STANDARDS OF PROCEDURE

'Sets forth the program of **worship and work** of the congregation' of First Presbyterian Church Kerrville Texas

GOD-CENTERED WORSHIP • CHRIST CENTERED SERVICE • SPIRIT-LED LIVES

Approved August 2026

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FIRST PRESBYTERIAN CHURCH
STANDARDS OF PROCEDURE (Rev. 8-26)

In the Standards of Procedure, the Session seeks to set forth clearly the program of worship and work of the congregation under the direction and leadership of the session of the church. References to the Book of Order are in part II of the Constitution of the PC(USA) 2025-27.

ARTICLE I CONGREGATIONAL MEETINGS

Section 1 Frequency

The Book of Order requires only one congregational meeting a year, the annual meeting, that all open and close with prayer, and provides that congregational meetings may be called by the session, the presbytery, or at the written request of ¼ of the active members on the roll. (G-1.0503)

Section 2 Special meetings

The session of First Presbyterian Church Kerrville also calls special meetings each year no later than April 30 to elect an Officer Nominating Committee and no later than August 31 to elect new officers for the following calendar year. Other actions requiring congregational meetings, such as calling a pastor, buying or selling real property, etc. are listed at G-1.0504. All active members present are entitled to vote.

Section 3 Quorum

A quorum of FPC Kerrville for congregational meetings is 10% of the active members on the roll.

Section 4 Moderator

The installed pastor is moderator of congregational meetings. If the pastor is unable to serve, he or she shall invite another Minister of Word and Sacrament of Mission Presbytery to serve as moderator.

Section 5 Minutes

Minutes are taken by the clerk of session or the assistant clerk. In case neither is available a clerk may be elected by the congregation to record minutes for that meeting.

ARTICLE II THE SESSION

Section 1 Role

The session is responsible for the mission and government of the particular church. It has a wide variety of responsibilities and powers as set forth in the Book of Order, G-3.0201. To accomplish its work the session of FPC Kerrville has established the committee structure set forth in the Standards of Procedure. However, the session has final responsibility and authority for all the duties prescribed in the Book of Order.

Section 2 Membership

A. The session at FPC Kerrville shall consist of 12 to 18 elected and installed elders to serve in three-year classes of equal membership and whose terms shall expire in consecutive years. Additionally, a youth elder may be elected as part of each class of new officers for a one-year term. The Session will decide each year on the number of officers to be elected on the recommendation of the Planning and Training Committee and the Pastor.

B. Any active elder, for reason of disability to himself or in his family, or other emergency, may be placed on a "temporarily inactive status" by the session as provided in Book of Order G-2.0405.

C. The Book of Order G-2.0404 provides that elders may be reelected to the Session after one term for a second term of three years. But after two terms or a total of six years of service on the session the elder must take a sabbatical leave of at least one year before being eligible to be elected to the session again.

D. When vacancies occur, they shall be filled for the unexpired term in the same manner as for a full term (see Article II, Section 6).

Section 3 Officers

In addition to the moderator and clerk required by the Book of Order G-3.0104, FPC Kerrville also elects assistant clerk(s) and a treasurer. The moderator is the installed pastor. The other officers are elected annually by the session.

A. The Moderator

1. The moderator serves as the presiding officer, preserving order and conducting the business of the session efficiently in accordance with Robert's Rules of Order.
2. The moderator opens and closes the meetings with prayer or provides for volunteer elders to lead devotionals and prayers.
3. The moderator may, in any emergency or when requested in writing by any 2 members of the session, convene the session by written notice, email, or telephone call, at a time and place different from that previously designated by the session.
4. The moderator in consultation with the Planning and Training Committee shall annually recommend to the session elders to serve on the session committees. When the chair of the committee is not a ruling elder, the elder member of the committee shall represent that committee to meetings of the session.
5. If it is impractical for the pastor to moderate, he or she shall invite another teaching elder who is a member of Mission presbytery or a person authorized by the presbytery to serve as moderator G-3.0104

B. The Clerk of Session

1. The clerk shall be a ruling elder (active or inactive) elected by the session (G-3.0104) for a term of one year
2. The clerk shall record the transactions of the session as well as minutes of congregational meetings and joint meetings with the deacons, if any.
3. The clerk shall keep rolls of session membership and attendance
4. The clerk shall maintain registers of baptisms, deaths, elders, and deacons as required in the Book of Order G-3.0204.
5. The clerk shall submit timely required reports to the presbytery and general assembly offices as required.

C. The Assistant Clerk(s) of the session shall be elected by the session each year and shall perform all the assigned duties in the absence of the clerk. Any elder may serve as an assistant clerk for the purpose of receiving new members at a worship service.

D. The Treasurer

1. The Treasurer shall be an active member of the congregation and may also be a member of the session.
2. The session will elect the treasurer, on recommendation of the Finance and Generosity Committee and the moderator, annually.
3. The treasurer shall be bonded or be protected by appropriate insurance against fault or liability in case of theft or robbery.
4. The treasurer shall have general supervision of all receipts and disbursement for the church and shall generally organize and direct the financial affairs of the church under the guidance of the session and in collaboration with the business administrator.
5. The treasurer, along with the business administrator, and the pastor will generally supervise the outside bookkeeping firm.
6. The treasurer shall sign checks for the church along with assistant treasurer(s) (if elected), or active elder(s) designated by the Finance and Generosity Committee. An inactive elder or other church member may be designated to sign checks with session approval.
7. The treasurer shall review and approve the reconciliation of the bank statements and other accounts as performed by the bookkeeping firm and the business administrator.
8. The treasurer shall report to the session at each regular meeting. He shall also assist the Finance and Generosity Committee, the church business administrator, and the pastor in monitoring the expenses of the church as compared with the budget along with the actual income of pledges, offerings, etc., and shall alert the session as well as all persons responsible to any problem areas.
9. The treasurer shall recommend to the Finance and Generosity Committee investments and deposits of the church's funds.
10. Requests by church members to disburse funds to other organizations must align with the church's mission and be recommended by the Mission and Outreach Committee.
11. The treasurer shall be responsible for the general oversight of the church's books and ledger kept by the church business administrator, and these shall be open to inspection by authorized church officers at reasonable times as provided by the Book of Order G-3.0205.

Section 4 Stated Meetings and Quorum of Session

A. The session shall annually determine the dates of stated meetings of the session which will ordinarily be monthly with adjustments for holidays. The time of stated meetings may not be changed except in case of emergency (Section III.B.3) or in the case of serious conflict with other activities.
B. Quorum. A quorum of the session shall be the pastor or other presiding officer and 1/3 of the elders except for the reception and dismissing of members, when the quorum shall be the moderator and two members of the session. Book of Order G-3.0203
C. Business of the meeting. The business of the meeting shall be limited to items specifically listed in the call (agenda). The order may be modified by the session as needed at the beginning of the meeting.
D. Appropriate notice of each meeting shall be provided by the clerk along with available minutes of the committees and any necessary background information for consideration of action items.
E. An elder who is unable to attend stated meetings should notify the pastor, the clerk, or the church office to request an excused absence. If an elder has two unexcused absences in a year, the clerk will notify the moderator of the session.
F. Special or Called Meetings may be called by the moderator when he or she judges it necessary and shall be called by the moderator when requested in writing by any two members of the session. Book of Order G-3.0203
G. In the event it is necessary to have a session vote between regularly stated meetings, the moderator may put the question to the session by e-mail. However, any response other than "yes" or "no" will result in the motion's being tabled until a video conference call or face-to-face meeting of the session can be called.
H. At the request of an elder who must be absent the Session may authorize a specific meeting to be held with electronic access (such as Zoom) from outside the meeting room. If an elder(s) participating remotely can hear and participate in the discussion of agenda items, he or she may vote.

Section 5 Participation in Mission Presbytery

A. Each elder is expected to attend at least two meetings of Mission Presbytery during each three-year term. Presbytery meetings occur three times each year, and FPC is currently allowed five commissioners at each meeting in addition to the pastor. Inactive elders may also be commissioned to presbytery meetings by the Session.

B. Active and inactive elders are encouraged to join one of the committees of Mission Presbytery. The committees of Mission Presbytery are:

a. Committee on Preparation for Ministry
b. Committee on representation and participation
c. Connect Committee
d. Fiscal Oversight Committee
e. Human Resources Team
f. John Knox Ranch Committee
g. Learn Committee
h. Serve Committee

Section 6 Election of Officers

A. A new class of elders, deacons, and a trustee are normally elected every year no later than August 31 to allow the fall for training. The Session decides how many officers will be nominated.

B. Nominations are provided to the congregation by the Officer Nominating Committee.

1. The ONC shall be nominated by the Planning and Training Committee and elected at a congregational meeting each year before April 30.
2. The ONC shall be comprised of two active elders, a deacon, and two members of the congregation who are not currently serving on the session or diaconate. The session designates the two elders to the Planning and Training Committee, the deacons designate a deacon, and the Planning and Training Committee nominates two other active members of the congregation striving to make the committee as representative as possible.
3. The pastor is an ex officio member of the ONC with voice but not vote. (Book of Order G-2.0501)
4. Candidates for the ONC may also be nominated from the floor at the congregational meeting where they are elected. However, the nominator must first have secured the permission of the person he or she wishes to nominate.
5. Once elected the Officer Nominating Committee will be guided by the outline presented in Appendix A always seeking to discern the calling of the Holy Spirit.

C. Congregational Meeting to Elect Officers

1. A timetable will be established to the end that the ONC will be ready to report to the congregation no later than the end of August. The specific date will be set by the session based on recommendations form the Officer Nominating Committee and the moderator.

2. Information about the proposed officers should be provided to the congregation at least two weeks before the Congregational meeting.
3. The chair of the ONC will present the slate of officers.
4. The moderator will invite nominations from the floor – always provided that the person nominated from the floor has given his or her permission to be nominated in advance.
5. Voting may be done by voice vote or written ballot. If more candidates are nominated than vacant positions, written (secret) ballots will be used.

Article III: THE STANDING COMMITTEES

Section 1 General Provisions

1. Purpose: The planning and management of the work of the church, under the jurisdiction of the session, is done in standing committees. Committees enhance efficiency and oversight by focusing on an area of responsibility as defined in the Standards of Procedure in subsequent pages. The committees of the church address specific tasks or issues, allowing First Presbyterian Kerrville to manage our complex operations more efficiently and effectively.
2. Oversight: Committees play a crucial role in monitoring activities and ensuring compliance with policies, thus maintaining ethical governance.
3. Recommendations: The committees of the church facilitate decision-making processes by evaluating options and making recommendations to the larger organization through the Session.
4. Following their election to office, the incoming elders are asked to provide information on their preferences regarding committee assignments. The Planning and Training Committee then considers the needs of the church, the existing assignments, and the preferences of the incoming class of elders; and places elders on committees.
5. Any elder who would prefer to be assigned to a different committee can make their desires known to the pastor and the Planning and Training Committee, and their preferences will be considered. The needs of the church must always be considered.
6. Any church member can volunteer for a particular committee and their willingness to be of service will be appreciated. When accepted by the committee as a member

he or she has voice and vote. Retired clergy who are members of Mission Presbytery also have voice and vote on Standing Committees of FPC.

7. Individuals who are not members of the church and who volunteer for a particular committee will also be appreciated. When accepted by the committee as a member each will have voice and vote in the committee meetings, but not congregational meetings.
8. Each month, each committee should provide a report to the Clerk of Session consisting of meeting minutes and / or other information.
9. Committee chairs are expected to provide the Finance and Generosity committee with a proposed budget annually. An overall budget will then be prepared which will be modified if needed and then approved by the session. The approved budget will be presented to the congregation, but the congregation does not have the authority to modify a budget once approved by the session.
10. All fundraisers planned by any committee must be approved in advance by the Session.
11. The procedure for any entity of FPC to apply for grants from other organizations is detailed in Appendix Q.
12. In addition to the standing committees of the church, when a particular situation arises, a task force may be formed. It is the expectation that a task force will be dissolved once their unique task is completed.

Section 2 Duties of the Individual Committees

A. Personnel Committee Responsibilities

1. To require and review job descriptions for each staff position
2. To recommend personnel policies to the session
3. To review the annual evaluations of all compensated staff, both lay and pastoral, completed by the Head of Staff, and to conduct an annual evaluation of the Head of Staff (Annual evaluations should be scheduled in advance and completed no later than August 1.)
4. To review compensation levels on an annual basis and make recommendations to session (or congregation in the case of pastoral staff) for changes as necessary
5. To review employment and benefit policies as needed and to make recommendations to the session for changes as necessary
6. To encourage professional effectiveness and growth for all staff
7. To review the Worker's Compensation and other personnel-related insurance programs as needed and to recommend changes as necessary to the Session.

B. Finance and Generosity Committee Responsibilities

1. To insure that all offerings are counted in accordance with the Book of Order (G-3.0205a) and Appendix K of the Standards of Procedure
2. To keep one set of financial records to reflect all financial transactions, including both operating and special fund accounts. The Treasurer and members of the Committee shall review the monthly financial reports and operating statements. The Treasurer and/or a member of the Committee shall make a brief statement of interpretation concerning the financial reports to the session at stated meetings and at other times as requested by the session. The Treasurer, all Committees, pastor(s), and session shall receive the complete monthly financial reports.
3. To generate quarterly reports on all funds and assets of the church. The Finance and Generosity Committee shall have general oversight of any special or memorial funds, keeping the session apprised of their amounts, and occasionally making recommendations to the session on ways to expend non-designated special funds so that they will not accumulate unduly. However, no special fund shall be set up except with the consent of the session.
4. In accordance with (G-3.0113) the Book of Order, and following the close of each fiscal year, to arrange for an annual audit or financial review of all books and records, including Children's Corner Preschool. A complete report shall be made to the session not later than the July stated meeting following the end of the fiscal year being audited/reviewed.
5. To direct the annual budget process (Article II, Section 1, number 8)
6. To provide full information to the congregation concerning budget, benevolences, and other offerings for Christian purposes
7. To prepare and support an annual budget for the continued operation of all facets of the physical plant, ensuring that maintenance reserve funds are maintained in sufficient amounts at all times
8. To develop, maintain, and administer financial policies and procedures
9. To develop the church's insurance program and associated coverage
10. To provide oversight of the planned giving program (See Appendices D, D-1 and D-2)
11. To recommend to the session, in coordination with the Moderator, candidates for the position of Treasurer (See Article II, Section 3, D, 2)
12. To assist in the administration of the Major Purchases Policy (See Appendices F and F-1)
13. To assist in the administration of the Grant Request Procedure (See Appendix Q)
14. To plan for and to conduct the annual stewardship program for our congregation to be initiated no later than October, periodically reminding the congregation that good stewardship is a constant process and not a one-time event. and to encourage the gifts of generosity and faithful stewardship of personal financial resources.
15. To develop a year-round stewardship program, encouraging each member of the congregation to a minister, intentionally committing his/her time, talent, and treasure to serving all persons (and all of each person) in the name of Jesus Christ.

C. Property Committee Responsibilities

1. To inspect church property by conducting routine and periodic (both scheduled and unscheduled) inspections of the facilities to maintain awareness of present or pending problems, with methods and assignments as developed by the Committee
2. To oversee the maintenance, repair, and replacement of all church property, including church vehicles, the master plan of the physical plant, area signage, and the free-standing signs publicizing our church in several locations, both within and on the outskirts of Kerrville
3. To provide for the cleaning of the buildings and the maintenance of the grounds by utilizing custodial staff or contracted cleaning and landscape services
4. To establish and enforce policies regarding use of church property (See Appendices L and M)
5. To oversee the security for the operation of the church and its facilities.

D. Planning and Training Committee Responsibilities

1. To prepare a suggested slate of <u>active</u> representative members to serve on the Officer Nominating Committee and to present that slate to the congregation for election (although nominations may come from the floor if the person(s) being nominated has agreed to serve)
2. To train the Officer Nominating Committee (See Appendix A)
3. To help identify those for leadership positions, for session committees, or elsewhere in consultation with the Pastor, and Committee Chairs as appropriate. Both continuity and new ideas are important.
4. To plan and coordinate training for new officers and continuing education for all officers
5. To plan and coordinate the annual retreat for all church officers (Church Officers are defined as elders, deacons, and pastors)
6. To coordinate, review, and update the "Standards of Procedure" that outline the duties of each ministry area and committee procedures of this church for its worship and work as needed.
7. To support and encourage the work of other ministry areas.
8. To encourage the session, the diaconate, and committees to develop and evaluate long-range plans, as needed.

E. Adult Christian Education Committee Responsibilities

1. To offer ongoing opportunities for faith-based learning, including items such as the 'Currie Enrichment Series', etc.
2. To provide educational opportunities for members to develop greater understanding of the liturgical calendar, including the provision of materials for Advent and Lent
3. To cooperate and consult with the Visitor and New Member Committee to arrange classes for new members regarding Presbyterian faith and values, beliefs, polity, mission work and worship.
4. To encourage participation in Presbytery, Synod, and national education leadership events and to assist with cost when appropriate
5. To recruit, train and encourage members to develop skills needed to teach the faith in formal and informal settings
6. To maintain a church library and curriculum materials to support Christian formation (Appendix I)

F. Youth and Young Adult (YAYA) Committee Responsibilities

1. To provide youth fellowship programs for middle and high school students to include worship, study, service, and opportunities for growth in discipleship
2. To develop and promote growth opportunities for the development of faith through camps, conferences, retreats and mission trips
3. To provide Sunday youth group programs for middle and high school students that include Bible study, devotionals, and practical theology along with informal socializing and fun.
4. To provide a confirmation class on a regular basis.
5. To provide scholarships, if approved, and to arrange for session approved fundraisers to underwrite special trips and events
6. To plan special trips annually for youth to develop awareness of the needs of the world, opportunity for service, growth in discipleship, knowledge of the Presbyterian Church and to create a strong bond of fellowship among participants
7. To plan and carry out projects for our college-age members away from home and to minister to, and with, college-age young people in our midst, especially those from Schreiner University
8. To work with various other committees of the church to provide opportunities for youth and young adults to become involved in the total life of the church, including leadership in worship, membership on committees, and service as officers of the church when appropriate
9. To partner with Children's Ministry to provide a bridge (via programming, Christian education classes and support) for parents and children navigating the transition to adolescence

10. To engage youth and young adults in developing skills needed in building Christ-centered relationships in church and in their lives
11. To recruit, train, and develop volunteers for leadership in youth and young adult ministry. (See Appendix H)

G. Children's Ministry Committee Responsibilities

1. To provide childcare (infants through children in first grade) during worship, Sunday School, and other church-sponsored activities and events
   a. To review childcare/nursery policies (See Appendix G)
   b. To ensure the church offers a well-equipped childcare room(s)
   c. To ensure that the church has approved, paid childcare staff, as well as volunteers
   d. Every two years, and in cooperation with the personnel committee, to review and approve job descriptions and compensation for childcare providers and for any Child Care Coordinator
2. To develop and promote growth opportunities for children and youth for the development of faith.
   a. As needed, to provide funds for partial cost of approved events
   b. To provide scholarships as approved by the Children's Ministry Committee
   c. To arrange for session-approved fundraisers to underwrite special trips/events for children
3. To plan activities annually for children to develop awareness of the needs of the world, opportunity for service, growth in discipleship, knowledge of the church and to create a strong bond of fellowship among children
4. To teach Bible stories, faith practices, and theological concepts as are developmentally appropriate for children. Instructional venues include Children's Church, summer camps, and Parents' Night Out
5. To provide instruction to children and families about the significance of the sacraments, The Lord's Supper and Baptism, and their practice. (See Book of Order W-3.0403).
6. To provide for the recruitment, training, and nurture of acolytes

H. Fellowship and Hospitality Committee Responsibilities

1. To create and implement activities which promote and encourage fellowship among visitors, prospective members and church membership
2. To provide general oversight and assistance as needed for existing groups and activities such as: All Church Suppers, Fellowship Groups, GEM (Greet/Eat/Meet), Men's Breakfast, all-church retreats, picnics, etc. and to assist existing committees and groups in hospitality and fellowship and related activities

I. Visitors and New Members Committee Responsibilities

1. To work with the pastors to witness to prospective new members through written communication, telephone calls, or making personal contact with visitors
2. To encourage new membership on a regular basis by placing an "invitation" message in the church newsletter, on the website, and in the worship bulletin, with specific steps to initiate membership
3. To maintain a hospitality table in the Narthex
4. To coordinate with Congregational Care staff to make sure visitor information is recorded and each new member is contacted with a personal welcome as appropriate the week after the visit.
5. To plan and host two Visitor Luncheons each year to acquaint potential members with the PC (USA) and First Presbyterian.
6. To coordinate with the pastor and clerk for the formal acceptance of new members by the Session.
7. To work with the pastor and Congregational Care staff to provide for recognition of visitors and new members.
8. To share the New Information Form in Appendix K with the Session when a new member joins the church.
9. To synergize with other groups to integrate, educate, and welcome new members regarding First Presbyterian Church, its congregation, and how, as new members, they may become involved in the totality of worship in this church

J. Benevolence and Outreach Committee Responsibilities

1. To seek the Lord's guidance constantly in searching for new ways of serving others in our community and beyond in the name of Jesus Christ
2. To establish and maintain a process for receiving, evaluating, and recommending requests from outside charitable organizations for mission support to the session and periodically communicate to the congregation regarding allocation of benevolent expenditures
3. To help all members of the congregation be ministers by fully informing them about mission efforts, both locally and beyond; and to facilitate and encourage individuals' participation in and support of ministries such as Christian Assistance Ministry (CAM), Habitat for Humanity, etc.
4. To inform the congregation about national and international mission efforts; to facilitate and encourage individuals' participation in and support of such ministries; and to develop and execute a program to search for new ways to join in national and international efforts to serve others in the name of Jesus Christ
5. To coordinate with the Finance and Generosity Committee in informing and reminding the congregation about the denomination-wide offerings of the PC(USA): One Great Hour of Sharing, World Communion Offering, and Joy Offering and to encourage participation in these offerings.

6. To serve as the vehicle for the Youth Education Support (Y.E.S.) and Hopes Kitchen to submit matters to the session
7. To communicate to the congregation and the community about the missions of Children's Corner Preschool, Hope's Kitchen, the Pop-up Markets of the San Antonio Food Bank, and the YES Center, and about ways in which to serve/participate in these FPC missions.

K. Children's Corner Committee Responsibilities

1. To provide oversight of Children's Corner Preschool, with at least one elder serving as chairman on its committee and at times a second elder as vice-chairman
2. To ensure that Children's Corner Preschool is providing developmentally appropriate learning experiences for each child using curriculum that encourages growth and learning in both pre-school skills and Christian values.
3. To ensure that children attending Children's Corner Preschool have an opportunity to hear God's word through Christian teachings and Bible stories and an opportunity to participate in a weekly age-appropriate service of worship
4. To ensure that CCP employee policies are consistent with all state and federal regulations. Regular personnel matters are governed by the Children's Corner Preschool Family Handbook and the Children's Corner Preschool Employee Handbook which are approved by the state regulators and always available in the Director's office. Two members of the CCP Committee will liaison with the church Personnel Committee for purposes of coordination.
5. To establish the tuition charged by Children's Corner Preschool
6. To establish the compensation paid to teachers and aides working in the Children's Corner Preschool ministry, consulting with the Personnel and Finance and Generosity Committees.
7. To evaluate scholarship applications and to award scholarships as future funds may allow
8. To serve as the vehicle through which Children's Corner Preschool may submit matters to the session
9. To communicate to the congregation and to the community about Children's Corner Preschool
10. To identify opportunities for the congregation to become involved in Children's Corner Preschool
11. To perform, along with the church Head of Staff, an annual review of the performance of the executive director
12. To review and update these responsibilities annually

L. Worship and Music Committee Responsibilities

1. To share with the pastor(s) in the selection of hymnals, song books, and service books in consultation with musicians and educators available to the session.

2. To provide for streaming and recording of worship services.
3. To provide, In consultation with the pastor(s), for pulpit supply on all occasions when the teaching elders of the church are unavailable to lead corporate worship due to illness, vacation, etc.
4. To recommend approval of the baptism of children and adults to the Session.
5. To recommend the Communion schedule for the next year for adoption by the Session each December. In consultation with the pastor and the Diaconate, the committee shall see that preparations are made for the elements to be served and volunteer elders (active and Inactive) and deacons to serve them.
6. To support and oversee the choir and persons leading music and to seek to have the entire congregation participate fully in worship.
7. To make recommendations, in consultation with the Personnel Committee, shall to the session concerning the employment of all choir directors, organists, and others in the program of music of the church.
8. To oversee the provision of special musical programs.
9. To provide oversight to ensure that ushers are provided for all worship services. (See Appendix 0 for Ushers' Manual)
10. To make special provision for worship and spiritual welfare of those whose situation prevents their participation in the regular services of the Lord's Day including Extended Communion as assigned to the Diaconate.
11. To make special provision for streaming and recording of worship services
12. To provide for a variety of aids to worship, including bulletins, hearing impaired equipment, sound system adjustment and control, sanctuary appointments, pew supplies, flowers, etc. in conjunction with other committees.
13. To provide, along with the Pastor(s), for the administration of the Wedding Policy as detailed in Appendix B.
15. To provide, along with the Pastor(s) for the administration of the Service of Witness to the Resurrection Policy and the use of the Columbarium as detailed in Appendix C
16. To provide for the maintenance and repair of all the musical instruments including the bells, pianos and organ, working with the organist to plan for and coordinate regular maintenance with the builder.

