



COMMITTEE DESCRIPTIONS

and

CHURCH POLICIES, GUIDELINES and BYLAWS

for

GATES PRESBYTERIAN CHURCH

2014

Mission Statement
Adopted 2009

Gates Presbyterian Church is a diverse congregation of about 600 Christians located in a western suburb of Rochester, New York. Established in 1828, we support the mission of the Presbytery of Genesee Valley and the Presbyterian Church (U.S.A.). Our faith is strengthened by worship services, which include traditional and non-traditional styles. We value the spiritual wisdom of all generations.

Empowered by the Holy Spirit, we continue to learn and actively teach by the teachings of Jesus Christ. We reflect the love of God by evoking positive change for a better life for people in our local, regional, and worldwide communities.

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I. BY LAWS

BYLAWS

OF

GATES PRESBYTERIAN CHURCH

1. Mission of the Church

Gates Presbyterian Church is a diverse congregation of about 600 Christians located in a western suburb of Rochester, New York. Established in 1828, we support the mission of the Presbytery of Genesee Valley and the Presbyterian Church (USA). Our faith is strengthened by worship services, which include traditional and non-traditional styles. We value the spiritual wisdom of all generations.

Empowered by the Holy Spirit, we continue to learn and actively live by the teachings of Jesus Christ. We reflect the love of God by evoking positive change for a better life for people in our local, regional and worldwide communities.

2. Relation to the Presbyterian Church (USA)

The Church is a member church of the Presbytery of the Genesee Valley in the Synod of the Northeast of the Presbyterian Church (USA).

3. Governance of the Church

The church will be governed in accordance with the *Constitution of the Presbyterian Church (USA)*, Part II of which is the Book of Order. Consistent with that Constitution, these bylaws shall provide guidance for the church. The most recently revised version of *Robert's Rules of Order* shall be used for parliamentary guidance in all council meetings of the church. The *Policies and Procedures Manual of the Session of Gates Presbyterian Church* shall provide specific guidelines concerning the conduct of the worship activities, programs and events of the church.

4. Meetings of the Congregation

Annual Meeting. There shall be an annual meeting of the congregation in the church building on a Sunday in January or such other date to be designated by the Session. The agenda for the annual meeting shall include, but not be limited to, the following matters: (1) election of ruling elders, deacons and trustees, (2) presentation of the annual reports of the committees and organizations of the church (information only), (3) presentation of the financial report for the preceding year, (4) review of the budget for the current year (information only), and (5) consideration of changes in the terms of call for the pastor(s), if any.

Regular Meeting. There shall be a regular meeting of the congregation in the church building on a Sunday in December or such other date to be designated by the Session. The agenda for the regular meeting shall include, but not be limited to the following matters: (1) presentation of the report of the Nominating Committee listing nominees for officers to be elected at the next annual meeting, (2) election of members to the church Nominating Committee for the upcoming year, and (3) review of the proposed budget for upcoming year (information only).

Special Meetings. Special meetings of the congregation 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.

All meetings of the congregation shall be opened and closed with a prayer.

5. Notice of Meetings of the Congregation

Adequate public notice of any meeting of the congregation shall be given verbally at worship services on at least two (2) successive Sundays prior to the meeting. The Sunday of the meeting date may be considered one of the two Sundays for giving notices. When the meeting is called for the purpose of electing a pastor, the notice shall be given verbally at worship services on two (2) consecutive Sundays at least ten (10) days in advance of the meeting. In addition to verbal form, notices may be given in print or electronically.

6. Moderator of the Congregation Meetings

The installed pastor shall moderate the congregation meetings. 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,

7. Secretary of the Congregation Meetings

The clerk of Session shall serve as secretary of the meetings. If the clerk is not present or is unable to serve, the congregation shall elect a temporary clerk for that meeting.

8. Minutes of Meetings of the Congregation

The minutes of a meeting shall be attested by the clerk of the meeting. Once the minutes of a meeting are approved by either the congregation or the Session, they shall be filed in the minute book of the Session. Copies of the minutes may also be posted within the church and/or on the internet web page of the church.

9. Quorum and Voting for a Meeting of Congregation

A quorum of a meeting of the congregation shall be the moderator, the clerk and at least 10% of the number of members of the church listed in the most recent Annual Statistical Report on file with the General Assembly. The clerk shall determine that a quorum is present. Only

active members may vote. Voting by proxy is not allowed. The vote of a majority of members present and voting at a meeting at which a quorum is present shall be the act of the congregation. Voting on questions dealing with church property and/or on such other matters that are determined to be strictly corporate business in nature shall be determined by civil law.

10. Nominating Committee

The congregation shall elect members of a nominating committee to select candidates for elected offices of the church. Session shall present a slate of nominating committee candidates to the congregation but the floor shall be open for nominations at the congregation meeting at which such slate of candidates is presented.

(a) Members. The Nominating Committee shall consist of no fewer than (5) members who are representative of the active members of the church. Membership shall include at least the following: one (1) ruling elder designated by Session whom shall be currently on the Session; one (1) active deacon designated by the Board of Deacons; one (1) active trustee designated by the Board of Trustees; two (2) members from the congregation who are elected by the congregation. The pastor shall be an *ex officio* member of the Committee without a vote. The active ruling elder serving on the Committee shall be moderator of the Committee.

(b) Term. Members of the Committee shall be elected annually for a one (1) year term. No member shall serve more than three (3) years consecutively.

(c) Duties. The Committee shall bring to the congregation nominations for officers of the congregation only for the number of vacancies to be filled.

11. Ordered Ministries/ Officers of the Church

The officers of the church are the teaching elders (ministers of the Word and Sacrament), ruling elders and deacons, each of which is elected by the congregation.

11.1 Ruling Elders

(a) Session. The affairs of the church shall be governed, managed, supervised and controlled by a council known as the Session of the church. The Session shall consist of the pastor, the associate pastor and 16 ordained ruling elders in active service. The pastor shall be the moderator of the Session.

(b) Election of Ruling Elders. The congregation shall elect fifteen (15) ruling elders and one (1) ruling youth elder. The ruling elders shall be divided into three equal classes of five (5) each, one class of whom shall be elected each year for a three (3) year term. The youth elder shall be elected each year to serve for a one (1) year term. No elder shall serve for consecutive terms, either full or partial, aggregating more than six (6) years. An elder having served a total of six (6) years shall be ineligible for reelection to the Session for a period of at least one (1) year.

(c) Annual Meeting of Session. The Session, at its first meeting following the installation of officers, shall: (i) elect an elder to serve as clerk of Session, (ii) select elders to serve as committee chairpersons and co-chairpersons for the standing committees of the Session, (iii)

elect treasurer, financial secretary and Memorial Fund secretary/treasurer, and (v) select two (2) voting delegates to the Presbytery for the ensuing year. The Treasurer is not required to be an elder of the church. The clerk must be an elder but he/she does not need to be serving on the Session at the time of his/her election.

(d) Meetings of Session. The date for the regular meetings of Session shall be determined from time to time upon the majority vote of the ruling elders then serving on Session. Special meetings of the Session may be called in accordance with the Book of Order.

(e) Quorum and Voting. A quorum for a Session meeting shall be the moderator and at least one-third (1/3) of the elders. The vote of a majority of ruling elders present and voting at a meeting at which a quorum is present shall be the act of the Session. Voting by proxy is not allowed. Voting by electronic means is allowed only if participation in the meeting conforms to the requirements of these bylaws.

(f) Electronic Participation in Meetings. Ruling elders may participate in a meeting of Session by means of telephone conference, video conference or similar electronic communications equipment. Such means must provide that all persons participating in the meeting be able to simultaneously hear and deliberate with each other. Participation in a meeting pursuant to such means shall constitute presence in person at such meeting.

(g) Committees of Session. In order to meet the responsibilities of the Session as outlined in the Book of Order, the Session may organize itself into committees. The chairperson and co-chairperson of each such committee shall be ruling elders in active service. The chairperson shall be responsible for periodically reporting the activities of the committee to Session. Each committee shall also provide a written annual report of the committee for presentation at the annual meeting of the congregation.

11.2 Deacons

The congregation shall elect twenty-one (21) deacons and one (1) youth deacon. The Board of Deacons shall be divided into three equal classes of seven (7) each, one class of whom shall be elected each year for a three (3) year term. The youth deacon shall be elected each year to serve for a one (1) year term. No deacon shall serve for consecutive terms, either full or partial, aggregating more than six (6) years. A deacon having served a total of six (6) years shall be ineligible for reelection to the Board of Deacons for a period of at least one (1) year. The deacons shall be under the supervision and authority of the Session of the church.

The Board of Deacons, at its first meeting following the installation of new officers, shall elect a moderator and a clerk from among its members and shall form such committees as necessary to carry out its work. The pastor or his/her designee from the staff of the church shall be an advisory member of the Board of Deacons. A quorum for the Board of Deacons shall be one third (1/3) of the members, including the moderator.

12. Trustees

The congregation shall elect twelve (12) trustees and one (1) youth trustee. A trustee must be a member who is listed on the active membership rolls of the church. The Trustees shall be divided into three equal classes of four (4) each, one class of whom shall be elected each year for a three (3) year term. The youth trustee shall be elected each year to serve for a one (1) year term. No trustee shall serve for consecutive terms, either full or partial, aggregating more than

six (6) years. A trustee having served a total of six (6) years shall be ineligible for reelection to the Board of Trustees for a period of at least one year. The powers of the Trustees shall include those specifically contained in the Book of Order. The Trustees shall be under the supervision and authority of the Session of the church.

The Board of Trustees, at its first meeting following the installation of officers shall elect a moderator and a clerk from among its members and shall form such committees as necessary to carry out its work. The pastor or his/her designee from the staff of the church shall be an advisory member of the Board of Trustees. A quorum for the Board of Trustees shall be one third (1/3) of the members, including the moderator.

13. Administration of the Church

The Session may from time to time assign duties to other agents or staff of the church to assist in administering the business of the church. The following administrative positions shall be filled by Session, supervised by Session and report directly to Session. These positions are not officers of the church.

Treasurer. The Treasurer shall be appointed annually. The Treasurer shall have charge and custody of, and be responsible for, all funds of the church. The duties of the Treasurer include: (i) maintaining the accounting systems in such a manner as to give a true and accurate accounting of the financial transactions of the church, (ii) providing financial reports promptly to the Session at least annually and upon request of Session, (iii) insuring that all expenditures are made to the best possible advantage, and that all accounts payable are presented promptly for payment, and (iv) causing the books of account of the church to be reviewed annually by a public accountant and submitting a report of such review to Session. In addition, the Treasurer shall perform such other duties incident to the office as Session may from time to time determine.

Financial Secretary. The Financial Secretary shall be appointed annually. The duties of the Financial Secretary shall be such duties incident to the office as Session may from time to time determine.

Counting Teams. The duties of the counting teams shall include: (i) receiving all funds coming to the church and depositing such funds in banks selected by Session, and (ii) providing accurate weekly reports of deposits to the Treasurer. Counting teams, under the direction of the Budget and Stewardship Committee of Session, shall consist of at least two (2) members.

Memorial Fund Secretary/Treasurer. The Secretary/Treasurer of the church's Memorial Fund shall be appointed annually. The duties of the Secretary/Treasurer of the Memorial Fund shall be as determined from time to time by Session and contained in the *Policies and Procedures Manual of the Session of Gates Presbyterian Church*.

14. Vacancies, Removal and Resignation.

Any person serving in an elected office of the church may resign at any time by giving written notice to the pastor and clerk of Session. Any such resignation shall take effect at the time specified therein. Unless otherwise specified therein, the acceptance of a resignation shall not be necessary to make it effective. When a person is unable to function in office, removal from office may be made by the Session in accordance with the Book of Order. The position shall then be filled by election of a successor by the congregation.

15. Contracts

Session may authorize any officer or officers, agent or agents to enter into any contract or execute and deliver any instrument in the name of and on behalf of the church. Such authority may be general or confined to specific instances. Unless so authorized, no officer, agent or employee shall have any power or authority to bind the church by any contract or engagement or to pledge its credit or to render it liable pecuniarily for any purpose or in any amount.

16. Indemnification

Each person who is or was an ruling elder, deacon, trustee or any other officer of the church, including the heirs, executors, administrators, or estate of such person, shall be indemnified by the church to the full extent permitted or authorized by the laws of the State of New York, as now in effect and as hereafter amended, against any liability, judgment, fine, amount paid in settlement, costs and claim arising in connection with such persons conduct in his or her capacity, or in connection with his or her status, as an elder, deacon, trustee or officer of the church. The indemnification provided by this bylaw provision shall not be exclusive of any other rights to which he may be entitled under any other agreement, or otherwise, and shall not limit in any way any right that the church may have to make different or further indemnification with respect to the same or different person or classes of persons.

17. Amendments to the Bylaws

Any provision of these bylaws may be amended by a two-thirds vote (2/3) of the Session present and voting at a meeting at which a quorum is present except for the following:

Meetings of the Congregation, Notice of Meetings of the Congregation, Moderator of the Congregation Meetings, Secretary of the Congregation Meetings, Minutes of the Meetings of the Congregation, Quorum and Voting for a Meeting of the Congregation, Nominating Committee.

These exceptions may only be amended by a two-thirds (2/3) vote of the congregation present and voting at a meeting at which a quorum is present. Consideration of the proposed bylaw amendment(s) must be clearly noted in the notice of such meetings.

18. Repeal of Bylaws

Effective the date of adoption of these bylaws by the congregation, any and all bylaws which may have been previously adopted by the congregation of the church are repealed and replaced.

Adopted by Session: November 15, 2012

Adopted by the Congregation: December 2, 2012

II. Committee Descriptions and Responsibilities

SPIRITUAL JOURNEY

- Plans Journeys
- Supports women's ministries, men's ministries, young adult ministries
- Responsible for adult classes such as Bible studies, special programming upon request.
- Plans adult retreats
- Oversees Lenten and Advent activities
- Responsible for library
- Responsible for Women's Candlelight Dinner

MEMBERSHIP & HOSPITALITY

- New member receptions
- Confirmation breakfast
- Periodic review of membership rolls
- Maintain Hospitality Center
- Parking lot valet
- Outreach to new people in the community

MISSION/PEACEMAKING

- Studies and responds to social and political issues
- Advocates for and supports peacemaking efforts in families, communities, nations, and the world
- Addresses hunger issues in our community by:
 - collecting food and distributing it to local food pantries
 - coordinating the preparation of meals at local homeless shelter and community lunch programs several times per year
- Allocates funds on behalf of the GPC congregation to support local, national, and international organizations
- Supports GPC youth mission programs
- Communicates mission work of the church through mission fairs, bulletin boards, Harbinger, and Kiosk
- Publicizes and receives One Great Hour of Sharing Offering, the Peacemaking Offering, and the Christmas Joy Offering
- Supports urban church linkages and ministries
- Encourages global partnerships in mission, eg. Guatemala and Jamaica
- Establishes new and innovative mission projects that will either involve those whom the church has not yet been able to serve, or will provide new and better services for those to whom the church has already served
- Challenge and motivate the members of the church to become involved in the mission projects

PERSONNEL COMMITTEE

- Liaison with staff – to be supportive and sensitive
- Interview all staff members once per year
- Responsible for evaluation process
- Keep staff job descriptions up-to-date
- Establish salaries (Trustees work with custodians through Personnel Committee)
- Develop and implement personnel policies
- Recognize staff members once per year during the church service
- Advertise, interview, and make recommendations to Session for staff positions as needed

PUBLIC WORSHIP

- Provide support for regular public worship
- Discuss future worship directions
- Recruit and Organize lists of Ushers, Greeters, Lay readers, and Communion servers
- Order pulpit supplies (ex. Candles, fabric, etc.)
- Help plan and approve special services (Easter, Advent, etc.)
- Order Advent and Easter flowers
- Music program:
 1. Purchase robes as required
 2. See that pianos and organ are tuned – Organist schedules
 3. Relay comments about the music to the appropriate parties
- Purchase gifts for high school graduates
- Set up and clean up Communion and prepare the supplies needed
- Order palms for Palm Sunday
- Maintain hospitality registers in folders
- Collaborate with Youth Committee and Young Children's Committee on Family Services
- Fill Baptismal Font with Water prior to Baptism
- Change the cloth draped over cross and pulpit so that the color matches the color of each Liturgical season (purple, green, white, & red)
- Provide and hang Harvest and Advent wreaths
- Responsible for the decorating and un-decorating of the Sanctuary and Christmas Tree for Christmas

STEWARDSHIP/BUDGET

- Annual Stewardship program
- Supervises all fund raising events
- Develops broad concept of stewardship based on time, talent, and money
- Develops the process for budget preparation
- Works with other committees to determine financial needs for upcoming year
- Establishes proposed budget to present to Session, Trustees, and Congregation
- Reviews monthly cash flow of church
- Administers financial policies: Memorial Fund, Endowment Fund, Mustard Seed, Escrow funds

PUBLICITY COMMITTEE

- Share newsworthy GPC events with local news media using GPC press release template
- Write or edit press releases regarding newsworthy GPC events with input from Clergy, Session and/or members of the congregation
- Encourage Session committees to communicate newsworthy events
- Liaison between media outlets and GPC
- Maintain contact list of media outlets
- Develop and maintain template for GPC press releases
- Monitor communications@gatespres.org e-mail account

Note: focus is on newsworthy events, not on advertising for fundraising events, which remain the responsibility of the fundraising committee. Will provide media contacts for fundraisers and assist with press releases, as appropriate.

MINISTRY WITH YOUNG CHILDREN

Sunday School Program

- *choose/order curriculum*
- *recruit and train teachers for Fall and Spring*
- *plan and participate in Kick-off for Fall and Spring Sunday School*
- *Teacher recognition on the last Sunday of Church school: buy gifts for teachers, order hymnals and bibles to be presented to 6th graders, give thanks to all teachers and helpers for both semesters*
- *Keep communication between Sunday School teachers and committee current (upcoming events, changes, communion Sundays, season change-color of cloth changes, etc.)*
- *continue to energize the program, with new ideas and initiatives that promote Christian values in our children, and support our church's mission statement*
- *schedule Superintendents every week during the Church School year. They collect offerings in each Sunday school classroom and check to see if teachers need anything. Also, they are available throughout class time in the event of an emergency.*
- *schedule Substitute teachers for every week in case someone calls in sick*
- *coordinate volunteers for nursery/toddler room and teacher helpers/post schedules and guidelines*
- *check supply room and replenish and organize as needed*
- *update resources for Sunday School Teachers (music, books, videos)*
- *provide season tablecloth, candle, bibles, teaching tools such as CD player, furniture as needed for Sunday School classroom*
- *Write articles for Harbinger, bulletin, parent updates*

Vacation Bible School

- *oversee program during week*

Children's Day Service

- *plan service and coordinate with Debbie White- Jr. Choir*
- *organize which class is doing what in service and communicate with Sunday School Teachers*
- *share/collaborate with Sunday school teachers on which options they have for service*
- *compile list of 6th graders and order bibles and hymnals accordingly*
- *send home flyers with info regarding this Sunday for parents*

Misc.

- *Distribute palms on Palm Sunday (coordinate with public worship),*
- *distribute/sell advent calendars*

MINISTRY WITH YOUTH

- *Recruits teachers and advisors for church school classes and youth group*
- *Alert to and responds to the needs of the youth in our congregation*
- *Oversees and raises funds for mission, the Junior High local work project, the Senior High out-of town work project, and the international 12th grade work project. This is done with the approval of the Stewardship Committee and Session*
- *Plans and coordinates the mission projects of the youth*
- *Supports youth retreats, the fall kick-off event, end-of-year picnic, and other activities originated within the committee or from the advisors and teachers*
- *Responsible for church school curriculum*
- *Supports Youth Choir*
- *The committee consists of approximately six adult members and optionally up to four youth members. Two representatives can be elected by each of the youth groups, to serve on the committee for one year*

Also responsibility of Session:

DEACONS

Gates Presbyterian Church Board of Deacons- Position Descriptions

Moderator: Conducts monthly meetings of the Board of Deacons. Monitors the budget expenditures, prepares the annual budget request and writes the annual report. Orients new deacons and presents information to new member cases. Maintains the picture board and current deacon information.

Co-Moderator: conducts monthly meeting of the Board of Deacons in the absence of the moderator. Assists the moderator as needed. Takes over as moderator when the moderator's term is completed.

Secretary: Takes minutes at the monthly meetings. Types and provides copies of the "unapproved" minutes to Deacons at the meeting. Distributes the "approved" minutes to the Pastor, Associate Pastor, Trustees and Session and absent Deacons. Takes attendance at the monthly meetings.

Program Coordinator: Arranges for monthly opening, stretch and closing devotional/prayers. Brings sign up sheet to meeting every few months as needed.

Care and Concern Coordinator: Takes notes in church during the prayers of the people and follows up accordingly with cards. Responsible for finding another deacon to take notes in church in their absence. Sends card for illness, death in family, first anniversaries of death, weddings and births. You are responsible for purchasing cards and stamps. Save receipts and fill out form for reimbursement. Submit receipts and form to Tracy Burkovitch. The moderator has a tax exempt form for you to use for card purchases. Puts announcements of illness, deaths and births in the weekly bulletin and in the Harbinger. Reports on activity at the monthly Deacon meeting.

