



MANUAL OF ADMINISTRATIVE OPERATION

FIRST PRESBYTERIAN CHURCH OF CHILI
3600 Chili Avenue • Rochester, NY • 14624
phone: 585-889-9896 • fax: 585-889-4991
web page: <http://chili-presbyterian.org>

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First Presbyterian Church of Chili
Mission Statement

(August 5, 2014)

Recognizing that Jesus is the true vine and we are the branches,
we are called to be rooted in faith, grow together,
and care for the community.

We will do this by:

Rooted in Faith

- Being grounded in God's word through preaching, teaching, and the sacraments.
- Courageously seeking the Spirit in an age of changing dynamics.
- Following Jesus' example in humility.

Growing Together

- Learning together in a supportive, welcoming environment.
- Being transformed by God's abundant grace.
- Loving the diverse perspectives of all stages of life and faith.

Care for the Community

- Tending and feeding all people with God's grace and love.
- Having the courage to risk ourselves in caring for others.
- Creating a nourishing and inviting atmosphere of ease.

PREAMBLE: Authority and Responsibility

Our church, First Presbyterian Church of Chili, is governed in the following ways.

SESSION

The Session's (Ruling Elders elected by the congregation), responsibilities are outlined in the Book of Order G-2. 0301 - G-2.0407. Ruling Elders, together with teaching elders (the pastor) exercise leadership, government, spiritual discernment, and discipline and have responsibilities for the life of a congregation as well as the whole church.

TRUSTEES

The Corporation's (Trustees elected by the congregation), responsibilities are outlined in the Book of Order G-4.0101-G-4.0102. Trustees receive, hold, encumber, manage, and transfer property, real or personal, for and at the direction of the Session. The Trustees at First Presbyterian Church of Chili have their own manual of procedures.

DEACONS

The Deacons' (elected by the congregation) responsibilities are outlined in the Book of Order G-2.0201 - G-2.0202. The Deacons' ministry is under the supervision and authority of the session. The Deacons' ministry of care is one of compassion, witness, and service, sharing in the redeeming love of Jesus Christ for the poor, the hungry, the sick, the lost, the friendless, the oppressed, those burdened by unjust policies or structures, or anyone in distress. The Board of Deacons at First Presbyterian Church of Chili has their own manual of procedures.

Session Responsibilities

(approved 5-29-02, revised 1-14-09, 2-17-11, revised and approved 5-21-13)

The Book of Order G-2.0301 - G-2.0407 speaks to ruling elders and responsibilities.

Ruling Elders may be elected to serve a term of three years. They can be re-elected for another 3-year term. They can serve no longer than 6 consecutive years. G-2.0404

The position of Ruling Elder is one of tremendous importance and responsibility. In a sense, you will have the opportunity for three years to shape our congregation's witness to Christ's love. As a member of the Session, you will share oversight of every aspect of our congregation's ministry, and will be called on to discern God's will and desire for our congregation's witness.

A Ruling Elder needs to be an enthusiastic supporter, encourager, and challenger of our congregation, seeking to help us be the best that we can be, in service to Christ. From time to time, elders must be courageous in asking the hard questions, or helping the Session and the congregation to face and to resolve difficult issues. The encouragement of elders, by presence at activities and by verbal support of persons in our congregation, is a marvelous resource for strengthening our congregation. Elders need also to be good communicators, both listening to one another and to members and paying attention to the congregation's need for accurate and adequate information.

Responsibilities include:

1. Since Ruling Elders are the spiritual leaders of the congregation, it is especially important for them to model the commitment and participation expected of all members of the congregation, including:
 - ⇒ presence at worship as often as possible
 - ⇒ participation in the general life of the congregation
 - ⇒ participation in special programs and projects
 - ⇒ financial support of the church's ministry and mission
2. A commitment to encouraging us to stretch and grow, in our witness to Christ.
3. Attendance at monthly meetings of Session and special meetings occasionally. The quorum for Session meetings will be the Moderator and three ruling elders (Session action 2-6-12).
4. Attends occasional special called meetings of Session (usually after worship, to receive new members or to approve baptisms, or, to deal with specific issues stated in the purpose of the call).
5. Serves on one of the church Committees, or as a Facilitator for a Seasonal Team, usually as "Elder of Responsibility."

Current Elder Assignments:

*Long Term Mission & Outreach Coordinator
Nominating Committee Chair
Personnel Committee Chair
Seasonal Team Facilitator
Representative to Mission Fund Committee
Scholarship Committee Chair
Commissioner to Presbytery
Clerk of Session (if the Clerk is serving as a Ruling Elder)*

6. Serves communion periodically on a Sunday morning or during a special worship service. May accompany the pastor when serving home communion. Orientation is provided. See instruction at the end of this Section.
7. Is available for support of the pastoral ministry of the congregation (visitations with Pastor or another member of the church; support of Deacons in their ministries of caring; inform Pastor and Deacons of the needs of members or families).
8. By arrangement during Session meetings, present new members/families for public welcome during worship; assist with baptisms; assist with confirmation; assist with installation of officers.
9. Participates in the orientation and examination of new officers. The Session holds orientation and examination of new officers between the date of election and the date of ordination/installation. Attendance at Presbytery Leadership Development Day is encouraged.

**FIRST PRESBYTERIAN CHURCH OF CHILI
JOB DESCRIPTION**

NOMINATING COMMITTEE

(approved 2/8/01, revised and approved 5/21/13, revised and approved, 8/15/16)

Purpose

Acting on behalf of the congregation, the Nominating Committee seeks to discern those whom God is calling to lead this congregation, invites them to assume offices of leadership, and presents their names to the congregation for election.

1. To nominate persons to serve as officers on the three (3) boards - Session, Deacons, Trustees.
2. To nominate persons to serve on Committees.

Composition *(see G-2.0401)*

Ruling elders and deacons shall be nominated by a committee elected by the congregation, drawn from and representative of its membership. Congregations may provide by their own rule for a congregational nominating committee, provided that the committee shall consist of at least three active members of the congregation, and shall include at least one ruling elder who is currently on the session. The pastor shall serve ex-officio and without vote.

The size of Nominating Committee is 5 persons including:

- One Ruling Elder (currently serving on the Session)*
 - One Deacon (currently serving and selected by the Deacons)*
 - One Trustee (currently serving and selected by the Trustees)*
 - Two congregational representatives*
- (Session action 2-6-12)

The Nominating Committee is chosen annually; by the congregation.

Work

The work of the Committee starts in August/September and can usually be concluded in 8-10 meetings, ending by December.

1. Nominating Committee Chair meets with the Clerk of Session to determine which positions are due to be filled. A worksheet is created for the Nominating Committee's use.
2. The Chair prepares Nominating Committee member folders with pertinent information regarding the nominating process.
3. The Committee determines whether persons whose terms are ending wish to serve another term by giving them a call or talking with them in person.
4. Prepare an article for newsletter regarding Nominating Committee at work – include “inner call” and “call” from Committee.
5. Develop method for selection of nominees.
6. Provide a copy of the job description for the position they are considering, if requested.

7. Prepare slate for inclusion in January Annual Report.
8. Write thank you to all nominees for willingness to serve, either new or continuing (these are written by Nominating Committee member who extended the call). Also, thank you notes to those who considered but had to say no.
9. Inform candidates for Session, Board of Deacons, and Board of Trustees of their attendance at the required training/orientation breakfast meeting and their participation on installation Sunday.
10. Identify nominees at Annual Meetings.
11. Gather feedback from those who declined positions so Session, Boards, and Committees can evaluate any issues which may be hindering people's willingness to serve.
12. Provide an opportunity to those completing terms to comment on their term of service.
13. Periodically update Nominating Committee Job Description and seek Session approval of any changes.

Other Information

All communicant members of the church are eligible to serve as Elders, Deacons, or Trustees. In addition, to meet civil law, Trustees must be at least 18 years of age.

Because of representative nature of Session, Deacons, and Trustees, nominees to these Boards should reflect the make-up of the congregation with regard to age, gender, interests, etc.

FIRST PRESBYTERIAN CHURCH OF CHILI JOB DESCRIPTION

PERSONNEL COMMITTEE

(approved approximately 11-99, revised and approved 5-21-13)

Book of Order

In delineating the responsibilities of the Session, the Book of Order G-3.0110 references personnel ..."a Council shall make provision in its manual of administrative operations G-3.0106) for the process of electing executive staff and the hiring of other staff, the description of the responsibilities of the positions, the method of performance review, and the manner of termination of employment.

Constitution

- The Personnel Committee of the First Presbyterian Church of Chili consists of one current Ruling Elder of Responsibility appointed by Session, one Trustee appointed by the Trustees, one Ruling Elder, elected by the congregation and one congregational representative elected by the congregation.
- The Elder of Responsibility to the Personnel Committee is appointed by the Session at the February Session meeting and serves as the Chair of the Personnel Committee.
- The Trustee member is appointed by the Trustees at the February Trustees' meeting.
- The Congregational member is elected as a member-at-large at the Annual Meetings of the Congregation and Corporation in January.

Term

The terms of the Committee members begins immediately upon appointment/election. For appointed Session and Trustee members: Term is for one year. Members can be re-appointed to coincide with their term on respective Boards. The Congregational representative's term is two years.

Description

The Personnel Committee relates to the paid staff of the church. It is responsible for hiring personnel as directed by the Session, conducting an annual review of their performance based on the approved job description, and preparing proposed salary figures for the budget.

In February of each year, the Personnel Committee will present the Sexual Misconduct Policy to all staff, Session, Trustees, and Deacons for review. Each person will complete Attachment A (Acknowledgement of Receipt) and return to the Office Administrator for filing in the church records.

Annual reviews of the staff will be performed in the May/June timeframe to allow for any salary or other payroll adjustments recommended, to be reviewed and approved by Session, prior to the Stewardship campaign.

The Personnel Committee will annually review the following:

1. The process for staff evaluations to be performed prior to the annual review.
2. Upon completion of the annual reviews all job descriptions will be reviewed and any recommended changes will be proposed to Session for approval.
3. Each October the Sexual Misconduct Policy will be reviewed and any recommended changes will be presented to Session for approval.

FIRST PRESBYTERIAN CHURCH OF CHILI JOB DESCRIPTION

SCHOLARSHIP COMMITTEE

(Approved 5-21-13)

Background

See policy document, First Presbyterian Church of Chili Scholarship Program, approved by Session April 4, 2006. (See Policy Section of this Manual)

Constitution

The Session will appoint a Current Ruling Elder of Responsibility to coordinate with a screening committee and assist in the administration of the program.

The Session will appoint a screening committee of three members annually. They will be responsible for selecting recipients.

Activities of the committee include:

1. identifying graduating seniors
2. providing application forms and requirements to these seniors on a timely basis
3. insuring that notification of results are promulgated to the candidates
4. coordination of public (worship service) recognition
5. providing news media with information re: awards

OTHER COMMITTEES OF THE CHURCH—MAKE-UP, TERMS, ETC.

ENDOWMENT

The make-up and responsibilities are defined in detail in the Endowment Policy approved by the congregation (see policy section).

INVESTMENT

The Investment Committee is responsible to the Board of Trustees. Their role is to manage the Housing Fund portfolio as well as the investment of the Endowment Portfolio. There are four members of the Committee appointed by the Board of Trustees with open ended terms. The Finance Chair serves ex-officio.

FINANCE

The Finance Committee description can be found in the Finance section within the financial structure document.

MISSION FUND COMMITTEE

The make-up and responsibilities are defined in detail in the Mission Fund Policy approved by the Session (see policy section).

MANDATED ACTION TAKEN BY SESSION
TO COMPLY WITH PC/USA BOOK OF ORDER 2011-2013

February 6, 2012

Clerk Huffman reported that the subcommittee (Elders Richard W. Stowe, Pat Olson, Nancy Huffman and Pastor Brandi) appointed by Session met and has made recommendations for Session action to move into compliance with the Form of Government in the Book of Order.

By motion (Elder Constantine) Session approved and adopted the following:

1. The quorum for Session meetings will be the moderator and three ruling elders.
2. Now that there is no membership category called "Inactive Membership Roll," we will adopt a new rolls category listing as per G-1.0404 called "Other Participants." The list will be subdivided: "Other Participants - Active" (to include what we now call friends -- they actively participate in the church but are not members. They will be included in the Church Directory); "Other Participants-Inactive" (to include what is currently called the Inactive Membership Roll -- people who no longer participate in the life of the church but are still "connected").
3. We will continue the current practice of holding orientation and examination of new officers between the date of election and the date of ordination/installation. We will encourage attendance at Presbytery Leadership Development Day.
4. The Church Treasurer will be elected by the Session to serve an "open-ended," indeterminate term. (Open-ended meaning serving at the will of the Session and/or until the Treasurer informs Session that s/he no longer wishes to serve. When possible, a transition period of simultaneous overlap should occur with Treasurer and Treasurer-elect).
5. Clerk of Session will be elected by the Session to serve an "open-ended," indeterminate term. (Open-ended meaning serving at the will of the Session and/or until the Clerk informs Session that s/he no longer wishes to serve. When possible, a transition period of simultaneous overlap should occur with Clerk of Session and Clerk of Session-elect).
6. We will change the name of our current Session manual to: Manual of Administrative Operations.
7. We will change current name of Stewardship "Commission" to Stewardship "Committee" to be in compliance with definitions of Committees and Commissions in G-3.0109.
8. The church's Mission Statement be reviewed and approved annually with an in-depth review and update (new statement) to occur every five years.
9. We will review the financial aspects of administration and identify a working group to do this. The group will define the tasks and develop a "how to" document including process, how records are kept, looking at how we can improve the process, etc.
10. We will encourage participation in the life of our Presbytery by having a Delegate at every meeting, serving on Committees, administrative Commissions, hosting meetings, etc.
11. We will develop a regular process for review of the Manual of Administrative Operations.
12. We will continue our annual process for review of the Sexual Misconduct Policy.

FURTHER CLARIFICATION OF MEMBERSHIP ROLLS -- See #2 above

As per the New Form of Government PC/USA and the Book of Order (G-1.04) there are now only three categories of membership: Baptized Member (G-1.0401), Active Member (G-1.0402, and Affiliate Member (G-1.0403). There is a new category called Other Participants. There is no longer a category of "Inactive Members."

"Other Participants" is defined (G-1.0404) as follows: Persons who are not members of, or who may have ceased active participation in the Presbyterian Church U.S.A. are welcome and may participate in the life and worship of this church and receive its pastoral care and instruction...."

The New Form of Government gave Sessions the responsibility to organize their membership rolls. At its Stated Meeting on 2-6-12, Session implemented a distinction between (1) individuals who are actively involved in our church life and share their time, talents and treasure but are not members -- "Other Participants-Active", and, (2) individuals who were active members who for various reasons no longer actively participate in the life of the church -- "Other Participants- Inactive."

The purpose of the distinction, "Other Participants-Active" is to give proper recognition to those individuals who are very much a part of the life of our church. They contribute, they participate and are active but they have not joined as full members. "Other-Participants-Active" will be included in the Church Directory. Previous directories referred to these persons as "Friends of the Church."

CONGREGATION MEETINGS

The Book of Order provides direction in detail for the calling, moderating, types etc. of meetings of the Congregation. (G-1.01-G-3.0105) Following are some of the salient points included in those sections.

TYPES OF MEETINGS

Annual - a requirement

Special - called by Session

Special - called by Presbytery

Special - called by Session at the request of ¼ the members on the active membership roll

CALLING

The call of all congregational meetings must be publicly announced in worship, two consecutive Sundays prior to the meeting and that one e-blast be done to announce the meeting. Additional optional venues for announcements may be: (1) weekly bulletin or announcement sheet, (2) church newsletter. (Adopted at Congregation meeting 4/29/12)

MODERATOR

The person moderating the meeting cannot be a member of the congregation. It is normally the pastor, interim pastor or an ordained person designated by Presbytery.

QUORUM

A quorum consists of one-tenth of Active Membership. (Adopted at Congregation meeting 4/29/12)

CONTENT

There are specific requirements for the annual meeting, e.g., receiving reports, addressing the compensation package of the pastor, etc. In general, meetings are only to address the subjects included in the call of the meeting.

SECRETARY

The Clerk of Session shall act as secretary. The Session may approve the minutes for inclusion in Session records. These minutes must be available at the next Annual Meeting and may be amended by vote of the Congregation.

