

**BYLAWS OF
HOPE PRESBYTERIAN CHURCH
OF MITCHELLVILLE, MD, INC.**

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OF MITCHELLVILLE, MD, INC.**

I. Mission Statement

Being ever thankful for the wonder and generosity of God's love, our prayerful hope is to proclaim the living Christ in worship, in nurture, in fellowship, serving joyfully, all to the glory of God.

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

The Hope Presbyterian Church is a member church of the Presbytery of the National Capital in the Synod of the Mid-Atlantic of the Presbyterian Church (U.S.A.).

III. Governance of the Church

This 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. *Robert's Rules of Order (Newly Revised)* shall be used for parliamentary guidance.

IV. Meetings of the Church

There shall be an annual meeting of the congregation in the church building on a Sunday in January, at which at least the following business shall be presented: annual reports from organizations and the session (information only), financial report for the preceding year, budget for the current year (information only), changes in the terms of call for the pastor(s), election of members to serve on the nominating committee. The report of the nominating committee and election of officers (elders, deacons and trustees) shall take place at another stated congregational meeting to be held in the late fall.

Special meetings may be called by the session. Such calls shall state clearly the purpose of such special meetings, and business shall be restricted to that which is specified in the call. (G-1.0501 *Book of Order*)

V. Notice of Meetings

Public notice of the meetings shall be given in printed and verbal form on at least two successive Sundays prior to the meeting. When the meeting is called for the purpose of electing a pastor, the notice shall be given in printed and verbal form with adequate public notice, which shall include two successive Sundays. (G-1.0502 *Book of Order*)

VI. Moderator

The installed pastor shall ordinarily moderate all meetings of the congregation. If it is impractical for the pastor to preside, he or she shall invite another teaching elder who is a member of the presbytery or a person authorized by the presbytery to serve as moderator. If there is no installed pastor, or the installed pastor is unable to moderate and/or to name another moderator, the presbytery shall make provision for a moderator. (G-1.0504 *Book of Order*)

VII. 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 *Book of Order*)

VIII. Minutes of the Meeting

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

IX. Quorum for the Meeting

The quorum of a meeting of the congregation shall be the moderator, the secretary, and ten percent of the active members of the congregation. A quorum shall be ten percent of the active members on corporate matters. The secretary shall determine that a quorum is present. Only active members may vote, regardless of age.

X. Incorporation

In accordance with the laws of the State of Maryland, the congregation shall cause a corporation to be formed. Consistent with the laws of this state, both ecclesiastical and corporate business may be conducted at the same meeting of the congregation.

(G-1.0503 Book of Order)

XI. Nominating Committee

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

- There shall be a minimum of seven members on the nominating committee.
- Two of the members shall be elders designated by the session, one of whom shall be currently serving on the session and shall serve as chairperson of the committee.
- One of the members shall be designated by and from each of the boards of the church.
- A majority of members, not persons currently serving on the session or on other boards shall be nominated and elected at the annual meeting of the congregation.
- Members of the committee shall be elected annually, and no member shall serve more than three years consecutively.
- The pastor shall be a member ex officio and without vote.
- The nominating committee shall bring to the congregation nominations only for the number of positions to be filled.
- The floor shall be open for nominations at the annual meeting.

XII. Elders

The congregation shall elect nine elders divided into three equal classes, one class of whom shall be elected each year at the annual meeting for a three-year term. No elder shall serve for consecutive terms, either full or partial, aggregating more than six years. An elder having served a total of six years shall be ineligible for reelection to the session for a period of at least one year. *(G-2.0404 Book of Order)*

The session, at its first meeting following the annual meeting, 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 third of the elders.

XIII. Vacancies

Vacancies on the session may be filled at a special meeting of the congregation or at the annual meeting, as the session may determine.

XIV. Amendments

These bylaws may be amended subject to the Articles of Incorporation, the laws of the state of Maryland, and the *Constitution of the Presbyterian Church (U.S.A.)* by two-thirds of the voters present, provided that the proposed changes in printed form shall have been distributed at the same time as the call of the meeting at which the changes are voted upon.

HOPE PRESBYTERIAN CHURCH

MANUAL OF OPERATIONS

HOPE PRESBYTERIAN CHUCH MANUAL OF OPERATIONS

INTRODUCTION

Purpose:

The Manual of Operations of Hope Presbyterian Church of Mitchellville, MD, Inc., adopted by the session, defines the policies and procedures of the church. These are adopted to provide for the orderly operation of the mission of the Church.

Manual components:

Section A: Duties and Responsibilities of the Session and Related Committees

Section B: Personnel Policies and Position Descriptions

Section C: Standing Policies Adopted by Session

Section D: Additional Papers

Mission Statement:

Being ever thankful for the wonder and generosity of God's love, our prayerful hope is to:

Proclaim the living Christ

- *In Worship*
- *In Nurture*
- *In Fellowship*

Serving joyfully, all to the glory of God.

Book of Order:

This Manual of Operations exists under the authority of the *Constitution of the Presbyterian Church (USA)*. References to the *Book of Order* follow the document's indexing system. The letters in the prefix of references stand for the following:

F-- Foundations of Presbyterian Polity

G-- Form of Government

W-- Directory for Worship

D-- Rules of Discipline

Definitions:

- **Policies** are principles adopted by the session to chart a course of action and to define the limits within which judgment and discretion shall be exercised. Essentially, policies are a guide to the what, the why and the how of desired operation. Policies are not fixed or final, but always subject to evaluation and improvement so that the best policies are the result of a continuous process of growth and nurturing.
- **Rules and Regulations**, as distinguished from policies, are detailed directions necessary to put policies into effect. Essentially rules and regulations provide a blueprint to the how, the who, and the when of actual practices.
- **Procedures** are working rules for the session as it regards its organization, meetings, parliamentary practice, order of business and minutes.
- **Duties and Responsibilities** of each person and/or group are specifics originating from policy.

Amendments:

This manual may be amended at a stated meeting of session by a two-thirds vote of its members. Copies of the proposed amendments shall be provided to session at least thirty days prior to the meeting during which the amendment will be considered.

SECTION A

**DUTIES AND RESPONSIBILITIES OF
THE SESSION AND
RELATED COMMITTEES**

THE SESSION

Composition:

The local church governing body, the session, oversees the day-to-day work of the church. The session consists of nine ruling elders and the pastor, who serves as moderator. Ruling elders shall be elected for a term of three years.

Meetings: G-3.0203

- There are two kinds of session meetings: stated meetings and called meetings. There will be no fewer than ten stated meetings each year. The schedule for these meetings will be published by the Moderator in December each year. Meetings begin promptly at 7:30 P.M. and end by 9:30 P.M. Session may change the date and time of the meeting by a majority vote. The moderator may call special meetings of the session if he/she deems it necessary or when requested in writing by any two members of the session. Session meetings are not to be regarded as open meetings, and attendance is generally restricted to the members and any guests whom session invites.
- The docket for session meetings is composed by the moderator, in consultation with the clerk. Session members may submit items for the docket.
- A quorum must be present throughout the meeting. A quorum shall consist of one-third of the ruling elders and the moderator.
- All session meetings are to be opened and closed with prayer.
- Meetings shall be conducted in accordance with the most recent edition of *Robert's Rules of Order (Newly Revised)*.

Responsibilities: G-3.0201

- Provide that the Word of God may be truly preached and heard by making provisions for the congregation's regular worship life, approve all special worship services, plan efforts at evangelism and community outreach, and cooperate with ecumenical efforts of other Christian churches.
- Provide that the Sacraments may be rightly administered and received by

authorizing the celebration of the Lord's Supper, at least quarterly, and the administration of Baptism as appropriate, authorize elders to offer the Lord's Supper to shut-ins, and exercise pastoral care to the congregation.

- Nurture the covenant community of disciples of Christ by receiving and dismissing members, reviewing active members' roll annually; oversee and direct the congregation's educational ministry; examine, ordain, and install those elected to serve as elders and deacons; encourage the graces of generosity and faithful stewardship; manage the physical property; direct the ministry of the deacons, and all organizations of the congregation; serve as employer for all non-ordained staff; lead the congregation to participate in the mission of the church; warn against error in doctrine and immorality in practice; serve in judicial matters, and assure that there is adequate property and liability insurance.

Finances: G-3.0113

Each session shall prepare and adopt a budget annually to support the church's mission within its area. Session shall elect a treasurer and oversee his/her work. Financial records will be open to inspection by authorized church officers. A report of financial matters will be presented to the congregation annually. There will also be a full financial review annually. (See also: G-3.0205)

Record Keeping: G-3.0204

- The session, through its clerk, maintains minutes of all session and congregational meetings and submits the minutes for the presbytery's annual review.
- Session authorizes the clerk to maintain the following rolls and registers: baptized, active, and affiliate members, register of all baptisms authorized by the session, register of ruling elders and deacons, and any other such registers as session may deem necessary.

Session Committees:

The following program committees shall be standing committees of the session: Christian Education, Evangelism and Membership, Stewardship, Worship, Mission,

Personnel, and Property Planning Management. Each ruling elder shall serve on a standing committee of the session.

