

**THE HANDBOOK
OF
SHEARER PRESBYTERIAN CHURCH, INCORPORATED.
694 PRESBYTERIAN ROAD
MOORESVILLE, NC**

**Containing the Articles of Incorporation
And The By-Laws
With Attached Church Policies¹**

EDITED SEPTEMBER 2012
RE-EDITED DECEMBER 18, 2012
ADOPTED SPRING 2013?

¹ Editor's Explanations as of Dec 18, 2012:

1. This edition incorporates matters from our Officer's retreat, the Oct 15, 2012, Nov 19, 2012, and Dec 18, 2012 officer's meetings, plus Incorporation suggestions from the PCA Admin Webpage and from Chris Cleveland. **New additions are noted in Red.**
2. Chris is willing to prepare a "final" edit to make sure the By-Laws are in proper order for presentation to the State of NC when we file for Incorporation. We thus need to leave in the By-Laws only those matters we deem to be "permanent" (and move all else to Policies) since any subsequent changes after Incorporation will necessitate a congregational vote.
3. Editorial Changes to previous revisions are not noted, unless they significantly change the substance of the policy; **then they are also noted in red.**
4. Items from NC Articles of Incorporation are included in this Draft.
5. Every attempt has been made to conform these By-Laws to our current practices or to that which conforms to the BCO of the PCA. The Session may, of course, correct or amend these as it sees fit.
6. The intent is to print this Handbook and include it in the 3-ring binder we are providing for the Church Pictorial Directory. That way, any future changes or additions could be easily inserted.

TABLE OF CONTENTS

ARTICLES OF INCORPORATION.....	1-5
BY-LAWS	
PREAMBLE	6
ARTICLE 1 – NAME	6
ARTICLE 2 – MISSION STATEMENT AND MOTTO	6
ARTICLE 3 – DENOMINATIONAL AFFILIATION	6
ARTICLE 4 – DOCTRINAL STATEMENT	6
ARTICLE 5– GOVERNMENT.....	6
Section 1 – Presbyterianism	
Section 2 – Qualifications	
Section 3 – Nomination and Election	
Section 4 – Ordination and Installation	
Section 5 – Term of Office	
ARTICLE 6 – MEMBERSHIP	7
Section 1 – Eligibility	
Section 2 – Procedure	
Section 3 – Review of Rolls	
Section 4 – Transfer	
Section 5 – Deletion From Roll	
ARTICLE 7 – THE CONGREGATION.....	8
Section 1 – Voting	
Section 2 – Meetings	
Section 3 – Business	
Section 4 – Congregational Trustees	
Section 5 – President	
Section 6 --Vice Presidents	
Section 7 - Secretary	
Section 8 -- Treasurer	
Section 9 -- Congregation Privileges Toward Property	
ARTICLE 8 – THE PASTOR / TEACHING ELDER	11
Section 1 – Authorization	
Section 2 – Qualifications	
Section 3 – Responsibilities	
Section 4 – Selection and Term	
Section 5 – Remuneration	
ARTICLE 9 – THE SESSION.....	12
Section 1 – Responsibilities	
Section 2 – Number and Term	
Section 3 – Organization	
Section 4 – Meetings.....	
Section 5 -- The Session acting as Trustees	
ARTICLE 10 – STANDING COMMITTEES.....	14
Section 1 – Membership	
Section 2 – Meetings	
Section 3 – Reporting	
Section 4 – Responsibilities	

ARTICLE 11 – THE BOARD OF DEACONS	15
Section 1 – Responsibilities	
Section 2 – Number and Term	
Section 3 – Organization	
Section 4 – Meetings	
Section 5 – Emergency Fund	
ARTICLE 12 – FINANCES	15
Section 1 – Statement and Pledge	
Section 2 -- Treasurer	
Section 3 -- Fiscal Year	
Section 4 – Memorial Funds	
Section 5 – Incorporation Stipulations	
ARTICLE 13 – AMENDMENTS	16
ARTICLE 14 – DISSOLUTION OF CHURCH.....	16
ARTICLE 15 – INDEMNIFICATION.	17
ARTICLE 16 -- CANCELLATION	17
ARTICLE 17 – COVENANTS	17
Section 1 – Membership Covenant	
Section 2 – Officers Covenant	
INDEX.....	19
 CHURCH POLICIES	 20
Listed Alphabetically	

**ARTICLES OF INCORPORATION OF
SHEARER PRESBYTERIAN CHURCH, INCORPORATED.
A NONPROFIT CORPORATION**

Pursuant to §55A-2-02 of the General Statutes of North Carolina, the undersigned corporation does hereby submit these Articles of Incorporation for the purpose of forming a nonprofit corporation.

ARTICLE I. – NAME

The name of the Corporation is Shearer Presbyterian Church, Incorporated.

ARTICLE II. – TYPE OF NONPROFIT CORPORATION

The Corporation is a charitable or religious corporation as defined by §55A-1-40(4) of the General Statutes of North Carolina. The Corporation is organized exclusively for charitable, religious, educational, and scientific purposes, including, for such purposes, the making of distributions to organizations that qualify as exempt organizations under section 501(c)(3) of the Internal Revenue Code, or the corresponding section of any future federal tax code.

ARTICLE III. – REGISTERED OFFICE AND AGENT

The street and mailing address and county of the initial registered office of the Corporation is: 684 Shearer Presbyterian Road, Mooresville, Iredell County, North Carolina 28115, and the initial registered agent at this same address is Frank Wayne Martin, who is a resident of North Carolina.

ARTICLE IV. – INCORPORATORS

The name and address of each Incorporator is as follows:

David R. Christian	A.J. Garafolo	Frank Wayne Martin	George W. Whatley, Jr.
1206 Derbyshire Rd	P.O. Box 281	402 Greenway Drive	236 Heritage Place
Kannapolis, NC, 28081	Mooresville, NC 28115	Huntersville, NC 28078	Mooresville, NC 28115

ARTICLE V. – AUTHORITY

The Corporation is organized pursuant to the provisions of Chapter 55A, The North Carolina Nonprofit Corporation Act. The form of church government is provided for by *The Book of Church Order*, the By-Laws and these Articles of Incorporation. The governing body is the Session of Shearer Presbyterian Church, Incorporated. The Board of Trustees provided by these Articles of Incorporation shall perform all corporate powers necessary and as required by the laws of the State of North Carolina. Shearer Presbyterian Church, Incorporated, as a body of believers recognizes only the sovereignty of God and the Lordship of Jesus Christ in all things. The Church shall be governed according to the tenets of the Faith contained in the Holy Scriptures, being the Old and New Testaments of the Holy Bible, and according to the doctrines of the Church contained in the Constitution of the Presbyterian Church in America. The Church recognizes God's ordination of the civil authority and the legitimate laws in support thereof. The Church shall uphold the laws of the civil authority provided said laws are not in conflict with the Holy Scriptures or the doctrine of the Church contained in the Constitution as shall be determined by the Church.

ARTICLE VI. – RELIGIOUS AND CHARITABLE PURPOSE

The Corporation is formed exclusively for religious, educational and charitable purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code, or the corresponding section of any future federal tax code, and such purposes shall include, but not be limited to, the following:

To be a church committed to serving the Triune God by loving Him and others and sharing the good news of Christ to all people; To know Christ and make him known; and To do everything necessary, suitable or proper for the accomplishment, attainment or furtherance of and to do every other act or thing incidental to, pertinent to, growing out of or connected with the purposes, objects or powers set forth in these Articles of Incorporation, whether alone or in

association with others; to possess all the rights, powers and privileges now or hereafter conferred by law upon a nonprofit corporation organized under the laws of the State of North Carolina, and, in general, to carry on any activities and to do any of the things herein set forth to the same extent as a natural person or partnership might or could do; provided that nothing herein set forth shall be construed as authorizing the Corporation to possess any purpose, object or power to do any act or thing forbidden by law to a nonprofit corporation organized under the laws of the State of North Carolina.

ARTICLE VII. – DIRECTORS

Section 7.1. Rights, Powers and Responsibilities

Directors of the Corporation, who are also the Board of Trustees, Board of Elders, or the Session, shall manage the civil activities and affairs of the Corporation, and shall have all the rights, powers, and responsibilities as established in the By-Laws adopted by the Corporation.

Section 7.2. Election, Qualifications and Term

The method of election, the qualifications, and the term of each member of the Board of Trustees shall be as established in the Bylaws.

Section 7.3. Officers

The Board of Trustees shall elect its own officers according to the By-Laws, including a President, Vice-President(s), Secretary/Clerk, and Treasurer.

Section 7.4. Initial Directors

The names and addresses of the directors are on file in the office of the Corporation.

ARTICLE VIII. – MEMBERS

The Corporation will have members. Members shall be those persons who have qualified and been admitted into the membership of the church according to the requirements and provisions of the By-Laws adopted by the Corporation. All current members of Shearer Presbyterian Church shall automatically become members of the Corporation.

ARTICLE IX. – POWERS

The Corporation shall have all the rights and powers customary and proper for tax-exempt, nonprofit corporations, including the powers specifically enumerated in §55A-3-02 of the General Statutes of North Carolina.

ARTICLE X. – RESTRICTIONS

No part of the net earnings of the Corporation shall inure to the benefit of, or be distributable to its members, trustees, officers, or other private persons, except that the Corporation shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments or distributions in furtherance of the purposes set forth in these articles. The assets of the Corporation shall be dedicated to the religious and charitable purposes of the Corporation. Notwithstanding any other provision of these articles, the Corporation shall not carry on any other activities not permitted to be carried on (a) by a corporation exempt from federal income tax under section 501(c)(3) of the Internal Revenue Code, or the corresponding section of any future federal tax code, or (b) by a corporation, contributions to which are deductible under section 170(c)(2) of the Internal Revenue Code, or the corresponding section of any future federal tax code.

ARTICLE XI. – DISSOLUTION

Section 11.1. Dissolution

Dissolution must first be approved by two-thirds vote of the Session of the Corporation at a special meeting called for that purpose with appropriate notice given in writing stating the purpose of the meeting. Upon such approval by the Session, the Members of the Corporation must then approve such dissolution by majority vote at a specially called meeting pursuant to proper notice. The Board of Trustees may cease corporate activities and dissolve and liquidate the Corporation by two-thirds vote only after the required approval by the Session and the Members of the Corporation.

Section 11. 2. Liquidation

In the event of the dissolution of this Corporation, the Board of Trustees shall, after paying or making provision for the payment of all the liabilities of the Corporation, to the extent allowed under applicable law, dispose of all of the assets of the Corporation exclusively for the purposes of the Corporation in such manner or to such organization or organizations organized and operated exclusively for charitable, educational, religious, or scientific purposes as shall at the time qualify as an exempt organization or organizations under Section 501(c)(3) of the Internal Revenue Code, or the corresponding section of any future tax code.

Section 11. 3. Contingent Provision

If for any reason, upon dissolution of the Corporation, the Board of Trustees shall fail to act in accordance with this Article within a reasonable time, the Senior Judge of Iredell County shall make such distribution as is herein provided upon the application of one or more persons having a real interest in the Corporation or its assets.

ARTICLE XII. – PRINCIPAL OFFICE

The street and mailing address and county of the principal office of the Corporation is: 684 Shearer Presbyterian Road, Mooresville, Iredell County, North Carolina 28115.

ARTICLE XIII. – EFFECTIVE DATE

The effective date of incorporation shall be upon filing by the North Carolina Secretary of State.

This is the ___ day of _____, 20__.

David R. Christian

A. J. Garafolo

Frank W. Martin

George W. Whatley, Jr

**THE BY-LAWS OF
SHEARER PRESBYTERIAN CHURCH, INCORPORATED.**

PREAMBLE

We, the members of the Shearer Presbyterian Church of Mooresville, NC, hereby adopt the following as our By-Laws. These By-Laws are intended to govern the Board of Trustees and the Officers of the nonprofit Corporation, SHEARER PRESBYTERIAN CHURCH, INCORPORATED. They are to provide procedures wherein actions by these officers are necessary. The Board of Trustees and corporate Officers are responsible for the lawful corporate affairs of the Corporation. They are subject to *The Book of Church Order*, the lawful directions of the Session of Shearer Presbyterian Church, the laws of the State of North Carolina, the Articles of Incorporation and these By Laws. The purposes of Shearer Presbyterian Church are those stated in the Articles of Incorporation. The items of these By-Laws are to conform in all aspects to those purposes. Further, at any time that there is a conflict between these By-Laws and the Articles of Incorporation, the Articles of Incorporation shall govern. At any time there is a conflict between these By-Laws and *The Book of Church Order*, except as may be required by the laws of the State of North Carolina or the United States of America (provided such laws are not in conflict with the Holy Scripture or doctrine), *The Book of Church Order* shall govern.

ARTICLE 1 – NAME

The name of this church shall be Shearer Presbyterian Church, Incorporated, a non-profit corporation organized under the laws of Chapter 55A of the General Statutes of North Carolina, as of (date of approval)_____.

- 1.1. Registered Office and Agent. The address of the registered office of the Corporation is 684 Shearer Presbyterian Road, Mooresville, NC, 28115, and the registered agent is **the Shearer Church, Incorporated, to the attention of Frank W. Martin, at the same address .**
- 1.2. Other Offices. The Corporation may have officers at such place or places within or without the State of North Carolina as the Board of Trustees may from time to time appoint or as the business of the Corporation may require or make desirable.

ARTICLE 2– MISSION STATEMENT AND MOTTO

Our Mission Statement is as follows: “Shearer is a church committed to serving the Triune God by loving Him and others and sharing the good news of Christ to all people.” Our Motto is as follows: “Knowing Christ and making Him known.”

