

**First Presbyterian Church  
Davenport, IA**

# **Operations Manual**

**November 2025**



*First Presbyterian Church, Davenport, IA*

# Operations Manual

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# **FIRST PRESBYTERIAN CHURCH OF DAVENPORT, IOWA**

## **MISSION and VISION**

### **OUR MISSION**

The mission of First Presbyterian Church of Davenport, Iowa, is to be the light of the world and the salt of the earth. This means we ...

Reach out to those not presently part of a Christian community,

Promote peace, justice, and human dignity,

Offer ourselves in faithful and loving service to God and to all people,

Deepen our faith and discipleship through worship, study, prayer, stewardship, service, and all means of grace.

### **OUR VISION**

To Be a Beacon ....

Worshipping God through the power of the Holy Spirit, the Word made flesh in Jesus Christ, the Sacraments, prayer, and joyful song,

Affirming an inclusive faith community rooted in our Presbyterian beliefs and biblical understanding,

Learning and growing spiritually in life-long discipleship,

Serving one another, the community and the world with imagination, enthusiasm, and love.

## **COMMITTEE OF THE CONGREGATION**

## CONGREGATIONAL NOMINATING COMMITTEE

Revised August 2019

### **Committee Mission**

The Congregational Nominating Committee is responsible for the nomination of individuals to the offices of Elder and Deacon; for the nomination of individuals to serve on the Board of Trustees of the Foundation of First Presbyterian Church of Davenport, Iowa; for the nomination of individuals to the Congregational Nominating Committee and Pastor Nominating Committee(s); and for the nomination of individuals to fill any vacancies that may occur on the Session, the Board of Deacons, or the Board of Trustees of the Foundation.

### **Ex-Officio Members**

Moderator of the Session

Pastor(s) assigned by the Moderator of the Session

### **Structure**

There are a minimum of seven members on the Congregational Nominating Committee, each serving a one-year term and representing various segments of the church. Two Elders are selected by and from the Session. One of those members is designated by the Session to chair the Committee. One Deacon is selected by and from the Board of Deacons. In addition, a minimum of four members are nominated by the current Congregational Nominating Committee from the congregation-at-large with fair representation of all age groups, genders, ethnic groups, and persons with disabilities for election by the congregation at its annual meeting. No member elected from the congregation-at-large may be in active service on the Session or in active service on the Board of Deacons. No member of the Committee shall serve more than three years consecutively.

### **Responsibilities and Duties**

It shall be the duty of the Committee:

- To inform itself of all vacancies which are to be filled by election at a congregational meeting.
- To study the responsibilities of the offices.
- To review the Constitutional and Scriptural qualifications for officers.
- To present to the congregation at a congregational meeting the name of one nominee for each of the offices to be filled by vote of the congregation.
- To present a slate of officers that gives fair representation to persons of all ages and of all racial ethnic members and persons with disabilities who are members of the congregation, and, with the hope of presenting at least one youth member of each class for the offices of Elder and Deacon.

# THE SESSION

## **COMMITTEES OF THE SESSION**

## **ADULT SPIRITUAL GROWTH COMMITTEE**

**Revised February 2024; Approved by Session March 2024**

### **Mission**

To nurture spiritual growth and well-being within our congregation and community and raise awareness of our likeness and connection to God. To draw inspiration from the life and ministry of Jesus as well as related media, information, and practices used for personal, congregational, and community spiritual growth. To promote healthier relationships, deeper understanding, and a more meaningful faith.

### **Mission, Vision, and Goals**

The Adult Spiritual Growth Committee is committed to:

1. Ensure that all initiatives are inclusive, celebrate diversity, and embody the love of Jesus.
2. Teach the sacred stories of the Christian Church, the values, and worldviews that various Christians draw from those stories, and the ways that various Christians translate those values and worldviews into action.
3. Craft opportunities for spiritual exploration and deepening of faith, aligning with the teachings of Jesus Christ, the Reformed tradition, and the mission of our church.
4. Build programs and interactions within the community, promoting non-threatening and active participation in our church life.
5. Identify and nurture leadership within the congregation, providing training and mentorship that align with our church's mission.
6. Raise awareness and understanding of social issues in an open minded and tolerant environment, informed by the best and most current scholarship of the Presbyterian Church (USA) and the greater community of faith, and prompting individuals and groups to faithful action.
7. Continuously assess and innovate our approaches to meet the shifting spiritual needs of our congregation and community.
8. Deepen awareness and participation in the desires of God's heart in our world.
9. Implement an annual action plan consistent with the church's strategic objectives, collaborating closely with church leadership and the congregation.

### **Strategies**

1. Pursue curricula that encourage and welcome curiosity and diversity, and nurtures compassion, faith, and love.
2. Actively expand the library and provide access to the written and multimedia ecology of useful materials and practices related to spiritual growth and well-being.
3. Present topics, lenses, and practices that inspire exploration to reinforce faith formation for the purpose of personal and communal spiritual growth.

### **Support Liaisons**

Head Pastor and other staff member as assigned by the Moderator of Session

Chair of the Library Subcommittee

### **Structure**

The Chair or Co-Chairs of the Adult Spiritual Growth Committee are appointed by the Moderator. A member of the Library Committee shall also be a member of this committee. Session must confirm additional voting congregational volunteer committee members. ASGC may establish subcommittees and ad-hoc groups as needed.

**Program Areas this committee is responsible for:**

1. All Christian education and spiritual growth programs for adults. This shall include Sunday morning opportunities as well as other opportunities in accordance with whatever the Committee deems effective in accomplishing its mission.
2. Oversight of the Church's Library Committee, which is responsible for the day-to-day operations of the Church Library.
3. Oversight of its subcommittees and ad-hoc groups as needed.

**Responsibilities and Duties**

1. Brainstorm and develop appropriate opportunities for Adult Christian education and exploration.
2. Recruit leaders to implement all programs.
3. Advertise the availability of opportunities as widely as possible.
4. Coordinate resources and supply needs for programming.
5. Maximize budgetary resources as assigned by Session.
6. Periodically evaluate the various standing programs for their effectiveness.
7. Ensure that volunteers receive adequate recognition and feedback.
8. Keep adequate records of all proceedings.
9. Report to the Session any significant decisions or developments.
10. Implement faith formation and spiritual growth programs that are directed by the Session.