ELDERS AT HOPE PRESBYTERIAN CHURCH

The Calling To Be An Elder:

Being an elder is a calling from God. One of the things that we take seriously in the Presbyterian Church is that God cares deeply about what goes on in each congregation. The members of the Nominating Committee may ask someone to serve as an elder, but it is really God who calls people to serve. The members of the Nominating Committee are merely acting as servants who are trying to sense God's calling for a particular church at a particular time.

What is an Elder?

Elders have been the church leaders since the earliest church was formed in Jerusalem on the Day of Pentecost. The following points may help you understand what an elder is:

- Elders are to be active members of the church, elected as persons of wisdom and maturity of faith, having demonstrated skills in leadership and being compassionate in spirit. (G-2.0301)
- Elders are called to be the spiritual leaders of the church, not the political leaders. They are called to lead the congregation to discover where God is at work in the church and in the world. With God as their guide, and the spiritual disciplines of prayer and scripture reading, elders plan appropriately for the direction of the church's life in accordance with God's will.
- Elders work together on the session. They act as leaders by listening together for what God is calling all the members to do as the church, and then create opportunities to turn what they hear into action.
- Elders are expected to be people of faith, dedication, and good judgment who try to do their best to serve God.

- As the *Book of Order* states: “Ruling elders, together with teaching elders, exercise leadership, government, spiritual discernment and discipline and have responsibilities for the life of a congregation as well as the whole church, including ecumenical relationships. When elected by the congregation, they shall serve faithfully as members of session. When elected as commissioners to higher councils, ruling elders participate and vote with the same authority as teaching elders, and they are eligible for any office.” (G-2.0301)

Duties and Responsibilities

- Attend monthly session meetings (currently the second Tuesday of the month from 7:30-9:30 PM., excluding July and August).
- Chair a committee for one of the ministry areas, and be a leader in the implementation of a particular ministry area, scheduling and moderating meetings for the committee.
- Attend worship regularly and support the ministries to which Hope Presbyterian Church is called.
- Care for members of the congregation.
- Participate in serving The Lord’s Supper.
- With the other elders, look towards Hope’s future and form a vision for Hope Presbyterian Church.
- Fulfill additional responsibilities such as being a commissioner to presbytery, a member of a presbytery committee, or a member on special councils which may be formed by session for particular projects.

DEACONS AT HOPE PRESBYTERIAN CHURCH

The Calling To Be A Deacon:

Hope Presbyterian Church does not have a board of deacons, but does elect and ordain persons to the office of deacon who work under the authority of the session to serve in

the specific role of deacon. The members of the Nominating Committee may ask someone to have his/her name placed in nomination for the office of deacon, but it is really God who calls people to serve. The members of the Nominating Committee are merely acting as servants who are trying to sense God's calling for a particular church at a particular time. Deacons are elected to office by the congregation.

What is a deacon?

- Deacons are to be active members of the church.
- Deacons work together in planning and implementing a ministry of compassion, witness and service.
- According to the *Book of Order*, the ministry of deacon as set forth in Scripture is one of compassion, witness and service, sharing in the redeeming love of Jesus Christ for the poor, the hungry, the sick, the lost, the friendless, the oppressed, those burdened by unjust policies or structures or anyone in distress. G-2.0201
- Those who are chosen as deacons should be persons of spiritual character, honest repute, exemplary lives, brotherly and sisterly love, sincere compassion and sound judgment. G-2.0201

Duties and Responsibilities:

- Attend the January session meeting each year.
- Attend quarterly deacons' meetings.
- Appoint a deacon representative to the Nominating Committee at the first quarterly meeting.
- Keep in touch with those members and friends of Hope Presbyterian Church who need a continued presence of the Hope community in their lives, including those who are sick and unable to attend church, those experiencing a loss, those who are unable to attend church, those whose attendance at church has lapsed, and the college students, especially those attending college away from home.
- Attend worship regularly and provide leadership in worship.
- Support other ministries to which Hope Presbyterian Church is called.
- Pray with members and friends.

CLERK OF SESSION

The clerk of session is an officer of the governing body. The clerk works in cooperation with the pastor/moderator to assure the uniform operation of the session. The clerk of session shall be a ruling elder, but it is not necessary for the ruling elder to be a currently elected member of the session. The session shall elect a clerk, ordinarily in January, for a one-year term.

Duties and Responsibilities:

Records Management

- Accurately record the minutes of the session meetings, including meetings of the congregation, and maintaining the permanent records of the church. The minutes and the church registers (various rolls) should be kept up-to-date and submitted for annual review by the National Capital Presbytery when requested. The clerk will report the results of this review, including any actions taken needed to correct exceptions, to the session.
- Accurately record actions taken which affect membership status and make sure that actions receive the proper follow-up.
- Complete certificates for membership, transfer, baptism, and ordination as elder, deacon, etc.
- Assist the moderator in completing the General Assembly annual statistical report.

Procedural Matters

The clerk shall assist the moderator in conducting efficient session meetings by:

- Consulting with the moderator for planning the meeting docket, helping to track unfinished business, and annual or quarterly items needing attention. The docket is to be available to session members on the preceding Sunday before the meeting, and voted on by the session at the opening of the meeting.
- Certifying that a quorum is present throughout the meeting.
- Reporting of all relevant correspondence, incoming and outgoing.

Information Supplied to Congregation

The clerk will inform the congregation by:

- Composing a synopsis of actions taken by the session at the meetings and submitting them for publication monthly in the newsletter.
- Compiling an annual report of the clerk, which includes the number of session meetings (both stated and called), the number of congregational meetings, and information on total membership gains and losses, baptisms, a numerical listing of members by ethnic composition, gender, and age, a summary of the communions served, and special services held. This report is to be included in the Annual Report for the January congregational meeting.

FINANCIAL TEAM

The Hope Presbyterian Church Financial Team holds an important position within the church ministry. The team collaborates with and uses as a resource the accounting firm of Anderson, Davis and Associates. The team represents the church within the community with banks, brokerage firms, business vendors, and investors, and has the role of maintaining the business integrity of the church. The church financial system operates on a cash basis accounting system. Income is recorded when actually received, and goods and services purchased are recorded when payment is made.

Treasurer: Duties and Responsibilities

- Work with the assistant treasurer on a weekly basis to:
 - Receive the weekly cash flow report from the assistant treasurer and make certain that it reconciles with the bank statement.
 - Record weekly contributions in the check register after the cash flow report and the bank statement are reconciled.

- Receive cash flow report from the counter.
- Pay church employees and pay invoices for materials and services, and record these entries into check register.
- Write checks and record transactions in checkbook, describing transactions and documenting invoice numbers if provided. Stamp *paid* on the invoice with check number and date paid.
- Pay independent contractors for services provided to the church, and file appropriate documentation for unincorporated, independent contractors paid \$600 or more. Make certain that paperwork is on file indicating that all independent contractors are licensed, bonded and insured, and have a federal employer identification number (incorporated) or social security number (non-incorporated).
*The Property Planning Management elder is responsible for confirming that contractors have the required documents.
- Meet with the pastor to keep pastor abreast of finances.
- Forward copy of the check register to the accounting firm on a monthly basis to enter into their accounting system to prepare financial reports.
- Establish and pay monthly EFTPS and Maryland taxes online. The accounting firm will provide the amounts of the monthly or quarterly tax payments.

Assistant Treasurer: Duties and Responsibilities

- Create weekly schedule for two-person counting teams.
- Collect, count, and deposit congregational contributions.
- Train new counters on procedures for collecting, counting and depositing congregational contributions.
- Maintain and update written counting procedures, as needed.
- Reconcile and record weekly Cash Flow Report with individual envelopes and loose cash/checks that are received.
- Create, distribute, and maintain yearly individual financial statements of amounts received as designated, pledge and/or in-kind contributions.

- Talk regularly with the treasurer for planning and evaluations.
- Assist the treasurer with the details for Hope Presbyterian Church's Annual Report that is distributed to the congregation.
- Forward the cash flow reports to the accounting firm on a monthly basis.
- Keep Treasurer and Endowment Chairman updated on Building Fund amounts after they have been reconciled.
- Participate on the Endowment and Stewardship Committees.
- Assist in preparing yearly PCUSA statistical report.

Accounting Firm (currently Anderson, Davis & Associates)

- Prepare monthly financial reports for session meetings which take place the second Tuesday of the month. Reports are to include incoming funds, outgoing funds, assets, and liabilities. Highlight for the session various aspects of the report which require attention.
- Prepare end of year financial reports.
- Reconcile bank statements to balance in check book and provide bank reconciliation to the Treasurer.
- Prepare journal entry for endowment and building fund transactions.
- Calculate all payroll checks (net amount and amount required for taxes and forward amounts due to the Treasurer for payment. Forward pay stub to employees.
- Prepare yearly tax documents.

Chair of Endowment Committee: Duties and Responsibilities

- Attend and moderate quarterly meetings of the Endowment Committee.
- Serve as liaison between Hope Presbyterian Church and the investment advisor.
 - Communicate with advisor when transfer of monies from or to the Endowment Fund need authorizing.