ARTICLE 3 – DENOMINATIONAL AFFILIATION

This church shall be a particular church within the Presbyterian Church in America and shall submit to its Book of Church Order (BCO) and rulings of the higher courts of that body in so far as such are in accord with the Word of God.

ARTICLE 4 – DOCTRINAL STATEMENT

This church shall be conducted according to the doctrine and worship commonly called “the Reformed Faith,” embracing the polity and heritage of historic Presbyterianism as expressed in the *Westminster Confession of Faith* (WCF) and the *Shorter and Larger Catechisms*, “believing to be true whatsoever is revealed” in the holy Word of God as adopted by the General Assembly of our denomination (See Policy Attachment, *Essentials of Doctrine*).

ARTICLE 5 – GOVERNMENT

5.1 – Presbyterianism

- 5.1.1 Following the teaching of Scripture, this church shall elect both Elders and Deacons (Phil 1:1).
- 5.1.2 The Board of Elders is also the Board of Trustees, or the Session. It constitutes the governing body of the church, delegated by Christ as Head of the church with pastoral oversight of the congregation (Heb 13:17; Eph 1:22; 1 Peter 5:1–5).

5.2 – Qualifications

- 5.2.1. Candidates for Elder and Deacon shall fulfill the biblical requirements of 1 Timothy 3:1–6 and Titus 1:5–9.
- 5.2.2. According to 1 Timothy 3:2 and 3:12, only male communicant members are eligible for these offices.
- 5.2.3. The candidates must agree to these By-Laws and covenant to the Ordination vows of our Denomination (Article 17-2).
- 5.2.4. The candidates shall be members for at least one year (1 Tim 3:6).

5.3 – Nomination and Election:

In accord with the principles of Acts 6:1–6, officers shall be chosen in this manner:

- 5.3.1. The Session shall request the members to submit names of eligible men for Elder and Deacon until 30 days before an election (Acts 6:3).
- 5.3.2. Nominees shall submit to officer orientation before their examination.
- 5.3.3. The Session shall examine these men to ascertain if they conform to the above qualifications (1 Tim 3:10).
- 5.3.4. The names of approved nominees shall be published two Sundays before election for prayerful consideration.
- 5.3.5. The congregation shall elect officers by majority vote (Acts 6:5–6).

5.4 – Ordination and Installation

Officers shall be installed into office at a worship service within one month of election, with new officers being ordained by the laying on of hands by the Eldership, having prescribed to the ordination vows of our Denomination. Officers shall re-affirm the Ordination Vows at the installation of new officers.

5.5 – Term of Office

- 5.5.1. Ordination to either office shall be perpetual, terminated only by death, resignation, or discipline following denominational procedures.
- 5.5.2. Any officer who changes his views concerning these By-Laws must notify the Session and submit to its counsel.
- 5.5.3. Officers shall serve according to a rotation system, organized in terms established by the congregation at the recommendation of the Session, at the end of which they must rotate off the board they serve on for a mandatory 1 year sabbatical, except in extenuating circumstances when the Session may recommend to the congregation that an officer be re-elected to a designated term.
- 5.5.4. Ordained officers not serving actively have the right to the floor but not to the vote of all meetings, and they may be delegated various duties by the Session.

ARTICLE 6 – MEMBERSHIP

6.1 – Eligibility (*Book of Church Order 57*)

- 6.1.1. **Communicant members** shall be those who have been baptized in obedience to Christ's command, who have made a credible profession of faith in Christ, who are believed to be regenerate, whose Christian profession is not contradicted by flagrant sin or false doctrine, who covenant to these By-Laws (Article 17-1), and who have been examined and received by the Session. Such are entitled to all the privileges of membership upon affirmation of denominational membership vows.
- 6.1.2. **Non-communicant members** are the covenant children of believers who have been baptized. They are entitled to the privilege of the "nurture and admonition of the Lord" (Acts 16:30–33; Eph 6:4). Such shall be admitted to communicant membership when able to meet the requirements of Article 6.1.1

6.2 – Procedure

Applicants for membership may be received upon profession of faith, re-affirmation of faith, or by letter of transfer; in every case, all applicants shall meet with the Session to give a satisfactory testimony of faith in Christ. Acceptance shall be by majority vote of the Session; exclusion shall be based only upon Scriptural principles. New members shall be presented publicly to the congregation, and if water baptism is necessary, it shall be performed publicly.

6.3 – Review of Rolls

- 6.3.1. The rolls shall be reviewed yearly by the Session in a manner of its determination.
- 6.3.2. Members who willfully maintain inconsistent attendance, commit flagrant sin, or harbor wrong attitudes toward the standards of this church shall be approached according to Matthew 18:15–17 and Galatians 6:1 for the purpose of correcting such weaknesses in their Christian life.
- 6.3.3. If such efforts fail, these members shall be removed from the roll and duly notified in writing.

6.4 – Transfer

Letters transferring membership may be granted by the Session to any evangelical church. Such requests should come from the church to which one is transferring.

6.5 – Deletion From Roll shall be by: record of death, by letter of transfer; by record of uniting with another church; by record of ordination to the ministry; or by disciplinary action.

ARTICLE 7 – THE CONGREGATION

7.1 – Voting

All who are presently full communicant members shall hold voting privileges and shall be entitled to one vote each.

7.2 – Meetings

7.2.1. The congregation shall gather each Lord’s Day for public worship and on all other occasions designated by the Session unless providentially hindered.

7.2.2. The observance of the Lord’s Supper shall be celebrated regularly, at such times deemed appropriate by the Session, as well as taken to shut-ins.

7.2.3. The congregation shall gather as follows for business meetings:

7.2.3.1. The **Annual Stated Meeting** shall be held during the month of January. A public notice shall be given at least two Sundays before the meeting.

7.2.3.2. **Called meetings** may be ordered to discuss specific matters. The call shall be issued by the Session or by 25% of the membership upon written request to the Session. A public notice shall be given at least one Sunday before a called meeting.

7.2.3.3. Meetings of the Congregation of the church shall be considered to be meetings of the Corporation when the purpose of calling such meetings is for the consideration of matters concerning civil law, such as the buying, selling or mortgaging of real estate.

7.3 – Business

7.3.1. The Docket of the **Annual Stated Meeting** shall include: the reading and approval of previous minutes, presentation of the Budget as prepared by the Deacons and the Treasurer; and any other reports or business deemed necessary by the Session.

7.3.2. The **quorum** shall be 25% of the resident membership.

7.3.3. A **majority vote** of the quorum shall be required to transact any business, except for amendments to these By-Laws and calling of a pastor, items covered elsewhere in these By-Laws.

7.3.4. **Proceedings** shall be conducted in accordance with the Scriptures, Denominational Standards, these By-Laws, and the latest edition of Robert’s *Rules of Order*.

7.3.5 The Senior Pastor shall serve as the **Moderator** of Congregational meetings. The congregation shall elect a Moderator *Pro-tem* to preside if the regular president is absent or excuses himself.

7.4 – Congregational Trustees (The Board of Elders)

7.4.1. Number. The Board of Trustees shall consist of all current, active Ruling Elders serving on the Session of the church. Each Trustee shall serve on the Board of Trustees as long as he is an active member of the Session of the church

7.4.2. Powers. The civil activities and affairs of the Corporation shall be managed by its Board of Trustees. In addition to the powers and authority expressly conferred on it by the Articles of Incorporation and these Bylaws, the Board of Trustees may exercise all such powers of the corporation and do all such lawful acts and things as are not prohibited by law (provided such laws are not in conflict with the Holy Scriptures or doctrine), by the *Book of Church Order*, by the Articles of Incorporation, or by these Bylaws. Such powers and authority shall include, but not be limited to, the buying, selling and mortgaging of property for the church, the acquiring and conveying of title to such property, the holding and defending of title to the same, and the managing of any permanent special funds entrusted to them for the furtherance of the purposes of the church, provided that such duties do not infringe upon the powers and duties of the Session or of the Board of Deacons. In buying, selling, and mortgaging real property, the Trustees shall act solely under the authority of the Corporation, granted in a duly constituted meeting of the members of the Corporation.

- 7.4.3. No Compensation. The Trustees shall serve without compensation, except that the Board by resolution may provide for reasonable expenses for attendance at meetings of the Board to be reimbursed.
- 7.4.4 Officers of the Board of Trustees: The Board of Trustees shall elect its own officers according to the By-Laws, including a President, Vice-President(s), Secretary/Clerk, and Treasurer.
- 7.4.4.1. Election. The Board of Trustees shall elect a Treasurer at the recommendation of the Deacons. The President, Secretary and any Vice Presidents shall serve ex officio as provided below.
- 7.4.4.2. Other Officers. The Board of Trustees at any time and from time to time may appoint such other Officers as it shall deem necessary, including one or more Assistant Treasurers, and one or more Assistant Secretaries, who shall hold their offices for such terms as shall be determined by the Board and shall exercise such powers and perform such duties as shall be determined from time to time by the Board of Trustees or the President.
- 7.4.4.3. Multiple Offices. Any person may hold any two or more Offices, except that no person may hold both the Offices of President and Secretary.
- 7.4.4.4 Compensation. The salaries of the Officers of the Corporation shall be fixed by the Session of the church.
- 7.4.4.5. Term. Each Officer of the Corporation shall hold office until his successor is chosen or until his earlier resignation, death, or removal.

Section 7.5. President:

- The Senior Pastor of the church shall serve as the President of the Corporation. The President shall
- ~ preside at all meetings of the members of the Board of Trustees and at all Congregational meetings;
 - ~ shall be an advisory member of all committees;
 - ~ shall sign such papers as may be required by his office or as may be directed by the Board of Trustees;
 - ~ shall make such reports and recommendations to the Board of Trustees of the Corporation at any regular or special meetings, concerning the work and affairs of the Corporation, as in his judgment may be necessary for their information and guidance;
 - ~ may require such reports from the Treasurer and Secretary, as in his judgment are necessary;
 - ~ shall manage the affairs and direct the work and employees of the Corporation, subject to and in accordance with the directions of the Session;
 - ~ shall be authorized to incur expenses in accordance with the approved budget, or as directed by the Session;
 - ~ and shall perform such other duties as may be incidental to the office.

Section 7.6. Vice Presidents.

The Associate and/or Assistant Pastors or other Trustees of the church may be named by the Board to serve as Vice Presidents of the Corporation. The Vice Presidents, in the order named by the Board of Trustees, shall perform the duties of the President in the event of the absence, resignation, refusal to act, or inability to act of the President. One Vice President may be designated by the Board as Executive Vice President.

Section 7.7 Secretary.

- The Secretary / Clerk elected by the Session shall serve as the Secretary of the Corporation. The duties of the Secretary include the following:
- ~ He shall issue in writing all notices of meetings;
 - ~ shall notify individuals of their election to the Session and the Board of Trustees;
 - ~ shall keep complete records and minutes of meetings of the Board and of the Congregation;
 - ~ shall furnish the Board of Trustees with a list of officers, members of the Board of Trustees, and members of committees whose terms are expiring;
 - ~ shall mail such other notices as may be directed by the Board of Trustees;
 - ~ shall be custodian of all records of the Corporation, except such records and papers as shall be kept by the Treasurer as herein provided;
 - ~ shall sign such papers as may be required by his office or as directed by the Board of Trustees;
 - ~ and shall perform such other duties as may be incidental to the office.

Section 7.8. Treasurer.

- 7.8.1 The Treasurer shall be a member of the Congregation, but may or may not be a member of the Board of Trustees.
- 7.8.2 Duties:
- ~ The Treasurer shall receive all moneys of the Corporation and have custody thereof; and

- ~ shall insure that the funds of the Corporation are deposited in one or more banks selected by the Board of Trustees;
- ~ shall disburse funds in accordance with the directions of and upon the signatures of persons designated by the Board;
- ~ shall keep a full account of all moneys received and paid out and shall make such reports thereof to the President and Board of Trustees as they may require;
- ~ shall present a monthly financial statement to the Session;
- ~ shall assist the Deacons in preparing the annual budget;
- ~ shall furnish receipts to those requesting;
- ~ shall receive and have custody of all deeds, securities, notes, contracts and other financial papers of the Corporation and shall place them for safekeeping in the safe deposit vaults of a bank designated by the Board and under such rules as to access as the Board shall determine;
- ~ shall keep full account of all deeds, securities, notes and financial papers of the Corporation and shall make such accountings and reports thereof to the President and Board of Trustees as they may require;
- ~ shall cause the books of account of the corporation to be reviewed at least once annually by a public accountant approved by the Board of Trustees;
- ~ shall cause to be prepared and shall present annually at a meeting of the Trustees a comprehensive financial statement including the report of the accountant;
- ~ shall sign such papers as may be required by his/her office or as may be directed by the Board of Trustees;
- ~ and shall perform such other duties as may be incidental to the office.

7.8.3. Bonding.

The Treasurer shall not be required to give any bonds, unless the Board of Trustees provide otherwise and in the amounts as they shall determine, for the faithful performance of his/her duties. The said books of account shall be open at any time during regular business hours to inspections by any Trustee, the President, and the Secretary. As Shearer Presbyterian Church is to be governed by the Session, this governing body is responsible for all of the operations of the Church, including receipt and disposition of funds. Therefore, the Treasurer of the Corporation is subject to the Session of the Church. Authority may be delegated to such persons as permitted by *The Book of Church Order*, including delegation of certain authority to the Treasurer of the Board of Deacons of the Church, should the Board of Deacons appoint a Treasurer other than the Treasurer of the Corporation.

