

#### 5) The Needs of a Governing Body (Session)

A governing body (to be distinguished from the employing entity or the congregation in which sexual misconduct is alleged) has special needs and responsibilities as well. These needs include:

- a) To clearly establish a sexual misconduct policy and its procedures.

It is the responsibility of the Session to establish policy and its procedures governing cases of sexual misconduct in its jurisdiction. The Book of Order D-3.0000 explains further procedure for sessions.

The procedure to be followed should be established and made known in advance of any complaints. Sessions should formulate their own leave of absence policy for those under their jurisdiction.

- b) To obtain legal advice.

The Session may need competent legal counsel, particularly if allegations lead to judicial proceedings with under the Book of Order or in civil court. The attorney should be a Presbyterian familiar with Presbyterian polity (since the Book of Order requires that lead counsel before a Permanent Judicial Commission be a Presbyterian), civil procedure, and the legal issues found in sexual tort, sexual harassment, and child abuse.

- c) To receive advice regarding risk management and liability insurance.

A Session may face liability awards in cases of sexual misconduct occurring within its jurisdiction. It is imperative that liability insurance that covers such occurrences be obtained, and representatives of the governing body should consult frequently with insurance carriers regarding risk management.

- d) To provide education and training.

Elected and appointed officials of the Session are very likely to be the ones who receive initial reports of sexual abuse within its jurisdiction. The Session should provide ongoing educational programs and provide training in pastoral and disciplinary procedures aimed at preventing sexual misconduct.

- e) To determine jurisdiction and to establish procedure.

In Foothills Presbytery, when a written statement of an alleged offense has been received in accordance with the Book of Order D-10.0102a-c, preliminary procedures begin automatically pursuant to the Book of Order and procedures described in this policy. Sessions have original jurisdiction in disciplinary cases involving members of the congregation, each having jurisdiction over its own members.

### ***Appendix 1 Definitions***

**Accountability Partner** — a person, thoroughly familiar with the ethical responsibilities of religious leaders and problems of transference likely encountered by such leaders, whose role is to help the clergy/professional lay person to be alert to possible problems in maintaining appropriate boundaries in relationships with parishioners/clients.

**Accused** — the person against whom a claim of sexual misconduct is made.

**Accuser** — the person whose claim of knowledge initiates an inquiry into alleged sexual misconduct. The accuser may be the reporter and/or the person identified as the victim.

**Adultery** — Sexual conduct that violates the marriage vows.

**Advocate** — the person(s) who provide ongoing support and accompaniment to the accuser, or the accused throughout the inquiry process and any subsequent proceedings.

**Care Team** — a group constituted by the Committee on Sexual Ethics to facilitate the process of responding to allegations of sexual misconduct by a person covered by this policy.

**Child sexual abuse** includes, but is not limited to: 1) any sexual contact or sexual interaction between a child (under the age of eighteen years) and an adult, 2) any use of a child for the sexual stimulation of an adult, a third person party, or the child, 3) any risqué jokes, innuendo, inappropriate language, unacceptable visual contact, unwelcome casual touch, unwelcome and inappropriate hugs and kisses, and sexually suggestive pictures between an adult and a child.

**Church** — (when capitalized) refers to the Presbyterian Church (USA).

**church** — (when non-capitalized) refers to local churches.

**Civil Authorities** — the government bodies/officials, whether city, county, state, or federal who/that have the responsibility to investigate, prosecute, and/or bring civil charges against individuals accused of sexual crimes or offenses against adults and children.

**Committee on Sexual Ethics** — a body of persons elected by the presbytery to work with other entities of the presbytery in dealing with matters regarding sexual ethics and misconduct. The Committee on Sexual Ethics has the responsibility for recruiting and training persons who could serve on a Care Team. The Committee on Sexual Ethics is also responsible for forming a Care Team when notified by the Executive Presbyter/Stated Clerk that a report of alleged sexual misconduct has been filed.

**Ecclesiastical Process** — the process undertaken pursuant to Section D-10.000 of the Book of Order.

**Employee** (member or non-member) — any person hired or called to work for the Presbytery or any church or related organization within the jurisdiction of the Presbytery for salary or wages.

**Entity** — a congregation, camp, program or office managed by a board, committee, council, or other body whose membership is accountable to a governing body.

**Fornication** — voluntary sexual intercourse outside of marriage.

**Governing Body** — a representative body composed of elders and ministers of the Word and Sacrament; these are sessions, presbyteries, synods, and the General Assembly. A governing body may establish entities such as day care centers, conference centers, camps, homes for the aged, or other mission entities. A governing body may have both church members and non-church members as employees.

**High-risk Occupation** — that which calls for a person to work in close contact with those who are vulnerable and less capable of protecting themselves; with children, elderly persons, those who are wholly or partially incapacitated, or counseling clients having emotional or personal problems.

**Inquiry** — a term used in the Rules of Discipline to determine whether charges should be filed based upon the allegation of an offense received by the Presbytery. (See Book of Order D-10.0000)

**Investigation** — the examination of information regarding and/or responding to the allegations of an offense, including alleged sexual misconduct.

**Mandated Reporter** — a person required by state law to report any and all suspected incidents of child abuse, including child sexual abuse, that come to their attention. Under South Carolina law, all practitioners of healing, including ministers, professional counselors, marriage and family therapists, teachers, nurses, social workers, or any other persons are mandated to report if they have reasonable cause to believe that a child's physical or mental health or welfare has been or may be adversely affected by abuse or neglect, (South Carolina Code of Laws 1976, Section 20-7-510). By statute, failure to report is a misdemeanor.

**Mutual Consent** — in sexual relationships is NOT POSSIBLE when one of the parties is a child. It is highly questionable, if not impossible, when one party is a clergy/professional lay leader in a pastoral, counseling, or leadership position within the church, related organization, or sponsored activity in which the other party is a parishioner, member, counselee or participant. If a complaint arises from the relationship, the burden of proof would be on the clergy/professional lay leader to demonstrate the possibility of mutual consent in that situation.

**Persons covered by this policy** — include church members, church officers, ministers, and non-members who are employees or volunteers under the supervision of governing bodies or entities.

**Professional Lay Leader** — any person hired to work for the Presbytery or any church or related organization within the jurisdiction of the Presbytery for salary or wages in a position which could be filled by either clergy or lay person.

**Reasonable Suspicion/Reasonable Cause to Suspect** — a belief or opinion based on facts or circumstances that are sufficient to cause a prudent person to want to inquire further, to take protective action, or to report to the proper authorities, or to an appropriate person.

**Response** — the action taken by the governing body or entity when a report of sexual misconduct is received. There are two types of groups called upon to respond when any report of sexual misconduct is received. Those two types of groups are: 1) Care Team: A Care Team is a group constituted by a governing body or entity to facilitate the process of responding to allegations of sexual misconduct by a person covered by this policy. The duties of the Care Team may include: a) Pastoral care for complainant(s), his/her family(ies) and others; b) Pastoral care and rehabilitation for the accused, his/her family(ies) and others; 2) Investigating Group: a) Investigating Committee: Response by an Investigating Committee is required by the Rules of Discipline (in the case of a minister member of Presbytery). See D-10.0103, D-10.0201, and D-10.0202, which give specific direction regarding the Investigating Committee's work and report, 2) Staff Committee: Disciplinary action will be taken in accord with the personnel policies of the Presbytery (in the case of an employee).

**Reporter** — the person who claims knowledge or sexual misconduct by a person covered by this policy and makes the initial report. The reporter may or may not be the person identified as victim of the alleged sexual misconduct and may be an individual or an entity. A person such as a family member, friend or colleague of the person identified as victim may be the reporter whose information initiates an inquiry.

**Romantic Relationship** — a relationship between a clergy/professional lay leader and a parishioner/client/participant in the same church, related organization or sponsored activity; characterized by speech or behavior on the part of the clergy/professional lay leader which could

reasonably be interpreted by a person of the same gender as the parishioner/client/participant as an expression of romantic interest in the parishioner/client/participant.

**Secular Authorities** — the governmental bodies, whether city, county, state, or federal, who are given the responsibility to investigate and/or bring civil or criminal charges against individuals accused of sexual crimes or offenses against adults and children.

**Secular Law** — the body of municipal, state, and federal laws and is often referred to collectively as civil and criminal law. Prohibited behavior addressed by this policy may result in criminal and/or civil charges filed under secular law.

**Sexual Abuse** — sexual abuse of another person is any offense involving sexual conduct in relation to 1) any person under the age of eighteen years or anyone over the age of eighteen years without the mental capacity to consent; or 2) any person when the conduct includes force, threat, coercion, intimidation, or misuse of office or position (D-10.0401b).

**Sexual Harassment/Unlawful Harassment** — As defined by Title VII of the Civil Rights Act of 1964, unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature will constitute unlawful sexual harassment when: 1) Submission to sexual conduct is an explicit or implicit term or condition of any individual's employment, or their continued status in an institution (the Presbytery); 2) Submission to or rejection of sexual conduct by an individual is used as the basis for an employment decision that individual; or 3) Sexual advances, requests for sexual favors or other verbal or physical conduct of a sexual nature have the purpose or effect of unreasonably interfering with an individual's work performance or create an intimidating, hostile, or offensive working environment based on the declared judgment of the affected individual. An individual is subjected to unwelcome sexual jokes, unwelcome or inappropriate touching, sexual propositions, or other conduct of a sexual nature, or display of sexual materials that insult, degrade, and/or sexually exploit men, women, or children. In determining whether conduct is sexual harassment, the standard to be applied is that of the reasonable person of the same gender as the victim. Lack of intent to harass is no defense. Examples of sexual harassment include but are not limited to: 1) Verbal: sexual innuendoes, risqué jokes, sexually suggestive or insulting questions, comments or sounds, jokes or teasing of a sexual nature, sexual propositions or threats, continuing to make sexual advances or comments or otherwise expressing personal interest after being informed the interest is unwelcome, sexual remarks regarding clothing, body, or love life, or any type of subtle pressure for sexual activity, 2) Visual: sexually suggestive or gender derogatory objects, pictures, computer software; posters, or letters; leering, whistling or obscene or sexually suggestive gestures, and 3) Physical: unwanted physical contact including touching, punching, brushing the body, impeding or blocking movement, sexual intercourse or assault. Encouraging attitudes or patterns of variable, visual, or physical conduct (may or may not be obviously directed at a particular person) which may reasonably be perceived as tending to legitimate, rationalize, or make light of unwanted sexual advances.

**Sexual Malfeasance** — is defined for this policy as the broken trust resulting from sexual activity within a ministerial relationship or other professional relationship. This definition is not meant to cover relationships between spouses, nor is it meant to restrict church professionals from having normal, mutual, social, intimate, or marital relationships. Examples of professional relationships include counselor-client; lay employee – church member; Presbytery executive – committee member. Examples of sexual malfeasance include, but are not limited to adultery, indecent exposure, sexual activity, sexual intercourse and sexual acts within a counseling relationship. A romantic relationship within a ministerial

relationship or other professional relationship is considered a high-risk relationship and can lead to sexual malfeasance. (See Appendix 2, C 2C.)

**Sexual Misconduct** is a comprehensive term used in this policy to include, but is not limited to: 1) Child Sexual Abuse as defined herein; 2) Sexual harassment as defined herein; 3) Rape or sexual contact by force, threat, or intimidation; 4) Sexual Malfeasance - the broken trust resulting from sexual activity within a ministerial relationship or other professional relationship; and 5) Production or distribution of pornography as defined by actions or policy statements of the General Assembly, Presbyterian Church (USA). The definition of sexual misconduct is not meant to include non-abusive relationships between spouses.