- Communicate with advisor when transfer of monies from the church's Bank of America operating account to the Building Fund need authorizing.
- Forward monthly Endowment and Building Fund reports received from the advisor to committee members and accounting firm.
- Prepare Endowment and Building Fund report for the church's Annual Report.
- Prepare quarterly Endowment and Building Fund reports for session.

Schwab Account Manager: Duties and Responsibilities

- Provide the necessary Schwab information to those who desire to donate stock.
- Process the stock received from donors in order for it to be deposited into the designated fund.
- Inform Treasurer of impending stock transfers.
- Forward monthly Schwab reports to the accounting firm.

WORSHIP COMMITTEE

The Worship Committee is a committee of the session responsible for the coordination of the worship ministry of Hope Presbyterian Church. The committee works closely with the pastor and the director of music to ensure that the worship responsibilities set forth in the Directory of Worship in the *Book of Order* (W-1.4004) are achieved.

Membership of the Worship Committee: The Worship Committee is composed of the pastor and the director of music in an *ex officio* capacity, the worship elder/elders, and members of the congregation. Planned meetings will be held 6-8 times during the year after Sunday services and will be announced in advance on the sanctuary set-up schedule and via emails and the church bulletin.

Worship Committee: Duties and Responsibilities

- Consult with the pastor and music director on the order and content of regular as well as special worship services. (G-6.0202), W-3.3000, W-3.2002)
- Provide and train liturgists for each service. (W-2.2000) (See Liturgist Training Folder)
- Oversee the recruitment, duties, scheduling, and training of ushers for each service. (W-2.5002c) (See Usher Training Folder)
- Set-up and clean-up the sanctuary for all services. (See Worship Notebook)
- Provide flowers for regular services. (W-1.3030)
- Provide and maintain decoration materials, including banners, for all special services. (W-1.3030)
- Supply, prepare, and clean-up communion elements. (W-3.3609)
- Place water in the baptismal font for Baptisms, the Baptism of Our Lord Sunday, and other specified services. (W-3.3602)
- Publicize and interpret the worship program to the congregation through announcements, newsletter articles and a report for the annual meeting of the congregation.
- Designate a member of the congregation to be responsible for the sound system, to train others how to use the system, and to establish a schedule for sound system oversight during worship services and other occasions when the sound system is used.

STEWARDSHIP COMMITTEE

The Stewardship Committee is composed of the treasurer, assistant treasurer, counters, the elder for stewardship, members of the congregation, and the pastor as an ex officio member. The stewardship elder shall serve as the president of the corporation.

Stewardship Committee: Duties and Responsibilities

- Plan and conduct the annual stewardship campaign for the operating budget of the church.
- Develop and carry out a year-round stewardship program in addition to the annual stewardship campaign.
- Prepare annual budget.
- Provide a “Weekly How Goes It,” stating the weekly contributions, the average family giving, and comparing these figures to the budgeted amount.
- Provide monthly statement of average congregational giving.
- Participate in endowment meetings on a quarterly basis to make recommendations on investment policy for funds in the endowment account.
- Collaborate with the assistant treasurer to oversee the work of the weekly counters, ensuring that all funds received by the church, through offerings and other income sources, are deposited. (See Counter Policy).
- Consider and act on requests for fund-raising projects.

EVANGELISM AND MEMBERSHIP COMMITTEE

The Evangelism and Membership Committee is the hospitality ministry of Hope Presbyterian Church.

Evangelism and Membership Committee: Duties and Responsibilities

- Recruit, train and schedule greeters each Sunday to welcome all to worship, to encourage the use of name tags, to orient visitors to the church, invite them to fellowship, and be familiar with the weekly schedule in order to answer questions.
- Plan and publicize “Bring a Friend to Church” Sundays.
- Schedule new member classes in concert with the pastor, prepare and distribute new member packets, and assist pastor with the class session.

- Update the church information brochure.
- Work with the person in charge of the website to make certain it is kept up to date.
- Plan other ways for nurturing the members to gain a sense of community

MISSION COMMITTEE

The Mission Committee leads the congregation in the work of spreading God’s love beyond the walls of the church. It strives to reach out to people in need in the immediate community and around the world. The *Book of Order* states the following as a responsibility of session: “planning and leading ministries of social healing and reconciliation in the community in accordance with the prophetic witness of Jesus Christ.” (G-3.0201, a) The Mission Committee educates and encourages the congregation to participate in the worldwide mission of Christ through their prayers, talent, time, and money. The committee partners with other churches, community groups and the General Assembly Mission Council to extend its reach.

Mission Committee: Duties and Responsibilities

- Encourage the joyful participation of the congregation in Christ’s affirming work of mission and hunger relief.
- Reach out to the congregation using such means as minute for mission, time with children, monthly newsletter articles, bulletin boards, Sunday bulletin inserts, and personal appeals.
- Administer and operate the daily on-site Help By Phone food pantry.
- Appoint a pantry coordinator who ensures that the pantry is staffed daily, that food is obtained from Help By Phone and supplemental sources. The coordinator will:
 - Keep accurate records of expenditures and submit required monthly reports.
 - Guard the privacy of pantry clients.
 - Encourage the congregation to donate bread for the pantry on Communion Sunday and canned soup on Souper Bowl Sunday.

- To minister monthly to the men at Prince George's House with prayer, fellowship and dinner.
- To create and carry out opportunities for service such as thanksgiving baskets for needy families, adopting a Christmas family, collecting disaster relief supplies, providing school supplies for local children, sponsoring needy children abroad through an international organization, and contributing to international hunger programs such as the Moringa Tree Project.
- To appeal to the congregation for special denominational offerings such as One Great Hour of Sharing and the Christmas Joy Offering.
- To develop and plan for the mission needs in the budget.

PROPERTY PLANNING MANAGEMENT (PPM)

The Property Planning Management elder collaborates with the trustees to oversee the use of the building and the care of the building and grounds.

Property Planning Management (PPM): Duties and Responsibilities

- Register all outside groups that request use of the Hope Presbyterian facilities and seek session approval for their requests.

Each year in early December, the PPM elder must determine those outside groups who are requesting use of Hope facilities for the next calendar year. An application that details each request for the coming year is prepared by the outside group and presented to the session (See Building Use Request Form #). The PPM elder facilitates the preparation and obtains session approval for the requested facilities usage. Included in the preparation of these requests is a recognition and acceptance by each group of the Church Facility Use Guidelines and Fee Schedule that the session has approved for use of our building. The goal is to have each request resolved by mid-January of the coming year. There will typically be a complement of outside groups that will use Hope facilities throughout the year. In addition to the groups mentioned above, there are other

events such as weddings and funerals for which there are separate policies.

- Serve as the liaison between the session and the trustees, presenting matters that the trustees propose for session approval.

The PPM elder is not a trustee, but must work closely with the trustees on building maintenance and improvement issues, and attend trustee meetings. He/she must have a complete understanding of the action items that have been placed on the trustees' to-do-list. If there are trustee actions that have a significant financial cost, the session must approve that expense.

TRUSTEES

The trustees of Hope Presbyterian Church oversee and coordinate the care of the buildings and grounds.

Trustees: Duties and Responsibilities

- Check the trustee mailbox in church office and suggestion box in the Hope foyer for work items for the trustees.
- Make specific assignments to trustees for building and grounds maintenance responsibilities.
- Hold quarterly meetings in February, April, July, and October.
- Interface with the elder responsible for Property Planning Management. He/she will serve as a liaison between the trustees and the session.
- Serve as trustee of the month. A list of trustees of the month is to be posted on the front of the broom closet on the back porch.
- Purchase renewable supplies needed throughout the facility. Make certain that every trustee has a Hope Presbyterian MD tax-exempt form.
- Work with church budget allocations covering capital expenditures.
- Elect a trustee to serve on the Nominating Committee at the February meeting.

- Hold at least two all-church work days (spring and fall) to handle maintenance items. In each of these seasons, the needed work items can be accomplished over the course of a week instead of just a single day.

CHRISTIAN EDUCATION COMMITTEE

The Christian Education Committee coordinates and unifies the Christian formation program of the church. The committee provides Christ-centered learning experiences, which explore the Christian faith according to the reformed tradition, and how our faith relates to daily living. The Christian Education program strives to teach the Word of God, strengthen the faith and encourage members to grow in their calling to be disciples.

Christian Education: Duties and Responsibilities

- Oversee the Sunday School program, which includes recruiting and training teachers, commissioning them for their work and recognizing their service.
- Recommend curriculum to be used in the Sunday School, evaluate the curriculum with the teachers, and request that the church secretary order the new curriculum.
- Support and supervise the Youth Council to ensure that there is a balance in faith formation, mission and fellowship.
- Coordinate Vacation Bible School every summer by appointing and supporting leadership, recommending curriculum, requesting the church secretary to order the curriculum.
- Support, plan and recruit leadership for confirmation classes for those in seventh grade and above who wish to become full members of the church.
- Schedule and coordinate special aspects of the worship services related to Christian Education such as Rally Day, confirmation, and recognition of high school and college graduates.
- Serve as a resource for the adult Christian Education opportunities such as the weekly Adult Forum, the Christian Women's Fellowship, the weekly Collington

Bible study, and seasonal studies during Advent and Lent.

