

Manual of Administrative Operations

For

First Presbyterian Church

Geneseo, Illinois

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Preamble

Preamble to the Manual of Administrative Operations

The new Form of Government, adopted by the Presbyterian Church (USA) in June 2011, provides a certain amount of latitude to each council within the Church in order to fulfill its mission. The explanation and mandate are as follows:

“Mission determines the forms and structures needed for the church to do its work. Administration is the process by which a council implements its decisions. Administration enables the church to give effective witness in the world to God’s new creation in Jesus Christ and strengthens the church’s witness to the mission of the triune God” [*Book of Order*, G-3.0106]

“Each council shall develop a manual of administrative operations that will specify the form and guide the work of mission in that council” [*Book of Order*, G-3.0106]

A. Operating Documents

ByLaws

(Approved by Session on September 22, 2011)
(Adopted by congregational vote on December 18, 2011)

Preamble

These bylaws serve the purpose of establishing policies and procedures for the congregation of First Presbyterian Church, Geneseo, Illinois.

These bylaws have been drafted and recommended by the session for adoption by a majority vote of the congregation in a congregational meeting. After this initial adoption, these bylaws will be amended by following Section XVII on Amendments.

I. Statement of Vision, Mission and Values

The First Presbyterian Church of Geneseo, Illinois has been called by God and organized for “the proclamation of the gospel for the salvation of humankind; the shelter, nurture, and spiritual fellowship of the children of God; the maintenance of divine worship; the preservation of the truth; the promotion of social righteousness; and the exhibition of the Kingdom of Heaven to the World” (*Book of Order* F-1.0304).

We were organized and chartered by the Presbytery of Rock River on November 2 , 1863, and were incorporated at some point in accordance with the laws of the State of Illinois.

Our vision is to become the Stone Church with a Warm Heart.

Our mission is to strive to be and make disciples of Jesus Christ who welcome unconditionally, worship passionately, grow faithfully, serve boldly, and give extravagantly.

II. Relation to the Presbyterian Church (U.S.A.)

The First Presbyterian Church is a member church of the Presbytery of Great Rivers in the Synod of Lincoln Trails of the Presbyterian Church (U.S.A.).

III. Governance of the Church

The church shall be governed in accordance with the *Constitution of the Presbyterian Church (U.S.A.)*. Consistent with that Constitution, these bylaws shall provide specific guidance for this church. The current *Roberts Rules of Order (Newly Revised)* shall be used for parliamentary guidance.

The church functions, also, as a corporation under the Constitution and laws of the State of Illinois.

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The term “church” as used in these bylaws to refer to the First Presbyterian Church of Geneseo, Illinois shall be understood to include the terms “congregation” and “corporation” unless otherwise specified.

IV. Members of the Church

The members of the church shall be the persons listed on the active roll as defined by the *Book of Order* (G-1.0402)

All members of the church present are eligible to vote at all stated and special meetings of the church (G-1.0501). Voting by proxy is not allowed.

V. Meetings of the Church

There shall be an annual meeting of the church in January or February, as determined by the session, at which at least the following business shall be presented: annual reports from organizations and the session, financial report for the preceding year, and electing members to serve on the nominating committee.

There shall be an annual meeting in November or December, as determined by the session, at which at least the following business shall be conducted: elect ruling elders and deacons, approve the pastor compensation package for the following year.

Special meetings may be called by the session, by the Presbytery, or by the session when requested in writing by one fourth of the active members of the roll of the congregation (G-1.0502). Such calls shall state clearly the purpose of such special meetings, and business shall be restricted to that which is specified in the call.

Business to be transacted at meetings of the congregation shall be limited to matters related to the following: (a) electing ruling elders, deacons and members to serve on the nominating committee; (b) calling a pastor, co-pastor(s), or associate pastor; (c) changing terms of pastoral call; (d) buying, mortgaging, or selling real property; (e) approving amendments to the bylaws of the church; and (f) requesting the presbytery to grant an exemption as permitted in the *Constitution* (G-1.0503).

Meetings shall be opened and closed with prayer.

VI. Notice of Meetings

Adequate public notice of all congregational meetings shall be given, including notice given during at least two regular services of worship prior to the meeting, in church newsletters, and in church electronic mail.

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VII. Moderator

The installed pastor shall ordinarily moderate all meetings of the congregation. When the church is without a pastor, the moderator appointed by the presbytery shall preside. If it is impractical for the pastor or the moderator of session appointed by the presbytery to preside, he or she shall invite another teaching elder of the presbytery to preside. When this is not expedient, the presbytery shall make provision for another moderator (G-1.0504).

VIII. Secretary

The clerk of session shall serve as secretary for all meetings of the congregation. If the clerk of session is unable to serve, the congregation shall elect a secretary for that meeting. The secretary shall record the actions of the congregation in minutes of the meeting (G-1.0505).

IX. Minutes of the Meetings

The minutes of the meeting recorded by the secretary shall be attested by the moderator and the secretary, and recorded in the minute book of the session.

X. Quorum

The quorum of a meeting of the congregation shall be the moderator, the secretary and one-tenth of the active members. The secretary shall determine that a quorum is present. Voting by proxy is not allowed.

XI. Incorporation

In accordance with the laws of the State of Illinois, the congregation has formed a corporation, the elders serving on the session serving at the same time as the trustees of the corporation. Consistent with the laws of the State, both church and corporate business may be conducted at the meeting of the congregation (G-1.0503).

XII. Nominating Committee

The congregation shall form a nominating committee in the following manner:

- (1) There shall be at least five and not more than seven active members.
- (2) One of the members shall be a ruling elder who is currently serving on the session, who will chair the committee.
- (3) One of the members shall be from the board of deacons.

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(4) The other members shall not be currently serving on the session or the board of deacons.

(5) Aside from the pastor, no member may serve more than 3 consecutive years on the Nominating Committee.

(6) The pastor shall be a member ex officio and without vote.

The Nominating Committee is responsible for nominating the necessary persons to fill vacancies in classes for ruling elders, deacons, Endowment Committee, and Memorial Committee. The list of nominees shall be published during at least two services of worship prior to the congregational meeting as well as being posted with other appropriate methods.

The moderator is responsible to call for nominations from the floor of the congregational meeting by any active member (G-2.0401). Individuals nominated must have indicated or do indicate at the meeting a willingness to serve if elected.

Election requires a majority of all active members present and voting in the congregational meeting.

XIII. Elders

The congregation shall elect at least nine and not more than twelve ruling elders divided into three equal classes, one class of whom shall be elected each year for a three-year term. No ruling elder shall serve for consecutive terms, either full or partial, aggregating more than six years. A ruling elder having served a total of six years shall be ineligible for reelection to the session for a period of at least one year.

The session shall have the duties and powers, and be subject to the limitations and exceptions set forth in the constitution of the Presbyterian Church (USA) and these by-laws. The responsibilities of the session shall include the full administrative responsibility of the church, both spiritual and corporate. The session shall insure the financial records of the church are audited or reviewed after each year concludes.

The session, at its first meeting of the year, shall elect an elder to serve as clerk and shall form such committees as necessary to carry out its work. At the same meeting of the session, the session shall annually elect a treasurer. A quorum for the session shall be the pastor or other presiding officer and one half of the elders.

XIV. Deacons

The congregation shall elect at least nine and not more than twelve deacons divided into three equal classes, one class of whom shall be elected each year for a three-year term. No deacon shall serve for consecutive terms, either full or partial, aggregating more than six years. A

A. Operating Documents

ByLaws

deacon having served a total of six years shall be ineligible for reelection as a Deacon for a period of at least one year.

The deacons shall first of all minister to those who are in need, to the sick, to the friendless and to any who may be in distress.

The board of deacons, at its first meeting of the year, shall elect a moderator and a secretary from among its members and shall form such committees as necessary to carry out its work.

The pastor shall be an advisory member of the board of deacons. A quorum for the board of deacons shall be the moderator or other presiding officer and one half of the members.

XV. Vacancies

Vacancies on the session or board of deacons or other committees/task forces on which congregational members are elected may be filled at a special meeting of the congregation or at the annual meeting, as the session may determine.

XVI. Fiscal Year

The fiscal year of the church shall be January first to December thirty-first.

XVII. Amendments

These bylaws may be amended subject to the laws of the State of Illinois and *the Constitution of the Presbyterian Church (U.S.A.)* by a two-thirds vote of the voters present, providing that the proposed changes in printed form shall have been distributed at the same time as the call of the congregational meeting at which changes are voted upon. Amendments may be suggested or recommended by the Session or by a congregational member.

A. Operating Documents

Vision, Mission and Values Statement

(Revised December 20, 2011)

Vision: The Stone Church with a Warm Heart

Mission: striving to be and make disciples of Jesus Christ who

Values: Welcome unconditionally,

Worship passionately

Grow faithfully,

Serve boldly,

And give extravagantly

A. Operating Documents

Theological Statement of Belief

(Adopted by Session in 1994)

This theological statement of belief attempts to say something about who we believe God is and what we believe God expects of us.

It begins the process of listening for and distinguishing God's voice from among the competing voices of our time. This process of constant alertness to God's voice and work and dialogue within the Church is commonly called discernment.

WHO GOD IS

God is Creator of the world and all that exists. The Creator's love called forth man and woman in God's image, to live together as equals and to live in relationship to God. God's purpose for humanity and the Church calls us all forward into a journey of discernment and discipleship.

God is Redeemer of the world through the gift of the life, death and resurrection of Jesus Christ. Jesus Christ, the Son of God, fully human, fully God, paid the consequence of sin and is the Savior and Lord of all who trust in Him. Christ is Head of the Church, the community of those who are joined to Him by faith.

God is Friend through the work of the Holy Spirit in individuals and in the Church. The Holy Spirit creates and renews the Church as the community in which people become aware that God walks ahead of us, beside us, and behind us; that God listens and loves; that we ought to love another; and that God's new life is available and taking shape in the Church.

We come to this understanding of who God is through the Bible, the authoritative written word of God, inspired by God, relevant for our daily lives, and through our personal experience within the Church.

WHAT GOD EXPECTS OF US

Every human being in every moment lives in response to the living God; some affirm and some reject.

God calls the Church to learning and discerning. The Church is always in the process of reforming its life and beliefs based on its evolving understanding of God's direction in our modern circumstances. Disciples are learners, devoted to study and prayer, seekers of God's will for every situation. Along with reflection, disciples learn through action, putting God's will into practice.

A. Operating Documents

Theological Statement of Belief

God calls the Church to action. We take on responsibilities that we cannot avoid when we accept the call of God to be disciples of Christ.

In obedience to Jesus Christ, we are responsible to:

- Live holy and joyful lives in the world, nurtured by public and private worship, fellowship, education and support (Colossians 3:12-17)
- Proclaim the good news that God is with us in Jesus Christ, to bring people to an understanding of salvation, and to incorporate them into the Church where they can see God at work (Matthew 28:18-20)
- Demonstrate the love of its members for one another and for others who are not yet members, showing the new quality of life within and through the community of the Church (John 13:33-35)
- Serve the needs of the poor, the sick, the lonely, the wounded, the oppressed, the hungry, the suffering, responding to God's activity in the world (Matthew 25:31-46)
- Share with the Church the spiritual gifts God has given each of us for the good of the whole Church (1Corinthians 12:7)
- Live as responsible stewards to God's resources in personal, family, vocational, cultural and social relationships of life (1Peter 4:10)

Because of who God is and what God expects of us, we conclude: "Life is a gift to be received with gratitude and a task to be pursued with courage" (The Confession of 1967, 9.17).

A. Operating Documents

Logo Definition

(Approved by Session on May 26, 2011
(Presented to congregation on June 19, 2011)

The Session has been reflecting on the mission of the church of Jesus Christ and the mission of First Presbyterian Church for the last five years, and now have in place another piece of the puzzle. At the last Session meeting, the elders adopted a new logo, designed by our own Dan Colgan.

Think of this new logo as a mini-confession of our theological and missional values.



First Presbyterian Church. The Stone Church with a Warm Heart. This is how we perceive who we are and where we are headed. This is how we want to be understood by our community. It all goes together, the symbols and the text.

But it is also made up of several elements. Here's what those symbolic elements suggest to us:



Let's start with the building outline. The Stone Church. We are an institution, solid and stable. We are a people, with a long history of ministry and mission in our community and the world.

The font in which our church's name and Vision Statement are written is simple and traditional.

We hope you don't miss the Cross, as part of the building outline. We are a

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Logo Definition

Christian institution, not a social or service club. As followers of Jesus Christ, we bear the universal symbol of our faith in our baptism, in our fellowship, and in our service. The Cross is part of our logo to proclaim: God was fully human in Christ to the point of suffering and dying on the cross, and God raised Jesus from the dead to triumph over sin and death. Christ's sacrifice reminds us of our life of sacrifice as a disciple.

The Stone Church with a Warm Heart. The heart, the universal symbol of love, expresses the movements of our love toward God, each other, and toward those who are currently outside our congregation. The warmth our love starts inside the structure and is growing beyond it.



God's heart is first expressed in love toward us, and we return that heart, as Jesus taught us in the Great Commandment:

“You shall love the Lord your God with all your heart, and with all your soul, and with all your mind, and with all your strength... And you shall love your neighbor as yourself.”

There are several symbols in our logo that Dan integrated from the Presbyterian Seal.



Inside the heart is a Dove, a symbol for the presence of God. The Warm Heart is the outcome of the work of God's Holy Spirit. Remember the Dove at the baptism of Jesus, which empowered him for ministry, and the coming of the Holy Spirit upon the early disciples at Pentecost, which empowered the early Church, and us for our worship and work.

Acts 1:8: “But you will receive power when the Holy Spirit has come upon you;

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Logo Definition

and you shall be my witnesses in Jerusalem, in all Judea and Samaria, and to the ends of the earth.”

Remove the wings of the Dove, and you have a Fish. The fish was the earliest way Christians identified themselves to each other. We have to remember that life for our earliest sisters and brothers wasn't easy. Persecuted for their beliefs, they used the symbol of the fish to reveal and to disguise. They secretively revealed their faith to those who they suspected were Jesus' followers, and they kept their faith hidden from those who did not share their beliefs. Sounds a bit like us today, doesn't it?

The fish also reminds us of Jesus feeding 5,000 people, and of our concern for the welfare of others in need.



The Stone Church with a Warm Heart. Where does the Warm Heart come from? We've already noted that it comes from the presence of the Dove, the Holy Spirit of God. The flame repeats the same idea.

Throughout the Old and New Testaments, the fire and the light, speak of God's presence in calling Moses to ministry through the burning bush, in leading the people of God forward in the Exodus, in delivering God's Commandments to Moses, and in appearing as "tongues of fire" above the heads of all the believers at Pentecost.

