

# FIRST PRESBYTERIAN CHURCH OF GARLAND MANUAL OF OPERATIONS

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## A COVENANT FOR CHURCH OFFICERS

Church officers must find each other dependable and mutually supportive. The congregation has every right to expect the best leadership possible from those who have been elected to serve in the office of elder or deacon. Nothing is more disruptive to the stability, life, and morale of the congregation and to the committees than for elders or deacons to display a lack of enthusiasm in regular and faithful attendance and participation.

Officers will attend the stated (and as many of the called as possible) meetings of their respective boards unless employment, illness, vacation, or unforeseen events and circumstances hinder them.

In any event, an elder or a deacon is responsible for contacting the church office, the moderator of their board, or secretary or clerk of the board and request an excused absence.

If no request for an excused absence is offered then it will be assumed by the board that the absence is unexcused.

*The moderator may appoint two members of the respective board to inquire as to the cause of the absence and report back at the next meeting.*

In the event of two (2) consecutive unexcused absences from stated meetings the officer may be asked by his or her board to examine his or her responsibility to the whole church and to the board. He or she may be asked if his or her time, interest, and enthusiasm will permit active participation in the work of the church. *In the event that the officer answers in the negative, he or she may be asked to tender his or her resignation in writing to the Clerk of Session.*

There is no stigma attached when an officer recognizes the impossibility of his or her situation and asks for help—the lifting of the load from their shoulders and passing it to another. Because many of our circumstances may change and we can't fulfill our intentions, we have the right to expect a mature relationship with each other as church leaders.

BY LAWS OF THE CONGREGATION AND CORPORATION OF  
THE FIRST PRESBYTERIAN CHURCH OF  
GARLAND, TEXAS

1. The First Presbyterian Church of Garland, Texas, being a particular congregation of the Presbyterian Church (U.S. A.) and a member church of the Presbytery of Grace in the Synod of the Sun, recognizes that the Constitution of said Church is in all its provisions obligatory upon it and its members.
2. There shall be an annual meeting of the congregation in January, or at such time as the session may designate, for the transaction of any business properly coming before such a meeting, including at least annual reports from organizations and the session (information only), financial report for the preceding year, budget for the current year (information only), changes in the terms of call for the pastor(s).
3. Special meetings may be called by the session or the presbytery. Such calls shall state clearly the purpose of the special meeting, and no other matter save that specified in the call may be considered.
4. Public notice of the time, place, and purpose of all meetings shall be on two successive Sundays.
5. The pastor shall be the moderator of all meetings of the congregation. If the church is vacant, or if the pastor and session agree that the subjects to be discussed require it, or the pastor is ill or is otherwise unable to be present, a minister of the presbytery shall be invited by the session to preside. This invitation shall be cleared through the appropriate presbytery committee or structure.
6. The clerk of session shall be secretary of the meetings of the congregation. If the clerk is unable to serve, the congregation shall elect a secretary.
7. The members of the Church shall be communicant members in good standing as defined by the usages and rules of the Presbyterian Church (U.S.A.), regardless of age.
8. In accordance with the laws of the state of Texas, the congregation shall cause a corporation to be formed. Consistent with the laws of this state, both ecclesiastical and corporate business may be conducted at the same meeting of the congregation. Since the pastor or moderator is not a member of the corporation, a member of the session shall be invited to moderate the meeting when corporate matters appear on the agenda. The elders serving on the session shall serve at the same time as trustees of the corporation.
9. As required by the laws of the State of Texas, only members of legal age, eighteen (18) years or above, shall be able to vote on questions dealing with the property and matters that are strictly the business of the corporation. Otherwise, all members of the church are eligible to vote at all stated and called meetings of the church. Voting by proxy is not allowed.

10. Meetings shall be conducted in accordance with the General Rules of Judicatories adopted by the General Assembly of the Presbyterian Church (U.S.A.), so far as they apply; and when they do not apply, according to Robert's Rules of Order.
11. All meetings shall be opened and closed with prayer.
12. The minutes of the meeting recorded by the secretary shall be attested by the moderator and the secretary and recorded in the minute book of the session.
13. A quorum shall consist of the moderator, secretary, and ten percent (10%) of the eligible voters, *but under no circumstances shall it be fewer than 25 of the active members of the congregation.*
14. There shall be a called meeting of the congregation, the date set by the session after consulting with the congregational nominating committee as to its readiness to submit a list of candidates in various classes for the office of elder and deacon and congregational nominating committee members. Other business, set by session issuing the call for the meeting, may be considered.
15. There shall be twelve (12) elders divided into three equal classes, each class of four (4) shall be elected to a full three-year term. No elder shall serve on the Session for consecutive terms, either full or partial, aggregating more than six (6) years; but shall be ineligible to be elected to a new term until one (1) year shall have elapsed. One year of ineligibility is required between each full three-year term on each board. The Congregational Nominating Committee may, as the Holy Spirit directs it, nominate a person under twenty-five years of age to serve a term not to exceed one year as an ordained elder, serving as the 13<sup>th</sup> member of the Session.
16. The session, at its first meeting following the annual meeting, shall elect an elder to serve as clerk and shall form such committees as necessary to carry out its work. At that same meeting of the session, the session shall annually elect a treasurer. A quorum for the session shall be the pastor or other presiding officer and one third of the elders.
17. There shall be twelve (12) deacons divided into three equal classes, each class of four (4) shall be elected to a full three-year term. No deacon shall serve on the board of deacons for consecutive terms, either full or partial, aggregating more than six (6) years; but shall be ineligible to be elected to a new term until one (1) year shall have elapsed. One year of ineligibility is required between each full three-year term on each board. The Congregational Nominating Committee may, as the Holy Spirit directs it, nominate a person under twenty-five years of age to serve a term not to exceed one year as an ordained deacon, serving as the 13<sup>th</sup> member of the Diaconate.

18. The board of deacons, at its first meeting following the annual meeting, shall elect a moderator and a secretary from among its members and shall form such committees as necessary to carry out its work. The pastor shall be an advisory member of the board of deacons. A quorum for the board of deacons shall be one third of the members, including the moderator.
19. There shall be a representative nominating committee chosen in accordance with the Form of Government. The committee shall be composed of two members designated by and from the session, one of whom shall be named by the session as moderator, one member designated by and from the board of deacons and four members (none of whom shall be in active service on the session, diaconate, and nominating committee chosen by the congregation.) The pastor shall be a member ex officio and without vote. The nominating committee shall be elected by the congregation annually and no member of the committee shall serve more than three years consecutively.
20. Additional nominations of qualified persons may be made from the floor by any eligible voter. Any person nominating another person from the floor shall have checked before the meeting with their nominee to ascertain the nominee's willingness to accept the nomination. The clerk of session will check with nominee to ascertain if this procedure has been followed.
21. Vacancies on the session, board of deacons, and nominating committee, who are chosen by the congregation, may be filled at a special meeting, the annual meeting, or at any time the session may determine.
22. These bylaws may be amended subject to the constitution of the Presbyterian Church (U.S.A.) and the corporate laws of the State of Texas at any annual meeting, or at any called meeting. Bylaws may be amended by two-thirds (2/3) vote of the voters present provided that a full reading of the proposed changes or a printed distribution of the same shall be made in connection with the call of the meeting.
23. These bylaws and the charter of the corporation may not be amended contrary to provisions of the Constitution of the Presbyterian Church (U.S.A.).

## A HISTORY OF FIRST PRESBYTERIAN CHURCH

One year before Garland became a city, on April 22, 1888, a group of Presbyterians organized themselves into the First Cumberland Presbyterian Church of Garland, Texas, with the Reverend Benjamin Spencer, D.D., as organizing pastor. Sunday school and worship were held in the public school building, and the average attendance was twenty to twenty-five. A union between the Cumberland Presbyterian Church and Presbyterian Church U.S.A. in 1906 would result in a new name: First Presbyterian Church of Garland.

In 1896 the congregation purchased the land where old sanctuary stands and built its first church building, a white frame structure with a steeple. That building stood until 1929 when a brick building was built to replace it, at a cost of \$20,000. The men of the congregation helped dig out the basement using mule teams. A storm shelter was built under the main steps because a tornado two years before had killed seventeen city residents. In the basement were classrooms, a fellowship hall and a kitchen. The rear sections of the sanctuary were used as adult classrooms, and the office of the Reverend John Russell was behind the chancel.

The nation was in the grips of the Great Depression at the time. Money for the new building came from fund-raising activities and small contributions. The women sold hamburgers on the town square to raise part of the money. The minister was a part-time farmer and was paid by the congregation in products of their own farms rather than receiving a salary. The first manse was purchased in 1901. It was replaced twenty-one years later by a manse located across the street from the sanctuary.

After World War II Garland began to grow, and the church needed additional facilities. In 1952, during the pastorate of the Reverend I.O. Woodall, a second building was built next to the sanctuary to serve as the Education Building. Soon afterwards the congregation acquired the Methodist parsonage, which had been a neighbor to the Presbyterian manse for years. The nearby Ogle and Kirby properties were purchased in 1963. These houses served as Sunday school facilities until the erection of the Education Center in 1965. With that structure serving the needs of the education program, the former Education Building became the Administration Building, used entirely for offices and meetings.

The 1965 Education Center was considered Phase I of a project of which Phase II was to be a new sanctuary. Plans show that it was to have a long narrow nave with seating for 500. Those plans were shelved, however, when the anticipated need did not arise.

Early in his pastorate, in 1965, the Reverend O.E. Hannawalt initiated an acolyte program. Its original members were boys ages nine to thirteen. Girls were not allowed to take part until 1976. Now directed at boys and girls in second through fifth grades, the acolyte program remains an integral part of the worship of this congregation.

With Phase II postponed indefinitely, in 1972 the congregation undertook an extensive renovation of the sanctuary and administration building: repainting and varnishing, new sanctuary carpeting, improved sound system, pew book racks and cushions, new choir robes, choir loft pews, carpeting and draperies for church office and pastor's study.

The Reverend Doctor James Glasscock led the congregation to establish an effective ministry to itself through the Shepherd's Staff and a community outreach ministry through the Deacons' Fund and active participation in the foundation and operation of the Good Samaritans of Garland. In 1987 he suggested the consideration of the possibility of moving to a new site in north Garland which had been purchased by the presbytery. After a couple of years of intense self-examination and data gathering, the congregation, aided by the special skills of interim minister F. Clark Williams, made the decision to remain in downtown Garland with a renewed commitment to exploring and implementing its mission for Jesus Christ.

In the process of making that decision, many concerns had been voiced about the sanctuary and administration buildings. Both structures were in need of a good deal of repair, and many members were finding it more and more difficult to manage the walk from the Education Center across the parking lot and then up the thirteen steps to the sanctuary. A building committee was elected in 1989 to study current and future building needs and recommend to the congregation any action deemed advisable. When that committee's recommendation to build a new sanctuary and administrative space was adopted, its members were re-commissioned with the task of seeing the project to its conclusion, that conclusion being the structure where the congregation worships today, along with administrative space. The committee's moderator had been a member of the 1965 building project and many of the other members had been involved in the process at least since 1986. Also in 1989 the congregation called to its pulpit the Reverend Doctor Ronnie G. Holloman who became a valuable ex-officio member of the building committee.

When the decision was made to build, a finance committee was appointed to recommend and implement the measures necessary for raising the capital for construction. Subsequent pledge campaigns have been conducted with broad participation by the congregation in that endeavor. The mortgage on the new building was gleefully burned in 2004.

Dr. Holloman left Garland to accept another call in 2001. During the interim pastorate of the Reverend Joan Gaines, the Pastor Nominating Committee conducted a search and issued a call to the Reverend Anne Clifton, who was installed in May of 2003. The congregation remains committed to its vision statement: *"A Caring Congregation Seeking God's Purpose in a Changing World to Equip and to Send Forth Disciples with Christ's Love Through the Power of the Holy Spirit."*

It is significant that the historical marker which was awarded by the State of Texas on the occasion of the centennial celebration of First Presbyterian Church in 1988 was specifically intended for the congregation and not for any building. The commemorative plate which was produced that year shows four different structures in which the congregation has worshipped since its inception. As we dedicated our fifth and newest facility, we were ever cognizant of a principle that every child learns in Sunday school: the church of Jesus Christ is its people. The buildings are tools for a more effective worship and ministry. Thanks to many years of untiring effort by more people than can be named here, First Presbyterian Church in Garland is blessed with such a tool, which has served us well into the new century. May we use it and all our blessings to the glory of God.

## SANCTUARY

God has led First Presbyterian Church in Garland through its history in God's own time. Many times plans have been made and then providentially changed for the better. In 1965 the congregation built an Education Center that was considered Phase I of a project of which Phase II was to be a new sanctuary. The plans show that it was quite different from the sanctuary which we dedicated in 1994.

After deciding to remain in downtown Garland with a renewed commitment to ministry, the congregation in 1989 elected a building committee to accomplish the goal of building a new sanctuary and administrative space. One of the first problems that committee struggled with was the size of our property. In order to achieve the desired sanctuary shape and the required parking spaces, the building had to face either north or south and the old sanctuary and administration buildings would have to be demolished. Facing south directly onto Avenue C seemed a poor choice because that is a low-traffic street and the parking lot would have to be directly behind the sanctuary. Therefore, the building was oriented facing north with its entrance on the parking lot where it can easily be found. This orientation in 1990 also meant that the entrance would face the back yards of four old houses on Avenue B. However, we had faith that we had made the best choice. Since then, by the grace of God, the way has been clear for us to purchase three of those houses so that we now have the main parking lot entrance on Avenue B, which is a major traffic artery in downtown Garland. In a like manner, the demolition of the old buildings has not been necessary due to the fortuitous acquisition of an entire city block to the west of the building. God has truly been with us.