Section 7.9 – Congregation Privileges Toward Property

7.9.1. The use of all church properties shall be available to members upon request and permission of the Trustees.

7.9.2. Non-members may also request permission to use church properties.

7.9.3. Trustees may request a donation to cover operational and janitorial expenses. The use of the facilities shall be coordinated by the Deacons.

7.9.4. See *Attachments* for Policies regulating the specific use of Properties.

ARTICLE 8 – THE PASTOR / TEACHING ELDER

Section 8.1 – Authorization

In accord with 1 Timothy 5:17, an Elder who “rules well and labors in the Word and doctrine” may be called to a remunerative ministry as a Teaching Elder or Pastor.

Section 8.2 – Qualifications

The Pastor shall meet the qualifications of Article 5.2, as well as the requirements of our Denomination.

Section 8.3 – Responsibilities

8.3.1. The special responsibilities of the Pastor shall be the preaching and teaching of God’s Word (1 Tim 5:17).

8.3.2. The Pastor shall have general responsibility over the spiritual life, public services, officer’s training, and sacraments of the Church.

8.3.3. He shall serve as an *ex-officio* member of all Church organizations.

8.3.4. He shall act as Moderator of the Session and the Congregation.

Section 8.4 – Selection and Term (*Book of Church Order 20*)

- 8.4.1. The Session shall call a congregational meeting to elect a **Pulpit Committee** to search for a Pastor. The number of members shall be set by the Congregation at the recommendation of the Session.
- 8.4.2. The Pulpit Committee shall recommend a nominee for the Session's examination.
- 8.4.3. Upon approval of the Session, the nominee shall be presented to the Congregation at a constitutionally called meeting in order to receive a call by an 80% majority of those present.
- 8.4.4. Upon installation, the Pastor shall serve until resignation, dismissal at the request of the Congregation, or death. He shall give a minimum of thirty days notice of resignation, which shall be acted on at a called Congregational meeting.
- 8.4.5. If at any time the Pastor's conduct or teaching is found by the Session to be in violation of these By-Laws, his services may be terminated by a vote of the Congregation after a fair and impartial hearing at a Constitutionally called meeting. In such a case, his salary shall continue for 30 days.

Section 8.5 – Remuneration

The Pastor's salary and benefits (insurance, car allowance, use of the manse, etc.) shall be arranged by the Deacons in consultation with the Session. It shall be included in the call to be voted on by the Congregation; it shall be reviewed annually, and it shall be included in the yearly budget.

Section 8.6 – Other Ordained Associate or Assistant Pastors (*Book of Church Order 22*)

An Associate Pastor may be called by the process above, or the Session may call an Assistant pastor or a temporary Supply Pastor. In such cases, the procedures in the *Book of Church Order* shall be followed.

ARTICLE 9 – THE SESSION

Section 9.1 – Responsibilities

The session is the governing body of the church, composed of elected Elders, who are responsible for managing and shepherding of the body (1 Tim 3:5). The Elders shall teach, participate in, or attend all stated meetings (1 Tim 3:2); investigate delinquency and encourage godliness (Titus 1:9); visit the sick and sorrowing (James 5:14); assist in public worship and administration of the Sacraments (1 Cor 14:26); appoint members and committees to transact business; supervise employment of church staff; and perform their duties at home, endeavoring to live before all in conformity to their Biblical requirements.

Section 9.2 – Number and Term

- 9.2.1. The number of Elders shall be determined by congregational vote.
- 9.2.2. The term of Eldership shall be established by the congregation at the recommendation of the Session.

Section 9.3 – Organization

- 9.3.1. The Senior Pastor shall serve as Moderator of the Session.
- 9.3.2. Another Teaching Elder or Ruling Elder may be elected to serve as a Moderator *pro-tem*.
- 9.3.3. A Quorum for stated and called meetings shall be one-half the active Eldership and the Moderator or the Moderator *pro-tem* in the Pastor's absence.
- 9.3.4. A Secretary/Clerk shall be elected by the Session from among the ordained Eldership to a renewable one-year term. His duties, besides those listed in Section 7.7, shall include:
 - ~ keeping an accurate record of all Session meetings;
 - ~ keeping records of membership, admissions, dismissals, deaths, baptisms, marriages, and ordinations;
 - ~ acting as the official church correspondent; and,
 - ~ maintaining a complete record of all church correspondence.

Section 9.4 – Meetings of the Session

- 9.4.1. The Session shall meet Statedly each month.
- 9.4.2. Meetings may be Called by the Moderator or two Elders for a specific purpose, giving adequate notice.
- 9.4.3. Decisions reached at any other meetings are not binding until approved at the next Stated Meeting.
- 9.4.4. Meetings and records shall conform to denominational guidelines.

Section 9.5 The Session Acting as the Board of Trustees:

- 9.5.1. Regular Meetings. Meetings of the Board of Trustees shall be held at such place, either within or outside the State of North Carolina, as may from time to time be fixed by resolution of the Board of Trustees, or as may be specified in the notice of meeting. Regular meetings of the Board of Trustees shall be held at such time as may from time to time be fixed by resolution of the Board of Trustees.
- 9.5.2. Calling Meetings. Meetings of the Board of Trustees may be called by the President of the Corporation when he may judge it requisite or when requested to do so by any two of the Trustees.
- 9.5.3. Waiver of Notice. Notice of a meeting of the Board of Trustees need not be given in any event to any Trustee who signs a waiver of notice either before or after the meeting. Attendance of a Trustee at a meeting shall constitute a waiver of notice of such meeting and waiver of any and all objections to the place of the meeting, the time of the meeting, or the manner in which it has been called or convened, except if a Trustee states, at the beginning of the meeting, any such objection or objections to the transaction of business.
- 9.5.4. Contents of Notice. The business to be transacted at, and the purpose of, any regular or special meeting of the Board of Trustees need not be specified in the notice or waiver of notice of such meeting.
- 9.5.5. Quorum. A majority of the number of Trustees stated in the Articles of Incorporation or the number last fixed by the Trustees, as the case may be, at a meeting duly assembled, shall constitute a quorum for the transaction of business, and the act of a majority of such Trustees present at a meeting at which a quorum is present shall be the act of the Board of Trustees except as may be otherwise specifically provided by law, by the Articles of Incorporation, or by these Bylaws. If at any meeting of the Board of Trustees there shall be less than a quorum present, a majority of those present may adjourn the meeting, without further notice, from time to time until quorum shall have been obtained.
- 9.5.6. Conduct of Meetings. The President of the Corporation, and in his absence the acting President, named by the Board of Trustees, shall preside at meetings of the Board of Trustees. The Secretary of the Corporation, or in the Secretary's absence any person appointed by the presiding Officer, shall act as Secretary for meetings of the Board of Trustees. Meetings shall be governed by *The Book of Church* and most recent edition of Robert's Rules of Order, except where Robert's Rules of Order are inconsistent therewith.
- 9.5.7. Telephone Participation. Trustees may participate in meetings of the Board of Trustees through use of conference telephone or similar communications equipment so long as all Trustees participating in the meeting can hear one another. Such participation shall constitute personal presence at the meeting, and consequently shall be counted toward the required quorum in any vote.
- 9.5.8. Written Consent. Any action required or permitted to be taken at any meeting of the Board of Trustees or of any committee thereof may be taken without a meeting if a written consent, setting forth the action so taken, is signed by all members of the Board or of such committee, as the case may be. Such written consent shall be filed with the minutes of the proceedings of the Board or committee.
- 9.5.9. Adjournment. A majority of the Trustees present, whether or not a quorum exists, may adjourn any meeting of the Board of Trustees to another time and place. Notice of any such adjourned meeting shall be given to the Trustees who were not present at the time of the adjournment and, unless the time and place of the adjourned meeting are announced at the time of the adjournment, to the other Trustees, with at least two days' notice by telephone or personal delivery, or five days' notice by first class mail, of the time and place of the meeting.
- 9.5.10. Removal. The Board of Trustees may declare the position of a Trustee vacant, and may remove such Trustee for cause, on occurrence of any of the following events: the Trustee has been declared of unsound mind by a final order of court, the Trustee has been convicted of a felony, or the Trustee has been deposed from the office of Ruling Elder through church discipline.
- 9.5.11. Resignation. Any Trustee may resign by giving written notice to the President or the Secretary of the Corporation. The resignation shall be effective on receipt, unless the notice specifies a later time for the effective date of such resignation, or if the Corporation would be left without the minimum number of duly elected Trustees in which event the resignation shall be effective upon the election of a successor. If the resignation is effective at a future time, a successor may be elected before that time to take office when the resignation becomes effective.
- 9.5.12. Vacancies. A vacancy on the Board of Trustees shall exist on the death, resignation, or removal of any Trustee; whenever the number of Trustees authorized is increased; and on failure of the Congregation to elect the full number

of Ruling Elders/Trustees authorized. Such vacancies can only be filled for the remainder of the term by the election of additional Ruling Elders/Trustees by the Congregation.

ARTICLE 10 – STANDING COMMITTEES

The Session shall appoint standing committees as deemed necessary to carry out the ministries of the church.

Section 10.1 – Membership: Each year, the Session shall appoint an Elder to Chair each Standing Committee. Each Chairman may appoint as many congregational members as needed to serve on his Standing Committee for a one-year, renewable term.

Section 10.2 – Meetings: Each Committee shall meet statedly at least once a quarter, or it may be called by the Moderator, Session, Committee or Chairman whenever deemed necessary.

Section 10.3 – Reporting: Each committee chairman shall report in person or in writing at each stated Session meeting.

Section 10.4 – Committee Responsibilities are listed in the Handbook Policies.

ARTICLE 11 – THE BOARD OF DEACONS

Section 11.1 – Responsibilities

The Board of Deacons shall be responsible for all temporal affairs of the church by: overseeing the physical needs of the church, especially the poor, widowed, and sick (Matt 25:35–40); preventing poverty and hunger by emergency assistance (Acts 11:27–30); establishing Diaconal projects to meet these ends; collecting and distributing finances; preparing the yearly budget with the Treasurer; assisting in worship by ushering and recording attendance; maintaining and improving all properties; and, generally promoting Biblical means of stewardship and performing any duties delegated to it by the Session.

Section 11.2 – Number and Term

11.2.1. This church shall elect the number of Deacons set by the Congregation at the recommendation of the Session.

11.2.2. The term shall be established by the Congregation, at the recommendation of the Session.

Section 11.3 – Organization

11.3.1. The Deacons shall elect its own **Chairman, Treasurer,** and a **Secretary,** each to one-year renewable term.

11.3.2. A **Quorum** is constituted by a simple majority of the Board of Deacons.

11.3.3. Accurate **Records** shall be kept of all proceedings and reviewed by the Session.

Section 11.4 – Meetings

11.4.1. The Deacons shall meet Statedly each month, initially with the Session and subsequently for their own meeting.

11.4.2 Meetings may be Called by the Pastor, the Session, the Diaconate Chairman, or any two Deacons.

Section 11.5 – Deacons Fund

Besides managing operating expenses, the Deacons shall establish a fund to be used to meet emergency needs of the Congregation and community in accordance with Acts 4:34–35 and Gal 6:10. At the approval of the Session, the Deacons may arrange special offerings to facilitate such funds, and any two Deacons may disburse these funds within designated limits without calling a meeting.

ARTICLE 12 – FINANCES

Section 12.1 – Statement and Pledge

The Lord’s work is dependent upon the prayers, tithes, and offerings of His people given cheerfully, systematically, and freely as the Lord provides. We therefore pledge ourselves to proportionate giving of our income as God requires of us in Scripture (Luke 6:38; Mal 3:10; 2 Cor 9:7; 1 Cor 10:1–2).

Section 12.2- A Congregational Treasurer shall be elected by the Trustees according to Section 7.4 and shall follow the duties listed in Section 7.8.

Section 12.3. Fiscal Year. The Fiscal year of the Corporation shall be such period as the Board of Trustees shall determine, and unless otherwise so determined, shall begin on the first day of January of each year and end on the last day of December of each year.

Section 12.4 – Special Funds

12.4.1. The Session may establish special funds for specific ministries or projects at its discretion.

12.4.2 See *Attachments* for Policy guidelines of specific funds.

ARTICLE 13 – AMENDMENTS

These By-Laws shall be amended only in this manner:

- 13.1.1 Any member may propose an amendment to the Session in writing;
- 13.1.2. The Session, upon a three-fourths vote in favor, shall approve that the recommended change be presented to the congregation for consideration;
- 13.1.3. The proposed change must be posted two Sundays before consideration by the Congregation;
- 13.1.4. The change must be approved by a three-fourths vote of the Quorum present at a constitutionally called or stated congregational meeting.

ARTICLE 14 – DISSOLUTION OF CHURCH

The Board of Trustees may cease corporate activities and dissolve the Corporation as provided in the Articles of Incorporation of the Corporation.

ARTICLE 15 – INDEMNIFICATION

The Corporation shall indemnify its Trustees and Officers to the extent permitted by § 55A-8 of the North Carolina General Statutes, and may indemnify its employees and agents to the same or a narrower extent. The Board of Trustees may maintain liability insurance coverage for any or all of the Corporation's Trustees, Officers, employees, or agents.

ARTICLE 16 – CANCELLATION

Ratification of these By-Laws hereby cancels all previous acts of this church not included herein, with the exception of the Articles of Incorporation and Membership Rolls.

ARTICLE 17 – COVENANTS

Section 17.1 – Covenant of Church Membership (based on *Book of Church Order 57-5*)

Recognizing before the Lord that Church membership is a very serious matter, I solemnly covenant the following before God and the congregation.