ROBERT'S RULES OF ORDER

Robert's Rules of Order, Newly Revised is the parliamentary authority for congregation meetings. (Adopted at Congregation meeting 4/29/12)

**CONGREGATION ACTIONS TO COME INTO COMPLIANCE WITH
PC/USA NEW FORM OF GOVERNMENT, BOOK OF ORDER 2011-
2013 REQUIREMENTS**

April 29, 2012 Special Meeting of the Congregation

Rev. Wooten presented Session's recommendations to fulfill requirements for the New Form of Government. By motion (Jerry Huffman, 2nd Sara Heer) the congregation approved the recommendations of Session to fulfill requirements to come into compliance for the New Form of Government as follows:

1. That we maintain the current practice that one-tenth of Active Membership be the quorum for congregation meetings.
2. That Robert's Rules of Order, Newly Revised be the parliamentary authority for congregation meetings.
3. That meetings of the Congregation be announced in worship, two consecutive Sundays prior to the meeting and that one e-blast be done to announce the meeting. Additional optional venues for announcements may be: (1) weekly bulletin or announcement sheet, (2) church newsletter.
4. That we be consistent with the Form of Government G- 2.0404 with Elders and Deacons serving a maximum of three years; can re-elect for another three-year term, and serve no longer than six consecutive years. (Terms of service for Trustees are also governed by G-2.0404. See G-4.0101)
5. That the size of Nominating Committee be five persons including:
 - *One Ruling Elder (currently serving on the Session and set forth for election by the congregation)*
 - *One Deacon (currently serving and selected by the Deacons and set forth for election by the congregation)*
 - *One Trustee (currently serving and selected by the Trustees and set forth for election by the congregation)*
 - *Two congregational representatives**(The Nominating Committee is a Committee of the congregation and is elected by the congregation. The above slate will be presented to the congregation and elected at the annual meeting of the congregation.)*

FIRST PRESBYTERIAN CHURCH OF CHILI -- COMMUNION PREPARATION

Elders and Deacons will be assigned to serve, and either set-up or clean-up for each communion service.

PROCEDURES FOR PREPARATION OF *REGULAR* COMMUNION

Communion Ware:

The communion ware is kept in the free-standing cupboard in Fellowship Hall. On a normal Sunday you will need:

- A white table cloth (several are hanging on the rod in the Adult Lounge closet), *if there is not already a seasonal table cloth on the table.*
- Five gold plates for gluten-free bread cubes.
- One plate for the uncut loaf of bread (scored on the bottom to facilitate breaking the loaf).
- Lace paper napkins to place on bread plates.
- One silver pitcher, filled with enough grape juice for the chalice.
- One silver chalice (do not fill).
- Five trays for communion cups.
- Disposable communion cups.

Quantities of Communion Elements: *(The setup Elder provides bread / setup Deacon provides juice)*

- Bread -- one loaf of gluten-free bread (approximately 22 ounces), with crusts removed and cut into cubes. On a normal Sunday, you will need enough bread for five trays (30 - 40 cubes per tray).
- Grape juice -- one bottle of Welch's grape juice (64 ounces / must be Welch's due to allergy). Place the communion cups in the trays and use the available squeeze bottle for filling the cups. A few days before setting up, check the kitchen refrigerator for partial bottles of grape juice. If that juice has not begun to ferment, you may use it for the communion service.
- One small loaf of bread for the Pastor to break (score the bottom, do not cut) on a plate.

Procedures:

Please arrive at church at least **1 hour** before worship starts.

Try to have the communion table ***completely set 30 minutes before worship begins.*** Be sure to check special service times with the Church Office, e.g., Maundy Thursday and Christmas Eve.

- Place the table cloth under the glass, then prepare the elements as follows:

Arrangement of the Communion Table on Regular Sundays *(from the congregation's view)*



- Stack the plates with cubed bread and place a linen cloth over the top – do not re-cover the plates AFTER communion.
 - Before the service, servers discuss who will serve the aisle and the nursery and Children’s Church.
 - Servers move to the front pew during the doxology.
 - The linen napkins and covers on the juice trays are removed.
 - Two servers serve each aisle distributing the bread/juice. As you serve the bread, say to the first person on the aisle: *“The body of Christ, broken for you.”* As you serve the tray with the juice, say *“The blood of Christ, shed for you.”*
 - The fifth server will serve the people in the nursery and Children’s Church.
- Communion Preparation

PROCEDURES FOR PREPARATION OF COMMUNION BY *INTINCTION*

Communion Ware:

- A white table cloth (several are hanging on the rod in the Adult Lounge closet), *if there is not already a seasonal table cloth on the table.*
- Two plates for bread – located in the Pastor’s office.
- One unbroken gluten-free loaf of bread (score the bottom).
- 2 chalices (1 full and 1 empty).
- One pitcher, filled.
- No linen cloth is needed to cover the bread.

Arrangement of the Communion Table on Intinction Sundays *(from the congregation’s view)*



Procedures:

Please arrive at church at least **45 minutes** before worship starts.
 Try to have the communion table **completely set 30 minutes before worship begins.**
 Place the table cloth under the glass, and then prepare the elements as follows:

- Before the service, servers discuss with the Pastor who will serve which aisle (two on the west side and two on the east side).
- Servers move to the front pew during the doxology.
- Servers will stand at the north end of the aisles (front), including the Pastor. One server will serve the bread to the people and another will serve the chalice. As you serve the bread, say *“The body of Christ, broken for you.”* As you serve the chalice, say *“The blood of Christ, shed for you.”*

- After the people have received communion, two servers will serve the servers, the organist, and anyone else who has not come forward. Two servers will serve the people in the nursery and Children's Church.
- Be alert to anyone who would like to receive communion but who is unable to come forward. The servers will take the elements to that person where he or she is seated.

PROCEDURES FOR CLEANING UP FOR *ALL COMMUNION SERVICES*

The following is the check-list for cleaning up after communion services.

- Remove empty cups from the pews and the balconies, and throw them away.
- Clear the communion table, and take communion ware to the kitchen for washing.
- Carefully refold the table cloth and hang on the bar in the closet in the Church Lounge. If the cloth is in need of laundering, please select a volunteer to clean it.
- If used, replace the napkins carefully. Launder and press linen napkins that are soiled.
- Return communion ware to the cupboard in the Fellowship Hall, or to the Pastor's office.
- *Unused bread may be either taken home for your own use, or offered outside to the birds.
- *Unused grape juice may be either left in the refrigerator or taken home for your own use.

***NOTE:** If there is home communion or a service at Legacy/Westwood Commons, give the elements to the Deacon in charge of that ministry.

FIRST PRESBYTERIAN CHURCH OF CHILI

INVESTMENT COMMITTEE FOR THE HOUSING AND ENDOWMENT FUNDS

(April 1, 2009)

The Investment Committee is responsible to the Board of Trustees. Their role is to manage the Housing Fund Portfolio as well as the investment of the Endowment Portfolio. There are four members of the Committee appointed by the Board of Trustees with open-ended terms. The Finance Chairman serves ex-officio.

HOUSING FUND

The decision to sell the church-owned manse at 19 Indian Hill Drive and to use the proceeds to establish a housing fund was made at a properly called meeting of the corporation on March 20, 1983. The resolution put forth at that meeting, as amended and approved by the congregation, is shown on page 2 of this document. The entire action was subject to the approval of Presbytery, which was later received.

Following the sale, the Board of Trustees chose to invest the net proceeds of \$61,800 into a Certificate of Deposit for a period of 4 years at an interest rate in excess of 11.8%.

When the CD matured, interest rates had fallen dramatically, and the Trustees decided to form an Investment Committee, responsible to the Board, with a goal of achieving a minimum return of 10 % annually. The first Committee constituted included Warner Meininger, Dave Scribner and R. W. Stowe, with the finance chairman (Dave Abell) an ex-officio member. Later, Jerry Huffman was added to the Committee since he had established tracking software to stay abreast of fund performance.

ENDOWMENT FUND

Policy for the Endowment Fund was approved by a vote of the Congregation on January 26, 1997. The initial donation to the fund of \$1,000 occurred in December 1998. By mid 1999 there were sufficient funds available to considering investing in the stock market. At that time, the Housing Fund Investment Committee was tasked with the additional responsibility of managing these funds until they reach \$400,000 at which time a paid investment manager will be used. The goal is to achieve an annually compounded return on investment equal to the annually compounded rate of inflation, as reported in the Consumer Price Index, plus seven percent (7%). The fund managers shall accept the level of risk necessary to meet this goal.

Resolution for the Sale of the Manse

(As amended and approved by the congregation on March 20, 1983)

It is hereby resolved that,

The church manse at 19 Indian Hill Drive in the Town of Chili, County of Monroe and State of New York shall be sold and the proceeds thereof shall be invested by the Board Trustees with the proceeds and any investment income to be used for the purpose of providing a housing allowance for the church pastor; (and/or to provide for repair, rehabilitation and improvement of the church facilities: provided that any invasion of the investment of the principle be approved by the corporation).

In furtherance thereof, the Board of Trustees is hereby authorized and empowered to:

1. Offer the property known as 19 Indian Hill Drive for sale, either directly or through a licensed real estate broker, at such price, based upon at least three competent appraisals, as shall be determined by the Board of Trustees, and perform all acts necessary and appropriate for the proper marketing of such property.
2. Receive and accept purchase offers for such property.
3. Obtain such approvals and consents to the conveyance of such property as may be required by the Constitution of the United Presbyterian Church in the United States of America, the laws of the State of New York and the bylaws of the Presbytery of the Genesee Valley.
4. Upon obtaining such required approvals and consents, convey the interests of the Church in said property and execute a deed and such other documents as may be necessary and appropriate to effectuate such conveyance.
5. Invest the proceeds of such sale, after payment of all costs of sale and closing, including advertising, realtor's commissions, legal fees and other related costs, in such manner as may be permitted by the Constitution of the United Presbyterian Church in the United States of America and the laws of the State of New York, such proceeds and any investment income to be used solely for the following purposes:

Housing allowance for the Church Pastor, and/or provide for repair, rehabilitation and improvement of the church facilities; provided that any invasion of the investment of the principle be approved by the corporation.

MEMORIAL FUND POLICY

(Revised and Approved by Session September 11, 2018)

BACKGROUND

The Memorial Fund of the First Presbyterian Church of Chili has been in existence since the late 1950's.

It is the intent of the First Presbyterian Church of Chili to provide the opportunity for members and friends of the Church to designate Memorial Fund of the First Presbyterian Church of Chili as a vehicle for contributions to be converted, as needs arise, to lasting material objects which appropriately enhance God's work through this body of Christ.

MECHANICS

As gifts are received, the Church will maintain a record (for at least five years) of all gifts. Within two weeks upon receipt of a gift as recorded by the Finance Chair, the Special Gifts and Fund Allocation Coordinator will acknowledge the donor. The family of the memorial gift will be provided, bi-weekly, a list of donors to allow for their personal acknowledgements.

The Special Gifts and Fund Allocation Coordinator will subsequently correspond with the family and notify them of the Memorial Fund Policy noting that: "Donations placed in the Memorial Fund must specifically be used to purchase lasting material objects which appropriately enhance God's work through this body of Christ." They will be given two options:

1. To have contributions placed in the Memorial Fund with no restrictions. In this case the Session would determine both use and time of use.
2. To request that funds be used for a specified purpose, subject to the approval of Session.

If no response is received from the family within six months, the Session will assume Option 1.

Note: This policy is in effect as of Session approval date shown above. Designations made by the family previous to this date will remain in effect.

SPECIAL GIFT & FUND ALLOCATION POLICY

(Approved by Session September 11, 2018)

It is the intent of the First Presbyterian Church of Chili to provide an opportunity for members and friends of the Church to designate a donation or bequest to the Church. Donations and contributions to the church are often made as an outright individual donation, or a donation “in memory of”, “in honor of”, or “in celebration of” a particular person, friend, or loved one.

There are several options from which to choose when making a donation or bequest.

First Presbyterian Church of Chili Donation Options

	Fund	Brief description of each Fund.
1.	First Presbyterian Church of Chili -- General Fund	Donations placed in the General fund of the Church are used to support and improve the many programs the Church offers for Christian education, worship, community outreach, music ministry, youth development, etc. There are no specific and confining restrictions on how these fund monies are used and the Session determines how funds are used.
2.	First Presbyterian Church of Chili -- Mission Fund	Donations placed in the Mission Fund are restricted and must specifically be used to support mission and outreach programs as determined by the Mission Committee.
3.	First Presbyterian Church of Chili -- Scholarship Fund	Donations placed in the Chili Presbyterian Scholarship Fund are restricted and must specifically be used to award scholarships to graduates who demonstrate scholastic achievement, contribution of time and talent to the Chili church as well as commitment to humanitarian community programs. Funds are awarded as approved by the Session.
4.	First Presbyterian Church of Chili -- Memorial Fund	Donations placed in the Memorial Fund are restricted and must specifically be used to purchase lasting material objects which appropriately enhance God's work through this body of Christ. The family has the option to specify a specific purpose or leave the decision up to the discretion of the Session. Session approves use of all Memorial Funds.
5.	First Presbyterian Church of Chili -- Endowment Fund	Donations placed in the Endowment Fund are invested. Proceeds from the Fund investments are restricted and must specifically be used for "Outside the Walls" (mission), "On the Walls" (facilities), and "Inside the Walls" (programs) as approved by the Session.
6.	First Presbyterian Church of Chili -- Housing/Investment Fund	Donations placed in the Housing/Investment Fund are invested. Proceeds from Fund investments are restricted and must specifically be used to provide a housing allowance for the church pastor; and/or to provide for repair, rehabilitation and improvement of the church facilities.

As gifts are received, the Church will maintain a record (for at least five years) of all gifts. Within two weeks upon receipt of a gift as recorded by the Finance Chair, the Special Gifts and Fund Allocation Coordinator will acknowledge the donor. The acknowledgement will contain a listing of the funds so the donor can indicate/confirm the fund to which the donation is intended.

General Fund
 Mission Fund
 Scholarship Fund

- Endowment Fund
 - Housing/Investment Fund
 - Memorial Fund
 - Other: Designation for specific purpose (pending Session approval)
-

Bi-weekly the Special Gifts and Fund Allocation Coordinator will provide the family a list of donors to allow for their personal acknowledgements.

Regarding the Memorial Fund, the Coordinator will also ask the family to specify which Memorial Fund option they choose:

3. To have contributions placed in the Memorial Fund with no restrictions. In this case the Session would determine both use and time of use.
4. To request that funds be used for a specified purpose, subject to the approval of Session

If no response is received from the family within six months, the Session will assume Option 1.

FIRST PRESBYTERIAN CHURCH OF CHILI, NEW YORK
ENDOWMENT POLICY

(approved January 1997)

RESOLUTION TO IMPLEMENT THE ENDOWMENT POLICY

WHEREAS, Christian people are called to be faithful managers of all the gifts of God such as time, abilities, the created world, and money (including accumulated, inherited, and appreciated resources); and

WHEREAS, there are many ways available for giving to the work of the Church such as bequests in wills, trusts, annuities, life insurance, and transfers of property (cash, securities, stocks, bonds, real estate); and

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 goals of this congregation;

THEREFORE BE IT RESOLVED, that this Congregation, in a duly constituted meeting on January 26, 1997 approve and establish on the records of the church a separate fund to be known as the **Endowment Fund** (hereinafter called the **Fund**), of the First Presbyterian Church of Chili, 3600 Chili Avenue, Rochester, New York 14624.

BE IT FURTHER RESOLVED that the purpose of the **Fund** is to receive gifts and to manage, invest, and re-invest the principle and income from such assets to create a fund which can be used to expand and enrich the mission and ministry of the congregation locally and globally and to assist in capital improvements of church owned facilities, consistent with the goals of the congregation.

BE IT FURTHER RESOLVED that the following Plan of Operation shall be for the administration and management of the **Fund**.

PLAN OF OPERATION

I. General Administration of the Fund:

An Endowment Committee (hereinafter called the Committee) will be established to administer the Endowment Fund of the First Presbyterian Church of Chili (hereinafter called the Church), and will report to the Session and the Board of Trustees of the Church.

The Committee will consist of three (3) members, at least one (1) of which will be a member of the Board of Trustees. Non-Board of Trustee members will be elected by the congregation of the Church for a term of five (5) years. [Initially, one (1) member will be elected to a term of seven (7) years. The Board of Trustees member assigned to the Committee will serve a term concurrent with his or her term on the Board of Trustees. The Pastor will serve as an ex-officio member. A Chairperson will be elected by the Committee.

The Committee will be responsible for all decisions regarding the investment of funds, except as noted herein. The Committee shall meet at least quarterly and shall make a report to the Session and the Board of Trustees every six months. A report will also be made to the Annual Meeting of the congregation and corporation of the Church.