**Victim** — the person(s) who claims to have been injured by sexual misconduct.

**Volunteer** — a person who provides services for a governing body (Presbytery or a church, or related organization) without financial or material remuneration. Volunteers include persons elected or appointed to serve on boards, committees, other groups, or serving in some unofficial but church-identified capacity. For the purposes of this policy, volunteers are treated the same as employees. Expectations of the governing body or entity are the same for volunteers as for employees. These guidelines are intended for volunteers including, but not limited to, persons who are youth advisors, children's workers, lay counselors, Boy or Girl Scout, or camp counselors.

**Vulnerability** — a condition in which there is less than full capacity to face and resist invasion of one's own boundaries due to some deficiency or imbalance in social, mental, spiritual or experiential development, status or power.

## ***Appendix 2 Risk Management***

### 1) Implementation

The General Assembly urges all governing bodies and related entities, including colleges, universities, and theological institutions to establish policies, procedures, and practices related to sexual misconduct. Governing bodies and entities are to take appropriate steps to inform members, employees, volunteers, and students of the standards of conduct and the procedures for effective response when receiving a report of sexual misconduct, without violating the confidentiality of the pastor/parishioner privilege. Governing bodies are reminded of their duty to cooperate with secular authorities in the investigation and prosecution of violations of law, including, but not limited to, the confidentiality of the pastor/parishioner privilege and prohibition against obstruction of justice.

In part, the structures and procedures for responding to allegations of sexual misconduct are mandated by the Book of Order, such as the roles of the Committee on Ministry and the Investigating Committee (see G-11.0502 and D-10.0202). When child sexual abuse or other misconduct that violates criminal laws is alleged (under circumstances that do not prohibit disclosure), the secular authorities will immediately take control of the investigation and disposition of charges against the accused. Governing bodies and entities will cooperate with secular authorities in any secular investigation of sexual misconduct. Investigation by the governing body may be concurrent and cooperative with investigation by secular authorities. The Church has its own disciplinary concerns which are not automatically resolved by a secular court. The governing body or entity has a duty to make its inquiry and enforce

disciplinary procedures if warranted when it can be done without interfering with the secular authority or in cases when civil authorities have dropped action in the case.

Response to complaints of sexual misconduct in the course of employment will be governed by this sexual misconduct policy as it is consistent with the Book of Order. Allegations may result in charges filed against a church member or minister under the Rules of Discipline and may lead to temporary or permanent removal from office. Allegations against those not governed by the Book of Order will be subject to the entity's personnel policy regarding sexual misconduct and may be subject to temporary or permanent removal from employment.

Implementation of this policy will require the presbytery, the churches, and entities within the presbytery to adopt educational programs to prevent sexual misconduct and to provide training in pastoral and disciplinary procedures.

## 2) Liability Insurance

A governing body or entity may be held liable for harm caused by sexual misconduct of a minister or employee based upon a number of legal theories such as negligent hiring and supervision. Governing bodies and entities must take such potential liability into consideration when establishing hiring and supervisory practices.

Governing bodies and entities should regularly inform their liability insurance carriers of the activities and programs they operate or sponsor and of the duties and responsibilities of officers, employees, and volunteers. The standard insurance policy must be enhanced by endorsements to cover specific exposures such as camps, day-care operations, shelters, or other outreach programs.

It is also recommended that governing bodies and entities obtain an endorsement to their general liability insurance policy specifically covering sexual abuse and molestation. Such general liability insurance may provide for legal defense expenses and judgments in civil suits brought against the organization, its officers, directors or employees. Ordinarily an insurance company has the duty to defend officers and representatives of an organization. Ordinarily insurance companies do not defend "employees," or cover intentional harm.

## 3) Employment Practices

a) **Record Keeping:** Accurate record keeping is an essential part of hiring and supervision practices. Every governing body and entity should maintain a personnel file on every employee, including ministers. The file should contain the application for employment, any employment questionnaires, reference responses, and other documents related to this policy.

b) **Pre-screening Applicants:** Governing bodies and entities are urged to establish stringent hiring practices. If an applicant is unknown, the employer should confirm the applicant's identity by requiring photographic identification such as a driver's license. Part of pre-employment screening should include specific questions related to discovering previous complaints of sexual misconduct. Governing bodies and entities should ask persons seeking ministerial calls or employment in non-ordained positions questions such as:

- i) Has a civil, criminal or ecclesiastical complaint ever been sustained against you alleging sexual misconduct by you?
  - ii) Have you ever resigned or been terminated from a position after allegations of sexual misconduct? If so, indicate the date, nature, and place of these allegations, and the name, address, and telephone number of your employer at the time.
  - iii) Have you been required to receive professional treatment, physical and/or psychological, for reasons related to sexual misconduct by you? If so, please give a short description of the treatment including place and name, address, and phone number of each and every treating physician or other professional.
- c) References: The employing governing body or entity is responsible for contacting references for prospective ministers, employees, or volunteers. A written record of the conversations and/or correspondence with references should be kept in the minister's/employee's personnel file.

In dealing with the matter of sexual misconduct in relation to ministers transferring from one position to another, the governing body, careful that no violation of confidentiality occurs, shall assume responsibility for reference checks with previous employers through the synod executive, presbytery executive, or other authorized persons who would resort to the Committee on Ministry either that there had been no reported sexual misconduct or that the committee should inquire into reported misconduct.

The person within the governing body or entity authorized to give a reference is obligated to give truthful information regarding allegations, inquiries, and administrative or disciplinary action related to sexual misconduct of the applicant. The response, however, must be limited to information that is a matter of public record (e.g. presbytery minutes) or in the applicant's own personnel file that is maintained by the governing body or other entity. If any false or misleading information is given or relevant information is withheld, the applicant shall be removed from consideration.

Applicants shall be informed of negative comments regarding sexual misconduct and shall be given opportunity to submit additional references or to give other evidence to correct or respond to harmful information obtained from a reference.

#### 4) Distribution

Copies of this policy shall be distributed to all governing bodies and entity officers and shall be distributed to all employees, and be available to all church members and volunteers. It is intended for use by church members, church officers, employees, and volunteers. The policy shall be made available to persons who accuse others of misconduct, including those who are or claim to be victims of sexual misconduct and their families. The policy shall be distributed to those serving on investigating committees, committees on ministry, and Care Teams.

Upon receipt of this policy, personnel in high-risk occupations must sign a written acknowledgment of receipt. This acknowledgment shall be kept in the person's personnel file.

#### 5) Volunteers

The policy and guiding principles are intended for volunteers, as well as employees. Often no requirement for screening and application is applied to volunteers. However, the increase of litigation suggests that the presbytery and local churches should improve the screening and supervising of unpaid volunteers. If the volunteer is new or unknown to the church, some informal checking may be wise before allowing the volunteers to work in high-risk positions such as youth advisor, children's workers, lay counselor, Boy or Girl Scout leaders, or camp counselors. In such cases, it is recommended that there be a six-month delay in using volunteers who are new to the church.

### ***Appendix 3 Education and Training***

Since the issue of sexual misconduct has become an ever more-present reality, there is a need to educate and train a wide variety of persons. Education often happens in response to actual cases of sexual misconduct. It is recommended that governing bodies and entities be as proactive as possible in offering education so that they will be able to respond out of competence rather than out of ignorance and irrationality when confronted with allegations of sexual misconduct.

#### 1) Groups Requiring Education

Education will be different on a group by group basis. Persons needing specific education include:

- a) Committee on Sexual Ethics
- b) Care team pool
- c) Investigating Committee
- d) Committee on Ministry
- e) Governing Body Staff
- f) Professional and non-professional church staff
- g) Ministers
  - i) Newly ordained pastors
  - ii) All pastors of Presbytery
  - iii) New clergy to the Presbytery
  - iv) Ministerial candidates
- h) Sessions
- i) Members of the congregation

#### 2) Responsibilities of Employing Entities

- a) Provide copies of Fort Hill Presbyterian Church Policy and Procedures on Sexual Misconduct to all full, part-time, temporary, and interim staff and volunteers
  - b) Receive signed acknowledgment of the policy
  - c) Provide opportunities for continuing education.
- 3) Education
- a) Policy and procedure:

All employees and volunteers shall be well acquainted with and abide by Fort Hill Presbyterian Church Policy and Procedures on Sexual Misconduct
  - b) Preventive Awareness:

Training shall be provided which addresses the issues of sexual misconduct to include:

    - i) Recognition of the imbalance of power between clergy/professional lay person and church members/clients.
    - ii) That clergy/professional lay leaders understand the necessity of maintaining appropriate boundaries as well as establishment and maintenance of professional and caring environment and demeanor; thereby ensuring the confidentiality of the church member/client and the protection of both the church member/client and minister/leader.
    - iii) That clergy/leaders be aware that frequent pastoral calling visits, frequent phone conversations, dating parishioners, extended time together, and physical touching, hugs, and kisses may be associated with sexual advances are HIGH RISK BEHAVIORS which may be perceived as unwelcome or an infringement on the rights of others.
    - iv) That when a religious leader counsels another (person), she/he should observe professional precautionary measures such as: limiting time spent with each counselee, making sure that there are other people around the buildings during counseling, and adhering to a professional policy regarding touching counselees.
    - v) That Foothills Presbytery strongly encourages all ministers to complete a basic unit of clinical pastoral education, or to complete a course of psychotherapy with a psychiatrist or licensed clinical psychologist for the minister's own wholeness and health, and to follow up each year with two consultative meetings with a psychiatrist or licensed clinical psychologist. Ministers involved with extensive pastoral counseling should be certified by an appropriate professional association, such as the American Association of Pastoral Counselors or the Association for Clinical Pastoral Education (or be licensed by the state), be accountable to an oversight board or agency, consult regularly with a supervising licensed therapist, and provide evidence of general liability insurance, including profession liability protection.
    - vi) Ways to intervene after the fact
  - c) Risk Management:

Education should include basic information regarding risk management (See Appendix 3)

4) Continuing Education

Continuing education shall be offered on a timely basis. It may include:

- a) Additional training
- b) Legal updates
- c) Review of policy and procedure
- d) Information on currently available resources

5) Education for Care Team and Investigating Committee

Training will include:

- a) In-depth training in Foothills Presbytery Policy and Procedures on Sexual Misconduct
- b) Book of Order disciplinary procedure
- c) In-depth training on sexual misconduct and its ramification for all people involved
- d) Risk management and general information on civil and criminal laws
- e) Patterns in congregations that have experienced sexual misconduct and how to help those congregations heal.

***Appendix IV Screening Form for Volunteers Working with Children and Youth***

Confidential

The disturbing and traumatic rise of emotional, physical and sexual abuse of children has claimed the attention of our nation and society. The following reflects the Church's commitment to provide protective care of all children, youth, and volunteers who participate in church sponsored activities. It further reflects the church's policy regarding the emotional, physical and sexual abuse of children. All church members are encouraged to participate in the safety and wellbeing of our youth.

- 1) Adults who have been convicted of either child sexual or physical abuse should not volunteer service in any church sponsored activity or program for children or youth.
- 2) Adult volunteers should immediately report to their church staff department head any behavior, which seems abusive or inappropriate.
- 3) Sexual abuse or sexual molestation of any person, including but not limited to, any sexual involvement, sexual activity, or sexual contact with a person who is a minor or who is legally incompetent is strictly prohibited.

