

Mission Statement



With the continuous guidance of the Holy Spirit and following the instructions of our Lord Jesus Christ, we preach and teach the Good News. Our community of faith, with God's help, strives to be accepting of all of God's children. We commit to providing programs that will reflect our changing world with the focus on God's abiding love.

“Believe in me and I will give you everlasting life.”

The Presbyterian Church of Bella Vista Policies and Procedures Manual

Introduction

This *Policy and Procedure Manual* is designed to facilitate the efficient worship service and business of the congregation and the Session of the Presbyterian Church of Bella Vista. We acknowledge Christ as the head of the Church and are governed by Him and the Constitution of the Presbyterian Church USA consisting of the Holy Bible, the Book of Confessions and the Book of Order. We also acknowledge allegiance to the General Assembly of the Presbyterian Church USA, the Synod of the Sun and the Presbytery of Arkansas. The Constitution of the Presbyterian Church USA shall take precedence over this Policy Manual should any disagreement appear.

Organization of this Manual

To facilitate changes to this manual, major parts are referenced alphabetically with capital letters. The number appearing after the letter, and to the left of the decimal, indicate related topics.

Amendments and Changes

All Policies and Procedures have been adopted and approved by the Session and it may modify, waive or revoke any Policy or Procedure at its discretion. The Session may also approve deviations from this manual in specific situations for specific purposes. As future changes and/or amendments are made to this manual, it shall be the responsibility of the Moderator of the Administrative Committee in cooperation with the Administrative Assistant to ensure that all such revisions are entered. Updates shall be inserted as they occur following approval by the Session and will be *italicized*. A current *Policies and Procedures Manual* shall be available online (PCBV.org) for all members of the church to view. A biennial (every odd numbered year, i.e., 2019, 21, 23, etc.) review of this Manual shall be undertaken by the Administrative Committee.

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Congregation

A

A-1.0 Membership

Membership in the Presbyterian Church of Bella Vista is open to all who accept Jesus Christ as their Lord and Savior, who reject sin, who will work for the unity and harmony of the church and who desire to unite in the fellowship of this Family of Faith. Membership may be had by: Profession of Faith and Baptism, Reaffirmation of Faith in Jesus Christ, or transfer of certificate from another church.

Application for membership may be made orally or in writing to the Pastor/Moderator or to any Elder. Requests for membership shall be referred to the Outreach Committee of the Session so that they may be introduced to the Session.

Applicants who are able, shall meet with the Session for approval. Generally, this will be at a stated Session meeting, however, the Pastor may determine that a particular situation warrants a called Session meeting for the purpose of receiving new members.

A procedure similar to the following may be used: Outreach Moderator – *“I am pleased to present (name) who desires to unite with the Presbyterian Church of Bella Vista by (insert method).”*

Session Members may wish to hear the applicant’s journey of faith or other appropriate matters. The Pastor shall ask for a motion that (name) be received into the membership of the Presbyterian Church of Bella Vista.

The Pastor and Session Members will offer the right hand of fellowship and such expressions of Christian love as they deem appropriate.

A-2.0 Meetings

A-2.1 Notice. Notice of the time, date and place of the Annual Congregational Meeting and of the Called meetings and the business to be conducted shall be placed on the church website and in the Sunday bulletin on each of the two Sundays preceding the meeting date and/or by announcement from the pulpit by the Pastor on those Sundays, or both.

A-2.2 Quorum. A quorum to conduct business at any Congregational Meeting shall be not less than ten percent of the members of the congregation.

A-2.3 Annual. The annual meeting of the congregation will normally be held in January of each year.

A-2.3.1 Purpose. The purpose of the annual meeting is to receive the annual report of the Session, to elect a nominating committee and to conduct such other business as may be called for by the Session and included in the notice of the meeting.

- A-2.4** **Called.** The Session shall call, if necessary, a special meeting of the congregation normally on the Fourth Sunday of October of each year.
- A-2.4.1** **Purpose.** The purpose of this called meeting is to elect a new class of Elders and Deacons and such other business as may be called for by the Session and included in the notice of the call.
- A-2.5** **Called.** The Session shall convene a churchwide meeting normally held in the early part of November
- A-2.5.1** **Purpose.** The purpose of this called meeting is to present a proposed budget from the Session; to amend the terms of call (if appropriate) of the Pastor and/or Associate Pastor, and such other business as may be called for by the Session and included in the notice of the call.
- A-2.6** **Other called meetings.** Meetings of the congregation shall be called
1. by the Session whenever it determines such a meeting is necessary.
 2. by the Presbytery whenever it determines such a meeting is necessary
 3. by the Session when requested in writing by one fourth of members on the active role of the church
- A-2.7** **Business that may be transacted at meetings** of the congregation include the following:
1. Matters related to the election of Elders, and Deacons
 2. Matters related to the calling of a pastor, associate pastor, or co-pastor, etc.
 3. Matters related to the pastoral relationship, such as changing the call, or requesting or consenting or declining to consent to dissolution
 4. Matters related to buying, mortgaging, or selling real property
 5. Matters related to the permissive powers of a congregation, such as the desire to lodge all administrative responsibility in the Session, or the request to Presbytery for exemption from one or more requirements because of limited size

Session**B****B-1.0 Composition**

B-1.1 The Session of the Presbyterian Church of Bella Vista shall be composed of fifteen Elders elected for a term of three years by the congregation at a meeting called for that purpose. They shall be divided into three classes of five Elders each. An Elder so elected may serve no more than six consecutive years and then must have at least one year off the Session before being eligible for reelection. Nominations shall come from the Nominating Committee which shall give due consideration to the diversity provisions of the Book of Order. Nominations may be made from the floor, but any person so nominated should be consulted prior to such nomination to make sure that person is willing to serve if elected.

B-1.2 The Clerk of the Session shall be a non-voting member of the Session unless the Clerk is a member of the Session.

B-1.3 Elders elected to the Session shall receive such training as the Session may deem appropriate and may be examined on such training by the Session. Elected Elders should be ordained or installed during the Worship Service on the Sunday in January that precedes the January meeting of the Session.

B-2.0 Meetings

B-2.1 Regular meetings of the Session shall be the second Saturday of each month at 9:00 o'clock a.m.—Special meetings may be called by the Moderator as deemed necessary and shall be called when requested to do so in writing by two Session members. In such instances where a called meeting would be to vote on a single issue the Moderator may elect to use electronic voting via e-mail. Elders without e-mail will be polled by telephone. If an Elder object to this method of voting on this issue a special meeting will be called by the Moderator.

B-2.2 A quorum of the Session shall be the pastor or other presiding officer and one third of the Elders.

B-3.0 Agenda

Lighting the Candle
 Welcome to Session members and guests
 Doxology
 Devotions and Prayer
 Approval of the Agenda
 Special Order: e.g. Reception of New Members
 Deacon Report
 Treasurer Report
 Clerk Report
 Pastor Report(s)
 Committee Reports

Unfinished Business

New Business: (any Session Member on his/her own behalf or on behalf of a committee should submit motions under Unfinished or New Business in writing in advance with an explanation or support.) Committee minutes or reports must be submitted prior to the preparation of the Agenda and are deemed received when the Agenda is approved.

Adjournment with Prayer

B-4.0 Committees**B-4.1 The following are standing committees of the Session:**

Administrative

a. Nominating

Christian Education

Communications

Long-Range Planning

Missions

Outreach

Fellowship

Property

Stewardship & Finance

a. Memorial Subcommittee

Worship

B-4.2 The Session may approve non-Session members as moderator of a standing committee. These appointed moderators shall be limited to a maximum term of three years. For each standing committee not moderated by a Session member, the Session shall appoint one of its members to serve as liaison with that committee. That Session member shall communicate Session instructions and information to the committee and vice versa. The same shall be done for the Shepherd Group Coordinator(s).

B-4.3 The Session may establish *ad hoc* committees as necessary.

B-4.4 Other organizations, such as Presbyterian Men, Presbyterian Women, Presby Singles, Presbyterian Players that are not a part of the Session, are responsible to the Session. These organizations will establish liaison with a committee of the Session.

B-4.5 The Session shall appoint one of its members monthly to serve as liaison with the Board of Deacons. This member shall attend the regular meeting of the Diaconate.

The Session shall also welcome a liaison member of the Board of Deacons to the regular Session meetings.

B-5.0 Committee Responsibilities

B-5.1 Administrative

1. By way of the Nominating Committee identify, interview, select and recommend to the Session, candidates to fill non-ordained positions.

2. Annual performance reviews shall be conducted for all employees, including pastors. The reviews shall be conducted by at least two people. Reviewers may include the Head of Staff or other supervisor and Session members of the Administrative Committee. An evaluation form will be shared with each employee prior to the review.

Review Procedures: Review should be primarily based on written job descriptions. Reviewers may consult with others familiar with the performance of the person to be reviewed, and with each other prior to the review if necessary.

Reviewers:

For the Pastor: Associate Pastor and/or Parish Associate; Moderators of Administrative, Worship Committees and Deacons; two at-large members of the congregation, Administrative Assistant, Secretary

For the Associate Pastor and/or Parish Associate: Pastor; Moderators of Deacons, Christian Education, Worship Committees, Administrative Assistant, Secretary

For the Music Director: Pastor, Associate Pastor, and/or Parish Associate, Moderator of Worship Committee, two choir members, pianist, organist

For the Organist: Pastor, Moderator of Worship Committee or representative, Director of Music.

For the Pianist: Pastor, Moderator of Worship Committee, two choir members Director of Music

For the Administrative Assistant: Pastor, Associate Pastor or Parish Associate, a member of the Administrative Committee, Moderator of Deacons

For the Secretary: Pastor, Associate Pastor or Parish Associate, a member of the Administrative Committee, Moderator of Deacons

For the Accountant: Pastor, Treasurer, a member from Stewardship & Finance Committee

For the Child Care Attendant: Moderator of Christian Education, an *at-large* mother of child cared for by child care attendant, an *at-large* volunteer

3. In co-ordination with the Stewardship & Finance Committee, recommend to the Session annual increases or other adjustments in compensation for all employees
4. Maintain position descriptions for compensated personnel
5. The Moderator and at least one member shall manage grievances of non-ordained employees
6. Assure compliance with all Workers Compensation Laws
7. Review and authorize payment of Health and Retirement benefits for the Pastor and Associate Pastor
8. Recommend a candidate for Treasurer, with input from the Stewardship and Finance Committee, to the Session annually in December
9. Recommend a candidate for *Clerk of the Session* to the Session annually in December
10. Recommend a candidate for Historian, with input from the Communications Committee to the Session annually in December.
11. Assist Committee Moderators in recruiting volunteer committee members
12. Obtain nominees from various groups to recommend to the congregation for the Nominating Committee
13. Assign Session members to committees
14. Assist the Property Committee regarding the church security policy, including an inventory of all keys.
15. Assist the Property Committee regarding the policy on the use of the church
16. Administer the art policy of the church (B-5.1.2)
17. *In cooperation with the Property Committee* maintain proper insurance on all church property and such other insurance as is required by law, or as deemed to be in the best interest of the church (such as liability insurance).
18. Develop and maintain a records management system.
19. Maintain a policy manual. Make recommendations for change as may be necessary to the Session
20. Perform the duties as specified in B-6.0

B-5.1.1 Nominating

1. At the *Annual Meeting of the Congregation* there shall be elected a Nominating Committee consisting of no fewer than seven persons nominated as follows:

Two members from the Session (The Session shall designate one of whom is to be Moderator of the Nominating Committee)

One member from the Board of Deacons

One member from the Presbyterian Women

One member from the Christian Education Classes

At least two members from the congregation *at-large*, as well as any floor nominations (Such nominees should be contacted prior to the nomination to be sure they would be willing to serve if elected)

2. The Committee members shall serve until the next Annual Meeting or their successors have been elected.
3. The Committee shall present a slate of nominees for election of Session members, Deacons, Treasurer, and Clerk of the Session directly to the Session. It shall also present nominees for any vacancy that might occur during the year
4. The Committee shall provide nominees for election to other boards, committees, etc. as called for in this Policy Manual. This may include, but is not limited to, Historian (Communications), and Librarian (Education)
5. The Committee shall function under the auspices of the Administrative Committee.
6. Committee members should be limited to no more than two consecutive years

B-5.1.2 Art Subcommittee

The *Book of Order* states that “When these artistic creations awaken us to God's presence, they are appropriate for worship. ...Artistic creations should evoke, edify, enhance, and expand worshipers' consciousness of the reality and grace of God.”

1. The Administrative Committee shall appoint each year three or more members of the congregation, knowledgeable in the field of art, to become the Art Subcommittee.
2. Works of art created by members may be displayed under the following conditions:
 - a. All works of art are reviewed by the Art Subcommittee of the Administrative Committee and approved for appropriateness as to the type of art, the subject matter content, the size, and the method of presentation.
 - b. Approved works will be hung or otherwise displayed and removed from display by only members of the Art Subcommittee.
 - c. Items will be hung/displayed up to a three-month period.
 - d. Works on loan may be hung or displayed in Fellowship Hall, the library, or in hallways.
 - e. Works on display may not be advertised for sale.

f. The artists will be notified when a work is taken off display. The artists will be responsible for retrieving their work after the display period.

g. The Presbyterian Church of Bella Vista assumes no responsibility for any art work while it is on loan.

B-5.2 Christian Education

1. Offer courses of study and discussion for growth in Christian Life, understanding and knowledge.
2. Select and recommend curriculum for courses of study and discussion.
3. Enlist and recommend leadership for study and discussion groups and maintain a list of substitutes.
4. Provide oversight for the Session with the library.
5. Maintain activity bags for use by children during worship service.
6. Promote Presbytery, Synod and General Assembly conferences and Retreats.
7. Review occasional position papers adopted by PCUSA and the Presbytery; recommend preferred method to disseminate new information to the congregation.
8. Provide oversight for the operation and staffing of the Child Care Center.
9. Perform the duties as specified in B-6.0

B-5.2.1 Library (revised January 2020)

1. The Library of the Presbyterian Church of Bella Vista functions as an information resource center. As such, the material and information placed in the library shall be consistent with our Christian faith and the Christian concern for people as demonstrated by the teachings of our Lord and Savior.
2. It also serves as a historical archive for information relating to the Christian religion the Reformed tradition, the Presbyterian Faith, and the Presbyterian Church of Bella Vista.
3. The Christian Education Committee shall recommend a librarian to the Nominating Committee. In the absence of a full-time librarian the Christian Education Committee shall form a "Friends of the Library" committee. The Librarian or "Friends of the Library" shall be responsible for operation of the library, including ordering & maintaining library materials.
 - a. The Librarian, or Friends of the Library, with the support of the Christian Education Committee, shall establish and maintain a procedure to determine

what materials may be used offsite and a checkout method for loaning such material.

4. All material placed in the library shall be reviewed by the Librarian *or Friends of the Library* and be subject to review by the Christian Education Committee to ensure their suitability.

