

# **MANUAL OF OPERATIONS**

# Manual of Operations 2023

## Manual of Operations Document

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## **I. MANUAL OF OPERATIONS**

### **A. PURPOSE AND ORGANIZATION**

The Manual of Trinity Presbyterian Church, adopted by the Session, defines the policies and procedures of the Church and provides guidance and continuity for the work of the church.

Trinity Presbyterian Church abides by the current Presbyterian Church USA *Book of Order* and the Book of Confessions. Occasionally in this manual, items in the *Book of Order* are referred to as follows:

1. Foundation of Presbyterian Policy (F)
2. Form of Government (G)
3. Directory for Worship (W)
4. Rules of Discipline (D)

### **B. AMENDMENTS**

This manual may be amended at a stated meeting of the Session by a two-thirds vote of the total voting membership of the Session, not just those present and voting. Copies of the proposed amendments shall be provided to the Session at least 24 hours prior to the meeting in which the amendments will be considered.

## **II. TRINITY MISSION AND VISION STATEMENTS**

### **A. MISSION STATEMENT**

Confident of our identity as God's pilgrim people sent into the world to embody the gospel and serve God's people as prophets, we eagerly search--with eyes and ears wide open--for the newness of Christ's love and grace breaking into our lives each day. To ALL, we offer a reception, safe space:

- to worship in creative and participatory ways,
- to nurture and be nurtured as we learn and grow together--fearless of the questions and challenges that faith stirs within us,
- to be in fellowship with one another--building together a loving, forgiving, caring community; and,
- to experience the mission and ministry that calls us out--beyond ourselves--to work with God for justice, peace, and love.

### **B. VISION STATEMENT**

Empowered by the Holy Spirit, we seek to BE Christ's faithful disciples, living--intentionally--the inward/outward journey as a community of the concerned, a fellowship of the forgiven, a company of the committed--reaching out to make Christ's presence known in society through face-to-face servant ministry.

## **III. TRINITY SESSION ORGANIZATION**

### **A. COMPOSITION AND ELECTION**

The Session shall consist of 12 Ruling Elders, plus the Pastor, who shall serve as Moderator, and a non-voting youth representative, if one has been elected. Others granted voice, but not vote, include the Clerk of Session, if not also serving as one of the 12 elected Ruling Elders, and any additional pastoral staff. Members of the Session shall be elected in equal classes of four, for three-year terms; the youth representative shall be elected annually for a one-year, renewable term. The number of candidates presented by the Nominating Committee shall not exceed the number of vacancies on the Session. Additional candidates will be asked for and added from the floor at the congregational meeting, providing the candidates have been asked and have consented in advance of the meeting. (*For general rules governing the election of Ruling Elders, see Book of Order, G-2.0102 and G-2.0401.*)

## **B. POWERS AND RESPONSIBILITIES**

The powers and responsibilities of the Session are described in the *Book of Order, G-3.0201*. The Session is responsible for the mission and government of the church, except such matters as may, by the *Book of Order*, be specifically accorded to the Pastor, to the congregation, or to a higher council.

## **IV. STANDING ADMINISTRATIVE TEAMS AND COMMITTEES**

The following are the standing administrative teams or committees of the Session of Trinity Presbyterian Church: Benevolence, Building and Grounds, Finance, Matthew 25, Nominating, Outreach, Pastoral Care, and Personnel.

A Ruling Elder shall ordinarily serve as chair or convener of each team or committee. Individuals not currently serving on the Session may also serve as team chairpersons, when needed.

The Pastor shall be an *ex officio* member of all Session teams/committees, but is not expected to attend all team/committee meetings.

### **A. BENEVOLENCE**

The Benevolence Team shall be convened by the Ruling Elder serving as Mission Marks Leader and will meet periodically in the year, or as needed. The team will:

1. Review requests for contributions from the church from local, national, or international groups and shall have the authority to disburse funds from undesignated benevolence line items (5.250.145 and 5.250.215). Such disbursements shall consider the following questions:
  1. Does the agency/organization function primarily at the local level in Harrisonburg City/Rockingham County?
  2. Does it fit with Trinity's vision, mission, *What God Is Saying to Trinity Presbyterian Church*?
  3. Does it fit within the goals of the Matthew 25 initiative?
  4. Does it focus on people and relationships vs. single or short-term projects?
  5. Does it focus on real needs not otherwise being met?
  6. Can the organization get funding from other sources?

7. Does it have a proven track record of being responsibly and ethically run?
  8. Are the organization's finances and programs open and available to the public?
  9. Has the organization recognized previous Trinity donations?
2. Review and make recommendations to the Session regarding existing line item mission disbursements in the church budget.

## **B. BUILDING AND GROUNDS**

The Building and Grounds Team of the Session is responsible for the oversight, maintenance, and security of the physical facilities of the church. Due to the nature of this Team's work, at least two active Ruling Elders should be appointed to serve on the Team each year, with one serving as liaison for the building and grounds, and the other serving as a liaison for technology and equipment. Leadership of the Team may be shared as needed to balance the workload and utilize the particular gifts and availability of Team members. The Team's responsibilities include:

1. Exercise direct oversight and responsibility for all church-owned buildings and grounds, including but not limited to:
    1. All maintenance, painting, cleaning, and upkeep.
    2. All insurance coverage for the physical plant, in collaboration with the Finance Team.
    3. All renovation/restoration/preservation work.
    4. The lawn, shrubbery, and all plantings, including the Memorial Garden.
      1. Oversee the Memorial Garden Task force, responsible for the following activities:
        - Oversee policies for use of the garden. Oversee the fund established for the garden. Maintain a memorial book and map in the church office with information on where and whose ashes are interred in the garden. Update the plaque on the church wall with names of persons whose ashes are interred in the garden, using funds from the Memorial Garden Fund.
- NOTE: Repairs in excess of \$1,000 must receive Session approval.
2. Approve the use of the church facilities, or, when necessary, make recommendations to the Session for its approval, following the Building Use Policy approved by the Session.
  3. Provide for the security of the building:
    - A. Make regular inspections of the heating and air conditioning systems and provide for a program of regular cleaning and maintenance.
    - B. Periodically check the restrooms and kitchen for water leaks which need to be repaired.
    - C. Change or add locks, when needed.
    - D. Provide oversight of the piano in cooperation with the Worship Elder, with input from the pianists
    - E. Oversee the work of the Custodian, providing volunteer assistance when needed. (*See the Custodian Checklist in Appendix A.*)
    - F. Develop and oversee the annual budget for the property needs of the church and interpret these needs to the congregation through the Sunday bulletin, *Nous*, moments for mission, etc.
  4. Oversight of technology and equipment and coordination with the technology ministries of the church:
    - A. Work with church staff and volunteers to vision for and coordinate digital and virtual ministries of the church, including worship, hybrid offerings, digital outreach, fellowship, and mission.

- B. Coordinate for repair and/or replacement of tech equipment, including, but not limited to computers, AV equipment, and phone and telecommunications networks.
- C. Work with church staff and technology leaders to recommend to the Finance Team and Session financing and replacement schedules for technology equipment.
- D. Work with technology leaders to ensure proper training and use of church equipment for all authorized users.

## **B. FINANCE**

The Finance Team is responsible for the oversight of the stewardship program and financial affairs of the church, including year-round stewardship emphasis, budget-building, wills and bequests, and management of investments. The Finance Team shall have the following duties and responsibilities:

### 1. Stewardship

- D. Appoint a stewardship liaison to consult with seasonal teams, insuring that stewardship remains a year-round focus. Invite at least two individuals, and ideally a youth, to serve on the Harvest seasonal team to be charged specifically with overseeing the stewardship program.
- E. Prepare and distribute stewardship information, including time and talents, for the congregation periodically throughout the year.
- F. Work with the Harvest team to prepare and distribute stewardship materials, including Time and Talent forms and pledge cards, to the congregation before the end of September, and to plan moments for Stewardship and Dedication Sunday.
- G. Follow up on congregational pledge commitments.

### 2. Finances

- A. Meet with Session and Seasonal teams, house churches, and mission groups in September and October to solicit budget requests.
- B. Prepare a draft budget for initial review by the Session at its November meeting and final approval at its December meeting.
- C. Prepare and distribute pledge cards and annual giving statements to the congregation.
- D. Prepare and distribute interim giving statements to the congregation twice a year (April 20, distributed in May; September 30, distributed in October).
- E. Present nominations for the church treasurer and assistant treasurer to the Session annually, and others (counters and depositors) involved in the financial affairs of the church to the Session for approval as appropriate.
- F. Oversee and direct the work of the church treasurer and the assistant treasurer and others (counters and depositors) involved in the financial affairs of the church.
- G. Maintain an accurate accounting of all financial transactions of the church.
- H. Prepare a monthly report of all income and expenditures for the Session at its monthly meetings.
- I. Review insurance policies and/or long-term investments annually and make recommendations to the Session for changes, disbursements, transfers, etc. as appropriate. Consult with the Building and Grounds Team regarding insurance policies as appropriate.
- J. Review policies for special funds such as the Skip Whitmore Fund, the Music Endowment Fund, the Parish Nurse Fund, the Loaves and Fishes Fund, and the Memorial

Garden Fund and make recommendations to the Session for disbursements from those funds as appropriate.

- K. Arrange for an annual review of the church's financial records by two qualified individuals or an accounting service.
- L. Prepare a report on the status of long-term investments (cash reserve funds and special funds) for the Session quarterly.

### **C. MATTHEW 25**

As a Matthew 25 congregation, we join with the PC(USA) in three particular areas of focus:

- 1. Building Congregational vitality
- 2. Dismantling structural racism
- 3. Eradicating systemic poverty

This team is responsible for supporting the Session and congregation as we uphold our commitment to be a Matthew 25 Congregation. The team works with House Churches, Marks Groups, Seasonal Teams, and individuals in living out their calls to reach out to the hungry, poor, unclothed, imprisoned, and disenfranchised.

The duties of the Matthew 25 team include:

- 1. Update and revise, as necessary, the descriptions of the House Churches and Marks groups.
- 2. Review and suggest revisions to the Session of existing documents such as the process for issuing calls, House Church covenant, evaluation forms, Marks leader duties, etc.
- 3. Monitor an interactive document including the current activities of the congregation, particularly the areas of new calls, dreams, and visions. Be an ongoing resource for those who are working toward or wrestling with a call to mission.
- 4. Provide support and care for individuals and groups who present new or are working with existing calls. Offer assistance and consultation on covenants and developing leaders. Develop systems for staying in touch with house churches and marks groups and their leaders.
- 5. In keeping with the work of the Season of Repentance, be especially alert to ways to address systemic racism
- 6. Assist with training and nurture related to the 4 marks of the church, how to work as a team, discerning calls, etc.
- 7. Stay alert to the movement of the Spirit for new calls throughout the year.
- 8. Work with the Seasonal Teams on the Sundays designated for closings and calls.
- 9. Assist groups that are struggling by being a resource to listen and support as well as help decide whether to continue if change is needed.
- 10. Stay aware of the sociological workings of groups and group dynamics.
- 11. Be a resource to the Benevolence team and Seasonal Teams in the area of mission.

### **D. NOMINATING**

A Nominating Committee for each year shall be identified at the annual congregational meeting generally held in January; this committee shall be made up of at least two current Ruling Elders, two-three other church members, and, if possible, one youth representative. The nominating

committee will solicit names of candidates for Ruling Elders or other committees or positions, as needed. After conferring together and with potential nominees regarding calling, fit, and willingness to serve, the committee will present a slate of candidates to be voted upon at a congregational meeting.

## **E. OUTREACH**

The Outreach team is responsible for overseeing the communications and outreach strategies for Trinity, including the following:

1. Maintaining awareness and improving ways that we share the good news:
  - A. Facilitating our social witness, including our presence at events like Shenandoah Pride, vigils for peace, and other advocacy opportunities for our neighbors and creation.
  - B. Being a clear Christian voice in our context, sharing what we believe, and helping to strengthen Trinity as a beacon of God's light and love for all people.
  - C. Prayerfully consider ways that we can reach out to and engage with more people in the community.
2. Working with the Communications Specialist/Church Administrator, Seasonal Teams, and other church staff to keep the congregation and community up to date on events.
3. Finding ways to connect more meaningfully with our immediate neighbors:
  - A. Sunset Heights
  - B. Keister Elementary
  - C. JMU
4. Ministry to visitors:
  - A. Facilitate ways for visitors to leave their contact information (such as online forms, guest book, cards) and following up as appropriate.
  - B. Coordinate the ministry to reach out to visitors (such as bread delivery), and work to engage more members of Trinity in that ministry.
  - C. Be vigilant about the ways that our building, online presence, and ministries communicate welcome and hospitality for all people.
  - D. Seek new ways to connect with the hybrid church community, with particular attention to how we welcome online visitors in worship and other offerings.

## **F. PASTORAL CARE**

The Pastoral Care team is committed to all members, friends, and visitors of Trinity. Members of this team are committed to assisting with concerns related to assisting those in with health and other needs, , visiting members and friends, and extending care and concern for members away at college or in service, and communicating with the Pastoral Staff regarding needs they become aware of.

1. Work with the Parish Associate for Pastoral Care and/or the Pastor to maintain awareness and connection with all in particular need in the congregation.
  - A. Coordinate Extension of the Table (Communion) for members unable to participate in worship at the church house, including soliciting and training volunteer Elders, keeping supply bags stocked, and checking in with members at home (permanently or because of temporary limitations) on schedules and desires to receive communion.
2. Pray regularly for the members and friends of the church.
3. Organize meals for those in need
4. Assist with funerals
  - A. Arrange for parking attendants



- B. Arrange for greeters and ushers
  - C. Provide for food and drink needs
  - D. Set-up and clean-up
  - E. Follow up: work with Buildings and Grounds to ensure a memorial name plate is made and installed on the memorial plaques for all Trinity members. For those whose cremains are interred on Trinity grounds, names should also be added to the plaque by the church house front door.
5. Meet monthly
  6. Visit Members and coordinate other forms of outreach, such as cards and prayer shawls.
  7. Work with the Clerk of Session to review the membership rolls of the church.

## **G. PERSONNEL**

The Personnel Committee is a standing committee of Session. The committee provides for an orderly way of fulfilling Session's responsibilities to and for the persons employed by the church. Besides carrying out the personnel functions of the church such as conducting performance and compensation reviews, the committee exists to give counsel and support to staff members.

The Personnel Committee is comprised of at least three persons, including at least one Ruling Elder currently serving on the Session. The Pastor shall serve as *ex officio* member, with voice but not vote. The Personnel Committee shall have the following duties and responsibilities:

1. Assure that the personnel policies of the church are followed.
2. Recommend changes in policy to the Session.
3. Review the position descriptions of church staff members, either upon its own initiative or upon recommendation from a responsible committee, assuring that clear work responsibilities are outlined for each position.
4. Review and send to Session for approval position descriptions for any new positions.
5. Conduct performance reviews annually, with input from the pertinent individuals or teams. The results of the review shall be reported to the Session.
6. Conduct an annual compensation review for each church staff member in September, for recommendation to Session and consideration in developing the annual budget.
7. Confer with church staff members on an as-needed basis, either upon its own initiative, the request of a staff member, or at the direction of Session.
8. Carry out the functions defined for the committee in the Personnel Policies of the church, such as hearing grievances and tracking employee corrective procedures.

## **V. SEASONAL TEAMS AND MARKS LEADERS**

### **A. SEASONAL TEAMS**

Seasonal Teams will be responsible for planning and implementing the four marks of the church in each Season. Each team shall include at least one currently serving Ruling Elder, and a currently serving Ruling Elder shall ordinarily serve as team convener. Ordinarily, individuals should not serve on consecutive teams.

1. **ADVENT, CHRISTMAS, EPIPHANY (ACE)**

2. **LENT AND EASTER**
3. **PENTECOST** (starting with Pentecost, ending in late August)
4. **HARVEST** (starting with the new school year, ending with Christ the King Sunday)

## **B. MARKS LEADERS**

For each of the four marks of the church, one active Ruling Elder will be designated each year to serve as a Marks Leader. Information from the greater church and community concerning each of those areas will go to and be disseminated from that Elder (such as mailings, opportunities for learning and involvement, etc). Marks Elders will review budgetary needs and usage periodically, and make recommendations to Finance in the fall for the next budget year. Marks Elders will be the point of contact for specific questions from the Seasonal Teams regarding each mark.

