



**Church Manual**  
**Northwest United Protestant Church**

**Last Updated 02/18/2021**

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Number: 1.2
Title: Manual Organization and Change Control
Date: 09/12/17

**Purpose:** This section describes how the Manual is organized and changed.

**Numbering:** The manual is divided into 9 groups as follows.

Group	Title
1	Manual Management
2	Commissions
3	Stewards
4	Paid Staff Position Guides
5	Volunteer Staff Position Guides
6	Policies and Procedures
7	Members of the Church Board
8	Constitution
9	By Laws

Each section is binomially numbered (two numbers) separated by a period. The first number is the group number the section is in. The sections are then numbered sequentially: 1.1, 1.2, 1.3, etc. The sections may be procedures, policies, position descriptions, etc. The Constitution and By Laws are included here as a convenience, but they should be considered separate documents.

**Revisions:** Each revision is dated. The manual is designed such that any section can be revised at any time without changing the rest of the manual. The Table of Contents (section 1.1) is only revised if a new section is added or an existing section is removed.

**Approval Authorities:** This manual is initially activated by vote of the Church Board. All subsequent manual section revisions are approved by the Church Board.

**Standard Header:** Each section has a standard header including the section number, section title, and revision date. The header on this section is the standard format header.

**Revision Process:** Any group or member may propose revisions to a section. The Manual Steward will prepare revisions for approval by the Board and ask the secretary to place the revision on the Board agenda. After Board approval, the manual steward will mark up the revisions and transmit them to the Technology Steward for posting on the website. After posting the manual steward will copy the revisions and update the hard record copy. The office copy will be updated within a month.



**Record Copy:** The record copy is the official copy of the manual and the template for all other copies. One electronic record copy is kept on the church website. A hard record copy is kept at the home of the Manual Steward. When a section revision is approved by the Board, the electronic files on the website are updated within five working days. The hard record copy is updated within five working days after the electronic file changes are posted.

**Office Copy:** One hard copy is kept in the church office for use by the congregation. (The record copy held by the Manual Steward is the master copy.) The Secretary may make additional hard copies of sections as requested. The office copy is updated monthly by the manual steward.

## 2.1 Children and Youth Commission

Number: 2.1
Title: Children and Youth Commission
Date: 09/12/17

### **Mission**

The Children and Youth Commission provides a Christian Education Program to give children and youth a better understanding of God, the teachings of Christ, the Bible, the Church, and how these subjects apply to life.

### **Duties**

Maintain a Sunday School program for children and youth by:

- recruiting, training, and assigning teachers as appropriate to Sunday morning classes;
- selecting appropriate teaching materials and reference materials and procuring those materials and other classroom supplies and equipment;
- assigning classrooms and arranging for the use of non-classroom space, if needed;
- providing guidance for programs for observing special days such as Christmas and Easter;
- encouraging attendance at Sunday School by both church and non-church families;
- planning for ongoing and future needs of the Sunday School in terms of staff, materials, and facilities; and
- keeping the Church Board informed of facility and equipment needs.

Maintain a nursery with attendants for infants and younger preschool children during worship services and Sunday School.

Plan and conduct an annual Vacation Bible School during the summer when applicable and appropriate.

Maintain a Youth Fellowship program for youth of appropriate ages by:

- recruiting adult leadership;
- promoting youth activities and events in the church;
- publicizing summer camps and local, district and regional youth events and promoting attendance by youth from the church;
- participating with other churches in the planning of local, district, and regional youth events, when appropriate;

Give guidance to the Youth Director when that staff position is filled.

Provide for the acquisition of suitable children's books with advice from the librarian.

Participate with other churches in the planning and conducting of local, district, and regional educational events, as appropriate

Maintain liaison with any youth organizations sponsored by the church.

Ensure all Sunday School Teachers complete a background check.

Ensure that a second adult is present in the Sunday School for children. (If there is not a second adult, Sunday School for children must be cancelled.)

### **Organization**

The commission members are appointed by the Moderator in consultation with the Pastor. The Commission elects its own chairperson annually. The Children and Youth Commission Chair is a member of the Church Board.

### **Reports**

The Children and Youth Commission submits an annual budget request to the Stewardship and Finance Commission.

## 2.2 Adult Education Commission

Number: 2.2
Title: Adult Education Commission
Date: 09/12/17

### **Mission**

The Adult Education Commission provides a Christian Education Program to give adults a better understanding of God, the teachings of Christ, the Bible, the Church, and how these subjects apply to life.

### **Duties**

#### Adult Education

- Maintain a Christian Education program for adults
- Determine what subject material is available, appropriate, and desired by adults in the church
- select qualified teachers to present the material
- obtain books, visual aids, and related equipment necessary for class presentations
- encourage adults in the church to grow in Christian understanding through offered programs
- train church adults to be teachers in the Adult Christian Education program.

#### Special Programs

- plan, sponsor and conduct special educational events
- coordinate plans and arrangements with the Pastor and other groups in the church, as appropriate
- secure leadership for the events
- schedule the time and location of the events within the overall church calendar.

### **Organization**

The commission members are appointed by the Moderator in consultation with the Pastor. Teachers should serve on this Commission. The Commission elects its own chairperson annually. The Adult Education Commission Chair is a member of the Church Board.

### **Reporting**

Reporting includes preparation of a budget submittal to the Stewardship and Finance Commission.

## 2.3 Hospitality and Care Commission

Number: 2.3
Title: Hospitality and Care Commission
Date: 09/12/17

### **Mission**

The Commission attends to the social life of the congregation. The Commission provides support and care for members of the Congregation needing help and attention.

#### Provision of Care

- Provide home care support from the church to the ill and bereaved, including visitations, food, transportation and other assistance as needed.
- Visit routinely shut-in members, provide limited assistance and report their needs to the Pastor and the Elders.
- Assist members during emergencies, providing transportation, calling and other services, as needed.
- Set up a prayer chain for those who are seriously ill, or who are facing other serious problems.
- Identify community resources that may address the specific needs of church members or adherents.
- Recruit members to help provide care to members.

#### Social Duties

- Plan and host all-church dinners and other social events, some of which may be annual affairs.
- Plan and prepare meals associated with funerals of church attendees and their families.
- Provide coffee hours and special receptions after Sunday morning worship services.
- Maintain the church kitchen and kitchen facilities in the Fellowship Hall in good condition.
- Recruit members to help with social duties.

### **Organization**

The commission members are appointed by the Moderator in consultation with the Pastor. The Commission elects its own chairperson annually.

### **Reports**

The Commission prepares an annual budget request for submittal to the Stewardship and Finance Commission.

## 2.4 Personnel Commission

Number: 2.4
Title: Personnel Commission
Revision: 0
Date: 09/12/17

### **Mission**

The Personnel Commission provides administrative assistance to the Pastor and Moderator with special emphasis upon personnel issues, organization and policies.

### **Duties**

- Prepare documents outlining church policy concerning paid staff, including, but not limited to, hiring and discharge;
- Establish and maintaining a Personnel Manual containing the organizational and policy guides and related procedures for paid staff.
- Conduct periodic salary surveys for all salaried staff.
- Hire and discharge paid staff (except for the Pastor) in consultation with Pastor, Moderator and relevant commissions and with Board approval.
- Investigate situations that may lead to the discharge or discipline of an employee while providing recommendations as requested by the Pastor, Moderator or Church Board. Discharge employees with Board approval.
- Assist in the preparation and revision of job descriptions. All job descriptions must be approved by the Personnel Commission and the Moderator.
- Advise the Moderator, the Pastor and Church Board on personnel matters.
- Administer grievances when salaried staff is involved including receiving grievances from the person or persons originating them; investigating the grievances, and making recommendations for the resolution of grievances to the Pastor and Moderator as needed.
- Recommend pay rates for salaried staff (except for the Pastor) and provide these to the Stewardship and Finance Commission for budget planning purposes. The pay rate schedule must be approved by the Stewardship and Finance Commission.
- In consultation with the Pastor, determine the work hours required for each paid staff member. This along with pay rates is used to prepare annual budget estimates for staff.
- When hiring paid staff, preference shall be given to hiring non-members whenever possible.

### **Organization**

The commission members are appointed by the Moderator in consultation with the Pastor. The Commission elects its own chairperson annually. The Personnel Commission Chair is a member of the Church Board.



## 2.5 Property Commission

Number: 2.5
Title: Property Commission
Date: 09/12/17

### **Mission**

The Property Commission plans for the improvements to the church's facilities, equipment, and grounds and maintains the same.

### **Duties**

- Supervise the maintenance of church property
- Arrange for the repair of facilities and equipment by qualified church members, or securing repair services from local businesses
- Arrange minor improvements in facilities within approved budget scope
- Organize and supervise work parties for general clean up of church grounds and buildings
- Arranging for routine care of church grounds, including summer lawn care and winter snow removal
- Maintain plantings in the church grounds
- Procure within approved budget materials required for maintenance and operation
- Keep the Moderator informed of the needs for property maintenance
- Plan and supervise cleanup, fertilizing, pruning and other maintenance of all Church landscaping elements, except the lawn
- Plan and supervise approved church landscaping improvement projects
- Participate in the planning for major facility improvements by planning improvements, recommending the need for such improvements to the Moderator, supervising the work on improvements, accepting the work for the church when improvements are completed, and assuring that the work meets required specifications
- Provide input to the annual church budget to the Stewardship and Finance Commission by: analyzing past costs for utilities, routine maintenance, and custodial care and recommending budget inputs for such items; identifying and estimating routine operating costs, non-routine and critical property costs that should be funded in the new annual budget; providing cost estimates for non-critical, but desirable projects
- Provide for church lawn maintenance by: recommending to the Pastor a capable Lawn Caretaker, evaluating Lawn Caretaker performance by providing the Pastor with input on annual performance reviews.
- Ensure that the necessary equipment is available for lawn care
- Maintaining a satisfactory watering and weed control program
- Escort city inspectors through the church buildings when inspections are being made, if appropriate. Respond to inspections for the church when necessary; and arrange for corrective actions to be taken if required by inspections



- Supervise and direct the paid cleaning service to make sure their duties are performed adequately.
- Arrange periodic fire inspections with the fire department to assess fire hazards, condition of smoke and fire alarms and conditions of fire extinguishers.

**Organization**

The commission members are appointed by the Moderator in consultation with the Pastor. The Commission elects its own chairperson annually. The Property Commission Chair is a member of the Church Board.

## 2.6 Social Concerns Commission

Number: 2.6
Title: Social Concerns Commission
Date: 09/12/17

### **Mission**

The Social Concerns Commission directs the efforts of Northwest United Protestant Church to meet the local community's social service needs.

### **Duties**

Lead NWUP Church activities focused on specific local individuals or organizations that need financial or other assistance in meeting basic needs by:

- Directing any church-wide effort to assist church members who are in need
- Promoting church effort to assist specific members of the community at Thanksgiving and Christmas and/or other occasions when a need has been identified
- Promote financial support of local social service agencies by: budgeting funds for NWUP Church support of local human service agencies; calling the attention of the congregation to any unusual needs of social service agencies that may arise from a common community problem
- Stimulate the interest of members of the congregation on social and civic areas, including civil rights, justice issues, care for the needy and other human welfare matters
- Call attention to major media articles, meetings, programs, etc., that deal with such social concern matters
- Provide representatives to those community organizations where formal NWUP Church participation is critical (e.g., Hospice and Food Bank)
- Encouraging and supporting church members to participate in local, national, and worldwide social service
- Presenting seminars featuring speakers who present well-rounded perspectives of current social and civic issues
- Assemble and distribute information concerning missionary efforts and the activities of selected organizations serving worldwide needs.
- Present written and oral communication to the congregation in a manner to stimulate members' interest and support of worldwide benevolence.
- Explain and promote special offerings (Easter, Pentecost, Thanksgiving, Christmas) taken for denominational outreach purposes, as well as offerings for the Week of Compassion (One Great Hour of Sharing) and ministerial relief.
- Ensure that world outreach concerns and needs are given attention in the Church School classes and other appropriate groups in the congregation.

### **Organization**

The commission members are appointed by the Moderator in consultation with the Pastor. The

Commission elects its own chairperson annually.

**Reports**

Prepare of an annual budget for submission to Stewardship and Finance Commissions.

## 2.7 Stewardship and Finance Commission

Number: 2.7
Title: Stewardship and Finance Commission
Date: 01/15/17 (rev. 1)

### **Mission**

The Stewardship and Finance Commission develops and oversees the church budget, controls church expenditures, and is responsible for stimulating congregational giving to support the annual operating budget and other financial needs.

### **Planning Duties**

The Commission develops a schedule that provides for the stewardship campaign to be completed before budget development. Sufficient time should be allowed to solicit and receive budget requests from Commissions and Stewards and employee costs from the Personnel Commission. Sufficient time should then be allowed for approval of the budget by the Moderator and ratification by the Church Board and Congregation.