- 4) Volunteers will exhibit appropriate behavior in their dealings with youth. The following conduct is prohibited:
  - a. Sexually oriented humor or language
  - b. Questions of comments about sexual behavior or preference
  - c. Unwelcome or undesired physical contact
  - d. Inappropriate comments about clothing or physical appearance
  - e. Repeated requests for social engagements in a situation where there is an employment, mentor, or colleague relationship between the persons involved
- 5) The development or the attempted development of a sexual or romantic relationship between a church worker and a person with whom he/she has a pastoral and fiduciary relationship, whether or not there is apparent consent from the individual is prohibited. Pastoral relationship means: a relationship between a church employee or volunteer and any person to whom such employee or volunteer has received confidential or privileged information.

#### Covenant for Sexual Responsibility

- 1) As a church volunteer I agree to observe all church rules and policies regarding working with youth or children.
- 2) I have never been convicted of or pleaded guilty to a crime of sexual violence and/or misconduct.
- 3) I understand that Fort Hill Presbyterian Church prohibits sexual misconduct and sexual coercion, or sexual exploitation of children or adults while I minister in any internal or external activity related to the Church.
- 4) I understand that if I engage in such behavior I will be subject to appropriate discipline which may include legal action. I agree to fully cooperate with the church. Further, I acknowledge that such discipline may result in termination of my work as a volunteer.

I acknowledge that I am aware of the Church's policy on Sexual Misconduct; I understand I can obtain a copy of it from the church office, and agree to abide by it.

## SABBATICAL LEAVE POLICY FOR MINISTERS AND CHRISTIAN EDUCATORS

### ***Rationale***

Ministers and educators perform tasks for God's people that require full and broad training in pastoral, theological, ecclesiastical, psychological and managerial skills. They are called upon to be spiritual leaders around the clock, yet the expectations placed upon them often make it difficult, if not impossible, for them to have time for their own spiritual renewal. As a result, many experience to one degree or another symptoms of emotional fatigue, stress-related illness and burnout which adversely affect the minister's or educator's personal, family and parish life, greatly diminishing effectiveness and personal well-being.

Often, ministers or educators move to another call to gain a fresh start and spiritual replenishing, leading to shorter-term ministries. For too long this situation has been accepted, even tolerated, as being an inevitable part of the job. The concept of Sabbatical Leave has its solution rooted in Scripture and in church tradition.

As defined by the Sabbatical Leave policy of the PCUSA, Sabbatical Leave for pastors and church educators is a planned time of intensive enhancement for ministry and mission. Sabbatical Leave follows precedents in the academic community and among a growing number of private sector groups. This "extended time" is qualitatively different from "vacation" or "days off." It is an opportunity for the individual to strategically disengage from regular and normal tasks so that ministry and mission may be viewed from a new perspective because of a planned time of focus.

- Sabbatical Leave is **not**:
  - An extended vacation or a substitute for a vacation. Vacations are time apart for the whole family. Sabbatical Leave involves only the minister or educator.
  - An extended continuing education. Continuing education is an annual time of professional development.
- Sabbatical Leave **is** to enrich, to gain new insights, and to serve as a "change of pace" time that can provide relaxation and renewal.
- Sabbatical Leave **will** enable the minister or educator to be renewed through the vital pursuit of intentional study, extended time spent in spiritual formation, and fresh mentoring by respected teachers. Sabbatical Leave enables a minister or educator to return to the responsibilities of the congregation or institution or agency with new energy, spiritual vision and effectiveness by renewal through rest and reflection.

"Sabbath keeping and sabbatical leave are part of a rhythm of life intended to refresh and renew all of creation so that all of creation will continue to reflect the face and will of God. Hence Sabbath keeping becomes a way of living. Ceasing, resting, embracing, and feasting is more than the weekly rhythm of work and rest. It is also the rhythm of life. Without this rhythm, the work of ministry certainly loses its joy, focus, and meaning."<sup>1</sup>

### ***Theological Background***

Sabbatical Leave is a period of time provided for the minister or educator to disengage from their regular tasks and from the stress of being constantly on call; ministering to the sick, troubled and dying; meeting, leading, supporting; and dealing with many other stressful situations.

- 1) It has its antecedents in the Biblical concept of the Sabbath day and Sabbath year.
- 2) It is a time for rest, reflection, and re-creation; a time for personal spiritual growth; an opportunity for renewed vision and commitment to ministry.

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<sup>1</sup> A. Richard Bullock and Richard J. Bruesehoff, *Clergy Renewal - The Alban Guide to Sabbatical Planning* (Bethesda, MD: Alban Institute, 2000): pp. 3-4.

- 3) It is also an opportunity for the congregation, institution, or agency to reflect on the whole nature and meaning of ministry and the place of God's people in that mission.
- 4) Sabbatical Leave with its emphasis on rest, travel, study, and reflection is different from other times away for such pursuits as advanced degree work, terminal leave, or career assessment.
- 5) It is also an opportunity for the congregation, institution, or agency to reflect on the whole nature and meaning of ministry and the place of God's people in that mission.
- 6) Sabbatical Leave with its emphasis on rest, travel, study, and reflection is different from other times away for such pursuits as advanced degree work, terminal leave, or career assessment.

Sabbatical Leave is rooted in scripture with many examples in both the Old and New Testaments (Appendix A). The Holy Spirit led our Lord Jesus away into the wilderness for 40 days and nights to commune with God and prepare for ministry. Jesus took time by himself on the mountain and out in the boat. Jesus provides an example, a model for an experience whose time has come.

***Requirements for Minister or Educator to Request Sabbatical Leave***

- 1) A minister/educator who has served in their present call for six (6) continuous years receive a Sabbatical Leave of three (3) months.
- 2) The Sabbatical Leave would ordinarily come during the seventh year of ministry in one place.
- 3) Sabbatical Leave with full pay would not ordinarily exceed three months.
- 4) Accrued vacation time and annual continuing education may be attached to the Sabbatical Leave.
- 5) Session and the minister or educator could negotiate for a longer period depending upon the nature of the Sabbatical Leave experience.
- 6) Additional time without pay could be approved provided the total time away does not exceed four months.
- 7) Upon completion of the Sabbatical Leave, the incumbent minister or educator would normally continue serving the same call for a period of at least four times the length of the Sabbatical Leave plus accrued vacation time.
- 8) A minister or educator who contemplates seeking another call within the next 12 months should not participate in a Sabbatical Leave.
- 9) Sabbatical Leave is limited to one staff member every 24 months.
- 10) Where married couples serve in ministry to For Hill Presbyterian Church, exceptions may be made at the discretion of Session and the congregation. However, in such situations the maintenance of faithful ministry by all participants should be the primary concern. Incumbent upon the Session, congregation, and the married couple serving in ministry is the attention to detail of responsibilities.

***Minister or Educator Responsibilities***

- 1) Conversation with Session at least two years prior to Sabbatical Leave should lead to bringing a written Sabbatical Leave proposal before the Session or Board - at least in outline form - a minimum of twelve (12) months before the intended commencement of the Sabbatical Leave.
- 2) Secure the approval of the Session for the Sabbatical Leave proposal and work out the necessary coverage of pastoral, pulpit, educational, and administrative responsibilities through the development of a written covenant.
- 3) Bring up to date all pending responsibilities as determined in consultation with the Session or Board before departing on Sabbatical Leave.
- 4) Before the Sabbatical Leave, and working with the Session, inform the congregation about the leave period. This should include an explanation of the Sabbatical Leave Rationale and Theological Background as well as the proposed plans for the leave period. Particular attention to the needs of the minister's or educator's family should be mentioned as they continue to be involved in the life of the church. The benefits of the leave for the minister or educator and the calling body will depend on the communication and cooperation of all.
- 5) Submit to the Inspiration and Support Team of Foothills Presbytery in writing the Sabbatical Leave covenant and timetable outlining plans.
- 6) Fulfill the Sabbatical Leave plans as developed in the written covenant, maintaining a healthy distance from pastoral, educational, and administrative responsibilities in the church, institution, or agency.
- 7) Upon re-entry, present a written report to the Session sharing the details of the Sabbatical Leave as well as reflections on its value and benefit. This report includes the benefits of the leave period but is not intended to be a justification for the leave or evidence of intense productivity by the minister or educator. The re-entry process provides a great opportunity to reflect upon the benefits that resulted from the Sabbatical Leave. Such expected benefits may include:
  - 8) Discovering the strength of lay leadership heretofore under-utilized.
  - 9) New understandings of the concept of mission as shared mission between the minister or educator and congregation, institution, or agency.
  - 10) Reaffirmation of call to ministry on part of the minister or educator as well as the congregation, institution, or agency with both covenant partners being reinvigorated and rededicated to the work of Christ's mission in the world.
- 11) Send the Sabbatical Leave written report to the Foothills Presbytery Committee on Ministry and the Inspiration and Support Team immediately following the Session or Board meeting when it is presented.

***Session Responsibilities***

- 1) Begin conversation with minister or educator at least two years prior to Sabbatical Leave.

- 2) Receive “for approval” the minister’s or educator’s written proposal for a Sabbatical Leave, at least twelve (12) months in advance of the intended commencement of the leave.
- 3) Consult with the minister or educator and determine all pending responsibilities to be up to date prior to the Sabbatical Leave.
- 4) Verify the coverage of pastoral, pulpit, educational, and administrative responsibilities during the Sabbatical Leave through the development of a written covenant.
- 5) Communicate to the congregation the importance and values to the church of a Sabbatical Leave; what it is, how long it will last, who will fulfill the regular responsibilities in the minister’s or educator’s absence, etc. Interpret the need for sensitivity to the minister’s or educator’s family and their continued participation in the life of the church. The ideal perspective is that the congregation would understand the period of the Sabbatical Leave as a time for reflection and renewal for themselves as well as for the minister or educator.
- 6) Continue terms of call commitments to the minister or educator during the Sabbatical Leave.
- 7) Fulfill the Sabbatical Leave plans as developed in the written covenant, maintaining a healthy distance from the minister or educator during this time. Utilize symbols and rituals to signify the beginning of the Sabbatical Leave. These may take place during worship to hold the minister or educator in prayer during this time of renewal and reflection.<sup>2</sup>
- 8) Fulfill any covenants or contracts made with substitute personnel during the Sabbatical Leave.
- 9) Following re-entry, all partners in the relationship might approach their common calling with new excitement and enthusiasm. Celebrating the reunited ministry of the minister or educator with the congregation, institution, or agency provides a time of re-acquainting with one another.
- 10) Request a written report of the Sabbatical Leave from the minister or educator upon return.

***Presbytery’s Inspiration and Support Team Responsibilities***

- 1) Promote congregational, institutional, or agency health by interpreting the Rationale and Theological Background of Sabbatical Leave.
- 2) Consult with Sessions or Boards and their minister or educator to provide guidance and serve as a resource in planning the Sabbatical Leave.
- 3) Receive and review the Sabbatical Leave written covenant and timetable outlining plans as submitted by the minister or educator after Session’s or Board’s approval.
- 4) Inform the Committee on Ministry about those ministers or educators who are planning to participate in a Sabbatical Leave.

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<sup>2</sup> Use of prayers, candles, or other symbols of staying connected to the minister or educator during the Sabbath Leave mark the power of God’s sustaining presence through the Holy Spirit. Multiple resources for sending and returning liturgies are available from the Presbytery Resource Center.

