

# *Family of Christ Presbyterian Church*



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## *Manual of Session Operations*

*Called to follow in the path of Jesus,  
our Family of Christ Presbyterian Church  
is a welcoming and affirming congregation,  
sharing a commitment to radical hospitality,  
a striving for intercultural community,  
an affinity for progressive thought and action,  
a call to work for peace and social justice,  
a healthy distrust of authority,  
and an abiding faith that God looks kindly on those who question.*

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*This manual was adopted by a vote of the Session on 12/18/2014 and amended 3/9/2026.*

## **B. Family of Christ Presbyterian Church By-Laws**

### Article I – General Provisions

- A. Family of Christ Presbyterian Church of Greeley, Colorado, being a particular congregation of the Presbyterian Church (U.S.A.) recognizes the binding authority of the Constitution of the Presbyterian Church (U.S.A.) (hereinafter called “The Constitution” unless the context clearly refers to another document).
- B. Family of Christ Presbyterian Church is a member congregation of the Presbytery of Plains and Peaks (“the Presbytery”) and acknowledges the Presbytery’s jurisdiction, subject to the Constitution.
- C. Family of Christ Presbyterian Church is a Colorado non-profit religious corporation and is subject to the Constitution and Laws of the State of Colorado.
- D. The terms “Church,” “Congregation,” and “Corporation,” as used herein, shall refer to Family of Christ Presbyterian Church of Greeley, Colorado and shall be understood to be synonymous unless otherwise specified or the context so requires.
- E. Alphanumeric terms in parentheses (*e.g. G-0.00000*) refer to the provisions of the Constitution at the time of the adoption of these By-Laws. The references themselves are not binding, but the applicable provisions of the Constitution, regardless of numeration, are binding.

### Article II – Identity

- A. Mission Statement  
Called to follow in the path of Jesus, our Family of Christ Presbyterian Church is a welcoming and affirming congregation, sharing a commitment to radical hospitality, a striving for intercultural community, an affinity for progressive thought and action, a call to work for peace and social justice, a healthy distrust of authority, and an abiding faith that God looks kindly on those who question.
- B. Cooperation with Individuals, Businesses, and other Organizations  
In furtherance of our mission statement, we support the use or rent of our buildings and facilities by individuals, groups, or businesses whose mission is consistent with the health, education, safety and well-being of individuals, groups and families.

## Article III – Session

### A. Session

- 1) The affairs of the church shall be managed by the Session, which shall constitute the Board of Directors of the Corporation (*G-3.0201*).
- 2) The Session shall consist of the installed pastor or co-pastors (also called teaching elders), and six (6) to nine (9) ruling elders, which shall be divided into three classes of two (2) to three (3) ruling elders. Each class shall serve for a period of three (3) years. One class shall be elected each year for such three (3) year term at the annual meeting. No ruling elder shall be eligible to serve more than six (6) consecutive years, and a ruling elder who has served six (6) consecutive years shall be ineligible for election to Session for at least one (1) year. Terms of ruling elders shall expire when their successors have been ordained and installed (*G-2.0404*).
- 3) Election of ruling elders to the Session, whether for new terms or to fill unexpired terms, shall be by a simple majority vote of the membership constituting a quorum at the annual meeting or at a meeting called for this purpose by the Session.

### B. Session Meetings

- 1) The Session shall meet regularly at such times and places the Session shall determine, subject to the provisions of the Constitution (*G-3.0203*).
- 2) The Pastor shall preside over and be the moderator of the meetings of the Session. If there are co-pastors, they shall, when present, alternately preside. Where the situation requires it, a moderator shall be secured according to the Constitution (*G-3.0104*).
- 3) A quorum for the transaction of business by the Session shall follow current [Robert's Rule of Order](#).
- 4) Special meetings by electronic media may be conducted, provided that Session approve and abide by a policy that governs electronic meetings. See policy in Section C, Article IV, Part B of this manual.

## Article IV – Officers

### A. Officers

The Officers of the church shall be President, Vice President, Clerk, and Treasurer

### B. President

The President shall be a member of the Session, elected by the Session annually as soon as practicable after each new class of ruling elders is installed. The President shall be the

chief executive officer of the Corporation for all purposes involving or related to the laws of the State of Colorado. The President shall not preside at any meeting of the Congregation and shall preside at a Session meeting only in the absence of the moderator and then only for the purpose of obtaining Session action necessary to obtain another moderator.

C. Vice President

The Vice President shall be a member of the Session, elected by the Session annually as soon as practicable after each new class of elders is installed. The Vice President shall exercise the duties and office of the President in the absence of the President.

D. Clerk

The Clerk shall be a ruling elder, elected by the Session for such term as it may determine (*G-3.01.4*). The clerk shall be the secretary of the meetings of the congregation and shall perform all the duties customarily performed by a corporate secretary under the laws of the State of Colorado. The Clerk shall also be the secretary of the meetings of the Session and shall cause the prescribed notices of Session meetings to be given to members of the Session. The Clerk shall perform such other duties of a secretarial nature as may be requested by the pastor or Session. In case of the Clerk's temporary absence or inability to serve, the moderator shall designate a Clerk Pro Tem. The Pastor may appoint the Clerk to moderate portions of Session meetings and congregational meetings dealing with pastoral compensation.

E. Treasurer

The Treasurer shall be a member of Session, elected by the Session for such term as it may determine. The treasurer's work shall be supervised by the Session (*G-3.0205*) subject to the minimum standards of financial procedure specified in the Constitution (*G-0205a-c*) and by the State of Colorado, and any other standards set by the Session.

### Article V – Membership

All active members (*G-1.0402*) of the Church, of whatever age, in good and regular standing, but no others, shall be eligible to vote at all congregational meetings held for ecclesiastical purposes (*G-1.0501*).

When the congregation considers matters that are strictly the business of the corporation as defined by the State of Colorado, all active members of legal age as defined by the State, and no others, shall be eligible to vote.

## Article VI – Congregational Meetings

### A. Annual Meeting

There shall be an annual meeting of the congregation on a Sunday in November, in the church's usual place of worship in Greeley, Colorado. Business at the annual meeting (G-1.0503) should ordinarily include:

- 1) Approving the Terms of Call for the pastor or pastors.
- 2) Electing members to serve for terms on the Session to begin the following year.
- 3) Electing the Nominating Committee for the following year.
- 4) Considering any other business that shall properly come before the congregation.

The Session shall determine the particular Sunday on which the annual meeting is to be held.

### B. Special Meetings

Special Meetings of the congregation may be called by the Session, the Presbytery, or by the Session when requested in writing by one fourth of the active members on the roll of the congregation (G-1.0502). Notice of special meetings shall state the purpose or purposes of such special meeting. Only matters set forth in the notice of a special meeting shall be considered at such special meeting.

### C. Notice

Notice of the time and place of all annual and special meetings of the congregation and of the purpose or purposes of all special meetings shall ordinarily be on two successive Sundays, with the meeting being convened following the notice given on the second Sunday. In a situation that necessitates expediency, the congregation may consider business provided that at least twenty-four (24) hours' notice of the meeting be given and a four-fifths (4/5) majority of those present at the meeting vote to suspend the ordinary standards of notice. If approval to suspend the standards of notice is not reached, the meeting may take place on the Sunday following said vote.

### D. Conduct of Meetings

The moderator of the Session shall be the moderator of all meetings of the congregation. If there are co-pastors, they shall alternately preside. If it is not expedient for the moderator of the Session to preside, an alternate moderator may be invited to preside subject to the provisions of the Constitution (G-1.0504).

The meeting of the congregation shall be conducted in accordance with the most recent edition of Robert's Rules of Order except in cases where the Constitution provides otherwise (G-3.0105). All meetings shall be opened and closed with prayer.

A quorum shall consist of not less than one tenth of the members. No meeting of fewer than three members shall be considered a congregational meeting. Voting by proxy shall not be allowed (G-1.0501).

#### Article VII – Amendment to By-Laws

These bylaws may be amended subject to the Articles of Incorporation, the laws of the State of Colorado, and the Constitution of the Presbyterian Church (U.S.A.), at any annual meeting of the congregation or at any special meeting by a two-thirds (2/3) vote of the congregation constituting a quorum; provided that a full reading of such proposed amendment (or a printed /electronic distribution of the same) shall be made in connection with the call of such meeting.

*Last amended by a vote of the congregation on 02/23/2025*

### **C. Rules of Church Governance**

#### Article I – Nominating Committee

A congregational nominating committee shall be elected at each annual congregational meeting. The newly elected nominating committee will begin its responsibilities on January 1. The nominating committee shall be comprised of three to five active members of the church, at least one of whom will be concurrently serving on Session. The Session shall also designate one of these active members of Session as moderator of the nominating committee. The pastor serving as moderator of Session shall serve on the nominating committee *ex officio*, with voice but without vote (G-2.04.01).

