A Manual of Organization

Fort Hill Presbyterian Church

Revised **11/19/2024**

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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, and Trustees: 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;
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 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 council 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.

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."

Meetings of the Session and Congregation

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 dismission 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.

Fort Hill Presbyterian Church allows for electronic meetings of the session and congregation in the event of a natural disaster or pandemic that affects the ability to meet in person. The session and congregation shall have reasonable notice of the electronic meeting and the ability to discuss, deliberate, and discern the will of God and vote on business terms. The quorum for such a meeting of session is one teaching elder to serve as moderator and one-third of the active ruling elders. The quorum for such a meeting of the congregation is one teaching elder to serve as a moderator and one-tenth of the members.

Nonprofit Religious Corporation

In addition to operation as a congregation under the auspices of the Presbyterian Church USA denomination, Fort Hill Presbyterian Church also operates as a nonprofit religious corporation under the South Carolina Code of Laws, Chapters 31 – South Carolina Nonprofit Corporation Act of 1994. Fort Hill Church was incorporated with the office of the South Carolina Secretary of State on September 13, 1976, and the Secretary of State's office has issued a current Certificate of Existence signifying proper standing as a non-profit religious corporation as of the date of this revision to the *Manual of Organization*. This *Manual* also serves as the bylaws of the nonprofit corporation of the church.

The duly elected Session of Fort Hill Church also serves as the Board of Trustees when administering the business affairs of the nonprofit corporation as specified in the South Carolina code of Laws, as recapitulated below.

Type, Purpose and Duration of the Nonprofit Corporation – The Corporation is a nonprofit religious corporation formed for holding and operating property in common for Religious, Educational, Social, Fraternal, Charitable, and other eleemosynary purposes, or any two or more of said purposes, and is not organized for the purpose of profit or gain to the members other than above stated. The Corporation shall not engage in *ultra vires* acts. The period of duration of the Corporation is perpetual.

Powers and Duties of the Nonprofit Corporation – The Corporation shall have the powers and duties to receive, hold, encumber, manage, and transfer property, real or personal, for the church, including but not limited to:

- Accept and execute deeds of title to such property;
- Hold and defend title to such property;
- Manage any permanent special funds for the furtherance of the purposes of the church;
- Hold and execute any and all of the general powers of a Religious corporation organized under the South Carolina Nonprofit Corporation Act, as may be amended from time to time.
- The Corporation, and its Trustees, in discharge of its duties to buy, sell, or mortgage real property, shall act only after the approval of the congregation of the church, granted in a duly constituted meeting.

Restrictions on Corporations Exempt from Federal Taxation – No part of assets of the Corporation shall inure to the benefit of, or be distributable to its members, trustees, officers, or other private persons, except that the Corporation shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes of the Corporation. No substantial part of the activities of the Corporation shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the Corporation shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of or in opposition to any candidate for public office. Notwithstanding, any other provision of these articles, the Corporation shall not carry on any other activities not permitted to be carried on (a) by a corporation exempt from federal income tax under Section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code, or (b) by a corporation, contributions to which are deductible under Section 170(c)(2) of the Internal Revenue Code, or corresponding section of any future federal tax code.

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, 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 of the congregation shall be eligible to be elected to Session and serve as trustees. G-4.0102 stipulates: "The ruling elders on the session of a congregation, who are eligible under the civil law, shall be the trustees of the corporation. While specific trustee officers are designated as set forth below, the session body will assure that trustee responsibilities and nonprofit corporation matters are appropriately discharged in the interest of the religious affairs of the church. The Clerk of Session will ensure that, when required on specified matters, the Board of Trustees is called to order to act on matters within its purview under SC Code of Law requirements.

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.

Appointment of Trustees and Officers of the Board of Trustees

Subsequent to the ordination and installation each year of new Session members, the Clerk of Session shall submit for Session approval the slate, by name, of then-serving Session members for appointment as the updated Board of Trustees. The Clerk shall also submit for Session approval a slate, by name, of the current officers to be appointed as Officers and Agents of the Board of Trustees, as follows:

Moderator of the Finance Ministry as Chair of the Board of Trustees
Planning Ministry Moderator as Vice Chair of the Board of Trustees
Clerk of Session as Secretary of the Board of Trustees
Treasurer of the Church as Treasurer of the Corporation
Moderator of the Building & Grounds Ministry with financial authority on behalf of the Board
Clerk of Session as Authorized Agent for correspondence on corporate affairs with SC Secretary of State's Office

The Corporation may indemnify its Trustees and officers to the full extent permitted by law in the State of South Carolina, as may be amended from time to time.

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 and 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: Facilities Manager

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 Manager.
2) Make policies concerning use of the buildings and grounds by external groups, including recommendations to session suitable fees and restrictions will 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 submit a monthly article to The Window highlighting a church-supported ministry. The ministry will encourage church members to serve all church-supported organizations. 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, the 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 examples of specific ways in which this purpose may be accomplished:

Meet and Eat – coordinate small group social activity where group members gather at individual members' homes or selected restaurant to share dinner and fellowship, providing (through a rotational system) the opportunity to meet new people (usually held once a quarter).

Trunk or Treat – a Halloween event for all ages.

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

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

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

Book Club – meets monthly to discuss a chosen book.

Craft Connection – craft people meeting monthly to work on personal projects and fellowship.

Church-wide Picnic – held each spring.

First Sunday Summer Breakfast – meets the first Sunday of June, July, and August for a potluck breakfast.

Drawing Studio – meets intermittently throughout the year.

Slide into Fall Barbeque – Barbeque lunch after worship in the fall.

Book Swap – books collected from members and set out for members to take home.

November Notes of Thanks – Thank you cards signed by the congregation and staff to be sent to members unable to attend worship and folks that live at Clemson Downs and Foothills Presbyterian Home to let them know we are thankful for them.

Welcome Back Student Mixer – held after worship in the fall to welcome new and returning students.

Other – propose, plan and seek leadership for other fellowship activities that the Ministry considers helpful toward meeting its objectives. The voting ministry members shall be approved by the session.

Presbyterian Women

Organization and By-laws

Presbyterian Women
Fort Hill Presbyterian Church (USA)
By-Laws
August 17, 2020

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.” (PW)

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/Program Coordinator, Secretary, Treasurer); Committee Chairs: (Care and Concerns, Christian Community Action, Columbia Friendship Circle, Honorary Life Membership/Historian, New Membership, Publicity, Resource); Subcommittees: (Birthday Luncheon and Retreat under Vice Moderator; Fort Hill Student Program and Mission Haven under Christian Community Action) and Circle Leaders.

Section 3. The Resource Committee shall present the names of women to be elected as Officers, Committee Chairs, Subcommittee, 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 June 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, Fellowship Ministry Moderator and the Clerk of Session.

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, virtually if needed.
- 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 and supervise the printing and distribution of the PW Directory to all members, all pastors, Clerk of Session, Deacon Moderator, Deacon Vice Moderator, Deacon Secretary, and Fellowship Ministry Moderator.

- Attend two meetings of the Fellowship Ministry and one meeting of the Session annually.
- Write the PW Annual Report for Fort Hill in January.
- As past Moderator serve on church Officer Nominating Committee for one year or appoint someone to serve in her place.

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

- Succeed to the office of Moderator in the event of the Moderator's resignation.
- Preside in the absence of the Moderator.
- Assist the Moderator when needed.
- Coordinate PW programs: the Birthday Luncheon and the Spiritual Retreat, each comprising a subcommittee with three to four members, one from each circle if possible.

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 Associate Pastor for Discipleship, the Clerk of Session, the Fellowship Ministry Moderator, and the Deacon Moderator.

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 semiannual financial reports for the business meetings of the Coordinating Team.
- 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.
- Formulate the annual budget and present it to the Coordinating Team in August for approval.

Section 5. The Chair of Cares and Concerns shall perform the following duties:

- Provide information to circles and other members of the congregation and staff regarding special needs and prayer requests in the congregation. (Prayer Chain)
- Email a list of cares and concerns to circle leaders prior to each monthly meeting.

Section 6. The Chair of Christian Community Action shall perform the following duties:

- Coordinate the collection and distribution of all Service Projects of Presbyterian Women.
- Coordinate the activities of the subcommittee of Mission Haven and the subcommittee Fort Hill College Program.

Section 7. 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 8. The Chair of the Honorary Life Membership/Historian 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.
- Keep the records of the PW Honorary Life Membership awards.
- Keep files of PW directories, Personal data sheets of Presbyterian Women, and the Fort Hill PW Annual Reports in the PW file cabinet.
- Keep records of all Memorial Tributes for all PW members who have passed away. Consult administrative assistant to obtain these tributes.

Section 9. 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.
- Provide information about PW for new member packets that are prepared and distributed by Membership Ministry.

Section 10. The 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.

Section 11. The Chair of Resource will perform the following duties:

- Assemble a list of positions on PW Coordinating Team to be filled.
- Coordinate the activities of a committee composed of one representative from each circle, if possible, to select persons to fill these positions of the PW Coordinating Team. 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.
- Submit nominees by April 1 to Fellowship Ministry Moderator for approval by Session prior to being appointed to the PW Coordinating Team.

Section 12. The Subcommittee of the Birthday Luncheon shall perform the following duties:

- Work with the Vice Moderator to secure a speaker for the Birthday Luncheon.

- Work with Circle leaders to assign responsibilities, prepare a program leaflet, and coordinate the luncheon.

Section 13. The Subcommittee of the Fort Hill College Student Program shall perform the following duties:

- Obtain a list of current students with names and addresses from the church administrative assistant and divided among the circle leaders for the purpose of keeping in touch with these students.
- Solicit gift cards from circle members and other church members who may purchase these cards from Chick-fil-A, Starbucks, Subway, Wendy's, etc. to be sent to Fort Hill College Students on Valentine's Day.
- Seek the assistance of the Chair of Christian Community Action as needed.

Section 14. The Subcommittee of Mission Haven shall perform the following duties:

- Assist in stocking the Clothes Closet which is maintained for PCUSA missionaries and families home on furlough and seminary students and their families. This facility is located on the campus of the Columbia Theological Seminary in Decatur, Georgia, and also for Safe Harbor Retail Store in Greenville.
- Coordinate clothing drives for Mission Haven held in March and for Safe Harbor held in October.
- Seek the assistance of the Chair of Christian Community Action as needed.

Section 15. The Subcommittee of the Spiritual Retreat shall perform the following duties:

- Work with the Vice Moderator to secure the speaker for the Retreat.
- Select the date, time, and location of the Retreat.
- Coordinate all activities of the Retreat.