The Marks Elders will assure oversight of certain needs that span seasons:

1. Fellowship: facilitate kitchen organization and upkeep between Seasons. Facilitate trainings on kitchen equipment as needed Check linens and other fellowship items and supplies for care and upkeep on a quarterly basis, or before large fellowship events.
2. Mission: Receive communications from the Presbytery and General Assembly, as well as our local Mission Community and agencies in Harrisonburg/Rockingham County, to promote opportunities for mission engagement and awareness in the congregation and with Seasonal Teams.
3. Nurture: in coordination with the Pastor, facilitate teacher training as needed, and provide suggestions or help to review curriculum options for all ages. Supervise the nursery program of the church, including hiring and screening nursery workers and/or coordinators, in coordination with the Personnel Team. Promote opportunities for Nurture beyond the church, including camps and conferences. Receive information from Presbytery and other denominational sources to share, along with local ecumenical and interfaith opportunities. Provide for annual teacher and graduate recognition and promotion recognition (Gift Bibles, etc). Help coordinate the Safe Church plans and implementation church-wide.
4. Worship: With the Pastor, ensure that there is a mechanism for scheduling pianists, and any leadership for special music or choirs. Coordinate House Steward, Usher, and Greeter guidelines and training as needed. Secure Usher and Greeter coordinators. Promote special worship and music opportunities locally and beyond. Coordinate oversight and use of the Music Endowment Fund.

## **VI. SESSION TEAM OPERATION**

### **A. SESSION MEETINGS**

Stated Session meetings are scheduled annually at the Session retreat, and are ordinarily the third Sunday of each month at 4:00 P.M. The Session may change the date and time of the meeting by majority vote.

Special meetings of the Session shall be called by the Moderator (the Pastor or designee) when deemed necessary or requested in writing by any two members of the Session (in accordance

with the *Book of Order*, G-3.0203). Special meetings may be convened with no less than five (5) days' notice given by e-mail, text message, or telephone. Electronic "meeting" decisions and votes can be made by e-mail polling of Session members by the Moderator, with at least 50 percent plus one of the in-service Ruling Elders of Session responding.

Session meetings may be held in person, online, or in a hybrid mode. In any case, care shall be taken to assure accessibility to all members of Session.

## **B. QUORUM**

A quorum for meetings of the Session, including special meetings for the reception and dismissing of members, shall be 50 percent plus one of the in-service Ruling Elders of Session, plus the Pastor (*see Book of Order*, G-3.0203).

## **C. PARLIAMENTARY AUTHORITY**

The most recent edition of *Robert's Rules of Order, Newly Revised*, shall govern the Session in its work (*see Book of Order*, G-3.0105).

## **D. PREPARATION OF DOCKET**

The docket for meetings of Session shall be prepared by the Pastor, in consultation with the Clerk of Session. Any Session member may submit items for the monthly docket.

## **E. SESSION RECORDS**

Minutes of the proceedings of the Session shall be prepared by the Clerk of the Session and e-mailed to Session at least one week in advance of the next stated meeting.

The official minutes, membership rolls, and registers shall be retained and stored securely in a manner and on media approved for such use by the Presbyterian Church. All minutes are open for reading by any member of the congregation.

## **F. MINUTES**

The minutes of the preceding meeting(s) shall be approved by the Session as one of the first acts of each stated meeting. Approved minutes shall be made available to members of the congregation.

## **G. CLERK OF SESSION**

The Clerk of Session is an officer of the council established by the *Book of Order*. The Clerk works in cooperation with the Pastor/Moderator to assure the smooth operation of the Session, primarily by maintaining the records of the Session and serving as a channel of communication with the congregation and other councils of the Presbyterian Church.

The Clerk of Session shall be a Ruling Elder, but it is not necessary for the Ruling Elder to be a current elected member of the Session. The Session shall elect a clerk for such term as it shall determine, ordinarily in January. The responsibilities of the Clerk of Session are as follows:

1. Records management

The Clerk of Session is responsible for maintaining the permanent records of the church, including but not limited to the following:

- a. Serve as secretary for the Session by keeping minutes of all meetings, including meetings of the congregation.
- b. Keep the minutes and church registers (various rolls) books up to date, submitting them for annual review by Shenandoah Presbytery when requested, and reporting the results of this review to the Session, including any actions needed to correct exceptions.
- c. Assist the Pastor in completing the annual statistical reports to be filed with the General Assembly, through Shenandoah Presbytery.
- d. See that all relevant papers, records, etc., are filed following Session or congregational meetings, and periodically updating these files.
- e.
- f. Report to the Session any membership actions which need to be taken and make certain that such actions receive the proper follow-up, such as sending certificates of transfer, adjusting church records, etc.

## 2. Communications

The Clerk of Session shall support the work of the Pastor and church office by serving as a channel of communications within the congregation and with other councils, including but not limited to the following:

- a. Receive communications from other councils, churches, and church agencies and report to Session. The clerk may refer communications directly to a program committee when that referral is obvious.
- b. Notify persons, committees, or groups of Session actions that affect them.
- c. Communicate to the congregation all matters affecting the whole congregation.
- d. Compile an annual report of the Session's actions, including a listing of deaths during the past year, for inclusion in the report's booklet for the annual meeting of the congregation.

## 3. Procedural Matters

The Clerk of Session shall assist the Moderator in conducting smooth Session meetings, including the following:

- a. Advise the Moderator on *Book of Order* and parliamentary requirements.
- b. Consult with the Moderator to plan the meeting docket.
- c. Help to track unfinished business; annual or quarterly items needing attention; persons, groups, or committees scheduled to report to particular meetings; and any important communications received that need the Session's attention.

## **H. RULING ELDERS**

### 1. Qualifications

- a. Be an active member of the church.
- b. Be a person of strong Christian faith. Evidence of this includes active participation in the life of the church and maturity and compassionate living in the world.
- c. Be elected by the congregation.
- d. Receive instruction from the Pastor concerning the government of the church and duties of the office.
- e. Be examined and approved by the Session.

- f. Be ordained and installed at a service of worship.

## 2. Duties and Responsibilities

- a. Participate in helping the Session fulfill its responsibilities.
- b. Serve on and/or chair a Session standing team, committee, and/or Seasonal Team.
- c. Participate, as scheduled, in serving the Lord's Supper during worship services, or in homes or caregiver settings, when asked to assist the pastor or as an extension of the service following a congregational worship service with communion (in accordance with the *Book of Order*, W-3.0414).
- d. Participate in the worshiping life of the congregation.
- e. Consider service to the greater church in one or more of the following roles: Commissioner to Presbytery, Synod, or General Assembly; membership on a Presbytery, Synod, or General Assembly Committee; Clerk of Session; or membership on a special committee of Session, as formed from time to time.

## 3. Time Requirements

- a. Attend all Session meetings: monthly stated meetings and periodic special meetings (or ask for excused absence). The time target for stated meetings shall be two hours.
- b. Regularly attend and participate in team meetings, plus particular assignments.
- c. Serve as House Steward for one month of each calendar year.
- d. Serve as Elected Commissioner to Presbytery, if possible (suggested at least once during three-year Session term).

## 4. Performance Criteria

- a. Attend Session meetings regularly, and work to make it an efficient instrument of the church's mission.
- b. Participate fully in the teams or committees on which one serves.
- c. Keep the Session informed concerning perceptions of congregational needs and opportunities for mission; use best judgment in dealing with issues before the Session; and assist in keeping lines of communication open with other Session members, the Teaching Elder, and the congregation.
- d. Faithfully perform individual tasks, with particular attention to the pastoral care of the congregation.
- e. Continue personal growth as a Christian through worship; personal devotions; participation in Christian Education and other church programs; acts of Christian discipleship; and, potentially, participation in house churches, marks groups, or other ministry opportunities.
- f. Assess issues by seeking first the will of God, second the best interests of the congregation, and last, personal preference.

## **VII. PROVISION FOR ELECTRONIC MEETINGS AND VOTING**

The congregation may meet by electronic means if all members have reasonable notice of the electronic meeting and the ability to discuss and vote on business items. Every effort shall be

made to allow for full participation of the membership, including those without internet access. The quorum for such a meeting is 10% of active church membership.

The session may meet by electronic means if all active elders have reasonable notice of the electronic meeting and the ability to discuss, deliberate, and discern the will of God and vote on business items. The quorum for such a meeting is 50% plus 1 of active elders plus the moderator.

Meetings of the Session and congregation shall be made as accessible as possible, including, but not limited to, offering a hybrid option for full participation, including discussion and voting. Delete this page

**APPENDIX A**

**PERSONNEL POLICIES**

**PERSONNEL POLICIES AND PROCEDURES HANDBOOK**

**Trinity Presbyterian Church**

Adopted February 2007



## **PREFACE**

This Handbook applies to all employees of Trinity Presbyterian Church and is intended to provide the basic guidelines, policies, procedures, benefits, and rules of conduct related to employment by Trinity. These policies and practices are designed to be consistent with all applicable provisions of the Book of Order of the Presbyterian Church (U.S.A.).

This Handbook is intended only as a guide. It is not, nor should it be considered or interpreted to be an employment contract. There may be times when Trinity, for whatever reasons, decides that these policies should be updated, changed, modified or eliminated. The Trinity Session reserves the right to make modifications to this Handbook from time to time. When such modifications are made, the Session will attempt to provide timely notice of such changes where practicable.

## **SECTION 1 EMPLOYMENT**

### **EMPLOYMENT-AT-WILL**

It is important for employees to realize that their employment with Trinity is “at will.” This means that no employee is legally required to work for Trinity if he or she finds a better opportunity or for whatever other reasons decides to terminate the employment relationship. It also means that Trinity can likewise terminate the employment relationship when it decides that doing so would be in its best interests. In other words, either party can terminate the employment relationship at any time, for any reason, with or without cause or advance notice.

### **EMPLOYMENT OF RELATIVES**

Relatives of employees will receive the same consideration as any other applicant for a job opening and will not be accorded preferential treatment in employment matters. Ordinarily, related employees will not be permitted to work under the direct supervision of each other because of employee morale, security or other legitimate business reasons.

### **EQUAL EMPLOYMENT OPPORTUNITY**

Trinity is committed to equal employment opportunities for all persons regardless of race, color, religion, national origin, sex, age or disability. Trinity will provide equal opportunities with regard to hiring, working conditions, benefits and privileges of employment, compensation, training, opportunities for advancement including upgrading and promotion, transfer, and termination of employment including layoff and recall.

Our goal is to ensure that all applicants and employees receive equal employment opportunities limited only by each individual’s desire and ability. Trinity will not adopt or continue any policy that creates discriminatory impediments to members of any protected class. It also is the policy of Trinity to administer all employment policies without discrimination and in compliance with the **Book of Order** (G-4.0400, G-9.0104), as well as all applicable laws regulating employment.

## **SECTION 2**

### **EMPLOYMENT CATEGORIES, TERMINOLOGY AND PROCEDURES**

#### **EMPLOYER**

All employees will be employed by Trinity Presbyterian Church (U.S.A.). All employees are accountable to the Session through its Personnel Committee.

#### **RECRUITING AND HIRING**

Trinity is committed to employing the best qualified candidates for approved positions while engaging in recruitment and selection practices that are in compliance with all applicable employment laws. Recruitment strategies may vary and will be determined by the Pastor with input from the Personnel Committee as positions become open.

As Trinity is committed to providing a safe environment for all members, visitors, families, children, and others, a robust background and reference checking process is required prior to hiring.

Applicants must complete a Trinity application form and if an administrative position, a resume is requested. The Pastor or designee should provide a job description to each inquiry for a position as soon as possible. The Pastor and a Personnel Committee member will interview applicants as potential hires. Applicants will be selected based on requirements of position description. The Pastor or Personnel Member will complete two to three reference checks on applicants under consideration with at least one from a recent job. An offer can be made to the top applicant. The offer is contingent upon the applicant signing a request for an FBI Identity History Summary if offer is accepted. Also contingency is based on the results of the Identify History Summary. Trinity will pay the fee for this request.

#### **EMPLOYEE ACCOUNTABILITY AND SUPERVISION**

The pastor serves as head of staff and has supervisory responsibilities for all Trinity employees. The pastor, acting with the advice and consent of the Personnel Committee and within the provisions of these policies, will extend employment offers and execute any involuntary termination of employment.

## **SECTION 3**

### **COMPENSATION**

#### **PRINCIPLES AND ADMINISTRATION OF COMPENSATION**

Trinity is committed to salary administration that provides fair pay for work performance, incentive, personal achievement, growth and flexibility to meet changes in organization, functions, positions and personnel over time. Salary levels will be internally consistent and responsive to changes in economic conditions.

All Trinity positions shall have a position description. The Pastor with input from the Personnel Committee will conduct an annual evaluation of each employee's performance based on a performance plan mutually agreed on by the employee and the committee.

The Personnel Committee and Pastor shall review all salaries and job descriptions annually. The Personnel Committee with Pastor input will make annual salary recommendations to the Session for approval. The salaries and changes in terms of call of ordained staff must be approved by vote of the congregation upon recommendation by the Session.

## **FLEX TIME**

Trinity may allow employees to work on a flexible schedule when it does not interfere with Trinity's normal business operations. An employee may request to adjust his/her work hours of a particular workday. Such requests may be granted upon approval and at the discretion of the pastor.

## **LEAVE OF ABSENCE**

Trinity may grant a leave of absence to an employee for any of the following reasons: vacation, personal days, illness or other medical reasons, the death of a family member or friend, or other emergencies. The purpose of this leave is to provide employees with sufficient time off for personal pleasure, family commitments and emergencies. The leave must be requested in advance.

## **Parental Leave Policy**

Trinity Presbyterian Church adopts the following parental leave policy for all employees of the church. The employee should ordinarily request parental leave to the Session at least thirty days prior to the leave becoming effective. The Session will grant parental leave at its regularly scheduled monthly meeting.

### **Primary Parent Leave**

1. Leave ordinarily begins at the time of delivery and when appropriate for adoption. Leave is to be requested of the Session. Complications related to pregnancy will be considered medical leave.
2. The employee will be granted a leave of 12 weeks for the birth of a child. If delivery is by Cesarean section, the leave will be extended to 14 weeks.
3. The employee will be granted full pay for the first 2 weeks, then the temporary disability plan will be used at 60% salary for up to 12 weeks. This is the minimum amount to be paid. The Session may, at its discretion, adjust the payment beyond the minimum stated based on available budget guidelines.
4. Paid leave (Sick Leave) may be used during pregnancy, during postpartum recovery and up to one year after delivery if the employee is ill or disabled.

5. The employee can take up to that time, or come back earlier after regular consultation/review with the pastor and personnel committee. The employee may keep the baby at work as long as this doesn't interfere with daily responsibilities.
6. Foster care with the full intention of adoption and adoption of children less than 12 months old are considered the same as childbirth. Foster care of children without the intention of adoption should be given special consideration by the Session.

### **Support Parent Leave**

1. The employee will be granted a leave of 3 weeks for supportive parenting. Full pay will be granted for the first week of absence.
2. Leave is to be requested of the Session. The timing of the leave will be different depending upon individual circumstances.

### **PENSION, HEALTH AND OTHER BENEFIT PLANS**

All full-time employees and part-time employees regularly scheduled to work more than twenty (20) hours per week may enroll in the Pension and Medical Benefits Plan of the Presbyterian Church (U.S.A.).

Trinity will contribute to premiums for eligible employees' and dependents' coverage as set forth in the Guide to Services and Benefits of the Assistance Program and the Benefits Plan of the Presbyterian Church (U.S.A.).

Most employees of the Presbyterian Church (U.S.A.) also are eligible for the disability benefits provided by the Presbyterian Church (U.S.A.) pension and health plan.

In the event of the death of an employee, the salary of the person will be continued to the spouse or dependent, if applicable, for four (4) weeks from the date on which the death occurs. Death benefits also are provided through the pension and benefits plans of the Presbyterian Church (U.S.A.).

### **WORKERS' COMPENSATION BENEFITS**

Workers' Compensation Benefits are provided to employees who sustain an injury arising out of and in the course of his/her employment. Employees are covered by Workers' Compensation Insurance at the time they are employed. Trinity pays 100% of the premiums and benefits are administered in accordance with all state and federal laws.

Employees must report any work-related injury or illness to their supervisor as soon as it occurs regardless of how minor the injury or illness may be. Employees also should immediately report any unsafe working condition to their supervisor.

## SECTION 4

### WORK EXPECTATIONS AND REGULATIONS

#### PERFORMANCE

1. Performance Standards. Each employee is expected to carry out his/her work with efficiency and competence and in a spirit of cooperation with other colleagues.
2. Evaluations. The work performance of each employee will be reviewed at the end of the employee's first ninety (90) days of employment and at least annually thereafter. Performance evaluations will be conducted by the employee's supervisor and/or the Personnel Committee. The evaluation shall take into consideration the following criteria:
  - (a) The quality of the employee's work in relation to the position description and work objectives;
  - (b) The attitude exhibited by the employee in carrying out work; and
  - (c) Whether the employee complies with Trinity's policies, standards and regulations regarding personnel.