The congregational nominating committee's primary task is to nominate qualified members of the congregation to serve on Session. The nominating committee shall also consult with potential nominees regarding the roles and responsibilities of ruling elders. Additionally, the nominating committee shall ensure that the nominating of ruling elders express the rich diversity of the congregation's membership and shall guarantee participation and inclusiveness (F-1.0403).

#### Article II – Session

The Session, as the council responsible for the governance of the congregation, has the ultimate power and responsibility for all decision-making that falls within its jurisdiction. While the Session may choose to delegate tasks and responsibilities to other committees or commissions of the congregation, Session maintains the power of oversight, amendment, and final verdict.

### Article III – Committees of the Church

#### A. Formation

Session may designate committees to carry out specific ministries and administrative tasks of the congregation. Session shall annually commission each committee by providing a written purview of the committee's responsibilities and a budget authorized for the committee's use. Session will also appoint a moderator or co-moderators for each committee, who will preferably be chosen from the (ruling or teaching) elders actively ruling on Session.

#### B. Composition

Each committee shall annually provide a roster of its voting members for Session approval. A voting committee member does not necessarily need to be a member of the congregation. The committee shall designate a moderator, who ideally will be an active member of Session.

#### C. Authority & Responsibilities

Each committee is authorized to carry out the tasks and ministries within its purview, as well as utilize any funds that Session has authorized in the committee's budget. The committee shall, at least quarterly, provide Session with a written report of its work and shall provide the church treasurer with a written report of its spending. Committees may recommend actions to Session for its consideration.

### Article IV – Procedure & Voting

#### A. Presbyterian Polity

The Session and committees of the congregation shall act in accordance with the Foundations of Presbyterian Polity. Notably, decisions shall be reached by vote, following opportunity for discussion and discernment, and a majority shall govern.

#### B. Voting by Proxy & Electronic Voting

Only those in attendance have a vote; voting by proxy shall not be allowed. For both Session and committees, special meetings by electronic media may be held, provided that notice is given to all members and opportunity afforded to all who desire to participate. Minutes of electronic meetings shall be recorded by the clerk and any action taken during therein must follow parliamentary procedure.

#### C. Standards of Notice for Congregational Meetings

Per the church by-laws:

“In a situation that necessitates expediency, the congregation may consider business provided that at least twenty-four (24) hours' notice of the meeting be given and a four-fifths (4/5) majority of those present at the meeting vote to suspend the ordinary standards of notice. If approval to suspend the

standards of notice is not reached, the meeting may take place on the Sunday following said vote.”

An announcement of the meeting through the church’s weekly e-newsletter, along with an announcement from the pulpit during Sunday’s worship service, shall be considered adequate notification for an expedited meeting.

#### Article V – Organizational Effectiveness Evaluation

To help ensure that Family of Christ effectively carries out its mission and ministry the Session shall conduct a comprehensive organizational effectiveness assessment at least once every two years. Working with the committees of the church, Session shall receive and compile a written report that:

1. Describes the programs that the committee undertook in the prior two years, as well as the goals and objectives for these programs.
2. Analyzes the effectiveness of these programs in achieving the goals and objectives of the program, as well as those of the church’s mission.
3. Recommends future actions that the committee, Session, or other entities within the congregation might take to increase organizational effectiveness.

At the conclusion of this process, the Session and committees of the church shall revise its goals and objectives, as needed, for the upcoming term, as well as suggest means for achieving them.

#### Article VI – Church Policy

The Session may adopt, amend, or discard any standing policy of the church by a simple majority vote. Any changes to church policy shall be updated in this Manual of Session Operations. Policies approved by higher councils of the church that are binding upon the congregation shall supersede in cases where provisions conflict.

#### Article VII – Amendment to the Rules of Church Governance

These rules of church governance may be amended subject to the Articles of Incorporation, the laws of the State of Colorado, and the Constitution of the Presbyterian Church (U.S.A.), at any meeting of Session by a simple majority vote.

Adopted by a vote of the Session on 11/14/2013

Amended by a vote of the Session on 5/21/2015

Amended by a vote of the Session on 7/20/2017

Amended by a vote of the Session on 4/15/2025

## **D. Session Checklist**

### **At Each Meeting**

- ✓ Pray
- ✓ Receive Minutes from Previous Session & Congregational Meetings
- ✓ Receive Reports from Presbytery (if Presbytery has met since the last Session meeting)

### **At the Beginning of Each Year**

- ✓ Authorize celebrations of the Lord's Supper
- ✓ Authorize special offerings
- ✓ (Re)Charter committees
- ✓ Authorize committee budgets
- ✓ Elect corporation officers
- ✓ Elect commissioners for presbytery
- ✓ Distribute the gift policy and disclosure form
- ✓ Review the Sexual Misconduct Policy
- ✓ Review the Child, Youth & Vulnerable Adult Protection Policy
- ✓ (Re)Appoint security point person (& back-up security point person)
- ✓ Record pastors' accumulated sick leave & continuing education leave
- ✓ Ordain/install new ruling elders
- ✓ Train new and current ruling elders in January

### **During the Course of the Year**

- ✓ Review membership rolls
- ✓ Review the adequacy of the church's insurance policy
- ✓ Review the church's financial records from the previous year
- ✓ Send the church statistical report to presbytery
- ✓ Call for congregational meetings, as needed or requested

### **At the End of the Year**

- ✓ Call for the annual congregational meeting in October and set a meeting date in November
- ✓ Approve an operating budget for the coming year in December
- ✓ Review the adequacy of the pastors' terms of call for the coming year December
- ✓ Review the adequacy of compensation of paid staff for the coming year
- ✓ Examine new Ruling Elders in December

### **At Least Every Two Years**

- ✓ Evaluate the performance of pastoral staff (odd years)
- ✓ Evaluate the congregation's effectiveness in realizing its mission and compile a written report (even years)

## **E. Personnel Policy**

### **Article I – General Provisions**

- A. Session is responsible for ensuring that all employees of Family of Christ, both clergy and non-clergy, receive adequate supervision, evaluation, and encouragement. Session may delegate specific tasks within these responsibilities to a designated person or committee.
- B. Each employee shall be given a copy of the church’s [Sexual Misconduct Policy](#), from the Presbytery of Plains and Peaks, upon being hired. Prior to beginning work, each employee shall sign a document that acknowledges receipt of the policy, understanding of the policy, and being bound by the policy.
- C. All employees whose responsibilities include working with minors (those under 18 years of age) must submit to a criminal background check and be familiar with the [Child, Youth and Vulnerable Adult Protection Policy](#).

### **Article II – Non-Clergy Employees**

#### **A. Hiring Procedures & Principles**

##### ***By Session or a Designated Committee***

All hiring of non-clergy employees shall be conducted by Session or by a designated committee under whose purview the employee will labor.

##### ***Equal Opportunity***

Family of Christ affirms its commitment to equal employment opportunity for all individuals. Decisions about recruiting, hiring, training, promotions, compensation, benefits, and all similar employment decisions must be made in compliance with all federal, state and local laws and without regard to race, color, religion, gender, sexual orientation, national origin, age, disability or any other classification protected by law. Any discrimination in the workplace based upon any protected classification is illegal and against policy.

The use of criminal background screenings of job applicants must not undermine equal opportunity. The application and hiring process must comply with the Fair Credit Reporting Act (FRCA). The full policy for FRCA compliance is contained within the “Resources for Preventing and Responding to Sexual Misconduct.”

Public advertising of vacant positions is highly recommended, as it promotes equal opportunity for employment. Any advertisement for a vacant position shall include the following statement:

"The Presbyterian Church (U.S.A.) is an equal opportunity employer. In addition, the church has a strong policy opposing sexual harassment or abuse. References and records will be checked during the employment process."

### ***Job Description***

Session, or a designated committee, must approve a job description that will be signed by the employee prior to beginning work. Whenever the work responsibilities of the employee change, a new job description shall be approved and signed by the employee.

### ***Employee Handbook***

Session, or a designated committee, shall maintain an employee handbook which documents the expectations, rules, and protocols around being an employee of the church. Each non-clergy employee shall be given a copy of the employee handbook upon being hired and sign an acknowledgement of having received the policy and being bound by it.

## **B. Supervision, Evaluation & Conflict Resolution**

### ***The Supervisory Role***

Session may appoint a particular person or committee to act in a supervisory role over one or more employees. The employee shall be provided with the name(s) and contact information of the supervisor(s) upon beginning employment and each time there is a change in the supervisor or the supervisor's contact information. The supervising person or committee shall maintain a personnel file for each employee, which shall include the following:

- ❖ All documentation related to the employee's hiring
- ❖ A verification of a completed background check (if one was required)
- ❖ All documentation related to disciplinary action
- ❖ All documentation related to performance reviews
- ❖ All documentation required for tax reporting purposes

Utmost caution should be taken to secure these personnel files in order to protect any confidential information.