Section 16. 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.
- Encourage members to assume leadership roles in PW.
- Encourage members to visit the sick and shut-ins.
- Appoint a circle representative if possible to serve on each of the following subcommittees: Birthday Luncheon, Retreat, and Resource. Present these names to the Resource Chair.

Section17: 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.

Article VI – Financial Duties

Section 1: The programs of Presbyterian Women shall be financed by women supporting missions and the PW Budget through their offerings.

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 program planning and goal setting meeting in August and then meet again in January to finalize details for the remainder of the year.

Section 2: Presbyterian Women shall meet as determined by the Coordinating Team, electronically in the event of a natural disaster or pandemic that affects the ability to meet in person.

Section 3: The circles shall meet monthly September through May to provide an inclusive, caring community of women. In the event that circles cannot meet physically, members are encouraged to meet virtually as possible.

Article VIII – Honorary Life Memberships

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 recent recipients of the previous three years. The committee must always be comprised of those who have received the Honorary Life Membership from 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 (USA).

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 17, 2020

Discipleship Ministry

Statement of Purpose

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

Our vision of faith formation is to teach, guide, and grow disciples so that all will share the good news of Jesus Christ and foster a loving community of faith.

The Discipleship Ministry carries out its vision collectively and through the Children's Ministry Team, the Youth Ministry Team, the Adult Ministry Team, and the Preschool Board.

Discipleship Ministry Responsibilities

This Ministry shall provide sessional oversight for the following activities of the Children's Ministry Team (CMT), the Youth Ministry Team (YMT), the Adult Ministry Team (AMT), the Preschool Board (PB), and the congregation by:

1) Establishing, communicating, and assisting in the implementation of an annual discipleship theme for CMT, YMT, and AMT;
2) Evaluating, reviewing, and helping to select curricula for all Ministry Teams;
3) Working with each Ministry Team in planning, collaborating, and maintaining a calendar of activities and events;
4) Working with each Ministry Team to invite new persons to serve in leadership, teaching, facilitating, and advisory roles in all aspects of faith formation;
5) Offering leadership development for teachers, facilitators, advisors, and others who serve within the Ministry Teams of the Discipleship Ministry;
6) Receiving monthly written reports from each Ministry Tean (CMT, YMT, AMT, and PB);
7) Maintaining the church library to resource the Discipleship Ministry as well as other ministries of the church;
8) Serving as caretakers of the Fort Hill Faith Practices and overseeing their intentional promotion to the congregation;
9) Administering the recipient selection process for the Pansy Duke Scholarship Fund;
10) Appointing an Elder (in conjunction with Foothills Presbytery) to serve as a Session liaison for Inquirers/Candidates who are under care in preparation for ministry;
11) Ensuring the administration of Safe Place Training by:
    a) Reviewing the Safe Place Policy and Procedures annually and recommending policy changes and clarification to the Session,
    b) Overseeing the Safe Place Policy and Procedures' implementation by offering training at least twice a year,
    c) Monitoring compliance of the Safe Place Policy and Procedures;
12) Compiling a proposed budget for the next year to submit to Session each September;
13) Submitting written requests to Finance Ministry for approval of any fundraising events (other than those listed as approved in the Special Fundraising Policy of this Manual of Organization) prior to submitting requests to Session for approval;

14) Reviewing and updating the Discipleship Ministry section of this Manual of Organization every four years starting from 2016.

Accountability

The Discipleship Ministry shall make oral/written reports to Session as needed. At the end of each calendar year, the Co-Moderators shall submit 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:

- At least 2 active ruling elders – serving as Co-Moderators
- Moderator of the Children's Ministry Team
- Moderator of the Youth Ministry Team
- Moderator of the Adult Ministry Team
- At-large member – designated to serve as a member of the FHPC Preschool Board
- At-large member – designated to serve as the Discipleship Ministry Secretary

Persons who have served three (3) years shall take a year off before serving another three-year term.

Staff members who serve in advisory capacity to the Discipleship Ministry are:

- Associate Pastor for Congregational Life, Ex-Officio
- Coordinator of Faith Formation, Ex-Officio

The Discipleship Ministry will meet a minimum of four (4) times a year. Each Ministry Team (CMT, YMT, AMT) shall meet monthly except for July and December. The Co-Moderators of the Discipleship Ministry will alternately attend the monthly meetings of each Ministry Team. The voting ministry members shall be approved by the Session.

Children's Ministry Team

Statement of Purpose

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) Sundays (Nursery and Worship Education for birth—5th grade);
2) Weekly programming;
3) Vacation Bible School (VBS);
4) Mission Opportunities;
5) Faith Milestones to promote growth of a child's faith;

6) Seasonal events;
7) Other programs such as planned monthly fellowship events that fulfill the Children's Ministry vision.

Youth Ministry

Statement of Purpose

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) Faith Formation opportunities —for 6^{th}—12^{th} Grades;
2) Middle School and Senior High Youth Groups;
3) Youth Sunday Worship;
4) Confirmation;
5) Mission, Youth Conferences, and Retreats for Middle Schoolers and Senior Highs;
6) Coordinate and oversee Clemson football parking fundraiser;
7) Other programs and events that fulfill the Youth Ministry vision.

Adult Ministry Team

Statement of Purpose

The Adult Ministry of Fort Hill Presbyterian Church is a seedbed of learning for adults to plant and tend energetic, intelligent, imaginative, and loving Christian disciples.

Adult Ministry Team Responsibilities

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

1) Faith Formation opportunities—for adult disciples;
2) Bible studies—mid-week, short-term, seasonal;
3) Small group gatherings for "Millenial-ish" people (approximate ages 22-40);
4) Liturgical seasonal events;
5) Periodic offerings of courses of special interest (parenting, aging, etc.);
6) Small groups;
7) Occasional offerings of denominational and ecumenical workshops, seminars, and interest groups;
8) Other programs and events that support the faith formation of active discipleship and fulfill the Adult Ministry vision.

Fort Hill Presbyterian Church Preschool

Statement of Purpose

The mission of Fort Hill Presbyterian Church Preschool is to provide quality, loving instruction to each child enrolled in our program, in a caring Christian environment. We help each child grow in his or her ability to express himself or herself through language, art, music, and play. We strive to provide opportunities for children to enrich their understanding of the world in which they live.

Preschool Board Responsibilities

The Preschool Board oversees the nine-months weekday program for two, three, and four year olds by:

1) Determining the mission and vision of the Preschool;
2) Developing policies for the faithful ministry and management of the Preschool in line with its mission and vision. Such policies include registration procedures, payment of tuition, scholarship criteria, school year calendar and holidays, sickness, inclement weather, and other policies as needed;
3) Working together with the Preschool Director to hire teachers and staff needed to implement the program of the Preschool, including training in Safe Place Policies and Procedures;
4) Supporting the Preschool Director and teachers in maintaining a high standard of curriculum that includes Christian and non-sectarian teachings;
5) Establishing tuition and fees annually; scheduling and promoting registration;
6) Overseeing the Preschool budget with the Treasurer and Director;
7) Being advocates for children and their families;
8) Staying apprised of best practices for church preschools;
9) Evaluating the overall program regularly and as church and community needs change;
10) Working with the church to promote the Preschool and celebrate its ministry.

The Preschool Board has 3 scheduled meetings during the year: Fall, Winter, and Spring. Called meetings are possible should the need arise.

Moderator – The Moderator sets the agenda and oversees the board meetings. This person is responsible to keep the board current about any information regarding the preschool and stay in touch regularly with the Preschool Director regarding policies and procedures.

The Moderator and Coordinator of Faith Formation prepare a monthly report to the Discipleship Ministry through the Discipleship Ministry liaison who serves on the Preschool Board.

The Moderator and Coordinator of Faith Formation prepare an annual report about the preschool program to present to the Session through the Discipleship Ministry in June of each year.

The Moderator is the person responsible for recording the minutes and maintaining any documents needed for upcoming meetings. The Moderator is also responsible for sending out the minutes to the Preschool Board after each meeting.

Treasurer – The Preschool Treasurer is responsible for keeping the financial records of the preschool program. The Preschool Treasurer works with the Preschool Director to develop the budget.

Financial reports are prepared by the Preschool Treasurer prior to each board meeting and at the end of the school year.

The Preschool Treasurer works closely with the Church Administrator to keep the preschool financial accounts and records.

Payroll and reimbursement reports are handled by the Church Administrator and available to the Finance Ministry and the Session, generally monthly.

Preschool Director – The Director is responsible for building upon the Preschool's well-respected heritage and reputation as a nurturing, collaborative community that fosters personal growth and a love of learning among the staff, children, and families.

The Director is responsible for all aspects of the daily operation of the preschool, including curriculum development, staff hiring and management, marketing and communication, recruitment and enrollment, parent relations, budget development and oversight, purchasing of supplies and equipment, property maintenance (in conjunction with Building and Grounds Ministry) and other duties which may be identified on an ongoing basis.

The Director is also responsible for approving and/or issuing checks needed for the program. These needs include supplies and other expenses for the daily operation of the Preschool.

The Director is responsible for sending out notices when a family is late in making tuition payments.

The Director informs the Preschool Board when a family is/was behind on tuition and what actions will be/were taken.

The Director seeks guidance from the Moderator when a decision regarding enrollment needs to be made based on lack of payment and determine together whether to extend a hardship scholarship or suspend enrollment.

The Preschool Board is made up of the following persons:

- 4 at-large church members nominated by the board with Discipleship Ministry and Session approval
- 2 parents of former or current students nominated by the Board or by the Director with Discipleship Ministry and Session approval
- Discipleship Ministry Liaison
- Director (Ex-Officio), selected by the Board with Discipleship Ministry approval, and presented to the Session as information
- Children's Ministry Coordinator (Ex-Officio)

The Board elects its own Moderator and Treasurer from church members serving with Session approval.

The Discipleship Ministry Section updated 10/2/2024

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 ensure 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. The voting ministry members shall be approved by the session.

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:

Ministry Team Financial Requests: All financial requests to Session, for unbudgeted expenditures, over and above the Ministry Teams approved budget, must be in writing and reviewed by the Finance Ministry at one of its regular called meetings before presentation to Session. If the Finance Ministry does not agree with the request, it may still be presented to Session, but with the Finance Ministry's views noted.

Budgeted Expenditures:

- Budgeted expenditures less than or equal to $2,000.00: No action required by Ministry teams.
- Budgeted expenditures greater than $2,000.00 by all Ministry Teams, (except routine, periodic bills such as payroll, pension and insurance payments and utility bills): Ministry Team shall advise Finance and Business Administrator, prior to expenditure. Finance to determine if any reporting to Session is necessary.