B-5.3

Communications

1. Recommend a person for the Historian to the Nominating Committee and provide oversight for the Session with the Historian.
2. Provide for communications from the Session to the congregation.
3. Provide for communications from the church to outside media by weekly submissions of church news to local newspapers, and submitting special articles or photos to the press.
4. Administer posted publicity on bulletin board in connector hall, new member board, and job bulletin board.
5. Update the exterior sign weekly, or as needed to promote future events, activities, etc. Administrative Assistant is a member of this committee and will provide any information.
6. In collaboration with the Secretary, update and post on-line Church Membership Directories when needed.
7. Work with other committees and Administrative Assistant when requested to provide brochures, flyers, correspondence, and advertising layouts – including submitting and scheduling with newspaper representatives.
8. Explore new methods of communication, both internal and external, for the benefit of all members.
9. Maintain the church web site and social media pages by providing information to the community about our Presbyterian denomination, worship, ministries, activities, and the health and concerns of our congregation.
10. Perform other communication matters as assigned by the Session
11. Perform the duties specified in B-6.0

B-5.3.1 Audio-Visual Subcommittee

1. The Audio-Visual Subcommittee is responsible for the routine and technical operation of the sound, lighting and projection equipment in the Sanctuary and Fellowship Hall for all regularly scheduled church-wide events.
2. A minimum of two individuals, from this committee, will serve as the primary contact whose responsibility it will be to schedule an audio/visual technician to operate this equipment for any special occasion held at the church.
3. Sufficient lead time (preferably two weeks) should be observed prior to any special event to allow for any required preparation by the technicians.
4. The committee will typically maintain a minimum of four individuals to operate the audio/visual equipment in the Sanctuary or Fellowship Hall. A copy of the audio disc of each Sunday service and special services will be given to webmaster for posting.
5. The committee shall provide training for any internal groups wishing to keep one or two individuals proficient in the operation of the audio/visual equipment on an as needed basis.
6. Chairperson or co-chairperson of the committee shall maintain a schedule to assign trained individuals to a certain week or weeks to allow each trained individual to operate equipment in the Sanctuary on a routine basis.
7. Maintain current written procedures for the effective operation of the basic aspects of the audio/visual equipment and place these at the A/V Booth in Sanctuary.
8. The committee will coordinate with the Worship Committee as provided for in Section B-5.10.
9. Prepare an Annual Report to the Property Committee if requested.

B-5.3.2 Historian

1. The Historian shall assemble and maintain factual data, brochures, programs, photographs, films/videos, newspaper articles and such other information pertinent to the history and mission of the Presbyterian Church of Bella Vista.
2. Report to and maintain contact with the Communications Committee.

B-5.4 Long Range Planning

1. Prepare a Long Range Plan for the Presbyterian Church of Bella Vista. Plan should be flexible in nature, identify alternatives and procedures necessary to implement each alternative.

2. Study community population trends and project how population trends will affect our church growth and programs.
3. Survey Session Committees, church officers and staff to gather information on their projected vision for our church. Include programs and projects to accommodate these visions where needed.
4. Evaluate information received from Session committees, church Officers and Staff and consolidate for review with each committee and the Session. Consider future programs and projects that will enhance the church mission.
5. Based on visions and information gathered, prepare a Long-Range Plan with specific details for two to five years into the future and general details for six to ten years into the future.
6. Revise and update Long-Range Plan, as needed, to reflect prior year events, programs, financial activity and current year budget and plans, as well as any new vision.
7. Prepare recommendations for Session action, as required.
8. Perform the duties specified in B-6.0

B-5.5 Missions

1. Provide oversight for the Session and be responsible for promotion and distribution of mission giving.
2. Inform the congregation (*Minute for Mission*) on projects or causes to encourage their participation and giving.
3. Seek out new ways to serve the congregation, community, and world through our mission effort.
4. Evaluate requests for mission money received during the year and recommend appropriate action to the Session if necessary.
5. Allocate money to various mission projects or groups based on the approved budget during the year and request Session approval when necessary. *All entities receiving charitable funds from PCBV shall provide a copy of their most recent financial statement. This statement shall be mailed to the Mission Committee, forwarded to the Treasurer for review, and filed in the financial office by the accountant*
6. Serve as liaison for the Session with:
 - a. Presbyterian Women. (I-1.0)
 - b. Presbyterian Men. (I-2.0)
 - c. Helping Hands and Care & Share (J-2.0)
 - d. Gravette School District
 - e. Lyon College and University of the Ozarks

f. Univ. of Arkansas Campus Ministry. (J-4.0)

7. Prepare recommendations for mission budget in the fall for inclusion in the coming year's budget for Mission & Benevolent Expenses and Other Ministry Expense accounts.

8. Perform the duties specified in B-6.0

B-5.6 Outreach

1. Provide for the welcome of guests each Sunday at the registration table in the narthex. Responsible for maintaining new member folders; ensuring all information is current and revise when appropriate

2. Provide the guests with name tags and encourage them to introduce themselves at the morning service. Maintain inventory of items shared with guests, replenish as needed.

3. Contact guests as prospective members through visits at Sunday morning fellowship, phone calls and home visits.

4. Ensure that a photograph of new members is posted in connector hallway.

5. Ensure that new members are informed of the various activities and opportunities for service and spiritual growth

6. Review membership rolls and recommend to the Session any appropriate actions in accordance with *The Book of Order*.

7. Develop programs of outreach into the community.

8. Perform the duties specified in B-6.0.

B-5.7 Fellowship

1. Arrange regular fellowship programs, dinners, and activities for the congregation, which may include but are not limited to the following: Lenten Soup Suppers (5), a church picnic, Thanksgiving and Christmas Dinners.

a. Lenten Soup Supper responsibilities include but are not limited to:

- 1) Preparing or purchasing soup, drink, and bread for each meal
- 2) Collecting, counting and depositing of nominal fee/donation for meal
- 3) Calling table numbers and serving the meal
- 4) Charging expenses to money collected with excess funds given to Mission Committee

b. Church Picnic

1) Responsibilities include: Securing location including date, time, and paying any required fees. Providing signup sheet. Purchasing meat, buns, and necessary condiments..

c. Thanksgiving and Christmas Dinners

- 1) Responsibilities include: Scheduling date/time for use of Fellowship Hall. Providing signup sheet. Providing signup sheet for Potluck Dinner with Fellowship providing meat and drinks as well as ensuring setup/takedown.
2. Oversee Shepherd Group activities.
3. Obtain juice, coffee and cookies for Sunday morning fellowship hour.
4. Provide the kitchen with Fellowship supplies that are aided by staff and the Moderator of Presbyterian Women.
5. Serve as liaison for the Session with the Presby Singles. (I-3.0)
6. Perform the duties specified in B-6.0

B-5.7.1 Shepherd Groups

B-5.7.2 Responsibilities of the Shepherd Group Coordinator(s)

1. Recruit new Shepherd Group Leaders
2. Realign Shepherd Group membership biennially using the following criteria:
 - a. Assign a leader to each Shepherd Group
 - b. Place a Session member in each Shepherd Group
 - c. Place equally, those who are unable to participate in the various Shepherd Groups
 - d. Place equally, those who are single in the various Shepherd Groups
 - e. Place the remainder of the congregation equally in the various Shepherd Groups
3. Assign new members to Shepherd Groups.+
4. Meet with Shepherd Group Leaders as necessary to review activities and assist them as needed.
5. Assign Shepherd Groups to serve coffee, juice and cookies after Sunday worship and some Lenten soup suppers as well as clean-up of Fellowship Hall.
6. Write an Annual Report in December for the Fellowship Committee reviewing the Shepherd Groups activities and the role of the Coordinator(s).

+Church staff may assist coordinators

B-5.7.3 Responsibilities of Shepherd Group Leaders

1. Get acquainted with all the members of the Shepherd Group and greet as many as possible at the Worship Service each Sunday.
2. Be available to and pray for members in times of illness, death or other misfortune.
3. In the event of a member's death, the group will function as directed by the Bereavement Committee (D-2.0) to provide for the needs of the family.

4. Serve coffee, juice and cookies after the Sunday Worship Service as assigned.
5. Set up and serve bread and drinks or cleanup for Lenten soup suppers as assigned.
6. Engage in at least two social activities each year.
7. Support, encourage and extend good will to each other.

B-5.8 Property

1. Maintain church property including supplies, equipment, building, and grounds.
2. Maintain a current inventory of all equipment and make recommendations for all unserviceable equipment.
3. Provide and maintain facilities and equipment for persons with a disability.
4. Maintain operational information of the electronic (outdoor) marquee sign in collaboration with the Administrative Assistant.
5. Maintain liaison with the Presbyterian Women's Kitchen Committee (I-1.0).
6. Serve as liaison for the Session with the Veterans Council (I-4.0).
7. The Moderator will provide a position description for a Church Custodian as well as interview, hire, and supervise the custodian. Coordinate with Accountant to ensure that all necessary employment materials are completed, i.e., IRS Form 1099.
8. In cooperation with the Administrative Committee, maintain proper insurance on all church property and such other insurance as is required by law, or as deemed to be in the best interest of the church.

B-5.9 Stewardship and Finance

1. Develop and present a year-round program to increase the grace of liberality in the members of the congregation.
2. Plan and conduct an annual stewardship emphasis program.
3. Prepare and present an annual church budget in coordination with the Treasurer.
4. Develop procedures for the counting and recording of contributions.
5. Develop the ways and means of requisition for money and expenditures.
6. Assist and receive requests and budgets from each church group.

7. Review and evaluate fund-raising projects submitted by church committees or organizations that are not part of the approved operating budgets. Determine financial feasibility and accounting procedures for each request and make recommendations to the Session accordingly.
8. In coordination with the Treasurer, review and approve monthly financial statements for distribution to the Session.
9. Assist and support the Accountant in the discharge of duties.
10. Communicate to the Accountant actions by the Session that require attention, i.e. new accounts, funding unbudgeted projects, etc.
11. Arrange for a periodic audit of the financial records and verify accuracy of financial statements.
12. Prepare and recommend corporate resolutions that may be necessary due to personnel changes.
13. Moderator and Vice-Moderator of this committee shall serve on the Executive Committee of the Endowment Fund.
14. Vice-Moderator shall serve as Moderator of the Memorial Subcommittee
15. Perform the duties specified in B-6.0

B-5.9.1 Memorial Subcommittee

1. The Vice-Moderator of Stewardship/Finance Committee will serve as Memorial Subcommittee Moderator and other members may include, but not limited to, Treasurer, Property Committee Moderator and/or Vice-Moderator.
2. Ensure that acknowledgements of all Memorial donations are properly managed.
3. Ensure that appropriate entries are made in the PCBV Memorial Book.
4. Subcommittee will meet as necessary to evaluate ways in which to use the Memorial Fund money in compliance with designated restriction on certain funds.
5. Considerations for use of Memorial Funds will normally be for permanent type tangible items.
6. Subcommittee suggestions and requests from others for use of Memorial Funds will be evaluated and a recommendation made to the Stewardship/Finance Committee for their concurrence.

7. With concurrence of the Stewardship/Finance Committee all recommended uses of the Memorial (Permanent Restricted) Funds, of \$500 or more, will be submitted to the Session for approval.
8. Appropriate records will be kept of the approved items and, where appropriate, notification and recognition forwarded to the donor.
10. Prepare an annual report to the Stewardship & Finance Committee.

B-5.10 Worship

1. Prepare the elements and arrange for serving the Sacrament of Holy Communion.
2. Prepare and arrange for the Sacrament of Baptism.
3. Schedule worship services and special worship events.
4. Approve all requests for *Minute for Mission* or *Life of the Church*
5. Approve permanent changes to the order of service, i.e., placement of announcements, passing of the peace, etc.
6. Supervise the music program, including supplies and instruments.
7. Supervise performances as part of a worship service.
8. Administer the substitute pulpit supply.
9. Serve as liaison for the Session with the Presbyterian Players. (I-5.0)
10. Provide for ushers, greeters, flowers, bulletins and special decorations for the Sanctuary.
11. Assist as needed for other worship support, such audio/visual. (B-5.81)
12. Ascertain those members of the congregation who have sufficient training and are willing to assist in the event of medical emergency during worship services and maintain a list of those persons for ready access.
13. Implement the security policy as it relates to security during worship service.(H-6)
14. Participate in occasionally providing a brief or limited worship service for Concordia Nursing Home.
15. Arrange for a memorial service once a year, normally on the first Sunday following All Saints Day, to include a *Moment of Remembrance* for those members who have died during the preceding year.
16. Perform the duties specified in B-6.0

B-6.0 Session Committee Duties**B-6.1 Submission of Budget Requests**

Annually, during early Fall, each Session Committee Moderator will provide budget recommendations for the next calendar year to the Stewardship and Finance Committee Moderator.

B-6.2 Approval of Expenses Included in Budget

Invoices and requisitions received for items included in the current year's budget that do not exceed the amount of \$1,000.00 (excluding utilities) shall be processed for payment by completing information on invoice or requisition and forwarding to Accountant for payment. Non-budgeted items for less than \$500.00 may also be treated as if they were included in the budget. The stamp on the invoice or requisition should be signed by the submitter (or a committee member) and approved by the moderator to meet auditor requirements.

B-6.3 Approval of Expenses Not Included in Budget

Invoices and requisitions received for amounts in excess of \$1,000.00 (excluding utilities) and items over \$500.00 that were not included in the current year budget will require Session approval prior to payment. When Session approval is received, the information must be completed on the invoice or requisition, including date of Session approval, and forward to Accountant. Items being purchased with expense anticipated to be over \$1,000.00 must be approved by the Session prior to being ordered.

The above limitations shall not apply when a delay of an expenditure would impair the integrity of the church facilities. Such expenditure must be approved by the appropriate committee and reported to the Session.

B-6.4 Minutes

Committees must keep minutes of each meeting and provide a copy of these minutes to the Secretary. Minutes will then be provided to each member of the Session and to the Clerk of the Session prior to the monthly Session meeting.

B-6.5 Annual Report

Each committee shall prepare an Annual Report for the Session for inclusion in the Annual Report to the congregation.

B-6.6 Counting Sunday Offerings

The Elder of the Month will be responsible to retrieve the collection plates and will be joined by another Elder. The checks and cash will be placed in the bank bag and locked in the floor safe. The two Elders will confirm they have done this by signing the sheet in the office.

B-7.0 Clerk of the Session

B-7.1 Election – The Clerk is nominated by the Nominating Committee. The term is from January 1 through December 31, including the year-end reports as outlined in the *Policy & Procedure Manual*. Election will be during the Annual Meeting of the Session in January.

B-7.2 Duties and Responsibilities

1. The clerk shall record the transactions of the governing body. Ensures that the Secretary keeps accurate rolls of membership and attendance, and furnishes extracts from them when required by another governing body.
2. Records minutes of the meetings of the Session and Congregation
3. Ensures that the Administrative Assistant annually provides membership records (joining, leaving, deceased) to Presbytery
4. Handles correspondence of the Session
5. Assists in preparing the Session Agenda

B-8.0 Treasurer

B-8.1 Election – The Treasurer is nominated by the Nominating Committee. The term is from January 1 through December 31, including the year-end reports as outlined in the *Policy & Procedure Manual*. Election will be by the Session in December.