ARTICLE IV– THE DIACONATE

Section I – Role

1. The diaconate is responsible, under the session, for certain areas of the church's life. These areas have to do with ministries of "compassion, witness and service. (Book of Order, (G-2.02)

2. In addition, in response to the Book of Order, (G-2.0201 and G-2.0202) the diaconate will strive to provide for the growth of its members as disciples who bear personal witness to the love of Jesus Christ.
3. The diaconate will also encourage active participation in the life of the church and express the mission of the church in terms of service to the individual and the family and to be creative in planning programs for fellowship and recreation.
4. The deacons are organized into such committees as needed to fulfill their duties including visitation and care groups, communion elements, and extended communion.
5. G-2.0202 provides that the diaconate is under the supervision and authority of the session and may be asked by the session to assume additional duties.

Section 2 – Membership

1. The diaconate shall consist of between 12 and 18 duly elected, ordained and installed members chosen to serve in three, three-year terms approximately equal in number, whose terms shall expire in consecutive years. A youth deacon may be elected as part of each class of new officers for a one-year term. The pastors(s) shall serve as an advisory member of the diaconate.
2. Any active deacon, for reason of personal or family illness or disability, may be placed on "temporarily inactive status" by the diaconate. When vacancies occur, said vacancies shall be filled for the unexpired term in the same manner as persons being elected for a full term, i.e. by the congregation, with the Officer Nominating Committee recommending nominees to the congregation.
3. Deacons may serve multiple terms, including two consecutive terms, but a sabbatical leave of at least one year shall be required of any person prior to his/her being eligible for reelection to the diaconate after the second term.

Section 3 – Officers of the Deacons

1. The diaconate will elect its own moderator and secretary. The moderator's duties include chairing the meetings, leading the deacons in spiritual formation, and coordinating with the pastoral staff to make sure that diaconate responsibilities are fulfilled. In the absence of the moderator, the secretary may chair a meeting.
2. The secretary's duties are to keep the meeting minutes and records of the diaconate and to see that they are submitted to the clerk of session annually to be stored electronically with the session and congregational meeting minutes for each year.

Section 4– Election of the Deacons

1. Deacons are elected annually by the congregation.
2. The Officer Nominating Committee will submit the names of adult candidates for three-year terms, and may submit the name of one youth candidate for a one-year term to the congregation for approval.
3. "Persons of spiritual character, honest repute, exemplary lives, brotherly and sisterly love, warm sympathies, and sound judgment should be chosen for this office." Book of Order, (G-2.0201) All those further qualities and characteristics listed in the "Standards of Procedure" for elders shall also apply for deacons.

Section 5 – Responsibilities

1. To contact all members of the congregation, as needed
2. To use these contacts to sustain and to promote attendance at all church functions
3. To provide information about the Stephen Ministry and how to obtain a Stephen Minister for an extended relationship on a one-to-one basis
4. To make available the communion elements for all regular and special worship services and to assist the pastors and elders in serving communion to the membership
5. To respond to the pastoral staff and office staff when called upon to visit a member in the hospital, or a member who has lost a loved one, or those in crisis or isolation
6. To provide extended communion for members at home or in hospitals, nursing homes, etc.
7. To report to the session, at least annually, about those members who are no longer able to be active or who require special attention.
8. To call on and welcome new members with a packet of information and some type of welcome gift; to work with the Hospitality and Fellowship and New Member Committees to encourage new members to become involved in the life of the congregation as they are able
9. To provide budget information in all areas of its responsibility as required by the session

Section 6 – Stated Meetings and Quorum

1. A quorum of the deacons shall be defined as one-third of members and shall be required for each stated meeting. The deacons ordinarily meet in alternate months but may meet less frequently as needed.
2. In the event a deacon cannot attend a stated meeting, the deacon shall request an excused absence. This may be done by notifying the church office or the moderator of the diaconate.
3. The moderator of the deacons may call a special meeting when he/she deems it necessary and shall do so when requested in writing by two or more other deacons.

ARTICLE V – TRUSTEES

Section 1– Roles and Duties

1) First Presbyterian Church is a religious corporation, incorporated under the laws of the State of Texas. [Also see Book of Order, (G-4.01)
2) All property held for or by the church shall be lodged in a corporation having a group known as Trustees Book of Order, (G-4.01). The corporation shall have a total of three trustees, all of whom shall be active members of the congregation, with a single trustee to be elected by the congregation each year, to serve a term of three years. The powers and duties of the trustees shall not infringe upon the powers and duties of the session.
3) The trustees, always acting only on behalf of and for the corporation, shall have the following powers and duties and be subject to and governed by the following provisions (as well as by the provisions of G-4.0101 of the Book of Order to the extent not enumerated below):
   a) To receive, hold, encumber, manage and transfer property, real or personal, for the church including rental or leasing thereof
   b) To accept and/or execute deeds of title to such property
   c) To hold and defend title to such property
   d) A decision by any two of the three active trustees shall be binding. Similarly consenting signatures of any two of the active trustees shall be required to satisfy legal requirements.
4) Church Property is held in trust. All property held by or for the corporation, whether legal title is lodged in a corporation, a trustee or the trustees, or an unincorporated association, whether the property is used in programs of the congregation, or retained for the production of income, is held in trust nevertheless for the use and benefit of the Presbyterian Church (USA).
5) Selling, Encumbering, or Leasing Church Property. The corporation shall not sell, mortgage, or otherwise encumber any of its real property, and it shall not acquire real property subject to an encumbrance or condition, nor shall it lease its real property that is used for purposes of worship, or lease for more than five years any of its other real property, without the written permission of the Presbytery transmitted through the session of the congregation in either case.
6) All of the powers listed above are subject to the authority of the session and are under the provisions of the Constitution of the Presbyterian Church (USA) provided further that in buying, selling, and mortgaging real property, the trustees shall act only after the approval of the congregation is granted in a duly constituted meeting.

Section 2 – Corporate Meetings

Per the Book of Order (G-1.0503), "Whenever permitted by civil law, both ecclesiastical and corporate business may be conducted at the same congregational meeting."

ARTICLE VI – PRESBYTERIAN WOMEN

Section 1 – Role

1. The Presbyterian Women organization of First Presbyterian Church invites all women who are members or non-members of First Presbyterian Kerrville to participate in the organization.
2. The Presbyterian Women encourages Bible study, Christian growth, and fellowship among its members, and encourages participation in service projects for the church and the community.

Section 2 – Organization

1. The Presbyterian Women may elect its own officers to fulfill its purpose.
2. The Presbyterian Women may prepare its own budget and subscribe pledges to underwrite it. The budget may be submitted to the session for information.
3. In order to keep communication open between the session and the Presbyterian Women a short summary of the year's activities may also be made in writing or in person at the Session's request.

ARTICLE VII – AMENDMENTS AND REVISIONS

1. This "Standards of Procedure" may be amended by a majority vote of those present at a stated meeting of the session, or at a meeting called specifically to decide on amendments.
2. Proposed amendments will be provided to the session before the meeting which will act upon them.
3. As provided in the "Standards of Procedures," there will be an annual review of the policies and appendices, facilitated by the Planning and Training Committee with consultation of the chairs of all standing committees.

Article VIII. Standards of Procedure Event Calendar

SOP EVENT CALENDAR

ITEM	ESSENCE	LAST DATE	Month
Appendix D 2 A 2.	Designated fund 'overseer' list update	January	1
Art Ii, Vi. B.2	P&T recommend ONC elders for Calendar year to session	February/March	2
Art I, S1	Annual Congregation Meeting (BoO G-1.0501)	February	2
Art Ii, Vi, B.1	Congregational meeting to elect ONC; Session sets number of officers to be nominated	April 30	4
Art II, SVI, C.7 Appendix N	Columbarium Ministry Committee reports to Worship and Music	June	6
Art I, S2,	Congregational meeting to elect officers	August	8
Art IiI, S2. A.4.	Complete annual staff evaluations	August 1	8
Art IIi, S2, B.14	Stewardship plan, set Pledging Sunday	August/September	8
Art iI, S2, B.14	Direct annual budget process	September/October	9
Art I, SIII, B.d, & SVI, B	Moderator and P&T Recommend committee elders, and membership, and report to session t	November	11
Article III, S2 D6	Annual review of SOP Report to Session –Committees begin review in August	November	11
Article III, S1, 8	Team/Committee reports to session	Monthly	13 Monthly
Art III S2I, B.3.4.	Generate quarterly reports of funds and assets, Annual audit or financial review of books & records including CCPS	At least Quarterly Close of fiscal yr	13 Quarterly
Appendix U, S4	Update Job Description's	Even numbered years	13 y
Appendix U, S4.1.4	Update background checks	Every two years	13 bi yearly

Appendix A: OFFICER NOMINATION COMMITTEE

1) The committee prepares itself.
   a) Selected references for individual and committee study concerning the nature and mission of the Christian church for which leadership is being sought:
      i) Ephesians 4:1-7, 11-16
      ii) Titus 1:5-9
      iii) I Timothy 3:1-13; 5:17-22
      iv) Acts 6, v 1-6
      v) I Peter 5: 1-3
      vi) Romans 12: 3-8
      vii) I Corinthians 12:1-11
      viii) Handbook for Church Nominating Committees
      ix) The Book of Order, Chapters G-2.02, 2.03, 2.04
      x) Also see update reference – ELECTION OF OFFICERS
      xi) Members need to be aware of the particular problems, possibilities, and priorities of our own congregation.
   b) Members maintain 'confidentiality', asks for candidate suggestions, and develops its own list.

2. The Officer Nominating Committee is encouraged to consider (1) the staffing needs and continuity of the various committees, and (2) the guidelines stated below, to the extent practicable, in selecting nominees to serve as Elders, Deacons, and Trustees:

a. Church involvement.
   i. Regular attendance at public worship.
   ii. Active participation in other church activities.
   iii. Offices held and services rendered.
   iv. Evidence of commitment to the church and its mission.
   v. Understanding of and commitment to Presbyterian polity.
   vi. Evidence of leadership in this or previous Presbyterian churches.
   vii. Identifiable contribution to First Presbyterian Church.

b. Christian living.
   i. Evidences of grace and compassion in common life.
   ii. Evidence of maturity and effectiveness of ministry in the community and the world.

c. Personal qualifications.
   i. Cooperativeness.
   ii. Willingness to learn.
   iii. Ability to follow through on assignments.
   iv. Openness to new ideas.

v. Maturity of judgment.
vi. Feeling of freedom to express own ideas.
vii. Readiness to listen.

d. Particular qualifications for a particular office.
i. Occupational background and experience.
ii. Service in other organizations.
iii. Interest in particular causes.
iv. Offices held and performance.
v. Education and training in the duties and responsibilities of the office.

3. Learning about potential candidates.
a. Assemble candidate nominations
i. Prepare a nominating form to be provided to the entire membership, design it to gather all information the committee will need, and include names ineligible because of consecutive or active service.
ii. Invite nominations through a special mailing or the church newsletter.
iii. Ask each organization in the church to propose potential candidates on the nominating form.
iv. Make the committee's own candidate list.

b. Study the membership roll of the congregation.
i. Give attention to the previous experience of new members.
ii. Discover and challenge potential new leaders.

c. Consider not only individual qualifications but the slate as a whole.

Appendix B: WEDDING POLICY AND FEE SCHEDULE

1.0 WEDDING POLICY

The congregation, Session, and staff of First Presbyterian Church welcome those planning to unite in marriage, and we rejoice that you have chosen to establish your marriage relationship in covenant with God and that you wish to celebrate this covenant in a service of worship. Marriage is a divine institution, established by God in creation and blessed by Jesus, his son, at a wedding in Cana of Galilee.

The place where your wedding will be celebrated is not a wedding chapel, but a church, a holy house of God set apart and hallowed. When you choose the First Presbyterian Church for your ceremony, you acknowledge that the wedding service is first and foremost a service of the church and a regular offering of worship.

"Marriage is a gift God has given to all humankind for the well-being of the entire human family. Marriage involves a unique commitment between two people, traditionally a man and a woman, to love and support each other for the rest of their lives. The sacrificial love that unites the couple sustains them as faithful and responsible members of the church and the wider community". (Book of Order W-4.0601)

1.1 PASTORS

Contact with a pastor on the church's staff shall ordinarily be made at least 60 days in advance of the wedding. The pastors of this church are always happy to officiate at the marriage service when their schedules permit, where there is no impediment to the marriage, and where there is serious intention to establish the marriage on Christian principles. "If they meet the requirements of the civil jurisdiction in which they intend to marry, a couple may request that a service of Christian marriage be conducted by a pastor in the Presbyterian Church (USA), who is authorized, though not required, to act as an agent of the civil jurisdiction in recording the marriage contract. A couple requesting a service of Christian marriage shall receive instruction from the pastor, who may agree to the couple's request only if, in the judgment of the pastor, the couple demonstrate sufficient understanding of the nature of the marriage covenant and commitment to living their lives together according to its values. In making this decision, the pastor may seek the counsel of the Session, which has authority to permit or deny the use of church property for a marriage service." (Book of Order W-4.0602)

1. Under extenuating circumstances, such as those living out of town or in military service, exceptions for the 60-day notice will be made if facilities are available on the day desired, but even in such cases a minimum of thirty days' notice is required. Counseling of the couple must still be arranged with the pastor who will officiate.
2. "Nothing herein shall compel a pastor to perform nor compel a Session to authorize the use of church property for a marriage service that the pastor or the Session believes is contrary to the pastor's or the session's discernment of the Holy Spirit and their understanding of the Word of God". (Book of Order W-4.0605)
3. All couples wanting to be married in our church must first:
    - ✓ Talk with one of our pastors to get approval;
    - ✓ Complete the Wedding Application/Reservation form Table B.1;

- ✓ Pay facility deposit to book the wedding;
- ✓ Complete the counseling program prescribed by the officiating pastor;
- ✓ Receive approval of the worship committee and Session to use First Presbyterian Church property for the wedding ceremony.

4. A pastor on the staff will serve as the officiating minister. The service is under the direction of the pastor(s) and session of First Presbyterian Church. Guest pastors may be invited to participate in the service; however, the guest pastor must be approved by the officiating First Presbyterian Church pastor and the session. The guest pastor will participate at the discretion of the officiating First Presbyterian Church pastor.

1.2 WEDDING COORDINATOR

The wedding coordinator of First Presbyterian Church is required for all church weddings, except for simple weddings with less than 25 people attending and no rehearsal. This person will assist the pastor and the bridal party with arranging details for the wedding. This person will be of help in advising the couple and the family of church policy, in planning the rehearsal, and in supervising and coordinating the wedding and reception. The wedding coordinator will assist all participants by remembering and following through on details. The wedding coordinator will assist in all efforts to ensure a safe and successful wedding and wedding reception.

The wedding coordinator will make contact as soon as the wedding date has been set at the church office. Church members will pay fees for the wedding coordinator.

1.3 WEDDING SERVICE BULLETIN

Some couples choose to have a bulletin for their wedding service, giving the order of worship and listing all the participants. There is no charge for this bulletin. Couples requesting a bulletin shall provide all relevant information to the pastor NO LATER THAN TWO weeks prior to the wedding.

1.4 APPLICATION FOR USE OF CHURCH'S FACILITIES

The dates for the use of the church facilities should be cleared with the pastor and the church business administrator so that reservations may be entered on the church calendar. No weddings, rehearsals, or receptions, at the church, may be scheduled for New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Christmas Eve, Christmas Day, Holy Week, Easter, Sunday mornings or Sunday evenings. Weddings will ordinarily not be scheduled during Advent, Lent, or during other special occasions in the life of the Church.

If the reception is to be held in the Ryan Hall or the Family Life Center, the church business administrator should also be contacted for arrangements and clearing of the dates. Once the dates have been cleared on the church's calendar, an application for the use of the church's facilities for a wedding must be filled out and submitted to the office. The Worship Committee will be notified of the wedding for its approval. This application may be obtained from the church office.

1.5 MUSICIANS

Musicians participating in the wedding service will normally be members of the music staff (or choir) of First Presbyterian Church. It is recommended that the church organist/pianist be employed for the wedding, and qualified soloists can be recommended by the pastor or

music staff. All arrangements for organists, singers, other musicians, and the selection of music shall be made in consultation with the pastor of this church and the organist.
If the church organist/pianist on staff is to be employed for the wedding, he/she needs to be contacted when the wedding date is approved and before counseling begins with the pastor. It should not be assumed that he/she will automatically be available! The organist and any soloist will be paid separately by the family at least 14 days before the wedding. See schedule of fees Table B.2.
An appointment will be made to discuss and select the music for the wedding. Music for the wedding service should be to the glory of God, who sanctifies marriage. The church organist/pianist will assist in selecting appropriate music for the wedding service.
A vocal soloist or other instrumentalists can add a special touch to any wedding. The approval from the minister and the organist/pianist should be acquired before any arrangements are made. All solos must be of a sacred nature and be approved by the pastor. The staff can also assist in securing a qualified guest soloist, if need be.

1.6 CELEBRATION OF THE LORD'S SUPPER

Communion is not traditionally a part of the marriage service of the Presbyterian Church. If the Lord's Supper is to be celebrated, it is necessary to obtain the approval of the Session, not only for the communion, but approval of the presiding pastor as well. Two First Presbyterian Church Elders must be present to prepare and serve the elements. It is suggested than an option to serving communion at the wedding ceremony would be to serve at the wedding rehearsal, with the above requirements met.

1.7 DECORATIONS

Flower decorations must be in place three hours before the wedding begins.
A beautiful sanctuary for worship requires only simple decorations, and, therefore, flowers and decorations must be in keeping with the dignity of this church. Nothing damaging to the building or the furniture will be permitted. This includes thumbtacks, tape, nails, screws, etc. No decorations allowed on the pews. The communion table in the Schreiner Chapel may be moved from the chancel area with the pastor's approval. The communion table in the sanctuary may not be moved. A kneeling bench and two floor stands and vases, all fitting with the décor of the sanctuary, are available at no charge.
The bride will furnish candles, of a dripless variety. Protective covering (Saran wrap, waxed paper, or plastic) shall be used under each candelabrum and unity candle (if used). Candles/candelabras are not permitted on the carpet or rugs. If the bride/groom desires to leave the flowers for the Sunday worship service, she/he should decide with the church business administrator well ahead of the wedding date.
The piano in the Sanctuary may not be moved. If the piano in Schreiner Chapel is to be moved, it must be approved in advance by the church organist. It is the responsibility of the bride's family to arrange with the church business administrator the moving of the piano. The piano must be returned to its proper place immediately following the ceremony.
Any equipment belonging to the florist and decorations of any kind must be removed from the sanctuary immediately following the ceremony but not until all guests have vacated the room. Only the wedding coordinator may change the paraments on the pulpit, the lectern and the frontal cloth on the communion table.

1.8 KEEPING A RECORD OF THE WEDDING

Photographs - Wedding pictures are an important part of the occasion and the church and the pastor(s) want to cooperate. There are some restrictions that the photographer must abide by so that the wedding service will not be interrupted or the people distracted. The photographer should be informed of these restrictions.

1. At no time and under no circumstance will flash photographs be taken, either by a professional photographer or by guests, while the ceremony is in progress. Pictures of the bride and parents may be taken in the narthex (foyer) of the sanctuary, but not after they are in the doorway of the central aisle. The photographer may not be in the aisle during the processional or distract in any way from the worship service. A limited number of time exposures or pictures taken without flash may be taken from the balcony, provided there is no noise or other distraction. Pictures of the wedding party may be taken before or after the wedding service. Flash and lighting equipment may be used at that time and during a reception in the Ryan Hall, Ryan Court Yard or Family Life Center. Pictures may be taken in the sanctuary before the service, but must be completed one hour prior to the beginning of the wedding.
2. Videotaping - The service may be videotaped without the use of additional lighting. The service of worship must be free of distraction and, therefore, the following restrictions apply: Only one video camera may be used. The person selected to videotape the ceremony must be present at the rehearsal to find the proper place to stand (or sit) to get a good picture out of view of the congregation. . The pastor or Wedding Coordinator will assist the person in finding an appropriate location. The video photographer will enter the chancel from a side entrance at least twenty minutes before the start of the ceremony. Other 'record keeping methods or live streaming' of the service may be discussed with the Wedding Coordinator or church business administrator.
3. Tape Recording - If a tape recording of the ceremony is required, please decide with the Wedding Coordinator to assure proper (out of sight) location of equipment.

1.9 MARRIAGE LICENSE

A marriage license is required before the ceremony can be performed. In Texas you need to secure a marriage license at least 72 hours before the wedding. A license may be secured from the local county clerk or from the county of your choice. The marriage license should be delivered to the presiding pastor at the time of the wedding rehearsal.

2.0 RICE/CONFETTI/ROSE PETALS

Rose petals, potpourri, etc., stain the carpet and are not allowed unless contained in a basket. Rose petals, potpourri, or paper may be carried in the flower girl's basket or in some other way displayed but, in any case, will **not** be scattered on the carpet or floor. No rice or confetti or other material may be thrown within the church buildings or on the church grounds.

2.1 WEDDING REHEARSAL

The wedding rehearsal should begin promptly at the scheduled time and should proceed in a quiet and reverent manner. Brides and grooms should insist on members of the wedding party being prompt and dressed in a manner fitting for the rehearsal of a wedding in a sanctuary. No food or drink is allowed in the sanctuary.

No tobacco products or alcoholic beverages are allowed in any part of the church campus at any time. Please inform wedding attendants and family members of this ahead of time. The pastor will not perform the wedding ceremony if the bride(s) and/or groom(s) are intoxicated or impaired in any way.

2.2 RECEPTION

Ryan Hall, the courtyard, and the Family Life Center may be used for the reception. The courtyard and lawn behind the educational building and chapel may be used for the reception in good weather. Kitchen facilities, including punch cups and dessert plates, are available without charge to members. Both members and non-members alike are required to place a $150.00 deposit with the church office 30 days in advance of the wedding for use of the kitchen facilities and equipment. The deposit will be returned if there is no breakage or damage to equipment. Cakes, punch, decorations, including the napkins and tablecloths, are furnished by the family. Arrangement for the removal of articles brought in specifically for the wedding service or reception is the responsibility of the family. All such articles must be removed on the day/evening of the ceremony. If such articles are not removed, custodial service fees will be applied at the rate of 40.00 per hour to remove the articles and will be deducted from the facility deposit.

2.3 DRESSING ROOMS

The Wedding Coordinator will assign dressing rooms to be used by the bridal parties before the wedding ceremony. Water only will be allowed in the dressing rooms. Wedding dresses and flowers delivered to the church before the ceremony should be in the keeping of some member of the bride's family. The church cannot accept the responsibility for such articles. All clothing, clothes racks, boxes, etc., must be removed from the church's facilities the day/night of the ceremony. The rooms should be left in the condition they were found.

2.4 USE OF KEY

A building key can be checked out from the church office with a **$30.00 deposit**. The key must be returned to the office on the next working day after the wedding for the deposit to be returned in full.

2.5 DEPOSITS, FACILITY FEES, and When They are Due

The facility deposit of $200.00 will be paid when the wedding is scheduled and on the church calendar. **All facility fees are to be paid 30 days prior to the wedding**, this includes the kitchen use deposit of $150.00. All other payments, including to individuals involved in the service, should be delivered to the church office **14 days in advance of the date of the wedding** (see fee schedule).

The facility wedding deposit and kitchen use deposit will be refunded within 30 days after the wedding once the church Custodian has certified to the church business administrator that no damage has been done to the church's buildings, furnishings and kitchen equipment, and that no other lead custodial fees were accrued (see section 2.7).

2.6 LEAD CUSTODIAN

The use of the church's Custodian is required for the necessary duties. The custodial fee rate is $40.00 per hour and is paid by the church for up to 5 hours of the Custodian's time for wedding services. The lead custodian will:

1. Have the facilities clean, open at the proper time, have lights and air conditioning/heating on.
2. Rehearsal: Unlock sanctuary 15 minutes before rehearsal is scheduled, be present if needed during the rehearsal, and lock and turn off lights, heat/air conditioning, do any necessary straightening and cleaning, etc., following the rehearsal. *(approximately one and a half hours)*
3. Wedding: Unlock facilities three hours before the wedding is scheduled. He will be present and available from that time until after the wedding is over, pictures taken, and florist has removed all items. He will clean the sanctuary and lock up. *(Approximately four hours.)*
4. Reception: The Custodian will be present during the reception to wash dishes and will clean and lock-up. *(Approximately three to four hours.)*
5. Receptions with 100 guests will require one custodial assistant for a flat rate of $160.00, to be paid by the family. One additional custodial assistant will be required for every 100 guests after that, not to exceed 300 guests as that is the capacity of Ryan Hall.

2.7 OTHER EXPENSES

- Lead custodial support at the rate of $40.00 per hour if hours go over the required 10 (see 2.6).
- Reception size determines the need for custodial assistance to be paid by the family (see 2.6.5).
- LIABILITY
- The party arranging for the wedding shall be responsible for any damage done to church furnishings or buildings by the wedding party, florists, or photographers.

Revision Notes: 08/23-updated Book of Order Reference, added no weddings on Easter Sunday, changed to 'business' administrator, added no throwing of any materials, updated custodial fee to $40 per hour, reduced church pay for 10 hours custodial support to 5 hours, added live stream option, some minor wording changes, reformatted Application Table (labeled B.1) and Wedding Fee Schedule Table (labeled B.2), updated wedding fees.