Unbudgeted Expenditures:

- All unbudgeted expenditures less than $1,000.00 and within the Ministry Team's approved overall budgeted and under the established section and category of that Ministry's Team's budget no action is required other than to report changes to Finance and the Business Administrator prior to transfer of funds, to identify which line item is to be charged.
- All unbudgeted expenditures greater than $2,000.00 shall be presented to Finance in writing for approval, prior to being presented to Session for approval by the Ministry Team. The Ministry Team shall notify the Business Administrator as to line item to be charged.
- Prior to approval by Session, any new personnel positions must first be approved by the Finance Ministry who is responsible for the overall financial health of the Church.

All Other Expenditures:

- All revisions to budgets, that are an increase to the total approved budget (other than situations noted above), shall be reported to Finance for approval. If Finance deems necessary, Finance will present to Session for Approval.

Special Funds and Fund Raising:

- All special funds should receive approval from the Finance Ministry and Session before being established.
- All fund-raising campaigns shall be reported to Finance and Session for approval.

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 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)

Fort Hill Presbyterian Church
ENDOWMENT SUBCOMMITTEE, ITS PURPOSE AND RESPONSIBILITIES

The Endowment Subcommittee (the "Committee") shall be responsible for the soliciting, investment and management of the Fort Hill Presbyterian Church Endowment Funds, given to support future activities of the Church, its mission and ministries.

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

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 (see below).
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.

Management of Endowment Funds
The Fort Hill Presbyterian Church Endowment Funds (hereafter referred to as the "Funds") managed by the Endowment Subcommittee are:

Mission Endowment Fund

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.

General Endowment Trust Fund
Session voted to adopt the Irrevocable Trust Agreement in March 2012, establishing the General Endowment Trust Fund of Fort Hill Presbyterian Church. This Fund includes all unspecified gifts, bequests and donations to Fort Hill Presbyterian Church as well as specific gifts to this Trust.

Benefits accruing from this 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.

University Ministry Endowment Fund
Benefits accruing from gifts to this Fund shall be used to support the University Ministry program and Presbyterian Student Association at Clemson University.

Pansy Duke Scholarship Fund
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.

Acceptance/Establishment of Endowment Funds
As new funds are proposed, the Endowment Subcommittee is charged with the responsibility of their development, acceptance, establishment and subsequent management, including and any policy statements pertaining to the purpose and usage of each fund's assets. Recommendations regarding acceptance will move through the Finance Ministry to Session for acceptance/ approval. New endowment funds must be approved by the Session and may be amended, both upon a three-fourths (3/4) vote of the Session.

Unitized Pool Investment Approach

Assets of individual endowments are invested in a unitized pool.

The Endowment Investment Policy Statement

I. INTRODUCTION

The Funds were created to provide perpetual financial support to various ministries and charitable purposes of the Church. The purpose of this Policy Statement is to establish guidelines for the Funds' investment portfolio (the "Portfolio").
The statement also incorporates accountability standards that will be used for monitoring the progress of the Portfolio's investment program and for evaluating the contributions of the manager(s) hired or performing on behalf of the Funds and its beneficiaries.

II. ROLE OF THE ENDOWMENT SUB COMMITTEE

The Committee is acting in a fiduciary capacity with respect to the Portfolio, and is accountable to the Finance Ministry and Session, for overseeing the investment of all endowment assets owned by, or held in trust for, the Portfolio.

A. This Investment Policy Statement sets forth the investment objectives, distribution policies, and investment guidelines that govern the activities of the committee and any other parties to whom the Committee has delegated investment management responsibility for Portfolio assets.

B. The investment policies for the Fund contained herein have been formulated consistent with the anticipated financial needs and in consideration for the Fund's tolerance for assuming investment and financial risk, as reflected in the majority opinion of the Committee.

C. Policies contained in this statement are intended to provide guidelines, where necessary, for ensuring that the Portfolio's investments are managed consistent with the short-term and long-term financial goals of the Funds. At the same time, they are intended to provide for sufficient investment flexibility in the face of changes in capital market conditions and in the financial circumstances of the ministries being served.

D. The Committee will review this Investment Policy Statement at least biennially. Changes to this Investment Policy Statement can be made only by vote of a majority of the Committee, and subsequent recommendation by the Finance Ministry and approval by Session. Written confirmation of the changes will be provided to all committee members and to any other parties hired on behalf of the Portfolio as soon thereafter as is practical.

III. INVESTMENT OBJECTIVE AND SPENDING POLICY

A. The Funds are to be invested with the objective of preserving the long-term, real purchasing power of the assets while providing a relatively predictable and growing stream of annual distributions in support of the ministries.

B. For the purpose of making distributions, the Fund shall make use of a total-return-based spending policy, meaning that it will fund distributions from net investment income, net realized capital gains, and proceeds from the sale of investments.

C. The distribution of fund assets will be permitted to the extent that such distributions do not exceed a level that would erode the fund's purchasing power over time. The Committee will review its spending assumptions annually for the purpose of deciding whether any changes therein necessitate amending the Fund's spending policy, its target assets allocation, or both.

A recommendation will be made annually by the Committee to the Finance Ministry and, ultimately, the Session for approval, regarding the amount available for distribution as the "payout" for each endowment fund, based on the following methodology:

1. Payouts will not be recommended in circumstances where, as of the prior year end, the market value of a fund is less than the historic gift value of the fund. Under extreme circumstances, and in consideration of / adherence to state law, the Session may evaluate the need to payout and benefit to the intended program and act prudently and accordingly.

2. The payout for each endowment fund will be calculating by multiplying the average of the last 12 quarters market value by 5%.

3. At the Session's discretion, they may determine that a lesser distribution of payout is warranted to meet the needs and purposes of the fund. In such cases, the unspent amount will be retained in the portfolio.

4. Periodic cash flow, either into or out of the Portfolio, will be used to better align the investment portfolio to the asset allocation outlined in the allocation policy in Section IV. A. herein.

IV. PORTFOLIO INVESTMENT POLICIES

A. Asset Allocation Policy

1. The Committee recognizes that the strategic allocation of Portfolio assets across broadly defined financial assets and sub-asset categories with varying degrees of risk, return and return correlation will be the most significant determinant of long-term investment returns and Portfolio asset value stability.

2. The Committee expects that actual returns and return volatility may vary from expectations and return objectives across short periods of time. While the Committee wishes to retain flexibility with respect to making periodic changes to the Portfolio's asset allocation, it expects to do so only in the event of material changes to the Fund, to the assumptions underlying Fund spending policies, and/or the capital markets and asset classes in which the Portfolio invests.

3. Fund assets will be managed as a balanced portfolio composed of two major components: an equity portion and a fixed income portion. The expected role of Fund equity investments will be to maximize the long-term real growth of the Portfolio assets, while the role of fixed income investments will be to generate current income, provide for more stable periodic returns, and provide some protection against a prolonged decline in the market value of Portfolio equity investments.

4. Cash investments will, under normal circumstances, only be considered as temporary Portfolios holdings and will be used for Fund liquidity needs, including the future short-term payouts, or to facilitate a planned program of dollar-cost averaging into investments in either or both of the equity and fixed income asset classes.
    a. Cash Inflows – Should an endowment fund receive an additional contribution of $100,000 or greater, then said contribution(s) will be invested 1/3 per quarter over the next 3 quarters.
    b. The Committee has the flexibility to evaluate market circumstances in carrying out cash management responsibilities.
5. Outlined below are the long-term strategic asset allocation guidelines determined by the Committee to be the most appropriate, given the Fund's long-term objectives and short-term constraints. Within these target ranges and then constraints of this policy, the Committee is authorized to direct investments. Portfolios assets will, under normal circumstances, be allocated across broad asset and sub-asset classes in accordance with the following ranges:

Asset Class Allocation	**Sub-asset Class**	**Target**
Equity		**45-75%**
	U.S.	**35-65%**
	Non-U.S.	**10-25%**
Fixed Income		**15-45%**
	Investment Grade	**15-45%**
	Below Invest. Grade	**0- 5%**
Alternative Investments	**See below**	**0- 15%**

Cash	**0%**

To the extent the Portfolio holds investments in nontraditional, illiquid, and /or non-marketable securities including (but not limited to) venture capital, hedge funds, and real estate investments, these assets will be treated collectively as alternative investments for the purposes of measuring the Portfolio's asset allocation.

B. Diversification Policy

1. Diversification across and within asset classes is the primary means by which the Committee expects the Portfolio to avoid undue risk of large losses over long time periods. To protect the Portfolio against unfavorable outcomes with an asset class due to the assumption of large risks, the Committee will take reasonable precautions to avoid excessive investment concentrations. Specifically, the following guidelines will be in place.
   a) The Portfolio will not hold individual stocks.
   b) With the exception of passively managed investment vehicles seeking to match the returns on a broadly diversified market index, no single investment shall comprise more than 25% of total Portfolio assets.
   c) With respect to fixed income investments, the minimum average credit quality of these investments shall be investment grade (S&P's BBB or Moody's Baa or higher).

C. Rebalancing

It is expected that the Portfolio's actual assets allocation will vary from its target asset allocation as a result of the varying periodic returns earned on its investments in different asset and sub-asset classes. The Portfolio will be rebalanced to its target normal asset allocation under the following Procedures:

1. The Committee will use incoming cash flow (contributions) or outgoing money movements (disbursements) of the Portfolio to realign the current weightings closer to the target weightings for the Portfolio.
2. The Committee will review the Portfolio semiannually (June 30 and December 31) to determine the deviation from target weightings during each semiannual review, the following parameters will be applied:
   a) If any asset class (equity or fixed income) within the Portfolio is +/- 5 percentage points from its target weighting, the Portfolio will be rebalanced.
   b) The Committee shall act within a reasonable period of time to evaluate deviation from these ranges.
3. The Committee may rebalance at any time.

D. Other Investment Policies

Unless expressly authorized by the Committee, the Portfolios and its investment managers are prohibited from:

1. Purchasing securities on margin or executing short sales.
2. Pledging or hypothecating securities.
3. Purchasing or selling derivative securities for speculation or leverage.
4. Engaging in investment strategies that have the potential to amplify or distort the risk of loss beyond a level that is reasonably expected, given the objectives of their Portfolios.