II. Acceptance of Endowment Funds:

Any donations to the Fund are subject to acceptance. An active program shall be maintained by the Church to encourage donations which are unrestricted in any manner or, if restricted, are restricted in a manner which supports the work and mission of the Church.

All proposed donations should be reviewed by the Committee before any decision is made by the Session as to acceptance of the donation.

The Committee is under no obligation to accept any donation which is restricted. It is the responsibility of the Committee to analyze any restrictions attached to a proposed donation and to determine the cost of complying with those restrictions before recommending to the Session that the donation be accepted.

The Church may from time to time receive undesignated contributions in the form of cash or negotiable securities, for which no clear use is specified. The Committee will attempt to communicate with the donor to determine intent and to act according to that intent. Should the donor be deceased or otherwise unable to communicate his or her intent, such contributions shall be placed in the **Fund**.

Donations of real property are not to be accepted by the **Fund**. It is the responsibility of the Session to receive real property donations and to determine their acceptability and use. Upon request by the Session, the Board of Trustees may convert such donations to cash and transfer said cash to the Fund. Transferred funds may be co-mingled with other assets of the **Fund**.

A detailed list of all gifts accepted will be part of the Committee's annual report to the congregation and corporation of the Church.

III. Other Sources of Funds:

The Church presently controls additional investments such as the Memorial Fund, Capital Improvements Fund, and Housing Allowance Investment Fund. These funds may be co-mingled for investment purposes, while maintaining the integrity of the provisions of the funds as they were established. The individual funds will be reported separately and investment income will be allocated to each fund in proportion to each fund's share of the co-mingled total.

Quarterly combined fund shares will be calculated on the basis that funds withdrawn during the quarter will not be allocated earnings during that quarter, and funds deposited within a quarter will earn income beginning the next quarter following.

Proceeds from investment of the principal amount of these special purpose funds will be used for their original intended purposes and their use will be directed by the authority(ies) presently responsible for those funds. The intent of co-mingling these various funds is solely for the purpose of investment management.

IV. Investment Management:

Until the principal value of the **Fund** reaches four hundred thousand dollars (\$400,000), investment management will be directed by the Committee. After that point is reached, the **Fund** will be managed by a paid investment Manager (hereinafter called the Manager) designated by the Committee. A simple majority of the Committee is required to appoint the Manager. The Manager makes day-do-day investment decisions which fall within the return, risk, or other guidelines set forth herein or as established by the Committee. The Manager will invest the **Fund** principal and any

realized gains. The Manager may invest in any publicly traded or government guaranteed vehicles determined by the Manager to meet the investment goals of the **Fund**. No other private investments are allowed. Expenses of managing the **Fund** will be taken from the earnings of the **Fund**.

V. Investment Goals:

- A. Maintenance of Principal: All donations to the **Fund** constitute the Principal. Maintenance of Principal is a primary goal of the Fund. Annually, the principal amount will be adjusted to reflect inflation as reported in the Consumer Price Index published by the U.S. Government. Reports will clearly state the original principal invested and the current principal adjusted for inflation.
- B. Return: The goal for the annually compounded return on investment is equal to the annually compounded rate of inflation as reported in the Consumer Price Index plus seven percent (7%).
- C. Risk: The Manager shall accept the level of risk necessary to meet the Fund's goal for return on investment.
- D. Asset Allocation: Allocation of the assets of the **Fund** shall be determined by the Manager.
- E. Social Aspects of Investment: It is desirable that the **Fund** be invested in a manner that furthers the principles of the Christian faith and the mission and ministry of the Church. However, no general restrictions shall be placed upon the Manager which prohibit ability to meet the goals of the fund. Should the congregation wish to make or prohibit investment in a specific instrument they may, by two-thirds (2/3) majority vote of members in attendance at a properly constituted meeting, direct such investment or non-investment in a specific instrument. In the case of a prohibition, if the investment has already been made by the Manager, the Manager will be expected to carry out the wishes of the congregation with utmost expediency. Performance of directed investments, including the expense of divestiture, will not be counted for or against the performance of the Manager.

VI. Performance of Manager (Committee)

The Committee shall provide the Manager of the **Fund** with the investment goals set forth in this policy. [Prior to the **Fund** reaching \$400,000, the Committee will be judged on the criteria set forth for the Manager.] Recognizing that the return will vary from period to period, the Manager's performance will not be judged solely on rate of return, but on the totality of the achievement of stated goals. Performance of each selected type of investment will be compared to performance of similar investments during the same period, using generally accepted indices. The Manager's performance will be reviewed formally on a quarterly basis by the Committee, and an annual written report shall be prepared. The Manager may be terminated for failure to meet investment goals or for any other reason, by a simple majority of the Committee.

VII. Use of Funds

There are basic guidelines that must be adhered to when determining if unrestricted endowment funds are an eligible source of funding for any expenditure. These guidelines include:

1. It is intended that the investment income of the **Fund** be used EQUALLY in three (3) basic areas:
 - A. Mission Projects benefiting persons or organizations outside the congregation and having no direct tie to the Church.
 - B. Projects related to the physical plant and facilities of the congregation, including any facilities

of organizations tied directly to the Church.

C. Programs and projects that enhance the ongoing fellowship of the Church and the

Church's mandate to nurture and grow the members of the congregation in their spiritual lives.

The split has been referred to as: 1/3 **outside** the walls, 1/3 **on** the walls, and 1/3 **inside** the walls.

It is possible for the then-current Session to modify this ratio in a short term situation by a two thirds (2/3) majority vote of the current Session ,but over any given five (5)-year period of time, the cumulative expenditures must essentially reflect the expected ratio.

2. If there is a shrinkage in the principal value of the **Fund**, as defined herein, any income yielded must first be used to return the **Fund** to its full principal value before any funds can be declared available for distribution.

3. Proceeds of the **Fund** as defined herein will not be withdrawn until the calendar year following the year in which they are earned. It is strongly urged that specific line items be included in each calendar year's budget, indicating proposed use of the earned income for the information of the congregation.

4. Loans from the **Fund** shall be discouraged. No loans from the **Fund** should be considered before the **Fund** reaches a threshold value of one hundred thousand dollars (\$100,000).

In addition, principal may be loaned to the Board of Trustees for the purpose of building facilities for the Church or for making major repairs or renovations to existing Church properties at an interest rate commensurate with the investment goals of the **Fund**. Such loans require the approval of a two-thirds (2/3) majority of the congregation at a properly constituted meeting, with recommendation by the Session or the Board of Trustees. The return on such loans will not be counted for or against the performance of the Manager.

Loans for renovation or repair shall be repaid on a not more than five (5) year amortization schedule.

Loans for new construction shall be repaid on a not more than fifteen (15) year amortization schedule.

5. Invasion of principle other than for the purposes stated in paragraph (4) above is not allowed, except in cases of extreme need created by catastrophic circumstances. Catastrophic circumstance is defined as major financial liability sustained by the congregation through no fault or contribution of the congregation.

If such a catastrophic circumstance is deemed to exist in the majority of the congregation, a two-thirds (2/3) majority of its members at a properly constituted meeting is required before the principal of the **Fund** may be invaded.

VIII. Approval of Use:

Recommendations by the Committee for use of **Fund** income consistent with the guidelines stated herein shall be approved by a simple majority vote of the then current Session. Written instructions for disbursement will be provided to the Manager over the signatures of the Clerk of Session and one member of the

Committee. The Manager will be allowed a period of up to sixty (60) days for divestiture of investments, beginning on the date of approval by the Session.

IX. Audit:

The audit of the **Fund** shall be included in the regular auditing process of the Church.

X. Review of Endowment Policy and Amendments:

The Endowment Policy will be reviewed in at least ten (10) year intervals, or as requested by the Committee, the Session, or the congregation. Any amendments to this policy which materially change the stated purpose, intent, application, use, or administration of the **Fund** must first be proposed by the Committee and adopted by a two-thirds (2/3) majority vote of the congregation, at a properly constituted meeting.

XI. Dissolution:

In the event that the First Presbyterian Church of Chili ceases to exist as a functional entity through merger or dissolution, then the disposition or transfer of the **Fund** shall be at the discretion congregation in consultation with the Genesee Valley Presbytery, and according to the rules of the Presbyterian Church (U.S.A.). and New York State religious corporate law.

*(Approved 1/26/1997 -- Meeting of the Congregation)
(10-year review (2007) as per Section X. No changes proposed.)
(10 year review (2017) as per SectionX. No changes proposed)*

POLICY FOR THE LOAN OF EQUIPMENT **FIRST PRESBYTERIAN CHURCH OF CHILI**

APPROVED BY BOARD OF TRUSTEES APRIL 13, 2009

This policy supersedes all previous policies related to the loan of equipment that may have been in place over the years.

It is the intent of the Board to be lenient with permission to borrow most equipment when requested by church members. However, it should be loaned with the understanding that the Board is charged with the responsibility of being good stewards, and therefore, the Trustee approving the loan needs to be assured that items will be looked after in a responsible manner and returned by an agreed upon time (date). Some equipment is not eligible for loan due to in-house requirements or the fragile nature of the equipment. Some electrical and electronic equipment is intended to be eligible to church members only and is listed as such.

The basic rules established by this policy are as follows:

- Any trustee may approve a loan assuming the item(s) are on the approved list itemized below. When the Trustee approves the loan he/she is assuming responsibility for access, return schedule, and coordinating to ensure there will not be in house needs for same during the loan period.
- Non members and/or organizations may borrow eligible items, but in this case the need should be scrutinized in more depth and a determination that the loan is in the best interest of the church on the basis of being a “good neighbor”, returning a favor or alleviating a hardship. In questionable cases the trustee may wish to confer with the Board Chairman.
- In cases where it appears items have not been returned, or there is damage to returned items, the approving trustee is responsible for follow up.
- In unique cases, e.g. when an item is on the “not eligible” list but the need and justification makes sense, a trustee may take the request to the Board and request a “variance”.

Following are the two lists of items: eligible and not eligible. The Board of Trustees has the responsibility of reviewing and updating the lists periodically.

ELIGIBLE ITEMS

Folding chairs (not padded chairs)
Fold up tables (older)
Coffee pots
Silverware
Dishes
Pots and pans
Floor scrubber –not pads
Hymnals (old red)
Projector screen (portable)
Coat racks
Library books

**ELIGIBLE TO CHURCH
MEMBERS ONLY**

Computer
Digital projector
Digital camera

ITEMS NOT ELIGIBLE

Liturgical items
Pianos, organs
Sound system/components
Vacuum cleaners
Stoves, refrigerators
Pew cushions
Video system/VCR
Typewriter
Office computer
Copier
Hymnals (blue)
Sr. High furniture
Sump pumps
Non folding chairs
Chair dollies
Non folding tables
Communion service
Hand tools
Expendable supplies

APPROVED CHARTER FOR MAINTAINING AND SUSTAINING THE INSTITUTION OF THE "FALL SUPPER"

(Approved by Session October 8, 1998)

Background

After the surprise announcement preceding worship on Sept. 27th i.e. that the Fall Supper had been canceled, followed by the comment that based on lack of leadership volunteers "signing up", the institution had probably outlived its usefulness, several long time supporters chatted about the announcement and concluded that it was possibly the process that needed revision because, based on comments, substantial support for the annual event still existed within the congregation. With that as a backdrop the following proposed structure and operating mechanisms are presented to the Session for their approval.

Structure

A new committee to be called *A Fall Supper Steering Committee* would be formed immediately to be responsible for the Nov. 7 '98 event as well as subsequent annual events.

- The committee would consist of 7 to 10 members.
- The initial committee would include, but not be limited to Dick Stowe, Alma Stowe, Donna Young, Dave Abell, Sharon Breeze, Sheila Ouweleen, Judy McGaffick and Karen Woodward.
- The committee would elect its own chair and be responsible for recruiting replacements and/or additional members
- The committee would be responsible to Session, but would not expect to require any support and would only coordinate on simple matters such as date.
- Compartmentalization of funds would be accomplished by assigning a unique line item in the designated funds category. A detailed accounting would be included in the Church's Annual Report.

Responsibilities

The responsibilities would be limited to only those directly associated with the event. These would include but not be limited to the following items:

- Recruiting individuals or teams to be responsible for the various tasks to be accomplished before, during and immediately after the event.
- For instructing those responsible on requirements for ordering food, supplies etc.
- Coordinating with church organizations interested in participating in a "bazaar"
- Soliciting food via "slips"
- Coordinating with Trustees on any items requiring their approval or support.
- Coordinating facility availability for pre-event functions such as: set up, food preparation etc.

- Set date and ticket prices
- Assure proper accounting practices

Follow-Up

Following each event the Steering Committee would meet on a timely basis to formulate a recommendation to Session/Trustees on how proceeds should be allocated. Items that would need to be considered would include:

- Front end cash flow money for the next year.
- Assurance that all obligations had been met.
- Need, if any, for any kitchen utensils, small equipment, etc.
- Requests for funds from Boards, Commissions, etc.
- Balance between allocation of “in-house/out of house” causes (at least 10% would be recommended for mission causes).
- Schedule for recommending and transferring funds (funds might be allowed to accumulate for an agreed upon large project).

In addition to the allocation of profits, this meeting would address:

- Areas where change could offer improvement for the next year.
- Steering Committee make-up, selection of chair of Committee for the next year, etc.
- Need, if any, for follow-up during the inactive period (December-September).
- Updating required food quantities, worker lists, etc.

FIRST PRESBYTERIAN CHURCH OF CHILI

3600 Chili Avenue
Rochester, New York 14624
Telephone: 585-889-9896
Fax 585-889-4991



RESERVATION FOR BUILDING USE: First Presbyterian Church of Chili

(Approved 12-07-10)

If you wish to use the Church facilities for your group or organization, the following information must be *completely* filled out. **Space is reserved on a first-come basis.**

NOTE: If you have used the facility in the past, you will still need to re-apply each year.

NAME OF ORGANIZATION: _____
NAME, ADDRESS, PHONE, AND E-MAIL INFORMATION FOR PERSON RESPONSIBLE FOR BUILDING KEY:

Name: _____ phone: _____
Address: _____ e-mail: _____

SPECIFICS:

Room space requested (fellowship hall, basement, etc.):

_____ Beginning and ending date of facility use: _____ TO _____

Times: _____ TO _____

- Daily
- Weekly (Day of Week _____)
- Monthly (Week of Month _____)

Building Use Guidelines:

Any group using Church facilities must acknowledge receipt of a copy of the Building Use Guidelines adopted by the Church's governing body ("Session"). Violation of those Guidelines may be grounds for termination of this Agreement or will be considered with regard to any future use of the Church facilities.

Sexual Misconduct Policy

In accordance with the Church's Sexual Misconduct Policy, the leader of your organization will need to:

- *Provide the Church with a copy of a certificate of insurance, which includes coverage for sexual abuse, if your organization has such insurance;
- *Sign this statement, indicating there is no connection (other than such contract or agreement) between the Church and the organization, and that the Church is not involved in any way in the selection, hiring, training, or supervision of any employees, staff, or volunteers associated with the organization.

Signature of organization leader: _____

*Read, sign below to acknowledge receipt and understanding of the Church's Sexual Misconduct Policy, including acknowledgement that any occurrence of conduct or an event contrary to the General Principles and intent espoused in this Policy shall be grounds for immediate termination of this agreement.

Signature of organization leader: _____

Please return this form to Candace Rogers, in the Church Office. Thank you.

BOARD OF TRUSTEES APPROVAL

Representative

Date

SHARED USE AND OCCUPANCY AGREEMENT

This is an Agreement entered into between the _____
PRESBYTERIAN CHURCH, a New York Religious Corporation with offices at
_____, _____, New York _____ (hereinafter the
“Church”), and _____, a New York *{Not-for-Profit}* *{Business}*
Corporation with offices at _____,
New York _____ (hereinafter the “Occupant”)

RELEVANT INFORMATION ABOUT THE PARTIES

Ownership of Property

The Church is the Owner of real property known as _____,
in the _____ of _____, _____ County, New York, which is improved
by worship, Christian education and fellowship facilities, parking lot(s), and other
structures and improvements customarily used in the operation and mission of a
religious organization (hereinafter the “Premises”). The Church is willing to permit the
Occupant to use and occupy certain portions of the Premises on the terms and
conditions contained in this Agreement.

Separate Entities

The parties represent and affirm that the Church and the Occupant are separate
legal entities, operating independently of each other. In particular, it is hereby
represented and affirmed that the Church exercises no control or discretion over the
hiring, training and/or supervision of any employee or staff member of Occupant.