This sanctuary is designed to reflect this congregation's theology and style of worship. The chancel area communicates the Reformed understanding of three equal symbols of faith--the Word and the two Sacraments. It is large enough to adapt itself to special activities, such as children's Christmas pageants and musical presentations. The pew arrangement--wide and shallow--fosters the feeling of congregational participation in worship and communion with fellow worshippers. The distinct choir and instrument area is situated in the midst of the congregation to reflect the role of the choir as members of the worshipping body rather than performers. The walls and ceilings are designed for optimum acoustics.

The stained glass windows which were installed in the 1929-vintage sanctuary are central to the design of the new worship space. The fleur-de-lis symbol in the windows represents the trinity and the resurrection, and light shines through the colors of the liturgical calendar. The design and colors were influential in the selection of the light fixtures and color scheme for the new building. The cool colors in the upholstery and carpeting complement many different color schemes for weddings and other special events.

In their original installation, the windows were mounted in tall, narrow double-hung windows, leaving them exposed to the weather. In the new building they have been re-framed and used in a strictly decorative way. Behind the chancel, in the focal point of the sanctuary, is a large light box with electric lighting behind several panels of windows, allowing them to be lit up even at night. Another light box hangs on the east wall of the narthex. More panels of windows are hung in the glass wall which separates the nave from the narthex. The memorial name plates have

been removed from the windows separate light boxes featuring many of them hang in the narthex and in the administrative hallway.

Visitors to First Presbyterian should have no trouble identifying the main entrance to the sanctuary. The larger of two arched doorways leads into an expansive narthex which provides an excellent greeting area before and after worship. Everyone except the choir and worship leaders will enter the sanctuary through the narthex.

The remaining space dedicated in 1994 serves many essential functions in the life of the church. There are offices for the pastor, other professional staff and secretaries; a workroom for printing, collating, etc.; choir rehearsal and storage space; and a dual-purpose room for the acolytes and bridal parties. A few years later, an unfinished space just off the narthex was finished out for use as a parlor, chapel, and even educational space.

The needs of this congregation have been met with skill and imagination, as well as concern for resources, in God's time and with God's help.

# FIRST PRESBYTERIAN CHURCH

GARLAND, TEXAS

## POLICIES ON THE USE OF BUILDINGS

### **PREFACE:**

“First Presbyterian Church of Garland is a growing congregation of the Presbyterian Church (USA) where diverse people become a family of God that reflects Christ’s ministry through worship and service (1992).” The Body of Christ in First Presbyterian Church is expressed by individual members gathering in the name of Jesus for ministry and mission. Therefore, the facilities of FPC have been constructed for the worship, nurture, and fellowship of its members, and for the outreach mission of God.

The members and non-members may reserve the sanctuary and education center for appropriate and approved purposes. Members shall have priority. An application for the use of the facilities is available from the church office and required for members and non-members alike. The Administrative Assistant, in consultation with the Head of Staff, if necessary, may approve most requests. Before the Administrative Assistant gives final approval for building use he/she must obtain a person to be in charge of opening, closing and inspection of cleanup from a list of the B&G committee or people so designated to do so by B&G. Continuous monthly use, larger events and any fund-raising event will need to be approved by the entire Session vote. The normal Session meeting is the third Monday of each month. The Session will be fully informed each month of all requests previously approved by the Administrative Assistant. A reservation of the facilities and dates on the church calendar shall be made at least two weeks in advance, and preferably, one month before the desired date. A reservation is considered tentative until all fees are paid.

### **GENERAL POLICY:**

A covenant of Commitment (in addition to an application) is required and shall be signed prior to the date of the event. Every individual and group shall designate one person to be the “responsible person.” It is the “responsible person’s” commitment to supervise the general clean-up of the facilities when the approved activity is concluded. The facility shall be left in better shape than received. One key **may** be issued to the “responsible person,” if necessary (the church office staff will determine the necessity).

A “member” is defined as any individual, parent or legal guardian who is a communicant member on the active membership roll currently approved by the Session.

Smoking, tobacco products, consumption or possession of alcohol, and inappropriate conduct are prohibited in any facility of First Presbyterian Church.

### **GENERAL USE**

The Session on behalf of the Congregation understands that the facilities of First Presbyterian Church are in themselves means for mission and ministry. Therefore, we encourage the use of our facilities by outside approved groups. The Session and Administrative Assistant will consider all applications for use of these facilities and determine appropriate purposes for which these facilities are used.

## **WEDDINGS**

Since the Christian marriage service is worship of God as an act of covenant making between a couple and God, ordinarily, it is held in the sanctuary where the community of faith gathers for worship. Therefore, the resident minister shall officiate at all weddings with decency and order. Another ordained minister may assist in or conduct the ceremony with the approval of the Session. The resident minister shall be the director of the service and shall approve any plans according to the spirit and dignity of the service and the Directory for the Worship of God.

### **WEDDING POLICY:**

The officiating minister shall visit with the bride and groom at least three (3) meetings prior to the wedding.

Weddings and rehearsals are not to be scheduled for:

Friday after 8:00 p.m.

Saturday after 6:00 p.m.

Sunday, unless part of regular worship

Wednesday evenings

Holy Week

Memorial Day

Independence Day

Labor Day

Thanksgiving Day

Christmas Day

New Year's Day

Smoking, tobacco products, alcohol, irreverent behavior and inappropriate language are not permitted nor tolerated in any facility or any property of First Presbyterian Church.

Throwing rice or confetti in or outside of the Sanctuary or inside the Education Center is not permitted.

Chancel furniture such as the Communion table, pulpit, lectern, baptismal font, chairs shall not be removed from their central locations. The resident minister must approve any exceptions.

Flowers, decoration and other accessories are not to be unduly elaborate to detract from the worship nature of the wedding.

Decorations which require the use of nails, screws, glue or any material which may deface the furniture, walls, floors, or ceilings are not permitted. The responsibility of compliance rests with the "responsible person."

Candelabra may be used in the Sanctuary and Education Center provided that shields and drop cloths are used to protect the floors. Candles are not permitted at the end of the pews.

All rented items and flowers used in the wedding service and gifts left in the narthex shall be removed immediately following the service by **"the responsible person."**

Acolytes are acceptable participants in the worship provided that proper instruction is received. Acolytes from the Church Acolyte troupe are available.

## **PHOTOGRAPHY**

The photographer must talk with the officiating minister prior to the wedding. The photographer shall respect the minister's direction and the worship nature of the wedding rite. The photographer shall prepare to conduct pre-wedding settings to ensure that no more than twenty (20) minutes is used for pictures following the conclusion of the ceremony. The "responsible person" shall meet with the photographer prior to the ceremony to review these policies and shall be responsible for the photographer's actions.

NO FLASH PHOTOGRAPHY WILL BE PERMITTED DURING THE WEDDING SERVICE. AVAILABLE LIGHT (OR TIME EXPOSURE) PHOTOGRAPHY AND VIDEO TAPING WILL BE PERMITTED FROM THE VIDEO BOOTH ONLY. ONE PHOTOGRAPH OF THE PROCESSIONAL AND RECESSIONAL IS PERMITTED NEAR THE ENTRANCE TO THE SANCTUARY FROM THE NARTHEX. MEMBERS OR FRIENDS OF FAMILIES WHO WISH TO PHOTOGRAPH THE SERVICE ARE ASKED TO ABIDE BY THE SAME POLICIES AS THE CONTRACT PHOTOGRAPHER.

## **MUSIC**

Understanding that the marriage rite is worship of God and a covenanting between the bride and groom, appropriate music shall be selected which directs attention to God's providence, care and love.

The officiating minister and resident organist shall assist in the selection of the music and shall have authority of approval.

Contemporary, pop, country and western and secular music shall be used only during the reception and are not appropriate during the wedding ceremony.

Special vocal favorites are to be approved by the officiating minister with assistance by the organist.

Ordinarily, the church organist shall be the wedding organist. If a qualified organist is requested by the "responsible person" instead of the church organist, unless not available, the resident organist shall be compensated, at an agreed fee, in addition to the guest organist. When a guest organist is acquired, the "responsible person" shall arrange a conference time between the two organists for the purpose of reviewing proper operation of the organ.

Appropriate Music is defined as music that directs the congregation and participants to worship God during the ceremony. The final selection of music is the responsibility of the minister in residence. The following is a partial list of appropriate music:

## Processional or Recessional

Rigaudon	A. Campra
Sonata #3 (open section)	F. Mendelssohn
Wedding March	Lohengrin
Trumpet Voluntary	H. Purcell
Trumpet Voluntary	S. Scheidt
Psalm 19	B. Marcello
A Mighty Fortress is Our God	J. G. Walther
A Mighty Fortress is Our God.	J. Pachelbel
My Spirit Be Joyful (Organ and two trumpets)	J. S. Bach
Jesu, Joy of Man's Desiring	J. S. Bach
Vocal	
O Perfect Love	Barnby
Love, the Perfect Gift	Tschaikowsky
Today, O Lord, We at Thine Altar Stand	Dekoven
I Come to Thee	Grieg
Love's Offering	Lizat
Be Now Mine Own	Bohm
O Lord On High	Mozart
Wedding Prayer	Dunlop
Always Faithful, Ever True	Bona
My Blessed One	Morrison
I Do	Carsin
I Love Thee	Beethoven
Lord's Prayer	

## RECEPTION IN EDUCATION CENTER

Receptions are celebrations of joy and thanksgiving. Ordinarily, receptions are given in the Education Center, however, with Session approval, some smaller receptions may be permitted in the narthex or parlor areas.

Kitchen facilities may be used for the preparation of refreshments. Available refrigerator space may be used, however, cooking will not be permitted.

Requests for the use of the silver coffee service and crystal punch bowl and cups, and silverware shall be made when returning the reservation application. There are approximately 125 each of crystal salad plates, cups, and silverware available for use.

The "responsible person" shall supervise the washing and returning of all crystal and silverware to its proper place and to leave the kitchen and reception area in better condition than received. Any payment for damage is the responsibility of the "responsible person."

**WEDDING FEE SCHEDULE FOR MEMBERS**

Sanctuary		No fee
Education Center		No fee
Organist		\$150 wedding & rehearsal \$100 wedding only \$25 for each additional soloist (payable directly to the organist)
Soloist	(2 solos)	\$100 service/rehearsal (payable directly to the soloist)
Instrumentalist		\$75 service/rehearsal (payable directly to the instrumentalist)
Acolytes from the Church		\$20 each acolyte (payable to the Acolyte Fund)
Wedding Coordinator		\$50 Wedding only
\$75 Wedding and Reception		
(payable directly to the coordinator)		
Wedding leaflet		\$50 (payable to the church)
Sound and Custodial Service		\$50 Rehearsal & Wedding (payable directly to the custodian)
Crystal and Silver		\$20 (payable to Presbyterian Women)
Ushers		Honorarium
Minister		Honorarium

\*Please NOTE the policy concerning guest organists (Music #2).  
All musicians and other fees must be received at the church prior to the wedding.

**WEDDING FEE SCHEDULE FOR NON-MEMBERS**

Sanctuary	\$400
Education Center	\$200
Minister	\$200

All other fees are the same as shown above for MEMBERS.

**CONFIRMATION AND PAYMENT:**

**A deposit of \$200 for the use of church facilities must be submitted with application by non-members. Payment of any fee balance must be received at the church office prior to the event.**

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## FUNERALS

“Christians through the years have expressed what they believe about death, and life after death, through the care they have shown for their dead.” We Presbyterians also express our beliefs, and of course, most explicitly through the funeral service. We recognize, therefore, that the central doctrine of the Christian faith is the resurrection of Jesus Christ.

The Directory for the Service of God says:

“Christians affirm their common faith in their attitude toward death and in their witness during the approach and experience of death. The reality of death, with all of its attendant sorrow and sense of loss, must be anticipated for us all, and there must be created the kind of health of mind and spirit that allows Christians to live their faith in this critical area of human existence. Christians should seek to make the occasion of death a time in which they affirm with joy the hope of the gospel.”

The Christian funeral should be received as a worship service, with the singing of hymns, reading of Scripture, preaching of the gospel, confession of sin, affirmation of faith, the recognition of the sacraments and as a witness to the resurrection of Jesus Christ.

Therefore, the Witness to the Resurrection should be ordinarily held in the building where regular corporate worship of God is held. We encourage members of the congregation to use the facilities for such an occasion. Also, the Education Center is available for family gatherings and meals.

The resident minister shall be the director of the funeral. Other persons may be properly invited by the resident minister to participate in the service.

## FUNERAL FEE SCHEDULE

### Members

Sanctuary	No fee
Education Center	No fee
Organist (payable directly to the organist)	\$150
Soloist (payable directly to the soloist)	\$50
Instrumentalist (payable directly to the instrumentalist)	\$50
Coordinator	\$75
Minister	Honorarium

### Non-Members

Sanctuary	\$50
Education Center	\$50
Other fees same as above for MEMBERS.	

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## PIANO RECITALS

An application for use of the facilities is available from the church office (972)272-2595 and is required for members and non-members alike. The Administrative Assistant, in consultation with the Head of Staff, has authority to approve most applications. The Session will be fully informed each month of all requests approved by the Administrative Assistant and may rescind the action of the Administrative Assistant if a conflict arises.

### Recitals

Piano recitals in the sanctuary will be considered on:

- Week-day evenings (except Wednesdays)
- Saturday morning or afternoons
  - Sunday afternoons
- pending a clear church calendar for the date and time desired.

A Saturday recital or recital and reception must be scheduled to vacate the building no later than 6:00 p.m.

A Sunday recital may not begin before 1:30 and must vacate the building no later than 6:00 p.m. Receptions are discouraged for Sunday recitals in April and May due to church activity in the building.

### Receptions

Education Building – The Education Building is available for receptions. There are tables and chairs that can be set up for the social time. Clean-up of the Education Building is expected of the responsible party.