1. I recognize myself to be a sinner before God, deserving His displeasure, and without hope except in Christ and His sovereign mercy.
2. I believe in the Lord Jesus Christ as the Son of God and Savior of sinners by dying on the cross to pay the penalty of my sin and rising again from the dead for my justification, and I receive Him by faith as my personal Savior and Lord, and I rest on Him alone for my salvation, as He is offered in the Gospel.
3. It is my earnest resolve and promise, in humble reliance upon the grace of the Holy Spirit, to endeavor to live as a follower of Christ, in personal holiness, and in effective service for the Lord.
4. In being led by God to join Shearer Presbyterian church, I promise to support the Church in its worship and work of education, missions, and finances to the best of my ability.
5. I submit myself to the government and discipline of the Church, and I promise to promote its purity and peace.

Section 17.2 – Officer's Covenant (*Book of Church Order 24-6*)—to be renewed each year.

1. Do you believe the Scriptures of the Old and New Testaments, as originally given, to be the inerrant Word of God, the only infallible rule of faith and practice?
2. Do you sincerely receive and adopt the *Confession of Faith* and the *Catechisms* of this Church, as containing the system of doctrine taught in the Holy Scriptures; and do you further promise that if at any time you find yourself out of accord with any of the fundamentals of this system of doctrine, you will, on your own initiative, make known to your Session the change which has taken place in your views since the assumption of this ordination vow?
3. Do you approve of the form of government and discipline of the Presbyterian Church in America, in conformity with the general principles of biblical polity?
4. Do you accept the office of ruling elder (or deacon, as the case may be) in this church, and promise faithfully to perform all the duties thereof, and to endeavor by the grace of God to adorn the profession of the Gospel in your life, and to set a worthy example before the Church of which God has made you an officer?

5. Do you promise subjection to your brethren in the Lord?

INDEX OF THE BY-LAWS

EDITED 5/16

Amendments.....	13
Baptism.....	6.2; 9.3.4;
Budget.....	7.5; 7.8.2;
Cemetery	7.9
Children	6.1.2
Clerk of Session	7.3; 7.4.4; 7.7; 9.3.4
Committees.....	7.5; 7.7; 9.1; 9.5.8; 10
Covenants	5.2.3; 6.1.2; 17.1; 17.2
Deacons	5.1; 5.3.1; 7.3.1; 7.4.2; 7.4.4.1; 7.8.3; 7.9.3; 8.5; 11.2–5
Denominational Standards	3; 4; 5.2.3; 5.5.1; 6.1.1.; 7.3.4; 8.2; 9.4
Discipline.....	5.5.1; 9.9.10; 17.1; 17.2.3
Elders.....	7.1; 5.1–5; 7.4; 9.1–5; 10.1; 17.2
Finances.....	11.1; 12.1–4; 17.1.4
Funds	7.4.2; 7.8.2–3
Emergency	11.5
Special	12.9
Incorporation	Preamble; 7.4.2; 9.5.5; 14; 16
Lord’s Supper.....	7.2.2
Meetings	
Annual.....	7.3.2.1; 7.3.1
Called	7.2.3.2; 8.4.3–5; 9.3.3.; 9.4.2; 13.1.4
Membership.....	6.1–5; 7.2.3.2; 7.3.2; 9.3.4; 16; 17.1
Pastor/ Teaching Elder	7.3.3, 5; 7.5; 8.1–6; 9.3.1–2; 11.4.2
Property, Use of	7.4.2; 7.9
Ordination.....	5.4; 5.5.1; 6.5; 9.3.4; 17.2
Tithing	12.1
Rolls, Membership	
Reviewed.....	6.3; 16
Deletions	6.5
Taxes.....	Articles of Incorporation II; IX; X; XI.2
Treasurer.....	7.3.1; 7.4.4; 7.7; 7.8.3; 11.1; 12.2
Trustees	Preamble; 1.2; 5.1.2; 7.4–9; 9.5; 12.2–3; 14; 15
Voting, Requirement.....	7.1
Westminster Confession of Faith.....	4

ATTACHMENTS: CHURCH POLICIES

The following attachments are the Policies regulating various ministries of Shearer Church, listed in alphabetical order.

These policies may be regularly updated—or even eliminated—by recommendation to the Session by the Committees and/or individuals responsible for their implementation; in fact, they should be reviewed and updated yearly as a matter of course as better ways of conducting church business are suggested by our church members.

Also, the Session may add new Policies to this list as new ministries and programs are begun.

Any changes and additions shall be reported to the congregation for inclusion into the Church Handbook.

CEMETERY POLICY

- I. To be used by church members and their immediate families only.
 - A. Husband or Wife
 - B. Any unmarried dependent children
 - C. Selection of plots as set forth in Section VI
- II. New members with deceased immediate family buried elsewhere who wish can move them to our cemetery.
 - A. Immediate family as in Section I, A and B
 - B. Selection of plots as set forth in Section VI
- III. An ex-member not remarried whose husband, wife, or unmarried dependent child(ren) is buried here is entitled to use lots reserved for him or herself, or unmarried dependent children.
 - A. Restrictions as applicable in Sections IV and V
- IV. In case of a widow or widower who is a member of our church who remarries.
 - A. They can use lots previously reserved for their use.
 - B. They can forfeit these lots and reserve other lots for his or her use for current immediate family when needed.
- V. In case of a widow or widower who remarries and moves his or her church membership either before or after remarrying.
 - A. The individual may use their reserved lot for themselves and unmarried dependent children by their first marriage.
 - B. No privilege of lots will be extended to his or her family by remarriage.
- VI. Reservation of grave plots.
 - A. No plot or plots to be reserved until a member of immediate family dies. Immediate family as set forth in Section I, A and B.
 - B. Order in which lots are to be reserved:
 - 1. By starting an entirely new row beginning at the end nearest the road.
 - 2. By continuing a row already started.
- VII. All grave markers are to have six-inch wide cement or like edging around them at ground level, unless they are ground level markers.
- VIII. This policy has been adopted by the Session on recommendation of the Board of Deacons. No changes shall be made except by the Session.

(Revised by Session and Board of Deacons, 2/11/2008)

COMMITTEE ON CHRISTIAN EDUCATION AND DISCIPLESHIP

Christian Education Committee Policy

Session Approved 3/18/2013

Purpose

The Christian Education Committee (CEC) exists to promote Christian education and discipleship in the congregation of Shearer Church.

*“Go therefore and **make disciples** of all nations, baptizing them in the name of the Father and of the Son and of the Holy Spirit, **teaching** them to observe all that I have commanded you. And behold, I am with you always, to the end of the age.” (Matthew 28:19–20, ESV)*

“For though by this time you ought to be teachers, you need someone to teach you again the basic principles of the oracles of God. You need milk, not solid food, for everyone who lives on milk is unskilled in the word of righteousness, since he is a child. But solid food is for the mature, for those who have their powers of discernment trained by constant practice to distinguish good from evil.” (Hebrews 5:12–14, ESV)

Responsibilities

- 1) Oversight of the educational program of the church.
- 2) Oversight of other programs that are educational or discipleship oriented (seminars, conferences, Bible schools, etc.).
- 3) Oversight of Women’s ministries (WIC) and Men’s ministries.
- 4) Oversight of Library.

To fulfill our purpose and responsibilities to Shearer Church, we seek to implement the following policy for the Christian Education Committee.

- I. Committee Membership and Attendance
 - A. A Chairman (current associate pastor or elder appointed by the Session) and at least two congregants appointed by the Chairman shall be members of this committee.
 - B. One person able to report on the women’s ministries (a WIC officer) and one person who could report on the men’s ministries should be sought as members of this committee in order to facilitate coordination with these particular ministries.
 - C. A member’s term of service shall be one year. They may serve consecutive years if they are requested and willing.
 - D. All current and upcoming class teachers are encouraged to participate in committee meetings.
 - E. Other church members may attend meetings upon the request of the committee chairman.
- II. Meeting Times
 - A. The Christian Education Committee will meet statedly once a quarter.
 - i. This meeting will be held prior to Wednesday Night services on the first Wednesday evening of every quarter.
 - B. The CEC may otherwise meet in called meetings designated by the committee chairman.
- III. Committee Organization

The CEC will be structured with the following officers and assigned responsibilities:

 - A. Chairman
Responsible to preside over the committee meetings and give leadership to the direction of the ministry and programming.
 - B. Committee Chairman or other member is to take minutes at each meeting and submit them to the Session.
 - C. Other responsibilities will be delegated among members as necessary.
- IV. Means of Fulfilling Our Responsibilities
 - A. Plan each quarter at least one month in advance.
 - B. Formulate and maintain the Christian Education Program.
 - C. Plan occasional educational venues as need arises: conferences, seminars, officer training, etc.

- D. Oversight of Women’s ministries (WIC) and Men’s ministries.
 - i. Correspond with these ministries to provide adequate support, coordination, and publicity.
- E. Maintain the library and formulate a library policy.
- V. Publicity
 - A. Provide an up to date, comprehensive description of the educational opportunities in a quarterly brochure or other effective means.
- VI. Teacher and Educational Standards
 - A. Teachers, curriculum, classes, etc. must be in accord with the doctrinal standards of the PCA and be approved by the CEC and the Session.
 - B. Teacher Qualifications: Regarding teaching roles in the church, the Session affirms that Scripture encourages men to fulfill their biblical responsibilities as leaders (1 Tim 2:12; 1 Tim 3:1-13) and so, lead men’s and mixed adult classes.
 - C. The session also affirms that Scripture encourages women in various ministries such as:
 - [1] Praying publicly (Acts 1:14, “These all with one mind were continually devoting themselves to prayer, along with *the* women.”)
 - [2] Partnered evangelism and teaching (Acts 18:26, “when Priscilla and Aquila heard him, they took him aside and explained to him the way of God more accurately.”)
 - [3] Prophesying when done under proper authority (1 Cor 11:5, at the least, prophesying would include reading “the prophecy of Scripture” 2 Pet 1:20; it also suggests that women may under some circumstances speak in public gatherings, such as in making a public confession of faith, giving a testimony or sharing a report; etc.)
 - [4] Teaching other women and children (Titus 2:3–5)
 - [5] Participating in public worship, that women gather with men and children to hear the preaching of the Word, to break the bread of Lord’s Table (Acts 20:7), and to “sing in the Spirit and with the mind” (1 Cor 14:15), in the pattern of the choral singers and musicians of the Temple worship (1 Chron 25:5–6), that together in the fullness of the Spirit, we “sing and make melody with your heart to the Lord” (Eph 5:19).

Application: These biblical principles indicate that men and women alike should minister under the authority of the elders, who are to rule the congregation according to the Word of Christ. The decision of the Elders is that while 1 Tim 2:12 indicates that qualified males should be the designated teachers of Bible classes attended by both men and women, this decision does not rule out the participation of our sisters in Christ in praying, assisting, sharing, discussing, etc, in whatever manner deemed appropriate by the male leader of the class. In this manner, the male headship of the church required by 2 Tim 2:12 is maintained while female participation in ministry encouraged throughout the New Testament is **promoted**. Other than the responsibilities Scripture requires of male leadership (such as public teaching of the Word, ruling the congregation, leading in worship, and administering the sacraments), the Bible encourages a believing sister to participate in all other ministries so that together, men and women alike may work hand in hand as fellow workers in the gospel.

D. Anyone desiring to teach who feels they may not meet certain criteria listed above should submit to the CEC and the Session for approval.

Christian Education Program
of the Christian Education Committee (CEC)
Session Approved on 3/18/2013

Purpose

The Christian Education Program is implemented as the primary educational ministry of the church. It is to be well planned, comprehensive, and progressive in laying a foundation and building upon it.

To fulfill this purpose, the Christian Education Program is organized as follows:

- VII. Class Meeting Time and Location:
 - A. Time: Sundays from 9:45—10:45 A.M.
 - B. Location: Church Facilities

- VIII. Quarter System
The educational year will be divided into four quarters as follows:
 - A. Fall Quarter: September—November
 - B. Winter Quarter: December—February
 - C. Spring Quarter: March—May
 - D. Summer Quarter: June—August

- IX. Planning Deadlines and Procedures
 - A. 1 ½ Months Prior (to quarter's start date): Teachers and course materials will have been submitted to the CEC and the Session for approval.
 - B. 1 Month Prior: The upcoming quarter's classes and a sign-up leaflet will be presented to the congregation.
 - i. Congregants will be encouraged to notify the CEC of their class choice by returning a sign-up leaflet or by directly contacting the committee chairman.
 - C. Classrooms will be assigned based on class size and needs.
 - D. The CEC will provide curriculum materials for the teachers.
 - i. Teachers must inform the CEC of curriculum needs if they are not otherwise detailed in this printed program.