V. MONITORING PORTFOLIO INVESTMENTS AND PERFORMANCE

The Committee will monitor the Portfolio's investment performance against the Portfolio's stated investment objectives. At a frequency to be decided by the Committee, it will formally assess the Portfolio and the performance of its underlying investments as follows:

A. The Portfolio's composite investment performance (net of fees) will be judged against the following standards:
    1. The Portfolio's absolute long-term real return objective of 5%
    2. A composite benchmark consisting of the following unmanaged market indexes weighted according to the expected target asset allocations stipulated by the Portfolio's investment guidelines:
    3. U.S. Equity: Wilshire 5000 Total Market Index
        a) Non-U.S. Equity: MSCI EAFE + EM Index
        b) Investment Grade Fixed Income: Barclays Capital U.S. Aggregate Bond Index
        c) Non-Investment Grade Fixed Income: Barclays

B. The performance of professional investment managers hired on behalf of the Portfolio will be judged against the following standards:
    1. A market-based index appropriately selected or tailored to the manager's agreed-upon investment objective and the normal investment characteristics of the manager's portfolio.
    2. The performance of other investment managers having similar investment objectives.

C. In keeping with the Portfolio's overall long-term financial objective, the Committee will evaluate Portfolio and manager performance over a suitably long-term investment horizon, generally across full market cycles or, at a minimum, on a rolling five-year basis.
D. Investment reports shall be provided by the investment manager(s) on a (calendar) quarterly basis.

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: Ideally, the Moderator of Session will assign two active elders, one of which serves as Moderator, the other of which serves as Vice-Moderator, and at least one deacon representative.

2) Other members may be recruited by the elder(s) or staff to serve on the Membership Ministry.
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 as needed basis, typically 4 times a year, 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 Integration

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.

(3) Engage and Involve

Develop a program to engage and involve members in the life of the church by working with various groups, members, and ministries of the church. Coordinate the updates to the Church Directory in cooperation with other ministries.

(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. These evaluations will be conducted by the ministries responsible for each staff member as outlined in the table below

Personnel	**Cooperating Ministry**
Pastor	Worship
Associate Pastor for Congregational Life	Discipleship, Fellowship Ministries
Coordinator of Faith Formation	Discipleship
Associate Pastor for University Ministry	University Ministry
Associate for Congregational Care	Deacons
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 Manager	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.

Product	**Frequency**	**Oversight Ministry**
The Window	Monthly	PPSM
Sunday Bulletin	Weekly	Worship
Church Roll	Annually	Clerk of Session
Church Organizational Manual	As Needed	PPSM
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) Coordinate and communicate audio needs with the Media Team.

Ministry Staffing Requirements

All Congregational members of Ministry Teams are to be approved by the session.

Ministry	Session	Congregation
Building & Grounds	2	3 to 5
Christian Action	3	3 to 5
Congregational Fellowship	2	3 to 5
Discipleship	2	3 to 5
Finance	2	3 to 5
Membership	2	3 to 5
Personnel & Program Support	2	3 to 5
Planning	2	3 to 5
University Ministry	2	3 to 5
Worship	2	3 to 5

Total	21	30 to 50

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

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. 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. In addition to these transactional behaviors, there are **Core Competencies** (characteristics) that need to be present for the staff member to be effective. Hopefully, this format will assist in organizing work and focusing energy and resources on what is most important, with outcomes in mind.

There are **Guiding Principles** that inform the implementation of the Role Responsibilities across all positions, identified as follows:

Guiding Principles

- “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.

Pastor and Head of Staff

Roles

- Worship Leader
- Pastor and Head of Staff
- Leader – Manager
- Personal Caregiver and Growth Sustainer

Responsibilities

- Serve as primary preacher for worship services.
- 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.
- Assist in developing healthy norms and processes for communication, planning, problem solving, and decision making.

Relationships

- FHPC Pastoral Staff and Program Support Staff
- Relates as staff liaison to Worship Ministry, Membership Ministry, P&PS, Planning, Stewardship (Finance), and Officer Nominating
- Session, staff, and disciples of Fort Hill Church
- Active Member of Foothills Presbytery

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.

Resources

- Pastors in the community, larger PCUSA, and Presbytery
- 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 Presbytery; with assistance of Clerk of Session
- Accountable to Session through Personnel and Program Support Ministry

Core Competencies

- Preaching/Worship Leader
- Strategy and Vision
- Communicator
- Externally Aware
- Organizational Agility
- Collaboration
- Decision Making
- Advisor
- Spiritual Maturity
- Willing to Engage Conflict

Associate Pastor for Congregational Life

Roles

- Pastor
- Supervisor
- Disciple Developer
- Visionary

Responsibilities

- Provide overall leadership, consulting on Vision, Mission and Strategy for the Discipleship Ministry and associated ministry teams.
- Supervise and collaborate with the Coordinator of Faith Formation on Faith Formation Planning and Curriculum Development.
- Collaborate with the Associate Pastor of University Ministry to engage college students in the life of the Church.
- Work with the Discipleship Ministry to identify adult essential tenets and enhance our adult education programs.
- Facilitate outreach to Young Adults.
- Coordinate with Discipleship Ministry to involve our adults in small groups that will nurture and support them.
- Work with the Fellowship Ministry of the Congregation to develop and facilitate fellowship opportunities, including church-wide gatherings, and other programs as the ministry develops.
- Build a year-round, weekly youth program for fellowship, spiritual formation, discipleship, and Christian community.
- Plan, coordinate, and evaluate Confirmation Classes.
- Provide programming that considers the safety and well-being of our children and youth.

- Equip the Discipleship Ministry Team and Children and Youth advisors with skills for leadership and understanding the faith development among children and youth.
- Serve as "on call" pastor as scheduled by Pastor/Head of Staff.
- Lead in worship and preach occasionally, especially during times related to children or youth.
- Assist pastors with worship services throughout the year; be available for weddings and funerals.

Relationships

- Relates as staff liaison to Fellowship Ministry, Scout Troop, and Discipleship Ministry and related entities.
- Supervises the Coordinator of Faith Formation.
- Session, staff, and disciples of Fort Hill Church
- Active Member of Foothills Presbytery and area Youth Leader

Results

- Disciples (children, youth, families, young adults, adults) will grow in faith and practice.
- Leadership will be developed.
- Church Goals will be met and the Mission of FHPC will be advanced.

Resources

- Foothills Presbytery Youth Ministry Network and Committee on Shared Mission
- Continuing Education to support development

Reporting

- The Associate Pastor will work under direction of and in close relationship with the Pastor, who is the head of staff.
- Accountable to Session through Personnel and Program Support

Core Competencies

- Strategy & Vision
- Communicator
- Advisor
- Collaboration
- Interpersonal Engagement

Associate Pastor for University Ministry

Roles

- 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.
- Supervisor to the position of intern for Campus Ministry, as applicable.

Responsibilities

- 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.
- Coordinate activities at the Presbyterian Center facility.
- Develop an on-campus presence at CU/SWU/Tri-County Tech.
- Make University Ministry visible to the Foothills Presbytery and its member churches.
- Provide a ministry to the greater University community.
- Coach and equip students to discover and use their individual talents for ministry.
- Plan and administer regular programs of worship, study, fellowship, and mission in cooperation with the University Ministry Team of the Session and the Presbyterian Student Association council.
- Collaborate with Associate Pastor for Congregational Life to encompass and align college students with overall FHPC strategies.
- Engage with Christian Action Ministry to maintain Directory of Benevolences. Actively connect members with Benevolences of interest to facilitate service engagement.
- Coordinate mission opportunities with other ministries of the church.
- Provide theological and practical leadership for outreach and mission events.
- Interface with local non-profits and research mission opportunities for the church.
- Serve as “on call” pastor as scheduled by Pastor/Head of Staff.
- Assist pastors with worship services throughout the year and be responsible for preaching as required; be available for weddings and funerals.

Relationships

- Relates as staff liaison to University Ministry Team of Fort Hill Church.
- Related as staff liaison to Christian Action Ministry of Fort Hill Church.
- Session, staff, and disciples of Fort Hill Church.
- Active member of Foothills Presbytery and related congregations.
- Relates to appropriate contact at Clemson University and others serving in Campus Ministry

Results

- Students/Disciples will grow in faith and practice
- Leadership will be developed
- Funding sources will be nurtured and developed
- Church Goals will be met and the Mission of FHPC will be advanced.

Resources

- Other Campus Ministers in Foothills Presbytery and beyond
- Foothills Presbytery Committee on Shared Mission
- Continuing Education to support development

Reporting

- The Associate Pastor will work under direction of and in close relationship with the Pastor, who is the head of staff.
- Quarterly Communications with Supporting Congregations, Presbyteries, FHPC
- Accountable to Session through Personnel and Program Support

Core Competencies

- Advisor
- Funds Developer
- Interpersonal Engagement
- Bridge Builder
- Strategy & Vision

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 for Congregational Care

Roles

- Primary coordinator of pastoral care
- Principal visitation Associate
- Staff liaison for Board of Deacons
- Pastor

Responsibilities

- Be responsible for pastoral care, coordinate with pastors, and rotate on-call weeks.
- Collaborate with the Board of Deacon Executive team to empower the Deacons in their care for the congregation.
- Assist pastors with worship services throughout the year and be responsible for preaching as required; be available for weddings and funerals.

Relationships

- Relates as staff liaison to the Board of Deacons
- Session, staff, and disciples of Fort Hill Church

- Active Member of Foothills Presbytery

Results

- Members will be integrated into Circles of Care, study, and service.
- Disciples will build relationships intentionally to provide for Disciple Care.
- Church Goals will be met and the Mission of FHPC will be advanced.

Resources

- Church networks
- Presbytery relationships
- Continuing Education to support development

Reporting

- The Associate will work under direction of and in close relationship with the Pastor, who is the head of staff.
- Accountable to Session through Personnel and Program Support

Core Competencies

- Spiritual Maturity
- Collaboration
- Compassionate
- Interpersonal Engagement
- Corporate Worship and Sacraments

Coordinator of Faith Formation

Qualifications

- Possess the knowledge and ability to teach and communicate PC (USA)/Reformed Theology while demonstrating a strong faith in God and a commitment to Christ with love for all people.
- A minimum of 1-4 years of applicable leadership experience working with children and/or youth and their families.
- Ability to plan short- and long-term visions of ministry that foster spiritual growth for children, youth, and their families at Fort Hill Presbyterian Church.
- Ability to engage, empower, train, and organize the members of Fort Hill Presbyterian Church to share their gifts and time to build relationships with children, youth, and their families.
- Good communication, organizational, and leadership skills.
- Possess the ability and willingness to ensure that teaching and learning experiences are accessible to all people, without regard to learning differences, special needs, or physical limitations.
- Demonstrate spiritual maturity. Ability to be a self-starter with initiative and creativity.
- Exhibits a commitment to Fort Hill Presbyterian Church and its: worship, theology, and vision for ministry.

- 4-year undergraduate degree recommended.
- Basic knowledge of computer skills and budget management.