Session shall, by default, act in a supervisory capacity if the role is not delegated.

### ***Performance Evaluation***

In general, the person or committee acting in a supervisory role shall periodically (preferably annually) produce a written performance evaluation for each non-clergy employee. This evaluation shall be shared with the employee, and a copy shall be maintained in the employee's personnel file. Factors considered in assessing performance may include, but are not limited to, quality and quantity of work; dependability; attendance and punctuality; effective interpersonal relationships, and personal conduct.

### ***Conflict Resolution***

Employees should present any complaint or grievance to the person or committee acting in a supervisory role and together discuss the problem, applicable rules or policies, or possible resolution.

If discussion with the supervising person or committee does not resolve the matter to the employee's satisfaction, the employee should present the complaint or grievance in writing to the Clerk of Session, who shall gather the evidence necessary to complete an investigation. The Clerk of Session may interview the employee, involve any committee of the church, or appoint an *ad hoc* advisory committee. The Clerk of Session shall then recommend a resolution of the problem to the supervisor and employee.

If the Clerk of Session's recommendation does not resolve the matter to the employee's satisfaction, the employee may then seek a review by the Session. The resolution recommended by Session will be binding upon the congregation and employee.

## **C. Professional Conduct & Discipline**

### ***Disciplinary Guidelines***

Unacceptable conduct shall be addressed with employees by the person or committee acting in a supervisory role. Violations may result in disciplinary measures including verbal warnings, written warnings, or termination. All disciplinary measures shall be documented and kept in the employee's personnel file.

### ***Allegations of Sexual Misconduct***

The process and procedures for handling allegations of sexual misconduct by or against a non-clergy employee are detailed in the Sexual Misconduct Policy.

## **D. Dismissal Procedures**

### ***Dismissal of an Employee***

At such time that the person or committee acting in a supervisory role deems it in good order to dismiss an employee from their duties, the matter should be considered as a business item at a meeting of Session or the designated committee in whose purview the employee labors.

### ***Dissolution of Employment Relationship***

Upon the dissolution of an employee's employment at the church, the person or committee acting in a supervisory role shall inform Session, any committee in whose purview the employee labored, and the pastor(s).

### ***Exit Interview***

The person or committee acting in a supervisory role is encouraged to conduct an exit interview with out-going, non-clergy employees and make a written report to Session or a designated committee in whose purview the employee labored.

### Article III – Contractors

A. All contractors shall provide a written contract detailing the services rendered, price, and any other pertinent information. The contract shall be signed by the contractor and an authorized representative from the church. Copies of current contracts shall be kept in the appropriate folder in the church's files, located in the upstairs church offices.

B. Incorporated entities performing a contracted service for the church must be insured and bonded. Upon completing the contract for services, an authorized representative of the church shall make copies of the paperwork for verification purposes and keep them in the appropriate folder in the church's files.

C. Session, or a designated committee, must approve any contracted service from a non-incorporated individual or entity.

### Article IV – Pastors

A. The establishment and dissolution of a pastoral call is the purview of the presbytery and shall be conducted according to the provisions in the *Book of Order*.

B. Approving the pastors' terms of call is the exclusive right of the congregation (*G-1.0503*). The pastors' compensation package is to be annually approved by a vote of the congregation at the annual meeting. Session, or a designated committee, on behalf of the congregation, shall present (a) proposed compensation package(s) to the congregation after reviewing the adequacy of these terms of call with the pastor(s). Terms of call are subject to the minimum requirements for compensation and leave time set by the presbytery.

C. Session, or a designated committee, shall conduct a performance evaluation of each pastor at least once every two years.

D. In the case that married co-pastors are called to serve the church, they shall be entitled to take vacation, continuing education leave, maternity/paternity leave, and sabbatical leave concurrently.

E. Pastors' terms of call are subject to the minimum requirements set by the presbytery. Those minimums include salary, pension & medical contributions, vacation, continuing education leave, maternity/paternity leave, sabbatical leave and sick leave. Pastors who labor less than full time for the church are entitled to full vacation, leave time and pension and medical benefits. At the time of approval of this policy, those minimums are:

Salary: Adjusted yearly

Pension & medical contributions: Adjusted yearly

Vacation: 4 weeks, but cannot accumulate beyond the calendar year

Continuing education leave: 2 weeks, cumulative up to 6 weeks

Maternity/Paternity leave: See Section F  
Sabbatical leave: See Section F  
Sick Leave: See Section F

## F. Leave

### *Continuing Education Leave*

Continuing education leave is to be used for the purpose of professional development. The pastor(s) shall present a plan for continuing education leave to be approved by Session or a designated committee.

### *Maternity/Paternity Leave*

In addition to other benefits, a pastor is entitled to a leave in the period immediately prior to and following the arrival (birth, adoption, or guardianship) of a child as follows:

- 1) The pastor(s) should apply for the leave at least one month in advance of the expected arrival of the child, specifying the amount of time desired.
- 2) If the pastor is the primary caregiver, the leave may be up to three (3) months. The leave may include a period in advance of the expected arrival and also a period of time following the arrival.
  - a) The first six weeks of the leave shall be at full salary (cash salary, housing and utilities).
- 3) If the pastor is the secondary caregiver, a leave may be granted upon approval of the Session of up to two weeks. The leave may include a period in advance of the expected arrival and also a period of time following the arrival.
  - a) These two weeks of the leave may be at full salary (cash salary, housing and utilities).
- 4) Any approved leave beyond the employer's reimbursement period will be without pay.
- 5) Upon completion of the maternal-paternal leave, the pastor will be entitled to her/his position. The position shall not be filled during the leave except on a temporary basis.
- 6) Any salary increase action for which the pastor(s) may become eligible during the leave shall be effective upon return to employment.
- 7) Extenuating circumstances (i.e. multiple births, problem pregnancy, illness, etc.) should be handled on a case-by-case situation by the session/congregation as may be appropriate.

### *Sabbatical Leave*

After each seven years of service, pastors shall be entitled to a three-month paid sabbatical leave. This sabbatical leave shall be contingent upon a sabbatical plan approved by the Session, in consultation with the Presbytery's Committee on Church Order. Sabbatical leave shall incorporate the full amount of unused continuing education time available to the pastor(s), and up to three weeks of vacation, as determined by Session.

***Paid Family Leave***

Paid Family Leave will be governed by the current wording in the PC(USA) Book of Order, The policies of the Presbytery of Plains and Peaks and Colorado State Law.

***Sick Leave***

Ordinarily the accrual of sick leave is intended for the protection of income during periods of unexpected illness or injury for church staff.

- 1) A pastor can use accrued sick leave for his/ her personal injury, illness (including a period of disability during pregnancy), or doctor’s appointments.
- 2) A pastor’s accrued sick leave also can be used at the time of an injury, illness or doctor’s appointment of a spouse or dependent child.
- 3) A pastor’s accrued sick leave also can be used to supplement Workers’ Compensation Disability Leave both during the waiting period before Workers’ Compensation benefits begin, and afterward to supplement the remaining salary, except that the employee may not exceed the regular salary amount using this provision.
- 4) After six months of continuous service, pastors earn sick leave at the rate of one day per month, up to a maximum of ten (10) days per calendar year. Accrued, unused sick leave is accumulated from one calendar year to the next up to a maximum of thirty (30) days.
- 5) Married co-pastors who share a single position accrue and use sick leave as a single employee. One co-pastor may compensate for another by working in place of the one that is ill to not use sick days.
- 6) In the event of an extended period of illness and/or inability to work, a pastor may receive full salary until disability insurance begins, but ordinarily no longer than ninety (90) days.
- 7) In the event of any illness lasting more than three successive working days, confirmation of the illness by a physician or certified Health Services provider may be required.
- 8) Sick leave will accrue during periods of vacation.
- 9) After an employee has used all his/her sick leave and vacation, the employee may apply for personal leave without pay.
- 10) Unused sick leave is not compensable at the termination of employment.
- 11) The session shall designate an appropriate process to record accrued sick leave days within a given year, any sick leave days used during that given year, and any sick leave days carried over from one year to the next.