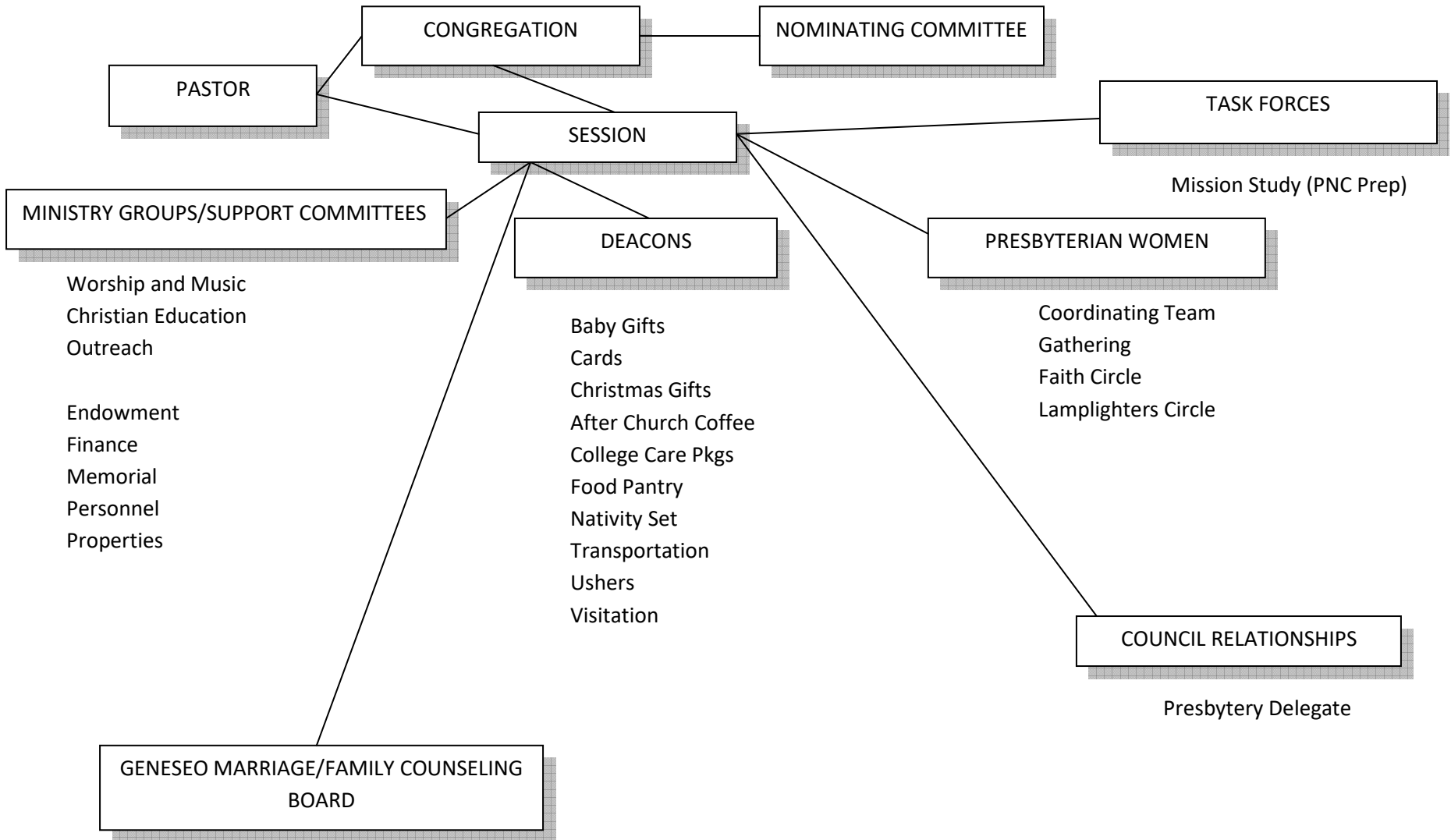


The One whose name is "I will be what I will be," is the one who provides power, and light, and truth. This is the One whom we worship and serve as we seek to follow Jesus Christ.

B. Nominating, Electing, Ordaining and Installing Procedures

B. Nominating, Electing, Ordaining and Installing Procedures

ADMINISTRATIVE STRUCTURES CHART



C. Administrative Structures

Forms and Forms Usage

Message/Reply Form Usage

The message/reply form (see Appendix A) is used to enhance communication between various church entities. E-mail, phone calls and other means of communication may be used to pass information between committees, personnel or individuals as needed. However, if a written communications is desired or appropriate, this form has been designed to fulfill that need.

The upper portion of the form is used to identify to whom the communications is addressed and who is sending it. It also identifies the subject of the communication and the message being sent. The lower portion of the form is used for the recipient to respond to the communication if desired or needed. Both the initial sender and the responder should enter their signature and the date. The completed form should be placed in the appropriate committee or task force box outside the church office as appropriate for the receiving entity or delivered by an appropriate means.

Payment Authorization Form Usage

The payment authorization form (see Appendix A) is used to request the Church Treasurer to disburse funds. This form should be completed by the individual who is closest to the need for this dispersal, passed to the appropriate committee chair person for signature and confirmation of the Budget Line Item involved and then passed to the church treasurer for execution. Some dispersals such as monthly invoices (gas, water, etc.) should be covered by completing one payment authorization form that would instruct the church treasurer how these funds are distributed for a year.

The individual completing the form should enter information in all lines at the top portion of the form except the Authorized by line. Any invoices or paperwork concerning the need for this dispersal should be attached to the form. The form and attachments should then be passed to the chairperson of the committee or group who has control of that budget line item. This person should verify the Budget Line Item Involved and then sign the Authorized by portion of the form. The form and attachments should then be passed to the church treasurer for dispersal of funds. The church treasurer will complete the bottom portion of the form as the funds are dispersed and preserve the form and attachments for future verification of the request.

C. Administrative Structures

Forms and Forms Usage

Permission for Use of Photo for Promotional Materials Form Usage

The “Permission for Use of Photo for Promotional Materials” form (see Appendix A) is used to seek an individual’s permission for use of their photo to help us spread the word about First Presbyterian Church and Christ’s work in and through us.

The completed form will be kept on file in the church office.

Resolution on Pastoral Housing Form Usage

The Resolution on Pastoral Housing form (see Appendix A) is used annually at the December Session meeting to designate what portion of the pastor’s compensation is to be considered housing allowance for tax purposes. The amount designed on this form for housing allowance for tax purposes may differ from the housing allowance amount approved by the Congregation. However, the compensation received amount (salary + housing) should agree with that approved by the Congregation. The completion and approval of this resolution annually allows the Pastor to calculate his tax obligations.

C. Administrative Structures

Session Organizational Principles/Practices

(Approved by Session May 22, 2008)
(Updated to reflect Book of Order 2011-2013)

General Principles

The Session will establish ministry groups, committees and task forces as necessary to accomplish our mission. Ministry groups and standing committees are of a permanent nature until the Session chooses to dissolve them. Task forces are temporary in nature, appointed to accomplish certain tasks within a certain time period.

The Session of First Presbyterian Church may have up to thirteen voting members: twelve ruling elders elected by the congregation into classes for three-year terms, and the teaching elder. The duties and responsibilities of ruling elders are named and described in G -2.03 of the *Book of Order*, and the duties and responsibilities of the Session are named and described in G-3.02 of the *Book of Order*.

The responsibilities of the Clerk of Session, elected annually by the Session, are named in G-3.0104 of the Book of Order and explained in greater detail in the Handbook for Clerks of Session of the Presbytery of Great Rivers.

Ruling elders are encouraged to attend elder training offered by the Presbytery of Great Rivers, our pastor, or outside consultants.

Committee Practices

Ministry groups, committees and task forces shall have a chair or co-chairs appointed by the Session.

Ministry groups and committees shall have a chair-in-training appointed by the Session. The chair-in-training should observe the current chair at work and be given hands-on responsibility during training year(s).

Ministry groups, committees and task forces shall elect a secretary; annually in the case of ministry groups and committees. The secretary is responsible for keeping accurate minutes of actions and providing them to the office for duplication and inclusion for Session action. Any recommendations for action for the Session shall be boldfaced to catch attention.

Ministry groups and committees are responsible for recruiting members, in consultation with the Session and pastor. Terms of committee members are one year, with the opportunity to continue or decline to serve for each subsequent year.

C. Administrative Structures

Session Organizational Principles/Practices

The pastor is a member *ex officio* (by virtue of the office, with voice but not vote) of each ministry group, committee and task force and will attend regularly or as needed.

Ministry groups and committees are encouraged to invite other persons with particular interest and expertise to inform their work for particular tasks.

Ministry groups and committees that manage budget line items will submit budget requests as directed by the Finance Committee, and make modifications as requested by the Session.

Ministry groups and committees responsible for managing budget line items should request authorization, through their chair/co-chairs, from the Session to overspend their committee total in any particular budget year.

Ministry groups and committees are responsible to make recommendations to the Session prior to taking action, unless the action falls within their normal day-to-day responsibilities and within their budget line items. Ministry groups and committees may be authorized to implement extraordinary actions previously approved by the Session.

Ministry groups and committees shall include prayer within every meeting, usually by opening and closing the meetings with prayer. Ministry groups and committees may choose also to include other elements of worship in their meetings.

Committee Chair Practices

The chair/co-chairs should communicate and meet regularly with the pastor in order to accomplish annual agenda and goals.

The chair/co-chairs will operate with an agenda so that meetings will be focused. All ministry groups and most committees have an annual agenda, which is constantly updated.

The chair/co-chairs should be prepared to pray or to invite a member to pray at the opening and closing of meetings. Be sensitive to the preferences of the members, but encourage the sharing of opportunity for prayer.

The chair/co-chairs will include in their agendas the opportunity to “move to the balcony,” to discuss big-picture items related to their committee’s goals named by the Session.

The chair/co-chairs should be alert to committee dynamics as their members seek to accomplish tasks and maintain relationships. The ideal is to find a balance between both, but at times it is necessary to lean more in one direction or the other. Be sensitive to the needs of the individuals, and encourage all to participate.

C. Administrative Structures

Session Organizational Principles/Practices

In the interest of communication, the chair/co-chairs should check their group/committee mailbox regularly and should make use of the Message/Reply forms available outside the church office. The chair/co-chairs are strongly encouraged to support the work of the other groups/committees by coordinating activities and calendars in order to work around possible conflicts.

The chair/co-chairs authorize expenditures within their budget line items using the Payment Authorization vouchers found outside the church office.

The chair/co-chairs are responsible for making a year-end annual report to the congregation, which should be submitted to the church office no later than the middle of January.

C. Administrative Structures / Committee and Task Force Job Descriptions

Outreach Committee Job Description

Approved by Session on March 26, 2014)

Purpose:

The purpose of the Outreach Committee is to help the community, visitors and members develop and maintain a positive relationship with First Presbyterian Church, and to encourage the congregation in service to the local and wider community in the name of Jesus Christ.

Composition:

- One elder who will be the chair [For the present, this is a “committee of the whole” of session.]
- Several members with interest/skills recruited from the congregation

Areas of Responsibility:

Visitor Hospitality

- Analyze and address needs of visitors
- Review visitor interaction and follow-up processes
- Print and post Upcoming Events flyers
- Distribute church business cards

Member Hospitality

- Provide training in hospitality
- Encourage a Bring a Friend Sunday
- Provide a New Member Packet
- Monitor new member assimilation and involvement
- Encourage active involvement in the activities and structures of the church
- Attend to members whose relationship with the church appears to be faltering
- In cooperation with the Board of Deacons, attend to the needs of homebound members

Communications

- Use web and social media to tell our story
- Create portable signage for community events
- Print advertising

Missions

- Recommend to the session special offerings for local, denominational or other mission, and promote those that the session approves
- Recommend to the congregation opportunities for “hands on” mission and service

C. Administrative Structures / Committee and Task Force Job Descriptions

Outreach Committee Job Description

Skill Set Needed for Chair

- The ability to guide the group through the annual agenda
- Active interest/involvement in providing a spiritual home for others

Skill Set Needed for Members

- Active interest/involvement in providing a spiritual home for others

C. Administrative Structures / Committee and Task Force Job Descriptions

Worship and Music Committee Job Description

(Revised 2012)

Composition:

- One elder who will be the chair
- Several members with interest/skills at large from the congregation

Areas of Responsibility

Worship Gatherings

- Coordinate worship seasons and themes
- Plan special services and programs with other committees
- Provide a variety of guest preachers, speakers, individuals/group musicians for pulpit supply and special programs
- Develop and review wedding and funeral policies
- Manage communion supplies
- Set worship schedule
- Encourage lay worship leaders
- To collect a weekly offering from the students
- Encourage youth acolytes
- Encourage a variety of persons to do Children's Sermons

Music

- Guide organist, choir director, bell choir director and Spirits Ablaze
- Coordinate music with worship themes
- Maintain musical instruments, choir robes, hymn books, pew Bibles and other aids as necessary
- Secure guest musicians
- Arrange special music

Chancel Guild

- Provide flower arrangements each Sunday
- Provide seasonal banners
- Do seasonal decorating
- Place worship paraments according to the season
- Guide foyer and dining room decorations for special seasons

General

- To project the budgetary needs for all areas of responsibility

Skill Set Needed for Chair

- The ability to guide the group through the annual agenda

C. Administrative Structures / Committee and Task Force Job Descriptions

Worship and Music Committee Job Description

- Active interest/involvement in the programs

Skill Set Needed for Members

- Active interest/involvement in the programs

C. Administrative Structures / Committee and Task Force Job Descriptions

Chancel Guild Job Description

(Approved by Worship and Music Committee and Session in 2004)

The Chancel Guild is accountable to the Worship and Music Committee

The Chancel Guild is responsible for the general appearance of the sanctuary, including:

- Placement of the appropriate par aments on the pulpit and communion table
- Providing two flower arrangements each Sunday
- Hanging the appropriate seasonal banners
- Decorating the sanctuary for the following special times: Palm Sunday, Easter, Harvest and Christmas

The guild members will provide guidance for decorating the entrance foyer and dining room for special seasons.

The members of the Chancel Guild will accept suggestions for enhancing the sanctuary to further the atmosphere of worship.

C. Administrative Structures / Committee and Task Force Job Descriptions

Christian Education Committee Job Description

(Revised 2012)

Composition:

- One elder who will be the chair
- Several members with interest/skills recruited from the congregation

Areas of Responsibility

Church School

- To determine format and curriculum
- To recruit and train teachers
- To provide needed equipment and supplies
- To organizer an annual Rally Day
- To recognize teachers
- To plan an annual Christmas program
- To promote Heifer International and One Great Hour of Sharing offering in Sunday School
- To collect a weekly offering from the students
- To guide the Christian Education Director

Vacation Bible School

- To determine extent of cooperation with First Congregational United Church of Christ
- To determine format and curriculum
- To recruit and train teachers and helpers

Faith Development

- To develop, provide and maintain a curriculum for adults
- To determine the format for opportunities within the plan
- To encourage Bible studies, small groups, mentoring, community service, summer camping, Cursillo-type retreats, and mission trips as a means of faith development

Nursery

- To recruit and train nursery volunteers

Youth Groups

- To promote annual camping opportunities
- To provide scholarships to campers

General

- To project the budgetary needs for all areas of responsibility

C. Administrative Structures / Committee and Task Force Job Descriptions

Christian Education Committee Job Description

Skill Set Needed for Chair

- The ability to guide the group through the annual agenda
- Active interest/involvement in the programs

Skill Set Needed for Members

- Active interest/involvement in the programs

C. Administrative Structures / Committee and Task Force Job Descriptions

Endowment Committee Job Description

(Approved by Endowment Committee June 23, 2013)

(Approved by Session July 25, 2013)

Composition

- Two Session members appointed by the Session, with a maximum consecutive service of four years; one of the Session members will be the chair.
- Three members of the congregation at large to be elected by the congregation to a three year term.
- Treasurer, from outside the committee, elected by the congregation to a three year term, with no term limitations; cannot be the church treasurer. The Treasurer is an ex-officio member without vote.
- Pastor is an ex-officio member without vote.
- Quorum shall be at least three voting members of the committee, one of whom is a member of Session.

Responsibilities consistent with the Endowment Fund Resolutions

- To acquaint, promote, and educate church members about the FUND's mission and the opportunities for making gifts and bequests to the FUND.
- To maintain confidentiality of the giver's identity if requested.
- To assume responsibility for the safekeeping, management, investment and transfer of all funds and properties comprising the FUND.
- To administer and manage the FUND and any other responsibilities related to the FUND that shall arise or are connected therein.
- To seek professional advice as needed.
- To investigate investments to ensure financial resources are invested in endeavors consistent with the mission of the Church.
- To publish awards and disbursements in the Annual Report.
- To present to the Session for its approval, an annual report no later than the first of February of each year.
- All proposed approaches, programs, amendments and changes shall be reported to the Session for its approval in a timely fashion.
- To approve amendments to the Endowment Fund Resolutions by a $\frac{3}{4}$ majority vote and to submit those amendments for approval by the Session.

Skill Set Needed for Chair

- The ability to guide the committee through the annual agenda.
- The ability to work with the fund treasurer.
- Active interest/involvement in the goals, objectives, and responsibilities inherent in managing these endowment funds according to the Endowment Fund Resolutions.

Skill Set Needed for Treasurer

C. Administrative Structures / Committee and Task Force Job Descriptions

Endowment Committee Job Description

- A background consistent with goals, objectives, and responsibilities inherent in managing these endowment funds.
- Willingness to monitor the funds and to communicate information to the committee and the Session according to the Endowment Fund Resolutions.
- The ability to advise the committee on investment choices consistent with the Endowment Fund Resolutions.

Skill Set Needed for Members

- A background consistent with goals, objectives, and responsibilities inherent in managing these endowment funds according to the Endowment Fund Resolutions.