TERMS AND CONDITIONS

1. Portion of Premises Subject to Agreement.

A. Exclusive Space. The Church hereby agrees that the Occupant shall have Exclusive Use of that portion of the Premises described in Schedule A, annexed hereto, subject to the terms and conditions of this Agreement, during the hours ____ am to _____ pm, Monday through Friday of each week.

[If the Occupant is not to have “exclusive” use of any portion of the Premises, then the following may be used: “Occupant shall not have exclusive use of any portion of the Church Premises.”]

B. Shared Space. The Church hereby agrees that the Occupant shall have Shared Use of that portion of the Premises described in Schedule B, annexed hereto, subject to the terms and conditions of this Agreement, during the hours _____ to _____, on _____ of each week, during the term of this Agreement, as specified in Paragraph 3 below, together with rights of ingress and egress, and use in common of entryways and hallways, sidewalks, driveways and parking lots. The Church may designate in writing reasonable restrictions on the use of common areas.

C. Other Space. Except as described in A or B above, the Occupant shall not have any rights of use or occupancy in other areas of the Premises, and it shall take such steps as are necessary and appropriate to ensure that its visitors, guests, employees, agents and staff do not enter or remain within any areas of the Premises not included in the Exclusive Space or Shared Space. This shall not prevent the parties from entering into such agreements as shall be appropriate for use by the Occupant of other portions of the Premises for special events or on an occasional basis.

2. Use of Space.

A. The Occupant shall use and occupy the Space solely for the following purpose: _____. Such use and occupancy shall be in compliance with all applicable laws, ordinances, codes, rules and regulations relating to such uses and occupancies, and in such manner as shall not result in the Premises being found in violation of any applicable law, ordinance, code, rule or regulation.

B. The Church may establish additional reasonable rules, regulations and policies relating to the use and occupancy of the Premises, consistent with the shared use of such facilities by other organizations and groups.

3. Term of Agreement.

This Agreement shall commence on _____, 20____, and end on _____, 20____. *[You may wish to add the following: "Notwithstanding the foregoing, this Agreement may be terminated by either party on written notice given at least _____ days prior to the date on which termination is to occur."]*

4. Use and Occupancy Fees; Additional Charges.

The Occupant shall pay to the Church the sum of \$_____ on the first day of each month. Monthly payments not made by the fifth day of the month shall be subject to a late fee of \$_____. The Occupant shall be responsible for any costs relating to telephone service and cable television service, if any, provided to its space. If the Occupant wishes to install or use window-unit type air conditioners or space heaters, the Occupant shall be responsible for any increased utility costs relating to such use, as reasonably determined by the Church, which shall be paid within 20 days of written notice by the Church of the amount of such cost.

5. Maintenance and Custodial Services.

A. The Church shall be responsible for all maintenance relating to the structure and exterior of the building, and the plumbing, heating and electrical systems; provided, however, that the Occupant shall be responsible for and shall reimburse the Church for any costs relating to damages caused by its visitors, guests, employees and staff.

B. The Church *[will] [will not]* provide custodial services for the Exclusive Space. The Church will provide custodial services for the Shared Space; provided, however, that following use of the space described in Schedule B, the Occupant shall be responsible for leaving such space (and any facilities, fixtures or appliances which may have been used in such space) in a clean, orderly condition, at least equivalent to the condition it was in prior to such use.

6. Utilities and Services.

Except as otherwise provided in this Agreement, the Church shall pay for all utilities, including electricity, gas or oil, water and pure waters, together with real property assessments, if any, refuse removal and snow removal. The Church agrees to

keep the premises heated to a minimum temperature of 68° Fahrenheit during the times which the Occupant is using the building, unless prevented by any cause beyond its control.

7. Renovations and Decoration.

Prior to performing any renovation, change or decoration (including repainting, etc.), the Occupant shall provide the Church with such drawings, plans and specifications as the Church may reasonably require, and no such renovations, changes or decorations shall be performed until the Church has given its approval in writing, which approval shall not be unreasonably withheld. The Occupant shall be responsible for obtaining any permits which may be required for such work, and shall be solely obligated for any costs relating to such work. The Occupant shall do nothing, or fail to do anything, which results in a lien or encumbrance against the Premises, and failure to remove any lien or encumbrance within 15 days of written notice from the Church shall constitute grounds for immediate termination of this Agreement. All work shall be done in a good, workmanlike manner, and in compliance with all applicable codes, rules and regulations. Any such renovations or improvements shall remain the property of the Church upon termination of this Agreement, unless otherwise agreed between the parties in writing.

8. Fixtures and Equipment.

Any fixtures or equipment installed or used by the Occupant shall remain the property of the Occupant, and may be removed upon termination of this Agreement, provided that any repairs which may be necessary because of the removal of such fixtures or equipment shall be the responsibility of and shall be paid for by the Occupant.

9. Security.

The Occupant shall provide the Church with a list of all staff members or employees who have keys to the Premises and/or possess any security code and/or password for any alarm system. The Occupant shall promptly notify the Church of any change in this list, and shall obtain the return of any key in the event that a person ceases to be an employee or staff person.

10. Insurance.

A. The Church shall maintain fire and hazard insurance and comprehensive public liability insurance with respect to the Premises.

B. The Occupant shall maintain comprehensive public liability insurance and all-risk personal property insurance with respect to its occupancy and use of the premises and its personal property within the premises. The public liability insurance shall have a single limit of not less than \$1,000,000 for any one occurrence, for personal injury, bodily injury and death, as well as for damage or injury to, destruction of, or loss of use of property. Such policies shall name the Church as an additional insured (except in the case of the Occupant's personal property coverage), and shall provide for 30 days notice to the Church prior to any amendment, change, modification, lapse or cancellation of coverage.

11. Indemnification.

The Occupant shall indemnify and hold harmless the Church from any and all damages, costs, expenses and liabilities for anything and everything whatsoever arising from or out of its use and occupancy of the Premises, whether caused by the employees, staff, agents, guests or visitors of the Occupant or otherwise, and from any loss or damage arising from any default or negligence, or the failure to comply with any term or conditions of this Agreement, by the Occupant.

12. Assignment; Subletting.

This Agreement may not be assigned by the Occupant, nor may the Occupant sublet any portion of the Space which is the subject of this Agreement.

13. Termination.

Upon termination of this Agreement for any reason, Occupant shall surrender the Space to the Church in the same condition as it was in at the beginning of the occupancy period, normal wear and tear excepted.

14. Defaults.

A. This Agreement and the occupancy hereunder are subject to termination by the Church upon the occurrence of any one or more of the following events (herein called an "event of default"):

1. If Occupant shall fail to pay any occupancy fee or additional charges when they are due and payable, and such failure shall continue for ten (10) days. No notice of default from the Church to the Occupant under this subsection shall be required.

2. If Occupant shall vacate or abandon the Premises and permit the same to remain unoccupied or unused for the purposes specified in Paragraph 2 for more than thirty (30) days.

3. If any petition for bankruptcy, reorganization, composition, extension, arrangement, or insolvency proceedings shall be filed by or against the Occupant and such proceeding is not be dismissed within ninety (90) days after the institution of the same.

4. If in any proceedings a receiver or trustee be appointed for Occupant's property, and such receivership or trusteeship shall not be vacated or set aside within ninety (90) days after the appointment of such receiver or trustee.

5. If Occupant shall fail to perform or observe any other requirement of this Agreement, or shall violate any condition, rule or regulation of this Agreement, and such failure or violation shall continue for thirty (30) days after notice thereof from the Church to the Occupant, unless the failure or violation is of such nature as to be unable to be cured within said 30-day period, provided that Occupant is diligently pursuing remedy of the failure or violation.

B. Upon the happening of any one or more of the events of default described in Paragraph A of this section, and the expiration of any period of time prescribed above, the Church may give the Occupant a notice of termination, effective at the expiration of five (5) days from the date of service of such notice, and at the expiration of such five (5) days, this Agreement and the term hereof, as well as all of the right, title and interest of Occupant hereunder, shall wholly cease and expire in the same manner and with the same force and effect as if the date of expiration of such five (5) day period were the date originally specified herein for the expiration of this Agreement. Occupant shall then quit and surrender the Premises to the Church, but shall remain liable for any unpaid occupancy fees for the full term of the Agreement, and for any damages, cost or expense

resulting from Occupant's failure or violation, including but not limited to the cost of any litigation or proceeding relating to the enforcement of the Church's rights hereunder, including but not limited to reasonable attorney's fees.

This Agreement is entered into on the _____ day of _____, 20_____

_____ PRESBYTERIAN CHURCH

By: _____

(Name of Organization or Group)

By: _____

FEE SCHEDULE FOR USE OF FACILITIES

Church members may use Church facilities without charge for weddings, anniversary celebrations, or similar functions EXCEPT for a custodial fee of \$75.00 (which may be optional upon the approval of the Trustees).

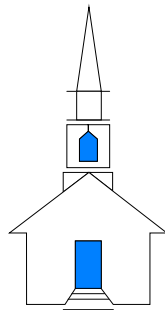
Please note that there are no alcoholic beverages allowed on Church property. Please note also that there is no smoking allowed within the Church building. Smoking is only permitted outside the east door of the building, where there is an ash receptacle for discarding all smoking debris.

USE FEES FOR NON-MEMBERS (per day):

Fellowship Hall (main floor)	\$ 40.00
Dining Room (downstairs)	40.00
Kitchen and Dining Room	60.00
Kitchen (only)	30.00
Sanctuary (wedding rehearsal included)	<i>per wedding policy</i>
Sunday School Rooms (each)	20.00
Custodian	75.00

MISCELLANEOUS GROUP RATES (per day):

AA, non-profit organizations	NO CHARGE
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A Custodial Fee of \$75.00 may be charged to any group/organization, if the area used by your group is NOT CLEANED PROPERLY after each use.

WEDDING POLICY

FIRST PRESBYTERIAN CHURCH OF CHILI

Approved by Session April 18, 2017

The Session of the First Presbyterian Church of Chili welcomes those couples that have decided to join in marriage. This policy describes both the Christian guidance and expectation that the Session believes is appropriate for the involvement of church staff, preparation, remuneration, etc.

We believe that a wedding is a service of worship in which the gathered community thanks God for the couple's commitment to each other, witnesses their promises to each other, covenants to support their commitment together, and invokes God's blessing on their new relationship. With this in mind, the Pastor will work with the couple to create the wedding service.

Officiating

It is expected that the Pastor of the First Presbyterian Church of Chili will officiate at all weddings held at the church. In special situations, the minister shall have the authority to approve another ordained person to assist in the ceremony or another ordained Pastor to solely officiate. When the church is without a Pastor, the Session will approve the Pastor to officiate, following coordination with the Presbytery assigned moderator.

It is expected that the couple will have at least one consultation session with the Pastor before the wedding is scheduled. It is also expected that the couple will provide a marriage license to the Pastor at the rehearsal. Also, an additional copy of the license will be provided for the Clerk of Session who maintains records of marriages that take place in the church.

Constraints on picture taking, decorations, etc., will be discussed and agreed upon with the Pastor.

Music

It is assumed that the Minister of Music would be involved, in concert with the Pastor, in the design of the service and would approve and cooperate with family wishes to have others (sometimes family members) augment the coordinated musical offerings.

Facilities and Planning Logistics

The logistics of preparation, i.e., access to the building, use of rooms other than the sanctuary, provision of childcare, etc., shall be coordinated with the Pastor. For planning purposes, the couple should be aware that the sanctuary will seat 160 people comfortably on the first floor level. Another 50-60 people may be seated in the balconies, but the view from the balconies is not wholly satisfactory. If bulletins are requested, coordination with the Pastor should be completed at least two weeks before the ceremony.

Fees

Remuneration for fees associated with use of the church, music, and the Pastor is expected at the time of the rehearsal.

The schedule below is intended to compensate the church for its costs. If the couple wishes to express their appreciation of the support of the church, they may provide an additional donation.

Item	<u>Church Members</u>	<u>Friends of the Church</u>
Sanctuary	N/C	\$150
Custodian	\$75	\$75
Administrative	N/C	\$25
Bulletins	N/C	\$75
Musician	\$150	\$150
*Pastor	\$200	\$200

*The Pastor is not expected to pass this on to the church.

Please be aware that the policy of our church prohibits:

- Alcoholic beverages on the premises
- Smoking within the building
- Food in the sanctuary

POLICY FOR FUNERALS/MEMORIAL SERVICES HELD AT THE FIRST PRESBYTERIAN CHURCH OF CHILI

Approved by Session March 21, 2017

The First Presbyterian Church of Chili's basic policy is to be supportive and helpful for any families, be they church members or friends in their time of loss. The following policy attempts to provide answers to most questions families frequently ask. The Session and the Pastor have discretion to do what makes sense for the church and the family in specific situations.

Officiating

It is expected that the Pastor of the First Presbyterian Church of Chili will officiate at all funerals/memorial services held at the church. Having others officiate or to share in officiating is acceptable when recommended by the Pastor.

Music

It is assumed that the Church Organist would be involved in the design of the service and would approve and cooperate with family wishes to have others (sometimes family members) augment the coordinated musical offerings.

Receptions

The family will coordinate with the Pastor regarding a possible reception after the service.

Communication

The responsibility for coordination/communication lies with the Pastor. Disposition of flowers and memorabilia is the responsibility of the family to communicate to the Pastor.

Honorarium

It is the policy of Session that all supporting staff be properly compensated for effort not included in their defined role. The following table provides suggested remuneration. The Session will have funds available to insure staff is properly remunerated for unusual situations. Costs are sometimes covered by prepayment to a funeral director and prepayment packages may differ in what is covered.

Item	Honorarium
Sanctuary/Fellowship Hall	N/C
Audio Visual	N/C
Administrative	N/C
Custodian*	N/C
Musician	\$150
Pastor	\$200

*Custodian remuneration \$75.00 by Session funds.

Please be aware that the policy of our church prohibits:

- Alcoholic beverages on the premises
- Smoking within the building
- Food in the sanctuary

POLICIES, PROCEDURES AND CHECK LIST FOR MEMORIAL SERVICES AND RECEPTIONS

*Written and compiled by Ginny Harkness and Alice Hassett
Updated February 2017*

1. It shall be the policy of the Board of Deacons that a meal or meals can be provided during calling hours and/or immediately following a Memorial Service at our church, in response to a specific request of any person with “active member” status at the First Presbyterian Church of Chili. This service shall be offered for an active member’s spouse or children. This service can also be extended to an active member’s parents if so requested by the member or the Pastor.
 2. It shall also be a policy of the Board of Deacons that light refreshments of cookies, punch and coffee are offered to both active members’ immediate and extended family after a Memorial Service sponsored by our church. Immediate family is defined as spouse and children. Extended family is defined as parents, in-laws, siblings, cousins, aunts and uncles.
 3. House-sitting service is available for the family of the deceased during the calling hours and/or Memorial Service.
- The Pastor and the Board of Deacons have the right to diverge from the above stated policies, according to their discretion.

Sanctuary Preparation for Memorial Service

Location:

The Deacons will be informed by the Pastor or the Moderator of the Board of Deacons regarding locations, date, and time.

Refreshments:

When the type of refreshments have been determined, the Special Events Coordinator will solicit from fellow Deacons and/or our congregation.

Ushers:

Two ushers will be selected from Elders or Deacons, one for each entrance to the sanctuary. Ushers will be responsible for:

- Being at church at least ½ hour prior to the start of the service.
- Providing a glass of water at the lectern for the Pastor or speaker.
- Lighting the chancel candles 15 minutes prior to the service, and extinguishing them after the benediction.

Funeral Service:

Center post between the front doors must be removed for the entrance/exit of the coffin and pallbearers.

Reception:

Determine who will set up, serve, and clean up.

- Set up (2 people needed)
- Serve (up to 4 people needed)
- Clean up (up to 4 people needed)

Checklist:

- _____ Tablecloths, napkins, the right size of plates, 9 oz. cups or glasses.
- _____ Plates for cookies, etc., sharp knife, serving utensils, plastic wrap or aluminum foil.
- _____ Centerpieces, table decorations.
- _____ Coffee, pots, filters (if necessary), foam cups, extension cords, half-and-half or cream, sugar, spoons, and plates to set them on, after use. Start coffee one hour before needed.
- _____ Tea, lemon, sugar, foam cups, spoons, and plates to set them on after use. Begin to heat water 1 hour before needed.
- _____ Water, pitchers, ice.
- _____ Iced tea or lemonade, pitchers, lemon slices as garnish.
- _____ Punch bowl, ladle, appropriately sized cups (9 oz.), ice. Always have extra supplies of ingredients.
- _____ Milk, with appropriate method of keeping it chilled.
- _____ Special dietary: sugar-free cookies, gluten-free items, and plain iced tea.
- _____ Roll of paper towels for quick cleanups.