***Bereavement Leave***

In the event of a death in the family, paid leave, at a minimum, shall be granted according to the following:

<b>Relationship</b>	<b>Paid Leave</b>
Spouse, child, parent, or other family member living in your household	1 week
Other family members (siblings, in-laws, grandparents, aunts, or uncles)	3 days

## **F. Financial Policy**

### Article I – Personnel

The Family of Christ Session is responsible for the financial health and integrity of the church. To facilitate these responsibilities, the Session shall elect one of its actively serving members as Church Treasurer. The treasurer will be responsible for reporting all financial transactions of the church. The Session will appoint a financial administrator who has knowledge, education and/or experience with financial accounting principles to manage and/or report activities of the church's accounts, including deposits/contributions, withdrawals/payments, administration of accounts related to electronic giving, and the sale of securities of the church. If the treasurer has the qualifications, they may serve as both treasurer and financial administrator. The office manager will be responsible for the day-to-day bookkeeping under the guidance of the financial administrator. The treasurer, financial administrator, and office bookkeeper will be signers on the church's bank accounts. The church pastor(s) may not serve in any of these capacities. The Session maintains the right to limit the term or rescind these appointments. Any additional authorization to make withdrawals from the church's financial accounts must be granted by Session.

### Article II – Solicitation

Session approval shall be required for raising money from the congregation for purposes that fall outside of the regular budget and offerings.

### Article III - Designated Giving

Family of Christ donors are encouraged to make the majority of their church contributions to the general fund. This will enable the church to meet the full range of expenses and get the most benefit from contributions.

Session recognizes that individuals may sometimes want to make additional special gifts for a specific purpose. The Session shall make such opportunities known to the congregation, encouraging additional contributions. Designated contributions shall be accepted in the following areas:

- 1) For a purpose that is included in the general budget or for a specific ministry of the church.
- 2) For an official program or project of the Church, Presbytery, Synod, or General Assembly.
- 3) For an organization or program that is officially sponsored by the church.
- 4) For a special need which may arise (local, national, or international) that is consistent with the values and mission of Family of Christ.

The full amount of designated contributions shall be applied to the specified program. This shall be done without reducing other funding that is budgeted for that purpose, unless the Session votes to amend the budget. Contributions that, in the judgment of Session, cannot appropriately

be applied as specified shall be returned to the donor. If the specified program does not require the full amount of the contribution, the Session may either return to the donor or consult with him/her to redirect leftover funds to another program in the spirit of the original gift.

Family of Christ welcomes gifts from family and friends made in memory or honor of loved ones. The Session is responsible for designating the use to be made of these funds and appreciates the flexibility that comes from unrestricted donations so that specific needs of the church can be met as they arise. All existing Special Fund programs as well as the General Fund are available for receipt of memorial gifts. The Session, keeping in mind its responsibilities as sensitive and compassionate elders, shall make every effort to accommodate specific wishes of donors and the bereaved families. The Session will also take into consideration the specific gifts, commitments and passions of the person being honored when making their determination as to how the gift will be designated.

#### Article IV - Managing Income

The confidentiality of donor names and gifts shall be maintained as reasonably as possible within the framework of this policy.

All offerings shall be counted by two (2) individuals from the following: Church Treasurer/Administrator, Assistant Treasurer, or another elder who has actively served at Family of Christ. This list excludes the church Pastor(s). If two (2) individuals from this list are not available to count receipts, another member of the church may be substituted as the second person, so long as this is reported to Session. If two (2) authorized people cannot be found to count receipts, offerings shall be kept in a safe place by a church elder or pastor, typically for no more than seven (7) days.

The counting of offerings shall be documented by a dated and signed list of checks and cash received noting the donor (if known) and any designated purpose of the gift. This list shall be held in confidence and provided to the Church Treasurer. A paper copy of the signed list shall be made with donor names hidden and kept on file in the church office.

Gifts of publicly traded securities shall be sold by the Church Treasurer/Administrator, typically within thirty (30) days of receipt. Session is fully authorized and empowered to hold, sell, designate or transfer all shares of stock, bonds, debentures, notes, evidence of indebtedness, or other securities Family of Christ comes to possess. Session may assign agents to make, execute, and deliver, all written instruments necessary or proper to effectuate the authority hereby conferred. The Church Treasurer/Administrator is empowered to maintain an account with a stock brokerage firm.

The Church Treasurer/Administrator shall prepare an annual contribution statement for each donor giving one-hundred dollars (\$100.00) or more accumulative throughout the year. These statements shall be distributed in person by the Treasurer/Administrator, Assistant Treasurer, or via e-mail, or via US mail.

## Article V - Managing Expenditures

Persons authorized for a charge, order, or reimbursement shall provide the Church Treasurer/Administrator with a written receipt, bill, statement, or signed note to document the item, purpose, and amount, in accordance with the church's reimbursement policy. When authorized by Session, or an authorized committee, the Church Treasurer/Administrator may make advance payment for items or services.

To facilitate purchases and expedite reimbursement, the Session may authorize individuals to have a business credit/debit card. Each approved individual must read and sign a user agreement. All purchases made with the card must be previously budgeted or authorized by Session. Any purchase in excess of the budgeted amount will be the responsibility of the cardholder. Periodic written expense reports detailing the date and amount of purchase, descriptions of the purchased items, and budgetary category shall be submitted to the Church Treasurer/Administrator.

The Church Treasurer/Administrator shall not make withdrawals in excess of \$5,000.00 without prior Session approval.

Originals or photocopies of checks written on any Family of Christ checking account shall be obtained from the bank each month and made available for review, as requested by Session.

An annual Operating Budget shall be approved by Session prior to January 1<sup>st</sup> of each year. All non-budgeted expenses shall require Session approval.

## Article VI - Establishing & Managing the Annual Budget

The Session is responsible for creating and approving an annual budget. The provisional budget for the upcoming year shall be presented and interpreted at a congregational meeting held in November. At the meeting, the congregation shall review the adequacy of the compensation of the pastor(s) upon report of the prior review by the Session, or a designated committee. The final annual operating budget shall be determined by the Session at its regular December meeting.

Committees of the church are entrusted and encouraged to independently determine the use of funds from the annual budget that have been designated for a specific ministry area within its purview. The Session shall annually approve committee's purviews, along with funds and amounts that will be entrusted to each committee's stewardship. Each committee shall report all expenses from these funds to the Treasurer/Administrator. Session maintains the responsibility of financial oversight, and, at its own discretion, may override any allocations made by a committee.

## Article VII - Financial Reporting and Review

The Church Treasurer/Administrator shall present a monthly report to Session of all income and expenses for that month along with year to end of month totals broken down by fund and line item. This report shall include end of month balances of all monetary accounts.

A review of all financial records shall be done at least once a year by one or more persons appointed by Session, or a designated committee, who have accounting knowledge. The Church Treasurer/Administrator, the Assistant Church Treasurer, or Session members may not participate as reviewers. The reviewing individual or committee shall present a written report to Session.

## Article VIII - Accountable Reimbursement

Family of Christ Presbyterian Church recognizes that certain expenses of ministry paid by the pastor(s) are part of the ordinary and necessary costs of ministry in this church. Accordingly, we hereby establish an accountable reimbursement policy to defray those expenses the reimbursement account shall be provided for in the church budget. It is not considered compensation to the pastor(s).

The following requirements are binding upon the Church and upon its pastor(s).

The pastor(s) shall be reimbursed from the reimbursement account for their ordinary, necessary and reasonable business expenses incurred in the conduct of ministry for, and on behalf of all, the church.

The pastor(s) should provide an adequate accounting to the church treasurer within sixty (60) days after incurring an expense. Such accounting shall include a statement of the business purpose involved for each expense. To preserve confidentiality, names of individuals ordinarily shall not be included. Receipts, canceled checks, credit card sales slips and/or contemporaneous records must be attached to each expense report.

A log of total miles per day, or of individual trips, along with a description of their general-purpose, shall suffice to substantiate automobile mileage.

Commuting mileage between the pastor's home and the church office shall not be reimbursed, except as permitted by IRS regulations.

Automobile mileage shall be reimbursed at the standard IRS business mileage rate in effect at the time of a given trip.

Copies of the documentary evidence and the expense report shall be retained by both the pastor(s) and the church treasurer.

The Church Treasurer/Administrator is authorized to approve and reimburse expenses which meet the provisions of this policy, subject to budget limits adopted from time to time by the Session. The Treasurer/Administrator shall exercise his or her discretion regarding the adequacy of the substantiation and the appropriateness of any reimbursement. Questions in these areas are to be resolved by the Session or a designated committee, in consultation with the pastor(s).

It is the intention of this policy that reimbursements will be paid after the expense has been incurred by the pastor. However, should circumstances require payment at an advance for any anticipated expense, the pastor must account for the expense as described above and return any excess reimbursement within 120 days after the expenses paid or incurred. Any excess advance must be returned to the church before any additional advances are provided to the pastor.

Unspent allocations of the church's annual operating budget expire at the end of the day on December 31. Any budgeted but unspent allocations from the pastors' continuing education leave line-item shall be transferred to a pastor's continuing education special fund.

Budgeted amounts not spent ordinarily may not be paid to the pastor(s) in any form a salary, bonus, or any other compensation. If the Session determines that such a payment is appropriate, the church will be required by law to report that amount as part of the pastor's compensation, and it will be regarded as taxable income to the pastor.

