

POLICY AND PROCEDURES MANUAL

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INTRODUCTION

MISSION STATEMENT

With the continued guidance of the Holy Spirit, and following the instructions of our Lord Jesus Christ, we preach and teach the Good News. We are accepting of all God's children and we commit to providing ministries that will reflect our changing world with the focus of God's abiding love.

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

PURPOSE

The purpose of this Policy and Procedure Manual is to facilitate the day-to-day functions and activities of the Presbyterian Church of Bella Vista. The Constitution of the Presbyterian Church USA will take precedence over this Policy Manual should any disagreement appear.

AMENDMENTS AND CHANGES

All the policies and procedures in this manual have been approved by the Session of the Presbyterian Church of Bella Vista. The Session may modify, waive, or revoke any policy or procedure stated herein. The Session may also approve deviations from this manual in specific situations for specific purposes. As changes to this manual are approved by the Session, the Administration Elder will ensure the updates are incorporated in the version of the manual found on the church website. Updates will be inserted as they are approved by the Session and will be italicized. A current Policies and Procedures Manual will 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 will be undertaken by the Operations Committee.

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CORPORATION BY-LAWS

GENERAL

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:

GOVERNANCE

1. 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.
2. PCBV will, 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.
3. In all civil matters the governing body of PCBV will be the Session acting as a Board of Trustees, hereinafter, The Trustees.
4. In all ecclesiastical matters the governing body of PCBV will be the Session, in accordance with the provisions of The Book of Order.
5. The Trustees will 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.
6. A quorum of two-thirds of its members will be necessary for The Trustees to conduct business.
7. On behalf of the Corporation, 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. A quorum of ten percent of the active members will be necessary for the congregation to take action except to sell or encumber property, which will require a quorum of fifty per cent of the members.
9. These By-Laws were approved by the Board of Trustees of the Presbyterian Church of Bella Vista, on July 13, 2024. They may be amended by a two-thirds vote of the Trustees.

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CONGREGATION

MEMBERSHIP

Requirements

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.

New Members

1. Application for membership may be made orally or in writing to the Pastor/Moderator or to any Elder. Requests for membership will be referred to the Outreach sub-Committee so that they may be introduced to the Session.
2. Applicants who are able will meet with the Session for approval. Generally, this will be at a stated meeting of the Session, however, the Pastor may determine that a particular situation warrants a called meeting of the Session for the purpose of receiving new members.

Membership Rolls

1. The Clerk of the Session is responsible for the maintenance and accuracy of the church's membership rolls.
2. As members depart the church or pass away, The Clerk of the Session will recommend to the Session that these members be dropped from the church's membership rolls.
3. Office volunteers will review the pages from the Fellowship Pads collected after every Sunday Worship Service. The volunteers will record membership attendance and contact information submitted by church visitors.

MEETINGS

1. A quorum to conduct business at any congregational meeting will be at least ten percent of the members of the congregation. The Clerk of the Session will determine whether a quorum is present.
2. Business that may be transacted at meetings of the congregation includes:
 - a. Matters related to the election of Elders and Deacons.

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- b. Matters related to the calling of a pastor, associate pastor, or co-pastor, etc.
 - c. Matters related to the pastoral relationship, such as changing the terms of call, or requesting or consenting or declining to consent to dissolution.
 - d. 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.
3. Notice of the time, date, and place of the Annual Congregational Meeting and of the Called meetings as well as the business to be conducted will 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.
4. The annual meeting of the congregation will normally be held in January of each year 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.
5. The Session will call, if necessary, a special meeting of the congregation before annual Elder/Deacon training to elect a new class of Elders and Deacons.
6. The Session will convene a church wide meeting early in November each year to present a proposed budget from the Session, to amend the terms of call of the Pastor (if appropriate), and to conduct such other business as may be called for by the Session and included in the notice of the meeting.
7. Other meetings of the congregation will be called:
 - a. By the Session, whenever it determines such a meeting is necessary.
 - b. By the Presbytery, whenever it determines such a meeting is necessary.
 - c. By the Session, when requested in writing by one fourth of members on the active rolls of the church.

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SESSION

COMPOSITION

1. The Session of the Presbyterian Church of Bella Vista will be composed of nine Elders elected for a term of three years by the congregation at a meeting called for that purpose. They will be divided into three classes of three Elders each.
2. 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.
3. Nominations will come from the Nominating Committee, which will give due consideration to the diversity provisions of the Book of Order.
4. During the congregational meeting called for the purpose of electing a new class of Elders, nominations may be made from the floor. Any person, so nominated, should be consulted prior to such nomination to make sure they are willing to serve if elected.
5. The Clerk of the Session will be a non-voting position unless the Clerk is a member of the Session.
6. Elders elected to the Session will receive such training as the Session may deem appropriate and may be examined on such training by the Session.
7. The class of Elders should be ordained or installed during the Worship Service on the Sunday in January that precedes the January stated meeting of the Session.

SESSION MEETINGS

Stated Meetings

1. Generally, will be the second Saturday of each month at 9:00 a.m.
2. Unfinished or New Business should be submitted by email to the Administrative Assistant no later than the Tuesday before the Session meeting with an explanation.
3. Committee minutes or reports must be submitted via email to the Administrative Assistant no later than Tuesday before Session for inclusion in the agenda and are deemed received when the agenda is approved.

Special Called Meetings

1. May be called by the Moderator as deemed necessary or will be called when

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requested to do so in writing by two Session members.

2. 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.
3. If one of the Elders objects to this method of voting on an issue, a special meeting will be called by the Moderator.
4. The Moderator along with five Elders will comprise a quorum.

Agenda

1. Lighting of The Christ Candle
2. Welcome to Session members and guests.
3. Mission Statement
4. Devotions and Prayer
5. Approval of the Agenda
6. Special Order: e.g., Reception of New Members
7. Deacon Report
8. Treasurer Report
9. Clerks Report
10. Pastors Report(s)
11. Committee Reports
12. Unfinished Business
13. New Business
14. Adjournment with Prayer

GENERAL RESPONSIBILITIES

1. The Session may approve non-Session members to chair sub-committees.
2. The Session may establish *ad hoc* committees and task forces as necessary.
3. Other ministries, such as the Diaconate, Presbyterian Men, Presbyterian Women, that are not a standing committee of the Session, are responsible to the Session. These organizations will establish liaison with one of the standing committees.

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4. The Session will welcome a liaison member of the Board of Deacons to the regular Session meetings.
5. Church-wide events will be approved by the Session. Each event will have an Elder responsible for coordinating the event and requesting funding, if not within the annual budget. See Application For Building Or Facility Use.
6. The Session will review and approve the PCBV Annual Report.

CLERK OF THE SESSION

Election

The Clerk is nominated by the Nominating Committee and approved by Session. The term is from January through December 31, including the year-end reports as outlined in the Policy & Procedure Manual. Election will be during the stated meeting of the Session in January.

Duties and Responsibilities

1. The Clerk will ensure that the Staff keeps accurate rolls of the membership and attendance.
2. The Clerk will furnish extracts from the rolls when required by another governing body.
3. The Clerk will handle the correspondence of the Session.
4. The Clerk will assist the Pastor in preparing the Session Agenda.
5. The Clerk will record minutes of the meetings of the Session and Congregation.
6. The Clerk will forward approved minutes to the Staff for posting on the church website.
7. The Clerk will provide a membership record (joining, leaving, deceased) to Presbytery annually.
8. The Clerk is referenced in these policies. (See Anti-Harassment Policy/Policy Statement/Reporting Procedures).
9. The Clerk is referenced in these policies. (See Church Administration/Staff Grievances).

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TREASURER

Election

The Treasurer is nominated annually by the Nominating Committee and elected by the Session before fall officer training. The term of service is from January 1st through December 31st.

Duties and Responsibilities

1. The Treasurer is the primary check signer for the church. Annually, the Treasurer will update the Deposit Agreement form (signature card) at the bank per bank instructions. Normally signers include the Treasurer, the Stewardship & Finance Elder, and one other Elder.
2. Any questions raised by members of the congregation regarding their contributions or pledges will be researched and an appropriate response made to the members by the Treasurer.
3. The Treasurer will present a financial report to the Session during each stated meeting. This report will include, as a minimum, the Balance Sheet and the Analysis of Revenue and Expenses (Detail).
4. The Treasurer will present a financial report at the end of the fiscal year to the Session for inclusion in the church's annual report. This report will include, as a minimum, the Balance Sheet and the Analysis of Revenue and Expenses (Detail).
5. In matters related to gifts made to the church via will or trust, the Treasurer will represent the interests of the Session and keep the Session apprised regarding the matter.
6. The Treasurer is a non-voting member of the Operations Committee (See Standing Committees/Operations Committee/Composition).
7. The Treasurer is a voting member of the Endowment Committee (See Endowment Fund/Endowment Committee/Membership).

COMMISSIONERS TO THE PRESBYTERY

1. The church is entitled to two Commissioners to the Presbytery.
2. A commissioner will be a current elder of The Presbyterian Church of Bella Vista.