- Communicate opportunities that are available in the Christian Education program via newsletters, announcements, and e-mail.
- Communicate opportunities to grow in the faith through community experiences, mission, and programs made available through the PCUSA.
- Manage the Christian Education budget.

SECTION B

PERSONNEL POLICIES

AND

POSITION DESCRIPTIONS

PERSONNEL POLICIES

INTRODUCTION

These policies are based on a commitment to the best use of God's gifts through the staff of Hope Presbyterian Church, in order to develop and maintain positive, cooperative, and mutually responsible working relationships among the church's staff, officers, and members to advance the church's ministry.

The employer is the session of Hope Presbyterian Church of Mitchellville, MD, Inc.

These policies shall ordinarily be developed and amended by the session, upon recommendation by the Personnel Committee.

The session shall be guided by the *Book of Order of the Presbyterian Church (U.S.A.)*, the policies of the National Capitol Presbytery, and any laws of the federal government, the state of Maryland, or the local government that may apply to the session as employers. [Copies in Section D]

These policies reflect current personnel practices of Hope Presbyterian Church, Mitchellville, MD. However, they are not a contract of employment, and the session reserves the right to modify these policies at any time.

PROCESS OF EMPLOYMENT

Employment practices shall be administered without discrimination as to race, sex, age, marital condition (married, single, widowed, or divorced), sexual orientation, or disability (G-3.0106). As long as a person's creed or religion is not contrary to the specific nature of the work of Hope Presbyterian Church, Mitchellville, MD, that person may be eligible for employment.

A written position description which accurately reflects the job functions will be developed by the Personnel Committee or Pastor Nominating Committee depending on

the position to be filled. All position descriptions must be approved by the session. Position descriptions shall be reviewed as part of the annual performance review, and at other times as determined by the session. All revisions to position descriptions must be approved by the session.

References shall be kept for six months only from the date of employment in order to comply with the legal requirements for equal employment opportunity. They shall be destroyed thereafter.

Care shall be taken during the interviews to assure that the privacy of the individual is protected. Questions shall be job-related.

EXEMPT AND NON-EXEMPT CATEGORIES

Employees may include exempt (salaried) and non-exempt (hourly wage) regular employees, and temporary employees, both full and part-time. “Exempt” and “non-exempt” are categories defined by the Fair Labor Standards Act, passed on June 25, 1938.

“Non-exempt” refers to a job for which the employer must pay at least the minimum wage for the position and overtime wages for hours worked in excess of forty hours per week. The Church Secretary and Child Care Provider are non-exempt employees of the church. Overtime pay must be paid at a rate of time and one half of the employee’s rate of pay.

“Exempt” employees are salaried employees, and are not paid any overtime for hours worked in excess of the weekly hours for which a person is ordinarily expected to work. Such employees are expected to manage their schedules, to provide the proper amount of time off. Exempt employees are the pastor (head of staff), and the director of music.

BENEFITS

Pension

All staff are covered by the Federal Old Age and Survivors Benefits Act (Social Security).

The Pastor shall be enrolled in the Pension and Benefits Plan of the Presbyterian Church (U.S.A.), for whom full dues are paid by the church.

Leave

Part-time employees are provided with Paid Time Off (PTO) days in accordance with their respective job descriptions.

For newly hired employees, PTO time will accrue from the date of hire.

Except in instances of unforeseen circumstances, the employee must schedule all PTO in advance with the pastor, who shall keep a record of time used. Every effort will be made to grant an employee's request for time off at the time requested, consistent with church needs.

Hope Presbyterian Church provides paid time off to the pastor and office staff on the following holidays on which they are scheduled to work: New Year's Day, Martin Luther King Day, Presidents Day, Easter (Monday), Memorial Day, Independence Day, Labor Day, Thanksgiving Day, and Christmas Day.

Employees are eligible for paid holidays from their first day of employment. Part-time employees will receive holiday pay based on the actual number of hours they regularly work per day. (See Office Policy for holidays falling on a Monday, Friday, Saturday, or Sunday.)

Employees will not be required to use the PTO time when a holiday occurs during a leave for vacation, illness or other reasons.

Part-time employees will be granted by the pastor with consultation of the session up to three (3) days off with pay in the event of the death of a spouse, child, parent, sibling, grandparent, father-in-law, mother-in-law, or other relative living with the employee. Requests for bereavement leave should be made with the pastor. In the event the pastor is unavailable, request should be made to the chair of the Personnel Committee.

If part-time employees are summoned to jury duty, Hope Presbyterian Church will pay the regular wages the employee would have earned.

If summoned to appear in court as a witness, an employee may use PTO time or take the time off without pay.

To qualify for jury duty, an employee must submit to the pastor a copy of the summons to serve as soon as it is received. Proof of service must also be submitted to the pastor when the period of jury duty is completed. In the event the pastor is unavailable, the chair of the Personnel Committee will grant approval for jury duty.

WORKERS COMPENSATION

All employees are covered by workers' compensation insurance to provide for payment of medical expenses and for partial salary continuation in the event of a work-related accident or illness. The amount of benefits payable and the duration of payment depend on the nature of the injury or illness.

An employee injured on the job or who becomes ill as a result of their job must immediately report the injury or illness to the pastor and the chair of the Personnel Committee. This ensures that the church can assist in obtaining appropriate medical

treatment. Failure to follow this procedure may result in the appropriate workers' compensation report not being filed in accordance with the law, which may consequently jeopardize an employee's right to benefits in connection with the injury or illness.

DISCIPLINARY POLICIES AND GRIEVANCES

Disciplinary measures may be taken for the following reasons

Procedures to correct problems are indicated by, but not limited to, the following situations:

- Insubordination in the area of assigned duties, neglect in the care and use of the church's property and/or funds, repeated unexcused absence or tardiness, unsatisfactory performance, and refusal to observe employer policies.
- Dismissal for cause is indicated by, but not limited to, the following situations: sexual harassment or misconduct; illegal, dishonest, or unethical conduct; failure to correct problems identified by the employer in a timely or satisfactory manner.

Corrective Action Procedures

The employee shall be informed of an alleged disciplinary problem by a written memo followed up with a verbal discussion with the Chair of the Personnel Committee. In verbal discussion the problem shall be reviewed and methods noted to alleviate the alleged problem and improve the employee's work performance. A report of the actions taken shall be kept in a confidential file.

If the alleged problem is not resolved within 15 days, the matter shall be reviewed by the Personnel Committee. These persons may offer recommendation for corrective action. A summary of this meeting shall be entered into the employee's confidential file.

Continued unsatisfactory performance may result in termination of employment.

Grievance Procedures

A complaint or a grievance is an alleged violation of an approved personnel policy or practice, or of an applicable Federal or State law not adequately dealt with in these policies and practices.

All problems arising from employment or conditions of employment are to be directed to the pastor as head of staff. In those cases where the problem has not been resolved after discussion with the pastor, the employee may appeal to the Personnel Committee.

TERMINATION

Dismissal for cause may take place by written notice from the session, giving reasons for termination. Notice must be given or pay in lieu of notice of four weeks for exempt employees or two weeks for part-time employees. Ordinarily, no severance allowance will be paid, but employees who are dismissed will receive the cash equivalent of their unused earned vacation.

For the dissolution of a pastoral relationship, the provision (G-2.09) of the *Book of Order* shall apply.

Because of reorganization, retrenchment of program or other circumstances arising out of no fault of the employee, involuntary separation is at the discretion of the session upon recommendation of the Personnel Committee. An appropriate termination agreement shall be negotiated in such cases.

Employees who wish to resign from their positions shall be required to give the following notice: two weeks for non-exempt employees, and four weeks for exempt employees.

ANNUAL PERFORMANCE REVIEW

Every employee shall have an annual performance review. The Personnel Committee will conduct the Pastor's review, and the Pastor (head of staff) will conduct all others. The performance reviews shall be conducted annually. The results of the review shall be shared with the staff person and the session.

ANNUAL COMPENSATION REVIEW

The Personnel Committee is responsible for recommending to the session all salary increases. Salary levels shall be maintained in a manner that results in their being consistent internally, competitive externally, and responsive to changes in the cost of living.

Annual compensation reviews shall be conducted.

The terms of call of the pastor shall be reviewed according to the guidelines adopted by the National Capital Presbytery. The recommendation of the Personnel Committee shall be acted upon by the session, after face-to-face consultation with the pastor. The action of the session shall be referred to the congregation for an adequacy review (per *Book of Order*). The final approval of the pastor's terms of call rests with the National Capital Presbytery.

CONFIDENTIALITY POLICIES

All personnel records shall be kept in a confidential file in the custody of the pastor. These records shall be accessible to the chair of the Personnel Committee and the clerk of session.

Employees shall be permitted access to their own personnel records and may submit in writing, changes to correct factual information or to note their disagreement with any

material in their own records.