Homebound List and Visitation Log Coordinator: Keep an updated homebound list with name, address, phone number, birthday and Deacon visitor. Give this info to appropriate visiting deacon. Give copy to card coordinator. Maintain updated visitation log of homebound members. Pass this around at each meeting and monitor to make sure homebound members are being visited. Give a copy to the pastor and work with him/her to identify member to be included on homebound list. You will need to make sure that everyone on the homebound list is cared for by one of the two circles at church (Tabitha Circle contact is Sonia Davis and Rebecca Circle is Carol Balsley).

Visitors for the Homebound: Visits or calls assigned GPC homebound member at least once a month and reports at the monthly meeting.

Card Coordinator: Send cards to each homebound member on his/her birthday, and monthly. Also send cards to elder member that are not homebound but cannot make it to church every often. You need to pick up Thinking of you cards to be signed by Deacons at meetings. You are responsible for purchasing cards and stamps. Save receipts and fill out form for reimbursement. Submit receipts and form to Tracy Burkovitch. The moderator has a tax exempt form for you to use for card purchases. Christmas is the only time when cards are distributed differently. Bookmarks are made a decorated and labeled on the back with the homebound person's address. 15 bookmarks per homebound person are made. They are distributed in church the second Sunday of Advent so that congregational members can each take one and send their own card the person on the back. How the bookmarks are made will be decided as a group by the Deacons each year. The card coordinator does not need to send any other cards other than birthdays for the month of December.

Transportation Coordinator: You are responsible for setting up schedules for those needing rides to and from church.

Crisis Coordinator: The primary purpose is to provide meals for a family in need using the list of people willing to provide an emergency meal from the Time and Talent lists. Other support or help may be provided as needed.

Hospital Visitors: Makes hospital calls if the pastor is not available. You will be contacted by the main office if this is the case and you are needed to make a call. May follow through with the person once they are discharged with a phone call or visit. Contacts Crisis Coordinator if follow up services are required. Deacons are assigned to each of the following hospitals: Strong, Unity, RGH, and Highland.

Memorial Service Coordinators (3 deacons): Will receive notification of Memorial Services, work with pastor to determine how many people plan on coming and color preference of the family. Contact and arrange for as many ushers as needed from the list of those willing to serve at church memorial services. Will make arrangements for serving refreshments at the memorial service...usually punch, coffee, tea and cookies. Will contact and arrange for help with setup, service, and clean up. Will provide a room for the family to gather in before the service with tissues and water available. Will keep memorial cabinet stocked and organized. One deacon will serve at the cookie coordinator to make calls to various members for cookies.

Fellowship Coordinator: Buys supplies and stocks the cupboard for fellowship refreshments and tracks expenditures for fellowship supplies. Save receipts and fill out form for reimbursement. Submit receipts and form to Tracy Burkovitch. The moderator has a tax exempt form for you to use for card purchases.

Prayer Shawl Ministry Coordinator: Works closely with prayer shawl group to track shawls made, who received and who made the shawls. Works with pastor, Bonnie Beckett and Dorothy Mundt to determine who is in need of prayer shawl and relays information to the group.

Prayer Chain: Participate on the prayer chain. Recruits people to participate in the prayer chain. Passes prayer requests on to Ginny Smith (247-5563). Periodically advertises the prayer chain in the Harbinger and weekly bulletins.

Coffee/Punch and Greeter Schedule Coordinator: Will be responsible for coordinating the CPG schedule, every two months having Deacons sign up, reviews schedule briefly at the monthly meetings, will email the schedule to Deacons periodically, will make copies of the filled in schedule for deacons without email, will provide reminder phone calls each week to those signed up, will provide schedule and any changes to the church office for printing in the bulletin.

Representatives to GPC Session Committees: The deacon representative is responsible for attending and assisting the committee at all scheduled meetings.

Spiritual Formation: Monthly meetings. Assists the committee with the planning of adult education (2nd hour program, retreats, etc) for the congregation

Budget and Stewardship: Monthly meetings. Assists committee and reports to the board of Deacons with appropriate updates.

Building Use: Meetings scheduled as needed.

Nominating: 3-4 meetings per year. Contacts by phone those who will be asked to serve as Church officers (Elders, Deacons, and Trustees).

Personnel: Monthly meetings. Writes reviews of staff, assists in getting feedback from staff about their jobs, assists in rewriting job descriptions as needed.

Membership and Hospitality: Monthly meetings. Plans new member breakfast, follow up calls from the hospitality register and other projects for recruiting new member.

Public Worship: Monthly meetings. Responsible for supplying hospitality registers, ushers, communion servers, lay readers, candles, poinsettias and lilies. Works with Pastor to plan needs for special services.

Youth: Monthly meetings. Responsible for planning for the middle and high school youth of the congregation.

Young Children: Monthly meetings. Responsible for planning for the elementary youth of the congregation.

TRUSTEES

The congregation shall elect twelve (12) trustees and one (1) youth trustee. A trustee must be a member who is listed on the active membership rolls of the Church. The Trustees shall be divided into three equal classes of four (4) each, one class of whom shall be elected each year for a three(3) year term. IN addition, the youth trustee shall be elected each year to serve for a one (1) year term. No trustee shall serve for consecutive terms, either full or partial, aggregating more than six (6) years. A trustee having served a total of six (6) years shall be ineligible for re-election to the Board of Trustees for a period of at least one year. The powers of the Trustees shall include those specifically contained in the Book of Order. The Trustees shall be under the supervision and authority of the Session of the Church.

The Board of Trustees, at its first meeting following the installation of officers shall elect a moderator and a clerk from among its members and shall form such committees as necessary to carry out its work. The Pastor or his/her designee from the staff of the Church shall be an advisory member of the Board of Trustees. A quorum for the Board of Trustees shall be one third (1/3) of the members, including the moderator.

Trustees usually meet the second Monday of the month.

The general responsibilities of the Board of Trustees are:

- Handle regular maintenance issues
- Inventory church equipment regularly
- Manage access to the church—including keys to the building
- Manage various supplies relating to church maintenance
- Negotiate and recommend to session long contracts for use of the building by outside agencies/ groups
- Provide for lawn care and snow removal
- Provide for the maintenance of all church equipment
- Recommend to Session large scale maintenance needs
- Review Monthly Maintenance List
- Create long-term facilities management strategy including a schedule of anticipated replacement expenditures.

In addition to general meetings of the trustees, a trustee is responsible for participating in other committees and reporting back to the main Board of Trustees. These include:

- **Chair:** Preside over meetings; handle immediate problems that arise, in general keep in contact with what is going on with all phases of the Trustees jobs. Provide an agenda for each meeting. Authorize check request forms and pass along to the treasurer for payment.
- **Co-Chair:** Assist with meetings, distribute handouts and related materials. Preside over meetings when Chair is absent. Take minutes when the secretary is absent.
- **Secretary:** Take minutes of the meetings, type and copy and distribute them via the mail boxes in the office. Handles correspondence. Through email or phone calls contact new Trustees notifying them of meeting December and January meeting (date/ time/ location) and the installation that happens in January worship. Update list of trustees and contact information to be distributed to the committee and to the office.

- **Budget & Stewardship Representative:** attend budget and stewardship meetings and bring information back to the Trustees. Put information together to provide a preliminary budget. Work on various tasks including fund raisers, pledge commitment, time and talent, long range wish list.
- **Buildings, Grounds and Maintenance (3 People):** Take care of repair problems around the church, or find someone from the congregation to handle the task. Seek out and coordinate people to fill the mowing schedule. Take charge of the maintenance of the mowers.
- **Computer:** manage computer software and hardware. Arrange for updates and repairs.
- **Insurance and Contracts:** Keep up to date with Workers Comp information and review all insurance and contracts. Renew them on a timely basis and seek out other bids on contracts when necessary.
- **Kitchen Use:** Seek out and coordinate people to keep the kitchen clean.
- **Nominating Committee Representative:** Attend meetings and report back to Trustees.
- **Special Projects (Spring and Fall Clean- up):** Coordinate projects to be done in spring and fall, oversee the work, and write notices for the Harbinger and bulletin to solicit congregational participation.
- **Personnel Representative:** Attend personnel committee meetings and report back to Trustees.
- **Building Use:** Oversee and coordinate any current and future building usage by outside organizations or persons or congregation members.
- **RAP (Rochester Area Preschool) Liaison:** Work in collaboration with the Session appointed liaison to enhance the relationship between GPC and RAP; attend RAP board meetings; and help manage and monitor building/trustee issues.

III. POLICIES AND GUIDELINES:

USE OF FACILITIES AT GATES PRESBYTERIAN CHURCH

RULES & REGULATIONS FOR USE OF CHURCH FACILITIES

1. Application to be made 30 days in advance of requested date.
 2. Church policy does not permit consumption of alcoholic beverage or illegal substances in building or on grounds.
 3. Keys need to be picked up during regular office hours.
 4. Absolutely no smoking is allowed in the building. Smoking receptacles are located outside at the west entrance.
 5. Adult supervision must be provided for youth groups. (Y=under 18) **(See Building Use Policy for non-church related events involving minors.)**
 6. ALL children must be well-supervised at all times.
 7. Activities must be confined to areas approved for use.
 8. No food or beverages are permitted in carpeted areas unless approval has been given.
 9. Area used is to be left clean with furniture arranged as found or returned to proper carriers.
 10. If kitchen is used, all utensils are to be cleaned and returned to their proper place. All surfaces and appliances are to be wiped clean.
 11. Kitchen and fellowship hall may be used on a shared basis, but usage may be re-arranged due to church activities.
 12. If permission has been given to store equipment within the church, all such equipment and/or props must be neatly stored and out of sight.
 13. Applications must be approved by the Building Use Committee.
 14. Church equipment cannot be used without permission. In the event that damage is done to any borrowed or rented room, furnishings within that room, or church equipment, it is your responsibility to repair or replace the damage immediately.
 15. Failure to adhere to the above rules and regulations may result in forfeiture of your privilege to use the facilities.
 16. Please use this check list when leaving:
 - Close doors, windows tightly.
 - Turn fans, lights off.
 - Put garbage in bags outside door (kitchen area)
 - Put recyclable materials - cans, bottles - in blue box located in kitchen; paper - in special cardboard boxes located in each room.
- BE SURE DOORS ARE LOCKED AND HALL LIGHTS ARE OFF when you leave.
-

Building Use Policy for Non-Church Related Events Involving Minors

When a building request is made by anyone for a non-church related event involving minor persons (18 years old and younger) the following guidelines shall be followed:

- 1) Approval from the Board of Trustees
- 2) 10:1 youth/ adult ratio strictly enforced for the anticipated number of youth to be present. List of adult names and phone numbers to be presented to the Board of Trustees at time of submitting Building Use Request.
- 3) 10 Days prior to scheduled event, individual(s) making request shall contact Board of Trustee Building Use Representative and do a walkthrough of church property clarifying which rooms will be in use. This will also include where to find cleaning supplies to be used following event (if applicable when cleaning deposit is not paid).
- 4) No alcohol or illegal substances permitted on premises.
- 5) Any minor suspected of substance abuse will not be permitted to enter the event.
- 6) Foul or inappropriate language, gestures, and clothing are not permitted
- 7) Closing time, including cleanup, for all non-church activities shall be 11:00 PM. Noise levels and parking arrangements should reflect respect for the property rights of our neighbors.
- 8) Please leave the facility in the same condition that you found it.
- 9) If no arrangement is made for custodial services please pick up trash and debris, put up any tables and chairs used, mop floors in room being used (including bathrooms) wipe down toilets and sinks, and restock toilet paper if needed.

For large events with youth attendance we strongly urge the following:

- As minor participants arrive for event they shall enter one door. The adult responsible for the event must be at the door to gather all attendee's names, parent's names, and home phone numbers. When information has been obtained a hand stamp will be provided.
- Once the event has begun no minor participants shall leave the building and re-enter for any reason. They must exit and be informed that they must leave the premises immediately.

**GPC
Building Use Fee Schedule
To be effective
3-16-2011**

<u>Room</u>	<u>Tax-Exempt/Non-profit Or Church Member</u>	<u>Non-Members</u>
Fellowship Hall	\$15.00	1 - 4 Hr/\$50 4 - 8 Hr/\$75
Fellowship Hall & Kitchen (to prepare beverages)	\$20.00	1 - 4 Hr/\$60 4 - 8 Hr/\$85
Fellowship Hall & Kitchen (to prepare foods)	\$25.00	1 - 4 Hr/\$75 4 - 8 Hr/\$100
Kitchen (to prepare beverages)	\$10.00	\$10.00
Kitchen (to prepare foods)	\$20.00	\$25.00.
Adult Lounge(No food)	\$20.00	\$20.00/hr
Classrooms (Old Bldg)	\$10.00	1 - 4 Hr/\$25 4 - 8 Hr/\$40
Classrooms (New Bldg)	\$15.00	1 - 4 Hr/\$35 4 - 8 Hr/\$50
Custodial fee - non members		\$30.00

Key Deposit -- \$50.00 (refundable upon return of key)

INSURANCE FOR BUILDING USE

The user of the property under this agreement shall fully insure itself, its officers, directors, employees, volunteers, and agents with the following coverage forms, limits, and policy endorsements:

Comprehensive General Liability Insurance with a limit for Personal Injury and Property Damage of no less than \$1,000,000 per occurrence, \$3,000,000 annual aggregate, providing coverage for its use and occupancy of premises, its operations and its products or completed operations. The policy shall be endorsed to:

1. Name as an additional insured: Gates Presbyterian Church
1049 Wegman Road
Rochester, NY 14624
2. Provide that the policy is primary insurance to any other insurance available to the additional insured with respect to claims arising out of this agreement and that the insurance applies separately to each insured against whom claim is made or suit is brought.
3. Provide that Gates Presbyterian Church shall be given 30 days advance written notice of the cancellation, non-renewal, or reduction in coverage.

A Certificate of Insurance evidencing all coverages and endorsements set forth above shall be furnished to the Gates Presbyterian Church no later than 10 days prior to the usage of the Gates Presbyterian Church facility.

A certified copy of the above-described policy shall be furnished if requested.

WAIVER FOR BUILDING USE

(_____) hereby agrees to indemnify, defend, and hold harmless Gates Presbyterian Church from expenses, including attorney fees and court costs, incurred as a result of or arising from any intentional or negligent act or omission of (_____), in regard to the use of occupancy of 1049 Wegman Road.

(_____) shall maintain in effect a policy or policies of liability insurance and when child care is provided on the premises a policy or policies of liability insurance protection for such child care activities.

12/13 -----

Office Use Only

APPLICATION FOR USE OF CHURCH FACILITIES AND EQUIPMENT
Gates Presbyterian Church, 1049 Wegman Road, Rochester, NY 14624

Date of Application _____

Date(s) desired _____ Hours: from _____ to _____

(Name and Address of Organization)

If non-profit, Tax Exempt # _____

(Name and Address of person filing request) Phone # _____

(Type of Activity and Expected Attendance)

(Furniture or Equipment Needed)

(Kitchen Facilities Needed)

Rental Equipment	Rooms Assigned	Fee(s)
Tables _____	_____	\$ _____
Chairs _____	_____	_____
Other _____	_____	_____
_____	Equip. Rental _____	_____
_____	Custodial _____	_____
_____	Deposit Paid _____	
_____	Bal. Due _____	
	(date)	

\$50.00 Key Deposit (refundable upon return of key)

Dates: loaned _____ returned _____ key # _____

I have read and will comply to the rules and regulations set forth by Gates Presbyterian Church.

Applicant Signature: _____

Approved by Building Use Committee
1. _____

Date
Calendar cleared
__ Yes __ No

"Copied for Custodian _____"

Gates Presbyterian Church

Memorial Garden Policies and Procedures

Purpose

The Memorial Garden of Gates Presbyterian Church in Rochester, NY is a place for the interment of ashes of our faithful departed. It is in the spirit of closing the ministry from birth to death that this garden has been created.

Ashes are placed directly into the soil without a container or in a biodegradable container, so that they become part of the living garden. The Garden is also used as a special gathering place for prayer and meditation. Visitors to the Garden should observe those purposes in thought and prayer.

There is great emotional, spiritual and psychological value in the time-tested traditions surrounding the way we bury our dead. Cremation can be used as an alternative to cemetery burial while maintaining the traditional funeral home calling hours and funeral/memorial service. The Memorial Garden increases our choices by providing a space on our church grounds to remember those who have died.

Arrangements

Arrangements for interment can be made through the Gates Presbyterian Church office or pastor. A church representative will contact the family to arrange the necessary paperwork. Placement may be pre-planned and pre-paid at any time during a person's life.

Eligibility for Placement

Eligible persons are:

Gates Presbyterian Church members and former members, their spouses, children, parents, stepchildren and stepparents;

Ordained ministers who have served Gates Presbyterian Church (or have had a direct relationship with Gates Presbyterian Church), their spouses, children, parents, stepchildren and stepparents;

"Friends" of Gates Presbyterian Church, upon application and approval of the Session.

Only human cremains may be interred.

Placement of Cremains

Placing cremains in a special area of the Memorial Garden is a continuation of church tradition by providing a place of interment. It is also a demonstration of a person's great love of the church and wanting to be always in this home by choosing to have his or her cremains part of the grounds.

Cremains will be placed directly into the ground in a small hole in a designated area. Only biodegradable containers will be used, no urn will be interred. The cremains will give nourishment to the soil and vitality to the plants growing there.

A plant will be placed in the garden near the cremains. The Memorial Garden Committee or Session will determine 2 or 3 choices of plants for the families to choose from. Every effort will be extended to care for the plant but we cannot guarantee the life of the plant.

Cremains will be interred in the Garden in a service overseen by a pastor of Gates Presbyterian Church. A member of the family should be present.

Ashes are not recoverable or preserved intact.

No one may acquire any right to the physical location or appearance of the Garden.

There will be no markers, plantings, or additional decorations (flags, wind chimes, cut flowers, etc.) permitted.

Memorial Bricks

A memorial brick may be purchased separately for and incorporated onto the pathway of the garden.

The brick will be engraved to include the person's name, birth year and death year etc. with up to 3 rows and with 17 characters per line maximum. A permanent record listing the names of the persons whose ashes are buried in the Garden is maintained in a Memorial Garden Memory Book.

The Memorial Garden Committee or Session will determine the location of the brick, no special requests can be made.

Placement Fees

There is a \$350 fee for placement of ashes and services of a professional landscape company to prepare the site and complete the planting of the memorial plant and this cost shall be reviewed periodically by the Session. Once payment is made, there is no obligation for further payment. Fees will be invested for perpetual maintenance of the Garden.

The fee covers:

1. Preparation and finishing of the site of interment
2. Placement of ashes
3. Recording in Memory Book
4. Cost of Memorial plant placed in the garden
5. Maintenance and perpetual care of the Garden

(Fees do not cover the usual costs or honoraria of the funeral/memorial service.)

Perpetual care may include:

1. Routine maintenance
2. Enhancing landscaping and plantings of the Garden area
3. Inscription and installment of nameplates on the bricks
4. Insurance as may be required
5. Future additions, modifications, or repairs to the Garden
6. Other matters as determined by the Memorial Garden Committee and/or Session

All financial considerations must be completed prior to placement of the ashes.

If an individual or family member has prepaid and decides in the future not to use the Garden, a request for a refund must be submitted to the Session with reason stated. The payment may be refunded minus an administrative fee as determined by the Session.

Interment Rights

The purchase of interment rights is nontransferable. In the event that a reserved plot is no longer desired, it must be transferred back to Gates Presbyterian Church Memorial Garden Committee with the purchaser receiving a reimbursement of payment less an administration fee of \$200.

Contributions

Monetary donations for the development and perpetuation of the Garden are always welcome and may be made at any time. Designations for specific gifts – plantings, benches, or other hardscape items – will be reviewed by the Memorial Garden Committee and recommendations forwarded to the Session. All contributions will be reserved solely for the construction and permanent maintenance of the Memorial Garden area. The purchase of interment rights in the Memorial Garden is not tax deductible. However, donations to the Memorial Garden Fund are tax deductible and may be made at any time.

Oversight

The oversight of the Memorial Garden shall be the responsibility of the Gates Presbyterian Church Session.

Notice of Disclaimer

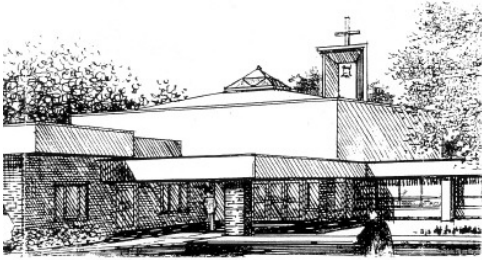
The Garden is not a cemetery. No rights or special privileges of any nature are deemed or granted to families of those interred. All rights are reserved by Gates Presbyterian Church, its officers and the Memorial Garden Committee and/or Session to make changes, now or in the future, including changes to the design and location of the Garden.