Appendix B.1 First Presbyterian Church Kerrville Wedding Application

Today's Date_____
Requested Wedding Date: _____Wedding Time: _____
Rehearsal Date: _____ Rehearsal Time: _____

Groom:_____ E-mail: _____
Bride: _____E-mail: _____
Contact phone number(s): _____/_____
Address:_____
Church Membership: _____

Bride's Parents: _____
Address:_____
Contact Phone :_____Email:_____
Church Membership: _____

Groom's Parents: _____
Address:_____
Contact Phone: _____Email:_____
Church Membership: _____

Pastor Requested: _____
Organist:_____Phone: _____
Soloist: _____Phone: _____
Florist: _____Phone: _____
Caterer: _____Phone: _____
Photographer: _____Phone: _____

Facilities to be used:(Circle all that apply)...	Sanctuary	Chapel	Family Life Center
	Ryan Hall	Ryan Courtyard	MSS Living Room
	Kitchen (in Ryan or FLC	Dressing room for Bride/Groom and Attendants	

Will there be a reception? Yes / No If yes, approximately how many guests?_____
Who will be financially responsible for any damages to church property or equipment?
Name: _____Contact number: _____
Address:_____
Email:_____
It is understood that all policies set forth in the First Presbyterian Church Wedding Policy are to be adhered to and all participants in the service so advised.
We agree to abide by the guidelines for weddings at FPC in Kerrville?
Bride's/Groom's Signature
_____/_____Date_____

Appendix B.2 Wedding Fee Schedule for First Presbyterian Church Kerrville

Use of Facilities for Weddings
(check made out to First Presbyterian Church)

ITEM Note: Fee's *refunded with conditions, see 2.5 Deposits, Facility Fees, and when they are due.*	Church Member Fee's	Church Non Member Fees's
Wedding Deposit	$200	$200
Sanctuary (Capacity 550)	$0	$1500
Chapel(Capacity 250)	$0	$500
Myrta Scott Schreiner Building(Living room capacity is 20)	$0	$100
Ryan Hall(Capacity 100 seated and 300 reception)	$0	$200
Ryan Courtyard(used for pictures, overflow from Ryan Hall)	$0	$100
Kitchen Deposit(*Note: Refunded with conditions, see 2.2*)	$150	$150
Family Life Center(Capacity 500)	$0	$250
Key to Building(*Refundable when key is returned, see 2.4*)	$30	$30
Total		
Staff Musicians		
Organist/Pianist(Check made out to the organist)	$200	$400
Additional Rehearsal Fee(includes fee for soloist rehearsal)	$50	$50
Small Wedding(no rehearsal)	$100	$100
Custodial Assistance(see 2.6 in policies, $200 minimum)	$0+	$200+
FPC Wedding Coordinator*(See 1.2. check made out to the coordinator)*	$300	$300
Live-streaming service	$250	$250
Pastors – (check made out to the pastor)(up to 5 premarital counseling, rehearsal, wedding service)	$300	$750
Total		
Grand Total		

Church Representative Taking Application: _____Date _____

Bride's/Groom's Signature _____/_____Date_____
Approved by: Presiding Pastor:_____Date_____

Worship and Music Ministry:_____Date _____

Appendix C – CHRISTIAN FUNERAL POLICY

First Presbyterian Church Kerrville extends God's ministry to people at all significant times in their lives, most appropriately at death. At your time of loss, we are here to grieve and pray with you, and to affirm the good news of the gospel and the hope of the resurrection.

Please contact the church and its pastors before attempting to set a date for a funeral or memorial service. The church office telephone is 830-257-3310. The FUNERAL / MEMORIAL SERVICE PLANNING FORM (2024) is contained in Attached C.1.

Pastor – It is expected that primary arrangements will be made with the pastor of the church. Requests for participation of a guest pastor to assist in the service must be made to the officiating pastor who, if it is appropriate, will extend an invitation.

Service at Church - Church members are encouraged to use the church for funeral or memorial services at a time when the congregation can participate. For important reasons, it may be held in another place, such as a home, funeral home, columbarium or graveside. (A funeral is a celebration of life with the body of the deceased being present; a memorial service is in remembrance without the body present.)

Arrangements & Communication – Together with the pastor, the family will decide if there will be a place of visitation; whether a reception will follow and whether there will be other services (columbarium or graveside). With the permission of the family, the congregation will be informed of these details by means agreeable to the family.

Planning the Service - In the Presbyterian tradition a funeral/memorial service is considered a service of worship, and will be approached with dignity and joyful celebration. The service should be planned by the pastor, with input from the family for special requests. A typical order of worship will include: prelude and postlude of sacred music; hymns of praise and faith; scripture lessons from the Old and New Testaments; a message; prayers of intercession and thanksgiving; and a benediction. Other elements, such as remarks from family members and friends, may be included. The officiating pastor shall make the final decision on the elements of worship. The church will provide a bulletin for services held at the church.

Service Music and Fees - All music sung or played before and during the service should be appropriate to Christian worship. Unless the family has specific requests, the organist will choose an appropriate program of organ music (15 minutes in length) to be played as a prelude to the service and a postlude at the end of the service.

Any funeral or memorial service hosted at the church that includes music will require the use of our church organist with a fee for non members of $300, and for members a suggested honorarium of $200. If a vocal soloist is desired, the suggested honorarium is typically $100.

Sanctuary Choir – Must be approved by the Director of Adult Choirs. A suggested Conductor's honorarium would be $125.

Checks may be made payable directly to the musicians (either by family or funeral home) or to the church (Please include "organist fee" or other appropriate description on the check.)

If the deceased or next of kin is a church member there is no Pastor's fee for the service. An honorarium or "gift" to the Pastor is left to the discretion of the family. For non-member services the fee for ministerial services is $300.

Flowers - It is appropriate to use flowers as an expression of sympathy; they should be limited in order that they do not distract from the purpose of worship. In the sanctuary, two balanced floral arrangements or one central spray may be placed. Additional flowers may be placed in the narthex, in the Neal garden or in Ryan Hall.

Pictures & Photography – It is not appropriate to display pictures of the deceased in the sanctuary during the worship service. A small picture may be displayed in the Narthex. Non-flash photography is permitted from a stationary position behind the worshiping congregation, preferably the balcony. Photo displays of the deceased are encouraged in Ryan Hall for the reception. For streaming- video- photography, check with the church office about equipment and set-up..

Reception – If a reception for the family of deceased church members is planned it will be provided by the Church.

Casket/Cremains - The closed casket/cremains of the deceased may be present for the service, and shall arrive at least 45 minutes prior to the announced start time. If using First Presbyterian Church's columbarium, cremains must arrive at least 24 hours in advance of the service. Do not purchase an urn; because of measurements, it is necessary to use an urn which is provided.

Interment – The officiating pastor is available to lead a brief committal service at the cemetery or in the columbarium courtyard. If the committal is some distance from Kerrville, it is appropriate for a pastor in that community to perform the service. Fraternal, civic, or military rites are to be conducted separately. For veterans, a flag may be folded in the sanctuary.

Memorials – Gifts given in memory of a loved one are welcomed. First Presbyterian Church Kerrville, or a charity of the donor's choice, is a potential recipient of such gifts.

FUNERAL / MEMORIAL SERVICE PLANNING FORM (2024)

TO BE COMPLETED BY THE PASTOR (PLEASE INITIAL)

GENERAL INFORMATION:

Name of the Deceased:_____

Birthdate/Date of Death:_____

Family Contact Information: (Name, Phone Number)_____

_____

Member of FPC Kerrville?If no, what is the connection to the church?_____

Disposition of the body: ( ) Burial ( ) Cremation ( ) Body donated to science

Funeral Home Contact Info:_____

Place of burial: ( ) Private Burial Plot ( ) FPC Columbarium

If burial plot, which location?_____

Obituary available?_____If yes, can it be sent to FPC church office?

Any other general information about the deceased that church should know for service announcements?

_____

_____

SERVICE:

Date and Time requested:_____

Who will conduct the service (Pastors, guest pastors)?_____

Type of Service: ( ) Funeral (body is present) ( ) Memorial ( ) Graveside service

If graveside service, location of cemetery?_____

Does the family want the casket or urn of ashes placed in the sanctuary during the service?_____

Location of service: ( ) FPC Sanctuary ( ) Schreiner Chapel ( ) Funeral Home ( ) Other

Will the service need to be live-streamed?_____

MUSIC:

Organist or pianistrequired?_____Any other musicians?_____

Any special setup required for music? (microphones, headsets, etc)_____

Music requests:

1. Prelude_____
2. Postlude_____
3. Hymns_____

_____

SCRIPTURE REQUESTS: _____

_____

_____

SPEAKERS:

Will family participate? Are there any other speakers expected?

1. _____
2. _____
3. _____

FLOWERS:

Will flowers be brought to the sanctuary? If so, how should they be arranged? _____

( ) Narthex ( ) Casket ( ) Sprays for Pedestals

Name/contact information for flower vendor:_____

Does the family want sanctuary flowers brought to the reception area after service?_____

Disposal of flowers after service: ( ) donate to Hospice ( ) sent with the family

ATTENDEE INFORMATION:

Guest book available? If so, when will it be delivered, placement?_____

How many family members are expected?____General estimate on attendees for the service:_____

Any wheelchair assistance or special needs anticipated for family and attendees?_____

Have the family been informed where and when they should gather before the service?_____

RECEPTION:

Reception Time:_____

Reception Location: ( ) Ryan Hall ( ) MSS ( ) Family Life Center

Typical setup for receptions is: water, coffee, punch, assortment of cookies.

Will the family need any additional food such as sandwiches, fruit tray, veggie tray?_____

Will the family have personal items and photos they would like to display?_____

If yes, when would they like to come arrange the items in the facility?_____

Will the family need audio/video setup for pictures?_____

FEES / HONORARIUMS FOR PASTOR(S), ORGANIST, PIANIST, SOLOIST

Suggested Minimum Honorariums	**Required Fees**
Lead Pastor: $250 (more if doing graveside)	Soloist: $150
Assistant Pastor: $175 (if additional help is needed)	Special Music: $150
Organist: $200	
Facilities Manager $100 (if the service is on Friday or Saturday).	

NOTES:

_____

_____

_____

***When completed**, please give form to office staff to scan.E-mail scanned form to:*
Pastoral Team, Congregational Care Team, Bereavement Committee Chair,Usher Team Chair, Facilities Manager, and Sound Team Chair

Appendix D GUIDELIINES FOR PLANNED GIVING

A. Introduction.
First Presbyterian Church of Kerrville, Texas, (The Church) recognizes its responsibility to provide its members with guidance and instruction on both the Biblical basis of "giving" and the ways in which these gifts may be made. The Church accepts this responsibility and will inform members periodically as to opportunities for giving, including:

1. The Biblical basis for helping our neighbors through personal efforts and sharing of personal resources.
2. Sharing of the Church's expenses and benevolence through support of the annual budget.
3. Assistance through unrestricted gifts whose principal will be used for the benefit of The Church and through endowment gifts that provide a permanent fund for investment that will provide "continuing gifts" through the income and appreciation of investments.
4. Assistance to The Church through donor-designated gifts for short-term and/or specific needs (see Appendix E-2).

B. Establishment of a Plan for Planned Giving.
A plan (The Plan) for The Church for the receipt, investment, and administration of endowment and unrestricted special gifts is hereby established.

C. Objective of the Plan.
The objective of the Plan is to create two separate funds. One fund shall be known as the First Presbyterian Church Kerrville Special Gifts Fund. The other shall be known as the First Presbyterian Church Kerrville Abiding Legacy Endowment Fund. Any donations (which may include monies, securities, or property) received by The Church under this plan shall be allocated as directed by the donor into either one or both of the two funds. In addition, undesignated gifts may be allocated to the Special Gifts Fund as provided in paragraph F.

D. Special Gifts Fund

1. Any donations received for the Special Gifts Fund, or allocated to the Special Gifts Fund under paragraph F, shall be held in the Special Gifts Fund and accounted for separately from the general operating accounts of The Church. The principal of the Special Gifts Fund may be disbursed by the session on recommendation of one of its permanent committees.
2. Any interest, dividends, realized gains/losses and unrealized gains/losses associated with the Special Gifts Fund shall accrue to the operating accounts of The Church.

E. Abiding Legacy Endowment Fund (Endowment Fund).

1. Purpose.

   The Endowment Fund of the First Presbyterian Church of Kerrville, Texas, exists in perpetuity, in order to provide income that can be used to support critical needs of the church so that ministry by future generations can be sustained and enhanced.

2. Use of Endowment Fund Donations and Income.

   Any donations received for the Endowment Fund shall be kept separate and apart from The Church's general operating accounts and shall be invested in perpetuity and distributed in accordance with the terms and provisions of the Endowment Fund Declaration and Agreement (Appendix E-1).

F. Undesignated and Unrestricted Gifts.

1. Each devise, bequest, annuity, and gift that has not been designated by the donor as to fund or purpose shall be classified and administered as a donation to the Church's general operating accounts.
2. As an exception to paragraph F-1, undesignated gifts of $10,000 or more shall be designated 50% to the Church's general operating accounts and 50% to the Special Gifts Fund.

G. Right of Reinvestment.

Real estate, corporate stocks or bonds, or other property given to the Endowment Fund and/or Special Gifts Fund may be retained in its existing form or, upon recommendation by the Finance & Generosity Committee and approval by the session, may be sold and the proceeds reinvested

H. Church Consolidation, Merger, or Dissolution.

If at any time The Church is lawfully merged or consolidated with any other church, all of the provisions hereof in respect to The Church shall be deemed to have been made for and in behalf of such merged or consolidated church, which shall be entitled to receive all of the benefits of said Special Gifts Fund and Endowment Fund but shall be obligated to administer the same in all respects in accordance with the terms thereof and the terms of the Endowment Fund Declaration and Agreement. In the event of the dissolution of The Church, the presbytery of jurisdiction of the Presbyterian Church (USA) shall be entitled to the benefits and be obligated to administer the Endowment Fund and Special Gifts Fund of the Church in similar fashion, and in the case of the Endowment Fund always in accordance with the Endowment Fund Declaration and Agreement.

I. General Policies.

1. The use of gifts and bequests should reflect our commitment to responsibly further the work of Jesus Christ, including the local ministry of The Church and the mission of The Church beyond the congregation.

2. The principal of the Special Gifts Fund shall be used to supplement the current operating budget or normal operation of the Church only upon the affirmative vote of a 2/3 majority of session members at the time of such vote.
3. The Endowment Fund may be used only as provided in the Declaration and Agreement.
4. At the beginning of each year, the Session shall determine both the portion of the Endowment Fund that may be spent during the year consistent with the distribution provision of the Endowment Fund Declaration and Agreement and the amount that may be spent during the year consistent with the spend rate recommended by Texas Presbyterian Foundation (TPF). These funds shall be disbursed by the session on recommendation of the Finance and Generosity Committee, provided the amount disbursed during the year does not exceed the spend rate recommended by TPF. Any disbursement of funds from the Endowment Fund during a year in excess of the spend rate recommended by FPF may be made only by affirmative vote of a 2/3 majority of session members serving at the time of the vote.
5. The intent as expressed by each donor shall be honored to the extent deemed feasible by the Committee and the session.
6. Investments shall be made in a reasonable and prudent manner as determined by the Finance and Generosity Committee.
7. The members of the Session and the Treasurer shall not be liable for errors of omission or commission, except for gross negligence and intentional malfeasance.
8. The Session reserves the right to accept or decline any gift.
9. The Plan and the guidelines contained herein and adopted by the session of The Church may be revised only by affirmative vote of a 2/3 majority of session members then serving at the time of such vote. In no event, however, may any funds or assets placed in the Endowment Fund described in the Endowment Fund Declaration and Agreement be withdrawn or held by The Church for any other purpose than that specified in the Endowment Fund Declaration and Agreement.

Appendix D – 1 ENDOWMENT FUND DECLARATION AND AGREEMENT

Establishment and History

1. The Endowment Fund of First Presbyterian Church of Kerrville, Texas ("Church"), is hereby established and created as a permanent Endowment Fund to be held and administered as herein provided. The term Endowment Fund shall include the corpus; principal appreciation; and interest, dividends and other income generated by Endowment Fund assets.

2. The amount originally held in endowment funds (a corpus of $515,800.21 plus principal appreciation, interest, dividends and other income) as of the date of execution of this document [June 23, 2008] was transferred to the Endowment Fund established with the execution of this document.

3. As of 2026 the corpus of the Endowment Fund is $688,653 which is protected from distribution by the agreement of the Session in 2008. See **Distribution** below.

4. The current guidelines, Appendix E of Standards of Procedures for Planned Giving, provide for the procedures and implementation of the Endowment Fund, but this Declaration and Agreement shall legally limit and restrict the Endowment Fund as a permanent endowment (not a policy and not subject to change from year to year) and shall control in the event of conflict between the Declaration and Agreement and Appendix E. The Endowment Fund is established to benefit the Church. The Endowment Fund shall include the donations received from donors, such property as has been or as may be, from time to time, transferred to the Endowment Fund by donors and/or the Church for inclusion in the Endowment Fund, and such property as may, from time to time, be received by the Church from any other source and accepted by it for inclusion in the Endowment Fund. The Endowment Fund shall be the property of the Church held by it in its normal corporate capacity.

Distribution

The corpus of the Endowment Fund will be invested in perpetuity. No distributions will be made from the Endowment Fund except as herein provided. On an annual basis, the session of the Church may utilize the income and appreciation from the Endowment Fund for the benefit of the Church. In no case will distributions from the Endowment Fund ever cause the balance of the fund to fall below the corpus originally transferred (as defined in Paragraph 2 of this document), plus any additional donations received from donors and/or the Church subsequent to the original transfer of funds.

Administration

The Endowment Fund will be administered by the session through the treasurer or assistant treasurer and the Finance and Generosity Committee. The treasurer, or the

designee of the treasurer, shall cause financial reports of the Endowment Fund to be presented to the congregation and the Session as the Session may require.

Church Consolidation, Merger or Dissolution

If at any time the Church shall be lawfully merged or consolidated with any other church, all of the provisions hereof in respect to the Endowment Fund shall be deemed to have been made for, and in behalf of, such merged or consolidated church which shall be entitled to receive all of the benefits of the Endowment Fund and shall be obligated to administer the same in all respects in accordance with the terms hereof. In the event of the dissolution of the Church, the session shall have the responsibility for the final disposition of all assets of the Endowment Fund in compliance with all rules, policies and guidelines of the Presbyterian Church (USA).

Outside Advisors/Consultants

The Finance and Generosity Committee is encouraged to make use of all available resources of professional advice and management that are appropriate. The reasonable costs of such resources, advice and management, if any, shall be a proper charge to the Endowment Fund. These resources should include, but not be limited to, The Texas Presbyterian Foundation. These resources can offer assistance in the management of assets, trusteeship, promotion, special projects, etc. No one shall be prevented from providing advice or management services to the Endowment Fund, or receiving fair compensation for such, solely by reason of membership in the Church.

Binding

This Declaration and Agreement shall be binding and enforceable and is entered into for the benefit of the Church and its members. The only legal access to the Endowment Fund shall be as herein provided and, in the event of the liquidation and dissolution of the Church and its other assets, as set forth in the paragraph entitled Church Consolidation, Merger, or Dissolution.

Appendix D-2 - GUIDELINES FOR DONOR-DESIGNATED GIVING

Introduction: This appendix refers to all donor-designated funds received by the church except those designated by the donor for the Endowment Fund or the Special Gifts Fund. Guidelines governing the collection, management and disbursement of these funds are covered in Appendices D, D-1 and D-2.

A. Donor-Designated Gifts

1. Any donations received by The Church as specifically designated by the donor shall be accounted for separately from the general operating accounts of The Church and the principal shall be disbursed consistent with the designation of the donor.

2. At least annually, The Church Treasurer and the Finance and Generosity Committee shall review the fund(s) to determine if the intent of the fund(s) has been financially satisfied. Any fund balance remaining after the intent has been satisfied will be transferred to the Church's general accounting accounts, upon approval of the session.

3. Donor-designated gifts shall be invested as deemed appropriate by The Church Treasurer and the Finance and Generosity Committee.

4. Any interest, dividends, realized gains/losses and unrealized gains/losses associated with donor-designated gifts shall accrue to the operating accounts of The Church.

B. Right of Reinvestment.

Real estate, corporate stocks or bonds, or other property given as a designated gift to The Church may be retained in its existing form or, upon recommendation of the Finance and Generosity Committee and approval by the session, may be sold and the proceeds reinvested.

C. Church Consolidation, Merger, or Dissolution.

If at any time The Church is lawfully merged or consolidated with any other church, all of the provisions hereof in respect to The Church shall be deemed to have been made for and in behalf of such merged or consolidated church, which shall be entitled to receive all of the benefits of said donor-designated funds but shall be obligated to administer the same in all respects in accordance with the terms thereof. In the event of the dissolution of The Church, the presbytery of jurisdiction of the Presbyterian Church (USA) shall be entitled to the benefits and be obligated to administer these funds of The Church in similar fashion.

D. General Policies.

1.The use of gifts and bequests should reflect our commitment to responsibly further the work of Jesus Christ, including the local ministry of the Church and the mission of the Church beyond the congregation.

2. The designation and intent as expressed by each donor shall be honored to the extent deemed feasible by the Session.

3. Investments shall be made in a reasonable and prudent manner as determined by the Finance and Generosity Committee.

4. The members of the Finance and Generosity Committee and the Church Treasurer shall not be liable for errors of omission or commission, except for gross negligence and intentional malfeasance.

5. The session reserves the right to accept or decline any gift.

6. The guidelines and policies contained herein and adopted by the session of the Church may be revised only by affirmative vote of 2/3 majority of session members serving at the time of such vote.

E. Administration of Designated Funds.

1. The Session shall assign responsibility for each designated fund to a Standing Committee or the Deaconate, which assignment can be changed by the Session at any time.
2. The Standing Committee/Deaconate with responsibility for a designated fund shall appoint two people (the "overseers"), one of whom shall be a member of the Standing Committee or Deaconate to oversee and approve expenditures from the fund.
3. The Standing Committees/Deaconate shall notify the Finance and Generosity committee of the overseers appointed for a designated fund and the F&G committee shall prepare a list of the overseers and provide the list to the church Treasurer and the Business Administrator.
4. The Finance and Generosity Committee may change the overseers for a designated fund at any time upon providing the church Treasurer and Business Administrator notice of the new overseers for the fund.
5. Any expenditure from a designated fund must be approved by the overseers in advance.
6. One of the overseers must sign any check request for expenditures from the designated fund before the check will be issued.
7. The Pastor's Discretionary Fund shall be administered by the senior pastor, or in the absence of a senior pastor, by the person or persons designated by the Session.

Appendix E - PHYSICAL GIFT POLICY

Any person, persons, or groups wishing to donate any physical objects to First Presbyterian Church, Kerrville, must present the request for the proposed gift to the Property Committee for review. The Property Committee must consider any costs needed for repairs, enhancements, etc., of such gift and refer this to the session when presenting the gift to be donated.

The session, as governing body, may either accept or reject the gift from any donor after hearing a report from the Property Committee.

If the session accepts a donated gift, a note of appreciation will be sent the donor by the clerk of session.

Appendix F - MAJOR PURCHASES POLICY

First Presbyterian staff and committees will exercise good stewardship of the congregation's funds by planning ahead when possible for major purchases and by securing the best value for the dollars expended through source price comparisons. Staff and committees should try to avoid unbudgeted and unplanned major purchase requests except for emergencies. The annual budgeting process should be used to plan for the purchase of major new or replacement items. A 'major purchase' is any goods or services or annual service contracts which exceed $5,000.

Section 1 Purchase Requests – Requirements and Exceptions

Purchase Request (Appendix F-1) must be used to obtain all goods or services when:

A. The purchase of goods or service would exceed an annual value of $5,000.

B. A purchase, of any value, is not contained within the current budget.

C. Designated funds are proposed as the funding source for any value wherein the use of that fund is for purposes other than the original intent.

D. NOTE: The Purchase Request may also be used as a 'example' for other routine purchases/replacements of budgeted items/services for documentation/informational purposes.

Section 2 Completing the Purchase Request

A. The Purchase Request should be completed and signed by the chair of the requesting committee, the pastor or the director of Children's Corner for CCPS related items. All blanks on the form should be completed.

B. Purchase Requests for purchases which exceed $5,000 will show evidence of price comparisons of at least two sources/vendors. If there is only one available source or vendor, this should be noted on the purchase request. Recommendations for vendor or source should consider value and service as appropriate; lowest price should be only one factor. Committees are responsible to research sources, requesting help as needed.

C. Emergency repairs or purchases of large-dollar replacement items are not subject to this policy, however price comparisons (if possible) are recommended. The office manager in consultation with the Congregation Assets Ministry chairs (Property and Finance & Generosity Committees) and the related committee chair may determine what constitutes an emergency. The Church Treasurer however, shall always be kept informed of such action.

D. Existing service contracts are not subject to this policy if they come up for renewal, unless a contractor's performance is deemed unsatisfactory or a change in scope or price is significant (greater than 10%). All new service contracts are subject to this policy regardless of their annual value.

Section 3 Property Committee Process

A. After the Purchase Request has been completed, it will be forwarded to the Chair of the Property Committee for approval if the request includes items of equipment or furnishings for use in or around church property. Upon approval, the Chair of the Property Committee will send the request to the Chair of the Finance and Generosity Committee for review or approval.

B. If the Purchase Request does not require Property Committee approval, it will be forwarded directly to the Chair of the Finance and Generosity Committee for review or approval.

Section 4 Finance and Generosity Process

A. Major purchases covered by this policy that are contained within the current budget need only be reviewed by the Finance and Generosity Committee.