The church shall not release any information from the personnel records to outside sources without the employee's written permission, unless legally required to do so. The employee shall be told prior to disclosure when this is legally possible.

Information requested by other parties about employees shall be limited to that which is required for business or legal purposes, unless the church is legally constrained to provide additional information.

HOPE PRESBYTERIAN CHURCH PASTOR POSITION DESCRIPTION

Summary: The pastor provides a balanced ministry of preaching, teaching, pastoral care, and administrative oversight. The pastor relates to the session and its committees as moderator and administrative leader of the church. The pastor relates to the staff as head of staff, to the congregation as pastor, and to the National Capital Presbytery as a minister member.

Accountability: Accountable to National Capital Presbytery

Pastoral Duties and Responsibilities:

- Prepare and conduct weekly worship for the congregation with an emphasis on sermon preparation for an inspirational proclamation of the Word. The responsibility includes organization and design of worship services, performing the Sacraments, and conducting special worship services, such as the Maundy Thursday Love Feast. The pastor will seek the assistance and collaboration of the Worship Committee in overseeing the weekly worship.
- Provide spiritual guidance, care, and support to the congregation. In times of special need, such care shall include home, hospital, and emergency visitations. This care will also be extended to those residents of Collington Life Care Community who are members and friends of the Hope congregation.
- With the assistance of the session, provide leadership in shaping a vision of Christian Education for all ages. The pastor will be available during the year to teach the Adult Sunday School class and to nurture the leadership of other prospective adult teachers. She/he will support the establishment of children and youth programs and perform other activities as she/he and the session determine. The pastor will teach a weekly adult Bible Study at the Collington Life Care Community.
- Serve as moderator of the session and lead and collaborate with session members in the development of the total church program. These responsibilities will include:
 - Providing administrative leadership in the life of Hope Church.

- Arranging for the training of session members and other church leaders.
- Providing direction and leadership for strong stewardship and mission projects.
- Assisting with the development of outreach programs to youth and adults.
- Serving as an ex-officio member of all church committees.
- Coordinating new member classes.
- Function as head of staff for paid employees and volunteer staff.
- Provide counseling in crisis, prenuptial, marriage and family situations.
- Work cooperatively with the staff and programs of the National Capital Presbytery.

Evaluation and Review:

- The Personnel Committee meets at least once per year with the pastor to discuss Terms of Call that are recommended to the session for approval and presentation to the congregation.
- The Personnel Committee also meets with the pastor, when appropriate, to discuss concerns, expectations, etc. on the part of the pastor and the congregation.

Pastoral Office Hours and Leave:

- The pastor is expected to work five out of seven days including Sundays. The pastor is accountable to session for time management. Hours when the pastor is available in the church office will be communicated to the congregation. In case of her/his absence from the area for an extended period, she/he will designate an appropriate contact in case of emergencies.
- The pastor will have four weeks of vacation (inclusive of four Sundays) each calendar year. The specific calendar days of vacation will be determined in consultation with the session. Prior to vacation, she/he will work with the Worship Committee to insure that appropriate arrangements have been made for a supply pastor for Sunday worship.
- The pastor will earn sick leave of 30 paid days, one day per month of service, added up to 90 days.
- When the pastor leaves the position, there shall be no compensation for sick leave

days accumulated but not used, but there will be compensation for unused vacation leave.

- If the pastor, according to certification of a licensed physician, becomes temporarily disabled, the pastor will receive full salary and benefits for a period of such disability not to exceed 90 days, at which time if disability continues, application shall be made for disability benefits from the Board of Pensions. This policy shall apply to all medically certified disabilities.
- The pastor will have five days of bereavement leave.
- The pastor, in conjunction with the session and paid staff, will determine official holidays when the church office will be closed. (Refer to Office Procedures)

Continuing Education:

The pastor will be granted two weeks of study leave each calendar year to pursue continuing education. Six weeks of study leave may be accumulated.

**HOPE PRESBYTERIAN CHURCH
PART TIME MUSIC DIRECTOR POSITION DESCRIPTION**

Summary:

Plans and coordinates the music program of Hope Presbyterian Church under the guidance and supervision of the Worship Committee, the session, and the pastor. The position is part time (10-12 hours per week).

Line of Authority:

The Music Director is responsible to the head of staff.

Duties and Responsibilities:

- Conference regularly with the pastor to promote understanding and coordinate basic agreement on mutual goals of music ministry.

- Participate in Worship Committee meetings.
- Prepare a calendar specifying services with anticipated choral and musical needs.
- Provide service music and hymns for worship services: weekly Sunday services, Ash Wednesday, Maundy Thursday, Good Friday and Christmas Eve.
- Recruit members to the Adult Choir, direct weekly rehearsals, and provide worship leadership of the Adult Choir (September – June).
- Coordinate special music for summer services.
- Secure volunteer personnel needed for various duties in support of the music program and work with them to help organize music for worship. (Support the efforts of the auxiliary choirs – Christian Women’s Fellowship, Men’s Choir, Youth and Children’s Choir.)
- Provide music for weddings and funerals, as requested (with additional compensation).
- Order all necessary music and other program supplies.
- Provide accompaniment for guest musicians as requested.
- Plan with the pastor to provide substitute musicians for worship and prepare a notebook of service music for guest musicians.
- Work with Worship Chair and Treasurer in preparation of Annual Music Budget.
- Perform other duties as assigned.

Skills:

- Play hymns, congregational service music, and accompany choir.
- Train choir, lead rehearsals and support musical leadership in worship.
- Select music in accordance with liturgical calendar.
- Demonstrate knowledge of theology and practice of worship.

Benefits

- Annual salary: \$10,398
- Annual personal leave: 4 Sundays

HOPE PRESBYTERIAN CHURCH
CHURCH SECRETARY POSITION DESCRIPTION

General Responsibilities:

The Church Secretary will provide confidential and administrative assistance to the head of staff. Under the direction of the head of staff, the Church Secretary will support the work of session, committees and ministries of Hope Presbyterian Church.

Line of Authority:

The Church Secretary is responsible to the head of staff.

Skills:

- Telephone/reception skills
- Keyboard/computer skills: knowledge and experience with Microsoft Word/Excel/PowerPoint
- Organizing and maintaining office files and computer files
- Knowledge of basic office equipment: copier, fax, scan

Duties and Responsibilities:

- Welcome and assist those who enter the church office.
- Direct and support the flow of communication and information.
 - Answer the telephone, take messages, pick-up and distribute the mail.
 - Check e-mail (info@hopepresbyterianchurch.com) at least twice per day. Distribute email to the appropriate person by forwarding via email or printing hard copy.
 - Assist with taking food pantry orders.
 - Maintain a calendar of church activities and update the monthly church calendar in the office. Update the online (church website) church calendar at least once a week.
 - Keep bulletin boards updated with current lists and maintain and update the nametag board.

- Prepare weekly worship bulletins and bulletins for special services. Prepare weekly announcements.
- Prepare weekly mailings of bulletins to members who are homebound.
- Prepare correspondence as directed.
- Communicate with members to update their information (names, addresses, phone, e-mail).
- Update church directory in January and June.
- Prepare new member packets.
- Prepare monthly session packets.
- Assist with newsletter, annual reports and other special documents as necessary.
- Assess supply needs, order administrative supplies, and keep track of those expenses.
- Schedule equipment maintenance and keep account of costs.
- Communicate building and grounds needs with trustees.

Hours: Tuesday, Wednesday and Thursday from 9 AM to 2 PM

Benefits:

- Salary: \$18/hour
- Personal leave: 10 days/year

**HOPE PRESBYTERIAN CHURCH
COORDINATOR OF CHILD CARE POSITION DESCRIPTION**

Purpose:

To serve Hope Presbyterian Church by providing competent and loving care to infants and toddlers through age 3 years.

Duties and Responsibilities:

- Care for children of Hope Presbyterian Church, ages three and under during Sunday School and worship on Sunday mornings and for other services when scheduled in advance.
- Recruit and schedule volunteer assistants as needed for worship services and other special events.
- Observe and monitor children's activities, and plan age appropriate activities to the standards of safety and well-being of the infants and toddlers.
- Change diapers.
- Organize and store toys and materials to ensure order and safety in activity areas. Ensure that toys are clean and sanitized and in safe working order and age appropriate to infants and toddlers.
- Coordinate use of child-care facilities communicating with the trustees when special cleaning and/or repairs are necessary.
- Ensure that an adequate supply of nursery supplies is available.
- Launder crib sheets and blankets and change crib linens on a weekly basis.

Requirements:

- Be a mature person who professes and practices the Christian faith.
- Be patient, understanding, and have energy and physical stamina because the position may require variable amounts of walking, standing, lifting, bending, stooping, kneeling, stretching, pushing and sitting.
- Be creative, enjoy children and have ability to sit on the floor and interact with the children.
- Be alert and aware in order to anticipate and prevent problems that might affect child safety.
- Must communicate effectively with children, parents and the church community
- Have skills in music, storytelling, reading stories, art, drama.
- Have a high school diploma at minimum.