Policies

These policies have been adopted by the Session of Gates Presbyterian Church and can be changed only by that body. Any matters not covered by these policies shall be decided by the Session. The application and the acceptance, together with these Memorial Garden Policies, will constitute a legal contract between the applicant and Gates Presbyterian Church.

Appendices

1. Memorial Garden conceptual design
2. Request for the Interment of Ash Remains
3. Authorization for the interment of cremated remains
4. "Brick" Order Form



**GATES PRESBYTERIAN CHURCH
MEMORIAL GARDEN**

1049 Wegman Road Rochester, NY 14624

Phone: (585)247-5292 Fax: (585)247-5293

AUTHORIZATION FOR THE INTERMENT OF CREMATED REMAINS

PLEASE COMPLETE AND RETURN TO THE CHURCH OFFICE

I hereby request permission to hold a memorial ceremony and to bury the cremated remains of _____ (full name of the "Deceased") in the Gates Presbyterian Church Memorial Garden.

I certify that I am the person with the full legal right and authority to authorize the disposition of the remains of the Deceased. I understand and acknowledge that once the burial interment is completed, the ashes are not recoverable. I understand and acknowledge that the cremated remains of others may be buried in a similar manner in the Memorial Garden, and that the cremated remains of the Deceased may be inadvertently commingled with those of another person. I understand and acknowledge that the obligation of Gates Presbyterian Church shall be limited to permitting the disposition of the cremated remains in the Memorial Garden as set forth herein.

I agree to release, hold harmless and indemnify Gates Presbyterian Church, its affiliates and their agents, employees, successors and assigns from any and all loss, damage, liability or causes of action (including attorney's fee and expenses of litigation) in connection with the disposition of the cremated remains of the Deceased as authorized herein or respect to the identification of said cremated remains as being those of the Deceased.

Signature of Person Authorized
To Dispose of Ashes

Date

Printed Name of Person Authorized
To Dispose of Ashes

Street Address: _____

City, State, Zip Code: _____

Home Telephone/Cell Phone Number: _____

Email address: _____

GATES PRESBYTERIAN CHURCH AUTHORIZATION

I hereby authorize the holding of a memorial ceremony and/or interment of the cremated remains of the Deceased in the Gates Presbyterian Church Memorial Garden

Name/Signature/Title/Date



GATES PRESBYTERIAN CHURCH

1049 Wegman Road, Rochester, NY 14624

Phone: (585)247-5292 Fax: (585)247-5293

MEMORIAL GARDEN WALKWAY

Request for the purchase of an engraved brick

PLEASE COMPLETE AND RETURN TO THE CHURCH OFFICE

We invite you to create a lasting tribute to your loved one. A traditional 4x8" brick is available for \$100. Each brick will be inscribed with your message. Proceeds go toward supporting our mission of maintaining the Gates Presbyterian Memorial Garden. To order a brick(s), please complete the form and then mail the completed form with your payment, check payable to Gates Presbyterian Church, and put memorial garden brick in the memo line. No one may acquire any right to the physical location or appearance of the Garden. The Memorial Garden Committee or Session will determine the location of the bricks, no special requests can be made.

4" X 8" CLAY BRICK FOR THE MEMORIAL GARDEN WALKWAY

NAME: _____

ADDRESS: _____

CITY: _____ STATE: ____ ZIP: _____

PHONE: _____ EMAIL: _____

BRICKS _____ X \$100.00 = \$ _____

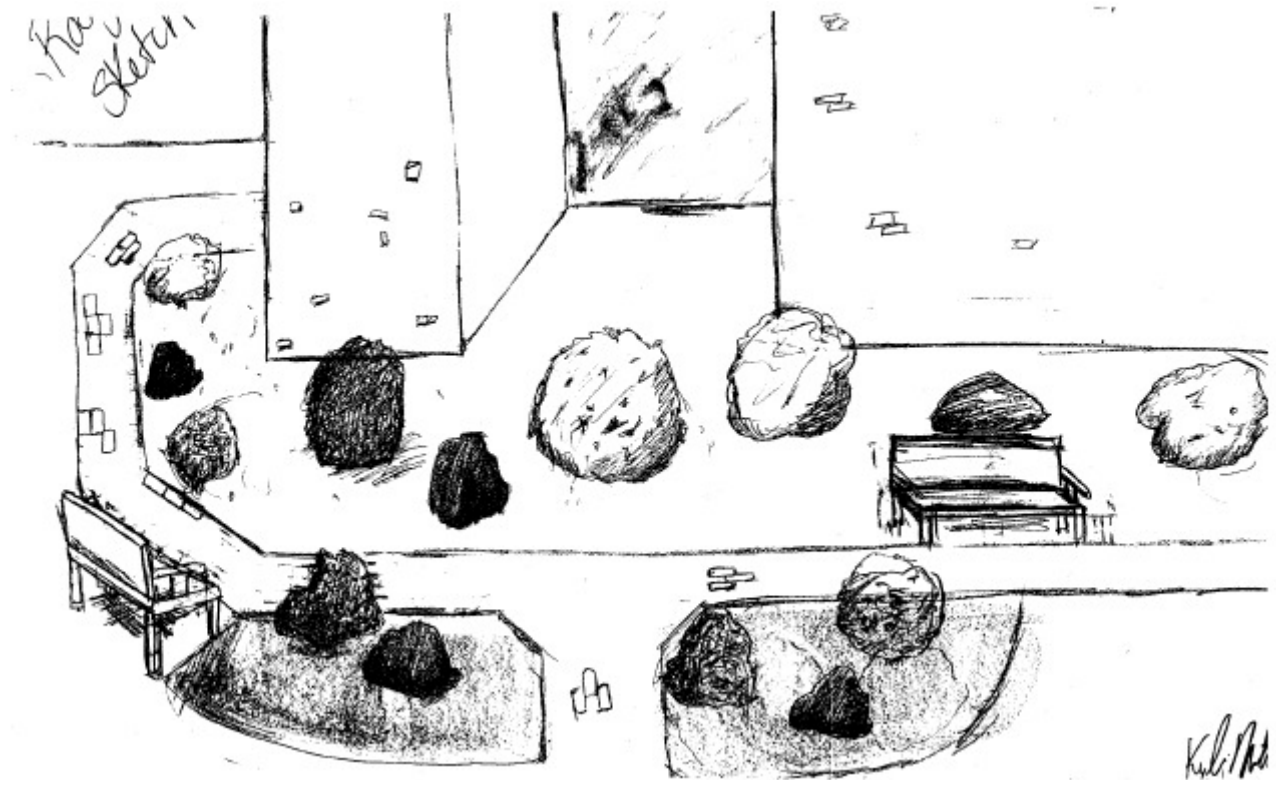
3 ROWS OF 17 CHARACTERS EACH ALLOWED PER BRICK

BRICK 1

BRICK 2

BRICK 3

MEMORIAL GARDEN LAYOUT SKETCH (2013)



(Memorial Garden policy amended by Session on 9-19-13)

SNOW POLICY

Gates Presbyterian Church day and evening activities will be closed due to snow when the Gates Chili School District is closed.

POLICY FOR ATHLETIC TEAMS ASSOCIATED WITH GATES PRESBYTERIAN – 1987

1. Sports teams provide a very needed fellowship opportunity for our church members and should be supported by the church as would any other church social and fellowship organization.
2. Presently, these social organizations do not fall under the responsibility of any particular committee in our organizational structure. Our association is informal. Problems would, however, be addressed to Session. Any individual who can't afford costs of participation (paying for umpires, league fees, etc.) might be considered for scholarship assistance since our goal is to have as many participate as possible.
3. The area beyond the parking lot is indeed a place for fellowship and sports and should, therefore, be considered a church recreation area and not just a ball field. This reinforces the intention of the original proposal adopted by Session.
4. Responsibility for the maintenance of the area rests with the Trustees. As a recreational area, it is an integral part of the church and its grounds and, therefore, should be maintained accordingly, receiving neither more or less attention than the rest of our property.

A task force presented a background statement leading to this policy on 11/8/87. Members were: John Mason, Mary Horne, Frank Roberts, Sandy Way.

GAMBLING POLICY

We recognize that the Presbyterian Church (USA) has a long history of opposition to all forms of gambling as an abdication of stewardship [PCUSA website: Presbyterian 101 – Ministries and Programs – Gambling]. In 1975, a Presbyterian General Assembly adopted a statement calling upon its members to “exert influence...to oppose all forms of legalized gambling...” A 1992 statement petitioned civic and government leaders to resist state sanctioned gambling.

It is therefore the policy of Gates Presbyterian Church that raffles and auctions will be allowed as long as the following guidelines are observed:

- Goods are exchanged for any monies collected
- Monies collected are used solely for church activities; Missions; scholarships; not-for-profit entities; or Particular person(s) in need of special assistance (ie: service dog, wheelchair, home lift)
- Each activity has prior approval of the Session

Prohibited are activities of a gambling nature where betting is done against the odds and winnings are paid in cash(ie: 50/50 raffles, bingo,, lottos, sports pools, casino nights).

Adopted by the Session of Gates Presbyterian Church: July 21, 2011

COMMITTEE POLICIES:

PUBLIC WORSHIP:

GUIDELINES FOR INFANT BAPTISM

Revised 02/2011

1. Baptism is authorized by Session and administered by the Pastor or Associate Pastor. In extraordinary circumstances, baptism may be celebrated at the discretion of the pastor. In such cases care should be taken in accordance with W-2.3011. (Book of Order)
2. Baptism normally is celebrated in a service of public worship (W-2.3011) with one elder participating.
3. Parents who are members in good standing in this church may present their children for baptism; or Christian parents in good standing in another congregation may request baptism for their children (Book of Order W-2.3014) (a letter shall be sent to the church to which they belong informing them of the baptism); or Session may, convinced of the on-going commitment of the parents, grant permission to others. Two guiding principles would be regular worship attendance at Gates for some period of time, and an indication of intention to join the congregation as soon as this can be arranged.
4. Prior instruction shall be given to all parents. (W-2.3012)
5. It is the responsibility of the Session to provide for continuing counsel, encouragement, and nurture for families. (W-2.3012)

The Baptism of children witnesses to the truth that God's love claims people before they are able to respond in faith. (W-2.3008b) Those presenting children for Baptism shall promise to provide nurture and guidance within the community of faith until the child is ready to make a personal profession of faith and assume the responsibility of active church membership. (W-2.3014) The congregation as a whole, on behalf of the Church universal, assumes responsibility for nurturing the baptized person in the Christian life. (W-2.3013)

WEDDING GUIDELINES – GATES PRESBYTERIAN CHURCH - Updated 2011

Marriage is a gift God has given to all humankind for the well-being of the entire human family....In a service of Christian marriage, a lifelong commitment is made by a woman and a man to each other, publicly witnessed and acknowledged by the community of faith. Directory of Worship (W-4.900)

In selecting Gates Presbyterian Church, you are choosing a Christian service and asking for God's blessing upon your commitment to one another as husband and wife. Your wedding is a sacred occasion. As the pastors and staff of Gates Presbyterian, we are ready to help in whatever way we can to make your wedding spiritually significant and meaningful.

We have prepared these guidelines to help you in your planning. The policies outlined here apply to all weddings held at Gates Presbyterian Church.

OFFICIATING MINISTER:

Gates Presbyterian Church has two full-time ministers. Please contact the minister you wish to conduct your ceremony.

If you would like another minister to participate in the service, please make arrangements with the officiating minister from this church to issue an invitation. The officiating minister from Gates will approve all matters regarding the conducting and order of the service.

Please schedule your first pre-wedding consultation with the minister at least three months prior to your wedding. The number of pre-wedding meetings with the minister is determined by the minister. Usually the minister will meet with you at least 3 times before the wedding.

MUSIC FOR YOUR WEDDING:

Normally the church's organist will play for weddings. The couple should contact the organist at least one month before the wedding date about music desired and he or she will make suggestions.

In special cases, other organists, friends of wedding party, may participate with the approval of the church's organist. This desire should be expressed when initial arrangements are made. An indication of their experience should be given to the pastor.

Music for the wedding should be chosen with discrimination and offered as praise to God. The organist will be happy to work to accommodate your music requests. The officiating minister and organist will ultimately have final approval of all music chosen.

The organist requires at least one rehearsal with any soloist or instrumentalist. An additional fee of \$25 is required for each rehearsal.

YOUR WEDDING REHEARSAL:

The officiating minister will schedule the rehearsal at your first pre-wedding appointment. The entire wedding party, parents, and any others participating in your ceremony are expected to attend the rehearsal to ensure that the ceremony will proceed smoothly. The minister is in charge of the rehearsal. The rehearsal is usually 45 minutes in length.

PHOTOGRAPHERS AND VIDEOS OF YOUR WEDDING:

In order to preserve the dignity and sacredness of a Christian wedding, flash pictures are not to be taken during the worship service. As many pictures as are desired can be reposed following the service. Video recording is possible but only from the rear of the worship center, or at an unattended camera set up with the approval of the officiating minister.

It is the responsibility of the bridal couple to make the photographer/videographer and guests aware of these restrictions.

FLOWERS AND DECORATIONS:

The normal arrangement is for one bouquet on the communion table, bouquets on pedestals supplied by florists, or bouquets attached to candelabras.

Decorations may be delivered and set up one hour before the ceremony.

You or your florist are responsible for removing the flowers following the ceremony and picture taking.

The church does supply two candelabras on request for a cost of \$10.00.

A unity candle, if desired, is supplied by the bridal couple.

Aisle runners do not work well in our worship center.

USE OF THE BUILDING:

Rooms for dressing and gathering of the bridal party before the ceremony are available and the officiating minister or wedding coordinator will show you where those are at the time of the rehearsal.

Smoking is not allowed anywhere in the church building.

Confetti and rice may not be thrown in the church or on the property.

Birdseed may not be thrown inside the church building.

Use of any alcoholic beverages for any purpose at any time is prohibited, including the parking lot. Violation of this policy will result in the immediate cancellation of the wedding and no refund of fees.

FEES:

One check, payable to Gates Presbyterian Church, for wedding fees that apply to your wedding, must be sent to the church at 1049 Wegman Road, Rochester, New York 14624, two weeks prior to the wedding date, in order to process the checks for the participating parties.

MEMBER RATES:

Organist	\$200 (includes participation in wedding rehearsal)
Custodian	100
Wedding Coordinator	<u>100</u>
Total	\$400

An honorarium for the minister is at the couple's discretion.

NON-MEMBER RATES:

Organist	\$ 200 (includes participation in wedding rehearsal)
Custodian	100
Wedding Coordinator	100
Building Use	200
Minister	<u>300</u>
Total	\$ 900

OPTIONAL COSTS:

Candlabra	\$ 10
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Approved by Session

The Christian Funeral or Memorial Service

At Gates Presbyterian Church

Purpose

The resurrection is a central doctrine of the Christian faith and shapes Christians' attitudes and responses to the event of death. Death brings loss, sorrow, and grief to all. In the face of death, Christians do not bear bereavement in isolation but are sustained by the power of the Holy Spirit and the community of faith. The Church offers a ministry of love and hope to all who grieve. As this is the basis of a Christian funeral defined by the Book of Order of the Presbyterian Church, U.S.A., the Session of Gates Presbyterian Church has set forth the following policy on funeral/memorial services which occur at the church.

Pastor

It is expected that primary arrangements will be made with one of Gates Presbyterian's pastors. Typically one pastor will officiate at the service, though there are times when it will be appropriate for both pastors to participate. Requests for the participation of a guest pastor to assist in the service must be made to the officiating pastor; who, if it is appropriate, will extend an invitation.

Service at Church

Church members are encouraged to use the church for funeral/memorial services. Just as we are baptized by God in church and have been nourished by God through the church, so it is wholly appropriate that thanksgiving to God for our lives should be offered in church.

A Time of Worship

In the Presbyterian tradition a funeral/memorial service is considered a service of worship, and will be approached with the dignity and joyful celebration accorded worship. A typical order of worship will include: prelude and postlude of sacred music; hymns and songs of praise and faith; scripture lessons from the Old and New Testaments; a message which expresses thanksgiving to God for the life of the deceased, and reminds all of Christ's resurrection and promise of eternal life; prayers of intercession and thanksgiving; a benediction. In consultation with the pastor, other elements, such as remarks from family members and friends, may be included in the service. The officiating pastor shall make the final determination on the elements of worship.

Music

Music for the funeral should be chosen with discrimination and offered as praise to God. Music that is not appropriate for a Christian service of worship may be used at a reception following the service.

Normally the church organist shall play for church funerals. All music will be approved by the pastor officiating at the service. While not encouraged, music recorded on cassette tapes or compact discs – when appropriate for Christian service may be included. Such music should be approved by the pastor at the time the service is planned.

When the funeral does not happen in a Church sanctuary, the family arranges with the funeral director for any music to be played before and/or after the service.

Technology

Technology during a funeral or memorial service is limited to the pulpit microphone and two free standing microphones. If the family desires for a photo slide show to be displayed prior to the service of worship, arrangements must be made with the pastors for a member of the family to be responsible for set up 45 minutes prior to the service. Photo slide shows will not be displayed during the service.

Casket/Cremaains

The casket/cremaains of the deceased may be present for the service, and shall arrive at the church at least 45 minutes prior to the announced start time. In order that worship may focus on God, and upon the gift of resurrection, rather than upon the earthly remains of the deceased, the casket will be closed during the service. The cremaains may be present in the funeral service and are normally placed on the table next to the pulpit.

Cremation

Cremation is an appropriate alternative for Christians. Orders of worship and committal remain the same in cases of cremation, with the exception that the committal may take place on a different date from the service in the church.

Picture Board

A display of pictures of the deceased person may be displayed at the reception following the service. GPC does not have easels for use. Such a display is best arranged with the funeral director for the time of calling hours.

Sharing of Memories/ Eulogy

May be included in the service. Because family members sharing memories of the person they loved are often quite emotional it is normal to limit the spoken tributes during the funeral service to one or two persons sharing comments briefly. Additional tributes can be offered at a reception following the service. Remarks should be chosen for what is appropriate for Christian worship.

Poetry or other readings

Are appropriate as they capture characteristics of the person remembered at the service. They should be appropriate for Christian worship and are normally shared with the pastor for inclusion during the meditation.

A Picture of the person or other items capturing the character of the person

Who is honored at the funeral - may be present in worship and will be placed on a small table next to the pulpit. Such items must always be approved in advance of the service by the pastor who will be leading the worship service.

Bulletins

List the order for the worship service. Bulletins are provided for most funerals/memorial services held in the sanctuary of the church. Our copier is not capable of making color copies, so if the family desires for color or photographs to be included in the bulletin, the family is responsible for the printing and cost.

Guest books

May be secured from the funeral director and placed in one or both vestibules and/or at the reception.

Flowers

Are appropriate for funeral/memorial services and can be arranged with local florists. The family makes arrangements with the funeral director for the disposition of any flowers brought to the sanctuary from the funeral home. Flowers that remain two days following the service are disposed of by the church.

Reception with light refreshments is available to members and families of members at no charge and provided by the deacons of the church. If the family wishes to bring additional food, arrangements must be made with the Deacons representative.

Committal Service

The pastor is available to lead a brief committal service at the site (locally) where the casket/cremains are to be interred. This service typically includes: scripture; prayers; words of committal; a benediction.

Memorials

Gifts given in memory of a loved one are appropriate and welcomed. Guidelines for directing such gifts to the church are outline in Gates Presbyterian Church Memorials & Special Gifts Policy.

Fees

When the deceased was a member of GPC:

- a. Organist: \$200.00
- b. Custodian: \$35
- c. Pastor: Honorarium*

**The ordained pastors of GPC believe that funerals are a part of their pastoral call to ministry. They count it both a great responsibility and a great privilege to be with families in their moment of need, offering through their words, work, and witness the life and love of Jesus Christ.*

They also acknowledge that some families wish to honor pastors with an honorarium. As many families are uncertain about an appropriate amount and often contact the church office to ask what is customary, the following ranges are suggested as general guidelines for those wishing to provide an honorarium.

The ranges should not be interpreted as a fee-for-service arrangement:

- *Officiating Pastor \$150-300*
- *Additional Pastor(s) \$75–100. Depending on the extent to which the additional pastor(s) is/are involved in the planning, preparation and leading of the service.*

When the deceased was a non-member of GPC (including friends and family of members):

- a. Organist: \$200.00
- b. Custodian: \$35
- c. Pastor: \$250

Fees for other musicians should be in accordance with their normal pay scale. If additional rehearsal time for the organist is require to accompany a soloist, and addition \$25 per rehearsal is required for members and non-members.

Scheduling a Funeral at GPC

1. Please contact one of the pastors (or the church office) as soon as possible. It is appropriate, when the family prefers a particular pastor, to share this preference. It will be honored whenever possible.
2. The pastor will visit with the family to offer pastoral care and guidance and to begin the process of planning the funeral service.
3. The pastor will work with the family and funeral home to ensure your loved one's funeral is handled with the utmost dignity and respect.
4. GPC works with a variety of funeral homes. It is very important that the pastor and funeral directors work as a team. If you have not contacted the church when you contact the funeral home, please ask the funeral director to call the church immediately. Please do not schedule a funeral without contacting the church and speaking with the pastor.