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ELDER OF THE MONTH

Collections

1. The Elder of the Month will be responsible for retrieving the collection plates and will be joined by another Elder. The checks (unviewed) and cash will be placed in a bank bag and locked in the floor safe. The two Elders will confirm they have done this by signing the sheet in the office.
2. Elders (in handling the offering) will keep all financial contribution information confidential.

Other Responsibilities

1. Following Coffee Hour after the Sunday Worship Service, the Elder of the Month will ensure that the lights are turned off and the thermostats reset throughout the church.
2. The Elder of the Month will attend the monthly meeting of the Diaconate.
3. The Elder of the Month may elect to serve as the Liturgist during the Worship Services throughout the month.
4. The Elder of the Month will lead the stated meeting of the Session in a short devotional.

NOMINATING COMMITTEE

Election

1. At its Annual Meeting, the Congregation will elect the Nominating Committee.
2. The Committee members will serve until the next Annual Meeting, or their successors have been elected.
3. Committee members should be limited to no more than two consecutive years.

Composition

1. Two members from the Session (The Session will designate one to be the Chair of the Nominating Committee).
2. One member from the board of Deacons.
3. One member from the Presbyterian Women.
4. One member from the Christian Education classes.

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5. At least two members from the congregation at-large.

Responsibilities

1. Identify, interview, select and recommend to the Session candidates to fill ordained and non-ordained positions.
2. Present a slate of nominees for the election of Ruling Elders, Deacons, Clerk of the Session, and Treasurer directly to the Session.
3. Nominations for Ruling Elders and Deacons should be submitted to Session and elected by the congregation before the fall Elder/Deacon training event.
4. Present nominees for any vacancy that might occur during the year.
5. 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 and Librarian.

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BOARD OF DEACONS-DIACONATE

The Diaconate operates under the authority of the Session.

COMPOSITION

1. The Diaconate will be composed of three classes of three Deacons each, nominated by the Nominating Committee and elected by the congregation.
2. A new class of Deacons will be elected during a called meeting of the congregation before annual Elder/Deacon training.
3. Deacons are elected for a term of three years and are eligible to serve a consecutive term. A Deacon having served a total of two terms will be ineligible for reelection to the Board for a period of at least one year.
4. Additional members of the congregation may be recruited to assist Deacons in their ministry of compassion.
5. The Diaconate will elect a Chair and a Secretary.
6. The Chair will preside at all meetings and the Secretary will keep minutes of all meetings and such other records as necessary.
7. The Pastor is an ex-officio member of the Diaconate.

MEETINGS

1. The Diaconate will meet monthly at a regularly scheduled time.
2. The minutes of meetings will be forwarded to the Administrative Assistant for filing.
3. There will be a joint meeting of the Diaconate and the Session at least annually to confer on matters of common interest.
4. The Chair, or an appointed representative, will attend Session Meetings and report to the Diaconate matters which affect them.

RESPONSIBILITIES

1. The Diaconate will appoint a monthly "Deacon on Call" and a back-up Deacon.
2. The names of the Deacon-on-Call and back-up Deacon will be published in the bulletin.
3. Minister with those who are in need, the sick, the friendless, and any who may be in distress due to illness, or death of a loved one, etc.

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4. Send cards to the sick and shut ins.
5. Keep the congregation advised of any congregational concerns.
6. Review worship attendance records to identify non-attending resident members. Act as determined appropriate by the Diaconate or the Session.
7. Select one Deacon to serve on the Nominating Committee for one year.
8. The Chair and/or the Secretary will be responsible for preparing an annual report.
9. The Chair will be responsible for budgeting, planning and recommending items for consideration of the Diaconate.
10. Teams of Deacons/Pastor will do quarterly communion to homebound members. Current Elders may also participate. The Chair of the Deacons will schedule home communion with the care facility or the individual member.

DEACONS ASSISTANCE FUND

1. The Chair will be responsible for managing the Deacons' Assistance Fund and reporting monthly to the Session.
2. For members needing emergency financial aid as determined by the Pastor and with the consent of the Chair of Deacons, the Deacons will distribute monies to members in emergency financial situations.
3. In the event there is no Pastor, the Chair of the Deacons will receive a member's request for emergency financial need and distribute monies from the Deacons' Assistance Fund.
4. In keeping with the intent and confidentiality of the fund, the Chair and Pastor will visit with the church member to get information about financial need.
5. When the Deacons' Assistance Fund is below \$7,500 then an offering may be collected with a Minute for Mission approved by Session.

BEREAVEMENT SUBCOMMITTEE

1. The Bereavement Committee should consist of six or more church members, with a minimum of one current Deacon serving on the committee.
2. The committee will meet once a year to select a Chair and review roles and responsibilities.
3. The Pastor will coordinate with the Chair.
4. The committee may provide:

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- a. A simple family-only luncheon, generally before the service in Fellowship Hall.
 - b. A cookie and beverage reception, generally assisted by the appropriate shepherd group, following the service.
5. If the family requests a church-wide meal, they (the family) will cater the meal and the church will provide desserts and beverage service.
6. Report on a regular basis to the Diaconate.
7. Prepare an annual report for the church each year.

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ORGANIZATIONS

INTERNAL ORGANIZATIONS

Presbyterian Women

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.

The Presbyterian Women's activities include (but are not limited to):

1. Maintain liaison with Missions Subcommittee and Staff.
2. Provide an Annual Report to the Session and the congregation.

Presbyterian Men

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.

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

1. Highway Clean-up Volunteers once per quarter.
2. Maintain liaison with the Missions Subcommittee and Staff.
3. Provide an Annual Report to the Session and the congregation.

REPRESENTATIVES TO EXTERNAL ORGANIZATIONS

General

1. Appointees to External Boards shall be reviewed annually by the session in January.
2. Appointees to External Boards shall provide written input to the staff for the PCBV annual report.

Cemetery Board

The church is a member of the Bella Vista Cemetery Association and as such is entitled to two directors on that Association's Board of Directors. The two directors will be appointed by the Session.

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Helping Hands Board

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

The Session will appoint one person from the church to serve on the Board of Directors for a two-year term and serve as liaison with Spiritual Life. The board member is expected to serve actively by providing:

1. Working volunteers for Helping Hands projects.
2. Material support to projects through donations of time and materials needed to carry out the concerns and programs of Helping Hands.
3. Other support as may be requested by the Board.
4. An Annual Report to the Session and the congregation.

Bella Vista Pre-School Board

The church is a member of the Bella Vista Pre-School Board of Directors. Two representatives from PCBV to the Pre-School Board will be appointed by the Session. The representatives will maintain liaison with Spiritual Life. The representatives should be able to attend Board meetings.

United Campus Ministry Board

The church may be represented on the Board of Directors of the UCM at the University of Arkansas by one representative appointed by the Session. The representative will maintain liaison with the Spiritual Life Committee. The representative should attend Board meetings.

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STANDING COMMITTEES

The Session has three Standing Committees: Operations, Spiritual Life, and Congregational Life.

GENERAL RESPONSIBILITIES

1. Annually, no later than September 15, the Business Manager will provide each standing committee Chair with a budget recommendation for the next calendar year. Each committee will review its budget recommendation and present an updated budget to the Session by the November stated meeting.
2. Committees must keep minutes of each meeting and provide an electronic copy of these minutes to staff no later than the Tuesday before the stated meeting of the Session. The staff will provide each member of the session a packet prior to the stated meeting.
3. Each committee will submit an Annual Report to the staff for inclusion in the Annual Report to the Congregation.
4. The Chairs of the standing committees are members of the Endowment Committee (See Endowment Fund/Endowment Committee/Membership).

OPERATIONS COMMITTEE

Composition

1. Property Elder, Stewardship & Finance Elder, Administrative Elder, Treasurer, and committee members.
2. Ex-officio: Pastor, Business Manager, and Administrative Assistant.

Operations Committee Chair

1. See Church Administration/Building Use/Procedures.
2. See Church Administration/Building Use/Procedures/Rescheduling Services.
3. See Church Administration/Building Use/Procedures/Application for Use.
4. See Church Administration/Finances/Payments.
5. See Church Administration/Finances/Credit Card Use/Policies.

Administration

1. Annual performance reviews will be conducted for all employees, including the

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Pastor. The review will be conducted by at least two people. Reviewers may include the Pastor and Session members of the Operations Committee. An evaluation form will be shared with each employee prior to the review.

2. Recommend to the Session annual increases or other adjustments in compensation for all employees. See Personnel Policy/Compensation.
3. Maintain position descriptions for staff personnel. See Personnel Policy/Process of Employment.
4. Assure compliance with all Workers Compensation Laws.
5. Review and authorize payment of Health and Retirement benefits for the Pastor and eligible staff.
6. Maintain a church security policy, including an inventory of all keys.
7. Maintain a policy for the use of the church building and equipment.
8. Maintain a records management system.
9. Maintain a policy manual. Make recommendations for changes to the Session as may be necessary.
10. See Church Administration/Finances/Church Inventory.
11. See Church Administration/Finances/Fundraising.
12. See Church Administration/Staff Grievances.
13. See Church Administration/Finances/Payroll.
14. See Introduction/Amendments and Changes.