## **LIBRARY SUBCOMMITTEE**

**Revised and Approved by Session August 2023**

### **Mission**

The mission of the library is to further the welfare of the congregation by:

1. First, providing religious materials to aid the spiritual growth of members of all ages, to promote the teaching of Christian education, and to assist all those who teach it, lay and clergy,
2. Assisting the membership by providing informational help for the human condition: health issues, economic issues, social issues, family and psychological issues,
3. Opening our hearts and minds to the rest of the human family, by providing acquaintance with other nations, times, points of view and life styles, through fiction and non-fiction,
4. Provide information on current events, problems, scientific progress and the arts, and the history, which is the genesis of these.
5. Provide well written entertainment for all age levels and promote love of reading for our children.

### **Vision, Mission and Goals**

Annually, develop and update a written Action Plan for the subcommittee in support of the Vision and Mission Statements and the long-range strategic plan of the church. The subcommittee's action plan should include the goals and action steps that will lead to quality accomplishments of its Mission, achievement of its Vision and in support of the Church's long range strategic plan over time.

### **Ex-Officio Members**

Moderator of Session

Other staff members may be assigned by Moderator of Session.

### **Structure**

The Library Committee is a subcommittee of the Adult Spiritual Growth Committee and is composed of members from the congregation either by volunteering or recruited by the Library Committee for a three-year term. The Library Committee will be responsible for electing members for additional officers as it sees fit. The committee may establish subcommittees and ad-hoc groups as needed. The Library Committee will appoint one of its members to be a member of the Adult Spiritual Growth Committee.

### **Responsibilities and Duties**

To be responsible for the selection, cataloging, shelving and promotion of books and other material designed to accomplish the mission as stated above and making them available through the library.

## **BUILDINGS, GROUNDS AND SAFETY COMMITTEE**

**Revised August 6, 2019 / Reviewed without Changes November 2021**

### **Mission**

To oversee the maintenance of the church buildings, grounds, and associated equipment; to ensure that the physical property poses no safety hazard; to review all proposals to make physical changes in the church; to ensure that the proposed changes will be made in such a way as to maintain the architectural integrity and historical continuity of the church while considering the needs of our modern congregation.

### **Mission, Vision and Goals**

Annually, develop and update a written Action Plan for the committee in support of the Vision and Mission Statements and any Long-Range Strategic Plans of the church. The committee's Action Plan should include the goals and action steps that will lead to quality accomplishment of its Mission, achievement of its Vision and in support of any of the Church's Long Range Strategic Plans over time.

### **Ex-Officio Members**

Moderator of Session

Director of Building and Grounds

Other staff members assigned by the Moderator of Session

### **Structure**

The Buildings, Grounds and Safety Committee is composed of a core group of members appointed by the Moderator of Session from the current Session. The Moderator appoints the Chair or Co-Chairs. The Committee may have additional members from the congregation who are not currently on the Session. The Committee may establish subcommittees and ad-hoc groups as needed.

### **Responsibilities and Duties**

#### **Maintenance of the Buildings and Grounds**

Develop, plan and schedule preventive maintenance for all aspects of the church buildings, grounds and associated equipment.

Inspect the buildings, grounds and associated equipment to determine that all maintenance has been accomplished as specified and on schedule, and to detect any potential failure in the buildings' structural integrity or associated equipment. Inspect for any safety hazards connected with church property. Take corrective action as appropriate.

Check the several AEDs monthly, check and refresh all First Aid kits throughout the church building, work on emergency exit plans and signage within the building.

Develop and maintain attractive landscaping to enhance the appearance of the grounds.

Annually, itemize any action recommended as a result of these inspections, including an estimated cost for each project. These costs, along with the cost of scheduled preventive maintenance and an

allowance for unforeseen problems and repairs, will form the basis of the Committee's report to the Finance Committee, requesting budgeted funds for the coming period.

Develop proposals and consult with the Director of Building and Grounds and the Trustees of the Capital Preservation Trust (Connick Trust) if there is occasion to request the use of funds from that trust. Authorize the Director of Building and Grounds to make purchases within the budget established by the Finance Committee and approved by the Session. Such authority may be delegated to a subcommittee of this Committee.

Annually, in consultation with the Finance Committee, review the church's property and liability insurance to ensure that the property and liability insurance is adequate for the church at the time of review.

Develop and maintain the Building Use Guidelines and Procedures relating to the use of the church's facilities.

#### **Historical Preservation**

Review all proposals to make changes, including remodeling and new additions, in the buildings, grounds, fixtures and/or furnishings of the church. If the Committee determines that the proposed change, if made, would be in conformance with the architectural integrity, continuity and/or the historic "look and feel" of the church, the Committee will concur with the change. If not, the Committee will communicate its concerns to the person or group proposing the change and work with them to bring resolution to whatever issues are raised. The goal is to preserve the building's past as we move into the future, maintaining a vision of harmony between the past, present, and future.

#### **Reports to the Session**

Prepare and present an annual report to the Session detailing any concerns about the physical property of the church along with recommendations to resolve any issues.

## CHRISTIAN EDUCATION AND FELLOWSHIP WITH YOUTH COMMITTEE

Revised August 2019 / Reviewed without Changes November 2021

### **Mission**

To oversee the development, promotion, coordination and execution of Christian Education programs for the children and youth (anyone from birth through high school) of the church.

### **Mission, Vision and Goals**

To strengthen their personal relationships with God all persons must first obtain a fuller understanding of the nature of God and of God's will. Such teaching emphasizes the revelation through Jesus, but includes many other sources as well, since the Holy Spirit's efforts to reach humanity are unbounded.

Through this Christian Education, children and youth should:

1. Feel that they are valued,
2. Feel that God's love is offered to everyone including themselves,
3. Understand the sacred stories of the Christian Church, the values and worldviews that various Christians draw from those stories, and the ways that various Christians translate those values and worldviews into action.

Annually, develop and update a written Action Plan for the committee in support of the Vision and Mission Statements and any Long-Range Strategic Plans of the church. The Committee's Action Plan should include the goals and action steps that will lead to quality accomplishment of its Mission, achievement of its Vision and in support of any of the Church's Long Range Strategic Plans over time.