The congregation, officers, and staff offer this policy as a faithful way to proceed at the time of death. In the name of our Risen Savior, we stand with those who grieve the loss of their loved ones and who celebrate the resurrection of Christ Jesus our Lord. By the great grace of God, may this policy guide us in honoring and respecting our loved one passing from this world to the next.

Adopted by the Session of Gates Presbyterian Church on March 21st 2013

I. REPORT ON PRESBYTERIAN POLITY REGARDING COMMENTS FROM THE PULPIT ON SOCIAL AND POLITICAL ISSUES

The Book of Order speaks as follows in W-1.4005 regarding the authority of the Pastor:

- W-1.4005 a. The minister as pastor has certain responsibilities which are not subject to the authority of the session. In a particular service of worship the pastor is responsible for:
- (1) the selection of Scripture lessons to be read
 - (2) the preparation and preaching of the sermon or exposition of the Word,
 - (3) the prayers offered on behalf of the people and those prepared for the use of the people in worship,
 - (4) the music to be sung,
 - (5) the use of drama, dance, and other art forms
- The pastor may confer with a worship committee in planning particular services of worship.

The Stated Clerk of Genesee Valley Presbytery has confirmed that it is the Pastor's prerogative to speak out on controversial subjects, regardless of how uncomfortable it may make his constituents. It is, however, desirable to encourage and welcome dialogue on such issues. An atmosphere conducive to such dialogue is zealously maintained at Gates Presbyterian.

II. HISTORICAL PERSPECTIVE

The Gospel is Both Personal and Social

The gospel of Jesus Christ is not only a personal gospel, it is a social gospel. It centers on the individual and that person's relation to God; it also focuses on institutions of society and ways they can bring new life to persons. The prophets and Jesus clearly model for us active participation in the social questions of the day. Church leaders as diverse in time and place as John Calvin in Geneva, Switzerland in the 1500's and Walter Rauschenbusch in Rochester, New York in the early 1900's believed that to be a Christian meant working through the economic, political and social systems of society to bring light in the midst of darkness. We the church are called to be active in the political and social issues of the day.

Separation of Church and State

The separation of church and state does not limit our political involvement. When the separation of church and state was called for by the founders of this country, it was at the insistence of church leaders like Roger Williams and John Clarke in New England who were seeking the protection of the church from the state. They had come from England where they had been coerced to worship as the King saw fit; in America they fought for a system in which the state could no longer dictate how or if they should worship. Separation of church and state was created not to protect the state from the church but to protect the church from the state. Furthermore, the state requests active participation from all institutions and persons in society, including the church to insure that democracy will flourish.

The Sovereignty of God (God is the only absolute)

This country was founded on the principle of the separation of church and state, but it in no way meant a separation of religion and politics. Rather, the Christian is called to be actively involved in the world doing all that is possible to create a more loving and humane life for all, actions that strive to bring the Kingdom of God here on earth. Such actions are often political. Such actions may mean dissent with government. But according to Roger Williams, a Calvinist and founder of Rhode Island, one's ultimate loyalty must be to God and not to any lesser power including one's government.

On October 12, 1982, the Gates Presbyterian Church session affirmed that it encourages and actively supports comments from the pulpit on controversial matters. On March 15, 2001, the GPC session reaffirmed that. Reaffirmed by Session on March 17, 2011.

INCLUSIVENESS, WORSHIP AND LANGUAGE

at Gates Presbyterian Church – adopted 2001

Updated 2011

Gates Presbyterian is proud to be a diverse congregation made up of many backgrounds and political and theological persuasions. The ministry of the church is built upon this diversity, and openness and inclusiveness are extremely important. People of all ages, men and women, liberal and conservative, serve on church boards. Children are an essential part of the community. Our ministry is not simply to "our own" but there is an equal commitment to the needs of the hungry, oppressed, disabled, and needy.

In worship inclusiveness is expressed in the following manner:

1. Men and women and youth served as worship leaders, e.g. lay readers, ushers, etc.
2. Models of Christian living are given that refer to both men and women. For instance, there is Abraham and Sarah, Miriam as well as Moses.
3. A sincere effort is made to make all the "human language of the service (quotes in the meditation, prayers, announcements) reflective of our diversity.

New hymns selected for usage shall reflect this concern for inclusiveness, whenever practical. Those written by Jane Parker Huber, for instance, have been well received by the congregation and are inclusive. At the same time, the selection of an "older" hymn which contains some "non-inclusive" language should not be discouraged for that reason alone.

We feel that there is basic agreement on the above principles. Issues in which there is no common ground as of yet include the following:

1. Making hymn texts more inclusive. Strong feelings revolve around this matter because of questions regarding fairness to composers and what word changes do to the rhythm of the hymn. Staff, pastors and musicians, need to work together in this area, occasionally trying ways of being more inclusive but always respectful of musical integrity.
2. Masculine language in scripture. Recent scholarship suggests that translators have not always recognized the nuances of the original text and that the intent was more inclusive than the translation. Nevertheless, this is a sensitive area that requires more consideration.

The important point to keep in mind is that we are a diverse congregation and we need to do everything possible to make the worship experience stress inclusiveness (not only in language but also involvement of children, etc.). The real issue is not one's personal opinion but what will most enhance the opportunity for each and every human being who gathers at Gates Presbyterian to feel close to the Almighty.

The Public Worship Committee will continue to periodically review this policy and amend or edit this statement as the committee deems necessary, always keeping in mind our love for all humankind and the need to include everyone in as many aspects of worship as possible.

STEWARDSHIP/BUDGET

Escrow Fund

for the Gates Presbyterian Church of Rochester, NY

POLICY

The Escrow Fund is established to hold funds that are earmarked for a specific purpose, or maintaining unspent designated funds.

Part I. Purpose

It is the purpose of Session to administer funds in Escrow in a manner consistent with the policies of the congregation and utilizing the use of the funds as originally intended.

Part II. Administration

1. All assets are to be held in the name of the GATES PRESBYTEIAN CHURCH, ESCROW FUND, 1049 WEGMAN ROAD, ROCHESTER, NEW YORK 14624.
2. The overall administration, management and use of the fund are the responsibility of Session.
3. The Budget and Stewardship Committee, under the direction of Session, has the responsibility for the general operation of the fund.
4. Transfers to or from the Escrow Fund are to be used at the discretion of Session unless a specific request is made to restrict funds to a particular use. In the case of such a request, funds will remain in escrow for no more than two (2) years. After two (2) years those funds remaining in escrow, other than mission and peacekeeping and the pastor's emergency fund, will transfer to the general operating account for use in the current budget year.

Part III. Dissolution

In the event the Gates Presbyterian Church of Rochester, New York ceases to exist either through merger or dissolution, the disposition of transfer of the Escrow Fund shall be at the discretion of the Session in consultation with the Genesee Valley Presbytery and according to the Rules of the Denomination.

A. Receiving Transfers

Part I. Receipts

All Escrow transfers are to be referred to the Budget and Stewardship Committee of the church through the Treasurer after immediate and proper accounting. Funds will be placed into escrow in one of the following accepted categories:

1. Excess funds from a specific Gates Presbyterian Church group, event, or budget line item.
2. Mission and Peacemaking projects; such as Guatemala, Jamaica Basic School, Young Adult mission, etc,
3. Pastor's Emergency Fund

Part II. Treasurer Responsibilities

1. Keep a listing of balances by purpose and dates received.
2. Record amounts with the date received or transferred by purpose.
3. Produce the financial report two (2) times per year (semi-annually) and distribute as follows:
 - 3.1. Clerk of Session (1 copy)
 - 3.2. Budget Committee (currently 7 copies)
 - 3.3. Pastor
 - 3.4. Associate Pastor
4. The church's pastor or associate pastor may also periodically request a listing of funds received in the current year.
5. Request a status review by Budget & Stewardship when restricted funds have been held for two (2) years.

Part III. Stewardship Committee Responsibilities

1. Review the Secretary/Treasurer's semi-annual reports.
2. Be knowledgeable of escrow balance status; and bring before Session the Escrow balance reports and recommendations in a timely manner.
3. Inform and instruct the Treasurer of all related Session decisions and requests.
4. Request a status review by Session when funds have been held for two (2) years, and provide committee recommendation, as appropriate, for use of funds or status change.

Part IV. Session Committee Responsibilities

1. Be knowledgeable of fund status and monitor the Treasurer's semi-annual report.
2. Make decisions as requested to either continue or remove the restriction on escrowed funds held for two (2) years.

B. Request for Use of Funds

Part I. Use of Funds

The requester for funds must complete an application for funds and forward the form to the Stewardship Committee through the church office.

Part II. Stewardship Committee Responsibilities

1. The Stewardship Committee will recommend to Session which escrowed funds are to be used on the request for funds.
2. Forward requests of \$400 or less to the Treasurer (per Part III below).
3. Forward requests of more than \$400 to Stewardship Chair and Clerk of Session (per Part IV below).

Part III. Requests for Amounts of \$400 or Less

1. Upon direction from the Stewardship Committee, Treasurer has the authority to pay bills using appropriate escrowed funds.

2. The Treasurer will note pertinent information (i.e. check number, date paid. etc.) on the request forms.

Part IV. Requests for Amounts In Excess of \$400

1. Requires Session Approval through Stewardship Committee; or,
2. The Treasurer will note pertinent information (i.e. check number, date paid. etc.) on the request forms.

Part V. Approval vs. Disapproval Procedure

1. The Clerk of Session forwards all applications back to the Stewardship Committee once voted on by Session for appropriate follow-through.
2. The Treasurer maintains files on all requests for Escrow monies.
3. The Treasurer receives a copy of the Session minutes monthly from the Clerk of Session.
4. In the event of disapproval (or example, when an incomplete application is submitted, or approval is delayed or is given a qualified approval due to timing, availability of funds or some contingency, the. Chair of Stewardship will verbally notify the requester of status of request for funds.

Stewardship Fund Raising Policy

June 2011

As directed by Session the Stewardship committee has formulated some guidelines to be used in church-oriented fund raising events.

1. All requests shall be cleared by Stewardship Committee, before submission to Session.
2. Any fund raising activities should not infringe on Sunday worship atmosphere. Items being sold before or after service on church campus should be at a specified table – preferably no more than two at a time.
3. No non-church-related group should use our congregation as a fund raising base.
4. Advertising concerning outside group activities should be confined to a bulletin board. Use of church facilities by outside groups is the responsibility of Trustees and must be approved by that group.
5. Groups may request that a portion of the net profits of their fund raising event be reserved for specific use. All such requests shall be submitted, in writing, to the Stewardship Committee for approval and recommendation to Session. For example, when hosting fund raising dinners - 10% of net profits can be set aside for replacement of kitchen equipment if requested by the Dinner Committee or Trustees.
6. Event chairperson can request pre-event funds through use of a Check Request. The Check Request form is to be used to authorize payment for expenses. It must have an approved signature stating the line item number and authorized signature. Check Requests can also be submitted for out-of-pocket expenses with receipts or backup attached. A Purchase Order form is to be used if the church will receive an invoice for items that were ordered or purchased and the item will be delivered to the church. This is given to the church secretary and will be used to match against the invoice when it is received.
7. When purchasing a taxable item in support of the church event, the event chairperson should request a Tax Exempt certificate so that NYS sales tax is not charged.
8. To the best of the chairman's ability, all Check Requests, expense receipts and income from fund raising events should be turned into treasurer within 14 days after the event.

MEMORIAL FUND
For the
GATES PRESBYTERIAN CHURCH
Rochester, New York

POLICY

The Memorial Fund is intended to provide an opportunity for family and friends to donate money to the church in memory of a deceased loved one.

PART I. PURPOSE

It is the purpose of Session to administer gifts donated in memorial in a manner consistent with the policies of the congregation and recognizing the people's need to honor and remember deceased loved ones.

PART II. ADMINISTRATION

1. All assets of this fund are to be held in the name of the GATES PRESBYTERIAN CHURCH, MEMORIAL and SPECIAL GIFTS, 1049 WEGMAN ROAD, ROCHESTER, NEW YORK 14624.
2. The overall administration, management and use of the fund are the responsibility of Session.
3. The Stewardship Committee, under the direction of Session, has the responsibility for the general operation of the fund.
4. Gifts to the Memorial Fund are to be used at the discretion of Session unless a specific family request is made to restrict funds to a particular use. In the case of such a request, funds will be restricted for no more than three (3) years.

PART III. DISSOLUTION

In the event the Gates Presbyterian Church of Rochester, New York ceases to exist either through merger, dissolution, the disposition of transfer of the Memorial Fund shall be at the discretion of the Session in consultation with the Genesee Valley Presbytery and accord to the Rules of the Denomination.

A. RECEIVING GIFTS

PART I. RECEIPTS

All memorial gifts are to be immediately referred to the Memorial Fund Secretary/Treasurer through the church office for immediate and proper accounting.

PART II. SECRETARY/TREASURER RESPONSIBILITIES

1. Keep an annual listing of received gifts by deceased name and totals as of dates received.
2. Set up a ledger file in the deceased name. Should the immediate family request funds be restricted for a specific purpose, the Secretary/Treasurer will advise the Stewardship Committee and the Clerk of Session immediately and simultaneously. The ledger file will also indicate the same.
3. Record amounts with the date received with the name of the giver.
4. Send the donator a receipt for the gift.
5. Send the family of the deceased a listing of memorial donors as soon as possible. Note that this may have to be done several times.
6. Sunday Counters will make deposits to the proper account(s) at the bank and record the receipt in the counters' Excel spreadsheet.
7. The Church Treasurer will balance the bank statement each month.
8. Produce the financial report two (2) times per year (semi-annually) and distribute as follows:
 - a. Clerk of Session (1 copy)
 - b. Budget Committee (currently 7 copies)
 - c. Trustees (currently 3 copies)
 - d. Stewardship Chair
 - e. Church Treasurer
 - f. Church Financial Secretary
 - g. Church Office file
 - h. Moderator/Pastor
 - i. Associate Pastor
9. The church's pastor may also periodically request a listing of funds received in the current year.
10. Expenses incurred by the Secretary/Treasurer in maintaining the Memorial Fund are to be covered by the interest earned in the account prior to interest being turned over to the Church Treasurer annually.
11. Request a status review by Session when restricted funds have been held for three (3) years.

PART III. STEWARDSHIP COMMITTEE RESPONSIBILITIES

1. Review the Secretary/Treasurer semi-annual reports
2. Be knowledgeable of fund status; and bring before Session Memorial Fund reports and issues in a timely manner.
3. Alert Session on immediate family's requests for "restricted funds" status. The Clerk of Session will insure the "immediate family's request for restricted fund status is on the current Session meeting docket and reflected in the minutes of that meeting.
4. Inform and instruct the Memorial Fund Secretary/Treasurer of all related Session decisions and requests.
5. Request a status review by Session when restricted funds have been held for three (3) years, and provide committee recommendation, as appropriate, for status change requests.

PART IV. SESSION RESPONSIBILITIES

1. Be knowledgeable of fund status.
2. Require the Secretary/Treasurer's semi-annual report since it is key to fulfilling Session's responsibilities.
3. Make decisions as requested to either continue or remove the restriction on restricted funds held for three (3) years.

B. REQUEST FOR USE OF FUNDS

PART I. The requester for funds must complete an application for funds and forward the form to the Stewardship Committee through the church office.

PART II. STEWARDSHIP COMMITTEE RESPONSIBILITIES

1. The Stewardship Committee will recommend to Session which restricted or unrestricted funds are to be used on the request for funds application, and,
2. Forward requests of \$400 or less to the Memorial Fund Secretary/Treasurer (per Part III below).
3. Forward requests of more than \$400 to Stewardship Chair and Clerk of Session (per Part IV below).

PART III REQUESTS FOR AMOUNTS OF \$400 OR LESS

1. Upon direction from the Stewardship Committee, the Church Treasurer has the authority to pay bills using appropriate unrestricted or restricted/ designated funds.
2. The Secretary/Treasurer will note pertinent information (i.e. check no., date paid, etc.) on the request forms.

PART IV REQUESTS FOR AMOUNTS IN EXCESS OF \$400

1. Requires Session approval through Stewardship Committee; or,
2. When a higher amount needs expeditious payment, an exception is made for the GPC Pastor to approve a Memorial Fund expenditure. This exception is predicated on the presumption the Pastor has developed an understanding and supportive relationship with the family of the deceased during the family's period of grief.
3. If and when the exception process (paragraph 2 immediately above) is followed, completed request of funds applications will still be submitted to Session and Stewardship for information purposes.

PART V. APPROVAL vs. DISAPPROVAL PROCEDURE

1. The Clerk of Session forwards all application back to the Stewardship Committee once voted on by Session for appropriate follow-through.
2. The Secretary/Treasurer maintains files on all requests for Memorial monies.
3. The Secretary/Treasurer receives a copy of the Session minutes monthly from the Clerk of Session.

4. It may not be necessary to send a notice to the family of the deceased regarding expenditures of either unrestricted or restricted funds. Reason: it may take a long time to spend the money.
5. The Memorial Fund Secretary/Treasurer verbally notifies the requester of funds of Session approval.
6. In the event of disapproval, for example, when an incomplete application is submitted, or approval is delayed or is given a qualified approval due to timing availability of funds or some contingency, the Chair of Stewardship will verbally notify the requester of status of request for funds.

C. USE OF NAME PLATES OR MEMORIAL PLAQUES

PART I. It is a historical policy of the Gates Presbyterian Church Session that name plates and/or memorial plaques will not be either displayed and/or attached to a physical memorial of a deceased loved one. The church will maintain a Memorial Book listing all gifts.

Endowment Fund of the Gates Presbyterian Church of Rochester, NY

Stewardship involves the faithful management of all gifts God has given mankind... time, talents, the created world of money, including inherited and appreciated resources.

To provide an opportunity for friends and members of the church to direct those resources to this church, the Endowment Fund of the Gates Presbyterian Church was formed in 1991.

Part I. Purpose of Session and Fund

It is the purpose of the Session to provide the members and friends of the congregation with a program for donating to the work of the church through bequests in wills, charitable remainders and other trusts, charitable gift annuities, assignment of life insurance, and transfers of both real and personal property (cash, stocks, bonds, etc.) in a fashion establishing both permanence and stability.

It is the purpose of the Session to encourage, receive and administer these gifts in a manner consistent with the loyalty and devotion to God expressed by the grantors and in accord with the policies of this congregation.

It is the purpose of this Endowment Fund to provide for:

1. The enhancement of the Mission Outreach of the church. This should be done apart from the general operation of the church. Prior consideration should be given to using some of the income from the Endowment Fund for additional gifts for basic support of our church's wider mission as well as selected mission projects.
2. The enhancement of the Ministry of the church. Creative programming that cannot be timely initiated or sustained by the regular budget is often made possible by the use of the endowment income.
3. The enhancement of the financial stability and permanence of gifts to the church. It is the general custom to use only the growth or income from the Endowment Fund as described in Section IV below. However, the Fund can be used to meet genuine emergency needs following proper procedures (see Part II, number 4, Promotion, Administration and Management).

Part II. Promotion, Administration and Management

Good financial management is important for the total life of a church. The Endowment Fund shall be administered as follows:

5. All assets of the Fund are to be held in the name of the ENDOWMENT FUND OF THE GATES PRESBYTERIAN CHURCH, 1049 WEGMAN ROAD, ROCHESTER, NEW YORK 14624.
6. The overall promotion, administration, management, and the granting of monies from the growth and/or income of the fund is the responsibility of the Session. At such time when the value of the fund exceeds \$50,000, Session should contract a professional financial management organization for the purpose of managing and protecting the integrity of the church asset and insuring fund growth and income development.

The Genesee Valley Presbytery should be a primary resource in the effort of selecting a reputable management organization.

In the case of real estate, Session should consider the overall value (liabilities versus income generation) of contracting a reputable real estate/property management organization if property ownership is to be retained (instead of converting the property to a cash asset for further investment).

7. The principle of the gifts must be protected, with exception as indicated in Part I, Item 3 and as described in the following paragraph.
8. No portion of the income generated by the Fund shall be used for the annual operating budget of the church. Where, however, there are particular, temporary emergency circumstances, the Session may use a portion of the Fund's income and/or principle to meet designated emergency needs. Consideration should be given for repayment into the Fund, within a reasonable time, so that the intended long term use of the Fund is preserved.
9. The members of the Session, in making recommendations regarding the use of the Endowment Fund income, has an added responsibility to the Donors to maintain the integrity of their gifts.
10. The books of the Endowment Fund shall be:
 - a. Audited annually by an Auditor prior to the publication of the Church's Annual Report and the Congregation Meeting. The Auditor shall not be a member of the Session. The Audited account shall be made a part of the yearly report to the Session;
 - b. Maintained by the Convenor of the Endowment Fund Committee or a designated member of the Endowment Fund Committee. This individual's responsibility would be to keep the Budget and Stewardship Committee regularly apprised of the Fund's status.
11. Any amendment to this policy statement which will change or amend the purpose for which the Fund is established shall be adopted at a duly called meeting of the Session.