Memorial Team

1. The Memorial Garden and Columbarium will be managed by the Church Staff and audited for the Annual Report by the Memorial Team.
2. Composition: Property Elder, Treasurer, and a minimum of one other Operations member.
3. See responsibilities under Staff.

Property Team

1. Maintain a current inventory of all equipment and make recommendations for all unserviceable equipment.
2. Maintain operational information on the electronic (outdoor) marquee sign in collaboration with the Administrative Assistant.

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3. Ensure the entire church is cleaned on a routine basis.
4. 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.

Stewardship/Finance Team

1. Develop and present an annual stewardship program to increase the grace and generosity of the members of the congregation.
2. In coordination with the Treasurer, present an annual church budget to Session.
3. Develop procedures for the counting and recording of contributions.
4. Develop the ways and means of requisition for money and expenditures.
5. In coordination with the Treasurer, review and approve monthly financial statements for distribution to the Session.
6. Assist and support the Business Manager in the discharge of their duties.
7. Communicate to the Business Manager actions by the Session that require attention, i.e., new accounts, funding unbudgeted projects, etc.
8. Arrange for an annual audit of the financial records and verify accuracy of financial statements. (Book of Order, G-3.0113).
9. Prepare and recommend corporate resolutions that may be necessary due to personnel changes.
10. Chair of this team will serve on the Endowment Committee (See Endowment Fund/Endowment Committee/Membership).
11. See Church Administration/Finances/Gifts of Property.
12. See Church Administration/Finances/Gifts of Real Estate.

SPIRITUAL LIFE COMMITTEE

Composition

1. Missions Elder, Worship Elder, Communion Elder, Music Director, Organist/Pianist, and committee members.
2. Ex-officio: Pastor and Administrative Assistant.

Spiritual Life Committee Chair

1. See Church Administration/Building Use/Procedures/Cancelling Sunday Worship.

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2. See Church Administration/Building Use/Procedures/Rescheduling Services.
3. Church Administration/Finances/Payments.
4. See Church Administration/Finances/Credit Card Use/Policies.

Medical Emergencies

1. The Spiritual Life 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.
2. The Spiritual Life Committee will review the list annually, update it as needed, and ensure it is available to the ushers during Worship Service.
3. The Spiritual Life Committee will maintain a list of those in the congregation who have received training on the use of the Automated External Defibrillator.
4. The Spiritual Life Committee will ensure the Automated External Defibrillators are operational—complete and batteries fully charged.
5. The Spiritual Life Committee will coordinate with the Bella Vista Fire Department to conduct annual CPR training for volunteers from the Congregation.

Art Team

1. 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.”
2. Spiritual Life will appoint at least three members of the congregation, knowledgeable in the field of art, to become the Art Team.
3. Works of art created by members may be displayed under the following conditions:
 - a. All works of art are reviewed by the Art Team of the Spiritual Life 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 only be hung or otherwise displayed and removed from display by members of the Art Team.
 - c. Items will be hung/displayed for 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.

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- f. The artists will be notified and responsible for retrieving their work after the display period.
- g. The Presbyterian Church of Bella Vista assumes no responsibility for any artwork while it is on loan.

Audio-Visual Team

1. The Audio-Visual team 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 team, will serve as the primary contact whose responsibility 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 team will typically maintain a minimum of four individuals to operate the audio-visual equipment in the sanctuary or fellowship hall.
5. The team leader will 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.
6. Maintain current written procedures for the effective operation of the basic aspects of the audio-visual equipment and place these at the audio-visual booth in sanctuary.
7. The team will coordinate with the Spiritual Life Committee as needed.
8. Prepare an Annual Report for Spiritual Life.
9. See Church Administration/Worship Service Media Support/Livestream.

Missions Team

1. Provide oversight and be responsible for promotion and distribution of mission giving.
2. Inform the congregation (Minute for Mission) of 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. Allocate money to various mission projects or groups based on the approved budget. All entities receiving charitable funds from PCBV will provide a receipt to

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the business manager. All entities receiving charitable funds from PCBV will provide an annual financial report to the Missions Elder.

5. Serve as liaison with:
 - a. Helping Hands
 - b. Care & Share
 - c. Gravette School District
 - d. United Campus Ministry at the University of Arkansas, Fayetteville
6. Prepare recommendations for the coming year's budget for Mission & Benevolent Expenses and Other Ministry Expense accounts.
7. Evaluate the need for hands on mission projects and/or trips.

Worship Team

1. Prepare and arrange for the Sacrament of Baptism.
2. Schedule Worship Services and special worship events.
- ~~3.~~ Approve all requests for *Minute for Mission*.
4. Supervise the music program, including supplies and instruments,
5. Supervise performances as part of a Worship Service.
6. Administer the substitute pulpit supply.
7. Provide ushers, greeters, flowers, bulletins and special decorations for the Sanctuary.
8. Assist as needed for other worship support, such as audio-visual.
9. Arrange to recognize members who move away via the leave-taking part of worship.
10. 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. Personal contact with church members will be made to submit names of loved ones to be included prior to the service so white roses may be ordered. The team will coordinate with Deacons and staff to ensure that all families have been contacted and invited to the service of remembrance.

Communion Team

1. Meet with pastor to determine dates for the upcoming calendar year. Communion

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shall be held at least 12 times per year, usually on the first Sunday of the month. These dates shall then be provided to the committee and session for approval.

2. Order/purchase supplies as needed.
3. Coordinate training with pastor as needed.
4. Secure servers for each time of communion.
5. Prepare, arrange and clean up the elements for communion.

Cancelling Worship Services

During periods of inclement weather, road conditions may necessitate cancelling or rescheduling Sunday Worship or other Services. When this situation occurs, the following steps should be taken:

1. To cancel services, the Pastor will contact the Chair of the Spiritual Life to determine if cancelling services would be prudent.
2. When possible, this decision will be made by or before 7:30 a.m. on the day of the service.
3. The Pastor(s) will ensure that an announcement on the One Call system be made notifying members of the congregation.

Rescheduling Services

1. The Pastor will contact the Chair of Spiritual Life to determine if rescheduling services is feasible. When possible, this decision will be made on or before Noon on the day of the rescheduled service.
2. If this is a viable option, the Pastor will 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 Director of Music; the audio/visual team; and head usher.

Moving Sunday Worship Service

In the event of equipment failure in the sanctuary, the Pastor (or guest preacher), Chair of Spiritual Life, and Worship Elder will select an appropriate worship space.

CONGREGATIONAL LIFE COMMITTEE

Composition

1. Outreach Elder, Christian Education Elder, Loaves and Fishes Elder, and committee members.
2. Ex-officio: Pastor and Administrative Assistant.

Congregational Life Chair

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1. Church Administration/Finances/Payments.
2. See Church Administration/Finances/Credit Card Use/Policies.

Christian Education Team

1. Select and recommend curriculum for Sunday School, pastor's book studies, and seasonal offerings, etc.
2. Enlist and recommend leadership for study and discussion groups and maintain a list of substitutes.
3. Provide oversight of the library for Session.
4. Promote Presbytery, Synod and General Assembly conferences and retreats.
5. Review occasional position papers adopted by the PCUSA and the Presbytery; disseminate new information to the congregation.

Library

1. The Congregational Life Committee is responsible for the operation of the library, including ordering and maintaining library materials, and performing a bi-annual audit.
2. The library functions as an information resource center. As such, the material and information placed in the library will be consistent with our Christian faith and the Christian concern for people as demonstrated by the teachings of our Lord and Savior.
3. The library serves as an historical archive for information relating to the Christian religion and the Reformed tradition, the Presbyterian faith, and the Presbyterian Church of Bella Vista.

Loaves and Fishes Team

Loaves and Fishes supports the fellowship and nurture of the church with a welcoming food ministry throughout the year. The team assist with session approved events.

Responsibilities

1. Five Lenten Soup Suppers: choose recipes, purchase ingredients, prepare and serve.
2. Thanksgiving and Christmas Dinners: purchase meats, arrange for preparation and serving.
3. Church Picnic: Plan items needed to be supplied by the church, purchase, prepare/serve.

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4. Set up Fellowship Hall for all Loaves and Fishes events.
5. Coordinate with office staff to place sign-up sheets in the Connector Hall for each event.
6. Make announcements (verbal/bulletin) as needed to inform congregation.
7. The Congregational Life Committee Chair and one Loaves and Fishes member will be responsible for money collection at Lenten Soup Suppers and any other event where money is received. Funds collected are to be placed in the safe by two Elders.

Outreach Team

1. Provide for the welcome of guests each Sunday at the welcome desk in the narthex.
2. Provide the guests with name tags and encourage them to introduce themselves at the morning service.
3. Maintain guest flyers and new member folders; ensuring all information is current and revise when appropriate.
4. Develop ministries of outreach into the community.