### **Ex-Officio Members**

Moderator of Session

Director of Christian Education

Other staff members as assigned by the Moderator of Session

### **Structure**

The Christian Education and Fellowship with Youth Committee is composed of a core group of members appointed by the Moderator of Session from the current Session. The Moderator appoints the Chair or Co-Chairs. This committee may also have additional members from the congregation who are not currently on Session. The committee may establish subcommittees and ad-hoc groups as needed.

### **Program Areas**

This committee is responsible for:

1. All educational programs for ages birth through the end of high school,
2. Childcare needs for those of ages birth through sixth grade
3. Vacation Bible Camp opportunities
4. Elementary Fellowship (1<sup>st</sup> through 5<sup>th</sup> grades)
5. Middle School Fellowship (6<sup>th</sup> through 8<sup>th</sup> grades)
6. High School Fellowship (9<sup>th</sup> through 12<sup>th</sup> grades)

### **Responsibilities and Duties**

1. Develop appropriate educational opportunities for children and youth.
2. Recruit leaders to implement all educational programs.

3. Organize all teacher-training events as needed.
4. Advertise the availability of educational opportunities as widely as possible.
5. Coordinate resources and supply needs for educational programs.
6. Periodically evaluate the standing programs for their effectiveness.
7. Ensure that volunteers receive adequate recognition and feedback.
8. Keep adequate records of all proceedings.
9. Report to the Session any significant decisions or developments.
10. Implement any educational programs that are directed by the Session.

## **CONGREGATIONAL FELLOWSHIP COMMITTEE**

**Revised February 2024/Approved by Session March 2024**

### **Mission**

To cultivate a welcoming and inclusive community within our church, fostering connections, friendship, and support among congregants.

### **Mission, Vision, and Goals**

The Fellowship Committee is dedicated to creating a vibrant and connected church community. Our goals are:

1. Organize Community Fellowship Events: Plan and execute church-wide events that encourage fellowship, fun, and friendship among members.
2. Foster Volunteerism: Encourage congregants to participate in and volunteer for church fellowship activities, deepening their involvement in the church community.
3. Support Fellowship Needs: Support the social and relational needs of the congregation, including the possibility of coordinating churchwide meals upon request.
4. Submit Annual Action Plan: Written in support of the Vision and Mission Statements, as well as any Long-Range Strategic Plan of the church, including identifying new opportunities for fellowship.

### **Structure:**

The Congregational Fellowship Committee, consisting of enthusiastic and committed members, will work in collaboration with church leadership to nurture a sense of belonging and community spirit within our congregation. Committee Chair will be an elder sitting on Session appointed by the Moderator of Session. Session must confirm additional voting congregational volunteer committee members.

### **Responsibilities and Duties**

1. Nurture all the fellowship groups within the church, communicate and promote the activities of each group to the congregation, as needed, and encourage active participation.
2. Establish new fellowship groups where there appears to be sufficient interest and discontinue groups where the interest of members has reduced to the point that the group no longer serves a useful and effective purpose.
3. Plan, coordinate, host and execute fellowship events to appeal to the congregation. Examples are the Sunday morning Manna & More breakfasts, churchwide receptions and inter-generational activities.

## **FINANCE COMMITTEE**

### **Session approved May 2023**

#### **Mission**

To oversee the financial and secular affairs of the church enabling other committees and leadership volunteers to focus on the overall mission of the church.

#### **Goals**

To work with the Director of Financial and Business Administration to provide informative and accurate financial information to the Staff, Session and Congregation.

To ensure the internal controls and procedures are appropriate to safeguard the Church's assets and are being complied with.

To present the budget as developed by the ad hoc budget task force annually, for Session approval.

To analyze and understand the current and future financial condition of the church and advise the Staff, Session and Congregation on strategies to support the ministry of the church.

#### **Ex-Officio Members**

Moderator of Session

Director of Financial and Business Administration

Other staff member assigned by the Moderator of Session, if there be one.

#### **Structure**

The Finance Committee is composed of a core group of members appointed by the Moderator of Session from the current Session with Session approval. The committee may have additional members from the congregation who are not currently on the Session as described in the Church Bylaws. The committee may establish subcommittees, task forces, and ad-hoc groups as needed.

The Chair or Co-Chairs of the Finance Committee will be appointed by the Moderator of the Session with approval of Session. The Finance Committee will elect/approve the persons who have banking authorizations. Each year the Finance Committee will nominate officers of the secular church in accordance with church Bylaws. The chairperson and vice-chairperson, of the Finance Committee, the Clerk of Session, and the church treasurer shall be, ex-officio, the president, vice-president, secretary, and treasurer respectively of the church's secular corporation. These officers will be approved by Session. Additional corporate officers may also be recommended by the Committee and approved by Session if deemed appropriate. An appropriate number of the members of the Finance Committee should be knowledgeable of accounting policies and accepted good practices to ensure effective support, and monitoring of the performance of the Finance Office.

## **Responsibilities and Duties**

### **Meeting Minutes**

The minutes of all Finance Committee meetings shall be written in duplicate with one copy to be retained by the committee in the Director of Financial and Business Administration's files and the other to become a part of the committee's monthly report to the Session.

### **Appointment and Responsibilities of the Church Treasurer**

The Finance Committee selects and nominates, for election by the Session, a member of the congregation to serve as Church Treasurer for a one-year period. This one-year term may be renewed without limit. The Church Treasurer shall be a member of the Finance Committee.

The Church Treasurer shall have signature authority on all Church bank accounts and will be an integral part of the internal control procedures of the Church. Responsibility for clerical, accounting and financial reporting rests with the Director of Financial and Business Administration who reports to the Head of Staff

A representative of the Finance Committee shall make a monthly financial report to the Session, on behalf of the Finance Committee.

### **Responsibilities for Financial and Accounting Matters**

With the Head of Staff, has oversight responsibility for timely and accurate collection, protection, disbursement and accounting of all church funds; funds raised and administered by individual organizations; and restricted and special funds that are administered by their own administrators or Trustees.

With the Head of Staff, monitors the restricted funds to ensure that all governance of the funds is being conducted as stipulated in the restricted fund document.