Narthex – Receptions held in the narthex are limited to use of two tables for food. A cart of chairs is available from the Education Building, if requested. Set-up and return of the chairs to the cart is expected of the responsible party. Water is available in the administration area sink, on the other side of the narthex, in case punch is spilled. A vacuum cleaner will be furnished to vacuum the carpeting, if needed.

### Arrival and Departure

The responsible person will be expected to let the church office know when they expect to arrive so that facilities can be unlocked by a Building & Grounds representative. The responsible person will be given the name of the Building & Grounds representative to contact when the recital (and reception) is finished so that the facilities can be locked up and utilities turned off. One key may be issued to the responsible person at the discretion of the church staff.

**Recital Fee** – Members \$50

Non-Members with No Reception \$100

Non-Members with Reception \$200

**Cleaning Deposit** - None

**Late Fee** - \$25 for every 30 minutes that the recital extends past the agreed upon ending time will be assessed to the responsible party.



# First Presbyterian Church

Garland, Texas

Founded in 1888

## Web Site Policy

To give First Presbyterian Church of Garland, Texas, an on-line presence on the World Wide Web.

1. Provide information to the general public who may be seeking a church or interested in what we do at First Presbyterian Church.
2. Provide information relating to the daily life of the church.
3. Provide a means of communication with the members and friends of First Presbyterian Church.

## General Policy Statement

The Webmaster under the direction of the session has the responsibility for drafting this policy and oversight of First Presbyterian Church web site. This policy and any future changes require the approval of the session.

## Security

The First Presbyterian Church web site is accessible by the public (worldwide). The source directories of the site must be password protected so only authorized persons may update them.

At the present time, the First Presbyterian Church web site will have only a **public** area. At some future time it is anticipated there will be, in addition, a **protected** area accessible only by userid and password available only to the members and friends of the congregation.

## Permissible Content

The following can be made available on the web site:

- The pastor's name
- Pictures of the church and activities
- Church address, map, worship times
- Public statements and documents about our church such as our Building Use Policy
- Church Calendar
- Ads for upcoming events and special worship services

## Non-Permissible Content

- Telephone numbers
- Email addresses
- Street Addresses
- Names in prayer concerns
- Articles about new members
- Time and place of future youth events
- Financial statements
- Details of an event that could jeopardize the safety of individuals or a group or invite disruption by outsiders.

### ***Examples are:***

- If an event takes place at a member's home, it is acceptable to give the names of the hosts (*in other words*, "in the backyard of Betty and George Phillips") but not their address or phone number.
- If an adult group (over age 21) meets at a public place, it is all right to give the location.
- For youth events, describe the event, but leave out the time and place.
- Names of the Pastor and church officers can be listed, but not their home phone numbers or addresses including email addresses.

## Appearance

The "look" of the web site should show good taste. An uncluttered appearance is desirable. The tone should portray the message of the church.

It is important to keep the site updated frequently with timely and appealing items. The church calendar, upcoming events, and the weekly bulletin are examples.

## **Links**

The following links are desirable

- Links to other area churches
- Links to the Presbyterian Church (USA)
- Links to Grace Presbytery

It is desirable that we appear on the major search engines such as Yahoo, Excite, Lycos, and Ala-Vista with main keywords only and try to get links to our site from other church sites (Presbyterian or Christian).

## **Liability**

We want First Presbyterian Church and its members to be protected if some problems arise due to availability of information on the web. Usually there is not a problem when it can be shown that the same information was available in other public forums. In general insurance policies do not extend to the web.

Links to commercial or personal web sites should be used only with permission.

## STATEMENT OF PURPOSE AND PROCEDURE – SAFEGUARDING THE WELL BEING OF ALL CHILDREN AND YOUTH<sup>1</sup>

The members of First Presbyterian Church (FPC) are committed to the safety, welfare, and protection of all children and youth participating in the activities and programs of FPC, from abuse or harassment of any form: physical, mental, or sexual. During each baptism of an infant, child, or adult into this covenant of faith, the members of this church pledge to uphold that person *in* the spirit of Christ and to teach, strengthen and support the individual's relationship with the household of God.

In our pledge to sustain one another in the Gospel of Christ, we shall also undertake to preserve the integrity of each person within our house of faith. No child or youth shall be subjected to the preventable *risk* of any form of abuse or harassment by FPC employees, teachers or volunteers while on the FPC property or while engaged in FPC activities or programs located elsewhere. The standards implemented in this Statement of Purpose and Procedure seek to uphold that commitment to the sanctity of the children and youth of FPC, whether members or guests. Therefore, all FPC activities and programs, regardless of location, involving children or youth, will be subject to the following policy:

- ❖ As often as practicable, two adults will be assigned to supervise or lead all activities involving children.
- ❖ No person will be recommended to the Session of FPC as a teacher or volunteer leader of children or youth activities until a Volunteer Information Form and security background and reference checks have been completed<sup>2</sup>

### Information Form

Employees, teachers of children and youth, and volunteers for children and youth activities or programs of FPC will be required to complete an Information Form providing personal and confidential information necessary to perform security background checks and reference checks on each individual. While this process understandably trespasses into the privacy of our own lives, the security of our children and youth outweighs the personal invasion inherent with such investigation and disclosures. All personal information voluntarily disclosed, the results of all security background and reference checks or the refusal of any person to participate in a program or activity in lieu of such disclosure requirements will be maintained in the strictest of confidence.

Security background checks for persons 18 and older, including a search for potential criminal history, will be conducted by the church office. Additionally, character references will be provided

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<sup>1</sup> The terms child children and Youth refer to all persons age 17 or younger. Children's programs at FPC include pre-school through 6th grade. Youth programs and activities involve grades 7 through 12.

<sup>2</sup> Security background checks will only be conducted on persons 18 years of age and older.

and checked by a church volunteer selected by the Personnel Committee. The results of the security background checks and the reference checks initially will be reviewed by the church office. If deemed questionable by the church office, the Information Form and/or the results of the security background check or reference checks be forwarded to the following individuals:

<u>Position</u>	<u>Report Made To</u>
Pastor	Clerk of the Session and Chair of Personnel Committee
Youth sponsors/volunteers	YMC Moderator
Sunday School teachers	CE Moderator
All other staff members and employees	Pastor and Chair of Personnel Committee

Without the written permission of the staff member, employee, teacher or volunteer involved, the information contained in the Information Form, the results of the security background check or the results of the reference check will be disclosed *only* to the church office, and Clerk of the Session, YMC Moderator, CE Moderator, the Pastor, and the chairperson of the Personnel Committee.

The Church Administrator will maintain a secured storage facility in the Church's Business Office for all Volunteer Information Forms and results of all reference checks. The results of the security background checks will be destroyed as required by the guidelines mandated by the church office. Volunteer Information Forms and security background checks will be updated periodically.

Whether disclosed voluntarily or by result of the security background check, the following items will automatically disqualify a volunteer from participating in the leadership or sponsorship of any Children or youths activity or program:

- ❖ Any type of conviction for Murder; Rape; Aggravated Assault; Crimes related to Drugs; Sexual Abuse; Sexual Assault; Aggravated Sexual Assault; Injury of a Child; Incest; Indecency with a Child; Inducing Sexual Conduct or Sexual Performance of a Child; Possession or Promotion of Child Pornography; Sale, Distribution, or Display of Harmful Material to a Minor; Employment Harmful to Children; or Abandonment or Endangering of a Child.

All other convictions or charges for other crimes not listed above will be reviewed by the Chair of the Personnel Committee, Clerk of the *Session*, Pastor, YMC Moderator, and CE Moderator.

If an applicant disputes information that appears on his/her criminal history record transcript, he/she must follow the procedure to review personal criminal history record, which includes getting fingerprints and sending the prints along with \$17.25 to the Department of Public Safety. If it is determined that the record is indeed the applicant's own criminal record, a letter should be written specifying the area of concern. An investigation will be conducted to determine whether or not an error has been made. This letter should be addressed to:

Texas Department of Public Safety  
Error Resolution Department  
P.O. Box 15999  
Austin, Texas 78761-5999

## **Reporting Violation of Policy**

In order to maintain an environment free of destructive acts toward all children and youth, the staff, employees, teachers, parents and volunteers of FPC must be aware of their individual responsibility to report any questionable circumstance, observation, act, omission, or situation thought to be in violation of this Policy. All questions or concerns of any suspected activity of abuse or harassment shall be directed to the Clerk of the Session, the Pastor, the CE Moderator, the YMC Moderator or the Chairman of the Personnel Committee<sup>3</sup>

In the event anyone personally witnesses an occurrence in violation of this policy, that person will be asked to complete the attached Incident Report. Anyone who should witness such an occurrence should consider the following recommendations as to how such a situation should be handled to insure the security of the child or youth involved and to protect against physical, emotional or psychological injury, to all persons involved.

- ❖ REPORT THE INCIDENT IMMEDIATELY **AFTER** THE SAFETY OF THE CHILD, CHILDREN, OR YOUTH HAS BEEN ASSURED
- ❖ DO NOT LEAVE THE CHILD, CHILDREN, OR YOUTH ALONE TO REPORT THE INCIDENT
- ❖ DO NOT PERSONALLY CONFRONT THE ALLEGED OR ACCUSED VIOLATOR OF THE POLICY
- ❖ ALLOW THE DESIGNATED PASTOR, YMC MODERATOR, CE MODERATOR, CLERK OF THE SESSION OR CHAIRMAN OF THE PERSONNEL COMMITTEE TO PROVIDE YOU WITH THE APPROPRIATE FOLLOW THROUGH INSTRUCTIONS FOR REPORTING OF THE INCIDENT TO THE PARENTS OR GUARDIAN!
- ❖ THE CLERK OF THE SESSION WILL BE SOLELY RESPONSIBLE FOR ALL COMMUNICATIONS ON BEHALF OF THE CHURCH!

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<sup>3</sup> Attached to the Volunteer Information form is a list of the names, addresses and daytime/nighttime phone numbers for the current Pastor, Clerk of the Session, YMC Moderator, CE Moderator, and Chairman of the Personnel Committee.

In the event a child or youth reports abusive conduct, regardless of where the conduct occurred, the person initially contacted by the child will be required to complete an Incident Report. Under this circumstance, the Incident Report should include the precise wording of the "outcry" of the child or youth. All reported details of the child's or youth's first conversation with an adult should be recorded verbatim in the Incident Report. The incident should otherwise be treated and reported as set out before as *if* the incident had been witnessed at the Church.

The following acts or omissions will not be tolerated or accepted during any FPC activity and/or program and should be reported to the pastor, YMC moderator, CE moderator, Chairman of the Personnel Committee or Clerk of the Session immediately **after** the safety of the child, children or youth involved has been assured:

- ❖ Any direct observations or evidence of sexual activity in the presence of or in association with a child or youth.
- ❖ Any display or demonstration of sexual activity, abuse, insinuation, of abuse, or evidence of abusive conduct towards a child or youth.
- ❖ Sexual advances or sexual activity of any kind between any person and a child or youth.
- ❖ Sexual advances or sexual activity of any kind between a youth and a child.
- ❖ Infliction of physically abusive behavior or bodily *injury* to a child or youth.
- ❖ Physical neglect of a child, children or youth, including failure to provide adequate supervision in relation to the activities of FPC.
- ❖ Emotional or psychological mistreatment of a child, children or youth, including verbal abuse.
- ❖ The presence, or possession of obscene or pornographic materials at any *function* of FPC
- ❖ The presence, possession, or being under the influence of any illegal drug
- ❖ The consumption of or being under the influence of alcohol while leading or participating in a children's or youth function of FPC

Any violation of this policy on the part of any member of the staff, employee, member or volunteer will result in immediate dismissal from participation in all children and youth activities and programs of FPC. In the case of staff members and employees, any violation of this policy may result in termination. In accordance with the laws of the State of Texas, any and all reports of abuse will be immediately forwarded to the appropriate authorities. Compliance with the reporting aspects of this policy does not complete the obligation you may have to report the incident *to* the Garland Police Department or Child Protective Services.

FIRST PRESBYTERIAN CHURCH OF GARLAND TEXAS

**VOLUNTEER INFORMATION FORM**

LAST NAME \_\_\_\_\_ FIRST \_\_\_\_\_ MI \_\_\_\_\_

MAIDEN NAME (if applicable) \_\_\_\_\_

If you have ever used another name or names, please indicate the name(s) and the time period used:

\_\_\_\_\_

CURRENT ADDRESS:

\_\_\_\_\_  
\_\_\_\_\_

HOME PHONE \_\_\_\_\_ E-  
MAIL \_\_\_\_\_

HOW LONG HAVE YOU LIVED AT THIS ADDRESS? \_\_\_\_\_

HOW LONG HAVE YOU LIVED IN TEXAS? \_\_\_\_\_

SEX: MALE \_\_\_\_\_ FEMALE \_\_\_\_\_

BIRTH DATE: \_\_\_\_\_ SOCIAL SECURITY NUMBER: \_\_\_\_\_

DRIVERS LICENSE NUMBER: \_\_\_\_\_ STATE: \_\_\_\_\_

PLACE OF EMPLOYMENT:

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SUPERVISOR: \_\_\_\_\_ WORK PHONE: \_\_\_\_\_

PLEASE CIRCLE ALL WHICH ARE APPLICABLE:

single – married – divorced – separated - widowed

PLEASE ANSWER THE FOLLOWING QUESTIONS:

1. Are you a member of First Presbyterian Church of Garland? \_\_\_\_\_

2. Date on which you became a member \_\_\_\_\_

3. Have you served as a volunteer at any church in the past ten years? \_\_\_\_\_

If so, please state the name and address of the church, the pastor of the church, the time period(s) of your volunteer work and describe generally the nature of your volunteer work:

4. Have you served as a volunteer for any civic organization in the past ten years? \_\_\_\_\_

If so, please state the name and address of that organization, the person overseeing the volunteer work, the time period of your volunteer work, and describe generally the nature of your volunteer work. Please indicate which organizations involved working with children and youth.