C. Administrative Structures / Committee and Task Force Job Descriptions

Finance Committee Job Description

(Revised February 26, 2009)

(Revised April 12, 2012)

(Revised March 21, 2013)

(Revised April 23, 2014 to combine Finance and Stewardship Committees)

Composition:

- Two elders, one of which will be the chair
- Two or three members at large from the congregation
- Church Treasurer

Skill Set Needed for Chair

- The ability to understand and analyze financial and investment reports, or the ability to be trained to do so
- The ability to lead the committee in accomplishing its tasks
- The ability to communicate, or delegate the communication of financial information to other Session members

Skill Set Needed for Members

- The ability to understand basic financial information in order to contribute to the work of the committee
- An active interest/involvement in programs related to stewardship activities

Areas of Responsibility (Finance duties)

Current Financial Situation

- To summarize and highlight the current financial situation for the Session monthly and annually
- To recommend processes for addressing financial needs
- To provide input to Session as requested, including a plan for end-of-the year surplus/deficit.
- To be available to consult with committees and groups

Training

- To coordinate training by committee members, treasurer and others for current elders and for new elders annually in how to interpret the monthly financial reports, as well as investment reports
- To provide training annually and support for all church treasurers

Finance Records Audit/Review

C. Administrative Structures / Committee and Task Force Job Descriptions

Finance Committee Job Description

- To appoint auditors/reviewers in November of the preceding year, with intended completion of the audit/review and reporting to the Session by the end of the first quarter of the following year.

Budget Process

- To request and process input from other committees and groups as needed and compile the following years budget.
- To request the scheduling of a special session meeting to approve the following years budget.

Investments

- To analyze and recommend policies and investments of funds controlled by the Session

Other

- To review and revise treasurer reporting formats
- To review annually the job descriptions for church treasurer, financial secretary and money counters. Updates to be forwarded to the Personnel Committee for approval and implementation.

Areas of Responsibility (Stewardship duties)

Stewardship Education

- To develop a year-round plan of education using various church resources/opportunities
- To interpret mission and offerings, such as Per Capita, One Great Hour of Sharing and Christmas Joy

Stewardship Campaign

- To plan and implement annual campaign according to approved timeline
- To determine annual Finance/Stewardship budget line item requests
- To recruit and train workers
- To evaluate the campaign annually

C. Administrative Structures / Committee and Task Force Job Descriptions

Memorial Committee Job Description

(Revised 2012)

Composition:

- One elder
- Six members elected by the congregation into three classes, one of which will be the chair

Areas of Responsibility

Church Ministry Support

- Promote contributions to the Memorial Fund
- To use memorial contributions to support the worship and work of the church for items not normally covered in the annual church budget
- To work with families in whose memory contributions are made to assist in the choice of purchased items
- To maintain the Memorial Record Book
- To thank contributors
- To submit annual records for review

Skill Set Needed for Chair

- The ability to guide the group through meeting agendas

Skill Set Needed for Members

- Sensitivity to the needs of the church as well as the needs of families in making choices about purchases

C. Administrative Structures / Committee and Task Force Job Descriptions

Nominating Committee Job Description

(Revised 2012)

Background on Purpose and Formation of the Nominating Committee*G-2.0401 Election of Ruling Elders and Deacons*

Ruling elders and deacons are men and women elected by the congregation from among its members. The nomination and election of ruling elders and deacons shall express the rich diversity of the congregation's membership and shall guarantee participation and inclusiveness (F-1.0403). Ruling elders and deacons shall be nominated by a committee elected by the congregation, drawn from and representative of its membership. Congregations may provide by their own rule for a congregational nominating committee, provided that the committee shall consist of at least three active members of the congregation, and shall include at least one ruling elder who is currently serving on the session. The pastor shall serve ex officio and without vote. When elections are held, full opportunity shall always be given to the congregation for nomination from the floor of the congregational meeting by any active member of the congregation. A majority of all the active members present and voting shall be required to elect.

Composition:

- One ruling elder who will be the chair
- One deacon appointed by the Deacons
- Three members not currently serving as ruling elders or deacons elected by the congregation

Areas of Responsibility

Nomination of Ruling Elders and Deacons

- To seek persons of wisdom and maturity of faith, having demonstrated skills in leadership and being compassionate in spirit to be nominated as ruling elders (G-2.0301)
- To seek persons of spiritual character, honest repute, exemplary lives, brotherly and sisterly love, sincere compassion, and sound judgment to be nominated as deacons (G-2.0201)
- To fill vacancies on the Session and Board of Deacons as they occur

Nomination of Persons to Committees Elected by the Congregation

- To nominate persons to vacancies on the Endowment Committee
- To nominate persons to vacancies on the Memorial Committee

Skill Set Needed for Chair

- The ability to guide the group through meeting agendas

Skill Set Needed for Members

- Willingness to serve
- Election by the congregation

C. Administrative Structures / Committee and Task Force Job Descriptions

Personnel Committee Job Description

(Revised 2012)

Composition:

- One elder who will be the chair, additional elders may serve
- Several members with interest/skills recruited from the congregation

Areas of Responsibility

Staff Relations

- To counsel with all staff as needed
- To make compensation recommendations to the Session annually fitting within the budget timeline determined by the Finance Committee
- To determine vacation and leave policies
- To make modifications to job descriptions as necessary
- To perform an annual performance review and make an report to the Session

Employment/Separation of Non-Ordained Staff

- To advertise vacancies, collect resumes, perform interviews and make recommendations to the Session
- To recommend separation of staff as necessary to the Session

General

- The chair is responsible to sign copies of the Job Descriptions annually after the performance reviews

Skill Set Needed for Chair

- The ability to guide the group through the annual agenda
- Active interest/involvement in providing an equipped and passionate staff

Skill Set Needed for Members

- Active interest/involvement in providing an equipped and passionate staff

C. Administrative Structures / Committee and Task Force Job Descriptions

Properties Committee Job Description

(Revised 2012)

Composition:

- One elder who will be the chair
- Several members with interest/skills recruited from the congregation, one of which will be secretary

Areas of Responsibility

Church Buildings, Equipment and Grounds

- Inspect, maintain, insure, and improve church buildings, equipment and grounds
- Coordinate cleaning and maintenance needs with volunteers
- Maintain and distribute as needed a “To Do” list of activities (including activities performed on a scheduled routine as well as one-time activities)

General

- To project the budgetary needs for all areas of responsibility

Skill Set Needed for Chair

- The ability to guide the group through the annual agenda
- Approving expenses against Properties budget line items or to delegate this responsibility to a committee member
- The need to be receptive to suggestions, comments and maintenance issues presented to the committee

Skill Set Needed for Members

- Familiarity with recurring portions of the “To Do” List
- “Handy man” skills are helpful but not required

D. Personnel

Misconduct Policies and Guidelines

Adopted from the Presbytery of Great Rivers

(Approved by Session on August 22, 2013)

1. Introduction

- a. Purpose. The purpose of these policies and guidelines for First Presbyterian Church is to:
 - (1) Declare and maintain a high standard for ministry and mission.
 - (2) Prevent misconduct and abuse, safeguard the church, the church's members and staff from abuse through any form of misconduct.
 - (3) Seek justice by assuring effectiveness of the church's administrative, investigative and judicial processes in determining truth, protecting the innocent, and dealing appropriately with those who victimize others.
 - (4) Promote healing of all persons involved in misconduct, working to restore relationships broken by the misconduct and seeking to bring healing to those who are found guilty of misconduct.
- b. The Need for Explicit Norms
We believe that Jesus Christ calls us to standards of responsible conduct in all of life. We affirm, on the basis of both scripture and the Presbyterian Constitution, that the behavior of church leaders must be exemplary.
- c. Application. These policies and guidelines apply to all members of the church and staff, including teaching elders, commissioned ruling elders, ruling elders, and deacons.
- d. General Assembly Standards of Ethical Conduct are a useful teaching tool for our session.
- e. Named Behaviors Not Comprehensive. The list is not intended to be all-inclusive, nor is it intended to be a comprehensive commentary on the constitution of the church or civil law. No one should conclude, however, that what is not on the list is therefore permitted. Rather, the listing reflects some areas in which problems tend to arise.

2. Standards for all Teaching Elders (Pastors and Commissioned Ruling Elders)

- a. Privileged Clergy Communication. One of the most critical issues regarding confidentiality relates to child abuse. Although the civil law of Illinois does not make a minister as pastor a mandatory reporter, the Book of Order (Constitution) of the PCUSA does in many (G-4.0302) circumstances. The ethic of confidentiality is not intended to assist people from being held accountable for their harmful actions or to keep them from getting the help they need.

D. Personnel

Misconduct Policies and Guidelines

- b. Sexual Behavior. Sexuality is a gift of God, and an integral part of who we are as persons. However, it can become the basis for oppression, when trust relationships are breached and persons are abused. The following sexual behaviors are prohibited:
- (1) Sexual Misconduct. No sexual relationship can or should exist between a minister and a member or employee except between pastor and spouse. The relationship between a minister and a church member is one of trust. Ministers experience different levels of interrelationships with members and employees. This requires the minister to be conscious of his/her professional responsibility to maintain appropriate relationships and boundaries. The office of teaching elder carries with it a tremendous amount of responsibility, whether it is perceived or not. Ministers are responsible for maintaining the appropriate boundaries between themselves and members of the congregation, counselees, employees and also members of the general public.
 - (2) Sexual Harassment. Sexual harassment, pursuant to the EEOC and Illinois Department of Human Rights, consists of unwelcome sexual advances, requests for sexual favors, or other verbal, non-verbal or physical acts of a sexual or sex-based nature.
 - (3) Sexual Abuse. Sexual abuse of another person is any maltreatment or undue advantage taken involving sexual conduct in relation to any person under the age of eighteen years or anyone over the age of eighteen years without mental capacity to consent, or any person when the conduct includes force, threat, coercion, intimidation, or misuse of office or position (D-10.0401a).
 - (4) Pornography. Pornography is material that depicts sexual activity or erotic behavior in a way designed to arouse sexual excitement, whether determined to be obscene or not.
 - (5) Sexually Offensive Behavior. Ministers must take care to avoid either sexually overt or oriented language or behavior. The minister is in an unequal power position in his/her professional setting. His/her inappropriate sexual references and behavior can intimidate and sexually harass those with whom he/she works or those to whom he/she ministers. The minister alone is responsible for seeing that this behavior does not occur.
- c. Domestic Violence. Any form of physical or verbal abuse by a minister within family, whether of spouse, children, incapacitated persons, or the elderly is unacceptable.
- d. Controlled Substances. Any form of use of 'controlled substances' or illegal drugs is unacceptable. Any abusive use of alcohol and/or prescription drugs is unacceptable.
- e. Financial Responsibility. Ministers are expected to be responsible in personal and professional financial matters. When a minister borrows money, he/she is expected to repay the debt as agreed when undertaken. Ministers should not use church or members'

D. Personnel

Misconduct Policies and Guidelines

funds, accounts, and/or resources for personal or private advantage. Ministers should not serve in the capacity of signing checks on church accounts, except in the case of a specifically designated pastoral discretionary fund.

3. Standards for Relationships with Other Congregations and Constituents.

- a. Violence, verbal or physical. by pastoral leaders against parishioners is clearly unacceptable.
- b. Services for Members of Another Church. When a minister is called upon to officiate at a wedding or funeral, or counsel regarding baptism for families who are not members of First Presbyterian Church, he/she should ascertain whether they are members of a different church or denomination. If they are members of another congregation or denomination, they should be urged to procure the services of their own pastor. If the persons are members of another church and they decline to talk to their pastor, the minister is encouraged to consult with that pastor in advance of his/her services.
- c. Calling on Members of Neighboring Churches. The pastor's first responsibility is to First Presbyterian Church, and he/she should concentrate calling on members of this congregation in home or hospital. The minister does not normally call on one who is a member of another congregation. However, if a pastor is requested to make a courtesy call on a non-member, the non-member's pastor is to be informed of the nature of the call.
- d. Multiple Staff Relationships. In ministerial staff relationships, as in all intra-church relationships, each staff member is responsible to contribute to the welfare of the whole church. Staff members are expected to speak directly about their differences and problems to the individual(s) with whom they differ and, if necessary, to the session's personnel committee. Innuendo and gossip are unacceptable. If a minister is working on a staff and concludes he/she is unable to manage relationships with other staff members in an effective manner, then he/she should consult with the presbytery's Committee on Ministry for assistance to help resolve the conflict.
- e. When a minister leaves a parish. When the relationship between minister and the congregation is dissolved, that minister shall announce to the congregation that he/she will no longer be the pastor and, therefore, will not be available for pastoral services. It is also expected that the pastor's family members will be sensitive to issue related to closure. The proper role for a minister who is not serving in a permanent or temporary pastoral relationship to the congregation is the role of a friend and member of the worshipping congregation.
- f. Special Gifts and Honoraria. If there is a specific financial arrangement for a minister's services, it shall be determined in advance in consultation with the session. A pastor often receives additional honoraria beyond his/her terms of call. Examples include

D. Personnel

Misconduct Policies and Guidelines

stipends for funerals, weddings, special lectures or presentations, the provision by church members of such things as club memberships, special arrangements for automobiles, private school tuition, etc. Further, many churches demonstrate their support for their pastor(s) and other staff by various bonuses. Pastors need to take care that such gifts not take on an obligatory nature and remember that all such income is taxable according to state and federal tax laws.

4. Standards on Matters of Conscience

If a minister comes to the point in his or her faith and life when in good conscience it is no longer possible to abide by the polity of our denomination, he or she should work for change within the denomination. When and if that no longer seems a viable recourse, the pastor should abide by the polity and fulfill the ordination vows, or else leave the denomination. It is unethical to encourage elders to deny their ordination vows, either by word or example.

5. Prevention of Misconduct

- a. These policies and guidelines shall be distributed to all staff and volunteers of the First Presbyterian Church. An acknowledgement must be signed and submitted. Such acknowledgement will be kept in the person's personnel file, and volunteer acknowledgement will be kept on file. A new copy shall be sent to them whenever a change is adopted by the Session. A new acknowledgement must be signed and submitted whenever a new document is sent. These policies and guidelines shall be made available to all persons who accuse others of misconduct as well as those accused of misconduct.
- b. The Presbytery of Great Rivers provides an annual training workshop for all ministers, who shall be required to attend each year.

6. Disciplinary, Judicial and Administrative Processes

The Rules of Discipline in the Book of Order specify the processes when allegations of misconduct occur.

Notes (6/28/13)

Further guidelines and policies regarding youth and children can be found on the Church Mutual Insurance website.

D. Personnel

Misconduct Policies and Guidelines

ATTACHMENT A

Acknowledgement

First Presbyterian Church

Policies and Guidelines for Misconduct

This attachment to the Policies and Guidelines for Misconduct for First Presbyterian Church, Geneseo, Illinois is to be signed by ministers and church volunteers.

By signing this attachment, you acknowledge that you have received, read and understand the most recent Policies and Guidelines for Misconduct adopted by the Session of First Presbyterian Church.

Signed: _____ Date: _____

Print Name: _____

This document will be kept in your personnel file, if you are staff, and on file, if you are a volunteer.

Please give your comments on how this policy might be improved:

Please sign and return to the church office

D. Personnel / Staff and Volunteer Job Descriptions

Administrative Assistant/Financial Secretary Job Description

(For the year 2013)

(Revised and updated January, 2013)

(Revised and updated July, 2013)

(Revised and updated January, 2014)

(Revised and updated January, 2016)

(Revised and updated January, 2017)

A. PERSONAL QUALITIES EXPECTED

- Willingness to minister to people on the phone or in the office. Our members and callers are not interruptions in your work.
- Willingness to treat all persons with respect, whether on the phone or in the office.
- Maintain confidentiality.
- A team player with the staff and church membership.
- A self-starter, taking initiative to improve quality of work coming from office.
- A person of faith and familiarity with the life of a congregation.

B. GENERAL WORK FOR THE CHURCH

- Year Round Hours: 9:00 am to 3:00 pm Tues.-F, 1 hour for lunch, totaling 20 hours.
- Distribute mail each day.
- Ministry with people coming to office.
- Compile and submit weekly church schedule for the Republic each week (via e mail).
- Update indoor and outdoor bulletin boards.
- General editor for church newsletters (hard copy and online).
- Update and copy financial report to Session each month.
- Accumulate, prepare and distribute the Session packets each month.
- Format and copy work for staff members.
- Maintain office files (paper and computer).
- Schedule all activities into church calendar and post on dry erase calendar.
- Post attendance to Flockbase.
- Update Memorial Book and maintain Church Register.
- Copy Session minutes to Session book and prepare for annual review.
- Order office supplies as needed.
- Compile, type, and copy both the church's Annual Report and annual Directory.
- Collect financial and membership data for the General Assembly report and enter online.
- Committee support, i.e., programs, tickets, minutes, data.
- Copy program books for Presbyterian Women.
- Keep pew pockets filled (offering envelopes, prayer request slips, pencils).
- Keep sanctuary candles and candle lighters filled with oil.
- Receive all phone calls.