Account for and report on all restricted funds, and the general fund balance sheet, including activity in the custodial accounts, in addition to the church general fund revenue and expenses. It is acknowledged and expected that the Director of Financial and Business Administration will have direct responsibility for these items while the Finance Committee has close oversight responsibility and will provide appropriate support to the Director of Financial and Business Administration.

May make recommendations to the governing bodies of the restricted funds and the Foundation Board of Trustees for the expenditure of monies from these funds.

Assist the Head of Staff in supervising the financial and accounting work of the Director of Financial and Business Administration.

Provide a linkage of cooperation and financial information to all other committees and parties with a need to know. Keep the Session and congregation informed of the church's financial condition,

In consultation with the various committees, determine what financial information they each need (such as performance to budget).

Provide timely information in clear and succinct reports to Session and the congregation.

In conjunction with the Director of Financial and Business Administration, review each line item on the church's financial report in relation to the budget, analyze each account that is over or under budget, regularly report such differences to the committee and staff responsible for such accounts and the Session, and recommend corrective action. The responsible committee/staff is then to analyze any variance and reports the cause and planned corrective action to the Session.

Train Deacons and Elders in understanding financial reports as requested and needed.

Establish appropriate internal control procedures relative to all financial and accounting matters, including the process for approving expenditures and purchases within the budget and authorizing invoices for payment, including (but not limited to) credit cards invoices, payroll, and electronic disbursements.

Report to the Session monthly the church's financial condition for the month and for the year-to-date.

Engage an audit activity that is independent of the finance function of the church. Such audit activity is typically a qualified, contracted outside vendor, but may in some instances be a independent team of individuals not part of the Finance Committee or the established internal control procedures. Such audit activity shall review the Church's financial policies and procedures and execution of such annually. This audit activity is expected to be an Agreed Upon Procedures review. However, the committee may choose an alternative audit activity if the committee deems that appropriate. The annual audit activity (normally an Agreed Upon Procedures review) may be performed biennially if the immediately prior report indicates no deficiencies. Session approval is required when moving to less often than an annual audit activity. When there is a change in staff, particularly, the Director of Financial and Business Administration, the review will be done annually until consecutive positive results have been established.

Report to Session annually regarding the adequacy of the church's property and liability insurance. This shall be done in consultation with the Buildings, Grounds and Safety Committee. It is acknowledged that insurance to replace the historic nature of the building is difficult to obtain at a reasonable cost.

Develop and update financial policies and procedures and present them to Session for approval as appropriate.

### **Fund Raising Policy**

See policy contained in the Financial Policies and Procedures in Operations Manual.

### **Responsibilities for Budget Matters**

Responsibility for developing the budget resides with the current installed Elders, Deacons, and Committee chairpersons. The Stewardship Committee and the Personnel Committee provide significant information to the budget process. In addition, the staff also provides important information to the budget process. The Finance Committee may co-ordinate the collection of information and direct the process of determining a budget. Alternatively, the ad hoc Budget Task Force may co-ordinate and direct the budget development process. The Session is required to approve the budget each year; this should be done at its January meeting, or before. A deficit budget requires a 2/3 majority for approval or as stated otherwise in the By-laws or the church's Financial Policies and Procedures.

Review expense and revenue trends and report to Session monthly.

The Session-approved budget will be presented to the congregation at the congregational meeting. The appropriate group or individual to present the budget will be determined several weeks prior to the annual meeting.

Identify variances to committees and staff for their review, explanation and recommendations for adjustments to the Committees, staff and Session.

#### **Responsibility for Secular Matters**

As a standing committee of the Session, the Finance Committee shall have general and particular oversight of all the financial and secular affairs of the church.

#### **Officers and Agents of the Secular Corporation**

Any officer or agent of the corporation shall act only in the best interest of the corporation and in accordance with its Bylaws, its Articles of Incorporation and the Constitution of the Presbyterian Church (U.S.A.) as limited or restricted by Iowa or other applicable law.

All real property held by the church is held in trust for the use and benefit of the Presbyterian Church (U.S.A.).

These Officers of the corporation: President, Vice-President, Secretary, Assistant Secretary of the church's secular corporation, are empowered to execute all instruments whereby the church may become bound as a secular corporation, including the purchase, sale or mortgage of real property, subject to approval by the Presbytery and may affix the corporate seal to any instruments requiring it.

In addition to officers of the corporation, the Session, or the congregation may appoint an individual(s) it deems qualified, including any member(s) of the corporation or church staff, to act as an agent(s) of the corporation to execute all instruments whereby the church may become bound as a secular corporation, including the purchase, sale or mortgage of real property, and may affix the corporate seal to any instruments requiring it. The Finance Committee, from time to time, may wish to recommend an individual(s) for such appointment by the Session.

#### **Purchase, Sale or Mortgage of Real Property**

The corporation can be bound in the purchase, sale or mortgage of real property only upon corporate resolution adopted by the membership of the corporation at any duly called and constituted meeting of the congregation. However, the Session may receive unencumbered real property as a gift from the Development Fund of First Presbyterian Church of Davenport or from any other source without such corporate resolution. The corporation shall not sell, mortgage, or otherwise encumber any of its real property or acquire real property that is subject to an encumbrance without the written permission of the presbytery, or its authorized designee, transmitted through the Session.

Secular is defined as "of or pertaining to the world, or to things not religious, sacred or spiritual; temporal; worldly. Of, or pertaining to, the state (Federal, state and local law)." As this relates to the church, some examples are, but not limited to: bids accepted by the church from contractors, contracts between the church and others binding the church to payments for goods and services or for taking or not taking agreed upon actions; the purchase, sale and mortgage of real property, subject to approval by the Presbytery; complying with building and other local codes; taking actions or failing to take actions that would come under the jurisdiction of any court of law, not an ecclesiastical court, etc. The church's

ecclesiastical and secular obligations are promulgated in the “Constitution of the Presbyterian Church (U.S.A.).” Its secular obligations are further promulgated in Federal, state and local laws.

## **HOSPITALITY AND WELCOMING COMMITTEE**

**Revised July 2019 / Reviewed without Changes November 2021**

### **Vision**

The Hospitality and Welcoming Committee will play a key role in creating and maintaining a vibrant, welcoming and growing membership at First Presbyterian Church.