Essential Responsibilities

- Work with the Associate Pastor for Congregational Life in the planning and implementation of life-long Discipleship at Fort Hill Presbyterian Church for people of all ages.
- Building and growing a foundation of faith for children and their families (newborn through 5th grade), and in collaboration with the Associate Pastor for Congregational Life, work with the youth (Grades 6-8) and their families.
- Coordinating with the AP for Congregational Life to plan and facilitate programming for faith formation for various weekly church gatherings and activities.
- Effectively communicate and implement the vision for spiritual growth at Fort Hill and enable discipleship for children and families while engaging faithful adult volunteers.
- Responsible for promoting and fostering a nurturing community of faith for Fort Hill Presbyterian Church and the Clemson community. Finding welcoming, creative, and inclusive ways to help people find and use their strengths.
- Responsible for creating and maintaining consistent communication with church members about upcoming events and various activities in the life of the church.
- Plan and execute various Worship experiences and fellowship activities and trips for children, youth (Grades 6-8), and their families throughout the year for Fort Hill Presbyterian Church.
- Fosters a community at Fort Hill – emotionally, spiritually, and physically.
- Ensure all adult volunteers working with children and youth have completed Safe Place training.
- Ensure Safe Place policies are followed. Provide Safe Place training for volunteers as needed.
- Responsible for scheduling and coordinating chapel time for Fort Hill Presbyterian Church Preschool.
- Responsible for maintaining healthy boundaries for yourself and ensuring that you are observing personal Sabbath time.

Relational

- Works with Pastor/Head of Staff and Associate Pastor for Congregational Life.
- Participates in Discipleship Ministry meetings.
- Participates in weekly staff meetings and weekly meetings with the AP for Congregational Life.
- Annual review with the Personnel and Program Support Ministry.
- Participates in Presbytery-sponsored events for church leaders.
- Attend meetings with the Preschool Director and Board as the staff liaison to Fort Hill Presbyterian Preschool.
- Fosters relationships with children, youth and families to ensure all feel involved and a part of the ministry at Fort Hill Presbyterian Church.
- Continuing education will be offered for the Coordinator of Faith Formation. The expectation is that this offering will be used annually.
- Ensure that all feel welcomed.

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 FHOG 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 required. Experience with page layout needed, i.e. newsletters, flyers, posters, etc. Proficiency with social media preferred.
- 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. Answer the doorbell and let people in as needed.
- 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 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, FHOG office, Club Room, etc.) in a neat and orderly fashion. Also responsible for keeping the 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.
- Order nametags as needed for members and officers as requested and new officers each year.

Document Preparation and Distribution:

- Prepare and print the Sunday and other bulletins as needed (special services, funerals, etc.). Upload Order of Worship to Cloud for Media Team each week and create and upload Sunday announcement slides each week as requested.
- Prepare general congregational communications and send out Weekly Update, Friday Worship, Prayer Request, and other email communications for church communications each week and as requested. Create graphics for Mailchimp emails and social media posts as requested. Work with all ministry teams to provide good communication on a church-wide basis.
- Prepare and print the monthly newsletter. Coordinate the newsletter mailing preparation (label, fold, seal, and prepare for bulk mail) with volunteer help. Take printed newsletter to Post Office, send out newsletter electronically, and post to website each month.
- Prepare and print various ministry reports on an annual or as needed basis.
- Send reminders as requested (i.e. Session meeting, Elder of the Day, etc.).
- Prepare documents, mailing labels, and database reports for staff members and ministry chairs as needed.
- Under the direction of the Office Administrator, assist with church bookkeeping duties 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 for New Officers, etc.

- Responsible for all church calendar management, coordinating facility and resource use with staff, ministry leaders, and outside groups. Manage and maintain church online master 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.
- Schedule weddings and events at Old Stone Church. Notify Wedding Guild when all weddings (either Fort Hill or Old Stone Church) are scheduled. Sign out Old Stone Church keys as needed. Answer phone calls for Old Stone Church and forward messages to the Old Stone Church Commission as needed.

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.
- Answer phones when there is no FHOG office 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 say 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 Manager

General Summary

The Facilities Manager is a full-time employee capable of managing the church campus and associated facilities equipment working in conjunction with the Building & Grounds and Finance Ministries in taking a proactive approach with the scheduling of planned repairs, upgrades, and maintenance of the church campus buildings, equipment, and grounds. This position maintains the church campus per Building & Grounds Ministry with focus on aesthetics, cleanliness, maintenance, hazard prevention/risk management, and vendor performance. Additionally, this position performs maintenance, custodial, and light groundskeeping tasks, coordinating with outside vendors when needed. Prior experience, preferably in a church setting, is needed. 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.

Job Responsibilities

- General maintenance and repair of the church facilities, equipment systems, and grounds. Work with Building & Grounds and Finance Ministries to schedule any major and/or capital projects.

- Overall security of the church buildings, property and grounds.

- Clean and maintain the Sanctuary, Tartan Hall, Administration Building, Education Building, classrooms, Youth Rooms, 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 wood flooring; vacuuming, spot treating, and cleaning carpeted floors and upholstered furniture; dusting furniture and fixtures, and disposing of trash, recycling, and waste.

- Grounds maintenance: work with Building & Grounds Ministry and vendor to keep entrances, walkways, courtyard, and grounds free of debris, leaves, weeds, and maintain grassy areas and parking lots. Water grass and plants as needed. Monitor walkways and entrances for ice in the winter, applying ice melt as needed.

- Perform room setup for meetings, events, and meals to support the programs of the church. Follow verbal and written instructions and monitor the master calendar of the church to prevent conflicts and errors. Refer A/V requests to the Media Team Lead and coordinate with the lead, as needed, regarding set up for unusual situations (i.e., unexpected quick turnaround).

- Ensure adequate maintenance supplies, paper goods, and chemicals are on hand to perform duties. Communicate with Office Administrator to assist with purchasing as needed.

- Monitor all HVAC, electrical, plumbing, fire alarm, elevator, and appliance systems are operating properly and work with outside vendors as needed. Change air handler filters according to schedule for preventive purposes. Ensure heating and air conditioning settings are set appropriately to ensure campus is comfortable for scheduled events.

- Be familiar with the 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, electrical and water meters. Perform a visual check of the three (3) AED units weekly and report any unit with an improper display or noise.

- Perform general maintenance and repair functions including simple plumbing, changing light bulbs, HVAC resets, reprogrammable light timers, etc., and call in outside vendors when more expertise is needed. Manage and maintain relationships with outside B&G vendors working with the B&G Ministry as appropriate.

- 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 Ford Hill by working closely with the Funeral Guild. The Facilities Manager will know and follow church wedding and funeral policies.

- Stay in close communication with the church office and preschool office by cell phone to ensure quick response to needs and emergencies.

- Attend regular staff meetings.

The above statements are intended to describe the general nature and level of work performed by an individual hired to perform this type of work. They are not intended to be a complete list of all duties, responsibilities, and skills required. Management reserves the right to modify and assign other duties as necessary.

Staff Relationships

The Facilities Manager reports to the Office Administrator and is also responsible to the Pastoral Staff and Building & Grounds Ministry.

Knowledge, Skills, Abilities & Personal Characteristics

- Process-oriented individual with high level of attention to detail.
- High degree of initiative and independent judgment.
- Ability to develop a comprehensive Preventive Maintenance (PM) Schedule.
- Possess an understanding of standard requirements and safety practices in this area of employment in light maintenance, plumbing, electrical, carpentry, and floor maintenance.
- Conduct user reviews of any proposed contract work or plans to ensure it is compatible with the existing facility and meets our needs.
- Ability to prioritize and plan to make optimal use of time, personnel, materials, and equipment.

VII. POLICY STATEMENTS OF THE SESSION

ANTI-RACISM POLICY

VISION STATEMENT
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.

MISSION STATEMENT
Glorify God, Grow Disciples, Meet Human Needs

Fort Hill Presbyterian Church in Clemson South Carolina acknowledges the following:

All people are created and sustained in the image of God.

Our history has left significant vestiges of racism, including religious, cultural, economic, and political barriers along racial and ethnic lines. These barriers have divided the family of God and separated us from one another. These barriers continue to deprive some of our brothers and sisters of their opportunity to develop their God-given gifts and talents.

Racism in our world today, and in our home community, can be seen where policy, behavior, or belief against a person or people are based on their identification or membership in a particular racial, ethnic, or economic group.

Anti-racism will take time and prayer. Anti-racism means confronting and changing policies, behaviors, and beliefs that perpetuate racist ideas and actions.

Fort Hill Presbyterian Church commits to these actions:

Request God's help in recognizing our past failures, both intentional and unintentional, to love and seek justice for all of God's children.

Respect the rights and freedom of all people of color regardless of race, ethnicity, or nationality.

Pay attention to the people who feel they are victims of racial injustice and/or discrimination.

Support allies who speak out against persons and systems that perpetuate racial injustice.

Dismantling racism in attitudes and structures within our community and denomination (including Fort Hill Presbyterian Church, other local churches, classes, Presbytery, Synods, and General Assembly).

So we are ambassadors for Christ, since God is making his appear through us; we entreat you on behalf of Christ, be reconciled to God. For our sake he made him to be sin who knew no sin, so that in him we might become the righteousness of God. That is, in Christ God was reconciling the world to himself, not counting their trespasses against them, and entrusting the message of reconciliation to us. All this is from God, who reconciled us to himself through Christ, and has given us the ministry of reconciliation; So if anyone is in

Christ, there is a new creation; everything old has passed away; see, everything has become new!
2 Corinthians 5:16-20 (NRSV)

Approved by Session on March 16, 2024

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

Special Fund Raising Policy

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

Offering	*Benefits*	*Promotion Ministry*
Joy Gift (Christmas)	Pensions/ Racial Ethnic	Christian Action Ministry
One Great Hour of Sharing (Easter)	Hunger, Self-Development of People, Presbyterian Disaster Assistance	Christian Action Ministry
Mothers' Day	Foothills Retirement Community	Christian Action Ministry
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.
- All special funds should receive approval from the Finance Ministry and Session before being established.
- All fund raising campaigns shall be reported to Finance and Session for approval.

Narthex Television Policies and Procedures

Statement of Purpose: The Narthex TV shall be used to inform and inspire people regarding the ministry of Fort Hill Presbyterian Church utilizing imagery to present what its disciples are doing in service to Christ.

- Operation of the Narthex TV for worship services will be by the Media Team. For other Fort Hill events, the Media Team will designate operators.

- Video products shall convey a message(s) related to a ministry/mission, or ministries/missions, of the Church using imagery as the primary means of delivering the message(s).
  - Presentation of significant text/schedule content should not be utilized.

- No audio track shall be used for any presentations before and/or following worship services.