5. Have you ever been arrested, charged, indicted, or convicted for any criminal offense (misdemeanor or felony), other than a traffic violation for which the fine was \$200 or less?

\_\_\_\_\_   
 If yes, please explain:

6. Have you ever been subject to any disciplinary action, complaint, or allegations that you violated any employer's or any organization's policy concerning sexual misconduct? \_\_\_\_\_

If yes, please explain:

7. Have you ever had your driver's license suspended or restricted for any reason? \_\_\_\_\_

If yes, please explain:

8. Do you use illegal drugs? \_\_\_\_\_

If yes, please explain:

9. Are you an alcoholic? \_\_\_\_\_ If so, are you recovering? \_\_\_\_\_ For how long? \_\_\_\_\_

**References:** Please list names, addresses, occupations and telephone numbers of three people (other than relatives and FPC Garland staff members) who are familiar with your character and abilities. References will be contacted.

<u>Name</u>	<u>Address</u>	<u>Occupation</u>	<u>Work Phone</u>

Home Phone

I understand and agree that:

- a. All information that I have provided may be verified. I agree to release from liability any person or organization that provides information concerning me, including these persons I have listed as references. I do hereby agree to indemnify and hold harmless, First Presbyterian Church of Garland, Texas, its employees, representatives and agents from any and all claims or causes of action relating in any manner to the verification of or attempts to verify the information provided, attempts to contact any references or conversations with any references. I understand and agree that any information received will not be disclosed to me, and I hereby waive any right I may have to inspect any information provided about me by any person or organization by me on this form.
  
- b. By signing this form, I certify and affirm that the information I have given is true, complete and correct in all respects.
  
- c. I have read, understood and agree to abide by the Statement of Policies and Procedures for the Protection of Children and Youth of First Presbyterian Church of Garland, Texas.
  
- d. (Only applicable to persons eighteen years of age and older) I hereby give my permission for the First Presbyterian Church of Garland, Texas to obtain information relating to my criminal history record through the State of Texas or any other state. The criminal history record, as received from the reporting agencies, may include arrests and conviction data as well as plea bargains and deferred adjudications. I understand that this information will be used, in part, to determine my eligibility for an employment/volunteer position with this organization. I also understand that as long as I remain as an employee or volunteer here, the criminal history records check may be repeated at any time. I understand that I have an opportunity to review the criminal history and a procedure is available for clarification, if I dispute the contents of the records as received.
  
- e. The undersigned, do, for myself, my heirs, executors and administrators, hereby release and forever discharge and agree to indemnify First Presbyterian Church of Garland and the State of Texas and hold each of their officers, directors, employees and agents harmless from and against any and all caused of action, suits, liabilities, costs, debts and sums of money, claims and demands whatsoever, and any and all related attorneys' fees, court costs, and other expenses resulting from the investigation of my background in connection with my application to become a volunteer/staff member.

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

Parent or Guardian's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

(if under age eighteen)

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

This form is confidential and will be kept in a locked file in the office of First Presbyterian Church at  
Garland, Texas.

Child protection/Volunteer Information Form Revised 6/9/2002

## SEXUAL MISCONDUCT POLICY

It is the policy of the First Presbyterian Church of Garland, Texas, a congregation of the Presbyterian Church (U.S.A.), that all church members, church officers, non-member employees, and volunteers of governing bodies and entities of the church are to maintain the integrity of their ministerial, employment and professional relationships at all times. Sexual misconduct is a violation of an individual's integrity. Such behavior is sinful and violates the teachings of the Church, as well as the covenantal relationship by which we are called to live with God and with one another. Sexual misconduct in any form is never permissible.

The FIRST PRESBYTERIAN CHURCH OF GARLAND, its pastors, staff, elders, deacons, Sunday school teachers, youth leaders, and all who serve on our various committees, programs and projects:

- shall exercise responsible sexual behavior and maintain the integrity of employment and professional relationships at all times;
- shall deal with allegations of sexual misconduct with seriousness;
- shall report accusations or instances of sexual misconduct to the appropriate officers of the Church, ordinarily the Clerk of Session or Moderator;
- shall maintain confidentiality in recognition of the effects of reported sexual misconduct on the reputation and effectiveness of all involved;
- shall respect the alleged offender's presumption of innocence; and
- shall comply with all applicable local, state, and federal laws, as well as procedures and policies of Grace Presbytery and the Presbyterian Church (USA).

## First Presbyterian Church of Garland

### Staff Evaluation Procedure

The following procedure for staff evaluations has been adopted by the Personnel Ministry Team of the Session. The evaluation process is intended to be an avenue to foster communication and to support effective ministry, and it may influence decisions regarding compensation.

1. The PMT will meet in April/May to choose the evaluators (typically three) for each staff member. The PMT will send requests to the evaluators asking for feedback reflecting the job performance of their assigned staff person. All evaluators' names are confidential.
2. Each staff member will be evaluated in July/August by a group of at least two PMT members, a Session representative, and the pastor.
3. The evaluation will be an informal meeting to discuss feedback from the evaluations, goals from last year and staff member's goals for the coming year, needs and areas of concern.
4. In August at least two members of the Personnel MT and the head of staff will meet with each staff member to review the evaluation and covenant.

As stated in item #1, the evaluation will be based upon the particular employee's job description and the previous evaluation period's goals for ministry. A copy of the covenant currently on file is attached to the document for review.

Questions about this process should be referred to the moderator of the Personnel MT or the head of staff. This procedure will provide useful feedback related to the staff of First Presbyterian Church of Garland.

# ADMINISTRATIVE STRUCTURES & PROCEDURES

## I. LOCAL PROCESSES AND STRUCTURES

### A. MEETINGS:

#### 1. Diaconate:

- a. Meeting on the first Thursday night of each month at 7:00 PM in the Conference Room.
- b. The August meeting is ordinarily the joint meeting of the Diaconate and Session.

#### 2. Session:

- a. Monthly stated meeting on the third Monday night of each month at 7:30 PM in the Conference Room. Ordinarily no stated meeting is convened in July.
- b. Called meetings, as necessary.
- c. Ordinarily in August there is a joint meeting of the Session and Diaconate in addition to the regular stated meeting.

### B. REPORTS:

The reports from each ministry team for the church's Annual Report to the congregation are due in the church office by the deadline for the January stated session meeting agenda.

### C. COMMUNICATION

Session and Diaconate members will normally receive written information that is not emailed to them in their individual boxes in the workroom.

#### D. SESSION AGENDA

Information, reports, requests, motions requiring consideration or action by the Session shall be submitted to the Clerk or the Moderator of the Session by **3:00 p.m. on the Wednesday prior to the Monday stated Session meeting**. The agenda is prepared and submitted to the church office by 8:00 a.m. Thursday. It is important that all information, reports, requests, motions are included in the agenda packet so that Session members may prepare prior to the meeting, which helps to avoid time-consuming additions delaying the beginning of business. Late additions to the agenda shall be received infrequently.

#### E. MOTIONS

1. Motions should be submitted for Session consideration of matters requiring approval, such as fund raising activities, teachers, youth sponsors, youth trips, expenditures above budgeted amounts, building use by outside groups, celebration of sacraments, requests for Memorial Fund disbursements, capital expenditures and campaigns, policy changes, annual budget. Items that are the subject of motions should not be advertised to the congregation until after they have received approval.
  
2. Motions from a ministry team to the Session or Diaconate or from the Diaconate to the Session shall meet the following criteria:
  - a. The motion(s) shall receive full consideration from the originating body prior to submitting as a motion. This allows the greatest representative input into the issue at hand.
  - b. Motions shall be submitted in writing.
  - c. Motions shall be submitted in time to be included in the Session agenda, except in urgent matters.
  - d. Motions that the moderator and clerk consider to be of a routine nature which require no discussion will be included in an omnibus motion in the agenda as it is provided to the Session members in advance. During the stated meeting at the time of agenda adoption, any member of the Session may request that any item be lifted from the omnibus motion and be included in the portion of the meeting where action items are considered individually.

#### F. FINANCIAL PRACTICES *(See separate document)*

## **G. COMMUNION**

The Lord's Supper is normally celebrated every Sunday during the 8:30 a.m. service and on the first Sunday of each month during the 10:50 a.m. service, as well on various other special dates approved by the Session. It has become customary that all of the current Session members serve communion every month along with additional elders or deacons as needed. The servers are requested to consult the guidelines for specific responsibilities and be prepared (*see separate documents*).

## **H. BAPTISM**

All requests for baptisms are considered by the Session prior to their administration. An elder, usually a current Session member, may be requested to assist the minister. If the lid is on the baptismal font, during the administration of the sacrament, the elder is to remove it when arriving at the chancel. Following the baptism the elder is to return the lid to its place. The elder may be asked to lead in the liturgy.

## **I. RECEPTION OF NEW MEMBERS**

The Session members are asked to be prepared to attend called meetings to receive new members, ordinarily following the 10:50 a.m. worship. A service of reaffirmation of baptismal vows for new members will be scheduled and an elder may be asked to participate.

## **II. MINISTRY TEAM STRUCTURE AND RESPONSIBILITIES**

The Reformed Tradition of Christianity has held as one of its basic beliefs: "the priesthood of believers." Among the many doctrinal interpretations, one is that the membership of Christ's Church is called to function in various ministries.

"Now there are varieties of gifts, but the same Spirit; there are varieties of services, but the same Lord; there are varieties of activities, but it is the same God who activates all of them in everyone. To each is given the manifestation of the Spirit for the common good." (I Corinthians 12:4-7)

In 2005, the Session created and adopted a Mission Statement which guides our ministry and mission together:

"A caring congregation seeking God's purpose in a changing world to equip and to send forth disciples with Christ's love through the power of the Holy Spirit."

We understand that the Holy Spirit of God empowers the gathered believers to exercise faith through ministry and mission. First Presbyterian Church has chosen to plan and implement programs of service through the ministry team structures of the Diaconate and Session. Therefore, both bodies actively seek congregation members to serve Christ's Church through the ministry teams listed and described below. Some ministry teams may choose to establish action learning teams as needed. All ministry teams, organizations, and task groups are accountable and responsible to the Session. All ministry teams are encouraged to communicate with the Session as well as with other teams whose work might be impacted. For example, the Christian Education Ministry Team and Youth Ministry Team should keep each other informed of plans that might affect each other's areas of responsibility.

#### **A. MINISTRY TEAM LAUNCH**

At the beginning of each year, every ministry team of the Diaconate and Session will meet at a time and place of their choosing for the following purposes. A report of this meeting shall be made in February to the Session:

1. To orient members to the ministry team structure, responsibilities and procedures.
2. To draft goals and objectives relative to Mission Statement
3. To review and project the current year's calendar, activities and budget
4. To schedule meetings of the ministry team
5. To establish sub-committees, as necessary
6. To secure the necessary officers of the ministry team

## **B. MINISTRY TEAMS OF THE SESSION**

### **1. MINISTRY TEAM OFFICERS**

- Moderator:
  1. is appointed by the Session moderator
  2. manages the meetings of the ministry team
  3. oversees the operation of the ministry team
  4. consults with the vice-moderator re: the agenda and calendar
- Vice-Moderator:
  1. drafts, in consultation with the moderator, the agenda for the meeting
  2. oversees the minutes and reports to the Session
  3. oversees the calendar
- Secretary:
  1. takes accurate minutes of the meetings
  2. consults with the Moderator and Vice Moderator in correspondence and agenda

### **2. SESSION MINISTRY TEAMS**

#### **1. WORSHIP**

- **Structure:**

Moderated by an elder, with an additional elder or ministry team member as vice-moderator. The pastor(s) and director of music ministry or a representative are expected to attend as ex-officio members. At least one acolyte sponsor should attend each meeting. The remaining members are at least five (5) from the congregation-at-large.

- **Responsibilities:**  
To provide for congregational worship, the preaching of the Word, the Sacraments and matters related to worship.
- **Meeting Schedule:**  
Monthly meetings, with the possible exception of July.

## 2. CHRISTIAN EDUCATION

- **Structure:**  
Moderated by an elder, with an additional elder or ministry team member as vice-moderator. The pastor or other staff member serves as resource person and ex-officio member. The remaining members are at least five (5) from the congregation at large.
- **Responsibilities:**  
Research, planning and implementation of the nurture of members and total educational ministry of the church including:
  1. Church School
  2. Special programs and activities
  3. Children's Ministries
  4. Church library
  5. Child care
  6. Presbyterian Women
- **Meeting Schedule:**  
Monthly meetings, with the possible exception of July
- **Scholarship subcommittee:**  
A joint sub-committee with the Youth Ministry team consisting of three members. The members of this subcommittee are appointed jointly by the Christian Education and Youth Ministry teams. The purpose of this subcommittee is to assist the DCE in the implementation and execution of the Scholarship Policy to administer the Scholarship Multi-fund account. See the Scholarship Policy documents in the Scholarship section.

## 3. BUILDING AND GROUNDS

- **Structure:**

Moderated by an elder, with an additional elder or ministry team member as vice-moderator. The remaining members are at least five (5) from the congregation-at-large.

- **Responsibilities:**

1. Development and implementation of short- and long-range plans of care and improvement for all facilities, grounds, and equipment.

2. Insurance evaluation

- **Meeting Schedule:**

Monthly meetings, with the possible exception of July

#### 4. PERSONNEL

- **Responsibilities:** (see Personnel Ministry Team Policy Paper)

1. Coordinate personnel policy and practice across the whole staff.

2. Recommend salary policy.

3. Establish clear work responsibilities for each position.

4. Encourage professional effectiveness and growth, by reviewing work objectives and evaluating accomplishments in discussion with staff.