Part III. Receiving Gifts

Accumulated possession may be given to the church through bequests, deferred giving agreements, assignment of savings accounts and life insurance, and direct transfers of property such as cash, stocks, bonds, and real estate. Such property, once in the church's name, is to be managed, administered or disposed of by the discretion of the Session. Gifts are given to the GATES PRESBYTERIAN CHURCH, Rochester, New York in only one way: UNRESTRICTED. This means the use of the income, and, when necessary, the principle in the Fund, are to be determined by the Session. Exceptions to this policy are subject to Session's approval.

Part IV. Use and Disbursement of Funds

The Session has adopted a "gifting" formula for the Endowment Fund whose purpose is to encourage 1) continued growth of the Endowment Fund and 2) regular giving for the purposes outlined in Part I, above.

The gifting formula recommends a gift of 15% of the average fund growth over the past 3 years. Mathematically, it is represented as follows:

$$((\text{Growth Year 1} + \text{Growth Year 2} + \text{Growth Year 3}) / 3) * .15 = \text{Recommended gift}$$

When computing the annual growth, gift amounts for that year are added to the annual growth computation. Annual growth is represented as follows:

$$\text{Current Year End Balance} - \text{Prior Year End Balance} + \text{Annual gift} = \text{Annual}$$

Growth

The Convenor, or other authorized designee of Gates Presbyterian Church (currently, the Clerk of Session and the Associate Pastor), must request disbursement of funds from the Investment Advisor. All disbursements from the Endowment Fund shall be made payable to the Gates Presbyterian Church and will be deposited into the church's general account. Disbursement from the church's general account shall follow the usual funds disbursement procedure and should be based upon Session approved use of the Endowment gift for that year.

As described above, the principle portion of the Endowment Fund must be protected except in the case of a designated emergency need. *{NOTE: we need to define the procedure and perhaps guidelines for designating an "emergency need" as there has been much discussion recently about using the Endowment Fund to help balance the annual operating budget. For example, a budget shortfall in December for the following year falls far short of being an emergency (in my mind).}*

Part V. Dissolution

In the event the GATES PRESBYTERIAN CHURCH of Rochester, New York ceases to exist either through merger or dissolution, the disposition or transfer of the Fund shall be at the discretion of the Session in consultation with the Genesee Valley Presbytery and according to the Rules of the Denomination.

Part VI. Miscellaneous

The Endowment Fund's investment advisor is Mr. David M. Fluett, CPA, Investment Advisor and CEO, Core Capital Solutions 40 Shuman Boulevard, Suite 240, Naperville, IL 60563. David's phone number is 630-753-9900 and his e-mail is dfluett@corecapitalsolutions.com. Monthly statements of the Endowment Fund balance are provided by Fidelity Investments and are maintained by the Convenor. Quarterly investment reports are provided by Core Capital Solutions and are also maintained by the Convenor.

Amended Policy Submitted March 2011 by Endowment Fund Committee.

Amended Policy Approved 2011 by Gates Presbyterian Church Session.

Mustard Seed Scholarship Program

of the Gates Presbyterian Church of Rochester, NY

In 1997, the Mustard Seed fund was established with a generous donation of \$10,000 from Frank Roberts. In 2001, the fund had grown to the point where the Mustard Seed Committee felt that limited disbursements from the fund could begin. Initially, the disbursements to the youth of the church were in the form of a loan. After 4 years and 34 additional donations, the Mustard Seed Committee decided that a 4-year scholarship could be awarded (in 2005). While the amount of the scholarship has been increased since the initial 4-year scholarship, the practice of awarding a 4-year scholarship continues as of this writing.

Part I. Purpose of Session and Fund

It is the purpose of the Mustard Seed Scholarship Program to make a substantial financial contribution towards the higher education of a deserving youth who has been active in the life of the church. Higher education is defined as being post-High School (either college or trade school).

It is the purpose of the Session to provide the members and friends of the congregation with a program for financially supporting the youth of the church who are pursuing higher education. The fund to support this program shall be known as *The Mustard Seed Scholarship Fund*.

Financial gifts, which could take on various forms (cash, stocks, bonds, beneficiary of life insurance, etc.), shall be promptly credited to *The Mustard Seed Scholarship Fund* and are to be managed in a fashion establishing both permanence and stability of the fund.

It is the purpose of the Session to encourage, receive and administer these gifts in a manner consistent with the guidelines described herein for the Mustard Seed Scholarship Program.

Part II. Promotion, Administration and Management

Good financial management is important for the total life of a church. *The Mustard Seed Scholarship Fund* shall be administered as follows:

12. All assets of the Fund are to be held in the name of THE GATES PRESBYTERIAN CHURCH, 1049 WEGMAN ROAD, ROCHESTER, NEW YORK 14624.
13. The overall promotion, administration, management, and the granting of monies from the fund is the ultimate responsibility of the Session. A separate committee, The Mustard Seed Committee, shall be responsible for the daily administration of the Mustard Seed Program and will report to Session through the Stewardship and Budget Committee.
14. The assets of the Fund shall be managed separately from the general, operating accounts of the church. Mustard Seed funds "passing through" the general operating account of the church shall be designated for the Mustard Seed Scholarship Fund.
15. Session should utilize a professional financial management organization for the purpose of managing and protecting the integrity of this church asset and insuring fund growth and income development.
16. The annual amount of the funds allocated to the scholarship payments should be sustainable for the entire period of the scholarship. Considerable care should be taken prior to raising the amount of the scholarship to ensure the sustainability of the gift once there are 4 youth receiving the increased amount. Any change to the annual scholarship amount shall be recommended by the Mustard Seed Committee and approved by the Stewardship and Budget Committee and then by the Session, if approved by Stewardship and Budget.

17. The books of the Mustard Seed Scholarship Fund shall be:
 - a. Audited annually by an Auditor prior to the publication of the Church's Annual Report and the Congregation Meeting. The Auditor shall not be a member of the Session. The Audited account shall be made a part of the yearly report to the Session;
 - b. Maintained by the Convenor of the Mustard Seed Committee or a designated member of the Mustard Seed Committee. This individual's responsibility would be to keep the Stewardship and Budget Committee regularly apprised of the Fund's status.
 - c. The Stewardship and Budget Committee shall take responsibility to regularly inform the congregation of *The Mustard Seed Scholarship Fund* balance.
18. Any amendment to this policy statement which will change or amend the purpose for which *The Mustard Seed Scholarship Fund* is established shall be adopted at a duly called meeting of the Session.
19. The Mustard Seed Committee shall consist of 5 or more active participants in the life of the church and may be any of the following:
 - a. Session representative
 - b. Stewardship Committee representative
 - c. Endowment Fund Committee representative
 - d. GPC Youth Advisor
 - e. Junior or Senior High Sunday School Teacher
 - f. GPC Deacon

Part III. Receiving Gifts

All gifts to the Mustard Seed Scholarship Fund shall be acknowledged by a thank you letter from the Mustard Seed Committee on church letterhead. The thank you letter shall contain the required Internal Revenue Code notice and the church's tax identification number. The following is the standardized IRC text that is currently in use.

In accordance with Internal Revenue Code, the Gates Presbyterian Church (tax ID# 16-6035808) provided no goods or services in exchange for your gift other than an intangible religious benefit. Please keep this letter with your tax records for verification purposes.

Part IV. Use and Disbursement of Funds

The Convenor, or other authorized designee of the Gates Presbyterian Church (other authorized designees shall be the Clerk of Session and the Treasurer), must request disbursement of funds from the Investment Advisor. All disbursements from the *Mustard Seed Scholarship Fund* shall be made payable to the Gates Presbyterian Church and will be deposited into the church's general account for subsequent dispersal on behalf of the Mustard Seed Scholarship recipient.

Part V. Mustard Seed Committee Responsibilities

The Mustard Seed Committee responsibilities shall consist of the following:

- Promotion, Administration and Management of the *Mustard Seed Scholarship Fund* as described in Part II above,
- Prompt acknowledgement of gifts to the *Mustard Seed Scholarship Fund*, as described in Part III above,

- Managing the annual Mustard Seed application process, including making changes and/or modifications to the application itself,
- Selecting the annual Mustard Seed recipient(s) and presenting the scholarship to the recipient(s) during worship,
- Providing monthly account balance for the *Mustard Seed Scholarship Fund* to the Stewardship and Budget Committee, and
- Periodic reviews/discussions with the Mustard Seed Investment Advisor.

Part V. Dissolution

In the event the GATES PRESBYTERIAN CHURCH of Rochester, New York ceases to exist either through merger or dissolution, the disposition or transfer of the Fund shall be at the discretion of the Session in consultation with the Genesee Valley Presbytery and according to the Rules of the Denomination.

Part VI. Miscellaneous

The Mustard Seed Scholarship Fund's investment advisor is Mr. Manly Applegate, Applegate Group, MorganStanley SmithBarney, Suite 100, Sewickley, PA 15143. Manly's phone number is 724-933-1481 and his e-mail is manly.applegate@morganstanleysmithbarney.com. Monthly statements of the *Mustard Seed Scholarship Fund* balance are provided by MorganStanley SmithBarney and are maintained by the Convenor of the Mustard Seed Committee.

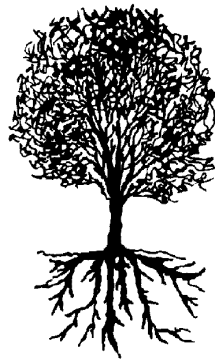
Amended Policy Submitted July 2011 by the Stewardship and Budget Committee.
Amended Policy Approved July 2011 by the Gates Presbyterian Church Session.

Gates Presbyterian Church

The Mustard Seed

GPC Youth Scholarship

2011 Application Package



Luke 17:6 If you had faith as a grain of mustard seed

**A tiny seed of genuine faith in God
takes root and grows to produce great things**

The Mustard Seed GPC Youth Scholarship

2011 Application Package

Table of Contents

Part I	Application Process
Part II	List of Sub-Committee Members
Part III	Required Application Attachments
Part IV	Application Form

Part I Application Process for Spring 2011

Background

Through donations from members of Gates Presbyterian Church, a fund has been established with the intent of providing significant scholarship assistance to a graduating high school student who will be pursuing the next level of education. The intent of the scholarship is not to fully pay for the education but to help defray the expense of higher education.

The amount of the scholarship will be determined annually by the GPC Mustard Seed Committee, a sub-committee of the Stewardship Committee, and will be based on the original guidelines of the Mustard Seed program with consideration given to current market conditions. The Mustard Seed committee is made up of the following adult personnel:

- A GPC Youth Group Advisor
- A GPC Session representative
- A GPC Stewardship Committee representative
- A GPC Endowment Fund Committee representative
- Another GPC Youth Group Advisor, GPC Deacon, or GPC Member

Scholarship Amount

In 2011, one Mustard Seed Scholarship will be awarded to a graduating high school student (Class of 2011). The scholarship will be a 4-year, \$1,500 per year scholarship. The scholarship funds will be paid directly to the students' account at the beginning of the 2011-2012 school year. *It is the responsibility of the applicant to understand the implications of this scholarship as it relates to other financial packages for which they have applied or may have been awarded.*

Applicant Criteria

Applicants for the Mustard Seed Scholarship may qualify by meeting the following criteria:

- Applicants for the 2011 Mustard Seed Scholarship must be active in the GPC youth program and be a graduating high school student (Class of 2011). A college GPA of 2.0 (4.0 scale) must be maintained to receive the annual award in subsequent years.
- The school must be one of the following:
 - An accredited undergraduate college
 - A community or junior college
 - A trade, vocational, or technical school

Part I Application Process for Spring 2011, continued

Application Process

Upon meeting the above criteria, applicants seeking The Mustard Seed Scholarship must complete and turn in the following:

- **Application Form** (found in Part III of this Package)
- **Required Application attachments** (listed in Part IV of this package)

The application package must be turned into the **church office, 1049 Wegman Road**, addressed to the **attention of Chuck Goodykoontz** no later than noon **Sunday, April 24th**. Late or incomplete packages will not be accepted and will be returned to the applicant. Completed applications and letters of recommendation may also be e-mailed (cgoody@rochester.rr.com) by the deadline mentioned above.

Selection Criteria and Selection Period

Applicants will be considered on the basis of the following:

- Level of participation in youth program and other church activities
- Personal character qualities
- The quality of the applicants' essays
- Committee interview with applicants (**May 1st following worship**)
- Church membership will be taken into consideration

The GPC Mustard Seed Committee will determine the scholarship recipients. This will be shared with Session, as a matter of first notice. The scholarship recipients will be announced **May 15th** during the worship service.

Fund Distribution

The funds will be distributed directly to the school for tuition or school fees as appropriate. The check will be mailed to the address supplied on the application form according to the due date indicated on the application form. If either the address or due date changes, it is the responsibility of the recipient to inform Chuck Goodykoontz of these changes.

If you have any questions, please contact any member of the GPC Mustard Seed Committee (listed in Part II of this package).

Information Session

There will be an information session on Sunday March 20th at 12:15PM for prospective applicants and their parents/guardians. There will be a short presentation and an opportunity to ask questions about the application form, process, history of the Mustard Seed fund, etc. Chuck Goodykoontz and Mary Waugh will lead this session.

Part II Committee Members and Key Dates

2011 GPC Mustard Seed Committee

Chuck Goodykoontz
Kay Harder
Jim Meddaugh
Polly Moore
Carol Anne Strawbridge
Mary Waugh
Mike Winn

Summary of Key Dates

March 6, 2011	Application Package available in the church office
March 20, 2011	Information session for students and parents (12:15)
April 24, 2011	Completed applications due to church office by noon
May 1, 2011	Committee interviews with applicants during second hour
May 8, 2011	Awardee announced during church service

Helpful hint: *applicants have 7 weeks from the date the packages are available until they are due. Since you must also get 2 written references, please give them as much time as possible to write a nice recommendation for you.*

Part III Application Form

Applicant:

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone Number: _____ e-mail address: _____

Custodial Parent(s) Name and Address (if different from applicant's address)

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone Number: _____ e-mail address: _____

Name of High School: _____

Year of High School Graduation: _____

GPC Member Information (Check One): Self: Parent: Other:

If Other, please specify relationship: _____

Youth Program participation (e.g. Youth Group, Sunday school, Bible study, Youth Choir, Work Projects):

School at which applicant has been accepted (if known): _____

Dates tuition payments are due: 1st Semester _____
(Full payment of the \$1,500 scholarship is made by this date.)

Bursar Information (address to which the tuition/fee should be directed)

Bursar Name _____

Address: _____

City: _____ State: _____ Zip: _____

Phone Number: _____

Part IV Required Application Attachments

Essay: Answer **one** of the following questions. Your answer should be no more than 1000 words. Although the technical part of the essay is important, we are mainly looking for the message you are delivering.

1. In the book of Luke, Jesus said that the kingdom of God is compared to a man who takes a mustard seed and plants it in his field. The plant grows and becomes a tree, and the birds make their nest in its branches. How have you experienced this parable in your own life?
2. Select one of the parables and describe how it has influenced your life and affected your goals.
3. Think of someone you met on a work project. Describe the person and how you were influenced by him/her. What insights did you discover about your faith in meeting this person?
4. God calls us “to do justice, and to love kindness and to walk humbly with your God”. Give an example of how your faith journey has mirrored this scripture.

References: (see attached forms at the end of this application)

Note: Please be sure to allow your references enough time to return their material to you so that you can meet the application deadline. The references can be returned to you in a sealed envelope if you or the references prefer confidentiality.

- One GPC member recommendation (recommendation must be from other than a minister or youth group advisor)
- One recommendation from an adult non-church member, non-relative (e.g. Boy/Girl Scout leader, school activity sponsor/leader/teacher)

Documents:

- Copy of letter of acceptance from the school (if available)

All application materials must be submitted together as a single package

The Mustard Seed

Gates Presbyterian Church Youth Scholarship Program

Reference Form

You have been asked to provide a reference for a student applying for The Gates Presbyterian Church Mustard Seed Scholarship. This scholarship is awarded annually to a youth who is active in the life of Gates Presbyterian Church and is pursuing higher education after high school graduation. Please use this sheet or a separate sheet to provide input on the character of this individual. Your reference should be returned to the applicant; in a sealed envelope if preferred.

The Mustard Seed

Gates Presbyterian Church Youth Scholarship Program

Reference Form

You have been asked to provide a reference for a student applying for The Gates Presbyterian Church Mustard Seed Scholarship. This scholarship is awarded annually to a youth who is active in the life of Gates Presbyterian Church and is pursuing higher education after high school graduation. Please use this sheet or a separate sheet to provide input on the character of this individual. Your reference should be returned to the applicant; in a sealed envelope if preferred.

Gates Presbyterian Church Policy on Sexual Misconduct

- I. Preamble
- II. Conceptual Framework: Biblical and Confessional
- III. Principles
- IV. Terms and Definitions
 - I. Preventive and Risk Management Procedures
 - II. Intervention Procedures

Attachments

- A. Ministry as Fiduciary Trust, Fiduciary Power, and Fiduciary Responsibility:
Resources for a Conceptual Framework
- B. New York State Social Services Law, Article 6, Title 6
- C. Safe Sanctuaries: Protecting children in our congregations
- D. Congregational Disclosure
- E. Procedure for notification and record retention following renunciation of jurisdiction
- F. Minister/Employee/Staff Certification
- G. Acknowledgment of Receipt

Gates Presbyterian Church (GPC)
Presbytery of the Genesee Valley (PGV)
Presbyterian Church, U.S.A (PCUSA)

Adopted: 08/2011

I. Preamble

A. Purpose

The six-fold purpose of this policy is:

- a. To safeguard members, congregants, and staff members of Gates Presbyterian Church (GPC), and the people we serve, especially those who are vulnerable, against any form of sexual misconduct, particularly the disciplinary offense of sexual abuse.
- b. To prevent sexual misconduct by creating an atmosphere in our church where acts of silence, ignorance, and minimization regarding sexual misconduct are overcome by acts of understanding, respect, care, and justice.
- c. To attain justice in cases that involve reports, complaints, or written allegations of sexual misconduct and/or sexual abuse within our church.
- d. To promote healing for all persons or entities in cases involving sexual misconduct and/or sexual abuse.
- e. To ensure the effectiveness of our church's administrative and judicial processes in cases of sexual misconduct and/or sexual abuse so that the truth shall be determined, due process rights shall be honored, wrongdoing shall cease, those who were victimized and those who are innocent shall be vindicated, and those who victimized others shall be held accountable for their actions.
- f. To teach church standards of ministry for lay persons; those ordained to office, and those commissioned and certified to serve in relation to sexual misconduct, in order to fulfill our individual and collective responsibility to preserve the integrity of those standards and our ministry.

B. Application

This policy applies to GPC as a council of PCUSA. All members, employees, volunteers, teaching and ruling Elders, certified Christian Educators, commissioned lay pastors, and committees are subject to the jurisdiction, control and/or supervision of GPC in the performance of their duties and services to GPC, and are expected to adhere to this policy and its standards and procedures in order that we fulfill our inherent moral responsibilities as a community of people of faith.

In recognition of the polity of the PCUSA by which a Session is responsible for mission and governance of GPC, and recognizing that we are responsible for the selection and supervision of officers, staff, and volunteers, GPC is required to adopt a sexual misconduct policy applicable to our mission and ministry, and integrate into our policy the essential features of Attachment C, Safe Sanctuaries: Protecting Children in Our Congregations.

Original jurisdiction for all disciplinary offenses, including sexual misconduct, is defined in the Book of Order, Rules of Discipline, D-3.0000 and D-4.0000.

C. Primary Sources

This policy contains components that derive directly from the following primary sources: Scriptures; Book of Order; Book of Confessions; New York State Social Services Law; and, personnel policies and practices for PGV and GPC.

Revision of these sources may affect components that are incorporated into this policy, and reference should be made to the current provisions of those sources as they are amended or revised.

II. Conceptual Framework: Biblical and Confessional

As God who called you is holy, be holy yourselves in all your conduct. Tend the flock of God that is your charge, not under compulsion but willingly, not for sordid gain but eagerly. Do not lord it over those in your charge but be examples to the flock...

And all of you must clothe yourselves with humility...in your dealings with one another, for God opposes the proud, but gives grace to the humble...Discipline yourselves, keep alert. You know that we who teach shall be judged with greater strictness. I Peter 1:14; 5:2; 5:5b; James 3:1 (New Revised Standard Version)

The conceptual framework of this policy is based on the Scriptures and the Church's Book of Confessions. We are taught in the Scriptures and the confessions of the Church, and we believe and proclaim, that all people are created by God, that God values all human life, and that God intends that everyone -- men, women, and children -- shall share worth and dignity in all relationships. We further believe in justice for all persons. Sexual misconduct in the Church is an abuse of power and trust, and is therefore unjust and sinful. Power in ministerial relationships is inevitably unbalanced because of the inherent authority associated with the offices and roles of ministry, both historically and culturally.