### **Budget Duties**

The Commission plans and budgets church finances by:

- providing historical and current financial information to church commissions and other organizations as requested for estimating future expenditures and preparing budgets
- consolidating budget information and preparing the annual church budget
- presenting the annual budget to the Moderator, Church Board and Congregation for approval
- providing assistance to the Trustees during major projects by developing and presenting related financial data and identifying financial support
- investing excess funds as necessary and ensuring the proper balance between rates of interest and availability of invested funds
- disbursement of funds in emergency situations.

### **Financial Duties**

The Commission maintains financial records and control of all financial transactions by:

- counting, recording, and banking the funds received through offerings
- recording and handling funds received from all other sources
- maintaining, through the Financial Secretary, current confidential records of individual giving
- maintaining, through the Treasurer, current records of church income and expenditures and a set of accounting records that show income and disbursements by accounts, using accepted accounting practices
- preparing and presenting financial reports, charts, and other financial information requested at Church Board and Congregational meetings

- controlling non-routine expenditures and making recommendations to the Board regarding major, non-routine expenditures
- making studies of trends in giving and spending and making recommendations to church administration based on those trends
- providing financial records and otherwise cooperating in the audit of church financial records and practices as directed by the Board
- determination of the most appropriate investment of church funds with outside financial institution
- arranging for use of non-budget funds in emergency situations by requesting Moderator approval of the expenditures by email or phone approval
- cross check financial requests from Stewards with those from Commissions to make sure there are no duplicate requests.
- Checks or cash in excess of \$1,000 shall be deposited on the same day of receipt or the next business day.

### **Stewardship**

Establish and carry out a continuing program to stimulate Christian Stewardship by:

- conducting a Stewardship promotion program in support of budget planning efforts; informing members of the financial needs of church programs
- providing offering envelopes and statements of giving as a service to members; developing and keeping current an information packet for new members to acquaint them with the financial policies of the church and to encourage Stewardship practices
- managing gifts to the church per manual section 6.4 Gifts Policy.

### **Organization**

The Stewardship and Finance Commission shall be made up of the Stewardship and Finance Chairperson, the Treasurer, the Financial Secretary, an Elder, and at least one 'at large' member of the congregation. The 'at large' commission members are appointed by the Moderator in consultation with the Pastor. The Stewardship and Finance Commission Chair is a member of the Church Board.

The Stewardship and Finance Commission is accountable to the Moderator and Church Board.

The Treasurer and the Financial Secretary are appointed by the Moderator in consultation with the pastor and report to this Commission.

The Chairperson of the Stewardship and Finance Commission is nominated by the Commission annually and approved by the Moderator and Church Board.

### **Reports**

- Utilize the Treasurer to file all necessary Federal and State reports to maintain tax exemption status per section 6.7 of this manual.
- Prepare an annual report summarizing the Stewardship Commission's activities for the year to be submitted to the Board to be placed in the annual report.

## 2.8 Worship Commission

Number: 2.8
Title: Worship Commission
Date: 09/12/17

### **Mission**

The Worship Commission supports the minister to develop and provide worship services for Sundays and special days, such as Christmas Eve and Maundy Thursday. The Commission is responsible for all activities associated with worship services, except for those assigned to the Pastor, Elders, and Diaconate.

### **Duties**

Support the minister to:

- Plan, coordinate, and evaluate regular and special worship services by:
- establishing the order of services in cooperation with the Pastor, Elders, and Diaconate
- Ensure that facilities are neat and clean and report issues to the cleaning service
- Make sure appropriate decorations are available for all services by approving all pictures, charts, floral arrangements, etc., that are used for services
- Represent NWUP Church in planning for any multi-church services.

Duties related to music include:

- Securing capable organists, pianists, and choir directors when required
- Supervise and evaluate the performance of the organist, pianist, and choir director
- Recommend purchase of musical instruments
- Arrange for the maintenance of musical instruments
- Arrange for special music during the summer months and for special occasions, such as Christmas service
- Purchase music material within budget limitations
- Promote choir membership and attendance.

Duties related to communion and baptismal services include:

- Arrange through the Diaconate for procurement, care, and preparation of communion elements
- Arrange for proper decorum of baptismal services
- Coordinate baptismal services when other churches use NWUP Church facilities.

### **Organization**

Members of this Commission include the Pastor, the Audio Visual Steward, a Deacon selected by the Diaconate, and an Elder selected by the Elders. Other commission members are appointed by the Moderator in consultation with the Pastor. The Commission elects its own chairperson annually. The Worship Chair is a member of the Church Board.

### **Reports**

Prepare a budget request annually for submittal to the Stewardship and Finance Commission.

### 3.1 Steward Selection

Number: 3.1
Title: Steward Selection
Date: 09/12/17

A number of church functions are specialized and/or short term or sporadic in nature and, as such, do not require a full standing commission. For purposes of NWUPC, a steward is a specific person appointed to take care of a specific church function. The procedures and/or policies needed to fulfill their function are spelled out in a specific section of the manual.

In general, stewards are authorized to recruit help within the church as needed for specific tasks within their purview. They are expected to act independently to fulfill the functions assigned to them, but they are expected to coordinate with appropriate commissions within the organizational structure. (For instance, the technology steward has the authority to recommend purchases of specific hardware, software or services to support church needs to the Stewardship and Finance Commission.)

Stewards are appointed by the Moderator in consultation with the Pastor.

## 3.2 Steward Duties Summary

Number: 3.2
Title: Steward Duties Summary
Date: 09/12/17

The following table gives a brief summary of the mission of each Steward. The position description for each Steward is given in this manual.

Steward	Responsibilities
Audio Visual	Maintains equipment in good repair to support worship and educational activities.
Board Clerk	Keeps meeting minutes of Board meetings and performs other clerical duties for the Board as needed.
Technology	Provides technical support to church personnel to ensure computer and IT resources are adequate, secure and functioning properly. Implements policies and procedures in manual section 6.2
History	Maintains historical archives and knowledge of church history to support educational programs.
Library	Maintains the church library in good order.
Manual	Supports the pastor and the secretary in the preparation, control, orderly revision and distribution of the church manual.

Stewards must coordinate and consult with appropriate commissions that may be impacted by steward actions.

Stewards may submit budget requests to the Stewardship and Finance Commission.



## 3.3 Audio Visual Steward

Number: 3.3
Title: Audio Visual Steward
Date: 09/12/17

### **Mission**

The Audio/Visual Steward makes sure visual and sound equipment is available, secure, in good repair, and is used effectively to support church activities as needed.

### **Duties**

- Recommend to the Worship Commission audio/visual systems and supplemental equipment that will provide adequate support of church services by all attendees
- Procure approved equipment and supervise the installation of equipment for use in the church
- Recommend a budget request to the Stewardship and Finance Commission to cover acquisition of new equipment and maintenance of existing equipment
- Identify faulty equipment and obtain or perform necessary maintenance
- Recruit and train audio/visual system operators
- Establish procedures for operating the audio/visual equipment
- Maintain a current audio/visual procedure at the sound station for operator guidance
- Arrange for an equipment operator as requested for church services or other church activities. Provide a schedule for operation of the systems during normal church services
- Arrange for availability of an operator for special services such as funerals
- Arrange for use of the portable microphones so all messages from the congregation are heard by all attendees
- Record services and provide copies of the recordings to shut-ins or other interested people.
- Determine the attendance at each service and inform the Church office.

### **Organization**

The Audio Visual steward is a member of the Worship Commission.

## 3.4 Board Clerk

Number: 3.4
Title: Board Clerk
Date: 09/12/17

### **Duties**

The Board Clerk records, transcribes and publishes meeting minutes for Board meetings and performs other clerical duties for the Board as required. The Board Clerk is a member of the Church Board.

## 3.5 Technology Steward

Number: 3.5
Title: Technology Steward
Date: 09/12/17

### **Mission**

The Technology Steward provides technical guidance to ensure that computer resources are adequate to meet church needs; that the resources are functioning properly and used effectively; that computer resources and church data and documents are secure.

### **Duties**

- Determine the computer needs of the church and recommend the resources necessary to meet those needs.
- Procure and install computing equipment and software within the approved budget
- Make sure hardware is secure and that data and information is backed up and protected
- Identify standard hardware and software for use within the church
- Set up a security system for all users
- Provide technical guidance and training to computer users
- Determine whether equipment is functioning properly and guide users in the solution of their computer problems
- Conduct training for computer users
- Review proposed applications for the computer to determine the technical feasibility and the compatibility with existing systems
- Maintain the church's website, email service, and other online services
- Submit a budget request annually to the Stewardship and Finance Commission
- Support the manual steward by posting manual revisions to the website.

## 3.6 History Steward

Number: 3.6
Title: History Steward
Date: 09/12/17

### **Mission**

The mission of the history steward is to preserve and document the history of the church and to support educational programs concerning church history.

### **Duties**

- Identify and chronicle significant church activities as they occur.
- Consolidate chronological records into the church history files and maintain those files so they are easily accessible.
- Maintain the latest Church History Document (scrapbook) in the Church Library.
- Support educational and ceremonial programs with a history component.
- Prepare an annual budget request for submittal to the Stewardship and Finance Commission as needed.

## 3.7 Library Steward

Number: 3.7
Title: Library Steward
Date: 09/12/17

### **Mission**

The Library Steward maintains and updates the church library collection to make available an effective resource for the Congregation, and encourages the use of the library through publicity and special events.

### **Duties**

- Select new items for the library as funds become available
- Determine appropriateness of donated materials, and add appropriate materials to the library
- Remove outdated materials from shelves
- Maintain familiarity with the collection to be able to assist users
- Schedule occasional special events to develop interest in the library
- Write short reviews for the newsletter on new books added to the library
- Arrange temporary collections of books for special occasions in the life of the church
- Prepare an annual budget request for submittal to the Stewardship and Finance Commission.

## 3.8 Manual Steward

Number: 3.8
Title: Manual Steward
Date: 09/12/17

### **Mission**

The mission of the Manual Steward is to make sure the church has an up-to-date, easy to use, accessible manual that reflects the mission, organization and operation of the church.

### **Duties**

- Scrutinize manual sections to make sure they are consistent in format, style and are clearly written
- Approve all manual sections and revisions
- Consult with Commissions, the Pastor, the Moderator and Stewards as necessary to recommend manual updates, revisions and improvements
- Periodically audit the record copies of the manual (both hard copies and electronic copies) to make sure they are up-to-date, consistent and secured
- Maintain the manual per the requirements of section 1.2
- Coordinate with technology steward to post manual changes to the website.

## 4.1 Choir Director

Number: 4.1
Title: Choir Director
Date: 09/12/17

### **Mission**

The Choir Director is a salaried employee who provides leadership to the NWUP Church Choir.

### **Duties**

- Plan the choir program to support the worship service. This includes correlating music with sermon themes in consultation with the Pastor.
- Direct the choir in the worship service and in other special worship services as requested by the Worship Commission. This includes setting tempo, interpreting the music, arranging for special music presentations, and coordinating with the accompanist.
- Hold weekly choir practices on a week night as agreed to by the choir and the director and prior to the worship service.
- Support the recruiting of new choir members, and encourage existing members in the development of their musical capabilities.
- Supervise the music file for the church.
- Arrange for a suitable and competent substitute for planned absences and notify the Pastor or Church Secretary in advance of the absence.
- Assist the Worship Commission by recommending and/or arranging for soloists and guest artists for worship during the period from early June to late August.

### **Qualifications**

- Proficiency in choral conducting
- Working knowledge of a variety of styles of music
- Flexibility in adjusting to changing styles of music as directed by the Pastor or Worship Commission

### **Organization**

The Choir Director is hired by the Personnel Commission with input from the Worship Commission and reports to the Pastor. The Pastor consults with the Worship Commission Chair prior to selection of the Choir Director. The Pastor and the Moderator approves the selection of the Choir Director. The Pastor, the Worship Commission and others as deemed appropriate evaluate the performance of the Choir Director at least annually.

## 4.2 Nursery Attendant

Number: 4.2
Title: Nursery Attendant
Date: 09/12/17

### **Mission**

The mission of the Nursery Attendant is to provide supervised, convenient childcare for families attending church services and programs.