Evaluations also will provide an opportunity to review the employee's job description and make changes to the job description as needed.

#### MISCONDUCT

As explained earlier in this Handbook, employment is "at will," which means that either the employee or Trinity can terminate employment for any reason, or no reason at all. Certain employment misconduct is so unacceptable that it will generally result in immediate suspension or termination. This misconduct includes, but is not necessarily limited to the following:

1. Insubordination.
2. Abuse, misuse, theft, or unauthorized possession or removal of Trinity property or the personal property of others.
3. Intentionally falsifying records or making a material omission on Trinity records, reports or other documents including payroll, travel, personnel and employment records.
4. Divulging confidential information to unauthorized persons.

5. Disorderly conduct on Trinity property, including fighting or attempted bodily injury, and/or the use of profane, abusive or threatening language toward others, and/or possession of a weapon.
6. Violation of any law adversely affecting Trinity, or conviction in court of any crime that may cause the employee to be regarded as unsuitable for continued employment.
7. Violation of Trinity's alcohol, drugs and controlled substance policy.

These are not the only types of misconduct that will result in disciplinary action, and nothing herein should be interpreted as a limitation of Trinity's right to discipline or terminate any employee for any conduct that Trinity considers inappropriate.

### **PERSONAL APPEARANCE**

Personal appearance, including attire, reflects not only on the employee, but also on Trinity. Employees are expected to take pride in their appearance and strive to achieve a positive business-like image when representing Trinity.

### **TARDINESS AND ABSENCE**

It is important that employees abide by their assigned work schedules as consistently as possible. If an employee is unable to report to work for any reason, s/he must inform the pastor of the reason for the absence as soon as possible. It is the employee's responsibility to keep the pastor informed on a daily basis during short-term absences and to provide medical verification if requested to do so.

Trinity considers "unexcused" tardiness and absences to be a serious problem. Any employee who is tardy or absent excessively, or shows a consistent pattern of absence whether "excused" or "unexcused," will be subject to disciplinary action up to and including administrative probation and/or possible termination.

### **USE OF ALCOHOL AND DRUGS**

Trinity intends to provide a drug-free, smoke-free, and safe working environment. Employees are expected to be in suitable mental and physical condition to be at work, performing their jobs satisfactorily, and behaving appropriately. Where the use of alcohol or other drugs interferes with these expectations, employees will be offered appropriate assistance. Failure to meet these basic expectations will result in disciplinary action.

Alcoholic beverages and other drugs are not to be brought onto Trinity owned or leased premises, nor consumed there at any time, except as medically necessary.

The sale, purchase, transfer, use, or possession of illegal drugs, whether during or after working hours, and whether on Trinity property or not, may result in disciplinary action up to and including termination. An appropriate law enforcement authority also may be notified.

When prescribed or over-the-counter drugs may affect behavior and performance, employees are encouraged to advise their supervisor that they are taking such drugs. Where such use of drugs adversely affects job performance, it may be necessary to temporarily adjust job duties or, in some cases, require that the employee take appropriate leave.

## **SAFETY**

Employees should stress safety in the performance of all job duties. Employees are required to report any work-related injury or illness to their supervisor as soon as it happens regardless of how minor it may be. It also is important to obtain proper first aid and/or medical attention immediately. Employees should immediately report any unsafe working condition to their supervisor.

## **ADMINISTRATIVE PROBATION**

If the performance of any staff member of Trinity is deemed unsatisfactory by the pastor or the Personnel Committee, the employee in question may be placed on Administrative Probation for a specified period of time. The purpose of Administrative Probation is for the pastor and the Personnel Committee to work with the employee to develop and implement a plan of corrective action so that the work of the employee may improve and employment may be continued.

The process for Administrative Probation will generally include the following steps:

1. The Personnel Committee will give the employee written notification stating the reasons for the probation and specifying the necessary corrective action.
2. A set of clear and measurable behavioral change objectives that will lead to improved work by the employee shall be developed.
3. The pastor will establish a process of regular and close supervision to monitor the progress being made by the employee.
4. The opportunity for additional education and skill development to strengthen deficiencies may be offered, when necessary.
5. At the end of the probationary period, the Personnel Committee will complete a review and evaluation of the employee's progress.
6. Based upon the review and evaluation, the pastor and the Personnel Committee will make a determination whether (1) the employee should be returned to full status; (2) Administrative Probation should be extended; or (3) employment should be terminated.

Trinity is not required to offer Administrative Probation to any employee and reserves the right to choose how to discipline any employee whose performance does not meet Trinity's expectations. Nothing in this policy is intended to mandate any progressive discipline system. Certain offenses may warrant immediate termination without first utilizing a period of Administrative Probation.

## **PERSONNEL RECORDS**

It is important that Trinity have current information about each employee. Employees are urged to let Trinity office know immediately if there is a change of name, address, or phone number. Trinity may request documentation authorizing the change.

Upon request, an employee will be permitted to review his/her own personnel record. That record may be used to determine qualifications for employment, promotion, compensation, termination or other disciplinary action.

## **OUTSIDE REQUESTS TO REVIEW EMPLOYMENT RECORDS**

Trinity will comply with all governmental inquiries as required by law. Governmental inquiries may include inquiries from the Department of Labor, the Equal Employment Opportunity Commission, law enforcement officials, etc. Other types of inquiries covered under this policy shall include reference checks, employment and salary verification, and all other requests for information about any current or former employee. To assure that such requests are handled in the most appropriate and efficient manner, the following procedures must be observed by all employees:

All inquiries about any current or former employee shall be referred to the pastor. No information or documents of any kind will be released without the approval of the pastor or on an emergency basis only by a member of the Personnel Committee.

Employees shall be informed if there is an inquiry related to their personnel records, and unless otherwise required by law, Trinity will not release such records without the approval of the Employee.

## **ACCESS TO TRINITY'S PROPERTY**

It is important that authorized persons of Trinity, such as the pastor, have access at all times to Trinity's property, as well as records, documents and files. As a result, Trinity reserves the right to access employee offices, work stations, filing cabinets, desks, and any other Trinity property at its discretion, with or without advance notice or consent.

## **LOST AND FOUND**

Employees are discouraged from bringing large sums of money, jewelry or other valuables to work. Trinity will not be responsible for personal property that is lost, damaged, stolen or destroyed. If an employee finds personal belongings that have been misplaced by another person, the employee is requested to turn over such items to his/her supervisor.

## **BUSINESS EXPENSE REPORTING**

Upon the submission of accurate expense vouchers with receipts to Trinity bookkeeper, employees will be reimbursed for all approved business-related expenses. Employees should submit these



reports in a timely manner (ordinarily within one month) to ensure proper accounting and prompt reimbursement.

### **USE OF TELEPHONES**

From time to time it may be necessary for employees to make and receive personal telephone calls on Trinity telephones. These calls should be limited to no more than five (5) minutes in length and should be made, whenever possible, during scheduled break and meal periods. Employees are expected to use good judgment and common sense when it comes to personal calls.

### **INCLEMENT WEATHER**

From time to time, Trinity office may have to close because of severe weather conditions (e.g., snow). In such instances, unless notified in advance by the pastor, Trinity office will follow the closing status of the Harrisonburg public schools. If weather becomes inclement during the workday, the pastor, or his/her designee, will decide whether to close Trinity offices. Employees are encouraged to use good judgment about their own ability to come to work.

### **CONFLICT OF INTEREST**

No employee shall accept any gift, gratuity, grant, service or any special favor from any person or business which provides or receives goods and services or which seeks to provide or receive goods and services to or from Trinity. Minor courtesies such as luncheons, dinners or similar arrangements in connection with business discussions may be accepted.

In addition, if an employee is called upon to participate in a decision in which the interests of Trinity conflict with the employee's interests, the employee should abstain from participating in the decision.

### **NON-HARASSMENT POLICY**

Trinity will not tolerate discrimination or harassment of any employee on the basis of sex, race, age, national origin, religion, disability or any other characteristic protected by law. Unlawful harassment occurs whenever an employee is subjected to unwelcome conduct as a condition of their employment and the unwelcome conduct is directed at an employee because of that employee's sex, race, age, national origin, religion, disability, or any other characteristic protected by law.

The most common type of unlawful harassment is sexual harassment. Sexual harassment occurs when employment decisions affecting an individual (such as hiring, firing, promotions, awards, transfers or disciplinary action) result from submission to or rejection of unwelcome sexual conduct. Thus, it is sexual harassment for a supervisor to coerce an employee into a sexual relationship and then reward the employee with a promotion. It also is sexual harassment for a supervisor to take disciplinary action against or deny a promotion to an employee because s/he rejected the supervisor's sexual advances. Sexual harassment is any activity that creates a hostile or offensive working environment for members of either sex – whether such activity is carried out by a supervisor or a co-worker. The same guidelines apply to other types of harassment.

The church condemns unlawful harassment in any form in the workplace, and we recognize our duty to provide you with an environment free from such conduct. Trinity will give complaints of sexual and other unlawful harassment swift and serious attention and take appropriate action when warranted. Each complaint of such conduct shall be investigated thoroughly and rapidly, and discipline up to and including discharge shall be imposed upon those found to have violated this policy. All personnel, including supervisors, co-workers, and volunteers are subject to this policy. Those engaging in unlawful harassment or in other inappropriate conduct approaching unlawful harassment may face termination.

Trinity encourages all employees to report any conduct s/he believes may be harassment or otherwise inappropriate. There will be no reprisals taken against any employee for making allegations or inquiries concerning sexual harassment or any other form of unlawful harassment.

## **COMPLAIN PROCEDURE**

Any employee who believes that s/he has been subjected to any form of unlawful harassment, or who believes that s/he has information to indicate that such unlawful conduct may have occurred, should report such behavior or information immediately. Allegations of or information related to unlawful harassment should be brought to the attention of the pastor. If for any reason an employee does not wish to bring his/her complaint to the pastor, the employee may bring it to the attention of any member of the Personnel Committee.

All Trinity employees are subject to the Non-Harassment Policy.

## **OPEN DOOR POLICY**

Trinity is committed to maintaining good working relationships among its staff, affirming the importance of each individual and her/his contribution to the work being done, encouraging mutual respect of employees and supervisors, providing prompt answers to questions, minimizing misunderstandings, and seeking to resolve differences as quickly as possible. Accordingly, Trinity commits to an open door policy by which every employee may air important concerns with all levels of management. Employees seeking to utilize our open door policy should consider the following general guidelines:

### **General Complaints**

In most cases, the employee should first attempt to resolve important issues with his/her immediate supervisor. In exceptional circumstances the employee should bring concerns directly to the attention of the Personnel Committee.

### **Complaints Against the Pastor**

An employee's question or concern regarding the pastor should be discussed with her/him as soon as the question arises. Normally, an answer to the question or concern should be given within five (5) working days.

When the matter is such that the employee prefers initially not to discuss it with the pastor, the employee may bring the concern to a member of the Personnel Committee. The employee and a representative of the Personnel Committee will meet to seek a resolution to the questions or concern. Normally, an answer to the question or concern should be given within five (5) working days.

If no reply has been received within ten (10) working days or if the reply is unsatisfactory from the complainant's point of view, the complainant may take up the matter with the full Personnel Committee. This should lead to a resolution of the issue within ten (10) working days.

If no reply is received within fifteen (15) working days or in the event that a satisfactory resolution has not been reached, the complainant shall file a formal complaint in writing with Trinity's Session. Within twenty (20) working days the Session's reply will be furnished to the complainant and the pastor.

If the complaint is not resolved by the previous steps, the Session may convene and initiate a further investigation. If the complaint against the pastor is in the nature of sexual harassment or sexual misconduct, the complainant is encouraged to use the process as outlined in the "Rules of Discipline" (Chapter X) of the Book of Order.

## **SECTION 5 TERMINATION OF EMPLOYMENT**

### **DEFINITIONS**

#### **Voluntary Termination**

A voluntary termination of employment is a termination that is initiated by the employee. Non-called employees are asked to give at least two (2) weeks' written notice. Called employees are asked to give at least one month's written notice. Employees who choose voluntary termination are not eligible for any severance pay or continuation of benefits other than payment for their unused earned Annual Leave for that year, which shall be paid only if the employee gives the requested amount of notice of voluntary termination. Written notice should include the employee's reason for leaving, as well as the name and address of the new employer, if applicable.

Ordinarily, if the employee does not call in or report to work for three (3) consecutive workdays, the employee shall be considered to have voluntarily resigned.

#### **Involuntary Termination for Cause**

Involuntary termination for cause occurs when Trinity terminates an employee because of the employee's failure to achieve performance standards, or for conduct which Trinity considers to be adverse to the best interests of Trinity. Terminations under this paragraph will take place by written notice from the pastor with the concurrence of the Personnel Committee. Generally, prior notice shall not be required, but may be given. Persons terminated under this paragraph will not be entitled to severance or other termination benefits. Depending on the reason for termination, employees terminated under this paragraph may be eligible to receive payment for unused Annual Leave.

#### **Involuntary Termination not for Cause**

Involuntary termination not for cause is any termination at the instigation of Trinity that does not fall within paragraph above. A termination may be characterized as "not for cause" only upon recommendation of the pastor and/or Personnel Committee. Employees terminated under this paragraph will be entitled to notice, and may be entitled to a severance allowance, out-placement assistance, or other benefits. Employees terminated under this paragraph shall be entitled to pay for all accrued and unused Annual Leave.

### **SPECIAL CONSIDERATIONS WHEN TERMINATING CALLED STAFF**

All conditions for termination of employment shall be in accordance with the provisions of the Book of Order of the Presbyterian Church (U.S.A.).

## **SECTION 6 AMENDING OR REVISING PERSONNEL POLICIES**

These Personnel Policies and Procedures may be suspended, replaced, revised and/or amended from time to time upon recommendation of the Personnel Committee and approval of the Session.

#### EMPLOYEE STATEMENT OF ACKNOWLEDGMENT

This is to acknowledge that the employee has received a copy of the Trinity Personnel Policies and Procedures Handbook. The employee understands that the Handbook provides guidelines and summary information about Trinity's personnel policies, procedures, benefits and rules of conduct. The employee acknowledges that it is his/her responsibility to read, understand, become familiar with and comply with the standards that have been established. The employee further understands that Trinity reserves the right to modify, supplement, rescind, or revise any provision, benefit or policy from time to time, with or without notice, as it deems necessary and without the consent of the employee.

The employee acknowledges that both Trinity and the employee have the right to terminate the employment relationship at any time, with or without cause or advance notice, and that this employment-at-will relationship will remain in effect throughout the period of employment unless it is specifically modified by an express written employment agreement signed by the employee and the pastor or an authorized member of the Personnel Committee.

The employee further acknowledges that this employment-at-will relationship may not be modified by any oral or implied agreement.

\_\_\_\_\_  
Employee's Name

\_\_\_\_\_  
Pastor or  
Personnel Committee Member

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

**APPENDIX B**

**OPERATIONAL POLICIES**



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# MANUAL OF BUILDING USE POLICIES

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Trinity Presbyterian Church



JUNE 27, 2021  
Adopted by the Session  
Trinity Presbyterian Church

## **Mission**

As an inclusive community of faith, we commit ourselves to embody the love of God and to share our diverse lives and gifts with each other and the world. Our vision calls us into mission not only to ourselves but to the extended church family, community and the world. Together we work for justice, extend grace, and partner with God to offer abundant life, healing, and hope to our community and the world.

## **Purpose**

The purpose of Trinity Presbyterian Church building, grounds and equipment is to serve its members, its neighborhood and the greater Harrisonburg community for maximum use and of greatest service. The use of the building, grounds and equipment shall be confined to religious, educational, social services and other functions consistent with the values of Trinity Presbyterian Church. We reaffirm our commitment to providing hospitality through the use of our church by members of the community. We look forward to continuing this part of our ministry, aided by policies that will make us better stewards of the gifts that have been entrusted to us.

## **Building Use Philosophy**

The use of Trinity Presbyterian Church will be guided by our vision and philosophy of an inclusive community whose purpose is to use our building for the actual life, service, and witness to the world of God's grace and love. Therefore, priority will be given to non-profit groups, church related groups and groups whose mission it is to meet the needs of those in our community who may be "marginalized". Individuals and groups using the building must not discriminate on the basis of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status or sexual orientation in any of its activities or operations.