B. Any service or item that is to be purchased that is not contained within the current budget or where the use of the designated fund is for other than its original purpose must be approved by the Finance and Generosity Committee.

C. If designated funds(s) are to be used for the purchase, the requestor shall consult with the Church Treasurer as to the appropriateness of the proposed funding source.

D. The chair of the Finance and Generosity Committee will inform the originator of the request of the Committee's action on the Purchase Request.

Section 5 Session Approval

A. Session approval is required for any unbudgeted item, for budgeted items which exceeds $10,000 and for items that will be purchased from designated funds when the designated fund is to be used for purposes other than the original intent.

B. It is the responsibility of the requesting committee, after Finance and Generosity review or approval, to bring the funding request to the session for approval.

Appendix F-1 PURCHASE REQUEST

Description of item or service:

Request Date: _____

Requested by: _____
Committee or Staff

Requested Amount_____

Funding Source: Budgeted____ Unbudgeted____ Designated Fund____

If Designated Fund, name _____

Replacement item? Yes____ No____

Price comparisons or bids: (required for items which exceed $5,000) describe and/or attach.

Recommended source/vendor:

Approvals:_____ _____
Requesting Committee/Staff Date

_____ _____
Property Committee Chair (if necessary) Date

_____ _____
Finance and Generosity Chair Date

_____ _____
Session (if necessary) Date

APPENDIX F-1 INSTRUCTIONS- MAJOR PURCHASES

A Purchase Request (see attached) is required when:

- **The purchase exceeds $5,000. This applies to budgeted and non-budgeted items.**
- **A purchase of any value not within the current budget.**
- **Funds from a Designated Account are to be used for a purpose not in accordance with the funds' original purpose.**

Price comparisons are required when:

- **The purchase or Service Contract exceeds $5,000.**
- **At least 2 bids are required. Exceptions to this can be noted on the Purchase Request if there is only one provider available.**

Emergency repairs are excluded from this policy. However, the Finance and Generosity Committee Chair is to be notified as soon as possible.

All new service contracts are included in this Policy, regardless of cost. All renewing service contracts where the cost is going up by 10% or more are included in this policy.

Once the Purchase Request is complete it is to be forwarded to the Chair of Finance and Generosity for review and approval.

Purchases of $10,000 or more will also require approval by the Session.

No purchases or service is to begin until all steps have been completed.

Appendix G – CHILD CARE POLICIES AND PROCEDURES

Mission Statement

First Presbyterian Church provides nurturing childcare for children ages birth through fifth grade. Because we affirm that all children are a gift from God and that they depend upon adults for safety and security, our childcare is a place where children are loved and cared for physically, emotionally, and spiritually. We provide childcare where parents are welcome and feel confident leaving their children while they attend worship, Sunday school, or church functions; and where our childcare staff are supported and compensated for their ministry to our youngest children.

1. There will be two childcare staff members or a childcare staff member and a church volunteer working in each room if at all possible.

2. The following child to staff/volunteer ratio should be observed:
Infants (newborn to 12 months) 4 to 1
Toddlers (up to 4 years of age) 6 to 1
Older children (4+) 8 to 1

3. All childcare staff will be 18 years of age or older. Exceptions can be made on an individual basis with approval of the Child Care Coordinator, Director of Children's Ministries, and the Children's Ministry Committee.

4. Childcare staff are expected to arrive 15 minutes before a scheduled event to prepare for the children. Make sure the sign-in clipboard is accessible for parents and the registration book is available, with blank registration forms. Also make sure that the room is in order for the children's arrival. If there are projects to work on, make sure all the supplies are on hand. On Sundays, in the extended care room make sure the room is ready for children and the sign-in clipboard is accessible for parents. Find the lesson for the day and review it, making sure the supplies are ready for the project. Remember that sometimes our volunteers in the extended care room like to do the lesson, but child care staff should be prepared to take the leadership in the lesson.

5. Occasionally childcare staff will arrive but no children do. If it is 45 minutes after the appointed start time for the event or meeting and no children have arrived then childcare staff may go home, signing out the time that they leave.

6. Childcare staff will fill out their timecard on each day/night that is worked, with the date, the time that they arrive and the time they leave, not the times they are scheduled for. Sign the top of the time card and return the timecard to the staff cabinet. Timecards are kept in the staff cabinet in the church child care room at all times. Regardless of actual time worked, Childcare staff shall be compensated for a minimum of 2 hours of work.

7. Childcare staff shall make themselves familiar with the room(s) noting where the evacuation plan is and where the exits are. They shall locate where supplies are kept as well as survey the toys and equipment and remove any that are broken or dirty. Broken toys are to be set aside for

review; dirty toys are to be cleaned by childcare staff and returned to the shelves. Sheets, blankets, soft toys that are used are to be set aside to be laundered. When facilities are shared with Children's Corner Preschool, we should be good stewards of the room, toys, etc… and items should be returned to the proper places in good condition.

8. All children must be signed in and out by their parent or other responsible adult on the sign-in sheet. Be sure they list their cell phone number or how to get a hold of them if needed. Ask them to also designate who will be picking up the child. The children that come to extended care from worship will be signed in by the caregiver. Children are not to be released to anyone but an authorized person as indicated on the child's registration form. Older siblings may not sign out their brother or sister.

9. Childcare staff shall warmly greet arriving children and their family and be attentive to any instructions that are given about the child's needs (allergies, feeding times, napping times, potty training information, etc) making notes in the registration book. All food allergies need to be listed on the sign in sheet. If we do not have a registration form on record for the child please ask the parent/adult with the child to fill one out. Childcare staff should become familiar with the children who are regularly in their care, noting allergies and routines that are unique to that child. All diaper bags, bottles, sippy cups, etc. need to be labeled with the child's name.

10.Childcare staff should maintain an open, flexible, non-judgmental, affirming, enthusiastic attitude about every child and family. Even if the childcare staff disagrees with parenting practices or ideas, they should follow the parents' directives unless they believe it is physically, emotionally, or mentally taxing on the child to follow the parent's directions. In these cases, the childcare staff shall contact the Child Care Coordinator and/or the Director of Children's Ministries to voice their concerns.

11.Texas Family Code requires all persons to report suspected child abuse or neglect to the Department of Family and Protective Services within 48 hours of first suspecting that a child has been or may be neglected or abused. Child care staff may contact the Director of Children's Ministries to file the report or make the report themselves at 1-800-252-5400 or at www.txabusehotline.org.

12.If a child is excessively upset (cries non-stop for more than 20 minutes) and attempts to comfort the child, such as holding, rocking, engaging them in an activity fail the staff should contact the parent/responsible adult using the number given on the sign in sheet.

13.Childcare staff is expected to interact with the children in age-appropriate activities such as singing songs, playing appropriate children's music, reading, playing with toys, coloring, puzzles, etc. Children are also to be held and rocked when they need comforting.

14.Childcare staff is expected to maintain discipline for the safety and health of all the children. By interacting with the children, staff may be able to avoid common behavior problems such as fighting over toys, etc. If behavior problems arise where a child puts himself or others in danger (biting, hitting, climbing on furniture after being told to stop) then the child may be separated from the group, with a time to calm down, for a brief period of time not to exceed 1 minute for each year

of age. (1 year old 1 minute, 2 year old 2 minutes, etc.) At no time is a child to be yelled at or talked to in a way that is demeaning. Corporal punishment is never acceptable.

15.Childcare staff will follow appropriate diaper changing procedures, wearing gloves and then cleaning the diaper changing table following the four-step procedure posted near the changing table.

16.Children are never to be left alone no matter how short a time period. Children are not to leave the childcare room or extended care room unless they are accompanied by an adult.

17.Once all children have been picked up, staff will spray all toys down with Clorox spray provided and put the toys away properly. Countertops, tables and chairs need to be wiped off and chairs stacked so the janitorial staff may sweep and mop the floors.

18. Smoking is not permitted in any of the church buildings nor within fifteen (15) feet of any church building and only in approved areas. If smoking occurs during work hours, it must only be during an approved break.

19.Alcohol and illegal drugs are not permitted on church property. The misuse of any legally prescribed medication is prohibited. All medications will be kept out of the reach of all children.

20.Talking on the phone, texting, or otherwise using phones for personal use is strictly prohibited while working with children, unless there is an emergency or they are contacting a parent, the Child Care Coordinator, or DCM.

21. Childcare staff should dress and conduct themselves in a professional manner at all times:
    a) Staff should look neat at all times, and clothing should be clean, modest, and in good taste.
    b) Slacks and jeans are to be without large holes in them, or revealing holes above the knee.
    c) Skirts and shorts are to be at least finger-tip length.
    d) No undergarments should show, and obscene or offensive logos or language on clothing will not be permitted.
    e) Clothing should be of material that can easily get messy from time to time, and shoes should be comfortable and not hinder you if you have to move quickly to help a child.

22. In the case of an emergency, the following procedures should be followed:
a. If it is a medical emergency follow first aid procedures and contact the parents using the number left on the sign in sheet.
b. If first aid is not enough call 911 and contact the parents using the number left on the sign in sheet.
c. In case of a fire remove the children from the building as quickly as possible following the evacuation plan posted in the room.

Emergency Procedures shall be clearly posted in visible areas such as near entry door(s) and light switches and telephone.

Staff and Volunteers should be familiarized with the ‘panic button’ location and its operational intention.

Appendix H – VOLUNTEER POLICY FOR THOSE WORKING WITH YOUTH AND CHILDREN

This policy has been developed to:

- Protect youth and children
- Protect volunteers who work with fellowship groups and after school programs
  - Protect the church

1. Screening procedure for volunteers working with youth and children:
   a. All volunteers must have a Volunteer Information Form on file with the church. Each form will be reviewed annually by the volunteer, updated and revised if needed, signed and dated.
   b. A criminal background check will be run on all volunteers working with youth and children. Background checks will be updated every 2 years.
2. The session of the church has final authority over activities scheduled by any group. Recommendations come to it through the Children's Ministry Committee, the Youth and Young Adult Committee, or the Adult Discipleship Committee
3. The minimum age for youth sponsors shall be three years older than the oldest youth fellowship member. This means that a volunteer must be at least 21-years-old to work with the high school youth group. Even if no 18-year-olds are currently enrolled, the high school youth group is designed to provide a program for youth in grades 9 through 12 (ages 14 through 18). Exceptions may be made by the designated staff person in charge of the program or the Youth and Young Adult Ministry Team.
4. Persons under the age of 18 who are asked to work with youth or children shall do so under the supervision of an adult.
5. For church sponsored activities requiring transportation, only approved drivers of at least 21 years of age will be allowed to drive the church vans. Parents may make their own arrangements for transporting their children if desired.
6. A designated staff person will implement appropriate procedures training for volunteers, which could include first-aid/CPR training, as needed for a particular event.
7. An adult should never be alone with only one young person. There will always be a minimum of three people present, either two adults and a youth/child or one adult and two youth/children. This applies to vehicles as well as in the church building.
8. Doors should remain open during meetings when possible. When distractions demand that a door be closed, the door should have a window in it through which the occupants in the room are in clear view at all times.
9. Counseling sessions between a youth/child and an adult shall take place where the door to the room remains open for the entire meeting (no exceptions). Another adult should be notified that a counseling meeting is scheduled.
10. During over-night excursions, an effort will be made to secure at least one male and one female sponsor. If that is not possible, parents will be so informed. No adult will spend the night alone with only one youth/child. .

Appendix I – CHURCH LIBRARY POLICY

The First Presbyterian Church library exists to serve the needs of members and friends of the church by providing a collection of resources that support spiritual and faith development, aids to Bible study, understanding of various theological perspectives and current social and cultural dilemmas. The library also seeks to provide leadership development materials. Members and groups are encouraged to use the library as a resource center for their learning and program activities.

The church librarian supervises and cares for the library. Responsibilities include the selection and purchase of materials, cataloging of materials, and checking materials in and out to users.

The library contains an **archival section** that consists mainly of historical materials related to the First Presbyterian Church, Kerrville. Archival materials are for use in the library only.

Selection Policy

New materials are chosen by the church librarian, who will make use of professional knowledge and training, appropriate reviews, periodicals and publishing catalogs in the selection process. Suggestions or requests from church staff and/or church members are also welcome.

Selection categories may include, but are not limited to, the following:

- Biography and autobiography
- Christian fiction
- Denominational resources
- Inspirational and devotional books and media
- Large print and/or audio books
- Materials for children, youth, and special groups in the church
- Materials that address varied topics, such as:
    - Care giving
    - Caring for God's creation
    - Christian education
    - Church calendar, drama, liturgy
    - Church management and leadership
    - Death
    - Divorce
    - Family life
    - Health and wellness
    - Hymnology & music
    - Marriage
    - Missions
    - Religious art and symbolism
    - Religious drama
    - Religious history
    - Social concerns
    - Reference materials, including concordances, dictionaries, commentaries
    - Theological works
    - World religion

Donations to the church library are accepted as appropriate. Materials should be in good condition, and not be marked in or highlighted. Duplicates or outdated, worn items will generally not be accepted.

Contributions of funds for the purchase of a book in memory of or to honor someone are welcome. A suitable nameplate will be placed in the book.

The budget for the church library falls under the Adult Christian Education Committee.

Appendix J – PROCEDURE FOR TRANSFERRING AND COUNTING THE SUNDAY OFFERING

1. The Clerk of Session will ensure that church officers have been assigned to help in counting the weekly contributions.

2. The church business administrator prepares a schedule of assignments for ruling elders and deacons to participate in retrieving and counting the contributions.

3. The ushers, after all services where donations are collected, separate the donations into loose cash, checks, and envelopes, inserting the donations into bank bags. Two ushers deposit the bank bags in the safe in the ushers' closet in the narthex.

4. On Mondays, or as soon as practicable after any collection of contributions, the assigned ruling elder or deacon meets with the church administrator at a mutually convenient time and together they retrieve the offerings from the safe and count the contributions.

5. The church administrator will post each contribution, prepare the deposit, and take the cash and checks to the bank.

Appendix K - NEW MEMBER INFORMATION

Name: _____
First *Middle* *Last*

Name you would like on your nametag: _____

Street Address: _____ **City:** _____ _____

Mailing address *(if different)***:** _____

E-mail Address: _____ **Birthdate:** _____

Home Phone: _____ **Work Phone:** _____

Marital Status *(please circle):* Single Married Widowed Divorced

Children(s) Name **Sex** **living at home?** (Y/N) **If yes, date of birth**

_____

_____

_____

Have you been baptized? ____Yes No____ If yes, when? _____

I am currently a member of:

Church Name: _____

Address: _____

I am not currently a church member: _____

Method of joining First Presbyterian Church Kerrville *(check one)**:***

Profession of Faith & Baptism Reaffirmation of Faith

Profession of Faith (previously baptized) Transfer from above church

Today's date: _____ Signature: _____

Please return completed form to church office

Appendix L – USE OF BUILDINGS, GROUNDS, AND EQUIPMENT POLICY

A. The First Presbyterian Church has two mandates:
   1. To glorify God.
   2. To serve our neighbors—and thereby have a positive impact on our community.

   The use of FPC facilities must be limited to events that meet one or both of these criteria. For non-church events that qualify, free-will donations may be received by the non-church organization, and tickets may be sold in the Ryan hallway for events in the sanctuary.

B. Maintenance and Repair of All Property and Equipment Owned by The Church

   This shall be the responsibility of the Property Committee as established by the "Standards of Procedure" of the Session.

C. Use of Buildings and/or Grounds

   1. Approval of Use of Buildings and/or Grounds

      The church Facility Manager, in consultation with the pastor, has the authority to approve use of church facilities in accordance with these policies, except as otherwise stated.

   2. First Presbyterian Church Groups and Members

      a. All regular church activities as established by the session have priority in the use of the buildings and grounds. Groups from churches other than First Presbyterian will have the next priority on a first-come-first-served basis. Approval of activities by groups from other churches may require the approval of the pastor.
      b. Meetings and activities of our church groups not normally on the church calendar must be scheduled through the church office. Specific rooms must be reserved and activities limited to the facilities reserved.
      c. The point person from the church group using the building must make provisions for opening and locking the building. That person must assume responsibility for seeing that all rooms used, including the kitchen(s) are clean and in order, and that tables are wiped clean and chairs are set up as found or returned to the proper storage area. If that person does not have a key to the building, he/she should sign-out a key from the church office and return the key not later than the next day the church office is open following the activity.

d. Church members using church facilities for non-church activities (e.g. bridal showers, baby showers, meetings, etc.) must make application for facility use by submitting the M-1 form and using the M-2 and M-3 procedures.

3. Outside Groups (groups not directly sponsored by the church).

a. The session desires to make the church facilities available to groups whose activities and/or teachings do not offend Christian conscience. The pastor shall be the sole judge as to what may be offensive.
b. Any organization or group using church facilities shall designate one member of its group to be in charge and responsible to the church for the treatment of the buildings and grounds.
    1). That person, who must be an adult, shall fully complete the "Application for the Use of Buildings and/or Grounds form (see Appendix M-1), which may be obtained from the church office. This application shall then be submitted to the Facilities Manager for review. The church Facility Manager has authority to grant applications for short-time use (not more than three uses over a period not to exceed two months) of the building/grounds that conform to these guidelines. Any application for continuous or regular usage (more than three uses and/or over a period exceeding two months) by any group or for any function must be submitted to the Property Committee, and with its approval, submitted to the session for its approval. Following approval by the session, the activity will be placed on the church calendar. It is understood, however, that any such application may be cancelled by the session in favor of a church activity and that the session may, at any time, alter the provisions stated herein. Functions between December 24 and January 1 are not allowed in order to give the staff time off during this time.
    2) Specific rooms and/or portion of the grounds must be specified in the application and activities limited to the facilities requested and approved.
    3) If a meeting or function is scheduled at some time other than when the custodian is on duty, the group must reimburse the church at the rates shown on the fee schedule or have a member of the church act as its representative for the purpose of opening and closing the building.
    4) The group shall provide a certificate of insurance naming First Presbyterian Church as an additional insured (if possible).
c. Groups using the facilities or grounds are expected to leave the facilities as found. The cost of any special or extra clean-up by the church facilities manager will be deducted from the deposit.
d. If a dinner is served or a kitchen used for preparation of food, the church Facility Manager shall specify any special requirements for custodial activities such as washing dishes, performing final cleanup, etc. Typically, off-hour custodial participation will be charged at $40/hour/custodial person if the kitchen is used.
e. Any group or organization using church facilities will be held responsible for any damages to the church property or furnishings during their use of the building or

grounds. Groups using the building for an occasion which the general public is eligible to attend will be held responsible for the treatment of the property on the part of the general public during that time.

4. Kitchens

   a. When a kitchen is used by a non-member outside group, the Facility Manager will determine is the custodian may need to be on duty as provided in 2.B.3. above. He/she can open, clean, and close buildings, wash dishes (in the dishwasher) and oversee the use of church equipment in the kitchen.
   b. Arrangements for the preparation of food and cleaning up of kitchen must be made by the group using the facilities.
   c. The following rules must be observed by church groups and church members using a kitchen:
      - Wash and put away all dishes.
      - Dispose of all leftover food.
      - Put garbage in plastic bags.
      - Clean kitchen counter tops, all tables used, and chair seats.
      - Hang up wet towels or place them in the 'used towels' basket.
      - Turn off stoves, lights, ovens, vent fans, and the dishwasher.
      - Leave the kitchen and all rooms in which food was served clean and orderly.

5. Keys.

   a. Keys are assigned on a continuing basis by church office staff, who shall keep an accurate list of all persons to whom keys have been signed out for. The Property Committee has overall responsibility for keys and seeing that adequate control is maintained.
   b. All persons having only a temporary need of a key should get one on limited assignment from the church office. The church secretary shall be responsible for maintaining the keys and dispensing them.

6. Smoking is not permitted in any of the church buildings.

7. No alcoholic beverages or drugs (except those as prescribed by a physician) are permitted in any of the buildings or on church grounds at any time.

8. Nothing considered to be a weapon, nor animals, shall be permitted on church property, outside of personal vehicles, except with specific approval of the church.

9. The church property shall not be used for any moneymaking purposes by non-profit organizations or other churches, except when approved by the Property Committee.

10. Public dancing or dancing sponsored by outside groups where the public is invited is permitted if approved by the Property Committee

D. Continuous Use of the Property

1. All the rules stated above also apply to groups who desire a continuous use of church facilities.

2. Any group using the church on a regular basis shall resubmit its application at the end of the first six months of use and annually thereafter, unless the group is given approval for continuous use without need for re-application (e.g., scout troops, Red Cross, etc.).

E. Use of Church Organs

The use of the pipe organs is restricted to the regular church organist or a substitute approved by the organist, director of music, or pastor.

F. Use of Church Equipment Outside the Church.

1. For First Presbyterian Church functions in locations other than the church premises, equipment such as folding chairs, tables, and small kitchen utensils, may be borrowed provided they are checked out and checked in through the church office.

2. The church's equipment (including audio-visuals, tables and chairs, kitchen equipment, etc.) is not available to be taken off the church premises for purely personal use or use by outside or non-church groups. Purchase, maintenance, and inventory of our equipment for church activities are in itself a sufficient problem. There are equipment rental firms in Kerrville and neighboring cities to serve personal or group needs at a moderate cost.

G. **Emergency Procedures shall be clearly posted in visible areas such as near entry door(s) and light switches and telephone.**
Staff and Volunteers should be familiarized with the 'panic button' location and its operational intention

App. L-1 Building Use Application

Date of Application: _____

Name of User Organization, Group, or Individual: _____

Person Filling out Application: _____

Address: _____

Telephone Numbers: _____

E-Mail Address: _____

Type of Organization: Non-Profit For Profit Christian Other: _____

Purpose of Meeting or Activity: _____

Name of Church Member Sponsoring Event (if any): _____

Date(s) of Building Use: _____ Time of Building Use: _____

Building Requested: _____ Time of Event: _____

Room(s) Requested: _____ Number Expected to Attend: _____

Room Set-up Needed: _____

Is use of a kitchen needed: YES NO *If yes:* Fridge Stove Oven Other: _____

Supplies/Equipment Needed: _____

Will food be served: YES NO *If yes, applicant will supply their own paper goods. If church kitchenware is requested, a deposit will be required and maintenance staff will be required to run the dishwasher (contact the church office for more information).*

Will table cloths be needed: YES NO *If yes, a laundering fee of $20 will be charged*

Is this a fund-raising Project: YES NO I*f yes, how will funds be raised*? _____

Dates Custodian Needed: _____ Times Custodian Needed: _____

Only FPC staff are allowed to handle AV equipment and sanctuary lights. All equipment used is to be removed/returned to proper place immediately following the event. The communion table in the Sanctuary is not to be moved for any reason by a non-staff member of FPC.

Use of Keys: A building key can be checked out from the church office with a $50 deposit. The key must be returned to the office on the next working day after the event for the deposit to be returned in full.

First Presbyterian Church is a 501c3 religious institution. Any fees or donations collected for use of campus facilities are applied to the cleaning and maintenance of the facilities.

Rental Fees:	**2hrs – 4hrs**	**4hrs-8hrs**	
Sanctuary	$250	$500	Any damages or trash not
Ryan Hall	$160	$400	properly disposed of will be
Classroom/Educational Bldg.	$50/classroom	$150/classroom	an additional charge.

Security: FPC does not provide security for any event or function. If you choose to have security, FPC recommends connecting with the Kerrville Police Department.

Fill out the following contact information in case of emergency.

Emergency Contact Person: _____

Address: _____

Telephone Numbers: _____

Email: _____

PLEASE READ - It is understood that this application may be subject to approval by the Property Committee and/or the Session. A copy of the rules and regulations governing the use of FPC facilities is available from the church office. All applications are approved subject to the observance of these rules and regulations and any fees associated with facility use.

Applicant Signature: _____ Date: _____

For Internal Use Only

Church Representative Taking Application: _____ Date: _____

Approved by Church Administration: _____ Date: _____

Approved by Property Committee: _____ Date: _____

Deposit Amount: _____ Date: _____

Deposit Amount Returned: _____ Date: _____

Use Fees Collected: _____ Date: _____

Keys Checked Out: _____ Date: _____

Keys Returned: _____ Date: _____

Rental Fees:	**2hrs – 4hrs**	**4hrs-8hrs**	
Sanctuary	$250	$500	Any damages or trash not properly
Ryan Hall	$160	$400	disposed of will be an additional
Classroom/Educational Bldg.	$50/classroom	$150/classroom	charge.

Security: FPC does not provide security for any event or function. If you choose to have security, FPC recommends connecting with the Kerrville Police Department.

Fill out the following contact information in case of emergency.

Emergency Contact Person: _____

Address: _____

Telephone Numbers: _____

Email: _____

PLEASE READ - It is understood that this application may be subject to approval by the Property Committee and/or the Session. A copy of the rules and regulations governing the use of FPC facilities is available from the church office. All applications are approved subject to the observance of these rules and regulations and any fees associated with facility use.

Applicant Signature: _____ Date: _____

For Internal Use Only

Church Representative Taking Application: _____ Date: _____

Approved by Church Administration: _____ Date: _____

Approved by Property Committee: _____ Date: _____

Deposit Amount: _____ Date: _____

Deposit Amount Returned: _____ Date: _____

Use Fees Collected: _____ Date: _____

Keys Checked Out: _____ Date: _____

Keys Returned: _____ Date: _____

Appendix L-2: FIRST PRESBYTERIAN CHURCH, KERRVILLE, TEXAS INFORMATION FOR THOSE MAKING APPLICATION FOR USE OF CHURCH FACILITIES

1. Persons or organizations wishing to use church facilities, not part of the regular activities of the church, must first check with the church office to ascertain whether the facility and the proposed time of use is available. Applications must be submitted no later than 45 days prior to the date of the planned activity. Earlier submittals will help assure desired date(s) are available and approvals are received.