Historian

1. The historian will assemble and maintain factual data, brochures, programs, photographs/films/videos, newspaper articles and such other information pertinent to history and mission of the Presbyterian Church of Bella Vista to be stored on the server and archives.

Shepherd Groups Coordinators

1. Coordinators are appointed by the Congregational Life Chair bi-annually.
2. Oversee Shepherd Group activities.
3. Recruit and assign new Shepherd Group leaders as needed.
4. Realign Shepherd Group membership biennially using the following criteria:
 - a. Place a Ruling Elder and Deacon in each Shepherd Group.
 - b. Place equally, those who are unable to participate, in the various Shepherd Groups.
 - c. Place equally, those who are single in the various Shepherd Groups.
5. Assign new members to Shepherd Groups.

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6. Meet with Shepherd Group Leaders as necessary to review activities and assist them as needed.
7. Assign Shepherd Groups:
 - a. to serve coffee, juice and cookies after Sunday worship and clean-up.
 - b. to clean up after Lenten soup suppers.
8. Write an Annual Report in December for the Congregational Life Committee reviewing the Shepherd Groups activities and the role of the coordinators.

Shepherd Group Leaders

1. Get acquainted with all the members of the Shepherd Group and greet as many as possible each Sunday.
2. Plan and coordinate at least two social activities each year.
3. Organize the serving and clean-up of coffee, juice and cookies after Sunday Worship.
4. Be available to pray with members in times of illness, death or other life events.

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STAFF

PASTOR

1. The Pastor is a full-time exempt employee.
2. The Pastor is a member of the Presbytery of Arkansas.
3. The Pastor serves as the Head of Staff. In this capacity, the Pastor supervises the work of the Business Manager, Administrative Assistant, Music Director, Organist, and Office Volunteers.
4. The Pastor is a non-voting member of the Endowment Committee (See Endowment Fund/Endowment Committee/Membership).
5. See Board of Deacons/Composition.
6. See Board of Deacons/Responsibilities.
7. See Board of Deacons/Deacons Assistance Fund.
8. See Board of Deacons/Bereavement Subcommittee.
9. See Church Administration/Notification of Death.
10. See Church Administration/Christian Service of Marriage.
11. See Church Administration/Building Use/Procedures/Cancelling Sunday Worship.
12. See Church Administration/Building Use/Procedures/Rescheduling Services.
13. See Church Administration/Building Use/Procedures/Application for Use.
14. See Church Administration/Finances/Contributions.
15. See Church Administration/Finances/Payroll.
16. See Church Administration/Church Website/Church Calendar.
17. See Church Administration/Worship Service Bulletins/Sunday Worship Service.
18. See Church Administration/Worship Service Bulletins/Special Worship Services.
19. See Church Administration/Worship Service Bulletins/Memorial Services.
20. See Church Administration/Worship Service Media Support/PowerPoint Presentation.
21. See Personnel Policy/Process of Employment.
22. See Personnel Policy/Staff Grievances.
23. See Anti-Harassment Policy/Policy Statement/Reporting Procedures.

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24. See Child and Youth Protection Policies and Procedures/Screening and Selection of Workers/Volunteers.
25. See Child and Youth Protection Policies and Procedures/Training and Supervising Workers.
26. See Child and Youth Protection Policies and Procedures/Code of Conduct.
27. See Child and Youth Protection Policies and Procedures/Reporting Allegations.
28. See Child and Youth Protection Policies and Procedures/Response to Allegations.

BUSINESS MANAGER

1. The Business Manager is a part-time non-exempt employee.
2. See Church Administration/Building Use/Procedures.
3. Attend the Operations Committee meeting.
4. See Church Administration/Building Security.
5. See Church Administration/Fees/General.
6. See Church Administration/Finances/Payments.
7. See Church Administration/Finances/Requests for Payment/Reimbursement.
8. See Church Administration/Finances/Financial Reporting.
9. See Church Administration/Finances/Annual Budget.
10. See Church Administration/Finances/Church Inventory.
11. See Church Administration/Finances/Contributions.
12. See Church Administration/Finances/Gifts of Property.
13. See Church Administration/Finances/Payroll.
14. See Personnel Policy/Process of Employment.

ADMINISTRATIVE ASSISTANT

1. The Administrative Assistant is a part-time non-exempt employee.
2. The Administrative Assistant attends staff, deacons meeting and session standing committees.
3. See Board of Deacons/Meetings.
4. See Church Administration/Church Website/Website Content.
5. See Church Administration/Church Website/Church Calendar.

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6. See Church Administration/Worship Service Bulletins.
7. See Church Administration/Worship Service Media Support/PowerPoint Presentation.

MUSIC DIRECTOR

1. The Music Director is a part-time exempt employee.
2. The Music Director attends staff and Spiritual Life Committee meetings.
3. See Church Administration/Worship Service Bulletins/Sunday Worship Service.
4. See Church Administration/Worship Service Bulletins/Special Worship Services.

ORGANIST

1. The Organist is a part-time non-exempt employee.
2. The Organist attends staff meetings.
3. See Church Administration/Christian Service of Marriage.
4. See Church Administration/Building Use/Procedures/Rescheduling Services.
5. See Church Administration/Use of the Church Organ.
6. See Church Administration/Worship Service Bulletins/Sunday Worship Service.
7. See Church Administration/Worship Service Bulletins/Special Worship Services.

OFFICE VOLUNTEERS

1. Office Volunteers are not paid or considered employees of the church.
2. Volunteers come in to answer calls and greet people who come to the door from Monday-Thursday from 10am – 1 pm.
3. Volunteers serve on an individual basis and help staff with small projects.
4. See Church Administration/Worship Service Bulletins.
5. See Congregation/Membership/Membership Rolls.

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PERSONNEL POLICIES

COVERAGE

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

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.

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 Operations Committee, depending on the position to be filled. Position descriptions 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 will state that the Presbyterian Church of Bella Vista is an Equal Employment Opportunity employer and as such the policy will be followed.
4. References will be kept for six months from the date of employment in order to comply with the legal requirements for equal employment opportunity. They will be destroyed thereafter by the Business Manager.
5. Care will be taken during the interviews to see that the privacy of the individual is protected. All questions will be job-related.

EMPLOYMENT CATEGORIES

Exempt

1. The Fair Labor Standards Act, passed on June 25, 1938, established the minimum wage and maximum hours for the standard work week. Additionally, the Act defined the kinds of work “exempt” from the minimum wage and maximum

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hours' requirements.

2. 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.
3. An exempt employee may be full-time or part-time.

Non-exempt

1. Under the Act, "non-exempt" refers to a job for which the employer must pay at least the minimum wage for the position and overtime wages for hours worked in excess of the "maximum hours" requirement.
2. A non-exempt employee may be full-time or part-time.

Full-time

A full-time employee is scheduled to work a standard 40-hour week.

Part-time Employees

1. Part-time employees are employees who work fewer than 40 hours per week and are not temporary.
2. There are two classes of part-time employees.
 - a. Class 1 are those working at least 10 hours a week but for less than 25 hours.
 - b. Class 2 are those working at least 25 hours per week but for less than 40 hours.
3. Class 2 employees are eligible to participate in the health insurance plan with the cost being shared by the employee and the church.

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 to an employee whose employment is terminated during the orientation period.
2. During the orientation period of employment, the employee is entitled to negotiate enrollment in a health plan.

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3. The employee is entitled to 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.

WORK WEEK

1. The work week for non-exempt staff is 40 hours. For work performed over 40 hours in a week, pay is at the rate of one and one-half times the regular hourly rate.
2. Exempt employees are not paid overtime wages for hours worked in excess of 40 hours per week.
3. If the normal workweek for a non-exempt position is less than 40 hours per week, all hours worked up to 40 hours a week will be paid at the regular hourly rate.
4. Required attendance at meetings for non-exempt staff, outside of their scheduled working hours, will be considered overtime.

BENEFITS

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 non-ordained staff.

Personal Time Off (PTO)

1. Full-time exempt employees are entitled to one full month (22 working days) personal time off.
2. Part-time employees (exempt and non-exempt) are entitled to paid time off computed on January 1st of each year, with ten (10) days granted for one year of credited service, and one day added for each additional year of service up to twenty-two (22) days.
3. Music Staff have four weeks (including Sundays) paid time off after the orientation period of first six months of service.
4. At the time of termination of employment (voluntary or involuntary) an employee will have no claim for pay in lieu of unused PTO.
5. PTO includes both vacation and sick time and employees will plan dates for

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approval and make arrangements for substitutes (if applicable) in advance with the head of staff.

Holidays

1. 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.
2. Non-exempt employees will receive holiday pay, if the holiday falls on one of their regularly scheduled work days.
3. Any changes will be recommended to the Session by the Operations Committee at the end of each year with Session approving any changes.

Workers' Compensation Insurance

All employees are covered by the Workers' Compensation Law of Arkansas.