D. Personnel / Staff and Volunteer Job Descriptions

Administrative Assistant/Financial Secretary Job Description

- Keep current records and data pertaining to church members.
- Manage the Petty Cash fund and make available for annual audit.
- Maintain church's social media (website, Facebook Page and Group, and Pinterest).
- Create weekly MediaShout presentation (announcements, prayers, and songs).

C. RESPONSIBILITIES TO THE PASTOR

- Bulletins for Sunday and special worship services.
- Correspondence.
- Filter phone calls and visitors.
- Letters to worship service visitors.
- Staff meetings.

D. FINANCIAL SECRETARY

- Post pledges and weekly contributions to appropriate categories.
- Generate and mail, as appropriate, charitable contribution substantiation receipts for funds or property as required by Federal law which currently includes anything with a value of \$250 or greater.
- Print and mail statements each quarter and an extra one in November.
- Reconcile figures with money counters and their weekly reports.
- Reconcile figures with church treasurer.
- Keep contribution records and cash/checks in locked file cabinet.
- Answer questions from members regarding their contributions.
- Support the Stewardship Committee and Session with contribution data.

E. JOB IMPROVEMENT

- Attendance at church secretary workshops, as they are available.
- Computer workshops in interest areas.

F. LINES OF COMMUNICATION

- Pastor.
- Personnel Committee.
- Session.

D. Personnel / Staff and Volunteer Job Descriptions

Administrative Assistant/Financial Secretary Job Description

G. GENERAL

- Attend staff meetings when called.
- Meet at least once a year with Personnel Committee.

H. COMPENSATION

1. Salary is \$14,007.66 per year to be paid on the 15th and 30th of every month.
2. Up to two (2) weeks sick leave (non-cumulative).
3. Two (2) weeks paid vacation (non-cumulative):
 - a. Arrange time of vacation with pastor.
 - b. Notify Personnel Committee.
 - c. Assist Personnel Committee in arranging for substitute
4. The following seven (7) paid holidays: New Year’s Day, Memorial Day, Fourth of July, Labor Day, Thanksgiving Day and following Friday, and Christmas Day.
5. If any of these holidays fall on a weekend, the paid holiday will be taken on Friday or Monday surrounding it, at the discretion of the pastor.

Accepted By:

Administrative Assistant _____ Date _____

Personnel Chair _____ Date _____

D. Personnel / Staff and Volunteer Job Descriptions

Choir Director Job Description

(For the year 2012)

(Revised and updated January, 2013)

(Revised and updated January, 2014)

(Revised and updated January, 2016)

(Revised and updated January, 2017)

A. BE RESPONSIBLE FOR

- Ordering and preparing music.
- Publicizing church choir activities in newsletter and worship announcements.
- Submitting articles for newsletter and bulletin.
- Maintaining choir books and folders.
- Coordinating church music with pastor and organist.
- Participating in planning music for Sunday morning and other planned services.

B. CHOIR PRACTICE AND WORSHIP

- Open and close with prayer.
- Wednesday evening (unless an alternate time is arranged in advance with approval of entire choir).
- Sunday morning practice and worship.
- Organize music for Sunday.
- Practice introits and benedictions.
- Anthem preparation (normally a minimum of 3 weeks).
- Implementation of special music (except for summer schedule).
- Practice hymns for service.
- Be sure lights and fans are off and thermostats are off “hold” after practice.

C. WORKING HOURS

- Mid-August through May (9-1/2 months).
- Sunday worship practice and worship.
- Potential special services: Ash Wednesday, Maundy Thursday, Good Friday, and Christmas Eve. Other special services as determined by Worship and Music Committee.
- Wednesday - minimum of one-hour practice.
- Attend staff meetings and Worship and Music Committee meetings.

D. COMPENSATION

1. Salary \$4,229.94 per year to be paid on the 15th and 30th of every month.
2. \$50 per special service.
3. Three (3) weeks paid vacation (non-cumulative).
4. One Sunday per month off (coordinate with Worship and Music Committee).

E. LINES OF COMMUNICATION

D. Personnel / Staff and Volunteer Job Descriptions

Choir Director Job Description

- Pastor.
- Worship and Music Committee.
- Personnel Committee.
- Session.

Accepted By:

Choir Director _____ Date _____

Personnel Chair _____ Date _____

D. Personnel / Staff and Volunteer Job Descriptions

Musical Accompanist Job Description

(For the year 2012)

(Revised and updated January, 2013)

(Revised January, 2016)

(Revised April, 2017)

BASIC RESPONSIBILITIES

- Service Music (Prelude, Postlude, Communion Music, Doxology, etc)
- Weekly choir practice (excluding 12 weeks summer and one Sunday per month)
- Sunday morning Choir Practice

A. WORKING HOURS

- Sunday worship 30 minutes prior and 15 minutes after service which would include choir rehearsal
- Potential special services: Maundy Thursday, Ash Wednesday, Good Friday and Christmas Eve.
- Choir practice weekly and on Sunday mornings when choir is singing
- Practice with special music performers as needed
- Meeting with Worship and Music and Personal committees when needed
- Responsible for communicating with choir director and worship committee if a substitute is needed.
- Weddings and Funerals negotiated with wedding and funeral families

B. COMPENSATION

- Pay dates on the 15th and 30th of every month
- Pay rate as follows:

Sunday service	\$100.00
Choir Practice	\$ 35.00
Special Service	\$100.00
- All music purchased with church funds remains the property of the church

D. LINES OF COMMUNICATION

- Pastor
- Worship and Music Committee
- Personnel Committee

D. Personnel / Staff and Volunteer Job Descriptions

Musical Accompanist Job Description

_____ *Contract for Probationary Musical Accompanist, a two-month contract, which will begin on the following date _____ and end on _____ date.*

_____ *Contract for Permanent Musical Accompanist which will begin on the following date _____ and end on _____ date.*

ACCEPTED BY:

MUSICAL ACCOMPANIST _____ DATE _____

PERSONNEL CHAIR _____ DATE _____

D. Personnel / Staff and Volunteer Job Descriptions

Musical Accompanist Job Description

(Revised and updated January, 2013)
(Revised and updated January, 2014)
(Revised and updated January, 2016)

The basic duty of the Church treasurer is to keep the financial records of the Church. This duty is to include the distribution of funds, monthly reports to the Session and annual reports to the Congregation and the Presbytery.

The duties of the Church Treasurer shall include but not be limited to the following:

- Receive and record the weekly offering totals from the Financial Secretary or the Money Counters (including total offering, loose change offering and special designations).
- Pay invoices on a timely basis insuring the proper Payment Authorization forms have been supplied.
- Insure payments for expenses not invoiced (such as mission payments to Presbytery) are distributed on a timely basis as funds are available.
- Report the appropriate budget line items with totals to the Session.
- Monthly report status of special funds and investments to the Session.
- Pay salaries of all Church employees, normally on the fifteenth and thirtieth (last day of February) of each month.
- Insure proper records kept on Pastor’s Compensation per federal guidelines.
- Withhold from each employee’s salary the appropriate federal and state taxes.
- Forward this withholding plus the Church’s own contribution to the proper federal and state agencies.
- Insure the proper federal and state employment forms are on file (I-9, federal W-4 and state W-4).
- Quarterly and annually complete all appropriate federal and state employer forms, including the year-end W-2 forms.
- Annually close the Church’s books (budget goes to zero) and report appropriate information for the Church’s annual report.
- Annually complete the appropriate portion of the Church Annual Statistical Report

The Church Treasurer is elected by the Session “for such term as the Session shall decide and shall supervise his or her work” [G-3.0205]

The Church Treasurer is compensated \$2,740.50 annually.

Accepted By:
 Treasurer _____ Date _____
 Personnel Chair _____ Date _____

D. Personnel / Staff and Volunteer Job Descriptions

Christian Education Director Job Description

(For the year 2012)

(Revised and updated January, 2013)

(Revised and updated January, 2014)

A. PERSONAL QUALITIES EXPECTED

- Commitment to the Lordship of Jesus Christ and to the church through worship and service.
- A sense of God's calling to youth ministry.
- A lifestyle consistent with Christian values.
- A love and respect for youth.

B. CHRISTIAN EDUCATION DIRECTOR RESPONSIBILITIES

1. Kid's Kingdom Coordinator Responsibilities.
 - a. Planning Kid's Kingdom program for all ages with the Christian Education Committee.
 - b. Curriculum review/writing with team.
 - c. Support specific programs such as Christmas Program, Palm Sunday processional, One Great Hour of Sharing (Lent) and Heifer Project (year-round).
2. Program Delivery to Youth.
 - a. Supervise workshop leaders for Kid's Kingdom (elementary) and Construction Zone (pre-K).
 - b. Vacation Bible School involvement.
3. Coordinate Youth Group activities.
 - a. Schedule and supervise youth group meetings and activities.
 - b. Coordinate youth group activities with other congregations.
4. Improvement of Teaching/Learning.
 - a. Curriculum review.
 - b. Teacher training meetings on a regular basis.
 - c. Teacher recruitment monthly.
5. Program Coordination with the Christian Education Committee by attending meetings.
6. Interpretation of Program to the Congregation and Session through newsletters, bulletins, and worship announcements.
7. Promote program in the community.

C. JOB TRAINING

- Attend training events offered by the Presbytery of Great Rivers Christian Education Committee.
- Attend training events offered by other organizations with the approval of the Christian Education Committee.

D. TIME EXPECTATION

- Ten (10) hours per week.

D. Personnel / Staff and Volunteer Job Descriptions

Christian Education Director Job Description

E. LINES OF COMMUNICATION

- Pastor.
- Christian Education Committee.
- Personnel Committee.
- Session.

F. GENERAL

- Attend staff meetings when called.
- Meet at least once a year with Personnel Committee for review of job description and performance.

G. COMPENSATION

1. Salary \$5,600 per year to be paid on the 15th and 30th of each month.
2. Up to two weeks (20 hours) sick leave (non-cumulative).
3. Three weeks paid (30 hours) vacation (non-cumulative):
 - a. Arrange time of vacation with pastor.
 - b. Notify Personnel Committee.
4. The following six (6) paid holidays: New Year’s Day, Memorial Day, Fourth of July, Labor Day, Thanksgiving Day and Christmas Day.
5. If any of these holidays falls on a weekend, the paid holiday will be taken on Friday or Monday surrounding it, at the discretion of the pastor.

Accepted By:

Christian Education Director _____ Date _____

Personnel Chair _____ Date _____

D. Personnel / Staff and Volunteer Job Descriptions

Head Usher Tasks

(Revised February 2012)

- Unlock doors, if necessary, and unlatch both sides of front door
- Turn on necessary lights
- Open guest book to proper page; place pen with it
- Check hearing assistance devices for good battery and place with guest book
- Put the 3 handicapped signs that are in front foyer coat closet out on street
- Put all keys in the chair lift
- Place a bulletin on table at bottom of stairs for usher working there
- Be available to help people get into the church from their vehicles
- Insure usher/greeters are assigned and present, or get volunteers
- Hand out bulletins until usher/greeter arrives
- Insure acolytes are assigned and available or get volunteers
- Have acolytes light candles 5 minutes before the service
- During arrival time, man positions at top and bottom of stairs, run chair lift and welcome people
- Bring the 3 handicapped signs back in after the service has started
- During worship service, welcome late arrivals and give them bulletins
- Count and record the number of people in congregation including Pastor, head ushers, organist, choir, children, nursery, etc.
- Provide offering plates to the ushers as they gather in the back for offering
- Take up offering in the overflow at the appropriate time and add to main sanctuary offering plates

D. Personnel / Staff and Volunteer Job Descriptions

Head Usher Tasks

- Close guest book and put hearing devices away after insuring they are turned off to save the batteries
- After church as people exit – greet them as well as run chair lift as needed
- After people have gone – put chair lift keys away, relatch front door and put out the candles
- Turn off the lights in the sanctuary and overflow room

D. Personnel / Staff and Volunteer Job Descriptions

Guest Book Attendants

(Approved by Session September 27, 2012)

The basic duty of the Guest Book Helper is to be engaged in the Pre-Service Process of turning first-time guests into fully-engaged church members by greeting them warmly and showing them respect.

At least two individuals should be recruited for this position, more would be even better.

It has been found that 7-8 minutes is all you get to make a positive first impression. In that time, your first-time guests will know whether they are coming back. That's before a single song is sung and before any word is uttered by the pastor. Their subconscious minds are working overtime to evaluate their compatibility with our church.

The pre-service mission is to make every effort to take your guests' guard down and even put a smile on their face before the service begins.

The duties of the Guest Book Helper shall include but not be limited to the following:

- Prior to each worship service, the Guest Book Helper will arrive at least twenty minutes early and prepare the Guest Book for use. Be sure the pen works.
- Speak to every guest. Look them in the eye, smile, and say: "Hello and welcome. I'm (name)."
- Invite them to sign the guest book with their address. "May I ask you to sign our Guest Book with your address?"
- Also ask the guests: "Is there any way I can assist you this morning?" If the guests include young children, please mention the Church Bags for Kids. If the guests are older, please mention hearing assistance.
- Send them on to the greeters at the door: "Our greeters have a bulletin for you."
- The job is complete when worship starts.

It may be occasionally embarrassing when you welcome a church member as a guest. This says more about them than it does about you. If they indicate they are a member after you have asked them to sign the Guest Book, simply say: "It's good to see you. Welcome."

D. Personnel / Staff and Volunteer Job Descriptions

Money Counters Job Description

(Revised and updated July, 2003)

The basic duty of the Church Money Counters is to count and record the weekly monetary donation of each giving unit as well as any other income that may be received by the church.

At least two individuals must be present any time money is counted and/or recorded.

The duties of the Church Money Counters shall include but not be limited to the following:

- After each worship service, one of the Money Counters will pick up the offering and place it in the church safe where it will be kept until such time as the Money Counters convene to count and record it.
- A minimum of two Money Counters will convene at least weekly to count and record the church's income as follows:
 - o Separate the loose currency, coins and checks from the envelopes. If any envelope, such as a pew envelope, undesignated special offering or designated envelope, does not have a name or individual's envelope number on it, the contents will be removed and placed with the loose money and the envelope discarded. Loose offering and loose checks will be kept separate.
 - o Open the remaining envelopes removing the contents and recording the content amount indicating cash or check on the upper right corner of each envelope. For example: \$20 ✓ or \$20 cash. Place the envelopes and money in separate piles with the envelope above and the money and checks below. Use a calculator to insure the total of the checks equals the total of the check envelopes and the total of the cash matches the total of the cash envelopes. Resolve any discrepancies.
 - o All loose checks are recorded by name and amount on a separate form entitled "List of Loose Checks". The amount is also recorded on the front of the form under the correct designation (Loose Offering, Special Offering or Miscellaneous).
 - o All checks are recorded on the deposit slips and stamped "For Deposit Only". The total of the deposit slips and the total on the Weekly Counter Report should balance. Run a calculator tape of the deposit slips for the bank.
 - o Make two copies of the Weekly Counter Report and two copies of the deposit slips. The deposit slips, along with the checks, cash and calculator tape of the deposit slips (marked First Presbyterian Church) are taken to the bank for deposit. Two copies of the deposit slips are brought back to the church from the bank. The best readable copy is given to the Financial Secretary along with the cash and check envelopes, and original form. The other copy is stapled to the copy of the form for the Church Secretary.
 - o All designated money totals go through the church Financial Secretary to the Treasurer.
- The following information should be sent weekly to the Church Financial Secretary:
 - o Individual giving unit pledge donations.

D. Personnel / Staff and Volunteer Job Descriptions

Money Counters Job Description

- Individual giving unit designated donations.
- Loose offering amount.
- Total amount deposited.

E. Financial Procedures and Practices

Annual Budgeting Process

(Approved by Session March 22, 2012)

(Updated by Session August 30, 2012)

The following is the annual budgeting process for the First Presbyterian Church of Geneseo, IL. This process spans multiple committees and groups. Therefore, each of these entities needs to formulate their annual agendas as appropriate.