### **Duties**

- Ensure there are two adults (at least one of whom is a Nursery Attendant) before accepting any children into the nursery. The other adult may be a volunteer. NOTE: If there is not a second adult in the nursery, no children are to be accepted in the Nursery.
- Supervise children of the ages of infant through their fourth birthday
- Dispense snacks and beverages as appropriate
- Take children to the restroom and change diapers as needed
- Protect children from unsafe situations
- Keep nursery toys clean and neat
- Report to parents on children's activities in the nursery, as appropriate
- Report to parents if their child needs them
- Provide diversion activities for the children
- Sort out toys, books, equipment, etc., that need to be discarded
- Report needs for supplies of disposable diapers, tissues, toys, and other items supplied by the church to the Chair of the Children and Youth Commission
- Report the need to have crib and bed sheets washed (after every use) to the Chair of the Children and Youth Commission
- Ensure that parents or responsible individuals complete a Child Information Card and updates the Card at least annually
- Ensure that parents or responsible individuals sign their child in and out on the log sheet every time the child comes to the nursery
- Report any problems to the Pastor or Chair of the Children and Youth Commission or a designated representative
- Be familiar with the Emergency Response procedure (section 6.1) and be prepared to implement to protect the children as necessary
- Complete an Accident/Injury Report and submit the Report to the Chair of the Children and Youth Commission for any situation where a child is injured
- As a mandated reporter, report any incidents of sexual misconduct and/or suspected abuse to the Child Protective Services, the Pastor and an Elder. (See manual section 6.6)

### **Qualifications**

- Successfully pass a background investigation as required by Northwest United Protestant Church's insurance carrier



- Display good rapport with children
- Interact with children at the children's level(s)
- Experience in caring for children of the specified age
- Completion of a certified 8-hour child care course or equivalent course that provides training in CPR and First Aid for infants and children
- Physical capability to meet the required responsibilities including the ability to lift and carry a resisting 40-pound child safely

### **Expectations**

The Nursery Attendant and second adult are expected to report to the nursery at least 15 minutes before church services or programs and to stay until the last child has left. The Nursery Attendant is responsible to ensure the nursery has been put in order. The toys and equipment shall be maintained in good condition.

The Nursery Attendant shall establish good rapport with the children and their parents and shall maintain a pleasant atmosphere and safe conditions in the nursery. Any problems shall be reported to the Pastor and Chair of the Children and Youth Commission.

### **Organization**

The Nursery Attendant is hired by the Personnel Commission and reports to the Pastor.

The Pastor evaluates the performance of the Nursery Attendant at least annually with input from the Children and Youth Commission and others as deemed appropriate.

## 4.3 Organist and Pianist

Number: 4.3
Title: Organist and Pianist
Date: 09/12/17

### **Mission**

The Organist and Pianist provide musical accompaniment and music for worship services.

### **Duties**

- Provide musical accompaniment (preludes, postludes, offertories, and other background music) at all regular and special worship services to which the organist or pianist is assigned
- Follow the tempos selected and interpretations given for musical presentations by the Choir Director, soloists, and musical groups being accompanied
- Set tempos for congregational hymns and responses in consultation with the Pastor and Choir Director
- Follow the guidelines established and provided in writing by the Pastor and Worship Commission regarding the types of music to be played at worship services
- Meet regularly with the Choir Director to discuss music selected for presentation
- Participate, as needed, in meetings of the Worship Commission
- Arrange for a suitable and competent substitute for planned absences and notify the Pastor or Church Secretary in advance of the absence. Planned absences must be scheduled two weeks in advance for regular worship services, and six weeks in advance for Christmas Sunday, Christmas Eve, and the Easter season.

### **Qualifications**

- proficiency in a variety of styles of keyboard performance
- proficiency in assisting rehearsals by competent accompaniment on the organ or piano
- flexibility in adjusting to changing styles of music as directed by the Pastor or Worship Commission

### **Organization**

The Organist/Pianist is hired by the Personnel Commission and reports to the Pastor. The Personnel Commission consults with the Worship Commission Chair prior to selection of the Organist/Pianist. The pastor and moderator approve the selection of the Organist/Pianist.

The Pastor evaluates the performance of the Organist/Pianist at least annually with input from the Worship Commission and others as deemed appropriate.

## 4.4 Pastor

Number: 4.4
Title: Pastor
Date: 09/12/17

### **Mission**

The mission of the Pastor is to provide spiritual leadership for the church and to promote the spiritual welfare of the Congregation.

#### Duties

**Worship Services:** The pastor provides for worship services including sermons, serving sacraments, and performing weddings, baptisms, funeral services and special ceremonies.

**Pastoral Inspiration:** Provides inspiration and example for all members to grow as Christians and to increase understanding of sacred texts.

**Pastoral Care:** Provides pastoral care for members that are sick or otherwise in need of spiritual guidance and pastoral support. Provides pastoral counseling to those seeking and needing it.

**Community Outreach:** Reaches out to and participates with other churches, community charitable organizations and other groups promoting the welfare of the community.

Encourages and supports interfaith activities and understanding.

**Adult Education:** Plans and participates in Christian education programs for adults.

**Children and Youth Welfare:** Provides oversight, encouragement and spiritual guidance to church members and organizations serving the youth of the church.

**Church Development and Stewardship:** Promotes and provides spiritual support to church growth and development and stewardship of time and money given to the church. Encourages, supports and recognizes volunteer efforts that are so important to the survival of the church.

**Supervision of Paid Staff:** Supervises and evaluates church paid staff with the assistance of various Commissions.

**Emergency Response:** Act as an internal responder in an emergency (see section 6.1). Maintain CPR, AED and First Aid training up-to-date.

### **Organization**

The Pastor is called by the Church Board and Congregation and is responsible to both.

All paid staff report to the Pastor. The pastor is a member of the church Board. The Pastor is an ex officio member of all Commissions.

The pastor oversees the day-to-day administration of the church paid staff and office by providing supervision and direction. Hiring, disciplinary actions and termination are determined by the personnel committee in consultation with the pastor and moderator. Elders may also provide guidance as requested.

In the absence of the Treasurer, the pastor may write checks necessary to conduct church business. Checks must be signed by authorized signatories—not the pastor. The pastor will notify the Treasurer in a timely manner of check purpose, check number, amount and date.

## 4.5 Secretary

Number: 4.5
Title: Secretary
Date: 10/01/17

### **Mission**

The Church Secretary manages the church office and provides secretarial services to the Minister, Moderator and other officers as needed.

### **Duties**

- Serve as receptionist in the church office, answer the telephone, take messages and provide information as appropriate.
- Provide secretarial services to the Pastor and other church leaders as prioritized by the Pastor.
- Maintain church files and records including electronic files, which includes organizing the files, filing, retrieving records when needed and discarding out-of-date records.
- Prepare the bulletins for all worship services. Distribute the bulletins electronically and make hard copies for distribution by the Greeters.
- Prepare the church newsletter electronically as scheduled by the Pastor for electronic distribution and make hard copies available in the church narthex. (The newsletter is scheduled to go out the first week of every month.)
- Prepare and maintain the member directory.
- Prepare the annual report including editing the inputs from the various organizations.
- Compile and mail stewardship materials.
- Compile and distribute board meeting agendas, monthly reports and meeting minutes.
- Serve as an agent of the Trustees when facilities are used by outside organizations.
- Serve as keeper of keys including distribution, collection and logging of keys.
- Maintain a calendar of facility use by church and outside organizations.
- Retrieve mail from outside postal facilities when necessary and route to appropriate personnel.
- Provide details for preparation of the church office supply budget.
- Order office supplies and arrange for the servicing of office equipment as needed.
- Take training on sexual misconduct laws and mandated reporter requirements.
- Maintain up-to-date rosters of Commission members, deacons, elders, stewards and other church officers.
- Arrange for a substitute to work in the office when needed.
- Send out meeting and service commitment reminders (Worship Leaders, Elder, etc.).
- Type up and mail out Worship Leader materials.
- Act as the communication hub for the church – passing along messages from the pastor, officers, stewards or various groups to other members of the congregation.
- Maintain CPR, AED and First Aid training up-to-date.

- Act as an internal responder in an emergency (see section 6.1).
- Recruit and schedule volunteers for various church activities and functions as needed.
- Handle incoming and outgoing church mail.

### **Qualifications**

- Strong interpersonal skills
- Listening skills and the ability to respond appropriately
- Ability to appropriately handle sensitive information
- Computer literacy with good typing, spelling, grammar, and proofreading skills
- Previous secretarial experience is desirable.

### **Organization**

The Secretary is hired by the Personnel Commission and reports to the Pastor. The Moderator approves the selection of the Secretary.

The Pastor evaluates the performance of the Secretary at least annually with input from the Moderator and others as deemed appropriate.

## 5.1 Diaconate

Number: 5.1
Title: Diaconate
Date: 09/12/17

### **Mission**

The Diaconate is a group of men and women who support the worship function before, during, and after worship services. The deacons are also expected to support the Elders in providing Christian leadership to church members.

### **Duties**

- Prepare the sanctuary for each worship service and tidy up after worship services.
- Prepare the communion elements before each service.
- Usher members and guests to appropriate seating, if necessary.
- Receive the offering and serve the communion elements.
- Prepare the baptistery for baptisms and assist baptismal candidates during the baptism.
- Assist the Elders, as requested, in providing spiritual leadership.
- Clean up the sanctuary and the kitchen after the service.
- Verify that all church doors and education building doors are locked after each service.
- Provide greeter(s) each Sunday per deacon team assignment sheet. Greeters are responsible for handing out bulletins.
- Deacons are responsible for implementing section 6.9 Deacon Assignments.

### **Organization**

The Diaconate is organized into four separate teams with each team of Deacons responsible for a specific Sunday. Each team normally consists of at least four members. Deacons are approved by the Church Board with ratification by the Congregation. Members of the Diaconate elect their own chairperson each year. The Deacons Chair is a member of the Church Board.

## 5.2 Elders

Number: 5.2
Title: Elders
Date: 09/17/19

### **Mission**

Elders provide spiritual and moral leadership to the church.

### **Duties**

- Light the tall white prayer votive in the back of the church and replace any small prayer candles as needed prior to the service.
- Light the two candles on the altar at the beginning of the service. Select a child each Sunday to light the candles or in the absence of a child the responsible Elder for that Sunday will light the candles.
- Encourage individual members in their journey with Christ.
- Represent the church in the community through Christian example.
- Assist the Pastor in giving appropriate attention to the ill and bereaved, including taking communion to homes and hospitals and attending to other needs in cooperation with the Pastor.
- Each Elder is assigned as a representative to a commission in the church to support the business of that commission.
- Provide counsel to members and church organizations concerning the propriety of activities associated with the church.
- Assist the Pastor in orienting new members to congregation.
- Offer prayers during the Sunday offering and communion.
- Substitute for the Pastor when needed.
- Provide Pulpit Supply for services as needed in conjunction with the Worship Committee.
- Arbitrate disputes between the Pastor and members when needed.
- Assemble a Pastor Search Committee, when needed, to secure a Pastor for the Church, as prescribed by the Constitution.
- Provide for interim ministers during vacancies in the Pastor. (The Search Committee & Finance Committee will confer on a budget for the interim pastor and moving costs, as well as budget planning and accommodations for a settled pastor's first year).
- At least annually, the elders evaluate the performance of the pastor. They propose future budgeted and contractual changes for the pastor's compensation and benefits and duties to the Church Board for approval.
- Assist the Personnel Commission in resolving grievances associated with the paid staff.
- Implement the policies and procedures concerning sexual misconduct as contained in this manual.
- Act as an internal responder in emergencies (see section 6.1).



**Organization**

The Elders are nominated for a three-year term. Elders are approved by the Church Board and ratified by the Congregation. The Elders elect their own chairperson each year. The Chairperson shall prepare an annual report summarizing the previous year's activities.

The Elder Chairperson is a member of the Church Board and presents a report to the monthly Board meeting.

## 5.3 Financial Secretary

Number: 5.3
Title: Financial Secretary
Date: 10/10/17

### **Mission**

The Financial Secretary maintains confidential records of giving to the church and prepares reports to individual donors acknowledging the receipt of funds.

### **Duties**

- Maintain confidential records of giving to the church for each donor using information supplied by the counters of the weekly offering.
- Enter member pledge information for comparison purposes.
- Report to donors at least semi-annually, summarizing year-to-date giving by account.
- Prepare annual reports to donors summarizing the previous year's giving for income tax purposes.
- Prepare summary reports of giving and pledge information for use by the Stewardship and Finance Committee.
- Without giving specific numbers, notify the pastor if a member or family experiences a significant reduction in giving.

### **Organization**

The Financial Secretary is a member of the Stewardship and Finance Commission.

The Financial Secretary is appointed by the Moderator in consultation with the Stewardship and Finance Commission Chair and the Pastor.

## 5.4 Moderator

Number: 5.4
Title: Moderator
Date: 09/12/17

### **Mission**

The Moderator is the chief administrative officer of the Church Board and the Congregation. The Moderator presides at all meetings of the Church Board and Congregation and provides leadership in conducting church business.

### **Duties**

#### General Duties

- Ensures that the provisions and requirements of the Constitution and By-Laws are followed in conducting church business.
- Ensures that the Church Board conducts its business in an orderly and correct manner within its prescribed authorities and limitations, as defined in the Constitution.
- Provides leadership to the church officers and leaders responsible for church programs and business.
- Presides at meetings of the Church Board and congregation.
- Calls special meetings of the congregation in concert with the Pastor as needed.
- Approves all sections in the church manual.
- Attends meetings of the Commissions, as needed and when requested.
- Acts as a diplomat and intermediary (as needed) to represent the interests and concerns of the Congregation at large to the Church Council.
- Approves time sheets submitted by all part time paid employees.
- In consultation with the Pastor, cancels church activities and closes the church in emergency situations as defined in manual section 6.1.
- Identify needed emergency response equipment and training and submit a budget request to the Stewardship and Finance Commission.