5. Recommend personnel policies including how responsibilities of employment and separation are accomplished. Interpret policies and monitor effectiveness.

6. Implement plan for equal employment opportunity, developed in consultation with Presbytery.

7. Set up schedule for conferring with staff persons on a regular basis and carry out plans. Be readily available to all staff members on a confidential basis, to hear and help.

8. Provide readily available support group for the pastor and staff members, in dealing with problems, personal or professional to keep staff from feeling isolated.

9. Provide for members of the congregation an avenue through which to pursue complaints or actions concerning staff.

10. Participate in the employee evaluation process, as follows:

1. The PMT will meet in April/May to choose the evaluators (typically three) for each staff member. The PMT will send requests to the evaluators asking for feedback reflecting the job performance of their assigned staff person. All evaluators' names are confidential.

2. Each staff member will be evaluated in July/August by a group of at least two PMT members, a Session representative, and the pastor.

3. The evaluation will be an informal meeting to discuss feedback from the evaluations, goals from last year and staff member's goals for the coming year, needs and areas of concern.

4. In November at least two members of the Personnel Ministry team and the head of staff will meet with each staff member to review the evaluation and covenant.

- **Structure:**

1. Three (to five) members appointed by the Session to three-year terms, plus a current Session member to serve as liaison (one-year term).

2. Accountable to the Session which establishes and provides the means to carry out policies suggested by the ministry team.

3. Pastor is an ex officio member; the ministry team may meet without the pastor present, but always with pastor's knowledge.

4. Qualities needed of members:

- know how to keep confidences

- fair-minded

- long-thinking, even handed

- supportive of the people and programs of the church

- **Rationale:**

1. It gives the Session an organized way to fulfill its responsibilities to and for all the persons employed by the church.
2. It is a means of giving counsel and support (a listening ear, helping hand) to all those on staff.
3. It provides a way for carrying out personnel functions such as preparing personnel policies, position descriptions, and conducting compensation and performance reviews, in scheduled and mutually helpful ways.
4. Recommending candidates for staff positions is the responsibility of ministry teams responsible for the pertinent program associated with the position. The Personnel Ministry Team serves in a support and evaluation role after staff members are in place.

- **Meeting Schedule:**

Quarterly, or as needed.

## **5. STEWARDSHIP INTERPRETATION**

- **Structure:**

Moderated by an elder, with an additional elder or ministry team member as vice-moderator. The remaining members are at least five (5) from the congregation at large.

- **Responsibilities:**

1. To provide for a program of stewardship throughout the year, stewardship information, education and interpretation.
2. Financial management
3. Annual challenge and operating budgets

- **Meeting Schedule:**

Monthly meetings, with the possible exception of July

## **6. MEMBERSHIP**

- **Structure:**  
Moderated by an elder, with an additional elder or ministry team member as vice-moderator. The remaining members are at least five (5) from the congregation at large.
  
- **Responsibilities:**
  1. To provide oversight and update of the membership rolls, participation and attendance;
  2. To coordinate and cooperate with the Diaconate the care of the membership;
  3. To consider whether to organize and implement an "all church visitation" during February or March of each year.
  
- **Procedure for maintaining the rolls:**  
Anyone who wishes to join First Presbyterian Church is invited to contact the pastor to schedule a meeting with the session, where new members are received. We welcome all persons who trust in God's grace in Jesus Christ and desire to become part of the fellowship and ministry of his Church.

Persons may enter into active church membership in the following ways:

- a. Public profession of faith, made after careful examination by the session in the meaning and responsibilities of membership; if not already baptized, the person making profession of faith shall be baptized;
- b. Certificate of transfer, when a person is a member of another Christian church at the time of transfer;
- c. Reaffirmation of faith, for persons previously baptized in the name of the triune God and having publicly professed their faith.

Upon their reception by the session, new members are asked to sign the Membership Register, which will assign a roster number. They will receive a new member packet, which includes information forms to be completed and returned to the church office. Their information will be entered into the congregation's database; and their names will be listed in the alphabetical section of the Membership Register, which is the official record of members. The new members will be introduced with appropriate liturgy during a worship service as soon as it is convenient so that the entire congregation has the opportunity to welcome them.

Membership in the Church of Jesus Christ is a joy and a privilege. It is also a commitment to participate in Christ's mission. A faithful member bears witness to God's love and grace and promises to be involved responsibly in the ministry of Christ's Church.

The membership roll is reviewed annually to determine which members have not participated in the life of the church for at least a year. These members will be informed by letter that they are being placed on the Inactive Roll. If this action is against their wishes, they are advised to let the church know of their intentions to continue their membership and participate in the life and ministry of First Presbyterian Church of Garland. If there is not a change in participation after two years on the Inactive Roll, they will be removed from the membership roll.

- **Meeting Schedule:**

Monthly meetings, with the possible exception of July

## 7. YOUTH MINISTRY

- **Structure:**

Moderated by an elder, with a second elder or a council member as vice-moderator. Sr High and Middle School leadership team (sponsors) are standing ministry team members. The team will provide an opportunity for input from the youth on programming and ministries, typically during a fall meeting designated for that purpose. This practice should be evaluated regularly to ensure an adequate youth voice in youth ministry. Music director is ex-officio member and is expected to attend when planning secondary youth program. The remaining members are from the congregation at large.

- **Responsibilities:**

Plan, organize, and implement the youth fellowship activities of the church as outlined in the Theology of Youth Ministry and Policies for Community Life, October 1993, including:

1. Recruit youth fellowship adult sponsors;
2. Develop a comprehensive and coordinated year-round youth fellowship program;
3. Create a synergy of cooperation and communication for youth fellowship activities;

4. Reflect on the theology, future direction, and effectiveness of the youth fellowship program at FPC Garland;

5. Make recommendations to the Session on the direction and needs of the youth fellowship program.

- **Meeting Schedule:**

Monthly meetings, with the possible exception of June and December.

- **Subcommittees:**

From time to time subcommittees such as Mission Trip planning and Fundraising are formed.

- **Scholarship subcommittee:**

A joint sub-committee with the Youth Ministry team consisting of three members. The members of this subcommittee are appointed jointly by the Christian Education and Youth Ministry teams. The purpose of this subcommittee is to assist the DCE in the implementation and execution of the Scholarship Policy to administer the Scholarship Multi-fund account. See the Scholarship Policy documents in the Scholarship section.

## **8. ENDOWMENT (*See separate document*)**

- **Purpose:** to administer the endowment fund which was established in order to encourage Christian persons to insure the further advancement of the Kingdom of God by gifts, devices, and bequests.
- **Structure:** five members appointed by the Session upon recommendation of the Congregational Nominating Committee; at least three of the members shall be officers, or previous officers, of this church, and at least one of them shall be an elder. The term of each member shall be three years. No member shall serve more than two consecutive three-year terms; after a lapse of one year, former committee members may be reappointed.

## **9. DUNLAP SCHOLARSHIP**

- **Purpose:** to award high school seniors who are members of this church and willing to share their experiences in growing up in this church with a monetary gift from the Dunlap Scholarship Fund. This gift is typically a portion of the cost to attend Synod Youth Workshop. To qualify for the award, each student must write an essay based on a topic determined by the ministry team and then be interviewed by the ministry team. The essays are published in the Monday Morning newsletter.

- **Structure:** five (5) members from the following groups: one (1) elder chosen by the Session, one (1) deacon chosen by the Diaconate, one (1) Senior High Sunday School teacher, one (1) YMC member, and one (1) ex-officio member (Dana Dunlap).
- **Additional responsibility:** to administer the Jay White Scholarship (see separate document)

## 10. EVANGELISM

- **Structure:**

Moderated by an elder; the remaining members are at least five (5) members from the congregation.

- **Responsibilities:**

As called through scripture; to spread the Gospel of Jesus Christ...

1. Educating our congregation as to the meaning and opportunities for evangelism in our world and community;
2. Offering activities and events whereby individuals and groups can participate in “reach out” opportunities;
3. Instituting measures that help our church welcome visitors and guests;
4. Publicizing church service schedules and special news happenings.

- **Meeting Schedule:**

Monthly meetings with the possible exception of July

## C. MINISTRY TEAMS OF THE DIACONATE

### MINISTRY TEAM OFFICERS

- Moderator:
  1. is appointed by the Diaconate moderator
  2. manages the meetings of the ministry team
  3. oversees the operation of the ministry team
  4. consults with the vice-moderator re: the agenda and calendar
- Vice Moderator:
  1. drafts, in consultation with the moderator, the agenda for the meeting
  2. oversees the minutes and reports to the Diaconate
  3. oversees the calendar

**NOTE: In the event that (2) Deacons serve on a ministry team, they shall share the responsibilities of Moderator and Vice-Moderator, and both shall be designated Co-Moderators**

- Secretary:
  1. takes accurate minutes of the meetings
  2. consults with the Moderator and Co-Moderator in correspondence and agenda

### 1. CONGREGATIONAL CARE

- Administer sack lunch ministry
- Distribute Grief Books

### 2. SPECIAL OCCASIONS

- Keep pantry stocked
- Oversee kitchen clean-up each Sunday following worship
- Coordinate Second Sunday Socials
- Coordinate Heritage Sunday and Christmas Gathering
- Provide assistance to other groups as needed throughout the year

### **3. ANDREW CLUB**

- Focus on providing a warm welcome to FPC visitors
- Deliver a loaf of bread with church information to visitors and encourage a return visit

### **4. FELLOWSHIP**

- Organize events such as All-Church Picnic, Fall Bash, Chili Cook-Off, Dunlap Golf Tournament

### **5. SPECIAL MINISTRIES AND CONCERNS**

- Focus on activities to provide services and assistance to several agencies supported by FPC
- Organize several blood drives during the year
- Meals on Wheels
- Collect food for Good Samaritans
- Coordinate Christmas in July and the Angel Tree in December

### **6. WORLDWIDE MISSIONS**

- Promote support for local agencies as well as international mission efforts
- Seek out new ways in which our congregation can minister to others
- Provide and recommend mission education opportunities for the congregation

## FINANCIAL PRACTICES

1. The session prepares and adopts an annual budget and determines the distribution of the congregation's benevolences. It authorizes offerings for Christian purposes and accounts for the proceeds of such offerings and their disbursement. It shall provide full information to the congregation concerning its decisions in such matters.
2. The session elects a treasurer or treasurers for such term as the session shall decide and supervises his or her work or delegate that supervision to a board of deacons or trustees.
3. Those in charge of various congregational funds shall report at least annually to the session and more often as requested. The following procedures are observed:
  - a. All offerings shall be counted and recorded by at least two duly appointed persons, or by one fidelity bonded person;
  - b. Financial books and records adequate to reflect all financial transactions shall be kept and shall be open to inspection by authorized church officers at reasonable times;
  - c. Periodic, and in no case less than annual, reports of all financial activities shall be made to the session.
4. Any request for payment or reimbursement shall be submitted at least one week in advance of the disbursement date. The following procedure is for the disbursing of funds from the church's Operating, Building, Multi-Fund or other accounts:
  - a. A check authorization voucher request form must be submitted in order to receive payment or reimbursement.
  - b. Checks over the amount of \$3000.00 will require a second signature.
  - c. Receipts or appropriate documentation will be required for reimbursement of all purchases.
  - d. A manufacturer's or store receipt will be required on purchases of permanent assets.
5. Session approval is required for extra-budgeted expenditures.
6. Session approval is required to conduct any donation request, or fund raising activity by any organization of the church.



Title: Expense Reimbursement and Check-writing Policy

Purpose: In furtherance of First Presbyterian Church's calling to be good stewards of the treasure entrusted to the church, FPC adopts the foregoing policy to ensure appropriate disbursement of church funds.

Policy: FPC will pay all documented and approved expenses by check to be issued by the disbursing treasurer. No check shall be issued without appropriate documentation of the request (a check request form) and documentation of the expense. If the treasurer has questions or concerns regarding the documented expense, the treasurer will communicate the concerns with the Pastor. If the Pastor is unavailable, the treasurer will communicate with the Clerk of Session. All checks in excess of \$3,000 shall require two signatures—one from the treasurer and one from the Clerk of Session. If the Clerk of Session is unavailable, the moderator of the Stewardship Ministry Team may serve as a co-signer. A check register shall be maintained at all times indicating the date, payee, and amount of each check issued.

Ministry Team Responsibility: Stewardship

Date approved: September 16, 2019

Date(s) reviewed: \_\_\_\_\_



Title: Debit Card Policy

Purpose: In furtherance of First Presbyterian Church's calling to be good stewards of the treasure entrusted to the church, The Stewardship Ministry Team has arranged to provide debit cards for use by select church staff and elders and deacons who incur regular expenses in conducting or overseeing church business or church ministries.

- Policy:
1. Debit cards will be issued to the Pastor, the Director of Christian Education, and to any other staff member, elder, or deacon approved by the session. Prior to receipt of the debit card, the cardholder shall sign a statement agreeing to abide by this policy.
  2. The disbursing treasurer, administrative assistant, and Clerk of Session shall maintain a list of all current cardholders. The session shall review cardholder status on an annual basis.
  3. When a staff member, elder, or deacon is issued a debit card, the card shall be returned upon session's request.
  4. The cardholder is authorized to use the debit card only for budgeted expenditures or expenditures to be charged to approved multi-fund accounts. The cardholder is responsible for determining that sufficient funds remain in a budgeted line item or multi-fund account to cover the expenditures.

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Ministry Team Responsibility: Stewardship

Date approved: September 16, 2019

Date(s) reviewed: \_\_\_\_\_

5. Under no circumstances shall a debit card be used for cash withdrawals.

6. The cardholder may not loan the card to any other individual.

7. The cardholder must maintain documentation for all purchases made with the debit card and provide such documentation to the church's administrative assistant within one week of the purchase. The administrative assistant shall have the purchase approved by the Pastor (or the Pastor's designee) upon receipt of the documentation. The administrative assistant shall then provide documentation to the disbursing treasurer every Thursday to ensure prompt reconciliation with church bank accounts.