### **Mission**

To create a welcoming environment for members, guests and visitors; to encourage visitors and guests to explore the path toward membership; and to help nurture and support new members through their first year of membership by encouraging them to get involved with - and integrated into - the life of the church.

### **Ex-Officio Members**

Associate Pastor or other staff member as assigned by the Moderator.

### **Structure**

Membership should include active Session members and other members of the congregation. The Committee may establish subcommittees and ad-hoc groups as needed. Members of these sub-committees do not necessarily have to be members of the Committee.

### **Responsibilities and Duties**

#### **Oversee the Worship Host Ministry**

Recruit and Train Worship Hosts, Coffee Hosts and Greeters into the Worship Host Ministry.

Coordinate the scheduling of Worship Hosts, Coffee Hosts and Greeters so that all services have optimal coverage.

Organize training and fellowship opportunities for Worship Hosts, Coffee Hosts and Greeters. These training programs should include both hard skills (i.e. what to do in an emergency, how to collect the offering) and soft skills (i.e. how to recognize visitors and welcome them into the church).

Develop methods to identify visitors to church worship services. One source for this information could be the Fellowship Registers, but other programs should be explored and developed to increase our effectiveness in this area.

#### **Welcome Visitors & Guests**

Contact each visitor after their visit if contact information is provided. This can be done via mail, email, or a phone call. Collaborate with the Congregational Marketing and Growth Committee and Congregational Fellowship Committee to develop welcoming strategies.

#### **Conduct New Member Recruiting Events**

Develop and coordinate a high-quality Newcomer Inquiry to include more information about the church, the PC(USA) and our Reformed heritage.

Encourage visitors and guests to attend this Newcomer Inquiry.

If any visitor wants to come to a Newcomer Inquiry, a person from the Committee should offer the visitor encouragement.

**Facilitate the Reception of New Members into the Congregation**

In collaboration with church staff, attend the Session meeting at which New Members are received and then host a reception for New Members on the weekend they are welcomed by the congregation during worship services.

Follow up with New Members and church leaders to ensure that the proper connections were made and that the new members were able to get all their questions about programs related to their interests answered.

**Provide Mentoring to New Members through their first year of Membership**

Recognizing that getting New Members involved in the life of the church is critical to maintaining them as members, each New Member shall be assigned a mentor. This mentor is responsible for making regular contact with their New Member to welcome them into the life of the congregation.

## **PERSONNEL COMMITTEE**

**Revised July 2021; Approved by Session November 2021**

### **Mission**

To support the Pastor/Head of Staff, assisted by the Associate Pastor, in his or her direction of staff employees to support Session leadership of the congregation.

### **Mission, Vision and Goals**

To work with the Pastor/HOS, assisting in the evaluation of policy and employee staff persons, as the Pastor/HOS directs the staff to align with Session's leadership of the congregation.

### **Members**

Pastor/HOS (ex officio)

Session elders and other church members, nominated by the Pastor/HOS with the concurrence of Session

Other staff members temporarily assigned by the Pastor/HOS (ex officio)

### **Structure**

The active Ruling Elders appointed by the Pastor/HOS, with Session concurrence, serve as Chairperson and Vice-Chairperson. Their appointments are for one year, yet renewable annually for the time they are on Session. The Committee may have additional members from the congregation not on Session, possessing needed expertise, as appointed by the Pastor/HOS and with Session concurrence. The Committee may create temporary task forces as needed to advance specific purposes of the Committee. All members, except the Pastor/HOS for whom this policy does not apply, may serve at most a term of three-years, renewable for three years. After two full terms or six years total, a hiatus of at least one year must be taken. No terms may be renewed without the appointment of the Pastor/HOS and the concurrence of Session.

**As of Session approval of this Committee description, this structure supersedes all other descriptions of structure for this Committee previously approved for this Manual of Operations, either in general or directed specifically at this Committee. Only Session may alter this Committee description and the Manual of Operations.**

### **Responsibilities and Duties**

Develop policies covering compensation, career development, benefits, working conditions, promotions, vacations, holidays, evaluations, grievances, dismissals, etc., in accordance with the Constitution of the Presbyterian Church (USA) and any guidelines established by the Presbytery of East Iowa. Personnel policies require approval by the Session and are included in the PERSONNEL POLICIES & PROCEDURES section of this Operations Manual.

Develop and maintain position descriptions for staff employees. The development of position descriptions or any alterations to them are to be done in consultation with the Pastor/HOS, the relevant supervisory staff employees, and the chairpersons of the related session committees, with approval by Session. Any alterations in position descriptions currently occupied by employees must be done with sensitivity and adequate communication to these employees.

After positions are approved by Session, hire employees in compliance with the Session's Hiring Policy included in the PERSONNEL POLICIES & PROCEDURES section of this Operations Manual and in

consultation with the Pastor/HOS, the relevant supervisors and Committee chairpersons, notifying Session of the hires.

Terminate employees - after consultation with the Pastor/HOS, the relevant supervisors and Committee chairpersons - for cause or other circumstances, notifying Session of terminations. Typically, the Pastor/HOS shall be given veto power in the case of any hiring or firing, with Session concurrence needed to sustain the veto.

Be available to the Pastor/HOS, the Associate Pastor, and all staff employees - in consultation with the Pastor/HOS - on a confidential basis as needed for counsel, support and mediation toward the end of maintaining positive working relationships. This task includes making sure that pastors and staff employees take their vacations and study leave and encouraging them to find an appropriate work-life balance.

Advocate for the Pastor/HOS, Associate Pastor and staff employees with the Session and congregation, as needed.

Annually review the compensation of all staff employees prior to the preparation of the final annual budget and to recommend to the Session any applicable changes in salaries and rates of pay.

Approve specific compensation for individual exempt and non-exempt employees.

Lead the Session in its evaluation of the adequacy of the Pastor/HOS' and Associate Pastor's terms of call, including leading any conversations needed to give input regarding the leadership of these two in order to establish adequate terms, relying on presbytery guidance as needed and appropriate (Recall that neither the Pastor/HOS nor the Associate Pastor is an employee and that any pastoral communications – including sermons and worship music selections – are off-limits for formal evaluation by the Session).