#### Ad Hoc Appointments

##### Decorations

- Appoint an ad hoc decorations committee to evaluate major remodel or other improvement projects recommended by members of commissions.
- Submit an annual budget request to the Stewardship and Finance Commission for remodel projects needed by the church.
- Submit proposals for major remodel or other projects to the Board for approval.
- Appoint a project manager for major remodel projects approved by the Board. (The project manager monitors the contractors and addresses issues that come up during the project.)

##### Nominating

- Appoint an ad hoc nominating committee each year to recommend, solicit and recruit candidates for church positions particularly those requiring congregational approval. This committee should be appointed no later than October 1 each year.

**Organization**

The Moderator is accountable to and selected by the Congregation. The Moderator is a member of the Church Board.

## 5.5 Treasurer

Number: 5.5
Title: Treasurer
Date: 02/18/21

### **Mission**

The Treasurer or designee maintains the financial records of the church and disburses all church funds.

### **Duties**

- Supervise and direct the bookkeeper in the performance of the following duties.
  - Record and process all church income and expenses in an accounting software program.
  - Monthly reports prepared in time for S&F meeting consisting of Profit and Loss, Balance Sheets, Budget Reports and others as requested.
  - Calculate employee salaries, prepare and disburse payroll monthly.
  - Add/delete employees, as necessary. Adjust salaries as requested.
  - Calculate payroll and other taxes, forward such funds to the appropriate government agencies in a timely manner.
  - Assist, as needed, with annual financial review.
  - Be available to communicate with or meet with the Church Treasurer upon request.
  
- Assures that all financial liabilities of the church are resolved in a timely manner.
- Assures that adequate balances are maintained in church accounts to sustain operations.
- Assist the Stewardship and Finance Commission in determining costs for special projects.
- Provide records and cooperate with an annual financial review done by church members. (As recommended by the Disciples of Christ, Handbook for Treasurer's)
- Prepare an annual report.
- File necessary reports to maintain tax exempt status with the State and Federal Government (see manual section 6.7)
- Help to implement 6.10 Transfer of Restricted Fund Policy.

### **Organization**

The Treasurer is a member of the Stewardship and Finance Commission and the Church Board. The Treasurer is selected by the Stewardship and Finance Commission with approval by the Moderator. The Treasurer is a member of the Church Board.

## 5.6 Trustees

Number: 5.6
Title: Trustees
Date: 09/12/17

### **Mission**

The Trustees are the representatives of Northwest United Protestant Church concerning legal and contractual matters. This function includes, but is not limited to, representing the Church in the acquisition, protection, and sale of Church property, as well as being the local agents in transactions with government agencies, businesses, and other outside organizations.

### **Duties**

- Maintain document file of important items pertaining to tax exempt status and 501(c)3 nonprofit status. For example, the 501(c)3 determination letter from the IRS.
- Ensure accuracy of section: 6.6 Maintenance of Tax Exempt Status.
- Act for the church in the construction of new facilities, or in the renovation of existing buildings, including, but not limited to preparation of specifications; approval of bids with Church Board concurrence; and approval of architectural and construction contracts.
- Assure that new construction meets current city building codes.
- Arranges loans necessary to finance construction and/or renovation for Board approval.
- Act, as directed by the Church Board, in the purchase or sale of land or other property. Signs necessary documents on behalf of the Congregation.
- Assure that all legal responsibilities are met by the Congregation and the seller or buyer.
- Review changes in landscaping, decoration and building architecture or in any other features affecting the appearance of church property as recommended by the Property Committee and the Decorating Steward.
- Administer the insurance program of the church, including, but not limited to, reviewing the current insurance plans and policies periodically for adequacy, preparing claims when losses occur, and providing liaison with insurance agents.
- Represent the Congregation in transactions with the city, state, community, and individual neighbors by investigating questions concerning city ordinances; and reviewing neighbor or community requests regarding church property matters.
- Approve contracts for services such as custodial services or accounting services.
- Submit accurate project budgets for approval by the Board and congregation as needed.

### **Organization**

The Trustees consist of three members, one of whom is preferably the Property Commission Chairperson, and the rest are selected at large. Trustees are elected for staggered three-year terms by the Congregation. The Trustees are accountable to the Moderator and Church Board, and are ultimately accountable to the congregation that elects them. The Trustee Chair is a member of the Church Board.

# 6.1 Emergency Response Procedures

Number: 6.1
Title: Emergency Response Procedures
Date: 09/12/17

## Purpose

This section provides procedure for members and visitors to respond to various emergencies while at church.

## Procedures

- There are certain individuals likely to be at church during services or during normal office hours at the church. These individuals are designated as internal responders (not to be confused with first responders from local agencies). These individuals will direct church members and visitors at the time of the emergency.

Internal Responders
Pastor
Church Secretary
Nursery Attendant
Elders

- Internal responders shall maintain familiarity with the procedures for emergencies of concern and be prepared to act.
- There are certain emergencies that are more likely to occur in this area than other emergencies.

Emergencies of Concern
Armed Intruder
Bomb Threat
Dam Breach and Flooding
Earthquake
Fire
Ice Storms and Blizzards
Nuclear Materials Release
Volcanic Ash Fall

## Armed Intruder Response

Certain behaviors are warning signs for a potential armed intruder. Members in general and others, if aware of these warning signs, should communicate concerns confidentially to the

Pastor or an Elder. These signs include:

- Development of a personal grievance
- Inappropriate and recent acquisition of multiple weapons
- Recent escalation in weapons training
- Inappropriate and recent interest in explosives
- A significant real or perceived personal loss in previous weeks or months such as a death, breakup, divorce or loss of a job
- Intense interest or fascination with previous shootings or mass attacks
- A few offenders had a previous arrest for violent crimes.

The first rule of response to an armed intruder is to act immediately. Do not waste time on denial. The persons closest to the danger should shout “Gun! Get Out!” and call 911 by the closest cell or fixed phone available. A person calling in the emergency should describe as clearly as possible the three Ws: What, Where and Who.

The second rule of response is to run. If deemed safe to do so, the first course of action is to run out of the building and as far away as possible to a safe location. Leave personal belongings behind; visualize escape routes including routes for individuals with disabilities. Avoid escalators and elevators.

If running is not a safe option, hide. Hide in a location with thick walls and few windows if possible.

- Lock the doors and barricade them with heavy furniture
- Close and lock windows and close blinds
- Turn off lights
- Silence all electronic devices
- Remain silent
- Hide if possible in a place close to the exit, but out of view from the hallway
- Remain in place until cleared by law enforcement.

If running or hiding is not possible, fight. Try to disrupt or incapacitate the shooter with any means at hand including chairs, fire extinguishers or heavy items that can be effectively thrown.

After the incident, pastoral care may be necessary as well as professional counseling.

### **Bomb Threat**

If the Secretary, Pastor or other member receives a bomb threat, the time and nature of the treat should be noted along with information on the call source, if available. 911 should be immediately called and the building evacuated.

### **Dam Breach and Flooding**

A breach of Grand Coulee dam is not projected to flood the more elevated parts of Richland where the church is located. The system of dikes along the river will also protect most of the city. There will be adequate time to receive warnings and instructions from civil authorities in the event of a breach. Members at church should tune to emergency messages on local radio or TV to receive instructions regarding evacuation.

### **Earthquake**



Richland is located in a moderate earthquake risk zone particularly compared to the West side of the State. However, emergency actions are necessary in the event of an earthquake.

The drop, cover, and hold on technique is the preferred method of the Federal Emergency Management Agency (FEMA) and the American Red Cross.

- Drop to the floor as soon as the earthquake hits.
- Take cover. Get under a sturdy table or other piece of furniture. If possible, stay away from glass, windows, outside doors and walls, and anything that could fall, such as lighting fixtures or furniture. If there isn't a table or desk near you, cover your face and head with your arms and crouch in an inside corner of the building. Do not run outside. You're more likely to get injured trying to get out of the building than staying put. Hiding under a doorway is a myth. You're safer under a table than you are under a doorway, especially in modern houses. Run to another room to get under a table or other piece of furniture if necessary.
- Hold on. The ground may be shaking and debris could be falling. Hold on to whatever surface or platform you've gotten under and wait for the shaking to subside. If you were unable to find a surface to hide under, continue to keep your head shielded by your arms and tucked down low.

## **Fire**

In the event of fire:

- Call 911
- Evacuate the building while checking that others in the vicinity are also evacuated. Assist handicapped to evacuate. (An internal responder, if present, should check rooms normally occupied to make sure everyone is evacuated.)
- Follow marked evacuation routes as posted in the church.
- Assemble in an area away from the church and out of the way of first responders.

## **Ice Storm and Blizzards**

Ice storms, blizzards and freezing rains are not uncommon in this area.

- When a winter storm warning is issued by NOAA; the Moderator and the Pastor shall consult and determine if cancellation of activities and the closing of the church is warranted. The Moderator has the authority to close the church and cancel activities during an emergency. (If the Moderator is not available, the Pastor may act.) The Secretary will use the email list of members to notify about the closure.
- The Custodian should make every effort to secure the buildings before the storm hits by checking doors and windows.
- After the storm subsides, the Property Commission shall arrange for snow removal and repair of any damage done by the storm.

## **Nuclear Materials Release**

Because of the proximity to Hanford Nuclear Reservation and an operating commercial reactor, nuclear incidents are of concern. Federal, State and Local authorities particularly at Hanford have well developed plans and training to respond to a nuclear incident including terrorist activities.

Until the amount of radiological contamination is determined, the following precautionary measures are recommended to minimize risk to the public.

- Remain inside and minimize opening doors and windows
- Children should stay indoors and not play outdoors
- Fruit and vegetables grown in the area should not be eaten
- An internal responder or other person shall turn off fans, air conditioners, and forced air heating units that bring in fresh air from the outside. Use them only to re-circulate air already in the building.
- Trained monitoring teams will be moving through the area wearing special protective clothing and equipment to determine the extent of possible radiological contamination. The dress of these teams should not be interpreted as indicating any special risk to those indoors.
- If you are outside, proceed to the nearest permanent structure. If you must go outside for critical or lifesaving activities, cover your nose and mouth and avoid stirring up and breathing any dust. It is important to remember that your movement outside could cause you greater exposure and possibly spread contamination to those already protected.
- Monitor local radio/television stations for information and directions.
- Respond to orders from civil authorities including orders to evacuate in an extreme case.

### **Volcanic Ash Fall**

This region has experience with volcanic ash falls as a result of the Mt. Saint Helens eruptions. Since potential erupting volcanoes are located some hundreds of miles to the west and southwest, some hours will be available between the eruption and the beginning of ash fall. During that time, preparations must be made to respond to the ash fall.

- The Custodian or other person shall turn off fans, air conditioners, and forced air heating units that bring in fresh air from the outside. Use them only to re-circulate air already in the building.
- Windows should be closed and sealed with masking tape if time allows.
- The Pastor and the Moderator shall consult and determine if cancellation of activities and church closure is warranted. (The Moderator has the authority to close the church and cancel activities during an emergency. If the Moderator is not available, the Pastor has such authority.)
- Monitor local radio/television stations for information and directions.
- Respond to orders from civil authorities, including orders to evacuate in an extreme case.

## 6.2 Use of Facilities and Grounds

Number: 6.2
Title: Use of Facilities, Equipment and Grounds
Revision: 1
Date: 10/ /19

### Purpose

This document outlines the Northwest United Protestant (NWUP) Church policy concerning the use of church facilities, equipment (including the piano, organ, and kitchen facilities), and/or grounds by individuals and groups inside and outside the church. Usage of the facilities is defined by Short Term (one time usage or 2-3 consecutive days) and On Going (recurring usage on a daily or weekly basis).

Use of the facilities outside the parameters of the Use Agreement will require a separate agreement to be prepared and negotiated between NWUP Church and the user organization. Attachment 1 is the fee schedule for Short Term contracted use. On Going (recurring) use is paid on a monthly basis as negotiated between the user and NWUP Church's trustees.

Fees will not be assessed members of the church performing church business or in support of church events. Fees shall be assessed members of the church using church facilities for non-church use or business.

All users are required to coordinate usage of the facilities with the Church Moderator and assure that such use meets the intent of the User Guidelines listed below.

Washington State provides guidance on non-profits renting properties at <https://dor.wa.gov/find-taxes-rates/property-tax/property-tax-exemptions-and-deferrals>.

### User Guidelines

Appropriate use of church facilities, equipment (including the piano, organ, kitchen facilities) and/or grounds and acceptable conduct during such use is the responsibility of the user. NWUP Church reserves the right to intervene if improper use is observed.