8. If personal items are charged to the debit card, the cardholder will be personally responsible for such charges and shall immediately reimburse the church for the charges and return the debit card to the church.

9. Failure to abide by this policy will result in revocation of the debit card from the cardholder.

Ministry Team Responsibility: Stewardship

Date approved: September 16, 2019

Date(s) reviewed: \_\_\_\_\_

**Cardholder Agreement**

I have reviewed the FPC Garland Debit Card Policy and agree to abide by its terms.

Signed: \_\_\_\_\_

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

## DESIGNATED GIVING GUIDELINES

Givers are encouraged to make contributions to the unified budget of First Presbyterian Church; but when designated gifts are received, the donor's instructions must be followed.

Bequests and in-kind gifts are directed to the Endowment Fund, gifts given in memory or in honor of specific persons to the Memorial Fund. Guidelines for each of these are found in separate documents.

All other designated gifts are tracked in the Multi-Fund Bank Account, which is included in the monthly financial reports to the Session. This is a single account, with the various purposes accounted for by the treasurer. Specific session motions are not required for disbursements from the Multi-fund, as long as there is supporting documentation of the requests per the standard financial practices.

FIRST PRESBYTERIAN CHURCH OF GARLAND, TEXAS  
ENDOWMENT FUND

WHEREAS, Christian people are called to be faithful stewards of all the gifts of God --- time, abilities, the created world and money, including accumulated, inherited, and appreciated resources; and further,  
WHEREAS, there are many ways available for giving to the work of the Church, such as bequests in wills, charitable remainder and other trusts, charitable gift annuities, pooled income funds, assignment of life insurance, and transfer of property (cash, stocks, bonds, real estate); and further,  
WHEREAS, it is the desire of the congregation to encourage, receive and administer these gifts in a manner consistent with the faith expressed by the grantors and in accord with the policies of the congregation, and further,  
WHEREAS, it is the intent of the Session to establish a special Endowment Fund as a perpetual fund and permanent reserve in order to receive undesignated gifts, devices, or bequests; to honor the specific designated gift request of any donor; and to pledge to restrain the use of funds from these gifts for current operating expenses except as requested by the donor or upon special action by the Session and Endowment Committee relative to unspecified gifts, devices or bequests;

Now Therefore:

I. ENDOWMENT FUND

A. An ENDOWMENT FUND of the First Presbyterian Church of Garland, Texas is hereby established in order to encourage Christian persons to insure the further advancement of the Kingdom of God by gifts, devises, and bequests. The purpose of this Endowment Fund is to establish a perpetual fund for the enhancement of the local Church and to further God's work.

B. The adoption of the program will effect the creation of two separate funds within the church, the Restricted Endowment Fund and the General Endowment Fund. The two funds collectively will hereinafter be referred to as the "First Presbyterian Church Endowment Fund" to be administered by the Session.

C. There is hereby established an ENDOWMENT FUND COMMITTEE, appointed by the Session upon recommendation of the nominating committee, which shall consist of five members, at least three of whom shall be officers, or previous officers of this Church, and at least one of whom shall be a Ruling Elder. The term of each member shall be three (3) years. No member shall serve more than two consecutive three (3) year terms; after a lapse of one (1) year, former Committee members may be reappointed. The pastor and treasurer shall serve as ex-officio, non-voting members. Appointments to the Committee shall be made at the first regular Session Meeting in each calendar year. Members shall serve until their successors are appointed. The Committee shall select a Chairman and Secretary from within its members at the first meeting of the new term. The Committee shall meet at least quarterly. A quorum shall consist of a minimum of three committee members in attendance. A majority present and voting shall carry any motion or resolution.

D. It shall be the policy of the Endowment Committee to invest the monies of the Funds in a prudent manor.

1. It shall be the policy of the Endowment Fund Committee to invest, ordinarily, all funds under their control in funds of the Texas Presbyterian Foundation (TPF) in a approximate ratio of 60% stocks and 40% bonds. The Endowment Committee may move the funds from one investment vehicle to another investment vehicle of the TPF according to the Foundation's administrative procedures and as circumstances dictate. Income and dividends shall

be paid to First Presbyterian Church-Garland (FPC), when requested by the Endowment Committee in accordance with the TPF requirements.

2. At its discretion, and with prior approval of the Session, the Endowment Committee may invest with financial institutions other than the Texas Presbyterian Foundation. Any portion of the principal of the Funds not so invested with the TPF shall be invested in the accepted approximate 60% stock / 40% bonds proportion and in the following types of assets: deposits insured by the FSLIC or the FDIC; publicly traded corporate equity securities; publicly traded corporate debt securities rated Baa (or the equivalent) or higher at the time of acquisition; annuities managed by an insurance company; obligations of the U.S. government including U.S. Treasury Bills, notes and bonds; and common trust funds, mutual funds, collective trust funds, and pooled funds investing in any of the above securities. At its discretion the Committee may retain cash balances in any Fund for liquidity in administration of that Fund.

3. The Committee shall further have the responsibility to review TPF's year to date statements and /or returns and hold accountable TPF or any other agency for maintaining acceptable returns and administrative costs in light of the present economic environment.

E. The Endowment Fund Committee shall establish a separate accounting procedure to insure the full and complete accountability of all gifts, devises, and bequests that are within the purview of FPC;

1. The Endowment Fund shall be included in FPC's general ledger and maintained in accordance with generally accepted accounting principles of the First Presbyterian Church - Garland relative to fund accounting by FPC's Treasurer. At such time as the aggregate balance of both funds combined equals \$1,000,000.00 or more, the Session is encouraged to request an audit by an independent Certified Public Accountant or firm thereof on an annual or biannual basis. This audit shall be paid for from the funds as proportionate as to their worth or from the yearly fund distributions per Session discretion.

2. The Endowment Committee shall maintain files for each Donor's gift, devise, or bequest (unless the Donor wishes to remain anonymous and contracts directly with The Texas Presbyterian Foundation) showing the name and address of each donor as well as the amount of each gift, bequest given by a donor; a signed copy of the donor's specific gift, devise or bequest agreement shall also be placed in said file.

F. Complete reports covering the financial activity of the Endowment Fund shall be submitted to the Session by the Endowment Committee, not less than annually, by FPC's Treasurer.

## II. USE OF THE FUNDS

### A. The Restricted Endowment Fund

1. A donor may designate the specific purpose the proceeds from which his or her gift will be utilized. The donor may indicate a preference as to the specific uses to which the principal and/or income from the contribution will be applied. In all cases, every attempt will be made to honor the wishes of the donor. The Committee may counsel with any donor who has indicated an intention to make a restricted gift if the restrictions, conditions, form or uses of such a gift would not, in the opinion of the Committee, be consistent with the Church's existing policies or missions. Any proposed restricted gift will need Session approval before accepting. The Committee, with the prior concurrence of the Session, has the power to decline to accept a gift if the restrictions, conditions, form, or uses are unacceptable. Once accepted, any gift, devise, or bequest made for a special purpose related to FPC's work shall be held, distributed, and disbursed in accordance with the direction of the donor's agreement.

2. Where the Donor has not designated differently, Five percent (5%) of the entire fund net assets will be spent in the following year as determined by its net worth on December 31, of each year. The monies will be kept in an account of approximately sixty percent (60%) in U.S. common stock and forty percent (40%) in bonds. This percentage has shown to increase the fund and the amount of yearly expenditure for the Church over an extended period.

## B. The General Endowment Fund

1. Each gift which has not been designated to the purpose or preference of the donor shall be placed in the General Endowment Fund. Also, all gifts whose purpose or intended preference is consistent with the intent and purpose of the General Endowment Fund, shall be placed in the General Endowment Fund. Any proposed unrestricted gift or gifts to the General Endowment Fund that are not readily converted to liquid assets, shall be referred by the committee to the Session for approval.

2. Annually, percent (5%) of the entire net assets of the General Endowment Fund as determined on December 31 that year, shall be spent in the following year in the following manner: thirty-three percent (33%) on capital improvements, thirty-three percent (33%) on Mission, and thirty-three percent (33%) in the area of education. The Session may, at its discretion, redirect the percentages of yearly expenditures, or change priorities, or decide to reinvest the proceeds, but may not spend more than the allotted yearly sum. Expenditures from this fund may be budget relieving, but will not be included in the budget or used in this manner on a regular basis. Expenditures for budget relief may occur only upon a two-thirds (2/3) approval vote of the Session and a two-thirds (2/3) approval vote of the Endowment Committee.

C. The Endowment Committee shall be responsible for administering the expenditures of the income from the Endowment Fund with due regard for the provisions of the Donor's gift, devise or bequest. Income or principal received related to unspecified Donor agreements shall be disbursed according to the wishes of the Session as provided through this agreement or through specific action of the Session.

## III. Conversion to Cash

No liability of any kind shall attach to members of the Session, The Endowment Committee, other Committees of the Session, Employees of the Church, or Church members for any action taken by the Endowment Committee or Session relative to the conversion of any in-kind real or personal property to cash, so long as the action taken by the Committee and ratified by the Session is reasonable under the circumstances.

## IV. Church Merger or Dissolution

A. If at any time First Presbyterian Church - Garland (FPC) should be lawfully merged or consolidated with any other church, all of the provisions hereof in respect to FPC shall be deemed to have been made for and in behalf of such merged or consolidated church, which shall be entitled to receive all the benefits of said Endowment Fund and shall be obligated to administer said Funds in all respects and in accordance with the terms thereof.

B. In the event of the dissolution of the First Presbyterian Church - Garland, Texas, the Presbytery of jurisdiction shall be vested with title to the Funds, shall be entitled to receive all of the Benefits of said Endowment Fund, and shall be obligated to administer the Funds in all respects in accordance with the terms hereof.

## V. Amendments

The provisions of this Plan may be amended only at a Session meeting at which a minimum of seventy-five (75%) of the Active Elders are present, and only by an affirmative vote of two-thirds (2/3) of those present. Amendments shall be affected by such vote only after two readings of the proposed amendments. The first reading shall be presented to the Session at a stated and regularly called meeting of the Session. The second reading, at a called Session meeting called only for the purpose of amending this Fund, provided the quorum indicated above is present, and prior to the next regularly scheduled Session meeting, upon motion duly made and seconded, vote upon such proposed amendment. Further, such amendment shall not apply to any specified gift, devise, or bequest made prior to the amendment of resolution. Notwithstanding, any amendment, all gifts, devises, and bequests to the Fund shall be administered for the purposes in effect at the time such donation was made.



## **MEMORIAL FUND**

### **PURPOSE:**

The purpose of the Memorial Fund is to allow the opportunity for donations to be made to the church in memory or in honor of a family member or friend.

### **PROCEDURES:**

1. Funds donated to the Memorial Fund will be held in a separate interest-bearing bank account.
2. Donors will be encouraged not to designate specific projects for their gifts, but to allow the church leadership the discretion of discerning where it could best be used.
3. The receiving treasurer sends acknowledgements informing the honored person, or to the family of a deceased being remembered, of the receipt of such gifts, with information regarding the donor, but without the actual amount. An acknowledgement to the donor includes the amount of the gift and serves as a receipt for tax purposes.
4. All gifts to the Memorial Fund are recorded in the Memorial Book which is in a display case.
5. The balance of the Memorial Fund is included in the financial reports provided by the treasurer to the Session on a monthly basis.
6. Requests for Memorial Fund expenditures should be considered by the appropriate ministry team, which will submit a motion to the Session for approval.

### **USE OF MONIES:**

1. The Memorial Fund is administered by the Session. Specifically, the Session is responsible for the selection, acquisition, and maintenance or use of the memorial items and furnishings.
2. Memorial Fund money may not be used by the congregation for regular, ongoing expenses of the church, nor be added to the church's operating fund. Designated gifts must be used for the purpose stated by the donor.
3. Appropriate use of the Memorial Fund includes items to enhance worship and the purchase of permanent assets that would yield a benefit spanning several years.

## SCHOLARSHIPS FOR HIGH SCHOOL SENIORS

### I. DUNLAP SCHOLARSHIP

**Purpose:** to award high school seniors who are members of this church and willing to share their experiences in growing up in this church with a monetary gift from the Robert Dunlap Scholarship Fund. This gift is typically a portion of the cost to attend Synod Youth Workshop, but participation in a mission project may be approved as an alternate. To qualify for the award, each student must write an essay based on a topic determined by the Dunlap Scholarship Ministry Team and then be interviewed by the ministry team. The essays are published in the Monday Morning newsletter.

### II. JAY WHITE SCHOLARSHIP

**Purpose:** To recognize and support high school seniors who have shown a commitment to Christ through service to their community.

1. To qualify for consideration of the scholarship, the youth must be a FPC Garland member and a senior in high school planning on attending college (a community college is acceptable) who has completed the three steps of the scholarship process:

**Part I.** Prior to December 31, the student must submit a completed application to the scholarship committee. The application will outline a proposal to work at least 25 hours of volunteer service for a local mission organization or project. Time spent as part of a formal youth group activity (*e.g.* youth mission trip) will not count towards the 25-hour requirement. Upon submission of the application, the scholarship committee will review and approve of the project.

**Part II.** Prior to April 30, the student must complete the project outlined in the application.

**Part III.** Prior to May 15, the student must submit to the scholarship committee, a written summary of their faith journey through mission.