- 5) Receive the Sabbatical Leave written report from the minister or educator after it has been presented to Session or Board upon re-entry to ministry.
- 6) Maintain a list of ministers or educators within the presbytery who are willing to serve in limited roles for one another during Sabbatical Leave.
- 7) Seek funds and resources to assist ministers or educators with Sabbatical Leave.
- 8) Develop criteria for application of funds and resources for Sabbatical Leave.

### ***Stewardship Implications***

Session should prepare in advance by setting aside funds each year so that resources will be available during the time of Sabbatical Leave. The minister or educator will continue to receive full salary and benefits during the Sabbatical Leave. While Session may choose to request a "love offering" from the congregation to assist the minister or educator with the expenses of travel and study, ordinarily these expenses of the Sabbatical Leave will be assumed by the minister or educator.

Session should take into account that the church may also incur expenses for substitute pastoral, pulpit, educational, and administrative supply staff and possibly other matters during the Sabbatical Leave. In addition to lay leadership from within the congregation, Session should consider using Commissioned Lay Pastors, associate pastors, or seminary students who might be willing to preach or teach one Sunday. Session may consult with Presbytery through the Committee on Ministry or the Inspiration and Support Team for ideas on creatively addressing leadership needs.

### ***Appendix A***

Sabbath is a concept rooted in scripture which relates to rest from labors for God (Gen 2.3), humans and animals (Ex 34.21), and the land (Ex 23.10-11). Sabbath is also about true worship of God (Isa 58.13-14) as well as God's love for humanity (Mk 2.27-28). Sabbath in its final sense relates to enjoying God forever (Heb 4.9). In scripture Sabbath is modeled on a series of interrelated times of rest—days, years, and cycles of years. Resting from labors begins in the act of creation when God rested on the seventh day. Again in Exodus 20:10-11 the fourth commandment calls all people to "remember" and "keep holy" the Sabbath. Exodus 23 and Leviticus 25 speak of Sabbath days and years and Sabbath land years when the ground is untilled so that it can be naturally replenished. Sabbath is a time to refill and replenish the soul, to be refreshed in the Spirit with renewed dedication and vision, restored in physical health and energy all of which potentially can bring great benefits in renewed and more fulfilling and productive ministry that glorifies God.

The Hebrew calendar included a Sabbatical Year, sometimes called "the dropping year" or "the year of Sabbatical Desistence." It occurred every seventh year. God spoke to Moses on Mt. Sinai and directed its establishment. (Ex. 23.10 - 11; Lev. 25.1-7, 20-22; Deut. 15.1-6) The primary purpose was to let the field lie fallow. The Hebrews believed that the land belonged to God, and since it was in constant use during the previous six years, required a year of rest. "The sabbatical year began in the seventh month, and the whole law was then read during the feast of tabernacles; so that holy occupation, not apathetic rest, characterized it, as in the case of the Sabbath day. At the completion of the week of sabbatical years the jubilee crowned the whole. Canaan's conquest took seven years, the allotment of land seven more; then began the law of the sabbatical

year."<sup>3</sup> At one point it included the cancellation of all debts, but after rebuilding of the temple, lending money on interest was forbidden. "...the Sabbatical year bore to the other years precisely the same relationship as the Sabbath bore to the other days."<sup>4</sup> It was a time of rest and renewal for the fields.

Scripture abounds with illustrations of God's leaders spending significant time in solitude and reflection in preparation for God's service and continuation of ministry. Moses spent 40 days on Mt. Sinai (Ex 24.18). Elijah stood apart at the cave and listened to God (I Kings 19.13) Esther fasted three days to prepare for her calling to a "time such as this" (Esther 4.14-16). Elizabeth remained in seclusion during part of her pregnancy (Luke 1.24). Mary remained with Elizabeth for three months when she was expectant with the Christ child (Luke 1.56). John the Baptist received the word of God in the wilderness (Luke 3.2). At the Spirit's direction Paul spent days dwelling with various disciples prior to one of his beatings and his imprisonment (Acts 21.4-11). Jesus constantly sought relief from the crowds that followed him by going to the wilderness, a mountain, or by the sea (Matt 4.1, 5.1, 13.1, 13.53, 14.13, and 15.29). Jesus called Peter, James and John with him to the mountain for the transfiguration (Matt 17. 1f, Mk 9.2f, Lk 9.28). Jesus took time away for prayer (Jn 18.1f)

## **Appendix B**

### ***Suggestions for Interim Leadership During Sabbatical Leave***

The following are some ideas for how to fill the leadership needs of the church during the three-month period that the minister/educator is on Sabbatical Leave:

- 1) Be sure that the Sabbatical Leave is planned at least a year in advance so that the leadership needs can be planned appropriately.
- 2) Many retired ministers live within the bounds of our Presbytery. The Committee on Ministry and/or Presbytery staff can provide names of these persons who live nearby. Finding such a retired person who could work part-time in the minister's absence, i.e., preaching on Sundays and visiting the sick and moderating the Session meetings is a natural way to be the church. The Session and retired minister negotiate an appropriate honorarium for these services.
- 3) Several retired educators live within the bounds of our Presbytery. The Committee on Ministry and/or Presbytery staff can provide names of these persons who live nearby. Finding such a retired person who could work part-time in the educator's absence, i.e., teaching on Sundays and coordinating programs is a natural way to be the church. The Session and retired educator negotiate an appropriate honorarium for these services.
- 4) The Session might consider asking Elders to take extra leadership responsibility to fulfill the various administrative and ministerial tasks of the minister or educator, including rotating the preaching and teaching.
- 5) The Session is encouraged to consider inviting Presbytery staff, other denominational officials, seminary faculty and leaders in church agencies and institutions to preach and teach. The Sabbatical

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<sup>3</sup> "Faussett's Bible Dictionary" from *Bibleworks 6*. Dictionary, circa 1888. Electronic edition held by International Bible Translators, Inc., 1998. *Bibleworks* was programmed by Michael S. Bushell and Michale D. Tan, 1993-2003.

<sup>4</sup> (International Dictionary of the Bible, Vol. 4, page 142).

Leave can be a time in which the particular congregation becomes better acquainted with the Presbytery, Synod, and General Assembly and their various missions.

- 6) Our denomination now has trained interim pastors. Generally churches that are seeking a full-time pastor use the services of these specialists for an extended period of time. Sometimes interim pastors might be available to serve during a Sabbatical Leave. Most often the Presbytery staff is aware of interim pastors and their availability.

***Summer Intern for Pastoral Ministry***

Columbia Theological Seminary  
701 Columbia Drive  
Decatur, Georgia 30030  
(404) 378-8821

CHURCH INFORMATION FORM  
Summer Internship

Date:

CHURCH: FORT HILL PRESBYTERIAN CHURCH  
ADDRESS: 101 Edgewood Avenue, Clemson, SC 29631  
TELEPHONE: (864) 654-2061  
PASTOR: Laura Conrad  
ASSOCIATE PASTORS: Mary Morrison, Dana Waters, Al Masters

DESCRIPTION OF THE CONGREGATION:

In this small town/university town, the congregation has a good mix of ages. Area is developing as a retirement and lake community. Many FHPC families are related to Clemson University through children or employment. Summers tend to be "slow." Youth groups are "on-the-go" in summer work camps and conferences at Montreat. Our congregation rents a summer house at Montreat for four weeks every summer with a variety of congregational programs there. A presbytery-sponsored youth work camp is housed here at FHPC with groups coming from all across the U.S.A. We have a University Ministry Intern year round; the University student body drops from 17,000 to 5,000 students in the summer. Because our church staff members are in-and-out all summer, our Summer Intern is supervised by a Congregational Committee (which includes all of our staff). We try to give our Summer Intern a taste of all the many varieties of ministry that go on here at FHPC.

DESCRIPTION OF THE COMMUNITY THE CHURCH SERVES:

FORT HILL CHURCH was founded in 1895 for the purpose of ministering to Clemson College (founded in 1893) in the name of the Presbyterian Church. The community of Clemson has largely been built around Clemson University and thus reflects in its membership and ministry this emphasis. However, in recent years the community around the corporate limits of Clemson (town) has begun to reflect a variety of industries that have come to the area. In addition, the community lends itself to being ideal for retired

people and many in this age range have moved here. The community is largely white but there is a sizable black population in and around Clemson; race relations tend to be good. Because of the University there are many churches in the area and relations are excellent among them.

SUPERVISING PASTOR:

NAME: AGE:  
YEAR ORDAINED: YEARS IN PRESENT POSITION:

EDUCATION:

COLLEGE: Degree: B.A. Year:  
SEMINARY: Degree: M. Div. Year:  
Other: Degree: Year:

TWO PREVIOUS POSITIONS/LOCATIONS:

(1) Pastor Dates:  
(2) Dates:

SPECIAL INTERESTS IN MINISTRY:

SUGGESTED JOB DESCRIPTION FOR INTERN:

We will give the Seminarian opportunities to be involved in the total life of the Church with any special emphasis that the Seminarian desires. We want the person to lead in worship as often as possible and to preach at least two times. In surrounding churches there may be opportunities for other preaching but this could not interfere with Fort Hill duties. Regular pastoral visitation will be expected as well as some involvement with committees of the church. We have an Associate Pastor for Christian Education, an Associate Pastor for Youth and Young Adult Ministries and an Associate Pastor for University Ministry. who will share insights in these special ministries. While there will be close contact with the Pastor, the Seminarian will work under and be responsible to our Summer Intern Committee, which meets weekly. The Seminarian must have a sense of humor and be able to "roll with the punches."

TERMS OF AGREEMENT: (Minimum details to be negotiated)

12 Week Base Salary:

Social Security:

Housing/Utilities: provided

Other:

THIS INFORMATION WILL BE POSTED TO THE PUBLIC OF THE SEMINARY COMMUNITY AND WILL BE USED AS INFORMATION TO ENABLE THE SUPERVISED MINISTRY PLACEMENT PROCESS. THE COMPLETION OF THIS FORM DOES NOT GUARANTEE PLACEMENT.

SAFE PLACE POLICY

# Safe Place Policy and Procedures



**Fort Hill Presbyterian Church**

**2016**

**Implemented \_\_\_\_\_**

**Approved by Session \_\_\_\_\_**

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## Policy Rationale

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*Finally, brothers and sisters, whatever is true, whatever is honorable, whatever is just, whatever is pure, whatever is pleasing, whatever is commendable, if there is any excellence and if there is anything worthy of praise, think about these things. Keep on doing the things that you have learned and received and heard and seen in me and the God of peace will be with you. Philippians 4:8-9*

*Let the little children come to me; do not stop them; for it is to such as these that the kingdom of God belong. Mark 10:14b*

Children are a precious and sacred gift given to the community by God. They come into the community trusting those responsible for their nurture and care. It is through our actions with children that they learn what it is to be part of the family of God.

Leadership in the Church demands the highest standards of moral integrity and personal responsibility. Violation of the trust of children, youth, their parents, and other members breaks relationship not only with the people of God but possibly destroys faith in God. Therefore, in order to welcome children of God into Jesus' arms the Fort Hill Presbyterian Church provides this policy:

***Our Safe Place Policy is to safeguard the children, youth, and elderly who are entrusted to our care and those called to serve Jesus Christ by caring for them. As members of this congregation and of the Body of Christ, along with parents and guardians, we make a covenant to undertake the Christian nurture of each person when she or he is baptized. Our commitment to Christian nurture means that we will help care for children, youth, and elderly by providing them with a safe and nurturing environment, as well as teaching them the gospel and living out the Christian faith as positive role models.***

Churches historically and by nature have been known as protectors, so allegations or evidence of abuse in church sponsored activities is especially devastating. After studying and investigating policies of other organizations and churches, the Session and Staff of Fort Hill Presbyterian Church concludes that in today's environment a well-balanced, proactive prevention policy is a necessity for this church and any institution when entrusted with the care of children, youth, and elderly. Insurance companies require churches to have a formal policy as a preventive measure against abuse applying this policy to all church staff and volunteers working with children, youth, and elderly. In response to this requirement and to growing public concern over the safety and welfare of all people, Fort Hill Presbyterian Church establishes this Safe Place Policy and Procedures.