- X. Class and Curriculum Planning by Age
 - A. Infants (0-2)
 - i. Nursery will be provided for this age group.
 - ii. Adults who make use of the nursery are encouraged to keep the nursery one quarter of the year.
 - iii. Nursery workers will abide by the nursery policy presented elsewhere.
 - B. Toddlers (2-4)
 - i. The curriculum for this age group will be the *Show Me Jesus* curriculum of Great Commission Publications.
 - C. Beginners (Kindergarten – 4th Grade)
 - i. Classes will be divided by age according to how many children participate in this age group.
 - ii. The following 2 year curriculum cycle will be followed by all classes in this age group and will be repeated continually:

Year 1 – Fall	Kids' Quest Catechism Club: Volume1 1 st six lessons (2 weeks per lesson)
---------------	--

Year 1 – Winter	Kids’ Quest Catechism Club: Volume1 2 nd six lessons (2 weeks per lesson)
Year 1 – Spring	Kids’ Quest Catechism Club: Volume2 1 st six lessons (2 weeks per lesson)
Year 1 – Summer	Pioneer Clubs: Discovery Program Or other study approved by the CEC
Year 2 – Fall	Kids’ Quest Catechism Club: Volume2 2 nd six lessons (2 weeks per lesson)
Year 2 – Winter	Kids’ Quest Catechism Club: Volume3 1 st six lessons (2 weeks per lesson)
Year 2 – Spring	Kids’ Quest Catechism Club: Volume3 2 nd six lessons (2 weeks per lesson)
Year 2 – Summer	Pioneer Clubs: Discovery Program Or other study approved by the CEC

Note: Kid’s Quest lessons are to be divided over two weeks. The first week is for covering the principle parts of the lesson and the second week is for reviewing/supplementing the lesson and concentrating on memorization/recitation.
It may be helpful to use extra resources the second week: songs, books (*Big Truths for Little Kids* is a good supplement), crafts, etc. Speak to the committee if you need resources to help with filling the second week.

iii. Teacher Responsibilities

1. Memory Work and other homework are assigned in this curriculum and should be encouraged to the students and their parents.
2. Absent students should be contacted and encouraged each week. If possible, provide their parents with the lesson materials as well.
3. Pray for students.

D. Apprentices (5th – 6th Grade)

- i. Curriculum: *Show Me Jesus – Older Elementary* of Great Commission Publications (a two year Bible survey curriculum).
- ii. Same teacher responsibilities as the K – 4th program.

E. Catechumens (7th Grade and Up)

- i. The following 4 year cycle will be followed by this age group and will be repeated continually:

Year 1 Fall – Spring	Survey of Old Testament <i>The Most Important Thing You’ll Ever Study</i> by Starr Meade Divided into 13 lessons per quarter.
Year 1 – Summer	Youth Elective (or Regular Program)
Year 2 Fall – Spring	Survey of New Testament <i>The Most Important Thing You’ll Ever Study</i> by Starr Meade Divided into 10 lessons per quarter.
Year 2 – Summer	Youth Elective (or Regular Program)
Year 3 Fall – Spring	Bible Doctrine – Westminster Shorter Catechism Study Year 1 10 lessons per quarter
Year 3 – Summer	Youth Elective (or Regular Program)
Year 4 Fall – Spring	Bible Doctrine – Westminster Shorter Catechism Study Year 2 10 lessons per quarter
Year 4 – Summer	Youth Elective (or Regular Program)

Note: Additional resources to consult for the catechism study include: *The Westminster Shorter Catechism: For Study Classes* by GI Williamson, *Firm in the Faith* by Dennis Hustedt, *The Westminster Shorter Catechism: Workbook Study* by Ron Gleason, *Training Hearts Teaching Minds* by Starr Meade, and others. Ask the CEC for more suggestions.

ii. Teacher Responsibilities

1. Memory Work and other homework/study should be assigned in this curriculum and should be encouraged to the students and their parents.
2. Absent students should be contacted and encouraged each week. If possible, provide their parents with the lesson materials as well.
3. Pray for students.

iii. Classes may be divided based on age if it seems beneficial.

iv. Once a participant finishes this cycle, they are encouraged to graduate into the Regular Program.

1. However, they may still attend classes geared towards the young.
2. But at least one quarter of the year they should participate in the Regular Program alongside adults.

F. If children/young are kept in order, parents may choose to have them attend classes with them instead of participate in the above programs.

G. Regular Program

(Adults and Youth graduated from Catechumen program)

i. Participants will be offered 2 or more classes each quarter to choose from.

ii. Primary Curriculum

1. The primary curriculum will focus on those things that are most foundational to the faith and our denominational distinctions.
2. Church members are encouraged to take the following five primary courses as a matter of priority in this educational program:

Bible Basics	An overview of the central message of the Bible and the doctrines of the Christian faith. (Use a biblical theology book such as Graeme Goldsworthy's <i>According to Plan: The Unfolding Revelation of God in the Bible</i>)
Church Order	An overview of the most relevant parts of the Book of Church Order of the PCA.
What We Believe: Part 1	Examination of the <i>Westminster Confession of Faith</i> chapters 1-10. Such topics include the Holy Scriptures, Creation, Fall, and Christ the Mediator. (Encourage memory work in the <i>Shorter Catechism</i> .)
What We Believe: Part 2	Examination of the <i>Westminster Confession of Faith</i> chapters 11-22. Such topics include Justification, Sanctification, Perseverance, Assurance, and Sabbath Day. (Encourage memory work in the <i>Shorter Catechism</i> .)
What We Believe: Part 3	Examination of the <i>Westminster Confession of Faith</i> chapters 23-33. Such topics include the Church, the Sacraments, and the Last Judgment. (Encourage memory work in the <i>Shorter Catechism</i> .)

Note: For the "What We Believe" courses, use *The Westminster Confession of Faith: For Study Classes* by G.I. Williamson as the primary study reference.

Refer also to *The Westminster Confession of Faith Study Book* by Joseph Pipa if needed.

3. At least one of these primary courses shall be offered every quarter to ensure that members have ample opportunity to complete them.

iii. Secondary Curriculum

1. Courses shall be regularly offered in the following categories as well:

New Testament	Courses focusing on particular books of the New Testament, groups of books in the NT, or theological issues of the NT.
Old Testament	Courses focusing on particular books of the Old Testament, groups of books in the OT, or theological issues of the OT.
Theology	Courses dealing with various theological issues.
Church History	Courses covering broad or narrow spans of church history or historical figures.
Evangelism/Missions	Courses focusing on importance, practice, and/or history of evangelism and missions.
Church and the World	Courses addressing interaction between the church and the world: apologetics, cultural issues, etc.
Christian Living	Courses directed at developing a God honoring lifestyle: disciplines of grace, parenting, marriage, ethics, work, dating, finances, etc.
Other	Other courses will be considered if the CEDC and Session approve of them.

2. Such courses will be planned according to the desire and availability of those qualified to teach them.

H. Prospective Member Courses

- i. The following classes shall be offered as needed:

Inquirers Classes	A class covering the basics of the Christian faith and the distinctives of our particular church.
Communicants Classes	Classes preparing non-communing members for entry into full participation in the church.

XI. Rally Day

- A. This will be a celebration to take place one of the final Sundays of the summer quarter.
- B. During this celebration, several teachers will be asked to share some of the highlights of the year, presentations or skits may be given, and those graduating from their current program will be acknowledged.

XII. Record Keeping

- A. Teachers will record attendance at each class meeting and turn it in to the committee chairman.

XIII. Offering Collection

- A. Classes should not collect tithes and offerings for the church, but should encourage members to make their tithes and offerings during the church's worship service since such giving is an act of worship.
- B. However, special collections may be made in classes towards ministries, missionaries, etc. that are separate from and in addition to the church's general giving.

XIV. Teacher and Class Matters

- A. Teachers, curriculum, and classes must be approved by the CEC and the Session.
- B. Classes for those under 18 must be supervised by at least 2 adults or 1 adult and their teenage child.
- C. Teacher Qualifications [\[See Section on CE Policies\]](#)
- D. Teacher Recommendations
 - i. Adequate preparation for class time in study and in prayer.
 - ii. Pray for class members.
 - iii. Record attendance.
 - iv. Provide absentees with a synopsis of missed lessons (oral or in print).
 - v. Teachers are not expected to teach every quarter, but are encouraged to take a break when needed. *(This gives an opportunity for rest, preparation for a future quarter of teaching, and encourages involvement by those who would only desire to teach on occasion.)*
- E. Teacher Absence Procedures
 - i. Teachers should contact the CEC Chairman as far in advance as possible to notify them of the date they will be absent.
 - ii. The CEC will coordinate with the teacher in arranging a substitute.
 - iii. The CEC should seek to have one or more people designated each quarter who are willing to serve as substitutes in the case of teacher absences.

COMMITTEE ON CONGREGATIONAL CARE AND ACTIVITIES

1. Oversight of regular fellowship activities (e.g. meals, hymn sings, etc.).
2. Oversight of special events and activities (e.g. Homecoming, Fall Festival, celebrations, joint activities with other churches, retreats, youth activities, etc.).
3. Oversight of church directory.
4. Oversight of ministry to shut-ins and others in need of care.

COMMITTEE ON EVANGELISM AND MISSIONS

1. Oversight of outreach and evangelistic programs and outings.
2. Implement follow-up plan for prospective members and visitors.
3. Oversight of outreach publications (e.g. church brochures, invitations, tracts, etc.).
4. Oversight of foreign mission trips.
5. Oversight of local mission trips.
6. Promote missionary interest, conferences, and education.

COMMITTEE ON WORSHIP

1. Sunday Worship Services – order of worship, bulletins, special speakers, music, etc.
2. Pulpit Supply.
3. Choirs – Choir director, organist, total music program;
4. Communion – Weddings – Funerals;
5. Special Services for Christmas, Easter, Thanksgiving, Homecoming, etc.;
6. Special Evangelistic Services – speakers, support, correspondence, publicity etc.
7. Arranging nurseries for all Worship services.

DEACONS POLICY

Required Each Month of Class of Deacons on Duty²

1. Ensure that sanctuary lights are on for all Sunday services.
2. Serve as head usher at Sunday services. Report 10 minutes prior to service.
3. Hand out bulletin at Sunday services.
4. Take up offering at Sunday services.
5. Pick up paper and replace hymnbooks and Bibles after each Sunday service.
6. Ensure that lights in sanctuary are turned off at conclusion of each Sunday service.
7. Handle any special arrangements of furniture or placement of books or other material in sanctuary for Sunday services.
8. During cold weather, ensure that heating vents in Sunday School Building are closed after Sunday School to conserve heat.
9. Set up tables and chairs in Fellowship Hall preceding Fellowship dinners and/or activities and remove tables and chairs following the event.

² Is this attachment on Deacon's Duties necessary for the Handbook?

ESSENTIALS OF DOCTRINE

Although allowing for differences within this system, we believe that the following articles are essential doctrines of the Christian faith:

Section 1 – The Holy Bible

We believe that the Old and New Testaments are fully and verbally inspired by God, without error in the original writings, making the Holy Bible the supreme and absolute authority in all matters of faith and practice (WCF 1; Josh 1:8; Matt 5:18; 2 Tim 3:16–17; Jude 3; Rev 22:18–19).

Section 2 – The True God

We believe there are three Persons in the Godhead, the Father, Son, and Holy Spirit; and these three are one God, the same in substance, equal in power and glory (WCF 2; 1 Cor 8:4; Matt 3:16–17; 28:19). Together, God planned all, created all, and sustains all to His glory (WCF 3–4; Isa 46:9–11; Exod 20:11; Eph 1:11).

Section 3 – The Person of Christ

We believe in the eternal deity of Jesus Christ as the Son of God, who became flesh by the conception of the Holy Spirit in the womb of the Virgin Mary, and who alone lived a sinless life, conducting a miraculous ministry (WCF 8:1–2; John 17:5; 1:1, 14; Matt 1:20; 11:2–6; 1 Pet 2:22).

Section 4 – The Work of Christ

We believe that Jesus Christ died for our sins as our representative Mediator and substitutionary Sacrifice, thus purchasing our salvation (Mark 10:45; Heb 9:11–12). He rose physically from the dead, ascended to heaven to reign as Lord, Head, and Intercessor, and that He shall return to earth as King of kings and Judge of all (WCF 8:4–8; 1 Cor 15:1–8; Acts 1:9–11; Eph 1:20–22; Acts 17:30–31).

Section 5 – Man and Sin

We believe that our original parents were created in the image of God, but through their disobedience, death spread to all humanity, so that all are now born with a sinful nature from which comes all sinful acts. All are totally depraved, unable to save themselves, and justly deserving God's wrath (WCF 4 & 9; Genesis 2–3; Rom 5:12, 3:9–20; Ps 51:5; Rev 20:11–15).

Section 6 – Salvation

We believe that salvation is provided by God's grace alone and is offered freely to all who repent of their sins and receive Jesus Christ as Savior and Lord by faith. Such are justified by faith and receive forgiveness of sin and the gift of the Holy Spirit (WCF 10–12, 14–15; Eph 2:6–9).

Section 7 – The Holy Spirit

We believe in the full deity of the Holy Spirit, who applies the work of Christ by bringing new birth and sanctification, and who gifts each for ministry as He wills (WCF 13; Acts 5:3–5; John 3:1–8; Gal 5:22–23; 1 Cor 12:11)

Section 8 – The Christian Life

We believe that each Christian is called to a holy life as the Holy Spirit empowers us to obey God's commandments. Such a life is constant in prayer and evidences itself in separation from worldly sins and in the practice of loving good works (WCF 16, 19–20; 1 Pet 1:15; Eph 5:18; Deut 5:1–21; Eph 6:18; James 1:27).

Section 9 – The Perseverance of the Saints

We believe that those who are born again will not utterly fall away into sin and perish, but will persevere in holiness unto the end, being kept by the power of God (WCF 17–18; 1 Pet 1:3–5; John 10:27–29).

Section 10 – The Church

We believe that the true Church is that body consisting in the whole number of the redeemed, and that believers should gather in local assemblies for public worship, especially on the Lord's Day. The Church observes two ordinances: water baptism in the name of the Father, Son, and Holy Spirit; and the Lord's Supper (WCF 21, 25, 27–31; 1 Cor 12:13; Heb 10:25; 1 Cor 16:2; Matt 28:19; 1 Cor 11:23–30).