- Any text used in the presentation shall meet or exceed the font size requirements per standards based on a 8-foot viewing distance (lower case character height of 0.59 inches):
  - Reference minimum character font size is Arial 20 pt.
  - Note: Different fonts may require different sizes to meet the minimum reference character size, e.g., Times New Roman 24 pt. is required to be equivalent to Arial 20 pt.

- Presentations for worship services shall be continuously looped from the time the video product is started prior to the beginning of the service until it is stopped following the end of the service.
  - Recommended maximum duration is 2 minutes [duration should reasonably allow that a person might view the entire video presentation].
  - Recommended that the video presentations have a clearly identifiable beginning and ending that will work cleanly with the continuously-looped playback.

- Scheduling of a video product for presentation:
  - A completed Request Form and associated video file shall be submitted no later than 1 week (7 days) prior to the requested start date to allow for verification of the video playback on the TV and to provide the submitter time for modifications should they be necessary.
  - A maximum runtime of 4 continuous weeks shall be allowed for a video product.

- In-house Requests for use shall come from a Ministry area or Staff to the Media Team Lead.

- Outside User/Event Request
  - FHPC will not offer the TV resource to the user/event as an available option.
  - FHPC may determine to present a “Public Event Video” video on the TV for the event.
  - If the user/event requests the use of the TV, they will provide a statement of purpose and the video product in a compatible format and media for review and approval by both the Media Team and Personnel & Program Support Ministry prior to scheduling the presentation; operation of the TV for the presentation will be by Fort Hill Presbyterian.

- Media Team shall maintain a library of all videos presented on the Narthex Television.

- The Ministry area or Staff making a request shall be responsible for production of the video product for submission.
  - The Ministry areas and Staff will ensure that the video content meets the defined purpose and intended use of the Narthex TV.
  - The Media Team will assess adherence to video specifications, video quality, and duration.
  - For Ministry areas or Staff seeking assistance or needing support for video development and/or production, the Media Production sub-team serves as a resource that is available by contacting the Media Team Lead.

- Imagery resolution should meet or exceed the full high definition (FHD) standard of 1920 x 1080 (16:9 aspect ratio) for images displayed across the dimensions of the entire television screen, or covering a significant portion of the screen's dimensions.
- Supported video file formats for USB compatibility: MP4, AVI, WMV, MOV.
- When multiple video files are submitted requesting the same date(s) for presentation, they will be assembled into a sequence for playback on the Narthex Television.

PROCEDURES

- A completed Narthex Television Schedule Request Form shall be submitted with each video product to the Media Team or to the Fort Hill Presbyterian Church Administrative Assistant for delivery to the Media Team Lead.
- Video products shall be provided on a USB flash drive or by electronic file transfer coordinated with the Media Team Lead.
  - USB flash drives shall be returned to the requester by a member of the Media Team once the video file(s) have been captured for presentation on the Narthex Television.
  - A drive may be left with the church's Administrative Assistant and the requester notified for pickup.
- For Sunday morning worship services, the video product will be started a member of the Media Team. They will verify that the video is playing and looping for continuous play.
- The Media Team will be responsible for stopping the looping video and powering down the TV following a Sunday morning service.
- A member of the Media Team shall deliver and install the USB flash drive to the Narthex TV so that the scheduled video product(s) is(are) ready for presentation at the requested date/time.
- A member of the Worship Ministry or Membership Ministry shall delete the video product(s) from the Narthex Television USB flash drive following its(their) final presentation on the requested Stop Date and prior to the next planned use of the TV.

Narthex Television Schedule Request Form

Requesting Ministry Area: ____

Point of Contact for Request:

Name ____

Phone Number __________________________________

E-mail Address ____

Purpose of Video Product: ____

____

____

____

Video Filename: ___________________________________

Video Length (mm:ss): ______________________________

Requested Start Date: ______________________________

Requested Stop Date: ______________________________

[Maximum of 4 consecutive Sundays for presentation]

FHPC Bus Use Policy and Procedures

BUS USE POLICY

Only current full members of Fort Hill Presbyterian Church (FHPC) and FHPC staff that are on the approved drivers list are eligible to drive the church bus. There will be NO exceptions to this policy. Our insurance carrier, Church Mutual, will only cover these individuals.

No outside individual, group, or organization may use the church bus.

Bus trips are to be limited to a radius of 250 miles for a single trip. There is not a limit to the miles driven on a single trip within the 250-mile radius. Any trips longer than this must first be reviewed by the Building & Grounds Ministry.

Trip durations are not to exceed 7 days.

DRIVERS

General

All drivers must be on an approved list maintained by the church administrator. To be included on the list, the driver must have presented a valid driver's license, be between the ages of 25 and 70, have had the DMV and criminal background check completed. The DMV and criminal background checks are done by the church administrator. Completion of the Safe Place Class is required.

Selection

Relevant factors when selecting drivers may include prior citations, time passed since relevant citations, valid licensure, driving experience, physical or cognitive disabilities, participation in defensive driving courses, and other relevant qualifications of the potential driver. Common driver disqualification criteria include, but are not limited to, the following:

- None of the following driving violations within the past 5 years:
    - Driving under the influence of alcohol or drugs.
    - Driving with an open container (alcohol).
    - Reckless/careless driving.
    - Speeding more than 14 mph over the speed limit.
    - Hit and run.
    - Eluding a police officer.
    - Driving with a suspended/revoked license.
    - Vehicular assault, manslaughter, or homicide.
    - Operating a vehicle without the owner's permission.
    - Speed contest/racing.
    - Use of a vehicle to commit a felony.
    - Passing a stopped school bus.

- Two or more of the following violations within the past 3 years:
  - All other speeding violations.
  - Distracted driving (texting, calling, etc.).
  - Improper lane changes.
  - Failure to yield.
  - At-fault accidents.
  - Tailgating.
  - Running a stop sign or red light.

Annual DMV and criminal background checks shall be performed on all drivers on all drivers on the approved list.

Should an approved driver receive a traffic violation or citation or be arrested for any criminal offense after being added to the approved drivers list, they should report this to the church administrator immediately.

All drivers are financially responsible for their traffic violations and citations.

The Building & Grounds Moderator and his/her Ministry shall be responsible for creating procedures to implement the policy and administering the policy and procedures.

The Building & Grounds Moderator and his/her Ministry may revise procedures from time to time without requiring review/approval of Session.

All changes and/or revisions to this Bus Use Policy requires Session Approval.

PROCEDURES

DRIVER TRAINING:

- Review and become familiar with all the Transportation Safety Documents provided on the Church Mutual website.
- Watch instructional videos related to driving on the Church Mutual website.
- Receive the road instructional driving lessons from a driver on the church's approved drivers list. The approved driver to determine the length of the on-the-road instruction based on each driver's skills.
- Review and ask any questions about the Bus Use Policy.
- Review and explain how to use the Bus Trip Log.
- Completion of first aid training.
- Completion of the Safe Place Class.

RESERVATIONS:

- The bus must be reserved by contacting the church administrator during normal business hours.
- Reservations are not required for the Sunday bus use to pick up and return our senior citizens for worship.

- Reservation preference will be given on a “first come, first served” basis.
- A passenger list including name and emergency contact information shall be submitted to the church administrator a minimum of 2 days prior to the trip.
- Bus keys will be maintained by the church administrator.

RULES FOR BUS USE: For local, short duration trips, driver discretion and common sense determine pre trip and on the road rules.

Pre-Trip:

Keys are received from church administrator. Exception is Sunday morning pick and return to seniors in which case administrator will advise Sunday morning driver the location of keys. Bus should be inspected before each trip. For Sunday morning trips, the inspection will be performed by the church caretaker in accordance with the Bus Trip Log. This check will be done prior to Sunday along with fueling the bus if needed. For trips other than Sunday morning, the inspection must be performed by the driver and the church caretaker in accordance with the Bus Trip Log which will be issued by the church administrator along with the Bus Use Policy, passenger list, and bus keys. For Pre-Trip inspection while on your trip, the driver and an adult passenger shall perform the inspection in accordance with the Bus Trip Log. The church administrator will issue extra Bus Trip Log for these inspections. See attached Bus Trip Log for the safety inspection checklist requirements.

- Insure the first aid kit, emergency equipment/supplies, and a tire gauge are in their designated locations. Check first aid kit and emergency supplies to insure adequate contents.
- No equipment or luggage may be placed on top of vehicle nor stacked on seats higher than the seat back height.
- Assess the planned route of travel for road hazards, weather conditions and allow necessary time to prevent the driver from having to rush to arrive on time.
- Review emergency telephone numbers on the Bus Trip Log.

On the Road:

- No cell phone usage while driving. This includes hands-free usage. Violations of this rule will result in removal from the approved drivers list.
- Headlights must be on when the vehicle is moving.
- Driver and all passengers are required to remain seated and wear seat belts when the vehicle is moving.
- Monitor all gauges frequently.
- Be alert to unusual noises from the bus engine, tires, brakes, etc.
- Obey all traffic signs and laws particularly the posted speed limit. Do not exceed the posted speed limit.
- All windows should remain closed when vehicle is moving. An exception would be if the air conditioning on the bus malfunctions in hot weather.
- To reduce fatigue, driver should routinely drive no more than two (2) hours without a break.
- All doors must be locked when the vehicle is unattended.

- The no smoking policy will be enforced.
- Maintain a working cell phone and list of emergency contact numbers.
- Bus should not be driven later than 12:00 AM if possible.
- Tire pressure should be checked every 300 miles or daily.
- Driver to assign an adult to be on the bus specifically to assist passengers should any issues arise. If the passengers are youth the assigned adult must have completed the Safe Place Training. The assigned adult will also assist the driver with directions in congested or unfamiliar locations. The assigned adult can also keep the driver's cell phone and answer or make any calls if the driver requests. This assistance will allow the driver to focus on the road.
- Be aware of changing driving conditions.
- Use defensive driving skills: keep your eyes moving; be courteous to other drivers; use caution; plan; maintain proper following distances (bus takes longer distance to stop than your car); be prepared for the unexpected.
- Always get out and check behind the vehicle before backing up. After initial check utilize both outside mirrors and a spotter to assist you.
- The bus is equipped with an Anti-lock Braking System. In case of a panic stop situation apply firm pressure to the brake pedal and hold the firm pressure until stopped. Do not pump (applying and releasing pressure) the brake pedal.