***With this Safe Place Policy, Fort Hill Presbyterian Church affirms the right of children, youth, and elderly to be protected from sexual/physical/emotional abuse and neglect, and the right of volunteers and church staff to be protected from unwarranted allegations of abuse and neglect.***

## General Statement of Purpose:

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To provide and ensure a welcoming, loving, and safe Christian environment for all who attend Fort Hill Presbyterian Church of Clemson, SC.

This policy is intended to ensure:

- A safe and secure environment for all persons, especially children, youth and elderly.
- Protection from sexual, physical, and emotional abuse while participating in activities offered by Fort Hill Presbyterian Church.

- Adult volunteers and employees are protected from unwarranted allegations of abuse.
- A mechanism exists to deal with reported concerns and subsequent actions.

This policy includes the following components for protection:

- Screening applicants for employment and volunteer services for a history of behavior potentially detrimental to children, youth, or elderly.
- Training employees and volunteers regarding the policy and appropriate supervision and chaperoning of activities involving children, youth and the elderly.
- Providing for appropriate behavior between children and youth toward their peers and adult supervisors.
- Procedures for reporting allegations and/or concerns.
- Procedures for responding to the report of allegations and/or concerns.

## Definitions:

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**Abuse:** Harmful actions or language toward another person and may take many forms. In all cases, abuse may result from the actions of an adult toward a minor or other adult, or the actions of child/youth toward a peer.

- a. Physical abuse is that which results in physical injury, including but not limited to bruises, burns, cuts, welts, fractures, and internal injuries.
- b. Emotional abuse is that which results in impaired psychological growth and development, including bullying, belittling, rejection, constant unequal treatment, verbal assaults, excessive demands on child's performance, and isolation from normal social activities.
- c. Sexual abuse is that which consists of sexual contact or interactions with a child, including physical contact (fondling, genital/oral stimulation, sexual intercourse) and nonphysical contact (exhibitionism, child prostitution, pornography, and voyeurism). See **Sexual Abuse and Sexual Conduct**.

**Abused Children/Youth:** Under South Carolina law, an abused child or youth is one whose death results from or whose physical or mental health or welfare is harmed or threatened with harm by the acts or omissions of the child's parents, guardian, or other person responsible for his/her welfare.

**Child:** A child under South Carolina law is a person less than 18 years of age.

**Child Sexual Abuse:** Any sexual activity with a child-whether in the home by a caretaker, in a daycare situation, a foster/residential setting, or any other setting, including on the street by a person unknown to the child. The abuser may be an adult, an adolescent or another child, provided the child is four years older than the victim (National Resource Center on Child Abuse)

**Christian Education Ministry:** A ministry of the Session that nurtures children, youth, and adults in their spiritual formation. The Christian Education Ministry is a primary ministry where volunteers and staff are trained in the Safe Place Policy and Procedures. A member of the Christian Education Ministry serves on the Safe Place Committee to annually review the Safe Place Policy and Procedures.

**Clerk of Session:** The clerk shall be a ruling elder who serves as the secretary of the session keeping a full and accurate record of its proceedings. The clerk of session shall also serve as secretary for all meetings of the congregation. (Presbyterian Church (USA) *Book of Order*, G-1.0505 and G-3.0107)

**Church Activity:** Any activity involving children that is sponsored by the Church. A church activity may be held on or off Church grounds.

**Elder Abuse:** The World Health Organization defines elder abuse as "a single, or repeated act, or lack of appropriate action, occurring within any relationship where there is an expectation of trust which causes harm or distress to an older person." The heart of this definition is that it concentrates on situations where there is "expectation of trust" by elder person being abused or neglected.

**Elderly:** A person 65 years of age or older.

**Employee or Staff:** Any person who is employed and/or compensated by the Church. Staff member does not include independent contractors. Nothing herein is intended to change the status of any employee or independent contractor as may be established by federal, state, local or common law.

**Misuse of Technology** - use of technology that results in sexually harassing or abusing another person, including texting or emailing suggestive messages and images to persons with whom one has a ministerial relationship. It is never appropriate to view pornography on church property. When this includes a person under the age of eighteen, it is considered child abuse. There is never an expectation of personal privacy when using technological equipment owned by a church or church entity or within the context of ministry.

**Neglect:** The failure to use proper care or supervision of children, youth, or elderly or the abandonment of children, youth, or elderly participating in church sponsored activities.

**Ordained Officer:** Current elders and deacons of Fort Hill Presbyterian Church. Each year, the Nominating Committee representative will advise potential officers, when first approached to consider serving, that they will be asked to register and submit for a criminal background check performed by a third vendor as an indication of leading by example and support.

**Personnel and Program Support Ministry:** A ministry of the Session responsible for the orderly search for church staff, employment, and review and support of staff and programs of Fort Hill Presbyterian Church. A member of the Personnel and Program Support Ministry serves on the Safe Place Committee to review annually the Safe Place Policy and Procedures. The budget for the implementation of the Safe Place Policy and Procedures, including Criminal Records and other background checks, is the responsibility of the Personnel and Program Support Ministry.

**Safe Place Administrator:** Assigned employee who oversees and initiates employee and volunteer compliance, maintains files and record keeping, and is a member of the Safe Place Committee.

**Safe Place Committee:** A combined committee of the Christian Education and Personnel and Program Support Ministries to oversee the Safe Place Policy and Procedures' implementation, monitor compliance, and recommend policy changes and clarifications to the Session.

**Session:** The responsibility of the Session as defined in the Presbyterian Church (USA) *Book of Order* is found in G-3.02. "The session is the council for the congregation . . .The session shall have responsibility for governing the congregation and guiding its witness to the sovereign activity of God in the world, so that the congregation is and becomes a community of faith, hope, love, and witness. As it leads and guides the witness of the congregation, the session shall keep before it the marks of the Church (F-1.0302), the notes by which Presbyterian and Reformed congregations have identified themselves throughout history (F-1.0303) and the six Great Ends of the Church (F-1.0304)."

**Sexual Abuse:** As defined in the PC(USA) *Book of Order*: "Sexual abuse of another person is any offense involving sexual conduct in relation to (1) any person under the age of eighteen years or anyone over the age of eighteen years without the mental capacity to consent; or (2) any person when the conduct includes force, threat, coercion, intimidation, or misuse of ordered ministry or position" (*Book of Order*, D-10.0401c).

**Sexual Activity:** May be violent or non-violent, touching or non-touching, and is an exploitation of a person's vulnerability and powerlessness. It involves a person in sexual behaviors for which he or she is not personally, socially, or developmentally ready.

**Sexual Conduct:** Offensive, obsessive or suggestive language or behavior, unacceptable visual

contact, unwelcome touching or fondling that is injurious to the physical or emotional health of another.

**Sexual Misconduct:** Inappropriate behavior relating to or involving a sexual nature.

**Staff:** See Employee.

**Trainer:** Staff and members of Fort Hill Presbyterian Church who have been equipped to instruct others in the Safe Place Policy and Procedures.

**Volunteer:** Any person participating in FHPC church activities or ministries involving children, youth or elders without pay. This includes but is not limited to teachers, assistants, advisors or chaperones working with children, youth or elderly.

**Working with Children, Youth, or Elderly:** Having responsibility as an employee or volunteer in a church ministry.

**Youth:** A child who is over the age of twelve and/or at least in the sixth grade. At Fort Hill a youth is any person in 6<sup>th</sup> to 12<sup>th</sup> grade inclusive.

## **Implementation and Compliance**

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The responsibility for the implementation of and compliance with this Safe Place Policy, as well as the necessary education and training needed to carry it out lies with the Session through the Personnel & Program Support Ministry in cooperation of the Christian Education Ministry.

- Applications for employees and volunteers will be considered current for 4 years from the original date of completion and acceptance.
- Initial Training of the Safe Place Policy and Procedures will be offered at least twice a year.
- Renewal Training will be offered annually and include updating the following information: Safe Place Ministry Application, and Criminal Records Check. Employees and Volunteers will be advised of any changes in the Safe Place Policy and Procedures since they were initially trained or their last renewal.
- Review of the Safe Place Policy and Procedures will be done annually in January by the Safe Place Committee. Any revisions to the policy and procedures may be presented at the stated February Session meeting for approval.
- A master database of trained volunteers will be maintained by the Office Administrator. Training dates and renewal dates, along with Safe Place Ministry Applications, and status of completed Criminal Records Checks and other relevant checks are kept in the database.
- Personnel and Program Support will offer a compliance update each March to Session; information will include how many currently trained volunteers are on the roles and annual statistics on the number of volunteers needed to execute FHPC's ministry to children, youth and elderly.
- Expense related to the Criminal Records Checks and any other background checks are to be included in the Personnel and Program Support budget.

## Criteria for Service

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### **Employee criteria as follows:**

As a part of Fort Hill's employment process, all employees are required to complete and sign the Safe Place Ministry Application and complete the Safe Place Policy and Procedures Training. This application must be submitted and included in the Personnel file for the employee. A person will not be considered an employee of Fort Hill Presbyterian Church until the application is completed and on file. Employees will also provide a valid form of ID, at least (2) two professional references, and will sign a Disclosure and Authorization Form, undergo, and will have passed a Criminal Records Check and any specific background checks related to the position(i.e., motor vehicle, credit, ...) prior to any activity of employment with the church.

### **Member Volunteer criteria as follows:**

In addition to completing the Safe Place Policy and Procedures Training and completed Safe Place Ministry Application which includes a valid form of ID and volunteer history; a signed Disclosure and Authorization Form for a Criminal Records Check and any specific background checks related to the position (i.e., motor vehicle, credit, ...); undergo and will have passed a Criminal Records Check and other relevant checks; volunteers will have attended worship for at least one year or have been a member of Fort Hill Presbyterian Church for six months before working with children, youth, or elderly in a ministry program of this church. If the volunteer has been a member of Fort Hill Presbyterian Church less than six months, the volunteer will provide at least (2) two references from a previous church of membership/attendance in which they have served children, youth or elderly within the last 18 months.

### **Non-Member Volunteer criteria as follows:**

In addition to completing the Safe Place Policy and Procedures Training, filling out the Safe Place Ministry Application which includes a valid form of ID and volunteer history; a signed Disclosure and Authorization Form for a Criminal Records Check and any specific background checks related to the position (i.e., motor vehicle, credit, ...); undergo and will have passed a Criminal Records Check and other relevant checks; non-members will be interviewed by a member of the Staff or a Safe Place Policy Trainer. The trainer or staff person will obtain at least (2) two references from the church of membership/attendance in which the non-member volunteer has served children, youth or elderly within the last 18 months.