B-8.2 Duties and Responsibilities**B-8.2.1 Signing of Checks**

The Secretary or Accountant will notify the Treasurer that checks are ready to be signed. Invoices and checks will be placed in Treasurer's folder. Treasurer will verify

that invoices are approved and amounts are correct before signing and ensure that all checks are accounted for on summary listing. Approval will normally be by the Moderator of one of the Session Committees, although the Secretary, Accountant or Pastor may approve certain invoices, such as office supplies. Signed checks and invoices will be given to Secretary for mailing and/or distribution.

B-8.2.2 Reporting to the Session

When Accountant has completed monthly reports and contacted Treasurer, he/she will review reports and prepare a summary report for the Session. Summary report provides monthly and year-to-date amounts for each fund as well as major variance year-to-date. Treasurer will make copies of the summary report for Session members and Pastor. When available for a Session Meeting, the Treasurer will meet with the Session and review the summary report and answer any questions raised by Session members. A shorter version of the summary report will be published monthly to inform the congregation.

B-8.2.3 Triannual Contribution Reporting

At the end of April, August, and December, the Accountant will produce a Contribution Record for each church member or giving unit. In early January, the Accountant will also produce the Year End Report for each contributor. The Treasurer will review the reports and return them to the Accountant for distribution. Any questions raised by members of the congregation regarding their contributions or pledges will be researched and appropriate response made to the members by either the Treasurer or the Accountant.

B-8.2.4 Annual Report for General Assembly

At year-end, Treasurer will prepare the financial portions of Annual Report for General Assembly, using the final financial reports for the preceding year. This report will not include funds of the Presbyterian Women of Bella Vista.

B-8.2.5 Bank Signature Card

When needed due to changes in personnel who have check signing authority, Treasurer will take the duly approved Corporate Resolution to the appropriate bank and obtain a revised Deposit Agreement form and have it signed by the individuals approved to have check signing authority. Normally, this includes the Treasurer and the Stewardship & Finance Committee Moderator and Vice-Moderator. When all have signed, Treasurer will return the form to the bank to change the General/Building Fund Account and Memorial Fund Account. Also, the Stock Transfer Account should be updated to indicate Treasurer as recipient of bank notifications. (Note – this **will not** include the Presbyterian Women of Bella Vista accounts which will be maintained by the Presbyterian Women of Bella Vista Treasurer).

B-8.2.6 Gifts of Stocks

Treasurer will provide the Stock Transfer Account number to anyone desiring or considering giving stock to the church. The bank is authorized to immediately sell any stock received and advise the Treasurer of the transaction. The Treasurer will provide the donor with a letter that acknowledges the date of the gift, the donor's name, the number of shares given and the name of the company. If written instructions for distribution of the gift have not been previously provided by the donor, the Treasurer will request they be provided. It is the donor's responsibility to determine the value of the gift and substantiate it to the IRS.

B-8.2.7 Gifts of Property other than Real Estate

Treasurer, Stewardship & Finance Committee Moderator and Property Committee Moderator will evaluate each gift of property prior to accepting it and determine if the gift is something from which the church will benefit. Based on this evaluation, a plan of action will be put into action, which may include requesting Session approval of the plan, obtaining professional appraisal of gift, accepting the gift or rejecting the gift. Normally, property gifts will either be used by the church or offered for sale. The Treasurer will notify giver of the appraised value, the sale value or suggest the giver provide estimated value, as appropriate for the type of gift involved.

B-8.2.8 Gifts of Real Estate

These shall be considered as above, however, the final decision as to acceptance of a gift of Real Estate shall be made by the Session.

B-8.2.9 Bequests from Wills and Trusts

Any gifts made to the church via wills or trusts will be managed by the Treasurer with assistance of free advice from the trust officers of the appropriate bank. Where possible, gifts will be turned into cash as soon as possible. If legal advice is deemed necessary, the Treasurer will confer with the Stewardship & Finance Committee Moderator and recommend Session approval of any plan to seek outside legal assistance or clarification.

Unless specifically prohibited by the donor, gifts will be distributed as outlined in Section H.14.0 on page 59 of this document.

STAFF**C****C-1.0 Pastor, Head of Staff – Duties and Responsibilities****C-1.1 Worship**

1. Provide inspiring, thought-provoking, Biblically based sermons with real life application for the congregation
2. Officiate at baptisms, weddings, funerals, memorial services, and other appropriate special events
3. Oversee communion to homebound members

C-1.2 Christian Education

1. Teach Sunday morning adult classes, when needed
2. Lead seminars and workshops to supplement regular Christian Education classes
3. Provide guidance for selection of resources for adult education

C-1.3 Pastoral Care

1. Visit members regularly in homes, hospitals, and nursing homes, in coordination with the Parish Associate/Associate Pastor and/or Board of Deacons
2. Offer family and personal counseling, including spiritual mentoring as needed in coordination with the Parish Associate/Associate Pastor
3. Assist as needed in the grief recovery workshops
4. Attend Board of Deacons meetings, providing assistance as needed
 - a. Distribute monies from the Deacons' Assistance Fund to members in emergency financial situations, with the consent of the Moderator of the Deacons.

C-1.4 Congregation and Community

1. Participate in church activities such as congregational dinners, fellowship, and mission projects
2. Support and assist with Outreach programs
3. Represent PCBV within the greater Bella Vista Community

C-1.5 Administration

1. Moderate Session meetings, maintaining a positive working relationship with the Session, committees, and other organizations within the church

2. Communicate with the congregation and organizations within the church on a consistent and positive basis
3. Supervise the staff in a professional and team building manner

C-1.6 Denomination

1. Participate in Arkansas Presbytery meetings, committees, and activities
2. Participate in Presbytery group monthly luncheons and activities
3. Communicate to the congregation local and national issues relating to the PCUSA

C-2.0 Associate Pastor – Duties and Responsibilities

C-2.1 Pastoral Care

1. Visit members regularly in homes, hospitals and nursing homes in coordination with Senior Pastor and Board of Deacons
2. Initiate contact with congregation members who have not recently attended church functions by phone call, email or written correspondence in cooperation with the Administrative Assistant
3. Offer family and personal counseling, including spiritual mentoring
4. Attend Board of Deacons meetings, providing assistance as needed

C-2.2 Christian Education

1. Provide assistance with the Presbyterian Women's Circle Bible studies when requested by PW Council
2. Teach Sunday morning adult classes when needed
3. Lead seminars and workshops on featured topics as requested
4. Provide guidance for selections of adult education resources
5. Work with Christian Education Committee to promote congregational spiritual development

C-2.3 Worship

1. Assist in Sunday worship services as liturgist
2. Preach in Sunday worship and for seasonal services
3. Assist in taking communion to homebound members
4. Officiate for baptisms, weddings, funerals, memorial services as needed

C-2.4 Congregation and Community

1. Guide the Outreach and Communications committees, helping them respond theologically to changing demographics in the community
2. Attend monthly meetings of the Missions, Administrative, Worship, and Christian Education Committees as needed
3. Attend Session meetings, moderate in Senior Pastor's absence
4. Participate in church activities and support mission projects
5. Participate in Presbytery activities including the monthly Cluster luncheons
6. Represent PCBV within the greater Bella Vista Community

C-3.0 Parish Associate - Duties and Responsibilities

Note: The following may be altered depending upon position being full or part-time

C-3.1 Pastoral Care

1. Visit members regularly in homes, hospitals, and nursing homes, in coordination with pastor and Board of Deacons
2. Offer family and personal counseling, including spiritual mentoring
3. Facilitate monthly meetings of the Caregivers' Support Group when active
4. Assist in leading grief recovery workshops for church members as needed
5. Attend Board of Deacons meetings, providing assistance as needed

C-3.2 Christian Education

1. Provide assistance with Presbyterian Women's Circle Bible studies when requested
2. Teach Sunday morning adult classes, when needed
3. Lead seminars and workshops on featured topics, when requested
4. Provide guidance for selection of resources for adult education

C-3.3 Worship

1. Assist in Sunday worship services as liturgist
2. Preach in Sunday worship and for seasonal services as needed
3. Assist in taking communion to homebound members
4. Officiate for baptisms, weddings, funerals, memorial services, as needed

C-3.4 Congregation and Community

1. Participate in church activities and support mission projects
2. Attend monthly meetings of Session committees when necessary
3. Attend Session meetings periodically.

4. Represent PCBV within the greater Bella Vista community
5. Participate in Presbytery Cluster monthly luncheons and activities

C-4.0	Accountant - Duties and Responsibilities
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Note: The following may be altered depending upon position being full or part-time

C-4.1 Accounts Payable

1. Accounts Payable transactions are processed in the Accounts Payable segment of ACS (Automated Church System) Financial Suite. Invoices and check requests to be paid are gathered and verified for correctness, proper authorization and account code
2. Check requests for reimbursement should be approved by an authorized person other than the person asking for reimbursement
3. In addition, other ongoing scheduled payments, such as Presbyterian Mission Giving or Mortgage Payments are to be set up for payment by Accountant using the Check Authorization form
4. Verified invoices and check requests are entered in accounts payable and checks issued, usually weekly. In an emergency, manual checks can be issued and accounting data entered later
5. All Accounts Payable journal entries are posted to General Ledger at end of payables transaction activity
6. Treasurer will be notified that checks are ready for signing
7. Paid invoices are filed alphabetically by vendor or payee and kept in secretary's office, except for capital expenditures that are retained in the Finance Office
8. Set up and maintain paid invoice files in the Secretary's office
9. Appropriate Session committees need to approve online payments each calendar year for such entities as POA sewer/water; refuse collection; and copier contract.

C-4.2 Contributions

1. Recording of contributions and contributor's records is kept in the People Suite module of ACS. Contributions is a segment of that module and interfaces with the Financial Suite for General Ledger posting
2. Contributions from church safe and those received by mail are combined and prepared for posting, usually the first business day of the week

3. The Accountant and one additional staff member will count the checks and cash and make the deposit. Each contribution is posted to contributor's record and reports generated after all are entered
4. Totals are verified, final reports run and bank deposits prepared, banked, and validated deposit receipt attached to applicable posting journal sheet in contribution posting book
5. All contribution entries are posted to General Ledger at end of posting activity
6. For memorial contributions, the Secretary will be given the names of the contributors along with the addresses of non-church member contributors
7. Accountant is to treat contributor records with utmost discretion. Confidentiality should be strictly protected and only Accountant, Auditor, Treasurer and Stewardship and Finance Moderators would have authorized access
8. A Record of Contributions report is issued at the end April, August and December for each contributor. They are given to the Treasurer for review
9. The last report will also contain an end of year report for each person. Inserting contributor's statements in envelopes for mailing is done by the Accountant. All statements will be made available in Connector Hallway for pickup. After two weeks, the remaining statements are mailed

C-4.3 Donation Letters

A letter will be prepared for donors of stock, real estate or property given to the church. After the Treasurer has signed the letter, the secretary will mail it

C-4.4 Payroll

1. Payroll is prepared monthly and/or semimonthly for salaried, hourly and fee-for-service employees
2. Accountant is to ensure that correct and authorized salary information is received from Administrative Committee Moderator at beginning of a new year, for a new hire or a change to employee's compensation
3. Accountant is to maintain an individual personnel file which must include employee's W-4, employment papers and records of documents pertinent to that employee
4. Accountant enters correct compensation and tax data for each employee into ACS system as warranted
5. After payroll checks are issued, the Accountant will notify the Treasurer or other authorized person that checks are ready for signature. The signer inserts check in payroll envelope and distributes to employees

6. Hourly time sheets or performance fee data should be properly authorized. These data are entered into the system to generate the monthly payroll checks and payroll tax deposit amounts
7. Federal and state tax deposit checks are prepared according to law and deposited with bank or other appropriate agency. Quarterly tax reports, federal and state, are prepared and filed as required
8. Annually, at year-end, employee's W-2s are issued and the appropriate reports and reconciliation compiled. Other reports required when needed are data for Board of Pensions for pastor benefits and Workers' Compensation insurance
9. The Accountant shall ensure the accuracy of all payroll reports prior to submission to appropriate entity
10. Occasionally individuals who are not employees are to be compensated for services performed. This could include but not limited to guest musicians, pulpit supply, etc. This compensation is to be treated through accounts payable and 1099 data compiled via special designation in ACS. 1099s are to be issued as the law requires
11. All personnel and payroll records are to be kept in locked file cabinet in Finance Office for confidentiality. Access is limited to Accountant, Auditor, Treasurer, Stewardship and Finance Committee Moderators and Administrative Committee Moderators
12. In regard to payroll taxes, the amounts withheld from employees' paychecks shall be remitted to the State of Arkansas and Internal Revenue Service (IRS) on a monthly basis.
13. Quarterly and annually, the State of Arkansas and IRS payroll tax withholding shall be reported to the respective agencies.

C-4.5 Financial Statements

1. A set of statements is to be issued monthly after month end. They are to include but not limited to a Balance Sheet, Statement of Revenue and Expense, and Summary of Restricted Accounts, Temporary and Permanent
2. Month-end closing activity requires that Accountant reconcile all bank accounts to General Ledger, prepare and enter all general journal entries needed, generate a Trial Balance and ascertain that all monthly data is accumulated for issuance of full and complete statements
3. Create all required reports generated by ACS prior to closing General Ledger at month-end. Accountant should submit preliminary reports to Treasurer and Stewardship and Finance Moderator for review and approval

4. Accountant is responsible for generating and printing the appropriate number of reports for the Session, Stewardship and Finance Committee and permanent record books
5. The filing of the Presbyterian Church of Bella Vista Annual Financial Report shall be with the Secretary of the State of Arkansas, as soon as the report is available. The filing may be done electronically.
6. All online payments need to be approved by the Treasurer.

C-4.6 Pledge Recording

Accountant will enter pledges in ACS Contribution module to member records as they are received. Pledge reports are printed that list detail and fund totals. Access to these reports is limited to the Accountant, Auditor, Treasurer and Stewardship and Finance Moderators

C-4.7 Annual Budget

1. Using August year-to-date financial data, a budget work sheet of line item expense is to be prepared for each committee in coordination with the Stewardship and Finance Moderators and Treasurer
2. This work sheet should be completed as soon as possible for distribution to each committee moderator to aid their budget preparation
3. As these work sheets are returned and reviewed by Treasurer and the Stewardship and Finance Moderator, budget data should be entered in ACS for printing comparative reports to aid in final budget determination
4. The total approved budget for the coming year will be divided by 12 to determine monthly amount and for financial statement reporting

C-4.8 Capital Expenditures

1. As purchase expenses occur during the year, the Accountant will segregate those paid bills that qualify for capitalization. Rules for capitalizing will be those established in Finance Office procedures
2. At year end these items will be capitalized and depreciation calculated through the ACS Fixed Asset module. The appropriate entries are made to the General Ledger for inclusion in year-end financial statements
3. Accountant should review this Fixed Asset schedule annually and make appropriate changes where needed. It should be cross-checked with church inventory
4. Church inventory is maintained in Excel and should be updated as appropriate such as when an inventory item is added or deleted. Physical inventory is taken as set forth

in *Policy and Procedure Manual* by the proper committee and given to the Accountant for updating and reconciling with Fixed Asset Schedule.