- Demonstrate previous child care experience.
- Early childhood education (CDA-Child Development Associate or CCP-Certified Childcare Professional) preferred.
- Be committed to healthy environments for children.
- Possess ability to follow directions, have good interpersonal skills.
- Pass a background check.

Work Hours:

Sundays from 10:00AM--1:00 PM

(Other occasions as scheduled in advance; payment made on an hourly basis)

Salary Range:

\$10.00-\$15.00 per hour based on experience

SECTION C

**STANDING POLICIES
ADOPTED BY SESSION**

**REQUEST FOR USE OF CHURCH FACILITIES
HOPE PRESBYTERIAN CHURCH
1100 ENTERPRISE ROAD
MITCHELLVILLE, MARYLAND 20721
301-249-7774 OFFICE
301-249-9609 FAX**

Please complete and return to church secretary one month prior to expected date of use.

Name of Group: _____

Contact Person: _____

Address: _____

Phone: _____ E-mail address: _____

Date of Event: _____

Nature of Event: _____

Time Event Begins: _____ Time Event Ends: _____

Number of People Attending: _____

Facilities Requested: _____

We have read and understand the Hope Presbyterian Church Facility Use Guidelines and agree to their provisions.

Signature (s) _____ Date _____ Title _____

Print Signature _____ Date _____ Title _____

FOR CHURCH OFFICE USE ONLY:

Date Request Received: _____ *Date Request Reviewed:* _____

Approved By: _____ *Title:* _____ *Date:* _____

Fees: _____ *Date Contact Person Notified* _____ *Fees Received:* _____

Deposit: _____ *Received:* _____ *Deposit Returned:* _____

Space Assigned: _____

HOPE PRESBYTERIAN CHURCH FACILITY USE GUIDELINES

- All activities conducted within the building and on church property must conform to all safety and fire codes. Activities that endanger people or are likely to damage or deface the property are prohibited.
- Hope Presbyterian Church cannot be responsible for valuables that you or your group brings into the building or onto church property.
- Please use **ONLY YOUR ASSIGNED SPACE**. Respect any other group (s) that may be in the building or on the church property.
- A nursery is available for the care of infants and small children. Your group should plan on providing toys, books, etc., rather than using those present from Hope Presbyterian Church's regular programs.
- You are responsible for any damage to the building, any of the equipment therein, or to the grounds. Any damage must be reported to the secretary. If such an occurrence is after office hours, you should leave a note for the secretary or leave a voice-mail on the answering machine.
- Please close windows, turn off lights, and leave the room(s) as clean as they were when you found them. Lock all doors when leaving the building.
- Smoking is prohibited within the building. Smoking outside the building, but on church property is discouraged.
- Possession or use of alcohol, illegal drugs or weapons of any kind is prohibited anywhere on church property.

- Any special equipment to be used at your meeting or event must be brought to the facility for each meeting.
- A key may be obtained at the church office (Monday thru Thursday, 9 AM to 2 PM) one business day prior to the event. A key deposit of \$10.00 will be requested at the time of pick-up. The key deposit will be refunded upon return of the key on the next business day following the event.
- Use of church facilities by “**for profit**” organizations is not permitted.
- Hope Presbyterian Church reserves the right to refuse the use of the church facilities to any person or organization.
- Those events that are already scheduled on the church event calendar will be first served, whether it is an outside group or a church group, however, the session will have final authority in case of conflict.
- Weddings and receptions have their own policy, as do funerals. The church office will provide these policies.
- The cooking or preparation of food is not permitted within the church building.
- If the congregation is dissolved, this agreement shall no longer be in effect 90 days from the date of dissolution. The session will give written notice 90 days or more in advance of the dissolution.

If you have any questions regarding these rules, please contact the church secretary during regular church office hours.

FEE SCHEDULE FOR USE OF HOPE PRESBYTERIAN CHURCH	
Occasional Non-commercial or Non-profit Meetings	Cost per Meeting
Organization Meeting Less Than (4) Times per Year *	\$75.00
Organization Meeting (4) to (20) Times per Year *	\$60.00
Organization Meeting (21) to (52) Times per Year *	\$20.00
* One building location plus light kitchen use	
Yearly Use Meetings	Cost per Week
Central Seventh Day Baptists	\$175.00
AA	What they can afford
Weddings	Fee Schedule
Use of Sanctuary	
Members	\$500.00
Non-members	\$1000.00
Musician	
Members or Non-members	\$300.00
Minister Honorarium	
Members	Optional at their discretion
Non-members	\$400.00
Use of Custis Hall for Reception (Includes kitchen)	
Members	\$500.00
Non-members	\$1000.00

Single Social Events	Fee Schedule
Use of Sanctuary: Not Permitted	
Use of Custis Hall (Includes kitchen)	
Members	\$200.00
Non-members	\$400.00
Funerals	Fee Schedule
Use of Sanctuary	
Members	No Cost
Non-members	Required donation
Musician	
Members or Non-members	\$100.00
Minister	
Members or Non-members	As desired
Repast Reception	
Members	No cost
Non-members	\$400.00
All uses of the Hope Presbyterian Church building must conform to the published rules accompanying the application requesting building use	

WEDDINGS AT HOPE PRESBYTERIAN CHURCH

Building Use:

- The sanctuary of Hope Presbyterian Church can safely accommodate only 150 guests. If it is anticipated that a larger number is to be invited a different venue should be found.
- The pastor, in consultation with the session, will decide who may use the church for a wedding ceremony. For Saturday weddings, the church is not available for the ceremony until 4 PM as there is another church that worships there until early afternoon.
- When a ceremony is approved, those individuals will be provided with the procedures they will need to follow at a scheduled meeting with the Worship Committee. The meeting should be scheduled for a Sunday following a worship service, and needs to involve the bride, the groom, and family members who will be planning the wedding.
- From that point on, the individual (s) will deal with the Worship Committee member on call for the month of the wedding with regard to church use.
- All arrangements for the wedding rehearsal should be made with the pastor.
- Rehearsal will usually take place the evening prior to the day of the ceremony.

Building Access

- You may have access to the church building for rehearsal which will begin promptly on the agreed upon time and last for one hour. For pre-wedding preparations, the church will be available two hours prior to the ceremony.

Decorations

- Unless extremely simple, submit your plans for decorations one month prior to your wedding to the pastor for review by Worship Committee contact.
- No hanging decorations may be used in the foyer or sanctuary. Floral arrangements and stand-alone decorations (e.g., an arch or standing candelabra) are

allowed. No masking tape or nails may be used. A runner is required if rose petals are to be dropped in the aisle.

- Limited decorations will be allowed in Custis Hall if approved ahead of time.
- Flowers may be delivered to the church only on the day of the wedding. Someone from one of the families should be available to receive the flowers and secure them. Make arrangements with the Worship Committee contact to make certain the building is open for the flower delivery.
- The only candles that can be used are a unity candle on the communion table or electric candles. These need to be provided by the bride and groom.

Parking

- A trustee from the church will be assigned to supervise the parking lot, and guests should only park in assigned spaces as directed by the trustee on duty.

Photography

- Photographers, upon entering the church building, should find the Worship Committee contact for the wedding to discuss where the photographers can be during the ceremony.
- In the planning meeting with the photographer, the family should make clear the church policy regarding wedding photography.
- Photographers need to be at the church 30 minutes before the ceremony to get their instructions about placement. Photographers are not free to roam the sanctuary prior to the wedding ceremony, and should not be on their cell phones in the sanctuary at any time.
- There will be no flash photography during the ceremony, and photographers are not to be in the front of the sanctuary during the ceremony.
- Videography (one person) is allowed from the back of the sanctuary.
- Photographs may not be taken from the center of the aisle until after the recessional.
- Staged photographs may be taken in the sanctuary after the ceremony.
- Photographers who are not adhering to the above policies will be asked to leave the sanctuary until after the ceremony when pictures will be allowed to be taken.

Rehearsal

- The bride and groom should appoint a wedding coordinator who must attend the rehearsal and assist with the wedding procession.
- The bride and groom need to notify the Director of Music regarding the date and time of the wedding and the rehearsal. It is expected that the musician will attend the rehearsal.
- All members of the wedding party, including the parents of the bride and groom and the ushers are expected to attend the rehearsal. This includes any children who are in the wedding party.

Wedding Ceremony

- The wedding ceremony is a service of Christian worship, and is supervised by the pastor.
- The bride and groom should select two ushers for the wedding ceremony. These ushers must attend the rehearsal.
- The ushers need to be in place 30 minutes before the ceremony. The ushers for the ceremony should be different than the ushers for the reception. The ushers for the reception should be seated among the guests at the wedding.
- The music will begin thirty minutes prior to the start of the ceremony.
- The ceremony begins exactly at the time agreed upon. For this to occur, the groom and groomsmen are to be at the church 30 minutes prior to the ceremony. They should wait in Custis Hall. The parents of the bride and groom should be in the narthex ten minutes prior to the processional beginning. The bride and her attendants should arrive 15 minutes before the ceremony is to begin, and wait in the car or limousine in the back parking lot until one of the ushers alerts them to come inside and prepare for the processional.
- Lateness is not tolerated, and the bride and groom run the risk of having the ceremony cancelled. The time for which the church is contracted should be the time listed on all invitations.