Assist the Pastor/HOS, the Associate Pastor and designated supervisory employees to give input about, and to, staff employees as part of their official evaluation processes.

Administer the process of completing evaluations of all staff employees unless Session chooses to perform the evaluations. These evaluations should include how the staff operates together as a team.

Provide guidance to the Session about the roles and responsibilities of the Pastor/HOS, the Associate Pastor, the staff employees, the Personnel Committee, the Session and the presbytery, as needed. This duty includes sharing written reports to Session about policy and process issues, while keeping personnel issues (especially about individuals) verbal for the sake of confidentiality.

## **STEWARDSHIP COMMITTEE**

**Revised August 2019 / Reviewed without Changes November 2021**

### **Committee Mission**

The Stewardship Committee is responsible for soliciting support from the congregation for the annual budget, as approved by Session, and to communicate to the congregation about the many ministries, services and mission efforts supported by the budget. The Committee shall explore and communicate a variety of ways for members and friends of the church to contribute to the mission and ministry of FPC. The Committee will also track the progress of actual and anticipated income, and, when necessary, take appropriate action to help increase the church's income through special communication.

### **Mission, Vision and Goals**

The Committee will develop an annual Fall Stewardship Campaign which includes a Theme that can easily articulate the importance of Stewardship, goals that support the mission of the church, action steps that lead the congregation to higher levels of generosity, and appropriate challenges to current leadership to assist in these efforts.

### **Structure and Members of the Committee**

Moderator of Session – ex-officio

A Committee Chair, assigned by the Moderator

Members at Large from the congregation

A current member of Session, assigned by the Moderator

### **Responsibilities and Duties**

- Plan, organize, and implement an annual Stewardship Campaign.
- Coordinate the stewardship theme with the pastoral staff with the expectation that they will plan liturgy and preaching in accordance with the theme.
- Provide the congregation with information that emphasizes the variety of ministries, services and mission work that is provided by the church through contributions.
- Strive to make the message personal and meaningful to members and friends of the church.
- Encourage new members to pledge.
- Develop and execute meaningful ways to interpret to the congregation the importance of responsible stewardship throughout the year.
- Coordinate with the Budget and Finance Committee for congregational communication about the church's financial condition on a periodic and as needed basis.
- Communicate with other Session Committees, the Board of Deacons, and other churches to share ideas.

### **Denominational Benevolences**

Collaborate with the Deacons Mission Connection Committee to keep the congregation informed about the current mission work of our church through General Assembly, Synod, and our Presbytery's efforts locally so members can be informed about broader mission efforts we support as a congregation in the PCUSA.

## **WORSHIP AND MUSIC COMMITTEE**

**Revised July 15, 2019 / Reviewed without Changes November 2021**

### **Committee Mission**

To participate with the pastoral staff and Director of Music & Arts to develop Christian worship services that joyfully ascribe all praise and honor, glory and power to the Triune God. This is accomplished through services that:

- Incorporate inspirational music
- Form the hub of church life
- Provide the teachings and inspiration of Jesus Christ
- Stimulate thought
- Invite critical reflection
- Inspire the love of God and humanity
- Inspire participants to live their faith
- Motivate people to return week after week to participate

### **Mission, Vision and Goals**

Annually, develop and update a written Action Plan for the committee in support of the Vision and Mission Statements and any Long-Range Strategic Plans of the church

### **Ex-Officio Members**

Moderator of Session

Director of Music & Arts

Other staff member assigned by the Moderator of Session

### **Structure**

The Worship and Music Committee is composed of a core group of members appointed by the Moderator of Session from the current Session and the congregation. The Moderator appoints the Chair or Co-Chairs. The Committee may have additional members from the congregation who are not currently on the Session. The Committee may establish subcommittees and ad-hoc groups as needed.

### **Responsibilities and Duties**

#### **Worship Services**

The Book of Order places final responsibility on the Pastor for the selection of sermon topic, Scripture selections, prayers, music to be sung and the use of drama, dance, and other art forms.

The Director of Music & Arts recommends musical selections that will best support the lectionary, liturgical seasonal or other agreed upon worship themes.

Coordinate with the Chancel Guild any special requirements there may be for the chancel and sanctuary to support the themes for the various services.

Recommend the schedule for regular and special worship services.

Arrange for the preparation of the elements for the celebration of the sacraments.

Recruit, train and supervise Elders and Deacons for the serving of communion in the church.

When requested to do so by the Pastor, provide recommendations on guest speakers, and on specific issues involving worship.

**Music Program Other Than Worship**

Provide information to the congregation that will heighten its understanding and appreciation of the high quality of our music program.

Work in conjunction with and in support of the Director of Music & Arts to organize, promote, and conduct morale-building activities for the members of the various choirs. Coordinate efforts with the appropriate Committees.

Plan and promote, in conjunction with the Director of Music & Arts, the music programs for all special occasions, including but not limited to concerts and the Performing Arts Series.

Recruit new members for the various choirs when needed.

Support the Director of Music & Arts in achievement of approved goals of the Music Department.

## **BOARD OF DEACONS**

## **JOB DESCRIPTION OF A DEACON**

**Revised August 2019**

Each Deacon has been elected and ordained by the congregation to minister to those who are in need, to the sick, to the friendless and to any who may be in distress. Each Deacon, both as an individual and as a member of the Board of Deacons, will be responsible for working within the congregation and the community to provide for the spiritual, emotional, and physical needs of those within the community.

Each Deacon will be assigned to a specific Standing Committee (Member Care and Spiritual Development, Mission Connection; or Outreach) by the Moderator of the Board. Each Deacon may also be assigned additional duties or to additional Committees by the Moderator or the Chairperson(s) of their committee.

Duties of Deacons may vary depending on their committees and their talents. However, all Deacons are expected to:

- Regularly attend all Board and Committee Meetings.
- Participate in Deacon related activities throughout the year.
- Be prepared to work outside of scheduled meeting times to further the work of the Board.
- Perform other duties as outlined in the descriptions of the Deacons Standing Committees, and the Book of Order.