January tasks:

- No activity

February tasks:

- No activity

March tasks:

- No activity

April tasks:

- No activity

May tasks:

- Finance Committee initiate requests for following years budget input from various committees and groups with deadline by end of June
- All requested committees and groups generate appropriate budget input information

June tasks:

- All requested committees and groups generate appropriate budget input information

July tasks:

- Finance Committee compile following years working budget
- Finance Committee initiate request for staff compensation budget input from Personnel Committee with deadline by end of September

August tasks:

- Finance Committee assist Stewardship Committee with giving/pledging campaign

E. Financial Procedures and Practices

Annual Budgeting Process

- Personnel Committee develop staff compensation information as appropriate
- Stewardship Committee to present the annual stewardship campaign plan to Session. This plan is to include a general description of the plan to give Session a good idea of what the plan will look like.

September tasks:

- Personnel Committee develop staff compensation information as appropriate
- Stewardship Committee to begin annual stewardship campaign about the middle of the month.

October tasks:

- Finance Committee incorporate following year staff compensation budget information into working budget
- Stewardship Committee and Financial Secretary to generate projected income information for following years budget as soon as input is available.
- Finance Committee incorporate projected income information from Stewardship Committee and Financial Secretary into the working budget.
- Finance Committee generate Monthly Budget Projection Charts for following year
- Finance Committee present following year working budget and charts to Session for approval thus establishing the following years budget (Pastoral compensation not yet approved)
- Personnel Committee presents to Session for approval the Pastoral compensation package recommendations
- Stewardship Committee to complete the annual stewardship campaign about the middle of the month. This group will then tabulate and present the campaign results to Session.

November tasks:

- Personnel Committee presents Session approved Pastoral compensation package recommendations to the congregation
- Congregation acts on Pastoral compensation package recommendations
- Personnel Committee address changes as appropriate from congregational meeting

December tasks:

- No activity

E. Financial Procedures and Practices

Designated Funds Information

(Updated January 24, 2013)

Name	Designated Purpose	How/When Established	Managed By	How Invested	How Does It Grow?
Endowment Fund	Interest only for members, mortar and mission	By gift of Dr. William Farber (1996)	Endowment Committee, Session	Covenant Funds Presbyterian Foundation	Investment gain/loss Member contributions
Etta Holland Fund	Physical plant and furnishings	Estate of Etta Holland (2003)	Finance Committee, Session	Central Bank	Investment gain/loss
Farber Fund	Interest for property matters	Estate of Dr. William Farber (2007)	Endowment Committee, Session	Covenant Funds Presbyterian Foundation	Investment gain/loss
Etter Fund	Interest for local church programs except building or capital equipment	Estate of Jeanne Etter (2009)	Endowment Committee, Session	Covenant Funds Presbyterian Foundation	Investment gain/loss
Housing Fund	Provides pastor's housing allowance with some help from annual budget	Sale of manse (2003)	Finance Committee, Session	Central Bank	Investment gain/loss
Memorial Fund	To support the church's ministry and mission		Memorial Committee, Session	Fund savings Account First Federal	Memorial Contributions, Interest
Miscellaneous Asset Funds	In and out accounting Small designated funds	Session and Member designation	Session	Church savings account First Federal	Member contributions
Youth Fund	Youth mission trips and retreats	Member Contributions (2000)	Session	Certificate of deposit	Memorial Contributions, Interest

FINANCIAL RECORD KEEPING AND REPORTING STANDARDS

for the
First Presbyterian Church
Geneseo, IL
April, 2000

The Session of the First Presbyterian Church has established these guidelines to assist in keeping the church's financial system in good order and to conform to Presbytery, Synod and General Assembly requirements. All church treasurers must conform to these standards for maintaining their records as well as preparing the monthly and annual reports.

The following are the basic guidelines:

1. All church treasurers must maintain proper record keeping in accordance with commonly accepted accounting practices. Many of these basic guidelines are stated in this document.
2. Any funds transferred from one treasurer within the church to another treasurer within the church must be reflected in both treasurers' records. These records can be easily maintained if the sending treasurer insures the transferred funds are clearly marked for the receiving treasurer.
3. All church treasurers' records must be audited annually by a Session appointed or Session approved team.

The following are the basic guidelines for record keeping:

- A ledger of all income and expenses for each account shall be maintained. This would include such items as weekly offerings, invoice payments, transfers between accounts, etc.
- Record books shall be reconciled with financial institution statements on a monthly basis.
- All paperwork such as receipts, invoices, etc. shall be maintained for a period of at least three years and some portions should be kept for seven years..

The following are the basic guidelines for monthly and annual reports:

- These reports should show each account separately. The following sample account format should be used for each account.
- Any funds transferred from one account to another within a treasurer's records must be reflected in both accounts.
- The "Balance on hand January 1, YYYY" amount should be the same as the "Balance on hand December 31" amount of the preceding year for each separate account reported upon.
- The format of each of these reports should be as follows, reflecting a beginning balance as of January 1, an ending balance as of December 31 plus any income or expenses.
- The treasurer of each committee shall present a written report at each regular meeting of the committee.

FINANCIAL RECORD KEEPING AND REPORTING STANDARDS
for the
First Presbyterian Church
Geneseo, IL
April, 2000

SAMPLE ACCOUNT FOR MONTHLY AND ANNUAL REPORTS

Balance on hand January 1, YYYY		\$100.00
Income:		
Pledged donations	\$200.00	
Cash donations	10.00	
Third income item	<u>15.00</u>	225.00
Expenses:		
Meeting refreshments	\$46.00	
Mission:		
O. G. H. S.	\$10.00	
Food Pantry	15.00	
AIM (Nancy Love)	<u>25.00</u>	50.00
Coffee pot	<u>98.00</u>	194.00
Balance on hand December 31, YYYY		<u>\$131.00</u>

The beginning and ending month and year should be changed as appropriate.

E. Financial Procedures and Practices

Endowment Fund Resolutions

(Approved by the Session, September 25, 1996)

(Revised by the Session, October 23, 1996)

(Revised by the Session, August 27, 1997)

(Revised by the Session, August 23, 2007)

(Revised by the Session, June 25, 2009)

(Revised by the Session, July 25, 2013)

(Revised by the Session, June 24, 2015)

Article I – PURPOSE

1.01

There is hereby established an Endowment Fund for the Geneseo First Presbyterian Church, which shall be a perpetual fund. The purpose of said Endowment Fund shall be to support the well-being of our members, the maintenance, use and preservation of our house of worship (mortar), and advancement of the mission of our church according to the guidelines set forth later in this document.

1.02

The name of the fund shall be The Endowment Fund hereafter called the “FUND.” The FUND is composed of three funds as follows: (1) a general fund comprised of all funds not contained in the other funds. This general fund shall hereafter be called The General Fund. (2) The Dr. William O. Farber Fund, hereafter called The Farber Fund and (3) The Jeanne R. Etter Fund, hereafter called The Etter Fund.

Article II – MEMBERSHIP

2.01

Endowment Committee

The membership of the Endowment Committee shall consist of two (2) Session members appointed by Session, and three (3) members at large to be elected by the congregation at the Congregational Meeting to elect officers. Terms of the office for the original three members at large shall run one, two, three years respectively. Congregation members’ terms shall run for three years. Session members’ terms shall run for a maximum of four consecutive years. The committee members’ backgrounds should be consistent with goals, objectives and responsibilities inherent in managing the FUND.

2.02

Quorum

With proper notification of all members, at least three voting members of the committee, one of whom is a member of Session, shall be necessary to transact business.

E. Financial Procedures and Practices

Endowment Fund Resolutions

2.03

Officers of the Committee

A chairperson shall be appointed from one of the two Session members by the Session. A secretary shall be elected from within the committee to keep full and accurate accounts of the actions of the committee and conduct necessary communications as requested. A treasurer shall be elected by the congregation, shall be from outside the committee, and shall be an ex-officio member without vote. This position shall be someone other than the treasurer of the Church. The treasurer shall be elected to a three-year term, with no limitation on the number of terms. The Pastor or designee shall be an ex-officio member without vote.

Article III – COMMITTEE RESPONSIBILITIES

The Endowment Committee shall have the following responsibilities:

3.01

To acquaint, promote, and educate church members about The General Fund’s mission and the opportunities for making gifts and bequests to The General Fund.

3.02

To maintain confidentiality of the giver’s identity if requested.

3.03

To provide the annual status of the FUND to the Congregation in the Church’s Annual Report.

3.04

To present to the Session for its approval, an annual financial report no later than the first of February of each year. All proposed approaches, programs, amendments and changes shall be reported to the Session for its approval in a timely fashion.

3.05

To assume responsibility for the safekeeping, management, investment and transfer of all funds and properties comprising the FUND.

3.06

To seek professional advice as needed.

3.07

To administer and manage the FUND and any other responsibilities related to the FUND that shall arise or are connected therein.

3.08

E. Financial Procedures and Practices

Endowment Fund Resolutions

To investigate investments to ensure financial resources are invested in endeavors consistent with the mission of the Church.

Article IV – INVESTMENT OF THE ENDOWMENT FUND

4.01

Receipt of Assets

Donations to The General Fund shall be received in the following forms:

- a) Gifts – assets given for immediate investment
- b) Deferred Gifts – assets given but which will not be received until the future; i.e. insurance policies, life income plans, etc.

4.02

Liquidating Assets

Assets received by The General Fund may be liquidated or not depending on the situation at the discretion of the Endowment Committee.

4.03

Declined Gifts

The FUND will receive only those gifts which will be used for the purposes stated in 1.01.

4.04

Gifts for Specific Mission

Gifts may be received for specific mission and shall be pooled for investment.

4.05

Recommendation for Investment

The FUND is invested with the Presbyterian Foundation as approved by the Session. [Added 8-23-07]

4.06

The Dr. William O. Farber Fund

The Dr. William O. Farber Fund [The Farber Fund] shall be a separate fund within the FUND, according to the desire stated in his will and approved by the Session, May 24, 2007. [Added 8-23-07]

4.07

The Jeanne R. Etter Fund

The Jeanne R. Etter Fund [The Etter Fund] shall be a separate fund within the FUND, according to the desire stated in her will and approved by the Session, May 28, 2009. [Added 6-25-09]

E. Financial Procedures and Practices

Endowment Fund Resolutions

Article V – USE (DISBURSEMENT) OF THE FUND

5.01

Use of FUND income

A percentage of the previous year end market value of General Fund shall be paid to the church on a schedule to be agreed upon between the Endowment Committee and the investment agency having custody of the invested funds, with approval of the Session. The schedule may be changed upon recommendation of the Endowment Committee with approval of the Session. The percentage shall be reviewed annually by the Finance Committee and Session, but shall not exceed 7% of the Endowment Fund year-end market value for the previous year.

Proceeds from the General Fund shall not be used for the support of the annual church operating budget, unless the donor of a particular gift specifically directs that it be so used.

5.02

“Only the earning” from The Farber Fund shall be expended for capital improvements.” [Added 6-25=09]

5.03

Income from The Etter Fund “shall be used for the support of the church programs and activities of the local church only in Geneseo, Illinois, with no portion of the income to be used for new building construction or the purchase of capital equipment and no portion of the income to be used for national or international church purpose or organizations outside the local area where said church is located and no part of the income shall be used to carry on propaganda or otherwise attempt to influence legislation or to participate in any political campaign,” as stipulated in the Etter Trust documents. [Added 6-25-09]

5.04

Proceeds derived from the General Fund and from future additions to the General Fund will be allocated as directed by the Session in the following general areas:

- A. Special needs and programs within the church.
- B. Maintenance and improvement of church properties.
- C. Benevolent and mission causes approved by the Session.
- D. Such other purposes designated by the donor.

5.05

Award Reporting

Awards and disbursements shall be published in the Church’s Annual Report.

E. Financial Procedures and Practices

Endowment Fund Resolutions

Article VI – AMENDMENTS

6.01

The Endowment Committee shall have the power to recommend amendments to these resolutions with three-fourths majority vote.

All amendments shall be approved by the Session of the church.

6.02

Amendments to these resolutions shall be reported to the Congregation in the Church's Annual Report.

E. Financial Procedures and Practices

Etta Holland Fund Background

From the Will

I, ETTA HOLLAND, of Geneseo, Henry County, Illinois, being of the age of Seventy-One (71) years, and of sound and disposing mind and memory, do hereby make, publish and declare this to be my Last Will, hereby revoking all former Wills by me made....

FOURTH: I devise to the First Presbyterian Church of Geneseo, Illinois, the West half of the South-East quarter of Section 13, In Township 16 North, Range 2 East of the Fourth Principal Meridian, Henry County, Illinois, being 80 acres more or less. This gift is given to the Church for use in the physical plant and furnishings of said Church in Geneseo, Illinois. I further direct that subject to the discretion of the Session of said Church, the Church may receive either the land, or at the request of said Session, my Executor shall sell said land, and after deducting the necessary expenses of the sale, pay over the proceeds thereof to said Church. In the event that the Session of said Church does not direct my Executor to sell said land prior to the closing of my Estate, then it shall be deemed to have elected to take the real estate.

Previous Session Decisions re: Etta Holland Bequest

1. To form a Financial Planning Task Force to assist the Session in decision-making. The members of the task force are Dr. Don Ford (chair), Jan Strickland, Virginia Nelson (church treasurer), Don Simpson, and Chuck Stephens. Gary Asay, Warren Hadley and John Schang were also invited to participate. [April 25, 2002] Warren Hadley later resigned from the task force because of a potential conflict of interest. [July 25, 2002]

2. To direct the Executor of the Estate to sell the land and receive the proceeds. [June 27, 2002]

3. Don Ford, chair, reported that the church received \$270,816.56. The following motions were approved:

(a) \$16,754.96 be used immediately to replace Celebrate 2000 funds that had been temporarily used for waterproofing excavations in the parking lot.

(b) \$32,000 be set aside for the following specific purposes and that any remaining funds from each designation be returned to the principle balance:

(1) \$20,000 be used for a new sanctuary sound system purchase and installation;

(2) \$2,000 be used to aid in the sale of the manse should additional funds be needed and any funds used are to be reimbursed after the sale of the manse;

(3) \$10,000 be used to supplement the Celebrate 2000 funds, if needed, for the church kitchen remodeling project.

(c) Any future use of the remaining principle balance of these funds be stipulated for use only as a dollar-for-dollar match with congregational fund drive proceeds.

E. Financial Procedures and Practices

Etta Holland Fund Background

(d) Any future use of the interest from the principle of these funds be distribution only by Session ruling and that the Session be bound by the stipulation of Etta's Will in the uses for which these funds may be distributed (physical plant and furnishings of First Presbyterian Church). [March 27, 2003 Session Meeting]

4. The Session approved the following motions regarding fund management:
 - (a) that Central Bank Geneseo Trust Department be retained to manage the fund and
 - (b) advise the Session regarding initial asset allocation. [April 24, 2003]
5. The Etta Holland Task Force was dissolved by action of the Session. [April 24, 2003]
6. The oversight of the Etta Holland Fund is the responsibility of the Finance Committee.
7. Session approved the motion to designate the first \$5,000 of earnings from the Etta Holland Fund to be used by the Properties Committee for church maintenance projects needed throughout each budget year. [November 20, 2003 Session Meeting]

F. Properties Procedures and Practices

Guidelines for Church and Property Use

(April 1999)

(Revised and Updated September 26, 2013)

The First Presbyterian Church seeks to be inclusive in our community outreach, making our facilities available to members and community groups. We, also, value our property as an inheritance from the past and seek to maintain it for current and future generations of God's people. Therefore, we establish the following guidelines for church and property use:

Making Arrangements

Arrangements for room use may be made by calling the church office (944-5189). Conflicts in scheduling will be avoided by following this procedure. Some requests may need approval of the Session. We may need to move a previously scheduled meeting to a different room in the event of a funeral, Church event or other emergency. We will make an attempt to notify you of the change in advance. We occasionally have several meetings scheduled, so we ask that you use only the room(s) assigned.

Wooden tables and gray chairs may be borrowed except when needed for Church events. The church office (944-5189) must be notified in advance and items must be returned within 24 hours unless other arrangements have been made. The number and description of items and signature of borrower are entered in the office log book prior to removal from the building and upon return. Office hours are 8:00am – 2:30pm Monday through Friday.

The following items may be used for personal events (e.g. showers, reunions, anniversaries, graduations) in the church by members: silver coffee service, icora service, small punch bowl and cups, snack trays, pink dishes, Farberware coffee pot, china dishes, silverware, and all table cloths. Please launder table cloths after use and make arrangements with the office for removal and return.