C-4.9 Mileage Payments.

Mileage will be paid at the current IRS rate for business use of a vehicle for official church business (This applies to church employees and also Deacons). To receive payment, the driver must fill out a reimbursement form obtained from the Accountant and return it to the Accountant

C-4.10 Year-End Closing

1. Accountant will ascertain that all valid income and expense items have been processed and entered, all year-end journal entries, including accruals, completed and all subsidiary accounting journals closed as of January 15.

2. Accountant will follow ACS year-end closing procedures for closing accounts and opening accounts for the new year

C-4.11 Automated Church System

1. Maintenance and updating to the church management system is to be done in coordination with the Administrative Assistant since the Administrative Assistant is designated as Network Administrator and is responsible for ACS People Suite

2. The church's entire network and files are backed up every night by an on-line provider through the church's IT service

C-4.12 Petty Cash Flow Maintain expenditures and replenishes cash as needed

C-5.0	Administrative Assistant – Duties and Responsibilities
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Note: The following may be altered depending upon position being full or part-time

The Administrative Assistant reports to the Administrative Committee and the Head of Staff. The primary responsibility is to serve the pastors and in turn the congregation. The duties include:

C-5.1 Worship Bulletins

Prepare the Sunday worship bulletins each week and memorial/funeral bulletins as needed. Serves as a member of the Worship Committee and attends their meetings as well as any other meetings relating to worship as called by the pastors

C-5.2 Communication Assistance

Gather, edit and write items for the Weekly Newsletter published in the Sunday Worship Bulletin. Assist in providing information for website, social media, and the Marquee. Serve on the Communications Committee and attends their meetings

C-5.3 Deacons

Using information from deacon visits/contacts, prepare confidential report for distribution to the deacons and pastors each week. Review the listing of the church's confined and/or ill members and prepare both a monthly assignment sheet for the deacons and a floral distribution list every month; attend monthly meetings

C-5.4 Home Communion

Maintain a list for the pastors for home communion. Call known, confined and ill members each month and prepares a list accordingly for distribution of the elements

C-5.5 Pastors Provide secretarial support to the pastors

C-5.6 Session Committees – Provide occasional administrative support to Session committees and other church organizations, e.g., PW as requested.

C-5.7 Computers

Monitor and process the church email, which defaults to her computer, coordinate computer maintenance, oversee ACS database and keep software updates current; complete database searches and reports as needed

C-5.8 Annual Reports

Gather committee information, reports and statistics each year prior to preparing the church's annual report and the statistical reports to the Presbytery.

C-5.9 Website - Monitor, update and edit the prayer concerns and provide backup for the church's webmaster

C-5.10 Policy & Procedure Manual -- Update changes as provided in cooperation with the Moderator of the Administrative Committee

C-6.0	Secretary – Duties and Responsibilities
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Note: The following may be altered depending upon position being full or part-time

C-6.1 Greet all guests and church members, answer the telephone and take messages, and be a source of appropriate information. Additional duties include but are not limited to:

1. Assist in making coffee each day and maintain supplies
2. Distribute mail, mail bulletins to shut-ins weekly, maintain postage supplies
3. Prepare weekly guest list, maintain the card file of guests, and prepare letters for pastors to send to first-time guests
4. Maintain the church calendar, post on web calendar, print for monthly distribution, post the daily calendar in the lobby, and schedule use of building for special events
5. Process new members and transfer of members to other churches, and keep church membership information current and update directory as needed
6. Maintain master church register and permanent Session minutes
7. Process invoices and other payment requests
8. Post worship attendance; in the absence of the accountant, mail checks.
9. Maintain and order office supplies, and order kitchen supplies as requested
10. Oversee the copy machine operation, i.e., supplies & maintenance. Copy music for choir as requested observing Federal copyright laws
11. Assign keys and instruct members on security procedures
12. Provide backup to the Administrative Assistant by posting prayer requests to the web site, and start automated phone calls as requested
13. Keep shepherd group lists current, prepare report when requested
14. Print history of worship attendance for pastors, administrative assistant, and chairman of the deacons each month, and provide a monthly birthday list for pastors, administrative assistant, bulletin board, and congregation
15. File committee minutes in appropriate notebooks, and provide the Session and committee minutes to Elders, Clerk of the Session, pastors, and administrative assistant
16. Acknowledge memorial gifts to family and donors, and provide a record of memorial gift donors to historian
17. In cooperation with the Administration Assistant, assign keys and instruct members on security procedures
18. Provide monthly report of membership, i.e., new members, losses, etc.

C-7.0	Director of Music – Duties and Responsibilities
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The Director of Music reports to the Administrative Committee and Head of Staff and is responsible for the overall music program of the church. This is a part-time post.

C-7.1 Director of Choirs – Select music, rehearse, and schedule both the Chancel Choir and the Handbell Choir to musically enhance the worship services

C-7.2 Worship – Work with the pastors to coordinate music for all regular worship and special music for other services. Regularly attend the Worship Committee meetings

C-7.3 Other Duties – Oversee the care of musical instruments owned by the church. Arrange for the care, replacement and additions to the choir robes as needed. Provide supervision of the Organist and Pianist.

C-8.0	Organist – Duties and Responsibilities
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The Organist reports to the Director of Music and will provide organ music at all regular worship services and any special services as designated by the pastor.

C-8.1 Accompanist – Accompany the choir when requested by the Director of Music.

C-9.0	Pianist/Accompanist – Duties and Responsibilities
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The Pianist reports to the Director of Music and will provide accompaniment for the chancel choir at rehearsals, the Sunday services and at other times when the choir is performing as directed by the Director of Music.

C-10.0	Child Care Attendant – Duties and Responsibilities
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The Child Care Attendant reports to the Christian Education Committee; however, the Administrative Committee is responsible for salaried personnel of PCBV.

C-10.1 General – Provide care for young children whose parents or guardians are attending Sunday worship at the Presbyterian Church of Bella Vista

C-10.2 Qualification Guidelines

1. Previous experience caring for children (will be working with a PCBV volunteer)
2. Current CPR certification preferred
3. Ability to react positively under stress and emergency situations (know what member/guest to contact in case of emergency)

4. Ability to give and follow written and oral instructions as given by parents or guardian

C-10.3 Essential Job Functions:

1. Report and ready to accept children in the Child Care Center by 8:30 a.m. on Sunday mornings and remain until 11:30 a.m. or until all children have been claimed
2. Sign-in children on attendance sheet
3. Place ID Badge on child if needed
4. Record any special instructions from parent or guardian
5. Place ID Badge on diaper bag if necessary
6. Check for snacks and supplies and restock as needed
7. Make sure those present know and understand the posted rules
8. Do a general pick-up and clean-up before and after the service
9. Put trash can by the door at the end of service for the custodian
10. Communicate any Child Care Center supply needs to Moderator (or appointee) of the Christian Education Committee
11. Promote a positive image of the church
12. Demonstrate professionalism and accountability
13. Take initiative to identify problems in the Child Care Center and offer solutions
14. Maintain high degree of integrity and confidentiality
15. Follow established PCBV policies and procedures
16. Perform related duties as assigned by Moderator (or appointee) of the Christian Education Committee
17. Be able to relate to children, parents and/or guardians, staff and volunteers

Board of Deacons – Diaconate

D

D-1.0 Composition

1. The Diaconate shall be composed of three classes of four Deacons each, nominated by the Nominating Committee and elected by the congregation in a manner similar to that prescribed for Elders (Section A-2.0). Elected Deacons shall receive such training as the Session may deem appropriate.
2. No Deacon shall be elected for a term of more than three years, nor shall a Deacon serve for consecutive terms, either full or partial, totaling more than six years. A Deacon having served a total of six years shall be ineligible for reelection to the Board for a period of at least one year.
3. Additional members of the congregation may be recruited to assist Deacons in their ministry of compassion.
4. The Diaconate shall elect from its number a Moderator and a Secretary.
5. The Moderator shall preside at all meetings and the Secretary shall keep minutes of all meetings and such other records as necessary.
6. The Associate Pastor, or other staff person appointed by the Pastor, shall be the primary staff resource person for the Diaconate. This person shall meet with the Diaconate and advise them as appropriate. The Pastor is an ex-officio member of the Diaconate.

D-1.1 Meetings

1. The Diaconate shall meet monthly at a regularly scheduled time unless it is decided, by majority vote, to change a meeting date or cancel a meeting.
2. The minutes of meetings shall be forwarded to the Clerk of the Session in a timely manner after each meeting. All other records shall be forwarded to the Clerk of the Session at least annually.
3. There shall be a joint meeting of the Diaconate and the Session at least annually to confer on matters of common interest. In addition, the Moderator, or an appointed representative, shall attend Session Meetings, and report to the Diaconate matters which affect them.

D-1.2 Responsibilities

1. The Diaconate shall appoint one member monthly as “Deacon on Call” and shall publish this name in the bulletin, etc.
2. Minister to those who are in need, to the sick, to the friendless, and to any who may be in distress due to illness, or death of a loved one, etc.
3. Send cards to the sick and shut-ins.
4. Be responsible for delivering flowers to shut-ins or homes (such as Concordia).
5. Keep the congregation advised of any congregational concerns.
6. Review worship attendance records to identify non-attending resident members. Take action as determined appropriate by the Diaconate or the Session.
7. Select one Deacon to serve on the Nominating Committee for one year.
8. The Diaconate shall in all matters be under the jurisdiction of the Session.
9. The Moderator and/or the Secretary shall be responsible for preparing an annual report.
10. The Moderator shall be responsible for budgeting, planning and recommending items for consideration of the Diaconate.
11. In the contingency that there is no pastor, teams of a Deacon and an Elder will do limited communion to homebound members in their homes or nursing home or hospice following current health protocols as directed by the State of Arkansas and the care facility. The Administrative Assistant and/or Moderator of the Deacons will get prior approval from the care facility or from the individual member.
12. The Moderator of the Deacons shall be responsible for managing the Deacons’ Assistance Fund.
13. For members needing emergency financial aid as determined by the pastor and with the consent of the moderator of the Deacons, the Deacons will distribute monies from the Deacons Assistance Fund to members in emergency financial situations.
14. In the contingency that there is no pastor, the Administrative Assistant will take the call and relay the message to the Moderator of the Deacons.
15. In the contingency that there is no pastor, the Moderator of the Deacons will receive a member’s request for emergency financial need and distribute monies from the Deacons’ Assistance Fund. In keeping with the intent and confidentiality of the fund, the Moderator and one other Deacon will visit with the member to get information about financial need. When the Deacons ascertain the need, they will forward a check request, signed by two Deacons, to the church accountant.

D-2.0 Bereavement Subcommittee (Revised Jan 2020)

1. The Bereavement Committee should consist of a minimum of six church members, with at least one current Deacon, serving on the committee.
2. The committee must meet at least once a year.

3. The Moderator is chosen by the committee and shall serve in that capacity for no more than three years but may remain on the committee thereafter. Moderator may be reappointed for a second term.
4. Coordinate with the Pastor, Administrative Assistant, and if necessary the spouse and/or family of the deceased member, so that all needs of the family are met with regards to a funeral, memorial or internment.
5. Coordinate a meal for the family as requested. Involve others in the congregation for food donations and kitchen workers as necessary – Circles, Choir, Sunday School Classes, Committees, Elders or Deacons to assist with the meal as deemed appropriate. Accommodate the family with regards to the timing of the meal, whether the evening before the service at their home or the day of the service in Fellowship Hall
6. Advise the appropriate Shepherd Group of the need for refreshments and kitchen workers if a reception is held in Fellowship Hall following the service.
7. Report to the Diaconate on a regular basis.
8. Prepare an annual report for the church each year.

Endowment Fund Resolution - Presbyterian Church of Bella Vista **E**

E-1.0 Article I: Purpose

1. We hereby established a not-for-profit Endowment Fund for the Presbyterian Church of Bella Vista, in order to encourage Christian persons to ensure the advancement of the mission and ministry of this church through gifts and bequests.
2. The purpose of said Endowment Fund is to establish a perpetual fund, which obtains assets and distributes annual income according to the guidelines set forth in this document except as specified by the donor or upon special action by the Session relative to unrestrictive gifts or bequests.

E-1.1 The name of the Fund shall be the Endowment Fund of the Presbyterian Church of Bella Vista, hereafter called the Fund.

E-1.2 The duration of the Fund shall be perpetual.

E-1.3 The purposes of the Fund shall be:

1. To operate exclusively for charitable, educational and mission purposes, as well as for the building and church organizational matters.
2. The Fund will work to enhance and improve the facilities, equipment, programs and services of the Presbyterian Church of Bella Vista. The Fund shall employ its funds exclusively for the Presbyterian Church of Bella Vista and/or mission programs for spreading the gospel of Jesus Christ.

3. To accept, solicit, hold, invest, reinvest and administer any gifts current or deferred bequests, devices, benefits of trusts (but not to act as trustee of any trust), and property of any sort, real or personal, without limitation as to amount or value, and to use, disperse or donate the income or principal thereof exclusively for the charitable mission and education purposes as set out herein.

4. To provide interested persons with an opportunity to make tax deductible donations, bequests, memorial contributions and other gifts which will be conserved and used as designated with the purposes set out above; or if not designated, in such a manner as in the discretion of the **Endowment Committee** will best promote the purposes of the Fund as set out above, subject to any limitation as may be contained in the instrument under which such property is received or as may be restricted by these articles or by any laws applicable thereto.

5. To do any and all lawful acts, alone or in cooperation with other persons or organizations, which may be necessary, useful, suitable or proper for the furtherance, accomplishment or attainment of any or all of the purposes or powers of the Fund, without regard to race, color, creed, sex or physical or mental condition.

E-2.0 Article II: Membership

E-2.1 Endowment Committee The membership of the Endowment Committee shall consist of four members of the Session (Moderator and Vice Moderator of Stewardship and Finance, Moderators of the Property Committee and Administrative Committee). The fifth member will be the treasurer of the Session. All terms will be the same as their terms on the Session.

E-2.2 Quorum At least three members of the Endowment Committee shall be necessary to transact business.

E-2.3 Officers of the Endowment Committee The chairperson shall be elected from within the Endowment Committee. A secretary shall be elected from within the Endowment Committee to keep full and accurate accounts of the actions of the Committee and conduct necessary communications as requested. The Pastor may be an ex-officio, non-voting member.