Miscellaneous:

- _____ Chairs/card tables, etc.
- _____ Fans in hot weather.
- _____ Extension cords.
- _____ Containers for packing up leftovers.
- _____ Always, extra ice.

Reminders:

Be sure that primary people involved in the service are served refreshments. They are often overlooked, as they stand in the reception line, greeting friends. Always send extra food home to the bereaved family.

Final Check:

Is microphone turned off? Lights and fans off? Water removed from the lectern? Sanctuary clean? Windows secured? Doors secured?

First Presbyterian First Presbyterian Church of Chili
Safe Sanctuary and Sexual Misconduct Policy

Approved January 27, 2019

Preamble

As people of God, we are called to serve our Lord in all aspects of our lives. We cannot do that and disrespect or endanger children, youth, or other vulnerable persons. Scripture calls us to

“give justice to the weak and the fatherless” Psalm 82:3-4
“learn to do good, seek justice, correct oppression” Isaiah 1:17
“Do not look down on one of these little ones” Matt 18:10

As a Christian community, we believe that every one of us matters. Therefore, we will treat each other with respect, love, forgiveness and grace.

Our Mission statement affirms that we will “Create a nourishing and inviting atmosphere of ease” as one way that we care for our community.

Therefore, we have adopted a policy to ensure a safe and secure environment for all individuals who participate in our programs and use our facilities. Child safety is of paramount concern and will take priority over the interests of all other parties in this policy.

This policy is intended to:

1. Maintain an environment free of sexual harassment, sexual misconduct, and sexual abuse.
2. Make clear the safe and appropriate practices for adults leading activities with children and youth on behalf of the church.
3. Safeguard children participating in church activities against any maltreatment.
4. Obtain justice in the event of any maltreatment.
5. Explain clearly to parents, guardians, and leaders the steps taken for children’s safety during church events.
6. Exercise wise and prudent risk management and fulfill our fiduciary responsibility as stewards of the church as a not-for-profit corporation under New York State law.
7. To take seriously all allegations or discovery of incidents of sexual misconduct by responding promptly, firmly, fairly, openly, and according to the applicable laws of the State of New York and the provisions of this Policy.

Our position is that a policy which best ensures the safety and dignity of our church community will also be the best legal and insurance protection for the Church and its dedicated employees and volunteers.

Commitments of the Church

1. This policy shall be reviewed every three years after its adoption by the Session.
2. All volunteers and paid staff will be asked to read this entire policy and all Addendums or Attachments and to sign the “Acknowledgement of Receipt” on a yearly basis.
3. This policy shall provide a means for alleged victims to bring their complaints to the appropriate Church authorities. See “Procedure to Report Violation” for additional information.

Glossary

In the discussion and policy statements set forth below, the following terms are used:

Sexual Misconduct: is a comprehensive term that has been formally used throughout the Presbyterian Church to refer collectively to all forms of wrongful behavior related to sexuality. Included in this term is Child Sexual Abuse.

Child Sexual Abuse: includes the rape of a child, child molestation and sexual misconduct with a minor, all as defined by the New York State Penal code including its future amendments. It also includes any sexual contact or interaction between a child, under the age of 18 years and an adult 18 years of age or older, when the child is used for the sexual stimulation of the adult, child or of a third person. The behavior between a child and an adult is always considered to be non-consensual on the part of the child for the purposes of this policy. The behavior may or may not involve touching of the genitals, buttocks and/or other sexual organs above or below the clothing.

Sexual Harassment: any offense involving sexual conduct other than sexual abuse or misconduct whether direct, indirect or implicit and includes, but is not limited to the following:

1. Unwelcome sexual advances; requests or demands for sexual favors; including:
 - i.** Verbal sexual harassment including, but not limited to, sexual jokes and innuendo; sexual commentary about an individual or an individual’s body; whistling; insulting or obscene comments;
 - ii.** Visual conduct of a sexual nature including but not limited to sexual exhibitionism, leering, insulting or obscene gestures;
 - iii.** Physical sexual harassment including, but not limited to, touching that the victim may find confusing, discomforting or upsetting;
 - iv.** Inappropriate presentation, transmission or posting of written, graphic,

pictorial, video or audio materials with sexual content; displaying sexually suggestive objects or pictures within the church or at any church
sponsored activities; presentation of a sexually related gift;

v. Discussion of a third party in sexual terms;

vi. Suggesting that submission to or rejection of such conduct is either explicitly or implicitly a term or condition of an individual's initial employment or his or her continued status at FPC or as a basis for any other employment decision affecting such individual;

vii. Conduct of a sexual nature that has the purpose or effect of interfering
with an individual's work performance by creating an intimidating, hostile or offensive working environment.

Child: refers to any person under the age of 18.

Adult Volunteer: refers to those over 18 years of age who provide services to First Presbyterian Church of Chili (FPC) and receive no remuneration or monetary benefits. Volunteers include, but are not limited to, persons elected or appointed to teach, supervise fellowship functions and serve the children and youth who participate in the church's programs and activities.

Youth Volunteer: refers to those church family members under 18 years of age who provide services to FPC and receive no remuneration or monetary benefits. Volunteers include, but are not limited to, persons elected or appointed to assist adults in serving the children and youth who participate in the Church's programs and activities.

Employee: is a comprehensive term that refers to individuals who are hired or called by FPC to work for salary or wages.

Mandated Reporter: a person, who is required to report any real or reasonably suspected incident of sexual misconduct, child abuse or child mistreatment.

Registered Sex Offender: A person who has been convicted for a crime of a sexual nature and who is required to register with the respective jurisdiction's sex offender registry due to the nature of their offense.

Corporal punishment: is the use of physical contact (including spanking) which results in a child being hit or struck by a person who is not the child's parent or guardian and is in a position of authority or responsibility.

Maltreatment: refers to an action which creates a substantial risk of physical injury or imminent harm, or causes physical injury or abuse, or sexual abuse to a child.

Policy and Procedures for Protection and Prevention

General Prevention

1. Education on this Safe Sanctuary and Sexual Misconduct Policy should be completed annually. At an orientation meeting after the installation or ordination of all volunteers to all groups of the Church, including Session, Deacons, Trustees, and all commissions, the Policy shall be reviewed and its implementation discussed. This review will also include review of the provisions of the Book of Order (2017-2019) specifically requiring Minister of Word and Sacrament, Ruling Elders and Deacons to report instances of sexual abuse (G-3.0106 , G-4.0302 D-10.0106 and D-10.0401 (b) (c)) .
2. As part of the annual review process, the Personnel Committee shall determine that all paid staff are familiar with and are observing the Policy, and shall inquire as to suggested changes to the Policy, both as to content and implementation. With newly hired staff, an application form, authorized reference check, and/or authorized criminal background check will be part of the prevention process.
3. All employees and volunteers will be required to sign the “Acknowledgement of Receipt” (Attachment A).
- 4.

Outside Groups

In accordance with the intent of this Policy to create and maintain a place for all persons – but particularly children and youth – to meet and participate in activities free of sexual abuse, sexual harassment or sexual misconduct, the following shall apply to any outside group (such as Boy Scouts, Alcoholics Anonymous, etc.) using church facilities on a regular or periodic basis:

1. At the time of the initial signing of any contract or agreement with an outside group, and at least annually thereafter, a copy of this Policy shall be provided to the group, and a completed and signed copy of “Co-Sponsor’s Agreement to Observe First Presbyterian Church of Chili’s Safe Sanctuary and Sexual Misconduct Policy” (Appendix B) shall be included in any signed contract or agreement, together with an acknowledgment that any occurrence of conduct or an event contrary to the General Principles and intent espoused in this Policy shall be grounds for immediate termination of the contract or agreement.
2. Any lease, rental or other contract or agreement entered into with an outside group using church facilities shall include a clause expressly stating that there is no connection (other than such contract or agreement) between the church and the organization, and that the church is not involved in any way in the selection, hiring, training or supervision of any employees, staff, or volunteers associated with the organization. Any outside organization using the church

premises must present a certificate of insurance, which includes coverage for sexual abuse, if this organization has such insurance.

3. The church Board of Trustees shall be responsible for implementing and monitoring compliance with the provisions of this part of the Policy.

Selection of Employees and Volunteers Working with Children and Youth

1. The "Primary Screening Form (Appendix D)" for criminal background check shall be completed and signed by all employees and people who volunteer to supervise any group of minors in a church sponsored event or activity. Once this form is completed, a criminal background check will be made by the church.
2. The Session will ensure that a new criminal background check will be done every five years.
3. A confidential file shall be maintained by the Session and shall be accessible only to Session members, the Youth Director and Pastor. The file shall be kept in the Church Office in a locked file. The file will include all Primary Screening Forms, background check information and other relevant personnel records.
4. An accessible roster of individuals available for work with youth will be maintained by the Youth Director.
5. A procedure review will be conducted every three years by the Session to ensure that all requirements are being met.
6. A person who is a convicted sex offender or committed crimes against children and seeks to be a part of the church community, whether a congregant or member, will not be allowed to volunteer in any way in designated child or youth activities.

Supervision and Training of Employees and Volunteers Working with Children and Youth

1. Each employee and volunteer shall be provided with a copy of this policy and shall sign a receipt that acknowledges that they have received, read and understood its content and commit to the principles specified herein (Appendix A).
2. All church sponsored activities involving children and/or youth must be supervised by adults with the exception of pastoral care situations requiring privacy. Whenever feasible, a minimum of two adults, not married to each other, (age 18 or older) must be present for all activities for children and youth. Exceptions include:
 - a. When the supervisor is watching only his or her own children, grandchildren or family member.
 - b. Within the Nursery, if two adults are not present, supervision may be done by one adult (age 18 or older) and one person between the ages of 12-17 who have successfully completed a babysitting course is permitted.
3. When transporting youth to and from youth group events, it is not required that two adults be present in the vehicle. Ideally, there should be more than one youth in a vehicle with the driver. When dropping youth off, the last youth in the vehicle should be the same gender as the driver. Driver will make parents aware of transportation plan.

4. In the case of a medical emergency when only one adult is available to transport a minor, the 911 emergency service will be called. If this service is not available, a minor shall accompany the adult and the injured minor.
5. To prevent inappropriate behavior between minors, two minors should not be left unsupervised. On the rare occasion that an adult is not present, minors shall be in a group of no less than three.
6. All activity areas must have doors with windows. Window shades are to be open whenever possible.
7. Planning for church sponsored, one-time occurring events, (e.g. youth retreats, work camps, confirmation, mission trips) integrates a covenant that identifies both expected best behaviors and unacceptable behaviors. It is signed by participants, their parents, and accompanying leaders.
8. Any act of corporal punishment as a means to discipline, correct, or control a child entrusted to our care is strictly prohibited.
9. If an emergency occurs on church property and the parent or guardian is present, the volunteer/staff will find them and make them aware of the situation.
10. Texting with youth will be done under the following guidelines:
 - . Texting for communicating events will typically happen through a group text.
 - a. If texting one-on-one for purposes of pastoral care, the staff or volunteer adult needs to keep a copy of the conversation and share it with the pastor.

Youth Related Activities

1. A first aid kit must be accessible to Supervisors or Child Care Providers at all times. The first aid kit's location will be clearly labeled.
2. Once a year, the Youth Director will distribute and gather medical information forms for all the youth. These forms will be taken on any trip off church grounds.
 - a. If medication is needed during a youth group event, parents must fill out the "Parent/Legal Guardian Participant Permission, Photo/Video Permission and Medical Consent Form" (Appendix C). Supervisors will dispense medication as indicated on the medication form; unless parents have approved youth to handle and administer medication as indicated on the medication form. If there is need for the supervisor to handle medication, it will be kept in a safe place inaccessible to other children or youth.
3. No children or youth will possess, or have access to, illegal drugs, alcohol, tobacco, or weapons. In the event of non-compliance, the offending child may be sent home at their family's expense.
4. Youth will not engage in any bullying behaviors.
5. Technology will not be used to bully others or view or send explicit violent, sexual, or obscene material, either by children, youth, supervisors, or child care providers. In the event of non-compliance, the offending child may be sent home at their family's expense.
6. We encourage our youth group to bring friends. Therefore:
 - . Whenever possible, the youth or their parent will let the Youth Director know in advance when a friend will participate in a youth activity. If advance notice is not given, the Youth Director will gather the friend's parents/guardian phone number and will attempt to call them in order to confirm that the parent is aware their child is

participating in a church activity. The Youth Director will also inquire if there is any medical or behavioral issues that they need to be aware of.

a. If a friend begins to come more regularly, the Youth Director will ask that the parent fill out the “Parent/Legal Guardian Participant Permission, Photo/Video Permission and Medical Consent Form” (Appendix C).

7. When our youth group participates in an event with other church youth groups or presbytery events, the Youth Director shall advise the other organization or group of this policy, and will require, as a condition of its co-sponsorship, that

this policy be observed, except to the extent that the other organization or group may have a similar policy which is more restrictive or which is designed to address the specific or unique circumstances of the location in which such activity, event or program is conducted.

. Before our Youth Director commits to co-sponsoring an event involving our youth with another organization or group, he/she shall obtain a completed and signed copy of “Co-Sponsor’s Agreement to Observe First Presbyterian Church of Chili’s Safe Sanctuary and Sexual Misconduct Policy” (Appendix B) as a condition of our church’s co-sponsorship.

Open Door Pastoral Care

1. Pastoral Care with minors:

a. Shall be conducted with open doors or a door with a clear window for the entire session.

b. Shall be conducted at times when other adults will be present in the church and have been informed of the session.

2. Pastoral Care with adults: Private meetings between adults on church property can create a compromising situation where an allegation can be made that is difficult to prove or disprove. Therefore, one or more of the following options should be implemented:

. Open door: Keep the door to the room open so anyone passing by can see in;

a. Window in the door: If the door needs to be closed to prevent the conversation from being heard, ensure the door has a clear window in it so anyone passing by can see in;

b. Invite a Witness: Ask an Elder or other trusted church leader to attend the meeting;

c. Public Place: Meet in a public location outside of the house/apartment of the person being met with.

Electronic Media Use

1. Computers, computer files, internet, email and software furnished to employees are property intended for business use. Employees or volunteers should not use a password, access a file, or retrieve any stored communication without authorization. FPC prohibits the use of computers and email in ways that are disruptive, offensive to others or harmful to morale.
2. No church employee, volunteer, attendee of any church function, any outside groups or persons using the building will knowingly use the church wifi on any

device in any inappropriate way including viewing, downloading or disseminating any pornographic images of adults or children. Nor may they display or transmit ethnic slurs, racial comments, off-color jokes or anything that may be construed as harassment or showing disrespect for others.

3. If it is discovered that someone has used the church wifi in a way that is contrary to our policy, that person will be blocked from access to the internet.
 - a. If the problem occurs in an outside group using our building, the first course of action would be to block the individual who misused the church wifi. If the problem persists, building use for the group will not be permitted.
4. No photographs of anyone under the age of 18 shall be published by the church without written permission from parents or legal guardians (this includes, websites, social media, bulletin boards, newsletters, etc.)

Building Safety

As with this entire policy, we equally hold together two valuable themes- remembering that we are a people of faith and hope in the Lord that is bigger than any fear this world offers and the desire to protect our members.

1. To protect the staff, and those who use our building, we will keep the doors locked. The exception to this is when groups are using the building. They can choose to keep the doors unlocked during their meeting, but they are responsible for locking them after they are done.
2. The church employs a chime security system that will alert people when someone comes into the building and which door they are entering from. It is advised that the security system remain on.
3. On Sunday morning, during the worship service, we are aware that there is no supervision by the Main Door gaining access to the fellowship hall and children's church rooms. Therefore, the greeter will lock the Main Door (glass doors on the east side of the building) before they go to sit down for worship. The Sanctuary Doors (at the front entrance) will remain unlocked for the service, but it is advised that the greeters sit in the back row in order to welcome anyone who comes in the door.
4. In any space that would benefit from having the door closed (at times) while people are in the room, that door shall have a window in it.
5. In order to promote safety in the parking lot, the church will ensure that there is appropriate lighting around the church building.