In Case of an Accident:

- Remain calm.
- Assess the condition of all passengers.
- Keep all injured persons comfortable, but do not move them.
- If possible, remove the bus from the roadway.
- Administer first aid only if you have had proper training.
- Call first responders (ambulance, police, or fire department) for assistance. If in town, dial "911". If on the highway, contact the South Carolina Highway Patrol at *47, the North Carolina Highway Patrol at *47, or the Georgia State Patrol at *47 for assistance.
- Write down the names and telephone numbers of any witnesses.
- Cooperate with police and fire department investigators.
- Call the emergency contact with the church and the church office to report the accident.
- As soon as possible, notify Church Mutual Insurance of the accident, explaining the facts, and providing the names and phone numbers of all witnesses. Church Mutual Insurance Claims Department: 1-800-554-2642, select Option 2.

Post-Trip:

- Passengers are to pick up all trash and sweep the inside the vehicle after returning to the church.
- Close all windows and lock all doors upon return to the church.
- The vehicle is to be returned with the gas tank full or the driver must return the next day to fill the tank. Fuel receipts are to be submitted to the church administrator for reimbursement unless the church credit card was used for the purchase.
- Return keys and the Bus Trip Log to the church administrator.
- Report any problems or unusual noises with the bus to the church administrator.

The Bus Trip Log shall remain with the church administrator when not on the bus for long trips.

MAINTENANCE:
Overall maintenance of the bus shall be the responsibility of the Building & Grounds Ministry

- All critical maintenance requirements discovered during a trip must receive service and shall be arranged by the driver on the trip. This includes such items as:
    1. Overheated radiator
    2. Flat or excessively worn tire
    3. Engine light on
    4. Weak brakes
    5. Transmission problems
    6. Other items that endanger the passengers or the serviceability of the bus
- Rotation of tires every 5,000 miles of service or sooner if wear is noted.
- Replace tires every 6 years or sooner if wear or severe weathering is noted.
- Lubrication, oil and oil filter change intervals should be every 4,000 miles or 2 years.
- Wiper blades checked annually and replaced when worn.
- A certified mechanic should perform an annual safety inspection specifically for buses. This should also include removal of the wheels and checking the brakes and wheel bearings.
- Maintenance should be performed in accordance with the manufacturer's recommendations for the chassis and bus.
- All maintenance and repairs should be performed by a qualified mechanic.
- Original receipts of all maintenance and inspections performed shall be kept on file by the church administrator. Copies of these receipts will also be kept on the bus.

NOTE: This policy supersedes all previous bus use statements or policies

Bus Trip Log

Trip Information

Driver's Name: ____

Inspection Date: ____

Trip Destination: ____

Number of Passengers: ____

Depart Date: ____

Return Date: ____

Mileage Trip Start: ____

Mileage Trip End: ____

Safety Inspection Checklist

- ☐ Before entering the bus, walk around the bus and inspect its overall condition.
- ☐ Check condition of the tires and if they are properly inflated. Cold tire pressure should be 75 front and 65 rear.
- ☐ Make sure the wheel lug nuts are secure.
- ☐ Look under the bus for any fluid leaks.
- ☐ Look behind the bus for any obstructions.
- ☐ Look under the hood for any loose wires or hoses.
- ☐ Check the levels of the following fluids: washer, brake, oil, transmission, coolant, and power steering.
- ☐ Check battery visually and by the dashboard gauge once the bus is started.
- ☐ Start the bus. Have someone stand outside and test tail, head, running, turn signal, clearance and brake lights to insure they are working. Look for any broken lens.
- ☐ Test the brakes by putting the bus in gear while holding your foot on the brake.
- ☐ Test the parking brake by putting the vehicle in gear with the park brake engaged.
- ☐ Test the horn, wipers, fans and defroster.
- ☐ Check all other switches and gauges.
- ☐ Test the emergency door, buzzer and lights.
- ☐ Make sure you have unobstructed views of all windows and mirrors. Clean and adjust mirrors as needed.
- ☐ Check that all seats have seat belts and that they are working properly and in good condition.
- ☐ Do not exceed the maximum passenger limit for the bus.
- ☐ Any problems discovered should be reported to the church administrator. Repairs should be made prior to the trip.

Inspection performed by:

___________________________ Driver ___________________________ Caretaker/Passenger

Emergency Telephone Numbers

Fort Hill Presbyterian Church Office: (864) 654-2061
Emergency Contact with Church: Lori Houck, (864) 723-1669 (cell)
Your Destination Contact: ______________________
Church Mutual Insurance Claims: 1-800-554-2642, Option 2

Most Frequently Used: 911
South Carolina Highway Patrol: *47
North Carolina Highway Patrol: *47
Georgia State Patrol: *47

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 is good and acceptable and perfect. (Romans 12:2)

As God who called you is holy, be holy yourselves in all your conduct. (I 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. (I 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
h) 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."[1]

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.
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.

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

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.[2]

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.

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.

[2] 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.

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."[3] At one point it included the cancellation of all debts, but after rebuilding of the temple, lending money

[3] "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.

on interest was forbidden. "...the Sabbatical year bore to the other years precisely the same relationship as the Sabbath bore to the other days.[4] 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 Leave can be a time in which the particular congregation becomes better acquainted with the Presbytery, Synod, and General Assembly and their various missions.

[4] (International Dictionary of the Bible, Vol. 4, page 142).

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 and Procedures

Fort Hill Presbyterian Church

2019

Implemented June 1, 2019

Approved by Session May 21, 2019

Edited for FHPC updates ___ ____

Table of Contents

1. Policy

Rationale

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 belongs. 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, parents, college students, the elderly and other vulnerable individuals such as those with physical and mental handicaps breaks relationship not only with the people of God but possibly destroys faith in God. Therefore, in order to welcome all children of God into Jesus' arms the Fort Hill Presbyterian Church provides this policy:

Our Safe Place Policy is to safeguard vulnerable individuals 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 all vulnerable individuals 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, parents, college students, the elderly and other vulnerable members such as those with physical and mental handicaps. Insurance companies require churches to have a formal policy as a preventive measure against abuse by applying this policy to all church staff and volunteers working with these vulnerable individuals. 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 all those attending church functions 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.

2. General Statement of Purpose:____

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, college students, the elderly and vulnerable individuals.
- 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, the elderly or vulnerable individuals.
- Training employees and volunteers regarding the policy and appropriate supervision and chaperoning of activities involving children, youth, the elderly and vulnerable individuals.
- Procedures for reporting allegations and/or concerns.
- Procedures for responding to the report of allegations and/or concerns.

3. Definitions:

Abuse: Harmful actions or language toward another person 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.

- **Physical abuse** is that which results in physical injury, including but not limited to bruises, burns, cuts, welts, fractures, and internal injuries.
- **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.
- **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**.
- **Disability abuse** is when a person with a disability (such as a physical or mental handicap) is abused physically, emotionally, and/or sexually due to the person having the disability. Since many disabilities are not visible (Ex: learning disabilities such as dyslexia), it may be difficult to determine that a need exists for understanding and support. Some disabled people are in need of additional support from others throughout their lives, which makes them vulnerable to neglect.

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.

Ages of vulnerable individuals:

- **Child:** A child under South Carolina law is a person less than 18 years of age.
- **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 6th to 12th grade inclusive.

- **College Student:** Anyone enrolled in a college or university.
- **Elderly:** A person 65 years of age or older.
- **Vulnerable Adult:** "Vulnerable adult" means a person eighteen years of age or older who has a physical or mental condition which substantially impairs the person from adequately providing for his or her own care or protection. This includes a person who is impaired in the ability to adequately provide for the person's own care or protection because of the infirmities of aging including, but not limited to, organic brain damage, advanced age, and physical, mental, or emotional dysfunction. A resident of a facility is a vulnerable adult. Source: https://www.scstatehouse.gov/code/t43c035.php

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)

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.

Misuse of Technology:

The use of any technology that results in sexually harassing or abusing another person, including, but not limited to texting, video recording, or emailing suggestive messages and/or images to other persons. It is never appropriate to view pornography on church property or at ministry events. When this misuse 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, or to abandon vulnerable individuals participating in church sponsored activities.

Pornography:

Production, distribution or use of pornography is defined by the General Assembly (1988) of the Presbyterian Church (USA) as follows:

- Pornography includes any sexually explicit materials (books, magazines, movies, videos, musical lyrics, TV shows, telephone services, internet sites, live sex acts) produced for the purpose of sexual arousal by eroticizing violence, power, humiliation, abuse, dominance, degradation, or mistreatment of any person, male or female, and usually produced for monetary profit.
- Any sexually explicit material that depicts children is pornography.

Sexting:

The act of transmitting sexually explicit messages through cell phone text messaging, emails, cyber chat, social media, websites, or other means of electronic communication.

Sexual Activity:

May be violent or non-violent, touching or non-touching, and is an exploitation of a person's vulnerability and powerlessness. Within a professional relationship, sexual activity with persons as defined in Sexual Misconduct and Abuse creates a Breach of Professional Responsibility.

Sexual Misconduct and Abuse:

- Examples of sexual misconduct include, but are not limited to, adultery, indecent exposure, sexual activity, sexual intercourse, and sexual acts within a professional relationship.

- Sexual conduct in relation to the following is considered sexual abuse:
    - Any person under the age of eighteen years or anyone over the age of eighteen years without the mental capacity to consent.
    - Any person when the conduct includes force, threat, coercion, intimidation, or misuse of office or position (D-10.0401c).
    - Any of these activities that occur within the scope of Church activities, or that arise from the alleged perpetrator having a position of authority or power through the Church.
- **Breach of Professional Responsibility**
    - When a person in a position of trust engages in a sexual act, has sexual contact, or creates a sexualized environment with any person to whom he or she owes a professional responsibility.
    - A breach of professional responsibility includes, without limitation, consensual sexual relationships between ministers and laity with whom they have a professional relationship.
    - A romantic relationship within a ministerial relationship or other professional relationship is considered a high–risk relationship that can lead to sexual activity and misconduct.
    - Examples of professional relationships include, but are not limited to, counselor–client; lay employee–church member; minister–church member; Presbytery executive–committee member; supervisor/manager–employee/volunteer.

Sexual Harassment:

The Policy by Title VII of the Civil Rights Act of 1964 defines Sexual Harassment as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when submission to or rejection of this conduct explicitly or implicitly affects an individual's employment, unreasonably interferes with an individual's work performance, or creates an intimidating, hostile or offensive work environment.

Examples of **sexual harassment** include, but are not limited to:

- **Verbal**: sexual innuendoes; risqué jokes; sexually suggestive or insulting questions, comments or sounds, jokes, whistling, 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 that the interest is unwelcome; sexual remarks regarding clothing, body, or love life; or any type of subtle pressure for sexual activity;

- **Visual:** sexually suggestive or gender–derogatory objects, objects, pictures, posters, or letters; leering, or obscene or sexually suggestive gestures; the misuse of electronic equipment, software and/or communications to transmit sexually explicit messages, including but not limited to sexting.
- **Physical:** unwanted physical contact including touching, punching, brushing the body, impeding or blocking movement, sexual intercourse or assault; or rape or sexual contact by force, threat, or intimidation.
- **Encouraging:** attitudes or patterns of variable, visual, or physical conduct (may or may not be obviously directed at a particular person) that may reasonably be perceived as tending to legitimatize, rationalize, or excuse unwanted sexual advances.