Special Events

Presbyterian Women are available to serve special events.

If a caterer uses the church equipment and/or kitchen, a fee of \$25 will be charged to the caterer.

Our wedding booklet covers details of wedding and reception guidelines.

F. Properties Procedures and Practices

Guidelines for Church and Property Use

Our funeral booklet covers details of funeral and meal guidelines.

General Guidelines

Please return rooms to the condition in which you found them, including placing all trash in containers in the kitchen and notifying the church office of any broken items. Replacement of broken items will be arranged with person or organizations responsible.

There will be no smoking or use of alcohol on church property.

If you find equipment not working properly, please notify the church office (944-5189).

Before using air conditioning, be sure that the covers have been removed from the exterior of the air conditioners.

Fees

Non-Profit Organizations (e.g. DAR, Columbian Club)

Basement Use - \$15 for each room

Basement Use with stove - \$20 for each room

Sanctuary Use – Custodian Fee \$20

Non-Church Members

Basement Use - \$20 for each room for one-half day. \$35 for whole day

Basement Use with stove - \$25 for each room for one-half day. \$40 for whole day

Sanctuary Use - \$20 plus a Custodian Fee of \$20

Free Use

The following may use the facilities, with proper arrangements and returning rooms to prior condition: church members, committees and groups: Geneseo Ministerial Association and associated activities, Community Worship Services, Brownies and Girl Scouts, Cub Scouts and Boy Scouts, 4-H Clubs and Circle of Friends.

If, after on notification, rooms are not properly returned to prior condition, a custodian fee of \$10 will be billed to the person or organization that made the arrangements.

F. Properties Procedures and Practices

Sale of Surplus Personal Property of the Church

(Approved by the Session June 28, 2012)

The sale of surplus Church personal property shall be made only after a determination by the Session that such property has become unnecessary or unsuitable for uses of the Church. Session shall vote to dispose of personal property. Action by the Session shall require a simple majority vote.

Method of determination of unnecessary or unsuitable property items:

1. Properties Committee shall make recommendations from time-to-time when it is determined that personal property items are unnecessary or unsuitable. The committee will consult with various church groups regarding the utilization of such property.
2. Session shall vote on the recommendation of the Properties Committee after due consideration. The Session may alter the scope of the recommendation as it sees fit.

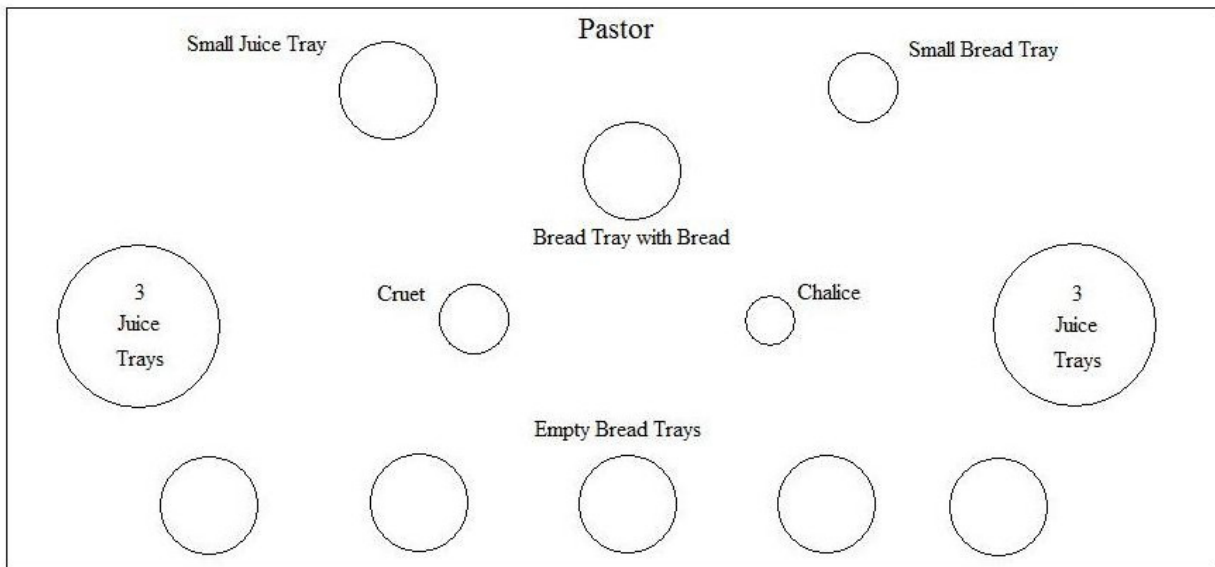
Method of selling unnecessary or unsuitable property items:

1. Session shall notify the congregation of items to be sold.
2. The congregation shall have the first opportunity to bid on the items by sealed bid. The property will be sold to the highest bidder who responds in the prescribed manner.
3. If items remain unsold to the congregation, they may be sold to the public.
4. If items remain unsold after being offered to the public, the Properties Committee may donate, give away, or otherwise dispose of the personal property.

G. Worship Procedures and Practices

Communion Instructions

(Updated June, 2013)

**Set-Up**

1. The church office will coordinate finding the elders to serve communion and inform the elder in charge.
2. When the choir sings, use five bread trays and juice trays (including the small set for the choir). When the choir is not singing, use four bread trays and juice trays (excluding the small set for the choir). The cover and base are not used.
3. Loaves and bread cubes are found in one of the freezers in the west dining room. Please use sanitary hand covers (found in the kitchen) for putting cubes on the plates. Do not overfill plates. The Communion Elder should insure adequate loaves and bread cubes are available.
4. The grape juice can be found in the kitchen refrigerator. Fill cups with squeeze bottles or other effective method. Fill cruet about one-quarter full and replace lid gently. Notify the church office when the cup supply gets below 300. Notify the church office when the juice supply gets down to one container.
5. Be prepared with extra cups and juice in the office for higher worship attendance Sundays.
6. Note on paper how many cups are filled, in order to calculate the total of those who communed.
7. The communion table may have been set by the Administrative Assistant, but if not: Place communion cloth on table. It is found hanging in the overflow room closet. Cover the cloth with plastic, which is found on a roll in the overflow room closet.
8. Place the elements on the table according to the diagram above. Cover the bread with the napkin which is found in the drawer of communion supplies.
9. The pastor will review the serving procedure with the elders prior to worship.

G. Worship Procedures and Practices

Communion Instructions

Clean-Up

1. Collect all cups from the sanctuary and dispose.
2. Take all trays, cruet, and chalice to the kitchenette in the west dining room, clean and put away. The cruet should be placed in the cupboard, not in the box, so it can dry. The chalice and a bread tray should be returned to the communion table.
3. Take count of remaining cups, subtract it from the number you noted, and calculate how many took communion, then record it on the sheet in the drawer.
4. Juice that is left should be poured on the ground and bread cubes should be fed to the birds.
5. Please return the communion cloth and the plastic to the overflow room closet after the service.
6. Please take home any dish cloths and towels that you use, clean them, bring them back and place them in the appropriate drawers.

G. Worship Procedures and Practices

Wedding Booklet

WEDDING IS WORSHIP

A wedding is one of the happiest events in life. We are glad you have chosen to be married in the church because it means you are seeking God's blessing on your union. We know that you want this service of worship to be a sacred and beautiful expression of your love and commitment. This means that the various parts of the service, including music, should be consistent with the worship of God.

Normally the minister will offer three sessions of premarital counseling to couples. Two sessions will deal with the marriage, and one with the marriage service.

This booklet is based on the results of long experience in planning and conducting marriages. We believe it will help you plan this happy day in a joyful and appropriate way.

The marriage service is an important service of the church because it expresses the meaning of Christian marriage. It is not simply a religious ritual joining a man and woman together as husband and wife. Rather it is a service of worship in which the meaning of Christian marriage is set forth

THE OFFICIANT

For marriages conducted at First Presbyterian Church of Geneseo, the pastor ordinarily will conduct the service. If couples desire another minister to assist in conducting the marriage, they must consult the pastor. Ordinarily there is no question about inviting any minister or

priest to participate. Another minister may conduct the service with approval of the church pastor and Session, our governing body.

LICENSE

The marriage license must be obtained in the State of Illinois. In Henry County, you may call the Courthouse at (309) 937-2426. The license is valid after 24 hours and for 60 days from date of application. It should be brought to the church office a week before the wedding so that it can be completed before rehearsal.

SECTION 1: TRADITION AND FORM

Form should never stand in the way of a joyful occasion. It is better to be informal and happy than formal and worried. It is never necessary to be extravagant.

Music

The music in a church wedding plays an important part in the service and, as such, should be carefully considered. It should be appropriate for the worship of God. Most popular songs are best reserved for the reception. The pastor will be glad to consult with you on this matter and must approve all music.

The Organist

The church organist is available to provide music for your church wedding. The couple may request another organist of their choice with the approval of the church organist. The church organist should

G. Worship Procedures and Practices

Wedding Booklet

be paid \$10 for consultation with the organist of your choice. You may contact the church organist through the church secretary or pastor.

Soloist

A soloist from the church may be available to provide music for your ceremony. The honorarium is set by the soloist. The church office will assist you in contacting a possible soloist or you may wish to have a friend or relative sing and our organist accompany.

Recorded Music

We have the capability of playing pre-recorded CDs and also recording the wedding service. If you are interested in these options, please mention it to the pastor. Only our trained sound system operators will use the church's sound system. If you desire this service, a fee will be required (see "Expenses for the Service").

Ushers

Ushers should be in attendance even for the smallest group. Guests need to be assured that they are in the right church and pew. Ordinarily we suggest two ushers for up to 75 guests, and four for the maximum crowd. The sanctuary will seat 225. A church member, Deacon, Elder, or head usher must be present to take care of lights, extra chairs, etc. (for appropriate fees see "Expenses for the Service")
Note: If the ushers are to stand with the wedding party during the service, then the groom should arrange for one or two friends to assume the role of ushers during the time they are engaged so that

latecomers may be seated and general assistance is available, if needed.

Decorations

Flowers are nice but not necessary. Please note that care should be taken to protect the furnishings in planning special decorations.

Two seven-branch brass candelabra are provided for your use, with oil-filled candles, so you will not need to provide candles. You may add greenery or bows to enhance their appearance. Attach decorations on candelabra with ribbon only. Attach pew decorations with plastic hangers or ribbon. The church has plastic hangers available for your use.

Those couples who desire to incorporate the use of a Unity Candle in their service are responsible for providing their own candles.

All decorations should be completed in advance of the arrival of the first guest and must be removed after the final photographs are completed. If desired, altar flowers can be left for the Sunday service. Please notify the church office in advance, if you plan to do so, for the benefit of the Chancel Guild.

The sanctuary will be open for flower delivery. Aisle runners can be secured from your florist. The length of the center aisle is 39 feet. A kneeling bench is available in the church.

The Worship Committee requests that the chancel furniture not be moved, except with the approval of the pastor.

G. Worship Procedures and Practices

Wedding Booklet

Your Responsibility after the wedding

Parents or friends are responsible for:

Having rooms used by the wedding party cleaned up and in order, prior to leaving for reception

Cleaning up the church sanctuary:

- a) Remove pew bows, aisle runner, etc., they belong to the wedding party.
- b) If chairs are used upstairs, they should be returned to the fellowship hall.

The fee for the custodian (\$30.00) to clean up the church after the wedding and to prepare it for the worship service the next day does not include removing the wedding decorations. If wedding decorations must be removed by the custodian, you will be charged an additional fee of \$10 per hour from your damage deposit for this service.

Pictures, Photographs and Videos

With careful planning, enjoyable pictures of the wedding can be made. You may take wedding party photos either before and/or after the wedding. We request that photographers and guests not take photographs with flash during the service. Flash may be used during the processional and recessional ONLY. Available light photos are softer and more pleasing--and much less annoying to the guests. Video camera placement must be in the choir seating area.

Worship Bulletins

Worship bulletins provide the Order of Service and names of participants in the service. They are helpful for the wedding guests and as a special keepsake for the bride and groom.

The church administrative assistant will be happy to print bulletins for the service, if you will provide the bulletin covers and the names of participants (along with any other messages you would like printed) at least one week in advance.

Some tips to facilitate the Wedding Service

1. Ask a friend to arrive at the church three hours before the service to double check things that need to be done: flowers, carpet runner, corsages, etc.
2. Be punctual!
3. Plan your wedding service so that your wedding day will find all details taken care of and you will be spared a frantic last minute rush. Ask your friends to care for details on your behalf to free your mind and schedule so you can more fully enjoy this special day.
4. All attendants of the bride and groom, members of families and friends should recognize the meaning of marriage and thus conduct themselves in such a manner that will help the church make the service for you what it should be: sacred, beautiful and genuine.
5. There is a bridal room on the second floor. The groomsmen may use the study at the north end of the library. For a summer wedding,

G. Worship Procedures and Practices

Wedding Booklet

the ladies may use the air-conditioned west dining room on the lower level.

SECTION TWO: THE ORDER OF SERVICE

The order of service is an agreement between the pastor and bride/groom. There are choices the bride and groom can make with reference to scriptures and vows. Vows may or may not be memorized.

Preceding the Processional

- Seating of the grandparents and groom's parents about 5 minutes before the hour.
- Seating of the bride's mother about three minutes before the hour.
- The bridal party will line up in the foyer a couple of minutes before the hour. Organist is signaled.
- A solo, if there is to be one.
- Aisle carpet, if used, is extended down the center aisle.
- The minister will join the groom and best man as they enter the sanctuary.
- The processional.

The Processional and Recessional

Music for processions need not be in march style; it is enough that it should have a feeling of movement and a mood of dignity and joy. The members of the bridal party should walk naturally with slow, short steps, without the use of the hesitation step. Many couples are getting away from the traditional "Here Comes the Bride" music.

The Receiving Line

Suggested order: Bride's mother, Groom's mother, father of the Groom, father of the Bride, Bride and Groom.

When the bride and groom usher the guests, the receiving line will include parents only in the order listed above.

After the Ceremony

Please do not use rice or confetti.

Bird seed and bubbles, if used, should be passed out at the door as guests are leaving the church.

Please use bird seed and bubbles outside the church only.

SECTION THREE: CHURCH POLICIES AND EXPENSES

Important Items

If you have any special needs or arrangements such as finding accessories, please call the church office.

Please inform your wedding party and guests of the following: **No smoking or liquor is allowed on church property, which includes the parking lot.**

G. Worship Procedures and Practices

Wedding Booklet

Expenses for the Service

There are certain expenses in connection with a formal church wedding which (though minor when compared with current costs of photographer, reception, etc.) should be kept in mind when planning your wedding.

Minister's honorarium (includes premarital counseling)	\$150.00
Organist's fee	\$50.00 minimum
Custodian's sanctuary fee	\$30.00
Non-member sanctuary fee	\$100.00
Head Usher Fee	\$35.00
Sound Technician's Fee	\$20.00

A refundable damage deposit of \$250.00 is to be made by non-members before the wedding. An inspection of the facilities by a representative of the bride and groom and a member of Session will be conducted before and after the wedding. The deposit is refundable in full upon the final inspection of the church.

Anything damaged or broken must be replaced and paid for out of the damage deposit. Any damage exceeding the damage deposit will be billed to the wedding party.

Church members will also be charged for anything damaged or broken during a wedding.

Please bring the fees and honorarium to the rehearsal in separate envelopes, appropriately labeled.

Expenses for Rehearsal Dinners and Reception

If you wish to use the fellowship hall for your rehearsal dinner and/or reception, please contact the church secretary for details and contact information for the Presbyterian Women's organization, who will be happy to serve.

1. Serving the wedding reception:

Bride, groom, or parents are church members	\$50.00
Bride, groom, or parents are non-members	\$100.00
Food, decorations, etc. are provided by bride, groom or parents	

2. Serving a buffet wedding reception:

	<u>*minimum</u>
Bride, groom, or parents are church members	\$100.00
Bride, groom, or parents are non-members	\$250.00
Food, decorations, etc. are provided by bride, groom or parents.	

* The reception donation varies according to service provided

3. Custodial Fees for Dinners

Custodian's fee for rehearsal dinner	\$20.00
Custodian's fee for reception in fellowship hall	\$25.00

Notes

G. Worship Procedures and Practices

Funeral Booklet

(Approved by the Session June 27, 2013)

Introduction

The resurrection is a central doctrine of the Christian faith and shapes a Christian's attitude and responses to the event of death. Death brings loss, sorrow, and grief to all. In the face of death Christians affirm with tears and joy the hope of the gospel. Christians do not bear bereavement in isolation but are sustained by the power of the Spirit and the community of faith. The church offers a ministry of love and hope to all who grieve.