2. If the desired facility is available, an application form must be completed and forwarded to the office manager for approval. You will be advised as to approval or disapproval by the Facility Manager.

3. The amount of any required payments for custodial expense and building use will be stipulated in the notice of approval. A deposit may be required. The fee schedule is on M-1, the building use form, and a copy will be furnished to you.

4. Church policy is that applications for a specific fund-raising event needs to be approved by the Property Committee.

5. The session desires to make the church facilities available to groups whose activities and/or teachings do not offend Christian conscience. The Pastor shall be the sole judge as to what may be offensive.

6. If you decide to use our facilities, you will be expected to follow the check-in and check-out guidelines below.

   a. Pick up keys from church office and sign name and telephone number of person responsible.
   b. Pay applicable key fees and deposits.
   c. Person designated to be responsible for turning lights on and off, chairs and tables set-up and takedown, area clean-up, emptying trash, etc.
   d. Before you close up, please make sure these things are handled, and sure all outside doors and windows are LOCKED.
      i. Check bathrooms to be sure water is not running and toilets are not broken or plugged.
      ii. Report any such problems to the church office or to one of the emergency phone numbers.
      iii. All trash is sacked and carried to the dumpster OUTSIDE.
      iv. Return keys and this check-out list to the church office by the next business day, signed by the person responsible.

Appendix L-3: FEE SCHEDULE FOR USE OF FIRST PRESBYTERIAN CHURCH BUILDINGS

USE BY 'FOR PROFIT' ORGANIZATIONS

A. Sanctuary (cap 550) - $1,000 minimum up to 8 hours, $100/hour thereafter; deposit $100.
B. Chapel (cap 250) - $250 minimum up to 5 hours, $50.00 per hour thereafter; deposit $100.
C. Ryan Hall (cap 100 seated; 300 reception) - $175 minimum up to 5 hours, $20/hour thereafter; deposit $100.
D. Classroom (cap varies) - $20 minimum up to 2 hours, $10 per hour thereafter; deposit $50.
E. Fam. Life Center (cap 500) - $225 minimum up to 8 hours, $20 per hour thereafter; deposit $100.
F. Myrta Scott Schreiner Building (living room capacity 20) - $100 minimum up to 2 hours, $50 per hour thereafter; deposit $100.

NOTE: Custodial fees are $40.00 per hour per person, as required.

USE BY 'NON-PROFIT' ORGANIZATIONS

God has blessed us, and all of the community, with such facilities and we are happy to share them with you and your organization. We do not charge for the use of these facilities by non-profit organizations as we consider their use to be a part of our stewardship and outreach to our community. We hope your use is completely satisfactory to you and your organization. If you have any suggestions for us to improve our service to the community, please give them to the Office Manager, the Property Committee Chair, or the Pastor. Please note that if it is necessary for us to provide off-hour custodial services, we may need to charge for these services at the rate of $40.00 per hour per person.

USE BY CHURCH MEMBERS FOR NON-CHURCH ACTIVITIES

Church facilities may be used by church members for non-church activities (e.g. wedding showers, baby showers, meetings, etc.) at no fees or deposits. The Application Form (M-1) must be used for scheduling and review/approval purposes. Off- hour Custodial use (if necessary) will be charged at $40/hour/person.

FEES FOR USE OF FACILITIES FOR WEDDINGS (See Appendix B.2)

Appendix L- 4: SANCTUARY POLICIES AND PROCEDURES

The primary purpose and use of the sanctuary is for the worship of God through the Lord's Day worship services, the celebration of the Sacraments of Baptism, the Lord's Supper, Christian marriage, a service on the occasion of death, and other functions as deemed appropriate by the session. In order to maintain this facility, the following usage guidelines will be used.

GENERAL.

1. No temporary signs, banners, posters, pictures, or decorations shall be attached to walls, windows, or doors in the building.
2. Nothing damaging to the building or the furniture will be permitted. This includes thumbtacks, tape, nails, screws, etc. No decorations allowed on the pews.
3. No food or drink shall be allowed in the building, with the exception of bottled water if it is necessary for the user.
4. No nicotine products (smoking etc.), illegal drugs, or alcohol allowed.
5. The air conditioning and heating system have control systems which are pre-programmed for normal Sunday worship services. If the system is needed for other events, the church office needs to be advised in advance, minimum 24 hours; business hours if event is held on a weekend.
6. The sound system, including taping and recording equipment, is to be operated ONLY by designated persons. The church office has this information and will make arrangements.
7. The lighting system has been converted to LED lighting and is not dimmable per'se. Areas can be selectively darkened by trained personnel, if desirable. See the church office well in advance. Untrained individuals SHOULD NOT attempt to make adjustments.
8. If a change is needed in the tower bell, please advise the church office in advance.

NARTHEX.

1. This space is the main entrance to the place of worship. It is intended that the furnishings be left neat, clean, and orderly after each function and remain in place.
2. Flower arrangements should be placed in separate urns or on arrangement stands. The round center table shall not be used for any arrangements and the floral arrangement that is on the table is not to be moved off of the table.
3. There are women's and men's restrooms off the narthex and include baby changing shelves.
4. The ushers' and greeters' supplies are located in the ushers' closet in the narthex.
5. A hat and coat rack is located in the east entrance, near the balcony stairway.
6. The bride/family room is located at the west entrance of the narthex. The use of the bride's room is covered in the Wedding Policy, Appendix B.
7. Register stands and armchairs should remain in place in the narthex.
8. Flyers, information, bulletins, etc. should be placed on the side credenzas in the narthex and not on the round table.

NAVE, CHANCEL, AND SACRISTY

1) Flower arrangement(s) in the nave/chancel area are to be placed in the urns and on the flower stands.
2) Flower and candle stands should not be removed from the chancel area. Only dripless candles shall be used.

3) The piano may not be moved.
4) The sacristy on the west side of the chancel for the preparation of the elements used in the Lord's Supper.
5) Pew registers are normally located at the end of the pews.
6) All first level exterior doors are to be governed by current security policies regarding locking/unlocking when an event is taking place.
7) Any additions, changes, or removal of furnishings must be approved by the office manager. This is especially necessary for the communion table. It is NOT to be moved without prior approval and arrangement, and it is not to be moved from the chancel area. The USER ORGANIZATION shall be responsible for replacing the table in its original position on the chancel if it is moved. To move the table, plans should be made for at least four (4) strong people to be present to accomplish the task. The organ console may be moved within the chancel under the direction of the church organist, The Steinway piano may NOT be moved.
8) The use of the pipe organ is restricted to the regular church organist or a substitute approved by the organist, director of music, or pastor.
9) An American flag and a Christian flag are to be placed on permanent display in the narthex. Four Sundays per year, those Sundays closest to the observances of Memorial Day, Flag Day, the Fourth of July, and Veterans' Day, the two flags are to be placed in the sanctuary during the services of worship. The specific dates of display may be adjusted for the church calendar as needed.
10) Any changes or adjustments to the sound and lighting equipment must be done by qualified church personnel.
11) For the safety of users outside doors are to remain locked during rehearsal and/or practice sessions.

Appendix L-5: RYAN HALL POLICIES AND PROCEDURES

Ryan Hall should function primarily as a gathering place - - a place for conversation, visitation, fellowship, and education. Functions and activities should be those suitable for any living room, parlor, dining room, or classroom. Those using the room should be respectful of the facilities and responsible for their actions while enjoying the room.

A wireless sound system is available so a podium can be placed anywhere in the room. Sound system needs should be specified to office personnel. An overhead projection system is available for use and is organized with the office staff.

The fireplace should not be used when air conditioning is required. It may be used at any other time. The church administrator or the facilities manager will assist with the use of the fireplace.

The furnishings are to remain where placed and SHOULD NOT BE MOVED OR REARRANGED without special permission from the Office Manager. AT NO TIME SHOULD THE DINING ROOM TABLE BE MOVED OR ANY OF THE OTHER FURNISHINGS BE ROLLED OR DRAGGED on the carpet. Furniture must be lifted when moved.

All extra tables and chairs are stored in the room adjacent to the kitchen. They should be returned to the storage area after use by the church facilities manager, with only the permanent furnishings remaining in place in Ryan Hall.

No attachments should be placed on the walls, fireplace, doors or windows, without prior approval of the church administrator. This includes all signs, decorations, posters, pictures or anything that must be attached with glue, tape, nails, staples or any other materials used to put up pictures, etc. Nothing is to be hung from the chandeliers or wall sconces.

People are to use the buffet for coffee urns, food warmers, hot dishes, etc. HOT FOOD ITEMS ARE NOT TO BE PLACED ON THE DINING TABLE. Hot coffee may be served from a coffee server on a tray. Please place can/receptacle under the spigot of coffee urns to prevent spillage/staining of the carpet.

Plants and arrangements in the room should not be rearranged in their containers. Nothing should be added to or taken from the containers. The containers can be moved about the room but should be replaced in their original locations.

Reminders:

- Alcohol in any form, tobacco in any form, and illegal controlled substances are prohibited.
- No toys, balls or recreation activities shall be permitted.
- When the room is not in use, the shades over the windows should be closed to help prevent/reduce carpet fading.
- Care should be taken to make sure that all table legs and chair legs are protected so as to not damage the carpet.
- Should an accident occur with food or beverage on the carpet and extra attention is needed, the office staff should be advised as soon as possible so that proper cleaning can be done.

- Silverware, plates, cups, and coffee urns are stored in the cabinets in the kitchen and are available for use.
- Person in charge during each use is responsible for seeing that the above policies and procedures for Ryan Hall are followed. Fees, if applicable, for use is on the fee schedule (Appendix M-3).

Appendix L-6: FAMILY LIFE CENTER POLICY AND PROCEDURES

This facility was constructed by the congregation and friends of First Presbyterian Church of Kerrville to be used to the glory of God. Its purpose is to provide a place for worship, education, fellowship, recreation, and community outreach.

In order to fulfill the purpose for which this facility is intended, the following rules and procedures will be followed.

GENERAL POLICIES:

Discipline

The volunteers and paid staff are given the authority and responsibility to interpret and enforce the policies and procedures of the facility. Failure to comply will result in disciplinary action by the staff. Willful violation of FLC policies could lead to loss of eligibility to participate.

Dress and Behavior

The FLC is a part of our church. Participants will conduct themselves appropriately and dress properly for the setting and the activity. There will be no profanity or coarse talk.

- Public display of "over-affection" is out of place.
- Loitering around the outside of the FLC is prohibited.
- Use of skateboards, roller blades or bicycles is prohibited inside the FLC.
- These items are prohibited in the FLC or the area immediately outside the building (this does not apply to what might be carried in private vehicles:
  - anything considered a weapon
  - use of tobacco in any form (smoking is permissible outside the building)
  - alcohol in any form
  - illegal controlled substances
  - animals, except with approval of the church office

Entry and Exit

Both sets of glass doors on the southwest side of the FLC are considered the main entrances and will be used as such. There are several other doors leading into and out of the FLC. These are to be regarded as emergency exits ONLY.

Equipment Check-Out

- Equipment will be checked out from the church office.
- Equipment must be used for its intended purpose.
- Members or guests who check out equipment will be financially responsible for damaged, lost, destroyed, or stolen equipment. (This does not apply to normal wear of equipment.)

AREA REGULATIONS

Sound Control System/Room

- Only authorized persons will be allowed in this room. Those wishing to use the sound equipment must make prior arrangements with the office staff, who will then set up the equipment.

Gym

- Team practices should follow normal reservation procedures and should not exceed two hours in length.
- Appropriate shoes will be worn during participation. No black-soled shoes are permitted, with the exception of non-athletic functions such as church fellowships, etc.
- All gym equipment will be set up by staff.
- No food, drink, or chewing gum allowed by participants or spectators, except bottled water.
- No personal equipment allowed unless approved by church staff, provided the equipment is clearly marked with owner's name.
- No playing of basketball or riding of tricycles during scheduled activities, i.e. church suppers, meetings, etc.

Lounge (Southeast corner of building)

- No food or drink is allowed in the FLC lounge, except bottled water as needed.
- No sport balls (basketballs, volleyballs, soccer balls, softballs, etc.) are allowed inside the lounge.
- No rough activity is allowed in the lounge.
- Furniture is not to be moved except by staff.
- Each person is responsible for placing trash in receptacles.

Rooms 501, 502, 503, and 504

These rooms were designed and furnished for the use by the church school and Children's Corner programs and for nursery through pre-school age only.

Youth Room, 505

- Food or drinks (except bottled water as needed) will not be allowed in this area, except with prior approval of staff.
- Sitting on tables is not allowed.
- Equipment will be set up/dismantled by qualified staff only.

LIABILITY

- First Presbyterian Church does not assume liability or responsibility for any participant.
- The use of the FLC and all equipment will be at the risk of the participant.
- First Presbyterian Church does not make any express or implied warranty of the premises, equipment, machinery, fixtures, or furniture.

Appendix M – BUS POLICY

A. Drivers

1. Drivers must be at least 25 years old and less than 70, must have a current valid driver's license meeting the requirements to operate a vehicle in Texas (or commercial driver's license as appropriate), and agree to a check of DPS traffic record. The Church reserves the right to deny approval of a proposed driver for any reason, including prior or current health issues or criminal violations. Potential drivers between 21 and 25, or over 70 will be authorized only on a case-by-case and trip-by-trip basis and must meet all other requirements. All drivers will be required to show evidence of attendance at an approved defensive driving, or seniors' refresher, course recognized by the state of Texas for insurance rate reductions. Approved drivers will acknowledge receipt and explanation of these policies by a designated Property Committee representative (or the office manager) and will be guided in a vehicle familiarization to include: walk-around procedures; brief driving familiarization; emergency procedures; and post-trip logging exercise. A vehicle safety video produced by Church Mutual Insurance will also be viewed for more advice on safe vehicle usage.

2. Only drivers on the approved list will check out vehicle keys and trip logs from the office. Drivers are responsible to know and enforce vehicle safety policy and must obey speed limits and other traffic laws. Passengers are requested to and should report any careless driving habits to the office and/or chairperson of the Property Committee (or vehicle sub-committee). Persons who use private vehicles for Church transportation will be asked to provide a copy of the vehicle's insurance card and a copy of their current driver's permit prior to departure.

3. Drivers only are in charge of all dashboard controls and have authority to request compliance with reasonable requests for order and quiet as necessary to safely complete the journey. Alternate return transport to FPC will be arranged by cellular phone contact with the office for passengers who fail to comply with reasonable requests.

4. Drivers will notify office immediately of any accidents, breakage or necessary servicing Vehicles with outstanding maintenance needs will not be ordinarily dispatched unless there is no safety issue and the vehicle is necessary to affect a one-time pickup or other urgent need.

B. Vehicles

1. Vehicles will be reserved through the church office

2. Vehicle(s) should be cleaned out thoroughly inside following any usage, with all debris removed. This will be each driver's responsibility. Drivers will inspect vehicle for condition and safety prior to departure using the checklist attached to trip log, bringing any discrepancy to staff attention before departure. Always allow enough lead time to allow correction of any safety issues.

3. Vehicle must be equipped with a first-aid kit and emergency equipment at all times. (flares, flashlight, fire extinguisher, safety checklists and emergency contact numbers for insurance, towing and administration).

4. Vehicle(s) will be kept closed and locked when unoccupied.

5. Property Committee will be responsible for routine maintenance and servicing through the office manager and maintenance staff.

C. Use

1. Driver and all passengers must use safety belts or approved child seats at all times.

2. No eating in the vehicle during local trips, liquids will be in a sealed container at all times i.e. bottled water or sports beverages in popup topped bottles.

3. No smoking in the vehicle at any time.

4. 4.No horseplay or throwing of objects of any kind in, or from, vehicle(s)

5. Passengers may use personal electronic devices enroute only when equipped with personal headphones. **No exceptions**.

6. Out-of-town trip requests will be made in writing to the Property Committee, well in advance of travel, for approval and should include the following information:
   a. purpose of trip
   b. destination
   c. estimated distance to be traveled
   d. anticipated dates and times of departure and return
   e. designated driver who will sign for vehicle and any proposed alternates.

NOTE: Except in an emergency, no deviations from the proposed schedule or drivers will be made without office approval as such deviation could preclude future use of the vehicle or pose insurance risks.

7. For out-of-town trips, drivers are requested to carry two sets of keys and maintain them separately to avoid lock-outs. Full fuel tanks will be provided, and must be full on return. A credit card will be provided for out-of-town trips of significant distances only if such trip is an FPC activity. Where trips into Mexico are approved, Sanborn's Insurance (in the name of First Presbyterian Church) will be purchased by responsible individual, receipt and policy to be turned in with the keys on return to Kerrville.

8. No more than maximum rated passenger capacity (including driver) will be permitted to travel in any vehicle. Each occupant must have a working seat-belt.

9. The vehicles are for the sole use of the First Presbyterian church or related Presbyterian groups as approved by the Property Committee on request.

10. When vehicles will be out-of-town overnight(s), a staff or property committee contact 24-hour phone number will be provided for advice and counsel at home base in the event of any enroute difficulty. If individual driver or their group does not have a cellular phone, a Church owned emergency phone will be checked out with the vehicle.

D. Driving Safety Tips

1. Use lights when vehicle is moving (unless the vehicle has daytime running lights); personal vehicles are held to the same standards.

2. Use turn signals for all lane changes and turns.

3. Set emergency brake when parked.

4. When forced to stop on highway or street;

   a. If all traffic is stopped, stay in line until cleared to proceed
   b. If vehicle only is stopped, pull off highway or to the curb of street. Put on emergency flashers if conditions are unsafe. Place reflectors/flares per the Accident Checklist. Evacuate vehicle and move passengers to a safe location away from traffic and the disabled vehicle.

5. Dusk and night driving or inclement weather are major periods of challenge requiring added caution when vision is impaired.

6. Take a cell phone along on all trips. Leave appropriate phone numbers with office when checking vehicle out.

7. Always have passengers use a "buddy" system and get a positive head count before departure and after each enroute stop.

8. Frequent "rest and stretch" stops maintain alertness and allow passengers to let off excess energy on long trips. Plan for enroute stops roughly every three hours.

E. Trip Approval Guidelines.

In general the church owned (leased) vehicles are intended to be an extension of our ministries in the world and as such are held in trust for the work of the Lord. Like all church property the vehicles are to be reserved on a case-by-case basis, approved by the property committee and in more far reaching events, by session.

Trips will generally be short time and mileage events within a single day and 200 miles round trip. Examples include (but are not limited to): deacon sponsored transport of ill or elderly congregants to church events, worship or necessary medical care within the greater San Antonio area; events such as youth events at Mo-Ranch, John Knox Ranch or other conference centers and events related to their nurture and Christian growth; events such as all church

retreats and picnics; officer retreats and similar events which build up the body of believers. All of the above type uses may be scheduled through the administrative staff.

Longer trips (in mileage or time) require greater scrutiny and more planning. Requests for transportation support will be made in writing using the form attached to this Appendix and reviewed by the Property Committee. In some cases, rented commercial transportation will be provided for longer trips with a large group (more than 26 people) or out of the state of Texas. If travel is anticipated into Mexico our owned/leased vehicles shall not be taken beyond the immediate border region of approximately 30 miles. Appropriate Mexican insurance will be purchased and drivers will receive special preparatory familiarization briefings from experienced cross-border individuals prior to departure. If more than one vehicle is to cross the border a “lead driver” will be identified and she or he will conduct a stop and “walk-around” vehicle re-check and driver coordination briefing immediately prior to the crossing. The briefing will include a signal for requesting the lead vehicle to stop; proper passenger behavior at the crossing inspection and how to handle a vehicle search if one is requested by authorities.

For all trips with children or youth there will be at least two adults in each vehicle, a driver and one other whose task is to ensure safe behavior and decorum so that the driver’s sole concentration is on safe vehicle operation.

Appendix M-1 Trip Report

FIRST PRESBYTERIAN CHURCH
KERRVILLE TEXAS
(830) 257-3310

To be filled out by driver

Van Number_____ Departure Date_____
Time out _____
Return Date_____
Time in _____
Driver_____ Number of Passengers____
Group_____Destination_____
Purpose of Trip_____
Odometer Reading Start_____End_____Gasoline Start____End____
Do you have: Gas Card Yes___No___ Cell Phone Yes_____#_____
Comments on condition of van
Start_____
_____
End _____
_____
SAFETY
Comments

Start_____
_____

End _____
_____
Safety Icons (lights) on Instrument Panel
Do any icons remain lighted with engine running? At start – have van checked. At end of trip record which ones_____
TROUBLE ON TRIP? (flat tire? overheat? etc.)
What? _____
_____
Repairs or checks needed?
List _____
_____

Appendix N – COLUMBARIUM GUIDELINES

The Church Columbarium has 108 niches and was constructed in the garden of the MSS Building of the church in 2007. Niches (each with two urn capacity) are available for sale to church members and their family.

1. The Church Trustees oversee sale records to be maintained by Church staff.

2. Appendix C - Funeral Policy guides the use of the columbarium in religious services overseen by the Worship and Music Committee

3. The Property Committee oversees general maintenance and oversight of the physical structure.

4. The Business Administrator reports annually or as requested to the Session on the sales and uses of the spaces.

Appendix O: GUIDELINES FOR GREETING AND USHERING

Almighty God, by the love of Jesus Christ you draw people to faith and welcome them into the church family. May we show your joy and love by embracing our brothers and sisters, who with us believe and with us will work to serve you. Keep us close together in your Spirit, breaking bread in faith and love, one with Jesus Christ our Lord and Master. Amen

Introduction

Greeting and Ushering as a Ministry of Hospitality

Welcome to the ushering team, and thank you for your service!

Ushers perform the duties of both 'greeting' and 'ushering' church attendees and herein termed 'ushers'. Ushers are the "first impression" most people will have of our church. As such, you are an indispensable and invaluable part of our worship experience at First Presbyterian Church. You will have the first contact with worshippers as they enter the sanctuary. You have the opportunity to help set the mood for worship.

We are a community called together to worship God. And we are called to use God's gifts. Among these gifts are hospitality by which we lovingly share the welcome of Christ with both neighbors and strangers. To be an usher is not a job but a ministry that provides a gracious welcome to all. This ministry deserves the same reverence and care given all the church's ministries.

Ushers represent the whole church in conveying our hospitality. Such a welcome regards each person as someone God has called to worship. Therefore, to welcome the stranger is to welcome God's guest.

Church greeting and ushering is different from ordinary greeting and ushering; it is a service rendered to God and an act which plays a part in the worship service.

This booklet presents the importance of church greeting and ushering, its purposes, its techniques, and its organization in our congregation. It contains general information, and a detailed listing of responsibilities of greeting and ushering and team captains. It does **NOT** replace periodic training sessions offered for all ushers.

USHERING

Ushers meet, greet, and seat! Normally there are four (4) to five (5) ushers on duty for the 10:15 service. After greeting the worshippers, the usher may wish to inquire as to their preference for seating and direct them accordingly.

If you know you will not be present at church on your assigned Sunday, you should provide your own substitute. You can either contact the alternate list or trade with another usher on

another Sunday. Please notify your usher team captain when you change. Your cooperation in this matter will greatly assist the effectiveness of your ushering team.

USHERS

Before the service:

• Report for duty and position yourself as directed by your team captain at least 20 minutes before the start of the service.

• Wear your name tag and usher badge (found on the shelf in the appropriate box in the usher's closet). The preferred placement is on your right shoulder or lapel. Return badge to closet following use. Remove by SLIDING the magnet.

• Welcome everyone to our house of worship with a smile and greeting. The large print bulletins and Hymnals are available on the Narthex table, if needed. Greet people as they enter, handing them a bulletin.

• Make sure to point out worship bags to young children, especially visitors.

• Ushers/assist late arrivals to pews. As the pews begin to fill up, assist anyone who needs to find empty seats.

During the service:

Once the service has started, the doors between the narthex and nave should be closed. After that, late arrivals should be seated only during the appropriate parts of the service, usually during a hymn or response, so worship will not be unduly interrupted.

At least two ushers should remain in the narthex until the service is completed. You (and your family) are encouraged to be seated in the back pews of the sanctuary. If you join your family elsewhere during worship, be sure to return to the back immediately after the sermon in preparation for taking the offering. Ushers in the balcony usually sit in the folding chairs at the rear of the balcony, but you may join your family after everyone is seated and an attendance count has been taken

When you sit down, leave a few bulletins on the round table in the narthex and on the podium in the balcony for latecomers.

Once worshipers are seated, ushers (assigned by the captain) count those seated on the chancel, left and right sides downstairs and those in the balcony. When counting, don't forget to include the ushers. Attendance is logged on the log sheet found on the podium in the narthex. If a new log sheet will be needed soon, please tell your team captain.

Receiving the offering:

Ushers come forward with offering plates as Offertory music begins; two down the center aisle, two down the inner aisles, and one on each outer aisle. Pass the plates to alternating

pews, then return to back of sanctuary. The person collecting offering in the balcony should bring the full plate to the lower floor.

Offering trays are emptied into the bank bags, then placed in the safe on the floor in the Ushers' closet to be counted later by the Business Administrator in the presence of one assigned officer. **There must be 2 ushers present when the bags are placed in the safe**. This is usually the Team Captain for the service and another usher. Return offering plates to the shelf.