It is understood that all elements of this resolution must be carefully followed to prevent the church from being required by regulation to include all reimbursements as income when reporting to state and federal tax agencies. The primary responsibility in this regard is that of the pastor(s) to report and adequately account for his or her expenses.

#### Article IX - Merchandise Cards

The preferred method of payments for items purchased by, or on the behalf of, Family of Christ Presbyterian Church is by check (written or electronic) directly from a church bank account or by an approved Family of Christ Presbyterian Church credit card. In cases where these methods are impractical, reimbursement for purchases made from a personal account (or cash) will be facilitated. Also acceptable is the use of a prepaid merchandise card under the guidelines described below. The church would prefer not to use or provide cash for purchases. Under no circumstances should cash from offerings be directly used for purchases, gifts, or reimbursements.

The purchase of merchandise cards on behalf of the church should be handled either by the church treasurer or an authorized administrative assistant via a church credit card. When purchased, a printed receipt along with the card number and amount shall be provided for record keeping.

In cases where a merchandise card is intended to be given to a recipient of a stated church mission program, the card number, date given, and recipient's name shall also be recorded.

In cases where a merchandise card is intended to cover church purchases, a single individual must be identified as being responsible for the security and use of the card. Each merchandise card shall be used exclusively for purchases under a single budget line item or special fund. A permanent marker should be used to write "FOC" and the budget category on the front of the card. The individual responsible for the security and use of the card shall provide a written receipt to the Church Treasurer/Administrator for each purchase made on the card which should include the store name, date, description of item(s) purchased, and amount. Every thirty (30) days individuals holding an unspent merchandise card on the behalf of the church shall report the card's remaining balance to the church treasurer.

Merchandise cards should be used for planned purchases within sixty (60) days of the card purchase. A one-hundred-dollar (\$100) limit should be observed without prior approval for a larger amount. Preferably, merchandise cards should be fully used (i.e. zero balance) by December 31 of the year they were purchased. The purchase of merchandise cards is not recommended to carry funds across budget years.

## Purchasing Card Designated User Agreement

Card Holder's Name: \_\_\_\_\_

Card Holder's Position: \_\_\_\_\_

Family of Christ's business credit/debit card is intended to facilitate purchases that enable the church's mission. All purchases with this card must comply with the guidelines of the church financial policy. These guidelines include:

- ❖ All purchases made with the card must be previously budgeted or authorized by Session.
- ❖ Any unapproved purchases will be the responsibility of the card holder.
- ❖ A written expense report detailing the date and amount of purchase, description of the purchased items, and budgetary category shall be submitted to the church treasurer no later than thirty (30) days after the purchase was made.

Furthermore, the card holder shall comply with these additional guidelines:

- ❖ If the card is lost or stolen, the card holder shall immediately notify the bank of issue to freeze the account.
- ❖ To reduce the chances of and/or damage from misuse, monthly purchases shall not exceed two-thousand dollars (\$2,000), unless prior authorization is given by Session.
- ❖ Non-adherence to the financial policy, misuse of the card, or lack of documentation to support purchases shall result in the revocation of cardholder privileges.
- ❖ The card holder will reimburse the church for unauthorized purchases, or purchases in excess of the authorized amount. If late payment fees or interest accrues on the account because of lack of timely reporting, the card holder shall be held responsible. If not reimbursed within thirty (30) days, the church reserved the right to deduct the amount from the employee's next paycheck.
- ❖ The church Session has the right and responsibility to enforce this user agreement.

### Agreement for Designated User

*As a designated user of this purchasing card, I have read and agree to abide by the above rules and guidelines, and to accept responsibility for the security and proper use of the card.*

Name: \_\_\_\_\_ Date: \_\_/\_\_/\_\_\_\_

Signature: \_\_\_\_\_

Signature of Church Treasurer: \_\_\_\_\_ Date: \_\_/\_\_/\_\_\_\_

Signature of Clerk of Session: \_\_\_\_\_ Date: \_\_/\_\_/\_\_\_\_

**Keep one copy of this form on file with the church treasurer and one in church office.**

## **G. Conflict of Interest Policy**

### **Article I – Purpose**

Family of Christ Presbyterian Church (herein, referred to as “Family of Christ”, “the church”, or “the congregation”) is a nonprofit, tax-exempt organization. Maintenance of its tax-exempt status is important both for its continued financial stability and for public support. Therefore, the IRS as well as state regulatory and tax officials view the operations of Family of Christ as a public trust, which is subject to scrutiny by and accountable to such governmental authorities as well as to members of the public. Consequently, there exists between the church and its board, officers, and management employees and the public a fiduciary duty, which carries with it a broad and unbending duty of loyalty and fidelity. The board, officers, and management employees have the responsibility of administering the affairs of the congregation honestly and prudently, and of exercising their best care, skill, and judgment for the benefit of the congregation’s mission and ministry. Those persons shall exercise the utmost good faith in all transactions involved in their duties, and they shall not use their positions with Family of Christ or knowledge gained therefrom for their personal benefit. The interests of the organization must be the first priority in all decisions and actions.

### **Article II – Persons Concerned**

This statement is directed not only to directors and officers, but to all employees who can influence the actions of Family of Christ. For example, this would include all who make purchasing decisions, all persons who might be described as "management personnel," and anyone who has proprietary information concerning Family of Christ.

### **Article III – Areas in Which Conflicts May Arise**

Conflicts of interest may arise in the relations of directors, officers, and management employees with any of the following third parties:

1. Persons and firms supplying goods and services to Family of Christ
2. Persons and firms from whom Family of Christ leases property and equipment
3. Persons and firms with whom Family of Christ is dealing or planning to deal in connection with the gift, purchase or sale of real estate, securities, or other property.
4. Competing or affinity organizations.
5. Donors and others supporting Family of Christ
6. Agencies, organizations. and associations which affect the operations of Family of Christ
7. Family members, friends, and other employees

#### Article IV – Nature of Conflicting Interest

A conflicting interest may be defined as an interest, direct or indirect, with any persons or firms mentioned in Article III. Such an interest might arise through:

1. Owning stock or holding debt or other proprietary interests in any third party dealing with Family of Christ
2. Holding office, serving on the board, participating in management, or being otherwise employed (or formerly employed) with any third party dealing with Family of Christ
3. Receiving remuneration for services with respect to individual transactions involving Family of Christ
4. Using Family of Christ's time, personnel, equipment, supplies, or good will for other than church-approved activities, programs, and purposes
5. Receiving personal gifts or loans from third parties dealing or competing with Family of Christ (Receipt of any gift is disapproved except gifts of a value less than \$50, which could not be refused without discourtesy. No personal gift of money should ever be accepted.)

#### Article V – Interpretation of This Statement of Policy

The areas of conflicting interest listed in Article III, and the relations in those areas which may give rise to conflict, as listed in Article IV, are not exhaustive. Conflicts might arise in other areas or through other relations. It is assumed that the directors, officers, and management employees will recognize such areas and relation by analogy. The fact that one of the interests described in Article IV exists does not necessarily mean that a conflict exists, or that the conflict, if it exists, is material enough to be of practical importance, or if material, that upon full disclosure of all relevant facts and circumstances it is necessarily adverse to the interests of Family of Christ. However, it is the policy of the congregation that the existence of any of the interests described in Article IV shall be disclosed before any transaction is consummated. It shall be the continuing responsibility of the board, officers, and management employees to scrutinize their transactions and outside business interests and relationships for potential conflicts and to immediately make such disclosures.

#### Article VI – Disclosure Policy & Procedure

Transactions with parties with whom a conflicting interest exists may be undertaken only if all the following are observed:

1. The conflicting interest is fully disclosed;
2. The person with the conflict of interest is excluded from the discussion and approval of such transaction;
3. A competitive bid or comparable valuation exists; and
4. The Session, or a designated committee, has determined that the transaction is in the best interest of the organization.

Disclosure in the organization should be made to the Clerk of Session (or if the Clerk is the one with the conflict, then to the moderator of Session), who shall bring the matter to the attention of the Session (or its designated committee). The Session, or its designated committee, shall determine whether a conflict exists and in the case of an existing conflict, whether the contemplated transaction may be authorized as just, fair, and reasonable to Family of Christ. The decision of the Session on these matters will rest in their sole discretion, and their concern must be the welfare of Family of Christ and the advancement of its mission and ministry.

## Conflict of Interest Disclosure Statement

**Preliminary note:** To be more comprehensive, this statement of disclosure also requires you to provide information with respect to certain parties that are related to you. These persons are termed "affiliated persons" and include the following:

- A. Your spouse, domestic partner, child, mother, father, brother or sister;
- B. Any corporation or organization of which you are a board member, an officer, a partner, participate in management or are employed by, or are, directly or indirectly, a debt holder or the beneficial owner of any class of equity securities; and
- C. Any trust or other estate in which you have a substantial beneficial interest or as to which you serve as a trustee or in a similar capacity.