2. A scholarship committee, composed of members of the Dunlap Scholarship Committee, will determine each year's recipients.
3. The committee or its designee will announce the recipients during a worship service near the end of May or early summer and publish acknowledgement in the Monday Morning.
4. The scholarship will be a one-time gift of \$200 and will be given to each senior who completes all three parts in the designated time. The money will be given as a check in the student's name to be used toward any college expenses including tuition, board, books, supplies, food, or even travel expenses back and forth to home.
5. The committee will notify seniors of their eligibility for the scholarship in the fall of their senior year by letter.
6. The scholarship deadlines will be enforced and exceptions will be made in only rare circumstances upon the showing of extenuating factors.

## CHILDREN AND YOUTH SCHOLARSHIPS

1. **PURPOSE:** In furtherance of First Presbyterian Church's calling to worship God, prepare disciples, and serve the world, FPC sees great value in enabling children and youth to participate in Presbyterian camps, conferences, leadership training, and other special activities. Accordingly, FPC will devote funds to provide need-based scholarships to children and youth to participate in these events.
2. **POLICY:** FPC will provide up to one-third of the cost of the event. No more than \$300 will be awarded per individual per calendar year. One exception will be youth who are attending Presbyterian Youth Triennium, and they may be awarded no more than \$400 during that calendar year. Families will be required to pay a \$50 non-refundable deposit at time of registration (or one-third of the cost of the event if it is less than \$50) before they can receive a scholarship.

Any family wishing to apply for a scholarship shall complete a copy of the application form attached to this policy. The completed applications will remain confidential and should be provided to the FPC administrative assistant or the Director of Christian Education for processing. The DCE will determine the amount to be awarded and coordinate the funding of the scholarship with the disbursing treasurer. If possible, payment will be made directly to the event.

Scholarships will be funded from a separate multi-fund account entitled Children and Youth Scholarships. A scholarship subcommittee of three FPC members shall be appointed jointly by the Christian Education and Youth Ministry Teams to assist with the DCE in the implementation and execution of this policy. The subcommittee shall meet with the DCE on a quarterly basis, or as often as may be necessary, to address any concerns which may arise. The subcommittee shall advise the session on the need for replenishing scholarship funding on an annual basis.

The DCE shall inform youth and parents of the availability of scholarships and distribute applications, when appropriate. Additionally, Scholarship applicants will also be encouraged to seek scholarship funds from the Grace Presbytery Youth Ministry Committee, which awards scholarship assistance for similar events.

Date approved: February 16, 2015

Date(s) reviewed: September 6, 2017

## Application for Christian Education & Youth Ministry Scholarship

In furtherance of First Presbyterian Church's calling to worship God, prepare disciples, and serve the world, FPC sees great value in enabling children and youth to participate in Presbyterian camps, conferences, leadership training, and other special activities. Accordingly, FPC will devote funds to provide need-based scholarships to children and youth to participate in these events according to the following guidelines:

- ⊕ **FPC will provide up to one-third of the cost of the event.**
- ⊕ **No more than \$300.00 will be awarded per individual per calendar year. (One exception will be youth attending Presbyterian Youth Triennium, and no more than \$400 will be awarded per youth during that calendar year.)**
- ⊕ **A \$50 non-refundable deposit is due with registration (or one-third of the cost of the event if it is less than \$50) before a scholarship will be awarded.**

Name and Location of Event: \_\_\_\_\_

Date of Event: \_\_\_\_\_ Cost of Event: \_\_\_\_\_

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

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_ Grade: \_\_\_\_\_

Parent(s) / Guardian(s): \_\_\_\_\_

Amount of financial assistance requested: \$\_\_\_\_\_

Reason for Request: \_\_\_\_\_

### Person Completing Application/Requesting Scholarship Assistance

Your signature: \_\_\_\_\_ Date: \_\_\_\_\_

Relationship to Applicant: \_\_\_\_\_

**All information will be kept strictly confidential.**

*Please return this form to the church administrative assistant or to the Director of Education.*

Signature of DCE: \_\_\_\_\_ Date: \_\_\_\_\_

Amount awarded by FPC \$\_\_\_\_\_

## OFFICER ON CALL

### DUTIES – RESPONSIBILITIES

- ❖ Congregational/Pastoral Care – Both Elders/Deacons
  - Staying abreast of new and ongoing member concerns\celebrations
  - Hospital visits, Sending cards, Phone calls
  - Along with our pastor (and especially during those times when the pastor is out of town), being a primary contact person for our membership during times of special need or emergency.
  
- ❖ Building Locking and Unlocking
  - Unlock the Education Center at around 8:30 am
  - Maintain security on the building between 8:30 and 9:30
  - Pick up and sign for a pager from the Nursery assistant to be actified in case of need of the Nursery staff.
  - Lock the Ed Center door during the 10:50 service.
  
- ❖ Serving as Greeter – Both Elders/Deacons
  - Serving as a greeter during your month – Coordinating with the other serving Elder and Deacons when you are unable to serve on a particular Sunday.
  - Being watchful and available for opportunities to recognize, welcome and offer help to visitors. Also, to identify and welcome them on subsequent visits – not only at the door, but wherever they may be. (Passing of the Peace, luncheons...etc.)
  
- ❖ Making a sincere attempt to attend the Deacons/Session meeting during your month.
  
- ❖ Elders only - Giving the opening prayer or closing prayer at the Session meeting.
  
- ❖ Deacons only - Giving the opening prayer and Devotion (Deacon on Call) and Closing Prayer (Co-Deacon on Call) at the Deacons' meeting. Giving the Deacons' Fund Agency announcement (or finding a speaker from the Agency) on the second Sunday of the month (Deacon on Call). Being responsible for coordinating reception after funeral/memorial service. (Deacon/Co-Deacon on Call).
  
- ❖ Security/Medical Considerations – Elder
  - Serving as the point of contact for “Security/Medical” occurrences.
  - Having your cell phone available in the event Law Enforcement or Medical Services need to be contacted.

- Signing out a pager from the nursery staff, informing them that you will be their contact in the event of a security need. Elder should also check out the Ed. Center periodically during the worship service, or any other services such nighttime events.
- In the event of your absence, contacting the other elder on call or other church member to assume the security responsibility for that service.

# LITURGIST GUIDELINES

First Presbyterian Church  
Garland, Texas

Thank you for agreeing to serve as a liturgist. You will be making an important contribution to the worship of our congregation. The following are a few guidelines which you may find helpful.

## A. Before your scheduled Sunday:

1. The office will e-mail you a copy of the Order of Worship for that week, which includes suggested prayers. If you happen to forget to bring your copy, there should be one on the table in the workroom.

2. It is a good idea to practice reading the prayers, as well as the Scripture lessons indicated in the bulletin. Be sure to use the New Revised Standard Version. Read out loud, noting where you want to pause and which words you want to emphasize. Make a note of any words whose pronunciation you want to ask the minister about.

3. In the margins of the bulletin, write down the phrases you will use, for example:

a. Before the Call to Worship: "Let us be called to worship (responsively)."

b. Before the Prayers of Adoration and Illumination: "Let us pray."

c. After the prayers: "Amen."

d. Before the scripture readings, "Let us read together/with one voice/in unison."

Or "Listen for the Word."

## B. Before worship begins:

1. Go to the hallway between the sanctuary and choir room around 10:40 a.m. to join the choir and other worship leaders for prayer before proceeding to the chancel. Follow the pastor and remain standing in front of your chair until you can both sit at the same time.

2. Be sure there is a Hymnal next to your chair (the wing chair next to the candle table).

3. Remind yourself to speak slowly and distinctly (holding on to the lectern sometimes helps with nerves).

*NOTE: The microphone is controlled from the sound booth, so don't worry about turning it on.*

## C. During the service:

***Remember to approach the lectern as the previous worship element is ending so there's no pause in the "action." When leading a responsive reading, the liturgist should read both the leader's parts and the congregation's.***

1. **CALL TO WORSHIP:** After the opening voluntary, go to the lectern. *If the lectern Bible is not open, please open it to one of the bookmarked pages.* If you are to read the call by yourself, say, "Let us be called to worship," before you read. (Worship has begun, so it is **NOT** appropriate to begin with a greeting like "Good morning.") If the congregation is to participate, add "responsively" or "in unison," whichever applies.

2. PRAYER FOR ILLUMINATION: This usually follows the Children's Story. Wait at the lectern until the children have either returned to their seats or left the sanctuary for extended session. This may seem like a long time, but you don't want their movement to distract from the prayer. Begin with, "Let us pray," and end with "Amen."

3. SCRIPTURE READINGS: Announce the readings as they are printed in the bulletin: "Our [*Old Testament, Hebrew Testament, New Testament, Gospel, Epistle*] reading is found on page \_\_\_\_ of the Old/New Testament section of the pew Bible. It is [*book, chapter, verse*]" When the pages stop rustling say, "Let us read [*in unison, with one voice, as one*]." The congregation will wait for you to start; then they will join in. Speak loudly and clearly. Before the second reading, make a similar announcement regarding citation and page number and begin with a phrase such as, "Please listen for the Word of God." Afterwards, if nothing is printed in the bulletin, say something like, "This is the Word of the Lord. Thanks be to God." Leave the Bible open.

4. AFFIRMATION OF FAITH: This will change from time to time. Sometimes it is included in a special part of the service, like baptism or new member reception, and you won't have to lead it. If you do lead it, announce, for example, "The Affirmation of Faith is the *traditional version of the Apostles' Creed*, found on page 14 of your Hymnal," or whatever applies. It usually comes after a hymn, so the congregation is standing. Wait a few seconds, then say, "Let us say what we believe."

5. GLORIA PATRI: Remain at the lectern, facing the preacher, or return to your chair.

6. PRAYER OF THANKSGIVING is printed in your order of worship. The acolytes will remain in front of the offering plates until the end of the prayer.

7. LAST HYMN: Meet the preacher at the center of the chancel during the last few bars and remain through the Covenant of the Congregation and the Benediction, recessing beside the pastor during the Choral Benediction. If possible, please remain next to the pastor to greet worshippers as they leave.

If you have any other questions, or if you find you cannot serve when scheduled, please contact \_\_\_\_\_ or the church office (972-272-2595).

Thank you again for being an integral part of our worship service . . . and serving God.

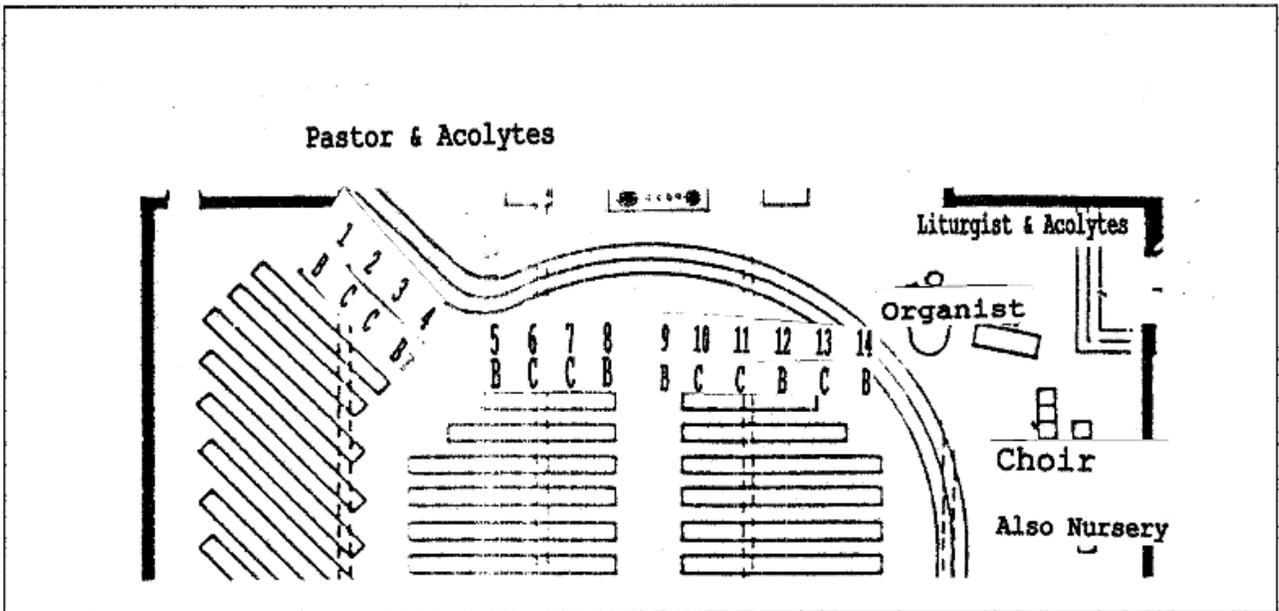
**SUBJECT: COMMUNION SERVICE WITH TRAYS**

Please CHECK-IN AT 10:30 in the sanctuary to familiarize yourself with where to stand when you come forward.

- ❖ Servers will come forward when the celebrant lifts the bread and cup with the words "The Gifts of God for the people of God .. "
- ❖ **After serving the congregation,** servers will partake of Communion by INTINCTION - break off a piece of bread to dip into the chalice that the celebrant will bring to each of you.

SERVER NUMBER

1. bread		9. bread	
2. cup		10. cup	
3. cup		11. cup	
4. bread		12. bread	
5. bread		Gluten-free	
6. cup			Organist, Choir*, Nursery, Extended session
7. cup		13. cup	
8. bread		14. bread	



Narthex lineup

East	Door	Middle	Door
1	2	13	14
3	4	11	12
5	6	9	10
		7	8



## COMMUNION PROCEDURE

- ❖ Servers will come forward and take their numbered positions, as indicated on the diagram, when the celebrant lifts the bread and cup with the words "The Gifts of God for the people of God." There will not be a vocal cue.

Servers 5 & 8 step forward immediately to receive 2 BREAD trays each.

Server 5 will give bread trays to servers 4 and 1.

Server 8 will give bread trays to servers 9 and 12.

Servers 6 & 7 will step forward to receive 3 CUP trays each.

Server 6 will give cup trays to servers 3 and 2.

Server 7 will give cup trays to servers 10 and 11.