Board of Deacon Meetings are held as publicized in church materials. The chairs of each Committee will schedule their committee meetings. Attendance is required unless you can notify the Moderator of the Board of Deacons that attendance will not be possible.

The Moderator of the Board of Deacons is elected annually by the Board.

## **DEACON COMMITTEES**

## MEMBER CARE AND SPIRITUAL DEVELOPMENT COMMITTEE

Revised August 2019

### **Committee Mission**

Member Care and Spiritual Development deacons and volunteers are the “heart” of the church. They offer Christian compassionate care to all who are ill, lonely and broken, and to all those who seek to deepen their relationship with Jesus Christ. The Committee’s mission is therefore to plan, coordinate and guide the pastoral care and spiritual nurturing of the congregation; to establish programs and events for emotional and spiritual nurture of the congregation; to evaluate existing programs and discontinue programs which are not viable; to promote events and programs for the pastoral care of peoples’ spiritual and emotional needs to the congregation.

### **Ex-Officio Members**

Moderator of Board of Deacons

Associate Pastor or other staff member assigned by the Session Moderator

### **Structure**

The Member Care and Spiritual Development Committee is composed of a core group of members appointed by the Moderator of the Board of Deacons from the current Board. The Chair or Co-Chairs are appointed by the Moderator of the Board. The Committee may have additional members from the congregation who are not currently on the Board. The Committee may establish subcommittees and ad-hoc groups as needed.

### **Responsibilities and Duties**

**Pastoral Care** plans, coordinates, and guides the pastoral care and spiritual development of the congregation. The goals of the Committee continue to focus on the establishment, promotion, and evaluation of programs and events that support the pastoral care and spiritual and emotional needs of the people.

**InTouch** Upon request of the church member, deacons and congregational members are assigned to church members who are chronically ill, homebound and those limited by other circumstances in order to offer Christian compassionate support through personal visits.

**Funeral Support** is provided by the Member Care and Spiritual Development Committee plus volunteers, when requested by the family, to serve at the reception at church following a funeral.

**Communion to the Farthest Pew** is served to members unable to attend church on dates immediately following communion at church. Volunteers accompany a pastor to serve communion at a member’s residence.

**Homecoming** is usually the first Sunday in October and honors our elderly church members with a luncheon following the last service. Lunch is served in Fellowship Hall by Member Care and Spiritual Development Committee and volunteers.

**Love Gift** is funded by designated gifts from members of the congregation. It is given to members of the congregation when either the committee or pastor becomes aware of a special need that cannot be filled with any other funding. Pastors and Committee approve love gifts.

**Spiritual Development** develops and builds a wellness program to encourage congregational members to become more whole in body, mind, and spirit. Provide avenues for people to deepen their relationship with Jesus Christ through venues such as:

**Men's Fellowship:** enhances men's spiritual growth and is only limited by your imagination. It could be as simple as planning and cooking a men's breakfast or as complex as planning and executing a weekend out of town retreat, typically having two events each calendar year.

**Women's Fellowship:** develops various programs throughout the year for fellowship and spiritual growth including breakfasts and (in the past) retreats held within the church and other locations.

**Congregational Contact:** offers annual events to invite church members to share their time and

**Prayer Ministries:** coordinates the Prayer Chain and connects those in need of prayer with church members who are committed to a ministry of prayer. Prayer requests may be sent to the church office, and church staff will contact the prayer chain coordinator.

**Prayer Shawl Ministry:** provides shawls knitted by parishioners for parishioners and others in need of comfort. The shawls are given to persons who are seriously ill, have suffered a loss or are in the midst of a crisis, or receiving the sacrament of baptism. The intent of the shawl is to deliver a sense of God's love and peace to the recipient.

## MISSION CONNECTION COMMITTEE

Revised August 2019

### **Committee Mission**

Mission Connection Committee facilitates the congregation's ability to witness to, and/or carry out the compassionate love of Christ by sharing our time, talent, and resources with people beyond the local community. Mission Connection also nurtures and promotes community-wide partnerships among those involved in mission efforts.

### **Mission, Vision and Goals**

Annually, develop and update a written Action Plan for the committee in support of the Vision and Mission Statements and any Long-Range Strategic Plan of the church. The Committee's Action Plan should include the goals and action steps that will lead to quality accomplishment of its Mission, achievement of its Vision and in support of any of the Church's Long Range Strategic Plans over time.

### **Ex-Officio Members**

Moderator of Session

Moderator of the Board of Deacons

Other staff member assigned by the Moderator of Session

### **Structure**

The Mission Connection Committee is composed of a core group of members appointed by the Moderator of the Board of Deacons from the current Board. The Chair or Co-Chairs are appointed by the Moderator of the Board.

The Committee may have additional members from the congregation who are not currently on the Board of Deacons. The Committee may establish subcommittees and ad-hoc groups as needed.

### **Responsibilities and Duties**

The Committee has three major areas of responsibility, each administered by a subcommittee of Mission Connection as summarized below.

#### **Connections**

- Engage in dialogue with other Christians throughout the world for mutual enrichment, edification, and support.
- Spotlight (in worship) some aspect of church life such as mission, education, etc.
- Create and support a community-wide network which:
  - Develops cooperative mission education/publicity efforts within involved congregations, and
  - Society's involvement of the congregations and community in mission work.
- Promote opportunities for greater community-wide participation in mission work.
- Sustain the enthusiasm of returning mission participants.

#### **Trips**

Be responsible for initiating, organizing, and/or supporting all national and international mission trips.

## **Fundraising**

Grow financial support for mission through the church's general budget, special collections and gifts, and possible outside funding sources such as private or government grants.

## OUTREACH COMMITTEE

Reviewed August 2019

### **Committee Mission**

To oversee the hands-on mission opportunities for the congregation. The Committee is to analyze research and investigate community conditions from a Christian point of view and recommend to the Board appropriate approaches and actions. To implement Board approved actions. To organize and support special activities and functions.

### **Mission, Vision and Goals**

Annually, develop and update a written Action Plan for the committee in support of the Vision and Mission Statements and any Long-Range Strategic Plan of the church. The committee's Action Plan should include the goals and action steps that will lead to quality accomplishment of its Mission, achievement of its Vision and in support of any of the Church's Long Range Strategic Plans over time.