**Chart for Criteria for Service**

<b>Employee</b>	<b>Member Volunteer</b>	<b>Non-Member Volunteer</b>
Employment Application	FHPC worship for 1 year or member for 6 months	Interview by Staff or Safe Place Policy Trainer
Safe Place Ministry Application	Safe Place Ministry Application	Safe Place Ministry Application
Valid Form of Identification	Valid Form of Identification	Valid Form of Identification
Signed Disclosure and Authorization Form (for Criminal Records Check and other background checks)	Signed Disclosure and Authorization Form (for Criminal Records Check and other background checks)	Signed Disclosure and Authorization Form (for Criminal Records Check and other background checks)
Clear report on CCR and background checks	Clear report on CCR and background checks	Clear report on CCR and background checks
Two professional references	If member less than 6 months— Two references from previous church within 18 months	Two references from church of membership
Completion of Safe Place Policy and Procedures Training	Completion of Safe Place Policy and Procedures Training	Completion of Safe Place Policy and Procedures Training

## **Training**

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Members of each affected ministry will be responsible for training. It is suggested that one member of each ministry team be designated the Safe Place Policy and Procedures point person and be responsible for making sure all volunteers within the ministry team are in compliance. Training will include the following:

- Rationale for the Safe Place Policy and Procedures.
- Definitions.
- Criteria for Service.
- Policies governing work with children, youth, and elderly.
- Behavior Guidelines and Discipline Policy which was approved by Session in 2015.
- Tour of the entire church facility including noting the location of First Aid Kits and Automated External Defibrillators (AED) maintained by the Deacons, Fire Extinguishers maintained by Buildings and Grounds, and Fire Escape maps in each room located near light switches maintained by Buildings and Grounds.
- Procedures for reporting abuse and responding to the report for abuse.

### **Staff Training**

- All employees of Fort Hill Presbyterian Church are required to complete the Safe Place Policy and Procedures Training. The Head of Staff or his/her designee will conduct the training. A record of their training will be kept with the Office Administrator.
- All staff are expected to follow up every 4 years to renew their training.

### **Volunteer Training**

- All volunteers working with children, youth, and elderly are required to complete and sign the Safe Place Ministry Application.
  - All volunteers are required to complete the Safe Place Policy and Procedures Training.
  - All volunteers are expected to follow up every 4 years to renew their training.
-

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## **Policies for Working with Children, Youth, and Elderly**

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### **Children and Youth Supervision**

- Two non-related adults at least 18 years of age will be present at any church-sponsored activity that involves the supervision of minors.
  - The supervising adult has background clearance and training.
  - Contact with parents for prior approval if only one trained adult is available for supervision.
  - All Fort Hill Presbyterian Church adults on overnight trips have completed Safe Place Policy and Procedures Training and passed a Criminal Records Check and relevant checks.
  - A ratio of 1:4 (adult: children) and 1:7 (adult: youth) will be maintained during retreat or travel events, unless specified otherwise by the hosting retreat center.
  - When lodging accommodations are limited, preventing adults from being housed in their own room, an adult of the same gender may share a room with multiple children/youth.
  
- Persons picking up a minor may be asked to show identification.
  
- Required Forms per age group:
  - For nursery aged children—all parents will complete an Emergency Information and Instructions Card on the particulars for each child including: who is able to pick up a child or children from the nursery, allergies, and any health concerns. These will be kept in a secure location.
  - For Children’s Ministry Activities—all parents will complete a Waiver and Consent Form for Children’s Ministry participation for each child. The Coordinator of Children’s Ministry keeps these secured.
  - For Youth Ministry Activities—all parents will complete a Waiver and Consent Form for Youth Ministry participation for each youth. The Associate Pastor keeps these secured and a copy is sent on overnight trips.

### **Transportation Guidelines**

- Two adults per vehicle are preferred. When two adults per vehicle are not available, the minimum required is one adult and two or more children/youth members—never one to one.
  
- Youth are not allowed to drive other youth to events.

### **Facilities**

- Children/youth classrooms in the church facilities will have accessible visibility, which will remain unobstructed at all times.
  
- First Aid Kits and Automated External Defibrillators (AED) are located throughout the church and maintained by the Deacons. Fire Extinguishers are maintained by Buildings and Grounds.
  
- Fire escape maps are located in each classroom near light switches.

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## **Reporting of Alleged Abuse**

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- I. This is the South Carolina Code for Identifying and Reporting Child Abuse and Neglect.

### **ARTICLE 3: Identification, Investigation, and Intervention**

Subarticle 1: Identifying and Reporting Child Abuse and Neglect

**SECTION 63-7-310.** Persons required to report.

(A) A physician, nurse, dentist, optometrist, medical examiner, or coroner, or an employee of a county medical examiner's or coroner's office, or any other medical, emergency medical services, mental health, or allied health professional, member of the clergy including a Christian Science Practitioner or religious healer, school teacher, counselor, principal, assistant principal, school attendance officer, social or public assistance worker, substance abuse treatment staff, or childcare worker in a childcare center or foster care facility, foster parent, police or law enforcement officer, juvenile justice worker, undertaker, funeral home director or employee of a funeral home, persons responsible for processing films, computer technician, judge, or a volunteer non-attorney guardian ad litem serving on behalf of the South Carolina Guardian Ad Litem Program or on behalf of Richland County CASA must report in accordance with this section when in the person's professional capacity the person has received information which gives the person reason to believe that a child has been or may be abused or neglected as defined in Section 63-7-20.

(B) If a person required to report pursuant to subsection (A) has received information in the person's professional capacity which gives the person reason to believe that a child's physical or mental health or welfare has been or may be adversely affected by acts or omissions that would be child abuse or neglect if committed by a parent, guardian, or other person responsible for the child's welfare, but the reporter believes that the act or omission was committed by a person other than the parent, guardian, or other person responsible for the child's welfare, the reporter must make a report to the appropriate law enforcement agency.

(C) Except as provided in subsection (A), a person, including, but not limited to, a volunteer non-attorney guardian ad litem serving on behalf of the South Carolina Guardian Ad Litem Program or on behalf of Richland County CASA, who has reason to believe that a child's physical or mental health or welfare has been or may be adversely affected by abuse and neglect may report, and is encouraged to report, in accordance with this section.

(D) Reports of child abuse or neglect may be made orally by telephone or otherwise to the county department of social services or to a law enforcement agency in the county where the child resides or is found.

**SECTION 63-7-315.** Civil action created for wrongful termination based on employee having reported child abuse or neglect.

(A) An employer must not dismiss, demote, suspend, or otherwise discipline or discriminate against an employee who is required or permitted to report child abuse or neglect pursuant to

Section 63-7-310 based on the fact that the employee has made a report of child abuse or neglect.

(B) An employee who is adversely affected by conduct that is in violation of subsection (A) may bring a civil action for reinstatement and back pay. An action brought pursuant to this subsection may be commenced against an employer, including the State, a political subdivision of the State, and an office, department, independent agency, authority, institution, association, or other body in state government. An action brought pursuant to this subsection must be commenced within three years of the date the adverse personnel action occurred.

(C) In an action brought pursuant to subsection (B), the court may award reasonable attorney's fees to the prevailing party; however, in order for the employer to receive reasonable attorney's fees pursuant to this subsection, the court must make a finding pursuant to Section 63-7-2000 that:

- (1) the employee made a report of suspected child abuse or neglect maliciously or in bad faith; or
- (2) the employee is guilty of making a false report of suspected child abuse or neglect pursuant to Section 63-7-440.

**SECTION 63-7-330.** Confidentiality of information.

(A) The identity of the person making a report pursuant to this section must be kept confidential by the agency or department receiving the report and must not be disclosed except as provided for in subsection (B) or (C) or as otherwise provided for in this chapter.

(B) When the department refers a report to a law enforcement agency for a criminal investigation, the department must inform the law enforcement agency of the identity of the person who reported the child abuse or neglect. The identity of the reporter must only be used by the law enforcement agency to further the criminal investigation arising from the report, and the agency must not disclose the reporter's identity to any person other than an employee of the agency who is involved in the criminal investigation arising from the report. If the reporter testifies in a criminal proceeding arising from the report, it must not be disclosed that the reporter made the report.

(C) When a law enforcement agency refers a report to the department for an investigation or other response, the law enforcement agency must inform the department of the identity of the person who reported the child abuse or neglect. The department must not disclose the identity of the reporter to any person except as authorized by Section 63-7-1990.

<http://www.scstatehouse.gov/code/t63c007.php> accessed 04.09 2016.

II. This is the South Carolina Code for Adult Protection, Duties and Procedures of Investigative Entities.

CHAPTER 35: Adult Protection

ARTICLE 1: Duties and Procedures of Investigative Entities

**SECTION 43-35-25.** Persons required to report abuse, neglect, or exploitation of adult; reporting methods.

(A) A physician, nurse, dentist, optometrist, medical examiner, coroner, other medical, mental health or allied health professional, Christian Science practitioner, religious healer, school teacher, counselor, psychologist, mental health or intellectual disability specialist, social or public assistance worker, caregiver, staff or volunteer of an adult day care center or of a facility, or law enforcement officer having reason to believe that a vulnerable adult has been or is likely to be abused, neglected, or exploited shall report the incident in accordance with this section. Any other person who has actual knowledge that a vulnerable adult has been abused, neglected, or exploited shall report the incident in accordance with this section.

(B) Except as provided in subsection (A), any other person who has reason to believe that a vulnerable adult has been or may be abused, neglected, or exploited may report the incident.

(C) A person required to report pursuant to this section is personally responsible for making the report; however, a state agency may make a report on behalf of an agency employee if the procedure the agency uses for reporting has been approved in writing by the Vulnerable Adults Investigations Unit of the South Carolina Law Enforcement Division or the investigative entity to which the report is to be made.

(D) A person required to report under this section must report the incident within twenty-four hours or the next working day. A report must be made in writing or orally by telephone or otherwise to:

(1) the Vulnerable Adults Investigations Unit of the South Carolina Law Enforcement Division for incidents occurring in facilities operated or contracted for operation by the Department of Mental Health or the Department of Disabilities and Special Needs;

(2) the Long Term Care Ombudsman Program for incidents occurring in facilities, except those facilities provided for in item (1); and

(3) the Adult Protective Services Program for incidents occurring in all other settings.

(E) If the Vulnerable Adults Investigations Unit of the South Carolina Law Enforcement Division or an investigative entity receives a report that is not within its investigative jurisdiction, the unit or investigative entity shall forward the report to the appropriate unit or investigative entity not later than the next working day.

(F) No facility may develop policies or procedures that interfere with the reporting requirements of this section.

(G) Provided the mandatory reporting requirements of this section are met, nothing in this section precludes a person also from reporting directly to law enforcement, and in cases of an emergency, serious injury, or suspected sexual assault law enforcement must be contacted immediately.

<http://www.scstatehouse.gov/code/t43c035.php> accessed 04.09.2016.

- III. Any person who is required, pursuant to South Carolina Code Ann Section 63-7-310 or Section 43-35-25, to report incidents of alleged abuse must also report such incidents to the Pastor, or in the alternative, the Associate Pastor.
- IV. Any person who may, pursuant to South Carolina Code Ann Section 63-7-310 or Section 43-35-25, report incidents of alleged abuse may also report such incidents to the Pastor, or in the alternative, the Associate Pastor."
- V. The 2015-2017 *PCUSA Book of Order* states:
  - a. *G-4.0302 Mandatory Reporting*

"Any member of this church engaged in ordered ministry and any certified Christian educator employed by this church or its congregations, shall report to ecclesiastical and civil legal authorities knowledge of harm, or the risk of harm, related to the physical abuse, neglect, and/or sexual molestation or abuse of a minor or an adult who lacks mental capacity when 1) such information is gained outside of a confidential communication as defined in G-4.0301, 2) she or he is not bound by an obligation of privileged communication under law, or 3) she or he reasonably believes that there is risk of physical harm or abuse."