In addition, those who engage in ministry, both clergy and lay persons, exercise actual power because the people to whom they relate repose trust in the offices and roles of ministry, and because those people served in ministry may be made vulnerable by their own life situations. Scripture and the Church's confessions demonstrate that religious leadership is authentically expressed in a covenant relationship that requires the trustworthy exercise of power on behalf of those for whom we care (see Attachment A).

A betrayal of this fiduciary trust is more than a personal tragedy for the victim. It reflects a tragic breakdown in the character of the abuser. Betrayal of trust seriously harms not only those immediately affected, but associate victims as well, like the families of victims. It also harms the well-being of the Church [see Presbytery Policy on Ethical Standards of Behavior for Clergy and commissioned lay pastors, "Conduct," points (1) and (2), adopted 03/28/06].

For too long, and in too many contexts, incidents of sexual misconduct have been ignored and/or rationalized, and the disposition of complaints subverted.

PCUSA, PGV, and GPC proclaim that sexual misconduct in all its forms is wrong, that the Church can never be served by overlooking an abuse of power and trust, and that allegations of misconduct must be responded to swiftly and fairly, and with compassion for both the accused and the accuser/victim. Our standard of practice for ministry, whether as a spiritual vocation or as a professional calling, is that sexual misconduct within the context of a ministerial relationship constitutes sexual malfeasance, and is wrongful, unethical, and a sin.

Thus, the Church sounds the note of liberation and healing, and calls all persons to the more abundant life of Christ. For those who commit sexual misconduct, this abundant life requires confession, repentance, and spiritual and behavioral transformation.

All employees, volunteers, certified Christian Educators, commissioned lay pastors, ministers of Word and Sacrament, and lay persons at GPC are entitled to an environment free of sexual harassment, sexual malfeasance, and sexual abuse. The ethical conduct of all who minister in the name of Jesus Christ is of vital importance in the Church because these representatives convey to others an understanding of God and the Gospel message.

III. Principles

Two primary principles guide this policy and are vital to our efforts to prevent and respond to sexual misconduct. Those principles are:

Principle of veracity, or truth

01. Truth is an end in itself, and an expression of the respect we owe to others based on our Presbyterian covenants of trust and mutual obligation.
02. Truth is a means to prevent foreseeable harm to others, especially those who are vulnerable and rely on the Church's care and guidance.
03. Truth is a basis for the duty of the individual to act by disclosing or reporting, whether as a complainant, a witness, or the recipient of information pertaining to wrongdoing, and so avoid the collusion of silence that prevents wrongdoing from being restrained or corrected.
04. Truth is a basis for the duty of GPC to inquire and determine in regard to reports or complaints of wrongdoing, and, as circumstances require, to investigate and prosecute allegations of wrongdoing.

Principle of fidelity, or faithfulness

05. Faithfulness is honored as an end in itself, and also as an expression of the respect we owe to others based on the fiduciary relationships of trust and confidence that we establish at GPC in the name of Jesus Christ.
06. Faithfulness is a basis to prevent violations of fiduciary relationships within the Church, its mission, and its ministry.
07. Faithfulness is a basis for our obligation to protect the rights of others, especially those who are vulnerable and rely on the Church's care and guidance.
08. Faithfulness is a basis for the duty of the individual and GPC to utilize the standard disciplinary process of the Church.

IV. Terms and Definitions

At the time of its adoption and subsequent revision by GPC, this policy utilizes terms and definitions contained in the current edition of the Church's Book of Order and Book of Confessions. If either part of the Church constitution is revised after the effective date of this policy, the most recent edition of the Church constitution shall be the authoritative source for terms and definitions.

01. **Church** when capitalized refers to the PCUSA. In lower case format, **church** refers to GPC.

02. **congregant** is a person who, though not a formal member of GPC has participated in Presbyterian witness, mission, or ministry. This may be, for example, someone who has attended worship services, sung in a church choir, received pastoral care or counseling, attended Christian Education programs, etc.

03. **employee** is a comprehensive term that refers to individuals who are hired or called by GPC to work for salary or wages.

04. **entity of service** refers to any board, committee, council, or other body, the membership of which is elected or appointed by GPC.

05. **fiduciary** relationship derives from the Latin, fiducia, trust. Describes a relationship founded on trust or confidence in which one partner holds something in trust for the other, e.g., a trustee who is designated by role to act and function in the best interests of another, including not committing harm against the one who entrusts her/his self and interests to the fiduciary. The fiduciary accepts an affirmative obligation on behalf of the other. In the Church, all ministry is a gift from Jesus Christ and is given to all who belong, whether as ordained, or commissioned, or lay members. In the context of a ministerial relationship, the fiduciary is one, who by reason of her/his position or responsibilities, is acting in a capacity of authority, trust, or power. A fiduciary in the Church is expected to act with right motives and with personal attributes of character and integrity consistent with the position, office, or role. Because a fiduciary relationship is based on authority, trust, and power, it renders sexual misconduct inappropriate and wrong.

06. **member** as used in reference to GPC, pertains to all who belong to our church, per Book of Order, G-11.0400.

07. **offense** as defined by the Book of Order, Rules of Discipline, D-2.0203b., a disciplinary offense "is any act or omission by a member or officer of the church that is contrary to the Scriptures or the constitution of PCUSA." Behavior that violates this policy may be cited in a formal complaint or allegation of sexual misconduct filed with the Stated Clerk of PGV which accuses a member or officer of a disciplinary offense. If a formal disciplinary charge is filed by an Investigating Committee, a violation of the Presbytery Policy on Sexual Misconduct may only be cited as the basis for a disciplinary charge.

08. **sexual abuse** of another person is a Church disciplinary offense that is defined by the Book of Order, Rules of Discipline, D-10.0401 c(1) and (2).

This includes such actions as: rape; sexual conduct in relation to a minor; sexual conduct in relation to an adult who lacks the mental capacity to exercise informed consent (this could include incapacity due to a mental disease or defect, temporary incapacity due to the influence of a narcotic or intoxicating substance, or impaired capacity due to psychological, emotional, or spiritual vulnerability, e.g. due to grief resulting from a significant loss); use of force, threat, coercion, or intimidation (whether express or implied); misuse of an office or position by committing acts of sexual misconduct.

child sexual abuse includes, but is not limited to, any inappropriate contact or interaction between a child, as defined by New York State penal law, and an adult when the child is used for the sexual stimulation of the adult or a third person. This contact or interaction between a child and an adult is always considered forced, whether or not it was consented to by the child.

09. **sexual harassment** refers to unwelcome and offensive, obscene, or suggestive sexual advances, or requests or demands for sexual favors. As a consequence, the victim may feel intimidated or violated. The context in which the action(s) occurs is an important factor. Repetitions of action(s) over time demonstrate the perpetrator's intentionality. Sexual harassment may occur as non-physical contact or physical contact. (The term derives from Title VII of the federal Civil Rights Act of 1964; the law enforced by the U.S. Equal Employment Opportunity Commission.)

As **non-physical contact**, sexual harassment may occur as visual or verbal behavior.

- a. **visual behavior** includes such actions as: sexual exhibitionism; showing sexually explicit pictures; making sexual gestures; leering at specific body sites; or, presenting a sexually-related gift, such as lingerie. It may occur as masturbation by the perpetrator in the presence of the victim.
- b. **verbal behavior** includes such actions as: making jeering or taunting remarks that include sexual content; telling demeaning jokes based on gender; asking questions or telling stories about sexual activity and/or thoughts, including fantasies; seeking sympathy in regard to the harasser's partner's sexual inadequacies; or, offering spiritual and theological rationale to justify questionable conduct, e.g. "God has brought us together." The sexual content of the verbal behavior may be direct and explicit, or indirect, implicit, and may include innuendo. The sexual content may include references to the subject's physical appearance and/or apparel.

As **physical contact**, sexual harassment may include such actions by the perpetrator as: fondling; touching; stroking; pinching; leaning or brushing against the subject's body; and, kissing. It also may include touching that originates on the outside of the victim's clothes in order to establish contact with the subject's breasts, buttocks, or genitals. Sexual harassment as physical contact is defined as any touching that the victim may find confusing, discomfoting, or upsetting. Harassment is differentiated from touching that results in vaginal or anal insertion, oral/genital contact, such as sexual intercourse.

Whether the action is non-physical or physical, this behavior is especially pernicious when preceded or accompanied by any of the following: necessity of the victim's submission as an explicit or implicit condition of her/his continuing role relationship or employment status; the purpose or effect of interfering with the individual's role or work performance by creating an intimidating, hostile, or offensive environment, particularly one that is contrary to the Church's norms and morals.

10. **sexual malfeasance** refers to sexual misconduct committed by one while functioning in relationship to the victim in the context of a ministerial or professional role.

- A. In the context of a professional role relationship, it may occur as a sexual relationship by: a minister of Word and Sacrament with a church member or a congregant; a pastoral

counselor in private practice with a client; a pastor with a music director; a youth group leader with a member of the group; a lay employee with a church member; a head of staff with a committee member who may be a lay person, an elder, or a minister of Word and Sacrament; a head of staff with a staff member; a campus minister with a student.

B. This is especially deleterious to the victim when accompanied by the imposition of secrecy regarding the relationship, and/or the use of spiritual and theological rationale to justify the sexual conduct.

11. **sexual misconduct** is a comprehensive term that has been formally used throughout the PCUSA (since 1993) to refer collectively to all forms of wrongful behavior related to sexuality (see, for example, the sexual misconduct policy approved by the 205th General Assembly, 1993).

12. **staff** refers to a person who is either an employee or a volunteer sanctioned to perform a function on behalf of GPC.

13. **volunteer** refers to those who provide services for GPC or its entities and receive no remuneration or monetary benefits. Volunteers include persons elected or appointed to serve on boards, committees, and other groups.

V. Preventive and Risk Management Procedures

The following procedures are measures to prevent and eliminate any form of sexual misconduct at GPC.

Distribution

01. This policy shall be distributed to all of the following: inquirers and candidates for ministry of Word and Sacrament who are enrolled at GPC, teaching elders who are members of the PGV, or who have permission to labor within its bounds; certified Christian Educators; commissioned lay pastors; all employees, and the Clerk of Session.

02. It is the responsibility of those identified in V. 01. above to communicate this policy to, and implement this policy with, volunteers who provide services for GPC.

03. This policy shall be made available to all persons who report or present allegations of sexual misconduct, and to all persons against whom allegations are filed.

Signed acknowledgment of receipt

04. Each inquirer and candidate for ministry of Word and Sacrament, teaching elder, certified Christian Educator, commissioned lay pastor, and employee of GPC is required to sign a written acknowledgment indicating that she/he has received, read, understands, and agrees to conduct herself/himself in accordance with this Policy (see Attachment F).

05. This signed acknowledgment shall be kept in the person's personnel file.

Disclosure by those seeking to serve within, or establish membership at GPC in PGV

06. All teaching elders seeking calls to GPC are required to complete the Personnel Information form, as distributed by the Call Referral Services office of the Church, including sexual misconduct Information. Providing false or misleading information, or withholding relevant information, the applicant may not be hired. If discovered after application, this could be grounds for disciplinary measures and/or termination of employment.

07. All persons other than teaching elders who seek to serve GPC as employees are required to complete the Minister/Employee/Staff Certification (see Attachment F). If the applicant provides false or misleading information, or withholds relevant information, the applicant may be not be hired. If discovered after application, this could be grounds for disciplinary measures and/or termination of employment.

Responsibility to confirm

08. GPC's Session, or search committee appointed by Session, is responsible for contacting references for prospective teaching elders, commissioned lay pastors, or employees who seek to serve GPC.

09. If a reference(s) provides negative information regarding the applicant and sexual misconduct, the applicant shall be informed and given opportunity to submit a response to the information and/or submit additional references.

Mandatory education

10. PGV requires that all teaching elders, all certified Christian Educators and commissioned lay pastors shall complete a Presbytery-sponsored training workshop regarding sexual misconduct in fiduciary relationships.

VI. Intervention Procedures

The following procedures direct the response of GPC upon receipt of either a report or a written allegation of sexual misconduct.

Receipt of a written allegation or accusation of sexual misconduct

In accordance with the substantive and procedural requirements of D-10.0100 through D-10.0104, Rules of Discipline, Book of Order, a written allegation or accusation of sexual misconduct shall initiate the disciplinary proceedings of the Church.

A **person under jurisdiction of GPC** may submit a written allegation or accusation of sexual misconduct. The person may: 1) make an accusation against a person covered by this policy; or, 2) forward information received from any source that an offense may have been committed by a person covered under this policy; or, 3.) make a self-accusation (D-10.0102, Rules of Discipline, Book of Order).

A **person not under jurisdiction of GPC** who is aware of sexual misconduct by a person covered by this policy is encouraged to present information about the misconduct to GPC. Information may be submitted to a Session member, the Head of Staff or the Stated Clerk of PGV.

In accordance with the substantive and procedural requirements of D-10.0100 through D-10.0104, Rules of Discipline, Book of Order, the Session of GPC, the Head of Staff, or the Stated Clerk of PGV shall, upon receipt of a written allegation or accusation of sexual misconduct, report to PGV, who will immediately form an investigating committee, in accordance with D-10.0201 through D-10.0202, Rules of Discipline, Book of Order.

Forms that may be used to present an allegation(s) or accusation(s) of sexual misconduct are contained in the Book of Order, Appendix, Forms No. 26, 27, and 28, pp. A-14 and A-15. While not a formal part of the Church's constitution and therefore not required, these forms are sufficient and acceptable for use by GPC.

In the instance of **any submission of written information involving a minor** as defined by New York State law (see Attachment B), the individual under jurisdiction of GPC who receives the report shall promptly inform a session member, the Head of Staff or the State Clerk of PGV, and PGV's attorney.

Disclosure to, and consultation with, civil authorities is the primary action to be achieved, in this instance.

Receipt of a report of sexual misconduct

Upon receipt of a report of sexual misconduct within a fiduciary relationship, including a report from an informant(s) based on rumor or hearsay, GPC's Session shall initiate prompt action in accordance with its role and responsibilities (Book of Order, G-11.0500, especially G-11.0502).

The action initiated by the Session shall be conducted in a confidential manner (that is, on a need-to-know basis, in contrast to the maintenance of strict privacy). The action initiated shall not be investigatory in nature, nor shall it interfere with the investigatory requirements of the Rules of Discipline, Book of Order, D-10.0200. The action shall express an intercessory role that is undertaken to accomplish three functions: information, initial assessment, and accountability.

The **information function** consists of communicating to the informant(s) the following items:

01. the limited nature and scope, and the required three functions, of this action by the Session;
02. the policy on Sexual Misconduct of GPC;
03. the Rules of Discipline, Book of Order, as the authoritative source describing rights and responsibilities re: disciplinary proceedings within PGV.
04. the names, titles, and telephone numbers of GPC (and possibly, PGV) agents
05. basic legal options available to the involved parties.

The **initial assessment function** consists of making a preliminary evaluation of:

01. willingness of the informant (s) to present a report of the behavior reported.
02. reliability of the informant(s);
03. nature of the behavior that is reported to be sexual misconduct;
04. identity of parties involved in, or those significantly affected by this event; and
05. possible violations that may be subject to action by the Church or by civil authorities

The **accountability function** consists of a written report, to be included in the permanent records of the Session (or PGV), consisting of three items:

01. status of actions to date in regard to the informational and initial assessment functions above;
02. basic options available to involved parties; and
03. recommended course of action(s), including any actions that may be required. The written report shall be given to the parties involved and shall become part of the personnel files maintained by GPC (and possibly, PGV).

False accusation

False accusations that are intentionally made constitute unacceptable conduct and may be subject to ecclesiastical discipline.

Separation Practices

In cases of sexual misconduct, the possibilities exist for temporary separation (for example, suspension) and/or permanent separation (for example, resignation, dismissal, or dissolution) between the individual suspected and GPC.

In the case of an employee of GPC, whether salaried or hourly-paid, the applicable portions of this policy shall direct Session's response.

It is the policy of the PGV to require the imposition of automatic administrative leave in all instances involving a teaching elder when a written statement of an alleged offense of 'sexual abuse of another person,' as defined by D-10.0401c, Rules of Discipline, Book of Order, has been submitted against the minister and formally filed with the Stated Clerk of PGV.

F. Civil authorities and obligation to cooperate and report

Each person to whom this policy applies shall cooperate with civil authorities in a civil investigation of sexual abuse or other criminal sexual misconduct allegations. Presbytery disciplinary proceedings shall not interfere with a criminal investigation by civil authorities. (cross-reference: Personnel Policies and Practices for the Presbytery of Genesee Valley, "Governmental Investigations," lines 313-325).

Each person to whom this policy applies shall follow child abuse and neglect reporting obligations as mandated by New York State Social Services Law, Article 6, Title 6, Sections 412, 413, 415, 419, and 420 (see Attachment B, this policy).

While teaching elders are not designated as mandated reporters by New York State (see Attachment B, Section 413), GPC recognizes that there are moral and ethical reasons for ministers and others under jurisdiction of PGV to report child abuse to designated authorities, and acknowledges those reasons may be weighed against confidentiality principles applicable to the circumstances under which the person became aware of the behavior.

In the instance of events regarding child sexual abuse that are beyond the New York State statutes of limitations, any person under jurisdiction of GPC shall promptly inform a member of Session, the Head of Staff, or the Stated Clerk of PGV. Disclosure to, and consultation with, civil authorities is the primary action to be achieved.

Teaching and ruling elders, deacons, commissioned lay pastors, and certified Christian educators of Presbytery are expected to comply with Church-mandated abuse reporting provisions in the Book of Order applicable to their office or role: G-6.0204b (minister of Word and Sacrament), G-6.0304b (elder and commissioned lay pastor), G-6.0402b (deacon), and G-14.0732 (certified Christian educator).

G. Media contact

Inquiries from the media regarding reported or alleged sexual misconduct shall be directed to the Head of Staff or to a Session member at GPC (585-247-5292).

For the Head of Staff or a Session member, the following principles shall guide media contact:

- be available and cooperate to the extent possible;
- be truthful to the extent possible;
- protect the ability and rights of the agent responsible, whether an ecclesiastical or a civil authority to conduct its investigation or trial;
- protect the privacy of the identified victim(s); and
- protect the person accused's rights to a presumption of innocence and a fair judicial process.

H. Disclosure

The practice of GPC shall be to disclose to an affected congregation the basic facts regarding commission of sexual misconduct, or other related matters.

Consideration of how a disclosure is accomplished shall:

- honor a primary commitment to the truth;
- recognize concerns for privacy and confidentiality;
- respect formal ecclesiastical and/or secular investigations; and
- be consistent with standards for risk management.

The model for disclosing to a congregation is a critical incident stress debriefing (see Attachment D, Congregational Disclosure, this policy).

The decision of GPC's Session to disclose to its congregation should involve a representative(s) from PGV's Committee on Ministry. The process of designing a congregational disclosure should also involve said representative.

While leadership of a disclosure is the primary responsibility of GPC's session, it should be shared with representation from the PGV. In these deliberations, it is highly preferable to utilize a resource person(s) who is(are) trained and experienced in the critical incident stress debriefing model (see Attachment D, Congregational Disclosure, this policy).

Attachment A

Ministry as Fiduciary Trust, Fiduciary Power, and Fiduciary Responsibility: Resources for a Conceptual Framework

Note: Scriptures and confessions are a basis for the conceptual framework of this policy.

Utilization of these sources is in conformity with the spirit and intent of that expressed in the constitutional questions for ordination and commissioning, Book of Order, G-2.0000.

- Doing harm to those who are vulnerable betrays ministry as a fiduciary responsibility and trust.
Scriptures: Leviticus 19:14; Malachi 2:7-9; Matthew 18:6.
- Ministry as a fiduciary responsibility entails the use of one's position and authority, or fiduciary power, to serve others.
Scriptures: Isaiah 40:10-11; Mark 10:42-45; Matthew 20:25-26; Luke 4:16-21; Luke 12:48; Luke 22:26; John 13:1-16; Ephesians 4:11-15; James 3:1.
Confessions: Second Helvetic Confession, paragraphs 5.163-5.164; Larger Catechism, paragraphs 7.239-7.240.
- Doing harm to those who are vulnerable and for whom one is entrusted to care betrays ministry as a fiduciary trust and responsibility, and is a misuse of fiduciary power.
Scriptures: Jeremiah 23:1-4; Ezekiel 34:1-16; Zechariah 11:15-17. Confessions: Larger Catechism, paragraph 7.261; Confession of 1967, paragraph 9.47d.
- Ministry as a fiduciary trust and responsibility by God's people entails caring for those who are vulnerable.
Scriptures: Deuteronomy 10:17-18; Deuteronomy 26:12-13.
- Misusing one's power for one's own purposes at the expense of another is a betrayal of fiduciary power, trust, and responsibility in ministry.
Scriptures: Judges 11:29-40; 2 Samuel 11-12.
- Ministry is a fiduciary trust from God and the church exercised by those in positions of authority, or fiduciary power, for the benefit of others who are their fiduciary responsibility.
Scriptures: I Timothy 3; Titus 1:5-9; I Peter 5:1-3.
- Using one's spiritual position and authority in ministry to do harm is a misuse of fiduciary power that betrays fiduciary trust and responsibility.
Confessions: Larger Catechism, paragraph 7.223.
Sources: New Oxford Annotated Bible, New Revised Standard Version; Book of Confessions

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Attachment B

New York State Social Services Law, Article 6, Title 6 Section 412. Definitions (Abstract Section)

Definition of Child Abuse [see New York State Family Court Act, Section 1012(e)]

An "abused child" is a child less than eighteen years of age whose parent or other person legally responsible for his care:

- (1) inflicts or allows to be inflicted upon the child serious physical injury, or
- (2) creates or allows to be created a substantial risk of physical injury, or
- (3) commits or allows to be committed against the child a sexual offense as defined in the penal law.