E-3.0 Article III: Endowment Committee Responsibilities The Endowment Committee shall have the following additional responsibilities:

1. To acquaint church members with the opportunity of making gifts and bequests to the Fund.

2. To present to the Session for its approval an annual audited financial report no later than September 1 of each year. All proposed programs, amendments and changes shall be reported to the Session for its approval in a timely fashion.

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

4. To select and secure an organization experienced in the profession of investment fund management. To seek professional advice as needed in the overall investment management of the Fund.

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

E-4.0 Article IV: Investment of the Endowment Fund

E-4.1 Receipt of Assets Donations to the Fund shall be received in the following forms:

1. Gifts Assets given for immediate use
2. Deferred Gifts Assets given but which will not be received until the future, i.e. insurance policies, life income plans

E-4.2 Liquidating Assets - All assets held by the Fund shall be in liquid form. Nonliquid assets shall be accepted by the Fund only when they are made liquid or if there is no cost to the Fund to make them liquid. All non-liquid assets received by the Fund shall be converted to liquidity as soon as possible and invested in accordance with this policy.

E-4.3 Declined Gifts - The Endowment Committee has the power to accept or decline gifts that have restrictive powers or unacceptable purposes.

E-4.4 Tax - The Fund shall not make any investments in such a manner as to subject it to tax under Section 4944 of the Internal Revenue Code of 1954, or a corresponding section of any future federal tax code.

E-5.0 Article V: Use (Disbursement of the Endowment Fund)

E-5.1 The use of the Fund income shall be limited to the following general categories (as voted on and approved by the Session):

1. Special needs and programs within the church
2. Community outreach
3. New member development

E-5.2 Only the income from the Fund shall be expended unless approved by unanimous vote of Endowment Committee and two-thirds vote of the Session membership. All other expenditures from the fund shall be by majority vote of the Endowment Committee with approval of the Session.

E-5.3 It is the intent of this policy that the Fund should not be used to augment the annual church budget or building fund. However, by unanimous vote of the Endowment Committee and approval of two-thirds of the Session, exceptions can be made for unusual circumstances.

E-6.0 Article VI: Amendments

E-6.1 The Endowment Committee shall have the power to make, amend and repeal the resolutions of the Fund with a three-fifths majority vote. All proposed amendments shall be reported to the Session of the church for approval before the Endowment Committee implements the approved proposal(s). Notwithstanding the foregoing, the powers of this Article VI shall be limited to and consistent with those powers provided under the laws of the State of Arkansas and any applicable federal statutes.

Commissioners to Presbytery **F**

- F-1.0** The church is entitled to two Commissioners to Presbytery.
- F-1.1** A Commissioner shall be an Elder of the Presbyterian Church (U.S.A.) and a member of the Presbyterian Church of Bella Vista.

Corporation By-Laws **G**

- G-1.0** The business functions of The Presbyterian Church of Bella Vista are governed by a Corporation established under the Laws of the State of Arkansas. The by-laws of the Corporation are as follows:
- G-1.1** **Mission** With the continuous guidance of the Holy Spirit we follow the instruction of our Lord Jesus Christ to preach and teach the good news of God's word in the community. Through our sharing in worship, prayer and fellowship we nurture each other's faith. By giving of our time, talents and substance, individually and corporately, we extend our witness to the local area and beyond. We share our faith and open our doors to all, young and old, who accept our Lord's promise; "Believe in me and I will give you everlasting life."
- G-1.2** **Governance** The Presbyterian Church of Bella Vista, hereinafter, PCBV, is a non-profit, religious corporation organized, operating and existing under the laws of the State of Arkansas.
1. PCBV shall, in all ecclesiastical matters, be subject to and governed by the Constitution of Presbyterian Church (USA), consisting of Holy Scripture, *The Book of Order* and *The Book of Confessions*.
 2. In all civil matters the governing body of PCBV shall be the Session acting as a Board of Trustees, hereinafter, The Trustees.
 3. In all ecclesiastical matters the governing body of PCBV shall be the Session, in accordance with the provisions of The Book of Order.
 4. The Trustees shall meet annually in January to elect a President, one or more Vice Presidents, a Secretary and a Treasurer and such other officers as The Trustees may deem necessary; and to conduct such other business as may be necessary or required by the laws of the State of Arkansas.
 5. A quorum of two-thirds of its members shall be necessary for The Trustees to conduct business.
 6. Vacancies on The Trustees shall be filled in the same manner as vacancies on the Session.

7. The Trustees may receive personal property and unencumbered real property by gift, but may only buy, sell, lease, mortgage, give or encumber real property by a vote of the congregation and the approval of the Presbytery of Arkansas.
8. The Session shall meet monthly unless a majority of its members shall vote not so to meet.
9. A quorum of a simple majority of its members shall be necessary for the Session to conduct business.
10. The congregation shall meet annually in January to hear a report of the Session and its committees and to make any changes to the Terms of Call of the Pastor. Notice of the meeting shall be given at least two Sundays before the meeting.
11. Special meetings of the congregation may be called by the Session. Notice of the meeting will be given at least two Sundays before the meeting, including the Sunday of the meeting if held that day.
12. A quorum of ten percent of the active members shall be necessary for the congregation to take action except to sell or encumber property, which shall require a quorum of fifty per cent of the members.

G-1.3 Amendments These By-Laws supersede the By-Laws of June 25, 2000, if approved by a two-thirds vote of The Trustees, and may be further amended by a two-thirds vote of the Trustees.

By-Laws approved by the Board of Trustees of the Presbyterian Church of Bella Vista, this 14th day of April 2012.

Policies and Procedures

H

H-1.0 The Personnel Policies of The Presbyterian Church of Bella Vista, Arkansas

Coverage: These policies cover all staff except term contract employees who are governed by provisions of their contracts.

I. Equal Employment Opportunity

The Presbyterian Church (U.S.A.) will recruit, hire, call, train, and promote all persons in all job classifications without regard to race; creed; color; national origin; gender age; marital status; religious affiliation, except when after careful study religious affiliation is determined to be a bona fide occupational qualification; or physical, mental or medical disability (including non-sighted) unrelated to the ability to engage in job-related activities.

II. Process of Employment

1. A written position description that accurately reflects the job functions will be developed by the Pastor Nominating Committee or the pastor and the Session Administrative Committee depending on the position to be filled. It must be approved by the Session.
2. Position descriptions will be rewritten in consultation with the new staff member four to six months following employment. They must be approved by the Session.
3. If the position is advertised, it shall state that the Presbyterian Church of Bella Vista is an Equal Employment Opportunity employer.
4. The Equal Employment Opportunity policy of the church shall be followed in consideration of applicants for interviews and employment.
5. References shall be kept for six months only from the date of employment in order to comply with the legal requirements for equal employment opportunity. They should be destroyed thereafter.
6. Care shall be taken during the interviews to see that the privacy of the individual is protected. All questions shall be job-related.

III. Exempt and Non-Exempt Categories

1. The Fair Labor Standards Act, passed on June 25, 1938, established the minimum wage and maximum hours and defined the kinds of work "exempt" from the minimum wage and maximum hours' requirements. "Non-exempt" under the act refers to a job

for which the employer must pay at least the minimum wage for the position and overtime wages for hours worked in excess of 40 hours per week.

An “exempt” employee is not paid any overtime for hours worked in excess of the weekly hours for which the person is employed. Such employees are expected to manage their schedules to provide them with a minimum of one day off each week.

IV. Orientation Period

1. The first three months of employment in a non-exempt position constitute an orientation period. Employment may be terminated at any time for causes such as, but not limited to, excessive absences, tardiness, or unsatisfactory work performance. Neither pay in lieu of notice nor severance pay will be given an employee whose employment is terminated during the orientation period.

2. During the orientation period of employment, the employee is entitled to enrollment in a health plan, one paid sick day, paid holidays observed by the church, coverage as provided by the State Workers’ Compensation, and absence for jury duty. If absent for any other reason, pay will be deducted for the time absent.

V. Work Week

1. The work week for non-exempt staff is 40 hours. For time over 40 hours, pay is at the rate of one and one-half times the regular hourly rate. Exempt employees are not paid overtime wages for hours worked in excess of 40 hours per week.

2. If the normal workweek for a non-exempt position is less than 40 hours per week, all hours worked to 40 hours a week will be paid at the regular hourly rate.

3. Required attendance at meetings for non-exempt staff outside of the working hours shall be considered overtime and shall be compensated as indicated.

VI. Benefits

1. **Social Security** All personnel are covered by the Federal Old Age and Survivors Benefits Act (Social Security). The employee’s share of the tax is withheld from the wages of lay staff.

2. **Vacation** Full-time exempt employees are entitled to one full month (22 working days) vacation per year. Full-time non-exempt employees are entitled to an annual paid vacation computed on January 1st of each year with ten (10) days granted for one year of credited service and with one day added for each additional year of service up to twenty-two (22) days.

3. **Holidays** The following paid holidays will be observed: New Year’s Day, Good Friday, Memorial Day, Independence Day, Labor Day, Thanksgiving Day and the Friday following, Christmas Eve; or the Friday before if it falls on the weekend,

Christmas Day; or the Monday after it falls on the weekend. Any changes will be recommended to the Session by the Administrative Committee at the end of each year.

4. **Workers' Compensation Insurance** All employees shall be covered by the Workers' Compensation Law of Arkansas.

5. **Unemployment Insurance** All employees shall be covered by the state of Arkansas' Unemployment Insurance, if permitted by law

6. **Sick Leave** Regular employees will receive 10 working days of sick leave each calendar year, cumulative up to 120 days, to be used in case of illness. Sick leave entitlement during the first year of employment will be prorated according to length of employment. At the time of termination of employment (voluntary or involuntary) an employee shall have no claim for pay in lieu of unused sick leave.

7. **Medically Certified Disability Leave** (short term or long term) Employees who are, according to certification by a licensed physician, temporarily disabled and who are not covered by a required state disability plan, shall receive full salary and benefits for a period of such disability not to exceed 90 days, at which time if disability continues, application may be made for disability benefits from the Board of Pensions for members of the Pension Plan. This policy shall apply to all medically certified disabilities, including pregnancy related disability.

8. **Parental Leave** Regular full-time and part-time employees are eligible for parental leave. Eligible employees may elect up to 6 months reduced pay and/or unpaid parental leave for birth, adoption, or guardianship of a child. Parental leave can run concurrent with a medically certified disability. A 30-day notice must be given in writing for approval. The leave must be taken directly preceding or within twelve months of the birth or placement of a child. If spouses are employed by the same employer and wish to use this benefit, their aggregate leave is limited to six months.

The employee and employer should agree to one of the following pay schedules:

1. the first two months at 75% of regular pay, then unpaid leave, or
2. the first three months at 60% of regular pay, then unpaid leave. Benefit coverage continues during parental leave.

9. **Leaves of Absence with Pay**

a. For regular training period in the U.S. Armed Forces (up to two weeks annually). Jury duty (up to two weeks annually). Marriage of an employee (up to three days). Personal and family emergencies or other personal business that cannot be cared for outside working hours (up to three days annually).

b. In case of death in the immediate family (husband, wife, parent, parent-in-law, child, brother, sister, grandparent) the employee will receive full pay for absence from the day of the death up to and including the day after burial. This leave should not exceed four working days. Time lost to attend a funeral locally may be counted as personal or family emergency leave to be arranged in consultation with an employee's supervisor.

c. Adequate time off for voting where election hours and work schedules cause a hardship on employees.

10. **Leaves of Absence Without Pay** Leaves of absence without pay are extended for military service to an employee with credited service for three months or more. Upon return, the employee will be placed in a position of similar level, status and salary in accordance with applicable laws.

11. **Study Leaves** Employees are entitled to study leave of one week per year (two weeks for ordained staff). This leave is to be discussed in advance and approved by the Administrative Committee.

12. **Sabbaticals** Exempt employees should be entitled to a (negotiated) sabbatical leave every six years for a Session approved study program. Study leave will not be given on a sabbatical year. The Administrative Committee will discuss and approve sabbaticals at least one year in advance and present recommendation to Session.

13. **Pay for Weather Related Closing** Full time and part time staff scheduled to work on a given day will be paid when the church is closed due to weather.

VII. Sexual Misconduct

It is the policy of PCBV to maintain a workplace free from any form of sexual misconduct or sexual harassment, by any employee, member, or friend of the congregation. (See Policy and Procedure Manual Section H-11.0). The scope of this policy is not limited to the church building. It includes all contacts in carrying out this congregation's responsibilities and relationships with employees, volunteers, and others. Any form of sexual misconduct or harassment is unacceptable behavior. All allegations will be taken seriously, investigated, and appropriate corrective or disciplinary action taken as warranted.

VIII. Grievances

1. Any problems arising from employment or conditions of employment are to be directed to the person's immediate supervisor, and if not resolved, to the pastor as head of staff. In those cases where the solution to a problem has not been worked out in discussion with the pastor, the employee may appeal to the Session Administrative Committee. If the matter is still not resolved, the employee may appeal to the Session in writing.

2. If the above steps fail to provide an acceptable remedy, the employee may file a written complaint with the appropriate presbytery committee. The presbytery committee becomes the mediator between the pastor, Session and the employee, and will work out a solution acceptable to all three parties involved.

IX. Termination

1. Dismissal for cause may take place by written notice from the Session giving reason for termination. Notice must be given or pay in lieu of notice of four weeks. No severance allowance will be paid, but employees who are dismissed will receive the cash equivalent of their unused earned vacation. Reasons may include: unsatisfactory performance, refusal to do work within his/her position description, repeated unexcused absences, repeated tardiness, incompetence, or illegal, dishonest or unethical conduct.

2. For dissolution of a pastoral relationship, see the Form of Government.

3. Because of reorganization, retrenchment of program, or other circumstances arising out of no fault of the employee, involuntary separation is at the discretion of the Session upon recommendation of the Administrative Committee. A severance allowance should be granted in relation to length of service.

X. Part-time Employees

1. Part-time employees are employed who work less than the 40-hour week and are not temporary. There are two classes of part-time employees, Class 1 are those working at least 10 hours a week but less than 25; Class 2 are those working at least 25 hours per week but less than 40. Class 2 employees are eligible to participate in the health insurance plan with the cost being shared by the employee and the church. In addition to this, both Class 1 and Class 2 employees are eligible for the following, all to be calculated on a pro-rata basis on regular hours worked:

- 1. Holiday pay, if the holiday falls on one of the regularly scheduled working days for that part-time employee
- 2. Jury duty pay (up to two weeks leave annually)
- 3. Salary increases
- 4. Regular pay up to 40 hours; time and a half pay over 40 hours in any work week for nonexempt employees
- 5. Paid vacation based on years of service. Vacation time is awarded each January 1. The first January after employment (1st year) one week is awarded. If an employee begins employment in the first 6 months of the year, but after January 1st, one week is awarded for the partial year, thereafter, all awards will be made on January 1 as follows:

1 year or less ... 1 Week	6-10 Years3 Weeks
2-5 Years2 Weeks	11 Years or more4 Weeks

All vacation dates must be approved by and agreeable to the employee's supervisor. No more than one week of vacation can be carried forward to the next year and that must normally be used in the first three months of the following year.