Section 11 – The Afterlife

We believe that the soul of the Christian goes to “be with Christ” at death, and at Christ's return, the body is resurrected. The unjust shall suffer everlasting conscious punishment while the just shall enter into everlasting conscious blessedness of the new Heaven and Earth (WCF 32–33; Phil 1:23; 1 Thess 4:13–18; Matt 25:46).

FELLOWSHIP HALL POLICY AND FORM³

We are happy to make the fellowship hall available to you on _____. We do not charge any fees for the use of the Hall, but ask that you abide by the following policy:

1. No alcoholic beverages are allowed in the building.
2. No smoking is allowed in the building.
3. Use of the Fellowship Hall is restricted to the hall and the two restrooms just outside the door. **DO NOT ALLOW CHILDREN TO PLAY IN HALLS OR ANY CLASSROOM!**
4. You must bring your own supplies: cups, plates, napkins, etc.
5. Before you leave:
 - A. Sweep and mop floors as needed.
 - B. Bag all trash and take it with you.
 - C. Do not leave anything in the refrigerator.
 - D. Put the room back in same order you found it.
 - E. Turn off the heat/air conditioner.
 - F. Turn off all lights.
 - G. Lock the doors.
6. Do NOT use the stove in the kitchen. ????????

As stated above, we do not charge for the use of the fellowship hall, but you are responsible for cleaning up before leaving. If the hall is not left in clean condition, a charge of at least fifty dollars (\$50.00) will be imposed.

I/we, the undersigned, do hereby agree to abide by the policy set forth in this agreement. If I/we do not leave the building in good order, I/we agree to pay the assessed amount.

Name _____

Address _____

Phone _____

Please sign one copy and return it to the Church office before use of the building.

³ Is it possible to combine the attachment on Fellowship Hall and Kitchen into one? There seems to be a lot of repetition between the two attachments.

FLOWER POLICIES

The Session, upon recommendation of the Women in the Church Council, has established the following guidelines for the use of flowers in our church. _____ is to be the chairperson of the Flower Committee with _____ serving as her assistant. Any questions or comments should be given to these ladies.

I. Births – In the event of a birth a rose will be placed in the sanctuary (near or on the pulpit) in honor of the new boy or girl. This is to be done the Sunday immediately following the birth of the new baby and the rose given to the family afterwards. This applies to babies of active church members and their immediate families only

II. Deaths

A. In the event of a death in the immediate family (household) of an active church member only, a wreath will be sent to the family in memory of the deceased. This is to be at the church's expense with the same priced wreath for every family.

B. Flowers will only be given by the Church for Church Members and their immediate family, including specifically a parent, a spouse, or child living in the home (or a dependent child). A fixed amount is designated for said bereavement gifts. If a parent of a member lives out of town/state, the member will be contacted regarding an appropriate memorial gift rather than flowers.

C. Our church and its session believe this should be a continuing policy of our church as an outward reflection of our care and concern for our members and their families. Death is a lonely time for many, and flowers bring warmth and encouragement to their receiver.

D. In the event of a death of a Church Member or a family member as specified above, please contact _____ or _____ in order that flowers can be ordered in a timely manner.

E. (Points B, C, and D were taken from a separate policy and included in this one and have been italicized to distinguish them.)

III. Hospital – Active members of our church seriously ill or in the hospital or confined to a nursing home or otherwise 'shut in' are to be sent flowers voluntarily at the discretion of the member's individual Sunday School class or from other organizations within the church.

IV. Sunday Morning

A. Beginning the first Sunday in June (June 5, 1977) the flower chairperson will have an arrangement of flowers sent to the church (cost of this arrangement to be approximately \$10-\$15) by a local florist. She will check these flowers on Wednesday night or sometime prior to the next Sunday to see if they need to be replaced. If not, the same ones will be used until they need to be replaced. When they need replacing, the chairperson is to call the florist and order another arrangement and use them also as long as possible. Obviously, the flowers will be placed in refrigeration if they are to be used the following weekend. The money for these flowers is to come out of the church's budgeted and designated "Flower Fund."

B. If there are those members of our congregation who want to put flowers in the Sanctuary in memory of someone or some special occasion, then they are to contact the flower chairperson to make plans accordingly.

C. Any fresh cut flowers brought from homes of our members will be placed in the vestibule on the table. We certainly need pretty flowers there also. This is to prevent too many arrangements being placed around the pulpit and to enhance the narthex table itself.

So in summary, in the event of a birth as outlined above, the flower chairperson is to be notified first and _____ second, should the chairperson be unavailable. They will call the local florist and have this taken care of so it can be in the church on Sunday morning; the church is to be billed.

In case of death, the flower chairperson or _____ are to be informed as soon as possible, as well as the pastor, and they will notify the florist to send flowers on behalf of the whole congregation at the church's expense.

JANITOR POLICY⁴

Weekly Janitorial Duties:

I. Vacuum all carpet areas:

- A. Sanctuary
- B. Vestibule
- C. Pastor's study (if unlocked)
- D. All classrooms with carpet and library

II. Sweeping:

- A. Educational building
- B. Fellowship hall
- C. Classrooms as needed
- D. Front steps and sidewalk

III. Restrooms

- A. Clean all restroom facilities
- B. Replace paper in restrooms as needed

IV. Dust Church Furniture

- A. Piano and organ
- B. Pews and pulpit furniture
- C. Window sills as needed

V. Trash

- A. Empty all trash cans (except kitchen)
- B. Pick up all old papers, wrappers, etc.

Bi Weekly or monthly janitorial duties:

I. Moping

- A. Mop all classrooms
- B. Mop Fellowship hall as needed

Note

1. Notify Deacons of needed supplies for cleaning duties.
2. Kitchen does not fall under duties of Janitors.

⁴ Is this attachment on Janitor's Duties necessary for the Handbook?

KITCHEN POLICY

Kitchen

1. Run and empty dishwasher
2. Put away all clean and dry dishes, etc. (DO NOT leave dishes in drainer)
3. Clean out sink drain plug of all food, etc.
4. Empty all inside trash cans to outside containers
5. Clean off and wipe down all countertops and stove tops
6. Take all dishtowels and clothes. Wash, dry, and return them.
7. DO NOT LEAVE LEFTOVER FOOD IN REFRIGERATOR OR FREEZER!
8. Sweep and mop kitchen (and storage room if needed)
9. Clean and unplug coffee maker
10. Turn off all lights in kitchen and bathrooms, etc.
11. Check bathrooms for over-filled trash and empty if necessary
12. Turn off heat/air conditioning
13. Check and lock ALL doors

Fellowship Hall

1. Sweep and mop (move chairs and tables, as needed)
2. Replace chairs neatly around tables (7 chairs per table), if moved
3. Wipe off all tables and/or plastic/vinyl table clothes
4. Wipe off all cabinet tops and put away all items
5. If salt and pepper are used, please put back in kitchen drawer
6. Turn off all lights
7. Check and lock ALL doors
8. Turn off heat/air conditioning
9. Empty and clean (or wipe down) all coolers after use
10. Clean all trays and high chairs used and put back in rear of fellowship hall
11. If cabinets, tables, chairs, etc. are moved, please replace to original positions and locations.

Fellowship Hall & Kitchen Reserved For:

Date/Time/Purpose: _____

Signature of person requesting use: _____

Session Approval Signature/date: _____

LIBRARY OPERATION POLICIES FOR THE J. KENTON PARKER MEMORIAL LIBRARY

Church Library Personnel

I. The Library Staff – Those persons connected with the operation of the library. The library staff is responsible for all areas of the library ministry, with the oversight and supervision of the church session.

II. The Library Staff includes:

- A. Director of Library Services
- B. Director of Printed Materials Education
- C. Director of Audio-visual Education
- D. Church Literature Librarian

Library Hours

1. The library may be used any time the church doors are unlocked.
2. Children in the sixth grade and under are to use the library only when an adult or someone approved by the library staff is present.
3. The library will not be available for committee or private meetings fifteen minutes prior or following any church service. The library will be open to the church's members and visitors during this time, with a library staff member on duty or available.

Library Lending Policy

1. A fine of one cent per day will be charged for overdue books, not to exceed the cost of the book. However, these fines are not mandatory. The borrower may pay only if he or she cares to do so.
2. Books may be borrowed for two weeks. Books may be renewed for an additional two weeks, provided the book does not have a waiting list. Exceptions to this rule may be granted upon special request to the library staff member on duty or to the director of printed materials education.
3. Reference, study, and teaching books may be borrowed for as long as three months with the special permission of the director of printed materials education.
4. No more than four books may be borrowed at one time by any one person.
5. A library membership card must be filled out by all persons desiring to borrow materials from the library.
6. Anyone borrowing materials from the library will be responsible for returning them in good condition. Fines for damaged materials will not exceed the cost of repairs or replacement of the materials.
7. Book fines will be used to buy library materials.
8. All materials borrowed from the library must be checked out and returned to the library desk. Do not place materials back on the shelves.
9. Library membership cards may be given to people other than our church members. However, one of our church members must agree to be responsible for the materials. Both persons would sign the cards, membership and booking cards.
10. Audio-visual materials may be borrowed for one week.
11. Audio-visual equipment may be borrowed for the date used. Please make reservations early. Exceptions to this rule may be granted upon special request to the director of audio-visual education.
12. Certain audio-visual equipment may be loaned out to educational departments for indefinite periods of time, provided a special request is made to the director of audio-visual education.

Selection Policy

In order that all materials secured for our church library will be of the highest quality and of the greatest benefit to our leaders and members, the following selection guidelines will be followed:

1. All members of the library staff may assist in selecting materials – books, films, tapes, and etc. However, the final approval and responsibility will be assigned to the director of library services, following church policy.
2. All materials should be accurate in facts, scriptural interpretation, and doctrine.
3. All materials related to denominational groups and the other religions should be objective in content.
4. All materials should reflect Christian standards of conduct and should be free of racial and religious prejudice, political bias, social injustice, and other evidences of unchristian attitudes and actions.
5. All materials should be constructive in influence and morally sound.

6. All materials should be of high literacy or technical quality.
7. All materials should include and reflect sound educational methods and should aid in learning.
8. Gifts to the library are encouraged. It is suggested that gifts be money and the giver and the library staff determine the specific item and that item be purchased through the library.
9. All gifts to the library must meet the same standards as purchased items. NO provisional gifts will be accepted.

Library Services

I. Definition of Library Services: The library services of a church should provide, promote, and consult in the use of all educational media.

II. Statement of Tasks:

- A. Provide printed and audio-visual resources
- B. Promote the use of printed and audio-visual resources
- C. Consult with church leaders and members in the use of printed and audio-visual materials

III. Definition of the Tasks:

A. Task 1. Provide printed and audio-visual resources – Means to supply, to be responsible for getting, or to make available for utilization the printed materials and audio-visual materials and equipment needed to do the work of the church. Kinds of Media included in the Church Library Services: Books; Reference materials; Vertical file materials; Periodicals; Presbyterian papers; College and seminary catalogs; Films and filmstrips; Slides; Recordings; Audio-visual equipment – projection and audio – portable and installed; Video tape equipment; Microfilm; Nonprojected visuals
Dated literature for all church programs and services; Tracts; Tapes

B. Task 2. Promote the use of printed and audio-visual resources.

Types of Library Promotion: Verbal promotion; Visual promotion; Printed promotion
Promotional Activities and Services: Reading Clubs; Story Hours (Saturday Morning Activities); Previews (teaching aids, filmstrips, tapes, records); Skits and playlets; Puppet ministry to children; Entertainments (open house); Special weeks (library week); A meeting place; Visitation (outreach to shut-ins – provide tapes, records, and books); Library News for Newsletter; Bulletin boards; Display window; Slides, filmstrips, and films; Book reviews; Mediographies

C. Task 3. Consult with church leaders and members in the use of printed and audio-visual materials – Means that the church library staff provide these people information and instruction in the value, theory, and skills of using media provided by the library. (Including a systematic program of instruction in their value and proper utilization) Examples of Consulting:

1. Provide library orientation for new church members
2. Give guidance to groups in how to use library materials
3. Teach the use of reference materials
4. Give instruction (training sessions) in the use of audio-visuals (leaders and members)
5. Offer assistance with reading problems

Director of Library Services (responsible to the Session)

I. Principal function: Give general supervision and direction to all library services and activities.

II. Primary responsibilities:

- A. Supervise and make assignments to staff members
- B. Recruit new staff members, following church policy
- C. Promote and conduct a training program for staff
- D. Plan for and preside over staff meetings
- E. Represent the library officially in all areas of church life:
 1. Meet with the church Session
 2. Enlist library staff members
 3. Prepare and submit library budget request to church stewardship committee

4. Make regular reports to the Session
5. Interpret library ministry to church membership
- F. Administer library finances according to church policy
 1. Supervise purchase of library materials, equipment, and supplies
 2. Handle all other finances according to church policy
- G. Coordinate preparation and distribution of mediagraphies
- H. Submit Library News to church bulletin and newsletter
- I. Supervise library promotion and training programs

Director of Printed Materials Education (responsible to director of library services)

I. Principal Function – Be responsible for building and maintaining the printed materials library. Lead in educating church leaders and members in the value and use of printed library materials.