Unemployment Insurance

All employees are covered by the state of Arkansas' Unemployment Insurance, if permitted by law,

Medically Certified Disability Leave (short term or long term)

1. To qualify, a disability must be certified by a licensed physician.
2. This policy also covers pregnancy related disabilities.
3. Employees who are temporarily disabled (as defined by ADA.gov) may receive full compensation and benefits for up to 12 weeks.
4. After 90 days, if their disability persists, the employees who are members of the Pension Plan may apply for disability benefits from the Board of Pensions.

Family Medical Leave

1. Exempt and non-exempt employees are eligible for family medical leave.
2. Eligible employees may elect up to 6 months reduced pay and/or unpaid family medical leave for birth, adoption, or guardianship of a child.
3. When family medical leave could run concurrent with a medically certified disability, a 30-day notice must be given in writing for approval from Session.
4. If spouses are employed by the same employer and wish to use this benefit, their

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aggregate leave is limited to six months.

5. The employee and employer should agree to one of the following pay schedules:
 - a. The first two months at 75% of regular pay, then unpaid leave, or
 - b. The first three months at 60% of regular pay, then unpaid leave. Benefit coverage continues during family medical leave.

Leaves of Absence with Pay

1. All employees are eligible to take a leave of absence with pay in the following circumstances:
 - a. Regular training period in the U.S. Armed Forces (up to two weeks annually).
 - b. Jury duty (up to two weeks annually).
 - c. Marriage of an employee (up to three days).
 - d. Personal and family emergencies or other personal business that cannot be cared for outside working hours (up to three days annually).
 - e. Adequate time off for voting where election hours and work schedules cause a hardship on the employee.
2. In the case of a death in the immediate family (husband, wife, parent, parent-in-law, child, brother, sister, grandparent), the employee will be granted a leave of absence with pay not to exceed four working days.

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.

Pay for Weather Related Closing

Non-exempt staff scheduled to work on a given day will be paid when the church is closed due to weather.

GRIEVANCES

1. Any problems arising from employment or conditions of employment are to be directed in writing to the Pastor. In those cases where the solution to a problem has not been worked out in discussion with the Pastor, the Pastor and the Administration Elder may meet with the employee. If things have not been

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resolved, the employee may appeal to the Session in writing via the Clerk of Session.

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, the Session, and the employee, and will work out a solution acceptable to all three parties involved.

TERMINATION

Dismissal for Cause

1. Dismissal for cause may take place by written notice from the Session, giving reason for termination.
2. No severance allowance will be paid, but employees who are dismissed will receive the cash equivalent of their unused earned vacation.
3. Reasons for termination may include: Unsatisfactory performance; refusal to do work within their position description; repeated unexcused absences; repeated tardiness; incompetence; and illegal, dishonest, or unethical conduct.

Involuntary Separation

1. Because of reorganization or other circumstances arising out of no fault of the employee, involuntary separation may occur. Involuntary separation is at the discretion of the Session upon recommendation of the Operations Committee.
2. In these instances, a severance allowance may be granted.

TEMPORARY EMPLOYEES

1. Those employed for a short period, usually less than three months, are not paid for holidays, sick leave, or other leave, and do not earn vacation leave for their temporary employment.
2. They are not eligible for pension plans or other health plans of non-exempt employees.
3. If a temporary employee joins the regular staff, their temporary employment is not considered as credited service in computing entitlements to vacation and other benefits.

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ANNUAL PERFORMANCE REVIEW

1. Every employee will participate in an annual performance review.
2. The Operations Committee is responsible for identifying the evaluators for each employee and distributing the appropriate evaluation forms to the evaluators.
3. The Operations Committee is responsible for collecting the evaluation forms once they are completed and coordinating each employee's annual performance review.

COMPENSATION

1. All employees are eligible for annual increases in compensation.
2. The Operations Committee is responsible for recommending to the Session all increases in employee compensation.
3. Compensation 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. Wage scales for non-exempt staff will comply with Federal and Arkansas laws covering minimum wages.
4. Compensation for the Pastor is the responsibility of the congregation. Once the Congregation votes on the Pastor's Terms of Call, the compensation package is forwarded to the Presbytery for review and final approval.

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CHURCH MANAGEMENT

MEDICAL EMERGENCIES

1. Call 911 in case of emergencies. Keep the person comfortable as you wait for EMTs.
2. Generally, medical treatment for people becoming ill or injured while on the church premises should be limited to basic first aid. Basic first aid supplies are available at the visitor's desk, office workroom, former nursery and in the kitchen.
3. The church has automated defibrillators for those trained (see Standing Committees/Spiritual Life Committee/Medical Emergencies).

NOTIFICATION OF DEATH

When the Pastor or the staff is informed of a member's death in the congregation, the congregation will be notified of the death and any pending memorial service.

CHRISTIAN SERVICE OF MARRIAGE

1. As a congregation of the Presbyterian Church (U.S.A.) weddings performed in our church will be in accordance with the *Book of Order*.
2. The following guidelines have been adopted by the Session to aid in making a wedding a sacred and joyful experience:
 - a. The couple must consult with the Pastor 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.
 - b. The Pastor of the Presbyterian Church of Bella Vista is available for all church weddings. If it is desired to have another officiant, the invitation will be issued by the Pastor of the PCBV.
 - c. The PCBV Organist will be consulted first. Should another organist be desired, such an invitation will be made only after consultation with the Pastor. Fees and honoraria will be set forth in the fee schedule available in the church office.
 - d. No rice or confetti will be thrown anywhere on church grounds. Bird seed may be used only outside the church.
 - e. No flash pictures will be taken during the ceremony by any person.
 - f. On request, the Pastor can pose with the wedding party before or after worship.
 - g. The Communion Table and Baptismal Font are Christian symbols which

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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.

- h. The rehearsal and the marriage service will be conducted with dignity and in a joyful Christian spirit. Members of the wedding party shall 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 Pastor.

BUILDING USE

General

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

Policies

Office Hours

With the exception of holidays, the church office will be open from 9:00 am to 4:00 pm, Monday through Thursday.

Church Closure

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

Priority of Use

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

Responsibilities

1. One designated person will be responsible for arranging access for opening and

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securing the facilities. One designated person will be responsible for resetting the room(s) as before (lights, thermostat, etc.)

2. The person/group using the facilities will be responsible for setting up and taking down tables and chairs and returning the facility to the condition as before use.
3. The person/group using the facilities will be responsible for cleanup – if custodial services are not arranged.

Regulations Pertaining to Building Use

1. There will be no smoking, use of tobacco products, vaping, or alcohol use in the building or on the church premises.
2. There will be no organized ticket sales or gambling of any sort on the premises, unless it is for a Session approved fundraiser or approved building rental.
3. Users will be responsible for and pay for all damage to church property incurred during usage.
4. When approved by session, facility use requests are placed on the Church Calendar by staff to avoid conflict.
5. Users will be responsible for properly securing the facilities, i.e. assuring all lights are off, including bathroom lights, fans turned off, thermostats reset, and trash is properly disposed.

Application for Use

1. All persons or groups will complete an Application for Building and Facility Use.
2. The Chair of Operations Committee or Property Elder will be primarily responsible, in association with the Pastor, to accept the application for Session approval.
3. Any variance to the regulations of use, as set forth in this manual, must be approved by the Session.
4. All groups will have a designated responsible party who will complete a building use form.
5. Applicants will be advised of the session decision as soon as possible.
6. Applicants will be given a copy of the building use form with staff cell numbers in case of building issues.

PHOTOCOPIER USE

1. Use of the photocopier is limited to church members and staff for church business.
2. Individuals wishing to use the copier should discuss their needs with the office staff and allow them to assist as needed. The charge for personal copies is ten cents a copy.

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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.
2. 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. The church Organist should make the necessary arrangements to secure a substitute.
3. If an outside group uses the church facilities and has a 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 will confer with the Organist to avoid any scheduling conflict.
4. Rehearsal times for outside organists must be arranged through the office and with the knowledge of the Director of Music. Whenever possible, the Organist or the Director of Music should be available to assist a guest organist become familiar with the operation of the organ.

BUILDING SECURITY

1. The Session is responsible for the security of the property.
2. All activities requiring the unlocking of the building will be coordinated with the Business Manager or Pastor during regular office hours.
3. Exterior codes may be issued to the following:
 - a. Staff of the church.
 - b. The cleaning contractor.
 - c. Session members, upon request.
 - d. The Treasurer.
 - e. Building Renters (time limited codes).
 - f. The local florist.
4. Interior office doors will be locked when not in use.
5. With the exception of law enforcement personnel, no weapons of any nature are allowed on the church property.

FEES

General

1. Fees and/or donations, as established in this section will be paid to the Business Manager.

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2. Session may waive fees.

Events Using Fellowship Hall and Kitchen

Church Members

1. There will be no charge for limited use of church facilities by members of the Presbyterian Church of Bella Vista, the Presbytery of Arkansas, or the Synod of the Sun and a refundable \$250 damage deposit is not required.
2. 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 will pay the damage deposit and will contribute to the church for its use.