2. Paid sick days will accrue at two weeks per year with a maximum of eight weeks per year.
3. Workers' Compensation.
4. Social Security participation.

XI. Benefits for Temporary Employees

Those employed for a short period, usually less than three months, are not paid for holidays, sick leave, or other leaves, and do not earn vacation leave for their temporary employment. They are not eligible for the pension plans or other health benefits entitlements. If they work more than the normal weekly work schedule, they will be paid at the regular rate for hours up to 40 per week, and time and a half for above 40 hours in the case of non-exempt employees. If a temporary employee joins the regular staff, his/her temporary employment is not considered as credited service in computing entitlements to vacation and other benefits.

XII. Annual Performance Review

Every employee shall have an annual performance review with the participation of the employee, supervisor, a member of the appropriate committee and the Session Administrative Committee.

XIII. Annual Compensation Review

1. The Administrative Committee is responsible for recommending to the Session all salary increases. Salary levels will be maintained so that they are consistent internally, responsive to changes in the cost of living, and in keeping with the church's compensation standards. Salary scales for non-exempt staff shall be in keeping with the provisions of Federal laws covering minimum wages.
2. Compensation for all ordained staff members is the responsibility of the congregation with the approval of the presbytery.
3. The Session Administrative Committee shall conduct an annual compensation review with each member of the staff at a time other than at the performance review and prior to the development of the annual budget. Individual salaries shall be recommended to the Session.

H-2.0 Sexual Harassment and/or Misconduct

1. The programs and activities of the Presbyterian Church of Bella Vista encompass a number of venues ranging from entertaining to spiritual and personal growth. Any act of sexual harassment or misconduct will not be tolerated. We all share a responsibility as members and volunteers of the church to provide an environment free from any form of sexual harassment or misconduct.

2. Sexual harassment or misconduct may include, but is not limited to:
 - a. Unwanted flirtations, advances or propositions
 - b. Verbal abuse of a sexual nature. Graphic comments
 - c. Sexually degrading words
 - d. The display of suggestive objects or pictures
 - e. Inappropriate physical contact
3. If anyone is uncomfortable with comments, actions or behavior by any individual associated with the church, please immediately contact the Minister or the Moderator of the Administrative Committee. Appropriate action will result quickly and confidentially.

H-3.0 Cancellng/Rescheduling Sunday Worship

During periods of winter weather, road conditions may necessitate cancelling or rescheduling Sunday worship services. When this situation occurs, the following steps should be taken:

1. Cancelling Services

- a. The Senior Pastor (or in his absence, the Associate Pastor/Parish Associate) shall contact the Moderator of the Worship Committee and the Property Committee to determine if cancelling services is necessary.
- b. When possible, this decision shall be made on or before 7:30 a.m. on the day of the service.
- c. The Pastor(s) shall ensure that an announcement on the One Call system be made notifying members of the congregation.
- d. The Pastor(s) shall also endeavor to notify area media outlets of the worship service cancellation.

2. Rescheduling Services

- a. The Senior Pastor (or in his/her absence, the Associate Pastor) shall contact the Moderators of the Worship Committee and the Property Committee to determine if rescheduling services is prudent.
- b. If this is a viable alternative, the Pastor(s) shall ensure that the personnel who are scheduled to participate in the service are contacted. These may include, but are not limited to: the organist; the choir director; the audio/visual team; head usher; child care attendant; etc.
- c. When possible this decision shall be made on or before Noon on the day of the rescheduled service (e.g., late afternoon or early evening).

H-4.0 Building Use

The building and facilities of this church are for the express purpose of carrying out the mission of the church. Since that mission reaches into the community, the church is available to members and non-members alike in accordance with this manual.

NOTE: The church (offices & activities) will be closed when the Bentonville Public Schools are closed due to adverse weather conditions.

Priority

1. Funerals and Memorial Services shall have priority over other functions.
2. Needs of the congregation and church functions shall take precedence over other uses.
3. Use by the Presbytery of Arkansas and the Synod of the Sun shall have priority over outside groups or individuals.
4. Other community and church organizations may request use of the building if available.

H-4.1 Procedure

1. All persons or groups shall complete an *Application for Building and Facility Use*, which is available in the church office. (See Section K-2)
2. The Moderator or Vice Moderator of the Property Committee shall be primarily responsible, in association with the Pastor, to approve/decline acceptance of the application. Any variance to the regulations of use, as set forth in this manual, **MUST** be approved by the Session. Non-members and non-member groups must have a church member sponsor who shall sign the *Application for Use*. Applicants shall be advised of the Committee's decision as soon as possible.

H-4.2 Responsibilities

1. One designated person shall be responsible for arranging access for opening and securing the facilities.
2. The person/group using the facilities shall be responsible for setting up and taking down of tables and chairs and returning the facility to the conditions as before use.
3. The person/group using the facilities shall be responsible for cleanup – if custodial services were not arranged.

H-4.3 Regulations

1. There shall be no smoking in the building or use of tobacco products on the church premises.

2. There shall be no organized ticket sales or gambling of any sort on the premises.
3. All users shall respect and treat church property with utmost care.
4. Users shall be responsible for and pay for any and all damages to church property incurred during usage.
5. Facility use requests are placed on the Church Calendar as received / approved to avoid conflict.
6. Upon completion of usage, the facilities shall be left in the same state of order and cleanliness as was present prior to usage.
7. Users shall be responsible for properly securing the facilities, i.e. assuring all lights are off, including bathroom lights and fans, trash is properly disposed of and the building is properly secured.

H-4.4 Fees

1. Fees and/or donations, as established in *Charges for Use of Church Facilities* (K-3.0) shall be paid to the Secretary.
2. Waiver of fees can be approved ONLY by the Session.

H-5.0 Credit Card Use

H-5.1 Policy

1. PCBV has three credit cards, each with its own unique number. One is for use by the Moderator of the Property Committee, one is for use by the PCBV staff, and one is for general church use.
2. The (general use) credit card will be in the custody of the Office Staff at all times when not being used for a specific purchase.

H-5.2 Procedure

1. The credit card dedicated to “general church use” must be signed-out on the Credit Card User Log by the person wishing to make a purchase and returned to a member of the Office Staff on the same day.
2. After making the purchase, the user will return the credit card to a member of the Office Staff. The member of the Office Staff, receiving the card, will note the time the card was returned on the Credit Card User Log.
3. The user will then complete a requisition form, attach the receipt for the purchase, indicate what account should be charged for the transaction and place the completed form in the Accountant folder.

H-6.0 Photocopier Use

Individuals wishing to use the copier should discuss their needs with the office staff and allow them to assist as needed. A nominal charge for use may be necessary.

H-7.0 Borrowing Equipment

1. Members of the church may borrow various items of church equipment, e.g. folding tables and chairs.
2. Borrowing of equipment must be coordinated with the church office to avoid conflict with church functions.
3. Users shall pay for any damages incurred during use. Fines shall be set by the Property Committee.
4. The Church Secretary shall maintain a record of all borrowed equipment and users shall sign out/in for the borrowed equipment.

H-8.0 Use of the Church Organ

1. The organ is to be used and its controls set by the church organist or the Director of Music or by someone they designate to play the organ. In the event neither the regular organist nor the Director of Music are available for a worship service, a substitute organist may be called upon to play the organ for a church service. Whenever possible, the regular church organist and the Director of Music should make the necessary arrangements to secure a substitute.
2. If an outside group uses the church facilities and has need of the organ, permission to use the organ must first be secured from the Director of Music. Contact must be made through the church office to secure permission from the Director of Music. The Director shall confer with organist to avoid any scheduling conflict.
3. Rehearsal times for outside organists must be arranged through the office and with the knowledge of the Director of Music. Whenever possible, the church organist or the Director of Music should be available to assist a guest organist become familiar with the operation of the organ.

H-9.0 Bus Operations

1. The purpose is to provide transportation to and from worship services or special church related activities.
2. The bus is also available for the Deacons and the Session in the performance of their duties serving the pastoral needs of the congregation. The church staff may use the bus when necessary for carrying out their duties.

3. The bus will be available to other groups within the church; for example: Committees, Sunday School Classes, Shepherd Groups, Presbyterian Women, Choir, Presby Singles, and Presbyterian Men.

4. It is intended that the Bus will normally be driven by volunteers from the church congregation; although staff may drive occasionally. No special operator's license is required by the State for operation of this bus.

H-9.1 **Direction** The bus use policy, expenditures and income shall be under the direction of the Property Committee (B-5.8) Budget line: Other Ministry The responsibility for overseeing and coordinating Normal Operations shall be that of the Presbyterian Men.(I-2.0)

H-9.2 **Administrator:** The Property Committee shall designate a person or persons, referenced herein as the "Bus Administrator" who shall be responsible for:

1. Maintaining a roster of volunteers and seeing to their orientation in operating the bus.
2. Training and approving drivers.
3. Coordinating the rider pick-up through direct contact or requests for rides through the church office.
4. Establish the bus schedule for pick-up and return times as needed.
5. Distributing and accounting for keys to the bus.
6. Servicing and fueling the bus.
7. Submitting vouchers for fuel, maintenance, etc., through the Missions Committee.
8. Maintain a current Driver Log with all applicable information in the bus.
9. Write an Annual Report in December for the Session.

H-9.3 **Normal Operations:** This includes transporting persons attending worship, study or special services at the Presbyterian Church of Bella Vista, and by Deacons, the Session or Staff in carrying out their duties. The following regulations apply:

1. All passengers must be seated, with seat belts fastened when the bus is in motion.
2. Drivers must have been trained or certified by the designated Men's Fellowship representatives. Qualified individuals will have names listed in Sunday's bulletin.
3. A driver log is maintained in the bus and all drivers must complete it when using the bus.
4. Smoking on the bus is not permitted.
5. Alcoholic beverages are not permitted on the bus.

H-9.4 **Special Operations:** This includes Shepherd Groups, Presbyterian Women, Presby Singles, and Presbyterian Men, or others approved by a Session member and a

Pastor. In addition to the regulations under Normal Operations above, the following regulations apply:

1. Groups must reserve the bus by noting on the church calendar in the office. With the exception of Worship Service, Bible Study (including Sunday School Classes) and Special Events at the Church; bus use will be on first-come basis.
2. A completed form shall be submitted designating the group, responsible party and driver(s).
3. Groups and/or other riders on the bus are expected to remove any trash or other items brought onto the bus and return the bus to at least the same state of cleanliness, inside and out, as it was found.

H-9.5 Insurance Requirements:

1. Drivers of church owned vehicles must:

- a. Not have any alcohol or drug related violations.
- b. Have a valid U.S. driver's license.
- c. Be at least 25 years old, or if a youth pastor or director, be 21 years old. Have no more than one minor moving violation for the prior three years.

IMPORTANT: Youth pastors or directors between the ages of 21- 25 must have NO moving violations in the prior three years.

- d. Have no major moving violations for the prior three years.
- e. Have no chargeable at-fault accident for the prior three years.
- f. Have the appropriate type license for the vehicle being driven as required by state law.
- g. Have completed the orientation and training provided by the Men's Fellowship for driver certification.

2. Driver/Occupant Safety Requirements:

- a. Make pre- and post-vehicle inspections, body, tires, lights, and fluids.
- b. Bring to the attention of the Bus Ministry Administrator any damage or maintenance needed.
- c. Ensure that all passengers wear seat belts provided. If there are missing or non-functional belts, then those seats should not be used.
- d. Do not over load beyond capacity.
- e. Obey the traffic laws as required by the state law.

3. Accident Reporting:

- a. Complete a *Church Accident Report* – copy available in the Driver Log – submit it to the church office and the Bus Ministry Administrator in writing, so it can be logged for future reference.

- b. Cooperate with the police regarding any accident and follow normal procedures with exchange of information with the other party involved.
- c. Cooperate with the church's insurance company with providing information and completing any requested forms.

H-9.6 Cost of Operation:

1. A "Bus Ministry Fund" was established to fund major maintenance (e.g. over \$1,000) and eventual replacement of the bus. When expended, which requires prior Session approval, the charge will be made to "Bus Operating Expense" budget line Other Ministry.
2. The expense for "Normal Operations" and "Special Operations" is budgeted for the "Bus Operating Expense" under Other Mission Expense section of the budget and will be the responsibility of the Property Committee. (B-5.8)
3. "Special Operations" shall, under normal circumstances, require the group using the bus to replace the gasoline used, (by taking-up a collection) assuming a usage rate of 8 miles per gallon. Money received shall be recorded under the "Other Income – account 435.00.10." Any expenses incurred during the trip shall be submitted to the Property Committee via a voucher for reimbursement.
4. Donations for the bus ministry will be placed directly in the "Bus Ministry Fund".
5. The Session shall consider transferring additional money to the "Bus Ministry Fund" at least annually at the end of the year, if the General Fund has a significant surplus.
6. The church maintains both Vehicle and Liability Insurance for the benefit of both riders and volunteers using the bus. The cost of this insurance will be charged to the "Bus Operating Expense" account, budget line: Other Ministry.

H-10.0 Building Security

The objective of this security policy is to provide for the safekeeping of the church building and the contents therein, while providing reasonable access to the building for use by the congregation for church related activities.

H-10.1 In that regard, security is the responsibility of every member of the congregation. However, the Session is responsible for the security policy and the Administrative Committee is responsible for the implementation of the policy and the related operating procedures.

H-10.2 Security is enhanced by limiting the number of keys issued and entry passcodes allowed into the security system. Therefore, all activities requiring the unlocking of the building shall be scheduled during regular office hours of the church to the extent reasonably possible without limiting participation in those activities.

H-10.3 Exterior keys shall be issued for only the door next to the security keypad and exit from the building upon securing the building shall be by the same door. An exterior door key shall be issued to each of the following:

1. Regular staff and employees of the church
2. Emergency Call list members
3. The cleaning contractor
4. Session members, upon request
5. The Moderator of the Property Committee
6. The Treasurer

H-10.4 Each Session member is responsible for entry into the building for activities occurring under their committee assignments when they are scheduled outside normal office hours, and for securing the building after each use.

H-10.5 A confidential 4-digit passcode will be provided to key-holders for activating and deactivating the security system.

H-10.6 The Property Committee shall re-key the exterior entry door and the door between the Narthex and the Administrative Wing at any time when security may be compromised. At the time of the re-keying of the entry door and re-issuance of exterior keys, persons having access shall be given a new 4-digit alarm code.

1. The Administrative Committee shall establish an Emergency Call list of at least three individuals.

2. To the extent possible, the persons on the call list should be persons who have an exterior key and a 4-digit security code already issued under one of the other above listed criteria.

3. In January of each year, the Moderator of the Property Committee shall ensure that the local Police Department, the local Fire Department, and the security system are provided with the names and telephone numbers of the people on the *Emergency Call* list..