- Latecomers to the ceremony will wait in the narthex until an appointed time for seating. There is to be no random seating once the ceremony has begun.
- An additional payment to the musician will be assessed if he/she is required to play past the allotted time.

Receiving Line

- The receiving line should form in Custis Hall or preferably, outside if weather permits in order to allow for adequate flow of guests.
- Following the ceremony, guests should go directly to the receiving line or immediately exit the building and go to their cars for the reception.

Custis Hall/Kitchen

- The kitchen may be used as a staging area for food.
- No cooking is allowed. You may mix punch, if desired.
- There are no dishes or utensils in the kitchen for public use. Bring in all serving dishes and utensils you will need as well as plastic bags for food storage and trash disposal.
- Use of the refrigerator is allowed. Remove all your food afterwards.

Clean Up

- All decorations, food items and displays must be removed the same day as the wedding and prior to the building being locked up. The wedding party should select a person to remove the decorations and make sure that person is available after the ceremony. The name of that person is given to the Worship Committee contact. The sanctuary will be available for pictures up to 30 minutes following the wedding. Clean-up and removal of all decorations should be done within the hour following the wedding ceremony. After the Worship Committee has put the sanctuary back in order for worship, there will be no further access to the sanctuary.
- All tables (if used) should be placed where they were prior to the event.

- All trash must be in plastic garbage bags and set out for trash removal, not left in the kitchen area. The bride and groom and their families should designate someone to remove trash.
- If used, Custis Hall must be vacuumed, and the kitchen should be cleaned.
- Check the sanctuary to see if it needs to be vacuumed.
- Trash in the bathrooms should be removed, and the bathrooms should be left in a presentable manner.
- An additional fee of \$200.00 will be assessed if proper cleaning does not take place.

Restrictions/Prohibitions

- No smoking is allowed in the church building.
- No alcoholic beverages are allowed during rehearsals or prior to the wedding ceremony. If a reception following the ceremony is held in Custis Hall, wine or champagne may be served at the event.
- No rice, birdseed or confetti may be thrown in the church and parking areas.
- The facility should be vacated within an hour and a half of the end of the wedding ceremony.
- Cell phones should be silenced during the ceremony.

Fees

- Sanctuary fee is payable when the church is scheduled for the wedding. Should the wedding be canceled, 50 % of the money shall be reimbursed.
- All other fees (Musician, Pastor) are due at the time of the rehearsal.

Use of sanctuary:	Active Member:	\$500.00
	Non-member:	\$1000.00 (Payable to Hope Presbyterian Church when the reservation is made)
Musician	Members or Non-members	\$300 for ceremony and rehearsal
Minister:	Honorarium (Non-member)	\$400.00

Honorarium (Member)

Optional at couples' discretion

Custis Hall Use for Reception (plus light kitchen use):

Member	\$500.00
Non-member	\$1000.00

POLICY FOR FUNERALS AT HOPE PRESBYTERIAN CHURCH

INTRODUCTION

The resurrection is a central doctrine of the Christian faith and shapes Christians' attitudes and responses to the event of death. 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 Holy Spirit and the community of faith. W-4.10001 The church offers a ministry of love and hope to all who grieve. W-6.3006

GUIDELINES

There are several guidelines for proceeding with the planning of a funeral or memorial service based on the above convictions.

- After a death has occurred, the family should notify the minister as soon as possible so that she/he can begin to assist the family in planning an appropriate Christian funeral service.
- Except for unusual circumstances, the service should be held in a place of worship in order to join the service to the community's continuing life and witness to the resurrection. This does not mean that there is inflexibility on the issue as to where the service occurs.
- The worship service is under the direction of the pastor. Others may be invited to participate at the discretion of the pastor. The service may be observed on any day. The pastor will contact the musician to make certain that he/she is available to provide music for the day and time specified for the service. It is recommended that an honorarium of \$100 be paid to the musician by the family.

- Family members should plan a time to meet with the pastor to make plans for the service.
- The service is to include: hymns, psalms or other spiritual songs, scripture readings, a sermon or other exposition of the word, prayers. Aspects of the life of the one who has died may be recalled through a eulogy. The service ends by commending the one who has died to the care of the eternal God.
- Family members may decide to hold a viewing of the body at the church prior to the service of worship. The viewing can take place one hour prior to the beginning of the worship service.
- Once the worship service begins, if there is an open casket for the viewing, it should be closed for the service.
- Displays of status in this world are inappropriate. Therefore elaborate displays of flowers or signs of accomplishment are inappropriate for the worship service. Picture and personal displays reflecting the life of the deceased may be set up for viewing in a separate area for friends and family to view following the worship service.
- The service of worship may take place before or after the committal of the body. If the body is present, the service is called a “funeral.” If the service takes place after the committal, the service is called a “memorial” service.
- Cremation is a matter of personal preference. The Christian faith affirms that people, after death, return to dust. Whether this takes place slowly or rapidly is not of great Christian significance. Family members can decide whether or not to have the urn present at the service.
- Following the worship service, a service of committal may take place where family and friends gather at the graveside or the crematorium for a service of farewell, to be conducted with simplicity and dignity and brevity. The service is to include scripture and prayers, words of committal and a blessing.
- If fraternal and civic rites are desired, they should take place separately from the service of worship.
- If the family would like to host a repast following the worship service at the church, they may consult with the pastor who may request that a Building Use

Request form be completed. Fees for the use of the facility for a repast can be found in the Building Use Policy.

HOPE PRESBYTERIAN ENDOWMENT FUND INVESTMENT POLICY

INTRODUCTION

The Hope Presbyterian Endowment Fund began with the bequest of Mrs. Grace May Schaffer and will include future funds bequeathed to Hope Presbyterian Church.

Purpose of the Endowment Fund:

- To be faithful to Christ and glorify God.
- To provide a designated percentage of the growth and income for the ministry and mission of Hope Presbyterian Church and to support/fund special projects.
- To maintain the principal of the Endowment Fund.
- To reinvest a designated percentage of the growth and income from the Endowment Fund back into the Endowment Fund to provide steady growth to the principal.

Management of the Endowment Fund:

- Oversight and management of the Endowment Fund shall be handled by the Endowment Fund Committee (Endowment Committee). This Endowment Committee shall consist of the treasurer, the assistant treasurer, the chair of the Stewardship Committee and four at-large members. The at-large members shall serve staggered three-year terms and shall be nominated by the Nominating Committee and elected by the congregation. The Endowment Committee may appoint non-voting members to assist in the administration and execution of its responsibilities.

- The Endowment Fund is currently invested in one account, an MML Investors Services Inc. Account, to be managed by the committee with advisory services of Charles O’Connell RIA.
- The principal of the Endowment Fund will not be used for on-going expenses. Growth and dividends may be used for on-going expenses with the approval of the Endowment Fund Committee. Any other exceptions would require session approval.

Investment Objectives of the Endowment Fund:

The Endowment Committee meets quarterly to review the progress of the Endowment Fund and Planned Investment Allocation of the Fund. The goal of the Endowment Committee is moderate growth with the preservation of capital through a diversified portfolio of mutual funds across equities and bonds. Mutual Funds offer some degree of safety through investment in the stocks of hundreds of companies across different parts of the economy. Further, the diversification of the portfolio across stocks of growth companies, companies that are large and offer dividends and bonds adds another degree of safety.

At the end of 2010, the planned investment allocation of the Endowment Fund was the following:

Growth & Income Funds	54%
Income (Bond) Funds	34%

INVESTMENT OBJECTIVES AND PERFORMANCE EXPECTATIONS

The current objective of the Endowment Fund is income with low to moderate risk and volatility. Given that future performance is not guaranteed, the Endowment Committee will look to invest in mutual funds with low costs (compared to peer funds) and strong performance over 3, 5, and 10 year periods (compared to peer funds).

Benchmarks will be provided for each mutual fund. Returns are expected to equal or exceed the returns of a composite benchmark based upon target allocations.

STATEMENT OF RESPONSIBILITIES

The Endowment Committee is responsible for the oversight, review, and direction of the investment assets. This includes:

- Reviewing short and long term needs for funds;
- Selecting qualified investment professionals as necessary to advise, manage, or direct investments; and
- Monitoring the performance of investment portfolios and reviewing the performance evaluations provided by investment professionals to assure that investment goals are being met and taking appropriate action if they are not being met over a reasonable period of time. Monitoring will occur at least quarterly by the Committee and will be summarized to the Session.

Endowment Committee: Duties and Responsibilities

- Make investments through an advisor in accordance with this investment policy.
- Oversee investment professionals.
- Review and update this investment policy at least annually.
- Communicate these goals and objectives in writing to the investment professionals in a timely manner.
- Select benchmarks for evaluating the investment portfolios.
- Assure that the organization is in compliance with this investment policy.
- Meet periodically to deliberate such topics as economic outlook, portfolio diversification, cash flow forecast, potential risks and the target rate of return on the investment portfolios.
- Monitor investment transactions to assure that proper controls are in place to ensure the integrity and security of the investment portfolio.
- Conduct a review and assessment of the portfolio balance and make recommendations for re-balance on a quarterly basis.
- Conduct a review and assessment of sector balance by industry and make recommendations for changes.
- Inform the investment professionals of significant changes in investment needs or business performance in a timely manner.