Use is restricted to the specific room(s) of the facilities or grounds areas described in the Agreement for Use of Church Facilities between Northwest United Protestant Church and the User when permission is granted. Use of access doors, adjacent hallways and rest rooms are included in the permitted use.

Permission shall be obtained during initial planning for use of decorations (other than normal table decorations), signs, banners, or anything that does not already exist in or on the church facilities or grounds. Under no circumstances shall nails, screws, or fasteners of any type be

used without prior permission. Failure to comply with this requirement may require an assessment of additional fees.

Thermostats shall not be operated without permission and instruction. Excessive use of heating or ventilation equipment is subject to assessment of additional fees.

If Round Tables are moved from one building to another (Ed building to/from Sanctuary building) they shall be transported on their special carts. Rectangular Tables are moved individually by lifting and carrying. Chairs may be carried individually or moved on their cart.

Vehicles are not permitted on areas outside the parking lot without prior express authorization. In the parking lot, vehicles should be parked in designated spaces with observance of parking space for the handicapped, as well as passenger loading. Use of the parking lot areas for public or non-NWUP Church parking of vehicles is not permitted without prior express authorization.

Lights shall be turned off and doors shall be closed and locked following use of church facilities. Keys provided for permitted use shall be returned to the NWUP Church office immediately following the end of use.

The use of alcohol, tobacco, or controlled substances is strictly prohibited in or on NWUP Church property, with the exception that the smoking of tobacco products is allowed in an approved area. Smoking remains shall be discarded in an appropriate container.

**WHEN USING THE SANCTUARY PIANO IT IS TO REMAIN WHERE IT IS AND NOT BE MOVED.**

ABSOLUTELY NO BEVERAGES OR FOOD ARE ALLOWED ON OR NEAR THE PIANO.  
Any water in plastic containers must remain on the floor at all times.

**User Fees**

User fees are required to cover basic building costs such as lights, heating/air conditioning, janitorial, wear and tear to the facilities, equipment, and grounds.

A schedule of user fees is established and kept current as required by the Trustees. The current fee schedule is set forth in the Fee Schedule section below and is also available in the church office.

Fees are based upon an hourly rate with the minimum scheduled time being five hours. Fees for full-day, multi-day, or long-term planned activities are negotiated and assessed on a case-by-case basis.

Fees shall be assessed for the damage, breakage, destruction or misuse of NWUP

Church property used for other than normal church activities. Payment of such fees shall be the responsibility of the individual or group that applied for permission and signed the Agreement between the Church and User to use such property.

**Responsibilities**

The permitted user is responsible for acceptable conduct and appropriate use of NWUP Church facilities, equipment, and grounds during the period of use. Northwest United Protestant Church retains the option of whether or not a church designee attends any or all functions.

The Moderator negotiates Use Agreements with the potential user. Use Agreements are signed by a Trustee.

**Building Usage Fee Schedule - Short Term Use**

Room costs for a minimum five-hour period are shown in the table below. Hourly rates per hour beyond five hours are also shown. Long term (on-going) recurring users pay a monthly fee negotiated between the user and the trustees.

Room	Minimum Room Rate	Hourly Rate for Additional Hours
Sanctuary (Includes use of the piano and Kitchen Area)	\$ 62.50	\$12.50
Parlor	\$ 37.50	\$7.50
Fellowship Hall (Includes use of Kitchen Area)	\$ 62.50	\$12.50
Ed. Building large rooms	\$ 50.00	\$10.00
Ed. Building small rooms	\$ 25.00	\$5.00
Kitchen Area (when not included above)	\$ 12.50	\$2.50

Sample Agreement for Use of Church Facilities

**AGREEMENT FOR USE OF CHURCH FACILITIES,  
EQUIPMENT, AND GROUNDS**

This agreement is made the \_\_\_\_\_ day of \_\_\_\_\_, by and between Northwest United Protestant Church and the User, \_\_\_\_\_. The parties hereto agree as follows.

1. \_\_\_\_\_ (user) will use, during \_\_\_\_\_ (day/week/month), identified room(s) in the Education Building. Current furniture, school equipment, tables, chairs, room dividers, etc. therein belonging to the Church may be used for the purpose of conducting the required activities. In addition to the classrooms and equipment inside, if agreed upon, \_\_\_\_\_ may also use the fenced area outside the building and its playground equipment. The hallways and restrooms in the Education Building are also included, as necessary. Kitchen privileges may be restricted as necessary, with prior notice, dependent upon time of year and/or for required church use.

ALT 1. User will use the piano in the sanctuary and the sanctuary facilities and other facilities in the Sanctuary Building, during (day/week/month) for the purpose of \_\_\_\_\_ in accordance with the Users Guidelines attached hereto.

2. Facilities and equipment shall be used and cared for properly. The guideline for condition and cleanliness shall be: "how you find it is how it is left" at day's end. Damage, breakage, and accidents shall be reported to the Trustees as soon as possible.
3. If Round Tables are moved from one building to another (Ed building to/from Sanctuary building) they shall be transported on their special carts. Rectangular Tables are moved individually by lifting and carrying. Chairs may be carried individually or moved on their cart.
4. As determined by the Trustees, for some uses, liability insurance coverage for other than normal NWUP Church mandated activities shall be provided by the User.
5. The Church shall provide the facilities and areas referred to above, to be used by the User. All other materials, supplies, and equipment needed for the rental agreed activities shall be the responsibility of the User.
6. All activities conducted by the User during this agreement shall be controlled or supervised by the User. In addition, the User shall be responsible for assuring that all activities meet state and local laws, codes, and regulations.

7. Each party agrees to leave the facilities, equipment, and areas referred to herein, ready for use by the other party in accordance with the agreed schedule.
8. The User shall be responsible for all damages to the used facilities and equipment, and shall surrender them at the end of this contract term in as good a condition as they were at the beginning, excluding normal wear and tear or damage not resulting from agreed upon usage.
9. The User hereby releases Northwest United Protestant Church, Richland Washington, its trustees, employees, agents, or representatives from any responsibility in the event of injury, harm or other damages to the undersigned user or members of their organization and guests, invited or not.
10. The User shall pay to NWUP Church a one-time user fee of \$\_\_\_\_\_ or a monthly User fee of \$\_\_\_\_\_.
11. Either party may terminate in writing this Agreement upon any breach by the other party, by non-renewal, or agreed upon advanced notice.

IN WITNESS HEREOF, the parties have executed this agreement as to the day and year noted.

User \_\_\_\_\_ Date \_\_\_\_\_

Northwest United Protestant Church  
Trustee \_\_\_\_\_ Date \_\_\_\_\_

## ATTACHMENT 1

### USER GUIDELINES

Appropriate use of church facilities, equipment (including the piano, organ, and kitchen facilities) and/or grounds and acceptable conduct during such use is the responsibility of the user. NWUP Church reserves the right to intervene if improper use is observed.

Use is restricted to the specific room(s) of the facilities or grounds areas described in the Agreement for Use of Church Facilities between Northwest United Protestant Church and the User when permission is granted. Use of access doors, adjacent hallways and rest rooms are included in the permitted use.

Permission should be obtained during initial planning for use of decorations (other than normal table decorations), signs, banners, or anything that does not already exist in or on the church facilities or grounds. Under no circumstances shall nails, screws, or fasteners of any type be used without prior permission. Failure to comply with this requirement may require an assessment of additional fees.

Thermostats shall not be operated without permission and instruction. Excessive usage of heating or ventilation equipment is subject to assessment of additional fees.

Vehicles are not permitted on areas outside the parking lot without prior express authorization. In the parking lot, vehicles should be parked in designated spaces with observance of parking space for the handicapped, as well as passenger loading.

Round Tables moved from one building to another (Ed building to/from Sanctuary building) shall be transported on their special carts. Rectangular Tables are moved individually by lifting and carrying. Chairs may be carried individually or moved on their cart.

Lights shall be turned off and doors shall be closed and locked following use of church facilities. Keys provided for permitted use shall be returned to the NWUP Church office immediately following the end of use.

The use of alcohol, tobacco, or controlled substances is strictly prohibited in or on NWUP Church property, with the exception that smoking of tobacco products is allowed in an approved area. Smoking remains shall be discarded in an appropriate container.

#### **WHEN USING THE SANCTUARY PIANO IT IS TO REMAIN WHERE IT IS AND NOT BE MOVED.**

ABSOLUTELY NO BEVERAGES OR FOOD ARE ALLOWED ON OR NEAR THE PIANO.

Any water in plastic containers must remain on the floor at all times.



## 6.3 Policy Concerning Gifts to NWUP Church

Number: 6.3
Title: Policy Concerning Gifts to NWUP Church
Date: 09/12/17

### **Purpose**

This policy establishes the practices for accepting, using, and distributing special gifts made to Northwest United Protestant (NWUP) Church. These gifts, in the form of cash, property, life insurance policies, etc., may be made through memorials, bequests and other special gifts. They exclude gifts to established funds such as the General Fund, Building Fund, and World Outreach.

### **Types of Giving**

Memorials are gifts valued at greater than \$500 made to the church by members and non-members in memory of a deceased individual.

Bequests are gifts to the church made through a will or other accepted legal document which designates that funds, property, or other material goods are to be turned over to the church upon the decease of the document maker.

Honorariums are gifts whose value is normally less than \$500 to the church in honor of a living or deceased member. These are gifts not associated with established funds.

Other Gifts are those gifts made to the church by a living donor who is a member or a non-member. These are special gifts not associated with established funds.

### **General Policy**

Every effort shall be made to make the best use of special gifts in a manner which supports the overall needs of the church. Such gifts made to NWUP Church shall be acknowledged in an appropriate and timely manner by the Stewardship and Finance Chair.

Gifts made to the church will be administered by the Stewardship and Finance Commission. This Commission shall have jurisdiction over the acceptance and proper utilization of all gifts within the area of its responsibility subject to the review and oversight of the Moderator.

It is preferred that specific uses for gifts to the church should not be designated by the donor(s). Undesignated gifts allow the greatest flexibility in matching the gift with the appropriate church need. However, if a use is designated, every effort will be made to comply with the wishes of the donor(s). Therefore, procedures are outlined in this policy to accommodate designated gifts.

### **Acceptance of Memorial Gifts**

Memorials shall not be accepted if their use or purpose is not, or has the potential for not being consistent with the purpose, programs, or the mission of the Church.

Memorials shall not be accepted if the cost of maintenance of the memorial is excessive or inconsistent with the Church's budget.

The Stewardship and Finance Commission shall make a recommendation to the Moderator for final acceptance or non-acceptance of the memorial. When memorials are not accepted, the Moderator shall encourage the donor to change the memorial's use or return the memorial to the donor.

### **Governing Principles for Memorials**

Memorials shall be funds or items that add to the dignity of worship, maintain, or increase the beauty and value of church property, or enhance one or more of the Church's programs or ministries.

Memorial funds, unless otherwise designated by the donor, shall be placed in the undesignated memorial fund.

Memorial funds should not be used toward the support of on-going budgeted expenses of the Church without the express approval of the Stewardship and Finance Commission and the Moderator.

When a gift of \$500 or more is made by a single donor, that donor may request its designation for a specific use. If, for some reason, a designated memorial is not used for the specified purpose within one year of its donation, its status shall be reviewed with the donor or the donor's family, and plans shall be revised to allow for its later use for the same purpose, another purpose, or its transfer to the general undesignated memorial funds.

Memorials use shall be consistent with the wishes of the bereaved families wherever possible.

The orderly and expeditious use of the moneys in the Memorial Fund is preferred over unnecessary accumulation of moneys, except accumulations designated for specific (identified) major purchases.

Although some memorials are considered to be items of permanent or lasting significance, the removal, discontinuance, or relocation of memorials may be justified by the passage of time and changes in the physical property, programs, or missions of the Church.

### **Identification of Memorials**

One or more Memorial Recognition Plaques shall be placed in a conspicuous place in the church with individual plates listing the names of the person or family, the memorial, and date the memorial was received.

### **Policy Concerning Bequests**

Bequests shall not be accepted if that use or purpose is not, or has the potential for not being consistent with the purpose, programs, or the mission of the Church. The Stewardship and Finance Commission shall make a recommendation to the Church Board for final acceptance or rejection of bequests.

When designated bequests are unacceptable to the Church Board, the Stewardship and Finance Commission shall encourage the donor (or the donor's representative) to either change the use or purpose of the bequest to be satisfactory, change the bequest to undesignated, or return the bequest to the donor or donor's representative.

Undesignated bequests shall be used in one or more of the following ways:

- Purchase of a specific item for direct use by the Church (e.g. a van, or a computer).
- Maintenance, remodeling, or renovation of Church buildings, equipment, furnishings, or grounds.
- Assignment to the Church's General Fund
- Investment for income to be used for specified purposes (e.g., maintenance of facilities, update material for services, audio/visual equipment).