Procedure to Report a Violation

1. A violation is required to be reported to the Pastor or Youth Group Director. It is the responsibility of the Pastor and Youth Group Director to identify a plan of action. This plan of action will include immediately informing parents/guardian (when incident includes a minor) and may include, but not be limited to, Law Enforcement, Child Protective Services, and legal supports.
2. If the complaint involves the Pastor or Youth Group Director, the incident shall be reported to the Personnel Committee who will establish a plan of action. This plan of action will include immediately informing parents/guardian (when incident includes a minor) and may include, but not be limited to, Law Enforcement, Child Protective Services, and legal supports.

3. If the alleged victim chooses first to discuss the matter with another church volunteer or staff member, such volunteer or staff member shall report the complaint to the Pastor, Youth Group Director, or Personnel Committee.
4. The Pastor and Youth Group Director are expected to uphold their duty as New York State (NYS) Mandated Reporters. According to the Book of Order all Ordained Deacons and Elders are considered Mandated Reporters. (G-4.0302) Those who are not mandated reporters may also report to the NYS Child Abuse Hotline in efforts to protect suspected victims.
5. Investigation of complaints will remain confidential unless legal procedure requires their disclosure. Complainant and others involved will be protected from coercion, intimidation, retaliation, interference or discrimination.

Congregation Disclosure

In accordance with the Presbytery of Genesee Valley "Policy on Sexual Misconduct, Section VI.H "Disclosure", after an allegation of sexual abuse, a meeting of the congregation shall be called by the Session. Among the purposes of such a meeting are to tell the truth to the extent possible and provide honest and forthright information, and to reassure the congregation of the continuation of ministry while justice and healing are being pursued. The church will follow the Presbytery of Genesee Valley "Policy on Sexual Misconduct: Attachment D. Congregational Disclosure".

Administrative Leave

Any Minister of the Word and Sacrament of the Church who is charged with sexual abuse of another shall be subject to automatic administrative leave in accordance with the Book Of Order (2017-2019) D-10.0106.)

Any other employee or staff member of the Church who is charged with sexual abuse of another may be placed on administrative leave, by action of Session, following consultation with the Personnel Committee and, if deemed appropriate, legal counsel. Such leave may be either paid or unpaid, as determined by the Session, pending resolution of the complaint.

Any volunteer who is charged with sexual abuse of another may be suspended from his or her duties by action of the Session pending resolution of the complaint.

As an alternative to administrative leave or suspension, the Session and the accused party may enter into such covenant agreement as Session may deem necessary and appropriate to closely monitor and supervise the activities and conduct of the person and assure the prevention of any incidents of sexual abuse.

Appendix A
Acknowledgment of Receipt

I hereby acknowledge that I have received a copy of the First Presbyterian Church of Chili's Safe Sanctuary and Sexual Misconduct Policy. I have read the policies, understand their meaning, and agree to conduct myself in accordance with the policies.

Signature Name

Relationship to Church: Parent Volunteer Staff

Phone Number

Email

Name of Board, Event or Activity (*if applicable*)

Date of Event/Year on Board

If you are a parent of a minor, please complete the following:

Child's Name (*if applicable*) _____

No photographs of my child may be published by the church.

I give my permission for my child's photograph to be taken and posted on the church website and/or social media sites such as Facebook, Instagram and Twitter.

My child may be transported in a vehicle during this church sponsored or cosponsored event, activity, or program. The vehicle and driver will comply with practices detailed in the Safe Sanctuary policy.

Please complete, sign, and return to the Church Office at:

First Presbyterian Church
3600 Chili Ave
Rochester, NY 14624

Or by email at fpc3600@gmail.com

Appendix B

**Co-Sponsor's Agreement to Observe
First Presbyterian Church of Chili's Safe Sanctuary and Sexual Misconduct
Policy**

I hereby acknowledge that, as an authorized representative of (name of organization or group*), I received a copy of the First Presbyterian Church of Chili's Safe Sanctuary and Sexual Misconduct Policy as of the date indicated below. I have read the policy, understand its meaning and intent, and understand and acknowledge that the observance of these policies is a condition of the co-sponsorship by the church of the activity, program or event as identified below, and agree that such policy will be observed, except to the extent that this organization or group uses a similar policy containing practices which are better suited for achieving the First Presbyterian Church of Chili's Purpose as stated in the Safe Sanctuary and Sexual Misconduct Policy. If our organization or group's policy will be used, I have attached a copy to this form, and indicated which of our specific portions will apply.

I understand that as per the First Presbyterian Church of Chili's Safe Sanctuary and Sexual Misconduct Policy, any occurrence of conduct or an event contrary to the General Principles and intent espoused in this Policy shall be grounds for immediate termination of this contract or agreement.

Signature

Name

Name of Organization or Group*

Date

Name of Activity, Program or Event

Phone Number

Email

[*includes individual churches, presbytery, or other independent religious, charitable, educational or not-for-profit organization or group.]

Appendix C
**Parent/Legal Guardian Participant Permission,
Photo/Video Permission and Medical Consent Form**

I hereby give permission for my youth, _____, to participate in church youth group activities under the arrangements of the First Presbyterian Church of Chili, and certify that my youth is able to participate safely during youth group time.

Name of Youth _____ Address _____

Age _____ Birthdate _____

Parent Phone Number _____ Cell Phone _____

Parent/Legal Guardian Signature _____

I have read, understand and agree to abide by the rules of the First Presbyterian Church of Chili as disclosed by the Safe Sanctuary Policy and the Youth Director.

Youth Signature _____ **Date** _____

Photo/Video Release Form

In an effort to promote Youth Ministry in our church and in our Presbytery, we will take pictures of the youth for participating churches emails, newsletters, social media, and websites.

I **(circle one) hereby GIVE / DO NOT GIVE** permission for the First Presbyterian Church of Chili to take pictures/videos of **(name)** _____ to be used solely to promote our Youth Ministry Programs on church publications, bulletin boards, website and Facebook page, Instagram, and Twitter.

Parent/Legal Guardian Signature _____ **Date** _____

Appendix C. Continued
Medical Consent Form

Emergency Treatment

In the event of an illness or accident that requires immediate medical treatment to **(youth)** _____ at a time when their parents/legal guardian cannot be contacted or located, I give permission for an approved representative of First Presbyterian Church of Chili to authorize treatment. I will not hold the church or medical personnel responsible. In signing this I understand that every attempt will be made to contact the child/youth's parents/legal guardian, physician, or other persons listed for emergency contact.

Parent/Legal Guardian Signature _____ **Date** _____

Other persons who may be notified if parents/legal guardian cannot be contacted:

Name (& relationship to youth)	Phone
_____	_____
_____	_____
_____	_____

Primary Physician _____ **Phone** _____

Dentist _____ **Phone** _____

Health Insurance _____ **Policy Number** _____

Allergies (medicines, foods, insects, etc.):	Typical Reaction when exposed:
_____	_____
_____	_____
_____	_____

Other information that would be helpful for leaders to know about your child:

Medication Form

Name of Youth: _____

Medications Provided By Parent/Legal Guardian:

Circumstances in which medication should be administered:

Directions for administering medication (puffs/use, taken with food, etc.):

How does administering medication happen? (circle one)

1. Child is old enough to carry and administer medication on their own.
2. Child can administer on their own, but is not allowed to carry medication on their own.
3. Child is not allowed to carry or administer medication without supervision.

Does medication require any special storage? _____

Do you want to be contacted if medication is used? _____

I agree that adult leaders from the First Presbyterian Church may administer medication to (youth) _____ in the manner described above.

Parent/Legal Guardian Signature _____ **Date** _____

Appendix D

Primary Screening Form

The purpose of this form is so that the First Presbyterian Church of Chili can conduct a Criminal Background Check. We will only use the information provided to that purpose and will keep such information in a secure place.

Name_____

Current Address_____

All addresses you have lived in the last 10 years:

Please list any other names you have gone by in the last 10 years:

RECEIVING NON-CASH INSTRUMENTS FOR OPERATING BUDGET

(written approximately 1999)

During 1998 some members chose to pay their pledge using corporate stock instead of cash. Through articles in the newsletter, bulletin inserts, word of mouth etc. , many had been made aware of the tax advantages to the member of using this method. (There was an implied suggestion that the benefit might be shared with the church.) Also, during the year, the Trustees formally announced that the mechanism was in place to receive instruments other than cash.

The issue of how long the Trustees should hold these instruments before converting to cash was discussed several times by the Board. Based on the consideration that this was a short term issue (money needed to support current operating budget vs. long term investment) the Board, at their Dec 8, 1998 meeting, adopted a policy:

That instruments other than cash received in support of the operating budget should be converted (sold) within 10 business days from time of receipt.

The Financial Chairman will provide the donor with a letter acknowledging receipt and establishing a value based on closing prices for that particular instrument on the day of receipt as reported in the Wall Street Journal.

POLICY FOR MISSION FUNDS ALLOCATION **FIRST PRESBYTERIAN CHURCH OF CHILI**

Approved by Session February 23, 2016

Isaiah 6:8

*Then I heard the voice of the Lord saying, "Whom shall I send?
And who will go for us?" And I said, "Here am I, Send me!"*

Purpose

In keeping with the church Mission and Ministry Statement, "To reach out to our community and the world", "to teach God's word to all generations", and "to nurture one another as faithful Christians", we as Christian people are called to be faithful stewards of the Mission monies and programs toward this purpose.

Background Information

Since the 1980's, members of the First Presbyterian Church of Chili have supported youth and adult mission trips, retreats and other activities within and beyond the local community. These activities have supported our church Mission and Ministry Statement. In 2012, a Mission Committee was created to act as faithful stewards of these funds.

Role of the Mission Committee

This committee is responsible for allocation of three basic sets of mission funds:

1. Designated Mission Funds – Money raised through Fund Raisers
2. Church Yearly Budgeted Mission Funds – Designated for Presbytery and Local Mission
3. Endowment Funds – 1/3 of previous year's profits (when available)

This committee is also responsible to support the Seasonal Teams with the following offerings:

1. Denominational Offerings (OGHS, Peacemaking, Joy, etc.)
2. Local Mission Offerings (SWEM Food Cupboard, Rummage Sale, etc.)

This Committee will support the Mission Activities of First Presbyterian Church of Chili by:

1. Helping plan and organize Mission activities that provide church and community members the opportunity to support and aid others, grow and develop a Christian belief, and insure a safe and healthy environment for participants.
2. Supporting the organization of fund raising events.
3. Monitoring and supporting the St. Pauly Clothing Box as needed.
4. Providing estimated budget expenditures and proposed mission activities to the Session during the budgeting season.
5. Providing disaster relief when needed as resources allow.

6. Reporting Mission Fund transactions and providing a summary for the Church Annual Report.
7. Meeting at least quarterly to review fund status and mission activities and provide meeting minutes to the Session.

Committee Members

The Mission Fund Committee shall have no term limit memberships made up of:

- 1 Session member - Chair pro tem
- 1 Trustee
- 1 Congregation member
- 1 Youth Director
- 1 Youth delegate

Committee membership will be established and/or confirmed by the Session annually.

Supporting the Church

Funds generated by the St. Pauly Clothing Box will be divided equally between the Mission Fund and the Church General Fund (50% each). All other mission money raised through fundraisers will be donated 100% to the designated group(s).

The Mission Committee will record and report all transactions to the Finance Team.

FIRST PRESBYTERIAN CHURCH OF CHILI
Form / Procedure for Group or Individual Requests
for Mission Fund Grants

(Approved by Session on August 20, 2013)

If interested, groups like the seasonal teams or individuals may apply for grants from the Mission Fund to do Mission or Outreach activities beyond the four walls of our church. Grants are available to Church Members who can submit for themselves or on behalf of non-members.

Following is criteria from the Policy for Mission Funds Allocation at First Presbyterian Church of Chili:

Purpose

In keeping with the church Mission and Ministry Statement, “To reach out to our community and the world”, “to teach God’s word to all generations”, and “to nurture one another as faithful Christians”, we as Christian people are called to be faithful stewards of the Mission monies and programs toward this purpose.

Background Information

Since the 1980’s, members of the First Presbyterian Church of Chili have supported youth and adult mission trips, retreats and other activities within and beyond the local community. These activities have supported our church Mission and Ministry Statement.

Following is a form for the requestor to fill out (additional information can be attached)

1. Person Requesting Funds

Name:

Group (if applicable):

Address:

Phone No: _____

Email Address: _____

2. Purpose of Funds

Description of Project:

3. How does this project support the Mission Fund Allocation Policy?

4. When are funds required?

Amount Requested:

Date required:

This form should be submitted to the Mission Committee Mailbox. Grants will be determined based upon available funds. The Mission Committee will review the request and respond to the requestor as to acceptance/rejection/future consideration or if more information is required. Once accepted by the Mission Committee, this request will be reported to Session.

Grant Status:

Name/Group

Recipient: _____

Amount Approved by Mission Team:

(Amount and name/group recipient to be submitted by Mission Team Chair to Church Treasurer)

Grant to Be Considered in the Future and Rational:

Grant Disapproved and Reason:

Mission Team Chair Signature: _____

Date: _____

SCHOLARSHIP PROCEDURE
FIRST PRESBYTERIAN CHURCH OF CHILI

1. Contact Scholarship candidates at least a month in advance of the church recognition date, giving them a packet with necessary paperwork:
 - History of Program
 - Requirements
 - Letter of Recommendation Guidelines
 - Deadline and Church Recognition Date Information
2. Schedule individual interviews with candidates and the Scholarship Committee, to be held once candidates have completed their paperwork and prior to the church recognition date.
3. Contact the recipients and create a letter to be given to each candidate during the church recognition. Information about contacting the Treasurer with a copy of the college bill or some official form, indicating the college they will be attending in the Fall should also be included.
4. Take an individual and group photo of each of the candidates at the service, for recognition purposes.
5. Draft a report for the next monthly newsletter as well as local newspapers. The group picture could be included with the report. Send this information to the Office Administrator publication in the next newsletter.
6. A Scholarship Notebook is housed in the Fellowship Hall. Update the notebook with information from the recent recipients.

Date: _____

Dear _____:

For many years the First Presbyterian Church of Chili had been able to offer college scholarships through the generosity of Eda Reinhardt. With the depletion of funds she had provided, the program ended in 2005. In early 2006, interest in establishing a replacement program was voiced at the time of the annual Congregational Meeting and at subsequent Session meetings. That interest evolved into a new program, sponsored by the Session, with modified structure and criteria.

The enclosed packet is being sent to all graduating Seniors from our church. You will note that to qualify, the Senior must have actively participated in the life of the church and have demonstrated academic achievement to the best of their ability. The packet includes:

- The Session-Approved Scholarship Policy
- An Application Form
- Student Recommendation Forms (2)

Completed applications should be returned to _____, either by regular mail or church mailbox (in the Fellowship Hall) by _____. Interviews of applicants will be scheduled with follow-up notification of results.

We look forward to hearing from you! Our prayers are with you during this exciting time in your life.

God's Blessings,

The Scholarship Selection Committee

SCHOLARSHIP PROGRAM **FIRST PRESBYTERIAN CHURCH OF CHILI**

(Approved by Session April 19, 2016)

BACKGROUND

Eda Reinhardt established a Scholarship Fund in 1992 which supported 34 awards being granted between 1992 and 2005. At that time all funds had been used, and lacking new support, the program ended. In early 2005 several members showed interest in establishing a similar program, enough so that the Session decided to explore how a new program might be structured, funded, and administered. This document defines the parameters of this program.

AUTHORITY

The program is sponsored and approved by the Session of the First Presbyterian Church of Chili. It will assume responsibility for the promotion, administration, and funding of the program.

NAME

Scholarships shall be called the “Chili Presbyterian Scholarships.”

ELIGIBILITY

To be eligible an applicant must be a graduating high school senior who is committed to furthering their formal education, starting the year of graduation, and who has been active in the life of the First Presbyterian Church of Chili. Eligibility includes 4 year, 2 year, licenses, trade school, and certificate programs.

CRITERIA FOR AWARDS

The selection of recipients will be based on a combination of scholastic achievement, contribution of time and talent to the First Presbyterian Church of Chili, as well as commitment to humanitarian community programs.

AWARDS

It is hoped that funding will allow 1-time scholarships up to \$1,000.00 dollars to be established and sustained. Session will have the responsibility to establish amounts based on available funding and need.

FUNDING

It is assumed that there will be enough interest among members and friends of the church to sustain this program at some level. It is expected that a Scholarship Fund will be established and be maintained separate and apart from the annual budget. In no case will this program be supported as a line item in the budget, nor will any contribution made to the Scholarship Fund be allowed to be used for any other purpose. Should funding not be sustained, either the size of awards or discontinuation of the program would be the options available to Session.