Treasurer: Duties and Responsibilities

- Update the Endowment Committee on the status of the investment accounts monthly.
- Report to the Endowment Committee conclusions of the investment professionals.
- Serve as a liaison between Hope Presbyterian Church and the investment professionals.

Custodians of Hope Presbyterian Endowment Fund Assets: Responsibilities

- Preserve the Endowment Fund's assets.
- Account for the assets on a daily basis.
- Ensure that all transactions are properly executed in a timely fashion.
- Provide daily account information on an as needed basis.
- Provide monthly account information in writing.
- Provide access via check or wire transfer of the Endowment Fund's assets.

Investment Professionals: Duties and responsibilities:

- Make investment recommendations based upon Hope Presbyterian Church's needs and risk tolerance including reviewing and explaining investment recommendations to the Endowment Committee.
- Execute investment transactions and recommendations approved by the Endowment Committee, on behalf of the session.
- Fully disclose all expenses and compensation at the time of the recommendations, prior to action by the Endowment Committee.
- Provide an accounting of annual expenses and compensation to the Endowment Committee.
- Provide an assessment of the performance of the investments comparison to benchmarks, and outlooks on a quarterly basis.
- Provide an assessment of the diversification of the portfolio and sector holdings on a quarterly basis.

- Provide background research used to make investment recommendations.
- Comply with all rules, regulations, codes and procedures of the appropriate federal and state securities commissions, firm, and industry self-regulatory bodies.
- Maintain errors and omissions coverage.
- Attend all meetings required by the Endowment Committee
- Inform the Endowment Committee of any material changes in the investment professional's staff or operations within 30 days.

INVESTMENT POLICIES

Investment/Cash Assets

- Must be invested in compliance with this Investment Policy and the Attachments.
- Shall be invested in a manner consistent with generally accepted prudent investor standards.
- Must have readily ascertainable market values from commonly accepted market resources and be easily marketable. Securities that do not meet these restrictions are not permissible.
- The following list of investments and transactions are prohibited:
 - Futures of any variety
 - Hedge Fund investments
 - Initial Public Offerings
 - Real and non-tangible assets (Investments include but is not limited to derivative, intellectual or physical properties except as part of a mutual fund or unit trust)
 - Venture capital investments
 - Real Estate, except as part of a REIT
 - Commodities
 - Collectibles
 - Obligations of foreign governments or corporations (except as part of a mutual fund or unit trust)

- Foreign currency (except as part of a mutual fund)
- Options
- Variable annuities or life insurance
- Selling short
- Margin trading

Portfolio Liquidity

All funds must be accessible within a reasonable period of time (3 business days). The investment portfolios shall be managed at all times with sufficient liquidity to meet all daily and seasonal needs as well as special projects and other operational requirements either known or which might be anticipated.

Capital Loss/Capital Gains/Dividend Taxation

The organization has no capital loss carry forward. The organization is a 501(c)(3) institution; matters such as estate, corporate, capital gains and income tax are not applicable in the management of the corporation's assets.

Equity Investments

The following equity investments are acceptable within mutual funds:

- Domestic equities including convertible securities.
- Foreign equities including convertible securities.

Donations of assets to the organization will be sold immediately.

Fixed Income Investments

The following fixed income securities are acceptable:

- US Treasury obligations and obligations of the US government-sponsored enterprises and federal agencies
- Domestic investment grade corporate bonds
- Non-convertible preferred stocks of domestic companies, and of international companies, which trade on a domestic exchange.

- Investment interest bearing obligations should have a minimum rating of Moody's Baa or the individual bonds equivalent by Standard and Poor's.

Ethics

- The investment professional should not be a member of Hope Presbyterian Church. Endowment Committee members, organization officers, session members, and employees (collectively, "trusted officers") involved in the investment process shall refrain from personal business activity that could conflict with the proper execution and management of the investment program, or that could impair their ability to make impartial decisions.
- Trusted officers shall disclose any material interest in financial institutions with which they conduct business; disclose any personal, financial/investment positions that could be related to the performance of the investment portfolios; and disclose undertaking personal investment transactions with the same investment professionals with whom business is conducted on behalf of the organization.
- The Endowment Committee will determine if the above-mentioned disclosures disqualify the trusted officer and or member from participation on the Endowment Committee. Removal of a trusted officer from participation on the Endowment Committee is the purview of the Endowment Committee and session.

HOPE PRESBYTERIAN CHURCH CHILD PROTECTION POLICY

POLICY STATEMENT AND PURPOSE

Hope Presbyterian Church abides by the highest principles, guidelines and policy expectations in providing a Christian environment of love, safety and nurture for the children and youth of the church. Implicit in this policy is the protection of children from physical, sexual or emotional misconduct. Hope Presbyterian Church cannot, nor can any other institution or organization, absolutely guarantee that no harm will befall a child

entrusted to its care.

EXPLANATION OF TERMS

- Child Abuse is defined by the legal codes of Maryland as physical or medical injury of a child by a parent or other person(s) who has permanent or temporary care or custody or responsibility for supervision of the child. Corporal punishment including but not limited to slapping, spanking, pinching or shaking shall not be employed. Punitive techniques that cause physical pain are not appropriate.
- Physical restraint of children or youth should only be used when someone's safety is at risk. Derogatory remarks or comments that humiliate or frighten shall not be used.
- Sexual abuse is defined as any act that involves the sexual molestation or exploitation of youth by any person. Sexual abuse or misconduct includes touching or non-touching interaction for the purpose of sexual stimulation between a child and an adult. Such behavior is always considered forced when the interaction involves a child and an adult, even if the child has consented. Inappropriate sexual behavior includes touching, fondling and possibly kissing. Other inappropriate behavior may include sexual remarks, showing pornography, obscene phone calls, exhibitionism or watching sexual activity.
- A "child" or youth is a person considered a minor under the laws of the state of Maryland.
- "Employee" is the comprehensive term used to cover individuals who are hired or called to work for the church for salary or wages.

STANDARDS OF CONDUCT

- Employees and volunteers who undertake the special responsibility of working with children and youth of Hope Presbyterian Church shall not violate the trust and responsibility of engaging in acts of sexual misconduct or child abuse.
- All persons working with children and youth shall respect the integrity of each child and maintain behavior that supports growth in the Christian faith and

emotional stability. Adults shall behave at all church functions in ways that are not sexually stimulating. Physical expressions of affections shall not be imposed on an individual. Common expressions of affection (hugs), affirmation (pats on the back, support (prayer) or other physical care taking (diaper changing) are appropriate in this community of Christians as long as respect for others' personal wishes are honored.

- Discipline shall be administered with kindness with the goal of helping the child develop a sense of responsibility and self-control. Appropriate discipline establishes clear expectations, may provide rewards as incentives and uses redirection, verbal disapproval, and loss of privileges.
- Sunday School teachers, youth advisors, and child-care providers should work in pairs if at all possible. They may work alone when there is visual access to the room (a door with a window or an open door).
- Adults participating in children or youth ministries in any fashion shall be provided a copy of this document and will be required to sign the covenant statement.
- When children or youth are transported for church activities, there should be two adults in the vehicle if at all possible. The child or youth's parent or guardian may give permission for their child to travel with one adult. No child or youth will be transported to or from the church activities by anyone under the age of 21.
- Permission slips for church activities shall incorporate the requirements of this policy.
- Any person(s) who has been convicted of child abuse, either physical or sexual, may not serve in any church sponsored activity for youth and children. The signing of the "covenant" is the affirmation of not having such a conviction and not having resigned or been terminated from any volunteer or paid position for reason relating to child abuse or sexual misconduct.

REPORTING

A person who has reason to believe that misconduct governed by this policy has occurred shall immediately report such information to the pastor, the chair of the Personnel Committee, the chair of the Education Committee, or the clerk of session. It is Hope

Presbyterian's policy to report all allegations of child abuse or sexual misconduct to the appropriate authority as required by law. Hope will cooperate fully with investigations. By law, reports of abuse are strictly confidential. Every reasonable effort is made to protect the privacy and rights of all person(s) involved. All parties will be requested not to discuss the matter until a resolution is reached.

CHILD PROTECTION POLICY COVENANT

I accept the responsibility to nurture the Christian faith and well being of children and youth of Hope Presbyterian Church and to care for them as Christ cares for me. "I...will tend the flock of God that is in my charge exercising the oversight...willingly as God would have me do it". (I Peter 5: 2)

I agree to submit to the authority of the session of Hope Presbyterian Church in all matters of nurture and Christian education.

I have read, understand, and agree to abide by the Child Protection Policy and the Covenant of Hope Presbyterian Church.

Signature and Date

Revised April 11, 2013

SECTION D

OTHER PAPERS