After the service:

Open narthex and sanctuary doors after the Postlude.

Return the hymnals and Bibles to their proper places in the pew racks and pick up any bulletins, papers, trash, or communion cups left in the pews. There is a recycling box in the usher's closet for bulletins and paper.

Return the pads to their proper place on the pew and verify the signed attendance sheet has been removed. If they need to be replenished, new pads can be found in the usher's closet.

Check to be sure the hearing aids (on credenza) are charging (red light should be blinking until fully charged).

Extinguish candles.

It is the usher's duty to ensure that the sanctuary is always ready and inviting to worshipers.

EMERGENCIES:

Ushers should be attentive to any need that may arise. Remain observant during the service of any needs, such as young children heading to the restroom, people with health problems, etc.

Do not attempt to perform any type of medical service!! Notify the police officer on duty in the Narthex. If no officer is present, assess the situation, keep the person comfortable, and call 911 if needed.

Know where fire extinguishers and emergency exits are located. There are fire extinguishers in the short hallways to rest rooms. There is a fire exit on the West side of the balcony.

***In the event a disruptive person or group attempts to disturb or disrupt a service*.**

- An Usher should immediately dial ***911*** and press the **Panic Button** located in the Usher Closet**.**

- Identify yourself, state the church name and location and briefly describe the nature of the emergency.

- One usher should go outside to await the arrival of the *KPD*.

Special Service Teams

Members of special services team will be called on for assistance at funeral or memorial services and for special worship services. They should follow regular procedures for ushering unless otherwise instructed by the usher team captain.

USHER CAPTAIN DUTIES

The Usher Captains' first duty is to assure a full staff of ushers at each service and inform or remind ushers of their duties and responsibilities.

Captains should know the location of lighting and sound system controls and how to use both. They do not normally need to be adjusted. An I-Pad is used to control the sound levels of the lectern, pulpit, hand held and pastor(s) head mic's, and is kept in the safe of the Acolytes Closet. A volunteer of the 'sound system committee' is usually on rotation duty with the I-Pad for the 10:15 service for touchup control.

Should problems arise or reoccur often, Captains should report them as soon as possible to the Worship Committee contact person so that effective and appropriate solutions can be found.

- Place bulletins, including large print & large print Hymnals, on the table in the narthex and distribute the rest for the ushers to pass out.

- Ensure that the chancel candles are lit at the 10:15 service if no acolytes are listed in the bulletin. Candle lighters and snuffers are hanging in the acolyte closet and matches are in the usher's closet. (When candles are not extinguished by the acolytes, the ushers should do so.)

- Check to make sure the flowers are in the containers below the pulpit and lectern. If there are no flowers, retrieve the artificial arrangements from the communion preparation closet and put them in the containers.

- Position Ushers as appropriate: two at the center Nave entrance, one usher at each Nave side door, two at the chancel side doors, and one (or two?) in the balcony. (See positions diagram)

- Unless chimed by the Chancel Bell Choir or an assigned choir member, ring the bell (push the red button) in the usher's closet ten (10) times for the service.

- Ensure that the narthex and sanctuary doors are closed at the beginning of the Prelude.

- Assign ushers to count the attendance. Don't forget to include choir members and the ushers. Record the numbers in the log book found in the narthex on the podium. If anew log sheet will be needed soon, please leave a note in the secretary's box in the church office.

- Be prepared to respond appropriately to emergencies.

- Act as guide to guests.

- Diagrams on the following pages show the position for Ushers, the location of child care facilities, and Sunday school classrooms in both the Educational Building and the Family Life Center. Please make yourself familiar with the routes to these locations to enable you to guide or give directions to guests and family

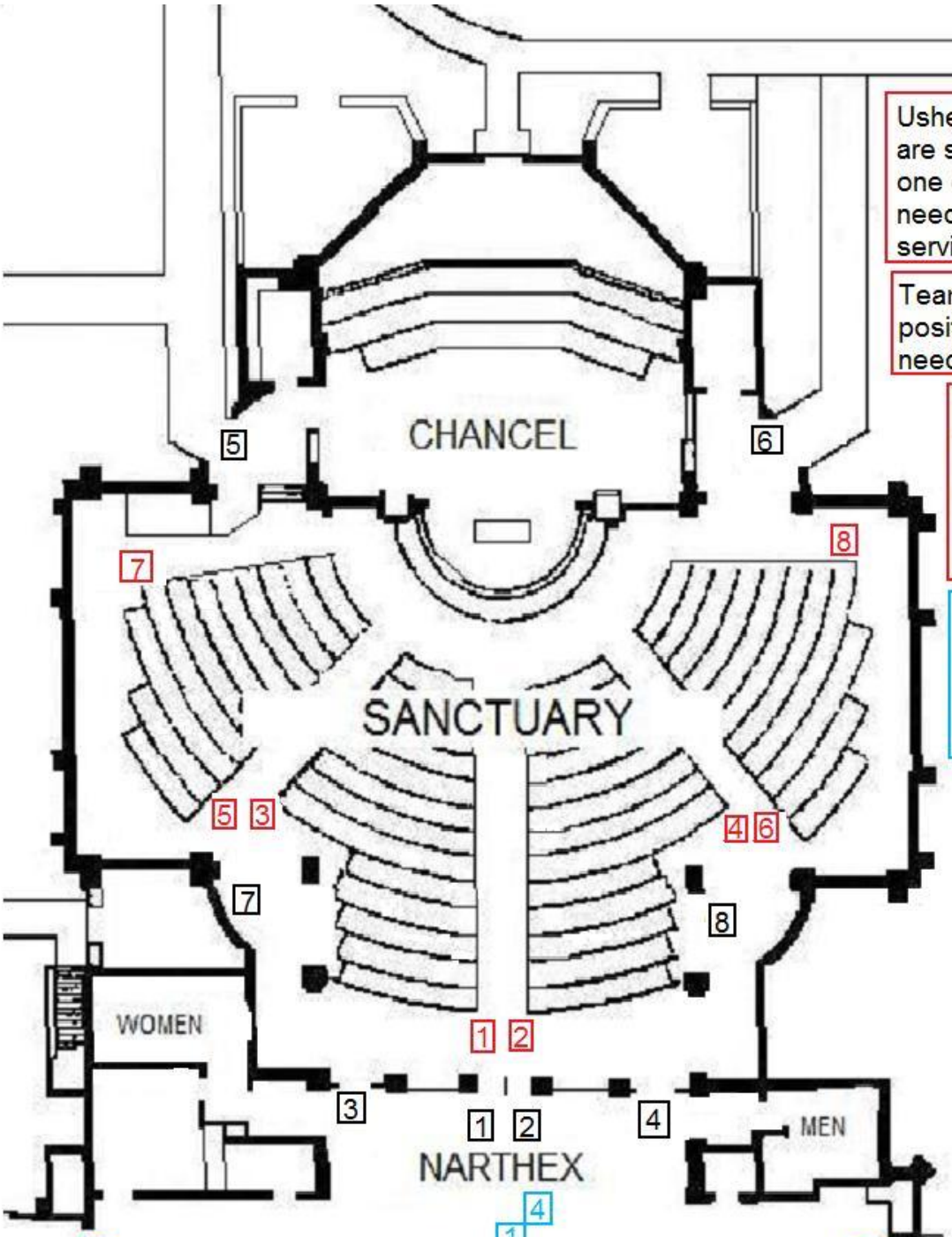
Childcare Locations

Childcare is available for infants through children who are in Kindergarten in room 210, second floor of the Educational Building. Ushers should direct or accompany parents to the appropriate location for their children.

Many of our younger children attend services until after the Conversation with Children section of the worship service. A member of the childcare staff will meet these children in the Narthex and take them to the appropriate room for extended care. Ushers should be prepared to assist in that task as needed. In the absence of a member of the childcare staff to perform that duty at the end of the Conversation with Children Usher Team Captains should be prepared to perform that task.

Parents of children who are crying or otherwise disturbing the service should be informed that the Bride's Room, located on the West side of the Narthex, is available for their use. The sound system provides the opportunity for parents to hear the service while in the Bride's Room.

For Youth Inquiries: A Contact Card should be filled out and given to the Director of Youth & Young Adult Ministry, who will contact their youth.

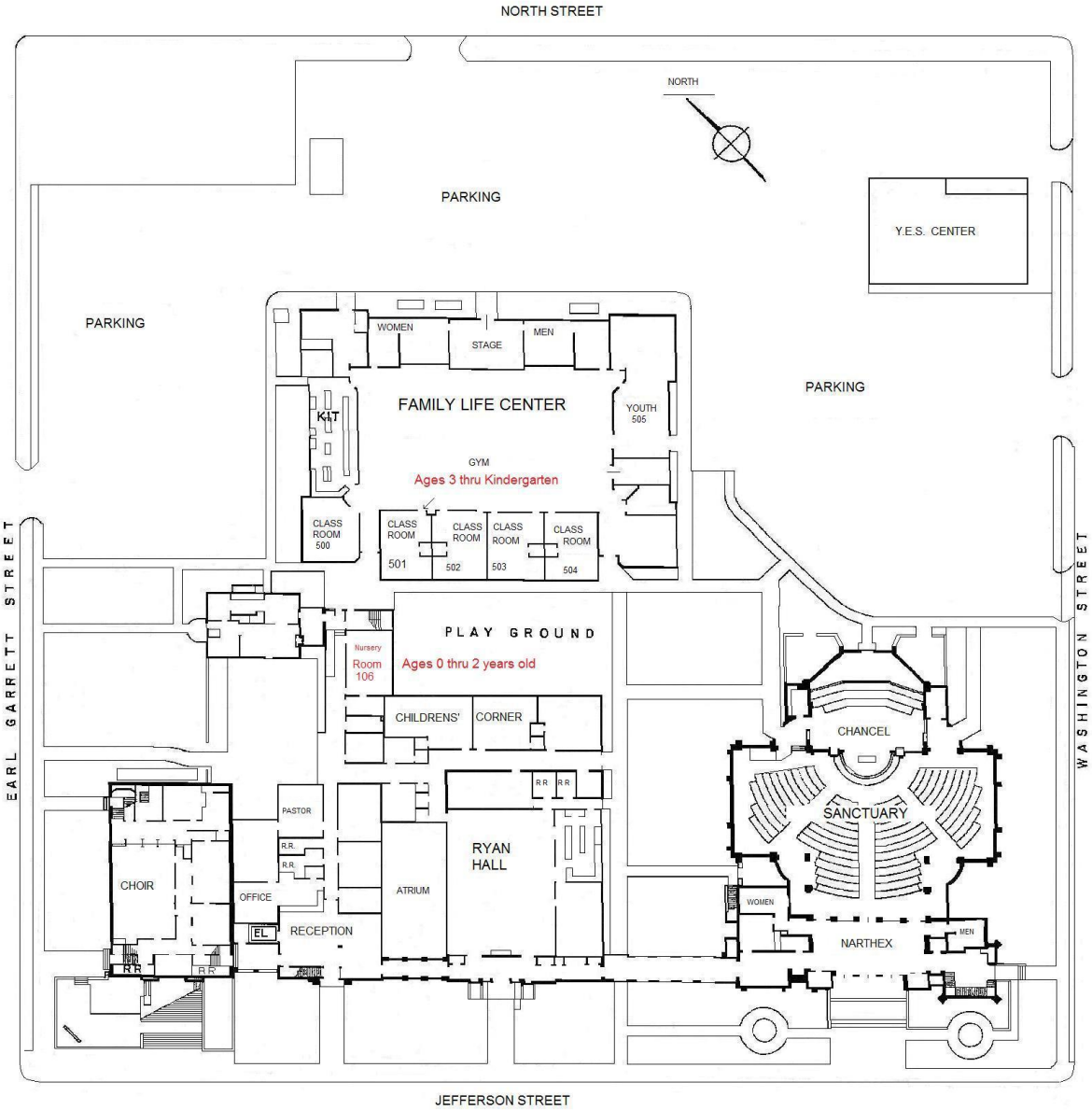


Usher positions before service are shown in black. In addition one or two ushers will be needed in the balcony. Early service positions are 1 thru 4.

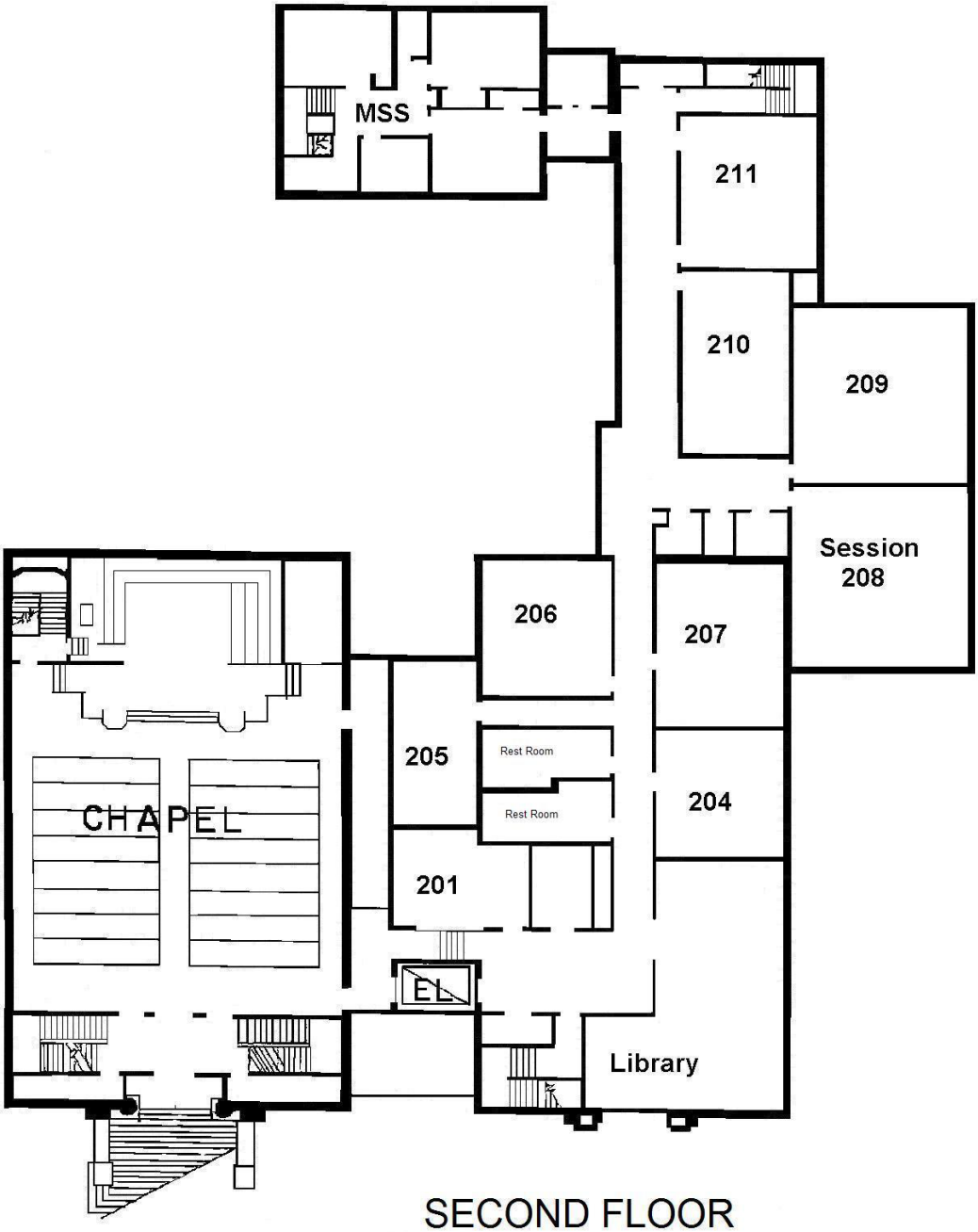
Team Captains should be in positions 7 or 8 to roam as needed.

Usher positions for the collections are shown in red. Again, one or two are needed in the balcony. Early service positions are numbers 1 thru 4.

Greeter positions are shown in blue for both services. Team Captain should be in place 4 and free to roam as needed.



FIRST PRESBYTERIAN CHURCH
800 Jefferson
Kerrville, TX 78028
(830) 257-3310



SECOND FLOOR

Education Building

Appendix O-1: Glossary

Sanctuary: the entire building where the community gathers to worship.

Narthex: the vestibule, small hallway, or foyer by the front doors of the sanctuary.

Nave: the main part of the sanctuary where most worshipers are seated.

Chancel: the area past the nave “up the steps” occupied by the Communion table, pulpit and lectern, choir, and organ.

Pulpit: a stand set aside for the preaching of the Word, usually larger than a lectern and slightly elevated.

Lectern: a stand near the chancel on which the Bible is placed and from which the scriptures are usually read.

Paraments: hangings which reflect liturgical colors (usually white, red, green, violet, black) which decorate the pulpit and lectern.

Appendix P CREDIT CARD POLICY

(1) Credit cards issued in individual names, receipts to be turned in to office manager or accounting secretary on a weekly basis with notation as to the use.

(2) Check out log for office card shall include printed name, signature, use and dates of check out and check in.

(3) Receipts to be turned in with the card after use noting purpose. On-line orders may have a confirmation print out in lieu of a receipt. Note application on all receipts and/or confirmations. The individual using the credit card is responsible for coding each expense to the appropriate budget account code at the time receipts are submitted.

(4) Upon receipt of monthly credit card billing the receipts shall be reconciled with bill within three (3) days and prior to payment, which shall be completed so as to avoid any finance charges. Mailings to out of state addresses shall be done one (1) week in advance of the due date. Any receipts lacking a clear use designation or any billings without receipts shall be confirmed with the purchasing party at the time of reconciliation.

Appendix Q– GRANT REQUEST PROCEDURE

Given that required information and obligations may vary widely among prospective grantors, entities of First Presbyterian Church of Kerrville (FPC) wishing to secure financial grants will follow this general procedure:

1) Determine that the grantor is a reputable organization and its timeline can be met.
2) Determine that the stated obligations to grantor can be met.
3) Request church financial information only from the Finance and Generosity Committee or the church Treasurer.
4) Session will authorize or disapprove the application in as timely a manner as practical and authorize the establishment of any special fund account that may be required.
5) Annually, or as otherwise directed by the grantor, the FPC entity will provide to the grantor a report on the receipt and use of grant funds. A copy of the report will be forwarded to F&G.

Appendix R: CHILDREN'S CORNER COVENANT

COVENANT AGREEMENT
Between FPC and CCP

INTENTION
First Presbyterian Church of Kerrville (FPC) operates Children's Corner Preschool (CCP) as part of its mission. FPC believes that Kerrville needs affordable childcare, so it provides the space, utilities, and maintenance at no cost as long as CCP fulfills its mission.

The purpose of this Covenant Agreement is to define the CCP operations, facilities, and financial requirements.

CCP MISSION
Our Children's Corner Preschool is a daily ministry to preschool children in our community and their families. The program is designed to help children discover an interest and joy in learning, nurture children's spiritual growth, and foster feelings of security, success, and responsibility. All children are welcome regardless of race, gender, religion, or economic status.

FACILITIES

- CCP acknowledges that its facilities are owned by FPC, and the Session is the only authority that may enter into agreements or make decisions about the use or maintenance of the facility. Responsibility for facilities and repairs shall be determined at the sole discretion of the Session of FPC. The Standards of Procedures Appendix G Major Purchases Policy must be followed.
- Facilities include:
    - Family Life Center
        - Sq. footage used
            - 15,816 net useable square feet / 16,804 gross building square feet
            - 85% used by CCP
        - Operations
            - 7:00 a.m. to 5:30 p.m. Monday through Friday
    - Education Building first floor
        - Sq. footage used
            - 16,372 net useable square feet / 16,852 gross building square feet
            - 40% used by CCP
        - Operations
            - 7:00 a.m. to 5:30 p.m. Monday through Friday

With this in mind, the Session of FPC hereby grants the CCP Committee authority to make:

- Cosmetic changes to CCP facilities and the playground are permitted, provided the cost is below the threshold requiring Session approval.
- General repairs of the CCP facilities and the playground provided that (1) such repairs are required only by CCP facilities and/or the playground, and the church facilities are not affected by such repairs, (2) the cost of the repairs is reasonable, (3) any emergency repairs must be reported monthly to the Session.
- Changes that are mandated to meet the local/state licensing and accreditation requirements provided that (1) such changes are required only to CCP facilities and/or the playground and the church facilities are not affected, (2) the cost of such changes is reasonable and (3) any such changes must be reported to the Session monthly.

MAINTENANCE
When the church makes facility improvements or changes, the CCP Committee will be advised when the CCP facilities are affected. Improvements or changes may affect CCP's state license or accreditation. Costs for facility improvements or changes involving CCP facilities and/or the playground may be allocated to FPC and/or CCP by mutual agreement before such modifications are made.

BUDGET AND RESERVES
CCP will keep a financial reserve equal to two months of payroll expenses. This reserve may be kept in a savings or investment account. The Children's Corner Preschool Committee will review the investment account at least quarterly and determine the reserve amount when setting CCP's annual budget.

FUNDRAISERS

All fundraisers must be pre-approved by the session and organized for a specific purpose, which must be communicated before the event. The purpose must be identified in advance, and all proceeds raised from the fundraiser must be used for CCP. Any redirection of the funds must have Session approval.

FPC CONTRIBUTIONS
The following percentages represent 100% of the total FPC cost of facilities and utilities.

These are the 2025 FPC total budgeted amounts:

- Electric = $34,000
- Gas = $8,000
- Gas = $10,000
- Waste = $12,000
- Telephone = $6,700
- Insurance = $88,000

- Cleaning = 35,000
  Total budgeted amounts = $193,700

CCP usage by percentage as of 2025

- Utilities
  - Electricity = 35% or $11,900
  - Natural Gas = 30% or $2,400
  - Water = 50% or $5,000
  - Waste = 50% or $6,000
- Cleaning fees = 60% or $21,000
- Property insurance = 10% or $8,800
- Printing = 35% or $6,650
- IT and Telecom = 20% or $1,365

Total Contribution = $63,115 (this does not include other forms of maintenance)
In percentage = 32.6% of FPC annual facilities and utilities costs

This does not suggest that if CCP no longer existed, these costs would be eliminated from the FPC annual budget.

Note: FPC pays recurring expenses identified above on behalf of CCP. To give CCP and FPC a more realistic estimate of respective operating costs paid by the FPC rather than CCP, an accounting entry is recorded to reflect these expenses on the CCP books with an offsetting income from FPC. FPC records the CCP expense portion as a contribution to CCP and offsets this entry by reducing appropriate expenses. No funds are moved with these transactions.

Giving thanks to God and in sincere hope of the continuing success of our mission, we sign this Covenant.

For the Church

_____
Jasiel Hernandez Garcia, Moderator

_____
Date

_____
Sue Endsley, Clerk of Session

_____
Date

For the Preschool

_____
Caitlin Nesbitt, Director

_____
Date

_____
M. E. Summerlin, CCP Committee Chair

_____
Date

Appendix S: SAN ANTONIO FOOD BANK POP-UP MARKET

A. Purpose

1. In cooperation with the San Antonio Food Bank, the monthly Pop Up Market began to help meet food insecurity experienced by others in our community. The ministry was approved by the session in 2021 and agreed that it would serve as an extension of our Hope's Kitchen ministry.

2. Any funding needs would come from donations to Hopes Kitchen.

3 .The Food Bank requirements clearly state the role of the church. Those requirements are part of the MOU agreement that the church must sign each year.

34 The church-recruited Pop Up Director/Site Coordinator serves as the main contact between the church and the Food Bank. This person is responsible for publicity for the event, securing enough volunteers to do the work on Pop Up day, coordinating with the church office on any publicity needed.

A. Training Required -

1. Civil Rights – the Pop Up Director as well as all people Involved with registration must undergo Civil Rights training.

2. Food Safety - The volunteer Food Safety manager must undergo ServeSafe Food Handler certification. All certification is done online via links provided by the Food Bank.

B. Other Volunteer Positions –

1. Set Up – The first to arrive on Pop Up day prior to most volunteers. Responsible for signage placement of supplies needed when the volunteers arrive.

2. Registration Director - Recruits and trains registration volunteers. Oversees the preparation of registration materials each month. Follows the guidelines laid out by the food bank and USDA.

3. Food Safety Director – Undergoes training and oversees the unloading of the Food Bank truck each month. Verifies that the food delivered is in good condition and at a safe temperature to serve to the public.
4. Traffic Control – Directs cars safely onto the parking lot and helps with the count needed to assure the food is evenly distributed.
5. Volunteer Care – Cold water, hot coffee, warm pastries are a comfort to hard workers.
6. Supplies – Takes inventory at the end of each Pop Up to determine what is needed before next month.
7. Data Entry – Following each Pop Up using completed registration sheets this volunteer enters the data into the Food Bank's Pantry Trac database.

Appendix S-1Contract with SA Food Bank

San Antonio Food Bank Pop Up Market Program Agreement

This document is an agreement made between San Antonio Food Bank (hereinafter referred to as "food bank") located at 5200 Historic Old Hwy 90 San Antonio, TX 78227and [First Presbyterian Church-Kerrville] located at [800 Jefferson St., Kerrville, TX 78028] (hereinafter referred to as "Program"). By signing this agreement, both parties acknowledge their respective duties and responsibilities related to the administration of the Pop-Up Market Program between the dates of Jan-Dec 2026

A. Program Partner AGREES TO:

- The safe and proper handling of food, which conforms to all local, state and federal regulations.
- Willingness to abide by the policies, procedures, and record keeping requirements of San Antonio Food Bank.
- Staff or volunteers of the program will not engage in discrimination, in the provision of service, against any person because of race, color, citizenship, religion, gender, national origin, ancestry, age, marital status, disability, sexual orientation including gender identity or expression, unfavorable discharge from the military or status as a protected veteran.