Use of undesignated bequests for a specific purpose will require approval of the Stewardship and Finance Commission.

### **Property Bequests**

All bequests in the form of property (other than cash) shall normally be converted to cash at their fair market value as soon as practicable. The cash received shall be added to the Church's General Fund. The Stewardship and Finance Commission shall be responsible for obtaining a fair market evaluation from a reliable source; however, a property bequest may be retained for use by the Church, based on the judgment of the Stewardship and Finance Commission and approval of the Moderator.

If the property produces income, and the Church Board decides to retain that property, all income, except that used to maintain the property, shall be added to the Church's General Fund. If the Church Board determines that an income-producing property is no longer functioning satisfactorily, the property shall be liquidated. The funds received from the liquidation shall be added to the Church's General Fund.

The Trustees arrange the conversion of any property to cash subject to Board approval.

### **Investment of Bequests**

Bequest funds may be turned over to the Stewardship and Finance Commission for investment. The Stewardship and Finance Commission shall be responsible for choosing where the funds will be invested, for making any changes in investments, and for keeping the Moderator informed of the amount in the fund and any changes in its structure. Investments shall be made in stable instruments such as certificates of deposit, money market funds, or stable, high quality bonds. Consideration shall be given to investment with the Christian Church Foundation and the Board of Church Extension.

### **Policy Concerning Honorariums and Other Special Gifts**

Honorariums and other gifts may come from members or non-members. Where the gift is undesignated and less than \$5,000.00, the gift will be transferred to the Church's General Fund. Other gifts equal to or in excess of \$5,000.00 will be treated in the same manner as bequests.

### **Responsibilities**

The Stewardship and Finance Commission shall have final jurisdiction over the acceptance and acknowledgement of memorial gifts, the selection and placement of memorials and the removal or relocation of installed memorials.

Because of the larger sums normally involved in bequests, the Stewardship and Finance Commission shall recommend action on bequests received for Church Board approval. It will acknowledge all bequests, supervise the approved expenditure of bequest funds, and convert

property to cash as directed.

The Stewardship and Finance Commission may invest the bequest funds in stable instruments and report on the status of such funds to the Moderator.

### **Disposal of Endowment Funds during Church Dissolution**

If there is dissolution of the Northwest United Protestant Church congregation, any endowment funds (including memorial and bequest funds) which have been established through gifts to the Church shall be distributed to the Northwest Regional Christian Church.

### **Policy Concerning Donations for Specific Projects**

For specific projects not represented in the budget or inadequately funded in the budget, a steward or commission may request the board to approve a specific sponsorship drive to meet the need. The drive would be for a specific duration and all solicitations will make clear that the giving is above and beyond pledges for church operations and pledges for the roof project. The treasurer will establish a temporary fund to accumulate monies from the sponsorship drive—the fund to expire at the end of the project. Monies remaining at the completion of the project will revert to the general fund.

## 6.4 Salaried Staff Policy

Number: 6.4
Title: Salaried Staff Policy
Date: 09/12/17

### **Purpose**

This document outlines the practices of Northwest United Protestant Church in hiring, compensating, and supervising all salaried staff, with the exception of the Pastor. Policy concerning the Pastor is included in the Constitution.

### **Policy and Procedures**

It is the practice of Northwest United Protestant Church (NWUP Church) to hire a paid staff to provide certain services for the Church.

### **Hiring of Salaried Staff**

The need to fill a salaried staff position is identified to the Moderator by the appropriate commission or church official. The Moderator authorizes the initiation of the hiring process and, using information provided by the Personnel Committee, defines a range for the starting salary.

The Personnel Commission, in consultation with the Pastor, solicits applications, evaluates applicants, and makes a selection. The applicant and the starting salary must be approved by the Moderator and Board as a final step in the hiring process.

### **Compensation**

It is the policy of NWUP Church to compensate members of the salaried staff at a rate consistent with salaries paid for like services in our community. Compensation will be based on a salary range for each position and a selection of an actual salary within that range which reflects incumbent experience and efficiency.

The salary range for each position will be established by the Personnel Committee using periodic reviews of salaries paid by other local churches, cost-of-living trends, and other applicable factors.

The actual salary paid to an employee will depend on the employees experience, training and qualifications.

All paid employees file time cards for approval by the Moderator.

Salaries are based on normal hours worked that are established for each position. Extra hours worked are paid for on an hourly basis when requested and approved by the employees supervisor.

### **Performance Evaluation**

The performance of those holding the salaried staff positions shall be evaluated annually by the Pastor.

Evaluation of performance should be based on the requirements outlined in the Position

Descriptions. The evaluation is made in consultation with organizations and individuals who use the specific service.

Where the evaluation indicates unsatisfactory performance, the Pastor must bring the matter that will affect the employee's salary or status to the personnel commission for appropriate action.

### **Vacation and Absences**

Paid vacations and absences for each calendar year will be provided for the Church Secretary. Paid vacations for these this position will be as follows: One week at the beginning of the second year of employment and two weeks at the beginning of the fifth year of employment.

Sick pay for these positions shall be limited to a maximum of 24 hours per calendar year. There shall be no carry-over of unused sick leave from one year to the next. Deviation from the policy for paid absences will require the approval of the Personnel Committee.

Non-paid absences for all salaried staff will require the approval of the Pastor.

### **Responsibilities**

The Elders are responsible for reporting and documenting employee grievances and for recommending resolutions to the Personnel Committee.

The Pastor will provide job supervision and notify the Personnel Commission of need to replace an employee. The Personnel Committee, with the assistance of the Pastor, is responsible for establishing job descriptions along with criteria for good performance; soliciting applications and evaluating candidates; and reporting employee grievances to the Elders.

## 6.5 Sexual Misconduct Policy

Number: 6.5
Title: Sexual Misconduct Policy
Date: 09/12/17

### **Policy**

It is the policy of NWUPC that sexual misconduct will not be tolerated.

### **Necessary Actions**

There are two categories of sexual misconduct necessitating a somewhat different approach to each.

### **Physical Sexual Misconduct**

Any member or visitor to the church campus experiencing or witnessing physical sexual assault, indecent exposure, stalking (including cyber stalking), threats of harm, groping or fondling, egregious unwanted advances or other similar behavior; should immediately call 911. A church official and the church insurance company shall also be notified as soon as possible. Employees and volunteers working with children and youth are considered to be mandated reporters and are required to report incidents of sexual misconduct to Child Protective Services (CPS).

If the incident(s) occurred in the past, the alleged victim or witness should document with dates the five Ws: who, what, where, when and witnesses. If the alleged victim is a minor; CPS, a church official and the church insurance company shall be notified of the alleged incident(s) as soon as possible. If the alleged victim is an adult, the police department instead of CPS shall be notified. Elders shall keep a file of relevant documents and police reports.

### **Verbal Sexual Misconduct**

Non-physical and less egregious types of sexual misconduct such as leering, inappropriate jokes, obscene gestures, sexual teasing or innuendo, inappropriate sounds such as cat-calls should be reported to a church official and documented. The documentation should include the five W's: Who, What, When, Where and Witnesses. The Elders shall investigate and determine appropriate actions in a timely manner. Actions, depending on the severity of the behavior, may include pastoral counseling, use of outside professional services, consultation with the police department, consultation with the church insurance company or other actions.

### **Prevention Requirements**

All paid employees and volunteers who work with minors are required to complete and pass a Washington State Patrol background clearance as required by current Washington State Law. The Personnel Committee has the responsibility to make sure this is done.

Two adults shall always be present when babies, children or minor youth are being tended.

Elders shall keep a log of periodic audits and investigations to document that these prevention requirements are being met.

### **Training Requirements**

Mandated reporters, elders, the pastor and the church secretary shall take sexual misconduct training at least every two years. Records of this training shall be kept by the Elders. These courses are available via various governmental organizations.



## 6.6 Maintenance of Tax Exempt Status

Number: 6.6
Title: Maintenance of Tax Exempt Status
Date: 01/19/19 (rev 1)

### Purpose

This manual section describes things to do and not to do that maintain the tax exempt status of the church including filing of federal and state reports.

### State Requirements

Beginning in 2014, churches may loan or rent their exempt property to individuals or organizations for non-exempt activities up to 50 days per year. On 15 of those 50 days, the property can be used for business activities (pecuniary gain). Churches may continue to loan or rent their exempt property to nonprofit organizations or schools using the property to conduct charitable activities in which some social objective is served or general welfare is advanced.

Church-sponsored fundraising events held on exempt property do not jeopardize the exemption, if each event: is limited to five days or less; and 51% or more of the net proceeds from the event is remitted to the sponsoring church. NOTE: Churches may co-host fundraising events on church property as an “occasional fundraising activity”. There is no limit to the number of these events. . Fundraising activities that are regularly scheduled on a daily, weekly or monthly basis are considered to be a business activity, rather than “occasional fundraising events”. These may only be conducted within the overall 15-day allowance for business activity.

Churches that share their properties with individuals or other organizations under the revised law must maintain an accurate record or “calendar” of those uses throughout the year. This calendar must be provided to the WA State Department of Revenue upon request. The calendar should include: *(1) the date of the use, (2) the name of the person or organization using the property, (3) the purpose of the event, (4) the amount of any rent/donation paid for the use, (5) and an indication if the property was used for pecuniary gain or business purposes.*

An annual review is required by the State. Generally, the initial exemption is established for a single tax year or specific tax years. To continue the exemption, churches must file an annual renewal, disclose any changes in ownership or use, and confirm that their property continues to qualify for exemption. The WA State Department of Revenue sends a notice each year in January reminding churches to renew online at [www.dor.wa.gov](http://www.dor.wa.gov) before March 31 using the “My account” program. Failure to renew will result in the loss of the exemption. The Church Treasurer is responsible for filing this notice.

### Federal Requirements

Federal requirements for non-profit organization may be found at <https://www.irs.gov/charities-non-profits/charitable-organizations/exemption-requirements-section-501c3-organizations> .

## 6.7 Timekeeping Requirements

Number: 6.7
Title: Timekeeping Requirements
Date: 09/12/17

This Time Keeping Policy establishes time keeping requirements for personnel employed part time by Northwest United Protestant Church. This policy does not apply to personnel employed by Northwest United Protestant Church in a full time (e.g., 40 hours per week).

### Personnel Committee

The Personnel Committee shall develop the Time Keeping Policy and Time Keeping Sheets.

### Part Time Employees

- shall keep track of time worked at Northwest United Protestant Church. Work shall be listed as “Paid” or “Volunteered” work.
- shall keep time sheets current, properly completing the time sheet at the completion of each day.
- shall submit completed time sheets to the Church Moderator or designee for approval after the last working day of the month.

### Temporary Support

Temporary Support includes individuals who perform specific, short duration, defined work (e.g., pianist, special music, facility maintenance) for Northwest United Protestant Church. They shall be paid by check or cash.

No withholding shall be deducted from their payment. The temporary support personnel are responsible for their personal taxes and withholdings.

### Chairpersons:

- Chairpersons who require temporary support (exclusive of part time employees) to accomplish work for Northwest United Protestant Church for short and defined periods of time shall provide a notice to justify the support to the moderator and define the gratuity (if any) that the temporary support receives.

### The Church Moderator:

- The Moderator or the Moderator’s designee shall approve all time cards for part time employees and submit the time cards to the church Finance Person for payment.

### Church Treasurer:

- Makes payments, on monthly basis, to Part Time Employees of Northwest United Protestant Church in accordance with the approved Time Sheets.
- Makes payments to temporary support (e.g., pianists, pulpit supply, persons providing work for NWUP Church).
- Submits all Time Sheets to the Church Secretary for filing.

### Church Secretary

- Files all completed Time Sheets.

**Records**

All Time Sheets are legal records for Washington State Department of Labor and Industry and shall be maintained for seven (7) calendar years.

**Time Card: Northwest United Protestant Church**

For the Month of \_\_\_\_\_

Week	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	

Time worked is recorded in 6 minute increments. (60 minutes equals 1.0 hours) (6 minutes equals 0.1 hours)

Comments: \_\_\_\_\_

Submitted: \_\_\_\_\_

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

Approved by: \_\_\_\_\_ *Pastor or Moderator* Date \_\_\_\_\_

## 6.8 Timeshare Policy

Number: 6.8
Title: Timeshare Policy
Date: 09/12/17

### **Purpose**

Northwest United Protestant Church owns a one-week Hawaiian timeshare. This document outlines the policies and procedures to utilize the timeshare for members' benefit and enjoyment.

### **Description**

NWUP Church wishes to promote the enjoyment of the accommodations in Hawaii while not incurring any additional financial obligations. NWUP will pre-pay the annual ownership fee, but generally expects the timeshare user(s) to promptly reimburse the church for this expense. The timeshare user(s) are expected to pay all expenses for travel to and from Hawaii plus any additional expenses such as food, transportation and entertainment while staying at the timeshare.