II. Primary Responsibilities:

- A. Teach groups and individuals how to use printed materials (example – reference books)
 1. Consult with groups and individuals concerning study techniques
 2. Plan and promote reading improvement opportunities
- B. Help present and explain library services to groups and individuals
- C. Select materials from lists and recommendations; with approval and supervision of Director of Library Services, be responsible for the following services of printed materials:
 1. Purchase
 2. Process
 - a) Prepare new materials for circulation
 - (1) Classify and catalog all materials
 - (2) Typing activities
 - (a) Accession records
 - (b) Pockets and cards (books)
 - (c) Book plates
 - (d) Catalog cards
 - (3) Routine Steps
 - (a) Open books properly
 - (b) Check for defects
 - (c) Clean soiled books
 - (d) Stamp (books, periodicals, and vertical file items)
 - (e) Paste
 - (f) Letter (call numbers and accession numbers)
 - (g) Spray (books)
 - (4) Filing activities
 - (a) Catalog cards (books and vertical file)
 - (b) Shelf list cards (books)
 - (c) Book jackets
 - b) Process and file vertical file items
 - c) Mend (printed materials)
 - d) Keep inventory of supplies
 - e) Keep inventory of printed materials
 3. Circulate – materials
 - a) Provide services at circulation desk
 - (1) Help charge and discharge all materials
 - (2) Help reserve audio-visual materials and equipment
 - (3) Help prepare audio-visual scheduling sheets
 - (4) Pull reserved materials (books and audio-visual)

- (5) Renew materials
- (6) Send reserve and overdue notices
- (7) Shelve and/or file all materials
- (8) Provide reference service
- (9) Guide individuals in selecting materials
- (10) Examine materials for damage
- b) Be responsible for shelf reading
- c) Acknowledge and record library gifts
- d) Keep membership records
- 4. Promote – materials
 - a) Plan for comprehensive promotional activities (books)
 - b) Plan Library Emphasis Week (books and audio-visual materials) with assistance of library staff
 - c) Reproduce mediagraphies (distribute)
 - d) Explain work of library to new church members
 - e) Submit library new for church bulletin and News Letter to Director of Library Services
 - f) Be responsible for reading clubs
 - g) Help with other areas of library promotion
- D. Submit to Director of Library Services budget needs for printed materials
- E. Weed printed materials
- F. Keep purchasing record of all printed materials and supplies (dates, source, cost – regular and sale price, name of items, titles, donors, and source of money (example – Library Book Fund)

Literature Librarian

- I. Principal Function – Be responsible for ordering, storing, and distributing literature and related materials (example – teaching aids, kits, crafts, bulletins, and promotional materials) for the programs and services of the church.
- II. Primary Responsibilities:
 - A. Receive literature request from programs and services
 - B. Submit literature orders, following church policy
 - C. Check literature shipments when received
 - D. Store literature
 - E. Distribute literature to programs and services
 - F. Assist church leaders in literature training program

Director of Audio-Visual Education

- I. Principal Function – Be responsible for building and maintaining an audio-visual library. Lead in educating church leaders and individuals in the value and use of audio-visals.
- II. Primary Responsibilities:
 - A. Teach and train church leaders and members in the value and use of all audio-visual media:
 - 1. Help members and leaders understand the relationship of audio-visals to teaching and learning
 - 2. Communicate potential influence of properly used audio-visual media
 - 3. Educate leaders in skillful use of audio-visual media
 - 4. Consult with individuals about how to use audio-visals
 - 5. Train leaders and members how to operate equipment
 - B. Present and explain library services (audio-visual) to groups and individuals.
 - C. Select audio-visual materials from lists and recommendations; with approval and supervision of director of library services, be responsible for the following services of audio-visual materials and equipment:
 - 1. Preview – all films, slides, etc. for the church
 - 2. Purchase – audio-visual materials, supplies, and equipment
 - 3. Process:

- a) Prepare new materials for circulation
 - (1) Classify and catalog all materials
 - (2) Typing activities
 - (a) Accession records
 - (b) Booking cards (audio-visuals)
 - (c) Catalog cards
 - (3) Routine steps
 - (a) Check for defects
 - (b) Clean audio-visuals
 - (c) Apply labels to audio-visuals
 - (4) Filing activities
 - (a) Catalog cards (audio-visuals)
 - (b) Booking cards (audio-visuals)
 - b) Keep inventory of supplies
4. Circulate:
- a) Provide services at circulation desk
 - (1) Help charge and discharge all materials
 - (2) Reserve audio-visual materials and equipment
 - (3) Prepare audio-visual scheduling sheets
 - (4) Pull reserved materials (books and audio-visuals)
 - (5) Renew materials (books and audio-visuals)
 - (6) Send reserve and overdue notices (audio-visuals)
 - (7) Help shelve and/or file all materials
 - (8) Guide individuals in selecting materials
 - (9) Examine materials for damage
 - b) Take annual inventory (audio-visuals)
 - c) Keep inventory of nonaccessioned materials
 - d) Acknowledge and record library gifts (audio-visuals)
5. Promote audio-visual medias:
- a) Recommend materials to groups
 - b) Arrange preview sessions
 - c) Compile lists of materials for different ages, organizations, and interest groups
 - d) Be responsible for displays, bulletin boards, and posters
 - e) Be responsible for skits, plays, and church films
 - f) Be responsible for entertainments (example – open house for the library)
 - g) Visitation (audio-visual program for shut-ins)
 - h) Submit audio-visual education news for bulletin and news-letter to director of library services
- D. Plan demonstrations of audio-visuals use for groups
- E. Lead church leaders to make advance reservations of audio-visual materials and equipment
- F. Provide consultation and recommendations for adequate church building facilities for audio-visual use
- G. Weed audio-visual materials
- H. Arrange for the securing of rental materials
- I. Submit to director of library services budget needs and recommendations for audio-visual materials and equipment
- J. Supervise maintenance of audio-visual equipment and maintain a supply of spare projection lamps and minor repair items

Duties for All Staff Members

- 1. Assist in selecting materials for the library
- 2. Assist in establishing library policies, rules, and hours

3. Assist in maintaining good appearance of library
4. Assist in suggestions for room and equipment
5. Assist in extension of library services
6. Assist in gathering vertical file materials
7. Participate in staff meetings and work sessions
8. Assist in other areas as needed.

LIBRARY POLICY: USE OF THE J. FENTON PARKER MEMORIAL LIBRARY

(This is the policy posted for the general church member – not the operations as listed above.)

I. The Borrowing of Books All books in the library may be checked out for a period of two weeks with the exception of reference books.

II. Renewing Books When a book is returned it may be renewed for an additional two weeks.

III. Reference Books Certain reference books may be check out for a limited period of time with the special permission of the librarian or pastor.

IV. The Checking Out of Books In order to check out a book:

1. Remove the card from the pocket in the back of the book.
2. Sign your name and enter in the date two weeks away when the book will be due.
3. Enter the same date on the date slip on the opposite page.
4. Place the card and the jacket of the book on the librarian's desk.

V. The Use of the Library: The library may be used at any time that the church doors are unlocked. Children under the sixth grade in school are urged to use the library only when an adult is present. Since the number of volumes is limited, please exercise restraint in the number of volumes you check out at one time.

VI. The Further Purchase of Books The funds available to the library have not been exhausted by our initial purchase. The further purchase of books will be determined greatly by your preference. Please feel free to make known to the librarian or his committee, which books you liked and what kind of books you would like to see added to our collection. If you wish to purchase a book for the library, the librarian has a list of books recommended for a church library from which you may pick.

VII. The Donation of Books Donation of books from your libraries will be happily received with the understanding that they must be given library committee approval before they are put on the shelves. This is to protect the library from outdated books, which crowd space and detract from the interest of readers. The library committee will be happy to talk with you about how you can donate books to the library.

VIII. In Memoriam Books may be purchased and donated to the library in memory of a loved one. Recognition of this memorial will be placed in the front of the book.

IX. The Library Committee (members listed below)

Let us all pray that God will use this library to broaden our knowledge of our Christian faith and increase our enjoyment of its many riches.

MEAL POLICY FOR FUNERALS

- I. To be served for church members in case of death of:
 - A. Husband or wife
 - B. Any unmarried children
 - C. Any relative living within the home as a member of the family
 - D. Mother or father
- II. Women in the Church to be responsible to serve one evening meal prior to the day of the funeral or memorial service.
- III. All active Circle members to be notified:
 - A. Pastor to call the Vice President of WIC
 - B. Vice President of WIC to call all Circle Chairmen
 - C. Circle Chairmen to call all their circle members
- IV. Meal planning and service committee:
 - A. Vice President of WIC
 - B. All Circle Chairmen
- V. Responsibilities of Meal Planning and Service Committee:
 - A. Contact the family about serving a meal
 - B. Plan the menu
 - C. Contact all active circle members
 - D. Obtain volunteers to prepare food, serve the meal, clean up, and return dishes to the church
- VI. This policy has been adopted by the Council of the Women in the Church.

MEMBERSHIP COVENANT POLICY⁵

1. When a person expresses interest in joining our church by any means whatsoever, he will be given a copy of the membership covenant, and will be expected to counsel with the Pastor or a member of the Session as to its meaning.
2. He will then be asked to prayerfully study and consider it.
3. He will be examined by the Session, at a time other than Sunday morning unless there are pressing circumstances which merit an exception.
4. This examination will always include the prospective member being asked to share His personal testimony. In addition, members of the session should satisfy themselves that the prospective member understands what he or she is promising.
5. After the Session is satisfied, the person shall sign the Covenant in the presence of the Session.
6. When a new member is recognized in front of the congregation, instead of the usual questions being asked, the Covenant shall be read, and the new member shall give public assent to the same.
7. If a person who presents himself for membership shows serious misunderstanding of the plan of salvation as outlined in Scripture, and/or the Covenant, the session affirms it is necessary out of Christian love to counsel further with the prospective member before admitting him to the church.
8. Each family in the congregation shall be sent a copy of the Covenant, but will not be asked to sign it unless they feel that to do so would be a meaningful act of recommitment for them. It is assumed that every member in reality already subscribes to it.

⁵ Is this attachment on Membership Covenant necessary for the Handbook?

MEMORIALS POLICY

The purpose of this policy is to define the disposition of memorial donations that are received by the church.

1. Upon the death of a church member, the Board of Deacons will contact the immediate family to determine if they have a particular church fund or ministry that they would prefer that the memorials be applied to.
2. The Board of Deacons should make the family aware of any special needs of the church and any funds that have already been approved and established by the Session (e.g. playground fund, fellowship hall fund, missions funds, etc.).
3. If the family wishes to have the memorials applied to a special project or fund that is not currently approved, the matter shall be brought to the attention of the Session for disposition. It should not be the intent to establish new funds or projects but every effort will be made to accommodate the wishes of the family provided those wishes are consistent with the doctrine and ministry of Shearer Church and the PCA.
4. If the family has no preference to the disposition of memorials, the donations will be applied to the general church fund.
5. If donations are received in memory of a non-member or church acquaintance and no designation is made with regards to the funds, the money will be applied to the General fund.
6. Regardless of family wishes and prearranged designations for memorials, if a donation is received with a specific designation, the money will be applied to the fund or ministry designated by the donor.
7. All prearranged designations for memorials will be effective for one year. Thereafter all memorial donations for a particular loved one will be applied to the general fund unless specifically designated by the donor.

(approved and adopted on February 16, 2004)

NURSERY POLICY
Nursery Coordinator Guidelines

The Nursery is for use of Children Four Years Old and Under. The exception is for Special Needs Children if prior arrangement

1. Volunteers

- 1.1. Need to be scheduled for at least one month in advance.
- 1.2. There needs to be at least two volunteers present at all times when children are present.
- 1.3. The volunteers must have had a Shearer Presbyterian Church background check completed and approved.
- 1.4. The volunteers for the nursery needs to be published in the bulletin one week prior. 1.5. The Nursery Coordinator needs to contact the volunteers scheduled for that week to remind them they have nursery duty.
- 1.6. Have a backup volunteer available in case a volunteer does not show up.

2. Check the nursery each week prior to scheduled use.

- 2.1. Make sure it has an adequate supply of snacks, diapers and other needed supplies. 2.2. Make sure the nursery is clean and sanitary

3. After use, make sure the nursery clean and orderly.

- 3.1. Make sure cups, plates and food utensils have been washed and put away.
- 3.2. Make sure food items are properly stored and those requiring refrigeration are place in the refrigerator.
- 3.3. Make use any dirty diapers have been disposed of properly using the provided disposable bags located in cabinet above the changing table
- 3.4. Make sure used linens are washed.

Addendum to the Nursery Policy

The purpose of this addendum is to outline the duties and responsibilities of the newly-formed position of Nursery Co-ordinator. This is a compensated position, enacted by the Session for the 2016 fiscal year, with the intent to provide a stable and concerted effort to maintain a professionally run nursery ministry for Shearer Presbyterian Church. The design is a one year trial, to be negotiated or terminated by the Session at the end of 2016.