1. Name of the employee or session member: \_\_\_\_\_

2. Capacity at Family of Christ:

\_\_\_\_\_ Active Ruling Elder on Session      \_\_\_\_\_ Teaching Elder (Moderator of Session)  
\_\_\_\_\_ Committee Member                      \_\_\_\_\_ Staff (position): \_\_\_\_\_

3. Have you or any of your affiliated persons provided services or property to Family of Christ in the past year? \_\_\_\_\_YES \_\_\_\_\_NO

If yes, please describe the nature of the services or property and if an affiliated person is involved, the identity of the affiliated person and your relationship with that person:

\_\_\_\_\_  
\_\_\_\_\_

4. Have you or any of your affiliated persons purchased services or property from Family of Christ in the past year? \_\_\_\_\_YES \_\_\_\_\_NO

If yes, please describe the purchased services or property and if an affiliated person is involved, the identity of the affiliated person and your relationship with that person:

\_\_\_\_\_  
\_\_\_\_\_

5. Please indicate whether you or any of your affiliated persons had any direct or indirect interest in any business transaction(s) in the past year to which Family of Christ was or is a party? \_\_\_\_\_YES \_\_\_\_\_NO

If yes, describe the transaction(s) and if an affiliated person is involved, the identity of the affiliated person and your relationship with that person:

\_\_\_\_\_  
\_\_\_\_\_

6. Were you or any of your affiliated persons indebted to pay money to Family of Christ at any time in the past year (note: this does not include stewardship pledges or reimbursable expenses)?  
\_\_\_\_ YES \_\_\_\_ NO

If yes, please describe the indebtedness and if an affiliated person is involved, the identity of the affiliated person and your relationship with that person:

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7. In the past year, did you or any of your affiliated persons receive, or become entitled to receive, directly or indirectly, any personal benefits from Family of Christ or as a result of your relationship with the church, that in the aggregate could be valued in excess of \$1,000, that were not or will not be compensation directly related to your duties to the congregation?  
\_\_\_\_ YES \_\_\_\_ NO

If yes, please describe the benefit(s) and if an affiliated person is involved, the identity of the affiliated person and your relationship with that person:

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8. Are you or any of your affiliated persons a party to or have an interest in any pending legal proceedings involving Family of Christ? \_\_\_\_ YES \_\_\_\_ NO

If yes, please describe the proceeding(s) and if an affiliated person is involved, the identity of the affiliated person and your relationship with that person:

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9. Are you aware of any other events, transactions, arrangements or other situations that have occurred or may occur in the future that you believe should be examined by Family of Christ's Session in accordance with the terms and intent of church's conflict of interest policy?  
\_\_\_\_ YES \_\_\_\_ NO

If yes, please describe the situation(s) and if an affiliated person is involved, the identity of the affiliated person and your relationship with that person:

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I hereby confirm that I have read and understand Family of Christ Presbyterian Church's conflict of interest policy and that my responses to the above questions are complete and correct to the best of my information and belief. I agree that if I become aware of any information that might indicate that this disclosure is inaccurate or that I have not complied with this policy, I will notify [designated officer or director] immediately.

\_\_\_\_\_  
Signature Date

## Gift Policy and Disclosure Form

As part of its conflict-of-interest policy, Family of Christ requires that pastors, employees, and ruling elders serving on Session decline to accept certain gifts, consideration or remuneration from individuals or companies that seek to do business with Family of Christ or are a competitor of it. This policy and disclosure, which is intended to implement that prohibition on gifts, shall annually be distributed to, read, and signed by all pastors, employees, and ruling elders serving on Session.

### Definition of Terms

1. "Responsible Person" is any person serving Family of Christ as a pastor, employee, ruling elder on Session, or on a committee of the church.
  
2. "Family Member" is a spouse, domestic partner, parent, child or spouse of a child, or a brother, sister, or spouse of a brother or sister, of a Responsible Person.
  
3. "Contract or Transaction" is any agreement or relationship involving the sale or purchase of goods, services or rights of any kind, receipt of a loan or grant, or the establishment of any other pecuniary relationship. The making of a gift to Family of Christ is not a "contract" or "transaction."

### Prohibited Gifts, Gratuities and Entertainment.

Except as approved by the Session for gifts of a value less than \$50 which could not be refused without discourtesy, no Responsible Person or Family Member shall accept gifts, entertainment or other favors from any person or entity which:

1. Does or seeks to do business with Family of Christ or,
2. Does or seeks to compete with Family of Christ or,
3. Has received, is receiving, or is seeking to receive a Contract or Transaction with Family of Christ.

### Gift Statement

I certify that I have read the above policy concerning gifts, and I agree that I will not accept gifts, entertainment or other favors from any individual or entity, which would be prohibited by the above policy. Following my initial statement, I agree to provide a signed statement at the end of each calendar year certifying that I have not received any such gifts, entertainment or other favors during the preceding year.

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Printed Name

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Capacity at Family of Christ

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Signature

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Date

## **H. Guidelines for Building and Property Use**

- 1) The purposes for which the church building and/or property is being used must be consistent with the objectives of Family of Christ Presbyterian Church.
- 2) First priority for use of the building shall be given to Family of Christ-sponsored events. Contracted groups will ordinarily be advised at least 15 days in advance of a scheduling conflict to make alternative arrangements.
- 3) Whenever possible, reservations should be made 30 days in advance. All reservations should be made by completing a building usage agreement form and should be approved by the pastor(s) or other responsible person designated by the Session.
- 4) All persons/groups using the church property shall designate one person to be responsible for the care of the facilities. The designated person will be responsible to contact the proper people in case of emergency. The designated person shall notify the church office when anything is broken or out of order. Such damaged items shall be repaired to like-new condition or replaced with like kind and quality.
- 5) Nails or permanent fastenings shall not be driven into any part of the building without prior written approval. All furniture and equipment shall be returned to its proper place after use.
- 6) Adult leaders and sponsors of groups using the building should arrive in advance of the meeting time and should not leave until all members of the group have left.
- 7) Participation of children and adults who legally lack the ability to consent is only allowed under certain conditions (detailed in the building use contract). If Family of Christ has authorized the participation of children and adults who legally lack the capacity to consent, they must be accompanied by responsible adults and remain in areas supervised by responsible adults.
- 8) Portable property of the church shall not be removed from the church other than as required for church functions or by church groups, unless an exception is granted in writing.
- 9) The church facilities are available to church members and non-profit groups. For profit groups are not eligible to use the building without prior approval of Session.
- 10) The Family of Christ seeks to extend hospitality to friends and partners in mission by offering the use of its building free of charge. However, in cases that impose additional financial burdens upon the church (i.e. clean-up, high utility usage), Family of Christ will ask for a usage fee to offset the costs of usage. The amount of the fee shall be agreed upon before the event and noted in the building usage agreement form.
- 11) All requests to use Family of Christ's facilities shall be scheduled through the church pastors or the Buildings/Office Manager. Any applicable fees will be noted on the building use contract and shall be paid directly to the church.
- 12) Alcoholic beverages will be permitted on the premises only with prior, written approval. Smoking is prohibited within the church building.
- 13) In the case of an emergency (i.e. security alarm is activated, serious medical issue, etc.), the designated user shall immediately contact the church's security point person.

**Building and Property Use Contract**  
*Family of Christ Presbyterian Church*

Organization:	
Event(s):	
Designated Point Person:	
Phone:	E-mail:
Mailing Address:	
Term of Agreement:	
Fees: <span style="float: right;">Due on:</span> <i>* Fees will be waived for any contracted use of the building disrupted by scheduling conflicts.</i>	
Days & Times:	
Anticipated Attendance:	
Space provisions & prohibitions:	
Equipment provisions & prohibitions:	
Other specifications:	

The above named organization and designated point person indemnify Family of Christ Presbyterian Church against any liability created by the use of the church property.

The designated point person agrees to assume responsibility for any and all damage to the church facilities or property during the event.

The designated point person shall call the security point person in the case of an emergency.

**Building & Property Use Conditions:**

I have fully read and agree to the conditions of the guidelines for building and property use and the terms of the building use contract. It is hereby agreed and understood that all approved applications for use of church facilities and/or equipment shall be subject to the conditions of the church policy printed on this rental agreement.

Signature of Designated Point Person: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Authorized Representative of Family of Christ: \_\_\_\_\_

This building use contract does not allow for children or adults who lack the legal capacity to consent to participate in activities or receive services of an organization, except under the following circumstances:

- ❖ All employees and volunteers of an organization who work with children or adults who lack the legal capacity submit to criminal background screenings
- ❖ The organization provide the background screening reports to Family of Christ and receives written authorization from Family of Christ for the named employees and/or volunteers to begin working with children or adults who lack the legal capacity to consent

No employee or volunteer who has not submitted to a background screening and received such written authorization from Family of Christ will be allowed to work with children or adults who lack the capacity to consent. Any new employees or volunteers who wish to work with children or adults who legally lack the capacity to consent must submit to a criminal background screening and receive written authorization from Family of Christ before beginning that work.