SCREENING

The Session will appoint a Scholarship Committee of 3 members annually. They will be responsible for selecting recipients. Session may choose to meet with selected recipients between the time of selection and public recognition.

ADMINISTRATION

An Elder will be assigned to coordinate with the Scholarship Committee and assist in the administration of the program, which includes:

- Identifying graduating seniors.
- Providing application forms and requirements to those seniors in a timely manner.
- Insuring that notification of results are promulgated to the candidates.
- Coordination of public (worship service) recognition.
- Providing news media with information regarding the awards.

(Some of the above tasks may be delegated to the Scholarship Committee)

CHILI PRESBYTERIAN SCHOLARSHIP PROGRAM **APPLICATION FORM**

NAME:

ADDRESS:

HIGH SCHOOL ATTENDED:

HIGH SCHOOL MAJORS:

INSTRUCTIONS FOR APPLICANTS

- (1) Read Chili Presbyterian Scholarship Program Policy.
- (2) Provide the Screening/Selection Committee with the following:
 - High School transcript; grades 9-12 (partial for 12).
 - Two recommendations from teachers of your choice.
 - Provide a listing of accomplishment in the following three areas:

Scholastic and Extra-Curricular Achievement

Awards received (such as induction into the National Honor Society, or other awards given for academic achievement), involvement in and offices held in extra-curricular activities; participation in special school projects and honors and awards associated with special projects—robotics, athletics, Odyssey of the Minds, other competitions such as music, etc.).

Contribution of Time and Talent to the First Presbyterian Church of Chili

Examples included but not limited to Youth Group participation/attendance, providing assistance in Sunday Circle classes or child care, choir, participation in worship as liturgist; mission trip, participation in mission programs of the church; participation in stewardship.

Commitment to Humanitarian Community Programs

Examples included but not limited to: Scouting and scouting awards; volunteer work; junior achievement; Presbytery activities, participation/offices in youth organizations with humanitarian/community mission.

- (3) Answer the following in essay form:
 - Why did you decide to pursue a career in _____ (please list).
 - Describe how your participation in the First Presbyterian Church of Chili has affected your life to date.
 - What are your career and personal goals for the next decade?

(Date)

First Presbyterian Church of Chili Scholarship
Letter of Recommendation

Your student, _____ is eligible for the (year) First Presbyterian Church of Chili Scholarship. Qualifications for this scholarship include academic performance to the best of his/her ability and volunteer work.

Your student would like you to write a letter of recommendation for this scholarship, based upon your experiences with this student in your class.

Please return the letter to (student's name) by June 1, (year).

Thank you for your help with this important honor,

First Presbyterian Church of Chili Scholarship Committee

CHILI PRESBYTERIAN SCHOLARSHIPS ANNOUNCED **SAMPLE**

The Session and Scholarship Committee from the First Presbyterian Church of Chili are pleased to announce the recipients of the 2010 First Presbyterian Church of Chili Scholarships: ***Fiona DePaul and Gage Oliver***. Fiona and Gage have been such a special part of our church family. We are very proud of the accomplishments of both of these young people and we are pleased to give them this recognition from their church family.

Fiona is the daughter of Laurie and Tony DePaul. She will graduate from Churchville-Chili Central School in June. In the Fall, she will attend Monroe Community College, where she hopes to pursue a career in the arts. Fiona is very appreciative of the love and support from her church family.

Gage is the son of Lori and Scott Oliver. He will graduate from LeRoy Central School in June. In the Fall, he will attend Genesee Community College, to pursue a career in Digital Arts and Photography. Gage feels that our church is full of people that he considers his second family. The Youth Mission Trip to Wilmington, Delaware was the most awesome experience that he had with our church.

Congratulations, Best Wishes, and God's Blessings to Fiona and Gage!

Scholarship Recipient

*Please bring a copy of your college bill
to Sandy McCauley when you receive it.*

*They will take care of writing the check from our church –
the First Presbyterian Church of Chili.*

Best wishes!

Scholarship Recipient

*Please bring a copy of your college bill
to Sandy McCauley when you receive it.*

*They will take care of writing the check from our church –
the First Presbyterian Church of Chili.*

Best wishes!

Scholarship Recipient

*Please bring a copy of your college bill
to Sandy McCauley when you receive it.*

*They will take care of writing the check from our church –
the First Presbyterian Church of Chili.*

Best wishes!

**JOB DESCRIPTION:
PASTOR, HEAD OF STAFF
FIRST PRESBYTERIAN CHURCH OF CHILI**

(approved by Session 4/19/16)

*“Recognizing that Jesus is the true vine and we are the branches,
we are called to be rooted in faith, grow together and care for the community.”*

Position Description

As a full time position, the Pastor is expected to provide a balanced ministry of preaching, teaching, pastoral care and organizational leadership to the congregation of the First Presbyterian Church of Chili, New York to enable the church to grow to its full potential in membership and in spiritual vitality. The Pastor will carry out his/her ministry in a manner which empowers the congregation to fulfill its ministry in the name of Jesus Christ.

The Pastor is accountable to the congregation through the Session. The Pastor is accountable to the Session through the Personnel Committee. The Pastor is reviewed by the Personnel Committee annually. The Pastor is accountable to the Presbytery as per requirements in the Book Of Order.

Qualifications

- A strong, active, and vital faith in Jesus Christ.
- Ordained as a Teaching Elder in the Presbyterian Church (USA) in fulfillment of the standards of ordination of the Presbyterian Church (USA).

Responsibilities

The Pastor provides a balanced ministry to the congregation of the First Presbyterian Church of Chili. Areas of responsibility are listed below. Other duties and special assignments may be required. It is expected that the Pastor is able to implement responsibilities with flexibility and judgement.

1. Preaching
 - Preach and lead worship enabling the congregation to grow in awareness of God’s presence in their lives and in the world, and which encourages the congregation to live its faith, individually and collectively.
2. Teaching
 - Work with children and adults in teaching the word of God.
 - Work with teachers of adults and children to provide vision and guidance.
 - Work with the Youth Director to provide vision and guidance.
3. Pastoral Care
 - Provide pastoral care for those in crisis situations
 - Regularly engage in visits with members of the congregation
 - Provide vision and guidance to the Deacons as they provide caring ministries
 - Involvement in the work of the Stephen Ministry in the congregation

4. Organizational Leadership and Management

- Works with the Session, Deacons, Trustees, the congregation and its organizations to develop programs enabling the church to grow through our Mission Statement.
- Makes use of social media (i.e. Facebook Page) as a way of promoting the Mission and ministry of the church.
- Communicates policy decisions to appropriate individuals, staff, boards, commissions, and committees.
- Implements policies and operating procedures as defined by the Book of Order and Session.
- Has direct oversight for church office functions in implementing policies and procedures.
- Provides direct supervision and guidance to the Office Administrator in the management of the church office and affairs.
- Provides direct supervision, guidance and support to Youth Director.
- Provides guidance and support to the Minister of Music and Music Accompanist.
- Oversees the preparation of church publications assuring accuracy of content and form.
- Participates in and implements planned-giving initiatives (i.e. Endowment, etc.)
- Participates in and implements stewardship initiatives.

5. Ministry beyond the sanctuary

- Participates in the Presbytery of the Genesee Valley as per requirements in the Book of Order for teaching Elders.
- Promotes the congregation's participation in local, national, and global mission.

6. Continuing education and self-development

- Engages in self-directed activities to improve pastoral and ministerial knowledge and skills.
- Engages in self-directed activities to improve leadership and management skills.
- Participates in Study Leave.

7. Hours of Work

- It is expected that the Pastor will normally spend 40-45 hours per week (including the Sunday schedule) fulfilling the responsibilities of the position.
- It is expected that the Pastor will be "accessible" and that the congregation will know how to contact the Pastor when he/she is not in the office.
- The congregation deeply respects the Pastor's need for time apart (for spiritual renewal, for growth in ministry, and for his/her family). The Pastor is encouraged to take two days off per week (the current pattern is Friday and Saturday).

8. Benefits

The benefits are listed in the Terms of Call which is annually approved by the Congregation.

Performance Review

- The Pastor's performance will be reviewed at least once per year by the Personnel Committee.
- A written copy of the performance review is to be given to the staff member and signed by both the reviewed and the Chair of the Personnel Committee.
- Once each year an accounting of vacation and sick time is to be submitted to the Personnel Committee.

**JOB DESCRIPTION:
MINISTER OF MUSIC
FIRST PRESBYTERIAN CHURCH OF CHILI**

(approved by Session 6/21/16)

*“Recognizing that Jesus is the true vine and we are the branches,
we are called to be rooted in faith, grow together and care for the community.”*

Position Description

The Minister of Music is under the direct supervision of the Pastor, as Head of Staff, and is accountable to the Session through the Personnel Committee. The Minister of Music works cooperatively with the Pastor in planning services and special music programs.

Qualifications

- Demonstrates an ability in choral directing and choral leadership.
- Demonstrates an ability in the performance of a variety of music selections, both traditional and contemporary.
- Knowledge of vocal music suitable for various aspects of worship.
- Understanding of and sensitivity to the congregation’s abilities and preference in hymns that are sung in worship.
- Ability to work collaboratively with the Organist and others.

Responsibilities

- Rehearses with and accompanies the Senior Choir on a weekly basis and on special occasions (Christmas Eve, Christmas, Good Friday, and Easter.) The Minister of Music is present on the agreed upon rehearsal time, Sundays with practice ½ hour before the service and all other special worship services.
- Provides disciplined rehearsals for the benefit of all musicians and their talent levels. Practices to ensure competency during worship service and expansion of repertoire of varied kinds of music for the enrichment of the service.
- Provides for advance planning/practice of various music selections (i.e. several weeks in advance) so that the performance of selection will be of high quality.
- Rehearses with other choirs (children, junior, worship team, bell choir etc.) and musicians as needed/requested.
- Works with the Pastor and other special groups in planning the musical program.
- Meets with Pastor and other staff members as needed.
- Oversees the music library and orders new music with approval of the Session.
- Searches for opportunities to develop and expand the churches music program.
- Encourages and works with children and youth to be part of the music worship service.
- Weddings and Funeral / Memorial Services: It is assumed that the Minister of Music would be involved, in concert with the Pastor, in the design of the service and would approve and cooperate with family wishes to have others (sometimes family members) augment the coordinated musical offerings. Any remuneration received for these services is independent of the position salary.

Benefits

- The Minister of Music shall have four weeks paid vacation each year, preferably during the summer time.
- The Minister of Music will be permitted two (2) paid sick weeks during each calendar year. Any additional sick time shall be uncompensated. For purposes of this paragraph, one (1) week of employment shall include one mid-week rehearsal time and one Sunday worship, and absence from any one of such times because of sickness shall constitute absence of one-half (½) week.
- In addition, the Minister of Music is offered long term paid sick leave for two weeks with a doctor's recommendation. This may be extended with Session approval.
- It shall be the duty of the Minister of Music, in co-operation with the Pastor, and subject to the approval of Session, to arrange for substitutes for each absence for vacation or illness.
- Unused vacation and sick time cannot be carried over into the next year.
- In case of resignation or termination, unused paid vacation will be prorated quarterly.
- The salary of the Minister of Music is determined by the Session. It is commensurate with demonstrated proficiency.
- A 403B Plan is available.

Performance Review

- The Minister of Music's performance will be reviewed at least once per year by the Personnel Committee.
- A written copy of the performance review is to be given to the staff member and signed by both the reviewed and the Chair of the Personnel Committee.
- Once each year an accounting of vacation and sick time is to be submitted to the Personnel Committee.

JOB DESCRIPTION:
PIANO (ORGANIST) / MUSIC ACCOMPANIST
FIRST PRESBYTERIAN CHURCH OF CHILI

(approved by Session 6/21/16)

*“Recognizing that Jesus is the true vine and we are the branches,
we are called to be rooted in faith, grow together and care for the community.”*

Position Description

The Piano (Organist) / Music Accompanist is expected to present music suitable to worship enhancement through performance of Choir anthems, coordinating musicians and playing suitable organ and piano music.

The Piano (Organist) / Music Accompanist is under the direct supervision of the Minister of Music and is accountable to the Session through the Personnel Committee. The Piano (Organist) / Music Accompanist works cooperatively with the Minister of Music and the Pastor in planning services and special music programs.

Qualifications

- Demonstrates an ability to accompany congregational singing with sensitivity to congregation's ability.
- Demonstrates an ability to perform a variety of music, both traditional and contemporary.
- Demonstrates an ability to accompany vocal and instrumental presentations.
- Demonstrates proficiency in playing the piano and organ.

Responsibilities

- This is a part time position which supports and enhances the worship experience at First Presbyterian Church of Chili through the use of music.
- The employment term is from the week following Labor Day through the week before Memorial Day. Time off will be scheduled for the week of Thanksgiving and three weeks following the Christmas Eve service.
- Rehearses with and accompanies the Senior Choir on a weekly basis and on special occasions (Christmas Eve, Good Friday, and Easter.) The Piano (Organist) / Music Accompanist is present on the agreed upon rehearsal time, Sundays with practice ½ hour before the service, and all other special worship services.
- Rehearses with and accompanies other choirs (children, junior, bell choir etc.) and musicians as needed/requested.
- Practices to ensure competency during worship. Practice includes expansion of repertoire of varied kinds of music for the enrichment of worship.
- Work with the Pastor, Minister of Music, and other special groups to provide for the total music program of the church.
- Weddings and Funeral/Memorial Services will be done at the request of the Minister of Music. Any remuneration received for these services is independent of the position salary.

Benefits

- The Piano (Organist) / Music Accompanist will be permitted two (2) paid sick weeks during each calendar year. Any additional sick time shall be uncompensated. For purposes of this paragraph, one (1) week of employment shall include one mid-week rehearsal time and one Sunday worship, and absence from any one of such times because of sickness shall constitute absence of one-half (1/2) week.
- Unused vacation and sick time cannot be carried over into the next year.
- In case of resignation or termination, unused paid vacation will be prorated quarterly.
- A 403B Plan is available.
- It shall be the duty of the Piano (Organist) / Music Accompanist, in cooperation with the Minister of Music and the Pastor and subject to the approval of Session, to arrange for substitutes for each absence for illness.
- The salary of the Piano (Organist) / Music Accompanist is determined by the Session. It is commensurate with demonstrated proficiency.

Performance Review

- The Piano (Organist) / Music Accompanist performance will be reviewed at least once per year by the Personnel Committee.
- A written copy of the performance review is to be given to the staff member and signed by both the reviewed and the Chair of the Personnel Committee.
- Once each year an accounting of vacation and sick time is to be submitted to the Personnel Committee.

**JOB DESCRIPTION:
YOUTH DIRECTOR
FIRST PRESBYTERIAN CHURCH OF CHILI**

(Approved by Session 6/21/16)

*“Recognizing that Jesus is the true vine and we are the branches,
we are called to be rooted in faith, grow together and care for the community.”*

Position Description

The Youth Director is under the direct supervision of the Pastor, as Head of Staff, and is accountable to the Session through the Personnel Committee. The Youth Director designs, prepare, and implement programs for the Junior and Senior High School students. These programs function independently of Sunday worship.

Qualifications

- If possible, have some higher training in Youth leadership and program development.
- Capable of working with the various youth age group in a Christian environment.

Responsibilities

1. This is a part time position, which involves approximately ten hours per week.
2. Prepare a youth (grades 5-12) program and have an hour long Youth Group meeting three of the weeks per month.
3. Provide and implement Christian oriented lesson planning in accordance with directives from Session and the Pastor.
4. Provide fellowship and socialization time, based on faith, outreach and fun.
5. Evaluate, select, and order curriculum for youth group.
6. Plan the yearly calendar, monthly activities, and special events for youth group. Provide a planned budget for the upcoming year to the Session upon request.
7. Attend Presbytery youth events where applicable.
8. Plan and participate (if possible) on the Mission Trip.
9. Communicate with parents/guardians and Youth Group helpers on a regular basis.
10. Provide regular reports to Session (written and/or meeting attendance).
11. Communicate by writing an article in the monthly church newsletter, regarding the upcoming youth activities and events.
12. Communicate to families through bulletins, flyers, mailed letters, and phone calls, regarding any upcoming pertinent information or activity.
13. Order supplies and maintain storage of curriculum and supplies for Youth Group participants.
14. Work on establishing a strong relationship with the parents as well as with the youth.
15. Meet with Pastor and other staff members as needed.