Below is the job description and list of responsibilities of the Nursery Co-ordinator:
Description⁶:

And he took a child, and set him in the midst of them: and when he had taken him in his arms, he said unto them, Whosoever shall receive one of such children in my name, receiveth me: and whosoever shall receive me, receiveth not me, but him that sent me. (Mark 9:36-37)

Job Title	Nursery Coordinator (compensated)
Committee	Christian Education
Supervisor	CE Co-ordinator & CEC Chairman
Church Membership	Required
Spiritual Level	Moderate – Mature
Spiritual Gifts	Compassion, encouragement, administration
Talents/Abilities	Dependable, friendly, enthusiastic, creative, organized, relates well with volunteers, relates well to children
Duration of Commitment	Minimum of one year
Scope	The Nursery is for use of Children Four Years Old and Under. The exception is for Special Needs Children if prior arrangement
Times	Sunday School hour - 9:30 to 11:00 Worship service - 10:45 to 12:15 Special events as needed

⁶ Following template is excerpted from: <https://bible.org/seriespage/4-nursery-coordinator-job-description>

Duties and Responsibilities:

- I. Spiritual
 - A. Pray for and with the volunteers and the children
 - B. Ask parents for prayer needs
 - C. Coach volunteers to do the same
- II. Safety
 - A. Pass a background check
 - B. Insure volunteers pass background check
 - C. Report damaged toys/equipment or safety hazards
 - D. Report needs and concerns to the CE Director or CEC Chairman
 - E. Insure nursery workers wear name badges
- III. Scheduling
 - A. Recruit volunteers
 - B. Report to the CE Director or CEC Chairman volunteers absence
 - C. Send list of volunteers to be published in the bulletin the week prior
 - D. Make contact with the volunteers to insure coverage in advance
 - E. Reach out to CE Director or CEC Chairman for support as needed
- IV. Supplies Procurement (re-imbursed)
 - A. Cookies
 - B. Juice
 - C. Wipes
 - D. Diapers (for emergencies)
 - E. Disposable bags for diapers
 - F. Surgical gloves
 - G. Paper towels
 - H. Name badges
 - I. Other items as needed for efficient operation
- V. Cleaning/Sanitizing
 - A. Sheets
 - B. Toys
 - C. Floor
 - D. Maintain general tidiness/organization
 - E. Other items as needed for efficient operation

TEACHERS POLICY⁷

I. Relationship to Church – I fully and clearly believe in the confession of faith for our church, and feel called to serve the Lord in Shearer Church through teaching.

II. Conduct – I purpose by the grace of God to keep my life clean according to the standards of God’s Word. I shall endeavor to conduct my life so that my influence for Christ as well as my teaching may be helpful to the pupils in my class.

III. Cooperation with Sunday School

A. I purpose to be present every Sunday. If it is necessary to be absent, I shall notify the Superintendent as early in the week as possible.

B. I purpose to attend the worship services of our church as fully as I can and to use all my influence to secure the attendance of the persons in my class.

C. I purpose to make preparation by careful study of the lesson for each Sunday.

D. I purpose to cooperate with the school by giving my wholehearted cooperation to the Pastor and Superintendents, by concurring with the directives of the Session, and also by attending the regular meetings of the Christian Education Committee from time to time.

E. I shall endeavor to teach and maintain good order in my class so that my pupils may learn respect and reverence in the House of God, and may not disturb other members of Sunday School.

F. I shall aim to lead each unsaved pupil to Christ and help all those who are saved to grow in grace and in the knowledge of our Lord Jesus Christ.

G. By every possible means such as personal visitation, telephone, and correspondence, I shall seek to keep in touch with my pupils and to secure their regular attendance.

H. I shall endeavor, by dependence upon the Holy Spirit, to be faithful to my task as a servant of the Lord. I purpose to pray regularly for my class, my department, and the work of the entire Sunday School and Church.

Earnestly seeking that God may guide, bless, and use me in the work of the Sunday School, I subscribe to the above standards, trusting in His grace for their fulfillment.

Signed _____ Date _____

⁷ Should Teacher’s Policy be moved under Christian Ed Section?

UNDERSHEPHERD POLICY OF THE SESSION

“I am the Good Shepherd; and I know mine own, and mine own know me, even as the Father knoweth me, and I know the Father; and I lay down my life for my sheep.” – John 10:14-15

I. Purpose

- A. To develop a Spiritual Congregation where every member is personally prayed for daily.
- B. To minister to the variant needs of our people.
- C. To effectively educate the members of our Church in personal dedication to Christ and in Presbyterian Churchmanship.

D. To create a cohesive “Fellowship of the Redeemed” whereby the Church will continue to care for and keep contact with its members regardless of numerical growth.

II. Duties of the Undershepherds (See Deut 1:9-18, Acts 20:28, 1 Peter 5:14, and the *Book of Church Order* – Duties of the Elder)

- A. Visit members of the church, especially in times of sickness and trouble. Each Elder will be particularly responsible for those in his group.
- B. Show an active spiritual concern for those in your group. Encourage them to attend the worship services of the church. Encourage families to have family Bible readings and prayer in the home. Encourage Sunday School attendance. Let them know as best you can that you, as an Elder, are concerned for those in your group.
- C. Give special attention to the inactive members in your group, and make diligent effort to get them actively involved in the worship and work of the church.
- D. Visit new members assigned to your group, and do what you can to get them actively involved in the worship and work of the church.

(The church had this set up with the congregation divided among the elders equally.)

VAN POLICY

Use of Church Van

1. Youth Activities
2. Women in the Church (WIC)
3. Congregational Activities
4. Senior Activities
5. Not for Personal Use

Supervisor ⁸

1. The Session shall appoint a Van Supervisor who shall be responsible for implementing these van policies.
2. The Supervisor shall be responsible for Van maintenance, licensing, insurance, inspections, etc.

Drivers for Insurance Purposes

1. The Supervisor shall secure drivers, who shall be approved by the Session for insurance purposes.
2. The Supervisor shall keep a list of approved Drivers in the Church Office box.

Planning Calendar for Van

1. The Van Calendar is located in the Church Office, under the name of the Supervisor.
2. Place name of group wanting to use van on date on calendar
3. First-come, first-use of van for that date.

Keys

1. The Van Supervisor shall be responsible for all van keys.
2. The Supervisor shall issue one key per driver.
3. The Key is not to be loaned to other drivers.
4. No extra key is to be issued to other drivers (unless approved by the Supervisor).

Maintenance and Insurance

1. The Supervisor shall recommend to the Deacons the yearly Van Budget (maintenance, gas and insurance, etc)
2. The Van Budget shall be included in the Yearly Church Budget.

Ledger for Van

1. No more than 15 passengers (one for each seat belt) in van.
2. Gas tank is to be filled up before bringing van back to the church.
3. Check all fluids before trip.
4. Make sure the van is clean.
5. Report any vehicle problems with the van on ledger.
6. Van to be parked in designated parking place.
7. Turn in all receipts to the Van Supervisor's box in the Church Office.

⁸ It seems that we have already appointed a Van Supervisor (RB?), so it seems reasonable to include this new section.

WEDDING POLICY

Policy for Members:

1. Members and their immediate family (at the discretion of the Session) may avail themselves of the use of the church facilities if there is no conflict with church functions. The church calendar will take precedence over the requested wedding date.
2. The wedding order of service, assisting pastor/pastors, and music will be presented to the currently serving pastor of Shearer Presbyterian Church for his approval no less than one month before the date of the wedding ceremony. The pastor, in accordance with his conscience, has complete jurisdiction and approval over what is to be performed in the service and will report such decisions to the Session for final approval.
3. The pastor will meet with the bride and groom to determine that they are in compliance with the basic tenets of the Christian faith and that the officiating pastor and elements of the intended service do not violate the scriptural principles of the Presbyterian Church in America.
4. The facilities (sanctuary, fellowship hall, kitchen, and rest rooms) are offered free of charge with the understanding that these facilities will be left in the clean and orderly condition in which they were found. Any damage that may occur during the wedding celebration will be brought to the Board of Deacons for resolution.
5. No alcoholic beverages will be served in church facilities, **and the responsible party is asked to restrict all suggestive dancing.**⁹ ~~nor will dancing be permitted.~~ Shearer Presbyterian Church is a smoke-free facility.
6. If celebratory rice, bird seed, etc. is thrown outside the church, the wedding participants are responsible for cleaning up the steps and walkways.

Policy for Non-Members:

1. Non-members requesting the use of church facilities for the purpose of a wedding will be held to the same policy restrictions as those of members with the following additional stipulations.
2. The fee for use of the sanctuary will be determined by the Board of Deacons. The fee is to be payable by cash or one check only with \$100 of the stated fee refunded if the facilities are left in the order and state of cleanliness in which they were found. The Board of Deacons will determine if the refund is warranted after examining the facilities.
3. The pastor will meet with the Session and present his findings regarding the wedding service and make recommendation that the Session approve or deny use of the church facilities.

RESOLUTION ON MARRIAGE

Due to the rapid acceptance of so-called same-sex marriage in our government and military, the Session of the Shearer Church, Mooresville NC, meeting Sept 16, 2013, hereby resolves the following:

1. Whereas, our Standard as a Church of Jesus Christ is His Holy Word (Matt 28:20);
2. and whereas His Word teaches that “God created man in His own image, in the image of God He created him; male and female He created them” (Gen 1:27);
3. and whereas “God brought the woman He created to the man He created” (Gen 2:22);
4. and whereas, the pattern of marriage is that “a man shall leave his father and mother and be joined to his wife, and they shall become one flesh” (Gen 2:24; Matt 19:5);
5. and whereas Scripture gives many examples of marriage between a man and a woman, even comparing the union of Christ and His Church to a marriage (2 Cor 11:2);
6. and whereas it has been the unanimous belief and practice of Christendom that marriage should be between a man and a woman;
7. and whereas the Westminster Confession of Faith, our creedal standard among Presbyterians, states, “Marriage is to be between one man and one woman” (WCF 24:1);

⁹ Editor’s comment: We do allow Ballroom Dancing and aerobics exercise dancing, so it seems rather inconsistent to ban wedding dancing. Since the issue is sexually suggestive dancing, this change is suggested.

8. Therefore, the Session of the Shearer Church affirms these biblical and confessional truths and resolves that the only weddings that shall be conducted in this congregation shall be between a man and woman and that our ministers shall perform only such weddings after ascertaining that the couple meets the requirements of scripture that a believer should not be unequally yoked with an unbeliever (2 Cor 6:14) but only to marry "in the lord" (1 Cor 7:39);
9. We further resolve, that if at any time in the future that civil law requires marriage by any other standard than the Scripture that we will obey God and not man (Acts 5:29), with all due respect toward our civil authorities, praying that God will turn their hearts toward righteousness;
10. We hereby resolve these matters in faithfulness to Him who is Lord of lords and in trust with the people of God who have called us as officers to uphold the truths and principles of the Word of God as regulative of the matters concerning Church of Jesus Christ.

4. YOUTH ADVISORY COUNCIL (YAC) POLICY¹⁰
SUPERVISORY AND EVALUATIVE STRUCTURE

I. Purpose: Coordinate, supervise and evaluate the ministry to the youth.

II. Membership

- A. Youth Director
- B. Minister
- C. One youth
- D. One youth counselor
- E. One STC member

III. Term of Membership

A. Rotating terms of one year each for both youths and adults. Both can be re-elected for a second year, but must rotate off after a second year.

B. To begin rotation, the youths will serve a six month term with opportunity to be re-elected to a one year term only. The first adults will serve a one year term with opportunity to be re-elected to a one year term only.

IV. Method of Election: Adult and youth members of the YAC will be elected by the Session through the STC. The pastor will serve as a permanent member of the YAC.

V. Officers: At the first meeting the YAC will elect officers of Chairperson and Secretary. Other officers may be elected as needed. The minister may not hold any office on the YAC.

VI. Voting: Each member of the YAC will have one vote.

VII. Duties: Define, structure, supervise, review and act on program of youth ministry; recruit, dismiss, handle grievances, evaluate advisors, youth workers, etc.; quarterly evaluation of the youth ministry program; other evaluations as needed or as requested by the Session through the STC; report to the STC at least quarterly; other reports as needed or requested by the STC; meet at least monthly with other meetings called by the Chairperson as necessary or requested by the STC.

VIII. Method of Contact with the Session: The YAC is controlled by the Session through the Strengthening the Church Committee. Communication and direction will flow to and from the church Session and the YAC by the means of the STC. The primary contact person to the Session from YAC will be, the STC member of the YAC to the STC, the STC Chairmen to the Session. Thus the YAC becomes the body assuring the Session continual oversight of the Youth Ministry program.

¹⁰ Is this Attachment on YAC necessary for the Handbook?

YOUTH DIRECTOR POLICY AND JOB DESCRIPTION

I. Title of Position: Youth Director

II. Lines of Responsibility:

A. Will work under the Session's authority through the STC Committee with direct supervision by the minister.

(Note that all job concerns should pass to and from the Session through the Strengthening the Church Committee.)

III. Duties and Responsibilities:

A. Work with the Strengthening the Church Committee and Youth Advisory Council.

1. Attend all Youth Advisory Council meetings and work with them to help co-ordinate and supervise youth and youth activities.

2. Purpose possibilities for programming.

3. Evaluate and suggest resources for youth ministry.

4. Implement goals, objectives and directives of the Session.

B. Work with all youth

1. Visit youth in their homes.

2. Plan and lead programs with and for the youth.

3. Supervise youth and youth activities through the counselors.

4. Build supportiveness and trust in the group.

5. Recruitment

6. Encourage youth to participate in Presbytery events.

7. Listening, affirming, resourcing, teaching.

8. Direct Vacation Bible School.

C. Train adult leaders of youth how to better understand, relate and work with the youth.

D. Write a final evaluation of our Youth Program, the Youth Advisory Council, working relationships, etc. by _____, concerning where we were, where we are, and where we need to be in one year. At this time the

Session will evaluate and adjust the program if it should be continued.

IV. Schedule of Work:

A. Period of employment begins _____ and terminates _____.

B. Five day work week with alternating weekends of Friday, Saturday, and Monday, Tuesday off.

C. Three hours per day in office; additional time in office and/or field to fulfill duties and responsibilities.

V. Days Off:

A. Will be given four days leave to be used as needed.

VI. Salary and Travel Expense Allowance:

A. Salary: _____ per month

B. Travel expense: _____ per month (automobile allowance)

VII. Additional Optional Opportunities (not to exceed four hours per week):

A. Assisting the Pastor in Sunday morning worship.

B. Assisting the Pastor in hospital visitation.

C. Preaching once or twice during the summer.

D. Delivering Children's Sermon once or twice.