Definition of Child Maltreatment [see New York State Family Court Act, Section 1012(f)]

A "maltreated child" is a child under eighteen years of age who has had serious physical injury inflicted upon him by other than accidental means.

A "maltreated child" is a child under eighteen years of age whose physical, mental or emotional condition has been impaired or is in danger of becoming impaired as a result of the failure of his parent or other person legally responsible for his care to exercise a minimum degree of care:

- (1) in supplying the child with adequate food, clothing, shelter, education, medical or surgical care, though financially able to do so or offered financial or other reasonable means to do so; or
- (2) in providing the child with proper supervision or guardianship; or
- (3) by unreasonable inflicting, or allowing to be inflicted, harm or a substantial risk thereof, including the infliction of excessive corporal punishment; or
- (4) by using a drug or drugs; or
- (5) by using alcoholic beverages to the extent that he loses self-control of his actions; or
- (6) by any other acts of a similarly serious nature requiring the aid of the Family Court.

[Retrieved 12/21/09 from the World Wide Web site of the New York State Legislature:
<http://public.leginfo.state.ny.us/menugetf.cgi>]

New York State Social Services Law, Article 6, Title 6 Section 413

The following persons and officials are required to report or cause a report to be made when they have reasonable cause to suspect that a child coming before them in their professional or official capacity is an abused or maltreated child, or when they have reasonable cause to suspect that a child is an abused or maltreated child where the parent, guardian, custodian or the person legally responsible for such child comes

before them in their professional or official capacity and states from personal knowledge facts, conditions, or circumstances which, if correct, would render the child an abused or neglected child:

any physician; surgeon; medical examiner; coroner; dentist; dental hygienist; osteopath; optometrist; chiropractor; podiatrist; resident; intern; psychologist; registered nurse; hospital personnel engaged in the admission, examination, care or treatment of persons; a Christian Science practitioner; school official; social services worker; day care center worker; provider of family or group family day care; employee or volunteer in a residential care facility defined (in this chapter) or any other child care or foster care worker; mental health professional; peace officer; police officer; district attorney or assistant district attorney; investigator employed in the office of a district attorney or other law enforcement official...

Section 415. Reporting Procedure (Abstract Section)

Reports of suspected child abuse or maltreatment shall be made immediately by telephone (New York State Child Abuse and Maltreatment Register – 1 (800) 342-3720) and in writing within 48 hours after such oral report.

Written reports shall be made to the appropriate local child protective services on this form (Report of Suspected Child Abuse and Maltreatment, DSS-2221-A).

Section 419. Immunity from Liability (Abstract Section)

Any person, official, or institution participating in good faith in the making of a report, the taking of photographs, or the removal or keeping of a child pursuant to this title shall have immunity from any liability, civil or criminal, that might otherwise result by reason of such actions. For the purpose of any proceeding, civil or criminal, the good faith of any person required to report cases of child abuse or maltreatment shall be presumed.

Section 420. Penalties for Failure to Report (Abstract Section)

Any person, official or institution required by this title to report a case of suspected child abuse or maltreatment who willfully fails to do so shall be guilty of a class A misdemeanor.

Any person, official or institution required by this title to report a case of suspected child abuse or maltreatment who knowingly and willfully fails to do so shall be civilly liable for the damages proximately caused by such failure.

Attachment C

Safe Sanctuaries: Protecting Children in Our Congregations

"The Sacraments of Baptism and the Lord's Supper are God's acts of sealing the promises of faith within the community of faith as the congregation worships... The congregation shall... voice its support of those baptized, [and] express its willingness to take responsibility for the nurture of those baptized."

W-3.3601 & 3.3603(f)(g), Directory for Worship, Book of Order

1. Prevalence and Scope of Child Sexual Abuse

The prevalence of sexual abuse in the U.S. is startling and disturbing. The National Center on Child Abuse reports that 1 of every 5 girls, and 1 of 8 boys experiences some form of sexual abuse by age 12.

(1) Studies estimate that 1 of 3 girls and 1 of 7 boys is affected before age 18.

(2) The incidence of abuse peaks at age 8-to-12.

Children of all social, economic, and ethnic strata are susceptible. (1, 3, 4)

2. Congregations at Risk

There are several reasons why the risk is high that child sexual abuse can occur in a congregation: churches are built on trusting relationships, and rely on members and staff to act responsibly; churches do not screen volunteers who work with children and youth; churches provide opportunities for close contact with children.

Studies show that in 65-85% of sex abuse cases, the offender is known to the child. (1) These risk factors are not abstract speculations, and the congregations of our Presbytery are not immune.

3. Components of a Session Prevention Plan to Reduce the Risk of Child Sexual Abuse

Prevention is promoted by acts of awareness and education combined with an environment of openness and safety. The following components are intentional parts of an interlocking plan of action. Each part reinforces the others. (1, 2, 3, 4)

A. Study the problems, learn the facts of child abuse, and research what has been effective with other congregations. Consult qualified experts and authoritative literature. Understand the consequences of sexual abuse to children and their families, and congregations as associate victims. Learn the behavioral and physical indicators of sexual abuse.

B. Adopt a sexual misconduct policy and procedures applicable to members, staff (employed and volunteer), and programs of the congregation. Include the core convictions and values that guide the policy. Involve parents in the formulation and educate the congregation. Consult the church's insurance carrier. Practice responsible stewardship and understand the church's liability as a not-for-profit corporation under New York State corporate law.

C. Implement screening procedures for staff (employed and volunteer) who are directly involved in the care and teaching of children and youth, or who have unsupervised access. Procedures should focus on: application form; interview; authorized reference check; authorized criminal background check.

Adopt an “Unacceptable Risk Rule” – a person should not be permitted to work with or near minors, either in the role of an employee or volunteer, if, on the basis of all known facts, access would expose children and youth to an unacceptable risk of harm.

Adopt a “Balance of Protection Rule.” While acknowledging the need to balance, on one hand, the interests and rights of children who are in the congregation or participate in church programs, and on the other hand, the interests and rights of a person reported to be at risk for committing child sexual abuse, the Session shall honor the balance that most strongly favors protection of children.

D. Put into effect supervisory guidelines for safe practices. Examples include: adopt a ‘two-deep rule’ that children and youth are always supervised by at least two or more unrelated adults; develop transportation guidelines; require that activities be conducted in an open area or room, and not in a private office; write a standard of conduct for adult/child relationships; install windows in classrooms and doors, and make it the practice to keep doors open; monitor an adult who spends considerable private time with the same child or children apart from church activities.

E. Educate church leaders, staff, parents, children, teachers, and volunteers. Require child and youth workers to be trained.

F. Commit to take seriously all allegations or discovery of incidents of sexual abuse by responding promptly, firmly, fairly, openly, and according to the applicable laws of New York State and the sexual misconduct policies of GPC and PGV.

G. Review periodically and evaluate the effectiveness of these components and the church’s degree of compliance.

4. Plan for Responding to Allegations of Child Sexual Abuse

A. Take seriously each allegation or discovery of child sexual abuse in order to protect both the right of the minor to be free of harm and the right of the person accused to a fair determination of innocence or guilt. Safety of the child is always the Church’s primary concern.

B. The first reporting obligation is to comply with New York State Social Services Law Section 415 (see Attachment B, this policy).

Both the New York State Child Abuse and Maltreatment Register and the New York State Police Bureau of Criminal Investigation are staffed by trained and knowledgeable professionals.

C. Notify the following: parent(s) or legal guardian(s) of the child(ren) involved; pastor(s) of the church; the Session; head of Presbytery staff; chairperson of the Committee on Ministry; Presbytery attorney; the church’s liability insurance carrier.

D. Commit to cooperate fully with any investigation by law enforcement officials or child protective services. Tell the truth and document actions taken.

E. Convene a special meeting of Session and ensure that outside resource people are present, including:

head of Presbytery staff; representatives from the Committee on Ministry; knowledgeable experts from outside the staff, Session, and congregation in order to avoid dual relationships and gain a more objective perspective.

F. Convene a congregational meeting in order to: tell the truth to the extent possible, provide honest and forthright information, and reassure people of the continuation of ministry while justice and healing are being pursued.

Attachment D.

Congregational Disclosure

1. Design

Our Presbytery endorses applying the critical incident stress debriefing model to disclose the basic facts of sexual misconduct and other related matters to an affected congregation. The intent is to implement a design that:

- A. creates a formal, structured, and directed group process for disclosing sensitive and potentially disturbing factual information to a congregation;
- B. presents opportunity for individuals to express their reactions to the facts;
- C. identifies implications and consequences of event(s);
- D. elicits resources of faith to assist the congregation;
- E. permits leadership of the congregation, with support from representatives of Presbytery, to function in a responsible and constructive manner.

2. Components

Core components of congregational disclosure include: opening prayer; context; background to event(s); report of known facts; rationale and convictions of Session; questions and answers in relation to reported facts; discussion of reactions and emotions; spiritual reflection; future steps by leadership; concluding prayer. Important factors to be considered in how disclosure is accomplished include:

- A. honoring a primary commitment to the truth;
- B. recognizing concerns for privacy and confidentiality;
- C. respecting formal ecclesiastical and/or secular investigations;
- D. being consistent with standards for risk management.

3. Leadership

The decision-making process by a session to disclose to a congregation should involve a representative(s) from Presbytery's Committee on Ministry. The process of designing a congregational disclosure should also involve a COM representative. While leadership of the disclosure is the primary responsibility of a session, it should be shared with representation from Presbytery. In these deliberations, it is highly preferable to utilize a resource person(s) who is trained and experienced in the critical incident stress debriefing model.

Attachment E.

Procedure for Notification and Record Retention Following Renunciation of Jurisdiction

(The original version was approved 11/12/07 by Council of the Presbytery of Genesee Valley, and reported to Presbytery, 11/27/07 stated meeting.)

A. Purpose

This procedure guides Investigating or Prosecuting Committees and Stated Clerks regarding notification of individuals and entities following renunciation of jurisdiction by persons accused of (Investigating Committee phase), or charged with (Prosecuting Committee phase), an offense of sexual misconduct in disciplinary proceedings of the Presbytery. The procedure also guides disposition and retention of case material and records following renunciation.

B. Rationale

Procedural and practical matters in post-renunciation circumstances require timely action. This procedure assigns responsibility and creates accountability for actions on behalf of persons and entities affected by cases involving sexual misconduct (e.g., breach of trust, sense of betrayal, feelings of exploitation, and concern for others at potential risk). This procedure is based on four factors:

1. The Book of Order does not specify who performs notifications following termination of disciplinary proceedings due to renunciation. Presbytery is best served by procedure that assigns responsibility to, and guides the actions of, Investigating or Prosecuting Committees and Stated Clerks.
2. After a person renounces, the Church's jurisdiction terminates. However, Presbytery's ministry is best served by a procedure that treats all affected individuals and entities as entitled to basic information and facts.
3. The outcome of a case of sexual misconduct, in which the person accused or charged is a minister of Word and Sacrament, directly and/or indirectly affects entities, e.g., PC (USA) congregations where the minister served, non-PC (USA) entities where the minister was employed or volunteered, etc. Presbytery is best served by a procedure that recognizes these interests in obtaining basic information and facts in a timely manner. This honors a need for closure, and increases their ability to act, e.g., a newly-identified victim comes forward to the church post-renunciation.
4. The Book of Order does not specify disposition and retention of case material and records after renunciation of jurisdiction in disciplinary proceedings. Presbytery is best served by procedure that guides Investigating or Prosecuting Committees and Stated Clerks.

C. Circumstances applicable to implementation of this procedure

The necessity for implementation is occasioned by the status of disciplinary proceedings – renunciation terminates a disciplinary case. This procedure is implemented upon a renunciation of jurisdiction, per Book of Order, G-6.0701, G-6.0703, and D-3.0106.

D. Responsibilities

1. Stated Clerk

The Stated Clerk bears a primary responsibility to notify formal entities. (As a Book of Order-designated party to disciplinary proceedings, the Investigating or Prosecuting Committee bears the primary responsibility to notify persons who participated in its work, particularly those who were witnesses. The Stated Clerk's role precludes knowledge of the extent of interactions by a Committee and all persons with whom it communicated.)

- a. The Stated Clerk, upon the receipt of a valid statement of renunciation of jurisdiction by the person charged or accused, shall promptly transmit the original copy of this statement to the Moderator of the Permanent Judicial Committee and a copy of the statement to the chair of the Investigating or Prosecuting Committee. The Stated Clerk's notification shall include the effective date of renunciation.
- b. The Stated Clerk shall report the individual's renunciation to the Presbytery (Book of Order, D-3.0106).
- c. The Stated Clerk shall obtain from the Investigating or Prosecuting Committee all its case records and material, and shall retain them in a secure file at the Presbytery office.
- d. The Stated Clerk shall discuss with the Investigating or Prosecuting Committee which individuals and/or entities shall be notified of the status of the person accused or charged, and the status of the disciplinary proceedings, including whether there are plans to pursue a pastoral inquiry, per G-9.0503a(7), who will perform the notification, and how the notification will be performed, e.g., formal letter, etc.

2. Investigating or Prosecuting Committee

The Investigating or Prosecuting Committee bears the primary responsibility to notify persons who participated in its work, particularly those who were witnesses. (The Stated Clerk bears the primary responsibility to notify entities. The Stated Clerk's role precludes knowledge of the extent of interactions by a Committee and all persons with whom it communicated.)

- b. The chair of the Committee shall promptly notify Committee members of the accused or charged person's action and the effective date, upon receipt from the Stated Clerk of a copy of the statement of renunciation.
- c. The Committee shall discuss with the Stated Clerk which persons and/or entities shall be notified regarding the renunciation, effective date, status of the person in the PC(U.S.A.), and implications for the disciplinary proceedings. Categories to be notified include, but are not limited to:
 - 1) Accuser of record.
 - 2) Advocate for an accuser of record, per D-10.0203a and D-10.0203b.
 - 3) Self-identified victim(s) who participated in the proceedings in a formal role, e.g., functioned as a witness.
 - 4) Other individuals who participated in the work of the Investigating Committee or Prosecuting Committee.

5) Any congregation with which the person accused or charged had a role as a pastor in the last 20 years, any entity for which the person worked in the last 20 years, and/or any entity affiliated with the PC (USA) for which the person had a role as a volunteer in the last 20 years.

6 Any individual or entity identified by the Committee based on the criteria of risk prevention and/or fiduciary responsibility.

- d. The Committee and the Stated Clerk shall ensure that individuals and entities identified in 2b. above are notified in a timely manner.
 - 2) The Stated Clerk as the secretary of the Presbytery as a corporation shall notify: a governing body affiliated with the PC(U.S.A.), a governing body affiliated with a non-PC(U.S.A.) denomination, an incorporated agency or institution, and other relevant legal entities.
 - 3) The Committee shall notify persons who participated in the disciplinary proceedings based on 2b above. Notification shall include: a copy of the person's statement of renunciation, effective date of renunciation, charge(s), if filed with the Presbytery's Permanent Judicial Commission, post-renunciation status in the PC(U.S.A.) of the person accused, status of the disciplinary proceedings, disposition and retention of case material and records, and designated contact person regarding questions.
- e. Communication shall be formal and consistent with the nature of PC(U.S.A.) judicial proceedings.
- f. Disposition and retention of case material and records shall include: Committee audio- or videotape(s) and/or transcripts of witness interviews, working notes of Committee members, minutes of Committee meetings, Committee members' email and other digital or electronic communications, governing body minutes submitted as evidence to the Committee, correspondence submitted as evidence to the Committee, material submitted as evidence to the Committee, material from a minister's personnel file utilized by the Committee, and any other Committee work product.
- g. Disposition and retention of case material and records shall include the criteria listed below:
 - 1) Preserving a formal set of records and material for any future ecclesiastical, civil, or criminal proceedings involving the person who renounced jurisdiction and/or the Presbytery.
 - 2) Honoring confidentiality as a means of respecting the vulnerability of individuals who participated in the proceedings.
 - 3) Making Presbytery records accessible to support informed decisions about the Church's mission and ministry.
 - 4) Advisory material from PC(U.S.A.) Office of Constitutional Services and/or Association of Stated Clerks.

Attachment F.

Minister / Employee / Staff Certification

To be completed by:

- 1) A teaching elder who seeks either membership or permission to labor within the bounds of Presbytery and is not called to a Church governing body within the Presbytery, e.g. a chaplain or a retired minister.
- 2) All persons other than ministers who seek to serve Presbytery as employees or staff. I certify that (a) no ecclesiastical, civil, and/or criminal complaint of sexual misconduct has ever been sustained or is pending against me; (b) I have never resigned or been terminated or suspended from employment or a volunteer position for reasons related to sexual misconduct; and, (c) I have never been required to receive professional treatment for reasons related to sexual misconduct on my part.

Signed Date

NOTE: If you are unable to make the above certification, you may provide a description of the complaint, circumstances of termination, and/or course of professional treatment, giving dates, names, and addresses of employers and/or volunteer supervisors, churches served, and treating professionals, outcome of the situation, and any explanatory comments you care to add. If you provide false or misleading information, or withhold relevant information, you may be removed from consideration.

Release

The information I have provided is accurate to the best of my knowledge and may be verified by the employing or supervising entity. I hereby authorize the Presbytery of Genesee Valley head of staff or designee (Name),

_____ /
to make any and all contacts necessary to verify my prior employment and volunteer history, and to inquire concerning any ecclesiastical records, criminal records, or any judicial proceedings involving me as a defendant. By means of this release, I also authorize any previous employer, volunteer supervisor, and any ecclesiastical or law enforcement agencies or judicial authorities to release any and all requested relevant information to the Presbytery head of staff or designee named above. I have read this release and understand fully that the information obtained may be used to deny me employment or any other type of position from the employing or supervising entity. I also agree that I will hold harmless the employing or supervising entity and Presbytery head of staff or designee from any and all claims, liabilities, and cause of action for the legitimate release or use of any information.

Signature Witness

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Attachment G.

Acknowledgment of Receipt

I hereby acknowledge that on (**date**) _____ , I received a copy of the Policy on Sexual Misconduct of Gates Presbyterian Church, Presbytery of Genesee Valley, Presbyterian Church, U.S.A ; that I have read the policy; that I understand its meaning; and that I agree to conduct myself in accordance with the policy. I understand that this acknowledgment shall be retained in my personnel file.

Signature

Name

Relationship to Presbytery: (check one):

- Inquirer for ministry of Teaching Elder
 - Candidate for ministry as a Teaching Elder
 - Teaching Elder
 - Certified Christian Educator
 - Commissioned Lay Pastor
 - employee (specify work site):
-

Date _____

This Attachment **must be signed** and returned by all clergy, inquirers, candidates, certified Christian Educators, commissioned lay pastors, and GPC employees

Please complete, sign, and return to:
Gates Presbyterian Church
1049 Wegman Road
Rochester NY 14624

Please retain a copy of this page for your records.

Gates Presbyterian Church Personnel Manual

Revised 09/2012

EMPLOYEE MANUAL

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SECTION I

GENERAL EMPLOYMENT POLICIES

INTRODUCTION

This manual contains policies, procedures and benefits associated with employment at Gates Presbyterian Church. Those policies, procedures and benefits that apply only to clergy are not included in this handbook. For questions re: clergy, see the Board of Pensions website.

These policies and benefits are reviewed periodically and amended as appropriate.

Any questions regarding employment policies or benefits should be directed to the Head of Staff and/or the Chair of the Personnel Committee.

EMPLOYMENT PROCEDURE

Gates Presbyterian Church is an Equal Opportunity Employer. Employees are selected on the basis of qualifications for the job with reference to education and training, experience, aptitude, attitude, and ability.

All open positions are advertised in the Harbinger and via other channels as appropriate to the specific position to be filled. Job descriptions are available from the Personnel Committee or the Head of Staff. Resumes and applications will be received by the Personnel Committee or in the church office.

All staff members, with the exception of the pastors and custodians are hired by Session. The Pastors are called by the congregation. Custodians are hired by the Trustees in collaboration with the Personnel Committee.

The Personnel Committee reviews applications and resumes and assembles church members to form a search committee, appropriate for the position to be filled. Before a job offer is made, references are verified. Final approval of candidates recommended by the Personnel Committee is provided by Session for all but clergy and custodial positions.