Servers 5 & 8 return to the table to receive their BREAD trays.

Servers 13 (cup) and 14 (bread) step up to the table to receive the extra bread and cup tray for the organist, choir\* and Ed Center.

Server 14 (bread) proceeds immediately to the organist and choir\*, stopping to tear off a piece of bread to leave on the upper left corner of the organ console.

Server 13 (cup) follows, stopping to leave a cup on the upper left corner of the organ console.

- ❖ Servers 1 (bread) and 2 (cup) will serve the acolytes as servers 12 (bread) & 11 (cup) are serving the other acolytes and liturgist.

When bread servers 1 and 12 reach the outside front pew section ALL OTHER BREAD servers (4, 5, 8, 9) will turn together and proceed back throughout the sanctuary.

When cup servers 2 and 11 reach the outside front pew section, ALL OTHER CUP servers (3, 6, 7, 10) will turn together and proceed back through the sanctuary.

Servers 13 and 14 will serve the nursery and extended session (Noah's Neighborhood, upstairs) after serving the organist. Stop at the door and let attendants come to the servers.

ALL SERVERS will reassemble in the narthex per diagram. Wait to include #13 and 14 coming from the nursery. Servers 13 and 14 will KEEP their bread and cup trays. Servers 5 and 8 will carry all other BREAD trays. Servers 6 and 7 will carry all other CUP trays.

- ❖ Servers 13 & 14 will open the narthex doors to cue the pastor and organist when everyone is lined up and ready to re-enter.

ALL servers will proceed to the front of the pews;

With Server 13 HANDING the CUP tray to the celebrant. Server 14 KEEPS the BREAD tray as everyone returns to their original positions. Servers 5 and 8, then 6 and 7 follow with the rest of the elements.

- ❖ Servers will then partake of communion by INTINCTION. The celebrant will bring the chalice to the server line to use with the bread tray from Server 14. Servers 1 and 2 will serve the celebrant. He will return the elements to the Table.

You may return to your seats at the beginning of the last hymn.

\*If still in choir loft

Rev 3/15

COMMUNION BY INTINCTION

(Congregation comes forward to receive the elements at the chancel.)

Servers will come forward when the celebrant lifts the bread and cup with the words, "The Gifts of God for the People of God .... "

Server 1	goblet
Server 2	bread tray
Server 3	goblet
Server 4	bread tray
Server 5	goblet
Server 6	bread tray
Server 7	bread tray & goblet gluten-free tray

At the direction of the pastor, each pair will take their position, as shown, in front of each section of pews. The congregation will be instructed to exit each pew to their RIGHT - come forward to receive the elements (bread then cup) - and return to their pew from the opposite aisle. BE PREPARED to move back through your section to serve those who are unable to come forward and who have raised their hands.

It is appropriate to greet those coming forward with the expression pertaining to your serving station:

•• - The Bread of Heaven" •• - The Cup of Salvation"

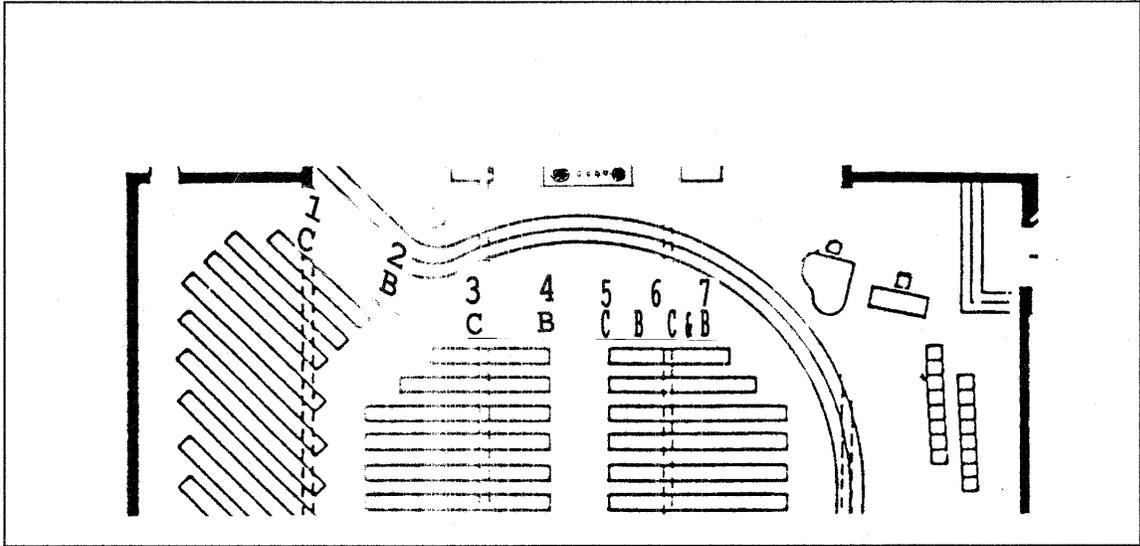
The choir will be instructed to divide itself between the three serving stations.

Server 7 will move directly to the nursery and extended session. Server 7 will return to the sanctuary and remain at the side until all the congregation and choir have come forward. When the congregation has finished, he/she will join the other servers at the front. Server 7 keeps the bread tray and goblet.

At the direction of the celebrant, Servers 1 through 6 will move back towards the table and return their elements to the pastor(s). Server 7 will serve the celebrant(s), who will then take the elements and proceed down the row of servers.

Please CHECK-IN at 10:30 in the sanctuary to familiarize yourself with where to stand when you come forward.

❖ If you are unable to serve, please call Barbara (972-475-1596).



FIRST PRESBYTERIAN CHURCH  
Garland , Texas

COMMUNION PREPARATION  
8:30 Worship Service

#### SUPPLIES

1 Loaf of Bread (un-sliced)  
2 small bottles of grape juice  
gluten-free wafers

Light candles on chancel. Candle lighters can be found in the left hand drawer of the credenza in the narthex.

Move cross on communion table to plant stand. Move flowers to floor.

Take flower stand from behind the organ and put it at the bottom of the steps to communion table. Get offering basket from the lectern and put on stand.

Take communion table chalice and bread tray to small kitchen.

Put doilies from kitchen drawer on both bread trays.

Loaf bread goes on the "Give Us This Day" tray. Cover bread with cloth from kitchen drawer.

Gluten-free wafers on long tray with earthenware chalice  
Pour bottled grape juice into silver pitcher from cupboard

The elements are:

Silver Pitcher, Glass Chalice

Earthenware chalice on long tray with gluten-free wafers  
Loaf bread on the "Give Us This Day" tray

Take the elements and bottle of grape juice to the communion table.

Pour 1/2 of the grape juice in earthenware chalice - (put the other 1/2 back in the refrigerator.)

Put out friendship registers.

#### COMMUNION TABLE

Silver Pitcher, Glass Chalice

Earthenware chalice on long tray with gluten-free wafers

Loaf bread on the "Give Us This Day" tray.

#### AFTER SERVICE CLEAN-UP

Extinguish candles.

Give offering to Ron Schmidt.

Replace flower stand and offering basket.

Take elements to kitchen - pour out the grape juice and wash pitcher and chalices.

Take plastic rings from bottles and put bottles in recycle can.

Replace cross, bread and chalice on communion table.

Pick up friendship registers.

## ACOLYTE GUIDELINES

1. Monthly meetings will be structured to include practice, study of the order of Sunday worship, and education on the meaning of each aspect of the service. Occasional meetings may be held at other times as deemed necessary (such as the Acolyte Workshop at the beginning of the school year). The acolytes should make every effort to attend all the meetings, since they are an important part of the program.

2. An acolyte schedule of several months will be sent to the parents by the sponsors. The office sends reminder post cards to acolytes serving that week, in addition to an email reminder from the sponsors. Acolytes or their parents contact the sponsor as soon as possible if they are unable to serve. When they do serve, they should try to dress neatly with hair combed, no gum and dark shoes. There is a selection of black shoes in the acolyte room in case they forget. Act responsibly in church as well as while getting ready.

3. On Sunday mornings, those acolytes who are serving should leave Sunday school when the first bell rings--**with the teacher's permission**--to come to the acolyte room. Quickly put on the robe, cross, and stole (the chancel colors will be posted in the room, but acolytes should be aware that colors change for special services and sacraments). When ready, acolytes walk to the sanctuary and place their bulletin to the first hymn in their hymnbook, and the red bookmark to the last hymn. Afterwards, acolytes and sponsors will sit in the seating area to review acolyte positions and discuss any changes or modifications to the service that Sunday. Time permitting, we will ring the bell (should be done by 10:45 a.m.), and join the choir and pastor for a prayer. During the announcements, acolytes will wait **quietly** in the back of the sanctuary until the beginning of the Opening Voluntary, at which time the sponsor will light the tapers to start the procession.

4. **PROCESSION** [*Note: When only two are serving, disregard references to the Bible. The "Candle Lighter" acolytes will also receive the offering.*]

The two "Candle Lighters" proceed in unison down the center aisle--walking at a constant speed and adjusting the taper wicks when necessary to keep the flame at a constant level--with the "Bible Opener" following.

### CANDLE LIGHTER

When reaching the end of the aisle, the Candle Lighters proceed up the chancel steps and around the table, then light the candles. Before extinguishing the flame, check to be sure that the partner's candle has been

lit. After the flame is extinguished, push the wick back out so it doesn't get stuck. After both candles have been lit, the Candle Lighters turn in unison to face the congregation and await the Bible Opener's prompt to proceed to the acolyte seats. At the Bible Opener's prompt, the Candle Lighters turn and proceed toward their seats with the Bible Opener following. After placing their tapers on the floor at the wall, all acolytes stand at their seats and sit in unison. (In case there is no Bible Opener, the lead Candle Lighter will prompt the procession to the seats.)

## BIBLE OPENER

The Bible Opener will follow the Candle Lighters in the opening procession. Proceeding up the steps, the Bible Opener walks to the lectern and carefully opens the Bible to the first reading, which will be marked by a ribbon hanging out of the side, turning the pages approximately one inch thickness at a time. After opening, the Bible Opener turns toward the center of the chancel, facing the Lord's Table. Once candles are lit and Bible is opened, the Bible Opener will prompt the procession to seats as written above.

## 5. WORSHIP

It is the acolytes' responsibility to assist in worship leadership, but they are also worshipers. For the rest of the service, they should participate along with the rest of the congregation, using the bulletin as the guide. Besides a hymnal, there is a pew Bible in the rack beneath the chair. (The bulletin will also have a copy of the unison Bible lesson typed out for the acolytes to read). Acolyte behavior should in no way distract the worshipping congregation. Remember that the acolytes sit on the chancel in full view of the congregation. They and other worship leaders depend on acolytes to do their job at the right time and in the right way. They should pay attention and always do their best...when mistakes are made, we learn from them!

## CHILDREN'S SERMON

After the call to confession and response, the organist will begin playing music for the children's sermon. At that time, all acolytes will walk to the chancel steps. If Children's Chapel is being held, the lead acolyte will bring the unlit taper with him (Children's Chapel is held most 1<sup>st</sup> and 3<sup>rd</sup> Sundays). As the children come forward, the acolytes' job is to direct the children toward the center of the chancel and gesture them to sit as close to the story teller as possible...(acolytes may also help to calm children where possible). At the completion of the children's time, the acolytes will either join with the children in the Children's Chapel with the lead acolyte lighting the taper at the prompting of the adult leader and leading the way, or return to their chairs. If the Children's Chapel ends early, the acolytes may sit with their parents, or wait in the Narthex until the time for the offering to be taken. When the pastor asks for the offering, the acolytes shall very quietly return to their seats and be prepared to receive the offering.

## OFFERING

When the offering has been taken up by the ushers, the organist will start playing the music for the Doxology. When that music starts, the Candle Lighting four acolytes stand up and proceed to the center of the chancel and take one step down to receive the plates from the ushers as soon as they arrive. Moving together, take the plates and place them on the candle tables, then turn in unison to face the congregation and wait for the prayer after the offering. After the offering prayer, the lead Candle Lighter will nod to proceed to the chairs.

## **6. RECESSION**

The acolytes will sing the beginning of the last hymn with the congregation. At the beginning of the next to last stanza, the Candle Lighting acolytes will pick up their tapers. At the nod of the lead acolyte, they will move in unison to the candle tables and extinguish the flames, then turn to face the congregation. At the nod of the lead acolyte, they will move to the center of the chancel at the top of the steps and then on down the center aisle. At the same time, the Bible Opener will move to the lectern and carefully close the Bible, center it, and move to the side of the lectern and face the congregation. All acolytes will slowly proceed down the aisle to the back of the sanctuary and wait for the pastor's charge, benediction, and the choral response. When the Closing Voluntary begins, the acolytes will return to the acolyte room to replace the tapers, robes, crosses, and stoles to their appropriate places and await the sponsor's arrival for closing comments.

## REVISIONS

**05/21/18:** Transferred responsibility for administration and maintenance of the church insurance policies from the Stewardship Ministry Team to the Building and Grounds Ministry Team

**06/18/18:** Transferred responsibility of maintaining the Emergency Call List from the Congregational Care Ministry Team of the Diaconate to the Church Administrative Assistant

**08/20/18:** Revisions of Personnel Ministry Team procedures to match current procedure and each other (*Section IV .E Staff Evaluations and Section V. Administrative Procedures, Personnel Responsibilities*)

**09/17/18:** Revised Organist's Fee from \$100 to \$150

Added "after the safety of the child, children or youth involved has been assured" to the first bullet, Child Protection Policy, Reporting Violation of Policy

**03/18/19:** Added a \$75 fee for Funeral Coordinator (*Section IV, A. Building Use, Funerals*)

**09/16/19:** Adopted an Expense Reimbursement and Check-writing policy and a Debit Card policy (*Section IV, B and C*)