H-10.7 A complete set of interior door keys shall be issued to the Administrative Assistant, the pastoral staff, the cleaning contractor, and the Moderator of the Administrative Committee.

1. A record of all keys issued will be kept in the Administrative Assistant office or other secured place with only the staff and the Moderator of the Administrative Committee having knowledge of their location and access to them.

2. No keys shall be duplicated by any individual unless specifically approved by the Moderator of the Administrative Committee. All keys are the property of the PCBV and will be returned to the Administrative Assistant when they are no longer needed by the individual having the key, or they are no longer qualified to have a key according to the policy stated above .

H-10.8 The door to the Finance Room shall be locked when not in use.

H-10.9 The Worship Committee shall provide for building security and personal security of attendees during worship service (B-5.10) by taking the following action:

1. Immediately after worship service starts lock all exterior doors.
2. Ensuring that the door from the Narthex to the choir room is locked.

H-11.0 Medical Emergencies

H-11.1 Generally, medical treatment for persons becoming ill or injured while on the church premises should be limited to basic first aid, use of the automated defibrillator and/or calling for emergency medical aid.

H-11.2 Basic first aid kits or supplies are available at the Visitor's Desk. Office Workroom and Kitchen.

H-11.3 The Worship Committee has the responsibility for developing a list of congregational members with professional medical training (e.g., active or retired medical doctors, registered nurses, etc.) who are willing to assist in medical emergencies.

1. The number of persons on the list shall be determined by the Worship Committee.
2. The list shall be reviewed yearly and updated as needed and shall be available to the ushering staff during worship service.
3. The Worship Committee shall maintain a list of those in the congregation who have received training on the use of the Automated External Defibrillator.
4. The list shall be reviewed annually and updated as needed and shall be available to the ushering staff during worship service.

H-11.4 The decision as to whether or not emergency medical aid should be called will generally be made by the person ill or injured, or members of their family accompanying them. If that person is unable to make the decision, is unaccompanied by a member of the family, and a trained medical person is not available, the persons on site should call 911 to summon professional assistance to evaluate and effectively deal with the urgent situation.

H-12.0 Fundraising Events

1. All fundraising events must be sponsored by a recognized group within the church.
2. A designated use of the profits from the event must be stated in advance and approved by session.
3. A fundraising request must first be submitted for approval to the committee or church organization supervising the group.

4. The committee or church organization should confer with the Stewardship & Finance committee prior to the event to insure the funds raised can be recorded orderly and properly.

H-13.0 Notification of Death

When the Pastor or staff member is informed of the death of a member of the congregation or of a spouse of a member, each member of the congregation will be notified via the church automated telephone system of a pending service.

H-14.0 Undesignated Bequests

The following is the structure for the distribution of any undesignated bequests to the Presbyterian Church of Bella Vista by individuals, trusts, or entities, recognizing God's claim over us as Lord and Savior. The distribution structure for undesignated bequests will be 40% Missions and 60% Endowment Fund or a fund specified and approved by Session.

H-15.0 Christian Service of Marriage

H-15.1 The Presbyterian Church of Bella Vista gladly offers its facilities for Christian marriage services, in which men and women acknowledge God as a partner in their marriage and commit themselves to a shared life under God's guidance and blessing.

H-15.2 As a congregation of the Presbyterian Church (U.S.A.) weddings performed in our church shall be in accordance with the *Book of Order*.

H-15.3 The following guidelines have been adopted by the Session to answer questions and as an aid in making a wedding a sacred and joyful experience:

1. The couple must consult with the minister well in advance of the wedding, so that a mutually convenient date may be established and arrangements made for pre-marital counseling sessions and scheduling of the sanctuary.
2. The minister of the Presbyterian Church of Bella Vista is available for all church weddings. If it is desired to have another minister participate or officiate, the invitation shall be issued by the minister of the PCBV.
3. When possible, the regular church organist will be used. Should another organist be desired, such invitation shall be made only after consultation with the minister of the church. (H-3.0)
4. Fees and honoraria shall be as set forth in the fee schedule available in the church office.

5. No rice or confetti will be thrown in the church building or on the grounds. Bird seed may be used only outside the church.
6. No flash pictures will be taken during the ceremony by any person. The minister will be glad to pose with the wedding party for photographs reenacting the ceremony. If there are questions, please consult with the minister.
7. The Communion Table and Baptismal Font are Christian symbols which are essential parts of the place of worship and may not be obscured by any decorations. No flowers may be placed on the Communion Table. No nails, tack or glue may be used to attach flowers or decorations. If lighted candles are used, plastic mats must be placed under the candelabra, special care must be taken to protect all furniture and floor areas from candle wax.
8. The rehearsal and the marriage service shall be conducted with dignity and in a joyful Christian spirit. Members of the wedding party must refrain from the use of alcohol before the rehearsal and the wedding service. If a reception is held in the church, no alcoholic beverages may be served. If there are questions concerning matters not covered here, they should be discussed with the minister.

Child Protection Policies and Procedures

Approved by Session September 11, 2021

Purpose

As individuals called to convey God's love to young people and develop trusting nurturing relationships with them, we recognize the great responsibility we, as members of the Presbyterian Church of Bella Vista (PCBV), have to be accountable before God, our church, and our community for the safety and wellbeing of our children and youth (minors under the age of 18). We recognize that certain logical guidelines will help us in this ministry, and we agree to maintain the following standards for interaction with young people. Thus, failure to adhere to these guidelines and standards by any employee or volunteer working with young people at the PCBV may result in disciplinary action, up to and including dismissal from their position of employment or volunteer service. However, nothing in this Child Protection Policy and Procedures (hereafter referred to as the "CPP Policy" or "this policy") or in any other document or statement shall limit the church's right to terminate any employee or volunteer.

The intention of this policy is:

- To provide safe and secure environments for children and youth (defined as those less than 18 years of age).
- To protect children and youth from any incident or conduct that might cause physical, emotional, spiritual or sexual harm while participating in activities at the PCBV.
- To guide the PCBV as an institution in the required conduct of its employees and volunteers in children's and youth programs with the goal of preventing incidents and allegations of abuse.
- To protect adult volunteers and employees from unwarranted allegations of child abuse.
- To provide a mechanism to deal with reported concerns and take appropriate subsequent actions.

Components of this Policy

This policy addresses five components of child and youth protection:

1. Screening and selection of applicants for employment and volunteer service to rule out any record of prior abusive behavior.
2. Training and supervising of employees and volunteers.
3. Reporting allegations and concerns regarding child and youth protection issues.
4. Responding to allegations and concerns that have been reported.
5. Code of Conduct for all individuals, both employees and volunteers, working at the PCBV in programs for children and youth.

Screening and Selection of Workers

All PCBV employees and volunteers will be screened before working with children or youth at the PCBV. Each employee will have a job description that clearly defines the qualifications and responsibilities of the position and provides a basis for recruitment, screening, training, supervision, and evaluation. Volunteers are those who supervise or have custody of minors on a scheduled or recurring basis.

1. Employees: Before hiring any paid worker for a position which includes supervision or custody of minors we will:

- Obtain a completed employment application.
- Personally interview the applicant.
- Explain this policy in a scheduled training session or individually, and have the applicant complete and sign a form acknowledging their understanding of this policy and procedures, receipt of a copy of this policy, and authorizing background checks.
- Contact the applicant's references and record comments.
- Conduct a criminal, administrative, prior employment and civil records check on the applicant.
- Obtain a negative (or negative dilute) result on a pre-employment drug screen, if a drug screen is thought to be advisable.
- Obtain driving records, when pertinent to job responsibilities (e.g. drivers on Youth trips).

Individuals in paid positions may also be subject to reasonable suspicion, post-accident, and random drug and alcohol testing if indicated during their employment.

2. Volunteers: Before assigning a volunteer as a teacher, leader, or caretaker of minors we will:

- Interview the volunteer.
- Explain this policy in a scheduled training session or individually and obtain a completed/signed form acknowledging their understanding of this policy, receipt of a copy of this policy, and authorizing background checks.
- Confirm membership or active participation in the church for at least six months or secure a reference from the supervising staff member at the volunteer's most recent church.

Occasionally, volunteers will be needed in a spur of the moment situation to fill in for a regularly scheduled volunteer or employee. In this case, we will make every effort to select volunteers from among those who have been members or active participants in our church for at least six months. They should be placed with accompanying adult(s) who have been screened as outlined above and trained as provided in this policy. They will not be used in a recurring assignment until they have been successfully screened as a scheduled volunteer.

Once a person has fulfilled the requirements of this policy for work as a paid staff member or a scheduled volunteer, that person will be considered cleared for other areas of assignment (e.g., a person successfully screened for volunteering with the Youth Group will be considered acceptable for teaching Church School).

The Pastor (Head of Staff) will supervise the screening, selection, and training of Child Care Center (CCC) workers. Completed acknowledgement forms must be signed by the worker and forwarded to the Pastor, who will keep them on file. Acknowledgement Forms and the results of record checks and any drug testing will be maintained by the Pastor and treated as confidential.

It is the responsibility of each employee and volunteer covered by this policy to report as soon as possible any subsequent arrest, conviction, treatment or proceeding that would have been the subject of a required disclosure during their initial screening. Each CCC worker must report such developments to the Pastor. A worker's failure to report any such subsequent development as required will be considered a violation of this policy.

Information disclosed during the initial screening or subsequently, or which is discovered by the church before or after employment or volunteer service begins does not automatically require adverse action against an applicant, employee or volunteer. Rather, we consider a variety of factors such as the nature of the position, the nature of the information disclosed or learned, and the age of the applicant, employee or volunteer when the incident or conduct occurred. However, any individual who has been convicted of a crime involving a child (regardless of how long ago the incident occurred), or who has been convicted of a violent crime within the past seven (7) years, is not eligible to be engaged or to continue as a paid or volunteer worker with minors in any program affiliated with the PCBV.

This policy adopts the definitions of criminal activity used in the Arkansas Code (Title 12, Subtitle 2, Chapter 18 – *Child Maltreatment Act*) to the extent they are relevant to the purposes of this policy, though these are not exclusive in delineating what may constitute inappropriate behavior or relationships prohibited by this policy.

NOTE: The definition of child abuse under Arkansas law specifically includes the **striking of a child in the face, striking with a closed fist, or shaking a child**. According to statute, "any person" with knowledge of abuse is a mandatory reporter. In the case of the Presbyterian Church of Bella Vista, striking a child in any manner or means is prohibited.

Training and Supervising Workers

These practices will be followed in an effort to prevent any child abuse from occurring:

Conduct CPP training annually: At least once a year, child and youth workers should be required to review this policy and encouraged to attend training which includes a discussion of the reasons why the policy is so important to our church, as well as the legal implications in the State of Arkansas.

Adult supervision: Only adults will supervise church-sponsored programs and activities involving children and youth whether on- or off-campus. A two-adult policy is required for all overnight and off-campus events. If a two-adult policy is required, adults must remain in sight of one another at all times except in emergency situations. Under no circumstances can one adult alone take or accompany children or youth on an overnight outing.

Adults are to avoid being in a one-child, one-adult situation. This rule can be eased if other adults are close by and can monitor activities at all times. For example, it is permissible for one adult driver to transport several children and youth in a single vehicle in a convoy of vehicles traveling to or from an event. If it is necessary to take a child home after an event, an effort should be made to contact the family and inform them of the situation before transporting the child.

While recognizing that some meetings, such as those between prospective confirmands and their mentors, may be enhanced by private conversation, it is recommended that these conversations take place within sight of others (pairs of people scattered in a room, or in a public place). Pastoral counseling sessions with a minor should be held in a place where they are in view of others (open door or door with a glass window). Parental consent and notification of program supervisor is advised in any situation where an adult worker will be alone with a minor, except in Pastoral counseling sessions where privacy is requested by the minor.

Schedule adequate supervision: Adult supervision should be maintained before and after events until all children are in the custody of their parents or another responsible adult with the parent's permission. In the case of Youth Group activities, when students may drive or carpool to the activity, adult leaders will remain at the site of the church sponsored event until the last youth leaves.

Approve overnight chaperones: All chaperones for overnight activities must be approved in advance by the Pastor and be in compliance with this policy.

Return children to parents: A system will be engaged to assure that only the parents or their assigns are able to claim young children from the nursery or church school classes for children under the third grade.

Report suspicious behavior: Any inappropriate conduct or relationships between adult workers and children or members of youth groups must be reported immediately in accordance with the reporting procedures outlined below.

Code of Conduct

1. PCBV employees and volunteers will not verbally, emotionally, physically or sexually abuse children.
2. PCBV employees and volunteers will not discipline children by use of physical punishment or by failing to provide the necessities of care.

3. PCBV employees and volunteers may use physical restraint only in situations necessary to protect the child or others from harm.
4. PCBV employees and volunteers will provide proper supervision and exercise sound judgment in providing a safe environment at all times.
5. PCBV employees and volunteers will avoid situations during PCBV programs where they would be alone with a single child and cannot be observed or monitored by others. PCBV employees and volunteers are expected to uphold visibility, keeping in view of others (open door or door with a glass window), in their interaction with children and youth at all times except in emergency situations.
6. If PCBV employees and volunteers are assisting younger children, doors to the facility must remain open.
7. PCBV employees and volunteers will respect the rights of children and youth not to be touched in ways that make them feel uncomfortable, and their right to say “no.” Adults will discourage children from touching others in an inappropriate manner.
8. PCBV employees and volunteers should be alert to the physical and emotional state of children. Any signs of injury or possible child abuse must be reported to the appropriate program director who will report to the Head of Staff or the Director of Church Administration.
9. PCBV employees and volunteers should release children only to the authorized parent, guardian, or other individual authorized in writing by the parent or guardian.
10. Using, possessing, or being under the influence of alcohol or illegal drugs, or being impaired by legally prescribed drugs during church working hours or church-sponsored programs, is prohibited.
11. Smoking is not allowed in the church building. Smoking or use of tobacco during church programs is prohibited.
12. Profanity, inappropriate language or jokes, and any kind of harassment in the presence of children or parents are prohibited.
13. PCBV employees and volunteers will not share inappropriate details of their personal life or ask children to share inappropriate details through any form of communication – written, verbal or electronic.
14. PCBV employees and adult volunteers may not date program participants under 18 years of age.
15. Because gift-giving can be a form of “buying” silence or loyalty, gift-giving must be done on a group basis and for specific occasions only (e.g., baptism, 3rd grade Bibles, confirmation, graduation). PCBV employees and volunteers are not allowed to give gifts to individual children or youth without the prior knowledge and permission of the child’s parents(s) and the appropriate program director.
16. PCBV employees and volunteers are required to read, sign, and adhere to the policy and procedures related to identifying, documenting, and reporting child abuse, and attend training sessions on the subject as instructed by a supervisor.
17. PCBV employees and volunteers are required to report any circumstances that under this policy affect their ability to work with children and youth. Reports regarding the CCC should be made to the Pastor, the Administrative Committee Moderator, or the Worship Committee Moderator.