Our Hawaiian timeshare is a studio apartment with moderate accommodations (i.e., fold out bed and kitchen appliances) for use by a person/family for one week (six nights). The primary means of confirming the dates of our use is by filling out a request form provided by the Imperial Resorts.

All usage fees paid to the church by users, beyond the normal annual fees charged by Imperial Resorts, shall be placed in a restricted account to pay any future additional fees (e.g., facility upgrade assessments) that are charged to Northwest United Protestant Church, as the owner.

### **Procedure**

An annual drawing will be used to select the person/family to use the timeshare.

The drawing will occur no later than the last Sunday in February for the next year.

Interested parties must notify the church office before the drawing. Notification may be made by regular mail, telephone call, email or verbally to the church secretary.

The Pastor, Moderator, or Chair of the Stewardship and Finance Commission will draw the winning name from a container holding all the names of interested parties. The person drawing the names shall not have his or her name in the contest. All entries will be drawn one at a time. The names and order drawn shall be recorded in order to establish the next-in-line person (e.g. 1st Runner-up, 2nd Runner-up, etc.) if the winner is unable to use the timeshare during their year.

Any church member or regular attendee is eligible to put his or her name in the drawing unless he or she has won within the last year. This previous winner restriction is disregarded if no one other than the previous winner notifies the church office.

The usage fee is the amount charged by Imperial Resorts (the timeshare management company). The usage fee varies from year to year and was \$610 for 2015. This fee is payable no

later than August 1st of the year prior to use.

The Stewardship and Finance Commission shall review the fee annually to ensure it covers the base fee charged NWUP by Imperial Resorts.

The Church Board may offer the timeshare to a person/family unable to pay the usage fee. In this case, the fee to be paid to the church may be waived entirely or reduced by some amount decided by the Board. The suggested frequency should not be more than once every seven years. If the Board makes this offer, the recipients are responsible for their travel and additional expenses (e.g. food and entertainment).

The Treasurer shall pay the annual ownership fee via check in order to save the church the credit card processing fee of 3% included in the statement from Imperial Resorts.

All interfaces with the time share management company (Imperial Resorts) shall be via the Trustee Chair. The Trustee Chair will have signature authority with Imperial Resorts for NWUP Church.

## 6.9 Deacon Assignments and Checklist

Number: 6.9
Title: Deacon Assignments and Checklist
Date: 09/12/17

### **Saturday Preparation:**

When the last box of communion cups is opened, call the church secretary so she can order more plastic cups.

When the last communion Juice is opened obtain some more. We are using Welchs 100 % Grape Juice (64 oz).

Each team is to supply the bread for Sunday Morning Worship. You can buy or make round loaf of bread your choice.

- Set out bread for worship service: cover with paper towel. (If it is frozen, place the covered bread on the counter to thaw.)
- Set up communion plates with pie crust and rice cake pieces. Cover with paper towel and put in refrigerator. There should be a container for pie crust and rice cakes in the freezer. It is nice to have one person making the pie crust and buying rice cakes. If not buy ready made pie crust score into small squares before baking. Buy Quaker Rice Cakes.
- Use dispenser to fill communion cups (three-quarts full) with grape juice: place 15 cups per tray then cover trays and put in refrigerator. Put a date on the bottle.
- Set up small silver plate for the pianist with pie crust and juice and put in refrigerator.
- Take frozen cookies and other refreshments out of the freezer.
- Put on kitchen table to thaw or put them out Sunday morning.
- Periodically check candle oil level. Fill if needed. Put candles in the sink to see the level of the oil.
- Prepare coffee pot using a paper filter. Use two level Melmac cups of coffee to make 24 cups of coffee. Each Melmac cup will HOLD 1 CUP or ( 8 oz)
- Set up Refreshment cart with cups (coffee and paper) sugar, sweeteners, creamer and spoons and napkins and forks if needed.
- Make punch (look in the stand under the coffee pot) for social hour. Put in refrigerator.

### **Sunday Morning Set Up:**

- Unlock the inside of front door. Use hex head Key. Squeeze and hold crash bar. Insert hex head key. Key goes in at a 45-degree angle. Turn key to right to unlock door.
- Turn on thermostats in Library and Narthex.
- Turn on lights behind right door on chancel area.
- Plug in the coffee pot at 9:30 AM.

Place the following on the altar:

- Bread (score the bottom of the bread in quarters so the pastor can break the bread. Do not cut all the way through the loaf.)

- Candles.
- Wooden chalice cup (empty).
- Wooden plate with bread on it. Communion trays.
- Place juice and communion.
- Place a glass of water on side of lectern for the pastor.

After Sunday Service:

- Set up Table for Coffee Hour and put a table cloth on it and wheel out the cart with coffee, cups and juice. Bring out the refreshments.
- Clean sanctuary.
- Verify all pews are clean and all programs put in recycling basket in narthex.
- Straighten books in pews. Bibles go toward the center where racks meet. Bibles have gold sticker on them.
- Check for pencils, welcome cards, prayer concern cards, tissue packs in each end of rack (4 packs per row). Supplies and pencil sharpener are in the bottom of the desk in the library.
- Clean communion items: dispose of unused bread and juice.
- Clean communion juice trays and reload trays with new cups. About 15 cups per tray, more for holiday time.
- Prepare communion kit for serving elder.
- Help Hospitality clean all refreshment cart items and put away table.
- Check candles for oil levels refill when needed. There should be one or two small white balls in candles that float. It is easier to check the level of oil in the candles in the sink.
- Don't forget to check the wicks in the candle lighters (candle lighters in back of sanctuary).
- Dump out excess coffee and clean up after coffee hour. Wipe out and dry coffee pot.
- Put all dirty dishes in to the dishwasher and start washer if needed.
- Turn off thermostats in narthex and library.
- Turn off All Lights.
- Make sure all doors are locked in both buildings.
- The outside front door of church uses a regular key but the inside of the door uses a hex head key. Key is found in the front closet in the Narthex on a cord and a yellow tube. The hex key goes in at a 45-degree angle (left to right).
- During holiday season unplug lights around the windows and unplug the tree.



## 6.10 Preparation of Annual Reports

Number: 6.10
Title: Preparation of Annual Reports
Date: 09/12/17

### Purpose

This section outlines the procedure for the preparation of annual reports.

The annual report constitutes the Board's report to the Congregation for a given calendar year.

As the Board's executive officer, the Moderator is responsible for the assembly, editing and release of the annual report to the Congregation.

### Schedule of Activities

Due Date	Action	Responsibility
January 15	Inputs from Stewards, Officers and Commissions due to secretary.	Stewards, Officers and Commissions
January 21	Rough draft assembled from inputs provided.	Secretary
January 28	Edited report prepared by moderator.	Moderator
February 6	Final document prepared and signed by moderator.	Secretary and Moderator
February 14	Report issued to congregation by email with hard copies available in the narthex. Announcement of availability made in weekly program bulletin for two consecutive weeks.	Secretary

### Notes

- If the due dates on the above table fall on a weekend in any given year, the due date is extended to the next business day.
- If reports are not received from stewards, officers or commissions; their activities will not be reflected in the report. The Moderator works with what he has.
- The cover page shall bear the church logo and masthead in color.

### List of Sections in Annual Report

- Moderator's report
- Pastor's report
- Treasurer's report
- Adult education report

- Children and Youth Commission report
- Hospitality and Care Commission report
- Property Commission report
- Social Concerns Commission report
- Stewardship and Finance Commission report
- Worship Commission report
- Elder's report
- Deacon's report
- Trustee's report
- Audio-visual steward's report
- Technology steward's report
- Historian's report
- Librarian's report
- Manual steward's report
- Chaplaincy report

## 6.11 Transfer of Restricted Funds

Number: 6.11
Title: Transfer of Restricted Funds
Date: 09/12/17

Budget funds in restricted and temporary categories shall be transferred to the general fund if the restricted or temporary fund has been inactive with no withdrawals for two years. The exceptions are the emergency fund and the building fund. Stewardship and Finance will bring recommendations to the Board for transfers at the January meeting each year.

# 6.12 Campership Policy

Number: 6.12
Title: Campership Policy
Date: 09/12/17

NWUPC has traditionally had a policy to provide half the cost of church camps for active youth in the church. Students (or their parents) wishing to go to camp should file a form with the pastor. Each year at camp season the pastor will arrange with the Treasurer to pay for the church share of fees for youths applying to go to camp.

The Treasurer shall budget \$ 650 annually as a line item in the general fund to implement this policy. (This is the amount historically needed to provide these funds.) This budget amount shall be reviewed and modified each year during the budget development process based on actual attendance at camps.

## 6.13 Computer Replacement Fund and Policy

Number: 6.13
Title: Computer Replacement Fund and Policy
Date:10/01/17

NWUP Church has a number of computers that need to be replaced on a regular, predictable basis. A line item in the general budget shall be established to provide for these replacements. A total of \$800 will be budgeted in 2017 to seed the fund. In addition, \$400 will be budgeted every year to the line item up to a maximum of \$2,000.

## 6.14 Wedding Policy

Number: 6.14
Title: Wedding Policy
Date:10/01/17

### Resources Available

- Candelabra (2) (the wedding party furnishes the candles)
- Candle lighter/extinguishers Table for guest book
- Dressing room for the Bride and her Attendants and dressing room for the Groom and his Attendants
- Silver Coffee/Tea service
- Cake knife, nut dishes and kitchen utensils
- Glass water carafes
- Silverware
- Toasting glasses (2)
- Glass punch bowls
- White tablecloths for rectangular tables (linen with lace edging)
- Twelve round tables that seat eight each with white, pastel, or burgundy tablecloths for each table

The wedding party is welcome to use disposable items such as paper plates, plastic silverware, and disposable hot and/or cold cups for the reception. These items are to be supplied by the wedding party.

### Wedding Rules

- Limited photography is allowed during the service (after the bride has started down the center aisle, and before the benediction). Natural light photos may be taken from the back of the sanctuary only. NO flash photography. Video equipment must be unobtrusive.
- Music must be in good taste. Please check with the Pastor. It is the responsibility of the Bride to furnish the music for the organist and the soloist (separate copies for each). It is the responsibility of the Bride to confer with the organist regarding music at least two weeks before the service.
- All final decisions regarding the service are made by the Bride in consultation with the Pastor. At rehearsals, the Bride, in consultation with the Pastor, has the final say.

### Building Use Requirements

- Pulpit furniture is not to be removed from the chancel area without consultation with the pastor.
- Dripleless candles must be used.

- Rice is not to be used. Bubbles or birdseed may be used outside the buildings only. Please do not use bubbles in the buildings, as it causes slippery floors.
- No smoking in the church buildings.
- No alcohol on church property.
- When placing flowers/arrangements/candles on any piece of furniture, there must be adequate protection between the vase or holder and the surface of the furniture. (Note: use plastic wrap or something similar.)

### **Guidelines for Use of Other Organists and Pastors**

The wedding party does not have to use the Northwest United Protestant Church Pastor or organist. When the decision is made to use another organist or Pastor, please keep these guidelines in mind: If inactive or non-members wish to use another pastor, this needs to be stated clearly at the beginning of conversations with the church office.

If active members wish to use another pastor, the proper procedure is as follows: Inform the Pastor of the church. Invite him/her to assist with the wedding. He/she may or may not choose to do so. Take care of the expenses involved in bringing the guest Pastor here and in hosting him/her. Offer an honorarium.

Regarding the Organist (or other musician): The organist must be competent to play the church's organ. Other musicians, wishing to use the church sound system, must have a church sound system operator in attendance for the rehearsal and the ceremony.

About Wedding Coordinators: Wedding coordinators must meet with the pastor at least two weeks prior to the ceremony. Wedding coordinators must realize that the pastor is in charge and will have final say, with the bride, in all decisions.

Other Special Celebrations: : A church representative, may be present at other social gatherings.

## 7.1 Members of Church Board

Number: 7.1
Title: Members of Church Board
Date: 09/12/17

<b>Members of the Church Board (13)</b>
Adult Education Commission Chair
Children and Youth Commission Chair
Deacons Chair
Elders Chair
Moderator (CEO of Church Board)
Pastor
Personnel Commission Chair
Property Commission Chair
Stewardship and Finance Commission Chair
Treasurer
Trustee Chair
Worship Chair
Board Clerk

Note 1: One person may not occupy two or more positions on the Board at any one time.

Note 2: Any person may attend Board meetings, but only Board members may vote.



# By Laws

By Laws 10/15/15

Northwest United Protestant Church

## **SECTION 1: ADMINISTRATION**

### **Church Year**

The church year, for fiscal and other administrative purposes, shall begin January 1 and end December 31.

### **Meetings**

#### **Congregation:**

An annual meeting shall be held each fall to elect new officers and to approve the budget for the coming year. The meeting shall be held at least six weeks prior to the beginning of the new church year.

#### **Church Board:**

The Church Board shall hold a regular meeting each month, the time and place to be determined by the Moderator. A meeting may be cancelled for a given month by the Moderator and Minister. Board members shall be notified of a change or cancellation.