Non-Members of the Church

1. An event using fellowship hall and kitchen equipment (dishes, cutlery, coffee pots, ice machine, dishwasher, etc.) will cost \$200 with a \$250 refundable damage deposit.
2. Pantry items are for church use only. These are not to be used for events. Please see the building use form for set-up and cleanup details.
3. The requesting group will be responsible for:
 - a. Providing food.
 - b. Setting the tables.
 - c. Decorating the tables.
 - d. Cleaning and returning kitchen and fellowship hall to original condition.
4. A designated representative (with prior training) will be responsible for making coffee and/or running the dishwasher.

Fee Schedule

Facilities – Non-Members	
<i>Facility</i>	<i>Charge</i>
Sanctuary	\$100/event
Fellowship Hall	\$150/event
Fellowship Hall with Kitchen	\$200/event
Classroom	\$25/event
<i>Personnel</i>	<i>Charge</i>
Pastor (Memorial/Funeral)	\$150/event
Organist/Pianist	\$125/event
A/V Technician	\$25/hour

FINANCES

Payments

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1. The Business Manager will report to Operations Committee annually for approval and/or renegotiation of online payments for such entities as POA, sewer/water, refuse collection, insurance, and copier contract.
2. The Business Manager will consult with the Stewardship and Finance Elder regarding the list of church members authorized to sign checks. Normally, the Treasurer, Stewardship and Finance Elder and one other Elder are the only church members authorized to sign checks.
3. All online payments need to be approved by a Committee chair.
4. As purchase expenses occur during the year, the Business Manager will segregate those expenses that qualify for capitalization.
5. Mileage will be paid at the current IRS rate for business by employees. To get reimbursed, the driver must fill out a reimbursement form.
6. When the Business Manager gives notice checks are ready to be signed, an authorized check signer will verify that invoices are approved, and the amounts are correct before signing. They will ensure that all checks are accounted for on the Summary Listing provided by the Business Manager.
7. The Chair of one of the Standing Committees shall approve an invoice for payment, although the Staff may approve certain invoices, such as office supplies.
8. The authorized check signer will give the signed checks and invoices to the Business Manager for disposition.

Requests for Payment/Reimbursement

1. The Chair of the Standing Committee that is responsible for an expenditure must approve the associated request for reimbursement and submit approved requests for reimbursement to the Business Manager for payment.
2. The Business Manager will process payment expenditures for items included in the current year's budget that do not exceed \$1,000.00 (excluding utilities) as well as non-budgeted items of less than \$500.00.
3. Budgeted expenses greater than \$1,000.00 must be approved by Session. Non-budgeted expenses of over \$500.00 must be approved by Session. A minimum of three bids shall be submitted for major purchases to session.

Credit Card Use

Policies

1. PCBV has three credit cards, each with its own unique number. One is for use by the Chair of all standing Committees, one is for use by the PCBV staff, and one

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is for general church use.

2. The Office Staff will maintain custody of the “general use” credit card when it is not being used for a specific purchase.

Procedures

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, who 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, and place the completed form in the Business Manager’s folder.

Financial Reporting

1. For the purpose of financial reporting, the church’s fiscal year and the calendar year are the same.
2. The Business Manager will provide a set of financial statements to the Treasurer after each month’s end. These statements are to include, but not limited to, a Balance Sheet and an Analysis of Revenue and Expense (Detail).
3. The Business Manager will provide a set of financial statements to the Treasurer at the end of the fiscal year. These statements are to include, but not limited to, a Balance Sheet and an Analysis of Revenue and Expense (Detail).

Annual Budget

1. In coordination with the Stewardship and Finance Elder and the Treasurer, the Business Manager will prepare budget work sheets of line-item expenses, based on August year-to-date financial data.
2. The Business Manager will provide the budget worksheet for the committee via the chair by September 15.
3. Each committee will review its current budget, pray about changes, make recommendations, and present an updated budget to the Session by the November stated meeting.

Church Inventory

1. The Business Manager will review the Fixed Asset schedule annually and make appropriate changes as needed. It should be cross-checked with the church inventory.

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2. The church inventory will be maintained by the Business Manager and updated annually. The Business Manager will coordinate the performance of an annual physical inventory with the Operations Committee Chair.

Contributions

1. The Office will send an acknowledgement letter to non-members for memorial contributions.
2. Only the Business Manager, Pastor, Treasurer and Stewardship and Finance Elder will have authorized access to a church member's contribution record.
3. Quarterly pledge reports, listing detail and fund totals, will be printed and provided to the individual members. Access to these reports is limited to the individual, the Business Manager, an Auditor, the Treasurer, and the Stewardship and Finance Elder.

Gifts Designated in Wills or Trusts

1. The Treasurer is to be apprised of any gift made to the church via will or trust.
2. When a gift is made to the church via will or trust, the Treasurer is responsible for representing the interests of the Session and keeping the Session apprised regarding the matter.

Undesignated Bequests

The distribution structure for undesignated bequests will normally be 40% to missions and 60% to the General Fund, unless session votes to distribute with a different split.

Stock Transfers

1. The Stock Transfer Account shall be updated to indicate the current Treasurer as recipient of bank notifications. (Note – this will not include the Presbyterian Women of Bella Vista accounts).
2. The 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.
3. The Treasurer will provide the donor with a letter acknowledging the date of the gift, the donor's name, the number of shares given and the name of the company.
4. 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

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responsibility to determine the value of the gift and substantiate it to the IRS.

Gifts of Property

1. The Treasurer and Operations Committee will evaluate each gift of property and recommend to session whether to accept or reject the gift.
2. The final decision whether to accept or reject a gift of property will be made by the Session.
3. In the event the property is kept for use by the church the Business Manager shall the item(s) to the fixed asset inventory.

Gifts of Real Estate

1. The Treasurer and Operations Committee will evaluate each gift of real estate and recommend to the Session whether to accept or reject the gift.
2. The final decision whether to accept or reject a gift of real estate will be made by the Session.

Unexpended Monetary Gifts at Yearend

1. Any gifts or bequests made to the church and not expended will be rolled into the General Fund at yearend.
2. If purchases are in progress, involving the gifts/bequests, the endowed committee may request that those funds be rolled over into the next year.

Fundraising Events

1. All funds raised will be used to pay for projects approved by the Session.
2. All fundraising events must be approved by the Session after being approved by a sponsoring Committee.
3. Prior to presenting the proposed fundraising activity for approval by the Session, the sponsoring Committee and the Stewardship and Finance Elder will be consulted to ensure the funds will be collected, secured, and recorded properly.
4. A designated use of the profits from the fundraising event must be stated in advance and approved by Session.

Payroll

1. The Business Manager will prepare checks monthly and/or semimonthly for salaried, hourly and fee-for-service employees.

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2. The Business Manager will maintain an individual personnel file which must include employee's W-4, employment papers, annual performance evaluations, and records of documents pertinent to that employee.
3. The Business Manager will maintain all personnel and payroll records in a locked file cabinet in the Office for confidentiality. Access is limited to the Business Manager, an Auditor, the Treasurer, Pastor and Administration Elder.

CHURCH WEBSITE

Domain

1. The church's website can be found at www.pcbv.org.
2. As a minimum, the church will maintain ownership of the pcbv.org domain name.

Website Content

1. Staff will update the website with content provided by all committees.
2. This content should include, but is not limited to:
 - a. Photos of church activities.
 - b. Descriptions of church activities.
 - c. Descriptions of church and non-church organizations.
 - d. A copy of session minutes going back one year.
 - e. A copy of the church's Annual Report.
3. In all cases, content provided to staff will be in an electronic format.

Church Calendar

1. The church staff will maintain the official church calendar on the church website.
2. The church staff and chairs of the standing committees are responsible for ensuring the church calendar is current.
3. The church calendar will reflect all activities—church and non-church—scheduled to occur in the church.
4. The church calendar will reflect which room in the church has been reserved for each scheduled activity.

WORSHIP SERVICE BULLETINS

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The church staff is responsible for organizing the content of the bulletins into a publishable format. In most cases, content is provided in an electronic format.

Sunday Worship Service

1. The Sunday Worship Service bulletin has two distinct sections—the Order of Service and the Newsletter.
2. The worship staff is the source of content for the Order of Service.
3. Staff and members provide content for the Newsletter section.
4. The Sunday Worship Service bulletin will normally be published on Thursdays with an electronic copy placed on the website for on-line service.
5. The bulletin will be converted to PowerPoint each Sunday for projection.
6. An archive of 2 months of bulletins will be kept on the website.
7. An archive of hard copy bulletins is kept in the office for 3 years.

Special Worship Services

1. Bulletins are distributed for special worship services, such as Maundy Thursday and Ash Wednesday.
2. The Order of Service comprises the entire bulletin for a special worship service.
3. The worship staff is the source of content for the Order of Service.