**Declaration Regarding Children and Adults**  
**Legally Lacking the Ability to Consent**

Choose one of the following:

\_\_\_ I/My organization will not allow participation of or provide services to children or adults who lack the legal capacity to consent.

\_\_\_ I/My organization will have all employees and volunteers who will work with children and/or adults who lack the legal ability to consent to criminal background screenings and only allow participation of or provide services to children and/or adults who legally lack the capacity to consent upon receipt of written authorization from Family of Christ.

Please list all employees and/or volunteers of the organization who wish to work with children or adults lacking the legal capacity to consent on the Family of Christ premises:

\_\_\_\_\_  
\_\_\_\_\_

Signature of Designated Point Person: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Authorized Representative of Family of Christ: \_\_\_\_\_

**Authorization Regarding Children and Adults**  
**Legally Lacking the Ability to Consent**

Family of Christ, having reviewed the appropriate criminal background screening reports, authorizes the above named organization to allow participation of and provide services to children and/or adults legally lacking the ability to consent, provided that the activities or services offered are supervised by at least one of the following individuals:

\_\_\_\_\_

\_\_\_\_\_

No other individuals from the above named organization are authorized to work with children or adults legally lacking the ability to consent while on the premises of Family of Christ.

Signature of Designated Point Person: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Authorized Representative of Family of Christ: \_\_\_\_\_

*One copy of this document shall be given to the designated point person,  
and one copy shall remain in the church office for two years after the term of the contract.*

## **I. Security Policy**

### **Article I – Personnel**

Session, or a designated committee, is responsible for taking steps that prevent break-in and vandalism at the church.

A “security point person” shall annually be designated to manage Family of Christ’s security system. The Security Point Person is responsible for training designated users, maintaining a list of designated users, enforcing the designated user agreement, and acting as the contact for all security related concerns. Back-up security point persons may also be designated to perform these responsibilities in the primary security point person’s absence.

Anytime there is a new security point person (or during periods when a back-up assumes the responsibilities), all designated users must be informed of the change and provided with the up-to-date contact information.

### **Article II – Equipment**

Family of Christ has a security monitoring system that requires a passcode to enter the building. The effectiveness of the security system is dependent upon consistent, proper use by those who are accessing the building. The system must be armed each time the building is vacated.

### **Article III – Designated Users**

Having access to the Family of Christ building is a privilege that comes with responsibility. Therefore, the security point person shall only grant a passcode to those who have a specific reason to access the building.

Designated users must be trained on how to use the security system and sign a designated user agreement before a passcode will be assigned. Each designated user shall be given a wallet-sized card that contains instructions for operating the security system, as well as the security point person’s contact information. Passcodes may be assigned to individuals or to groups, but designated users shall not share a passcode with anyone who has not been assigned that passcode. Designated users are responsible for arming the system each time they are the last person to leave the building. In the case that the alarm is inadvertently set off upon entering or departing the building, the designated user shall enter a cancel code on the security keypad and contact the security point person. No further action (i.e. calling the police department or security monitoring company) is needed.

The security point person may revoke access to the building of anyone who fails to comply with this policy.

## Security System Designated User Agreement

Designated User's Name: \_\_\_\_\_

Reason(s) for Access: \_\_\_\_\_

Family of Christ's security system is intended to prevent break-in and vandalism at our church building. The effectiveness of the security system is dependent upon consistent, proper use by those who are accessing the building. As a designated user, it is your responsibility to understand and abide by the following:

- ❖ Access will only be granted, and a passcode assigned, to those who have a specific reason for accessing the Family of Christ building.
- ❖ Designated users must be trained on how to use the security system before a passcode will be assigned.
- ❖ Passcodes are only assigned to individuals. Designated users shall not share a passcode with anyone that has not been assigned that passcode.
- ❖ Designated users are responsible for arming the security system each time they are the last person to leave the building.
- ❖ Each designated user shall be given a wallet-sized card that contains instructions for operating the security system, as well as the security point person's contact information.
- ❖ If that alarm is inadvertently set off upon entering or departing the building, the designated user shall enter a cancel code on the security keypad and contact the security point person. No further action (i.e. calling the police department or security monitoring company) is needed.
- ❖ A failure to comply with these guidelines may result in a revocation of access to the building. \_\_\_\_\_ is currently serving as the security point person and has the right and responsibility to enforce this user agreement.

### Agreement for Designated User

*As a designated user of the security system, I have read and agree to abide by the above rules and guidelines, and to accept responsibility for proper use.*

Signature: \_\_\_\_\_ Date: \_\_\_/\_\_\_/\_\_\_\_\_

Signature of Security Point Person: \_\_\_\_\_ Date: \_\_\_/\_\_\_/\_\_\_\_\_

**Keep one copy of this form on file with the church treasurer and another in the office.**

## **J. Sexual Misconduct Policy**

### Article I – Policy Statement

It is the policy of Family of Christ Presbyterian Church that all church participants, church officers, non-member employees, and volunteers, and pastoral staff are to maintain the integrity of the ministerial, employment, and professional relationship at all times. Persons who engage in sexual misconduct are in violation of the principles set forth in Scripture, and of the ministerial, pastoral, employment, and professional relationship. It is never permissible or acceptable for a church member, officer, employee, or volunteer to engage in sexual misconduct.

### Article II – Distribution

At the beginning of their time of service, copies of this policy and its procedures shall be provided to all members of Session, church employees, and volunteers working with minors. Each person shall sign a form acknowledging receipt of this policy and being bound by it. This policy and its procedures should be made available to persons who accuse others of misconduct, including those who are or claim to be victims of sexual misconduct and their families.

### Article III - Standards of Conduct

1. Family of Christ follows the [Presbytery's Sexual Misconduct Policy](#) for all sexual misconduct processes and reporting procedures and requirements. This needs to be signed and kept in personnel files.
2. **Mandatory Reporting**  
All persons covered by this policy including all ruling elders, deacons, Certified Christian Educators, and teaching elders are required to have an additional duty to report knowledge of child abuse to the civil and ecclesiastical authorities according to the *Book of Order*, The Presbytery and the State of Colorado. Family of Christ follows the [Presbytery's Child, Youth and Vulnerable Adult Protection Policy](#) for guidelines and processes. All persons should be informed of and must comply with state and local laws regarding incidents of actual or suspected child sexual abuse. These reports should be made within a reasonable time of receiving the information.

## **K. Children, Youth & Vulnerable Adult Protection Policy**

### Article I – Principles of Protection

Scripture calls upon the church to be a community that protects the vulnerable among us and practices just reconciliation. Any shortcoming at Family of Christ in maintaining a safe environment for children, youth, and vulnerable adults diminishes the congregation's life and ministry. Any shortcoming in creating a culture of care and accountability diminishes the congregation's witness to Christ's reconciling way.

Family of Christ follows the Presbytery's [Child, Youth and Vulnerable Adult Policy](#) for processes and procedures.

### Article II – Outside Organizations

Any outside organization that utilizes the Family of Christ campus must, at the time of signing a building and property use agreement, comply with the following:

- ❖ sign a waiver agreement stating that neither children, youth, nor vulnerable adults (those who lack the legal capacity of consent) will be allowed to participate in the activities or receive the services provided, or
- ❖ have every person in the organization who will be working with children, youth, and/or vulnerable adults submit to a background screening and sign an agreement to abide by the church's sexual misconduct policy.

### Article III - Incident Reports

Incident report forms are kept in the church's main office or inside the door of the Children's Room. Instructions for filling out and submitting a report is detailed on the form. The following individuals are required to fill out and submit incident reports:

- ❖ the installed pastor(s) of Family of Christ,
- ❖ ruling elders actively serving on Session,
- ❖ employees of Family of Christ,
- ❖ volunteers who work with children, youth, and/or vulnerable adults,
- ❖ designated persons from organizations that have a building use agreement with Family of Christ, and
- ❖ any other person who has submitted to a background screening as part of their relationship to Family of Christ

An incident report for work with children, youth, and vulnerable adults must be filled out and submitted in the following cases:

- ❖ a child, youth, or vulnerable adult becomes ill or receives an injury that requires First Aid or medical treatment while in your care;

- ❖ a child, youth, or vulnerable adult receives a bump or blow to the head or other visible injury regardless of treatment;
- ❖ a child, youth, or vulnerable adult is transported by ambulance from your facility;
- ❖ an unusual or unexpected incident occurs that jeopardizes the safety of a child, youth, or vulnerable adult, such as being left unattended, being part of a vehicle accident (with or without injuries), or a being exposed to a threatening person or situation; or
- ❖ there is an allegation or reasonable suspicion of abuse of a child, youth, or vulnerable adult.