#### **Special Meetings:**

Special meetings may be scheduled by the Moderator or when at least 20 percent of the voting Board members request a special meeting. Board members shall be notified of special meetings and their purpose at least one week before a meeting is scheduled.

### **Quorums**

#### **Congregational Meetings:**

A quorum shall consist of those present plus the absentee ballots submitted by members who are unable to attend because of illness, work or travel out of town.

#### **Church Board Meetings:**

A quorum shall consist of at least six Board members plus the Moderator or the Moderator's designee.

### **Rules Governing Meetings**

- Roberts Rules of Order: shall apply when conducting meetings.
- Decision Making: Decisions shall be governed at all Board and Congregational meetings by a majority vote of those present and eligible to vote, with the following exceptions: when approving amendments and revisions to the Constitution and By-Laws, and when voting to call a new Minister.
- Absentee Ballots: The Church Board shall determine when the importance of a congregational meeting warrants an absentee ballot. Normally, such meetings would involve major financial decisions or the calling of a new Minister. Only those members unable to attend because of illness, work schedule, or travel out of town, or any other

reason acceptable to the board shall be eligible for absentee ballots. A list of current eligible members shall be available at the meeting with approved absentee ballots indicated. Only those absentee ballots returned shall be used in calculating quorum percentages.

- Secret Ballots: Secret ballots shall be taken at congregational meetings when voting on financial matters and on other business matters when deemed necessary by the Moderator, or by request of a majority of members attending.
- Email voting: The moderator may call for email votes on church business matters when deemed necessary.

**Elders, Diaconate, and Trustees:**

a. Meeting for Selection of Chairmen: The Chairman of each of these groups shall call a meeting after the annual meeting and before the end of the church year to select their Chairmen for coming church year.

b. Scheduled Meetings: Each group shall schedule its meetings as required on a regular or special basis. Meetings shall be governed by Roberts Rules of Order.

**Commissions, Committees, and Other Church Groups:**

Each group shall schedule its meetings as required to conduct its business. Meetings shall be governed by Roberts Rules of Order.

**SECTION 2: ORGANIZATION**

**Congregational Officers**

1. Moderator: In the absence of the Moderator, the Chairman of the Elders shall fulfill the responsibilities of the position.
2. Elders: The membership of the Elders shall be six.
3. Diaconate: The membership of the Diaconate shall be at least sixteen.
4. Trustees: The membership of the Trustees shall be three, one of which shall be the Chairman of the Property Commission.
5. Commissions and Stewards: The duties and organization of commissions and stewards are spelled out in detail in the Church Manual.

Organizational Table:

See Blue Book 7.1 Organization Table

**SECTION 3: SALARIED PERSONNEL**

Duties and expectations of salaried personnel as well as reporting relationships are spelled out in the Church Manual.

**SECTION 4: AMENDMENTS AND REVISIONS**

Amendments and revisions to these By-Laws may be made by the Church Board. Approval of such changes shall require a two-thirds vote of those members present when approval is sought. Voting may be done at any regular or special Board meeting. Proposed amendments or revisions must be provided to members of the Board at least two weeks in advance of voting.

## REVISIONS

Revision 5 was completed on February 6, 2007. Details of these revisions are available in church archives.

This October 15, 2015 revision is to make the By Laws consistent with a complete revision and reissue of the Church Manual.

# Constitution

Title: Constitution
Date: 04/24/2016

Northwest United Protestant Church

We, the members of the Northwest United Protestant Church, seeking to do the work of the Church, which is the Body of Christ, do hereby adopt this Constitution.

## ARTICLE 1: NAME AND PURPOSE

A. Name: The name of this organization shall be the Northwest United Protestant Church (NWUP) of Richland, Washington, affiliated with the Christian Church (Disciples of Christ).

B. Purpose: Northwest United Protestant Church seeks to inspire individuals to name Jesus Christ as Lord and Savior and to increase their love of God, others, and self, through education, nurture, worship, witness, and service. We express ourselves as part of the body of Christ through witnessing and expressing His compassion, forgiveness, sense of justice, way of reconciliation, and passion for unity. NWUP is a part of the church universal and witness to that reality locally, denominationally, and ecumenically. We believe in intellectual freedom and encourage persons to live their faith responsibly.

## ARTICLE 2: AFFILIATIONS

This church is sponsored by the Christian Church (Disciples of Christ).

## ARTICLE 3: INCORPORATION

The incorporation of this Congregation shall be in accordance with the Decree of Incorporation Number 114371, dated January 3, 1950, and recorded on pages 1183-1189, Book No. 4, in the Department of State, Olympia, Washington.

The Trustees of the Northwest United Protestant Church shall be the corporate officers in all matters concerning sale, transfer, or purchase of property. Any such transactions shall be subject to the approval of this Congregation and the Northwest Regional Christian Church (Disciples of Christ). The title to all property of this Congregation shall be held by the Northwest Regional Christian Church.

## ARTICLE 4: SACRAMENTS

A. Baptism: Baptism by immersion shall be made available to children and adults who have made their confession of faith in Christ.

B. Communion: Communion shall be administered in harmony with the practices of the

Christian Church (Disciples of Christ). All individuals seeking to follow Christ are welcome.

**ARTICLE 5: OUTREACH**

A. Outreach Giving: Determination of the method for procuring and distributing outreach funds shall be made by the appropriate commissions, subject to Church Board approval.

B. Special Offerings: Special offerings shall be taken at such times and for such purposes as are approved by the Church Board. These offerings shall be used for only the announced purposes.

**ARTICLE 6: CHURCH MEMBERSHIP**

Northwest Protestant Church defines a member as someone committed to support the ministries of Northwest through regular attendance, participation in the congregation’s various ministries, and/or regular giving. Only members may vote in congregational meetings and hold church offices.

Should a member decide to withdraw his/her membership from Northwest, he or she may do so by submitting a letter to the board, giving a verbal statement of resignation to the Minister or Moderator, or transferring his or her membership to another congregation.

Each year, the Elders review the membership list, confirming the addition of new members, removing the names of those who have passed away and contacting inactive members to determine whether or not they wish to retain their membership.

**ARTICLE 7: CHURCH BOARD**

**Membership:** The Church Board shall consist of the following 13 officers:

Adult Education Chair
Children and Youth Commission Chair
Board Clerk
Deacons Chair
Elders Chair
Moderator (CEO of Church Board)
Pastor
Personnel Commission Chair
Property Commission Chair
Stewardship and Finance Commission Chair
Treasurer
Trustee Chair
Worship Chair

The duties of the Church Board are as follows:

1. To approve the annual budget recommended by the Stewardship and Finance Commission and refer the budget to the Congregation for acceptance

2. To encourage the control of expenditures so that spending remains within the approved budget unless otherwise approved by the Congregation
3. To approve pulpit committee members
4. To review the recommendations of the Pulpit Committee and forward final recommendations to the Congregation for action
5. To be the presiding body of all business brought to the Congregation.

**Authorities:** The Church Board operates within the following authorities and limitations:

1. The actions of the Board are subject to review by the Congregation, which has the final authority.
2. Decisions of the Board concerning routine operations of the church and actions taken because of emergency situations do not require congregational approval.
3. The following actions shall have congregational approval before being taken:
  - Major expenditures not included in the budget approved at the annual meeting. Major expenditures as defined here are those exceeding \$5,000.00, except for emergency maintenance which shall not exceed \$10,000.00.
  - Major alterations to property and purchase or sale of property.
  - Policy or actions that result in taking a specific position on a political or social issue; and
  - Changes in ministerial leadership.

## **ARTICLE 8: OFFICERS OF THE CONGREGATION AND CHURCH BOARD**

### **Officers Elected by the Congregation:**

The Congregation, at its annual meeting, shall elect the following officers: Moderator, Elders, Diaconate members, and Trustees. The total number making up each group of officers is prescribed by the By-Laws. The Moderator shall be elected for one year and may serve for three consecutive terms. The Elders and members of the Diaconate shall be elected for a two-year term, with the option of serving a third year. Trustees shall be elected for a three-year term. Except under circumstances approved by the Board, the above officers will have a sabbatical of one year before reelection to the same position. The number of Elders, Diaconate members, and Trustees elected each year shall be approximately one-third of the total of each group allowed by the By-Laws. Other officers are elected as specified in the church manual.

### **Qualification of Officers:**

It is imperative that each officer uses his or her experience, talent, and good judgment in planning and carrying out the church program, and that each officer evidences loyal and enthusiastic support of that program. Each officer is expected, therefore, to fulfill the following principles of stewardship to the best of his or her ability:

1. Regular attendance at the services of the church and willingness to serve as needed;
2. Regular attendance at Board and his/her organization meetings; and
3. Regular financial support of the church in proportion to how each has prospered.

### **Duties of Officers:**

The specific duties of officers are included in the Church Manual.

**Removal of an Officer:**

The removal of an officer for any reason shall be the responsibility of the Elders in consultation with the Minister and the Moderator.

**ARTICLE 9: THE MINISTER**

**The Role of the Minister:**

The Minister of this church shall perform the duties that are described in the Church Manual. Performance shall be in accord with those principles set forth in Regional and General Assembly guidance manuals for the Christian Church (Disciples of Christ). The Minister shall be an ex-officio member of all organized groups and commissions of the Congregation. The Minister, in cooperation with the Moderator, shall encourage orderly administration of congregational business and programs through adherence to the Constitution and By-Laws.

**Selection of the Minister:**

The Moderator and the Elders using procedures provided by the Regional minister select and recommend a pastoral candidate for approval by the Congregation. Interim ministers are also selected by procedures supplied by the Regional minister.

**Termination of a Ministry:**

1. The voluntary resignation of a Minister shall be based on the following provisions:
2. Resignation shall be submitted to the Congregation in writing, through the Church Board. The Minister shall consult with the Elders prior to submitting the resignation.
3. Following receipt of the resignation and acceptance by the Board, the Moderator shall announce the resignation to the Congregation.
4. The Congregation and Minister should remember that their covenantal relationship is more than a contract; it is a relationship in Christ.
5. The involuntary termination of a ministry shall be based on the following provisions:
6. Termination shall be first dealt with confidentially between the Minister, Moderator, Elders, and Regional Minister.
7. The Church Board shall approve a termination by at least a two-thirds vote of the members present and voting at a regular or special meeting. If approval occurs, the Board shall recommend termination to the Congregation.
8. The congregation shall hold a special meeting to consider the termination. An eighty percent vote of eligible members attending or returning an absentee ballot will finalize the termination.

**General Provisions:**

1. The Senior Minister shall be affiliated (have standing) with the Christian Church (Disciples of Christ).
2. Any Associate Minister shall be affiliated with the Christian Church (Disciples of Christ).
3. The role, selection, pastoral relationship, and resignation of an Associate

Minister shall be governed by this Article. Associate Ministers shall be under the general supervision of the Senior Minister.

#### **ARTICLE 10: MEETINGS OF THE CONGREGATION**

A. Regular Meetings: The Congregation shall hold a business meeting at least six weeks prior to the beginning of the new church year for the purpose of electing incoming church officers, approving the proposed church budget and projected program, and acting on any other items of business.

B. Special Meetings: A special congregational meeting may be called at any time by action of the Church Board, or by the Minister and Moderator, or upon written request of 20 percent of the participating members of the Congregation. Announcements of all congregational meetings should emphasize that only participating members are eligible to vote.

C. Notice of Meetings: A notice in writing by letter or newsletter shall be made at least two weeks prior to a business meeting of the Congregation. Verbal announcements at two consecutive worship services shall be made. The purpose of the meeting shall be indicated in the announcements.

D. Conducting Business: The congregational meetings shall be conducted by the Moderator or an appointed representative. Decisions of the Congregation shall be governed by majority vote of those participating members present or voting by absentee ballot.

#### **ARTICLE 11: BY LAWS**

A set of By-Laws shall be established and maintained to govern how the Church Board shall conduct the business and carry out the programs of the church. The By-Laws shall provide directions for the implementation of provisions in this Constitution when there is insufficient direction in the Constitution. The By-Laws shall be approved by the Church Board and shall be amended or revised as prescribed in the By-Laws.

#### **ARTICLE 12: AMENDMENTS AND REVISIONS**

This Constitution may be amended or revised by the Congregation in the following manner:

1. The proposed amendment or revision shall be approved by the Church Board.
2. The membership shall be notified by mail that a copy of the amendment or revision will be available at the church office at two consecutive worship services preceding the meeting called to vote on the amendment or revision.
3. The amendment or revision must be passed by a two-thirds majority vote of those eligible members present and voting either in person or by absentee ballot at the meeting.

#### **REVISIONS**

Revision 4 was made on August 13, 2006. These revisions are spelled out in detail Revision 4 in church archives.

This current revision (Revision 5 – October 15, 2015) reflects changes to make the Constitution consistent with a complete revision and reissue of the Church Manual.