Memorial Services

1. A bulletin may be created and distributed for memorial services.
2. The Pastor is the source of content for the Order of Service.

WORSHIP SERVICE MEDIA SUPPORT

Livestream

1. Sunday Worship Services are available online via livestream.
2. The Audio-Visual Team is responsible for the livestream broadcast.
3. In the event of equipment failure, in-person Worship Service will not be interrupted.

PowerPoint Presentation

1. A PowerPoint presentation is used to enhance the Sunday Worship Service

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experience.

2. The Pastor may elect to employ a PowerPoint presentation to enhance the worship experience for special services and memorial services.
3. The staff is responsible for creating the PowerPoint presentations and making them available to the Audio-Visual Team.

FILES RETENTION

1. Financial files will be maintained for no more than three years. After that time, they will be shredded.
2. Active Member files (individual/couple/family) are kept in the locked office with emergency contact information.
3. Deceased Member files are kept for one year in the office to prepare for the All Saints' Day Service. Following that service, files will be claimed by the family or shredded. Couple member files are kept until both members are deceased.
4. Employee Files are kept and maintained for current employees. Former employee files will be shredded, retaining only dates of employment.
5. Physical copies of worship service bulletins will be maintained for no more three years. After that, they will be recycled.

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ENDOWMENT FUND

PREAMBLE

1. We encourage the advancement of the mission and ministry of this church through gifts and bequests.
2. The Session is responsible for distributing monetary gifts and bequests.

RESOLUTION

1. We hereby establish a not-for-profit Endowment Fund for the Presbyterian Church of Bella Vista.
2. The name of the Fund will be the Endowment Fund of the Presbyterian Church of Bella Vista, hereafter called the Fund.
3. The duration of the Fund will be perpetual.
4. The Fund will serve as a financial entity, 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 unrestricted gifts or bequests.
5. The Fund will do 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.

PURPOSE

The purpose of the Fund is to:

1. Operate exclusively for charitable, educational and mission purposes, as well as for the building and church organizational matters.
2. Enhance and improve the facilities, equipment, programs and services of the Presbyterian Church of Bella Vista.
3. Employ its funds exclusively for the Presbyterian Church of Bella Vista and/or mission programs for spreading the gospel of Jesus Christ.
4. 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

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value, and to use, disperse or donate the income or principal thereof exclusively for the charitable mission and education purposes as set.

5. 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.

ENDOWMENT COMMITTEE

Membership

1. The Endowment Committee consists of the Treasurer and four members of the Session (Stewardship and Finance Elder as well as the Chairs of the three standing committees).
2. All terms will be the same as the terms for which they were elected.
3. The Pastor is an ex-officio, non-voting member of the committee.

Meetings

1. The Treasurer shall chair and convene the Endowment Committee twice a year.
2. Quorum: The presence of at least three members of the Endowment Committee will be necessary to transact business.
3. A secretary will be elected from within the Endowment Committee to keep full and accurate accounts of the actions of the committee and submit minutes to session.

Responsibilities

1. Acquaint church members with the opportunity of making gifts and bequests to the Fund.
2. No later than September 1st of each year, present an annual audited financial report to the Session for its approval.
3. Propose programs, amendments, and changes to the Session for its approval.
4. Assume responsibility for the safekeeping, management, investment and

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transfer of all funds and properties comprising the Fund.

5. Select and secure an organization experienced in the profession of investment fund management.
6. Seek professional advice, as needed, in the overall investment management of the Fund.
7. Administer and manage the Fund and any other responsibilities related to the Fund that will arise or are connected therein.

Receipt of Assets

1. Donations to the Fund will be received in the following forms:
 - a. Gifts Assets—given for immediate use.
 - b. Deferred Gifts Assets—given; however, receipt for use is based on the occurrence of a specified future event (i.e. insurance policies, life income plans).
2. The Endowment Committee recommends to accept or reject gifts that have restrictive powers or purposes deemed to be unacceptable to the session.

INVESTMENT OF THE ENDOWMENT FUND

1. All assets held by the Fund will be in liquid form.
2. Non-liquid assets will 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 will be made liquid as soon as possible and invested in accordance with this policy.
3. The Fund will 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.

DISBURSEMENT OF THE ENDOWMENT FUND

1. The use of the Fund income will be limited to the following general categories:
 - a. Special needs and ministries within the church.
 - b. Community outreach.
 - c. New member development.
2. Only the income from the Fund will be expended unless approved by unanimous vote of Endowment Committee and two-thirds vote of the Session

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membership. All other expenditures from the fund will be by majority vote of the Endowment Committee with approval of the Session.

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.

AMENDMENTS

The Endowment Committee may recommend to session changes to the resolutions of the Fund. The Endowment Committee implements session approved proposal(s). Notwithstanding the foregoing, the powers of this Article VI will be limited to and consistent with those powers provided under the laws of the State of Arkansas and any applicable federal statutes.

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CHILD AND YOUTH PROTECTION POLICIES AND PROCEDURES

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" or "this policy") or in any other document or statement will limit the church's right to terminate any employee or volunteer.

INTENT

1. To provide safe and secure environments for children and youth (defined as those less than 18 years of age).
2. 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.
3. 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.
4. To protect adult volunteers and employees from unwarranted allegations of child abuse.
5. To provide a mechanism to deal with reported concerns and take appropriate subsequent actions.

COMPONENTS OF THIS POLICY

This policy addresses six components of child and youth protection:

1. Screening and selection of applicants for employment and volunteer service.
2. Training and supervising employees and volunteers.
3. Code of Conduct for all individuals, both employees and volunteers, working at

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the PCBV in programs for children and youth.

4. Reporting allegations and concerns regarding child and youth protection issues.
5. Responding to allegations and concerns that have been reported.
6. Requirements related to members with criminal records.

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.

Employees

1. Before hiring any paid worker for a position which includes supervision or custody of minors we will:
 - a. Obtain a completed employment application.
 - b. Personally interview the applicant.
 - c. 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.
 - d. Contact the applicant's references and record comments.
 - e. Conduct a criminal, administrative, prior employment and civil records check on the applicant.
 - f. Obtain a negative (or negative dilute) result on a pre-employment drug screen, if a drug screen is thought to be advisable.
 - g. Obtain driving records, when pertinent to job responsibilities (e.g. drivers on Youth trips).
2. Individuals in paid positions may also be subject to reasonable suspicion, post-accident, and random drug and alcohol testing if indicated during their employment.

Volunteers

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

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- a. Interview the volunteer.
 - b. 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.
 - c. 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.
2. 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.
 3. 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).
 4. The Pastor (Head of Staff) will supervise the screening, selection, and training of Childcare 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.
 5. 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.
 6. 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

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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.

7. 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.
8. 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:

1. 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.
2. 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.
 - a. 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.
 - b. While recognizing that some meetings, such as those between prospective confirmands and their mentors, may be enhanced by private

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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.

3. 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.
4. Approve overnight chaperones: All chaperones for overnight activities must be approved in advance by the Pastor and be in compliance with this policy.
5. 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.
6. 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 always providing a safe environment.
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

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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.
9. 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.
10. Smoking is not allowed in the church building. Smoking or use of tobacco during church programs is prohibited.
11. Profanity, inappropriate language or jokes, and any kind of harassment in the presence of children or adults is prohibited.
12. 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.
13. PCBV employees and adult volunteers may not date program participants under 18 years of age.
14. 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).
15. 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. A signed policy shall be placed in the employee personnel file.
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 Operations Committee Chair, or the Spiritual Life Committee Chair.

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REPORTING ALLEGATIONS

1. 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.
2. 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.
3. The Pastor will be notified and will convene a Response Team consisting of:
 - a. The Pastor (Head of Staff)
 - b. Two members of Session
4. The Response Team will respond to the report as described in the following section.

RESPONSE TO ALLEGATIONS

1. Once a report has been received, the Pastor (Head of Staff) will convene a Response Team. The Response Team will:
 - a. Notify the parents of the child or children involved.
 - b. Select a spokesperson to handle inquiries in a discreet, informed and diplomatic way.
 - c. Document all matters related to the reported incident and accumulate all files related to the hiring or selection of the worker(s) involved.
 - d. Report the incident to legal counsel and to our insurance carrier, if indicated.
 - e. 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.
2. 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

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principles will apply:

- a. All allegations will be taken seriously.
 - b. Each report will be handled forthrightly with due respect for privacy and confidentiality.
 - c. The victim will be cared for and not held responsible in any way.
 - d. 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.
3. 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

1. We believe in God's grace and second chances, along with accountability and healthy boundaries. In the event someone who's previously committed a violent crime or a crime against a child or youth becomes a member of the congregation, they will disclose their status and terms of probation to the Head of Staff. The Head of Staff, in conjunction with the Session, will establish appropriate boundaries, in writing, governing the life of the individual within the congregation.
2. 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.