## **GENERAL CONTACT INFORMATION**

Office Hours: Monday through Friday—9:00 am to 3:00 pm

Address: 725 South High Street, Harrisonburg, VA 22801

Phone Number: (540) 434-9556

Email: [office@trinitypresbyterianharrisonburg.org](mailto:office@trinitypresbyterianharrisonburg.org)

Website: [www.trinitypresbyterianharrisonburg.org](http://www.trinitypresbyterianharrisonburg.org)

Church Administrator: Victoria Riddle (540) 434-9556

Emergency Contact: Dane Byers (540) 820-2132

### **Inclement Weather Policy**

The weather is the most unpredictable item we all must deal with during the winter months. Our first priority is the safety of all people using our building, as well as wear and tear on our building. Many times, the day begins with lots of snow/ice and by evening roads are clear and travel is not an issue. However, in order to be consistent for everyone and to make sure there are no misunderstandings the following guidelines are used in determining whether to close our building to community use. We will use the Harrisonburg City School system closings and delays decision to determine if our building is closed or open.

### **PLEASE CONSULT LOCAL MEDIA FOR SCHOOL CLOSINGS.**

1. If Harrisonburg City Schools are closed ALL community activities at Trinity are cancelled. No exceptions!
2. If Harrisonburg City Schools close school early, then all community activities at Trinity that evening are cancelled as well.
3. In case of a delayed opening, the church will open following the same schedule as the city schools.

## **GENERAL POLICIES**

1. Any member or group approved to use the building or grounds must know that meetings and services of the congregation shall have prior claim to space, facilities and equipment and at times will supersede the group's scheduled reservation. When this occurs the designated contact person will be responsible for notifying the group.
2. The Session and/or the Building and Grounds committee reserves the right to restrict, limit or refuse access to the use of the grounds, building or equipment to any group that does not comply with the guidelines set forth in this document.
3. The Church Administrator, consulting with the Buildings and Grounds Committee and/or Pastor when concerns arise, will schedule all building use.
4. The Church Administrator will notify the contact person regarding use, regulations, and any specific requests for the group before final approval is granted.
5. The Church Administrator will maintain an up-to-date calendar of all events scheduled for use of the building as well as a file of reservation requests for persons and/or groups using the building.
6. Custodians will view the website calendar to be apprised of all scheduled events taking place in the building.
7. The Church Administrator will notify the custodians regarding any special space needs or cleanup requests by any person or group using the building subject to additional fees, within limits.

## **Procedures for Building Use Requests**

Each request for use of the building must be processed in the following manner.

1. Trinity building use is a yearly process that is scheduled from July 1<sup>st</sup> thru June 30<sup>th</sup> of each calendar year. Groups who wish to use the building **MUST** re-apply each year.
2. Groups wishing to use the building and or the Centering Space Rooms must first contact the Church Administrator to request a facility reservation form. Requests must be made at least five business days in advance of the event. Individuals wishing to schedule any of the CENTERING SPACE rooms must contact the Church Administrator at least two business days in advance of using the room(s).
3. One designated contact person must make requests and shall be personally responsible for the use and care of the building and equipment according to the guidelines established. The designated contact person is personally responsible for the building access code and must not share it with anyone.
4. The contact person must complete the request form, read this policy, (Guidelines for Building Use) agree to all terms, and sign the Hold Harmless Agreement before submitting the request form to the Church Administrator.
5. The Church Administrator will notify the contact person regarding approval. If the request is approved, the appropriate fees must be submitted to the Church Administrator before the event can be booked on the church calendar. Granted use of the facility must be limited to only the approved facility areas as listed on the reservation form.
6. After the approved event is booked the contact person must meet with the Church Administrator to receive instructions about building access, care of the building and cleanup, building key information and any procedural matters that may arise.
7. After the event has concluded the contact person must return the cleanup check list to the Church Administrator.

## **Building Use Approval Process**

1. Building use request and approval process
  1. Complete all necessary forms for building use and submit them to the Church Administrator for processing.
  2. A person must be identified on the reservation form who is responsible for how the building is used and cleaned up, and who will be handling the needs of the group.
  3. The building use request must be reviewed and that person will be notified if approval is granted or denied.
  4. The contact person on the request form will be notified of approval and a time to meet with the Church Administrator during office hours to complete the process.
  5. Granted use of the facility must be limited to approved facility areas as listed on the reservation form. Other parts of the building may be in use for other purposes at the same time.
2. The building use is a yearly process and is scheduled from July 1 thru June 30 of each year. Groups who wish to use the building **MUST** reapply each year. Consideration will be given to groups who have used the building before, provided their use has been satisfactory.
3. If more than one request is made for a specific room for the same time, the church reserves the right to prioritize requests and assign an alternative area where the need could be met for both parties.

## General Guidelines for Building Use

Please be good stewards as you use these facilities and follow the guidelines for church use.

1. Park only in the designated areas and observe all signs regarding handicapped and church use.
2. No smoking, vaping, alcoholic beverages, or illegal drugs are allowed on church property.
3. Properly certified service dogs shall be allowed in the building.
4. The church grounds are designated as a “gun-free” zone.
5. Report any damage to the building or grounds to the Church Administrator immediately. If the Church Administrator is not available, damage may be reported by phone or email. All damage is the responsibility of the group using the facility. Additional charges will be assessed for damage or inadequate cleanup of the facility. In case of an emergency, or if immediate attention is required to respond to damage, please call the Emergency Contact Person listed on page 3 of this handbook.
6. Each group is responsible for set-up and cleanup of all areas used. All items such as tables and chairs are to be cleaned and returned to their original location.
7. Hanging and placing decorations should not leave marks or create holes in walls, trim doors, etc. All decorations must be removed immediately following a scheduled event.
8. Adequate supervision (Two persons over the age of 18) must be provided for all activities involving children or youth groups, including approved use of the nursery. Child supervision will not be provided by the church. All play equipment must be sanitized and returned to its original location.
9. Equipment requests must be noted on the reservation form.
10. No rice, birdseed and/or bubbles may be used inside the building. If used outside, the group using the facility is responsible for cleanup.
11. When exiting the building please pick up all trash, flush toilets, turn out lights, and lock all doors and windows before leaving.
12. If the Downstairs kitchen or Harbor Room kitchen has been approved, please review the Kitchen Guidelines for **each** kitchen before using the space.
13. All activities and uses of the building must conform to city, fire and safety ordinances, which can be found online:  
[https://library.municode.com/va/harrisonburg/codes/code\\_of\\_ordinances](https://library.municode.com/va/harrisonburg/codes/code_of_ordinances). If candles are used, approval must be obtained from the Church Administrator prior to their use.
14. AV equipment, including access to a sound system, is generally not available to groups using the space. Requests that include equipment use must be submitted at least ten business days in advance of the event. Equipment use must have special permission from the Building and Grounds committee and must be set-up and operated by a trained and authorized person from Trinity Presbyterian Church. A fee will be charged for its use in

addition to an hourly rate for the equipment operator. The exception to this is the television in the Commons, which may be used with permission, but at no additional cost. Users are responsible for supplying their own hardware for connection or projection, and technical assistance is generally not available.

15. Building use is limited to the designated area in which approval has been granted and only during the time scheduled for the class, event or meeting. Building users may not access entry at any other time. The group contact person may not share the access code with anyone.
16. All supplies, materials, etc. brought in by groups reserving space at Trinity are the responsibility of the group's designated contact person and no items are to be stored in the building or on the church grounds.
17. Failure to adhere to these guidelines may result in the forfeiture of building use.

## Specific Room Usage Guidelines

Persons and groups are responsible for cleanup each time they use the church building. The Church Administrator will provide instruction during the building use orientation prior to the scheduled event.

### Sanctuary

1. Tables and chairs may be used in the sanctuary but must be returned to their original place when finished. Chairs must be placed on the racks in the specific order listed in the guide posted on each rack to ensure proper placement.
2. NO food or beverage is allowed in the sanctuary at any time.
3. Persons and groups are responsible for general cleanup, which includes sweeping the floor, making sure all windows are locked and lights are turned off when leaving the sanctuary. **The room should be left in the same condition as when the group arrived.**
4. The piano and sound system are not to be used by any non-member without permission granted by the Building and Grounds committee and the music professionals at Trinity. The Church Administrator will verify this prior to the event. An additional tuning fee may apply.
5. Hanging and placing of decorations, posters, etc. must not create holes or leave marks on the walls or windows. All decorations must be removed at the conclusion of the event.
6. All local and state fire safety regulations must be followed. A complete list of regulations can be found online:  
[https://library.municode.com/va/harrisonburg/codes/code\\_of\\_ordinances](https://library.municode.com/va/harrisonburg/codes/code_of_ordinances).
7. The church office sets the proper maintenance of temperatures for the sanctuary. Please do not attempt to adjust the thermostat for any reason. Contact the church office if any temperature adjustment is needed.

### Commons Area

1. Tables and chairs may be used in the Commons Area but must be returned to the racks located in the closet in the commons area, using the specific order listed on the chart.
2. Any spills on the carpet must be cleaned up immediately to avoid stains on the carpet to keep the space sanitary.
3. The church office sets the proper maintenance of temperature for the commons area. Please do not attempt to adjust the thermostat for any reason. Contact the church office if any temperature adjustment is needed.
4. All local and state fire safety regulations must be followed. A complete list of regulations can be found online:  
[https://library.municode.com/va/harrisonburg/codes/code\\_of\\_ordinances](https://library.municode.com/va/harrisonburg/codes/code_of_ordinances).
5. Persons and groups are responsible for general cleanup, including vacuuming the carpet,

wiping down tables, making sure all windows and doors are locked and lights are turned off when leaving the Commons Area. The room must be left in the same condition as when the group arrived.

6. The AV equipment is not to be used by any non-member without permission granted by the Buildings and Grounds Committee and the technology professionals at Trinity. The Church Administrator will verify this prior to the event.
7. Use of the Commons Area does not include use of the kitchen. You must make a specific request prior to your event in order to use the kitchen.

### Yoke Room

1. This room is used for small group meetings only.
2. The furniture may not be removed from the room for any reason. Other chairs may be added as needed but must be returned to their original location in the Commons Area and placed on the rack provided in the specific order listed on the chart.
3. Food and beverages may be consumed in this room, but any spills must be cleaned up immediately.
4. All local and state fire safety regulations must be followed. A complete list of regulations can be found online:  
[https://library.municode.com/va/harrisonburg/codes/code\\_of\\_ordinances](https://library.municode.com/va/harrisonburg/codes/code_of_ordinances).
5. The room should be left in the same condition as when the group arrived.

### Library

1. The church's library should be used with care. If books are used, they must be placed back on the shelf in their proper order.
2. This room is to be used for small group meetings only.
3. Furniture may not be removed from the room for any reason. Other chairs may be added as needed but must be returned to their original location.
4. Food and beverages may be consumed in this room, but any spills must be cleaned up immediately.
5. All local and state fire safety regulations must be followed. A complete list of regulations can be found online:  
[https://library.municode.com/va/harrisonburg/codes/code\\_of\\_ordinances](https://library.municode.com/va/harrisonburg/codes/code_of_ordinances).
6. The room should be left in the same condition as when the group arrived.



### Nursery

1. This room is used by the church on Sunday mornings for young children and must be reserved in advance by the designated contact person for the group using the building. The equipment and toys may be used but must be sanitized using anti-bacterial wipes and returned to their proper place in the room.
2. Food and beverages may be consumed in this room, but any spills must be cleaned up immediately.
3. Children under the age of 18 MUST be supervised by two adults (Over the age of 18) at all times when using this room.
4. All local and state fire safety regulations must be followed.
5. The room should be left in the same condition as when the group arrived.
6. Supplies in the cabinets are for church use only. Groups must purchase their own supplies for use in this room.

### Playground Use

1. Groups using the building may also use the playground at no additional cost.
2. Groups must follow the age-appropriate use of the playground equipment and are required to provide adult supervision of young children while they are using the playground.
3. No toys or building furniture are to be taken to the playground at any time.
4. Safety is our number one priority while using the playground. Be sure to help us keep the playground safe and orderly by picking up any trash you may find while using the facility.
5. Notify the Emergency Contact (see p. 3) and the Church Administrator (by voice mail or email if outside of office hours) immediately of any safety concerns on the playground.

### Kitchen: Downstairs

1. The kitchen has unique requirements for usage due to the rules and regulations set forth by the local and state fire marshal's office. A separate set of kitchen guidelines is attached to this document.
2. Once the building/kitchen use request is approved, and prior to the scheduled event, the designated contact person must complete an in-service training. The kitchen must not be used without this training. Qualified members of the church will provide the in-service for use of the kitchen.
3. All local and state fire safety regulations must be followed. A complete list of regulations

can be found online:

[https://library.municode.com/va/harrisonburg/codes/code\\_of\\_ordinances](https://library.municode.com/va/harrisonburg/codes/code_of_ordinances).

4. The kitchen should be left in the same condition as when the group arrived.
5. Kitchen supplies are for church use only and must not be used by non-members.
6. Non-members may not store food in the church except for immediate use.
7. The church is not responsible for any items or supplies left in the kitchen that are lost, used or stolen.

### Downstairs Kitchen Use Guidelines

Use of the downstairs kitchen includes the use of the equipment listed and additional equipment that is available if requested. Paper supplies, coffee, tea, or other food items are not included. The group using the facility must provide all food items used.

1. Any damage or breakage must be reported to the Church Administrator within 24 hours. If outside of church office hours, notification by phone and email is requested. If immediate attention is needed, contact the Emergency Contact listed on page 3.
2. Use of the kitchen includes the use of the equipment listed and additional equipment that is available if requested.
3. Limited storage space may be available, and must be requested and approved, along with the appropriate fees paid. In the event that storage space can no longer be used, groups will receive a two-week notice to remove all items.
4. Instruction books for all equipment are located in the binder next to the microwave.
5. Instructions for use of the coffee pots are posted inside the cabinet labeled coffee and filters.
6. The coffee maker and urn must be unplugged when not in use.
7. The group using the facility must provide all food items used.
8. Kitchen paper supplies, coffee, tea, or any food items are *not* included.
9. The refrigerator is for short-term storage only. Any item left in the refrigerator must be labeled with your name/organization, date to be used by, and phone number. Any items left after the event will be discarded.
10. If using caterers, all food and serving utensils must be removed promptly after the event.
11. The hood fan over the stove must be on if the Vulcan stove is in use. This applies to stove use even if you are only heating water.
12. Follow dishwashing directions as posted. The three sinks are set up for washing, rinsing, and sanitizing. Dish soap and bleach are provided.
13. The dishwasher is only to be used by trained personnel. If your group would like to use the dishwasher, you must be trained or a trained church member will need to be available.

14. There is a hand-washing sink inside the kitchen door from the Commons. Hand soap and paper towels are provided.
15. The prep sink is to be used during food preparation only. No dishes are to be washed in the prep sink. All food scraps should be placed in the trash can or compost pile outside, not in the garbage disposal.
16. Cooking/eating utensils, dishes, pots, and pans, etc. must be washed and returned to their original location.
17. Range top, ovens, sinks, counters, equipment, and appliances must be cleaned after use.
18. Remove trash when done. Trash receptacles and bags are provided. Put clean liners in all cans when done. The outside trashcans are located inside the fenced area next to the storage shed at the end of the ramp outside the kitchen door. Liners are located in the cabinet next to the broom closet.
19. All recycling must be left in the kitchen. A recycling bin is provided under the counter next to the 3-compartment sink.
20. Wipe up all spills on the kitchen floor and dust mop floor. The dust mop is located in the janitor's closet, located under the stairs in the hallway. A broom and dustpan are located in the broom closet in the kitchen
21. All dish towels used must be washed, dried and returned to the kitchen drawer where they are stored.

## **Centering Space: A Space for Centered CARE**

### **(CONTEMPLATION, ACTION, RENEWAL AND EXPRESSION)**

Centering Space – A Space for Centered CARE: Contemplation, Action, Renewal, and Expression is a developing new ministry to support the practice of Christian hospitality that can nurture lives of meaning and purpose individually and communally within Trinity and far beyond its walls. From its inception, Trinity has encouraged the development of the spiritual life through a practice of prayer and contemplation balanced with active face-to-face service with the church and the larger community. Centering Space offers a place and space to give focus and intentional attention to that part of us that needs to simply sit at Jesus 'feet and soak up His presence – to offer him the hospitality of attentive listening.

Centering Space is a space in Reality where you are invited to COME and find a 'safe Harbor 'in the newly refurbished Harbor Room located on the upper level of the Church House. It is a space to COME and spend a quiet time as an individual or as a small group to 'let down your anchor 'and settle into Christ 'presence. The space is prepared with simple refreshments, candles and essential oils, meditation guides and resources.

The larger two rooms (across the hall) will be used, as COVID protocol allows, to offer a variety of spiritual practices to open us to Contemplation, Action, Renewal and Expression. This might include Yoga classes, community dialogue around difficult issues, creative expression through art, writing, and dance.

Centering Space ONLINE is a space that continues to offer a number of resources and ways for people to gather and practice together opportunities for contemplation, action, renewal, and expression. Offerings have included a course on Mindfulness training, an Advent retreat, a course on the Enneagram, a Grief support group, Sessions on "Coming Out of Covid" and more!