The Session encourages members to discuss and plan in advance the arrangements which will be necessary at the time of death, including decisions about the Christian options of burial, cremation, or donation for medical purposes. These plans should provide for arrangements which are simple, which bear witness to resurrection hope, and in which the Christian community is central. [See questionnaire for guidance]

“When death comes, the church in its pastoral care immediately offers the ministry of presence, of shared loss and pain, of faith and hope in the power of the resurrection, and of ordinary acts of care and love. The church continues special pastoral care during the time of grieving and adjusting” (W-6.3006).

Christian Practices On the Occasion of Death

It is appropriate, from a Christian perspective, to deal with the bodies of loved ones by (1) embalming and burial, (2) cremation and burial or another form of disposition, or (3) donation to science and eventual disposition. Policies and practices adopted in the rest of this booklet are assumed to apply to all three forms of Christian practice.

General Policies Concerning Services on the Occasion of Death (W-4.10003 and 4.10005)

It is appropriate to precede the service on the occasion of death with a time for support and fellowship with the family, whether that time is immediately prior to the service or on the preceding day. This fulfills our human need for support and for expressing gratitude for the gifts of the one who has died.

The service on the occasion of death ordinarily should be held in the usual place of worship in order to join this service to the community's continuing life and witness to the resurrection.

The service shall be under the direction of the pastor. Others may be invited to participate as leaders in the service at the discretion of the pastor.

The service may be observed on any day. A request to observe such a service as a part of the Lord's Day service or to celebrate the Lord's Supper as a part of the service on the occasion of death requires the approval of the Session.

G. Worship Procedures and Practices

Funeral Booklet

The service may be observed before or after the committal of the body at the graveside.

The body of the one who has died may or may not be present for the service.

The service may be held at a later date, if circumstances present an obstacle to a date closer to the occasion of death.

When there are important reasons not to hold the service in the usual place of worship, it may be held in another suitable place such as a funeral home, a crematorium, or at a graveside.

Order of Worship for the Witness to the Resurrection Service (W-4.10004)

The service begins with scriptural sentences. It is appropriate for worshipers to sing hymns and songs which affirm God's power over death, a belief in the resurrection to life everlasting, and the assurance of the communion of the saints.

Scripture shall be read and a sermon may be proclaimed; an affirmation of faith may be made by the people.

Aspects of the life of the one who has died may be recalled. Members of the family or friends designated by the family will be invited to share memories that celebrate the life of the one who has died.

Prayers shall be offered, giving thanks to God for such things as life in Jesus Christ and the promise of the gospel, for the gift of the life of the one who has died, for the comfort of the Holy Spirit and the community of faith, as well as prayers for the family members and loved ones who grieve, for those who minister to and support the grieving, and for all who suffer loss. The prayers should also be for the faith and grace for all who are present. An appropriate conclusion is the use of the Lord's Prayer.

The service ends by commending the one who has died to the care of the eternal God and sending the people forth with a benediction.

Specific Policies On the Service on the Occasion of Death

In order that attention in the service be directed to God, when a casket is present it is ordinarily closed. Also, it is best if photographs not be taken during the service of worship.

Any fraternal, civic or military rites should be conducted separately.

Honorariums for pastor and musicians are established by the Funeral Home and will be discussed when you make arrangements.

G. Worship Procedures and Practices

Funeral Booklet

Service of Committal (W-4.10006)

Members and friends of the family of the one who has died should gather at the graveside for a service of farewell, which is to be conducted with simplicity, dignity and brevity. The service includes readings from Scripture, prayers, words of committal, and a blessing, reflecting the reality of death, entrusting the one who has died to the care of God, and bearing witness to faith in the resurrection from the dead.

Families may desire to have a private service of committal.

Additional Ministry/Support Offered

The pastor is available to support you prior to, during, and after a time of death. That support includes being present with you when you meet with the funeral director and, also, meeting with family to discuss the nature of the funeral service.

Our organist/pianist may be available to play reflective music before and after the service, to play hymns for congregational singing, or to accompany soloists. If the church organist/pianist is not available, they will provide assistance to another musician who will use our organ/piano.

The Presbyterian Women may be available to support you by preparing a meal or light refreshments, depending on the time of day. It is helpful to approximate for the women how many people might need to be served.

G. Worship Procedures and Practices

Funeral Booklet

My Personal Wishes for My Funeral Service

Name: _____ Phone: () _____

I wish to be embalmed _____ cremated _____ have my body donated to science _____

Institution of my choice for donation is _____

If cremated, I wish for my ashes to be buried _____ Where? _____

scattered _____ Where? _____

kept by a loved one _____ Whom? _____

Place of Service: [Put an X] _____ Church _____ Funeral Home _____ Graveside

Other (explain) _____

Minister: _____ Other officiate(s): _____

Musician(s): _____

Soloists(s): _____

Music selections for musician(s) and soloist(s): _____

Music selections for Congregational Singing: _____

Favorite Scripture Passages: _____

Pallbearers:

Name	Phone	Name	Phone

Honorary Pallbearers: _____

Memorial Gifts designated for: _____

Casket may be open during visitation time in the church, but will be closed during the funeral service

G. Worship Procedures and Practices

Cancellation of Worship Services

(Approved by the Session February 25, 2015)

Worship services may be canceled due to weather or other perils which make it dangerous or impossible to travel to or hold the worship service. Other peril include but are not limited to: weather damage to the building, dangerous conditions in/around the building, electrical failure, heating system failure, flood, fire.

Procedure:

- 1) The Pastor and the Clerk of Session shall communicate regarding the conditions that cause consideration of cancellation of worship.
- 2) Session members shall be polled after a recommendation for cancellation from the Pastor and Clerk. A majority of a quorum of Session members must vote to cancel the service before any cancellation is declared.

Communication:

Pastor and Clerk of Session may communicate by telephone, text messaging or electronic mail. In the interest of time, telephone conversations are the preferred method for this communication.

Polling of Session members may be done by telephone, text messaging or electronic mail. In the interest of time, telephone conversations are the preferred method of this communication.

Notification of employees and volunteers who have responsibilities for worship, may be done by telephone, text messaging or electronic mail. In the interest of time, telephone conversations are the preferred method of this communication.

Notification of the Congregation may be done by television cancellation services, telephone, text messaging, or electronic mail. In consideration of the number of contacts to be made, automated versions of the notification methods are preferred.

The Administrative Assistant, as directed by the Pastor or Clerk of Session, may assist the communication/notification processes for cancellation.

Communication Resources:

G. Worship Procedures and Practices

Cancellation of Worship Services

Current telephone numbers, e-mail addresses, and television notification procedures shall be maintained in a written and electronic format for the people responsible for communication/notification.

Other church activities may be cancelled by the person(s) in charge of the event. Assistance from the Administrative Assistant, Pastor, and Clerk of Session may be available depending on the circumstance.

H. Session Meeting Practices

Session Norms

(Approved by the Session January 23, 2003)

(Reaffirmed October 27, 2005)

(Reaffirmed January 2008)

(Reaffirmed February 26, 2009)

(Reaffirmed March 31, 2011)

(Reaffirmed March 22, 2012)

(Reaffirmed October 24, 2013)

1. The Session is a place of trust, where we trust in God's guidance, and we respect each other. In consideration of our differences, we can agree to disagree, but we will support the group decision. We serve one another and depend on each other.
2. The Session, in order to accomplish our vision, is goal-oriented. We agree to set goals, celebrate accomplishments along the journey, and evaluate our progress.
3. The Session, in order to be responsive to God's guidance, is spiritually-oriented. Because we believe God is in charge, we desire to be obedient. Attuned to the Holy Spirit through prayer, we will gain understanding of God's direction and we will make it our passion and conviction.
4. The members of the Session, moderator and elders, agree to pull our own weight by being present and prepared for meetings, serving on committees, being informed ourselves and being informative to others, carrying out all responsibilities given to us and being held accountable by the group.
5. The members of the Session agree to be good listeners, cultivating the skills of being able to repeat messages and, making use of verbal and nonverbal clues, being able to understand the meaning within the message.

H. Session Meeting Practices

Annual Session/Deacon Meeting

(Approved by the Session June 27, 2013)

The initial portion of the February meetings of the Session and the Deacons will be a joint meeting. The Session and the Deacons may conduct their individual monthly meetings separately following the joint meeting.

This joint meeting is to be an opportunity for clarification of any issues between the two groups as well as an opportunity to conduct discussions insuring both groups are guiding the church in a direction aligned with the vision, mission and values statements.

It is recommended that each groups come to the meeting with a list of questions and/or discussion topics that may assist in this endeavor.

I. Contact with Presbytery

I. Contact with Presbytery

FIRST PRESBYTERIAN CHURCH

MESSAGE/REPLY

TO

FROM

SUBJECT: _____

MESSAGE

Signature Date

REPLY

Signature Date

FIRST PRESBYTERIAN CHURCH

Payment Authorization Form

Date of purchase _____

Amount _____

Item(s) purchased _____

Make check payable to _____

Budget line item involved _____

Bill/Receipt attached? yes no

Purchased by _____

Authorized by _____

FOR TREASURE'S USE ONLY: Check No. _____ Date Paid _____

Appendix A. Forms

Permission for Use of Photo for Promotional Materials

To help us spread the word about First Presbyterian Church and Christ’s work in and through us, a number of promotional materials are produced, including a web site and other social media that are available to the public.

I grant permission to use my photo image in the Church’s promotional materials.

Signed this _____ day of _____, _____
(Month) (Year)

Name

Witness

I (revoke my previously granted permission) (deny permission) to use my photo image in the Church’s promotional materials.

Signed this _____ day of _____, _____
(Month) (Year)

Name

Witness

Appendix A. Forms

Resolution on Pastoral Housing

That the Rev. _____, pastor, receive compensation of \$_____ (salary + housing) for the year of _____, which will include a housing allowance designation of \$_____.

Background:

(1) The housing allowance designation in this resolution is to satisfy the requirements of the Internal Revenue Service and is not the same as the housing allowance line item in our budget or the housing allowance reported to the Board of Pensions.

(2) The compensation figure used above is the new compensation which the congregation agreed to pay the pastor, starting (date) ; the total of cash salary () and housing allowance ().

(3) “Ministers who own their home do not pay federal incomes taxes on the amount of their compensation that their employing church designates in advance as a housing allowance, to the extent that (1) the allowance represents compensation for ministerial services, (2) it is used to pay housing expenses, and (3) it does not exceed the fair rental value of the home (furnished, plus utilities).

Housing-related expenses include down payments, mortgage payments, utilities, repairs, furnishing, insurance, property taxes, homeowners association dues, additions and maintenance of home and yard.” (From Tax Guide for Ministers and Churches, prepared by Richard R. Hammar, J.D., L.L.M., CPA.).

(4) “Designations by governing bodies are best based on the minister’s estimate of actual housing expenses for the new year. Many churches designate an allowance in excess of the anticipated expenses to compensate for unexpected housing expenses or inaccurate projections of expenses” (Hammar).

(5) If the housing allowance designated by the church exceeds the amount that can be claimed, the excess housing allowance is reported on line 7 of Form 1040.

(6) Ministers must include their housing allowance as taxable earnings when computing their social security taxes.

Appendix B – Committee and Task Force Agendas

Worship and Music Committee Annual Agenda

(Revised January 24, 2013)

Vision: We are the Stone Church with a Warm Heart

Mission: striving to be and make disciples of Jesus Christ who

Values: Welcome unconditionally,

Worship passionately

Grow faithfully,

Serve boldly,

And give extravagantly

Worship and Music, whether traditional or contemporary, means an extraordinary eagerness to offer the best, honoring God with excellence and connecting people to God.

Worship and Music Goals

WM 1 – To provide a variety of worship styles to appeal to varying interests

- Provide a variety of guest preachers, speakers, musicians for pulpit supply and special programs
- Serve communion in a variety of ways and vary the style of the communion liturgy
- Sing from all three hymn books
- Lay Scripture readers
- Include upcoming Scripture Lessons in bulletins
- Provide Scripture background as part of reading

WM 2 – To increase our involvement of children in worship by two times our current level by the end of 2010

- Have the children ring the church bell to announce the start of worship
- Have more music programs through the year
- Use a variety of persons to do the Children's Sermon
- Use children as acolytes

WM 3 – To develop a culture of worship within our existing small groups and activities outside of Sunday morning worship

- Discuss our expectations for worship within our existing small groups
- Develop resources to enable our existing small groups to worship when/where they meet
- Use the website to promote small group worship

Monthly Responsibilities

January

- Review minutes from previous meeting
- Review the responsibilities of the committee
- Evaluate Advent/Christmas Services

Appendix B – Committee and Task Force Agendas

Worship and Music Committee Annual Agenda

- Review January service plans
- Review chair's annual report
- Arrange for Easter flowers in time to publicize in March and April newsletters – Chancel Guild
- Review progress toward goals
- Discuss with Pastor Dave the plans for Lenten services
- Review plans of 150th Task Force that relate to worship
- When do we want to schedule another Kirkin of the Tartan?
- Arrange pulpit supply where necessary
- Additional items

February

- Review minutes from previous meeting
- Review Lenten/Easter service planning
- Review February service plans
- Designate Lenten Offerings from special services in discussion with First Congregational
- Follow-up on plans for any joint choir presentations by First Congregational, First Presbyterian Churches during Lent, or other congregations
- Arrange for Easter flowers in time to publicize in March newsletter – Chancel Guild
- Review progress toward goals
- Arrange pulpit supply where necessary
- Additional items

March

- Review minutes from previous meeting
- Review Lenten/Easter service planning
- Coordinate with Christian Education Committee the Easter Morning Schedule
- Coordinate dates for Graduation Sunday and Confirmation Sunday with appropriate committees
- Review progress toward goals
- Arrange pulpit supply where necessary
- Additional items

April

- Review minutes from previous meeting
- Evaluate Lenten services, including Holy Week
- Review April service plans
- Discuss Mothers Day recognition
- Discuss Men of the Church Sunday
- Set summer worship schedule
- Review progress toward goals
- Arrange pulpit supply where necessary
- Additional items

Appendix B – Committee and Task Force Agendas

Worship and Music Committee Annual Agenda

May

- Review minutes from previous meeting
- Review plans for All Music Sunday, Graduation Sunday and Confirmation Sunday
- Worship/Picnic in Park
- Discuss Fathers Day recognition
- Continue planning for Men of the Church Sunday
- Discuss budget needs for next year
- Review progress toward goals
- Arrange pulpit supply where necessary
- Additional items

June

- Review minutes from previous meeting
- Review June service plans
- Finalize MOC Sunday
- Finalize budget for next year and submit to Finance Committee
- Review progress toward goals
- Arrange pulpit supply where necessary
- Additional items

July

- Review minutes from previous meeting
- Review July service plans
- Review progress toward goals
- Arrange pulpit supply where necessary
- Additional items

August

- Review minutes from previous meeting
- Review August service plans
- Coordinate with Presbyterian Women on “Thank Offering” Sunday ???
- Plan for Heritage Sunday service (first Sunday in November) and coordinate with Unconditional Hospitality Committee on Honoring our 50-Year members
- Review progress toward goals
- Arrange pulpit supply where necessary
- Additional items

September

- Review minutes from previous meeting
- Review September service plans
- Arrange pulpit supply where necessary
- Set date for following year Worship in the Park

Appendix B – Committee and Task Force Agendas

Worship and Music Committee Annual Agenda

- Discuss Veterans' Breakfast
- Review progress toward goals
- Additional items

October

- Review minutes from previous meeting
- Book date for following year Worship in the Park on October 1
- Review October service plans
- Coordinate with Christian Education on date for Christmas Program
- Arrange for Poinsettias in time to publicize in November newsletter - Chancel Guild
- Discuss with Pastor the plans for Community Thanksgiving Worship
- Set date and make arrangements for "Hanging of Greens" - Chancel Guild
- Set date for Lessons and Carols Sunday
- Set times for Christmas Eve services
- Review progress toward goals
- Arrange pulpit supply where necessary
- Additional items

November

- Review minutes from previous meeting
- Review November service plans
- Review progress toward goals
- Arrange pulpit supply where necessary
- Additional items

December

- Review minutes from previous meeting
- Review Advent planning
- Review progress toward goals
- Arrange pulpit supply where necessary
- Additional items

Long-Term Projects

- Renewal of Wedding Vows Service
- Encourage additional banners
- Periodically review the Wedding booklet
- Create a Funeral Policies/Practices

Appendix B – Committee and Task Force Agendas

Christian Education Committee Annual Agenda

(Revised January 24, 2013)

Vision: We are the Stone Church with a Warm Heart
Mission: striving to be and make disciples of Jesus Christ who

Values: Welcome unconditionally,
Worship passionately
Grow faithfully,
Serve boldly,
And give extravagantly

Christian Education is the purposeful approach to forming our spirits after the likeness of Jesus Christ, through Christian education, small groups, Bible study, mission opportunities and faith experiences in community together.