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ANTI-RACISM POLICY

INTRODUCTION

The Presbyterian Church of Bella Vista, recognizing the inherent worth and dignity of all individuals, is committed to fostering an environment of inclusion, equity, and justice. We acknowledge the reality of racism and its detrimental impact on individuals, communities, and society as a whole. As followers of Christ, we are called to actively combat racism in all its forms and work towards building a more just and equitable world. Therefore, we adopt this Anti-Racism Policy to guide our actions and commitments.

POLICY STATEMENT

Non-Discrimination

The Presbyterian Church of Bella Vista is committed to providing an inclusive and welcoming environment for all individuals, regardless of race, ethnicity, nationality, color, ancestry, gender, sexual orientation, age, disability, or socioeconomic status. Discrimination or harassment of any kind based on these characteristics will not be tolerated within our church community.

Education and Awareness

We recognize the importance of education and ongoing awareness-building efforts to combat racism effectively. Therefore, we will provide opportunities for our members to engage in learning about systemic racism, implicit bias, privilege, and other related topics. These educational initiatives may include workshops, seminars, guest speakers, discussion groups, and resources for self-study. **We shall offer one anti-racism educational initiative at least once a year for session and the congregation.**

Advocacy and Action

The Presbyterian Church of Bella Vista is committed to advocating for policies and practices that promote racial justice and equality in our local community and beyond. We will actively support initiatives aimed at addressing systemic racism, combating racial disparities, and promoting diversity and inclusion.

Inclusive Representation

We are committed to ensuring that our church leadership, committees, and activities reflect the diversity of our community. We will strive to promote diverse representation

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and participation at all levels of decision-making within the church.

Safe Spaces

We are dedicated to creating safe spaces within our church where individuals can share their experiences, concerns, and perspectives related to racism without fear of judgment or reprisal. We will actively listen to and validate the experiences of those who have been affected by racism and work to support them in their journey towards healing and justice.

Collaboration and Partnership

The Presbyterian Church of Bella Vista recognizes that combating racism requires collective action. Therefore, we will seek opportunities to collaborate with other churches, organizations, and community groups that share our commitment to racial justice and equality.

Accountability

We understand that achieving our anti-racism goals requires ongoing evaluation and accountability. We will regularly assess our progress, identify areas for improvement, and hold ourselves accountable to the principles outlined in this policy.

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ANTI-HARASSMENT POLICY

INTRODUCTION

The Presbyterian Church of Bella Vista is committed to providing a safe, respectful, and inclusive environment for all individuals who participate in our community. We recognize that harassment in any form undermines our shared values of love, compassion, and mutual respect. Therefore, we adopt this Anti-Harassment Policy to ensure that all members, staff, volunteers, and visitors feel valued, supported, and protected from harassment.

POLICY STATEMENT

Definition of Harassment

Harassment is defined as any unwelcome conduct, whether verbal, physical, or visual, that creates an intimidating, hostile, or offensive environment for an individual. This may include, but is not limited to: verbal abuse, threats, offensive jokes or comments, unwanted physical contact, gestures, or displays of offensive materials.

Prohibition of Harassment

Harassment is defined as unwelcome conduct that is based on race, color, religion, political view, sex (including sexual orientation, gender identity, or pregnancy), national origin, older age (beginning at age 40), disability, or genetic information (including family medical history), or any other protected characteristic.¹

The Presbyterian Church of Bella Vista prohibits harassment in any form.

Harassment of any kind will not be tolerated within our church community.

Reporting Procedures

Any individual who experiences or witnesses harassment within the Presbyterian Church of Bella Vista shall report the incident promptly to the Pastor, an Elder, or the Clerk of the Session. Reports may be made verbally or in writing, and confidentiality will be respected to the extent possible while addressing the matter appropriately.

The Clerk of Session shall keep meeting minutes sealed if appropriate. The Pastor shall maintain a file of sensitive information to be passed on to subsequent pastors.

¹ <https://www.eeoc.gov/harassment>

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Investigation and Resolution

Upon receiving a report of harassment, the session will promptly investigate the allegations in a fair, thorough, and impartial manner. This may involve gathering information from all parties involved, conducting interviews, and reviewing relevant evidence. Session will take appropriate corrective action to address and prevent further instances of harassment.

Support and Resources

The Presbyterian Church of Bella Vista is committed to providing support and resources to individuals who have experienced harassment. This may include offering counseling services, referrals to external support organizations, and implementing measures to ensure the safety and well-being of the individual within the church community.

Non-Retaliation

The Presbyterian Church of Bella Vista prohibits retaliation against any individual who reports harassment or participates in an investigation of harassment. Retaliation in any form, including but not limited to intimidation, threats, or adverse employment actions, will result in disciplinary action, up to and including termination of employment or expulsion from the church community.

Training and Awareness

The Presbyterian Church of Bella Vista will provide regular training and awareness programs to educate members, staff, volunteers, and leaders about harassment prevention, recognition, and reporting procedures. This may include workshops, seminars, written materials, and online resources.

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SEXUAL HARASSMENT AND MISCONDUCT POLICY

INTRODUCTION

The Presbyterian Church of Bella Vista is committed to providing a safe and respectful environment for all members, visitors, volunteers, and staff. Sexual harassment and sexual misconduct are violations of the values and standards of our community and will not be tolerated under any circumstances. This policy outlines our commitment to preventing and addressing sexual harassment and sexual misconduct within our church.

DEFINITIONS

1. **Sexual Harassment:** Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature that creates a hostile or offensive environment.²
2. **Sexual Misconduct:** Any unwelcome behavior of a sexual nature that is committed without consent, including but not limited to sexual assault, sexual abuse, and any other forms of sexual exploitation.
3. Sexual harassment or misconduct may include, but is not limited to:
 - a. Unwanted flirtations, advances, or propositions.
 - b. Verbal abuse of a sexual nature or graphic comments.
 - c. Sexually degrading words.
 - d. The display of suggestive objects or pictures.
 - e. Inappropriate physical contact.

PROHIBITED CONDUCT

The Presbyterian Church of Bella Vista prohibits the following conduct:

1. Sexual harassment or sexual misconduct by any member, visitor, volunteer, or staff member.
2. Retaliation against individuals who report incidents of sexual harassment or sexual misconduct.
3. Knowingly making false accusations of sexual harassment or sexual misconduct.

² <https://www.eeoc.gov/sexual-harassment>

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REPORTING PROCEDURE

1. Any individual who experiences or witnesses sexual harassment or sexual misconduct within the Presbyterian Church of Bella Vista shall report the incident promptly to the session via:
 - a. The Pastor.
 - b. The Chair of the Operations Committee.
 - c. A Ruling Elder.
 - d. The Clerk of Session.
2. Reports may be made verbally or in writing and will be handled with sensitivity and confidentiality to the extent possible.

INVESTIGATION AND RESOLUTION

1. Upon receiving a report of sexual harassment or sexual misconduct, the Session will promptly investigate the allegations. The investigation will be conducted in a fair and impartial manner, respecting the rights of all parties involved.
2. If sexual harassment or sexual misconduct is substantiated through the investigation, appropriate disciplinary action will be taken, up to and including termination of employment, revocation of volunteer status, or expulsion from the church community.

SUPPORT AND RESOURCES

The Presbyterian Church of Bella Vista is committed to providing support to individuals affected by sexual harassment or sexual misconduct. Supportive measures may include counseling services, referral to community resources, and other forms of assistance as needed.

TRAINING AND EDUCATION

The church will provide annual training and education to members, volunteers, and staff on preventing sexual harassment and sexual misconduct, recognizing warning signs, and responding effectively to incidents.

COMPLIANCE AND REVIEW

All members, volunteers, and staff are expected to comply with this policy. The policy will be reviewed periodically and updated as needed to ensure its effectiveness in

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preventing and addressing sexual harassment and sexual misconduct.

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APPLICATION FOR BUILDING OR FACILITY USE

Person/Organization requesting use of space: _____

Purpose of the event: _____

Area of building being reserved:

sanctuary	fellowship hall	classroom	parlor
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Contact person _____ Phone _____

Address _____ City/State/Zip _____

Church Member/Sponsor Name: N/A ___ Name _____

Time requested (Dates, Days, Hours) _____

Approximate number expected for activity: _____

Is the event open to the public? Yes ___ No ___

Are custodial services needed? Yes ___ No ___

Special Audio/Visual assistance required? Yes ___ No ___ If "yes", technician needed.

NOTE: A trained sound/lighting technician must be used.

Will food or beverages be served? Yes ___ No ___

If "yes", describe: _____

NOTE: Consumption of alcoholic beverages and smoking are strictly prohibited.

Plan for unlocking/locking building: _____

In addition to the individual fees for space and services, a refundable deposit of \$250 will be required.

I understand and will comply with Building Use Policy ___ Wedding Guidelines ___

Deposit Received _____

Meeting Room \$25 Fellowship Hall w/ Kitchen use \$250 Sanctuary \$100 Refundable Deposit Damage \$250

	Signed	Date
Contact Person		
Church Member/Sponsor		

Approved: _____ (Session Representative) Date: _____