Centering Space offers a new approach to Nurture – offering a variety of ways for you to engage in spiritual practices to 'feed your soul 'and 'keep you grounded'...safely moored so that you can continue to grow spiritually and develop your Faith. For some this may mean sitting in silence, for others it could mean a meaningful conversation. For ALL, it is a means of Centering oneself and paying attention to Jesus 'presence in your midst – offering to him authentic Hospitality! We welcome all who wish to be renewed in a variety of ways.

## **CENTERING SPACE ROOMS**

## HARBOR ROOM

1. This room is used for small group meeting only. (**Maximum capacity: 6**)
2. The furniture may not be removed from the room for any reason. Additional folding chairs are stored in the closet on the upper level. They may be used as necessary in the Harbor room or in the two additional Center Space room across the hall. DO NOT use them in any other space.
3. Food and beverages may be consumed in this room but any spills must be cleaned up immediately.
4. All local and state fire safety regulations must be followed. A complete list of regulations can be found online: [https://library.municode.com/va/harrisonburg/codes/code\\_of\\_ordinances](https://library.municode.com/va/harrisonburg/codes/code_of_ordinances).
5. The room should be left in the same condition as when the group arrived.
6. Hanging and placing of decorations, posters etc. must not create holes or leave marks on the wall or windows. All decorations must be removed at the conclusion of the event.

(The CD player is available for use as are the print and audio resources found on the shelves and storage areas. When finished using, place return to their original place and be sure the CD player is unplugged.)

### Harbor Room Kitchen Guidelines

Use of the kitchen includes the use of the coffee maker, tea kettle, microwave and mini-refrigerator. Plates, cups, bowls and utensils are available for use. Coffee and tea are available along with packaged snacks. If you are using the room for a personal retreat or small group meeting please help yourself. **All dishes used must be washed, dried, and returned to their proper places when you are finished using them.** If an individual or group plans to include a meal during their use of the room, all food items must be provided by the individual or group.

1. Any damage or breakage must be reported to the Church Administrator within 24 hours. If outside of church office hours, notification by phone and email is requested. If immediate attention is needed, contact the Emergency Contact person listed on Page 4.
2. Instruction books for all equipment are located in the drawer of the kitchen island. (If additional instructions are needed for coffee pot..simply print and add to information the drawer of the kitchen island)
3. The coffee maker and tea kettle **must be unplugged** when not in use.
4. Kitchen paper supplies, with the exception of paper towels and napkins are NOT provided.
5. The mini-refrigerator is for short-term storage only. Any items left after the event should be discarded.

6. Cooking/eating utensils, dishes, pots, and pans, etc. must be washed and returned to their original location.
7. Sink, counter, equipment and appliances must be cleaned after use.
8. Trash must be removed and clean liners placed in all cans when done. The outside trashcans are located inside the fenced area next to the storage shed in the parking lot. Liners are provided and are located in the closet in the Harbor Room.
9. All recycling must be left in the downstairs kitchen off the Commons Area. A recycling bin is provided on the counter next to the 3-compartment sink.
10. All spills on the kitchen floor should be wiped up and the floor should be dust moped. The broom and dustpan are located in the closet in the Harbor Room.
11. A laundry basket is provided for used towels. Please notify us that dirty towels are in the laundry basket by indicating this on the Room Use Checklist that is turned in the office after the event is finished.

## CENTERING SPACE ROOMS

### SC ROOM 1 (SMALLER ROOM: 8 PEOPLE MAXIMUM)

### SC ROOM 2 (LARGER ROOM: 12 PEOPLE MAXIMUM)

1. These rooms are to be used for small to medium size groups only. See group sizes above.
2. The furniture may not be removed from the room for any reason. Additional chairs may be added as needed but must be returned to their original location.
3. Food and beverages may be consumed in these rooms, but any spills must be cleaned up immediately.
4. All local and state fire safety regulations must be followed. A complete list of regulations can be found online: [https://library.municode.com/va/harrisonburg/codes/code\\_of\\_ordinances](https://library.municode.com/va/harrisonburg/codes/code_of_ordinances).
5. Persons and groups are responsible for general cleanup, including vacuuming the carpet, wiping down tables, making sure all windows and doors are locked and lights are turned off when leaving the Centering Space.
6. The room should be left in the same condition as when the group arrived.
7. The AV equipment available in either or both rooms is not to be used by any non-member without permission granted by the Building and Grounds Committee and the technology professionals at Trinity. The Church Administrator will verify this prior to the event.
8. Use of the Centering Space Room 1 and 2 **does not** include use of the kitchen in the Harbor Room unless that room is also reserved. Individuals and/or groups must make a specific request prior to the event in order to use the Harbor Room kitchen and its facilities.

### Outside Groups

1. Use of the building will be considered on a yearly basis from July 1 - June 30 of each year.
2. Outside groups include any groups that are not directly affiliated with a Trinity House Church, Marks Group, or committee. Outside groups fall into two categories and fee structures: for profit and not for profit.
3. Not for profit groups must submit annually documentation of non-profit status.
4. Groups that are not for profit that do not collect fees or otherwise have operating budgets may submit a fee waiver request (Form 4).
5. Groups currently using the building may renew for another year if all requirements are met as stated in the guidelines for building use and appropriate fees are paid.
6. Groups using the building for a one time only event may apply and be considered for approval if all criteria are met, fees paid, and space is available.

7. Groups using the building must use only the rooms agreed upon and must adhere to the time frame designated, including prep and cleanup time. Our building is heavily used by many groups and the same room may be used by a different group on the same night, so adhering to the times designated is critical.
8. Groups must be aware that church activities take priority for building use. There may be times during the year where a church service is scheduled that conflicts with the group use of the building. (Example: Holy Week, funeral service, member wedding) We will make every attempt to inform each group in advance of such conflicts.
9. Groups must use only the room(s) reserved and must not move to another room without consulting with the Church Administrator in advance.
10. Upstairs rooms are off limits to outside groups, **EXCEPT** the Centering Space Rooms that are scheduled on an individual basis.

#### Activities Not Allowed By Outside Groups

1. Weddings or rehearsal dinners
2. Graduation parties
3. Birthday Parties
4. Fraternity/Sorority events
5. Concerts and/or fundraisers



## **Church Member and Group Use**

1. Use of the building will be considered on a yearly basis from July 1 - June 30 of each year.
2. Use of the space for church events and meetings takes precedent over other uses of the building. Space should be reserved through the church office as soon as possible when events or meetings are scheduled in order to avoid space and scheduling conflicts with outside groups.
3. Church members may request use of the space or church equipment for personal use, using the proper forms and procedures.
4. Other groups that meet at Trinity, if not directly related to a House Church, Marks Group, committee, or other work of the church, fall under Outside Group guidelines and fee structures, even if Trinity members are involved. Groups meeting the criteria may request a fee waiver using Form 4.
5. Members must fill out the proper forms for building use and adhere to the requirements stated in the building guidelines and regulations.
6. Weddings and funeral arrangements must be coordinated with the Church Administrator and Pastor to avoid scheduling conflicts with other groups.
7. Members must request, with Sessional and Pastoral approval, the use of the building for benefit concerts or other activities related to the work and mission of the church.
8. Members who use the building for personal use (not group use) will not be charged a fee. However, a donation to cover the cost of utilities and general maintenance is encouraged.
9. Members who use tables and chairs for personal use from the church for outside activities must fill out the necessary forms and schedule their use through the Church Administrator.

## **CHURCH MEMBER USE OF EQUIPMENT OFF PREMISES**

**Each request for use of equipment off premises will be processed in the following manner:**

1. Church member must contact the Church Administrator and complete a reservation request giving the following information:
  1. Name of requesting person, telephone number, address and other preferred contact information.
  2. Items needed, date needed, and purpose of event
  3. All equipment must be returned in good condition; damages will be the responsibility of the person using the items
2. Only older (non-padded) chairs and tables may leave the building.
3. Equipment is to be picked up and returned during regular office hours (Mon. Wed.-Fri. 9:30 a.m.-2:30 p.m. unless other arrangements have been made. A receipt indicating the equipment has been returned will be given to the Church Administrator.
4. Tables, chairs and other equipment will not be loaned to non-members for off-site use.
5. The loading, unloading and transport of any church equipment are the responsibility of the parties using it.

## **Trinity Safe Church Policy**

ALL GROUPS MUST READ THE POLICY AND SIGN THE AGREEMENT BEFORE ANY  
BUILDING USE IS APPROVED

Policy Regarding Sexual Misconduct and Protection of Children, Youth, and Vulnerable Adults

*“What does the Lord require of you but to do justice, and to love kindness, and to walk humbly with your God.” (Micah 6:8)*

### **Prohibition of Sexual Misconduct/Harassment**

Trinity Presbyterian Church is committed to creating a worship and work community in which members, friends, staff, and volunteers can worship and work together in an atmosphere free of all forms of discrimination, harassment, exploitation, or intimidation. Specifically, all persons associated with Trinity Presbyterian Church should be aware that the church is strongly opposed to sexual exploitation and harassment and that such behavior is prohibited by church policy. It is the intention and responsibility of the church to take whatever action may be needed to prevent and correct behavior that is contrary to this policy and, if necessary, to discipline those persons who violate this policy.

### **Conduct of Church Leaders and Staff**

Sexual harassment, exploitation, intimidation, or discrimination of parishioners or other individuals by anyone engaged in the ministry of Trinity Presbyterian Church (including ruling elders, employees, volunteers, and teaching elders) is unethical and unprofessional behavior and shall not be tolerated within this congregation.

The church encourages those engaged in the church’s ministry to maintain their own psychological, emotional, and spiritual health, have adequate preparation and education for helping others, and understand the importance of referring those in need to supportive and helpful resources.

The church is committed to creating a safe and healthy environment in which all people can learn about and experience God’s love. In order to ensure this, we expect that all people applying to be

volunteers who work with minors shall have been members or friends of the church for at least six months.

It is the policy of the church to provide adequate supervision for all children and youth activities with an emphasis in maintaining at least two adults in the presence of minors. While this may not always be possible, the church members expect that all church leaders, employees and those volunteers who work with minors and/or vulnerable adults shall endeavor to provide safe places for these individuals, including striving to avoid instances where an individual minor is alone with an individual adult or older youth.

All church leaders and employees, and those volunteers who work with minors or vulnerable adults are expected to complete and submit a copy of the self-certification statement attached to this policy. All paid church employees who work with any children under the age of 18 years must submit to a background check. Background checks for paid employees will be completed before hiring to the position. Background checks will be renewed every 5 years. Background checks will be completed through Shenandoah Presbytery and paid for by the church. Failure to submit to the background check will lead to failure of hiring, with respect to paid employees. Additionally, any volunteers who will be traveling overnight as chaperones on any trips involving children under the age of 18 must submit to a background check prior to the trip.

All church leaders, employees, those volunteers who work with minors or vulnerable adults, parents of minors, and legal guardians of vulnerable adults shall receive a copy of this policy.

### **Reporting Allegations**

The Book of Order of the Presbyterian Church (USA), at G-4.0302, requires the following of teaching elders and ruling elders:

Any member of this church engaged in ordered ministry and any certified Christian educator employed by this church or its congregations, shall report to ecclesiastical and civil legal authorities knowledge of harm, or the risk of harm, related to the physical abuse, neglect, and/or sexual molestation or abuse of a minor or an adult who lacks mental capacity when (1) such information is gained outside of privileged communication as defined in G-4.0301, (2) she or he is not bound by an obligation of privileged communications under law, or (3) she or he reasonably believes that there is risk of future physical harm or abuse.

The Rules of Discipline of the Book of Order provide detailed procedures to be followed in the case of allegations of sexual misconduct. In the case of a teaching elder, such allegations shall be reported to the Stated Clerk of the Presbytery through the Clerk of Session. In all other cases involving ruling elders, members, or employees, the Moderator and the Clerk of Session should contact the Stated Clerk of the Presbytery for advice and guidance.

All church members who have knowledge or suspicion of child or vulnerable adult abuse should be aware that state law requires the immediate reporting of such abuse to the civil authorities.

*Approved February 2020*

## **LIST OF FORMS**

Form 1: Request for Building Use/Application

Form 2: Hold Harmless Agreement

Form 3: Fee Schedule

Form 4: Fee Waiver Request

Form 5: Key Policy and Access Chart

Form 6: Self-Certification for Church Leaders/Employees/Volunteers

Form 7: Room Use Checklist

Form 8: Kitchen (Downstairs) Use Checklist

Form 9: Harbor Room Kitchen Use Checklist

Form 10: Church Member Equipment Use (Off Premises) Agreement

Form 11: COVID Guidelines and Acknowledgement

**FORM 1 - REQUEST FOR USE OF THE CHURCH BUILDING**  
**(This form must be completed and filed in the office)**

Name of Group or Organization \_\_\_\_\_

Name of Person Requesting the Facility \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

Purpose of the Activity \_\_\_\_\_

Date of Request \_\_\_\_\_ Date of Activity \_\_\_\_\_

Length of Activity \_\_\_\_\_ Time of Activity \_\_\_\_\_

What room/space is needed? \_\_\_\_\_

Children Under 18 years old present? Yes \_\_\_\_\_ No \_\_\_\_\_

If YES, please see Trinity's Safe Church policy and complete form on Self Certification

Are you requesting use of the kitchen? Yes \_\_\_ No \_\_\_

If yes, what kitchen equipment will be used? (Circle all that Apply)

Utensils Plates Glasses Dishwasher Coffee Maker(s) Other \_\_\_\_\_

Does your group have liability insurance to cover:

1. Personal liability Yes \_\_\_ No \_\_\_

2. Building and Equipment Damage Yes \_\_\_ No \_\_\_

The approval of this request allows a group to use only the section of the building and equipment requested and stated herein. It is understood that my group assumes all liability for the use of the building and equipment and will be responsible for any damages or losses. We will exercise reasonable care in its use and supervision of group members and participants.

Date \_\_\_\_\_ Signed \_\_\_\_\_  
Authorized representative of the group

FOR USE BY THE CHURCH

Approved \_\_\_\_ Disapproved \_\_\_\_ Date \_\_\_\_\_

Comments: \_\_\_\_\_

Church Administrator Signature \_\_\_\_\_

Total Fees Due \_\_\_\_\_ Date Paid: \_\_\_\_\_

*Any group using the building will be informed that regularly scheduled meetings and services of the congregation shall have prior claim to all space, facilities and equipment ordinarily used by the church, and that at times this may displace their scheduled event. When this occurs it will be the responsibility of the contact person to notify all individuals in their group about this change in venue, and to secure an alternative meeting space for the group. **The Session and/or the Building and Grounds committee reserves the right to restrict, limit or refuse access to the use of the grounds, building or equipment to any group that does not comply with the guidelines set forth in this document.***



**FORM 2 - HOLD HARMLESS AGREEMENT**

I/we have read the guidelines for use of Trinity Presbyterian Church facility and agree to abide by them, and any other specific requests made for using the facility.

I/we understand and agree that any furniture/equipment will be returned to its original location and in the condition found, and agree to clean spaces used after use (vacuuming, washing floors, bagging garbage); if items are damaged, I/we will be responsible for replacing or repairing the same.

I/we understand that I/we am responsible for the care and safety of participants at the event, and in consideration of being permitted to use the church facility, FOREVER RELEASE the church and agree to defend, indemnify and hold the church harmless from an claims or damages, for any medical expenses and other damages, to the fullest extent permitted by law.

Responsible Party Signature \_\_\_\_\_ Date \_\_\_\_\_

A second signature if requested \_\_\_\_\_ Date \_\_\_\_\_

Approved by Church Administrator \_\_\_\_\_ Date \_\_\_\_\_

## FORM 3 - FEE SCHEDULE

All fees for repeated building use are to be paid by the last day of each month. Fees for one time use must be paid prior to the event.

RATE IS PER EVENT (USUALLY LASTING SEVERAL HOURS)

| LOCATION   | FOR PROFIT<br>ONE TIME<br>USE | FOR PROFIT<br>REPEATED USE | NON-PROFIT<br>USE |
|--|-------------------------------|----------------------------|-------------------|
| <b>SANCTUARY</b>                                   | <b>\$100</b>                  | <b>\$60</b>                | <b>\$25</b>       |
| <b>COMMONS AREA</b>                                | \$75                          | \$60                       | \$25              |
| <b>YOKE ROOM</b>                                   | \$25                          | \$20                       | \$10              |
| <b>LIBRARY</b>                                     | \$25                          | \$20                       | \$10              |
| <b>KITCHEN (COOKING)</b>                           | \$150                         | \$150                      | \$100             |
| <b>KITCHEN<br/>(NON-COOKING)</b>                   | \$30                          | \$25                       | \$15              |
| <b>KITCHEN STORAGE<br/>(If available/approved)</b> | \$25                          | \$25/month                 | \$10/month        |
| <b>NURSERY</b>                                     | \$35                          | \$30                       | \$20              |
| <b>CUSTODIAL FEE<br/>(If requested/needed)</b>     | \$50                          | \$50                       | \$50              |
| <b>AV TECH PERSONNEL</b>                           | \$25/hr                       | \$25/hr                    | \$25/hr           |
| <b>AV EQUIPMENT</b>                                | \$100                         | \$75                       | \$50              |

**STORAGE SPACE (KITCHEN ONLY):** Use of storage space in the kitchen is limited and mainly for church use. If storage space is available, groups using the kitchen must make arrangements to bring their own supplies for group use. Groups must request kitchen storage space use through the Church Administrator. The church reserves the right to deny outside groups using kitchen storage space if and when the space is needed for use by the church.