Christian Education Goals

CE 1 – To provide the congregation with spiritual renewal opportunities

- Encourage attendance at and sponsor retreats (i.e. Cursillo, Walk to Emmaus, Great Banquet)
- Sponsor mission trips for youth and adults
- Sponsor youth to attend summer church camps

CE 2 – To provide the congregation with learning opportunities

- Use published curriculum for Kid’s Kingdom (elementary youth)
- Develop, publish and revise an Christian Education Curriculum for adults
- Provide small groups studies focusing on IFD curriculum
- Seek/develop joint activities with other congregations
- Provide e-devotional resources for use by the congregation

CE 3 – To provide for the spiritual health of caregivers (parents with young children, those that care for the disabled, aging, etc.)

- Young Couples Night Out

January

- Committee Transition/Recruitment
- Approve minutes of previous meeting
- Review Annual Report with Committee
- Report from Kid’s Kingdom
- Recruit persons for Nursery care
- Review with Olivia what support she needs
- Review progress toward goals
- Additional Timely Concerns

Appendix B – Committee and Task Force Agendas

Christian Education Committee Annual Agenda

February

- Approve minutes of previous meeting
- Report from Kid's Kingdom
- Promote One Great Hour of Sharing offering with the fish banks
- Recruit persons for Nursery care
- Start working on Min-Golf Fundraiser for May
- Review with Olivia what support she needs
- Review progress toward goals
- Additional timely concerns

March

- Approve minutes of previous meeting
- Begin to discuss Vacation Bible School with First Congregational
- Report from Kid's Kingdom
- Recruit persons for Nursery care
- Continue Mini-Golf Fundraiser planning
- Review with Olivia what support she needs
- Promote One Great Hour of Sharing offering with the fish banks
- Review progress toward goals
- Additional timely concerns

April

- Approve minutes of previous meeting
- Report from Kid's Kingdom
- Recruit persons for Nursery care
- Review with Olivia what support she needs
- Provide Mini-Golf Fundraiser information to office
- Choose curriculum for Vacation Bible School and recruit leaders/teachers
- Plan Basement Sale?
- Plan teacher recognition for a May Sunday
- Review progress toward goals
- Additional timely concerns

May

- Approve minutes of previous meeting
- Report from Kid's Kingdom
- Recruit persons for Nursery care
- Review with Olivia what support she needs
- Hold Mini-Golf Fundraiser
- Review progress toward goals
- Next Year's Budget Planning
- Additional timely concerns

Appendix B – Committee and Task Force Agendas

Christian Education Committee Annual Agenda

June

- Approve minutes of previous meeting
- Recruit persons for Nursery care for summer
- Establish budget needs for next year and submit to Finance Committee
- Review with Olivia what support she needs
- Discuss Rally Day
- Review progress toward goals
- Additional timely concerns

July

- Hold VBS with First Congregational Church
- Plan/purchase fall rotation curriculum for Kid's Kingdom
- Review with Olivia what support she needs
- Review progress toward goals
- Additional timely concerns

August

- Approve minutes of previous meeting
- Prepare for Rally Day
- Report from Kid's Kingdom
- Review with Olivia what support she needs
- Review progress toward goals
- Additional timely concerns

September

- Approve minutes of previous meeting
- Report from Kid's Kingdom
- Recruit persons for Nursery care
- Review with Olivia what support she needs
- Review progress toward goals
- Additional timely concerns

October

- Approve minutes of previous meeting
- Report from Kid's Kingdom
- Plan/purchase winter and spring curriculum rotations for Kid's Kingdom
- Recruit persons for Nursery care
- Review with Olivia what support she needs
- Plan Children's Christmas Program
- Coordinate with the Worship and Music Committee on date for Christmas Program
- Coordinate with Deacons on Christmas Gift Giving
- Review progress toward goals

Appendix B – Committee and Task Force Agendas

Christian Education Committee Annual Agenda

- Additional timely concerns

November

- Approve minutes of previous meeting
- Report from Kid's Kingdom
- Recruit persons for Nursery care
- Review with Olivia what support she needs
- Approve monetary contribution to Heifer International
- Provide Christmas Joy banks for students
- Review progress toward goals
- Additional timely concerns

December

- Approve minutes of previous meeting
- Report from Kid's Kingdom
- Hold the Kid's Kingdom Christmas Program
- Recruit persons for Nursery care
- Review with Olivia what support she needs
- Modify annual agenda for next year
- Start to compile annual report
- Review progress toward goals
- Additional timely concerns

Additional items:

- Promote the Heifer Project offering

Appendix B – Committee and Task Force Agendas

Stewardship Committee Annual Agenda

Vision: We are the Stone Church with a Warm Heart

Mission: striving to be and make disciples of Jesus Christ who

Values: Welcome unconditionally,

Worship passionately

Grow faithfully,

Serve boldly,

And give extravagantly

Extravagant Generosity recognizes that God really is Lord of our lives and society's expectations regarding possession is not. It's a spiritual discipline that puts God first.

Extravagant Generosity Goals

EG 1 – To increase the monetary contributions towards the ministry and mission of our congregation

- Raise the level of awareness of the value of individual contributions by publishing a table of giving, special offering results, status information, encourage \$1 a week above and beyond, and allow designated giving
- Implement innovative opportunities and incentives to promote increased monetary contributions by designating more Sundays for special offerings and sending thank you letters for contributions

EG 2 – To increase the time and talent contributions of our members to the church and its community

- To actively solicit, search for, schedule and publicize opportunities for the giving of time and talent by our members by working with RTMS, by developing and adopting congregational norms for giving/service, by using the Grapevine to promote, and by striving for a variety of opportunities that would appeal to the various generations and life conditions of our members
- To advertise what we do and how we change lives through the Grapevine and testimonial stories

January Per Capita Month

- Committee Transition/Recruitment
- Annual Report
- Evaluate Fall Stewardship Campaign
- Per Capita Interpretation with Congregation
- Christmas Joy Update
- Recommend One Great Hour of Sharing goal to Session
- Order OGHS material
- Additional Timely Concerns

Appendix B – Committee and Task Force Agendas

Stewardship Committee Annual Agenda

February

- Plan OGHS Promotion including Minutes for Mission, newsletter and bulletin articles or inserts, congregational letter, etc.
- Per Capita update
- Promote OGHS
- Plan newsletter articles for quarter
- Review RTGC Initiative and present to Session
- Additional timely concerns

March

- Promote OGHS
- Per Capita update
- Make request of members to sign up for electronic statements
- Additional timely concerns

April

- One Great Hour of Sharing Update
- Plan for Fall Stewardship Campaign, coordinating with pastor and office calendar and Worship and Music Committee.
- Per Capita update
- Additional timely concerns

May

- One Great Hour of Sharing Update
- Order any supplies for fall campaign
- Per Capita update
- Complete next year's budget request, deadline June 30
- Additional timely concerns

June

- Order offering envelopes for next year (Check with office on needs)
- Consider other elements for a year-round stewardship program
- Per Capita update
- Additional timely concerns

July

- Vacation?

August

- Draft letter to congregation about fall stewardship campaign
- Draft article for September/October newsletter on the stewardship campaign
- Per Capita update
- Additional timely concerns

Appendix B – Committee and Task Force Agendas

Stewardship Committee Annual Agenda

September

- Finalize letter to congregation on fall campaign and mail
- Be actively involved in stewardship campaign kick-off and ending
- Draft thank you letter for pledges
- Per Capita update
- Additional timely concerns

October

- Finalize thank you letter
- Update budget
- Plan Christmas Joy Offering campaign and order materials
- Per Capita update
- Additional timely concerns

November

- Schedule Christmas Joy Offering Minutes for Mission and promotion in Newsletter and bulletin inserts
- Per Capita update
- Additional timely concerns

December

- Act on the Endowment Committee's Annual Disbursement Plan and take to Session
- Per Capita update
- Additional timely concerns

Additional Discussion Items

- Other articles/concepts for Session discussion

Appendix B – Committee and Task Force Agendas

Endowment Committee Annual Agenda

(Approved July 25, 2013)

Vision: We are the Stone Church with a Warm Heart
Mission: striving to be and make disciples of Jesus Christ who
Values: Welcome unconditionally,
Worship passionately
Grow faithfully,
Serve boldly,
And give extravagantly

Tasks all year:

- To acquaint, promote, and educate church members about the Endowment Fund's mission and the opportunities for making gifts and bequests to the FUND.

January tasks:

- Elect a secretary from within the committee.
- Acknowledge and orient any new committee members.
- Generate an annual finance report for the prior year and submit it to the Session for approval and as input to the Church's annual report.
- Author an annual awards plan by February 1st and present to the Session for their approval.
- Initiate an audit of all Endowment financial records with the results to be presented to Session for approval no later than the first of April.

February tasks: (No meeting)

- None.

March tasks: (No meeting)

- None.

April tasks: (No meeting)

- None.

May tasks: (No meeting)

- None.

June tasks: (No meeting)

- None.

July tasks: (No meeting)

- None.

Appendix B – Committee and Task Force Agendas

Endowment Committee Annual Agenda

August tasks: (No meeting)

- None.

September tasks: (No meeting)

- None.

October tasks: (No meeting)

- None.

November tasks: (No meeting)

- None.

December tasks: (No meeting)

- Generate an annual report of activities to be included with the annual finance report from the committee for the Church's annual report. This report will normally be written by the Endowment Committee chair person.

Appendix B – Committee and Task Force Agendas

Finance Committee Annual Agenda

(Approved April 12, 2012)

(Revised July 26, 2012)

(Revised March 21, 2013)

Vision: We are the Stone Church with a Warm Heart

Mission: striving to be and make disciples of Jesus Christ who

Values: Welcome unconditionally,

Worship passionately

Grow faithfully,

Serve boldly,

And give extravagantly

Tasks all year:

- Provide financial support and reporting guidelines to all treasurers (On Request)
- Support for FlockBase Church Membership Software (On Request)

January tasks: (No meeting)

- Generate monthly Budget Projection Charts for Session
- Generate quarterly Investment Funds Performance Charts through the end of the prior year for Session
- Assist Treasurer with year end reports
- Set up Treasurer reporting documents for new year

February tasks:

- Generate monthly Budget Projection Charts for Session
- Review with trust officer the investment status and strategies for funds invested with Central Bank

March tasks: (No meeting)

- Generate monthly Budget Projection Charts for Session

April tasks:

- Generate monthly Budget Projection Charts for Session
- Generate quarterly Investment Funds Performance Charts through the end of March for Session
- Initiate requests for following years budget input from various committees and groups with deadline by end of June (excluding Personnel Committee input)
- Review job descriptions for the Church Treasurer, Financial Secretary and the Money Counters. Updates to be forwarded to the Personnel Committee for approval and implementation.

May tasks: (No meeting)

Appendix B – Committee and Task Force Agendas

Finance Committee Annual Agenda

- Generate monthly Budget Projection Charts for Session

June tasks: (No meeting)

- Generate monthly Budget Projection Charts for Session

July tasks:

- Generate monthly Budget Projection Charts for Session
- Generate quarterly Investment Funds Performance Charts through the end of June for Session
- Compile following years working budget
- Initiate request for staff compensation budget input from Personnel Committee with deadline by end of September

August tasks: (No meeting)

- Generate monthly Budget Projection Charts for Session
- Assist Stewardship Committee with giving/pledging campaign as needed

September tasks: (No meeting)

- Generate monthly Budget Projection Charts for Session

October tasks:

- Generate monthly Budget Projection Charts for Session
- Generate quarterly Investment Funds Performance Charts through the end of September for Session
- Incorporate following year staff compensation budget information into working budget
- Incorporate pledge campaign information into working budget
- Generate Monthly Budget Projection Charts for following year
- Present following year working budget and charts to Session for information (Pastoral compensation not yet approved)
- Request Session schedule a special Session meeting in November to discuss and approve the following years budget, as needed

November tasks:

- Generate monthly Budget Projection Charts for Session
- Determine annual financial records audit/review task force
- Recommend to Session what to do with the current year ending budget overage or shortage
- Incorporate any working budget changes as appropriate from the congregational meeting concerning the Pastoral compensation package

December tasks: (No meeting)

- Generate monthly Budget Projection Charts for Session
- Assist with year end financial records closing and reporting

Appendix B – Committee and Task Force Agendas

Finance Committee Annual Agenda

- Prepare Finance Committee input for annual report (Chairperson)

Appendix B – Committee and Task Force Agendas

Personnel Committee Annual Agenda

(Approved January 24, 2013)

Vision: We are the Stone Church with a Warm Heart
Mission: striving to be and make disciples of Jesus Christ who
Values: Welcome unconditionally,
Worship passionately
Grow faithfully,
Serve boldly,
And give extravagantly

Tasks all year:

- Address any staff concerns that may arise such as hiring, staff issues, etc.

January tasks: (No meeting)

- None

February tasks: (No meeting)

- None

March tasks: (No meeting)

- None

April tasks: (No meeting)

- None

May tasks: (No meeting)

- None

June tasks: (No meeting)

- None

July tasks: (No meeting)

- None

August tasks:

- Develop staff compensation recommendations as requested by the Finance Committee

September tasks:

- Develop staff compensation recommendations as requested by the Finance Committee
- Forward staff compensation recommendations to Finance Committee for inclusion in the following years working budget

October tasks:

Appendix B – Committee and Task Force Agendas

Personnel Committee Annual Agenda

- Present to Session for approval the staff compensation recommendations including the Pastoral compensation package recommendations

November tasks:

- Present Session approved Pastoral compensation package recommendations to the congregation for approval
- Address changes as appropriate from congregational meeting

December tasks:

- Conduct staff reviews for all staff members
- Take appropriate actions resulting from staff reviews

Appendix C – Updating Instructions

The manual is divided into sections. Each section has its own headers and footers. The footers are set to “Same as Previous” throughout the document. The headers are set to “Same as Previous” within a section but the first page is not, allowing for the changing of headers from one section to another.

General Layout

- As much as possible, the font is Times New Roman and the font size is 12.
- Each section can have its own headers and orientation (portrait or landscape).

Adding a Section

- Display hidden characters.
- Set insertion point at last position of page after which the new section will be inserted.
- Click Insert> Break> Section> Next Page.
- Press Enter key to insert a blank line.
- Paste at this point the new section or begin typing.
- Modify the heading as needed.
- Highlight text and give it a Heading 1, Heading 2, Heading 3, Heading 4 or Heading 5 type.

Table of Contents

- The style of all text is Normal except for that which is to be in the Table of Contents which is defined as a style of Heading 1, Heading 2, Heading 3, Heading 4 or Heading 5 type for the main part of the document.
- Show or hide invisible characters to display control codes as desired or needed.
- To update the Table of Contents, hide invisibles, click on any line in the Table of Contents and press F9, select Update entire table and click OK.
- To add a special entry into the Table of Contents (for example, if the text for the TOC entry is not on the page desired), place the insertion point as desired and press Alt, Shift, O to display a box in which the Table of Contents entry and level can be entered. An invisible character string will be entered where the insertion point was. The string will respond to the show or hide invisible characters command.

Index

- To update the Index, hide invisibles, click on any line in the Index and press F9.
- Show or hide invisible characters to display control codes as desired or needed.
- To add an entry into the Index, highlight the word or short phrase desired. Click Insert > Reference>Index and Tables, click the Index tab and then click Mark Entry. On the new window that opens, complete desired fields (usually nothing needs changing) and click Mark to flag the highlighted or Mark All to flag all entries of the highlighted text in the document. This window will stay open to allow for the creation of multiple Index entries if desired, Click Cancel to close the window. An invisible character string will be entered where the insertion point was. The string will respond to the show or hide invisible characters command.

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