## Responding to Abuse Allegations

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- 1) When an employee or volunteer becomes aware of any report of alleged abuse, he or she shall notify the Pastor or Associate Pastor, of such report as soon as is practicable.
  - a. When an allegation has been made tell the person, "I believe you."
  - b. Tell the person that you are required to share this with a pastor or Clerk of Session.
  - c. Share with a pastor or clerk of session only what you have been told.

- 2) Anyone accused of abuse will be immediately suspended from further responsibilities involving direct contact with children or elderly in any FHPC activity. The accused will remain suspended until an investigation of the alleged abuse has concluded no merit.
- 3) Upon becoming aware of any report of alleged abuse, the Pastor or the Associate Pastor shall as soon as is practicable notify the Clerk of Session of the reported alleged abuse.
- 4) As soon as is practicable following the report to the Clerk of Session, the Pastor, or the Associate Pastor, will contact the appropriate law enforcement agency.
- 5) As soon as is practicable following the notification of law enforcement, the Pastor or the Associate Pastor, along with the Clerk of Session, shall visit the parents or guardians of the child/youth or elderly person who is the alleged victim of abuse. Provided, however, that nothing herein shall be deemed to require any employee or church member to take any action that would materially interfere with an investigation of any law enforcement agency.
- 6) All reports of alleged abuse shall be treated confidentially and discussed with no one except those whom this Policy provides are to receive notice:
  - i. The Pastor or Associate Pastor shall contact the Foothills Presbytery Executive Presbyter/Stated Clerk, the church's insurance agent, and the church's attorney regarding the allegation(s).
  - ii. The Session, the Pastor or the Associate Pastor, in consultation with the above resources, shall determine whether, when, and in what manner the Congregation shall be informed of an allegation of abuse.
  - iii. The Session may choose to ask Presbytery to handle the judicial process on their behalf. When referred to Foothills Presbytery Executive Presbyter/Stated Clerk, the Policies and Procedures of Foothills Presbytery are activated.

## **Other Laws, Policies and Procedures**

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- 1) Whenever it may appear that this Policy is in conflict with a federal, state or local law, such law shall be controlling.
- 2) Whenever it may appear that this Policy is in conflict with the *Book of Order of the Presbyterian Church, U.S.A.*, the current edition of said *Book of Order* shall be controlling.
- 3) Media contact shall be made to the Pastor, or if not the Pastor, then the Clerk of Session, or the Session's designee.
- 4) Any written records pertaining to the allegations shall be kept by the Clerk of Session.

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## Healing the Congregation

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At Fort Hill Presbyterian Church we take every possible precaution to protect our children, youth, and elderly however we have to recognize that incidents may occur. These situations can have a tremendous impact on the individuals, as well as the entire congregation. "Abuse that is hidden continues to cause anger, confusion and fear in the congregation for years to come. After abuse is experienced, the ministry of recovery must be aimed at assuring justice for all and healing for those who are suffering. Justice and healing will not be achieved in a short time."<sup>5</sup> To help the community of faith deal with this betrayal of trust, there are five main components necessary for the healing process.

- **Truth telling.** For healing to begin the silence must be broken by acknowledging what has happened to the congregation. Ignoring the issue could only make things worse. Supporting the safety and well-being of the survivors. Hold abusers accountable for their behavior
- **Sharing and validation of feelings.** There are many emotions that surround the betrayal of trust; shock, anger, disbelief, and fear. In order to help the community of faith acknowledge and validate these feelings as well as find some resolution, we encourage group mediation with a trained pastoral counselor. Get to know your local domestic violence, sexual assault, elder abuse, and child abuse service providers.
  - **Concerning forgiveness:** "Offering gratuitous forgiveness to the abuser is of no benefit in the healing process for the victim or for the congregation. For healing to occur, painful consequences must be endured not just by the victim, who suffers first, but also by the abuser. When the abuser is truly able to live a changed life and demonstrate sorrow and repentance, then it will be possible for the congregation to offer the grace of forgiveness. Even so, the victim may or may not be able to forgive the harm he or she has suffered, and no pressure to forgive should ever be brought to bear on the victim simply to help the abuser feel better."<sup>6</sup>
- **Education.** Commitment to the safety and well-being of children, youth, and elderly is our number one priority. We have to communicate that commitment to the congregation in order for trust to be reestablished. We also must reeducate members on how collectively we can protect all children of God. "Programming with the congregation that is aimed at restoring trust in the church and its workers will be a valuable support ministry. Programs and discussion groups that focus on safety, justice, mercy, and reconciliation in difficult situations will set a solid foundation for their continuing spiritual growth."<sup>7</sup>
- **Spiritual reflection.** In a community of faith we turn to God for guidance and direction, especially during difficult times. We turn to Scripture, like the words Paul gave to the Colossians during crisis or the comforting words of Psalm 23 and we pray that the "*peace of Christ will rule in our hearts.*" We turn to God in prayer and emphasize the grace of Jesus Christ that will lift us up and love us forever. Offering opportunities for pastoral or other counseling, Bible study, healing and wholeness services, or prayer times can serve as ways to address the spiritual brokenness when mistrust, misuse of power, and addressing abuse as sin become part of the process of becoming whole.

### Answering the question, "What else do we have to do in order to be able to heal?"

As a congregation and as the body of Christ, where do we go from here? What do we need to do to mend ourselves so that we can go about the mission of the church – which is to glorify and serve God? Create an environment of awareness by displaying books and brochures that explore, educate and expand understanding within the congregation. Host information and awareness events with educational materials so that members of the congregation are empowered to lead, serve, and protect the children, the youth, and the elderly. Arrange for a guest

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<sup>5</sup> Melton, Joy Thornburg, *Safe Sanctuaries for Youth – Reducing the Risk of Abuse in Youth Ministries*, Discipleship Resources: Nashville, TN, 2003, 69.

<sup>6</sup> Melton, 74.

<sup>7</sup> Melton, 73.

speaker for your congregation or community to continue to keep shepherding care of the congregation a priority within the whole church's ministry.

*As God's chosen ones, holy and beloved, clothe your selves with compassion, kindness, humility, meekness, and patience. Bear with one another and if anyone has a complaint against another, forgive each other; just as the Lord has forgiven you, so you also must forgive. Above all, clothe yourselves with love, which binds everything together in perfect harmony. And let the peace of Christ rule in your hearts, to which in deed you were called in the one body. And be thankful. Let the work of Christ dwell in you richly; teach and admonish one another in all wisdom; and with gratitude in your hearts sing songs to God. And whatever you do, in word and deed, do everything in the name of the Lord Jesus, giving thanks to God the Father through him. Colossians 3:12-17*

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## **APPENDIX**

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- 1. Resources**
- 2. FHPC Safe Place Incident Report Form**
- 3. Employment Application Form**
- 4. FHPC Safe Place Ministry Application for Employees and Volunteers**
- 5. Reference Report**

## Resources

The following resources are in the Foothills Presbytery Resource Center:

205.66 Fortune 2009

Fortune, Marie M. ***Responding to clergy misconduct: a handbook.*** [Seattle, WA]: Faith Trust Institute, c2009.

253.2 Clergy TRAINER

***Clergy misconduct: sexual abuse in the ministerial relationship.*** Seattle (1914 North 34th Street, Suite 105, Seattle, WA 98103) : Center for the Prevention of Sexual and Domestic Violence, c1992.

259.1 Fortune

Fortune, Marie M. ***Violence in the family: a workshop curriculum for clergy and other helpers.*** Cleveland, Ohio: Pilgrim Press, c1991.

259.22 Fowlkes

Fowlkes, Mary Anne. ***The church cares for children: a handbook for childcare in the church.*** Louisville, KY: Presbyterian Pub. House, c1995.

VHS 261.832 Hear

***Hear their cries: religious responses to child abuse.*** Seattle, WA: Center for the Prevention of Sexual and Domestic Violence, c1992.

261.83272 Fortune

Fortune, Marie M. ***Is nothing sacred? : the story of a pastor, the women he sexually abused, and the congregation he nearly destroyed.*** Cleveland, Ohio: United Church Press, c1999.

261.83272 Fortune

Fortune, Marie M. ***Sexual violence: the sin revisited .*** Cleveland, Ohio : Pilgrim Press, c2005.

261.83272 MacDonald

MacDonald, Bonnie Glass. ***Surely heed their cry: a Presbyterian guide to child abuse prevention, intervention, and healing.*** [Louisville, KY]: Child Abuse Ministry Project, Presbyterian Church (U.S.A.), c1993.

261.83272 Reid

Reid, Kathryn Goering. ***Preventing child sexual abuse: a curriculum for children ages nine through twelve .*** New York: United Church Press, c1989.

261.83271 Rifner

Rifner, Lois J. ***We won't let it happen here: preventing child abuse in the church.*** Louisville, Ky.: Bridge Resources, c [2002].

261.83271 Safe

***Safe place overview: (resources, processes, training programs ...), March 16, 2006.*** [Simpsonville, SC]: Foothills Presbytery, 2006.

261.83271 Safe CHILD

Melton, Joy T. ***Safe sanctuaries: reducing risk of child abuse in the church.*** Nashville, TN: Discipleship Resources, c1998.

DVD 261.83271 Safe

***Safe sanctuaries for children and youth [DVD]: reducing the risk of abuse in the church.*** Nashville, TN: Discipleship Resources, c2004.

261.8327 Striking

***Striking terror no more: the church responds to domestic violence.*** Louisville, Ky.: Bridge Resources, 2006.

261.8344 Fortune

Fortune, Marie M. ***Keeping the faith: guidance for Christian women facing abuse.*** [San Francisco, Calif.] : Harper San Francisco, c1987.

261.8371 Safe YOUTH

Melton, Joy T. ***Safe sanctuaries for youth: reducing the risk of abuse in youth ministries.*** Nashville: Discipleship Resources, c2003.

306.7 Fortune

Fortune, Marie M. ***Love does no harm: sexual ethics for the rest of us.*** New York: Continuum, 2003, c1995.

362.29 Pathways

***Pathways to prevention: guiding youth to wise decisions: a prevention guide for youth leaders in faith communities.*** [Washington, D.C.] : National Youth Anti-Drug Media Campaign, Office of National Drug Control Policy, [2003].

616.8582239 Richards

Richards, Nancy. ***Heal and forgive: forgiveness in the face of abuse.*** Nevada City, CA: Blue Dolphin Publishing, Inc, c2005.

### Websites

<http://www.faithtrustinstitute.org/>

**FaithTrust Institute is a national, multi-faith, multicultural training and education organization with global reach working to end sexual and domestic violence.**

#### WHO WE ARE:

**OUR MISSION:** FaithTrust Institute provides faith communities and advocates with the tools and knowledge they need to address the faith and cultural issues related to abuse.

**OUR VISION:** FaithTrust Institute envisions a world where all persons are free from violence in relationships, faith is fundamental to ending violence, religious institutions create a climate in which abuse is not tolerated; faith communities become sanctuaries of safety, worthy of our trust; and all of us experience justice and healing in our communities.

#### FOUNDATIONAL PRINCIPLES for a Faithful Response to Sexual and Domestic Violence:

- **Faith is fundamental** to ending sexual and domestic violence regardless of our faith tradition.
- Tradition, sacred texts, doctrines, teachings and cultural values will be either a **roadblock or a resource** to ending violence against women.
- **Healing goals** are safety for victims, accountability for abusers, and restoration of relationship (if possible).
- **Justice-making** is the theological and ethical context for the response to the victim/survivor, the perpetrator, and the faith group or congregation.