**FORM 4 - REQUEST FOR FEE WAIVER**

We understand that “not for profit” can include groups with income, fees charged for events, etc, while other groups operate without any fees or budget. Particularly for such community groups, finding affordable space can be quite a challenge. Please use the space below to provide details for your request for fee reduction or waiver. This should be submitted with your application for building use. For recurring meetings or events, this will need to be re-submitted for approval each year, along with a new application.

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

Group: \_\_\_\_\_

Requested space, date, time, and frequency of use: \_\_\_\_\_

\_\_\_\_\_

Why are you applying for a fee reduction or waiver? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

If you are applying for a reduction in fees, indicate what your group is able to afford. If applying for a total waiver of fees, we invite you to consider making a donation to help defray building use costs. \_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

**FOR CHURCH USE ONLY:**

Approved for Fee Reduction: \_\_\_\_\_ Approved for Fee Waiver: \_\_\_\_\_

Denied (include reason, if applicable): \_\_\_\_\_

\_\_\_\_\_

Church Administrator: \_\_\_\_\_ Date: \_\_\_\_\_

## FORM 5 - TRINITY KEY POLICY

*(Approved February 2020)*

To provide for the balance of better security and access for many users, the following key policy is in effect for all users of the building.

Key access to the two main entry doors (double doors by the offices and the doors to the commons) shall be provided through a key stored in a lock box with a pass code that will be distributed through the Church Administrator. The passcode will be made available to any member of the Trinity community and given to outside groups who have approved reservations to use the space. The pass code may be changed periodically.

In addition, recognizing that there are particular functions that require access to additional areas of the building, keys will be made available to the individuals serving in those functions for the duration of their particular service. At the start of service, the individual will sign out the necessary key(s) through the Church Administrator, who shall keep a record of all keys and those who have them. At the conclusion of that particular service, the key(s) should be returned and released by signature to the Church Administrator. Keys shall not be duplicated, nor shall they be lent to other individuals. Anyone needing additional access to a locked area on a temporary basis shall request a key through the same procedure.

Access points are:

- 1 - External Doors
- 2 - Church Office
- 3 - Church Office
- 4 - Pastor's Office
- 5 - Nursery
- 6 - Sound Room in Sanctuary
- 7 - Harbor Room - including external door to the stairs and internal room key
- 8 - Outside Shed
- 9 - Clothes Closet (including external door to the mission room, internal door from the Commons, and the door to the laundry areas)

“Other” Keys include

- A - Lock Box including Master Key, Pastor's Office Key, AV Room Key
- B - Finance filing cabinet
- C - AV Room
- D - Piano key

Function and Key Access Chart

|             | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | A | B | C | D |
|-------------|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Pastor      | X | X | X | X | X | X | X | X | X | X |   |   |   |
| B&G Elder 1 | X | X | X | X | X | X | X | X | X | X |   | X |   |

|                                |   |   |   |   |   |   |   |   |   |   |   |   |   |
|--------------------------------|---|---|---|---|---|---|---|---|---|---|---|---|---|
| B&G Elder 2                    | X | X | X |   | X | X | X | X | X |   |   |   |   |
| Church Administrator           | X | X | X |   | X | X | X | X | X | X |   |   |   |
| Emergency Contact (Fire, etc.) | X | X | X |   | X | X | X | X | X | X |   |   |   |
| House Steward (Active)         | X | X | X |   | X | X | X | X | X |   |   |   |   |
| House Steward (Upcoming)       | X | X | X |   | X | X | X | X | X |   |   |   |   |
| Janitors(s)                    | X | X | X | X | X | X | X | X | X |   |   |   |   |
| Fire Department (Knox Box)     | X | X | X | X | X | X | X | X | X |   |   |   |   |
| Pastoral Associate             | X | X |   |   |   |   |   |   |   |   |   |   |   |
| Active Elders                  | X | X |   |   |   |   |   |   |   |   |   |   |   |
| Treasurer                      | X | X | X |   |   |   |   |   |   |   | X |   |   |
| Assistant Treasurer            | X | X | X |   |   |   |   |   |   |   | X |   |   |
| Counters and Depositors        | X | X | X |   |   |   |   |   |   |   | X |   |   |
| Finance Chairperson            | X | X | X |   |   |   |   |   |   |   | X |   |   |
| Clerk of Session               | X | X | X |   |   |   |   |   |   |   | X |   |   |
| Pianist(s)                     | X |   |   |   |   |   |   |   |   |   |   |   | X |
| Clothes Closet Volunteers      |   |   |   |   |   |   |   |   | X |   |   |   |   |
| Lawnmower Volunteers           |   |   |   |   |   |   |   | X |   |   |   |   |   |
| Nursery Coordinator            | X |   |   |   | X |   |   |   |   |   |   |   |   |
| AV Volunteers                  | X |   |   |   |   | X |   |   |   |   |   | X |   |
| Harbor Room Users (If Locked)  |   |   |   |   |   |   | X |   |   |   |   |   |   |
| Tech Team Lead Volunteer       | X | X | X |   |   | X |   |   |   |   |   | X |   |

**FORM 6 - SELF-CERTIFICATION FOR CHURCH LEADERS/  
EMPLOYEES VOLUNTEERS**

Please complete the following certification:

*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. I have been given a copy of Trinity Presbyterian Church's Policy Regarding Sexual Misconduct and Protection of Children, Youth, and Vulnerable Adults. If at any time my status changes in regards to the above self-certification, I shall notify the Clerk of Session.*

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.

*Approved February 2020*

**FORM 7 - ROOM USE CHECKLIST**

Name of group \_\_\_\_\_ Date Used \_\_\_\_\_

Room(s) Used \_\_\_\_\_

It is expected that any room used will be left in proper order before leaving. Please check the following upon completion:

**FACILITY**

- \_\_\_ Floors swept or vacuumed and mopped-up of any spills
- \_\_\_ Furniture properly arranged or stored (if applicable)
- \_\_\_ Lights turned off
- \_\_\_ Windows closed and locked
- \_\_\_ Personal belongings removed
- \_\_\_ Trash put in receptacles and recycled items placed in container in kitchen
- \_\_\_ All local and state fire marshal rules and regulations followed
- \_\_\_ No food or drink used in sanctuary
- \_\_\_ Kitchen guidelines followed (if applicable)
- \_\_\_ Key returned to the Lock Box

By signing below, I certify that all of the above checklist items have been completed.

Signature of person responsible \_\_\_\_\_

Date \_\_\_\_\_

**PLEASE RETURN THIS FORM TO THE CHURCH ADMINISTRATOR OR LEAVE IT ON THE TABLE BY THE OFFICE BEFORE YOU LEAVE THE BUILDING.**

**FORM 8 – DOWNSTAIRS KITCHEN USE CHECKLIST**

- \_\_\_ All utensils and dishes used have been cleaned and stored correctly
- \_\_\_ Leftover food its properly stored and marked with date and group using
- \_\_\_ Sink and counters cleaned and trash disposed of in cans provided
- \_\_\_ Dish towels are to be taken home, washed/dried and returned to the proper kitchen drawer
- \_\_\_ Floor swept and/or mopped if needed
- \_\_\_ Lights out, doors locked
- \_\_\_ Coffee pots and small appliances properly cleaned and stored

By signing below, I certify that all of the above checklist items have been completed.

Signature of person responsible \_\_\_\_\_

Date \_\_\_\_\_

PLEASE RETURN THIS FORM TO THE CHURCH ADMINISTRATOR OR LEAVE IT ON THE TABLE BY THE OFFICE BEFORE YOU LEAVE THE BUILDING.



**FORM 9: HARBOR ROOM KITCHEN CHECKLIST**

- \_\_\_ All utensils and dishes used have been cleaned and stored correctly
- \_\_\_ Sink and counter top cleaned and trash disposed of in outside cans provided
- \_\_\_ New trash can liners placed in all receptacles provided
- \_\_\_ Used towels placed in laundry basket provided
- \_\_\_ Floor swept and/or mopped if needed
- \_\_\_ Carpeted area vacuumed after use
- \_\_\_ Lights out, doors locked
- \_\_\_ Coffee pots and small appliances properly cleaned and stored
- \_\_\_ All food and personal items taken away from premises

By signing below, I certify that all of the above checklist items have been completed.

Signature of person responsible \_\_\_\_\_

Date \_\_\_\_\_

PLEASE RETURN THIS FORM TO THE CHURCH ADMINISTRATOR OR LEAVE IT ON THE TABLE BY THE OFFICE BEFORE YOU LEAVE THE BUILDING.

**FORM 10 - REQUEST FOR USE OF CHURCH EQUIPMENT**

**(OFF PREMISES) AGREEMENT**

Name \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_ Email \_\_\_\_\_

Date Taken: \_\_\_\_\_ Date Returned \_\_\_\_\_

Please list the items(s) and number of items taken below:

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

By signing below, I certify that all of the above items have been returned to the church in good working order and no damage to the equipment has occurred.

\_\_\_\_\_

Signature of person responsible \_\_\_\_\_

Date \_\_\_\_\_

PLEASE RETURN THIS FORM TO THE CHURCH ADMINISTRATOR OR LEAVE IT ON THE TABLE BY THE OFFICE BEFORE YOU LEAVE THE BUILDING.

## **FORM 11 - COVID-19 GUIDELINES**

With the unprecedented global pandemic, Trinity Presbyterian Church has had to drastically alter our building use. Through the work of our COVID Task Force and in coordination with the Session, the following guidelines will be in effect until further notice. As the situation changes, we will continue to revisit and revise our building operations, and at all times we will comply by all federal and state regulations.

We celebrate the gift of safe, effective vaccines, and we are encouraged by revised CDC recommendations which further assert their efficacy. It is our expectation that anyone who enters the building has been vaccinated, if eligible, unless they have been advised otherwise by their doctor. At the same time, we are aware that some in our community are not able to receive the vaccine because of age or other health issues, and that some immunocompromised individuals who have received the vaccine are still at higher risk of infection and serious illness. Because we seek to be a community that is inclusive, hospitable, and safe for all people, we will continue to require the proper use of masks for all individuals participating in group use unless medically contraindicated.

While recognizing that risks of acquiring contagious infectious diseases, such as COVID-19, cannot be totally eliminated, in order to mitigate risk we will use the following guidelines. Each approved group will designate a group leader who will be responsible for assuring all safety procedures outlined are followed. Users of the building do so at their own risk. By using the building, all users agree to release Trinity Presbyterian Church from any liability for illness or infection.

### **Group Leaders should:**

1. Determine, in conjunction with group participants, whether it is appropriate for the group to hold in-person meetings, realizing that some members may be high risk and prefer a virtual alternative.
2. Inform participants in advance of guidelines for facility use (as delineated below).
3. Request that any group members experiencing symptoms of illness, including but not limited to fever, chills, cough, or shortness of breath), or who have had known positive COVID tests or close exposure within 14 days stay home.
4. Ensure in advance that group attendance will not exceed the capacities for any of the spaces used. Note that capacities may change depending on updated guidelines from local, state, or national authorities. Current maximum capacities are as follows:
  1. Sanctuary - 75
  2. Commons - 50
  3. Kitchen - 8



**TRINITY MEMORIAL GARDEN POLICIES**  
**adopted by Session, October 9, 2011**

**I. GENERAL**

The Memorial Garden is a multi-use facility.

1. It is a memorial to members of Trinity who have died; friends who have been affiliated with Trinity may also be interred with approval of the pastor and the Memorial Garden Committee.
2. It provides a resting place for the ashes of members and friends who so desire.
3. It is available for outdoor worship, weddings, and other suitable worship, educational, or fellowship activities.
4. The use of the garden is subject to Trinity's building use policy, as is the use of other Trinity facilities.

**II. INTERMENT OF ASHES**

Members or friends of Trinity who wish to be interred on the grounds of Trinity will have their ashes interred in the Memorial Garden. Ashes interred on the grounds before this date will not be moved except by request.

1. Ashes will be placed in the designated area of the garden, sometimes called the urn area (the curved space between the two walls).
2. Ashes may be scattered in this area, buried in one spot without a container, or buried in a bio-degradable container.
3. Since the Garden is a ministry of Trinity, no charge is made for the interment of ashes. However, a suitable contribution to the Memorial Garden Care Fund would be appreciated if it is possible.

**III. MEMORIAL GARDEN CARE FUND**

A Memorial Garden Care Fund for perpetual care of the Garden area has been established by the Session. It is administered in the same way as other Trinity funds. This fund is an appropriate beneficiary of gifts made in memory of loved ones or gifts made by those who intend to be interred in the Garden.

An appropriate committee will be established by the Session to oversee the care of the Memorial Garden.

**IV. MEMORIAL PLAQUES**

1. Because the Garden is a multi-use facility, no plaques are placed directly on the walls or pavers of the Garden. One or more metal plaques will be placed on the outside front wall of the church house listing the names of those interred elsewhere on the Trinity grounds and of those

interred in the Memorial Garden. The cost of adding names to the plaque will be paid by the Memorial Garden Care Fund.

2. A map indicating the locations of previous interments on the grounds and of the locations of interments within the Garden will be maintained in the church office.
3. If desired, a Memorial Book containing additional information about members and friends interred in the garden may be maintained in the church office or other appropriate location in the church.

# **WEDDING POLICY**

## **INTRODUCTION**

Marriage is a gift God has given to all humankind for the well-being of the entire human family. From the perspective of the church, marriage is more than a civil contract between individuals. It is a covenant (solemn vow) through which individuals are called to live faithfully together before God and the community. In a service of Christian marriage, a lifelong commitment is made by individuals to each other, publicly witnessed and acknowledged by the community of faith.

A church wedding is more than a social event. It is a service of Christian worship which recognized the importance spiritual values play in our lives. Those who participate in it ought to have a sincere desire to establish their marriage on the firm foundation of the Christian faith. As God's blessing is invoked upon the new relationship, so should it continue to be sought through personal, family, and acts of worship. We believe that preparation for marriage is important, and that all aspects of the marriage service should reflect our Christian concerns. The following information is given as a guide to planning for the marriage service.

## **SCHEDULING**

The pastor of Trinity Presbyterian Church should be contacted as far ahead as possible in order to schedule a date for the rehearsal and wedding.

## **PREMARITAL CONSULTATIONS**

Couples are required to meet with the pastor for premarital consultations. The purpose of these consultations is to discuss the following issues:

- The nature of their Christian commitment, assuring that at least one is a professing Christian
- The legal requirements of the state
- The privileges and responsibilities of Christian marriage
- The nature and form of the marriage service
- The vows and commitments they will be asked to make
- The relationship of these commitments to their lives of discipleship
- The resources of the faith and the Christian community to assist them in fulfilling their marriage commitments

## **RIGHT OF REFUSAL**

“If the minister is convinced after discussion with the couple that commitment, responsibility, maturity, or Christian understanding are so lacking that the marriage is unwise, the minister shall assure the couple of the church's continuing concern for them and not conduct the ceremony. IN making this decision, the minister may seek the counsel of the Session.”

## **COSTS OF FACILITIES**

**\*Members**

There is no cost for the use of the sanctuary for weddings for Trinity members, including friends of the church

**\*Pianists**

Since there is a considerable extra practice time needed to prepare the music for a marriage service, the Session require that a fee of \$200 be paid to the pianist

**\*Custodian**

The custodian is to be paid \$100 for preparation and the extra cleaning involved in the use of the sanctuary. This applies to members as well as friends.

## **WEDDING COORDINATORS**

As a service of Christian worship, the marriage service is under the direction of the pastor and subject to the authority of the Session of Trinity Presbyterian Church. The use of a wedding coordinator is permitted, with the understanding that this person ultimately is under the direction of the pastor.

## **GUEST MINISTERS**

Ordinarily, the pastor of this church shall preside at all weddings. If, for any reason, there is a desire to have a guest minister assist at the service, this request must be made to the pastor before any invitation is extended by the couple to the guest participant. If approved, a formal invitation will be extended to the guest participant by the Session.