Upon employment the new staff member is given a copy of the GPC Personnel Employee Manual, the appropriate job description, a Letter of Intent, and any other material pertinent to the position. The Personnel Committee notifies the church office and the Treasurer of new hires.

Employment at Gates Presbyterian Church is employment at will. This means GPC or the employee may terminate the employment relationship at any time. Policies and procedures may change from time to time as appropriate. If there are any questions concerning these policies or procedures, please contact the Chair of the Personnel Committee or Head of Staff.

REQUIRED DOCUMENTATION FOR EMPLOYMENT

SOCIAL SECURITY

Social Security Law requires the employer to maintain a file of the current Social Security number, marital status, and address of each employee. To enable compliance with this regulation all employees are required to provide this information at the time of hire. If an employee's name, address, or marital status changes after he/she is employed, the employee should notify the Church office immediately.

EMPLOYMENT ELIGIBILITY VERIFICATION FORM (I-9)

In compliance with U.S. Immigration laws and The Homeland Security Act of 2002, all employers must verify the identity and employment authorization of each person hired after November 6, 1986. Those who may legally work in the United States are citizens and nationals of the United States, lawful permanent residents, and aliens authorized to work. A copy of the I-9 form can be found in the appendix to this document. *(Ref: U.S. Citizenship and Immigration Services website: www.uscis.gov)*

The Sexual Misconduct Policy requires that all GPC employees, and all volunteers who work with young children and teenagers undergo background checks to determine any history of inappropriate or unlawful conduct that may compromise the successful completion of their job/volunteer duties.

PERFORMANCE REVIEWS

Performance Reviews of each staff member are completed annually. There are several components to the review process;

Primary responsibility for completion of the Performance Review document (see appendix) for each employee/staff position is as outlined below: It is recommended that input be solicited from members who interact regularly with each employee.

Pastor/Head of Staff for those positions listed below:

Administrative Assistants	Financial Secretary
Custodian	Adult Choir Director
Junior Choir Director	Youth Choir Director
Bell Choir Director	Organist
Treasurer	

The Staff Interview Guidelines (see appendix) should be provided to each employee two to three weeks prior to Performance Review meetings. The intent of this document is to involve the employee in the review process and to provide an opportunity to offer any suggestions and/or raise any issues they might have.

SECTION 1 (continued):

GENERAL EMPLOYMENT POLICIES (continued)

Employees should be encouraged to review and prepare responses to the questions provided.

The Interview Guidelines are also intended for use by the Head of Staff or Associate Pastor and representative(s) of the Personnel Committee in preparation for the Review Meeting with each employee.

Once the Performance Review document is complete, meetings are scheduled to present the review to each employee and to discuss the topics from the Interview Guidelines document.

The minimum number of attendees for each meeting should include the employee, the Head of Staff and one representative from the Personnel Committee. Participation of relevant committee members is acceptable.

All reviews, self-evaluation forms, and interviews are considered confidential. The Personnel Committee reviews only those matters needing resolution by the Committee.

APPEALS PROCESS

Gates Presbyterian Church aims to maintain good working relationships among its staff. The goal is to affirm the importance of each individual and his/her contribution to the work being done, to encourage mutual respect of employee and supervisor, to provide prompt answers to questions, to minimize misunderstandings, and to seek resolutions of differences as quickly as possible.

When possible and appropriate, questions and/or concerns should be first discussed with the Head of Staff.

Formal Appeals Procedure

If resolution of the complaint is not provided after a discussion with the Head of Staff, the complainant may present a formal appeal in writing to the Chair of the Personnel Committee. Copies of all written complaints shall be provided to the Head of Staff within 30 days from the time of appeal. Upon receipt of the appeal the following steps shall be taken:

1. After consultation with the Head of Staff and the complainant, the Personnel Committee shall review its findings with respect to the appeal and shall then give its decision in writing within 30 days from the time the appeal was received.
2. If the complainant is not satisfied with the decision from the Personnel Committee, the complainant may file in writing an appeal within 15 days to the Clerk of Session and request that the problem be discussed by Session.

SECTION 1 (continued):

3. Session will follow the same procedure as the Personnel Committee. Decision of Session must be put in writing and a copy given to all parties involved within two working days following the next regularly scheduled Session meeting. The letter shall contain a provision for the complainant to indicate his/her acceptance of the decision. The decision of the Session is final.

THERE WILL BE NO RECRIMINATION OR DISCRIMINATION AGAINST ANY EMPLOYEE WHO FILES A COMPLAINT OR PROBLEM.

TERMINATION

Termination of any employee must be approved by Session. Listed below are some examples of possible reasons for immediate termination:

- Verbal or physical abuse
- Verbal threats
- Conviction under any criminal code of law
- Falsification or omission of information given for personnel records
- Dishonesty/theft
- Misconduct
- Repeated absenteeism or lateness
- No Call/No Show for scheduled hours

Listed below are examples of possible reasons that Session may approve a future termination.

- Inability to meet performance standards
- Cutbacks due to budgetary concerns
- Other circumstances arising that are not the fault of the employee

At the time the employee is notified of the termination, the date of termination and pay will be addressed. Such pay will be given at the discretion of Session.

VOLUNTARY RESIGNATION

Resigning employees are asked to give a minimum of two weeks written notice.

Vacation paid at termination will be prorated based on the number of months worked in the current calendar year.

EXIT INTERVIEW

A final exit interview by the Head of Staff and/or a member of the Personnel Committee shall be granted every employee leaving the employ of Gates Presbyterian Church.

SECTION 1 (continued):

REPORTING ABSENCE

An employee should telephone the appropriate person the day prior to an absence whenever possible. (For some employees, more specific details are contained in their job descriptions.)

SECTION II - SALARY ADMINISTRATION

PAYROLL

GPC payroll is established on a bi-weekly basis. The pay period for hourly employees begins on Monday and ends on Sunday. All employees are paid on Friday.

Currently, pay may be delivered via a check or direct deposit.

In January of each year the Session approves any changes in wage rates via budget approval. Any raises are retroactive to January 1st of that year.

TIME RECORDS

Employees in those positions for which compensation is calculated on an hourly basis record their hours on time sheets. Time sheets are submitted to the church treasurer on a bi-weekly basis for use in processing of payroll. Time sheets are kept on file with the payroll reports for a minimum of five (5) but no longer than seven (7) years.

PAYROLL DEDUCTIONS

Normally there are 26 pay periods per year. Certain deductions are made from each paycheck as required by law. These deductions include, but are not limited to, Federal Income Tax, FICA, and New York State Income Tax.

SECTION III - BENEFITS

NEW YORK STATE DISABILITY

Gates Presbyterian Church carries Disability Insurance in compliance with New York State law. Disability Insurance provides an employee who suffers loss of wages due to illness or injury that occurs away from the job, 50 percent of average weekly wages up to the statutory maximum. Benefits are payable from the eighth calendar day of disability or following the last day of sick pay as specified in the individual's job description. In order to collect NYS Disability a medical provider has to certify the extent of the illness or injury on a form provided by the insurance company and available by contacting the church office. The employee may contact a member of the Personnel Committee or the Head of Staff for further information.

WORKERS COMPENSATION

In accordance with the laws of New York State, Gates Presbyterian Church provides coverage under the Worker’s Compensation Laws of the State of New York for injuries or accidents sustained on the job. This coverage is provided at no cost to the employee All accidents must be reported to the Head of Staff or to the Personnel Committee **within 24 hours** unless the employee is physically unable to do so. In that case, a report should be made as soon as possible.

HEALTH CARE INSURANCE

Gates Presbyterian Church does not provide health insurance for employees other than clergy.

FMLA (Family and Medical Leave Act)

Gates Presbyterian Church is not subject to the regulations associated with FMLA. Organizations that employ fewer than 50 people are exempt from compliance to FMLA regulations and guidelines. *(Ref: U.S. Dept. of Labor website, www.dol.gov)*

MATERNITY POLICY

Maternity leave should be provided to female clergy following the birth of a child.

Leave should be provided in the following way:

- eight (8) weeks at full compensation (including salary and housing), and
- vacation time may be taken in addition to the 8 weeks maternity leave extending the leave to twelve (12) weeks paid time off.

MATERNITY/PATERNITY POLICY Maternity or paternity leave should be provided to female or male clergy following the adoption of a child.

Leave should be provided in the following way:

- eight (8) weeks at full compensation (including salary and housing), and
- vacation time may be taken in addition to the 8 weeks maternity/paternity leave extending the leave to twelve (12) weeks paid time off.

In each instance, the Session is responsible for providing pulpit supply

LEAVE OF ABSENCE

The Head of Staff and the Personnel Committee will consider a request for a leave of absence on a case-by-case basis. Requests for leaves of absence including implications to pay will be determined by Session.

SECTION III (continued):

DEATH IN THE FAMILY

Staff members are eligible to receive up to three days of paid leave in the event of the death of a family member (spouse/partner, child, parent, or sibling). This paid leave is in effect for three days of absence for the employee's scheduled work hours from the day of death, or as arranged with the Head of Staff, with notification to Session. In the event that the Head of Staff is unavailable, arrangements should be made with the Personnel Committee Chairperson. This policy applies to both full- and part-time employees.

JURY DUTY

GPC will pay the difference between jury duty pay and the employee's regular pay when jury duty results in loss of wages.

TRAINING

The Head of Staff and the Personnel Committee will consider training requests involving time away from normal duties and/or tuition expense on a case-by-case basis and as budget allows.

RETIREMENT

Gates Presbyterian Church does not maintain a pension plan nor offer any other retirement benefits for employees other than clergy.

SECTION IV - EMPLOYEE'S RESPONSIBILITIES

CODE OF CONDUCT

All employees are to treat other staff members, members of Gates Presbyterian Church, and visitors with courtesy and respect at all times.

CONFIDENTIALITY POLICY AND AGREEMENT

In order to effectively serve and support the Ministry and Mission of Gates Presbyterian Church, we must ensure that the operations, activities, and affairs of Gates Presbyterian Church, our congregants and our staff are kept confidential to the greatest possible extent. If, during their employment, employees acquire confidential information relating to any of the above, such information shall be held in the strictest confidence and not discussed outside of the realm of the employee's stated responsibilities.

Employees will be asked to sign a statement agreeing to the confidentiality policy at the time they are hired and periodically throughout their term of employment acknowledging their awareness of, and reaffirming their commitment to, this Policy.

Employees found to be in violation of this Policy shall be subject to disciplinary action, up to and including termination.

By my signature below, I confirm that I have read and understand the GPC Confidentiality Policy and I agree to act in accordance with this Policy.

Signature

Date

SECURITY

All employees should keep personal valuables out of sight and locked up, be alert to who else is in the building, and check and lock all exit doors when the employee is the last person to leave the building.

FIRE PREVENTION

The employee should know where the fire alarms are located. In case of fire, the employee should leave immediately and call 911.

BACKGROUND CHECK

GPC seeks to be a welcoming community where all of God's children have the opportunity to exist in a safe and loving environment. In 2011, the Session of GPC adopted a sexual misconduct policy, as part of our manual of operations for the purpose of keeping everyone safe. Implementing a procedure of conducting annual background checks is one way to achieve that.

Any potentially relevant personal information gained through this process may be shared with members of the Personnel Committee and pastoral staff, and if needed, with chairs of the Young Children and Youth Committees.

SECTION V - RULES AND REGULATIONS**HARASSMENT**

Gates Presbyterian Church (GPC) is committed to maintaining a worship, fellowship, work, and educational environment that is free of discrimination and/or harassment of any kind. In keeping with this commitment, GPC will not tolerate discrimination against, or harassment of, GPC employees or volunteers by anyone.

Harassment consists of unwelcome conduct, whether verbal, physical or visual, that is based upon a person's protected status such as sex, race, religion, national origin, age marital status, sexual orientation, or disability. GPC will not tolerate harassing conduct that affects tangible job benefits, that interferes unreasonably with an individual's work performance, or that creates an intimidating, hostile, or offensive working or volunteering environment.

Sexual harassment may include but is not limited to repeated offensive or unwelcome sexual flirtations, advances, or propositions; continual or repeated verbal abuse of a sexual nature; graphic verbal commentaries about an individual's body; sexually degrading words used to describe an individual; and the display in the workplace of sexually-suggestive objects or pictures. Unwelcome sexual advanced, requests for sexual favors, and other physical, verbal, or visual conduct based on sex constitute sexual harassment when (1) submission to the conduct is an explicit or implicit terms or

SECTION V – (continued):

condition of employment; (2) submission to or rejection of the conduct is used as the basis for an employment decision; or (3) the conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

If an employee feels that he/she has experienced or witnessed harassment, he/she is to notify immediately a pastor or a member of the Personnel Committee. GPC forbids retaliation against anyone on the basis of reporting harassment. All such complaints will be promptly and to the extent possible confidentially investigated. If an investigation confirms that harassment has occurred, GPC will take corrective action as appropriate.

Such a definition shall also apply to those who volunteer or seek fellowship under the church's auspice.

SEXUAL MISCONDUCT

See GPC's Sexual Misconduct Policy (under separate cover).

PERSONAL PHONE CALLS / INTERNET ACCESS / E-MAIL

Use of church telephones for personal business is to be kept to a minimum and must not interfere with the employee's performance and/or completion of assigned tasks. All employees are expected to reimburse the church for any personal long distance calls or personal faxes. Use of other resources such as access to e-mail or Internet for personal business is not allowed.

DRUGS

Any employee found in possession or under the influence of illegal drugs on the premises or at any church-sponsored gathering of church members or youth is subject to discipline, up to and including discharge and notification of Law Enforcement.

ALCOHOLIC BEVERAGES

Any employee found to be in possession of, or under the influence of, alcohol on the premises of Gates Presbyterian Church is subject to discipline, up to and including discharge. This regulation also applies to anyone working in an official capacity at any church sponsored gathering of members and/or youth.

SMOKING

Gates Presbyterian Church is a smoke-free facility. Smoking is prohibited inside the building but is allowed in designated areas outside the building. Proper disposal of smoking materials is required.

APPENDIX

Employment Eligibility Verification Form (I-9)

Sep-19-12 11:56A

P. 01

Department of Homeland Security
U.S. Citizenship and Immigration Services

OMB No. 1615-0047, Expires 08/31/12
Form I-9, Employment Eligibility Verification

Read instructions carefully before completing this form. The instructions must be available during completion of this form.

ANTI-DISCRIMINATION NOTICE: It is illegal to discriminate against work-authorized individuals. Employers CANNOT specify which document(s) they will accept from an employee. The refusal to hire an individual because the documents have a future expiration date may also constitute illegal discrimination.

Section 1. Employee Information and Verification (To be completed and signed by employee at the time employment begins.)

Print Name: Last First Middle Initial Maiden Name
Address (Street Name and Number) Apt. # Date of Birth (month/day/year)
City State Zip Code Social Security #

I am aware that federal law provides for imprisonment and/or fines for false statements or use of false documents in connection with the completion of this form.

- I attest, under penalty of perjury, that I am (check one of the following):
- A citizen of the United States.
 - A non-citizen national of the United States (see instructions).
 - A lawful permanent resident (Alien #).
 - An alien authorized to work (Alien # or Admission #) until expiration date, if applicable: (month/day/year)

Employee's Signature

Date (month/day/year)

Preparer and/or Translator Certification (To be completed and signed if Section 1 is prepared by a person other than the employee I attest, under penalty of perjury, that I have assisted in the completion of this form and that to the best of my knowledge the information is true and correct.)

Preparer/Translator's Signature Print Name
Address (Street Name and Number, City, State, Zip Code) Date (month/day/year)

Section 2. Employer Review and Verification (To be completed and signed by employer. Examine one document from List A OR examine one document from List B and one from List C, as listed on the reverse of this form, and record the title, number, and expiration date, if any, of the document(s).)

Document title	List A	OR	List B	AND	List C
Issuing authority:					
Document #:					
Expiration Date (if any):					
Document #:					
Expiration Date (if any):					

CERTIFICATION: I attest, under penalty of perjury, that I have examined the document(s) presented by the above-named employee, that the above-listed document(s) appear to be genuine and to relate to the employee named, that the employee began employment on (month/day/year), and that to the best of my knowledge the employee is authorized to work in the United States. (State employment agencies may omit the date the employee began employment.)

Signature of Employer or Authorized Representative Print Name Title
Business or Organization Name and Address (Street Name and Number, City, State, Zip Code) Date (month/day/year)

Section 3. Updating and Reverification (To be completed and signed by employee.)

A. New Name (if applicable) B. Date of Rehire (month/day/year) (if applicable)
C. If employee's previous grant of work authorization has expired, provide the information below for the document that establishes current employment authorization:
Document Title: Document #: Expiration Date (if any):
I attest, under penalty of perjury, that to the best of my knowledge, this employee is authorized to work in the United States, and if the employee presented document(s), the document(s) I have examined appear to be genuine and to relate to the individual.
Signature of Employer or Authorized Representative Date (month/day/year)

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P. 02

LISTS OF ACCEPTABLE DOCUMENTS
All documents must be unexpired

LIST A Documents that Establish Both Identity and Employment Authorization	OR	LIST B Documents that Establish Identity	AND	LIST C Documents that Establish Employment Authorization
1. U.S. Passport or U.S. Passport Card		1. Driver's license or ID card issued by a State or outlying possession of the United States provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address		1. Social Security Account Number card other than one that specifies on the face that the issuance of the card does not authorize employment in the United States
2. Permanent Resident Card or Alien Registration Receipt Card (Form I-551)		2. ID card issued by federal, state or local government agencies or entities, provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address		2. Certification of Birth Abroad issued by the Department of State (Form FS-545)
3. Foreign passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine-readable immigrant visa		3. School ID card with a photograph		3. Certification of Report of Birth issued by the Department of State (Form DS-1350)
4. Employment Authorization Document that contains a photograph (Form I-766)		4. Voter's registration card		4. Original or certified copy of birth certificate issued by a State, county, municipal authority, or territory of the United States bearing an official seal
5. In the case of a nonimmigrant alien authorized to work for a specific employer incident to status, a foreign passport with Form I-94 or Form I-94A bearing the same name as the passport and containing an endorsement of the alien's nonimmigrant status, as long as the period of endorsement has not yet expired and the proposed employment is not in conflict with any restrictions or limitations identified on the form		5. U.S. Military card or draft record		5. Native American tribal document
6. Passport from the Federated States of Micronesia (FSM) or the Republic of the Marshall Islands (RMI) with Form I-94 or Form I-94A indicating nonimmigrant admission under the Compact of Free Association Between the United States and the FSM or RMI		6. Military dependent's ID card		6. U.S. Citizen ID Card (Form I-179)
		7. U.S. Coast Guard Merchant Mariner Card		7. Identification Card for Use of Resident Citizen in the United States (Form I-179)
		8. Native American tribal document		8. Employment authorization document issued by the Department of Homeland Security
		9. Driver's license issued by a Canadian government authority		
		For persons under age 18 who are unable to present a document listed above:		
		10. School record or report card		
		11. Clinic, doctor, or hospital record		
		12. Day-care or nursery school record		

Illustrations of many of these documents appear in Part 8 of the Handbook for Employers (M-274)

Form I-9 (Rev. 08/07/09) Y Page 5

APPENDIX

Staff Performance Review Form

Employee Name _____

Position _____

Job Responsibilities:

- Are the responsibilities of the position completed on time?
- Is the person able to prioritize responsibilities?
- Is help requested when needed?
- Is time used effectively?
- Does the person show initiative in taking on additional tasks when necessary?
- Has the person demonstrated the ability to solve problems independently? Is he/she empowered to do so?

Achievements / Accomplishments:

Please note specific achievements and/or accomplishments from the past year.

Strengths:

Opportunities for Improvement:

APPENDIX Staff Performance Review (continued):

Opportunities for Improvement:

Development Plan / Goals:

Review Prepared by _____

Date _____

Discussed with Employee on _____

Signatures of Discussion Participants:

Employee: _____

Reviewer: _____

Personnel Rep: _____

Other: _____

Employee Comments / Response (Optional):

APPENDIX (continued):

Staff Interviewing Guidelines

Employee Name _____

Position _____

- What part of your job at GPC has brought you the most satisfaction or fulfillment in the past year?
- What part of your job has been the most difficult?
- Are the responsibilities of your position clear to you?
- Are you regularly doing things that you feel are beyond the responsibilities of your position? Please explain.
- Are there duties or activities beyond your current responsibilities that you would like to pursue?
- Are you able to accomplish your duties in the time allowed?
- How would you characterize your interactions with fellow GPC staff members?
- How would you characterize your interactions with the people of the church?
- How would you characterize your interactions with those who use the building for non-GPC events?
- Do you have access to the tools you need to accomplish your responsibilities efficiently and effectively?
- If you could change one thing about your job, what would it be?
- What can the Personnel Committee do to support you in your position?
- Overall, how satisfied are you in your position?

Staff Interviewing Guidelines

Discussed with Employee on _____

Signatures of Discussion Participants:

Employee: _____

Personnel Rep: _____

Other: _____