- **Taking sides** means to not abandon the victim/survivor; to not accept the abuser's behavior; to seek justice for the victim/survivor and repentance for the abuser.
- To recognize and address **gender based violence** is part of our analysis and should be part of our strategy for response.
- The **role of the faith leader** is naming the unmentionable sins and promoting healing and justice.

**Creating Safe Ministries**

<http://www.presbyterianmission.org/ministries/creating-safe-ministries/>

GOD INTENDS FOR THE CHURCH AND ITS MINISTRIES TO BE A SAFE PLACE FOR ALL TO ENCOUNTER GOD AND GROW INTO LIVES OF SERVICE AND FULFILLMENT. WE ARE CALLED TO BE A HOLY COMMUNITY

This website is designed to help all ministries be safe ministries.

- create policies
- awareness of prevention practices
- report misconduct
- rebuild a broken trust when sexual misconduct occurs

With God's help, we will see a day when "justice rolls down like waters, and righteousness like an ever-flowing stream" (Amos 5:24).

**Fort Hill Presbyterian Church**  
**Safe Place Policy Incident Report Form**  
(Please print all information.)

1. Name of worker (paid or volunteer) observing or receiving disclosure of abuse of child, youth, or elderly:

*(A separate form should be completed for each person involved in order to keep the personal information confidential.)*

2. Victim's name: \_\_\_\_\_

Victim's age/date of birth: \_\_\_\_\_

Victim's address: \_\_\_\_\_

Victim's phone number: \_\_\_\_\_

3. Date/place of initial conversation with /report from victim: \_\_\_\_\_

4. Victim's statement (give a detailed summary here, including date/time and location of incident):

\_\_\_\_\_

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5. Name of person accused of abuse: \_\_\_\_\_  
Relationship of accused to victim (Paid staff, volunteer, family member, other): \_\_\_\_\_

6. Reported to one: pastor / associate pastor / clerk of Session: \_\_\_\_\_  
Date/time: \_\_\_\_\_  
Summary: \_\_\_\_\_

7. Name of Victim's parent/guardian: \_\_\_\_\_  
Address of Victim's parent/guardian: \_\_\_\_\_  
Phone number of Victim's parent/guardian: \_\_\_\_\_  
Call to victim's parent/guardian: \_\_\_\_\_  
Date/time: \_\_\_\_\_  
Summary: \_\_\_\_\_

8. Call to local law enforcement agency: **911** \_\_\_\_\_  
Date/time: \_\_\_\_\_  
Spoke with: \_\_\_\_\_  
Summary: \_\_\_\_\_

9. Call to local Child and Adult Protective Services Agency: **1-888-227-3487 Anderson-Oconee-Pickens hub** \_\_\_\_\_  
Date/time: \_\_\_\_\_  
Spoke with: \_\_\_\_\_  
Summary: \_\_\_\_\_

10: Other contacts: \_\_\_\_\_

Name: \_\_\_\_\_

Date/time: \_\_\_\_\_

Summary: \_\_\_\_\_

\_\_\_\_\_  
Signature of Person Making the Report

\_\_\_\_\_  
Date

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**Fort Hill Presbyterian Church**  
**Safe Place Ministry Application**  
**Employees and Volunteers**

**CONFIDENTIAL**

Full Legal Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number(s): \_\_\_\_\_ Email: \_\_\_\_\_

Social Security Number: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

How long have you been related to this church? employee \_\_\_\_\_ member \_\_\_\_\_

What is your non-member volunteer relationship to this church? \_\_\_\_\_

\_\_\_\_\_  
In which children/youth program(s) have you been involved in this congregation or other congregations? \_\_\_\_\_

**Child Abuse Protection Policy Screen**

The disturbing and traumatic rise of physical and sexual abuse of children has claimed the attention of our nation and society. The attached policies reflect Fort Hill's commitment to provide protective care of all children, youth, and volunteers who participate in church-sponsored activities.

**Please answer all questions. Your response will be kept fully confidential.**

You may choose to not answer a question, or you may discuss your answer in confidence with a member of staff rather than answering it on this form. Answering yes or leaving a question unanswered, could automatically disqualify an applicant from working with children and youth.

- Do you have a charge pending for an offense that if convicted, would prevent you from being allowed to work with children, youth or elderly? \_\_\_\_Yes \_\_\_\_No  
If yes, explain: \_\_\_\_\_  
\_\_\_\_\_
- Have you ever been convicted for a crime other than a minor traffic violation?  
\_\_\_\_Yes \_\_\_\_\_No
- Are you required to register yourself on the sex offender registry? \_\_\_\_Yes \_\_\_\_No

*(please attach additional pages if necessary)*

**Church Activity (for Member and Non-Member Volunteers)**

I have been a member of Fort Hill Presbyterian Church since \_\_\_\_\_.

If you have been a member of Fort Hill Presbyterian Church for less than six (6) months, please list previous church membership, including address:

Previous Church \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_

\_\_\_\_\_

1) Name of Reference from Previous Church: \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_

\_\_\_\_\_

2) Name of Reference from Previous Church: \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_

\_\_\_\_\_

**Application Verification and Release**

I recognize that Fort Hill Presbyterian Church is relying on the accuracy of information contained herein. Accordingly, I attest and affirm that all of the information that I have provided is absolutely true and correct.

I authorize Fort Hill Presbyterian Church to contact any person or entity to provide Fort Hill Presbyterian Church with information, opinions, and impressions relating to my background or qualifications.

I voluntarily release Fort Hill Presbyterian Church and any person contacted by the church from liability involving communication or information relating to my background or qualifications. I further authorize Fort Hill Presbyterian Church to conduct a criminal records report and any other relevant background check.

I have received a copy of and understand the Safe Place Policy.  Yes  No

Printed Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Driver's License**

License No. \_\_\_\_\_ State \_\_\_\_\_ Expiration \_\_\_\_\_

**Fort Hill Presbyterian Church**

**Employment Application**

[IMPORTANT – PLEASE READ CAREFULLY BEFORE SIGNING AUTHORIZATION]

The following is my true and complete legal name and all information contained herein is true and correct to the best of my knowledge:

Last Name \_\_\_\_\_ First \_\_\_\_\_ Middle \_\_\_\_\_

(Please print)

Other Names/Alias \_\_\_\_\_ Maiden \_\_\_\_\_

Social Security\* # \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Date of Birth\* \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Month / Date / Year

Driver's License # \_\_\_\_\_ State of Driver's License\*\* \_\_\_\_\_

Home Street Address \_\_\_\_\_ Phone Number \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Cell Phone \_\_\_\_\_ Work Phone \_\_\_\_\_

School Street Address \_\_\_\_\_ Phone Number \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Other Places of Residence—please provide information reflecting the past 10 years not listed above.

Street Address \_\_\_\_\_ Dates from \_\_\_\_\_ to \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Street Address \_\_\_\_\_ Dates from \_\_\_\_\_ to \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Street Address \_\_\_\_\_ Dates from \_\_\_\_\_ to \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Street Address \_\_\_\_\_ Dates from \_\_\_\_\_ to \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Use additional pages if needed.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Fort Hill Presbyterian Church**

**Employment Application**

[IMPORTANT – PLEASE READ CAREFULLY BEFORE SIGNING AUTHORIZATION]

Education High School \_\_\_\_\_

City and State \_\_\_\_\_

Year of Graduation \_\_\_\_\_

College or University \_\_\_\_\_ Years of Attendance \_\_\_\_\_

Address, City and State \_\_\_\_\_

Major \_\_\_\_\_

Degree Awarded Yes  No  type(s) \_\_\_\_\_ Graduation Year \_\_\_\_\_

College or University \_\_\_\_\_ Years of Attendance \_\_\_\_\_

Address, City and State \_\_\_\_\_

Major \_\_\_\_\_

Degree Awarded Yes  No  type(s) \_\_\_\_\_ Graduation Year \_\_\_\_\_

Graduate School \_\_\_\_\_ Years of Attendance \_\_\_\_\_

Address, City and State \_\_\_\_\_

Major \_\_\_\_\_

Degree Awarded Yes  No  type(s) \_\_\_\_\_ Graduation Year \_\_\_\_\_

Seminary \_\_\_\_\_ Years of Attendance \_\_\_\_\_

Address, City and State \_\_\_\_\_

Major \_\_\_\_\_

Degree Awarded Yes  No  type(s) \_\_\_\_\_ Graduation Year \_\_\_\_\_

Last Name \_\_\_\_\_ First \_\_\_\_\_ Middle \_\_\_\_\_

(Please print)

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Fort Hill Presbyterian Church**

**Employment Application**

[IMPORTANT – PLEASE READ CAREFULLY BEFORE SIGNING AUTHORIZATION]

Present Employer \_\_\_\_\_ City, State \_\_\_\_\_

Position \_\_\_\_\_

Dates of Employment \_\_\_\_\_

Former Employer \_\_\_\_\_ City, State \_\_\_\_\_

Position \_\_\_\_\_

Dates of Employment \_\_\_\_\_

Reason for Leaving \_\_\_\_\_

Former Employer \_\_\_\_\_ City, State \_\_\_\_\_

Position \_\_\_\_\_

Dates of Employment \_\_\_\_\_

Reason for Leaving \_\_\_\_\_

Former Employer \_\_\_\_\_ City, State \_\_\_\_\_

Position \_\_\_\_\_

Dates of Employment \_\_\_\_\_

Reason for Leaving \_\_\_\_\_

Former Employer \_\_\_\_\_ City, State \_\_\_\_\_

Position \_\_\_\_\_

Dates of Employment \_\_\_\_\_

Reason for Leaving \_\_\_\_\_

Last Name \_\_\_\_\_ First \_\_\_\_\_ Middle \_\_\_\_\_

(Please print)

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Fort Hill Presbyterian Church**  
**CONFIDENTIAL**

**Reference**

The applicant named below has applied for a position as \_\_\_\_\_ at Fort Hill Presbyterian Church. We ask that you take a few moments to complete and return this form in the envelope provided.

*[Revise this statement if you will be contacting references by telephone.]*

Name of applicant \_\_\_\_\_

Name of reference \_\_\_\_\_

Address of reference \_\_\_\_\_ Phone (daytime) \_\_\_\_\_

Phone (evening) \_\_\_\_\_

Relationship to applicant \_\_\_\_\_

How long have you known the applicant? \_\_\_\_\_

In what capacity do you know the applicant? \_\_\_\_\_

How would you describe the applicant's ability to work with children/youth? \_\_\_\_\_

\_\_\_\_\_

How would you describe the applicant's ability to relate to adults? \_\_\_\_\_

\_\_\_\_\_

How would you describe the applicant's leadership abilities? \_\_\_\_\_

\_\_\_\_\_

How would you feel about having the applicant working with your child/youth? \_\_\_\_\_

\_\_\_\_\_

Do you know of any characteristics that would negatively affect the applicant's ability to work with children/youth? \_\_\_\_\_ . If so, please describe. \_\_\_\_\_

\_\_\_\_\_

Do you have any knowledge that the applicant has ever been convicted of a crime? \_\_\_\_ YES \_\_\_\_ NO If YES, please describe. \_\_\_\_\_

\_\_\_\_\_

Please share any other comments you would like to make. \_\_\_\_\_

\_\_\_\_\_

Signature of reference \_\_\_\_\_

Phone interviewer's name \_\_\_\_\_ Date/time \_\_\_\_\_