Reporting Obligations

An effective reporting system is essential to prevent child abuse. Those likely to harm children are less likely to remain in a church where workers are trained to spot symptoms of child abuse and report suspicious activities to church authorities. Similarly, church staff should take all reports seriously and treat each with care and discretion.

Pursuant to this policy, any staff member, worker (paid or volunteer), teacher, aid, or other adult participant in any PCBV sponsored program involving children or youth must report any incident, activity, behavior or evidence noticed that reasonably appears to indicate that child abuse has occurred or may occur in any program associated with the PCBV. Persons making reports will not be identified, without their permission, except as necessary in connection with any potential or pending legal action or criminal investigation.

The Pastor will be notified and will convene a Response Team consisting of:

- The Pastor (Head of Staff)
- Two members of Session

The Response Team will respond to the report as described in the following section.

Response to Allegations

Once a report has been received, the Pastor (Head of Staff) will convene a Response Team. The Response Team will:

- Notify the parents of the child or children involved.
- Select a spokesperson to handle inquiries in a discreet, informed and diplomatic way.
- Document all matters related to the reported incident and accumulate all files related to the hiring or selection of the worker(s) involved.
- Report the incident to legal counsel and to our insurance carrier, if indicated.
- Contact the appropriate civil authorities, if indicated, under the advice of legal counsel and insurance carrier and in accordance with the Book of Order of PCUSA.

If a report of child abuse is made, it is essential that everyone involved handle the matter as promptly, thoroughly and discreetly as possible. The following guiding principles will apply:

- All allegations will be taken seriously.
- Each report will be handled forthrightly with due respect for privacy and confidentiality.
- The victim will be cared for and not held responsible in any way.
- Full cooperation will be given to church and civil authorities under the guidance of legal counsel and in accordance with the Book of Order of PCUSA.

Both the victim and the accused will be treated fairly and with dignity. The care and safety of the child is the first priority. The accused should not be confronted until the child's safety

has been ensured. As soon as a report is made, the accused should be temporarily removed from his or her duties pending resolution of the matter. Paid workers may be suspended with or without pay.

Members with Criminal Convictions

We believe in God's grace and second chances, along with accountability and healthy boundaries. In the event that someone who's previously committed a violent crime or a crime against a child or youth becomes a member of the congregation, they shall disclose their status and terms of probation to the Head of Staff, and the Session shall establish appropriate boundaries, in writing, governing the life of the individual within the congregation.

This policy is intended to assure families and those working with children and youth in our programs that we will not tolerate child abuse in our church in any form, physical, emotional, spiritual, or sexual. Effective prevention will reduce the risk of harm to our children and the threat of legal liability for our church and its leaders. We hope that these guidelines and standards will assure a safe, loving, and welcoming experience for all children and youth attending the PCBV, and will reflect the spirit of the ministry of Jesus Christ.

Organizations

J

J-1.0 Presbyterian Women

J-1.1 Presbyterian Women of Bella Vista is an organization open to all women of the church. It is affiliated at all levels with the Presbytery, Synod of the Sun and the Presbyterian Church (U.S.A.). It continues the traditional strong support of the mission of the denomination. It determines its own leadership, program and organizational budget, and bears a responsibility to the Session as provided in the Book of Order.

J-1.2 The purpose of Presbyterian Women is: Forgiven and freed by God in Jesus Christ, we commit ourselves: to nurture our faith through prayer and Bible study to support the mission of the church worldwide to work for justice and peace, and to build an inclusive, caring community for women that strengthens the Presbyterian Church (U.S.A.) and witnesses to the promise of God's kingdom.

J-1.3 Presbyterian Women meet in general gatherings at least four times a year and has Circles which meet monthly from September through June.

J-1.4 Maintain a Kitchen Committee with the responsibility of overseeing the cleanliness of the kitchen, inventorying the nonexpendable items, replacing expendable items as needed, and setting the fees and regulations for use of the kitchen (K-1.0).

J-1.5 Maintain liaison with the Missions Committee (B-5.5) and the Property Committee (B-5.8).

J-1.6 Provide an Annual Report to the Session and the congregation.

J-2.0 Presbyterian Men (when active)

J-2.1 The purpose of the Presbyterian Men is to serve as a support group for the church and the community and to cultivate fellowship among the men within the congregation. Programs of interest to the membership are provided on a regular basis. On Special occasions or when programs would be of interest, guests and or spouses will be invited.

J-2.2 The Presbyterian Men generally meet on the third Saturday of each month, beginning with a fellowship time around 8:00 am with the meeting being shortly thereafter. Coffee and donuts or light breakfast items are normally provided during the meeting.

J-2.3 The Presbyterian Men's activities include (but are not limited to):

1. Highway Clean-up Volunteers once per quarter.
2. Coordinate the Normal Bus Operations with Property Committee
3. Maintain liaison with the Missions Committee
4. Provide an Annual Report to the Session and the congregation.

J-3.0 Presby Singles (when active)

Presby Singles are members of the congregation who find themselves alone, either by choice or by the death of a spouse. Presby Singles meet informally from time to time for fellowship and to attend dinners, plays, outings, etc. They stand ready to support each other by lending a hand to help, an ear to listen, and a shoulder to lean on. They are to maintain liaison with the Fellowship Committee (B-5.7).

J-4.0 Veterans Council (when active)

J-4.1 The Veterans Council (VC) was formed to provide all members who have served God and country, a voice and congregational support. Every man and woman who has honorably served in one of the branches of our armed services is automatically a member.

J-4.2 The VC will maintain an updated roster of veterans in the church. The VC will occasionally publish a photo directory of those who have served in uniform. The VC has purchased and installed a flagpole for the church and it will maintain the flagpole area. From time to time, the VC will develop service projects for veterans and those currently serving in the armed forces.

J-4.3 The Session has approved the VC to operate and raise funds. The VC will maintain liaison with the Property Committee. (B-5.5)

J-4.4 Officers of the VC will be Moderator, Vice-Moderator, Secretary and Treasurer. The officers will be elected by nomination and majority vote of those in attendance at a called meeting of the membership.

J-5.0 Presbyterian Players of Bella Vista (when active)

1. Purpose: To provide religious drama for production in either a worship service or other presentations such as during the Advent/Christmas or Lenten period and to provide dramatic and/or entertaining productions of humor in good taste for the general public.

2. Membership shall be composed of but not limited to persons who attend the PCBV and persons interested in participating in the activities of the Players.

3. Officers: The officers shall be: Moderator, Vice-Moderator, Secretary/Treasurer, Historian. Duties of Officers:

a. Moderator shall preside over all meetings and write an Annual Report for the Session.

b. Vice-Moderator shall serve in the absence of the Moderator and may be the representative of the Players to the Worship Committee.

c. Secretary/Treasurer shall record minutes of all meetings as well as income and expenditures. Minutes will be submitted to the Moderator and the Moderator of the Worship Committee. A copy of all requisitions prepared by the Players members shall be provided to the Sec/Treas.

d. Historian shall keep copies of all material concerning the Players activities.

4. Elections: The officers shall be elected for a term of two years. Elections shall be held in December of the year with new officers assuming their duties in January

J-5.1 Budget Items

1. All Lenten play (programs) expenses come from the budgeted account assigned by the Accountant and coordinated with the Worship Committee Moderator (playbooks, royalties, costumes, stage props, etc.)

2. One person, preferably the Moderator of the Players, will be designated to sign requisitions, and will then present the requisition to the Worship Committee Moderator to sign in the “approved signature” line and submit the form to the Accountant.

J-5.2 Dinner Theatre – Restricted Account (when active)

1. Income generated from the sale of tickets will be credited to this account.

2. All expenses for the dinner theatre are to be paid from this account. Expenses incurred before ticket sales have begun will be treated as a deficit.

3. Final division of funds remaining in this account at the end of the year will be used for specific projects selected by the Presbyterian Players. The account will be zeroed out each year.

4. Dates for the play and the mission project selected will need to be submitted through the Worship Committee and to the Session for approval if necessary.

5. Requisitions for reimbursement of Dinner Theatre expenses should be submitted to the Moderator of Presbyterian Players to sign in the “approved signature” line and then submitted to the Accountant for payment.

Representatives

K

K-1.0 Cemetery Board

The church is a member of the Bella Vista Cemetery Association and as such is entitled to two directors, on the Association's Board of Directors. The two directors shall be appointed by the Nominating Committee

K-2.0 Helping Hands Board

The church is a member of Helping Hands, Inc. and as such has the following responsibilities.

1. The Session shall appoint not less than one nor more than two persons from the church to serve on the Board of Directors for a two-year term. Board members are expected to serve actively as volunteers in HH, Inc.'s program. If two appointments are made, the terms shall be staggered and one of the appointees shall be designated as the official representative and the other as supernumerary with full representation and voting privileges in the absence of the official representative.
2. Provide working volunteers for Helping Hands projects.
3. Provide material support to projects through donations of time and materials needed to carry out the concerns and programs of Helping Hands.
4. Provide such other support as may be requested by the Board.
5. Maintain liaison with the Missions Committee (B-5.5).
6. Provide an Annual Report to the Session and the congregation.

K-3.0 Bella Vista Pre-School Board

The church is a member of the Bella Vista Pre-School Board of Directors. A representative from PCBV to the Pre-School Board shall be appointed by the and approved by the Session. The representative shall maintain liaison with the Missions Committee The representative should be able to attend Board meetings.

K-4.0 United Campus Ministry

The church may be represented on the Board of Directors of the UCM at the University of Arkansas by one representative selected by the Session. The representative shall maintain liaison with the Missions Committee (B-5.5). The representative should attend Board meetings.

Appendix

L

L-1.0 Presbyterian Women – Kitchen Fees

L-1.1 Non-Members of the Church

These rules are for use of kitchen facilities by any Non-Member Group for a catered event using kitchen equipment and cleanup.

The first 25 people.....\$35.00
For each additional person.....\$00.50

The Presbyterian Women do not prepare food.

In using the facilities, the requesting group will be responsible for:

1. Providing food.
2. Providing servers for food and coffee/water servers to the tables (pots/pitchers).
3. Setting the tables.
4. Decorating the tables.
5. Clearing all dishes from the tables.

A member of the Presbyterian Women or designated representative will be responsible for making coffee and/or running the dishwasher.

L-1.2 Church Members

A church member who wishes to use the Fellowship Hall for a special occasion (open-house, dinner, etc.) may ask a Circle to serve it. A non-Circle member may ask his/her Shepherd Group to serve. Neither group will do any food preparation. Both Circles and Shepherd Groups may work together to accommodate large groups. A contribution may be made payable to Presbyterian Women of Bella Vista.

L-1.3 General Regulations – Members and Non-Members

No dishes, silverware, trays, pots/pans, roasters, coffee pots/servers or any other item may be removed from the kitchen, except for church use outside the church building. Items should be checked in and out of the church office.

L-2.0 Application for Building and Facility Use

1. Name of person or organization requesting space or use: _____

2. Purpose and area of building or facility use. _____

3. Contact person: _____ Address _____
City/State/Zip _____ Phone: _____

4. Church Member/Sponsor Name: _____

5. Time requested (Dates, Days, Hours) _____

6. Approximate number expected for activity _____

7. Use will be open to the public? Yes _____ No _____

8. Custodial services needed? Yes _____ No _____

9. Will food or beverages be served? Yes _____ No _____

If "yes", describe: _____

NOTE: Alcoholic beverages/smoking are absolutely prohibited

10. Special Audio/Visual assistance required? Yes _____ No _____

If "yes", technician needed _____

(Note: A trained sound/lighting technician must be used. Request assignment from Moderator of Audio/Visual Subcommittee.)

11. Plan for unlocking/locking building. _____

12. In addition to the individual fees for space and services by non-members, in certain circumstances, a deposit of \$250 may be required. After deduction for any damage and any additional fees, the balance of the deposit shall be refunded. This does not relieve any party for any damage and/or fees in excess of \$250.

13. I have read, understand and will comply with: _____

Building Use Policy _____

Wedding Guidelines _____

Signed/date _____
(Contact Person)

Signed/date _____
(Church Member/Sponsor)

Approved _____ date _____
(Session Representative) _____ date _____

L-3.0 Charges for use of Church Facilities

There shall be no charge for use of church facilities by members of the Presbyterian Church of Bella Vista, the Presbytery of Arkansas or the Synod of the Sun. A member of the church may request the use of the facilities for a non-profit group to which he or she belongs. These groups may wish to make a contribution to the church for its use. (see H-1.0)

1. Facilities	Charge	Requested (Y/N)
Sanctuary	\$100.00/per day	_____
Fellowship Hall	\$100.00/per day	_____
Meeting Room	\$25.00/per day	_____
 2. Services		
Pastor	\$100.00	_____
Organist	\$100.00	_____
Pianist	\$100.00	_____
Secretarial	\$ 35.00	_____
Custodian	\$ 40.00/per hr.(2 hr. min.)	_____
A/V Technician	\$ 25.00/per day	_____
Reception Coordinator *	\$500.00 per day	_____

*Reception Coordinator, use of kitchen space, or food service of any kind, must be approved and staffed by the Presbyterian Women, who will make the necessary arrangements and set the fee. All dishes used must be washed in the dishwasher.

L-4.0 Charges for use of Church Facilities/Non-Members

There shall be charges for use of church facilities by nonmembers of the Presbyterian Church of Bella Vista. The following includes a guideline for services rendered on the day of use.

Check use

1. Facilities	Charge	Requested (Y/N)
Sanctuary	\$250.00/per day	_____
Fellowship Hall	\$250.00/per day	_____
Meeting Room	\$50.00/per day	_____
 2. Services		
Pastor	\$250.00	_____
Organist	\$150.00	_____
Pianist	\$150.00	_____
Secretarial	\$ 50.00	_____
Custodian	\$ 40.00/per hr.(2 hr. min.)	_____
A/V Technician	\$ 75.00/per day	_____
Reception Coordinator*	\$500.00/per day	_____

*Reception Coordinator, use of kitchen space, or food service of any kind, must be approved and staffed by the Presbyterian Women, who will make the necessary arrangements and set the fee. All dishes used must be washed in the dishwasher

L-5.0 Application for Bus Use

1. Name of person or organization requesting use: _____

2. Purpose and destination: _____

3. Contact Person(s) must be a member of the Presbyterian Church of Bella Vista

Name: _____ Phone: _____

4. Driver: _____ Back-up Driver: _____

5. Time requested (Dates, Day, Hours) _____

6. Approximate number expected to be riding (including driver): _____

I have read and understand Section H-5.0 of the Policy Manual of the Presbyterian Church of Bella Vista pertaining to the use of the church owned bus, and agree to comply fully with the regulations stated therein.

Signed: _____ Date: _____
(Contact person)

Approved: _____ Date: _____
(Session Representative)

_____ Date: _____
(Pastor)

* The current charge for "Special Operations" users of the Bus simply require replacement of fuel used calculated at a rate of 8 mpg