B. POP UP MARKET PROGRAM PARTNER AGREES TO:

How does a Pop-Up Market work? SAFB's truck arrives prior to the distribution loaded with between nine and eleven products with an emphasis on fresh produce but may also contain snack foods, beverages, or bakery items. The truck will park and the driver will offload pallets of product in a designated area. If frozen product is included pallets will be taken off the truck as needed, so a truck may still be onsite once a distribution starts. Once all pallets have been unloaded, the driver will depart the site allowing for the agency to finish the distribution. The site agrees to begin the distribution as set up is complete to ensure food safety and integrity of the product. Temperature checks must be completed on all frozen and cooler products at least once every 30 minutes. Product can either be distributed directly from the pallets or portions of the product can be set out on folding tables (no food may be distributed from the floor). Any pallets or boxes needing to be returned to SAFB will be picked up with the next Pop Up Market drop. A line of clients or vehicles will form. Each client will walk/drive past the pallets or tables and receive the food. Volunteers/staff are stationed behind the pallets or tables to restock items as needed. There should NOT be any remaining product at the end of the distribution. SAFB wants to ensure that product does not go to waste and the clients in need receive equitable amounts of food. As a result, a preregistration model is advised to determine participation numbers, SAFB may adjust the amount of product being sent to a site based on reporting.

Minimum Requirements

- Must host a minimum of 4 events within a 12 month period indicated in the agreement.
- Identify a site coordinator who will oversee distribution, supervise volunteers, and serve as SAFB primary contact.
- At least one site coordinator must receive some form of food safety training annually, such as ServSafe Food Handler for Food Banking developed by Feeding America and the National Restaurant Association, or an equivalent training.
- At least one site coordinator must complete the full Civil Rights training annually
- All volunteers must complete an overview of Civil Rights training, and Site Coordinator will have sign-in sheets for volunteers to demonstrate the review was completed prior to the distribution.
- Provide minimum of 25 volunteers to assist with unloading, set-up, and food distribution.
- Promote distributions in an organized manner to the surrounding community.
- Site must have a parking lot to accommodate 200-500 vehicles in addition to the pallet/distribution area.

Last Modified: [1.8.24]

Appendix T: HOPES KITCHEN

(Helping Other People Every Saturday)

1. Founded by our Youth in 1998, HOPES Kitchen is a weekly in-house ministry addressing food insecurity in our community.
2. Volunteers provide a balanced and blessed meal every Saturday at noon in the Family Life Center, in addition to fellowship, hot showers, basic care products and sometimes clothing.
3. Other projects related to hunger relief may be included within this ministry and fall within its designated fund. This ministry has its own leadership team and operates on donations.

Appendix U: GENERAL EMPLOYMENT POLICY

TEXAS

This General Employment Policy is established and updated as needed to ensure that First Presbyterian Church Kerrville, through its Permanent Committee on Personnel, under Session oversight, maintains a relationship with its employees characterized by Christian love, clarity of responsibilities and expectations, fairness and respect; and compliance with all applicable federal, state, and local statutes as well as Presbyterian Church USA rules and regulations. **(See Children's Corner Preschool Employee Manual for policies for employees working in the Children's Corner Preschool**)

Contents:

1. Equal Employment Policy
2. At-Will Employment Policy
3. Employee Classifications (Definitions)
4. Job Descriptions and Hiring Procedures
5. Hours of Work and Paydays
6. Employee Compensation Policy
7. Employee Benefits Plan
8. Employee Dress Code Policy
9. Employee Reviews – new section
10. Employee Leave Policy
11. Employee Loan Policy
12. Harassment Policy
13. Sexual Misconduct Policy
14. Whistleblower Policy
15. Grievance Policy

16. Discipline Policy
17. Forms, Checklists and Reminders

SECTION 1. EQUAL EMPLOYMENT POLICY

First Presbyterian Church, Kerrville (FPC) will provide equal employment opportunities to all employees and applicants for employment without regard to race, color, creed, ancestry, national origin, citizenship, sex or gender (including pregnancy, childbirth, and pregnancy-related conditions), gender identity or expression (including transgender status), sexual orientation, marital status, religion, age, disability, genetic information, service in the military, or any other characteristic protected by applicable federal, state, or local laws and ordinances. Religion could be an exception if after careful study, religious affiliation is determined to be a bona fide occupational qualification.

Equal employment opportunity applies to all terms and conditions of employment, including hiring, placement, promotion, termination, layoff, recall, transfer, leave of absence, compensation, and training.

First Presbyterian Church expressly prohibits any form of unlawful employee harassment or discrimination based on any of the characteristics mentioned above. Improper interference with the ability of other employees to perform their expected job duties will not be tolerated.

First Presbyterian Church will endeavor to make a reasonable accommodation of an otherwise qualified applicant or employee related to an individual's physical or mental disability, sincerely held religious beliefs and practices, and/or any other reason required by applicable law, unless doing so would impose an undue hardship upon FPCK's business operations.

Any employees with questions or concerns about equal employment opportunities in the workplace are encouraged to bring these issues to the attention of the Senior Pastor/Head of Staff and the Personnel Chair. FPC will not allow any form of retaliation against individuals who raise issues of equal employment opportunity.
Employees who feel they have been subjected to any such retaliation should bring it to the attention of the Senior Pastor/Head of Staff and the Personnel Chair.

SECTION 2. AT-WILL EMPLOYMENT POLICY

2.1 All employment, except for ordained staff, is defined as "At-Will", which means employment can be terminated with or without cause, and with or without notice, at any time, at the option of either First Presbyterian Church, Kerrville, or the employee.

2.2 Nothing contained in any policy or any other document provided to any employee is intended to be construed as a guarantee that employment will continue for any definite period of time. Written or oral statements made to the employee will not alter this "at- will" relationship.

2.3 No agreement or promise regarding employment is binding on FPC unless it is through a signed contract that has the approval of the Senior Pastor/Head of Staff and the Personnel

Committee.

2.4 The requirements of an orientation or training period do not waive FPC's right to terminate an employee given these guidelines.

2.5 Employees, except for installed and ordained staff, shall always remain At-Will employees, and nothing herein shall be construed to alter the At-Will relationship in any other policy or job description.

SECTION 3. EMPLOYEE CLASSIFICATIONS (DEFINITIONS)

3.1 FPC classifies all positions as either exempt or non-exempt in compliance with law and for payroll administration purposes. These definitions of exempt and non-exempt status are based on provisions of the Fair Labor Standards Act (FLSA) and state law and are summarized as follows:

3.1.1 **Exempt** employees primarily include those individuals occupying bona fide executive, administrative, and professional positions under FLSA. They include management, supervisory and/or professional positions.

3.1.2 **Non-Exempt** positions do not meet the requirements set forth in federal law and regulations for exempt positions. Employees filling these jobs are subject to the wage and hour provisions of the Federal Wage and Hour Act and must receive premium pay for hours worked over 40 hours per week.

3.1.3 In cases where the exempt/non-exempt status of an employee is in doubt, the Personnel Committee will review the position duties and responsibilities against the FLSA exemption tests.

3.2 Staff members are hired as Full-Time, Part-Time or Temporary Employees.

3.2.1 Full-Time employees at First Presbyterian Church are those scheduled for 35 or more hours per week.

3.2.2 Part-Time employees are those scheduled for 20 to 34 hours per week. A non-ordained employee of First Presbyterian Church may be employed in more than one part-time position.

3.2.3 Temporary employees are hired to work on a temporary assignment as needed and for a duration of time usually one to six months. A temporary employee may work either temporary full-time or temporary part-time.

3.3 For purposes of additional useful identification, there are six groupings of positions based primarily upon job function. Jobs within each of these groupings may be either full-time or part-time.

3.3.1 Ordained positions refer to those jobs subject to terms of call from the

congregation, filled by Ministers of the Word and Sacrament, who serve in installed positions, and are exempt status.

3.3.2 Lay positions are all positions that are not ordained.

3.3.3 Professional positions refer to those jobs requiring professional education or training. These positions have exempt status. Professional positions may be filled by ordained or lay persons.

3.3.4 Administrative positions refer to those office, clerical, secretarial jobs that may require specialized training/experience but are not considered professional and are usually classified as non-exempt status.

3.3.5 Custodial positions refer to those jobs concerned with the cleaning, upkeep and maintenance of the physical plant and are usually classified as non-exempt status.

3.3.6 Nursery positions refer to those jobs concerned with the care of children during church functions. These positions may require special certifications and training and are classified as non-exempt.

SECTION 4. JOB DESCRIPTIONS AND HIRING PROCEDURES

4.1 Job Descriptions

4.1.1 A written job description describing the major duties and responsibilities of the position, the qualifications required to perform those responsibilities, and the supervisory position to which the selected employee will report will be prepared by the appropriate personnel and/or the Senior Pastor/Head of Staff and reviewed by the Personnel Committee. Job descriptions will be signed by the supervisor, Senior Pastor/Head of Staff, and Chair of the Personnel Committee, and acknowledged in writing by the employee. A copy will be furnished to the new employee prior to joining the First Presbyterian Church staff.

4.1.3 The job description will be used to determine/identify the qualifications required for a position. Candidates will be interviewed either by the supervisor of the vacant position or by a panel of interviewers assembled for that purpose. Final selection will be made by the supervisor of the vacancy. All newly created positions at FPC must be approved by the Personnel Committee and the Session.

4.1.4 Before employment is finalized, including those for Children's Corner Preschool, both the application and the background check must be reviewed by the Personnel Committee.

4.1.5 Job descriptions will be reviewed and updated in even numbered years.

4.2 Hiring of Relatives

4.2.1 The employment of relatives (nepotism) in the same area of an organization may cause

serious conflicts and problems with favoritism and employee morale, especially if that employee is directly supervised by a relative. In addition to claims of partiality in treatment at work, personal conflicts from outside the work environment can be carried into day-to-day working relationships.

4.2.2 Nepotism should be avoided in the hiring process. Where special circumstances exist, the Session may overrule the policy by a 2/3 vote.

4.2.3 For the purposes of this policy, relatives include spouse, children, parents, siblings, aunts, uncles, nieces, nephews, grandchildren, mother-in-law, father-in-law, brother-in- law and sister-in-law. A live-in partner is also considered as a relative for purposes of this policy.

SECTION 5. HOURS OF WORK AND PAYDAYS

5.1 To comply with federal, state, and local laws, the following hours of work, business hours, work week, and pay periods are described as follows:

5.1.1 **Hours of Work**: The normal business hours for FPC are currently Monday through Friday from **8:30 a.m. – 5:00 p.m.** Because of the special needs of the church (i.e., special services and events, Children's Corner operations, meetings, Sunday School, etc.), hours of operation may vary and may result in overtime for non-exempt employees.

5.1.2 **Work Week:** For purposes of pay the workweek begins at 12:00 a.m. on Monday and ends at 11:59 p.m. on Sunday, unless otherwise designated and approved by the Session.

5.1.3 **Pay Period:** The pay period shall be bi-monthly and generally twenty-four (24) pay periods per year. Paydays are the 15th and last day of the month. If the payday falls on a weekend, the payday will be on the Friday before the weekend.

5.1.2 **Lunch Period**: Each employee will take an unpaid lunch period each day. The time for lunch each day shall be for thirty minutes or one hour as set by the supervisor. An employee who is unable to take a lunch period must report this to his/her supervisor and must report the added time on that day's time card. Accumulating overtime at lunch requires supervisor approval. Employees are encouraged to take lunch away from their desks

SECTION 6. EMPLOYEE COMPENSATION POLICY

6.1 <u>General Policy</u>

It is the policy of the First Presbyterian Church, Kerrville (FPC), to compensate all its employees in a fair and equitable manner in full accord with compensation for comparable job tasks at other area organizations in private and public endeavors. No employee is expected to perform his/her job without reasonable and adequate compensation. Basic guidelines established by the Presbyterian Church (U.S.A.) relative to employee pay and benefits will be followed. Further, it is

the policy of FPC to create and maintain an orderly, friendly and cooperative employee environment including the establishment and periodic review of compensation levels based on assigned duties.

6.2 Coverage Policy

Excepting those employees working fully within Children's Corner Preschool, all staff members at FPC are included under this policy, regardless of job status classification (exempt, non-exempt, full time, part time) and job function classification (ordained, lay, professional, administrative, custodial). No independent contractor under contract to FPC, nor any employee of such contractor, is in any way subject to these guidelines.

6.3 Job Pay Rates

6.3.1 Pay rates are established for each staff job authorized by the session. All pay rates recommended by the Personnel Committee should be developed in consultation with the Senior Pastor/Head of Staff. Pay rates are established and approved only by the Session after receiving a pay rate recommendation from the Personnel Committee. In developing a recommended pay rate for an authorized staff job, the Personnel Committee should consider applicable information that is reasonably available. Information utilized may include data published by governmental agencies, PC (USA) sources, and other reliable organizations dealing with church staff compensation. Local employment information and data may also be obtained from the Texas Workforce Commission, Chamber of Commerce, and non-profit organizations as well as for-profit businesses in the local area. Appropriately securing reliable data relating to pay ranges for similar jobs in the local area would also be advisable. The experience record of the prospective employee should also be considered in developing a recommended pay rate.

6.3.2 Re-evaluation of a pay rate may be performed at any time an inequity is indicated, including at the time of the annual compensation review (see below). Such inequity may result from a significant accumulation of changes in job duties, local area, or national rate changes due to availability of qualified candidates for other reasons, or the realization that the pay rate originally established was in significant error.

6.4 Annual Compensation Review

6.4.1 The Personnel Committee will conduct an annual review of staff pay rates and recommend pay rate adjustments to the Session for approval.

6.4.2 All pay rate adjustments recommended by the Personnel Committee should be developed in consultation with the Senior Pastor/Head of Staff.

SECTION 7. EMPLOYEE BENEFITS PLAN

7.1 First Presbyterian Church Kerrville adheres to all state and federal employee benefits laws and regulations including Social Security, Workers Compensation, and Unemployment Insurance.

7.2 An integrated benefits program is available to eligible employees of the First Presbyterian Church. The program is formally named "Benefits Plan of the Presbyterian Church (U.S.A.)", and is referred to as the "Benefits Plan". The Benefits Plan consists of the Pension Plan, Death and Disability Plan, Major Medical Plan, Optional Dental Plan, Optional Death Benefits Plan, and Retirement Savings Plan. The Benefits Plan is administered nationally by The Board of Pensions of the Presbyterian Church (USA) and is funded with the dues paid by employing organizations throughout the denomination and investment earnings on those dues. Each employee shall receive printed basic information about the Benefits Plan within 30 days of the date of his/her employment. Additional information is available from the church's financial administrator. Inquiries for which accurate answers are not available locally will be referred to the Board of Pensions by the financial administrator.

7.3 Eligible Employees

7.3.1 Ministers of the Word and Sacrament who serve in installed positions (ordained and professional positions as defined by the employee classification definitions) are required by the Book of Order to be enrolled in the Benefits Plan from their date of employment with full participation in all non-optional Plans.

7.3.2 All lay employees of First Presbyterian Church who are employed in full-time positions and work 37.5 or more hours per week, both exempt and non-exempt (as defined by the employee classification definitions), will be enrolled in the Benefits Plan effective ninety (90) days from the date of employment.

7.3.3 No lay employee of First Presbyterian Church employed in a part-time position, or in two or more part-time positions (as defined by the employee classification definitions), will participate in the Benefits Plan. No employee of First Presbyterian Church who is employed in two or more part-time positions can combine the hours worked in such part-time positions to qualify as a full-time employee of First Presbyterian Church who is eligible to participate in the Benefits Plan.

7.4 Major Participant Provisions and Dues

7.4.1 All enrolled employees participate in the Death and Disability Plan and the Major Medical Plan. Dues are established by the Board of Pensions. Participating employees will pay a portion of the Major Medical dues. The employee portion will be determined by the Personnel Committee. Installed Teaching Elders will not be expected or required to contribute.

7.4.2 During the first three years of employment, an enrolled lay employee does not participate in the Pension Plan. Upon completing three consecutive years of satisfactory employment, an employee enrolled in the Benefits Plan begins participation in the Pension Plan.

7.4.3 A part-time employee that becomes a full-time employee is eligible to enroll in the Benefits Plan. Each full year of satisfactory part-time employment completed shall be

credited as one-half year of employment in determining the date when the first three years of employment are completed to begin participation in the Pension Plan.

7.4.4 Pension Plan dues are established by the Board of Pensions and are fully paid by First Presbyterian Church with a contribution neither required nor accepted from participants.

7.5 Optional Plans =

7.5.1 The **Optional Dental Plan and the Optional Death Benefits Plan** are available only to participants in the Benefits Plan and each may be selected by a participant only within limited enrollment periods specified by the Board of Pensions. The dues for these Plans are established by the Board of Pensions and are fully paid by the employee through a payroll deduction with no contribution by the First Presbyterian Church.

7.5.2 The **Retirement Savings Plan** is a 403(b) tax-deferred plan and is available to all employees whether in the Benefit Plan or not. Contributions by participants are through a payroll deduction with no contribution being made by the First Presbyterian Church for the first (15) years of employment. After fifteen (15) years of satisfactory employment the First Presbyterian Church will contribute into the plan an amount equal to the employee's contribution up to three (3) percent of the employee's base pay. The church's contribution will be made monthly.

SECTION 8. EMPLOYEE DRESS CODE POLICY –

8.1 Preamble

8.1.1 The church's staff members are central to the ministry of First Presbyterian Church. When staff members, both ordained and lay, are on the church campus, or elsewhere acting as representatives of the church, their dress and appearance may form impressions among people with whom they come in contact. These impressions, anywhere on the scale from positive to negative, may affect the way that others believe the staff member is doing their work, and may well extend to how well they believe the church is fulfilling its ministry.

8.1.2 Such impressions consequently either help or hinder the effectiveness of the ministry of the church. The intent of this policy is to encourage all members of staff to consider the impressions they make when selecting their attire, as well as how those impressions may affect the ministry of the church.

8.1.3 It is important that staff members, and all members of church government, recognize the sensitive nature of dress-related impressions and their effect on the church's ministry. Open, two-way communication and feedback among the staff, and between staff and church government, is essential to keeping this matter in perspective while still recognizing and dealing with problems.

8.1.4 General oversight of the implementation of this policy is the responsibility of the Session through the Personnel Committee. Day to day interpretation and compliance monitoring concerning this policy is to be part of the duties of members of church staff with supervisory responsibilities. Individual compliance problems are to be discussed whenever concern about dress may arise. This policy is to be discussed as part of the orientation of each new member of staff, both ordained and lay.

8.2 Dress Code Guidelines

8.2.1 Church staff dress should be appropriate for working in a church and should be appropriate for the activity at hand. Generally, staff attire is casual.

8.2.2 During worship and other solemn functions nothing should be worn that would distract or draw the congregation's attention away from the purpose of the function. Robes and vestments serve this purpose for ordained staff. At their discretion and as appropriate for the events of the day, ordained staff shall wear business dress or casual.

8.2.3 Informal business dress is appropriate for staff members who will be in public contact.

8.2.4 Shorts and athletic attire are appropriate for recreational activities. Similar attire or work clothes are also appropriate for working in hot, dirty, or otherwise uncomfortable conditions

8.2.5 Uniforms may, at the discretion of appropriate church committees, be appropriate for some staff members. In such cases the uniforms are to be provided at church expense.

SECTION 9. EMPLOYEE REVIEWS

9.1 Performance Evaluations

Performance reviews should be completed annually for each employee by their supervisor. The Personnel Committee is responsible for completing the annual performance review for the Senior Pastor/Head of Staff. The Senior Pastor/Head of Staff is responsible for ensuring annual performance reviews are completed for all FPC staff. The signed and completed reviews should be filed in the respective employee files.

9.2 Exit Interviews

As a best practice, exit interviews should be completed for all employees that voluntarily separate from FPC. The exit interview is a valuable final stage of an employee's time at FPC. The exit interview helps to ensure an effective offboarding experience and can provide valuable insights into what FPC is doing well and which aspects of the employee experience we need to improve. Insights gained from the exit interview are to be treated confidentially. The Personnel Committee Chair should be notified when an employee gives notification of their intent to separate from FPC. A member of the Personnel Committee will be assigned to schedule a time to meet with the employee to conduct the exit interview. Insights gained from the exit interview will be shared with the Senior Pastor/Head of Staff and the Personnel Committee to address concerns and determine ways to improve the employee experience at FPC.

SECTION 10. EMPLOYEE LEAVE POLICY

(See Children's Corner Preschool Employee Manual for policies for employees working in the Children's Corner Preschool)

10.1 General

Time off work for ordained staff is as provided in the individual's Terms of Call. This policy regarding time off from work applies to other full-time exempt and non-exempt employees. The leave year begins on the anniversary date of the employee's full-time employment with First Presbyterian Church.

10.2 Holidays

Usual holidays for which church office will be closed: New Year's Day, Martin Luther King Day, the Monday following Easter, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, the Friday after Thanksgiving, and three work days for Christmas. These are paid holidays for full-time staff only.

10.3 Paid Time Off (PTO) Policy

Paid Time Off (PTO) applies to non-ordained full-time exempt and non-exempt employees. Eligible employees must regularly work 40 hours per week. Non-ordained employees working less than 40 hours per week are not eligible for PTO.

10.3.1 Use and Scheduling of PTO

PTO must be used when taking time off for any reason (sick, vacation, personal), and can be taken in increments as low as one hour. All PTO requests should be submitted in writing to the supervisor. PTO requests to take more than three days off should be submitted in writing to the supervisor at least two weeks prior to the start of the paid time off.

The administrative staff will schedule PTO at different times to ensure the office is sufficiently staffed for church business. All PTO requests must be approved by the supervisor. Supervisors should return the approved or denied request back to the employee within five days of receipt.

It is understandable that unscheduled absences occasionally happen; however, when possible, PTO should be scheduled in advance. If the frequency of unscheduled absences becomes excessive, corrective actions will be taken, up to and including termination.

If the employee works an eight-hour day and needs to take a full day, eight hours of PTO should be requested. PTO is paid at the employee's regular pay rate and is not subject to overtime pay.

PTO starts accruing upon hire after 60 days of satisfactory employment. During the first year, PTO will be prorated and is available to use after six months. The PTO bank will be refreshed and available on January 1 of each new year for full-time employees.

10.3.2 Accrual and PTO Availability

Accruals are based upon paid hours of up to 2,080 hours (40 hours per week) per year, excluding overtime. Full-time employees are eligible for the next level of accrual according to the table below:

Years of Service	Biweekly Period Accrual Rate	Annual PTO
6 months. 1 year	3.5 hours	Up to 10 days (84 hours)
1-3 years	*n/a – PTO refilled annually(January)*	15 days (120 hours)
4-6 years	*n/a – PTO refilled annually(January)*	20 days (160 hours)
7+ years	*n/a – PTO refilled annually(January)*	25 days (200 hours)

Employees cannot borrow hours against their PTO bank; therefore requests to take non-accrued hours are not allowed.

10.3.3 Carryover
PTO is intended to provide paid time off for an employee to recuperate from illness and to provide rest and relief to maintain a fresh approach to one's job. All employees are encouraged to use their PTO prior to the end of the year.

Unused PTO does not accumulate from year to year. Upon request and with the approval of the Senior Pastor/Head of Staff, unused PTO can be carried over into the new year but must be used by March 31. Any unused PTO from the previous year is forfeited after March 31.

10.3.4 PTO Accruals
Accrued PTO will be transferred with the employee in the following situations: if an employee of the Children's Corner Program (CCP) transfers to a job position with First Presbyterian Church (FPC) or if an FPC employee transfers to a job position with CCP.

10.3.5 Resignations
If an employee voluntarily resigns with two weeks prior written notice, the
Employee is entitled to earned PTO on a prorated basis up to five (5) unused days, provided that the employee has worked the full previous year (i.e., PTO is not prorated for an employee who has not completed a full year).

10.4 Leave for Ordained and Installed Personnel
Vacation and study leave is provided to ordained and installed personnel per their terms of call, which is approved by the congregation.

10.4.1 Ordained and installed personnel should notify the Personnel Committee in advance when scheduling vacation leave.

10.4.2 Study leave requests should be submitted in advance for approval to the Personnel Committee for ordained and installed employees.

10.5 Parental Leave
All full-time and part-time employees are eligible for a maximum of six (6) months parental

leave. For birth, adoption or guardianship of a child, eligible employees may elect up to six (6) months' leave, using either accumulated vacation leave, leave without pay or a combination thereof. A written request for parental leave must be submitted thirty (30) days in advance to the supervisor for approval. If both parents are employed by First Presbyterian Church and wish to use this benefit, their aggregate leave is limited to six months. Any benefit coverage in place continues during parental leave.

10.6 Other Leaves of Absence ***With*** Pay

At the discretion of the Senior Pastor/Head of Staff, leaves of absence with pay may be given for the following:

- Jury duty (up to two weeks annually)
- Marriage of the employee (up to three days)
- In case of death in the immediate family (husband, wife, parent, parent-in-law, child, brother, sister, grandparent), the employee will receive full pay for absence from the day of the death up to and including the day after burial. This leave should not exceed four working days and must be arranged in consultation with the Senior Pastor/Head of Staff
- Adequate time off for voting will also be given where election hours and work schedules cause a hardship on employees.
- Regular training period in the U. S. Armed Forces (up to two weeks annually)

10.7 Other Leaves of Absence ***Without*** Pay

A leave of absence without pay may be given for military service performed by an employee with credited service for three months or more. Upon the employee's return, every effort will be made to place the employee in a position of similar level, status, and salary.