## Guidelines for Appropriate Volunteer and Employee Interactions with Children, Youth, and Vulnerable Adults

All employees and volunteers serving in ministry with minors or vulnerable adults shall acknowledge and follow the following guidelines:

### 1. Things You should do:

- Share with parents, your teaching team and your supervisor lesson or activity plans.
- Be a positive role model
- Conduct yourself appropriately, with both adults and youth.
- Be alert; if a situation arises that may be unsafe, report it immediately to a staff or Session member.
- If behavior is interfering with the safety of the group, notify parents or guardians immediately to help support their minor or vulnerable adult.
- Use appropriate language when communicating with parents, youth, and other adults.
- Dress appropriately for the activity.
- Check out with a staff member before your leave.
- Do fill out an incident report (located in the office or the Children's Room) and turn it in to a staff member if anyone has been injured or hurt during an activity.
- Have fun and enjoy your time at FOC!

### 2. Things not to do:

- Do not hold or restrain children unless there is imminent danger of hurting themselves or others.
- Do not be alone with a child. Best practice is there are 2 adults in proximity when working with minors or vulnerable adults.
- Do not ask for hugs and kisses from a child, and they should not be forced/insisted on a child. If a minor or vulnerable adult initiates a hug, it is ok to respond appropriately. For kisses, we save those for family.
- Use of touch should be limited to placing a hand on a child's shoulder, hand, arm, head or upper back.
- Do not transport youth or vulnerable adults off church grounds without signed permission from parents or guardians.
- Do not use profanity, tobacco, drugs or alcohol while working or volunteering with children or vulnerable adults.
- Do not take pictures or videos of youth or vulnerable adults without express permission from parents or guardians.

I certify that I have read these guidelines, understand their meaning, and know that I am to follow them in my ministry with minors and vulnerable adults at Family of Christ.	
Signature:	Date:

## L. Policy on Alcohol and Acknowledgement Form

Family of Christ permits alcoholic beverages to be consumed at its functions within certain limits. In times of celebration and communal gathering, including services of worship in which the Lord's Supper is celebrated, Family of Christ seeks to model responsible attitudes towards and consumption of alcoholic beverages. Therefore, to ensure the responsible consumption of alcohol, to prevent unlawful consumption of alcohol by those less than 21 years of age, and to comply with all applicable laws around distributions of alcoholic beverages, Family of Christ adopts the following provisions:

- ❖ In order to serve alcoholic beverages at a public event or gathering on Family of Christ's property, Session must give its authorization.
- ❖ Session authorizes the service of wine during the celebration of the Lord's Supper, provided that non-alcoholic juice is also served.
- ❖ Session authorizes the serving of alcoholic beverages during receptions held at Family of Christ following a special service of worship (weddings, funerals, baptisms, etc.). The presiding pastor(s) may use their discretion in allowing alcohol to be served.
- ❖ For all events or gatherings for which Session has authorized serving alcohol, except for the celebration of the Lord's Supper, a responsible party shall sign the acknowledgement form below and assume responsibility for enforcing the provisions of this policy.
- ❖ At any event or gathering on Family of Christ property in which alcoholic beverages are being served, distribution must be from a single, constantly monitored source.
- ❖ Alcoholic beverages shall not be served to anyone under 21 years of age or anyone who fails to consume in a responsible manner.
- ❖ At any event or gathering on Family of Christ's property in which alcoholic beverages are being served, a selection of non-alcoholic beverages shall be made available.
- ❖ Alcoholic beverages may only be bought and sold on Family of Christ's property if a permit (liquor license) has been approved by Session and obtained.

Event/Gathering: \_\_\_\_\_ Date: \_\_\_\_\_

Responsible Party (print name): \_\_\_\_\_

<p><b>AGREEMENT FOR RESPONSIBLE PARTY</b></p> <p><i>I understand the provisions of this policy and assume responsibility for enforcing them for the event/gathering listed above.</i></p> <p>Signature: _____ Date: _____</p>
---

Signature of church representative \_\_\_\_\_ Date: \_\_\_\_\_

**PLEASE KEEP ONE COPY OF THIS ACKNOWLEDGEMENT FORM ON FILE  
UNTIL THE EVENT HAS TAKEN PLACE**

## M. Employee Handbook

### *A. General Provisions*

The provisions in this linked Employee Handbook are to inform and govern the work of Family of Christ's non-clergy employees.

## Employment Questionnaire

Name	
Address	
Phone #'s	
Have you ever been known by any other name? <span style="float: right;">Yes      No</span> If yes, please provide other name(s):	
Employment Record: Please list current and previous employers for the last five years.	
Employed by: Address:  Supervisor: <span style="margin-left: 150px;">Supervisor's Title:</span> <span style="margin-left: 150px;">Supervisor's Phone #</span> Employed from (month/year): <span style="margin-left: 150px;">to (month/year):</span> Nature of the position: Why did you leave?	
Employed by: Address:  Supervisor: <span style="margin-left: 150px;">Supervisor's Title:</span> <span style="margin-left: 150px;">Supervisor's Phone #</span> Employed from (month/year): <span style="margin-left: 150px;">to (month/year):</span> Nature of the position: Why did you leave?	
Employed by: Address:  Supervisor: <span style="margin-left: 150px;">Supervisor's Title:</span> <span style="margin-left: 150px;">Supervisor's Phone #</span> Employed from (month/year): <span style="margin-left: 150px;">to (month/year)</span> Nature of the position: Why did you leave?	
Employed by: Address:  Supervisor: <span style="margin-left: 150px;">Supervisor's Title:</span> <span style="margin-left: 150px;">Supervisor's Phone #</span> Employed from (month/year): <span style="margin-left: 150px;">to (month/year):</span> Nature of the position: Why did you leave?	

*Please continue employment history on another page, if necessary.*

**Statement on Sexual Misconduct**

I certify that (a) no civil, criminal, ecclesiastical complaint has ever been sustained or is pending against me for sexual misconduct; (b) I have never resigned or been terminated from a position for reasons related to sexual misconduct.

Signature:

Date:

*Note: If you are unable to make the above certification you may instead give in the space provided a description of the complaint, termination, or the outcome of the situation and any explanatory comments you care to add (please continue another page, if necessary):*

**Release**

The information contained in this questionnaire is accurate to the best of my knowledge and may be verified by the employing entity. I hereby authorize Family of Christ Presbyterian Church (FOC) to make all contacts necessary to verify my prior employment history, and to inquire concerning any criminal records or any judicial proceedings involving me as a defendant. By means of this release I also authorize any previous employer and any law enforcement agencies or judicial authorities to release all requested relevant information to FOC.

Signature:

Date:

*Note: A criminal record does not necessarily disqualify an applicant for employment. If you wish to provide additional details about any information that may appear in a criminal background check you may use this space to do so (please continue another page, if necessary):*

I have read this release and understand fully that the information obtained may be used to deny me employment or any other type of position from the employing entity. I also agree that I will hold harmless the employing entity or judicial authority from all claims, liabilities, and cause of action for the legitimate release or use of any information.

Signature:

Date:



## **N. Incident Report**

### **Instructions**

Complete this report under any of the following situations:

- A person becomes ill or receives an injury on church property that requires First Aid or medical treatment while on the property.
- An incident occurs that jeopardizes the safety emotionally or physically of anyone on church grounds.

Incident report forms are kept in the church office.

Upon completion, immediately submit this report to one of the pastors of the church. If one of the pastors is not available, or if the incident involves one of the pastors, submit this report to an elder who is serving on Session.

Date of Incident:	Time of Incident:
Person/People involved:	
Contact Information for the victim(s) Telephone: Address:	
Nature of Incident:	
Location of Incident:	
Brief Description of Incident:	
Was the above information: <input type="checkbox"/> Reported to you by someone else? If so, who: _____ <input type="checkbox"/> Directly observed/witnessed by you?	

Action(s) Taken: (Check all that apply.)

- Provided First Aid What/When \_\_\_\_\_
- Call placed to 911 By Whom \_\_\_\_\_
- Taken to hospital By Whom \_\_\_\_\_
- Notified Parent/Guardian (if victim was a minor) Who/When: \_\_\_\_\_
- Notified Church Official Who/When: \_\_\_\_\_
- Notified Authorities Who/When: \_\_\_\_\_
- Other \_\_\_\_\_

Provide all pertinent details about the incident:

Printed Name of Person Completing This Report:

Position at the Organization:

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Church Official: \_\_\_\_\_ Date: \_\_\_\_\_

If there was a witness to incident, please provide contact information:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

Email: \_\_\_\_\_