Benefits

- The Youth Director shall have four weeks paid vacation each year, preferable during the summer time.
- The Youth Director will be permitted two (2) paid sick weeks during each calendar year. Any additional sick time shall be uncompensated. For purposes of this paragraph, one (1) week of employment shall include one mid-week rehearsal time and one Sunday worship, and absence from any one of such times because of sickness shall constitute absence of one-half (½) week.
- Unused vacation and sick time cannot be carried over into the next year.
- In case of resignation or termination, unused paid vacation will be prorated quarterly.
- The salary of the Youth Director is determined by the Session.
- A 403B Plan is available.

Performance Review

- The Youth Director's performance will be reviewed at least once per year by the Personnel Committee.
- A written copy of the performance review is to be given to the staff member and signed by both the reviewed and the Chair of the Personnel Committee.
- Once each year an accounting of vacation and sick time is to be submitted to the Personnel Committee.

**JOB DESCRIPTION:
OFFICE ADMINISTRATOR
FIRST PRESBYTERIAN CHURCH OF CHILI**

(approved by Session 2/21/17)

*“Recognizing that Jesus is the true vine and we are the branches,
we are called to be rooted in faith, grow together and care for the community.”*

Position Description

The Office Administrator is responsible for all office functions and management to support the Pastor, appointed officers, and organized groups of the church, as it relates to their work in carrying out activities of the First Presbyterian Church of Chili. The Office Administrator shall be under the supervision of the Pastor, as head of Staff, and is accountable to the Session through the Personnel Committee.

Qualifications

- Shows ability to multi-task.
- Demonstrates discretion in dealing with sensitive information.
- Displays ability to deal with people in need.
- Exhibits computer, keyboarding, and database management experience.
- Proves grammar, spelling, and punctuation skills.
- Shows self-motivation.

Responsibilities

1. The Office Administrator manages and executes the administration of the church office of the First Presbyterian Church of Chili.
2. This is a part-time position which involves approximately 15 hours per week. The scheduled work time (i.e., the days of the week and hours per day) will be mutually agreed upon by the Personnel Committee, the Session, the Pastor, and the employee. The scheduled work time will be the published office hours. Although the office hours are published, flexibility shall be allowed.
3. Communication
 - Answers telephone (screen calls/takes messages/responds to questions).
 - Greets office visitors.
 - Transmits messages to appropriate people within the church.
 - Prepares forms, flyers, handouts, as required and by special request.
 - Uses e-mail and/or other technology as a vehicle for communication and information management.
 - Distributes minutes and related meeting materials, as requested, i.e., Session, Board of Deacons, etc.
 - Sends reminder notices as required for volunteer services and meetings.
 - Receives, opens, dates, scans, sorts, and routes incoming mail for information and response.
 - Creates documents from rough, long-hand drafts.
 - Composes and processes correspondence.

4. Office Management
 - Meets with Pastor and other staff members as needed.
 - Creates/maintains general office filing systems.
 - Orders and manages office supplies and materials.
 - Orders special supplies, pamphlets, etc. for church-related activities.
 - Orders repair and cleaning of office equipment as needed or as dictated by leases, etc.
5. Building Meeting Space Scheduling
 - Acts as liaison with church groups for the use of building space for meeting purposes.
 - Acts as liaison with those outside groups requesting the use of building space for meeting purposes. Works with the Board of Trustees to approve and schedule group meetings. This task requires the creation and tracking of reservation forms, and a consistent and timely liaison with each group for the purpose of reservation renewal.
 - Based on the above tasks, maintains the Building Reservations Calendar and Church Calendar.
6. Records Management
 - Attends to and fulfills records management requirements specified by the Book of Order, Presbytery, etc., usually in conjunction with the Clerk of Session.
 - Sets up and maintains both hard copy and computer files.
 - Maintains database to support information management, records management, and office management tasks.
7. Specific Publications
 - Establishes timelines and editorial parameters for submissions for publications, as needed.
 - *Worship Bulletins*. Prepares and proofreads (spelling/grammar) weekly worship bulletin and inserts.
 - *Special Bulletins*. Prepares and proofreads special bulletins as required (weddings, funerals, communion, confirmation, baptism, etc.)
 - *Church Directory*. Prepares and publishes annually.
 - *Chili Presbyterian Newsletter*. Prepares, proofreads (content/spelling/grammar), and coordinates the distribution of this monthly newsletter.
 - *Annual Report to the Congregation and Corporation*. Prepares and proofreads Annual Report to the Congregation and Corporation. Coordinates completion and copying of this report which is then distributed at the Annual Meeting.

Benefits

- Vacation – 2 weeks after 1 year, 3 weeks after 5 years, and 4 weeks after 10 years (a week of vacation will be based on the scheduled hours of service for this part-time position).
- Vacation can be taken upon approval by the Head of Staff by requesting it in writing to the Head of Staff with a copy to the Chair of the Personnel Committee
- Unused vacation cannot be carried over into the next year.

- In case of resignation or termination, unused paid vacation will be prorated quarterly.
- Holiday pay will be given for New Year's Day, the 4th of July, Thanksgiving Day and Christmas Day should they fall on a Tuesday, Wednesday or Thursday.
- The Office Administrator will be permitted 30 hours of paid personal/sick days during each calendar year. After this leave has been exhausted, a long term paid sick leave will be offered for two weeks or longer with Session approval.
- A 403B Plan is available.
- The salary of the Office Administrator is determined by the Session and is commensurate with demonstrated proficiency.

Performance Review

- The Office Administrator's performance will be reviewed at least once per year by the Personnel Committee.
- A written copy of the performance review is to be given to the staff member and signed by both the reviewed and the Chair of the Personnel Committee.
- Once each year an accounting of vacation and sick time is to be submitted to the Personnel Committee.

**JOB DESCRIPTION:
CUSTODIAN
FIRST PRESBYTERIAN CHURCH OF CHILI**

(approved by Session 6/21/16)

*“Recognizing that Jesus is the true vine and we are the branches,
we are called to be rooted in faith, grow together and care for the community.”*

Position Description

- The Custodian has the assigned duty of routine maintenance and cleaning of the Church interior. The Custodian is under the direct supervision of the Board of Trustees and is accountable to the Session through the Personnel Committee.

Qualifications

- Ability to work collaboratively with others.
- Can work independently and efficiently in carrying out responsibilities.
- Is able to work safely with appropriate mechanical equipment.
- Is able to use cleaning chemicals safely.

Responsibilities

1. Provide approximately 10 hours per week of custodian service in the church facilities.
2. Check church calendar for scheduled weekly events and try to accommodate cleaning schedule to best suit overall use of the facilities. **Sunday services and activities shall have the highest priority.**
3. Put out trash and recyclable material weekly.
4. Communicate supplies used and what needs to be replenished to Board of Trustees.
5. Report to the Board of Trustees monthly any chronic maintenance problems identified.
6. Implement energy conservation principles (i.e., closing doors and windows, turning off lights, etc.).
7. Check church building and keep it presentable and secure. Report any out of ordinary circumstances (i.e., property damage, security problems, etc.).
8. Give a minimum of two (2) weeks of notice to the Board of Trustees when not available to perform normal duties.
9. Seek advice and training in the use of unfamiliar equipment or chemicals.
10. Meets with Pastor and other staff members as needed.

Benefits

- Vacation: 2 weeks after 1 year, 3 weeks after 5 years, and 4 weeks after 10 years (a week of vacation will be based on the scheduled hours of service for this part-time position).
- Long term paid sick leave for two weeks with a doctor's recommendation. This may be extended with Session approval.
- Paid Holidays: None
- Unused vacation and sick time cannot be carried over into the next year.

- In case of resignation or termination, unused paid vacation will be prorated quarterly.
- A 403B Plan is available.

Performance Review

- The Custodian's performance will be reviewed by the Personnel Committee at least once per year with input from the Board of Trustees.
- A written copy of the performance review is to be given to the staff member and signed by both the reviewed and the Chair of the Personnel Committee.

Once each year an accounting of vacation is to be submitted to the Personnel Committee.

**RESPONSIBILITIES OF
SPECIAL GIFTS AND FUND ALLOCATION COORDINATOR
FIRST PRESBYTERIAN CHURCH OF CHILI**

(revised and approved by Session September 11, 2018)

Position Description

Acknowledges and tracks special gifts and funds donated to the First Presbyterian Church of Chili.

1. Maintains Church gift donation records involving: Memorial Fund, General Fund, Mission Fund, Scholarship Fund, Endowment Fund, Housing/Investment Fund and other gifts.
2. Reports Monthly to Session any new gifts received and their designation, and Monthly Memorial Fund report.
3. Oversees all correspondence and reporting.
4. Records and tracks all Memorial Fund designations.

Mechanics for all Gift Donations

1. Finance chair notifies Special Gifts and Fund Allocation Coordinator (SGFAC) of monies received including donor names and amounts.
2. The SGFAC corresponds with donor to acknowledge and confirm the gift within 2 weeks. Enclosing a self-addressed stamped envelope.
3. SGFAC sends a list of all the donors and their addresses to the family bi-weekly.
4. Upon receipt of responses, notification should be made to the Finance Chair and each Fund chair.

Additional Mechanics for Memorial Fund

1. SGFAC sends an option letter and self-addressed stamped envelope to the family with the first donors list.
2. As per the Memorial Fund Policy, Memorial Fund records are kept for five years.
3. Reports to Session on a monthly basis.
4. Submits an annual report to the office administrator to the annual report.
5. SGFAC will receive notification of Session action from the clerk regarding designated option, and action regarding expenditures of memorial funds.

FIRST PRESBYTERIAN CHURCH OF CHILI

FINANCIAL STRUCTURE / PROCEDURES

Revised and approved by Session September 17, 2013

Note: The following definitions, procedures, job descriptions etc. have evolved over the past 40+ years. Some are adhered to strictly, others are not. The finance committee concept with definition of responsibilities was first formulated in the late '50s and has not been changed significantly since that time. In April of 1979, it was revisited and a procedure for budget preparation was added. The entire package was reviewed at that time and approved by Session on April 26, 1979. On May 22, 1986, the document was again reviewed by Session and no changes were made, even after follow up study. At the April 8, 1999 meeting of Session the schedule for budget preparation was amended. The operation of the finance committee is currently adhered to quite strictly with the exception of the frequency of meetings. The budget preparation procedure has been followed some years and pretty much ignored others. As a result of the '99 review and modification, it appears there is a commitment to adhere to approved policy. The policy was last revised and approved by Session November 2, 2004. It was reviewed 2013 and this current revision was approved by Session September 17, 2013.

FINANCE TEAM

Membership

The committee shall be comprised of the following:

- Financial Chairman

- Two congregational representatives

- One trustee

- One ruling elder (for some time the session has chosen to delegate this responsibility to an appointee.)

Ex officio members:

- Financial Secretary

- Church Treasurer

Designation

The Financial Chairman, the congregational representatives, and the Financial Secretary shall be elected by the congregation at the January Corporate meeting. The Treasurer is elected by Session (see G 3.0205). Representatives from the Session and the Board of Trustees shall be appointed at their first meeting following the Annual Meetings of the Congregation and Corporation.

Authority

The ultimate responsibility and oversight for all church activity lies with the Session. However, the corporate responsibility and liability as it relates to finances rests with the Board of Trustees. Therefore, the Finance Team will be responsible to and work with the **Board of Trustees and the Session.**

Responsibility

The responsibilities of the Finance Team are as follows:

- Have three members present following each worship service which includes an offering to count and record by source monies received. A record must remain in the church office and be reconciled with subsequent recordings made by the Financial Secretary and Treasurer. (See G.3.0205 a. "All offerings shall be counted and recorded by at least two duly appointed persons, or by one fidelity bonded person.")
- Prepare monthly financial status reports and make them available to the Session, Trustees, Pastor, Treasurer, and Financial Secretary so they can stay abreast of the financial status of the church and alert responsible boards when there is cause for concern, irregularities, etc.
- Be available for quarterly meetings with Session.
Prepare the preliminary budget.
- Prepare required financial reports for the annual report.
- Hold meetings as required.
-
- **Guidelines For Receipt Accounting Following Worship Services:**
- The three members present shall count and reconcile funds by categories to include but not be limited to:
 - Church loose offering
 - Sunday school offering
 - Pledges by year
 - Special gifts
 - Other income
 Each envelope that includes funds shall identify amount included.
- Following reconciliation, these amounts are recorded in the resident record book and the entry signed.
- The receipts are then the responsibility of the Financial Chairman or a designated representative who, on a timely basis
 - prepares for and deposits the funds.
 - reports total amounts deposited to the Treasurer.
 - transfers the empty pledge envelopes to the Financial Secretary along with an accounting of monies received.
 - Provides monthly reports to appropriate boards.

BUDGET PROCESS

An annual church budget is necessary to provide order to financial mechanisms and plans. A good budget is responsive to the mission and program goals of the congregation as interpreted by the Session while maintaining corporate fiscal integrity. Input is solicited from Boards, Committees, employees, Season Team leaders, etc. for key functional areas of the church. All have an opportunity and a responsibility to contribute to the preparation of a budget. The Finance Team has responsibility for preparation coordination as well as serving as the watchdog to insure that responsibility, authority, schedules and thoroughness are recognized and adhered to through the preparation process. Following are listed the procedural guidelines for budget preparation.

Responsibilities for the Budget Process

Session (See G.3.0113 "Each council (sic Session) shall prepare and adopt a budget to support the church's mission within its area.")

- Communicate identifiable goals to appropriate committees, Trustees and the Finance Team.
- Solicit budget requests.
- Review results/recommendations of the Personnel Committee re: salaries. (Including Presbytery recommendations for Pastor's compensation.
- Solicit recommendations from the Mission Team for benevolent giving.

Trustees

- Identify requirements for major repair and capital improvements.

Finance Team

- Provide straw-man budget on a timely basis along with comparative values for the past and current year, including input from Stewardship Commission.
- Re-work the budget as directed by the Session and Board of Trustees.

Timelines for the Budget Process

August/September

- Trustees identify facility related needs along with cost estimates.
- Session receives budget requests, and considers other unusual expenses that have been identified (for example major repairs, capital improvements, etc.)
- Personnel Committee provides Finance Team with "lump sum" budgetary figure for staff salaries
- Finance Team prepares straw man budget with Commission requests, comparative values for past and current year, etc., and "to be determined" items.

October

- At the regular meetings of the Session and Trustees, each board reviews the budget and either approves or recommends specific changes.
- Stewardship Committee informs the congregation on program goals and budgetary needs.

November

- Commitment Sunday (typically the 2nd Sunday in November) - end of Stewardship Campaign

December

- Stewardship Committee reports projected final estimates to each Board and the Finance Team
- Finance Team prepares revised budget and formally provides same to both Session and Trustees.
- Final budget, as revised, approved by trustees and Session or, if necessary, a special joint meeting called and held for review or negotiation

January

- Finance Team prepares required final approved budget for Annual Corporate Meeting and Report.

JOB DESCRIPTIONS

Financial Secretary

- Receive empty envelopes on a weekly basis and record amounts received by pledge
- Prepare quarterly statements to each pledge
- Attend meetings of the Finance Team

Church Treasurer

- Receive deposit slips from Financial Chairman and record amount in checkbook.
- Pay all church bills authorized by Trustees.
- Reconcile monthly bank statements.
- Prepare monthly report for Board of Trustees, Financial Chairman, Pastor, and Session showing transactions and balance in the various church accounts.
- Prepare for the Financial Chairman individual accounting of bills paid for the month to be used in the preparation of his or her monthly report to the Board of Trustees and the Session.

Book of Order (2011-2013) References

G-3.0113 Finances

Each council shall prepare and adopt a budget to support the church's mission within its area.

A full financial review of all financial books and records shall be conducted every year by a public accountant or committee of members versed in accounting procedures.

Reviewers should not be related to the treasurer(s). Terminology in this section is meant

to provide general guidance and is not intended to require or not require specific audit procedures or practices as understood within the professional accounting community.

G-3.0205 Finances

In addition to those responsibilities described in G-3.0113, the session shall prepare and adopt a budget and determine the distribution of the congregation's benevolences.

It

shall authorize offerings for Christian purposes and shall account for the proceeds of such

offerings and their disbursement. It shall provide full information to the congregation concerning its decisions in such matters.

The session shall elect a treasurer for such term as the session shall decide and shall supervise his or her work or delegate that supervision to a board of deacons or trustees.

Those in charge of various congregational funds shall report at least annually to the session

and more often as requested. Sessions may provide by rule for standard financial practices of the congregation, but shall in no case fail to observe the following procedures:

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