SECTION 11. EMPLOYEE LOAN POLICY

Effective September 1, 2013, cash loans from church assets to employees of First Presbyterian Church, Kerrville, Children's Corner Preschool, and the YES Center will be prohibited. The loans to be prohibited include the following:

- Pay day advance loans
- Cash loans from pastor discretionary funds
- Any loans from other funds whether designated or non-designated
- Petty cash loans
- All un-reimbursed financial assistance

SECTION 12. HARASSMENT POLICY

12.1 It is First Presbyterian Church Kerrville ("FPC") policy to fully support enforcement of state and federal laws that prohibit harassment. All staff members and volunteers are prohibited from engaging in the harassment of any other staff member, volunteer, church member, or any other person during, or in connection with, employment or volunteer service with FPC. The desired standard of every staff member or volunteer's behavior is one of cooperation and respect for

each other. FPC will not tolerate any infractions of this policy by its staff members, members of the congregation, or any outside parties, including visitors, vendors, or suppliers.

12.2 Prevention is the best tool to eliminate sexual harassment in the workplace. Training at FPC will be provided to all staff, session members, and deacons as follows:

a. Harassment/Boundaries Training: at initial hiring or election and then every two years
b. Sexual Harassment Training: at initial hiring or election and then once every year

12.2.1 For the purposes of this policy, "staff member," including ordained staff, is defined as any paid member of staff or any volunteer.

12.3 DEFINITIONS

Harassment is unwelcome conduct that is based on race, color, religion, sex (including sexual orientation, gender identity, or pregnancy), national origin, older age (beginning at age 40), disability, or genetic information (including family medical history). It is unlawful to harass a person (an applicant or employee) because of that person's sex. FPC will take all reasonable steps necessary to prevent and eliminate unlawful harassment.

12.3.1 Harassment becomes unlawful where

a. enduring the offensive conduct becomes a condition of continued employment, or
b. the conduct is severe or pervasive enough that a reasonable person would consider it intimidating, hostile, or abusive.
c. Petty slights, annoyances, and isolated incidents (unless extremely serious) will not rise to the level of illegality. To be unlawful, the conduct must create a work environment that would be intimidating, hostile, or offensive to reasonable people.
d. Offensive conduct may include, but is not limited to, offensive jokes, slurs; epithets or name calling; Physical assaults or threats, intimidation, ridicule or mockery, insults or put-downs, offensive objects or pictures, and interference with work performance. Harassment can occur in a variety of circumstances, including, but not limited to, the following:

- The harasser can be the victim's supervisor, a supervisor in another area, an agent of the employer, a co-worker, or a non-employee.

- The victim does not have to be the person harassed, but can be anyone affected by the offensive conduct.

- Unlawful harassment may occur without economic injury to, or discharge of, the victim.

12.3.1 Sexual harassment is defined by the Equal Employment Opportunity Commission (EEOC) as any unwelcome sexual advances, requests for sexual favors, unwelcome or offensive touching, and other unwelcome verbal or physical conduct of a sexual nature when:

a. Submission to such conduct is made either explicitly or implicitly a term or

condition of an individual's employment, or

b. Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such person, or

c. Such conduct has the purpose or effect of unreasonably interfering with an individual's job (work) performance or creates an intimidating, hostile, uncomfortable, or offensive working environment.

12.3.2 Examples of conduct or behaviors that contribute to a hostile environment (and, are thereby prohibited by this policy) include:

a. Unwelcome threats that impose a sexual quid pro quo;
b. Discussing sexual activities;
c. Jokes, comments, other offensive and unwelcome behavior based on a person's age, ancestry, color, creed, marital status, medical condition, national origin, disability, race or religion that creates a hostile, obnoxious, or intimidating work atmosphere or results in the loss of tangible job benefits;
d. Unwelcome sexual advances, including physical contact (touching) such as patting, pinching, staring, hugging, or purposely rubbing up against another's body;
e. Unwelcome questions or unwelcome comments about another person's sexual activities, dating, personal or intimate relationships, physical attributes, or appearance;
f. Unwelcome conduct or remarks that are sexually suggestive, or demeanor that shows hostility to a person because of the person's gender (including "kidding," jokes, pranks, teasing, obscenities, obscene or rude gestures or noises, slurs, epithets, taunts, negative stereotyping, threats, blocking of physical movement, etc.);
g. Sexually explicit statements, questions, jokes, or anecdotes regardless of means of communication (oral, written, electronic, e.g., email, social media, phone, etc.).
h. Display of inappropriate sexually oriented materials in a location where others can view them;
i. Sabotaging the victim's work;
j. Engaging in hostile physical conduct;
k. Granting job favors to those who participate in consensual sexual activity;
l. Use of crude or offensive language.

12.3.4 Harassment also includes actions taken by church members, visitors, guests, consultants, and/or vendors against any FPC staff member or volunteer.

12.3.5 For the purposes of this policy, harassment does not include verbal or written criticism of a staff member's job performance, substantial oversight and/or management of a staff member's work by a supervisor, or the use of offensive language in any manner not directed at another staff member, and/or that does not otherwise constitute language of a nature that creates an intimidating, hostile or offensive working environment, as prohibited by this policy.

12.4 <u>Staff Member Responsibility</u>

12.4.1 A staff member who believes that he or she has been the subject of, or who has witnessed, an act constituting harassment or retaliation prohibited by this policy must

immediately take the following steps:

a. Politely but firmly confront the person doing the harassing. The staff member should state how the staff member feels about the harasser's actions and request that the person cease the harassment immediately.
b. If the harassment continues or if the staff member does not feel comfortable confronting the harasser, the staff member should report the behavior to his or her immediate supervisor; but,
c. If the staff member is not comfortable in reporting the behavior to their immediate supervisor, the staff member may report the behavior to any supervisor; or,
d. If the staff member's immediate supervisor is the harasser or the staff member is not comfortable in reporting the behavior within his/her area, the staff member may report the behavior to the Senior Pastor/Head of Staff or the Chair of the Personnel Committee.

12.4.2 If a staff member is unsure whether behavior constitutes harassment, the staff member should confer with a supervisor, the Senior Pastor/Head of Staff, or a member of the Personnel Committee. It is not necessary, however, for the staff member to take all of the steps listed above. If a staff member feels that any of the steps would not be desirable or effective because of the circumstances surrounding the harassment, the staff member may make a report directly to one of the supervisors. **In no case will a staff member be required to report such behavior to the person accused of the misconduct.**

12.4.3 Confidentiality: All information concerning a sexual harassment complaint will be treated as confidential. Content of a sexual harassment complaint, whether verbal or written, will not be disclosed except as a part of the investigative process to those who have a need to know or as otherwise required by law.

12.4.4 Filing a Complaint A staff member must file a complaint alleging harassment with any supervisor. The state of Texas allows an employee or complainant 300 days, from the date of an alleged harassment incident, to file a complaint with the Texas Workforce Commission. All complaints will immediately be referred to a supervisor, the Senior Pastor Head of Staff, or a member of the Personnel Committee for investigation. To initiate an investigation, the staff member making the complaint must submit it in writing, specifically setting forth the details of the conduct that is the subject of the complaint, and including the name(s) of any witnesses to the incident. All complaints shall be immediately forwarded to the Senior Pastor/Head of Staff or to the Chair of the Personnel Committee for investigation. To the extent permitted by law, complaints will remain confidential and information about them will be provided only to those persons who need to know in order to achieve a timely resolution of the complaint.

Any retaliation against an individual who has complained about sexual or other harassment or retaliation against individuals for cooperating with an investigation of a harassment complaint is similarly unlawful and will not be tolerated.

12.5 Supervisor Responsibility:

12.5.1 It is the responsibility of all supervisors to ensure that their staff members are

adequately informed about FPC's Harassment Policy and that their staff members can work in an environment free from all forms of discrimination, including harassment.

12.5.2 Supervisors need to be aware of the working environment of their subordinates to ensure that the work environment is harassment free.

12.5.3 Supervisors who see inappropriate conduct shall take immediate steps to correct such conduct.

12.5.4 When a supervisor receives a complaint of harassment, it shall be given prompt attention and be reported immediately to the Senior Pastor/Head of Staff or a member of the Personnel Committee.

12.5.5 Supervisors, the Senior Pastor/Head of Staff, and the Personnel Committee shall take steps to ensure that complaints of harassment and the investigation into allegations remain confidential. No supervisor shall release any information concerning such complaints to a third party or to anyone within FPC not authorized to know of the investigation.

12.5.6 When conduct that may constitute harassment, as defined by this policy, is witnessed by or brought to the attention of a supervisor or the Senior Pastor/Head of Staff, failure of that person to act as outlined above may subject him or her to disciplinary action, up to and including termination.

12.5.7 Supervisors must use a great deal of discretion in their social relationships with other staff members, particularly their own subordinates. This is to avoid compromising their ability to function as an impartial supervisor who can treat all staff members fairly. Supervisors should be very prudent and careful in social relationships with their subordinates that may lead to an impression of partiality or bias.

12.6 <u>Investigation and Discipline</u>:

12.6.1 .Upon the receipt of a complaint, an investigation of the facts and circumstances of the claim of discrimination, including harassment or retaliation, will be conducted by the Senior Pastor/Head of Staff or designee, or the Personnel Committee. The investigation of a complaint shall proceed with due diligence and be concluded as soon as possible.

12.6.2 When the investigation reveals that the complaint is valid, prompt disciplinary action designed to immediately stop the harassment and to prevent its recurrence will be taken. At a minimum, violations of the FPC's harassment policy will result in a counseling session with the supervisor for anyone who violates this policy. With appropriate prior consultation with the Senior Pastor/Head of Staff and/or the Personnel Committee, the supervisor may also take additional disciplinary action, up to and including immediate termination from employment or, in the case of a volunteer, from volunteer service.

12.6.3 The Senior Pastor/Head of Staff or Personnel Committee will provide a written response tothe complainant and appropriate supervisory staff at the conclusion of the investigation.

12.6.4 If the investigation reveals that the complaint is valid, prompt disciplinary action, as

approved by the appropriate individuals, will be taken. The immediate supervisor will ensure that the harassing conduct is immediately stopped.

12.7 False Accusations

A staff member or volunteer who knowingly makes a false complaint or statement under this policy is subject to discipline, up to and including termination from employment or, if applicable, volunteer service.

12.8 Appeal to the Personnel Committee:

If the staff member is not satisfied with the decision of the person to whom the complaint is made,the decision may be appealed to the Personnel Committee in writing within five (5) working days of receipt of the decision. The Chair of the Personnel Committee, or designee, will review the harassment complaint and the investigations conducted thus far and/or conduct a further investigation and consult with the Personnel Committee to arrive at a final decision. The decision of the Personnel Committee completes the internal process for harassment complaints.

12.9 Consequences for Violations:

Staff members who violate any portion of this policy are subject to disciplinary action, up to and including termination. Any volunteer who violates any portion of this policy is subject to discontinuation of the volunteer service and will be asked to leave the church premises.

12.10 : Prohibited Retaliation

Every staff member has a right to report harassment without fear of retaliation. Retaliation of any kind against a staff member who makes a complaint of discrimination or harassment, or against a staff member who participates in an investigation concerning a complaint of discrimination or harassment, is strictly prohibited. Any staff member retaliating against another staff member will be subject to disciplinary action, up to and including termination from employment or, if applicable, volunteer service.

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SECTION 13: SEXUAL MISCONDUCT POLICY

13.1 It is the policy of the Presbyterian Church (U.S.A.) and of First Presbyterian Church Kerrville that all church members, church officers, non-member employees, and volunteers of the church are to maintain the integrity of the ministerial, employment, and professional relationship at all times. Persons who engage in sexual misconduct are in violation of the principles set forth in Scripture, and also of the ministerial, pastoral, employment, and professional relationship. It is never permissible or acceptable for a church member, officer, employee, or volunteer to engage in sexual misconduct. Anyone having knowledge of sexual misconduct by anyone connected with First Presbyterian Church Kerrville is encouraged to report it to the Senior Pastor/Head of Staff or the Chair of the Personnel Committee.

13.2 Definitions: Sexual Misconduct is the comprehensive term used in this policy to include:

13.2.1 Child sexual abuse; includes, but is not limited to, any contact or interaction between a child and an adult when the child is being used for the sexual stimulation of the adult person or of a third person. The behavior may or may not involve touching. Sexual behavior

between a child and an adult is always considered forced whether or not consented to by the child.

13.2.2 Sexual abuse as defined in the Book of Order: "Sexual abuse is any offense involving sexual conduct in relation to any person under the age of eighteen years or anyone without the capacity to consent, or any person when the conduct includes force, threat, coercion, intimidation, or misuse of ordered ministry or position. Sexual abuse is contrary to the Scriptures and the Constitution of the Presbyterian Church (U.S.A.), and is therefore always an offense for the purpose of discipline." (Book of Order, D-7.0901).

13.2.3 Sexual harassment is defined in this General Employment Policy in Section 12 Harassment Policy

13.2.4 Rape is sexual contact by force, threat, or intimidation.

13.2.5 Sexual conduct is offensive, obsessive, or suggestive language or behavior, unacceptable visual contact, unwelcome touching or fondling that is injurious to the physical or emotional health of another.

13.2.6 Sexual Malfeasance is defined by the broken trust resulting from sexual activities within a professional ministerial relationship that results in misuse of office or position arising from the professional ministerial relationship.

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

13.3 Reporting Requirements

13.3.1 The Book of Order requires that "Any member of this church engaged in ordained ministry and any certified Christian educator employed by this church or its congregation, shall report to ecclesiastical and civil legal authorities knowledge of harm, or the risk of harm, related to the physical abuse, neglect, and/or sexual molestation or abuse of a minor or an adult who lacks mental capacity when (1) such information is gained outside of a confidential communication as defined in G-4.0301, (2) she or he is not bound by an obligation of privileged communication under law, or (3) she or he reasonably believes that there is risk of future physical harm or abuse." (G-4.0302)

13.3.2 The first person to whom an allegation of sexual misconduct is made should encourage the one reporting to immediately make the report in writing. If the person alleging sexual misconduct is unwilling or unable to write for him or herself, the person who first hears the allegation should write an account of the report immediately.

13.4 Response to report of sexual misconduct

13.4.1 If the person who is accused of committing sexual misconduct is a member, ruling elder,deacon, volunteer, or employee of the congregation, the report of allegations should be made to the Senior Pastor/Head of Staff or the Chair of the Personnel

Committee. If the accused is a member or officer of the church, the church will respond by using the procedures set forth in the Rules of Discipline of the Book of Order.

13.4.2 If the accused is a nonmember employee or volunteer, the report will be referred to the Senior Pastor/Head of Staff and/or the Chair of the Personnel Committee for action as follows:

a. Determine whether or not the allegation gives rise to a reasonable suspicion of sexual misconduct by the accused.
b. In any case of alleged child abuse, request the Session to refer the matter to appropriate civil authorities.
c. If reasonable suspicion exists, but child abuse is not involved, gather additional information necessary to make a decision about correcting the behavior.
d. Determine any remedies, including limiting ministry, suspension, or termination as necessary and advisable under the circumstances.
e. Inform the victim and the accused of the remedy.
f. In all cases, the Senior Pastor/Head of Staff or Chair of the Personnel Committee shall prepare a written report, which shall be included in the accused's permanent personnel file. The accused shall be allowed to attach any written statements to said documents, also for permanent inclusion in the permanent file.

13.4.3 The Personnel Committee should keep detailed records of its actions and minutes of its deliberations and its conversations with the accuser, the accused, and other parties involved, correspondence, and copies of the reports received from committees or commissions. Such records will be kept confidential . Content of a sexual conduct complaint, whether verbal or written, will not be disclosed except as part of the investigative process to those who have a need to know or as otherwise required by law.

SECTION 14: WHISTLEBLOWER POLICY

14.1 A whistleblower as defined by this policy is an employee of First Presbyterian Church Kerrville who reports an activity that the employee considers to be illegal, dishonest, or otherwise prohibited, to one or more of the parties specified in this Policy. The whistleblower is not responsible for investigating the activity or for determining fault or corrective measures; appropriate supervisors, pastors and the Session are charged with these responsibilities.

14.2 Examples of illegal or dishonest activities are violations of federal, state or local laws, fraudulent financial reporting, or any alleged misconduct.

14.3 If an employee has knowledge of or a concern of illegal, dishonest, or otherwise prohibited activity, the employee is to contact their immediate supervisor or the Senior Pastor/Head of Staff.

14.3.1 The employee must exercise sound judgment to avoid baseless allegations.

14.3.2 An employee who intentionally files a false report of wrongdoing will be subject to discipline up to and including termination.

14.4 The supervisor will immediately submit the whistleblower's concern to the Senior Pastor/Head of Staff or, if the concern relates to the Senior Pastor/Head of Staff, to the Chair of the Personnel Committee.

14.4.1 The Senior Pastor/Head of Staff or Chair of the Personnel Committee will immediately investigate the concern and determine what further action needs to take place. The Book of Order details the process for the discipline of ordained persons. Referrals to law enforcement officials are to be made by formal action of the Session.

14.4.2 As far as possible the confidentiality of the whistleblower will be maintained. However, identity may have to be disclosed to conduct a thorough investigation, to comply with the law and to provide accused individuals their legal rights of defense.

14.5 The church will not retaliate against a whistleblower in any way, but the right of a whistleblower for protection against retaliation does not include immunity for any personal wrongdoing that is alleged, investigated, and confirmed.

SECTION 15: GRIEVANCE POLICY

If an employee has a grievance or complaint concerning the interpretation or application of this General Employment Policy the issue shall be resolved in the following manner:

15.1 An employee may first confer with his or her supervisor.

15.2 If the grievance or complaint is not thus settled, the employee shall confer with the Senior Pastor/Head of Staff.

15.3 If the grievance or complaint is not thus settled, the employee shall contact the Chair of the Personnel Committee who will present the complaint for investigation and decision to the Committee, or schedule a time for the employee to speak to the Committee.

SECTION 16. DISCIPLINE POLICY

16.1 The Senior Pastor/Head of Staff, or in the case of Children's Corner Preschool, the Director of CCP, will respond to disciplinary concerns as follows:

<u>Level One</u>: Verbal notification.

- Explain concerns to employee.
- Briefly review progressive discipline steps with employee.
- Explain in detail what is unacceptable, and state specifically what is expected.
- Place a Performance Improvement Plan following the attached format, signed by all attending the conference, in employee's file, along with details of the conversation

(template available in Section 17).

Level Two: Counseling with written notice of impending action.

- Have formal discussion (counseling) with employee, including documentation of specific instances of unacceptable performance. This should include notification of employee's position in the discipline process.
- Reinforce accepted standards and expectations.
- Ask employee to add his/her comments, if any, to the written notice. Have employee sign and date the notice, and place it in employee's file.
- At this point, and in all subsequent steps, notification will be given to the Personnel Committee, or to the Children's Corner Committee, as appropriate.
- Note If employee's behavior is within the acceptable range for a period of six months the employee should be so notified, and a note to that effect should be attached to the Level Two notice.Level Three: Written notice of suspension (minimum) or termination.
- Employee is notified in writing that this is the final step leading to dismissal and is asked to sign the document, with any comments the employee may wish to add.

16.2 Termination

16.2.1 Employee is relieved of their position, and the documentation of the details leading to the decision to terminate is placed in the employee's file.

16.2.2 This requires review and approval by the Senior Pastor/Head of Staff, the Personnel Committee, and in the case of Children's Corner Preschool, the Director of CCP.

16.2.3. Depending on the severity of the infraction(s), termination may occur at any point in the discipline process.

SECTION 17. FORMS, CHECKLISTS, AND REMINDERS

PERFORMANCE IMPROVEMENT PLAN (PIP)

First Presbyterian Church, Kerrville

Employee Name:_____ Job Title _____ Supervisor's Name:_____ "PIP" Start Date: _____
"PIP" End Date: _____

A SPECIFIC AREA(S) OF PERFORMANCE THAT NEED IMPROVEMENT

1. _____
2. _____
3. _____

B. "PIP" SPECIFIC GOALS AND OBJECTIVES TO BE MET

1. _____
2. _____
3. _____

C. NOTES:

ACKNOWLEDGEMENT

I hereby acknowledge that the requirements listed above are for my expected performance improvement, which will enhance my abilities to complete the job requirements of the position for which I have been hired. I also acknowledge that these requirements are in addition to other performance measures such as regular and predictable attendance, basic job requirements, etc. The performance measures will be examined to determine my success and continuation in this position. I further understand that I must successfully complete a probationary period, which is equal to the length of this "PIP", in order for me to maintain my employment, and that failure to do so may result in my termination from employment with First Presbyterian Church, Kerrville.

Employee Signature

_____Date_____

Supervisor's Signature

_____Date_____

First Presbyterian Church-Kerrville

Sexual Harassment Investigation Reminders

Obtain a Description of the Incident/Claim:

- Use active listening. Ensure the employee provides full disclosure of the event/incident(s), and engage them in conversation. Avoid comments that deflect the seriousness of the charge.
- Acknowledge the difficulty associated with coming forward, and thank them for their candor.
- Maintain a professional attitude.
- Gather all pertinent facts, and avoid making any judgment.
- Obtain a written statement from the claimant.
- Ask who, what, when, where, why, and how. Determine the threat of retaliation, either real or perceived.
- Ask the employee how they would like to see the problem resolved.

Investigate the Incident/Claim:

- Investigate immediately. Delaying or extending an investigation can cause witness testimony to become increasingly unreliable.
- Tread carefully: The way the investigation is conducted may constitute grounds for a hostile environment claim.
- Diligent documentation of each step is required.
- Treat all claims seriously.
- Maintain confidentiality. Emphasize to those involved that your discussions are not to be shared with any unconcerned parties. Warn of possible disciplinary action associated with the spread of rumors, slander, or hearsay, if necessary.
- Limit the number of persons who have access to the information. Communicate strictly on a "need to know" basis.
- The purpose of the investigation is to gather facts, not disseminate allegations. Avoid any leading questions that might compromise the investigation, and focus more on generalities.
- If more than one allegation has been made, handle each one separately.
- To avoid defamation liability, never broadcast the facts of a given situation or the results as an example to others or as a training tool.

Interview the Complainant:

- Obtain specific details. Determine complainant wants and needs.
- Determine the existence of a pattern of previous episodes or similar behavior toward another employee, or if it was an isolated incident.
- Identify any contextual information wherein the conduct occurred. Where? What time?
- Determine the long and short-term effects of the conduct on the complainant. These may include economic, non-economic and/or psychological.

- Determine the relationship of time between the occurrence of the incident, its effect on the complainant, and the time when the complainant filed the report.
- Prepare a detailed time-line of events.
- Analyze the possibility that certain events may have triggered the complainant, i.e., promotion, pay or transfer denial.
- Determine whether there are any possible motives on the part of the complainant for filing the complaint.
- Explain the seriousness of a sexual harassment charge, and that you will conduct a thorough investigation before reaching any conclusion.
- Assure the complainant that he or she will not be retaliated against for making the complaint.
- Avoid making any statements about the accused person's character, job performance, or family life.

First Presbyterian Church-Kerrville

Sexual Harassment Investigation Checklist

_____ **Interview the complainant.**

- What does the complainant say happened?
- Who does the complainant name as the harasser?
- Where and when did the incident take place?
- How did the complainant react?
- Were there witnesses?
- Was it an isolated incident or part of a series?
- Has complainant spoken to anyone else about the incident?

_____ **Interview the accused harasser.**

- Stay objective.
- Assume nothing.
- Put every statement in writing.
- Remember, your notes may end up in court.

_____ **Interview all witnesses.**

- Phrase the questions so you don't give any information or influence the comments.
- For instance, it's better to ask, "Have you heard anyone say something to Ann that made her feel uncomfortable?" rather than, "Did you hear Frank proposition Ann?"

_____ **Weigh all the evidence.**

- Consider the credibility of each party, based on the reputations of the complainant and the alleged harasser.

- Is there any possibility the employee is trying to make up for a poor performance review or a disciplinary action?
- Are there any previous complaints against the accused harasser?

_____ **Take action.**

- Once you have all the facts, ask yourself if any sexual harassment did occur.
- If you decide the accusation is without merit, write a detailed report explaining why, and have the evidence to back it up.
- If harassment did occur, you should follow the disciplinary procedure specified by FPC.

First Presbyterian Church-Kerrville
Sexual Harassment Incident Report Form

Report Date: _____

Complainant Name: _____

1. Describe the event. Please include names, date, location, etc. Was this an isolated incident? Please attach a handwritten or typed statement if more space is needed.

2. Witnesses:

_____ _____
_____ _____
_____ _____

3. Was the incident reported to your supervisor? Yes_____No_____

4. Please provide the name(s) of those to whom the incident was reported.

_____ _____
_____ _____

5. Content of a sexual conduct complaint, whether verbal or written, will not be

disclosed except as part of the investigative process to those who have a need to know or as otherwise required by law. Does the employee agree and understand that the matter will be fully investigated?

Yes _____ No _____

_____ _____

Complainant Signature Date

_____ _____

Supervisor Signature Date

_____ _____

Personnel Committee Signature Date