## **LOCATION OF SERVICE**

Corporate worship normally takes place in the sanctuary or grounds. Either of these two places is appropriate for the marriage service. Alternative arrangements may be made in consultation with the pastor. Previously scheduled church events shall take precedence when arranging for the use of the building. Once a wedding is scheduled, use of the church grounds is guaranteed for both the rehearsal and the wedding.

## **DECORATIONS**

Flowers, decorations, and other appointments should be appropriate to the place of worship, enhance the worshippers' consciousness of the reality of God, and reflects the integrity and simplicity of Christian life.

## **PICTURES**

**\*Flash Pictures**



Flash pictures are not permitted during the wedding service. The wedding service begins when the pastor begins to speak (the “Call to Worship”) until he/she is finished (the “Benediction”). Therefore, the processional, first kiss, and recessional are not considered to be part of the worship service, even though they are part of the entire ceremony. Immediately after the service, the pastor will be available to recreate any photographs with the wedding party. It is expected that the couple will explain this policy to the photographer.

**\*Video**

It is permissible to have the service videotaped. Arrangements for the location of video equipment are to be made with the pastor by the time of the rehearsal.

**SUSBTANCE POLICY**

No alcoholic beverages (except for communion) or illegal drugs are permitted in the church, the church grounds, or the parking lots.

**APPENDIX C**

**GENERAL GUIDELINES**

## **COFFEE HOUR**

### **Making Coffee**

1. Put 30 cups of water in coffee urn. Place on coffee cart.
2. Put paper filter in basket and fill with 2 cups of coffee grounds.
3. Put the lid on and plug in using the extension cord.
4. When the coffee is done brewing, remove filter basket and replace lid.
5. **REPPEAT ABOVE PROCEDURES FOR DECAF COFFEE AS WELL.**

**Coffee should be made before worship**

### **Other Items on Coffee Cart**

1. Put water in electric teakettle and plug in.
2. Put tea and hot chocolate on the cart
3. Put milk, sugar, spoons, and stirrers on cart as well.
4. Roll cart out to commons area.

### **Items for the Table**

1. You may use tablecloths on the tables if you would like. (There are some in the labeled drawer in the kitchen or you can bring some from home.)
2. Put tray of red coffee cups on the table for our visitors
3. Put pitcher of water, juice, or lemonade on table. (Cups, plates, and napkins can be found in the cabinet of paper goods and can be put on the table as well.)
4. You may bring snacks such as cookies, muffins (cut in fourths) or cake if you would like. Sometimes there are items on the counter or in the freezer that can be used. It is okay to just provide drinks.

### **Clean Up**

1. Roll cart back to kitchen.
2. Empty urns and wash. **DO NOT SUBMERGE COFFEE URNS IN WATER.** Coffee grounds can be put in compost on porch.
3. Wash coffee cups and return to tray.
4. Return tea bags, hot chocolate, etc. to coffee cart.
5. Put leftover snacks in storage container.
6. Return perishable items to refrigerator.
7. Wipe counters.
8. Put tablecloths and dish towels in a pile in the kitchen to be washed.

**THANK YOU FOR DOING COFFEE HOUR! WE APPRECIATE YOUR HELP!**

## GREETING AND USHERING GUIDELINES

Thank you for answering God's call to serve as a greeter/usher in worship. You play an integral role in welcoming people to worship at Trinity.

### BEFORE WORSHIP

- Be at Trinity 30 minutes prior to the start of worship.
- Wear your name tag.
- Check for bulletins on the shelf just outside the sanctuary. If they are not there, ask the House Steward to get them from the church office.
- Check to see that the offering baskets (and the buckets on the third Sundays are at the rear of the sanctuary. Ask the House Steward to get them if they are not.

### GREETING

- One greeter/usher should stand at the entrance door to the sanctuary and hand out the bulletins.
- Assist members in finding their name tags in the box at the usher stand.
- Invite visitors to sign the guest book in the hallway.
- A second greeter/usher should stand near or outside the entry doors closest to the church office, prepared to help open the door for anyone who requires assistance.
- Welcoming families with young children: let them know children are welcome for the duration of the service, wiggles and all. Point out the playground as an option, let them know the nursery is currently unstaffed, but open if younger ones need a break, and that the service is live-streamed in the Commons. Let caregivers know that following the passing of the peace, children are welcome to go upstairs for Sunday school (during the school year), following the teachers.

### USHERING

- Be aware of people needing help in finding a seat. Point out vacant chairs and/or walk people to the end of an available row. Assist with wheelchairs and walkers.
- Close the sanctuary doors when the Call to Worship begins. Notice where the vacant seats are before closing the doors.
- Close one of the doors to the Commons.
- Stand outside the sanctuary near the doors until after the opening hymn.
- Help latecomers find seats.
- Leave a stack of bulletins on the shelf outside the sanctuary.

- After the Passing of the Peace, assist guiding children out when necessary.
- Be alert to help anyone needing assistance during the service.
- If the Sanctuary is full, usher people into the Commons for overflow seating.
- On communion Sundays: let people know about the options for individual communion servings. If there are worshipers in the Commons, invite them to come into the Sanctuary to be served, or let the servers know to go back to the Commons if needed.

In the event that you cannot serve as scheduled, please contact the House Steward of the month as soon as possible. *(Approved  
May 2022)*

## HOUSE STEWARD CHECKLIST

**The House Steward is responsible for all worship services during their month of service, including scheduling ushers/greeters as needed for that month. The House Steward may also serve in that role. If the House Steward cannot be present at a special service, they must find another Elder to fulfill the role of House Steward. The House Steward should open the church house on Sundays by 8:30 a.m. and close the church house on Sundays following the final event of the morning. The Tech Team is usually there by 8:00.**

| TASK   | REGULAR SERVICE | COMMUNION SERVICE |
|--|-----------------|-------------------|
| <b>Entrance Doors, Hallways, and Lights</b>  |                 |                   |
| <b>Pick up master key during church office hours prior to the first Sunday. Return the key to the church office at the end of the month.</b>   | x               | x                 |
| Unlock two parking lot entrance doors by office and Commons  | x               | x                 |
| Unlock High Street outside doors by kitchen and front hallway  | x               | x                 |
| Turn on hall lights by sanctuary, front hallway, and Commons entrance  | x               | x                 |
| Place offering baskets, hymnals, and bulletins at entrance to sanctuary for ushers to pick up, and 4-cents a meal buckets on 3rd Sunday of the month. Place an offering basket in the Commons. | x               | x                 |
| Turn on bathroom lights  | x               | x                 |
| Closing – reverse process, return offering baskets to church office, check bathrooms, place recycled bulletins in recycle box in church office   | x               | x                 |

|  |   |   |
|--|---|---|
|  |   |   |
| <b>Sanctuary</b>   |   |   |
| Check the thermostat, confirm the correct room temperature. See THERMOSTATS below.   | x | x |
| Unlock audio-visual closet door to left of pulpit, if not already unlocked   | x | x |
| Check with the Trinity tech team, confirm they are ready.  | x | x |
| Turn on fans (usually to “mediumlow”)  | x | x |
| Turn on all lights   | x | x |
| Fill baptismal pitcher with water and place on the table. (Glass pitcher is stored with the communion ware.)                               | x | x |
| Place communion plate, pitcher, and one chalice on communion table   | x |   |
| Set table for communion, place individual communion serving options in the Commons and by the usher stand. See further instructions below. |   | x |
| Put small dish on piano to place bread for pianist during communion.   |   | x |
| Be certain armed chairs are placed strategically for handicapped/assistive needs.  | x | x |
| Closing – reverse process, empty baptismal font, check that all outside doors are locked, lights off, and windows shut.                    | x | x |

|   |   |   |
|---|---|---|
|   |   |   |
| <b>Commons Area</b>   |   |   |
| Unlock the nursery and move a rocking chair from the nursery into the Commons   | x | x |
| Turn on lights and fans, if necessary. Check volume and settings for broadcast in closet (tech team can show you this). | x | x |
| Turn on bathroom lights   | x | x |
| Closing – reverse process   | x | x |
|   |   |   |
| <b>Upstairs</b>   |   |   |
| Turn on upper hallway lights  | x | x |
| Closing – make sure all lights are turned off, windows shut   | x | x |

## **General Instructions:**

### **LIGHTS**

Sanctuary – all switches are in the hallway outside the audio-visual room. Be aware that the spotlights above the altar are on a two-way switch. One switch is outside the new audio-visual room combined with the reset of the sanctuary lights. Another switch controls the spotlights and is in the old audio/visual storage room to the left of the altar.

Downstairs halls – wall switches

High Street door Exit light – switch left of library door

### **THERMOSTATS**

**IMPORTANT:** The **HEATING SYSTEMS** are controlled by the thermostats, which should be set to Automatic (not Manual), and Cooling (not Heating or Off). The DAY/NIGHT switch next to the thermostat **DOES NOT HAVE ANYTHING TO DO WITH THE COOLING.** Don't use it when cooling is desired.



## **WORSHIP**

### **EVERY SUNDAY PREPARATIONS**

Obtain bulletins and offering baskets from church office and place outside sanctuary doors for ushers. Be prepared to instruct ushers/greeters with any specific directions for receiving the offering, if applicable (such as: begin at the front of the congregation and work back—see diagram on wall of closet.)

Set Communion Table with a chalice, plate, and baptismal pitcher (filled). These are stored in labeled cabinets in kitchen.

Fill Baptismal pitcher with water prior to service, and clean out the bowl afterwards.

House Steward should sit at the back of sanctuary to get extra chairs if necessary. Be alert to any late-comers or other congregational needs. If there are families with young children, let them know they are welcome to remain in the service, and that the nursery (not currently staffed) and Commons are open if needed.

Return offering baskets and recycled bulletins to office immediately after worship. Put the offering baskets in the closet in the office. The counters or the church administrator should put the offering in the Finance Team file cabinet later and place the baskets out on the locking safe.

When locking doors, check especially that both “front” doors are locked.

## **COMMUNION SUNDAYS**

Elements: Check by Wednesday or Thursday to insure that we have bread and juice ready for Sunday. If we don't have either, pick some up from the store and turn in the receipt for reimbursement. Please use the larger bottles of grape juice (smaller bottles are for House Church and/or homebound communion).

Communion setup: fill a pitcher with a couple cups of grape juice, and place the pitcher and empty chalice on the communion table. Remove the bread from any wrapping, and place it on a plate, with two white napkins, on the table, along with a few individually wrapped gluten-free wafers. Set aside two pairs of plastic gloves (found on the kitchen counter) on a pulpit shelf. Put small dish on piano to place bread for pianist during communion.

Individual servings: we have pre-packaged cup/wafer combinations, as well as juice boxes, individually packaged gluten free wafers, and individual bags of oyster crackers. Set out a variety of these options at the usher stand, and on a table in the Commons.

Clean-up – Wash communion ware and place back in cabinet. Wash and dry tablecloth and napkins (for the bread) if needed and return to the communion cabinet. Gather any unused

(packaged) wafers, crackers, juice boxes, and individual serving cups and return them to the proper places for re-use.

### **SPECIAL SERVICES**

During the year there are special worship services, such as the Longest Night, Christmas Eve, Ash Wednesday, Holy Week, as well as special prayer services, healing services, etc. The House Steward should check with the pastor, liturgist, or others leading the service on special needs for setup, opening, or closing. House Stewards are responsible for any worship service that falls within their calendar month, or find another Elder to fulfill the House Steward responsibilities.

### **CLOSING**

Following any service or building activity, make a final check through the whole building, upstairs and downstairs, turning off all lights, making sure all exterior doors are fully shut and locked, and all windows closed. Make sure the doors to the church office and pastor's office are closed and locked. If there are others still using the building when you leave, ask them to leave through the Commons or another automatically locking door, and turn off the lights before they go.

### **EMERGENCY NUMBERS**

|                    |                  |              |
|--------------------|------------------|--------------|
| Building           | Yogi Gillette    | 703-675-9840 |
|                    | Dane Byers       | 540-820-2132 |
| Worship Leadership | Bryce Hayes      | 609-468-4293 |
| Tech Team          | Joe Hinshaw      | 540-560-5182 |
|                    | DeAnne Chenoweth | 540-435-0672 |

*Revised May 2022*

# LITURGIST GUIDELINES

(revised August 2021)

Liturgists are chosen because they have indicated their willingness to help lead worship at Trinity. The pastor or seasonal team selects liturgists a few weeks before the service, based on the theme of the service and liturgist interests.

## **Planning with the pastor prior to the Service**

### Preparation:

- Read the scripture. The pastor will give this to you beforehand.
- Look up any resources, hymns, etc. that you think might be appropriate, or use those suggested by the pastor. Many resources are available in the church library.
- Bring any ideas/experiences of your own to share.
- Think about some possibilities for the “Time with Young Disciples.”

### Meeting:

- With the pastor, decide on the content and flow of service, and responsibilities for each. (This is also a good chance to check in with the pastor, to be in touch with each other’s lives.)

## **Sunday**

### Preparation:

- Meet with the tech team in the sanctuary 45 minutes before the service begins.
- Go over any changes, any new announcements, etc.
- With the pastor, review the service, each person’s responsibilities.
- Check that the worship area (pulpit, microphone, baptismal water, etc) is ready. The house steward is responsible for this, but it’s always helpful to check it yourself!
- Check in with the Tech Team to get fitted with a microphone.
- If you plan to use the pulpit Bible, mark the passage and look over it before the service.
- Leave any materials you will use inside the pulpit, not on top.

### Worship:

Remember that part of the congregation is worshiping from home. As you are leading, make sure to look at and address the camera directly, in addition to those gathered. To ease transitions, when you are speaking after a song or other movement in the service, make your way to the

pulpit before the end of that movement in the service. For short songs, you might choose to stay in place at the pulpit; for longer songs, move up to the pulpit during the final verse.

## **Opening**

- Welcome and Announcements - these will be sent to you by the church administrator on Friday.

Welcome to Trinity Presbyterian Church in Harrisonburg, Virginia. Whether you are joining us here in person, live online, or later by recording, we are glad you are with us!

For those gathered here, if you're visiting with us, we invite you to wave so we can welcome you. For those gathered online, let us know you're worshipping with us, and where you are located.

My name is \_\_\_\_\_, and \_\_\_\_\_ (any personal introduction, welcome remarks, etc).

- Highlight any bulletin announcements you and the pastor have noted. Add any announcements given to you before the service.
- If there is a minute for mission, it will usually happen just after announcements.
- Invite the Pastor to share Joys and Concerns of the Congregation.
- Sharing of Joys and Concerns (usually led by the Pastor)
- Remembering our Baptisms
  - Water is poured from the pitcher into the font... hold the pitcher high enough when pouring that the sound of water can be heard. As you are pouring the water, make a brief statement about remembering our baptisms and say the names of those people whose baptism we are particularly remembering that day. If the list is long, you may read the names.

## **Gathered by God in Wonder**

- Gathering Song - this is a short, seasonally rotating song to gather us together. The pianist goes right into playing it, and all sing together, remaining seated. This is also a transitional time to the Time with Young Disciples.
- Time with Young Disciples - invite any young disciples - or young at heart - to come forward. If there are already young disciples in the prayground, it can be helpful to invite everyone to bring a carpet square and sit in the front in a circle, to

avoid distraction and continued activity. This may be done by the liturgist, pastor, or someone else, and should relate to the overall theme for the morning. Bible stories or other story books can be very effective, and should be adjusted for length as needed.

- Call to Worship - This may be a scripture, a litany/responsive reading, a hymn verse, etc. It can be done in unison, responsively, or simply by the liturgist. See list of possible resources at the end of these guidelines. You and the pastor will decide on this during your planning meeting.
- Opening Hymn - should be a hymn focusing on praising God, related to the theme or Scripture readings. Give the hymn number, any special instructions, and invite the congregation to, "Stand in body or spirit."

### **Admitting the Brokenness of Life**

- Call to Confession - read by the liturgist as an invitation to confess.
- Prayer of Confession: There are many options for this and many resources available. Some possibilities include: a brief introductory prayer of confession, a guided confession with brief pauses, a themed corporate confession based on the theme of the service, confessional statements followed by congregational musical or spoken response, sung confession
- Time of Silent Confession: After a time of silence, close with "Amen." (If someone different is leading the Declaration of Forgiveness, they may say this.)
- Declaration of Forgiveness - **Usually done at the baptismal font.** You can lift water if you are comfortable doing this.
- Response - A sung response is generally used - either a short song or one or two verses of a longer hymn, celebrating forgiveness and grace. We are invited to stand in body or spirit.
- Passing of the Peace: Immediately following the sung response, typically done by whoever has done the Declaration of Forgiveness, an invitation is made to pass the peace of Christ to each other using signs of peace. Invite those worshipping remotely to share the peace if they are worshipping with others, and to share the peace of Christ in the Facebook comments. Followed by, "The peace of Christ be with you." The congregation should respond, "And also with you." They then pass the peace individually.