4. Responsibility for Implementation and Compliance

Overall Responsibility:

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 and Program Support Ministry in cooperation of the Discipleship Ministry. It is suggested that one member from each ministry team be designated the Safe Place Policy and Procedures point person and be responsible for making sure all staff and volunteers within the ministry team are in compliance with required training and background checks.

Discipleship Ministry:

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

Church Activity:

Any activity that is sponsored by the church. A church activity may be held on or off church grounds.

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)

Employee or Staff:

Any person who is employed and/or compensated by the Church. Staff employment 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.

Facilities:

The Fort Hill Presbyterian Church buildings are supplied with materials needed to maintain a safe environment and to cope with potential emergencies. First Aid Kits and Automated External Defibrillators (AED) are maintained by the Deacons. Fire Extinguishers and Fire Escape maps are maintained by Buildings and Grounds and are located in each room near light switches.

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- party 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 this Ministry serves on the Safe Place Committee to review annually the Safe Place Policy and Procedures. This Ministry will offer a compliance update to Session each March; information will include how many currently trained volunteers are on the roles and annual statistics on the number of volunteers needed to execute Fort Hill Presbyterian Church's ministry to vulnerable individuals. The budget for the implementation of the Safe Place Policy and Procedures and background checks including, but not limited to criminal record checks, is the responsibility of this Ministry.

Safe Place Administrator:

An 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 Discipleship and Personnel and Program Support Ministries with responsibility to oversee the Safe Place Policy and Procedures' implementation, monitor compliance, and recommend policy changes and clarifications to the Session. 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 a subsequent Session meeting for approval.

Safe Place Policy Trainer:

Staff and members of Fort Hill Presbyterian Church who have been educated on and prepared to instruct others in the Safe Place Policy and Procedures.

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)."

Volunteer:

Any non-employee serving in a leadership role in Fort Hill Presbyterian Church activities or ministries. This includes but is not limited to teachers, assistants, advisors or chaperones.

5. Requirements for Service Positions

Requirements for Employees:

- 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.
- A person will not be considered an employee of Fort Hill Presbyterian Church until the application is completed and placed in the employee's personnel file.

- Prior to any activity of employment within the church, potential employees will also provide a valid form of identification, at least (2) two professional references, the appropriate signed Disclosure and Authorization Form and undergo, and pass background checks, including but not limited to Criminal Records Check and any other related to the position (i.e., motor vehicle, credit, etc.).

Requirements for Member Volunteers:

- Member volunteers are required to complete and sign the Safe Place Ministry Application and to complete the Safe Place Policy and Procedures Training.
- Member volunteers must also provide a valid form of identification and history of volunteer work; a signed appropriate Disclosure and Authorization Form, and undergo and pass a Criminal Records Check and any specific background checks related to the position (i.e., motor vehicle, credit, etc.).
- Member volunteers should have attended worship for at least one year or been a member of Fort Hill Presbyterian Church for six months before working with vulnerable individuals in a ministry program of this church.
- If the volunteer has been a member of Fort Hill Presbyterian Church less than six months, he/she will provide at least (2) two references from a previous church of membership/attendance in which they have served vulnerable individuals within the last 18 months.

Requirements for Non-Member Volunteers:

- Non-member volunteers are required to complete and sign the Safe Place Ministry Application and to complete the Safe Place Policy and Procedures Training.
- Non-member volunteers must also provide a valid form of identification and history of volunteer work; a signed Disclosure and Authorization Form, and undergo and pass a Criminal Records Check and any specific background checks related to the position (i.e., motor vehicle, credit, etc.).
- Non-member volunteers 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 vulnerable individuals within the last 18 months.

Employee	Member Volunteer	Non-Member Volunteer

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 appropriate Disclosure and Authorization Form (for background checks Criminal Records Check and other)	Signed appropriate Disclosure and Authorization Form (for background checks Criminal Records Check and other)	Signed appropriate Disclosure and Authorization Form (for background checks Criminal Records Check and other)
Clear report on CRC and background checks	Clear report on CRC and background checks	Clear report on CRC 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

6. Safe Place Policy and Procedures Training

The following topics will be covered in the Training:

- Rationale for the Safe Place Policy and Procedures.
- Definitions of Abuse and Vulnerable Individuals.
- Responsibility for Compliance and Implementation.
- Requirements for Service Positions.
- Policies governing work with children, youth, and elderly.
- Behavior Guidelines and Discipline Policy which was approved by Session in 2017.
- Procedures for reporting abuse and responding to the report for abuse.
- 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.

Training Schedules:

- Training of the Safe Place Policy and Procedures for new staff and volunteers will be offered at least twice a year.
- Trainings and background checks for employees and volunteers will be considered current for four years from the original date of completion.
- 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.
- Training in the use of the AED is offered periodically by the Deacons.

Training Database:

- A master database of trained staff and volunteers will be maintained by the Office Administrator. Training dates and renewal dates, along with Safe Place Ministry Applications, and status of completed background and Criminal Records Checks and other relevant checks are kept in the database.

7. Policies for Working with Children and Youth

Supervision of Children and Youth

- Two non-related adults at least 18 years of age must be present at any church-sponsored activity that involves the supervision of minors.
    - The supervising adult, especially those on overnight trips, must have had Safe Place Policy and Procedures training and passed a Criminal Records Check and relevant checks within four years.
    - Parents must be contacted for prior approval if only one trained adult is available for supervision.
    - Children/youth classrooms in the church facilities will have accessible visibility, which will remain unobstructed at all times.
    - 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 so that adults are prevented from being housed in their own room, an adult of the same gender may share a room with multiple children/youth.
- Required Consent Forms per age group:
    - For nursery aged children:
        - All parents or guardians will complete an Emergency Information Form 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 forms are kept in a secure location.
        - Parents or guardians will sign in at the check in station when leaving children at church activities, and receive a label for them and their child. The child will not be surrendered until the parent/guardian label is presented to the leader.
        - In instances when the label system is not in use, persons picking up children will be asked to show identification.
    - For Children's Ministry Activities:
        - All parents or guardians 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 for Youth keeps these secured and a copy is sent for each child 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.
- Parents should be contacted for prior approval if only one trained adult is available for supervision.
- Youth are not allowed to drive other youth on church sponsored trips.

8. Regulations for Reporting of Alleged Abuse

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

Title 63 - South Carolina Children's Code

CHAPTER 7

Child Protection and Permanency

ARTICLE 1

General Provisions

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

(A) The following persons must report in accordance with this section when, in such person's professional capacity, he has received information that gives him reason to believe that a child has been or may be abused or neglected as defined in Section 63-7-20: 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, clerical or nonclerical religious counselor who charges for services, 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, and 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.

(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) A person, as provided in subsections (A) and (B), who reports child abuse or neglect to a supervisor or person in charge of an institution, school, facility, or agency is not relieved of his individual duty to report in accordance with this section. The duty to report is not superseded by an internal investigation within the institution, school, facility, or agency.

(D) Except as provided in subsection (A), a person who has reason to believe that a child's physical or mental health or welfare has been or may be adversely affected by abuse or neglect may report, and is encouraged to report, in accordance with this section. A person, as provided in subsection (A) or (B), who reports child abuse or neglect to a supervisor or person in charge of an institution, school, facility, or agency is not relieved of his individual duty to report in accordance with this section. The duty to report is not superseded by an internal investigation within the institution, school, facility, or agency.

(E) 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.

(F) Nothing in this section shall be construed as requiring a person under the age of eighteen to be a mandated reporter pursuant to subsection (A).

HISTORY: 2008 Act No. 361, Section 2; 2010 Act No. 227, Section 1, eff upon approval (became law without the Governor's signature on June 8, 2010); 2018 Act No. 222 (H.4705), Section 1, eff May 18, 2018.

Effect of Amendment

The 2010 amendment in subsection (A), added reference to "school attendance officer", "foster parent", "juvenile justice worker", and "volunteer non-attorney guardian ad litem serving on behalf of the South Carolina Guardian Ad Litem program or on behalf of Richland County CASA"; and rewrote subsection (C).

2018 Act No. 222, Section 1, rewrote the section, adding religious counselors as mandated reporters and requiring reporters to comply with the individual duty to report.

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.

HISTORY: 2014 Act No. 291 (H.3124), Section 1, eff June 23, 2014.

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.

HISTORY: 2008 Act No. 361, Section 2.

SC Laws – Code of Laws —**https://www.scstatehouse.gov/code/t63c007.php* ***accessed 2019.04.05.

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

Title 43 - Social Services

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.

HISTORY: 1993 Act No. 110, Section 1, eff three months after June 11, 1993; 2006 Act No. 301, Section 5, eff May 23, 2006.

SC Laws – Code of Laws** -- https://www.scstatehouse.gov/code/t43c035.php **accessed 2019.04.05.

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 2017-2019 *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.”

9. Responding to Abuse Allegations

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 hear 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.

10. Other Laws, Policies and Procedures

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 maintained by the Clerk of Session and kept in a secure location at the church.

11. Healing the Congregation

At Fort Hill Presbyterian Church we take every possible precaution to protect all vulnerable individuals attending our programs 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."[1] 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."[2]

- **Education.**

  Commitment to the safety and well-being of <u>all vulnerable individuals</u> 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."[3]

- **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 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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[1] Melton, Joy Thornburg, *Safe Sanctuaries for Youth – Reducing the Risk of Abuse in Youth Ministries,* Discipleship Resources: Nashville, TN, 2003, 69.

[2] Melton, 74.

[3] Melton, 73.

12. APPENDIX

A. Resources and Websites:

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] : FaithTrust 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] : Footshills 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.

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).

B. FHPC 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): ____

____

____

____

____

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

Fort Hill Presbyterian Church

C. FHPC Safe Place Ministry Application for Employees and Volunteers

CONFIDENTIAL

Full Legal Name: ____

Address: ____

Phone Number(s): ____________________ Email: __________________

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 Fort Hill Presbyterian Church Safe Place Policy and Procedures. ______Yes ______No

Printed Name: ____

Signature: ____ Date: _____________________

D. FHPC Employment Application: Personal Information

[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: __________________

E. FHPC Employment Application: Educational Information

[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: ______________

F. FHPC Employment Application: Employment Information

[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: ________________

G. FHPC Confidential Reference Report

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_____________________