### **Encountering the Word of God**

- Prayer for Illumination: Usually read by the liturgist: asking the Holy Spirit to help us hear what God is saying to us through the Word.
- First Scripture reading: The pastor will confirm which reading should be done first, by the liturgist. Decide with the pastor in advance which version to use. Bring your own Bible if you need it. If you use the pulpit Bible, make sure your passage is marked and that you have looked at it before worship to have a visual of where it starts and ends. You and the pastor may also decide to give a brief introduction/background for the reading. Close your reading with the words “The Word of God for the People of God.” The congregation will respond “**Thanks be to God.**”
- Second Scripture reading: Usually done by the pastor.
- Sermon or Interpretation of the Word: Usually a sermon preached by the pastor. Interpretation can also include music, drama, or some other means of interpreting the Scripture for the gathered community.
- Hymn of Response: Usually the pastor will introduce this, inviting all to stand in Body or Spirit. This hymn is often most closely tied to the sermon and theme, and if there is a more personal response hymn, this is where it would go.
- Affirmation of Faith - all are invited to remain standing. This may be led by the pastor or liturgist. It can come from a variety of sources, including one of the affirmations from the hymnal (give numbered sections), a hymn verse (sung or read together), or a responsive reading, or a portion of another one of the confessions, including *A Declaration of Faith* which is approved for use in worship.

### **Responding in Gratitude and Service**

- Offering our Gifts to God: Either the pastor or liturgist invites the congregation to be seated, and invites all to participate in sharing our gifts, usually using the scripted invitation with instructions for giving.
- Offertory - This is a place for special music and meditation. When we receive offering in baskets, the ushers will come forward as the music begins, wait at the back, and once the Doxology begins, bring the baskets forward.
- Doxology: A short song or verse of a song giving thanks and praise to God and continuing the offering of gratitude and service. (note that the Doxology is the name of a particular song, very familiarly used at this time in worship, but also a general name for a song giving thanks and praise to God.)
- Prayer of Dedication: While we are not passing baskets in person, this is offered by either the liturgist or pastor. When we resume passing the baskets, the prayer will be offered by one of the ushers.

- Prayers of the People and the Lord's Prayer: After inviting everyone to be seated, this prayer can be led by either the liturgist or the pastor. There are many resources and ways to pray: it could be a short introductory prayer, or a longer one, offering prayers for the church, the world, and all in need; it can be a bidding prayer, a prayer with a shared congregational response, etc... Begin by inviting those worshipping online live or with the recording to add their prayer requests to the comments, that we will continue to visit those and keep them in our prayers through the week. At some point, there should be opportunity give for the congregation to share joys and concerns. Conclude with the Lord's Prayer.
- Final Hymn: either the Pastor or the Liturgist invites the congregation to stand in body or spirit for the final hymn, which should send the congregation out with a charge related to the theme of the day.
- Charge and Blessing: given by the pastor, or whoever provided the sermon or its equivalent.
- Benediction Response: A short sung benediction, usually congregational, that can be seasonal or related more to the theme. This should be a joyful sending forth!

### **Occasional Acts of Worship**

- Communion (typically first Sunday of every month)
  - On Communion Sundays, we often move the Hymn of Response to become a Hymn of Preparation before the Communion liturgy, which may be sung seated or standing.
  - The Prayers of the People and the Lord's Prayer move into the Great Prayer of Thanksgiving, which is usually done by the pastor, though may be shared with others, including the liturgist.
  - The pastor will offer the words of institution before Communion.
  - If the liturgist is an ordained teaching or ruling elder or deacon, usually that person will be one of the servers, along with the pastor. The liturgist is then responsible for finding the additional servers needed from the ordained members of the congregation. The Session may authorize others to serve communion at their discretion.
  - Make certain the pianist and those remaining in their seats are served individually. (There should be a small saucer/dish on the piano for the pianist.)
  - Make sure that a gluten-free option is available - either on the table or held by one of the servers.

- Baptism, Receiving New Members, Commissioning for Service, Ordination and Installation, Baptismal Remembrances
  - At times there will be other movements in worship, and the pastor and liturgist will discuss if any of those parts will be shared.

### Some Resources You Might Find Helpful

Presbyterian hymnals

Mennonite hymnals

“Call to Worship” journal, online at [pcusa.org](http://pcusa.org)

Trinity library

Mary Lou McMillin Resource Center at Massanetta Springs

Some of your favorite writers (Henri Nouwen, Philip Newell, Ann Weems, etc.)

*Feasting on the Word* - a lectionary based resource

*Book of Common Worship*

Online at [www.pcusa.org](http://www.pcusa.org)

[www.textweek.com](http://www.textweek.com) - a compilation of many different resources for worship planning based on the lectionary (both RCL and Narrative)

Note: there are many excellent resources online, along with quite a few less than excellent and/or theologically inappropriate ones. The pastor can provide guidance in separating the former from the latter!

### The Audio System

The liturgist and pastor both wear an over-the-ear microphone which can be adjusted for comfort. Be sure to wear clothing that either has a pocket or will allow you to clip on the battery pack elsewhere. Leave your microphone on at all times; the Tech Team will mute and unmute your microphone when you are speaking.

If you are fully vaccinated and choose to do so, you may remove your mask for the duration of the service. It is not easy to mask and unmask with the over-the-ear microphone.

**Anyone speaking during the service will need to use a microphone!** If there is an impromptu speaker who does not use a microphone (if someone asks to make an announcement or share a gratitude, for example), summarize and repeat what was said so everyone can hear it. This helps guard against ableism and allows the online congregation to hear what is being shared in the church house.

Before the service, be sure to warm-up your voice, listen carefully to what you are saying and how you are saying it, and practice projecting your voice to the back of the room (it helps to look at persons in the back row and practice speaking directly to them).

### Other Liturgical Aids

There might be a comprehensive plan for the table setting, banners, or other liturgical space enhancements, but the pastor and liturgist can also discuss this.



# **RESPONSIBILITIES OF MARKS LEADERS**

**September 12, 2006**  
**Revised January 2008**

The following list of marks leader responsibilities is offered as a resource to help house churches carry out their missions as effectively as possible. When selecting marks leaders, house churches should carefully and prayerfully consider each member's gifts.

It is often helpful to rotate leadership responsibilities, not only to give members an opportunity to share their special gifts, but also to help them develop new talents and skills. Remember, though, that the marks leader's charge is not necessarily to "do" the task, but to encourage all members to participate as appropriate. Sharing leadership responsibilities over time can also provide house churches with fresh and creative ideas that will keep the group's mission vital and energized.

## **PASTORAL LEADER**

attend and moderate house church meetings

- a. coordinate meeting agendas and long-range house church activities with marks leaders and other house church members
- b. ensure that everyone in the group has an opportunity to speak or participate; see that no person monopolizes the conversation or activity
- c. be aware of the time schedule - negotiate extending length of the meeting, if desirable

2. communicate house church plans with everyone involved

- a. develop a plan for efficient communication among house church members (e-mail, telephone calls, mail, Trinity mailbox, etc.)
- b. establish a plan to communicate with the Session Communicator on at least a monthly basis, preferably after each Session meeting
- c. inform the church secretary of meeting and activity dates, times, and locations (use e-mail if possible)

3. inform the pastor of special individual or house church concerns

4. Other:

## **MISSION LEADER**

1. clearly articulate the house church mission to house church members, Trinity, and others as appropriate
2. take principal responsibility for planning and coordinating the mission

3. encourage all house church members to participate in the mission
4. serve as the link with local, state, federal agencies and other resource groups critical to the house church's mission
5. keep records of mission activities, participants, etc., as appropriate
6. Other:

### **WORSHIP LEADER**

1. coordinate worship for each house church meeting to ensure that all members have an opportunity to lead or participate as covenanted
2. plan for communion services as covenanted
3. coordinate worship for the House Church Sundays identified by the Session
4. encourage all house church members to maintain a discipline of personal devotions
5. Other:

### **FELLOWSHIP LEADER**

1. be responsible for selection of prayer partners if covenanted
2. encourage personal sharing time in meetings
3. coordinate an appropriate response when house church members have a special need (such as - a serious illness or a death in family, etc.); communicate this to the pastor and work with the member's "shepherd" as appropriate
4. be aware of and inform members of members' birthdays
5. plan for fellowship meals or other special fellowship activities
6. encourage visitors and non-house church members to participate in house church activities
7. Other:

### **NURTURE LEADER**

1. be responsible for presenting suggestions for nurture study that are related to the house church's mission or to the members' spiritual growth

2. coordinate nurture for each house church meeting to ensure that all members have an opportunity to lead or participate as covenanted
3. encourage members to prepare in advance for each meeting's nurture study
4. arrange for adding nurture resource materials (books, etc.) to the house church nurture study shelf in the church library as appropriate after the nurture study is completed
5. Other:

### **SESSIONAL COMMUNICATOR**

1. communicate clearly with house church on a regular basis
  - a. establish a plan to communicate with the Pastoral Leader on at least a monthly basis, preferably after each Session meeting
  - b. inform house church when one of the members is in the hospital as appropriate.
  - c. inform house church of Session actions, policy, and planning
  - d. inform house church of dates for House Church Sunday worship
2. help house church to maintain accountability for its covenant
  - a. attend house church meetings whenever possible (if not already a house church member)
  - b. review and discuss with house church members their progress in keeping the house church covenant
  - c. identify house church strengths and needs for the Session's support
3. Other:

Session approved this document in 2005.

### **TRINITY CHURCH NURSERY GUIDELINES**

1. Staffing
  - One paid nursery worker will be in the nursery during worship and church school each Sunday except for summer.
  - Two adult or youth volunteers will also be assigned to work in the nursery during worship. One additional volunteer will be assigned during Church School in addition to the Church School teacher(s) and nursery worker as needed.

2. Safety

- Parents and volunteers are asked to open and shut the door to the nursery *carefully* to protect little hands and to prevent children from leaving the nursery.
- No food is allowed in the nursery. Snacks may be given before worship or during the coffee hour outside the nursery.
- Staff and volunteers will check that all small items are put up.
- One adult must remain in the room with the children at all times.
- Children will be kept in the main nursery room so they can be monitored carefully. The other room may be used for reading as needed.

3. Bathroom Needs

- One worker will take a child to the bathroom in the Commons while at least one worker remains in the nursery. It is okay for women to take boys to the women's restroom. Hand washing for both is a must!
- A changing table is available for diapering. There should be wipes and a pad available or in the cupboard above the sink. Wash hands before and after. No toys or supplies should be stored on the changing surface.

4. Parent/caregiver requests

- Fill out a form stating any special needs or allergies your child may have, what they are allowed to eat, and who is with the child that day. A sign-in sheet will be on the table by the sink.
- Please enter the nursery from the far door (second door) while the nursery is in session to check on your child so that other children are not disturbed.
- If your child is upset when you leave, please instruct the nursery worker as to how long your child should be given to transition before contacting you.
- Be sure to pick up your children after worship and take them to coffee hour to get a snack and go to the bathroom so that the nursery worker can clean up from the church hour and the Sunday School teacher can set up for Sunday School.
- Bring diapers and any other supplies needed for your child each Sunday.

5. Nursery supplies

- Diapers available for accidents.
- Spare clothing in case of accidents. Parents are to wash and return to nursery.
- Changing pad.
- Pack 'n Play (stored in coat room or storage closet)

Sept. 2007

**APPENDIX D**  
**SPECIAL FUNDS**

## **LOAVES AND FISHES FUND**

Remembering how Jesus used the small lunch of one young boy to feed 5,000 people who unexpectedly needed to be fed (Matthew 14:14-21), the Session of Trinity Presbyterian Church has established a fund in memory of James W. Gilkeson, Sr. called the Loaves and Fishes Fund. This is an open-ended fund supported by individual donations; funding is not included in Trinity's budget. It is a fund to be used as needed, not to be saved as an asset.

The purpose of this fund is to provide a means of meeting requests for unexpected and unbudgeted benevolent causes, such as individual needs for help in illness, financial crises, health, safety, food, or lodging, or assistance in forms of ministry other than those of Trinity's House Church missions. No gifts from this fund are made to any special offerings or regularly budgeted benevolences, nor do they supplant any other church budget items.

Requests for these funds are reviewed by the Pastor and approved by the Finance Team or the Session.

**TRINITY MUSIC ENDOWMENT FUND**  
**February 13, 2011**

1. All funds received will be held and invested by the Edward Jones/Trinity Music Endowment Fund.
2. Dividends earned from investment will be used for fund purposes.
3. The Worship Team will review fund applications and disburse funds following the guidelines outlined in this policy. (A note to the Worship Team indicating interest in applying for funds will serve as an application.)
4. Application deadlines will be March 1 of each year (for attendance at Montreat Music Conferences and for other projects) and September 1 of each year (for other projects only).
5. Disbursement of funds will be limited to Trinity members, family, friends affiliated with Trinity.
6. The following priorities will guide the disbursement of funds:
  - a. Scholarships – Montreat Music Conference (children, youth, and adults)
  - b. Soloists, choir (JMU/EMU students)
  - c. Special music activities – plays/concerts at Trinity, music, etc.
  - d. Music education students – college, undergraduate and graduate
7. The Worship Team will report to the Session periodically on the disbursement of Music Endowment Funds.

## **“ SKIP WHITMORE” SCHOLARSHIP FUND**

### **Origin:**

The Trinity Presbyterian Church Skip Whitmore Scholarship Fund is a fund started by volunteer contributions as a memorial for First Lt. Garland D. Whitmore II, a member of Trinity Presbyterian Church, Harrisonburg Virginia, who gave his life in the Vietnam conflict on September 5, 1967. Lieutenant Whitmore was awarded the Bronze Star with Oak Leaf Cluster.

### **Purpose:**

This fund is to be used to help students enrolling in seminary, studying Christian Education or overseas mission work. In addition if any funds are available in a given year, young people who are members of Trinity may request funds for college education. These grants for scholarships shall be remitted directly to the school where the individual is attending.

### **Control:**

This fund is controlled and administered by the Session of Trinity Presbyterian Church, Harrisonburg, Virginia or, if this body does not or for any reason cannot assume the responsibility, the fund will be administered by a proper authority of the Shenandoah Presbytery, Presbyterian Church, U.S.A.



I, \_\_\_\_\_ enrolled at \_\_\_\_\_  
\_\_\_\_\_ for the year of \_\_\_\_\_ do

hereby make application for the Trinity Presbyterian Church Skip Whitmore  
Scholarship Fund as outlined above for the amount of \_\_\_\_\_

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

Home address: \_\_\_\_\_

Recommendation of Seminary Official: \_\_\_\_\_  
\_\_\_\_\_

Name and address of agency to which distribution should be sent:  
\_\_\_\_\_  
\_\_\_\_\_

Signature \_\_\_\_\_

Action and comments for Trinity Session: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

This form is to be completed in four (4) conformed copies and returned to the Clerk of Session, Trinity Presbyterian Church, 725 S. High Street, Harrisonburg, Virginia 22801. Following Session action, one copy will be returned to the Seminary agency to which distribution should be made, one copy to the applicant, and two copies being held by Trinity Presbyterian Church.

## **Rules for Adminstrating the Fund**

Instructions for the receiving and distribution of the funds of the Trinity Presbyterian Church Skip Whitmore Scholarship Fund.

The goal for permanent funds is set at the sum of Fifty Thousand (\$50,000). The value of the fund is to be calculated after December 31<sup>st</sup> of each year. A fixed (5%) percent of the earnings and/or the increase in value of the fund shall be added to the permanent fund at the beginning of each new year. The other 95% of the earnings or increase in value that year shall be available for scholarship grants. If no requests have been made, then the 95% shall become permanent funds. All requests for funds must be made by June 30th of each year.

The session of Trinity Presbyterian Church shall decide at the first session meeting of each year, based on earnings or gain in value, to calculate the amount of money that will be available only for scholarship grants for the new year. If there have been funds designated for a specific expenditure, those also would be available.

When new contributions to the fund are received for the fund, those monies shall be added to the permanent fund balance. Monies specifically designated for use that year will also become available for scholarship use. All disbursements are made by the action and approval of the Session of Trinity Presbyterian Church, 725 South High Street, Harrisonburg, Virginia 22801.

When the permanent fund value reaches (\$50,000) Fifty Thousand, all 95% of the earnings and/or gains shall be available for scholarship grants as stated earlier, including young people who are members of Trinity Presbyterian Church. If no requests are made by June 30th then the earnings and or gain shall increase the permanent fund value.

It is intended that the principle value of the scholarship fund never be used.

This revision made as of April 4, 2006.