### **Ex-Officio Members**

Moderator of Session

Moderator of Board of Deacons

Associate Pastor or other staff member as assigned by the Moderator of Session

### **Structure**

The Outreach Committee is composed of a core group of members appointed by the Moderator of the Board of Deacons from the current Board. The Chair or Co-Chairs are appointed by the Moderator of the Board.

The Committee may have additional members from the congregation who are not currently on the Board. The Committee may establish subcommittees and ad-hoc groups as needed.

### **Responsibilities and Duties**

- Present findings and progress reports to the Board of Deacons with recommendations.
- With the Board's approval, proceed to implement its recommendations which may include education of the congregation and involvement in the community.
- Organize, support and maintain the project of the Outreach Committee. The committee shall monitor the progress, success and appropriateness of each of these projects and may add, modify or eliminate certain projects with the approval of the Board of Deacons.
- Other duties and responsibilities as they are assigned by the Board of Deacons.
- Attend the regular meetings of the Board of Deacons.
- Attend meetings of the Outreach Committee and appropriate Sub-Committee.
- Reports shall be prepared when appropriate. Information for the Deacon's annual report for the congregation and the Session is given to the Moderator yearly.

**FOUNDATION OF FIRST PRESBYTERIAN CHURCH  
DAVENPORT, IOWA**

## **THE FOUNDATION OF FIRST PRESBYTERIAN CHURCH**

The Foundation of First Presbyterian Church is a charitable entity that is separate from FPC. Its purpose is to support the mission of FPC.

There is a major difference between the Church as a secular corporation and the Foundation. The Church is formed as a corporation in accordance with the Constitution of the Presbyterian Church (U.S.A.) subject to the limitations and restrictions of Iowa and other applicable laws. The Foundation is founded as a non-profit corporation and operates under Chapter 504A of the Code of Iowa and is subject to other applicable local and federal law. It is not subject to the Constitution of the Presbyterian Church (U.S.A.).

The Foundation Board of Trustees oversees the efforts of the Foundation and reports to the Members of the Foundation. The Members of the Foundation are the sitting members of Session.

# **BUILDING USE POLICY**

FIRST PRESBYTERIAN CHURCH

Approved November 2024

First Presbyterian Church of Davenport is an inclusive, caring community of faith committed to loving God, loving neighbor as self, and sharing the love of Jesus Christ with all people through worship, fellowship and service. We consider our church building and grounds to be assets to be shared – with respect and care – as part of our mission to the larger community. Our goal is to welcome others as we would welcome Christ.

## **Principles for Use:**

First Presbyterian Church of Davenport (FPC) offers the use of its building and grounds for a wide range of functions both affiliated and not affiliated with the church. In the context of this document, hereafter, the use of the word “building” also includes the “grounds.” Although the building and equipment of First Presbyterian Church exist for the primary purpose of supporting the ministries of FPC and its members, they are also an instrument of Christ’s mission.

Therefore, FPC’s policy is that the church building will be used to the fullest extent practical to fulfill the church’s mission, recognizing the limitations of the budget and the necessity of establishing priorities for many worthwhile ministries. The following are our principles for use of our building:

- To use the building for activities which fit who we are and what we believe (as determined by Session)
- To offer our building to groups and individuals both affiliated and not affiliated with FPC
- To give due consideration to the care and protection of the property
- To charge reasonable fees for building usage and for staffing requirements

**Please see separate policy and fee schedule for weddings.**

## **Priority of Use Considerations:**

No outside events or building use will be allowed on church holidays as defined in the Personnel Manual. On all other dates, the priority of facilities usage shall be as follows:

1. Church Functions, such as,
  - a. Church services (i.e., worship, Sunday school, funerals, weddings)
  - b. FPC Performing Arts Series
  - c. Scheduled church activities for spiritual growth and/or administration (i.e., committee meetings, Adult Education, youth group, choirs)

2. The priority of all other building use requests will be judged on a case-by-case basis. In general, events which support the mission of the church, whether by outside groups/individuals or church members, are given priority.

### **Building Use Commission:**

In 2024, Session created an administrative commission titled the “Building Use Commission” to act upon building use requests for non-church functions. The Commission membership shall consist of the Church Corporation officers (President, Vice President, Treasurer and Secretary) and the Pastor/Head Pastor who shall serve with voice and vote. If, for any reason, none on the corporate officers have been ordained as a ruling elder, then the Commission shall also include at least two ruling elders (who do not need to be actively serving on Session) in order to be in compliance with the PC(USA) Book of Order. The Building Use Commission will report to Session on all requests, approved as well as declined.

### **Procedure for Requesting Building Use:**

A *Building Use Request Form* (BUF) obtainable from FPC website or through the church office – must be completed by any individual or group requesting building use.

- The BUF should be submitted to the church office at least four (4) weeks in advance. It provides for every area of the church available for use. All rooms requested, set-ups and other service needs (i.e., kitchen items, AV, etc.) must be included on the form.
- Upon receipt, the request will be reviewed by the FPC staff. Then the request, together with any feedback from staff, will be forwarded to the Building Use Commission for review, to be approved or declined.
- The Director of BG&S will be available, to meet with the user to review conditions of use, the expectations and needs for the event, and to confirm schedules for room set-up and clean-up as needed. For new, large, or unusual events, the church staff may require an in-person meeting with the user at a mutually agreeable time.
- When use of church musical instruments is included in the request, a member of the music staff shall meet with the user.
- Requests that include use of the sanctuary sound system require the user to meet with a sound technician.
- The building use fee schedule will be provided to the user at the time of the request.
- All church and non-church activities are scheduled on the master church calendar.
- A staff member or church volunteer must be in the building at all times during the event.

First Presbyterian Church reserves the right to make changes to any/all schedules in order to accommodate church ministry or unforeseen events. This includes any contractual agreements for any group. The church may adjust or waive any/all charges on an individual basis at the direction of the Building Use Commission.

### **Fundraising by Outside Organizations:**

From time to time, outside organizations may ask for significant support for their fundraising events from members of First Presbyterian Church, including, but not limited to, use of the First Presbyterian Church facilities for fundraising events.

If a fundraising request does not also include the use of the building, the request should be considered under the FPC Fundraising Policy and be submitted first to the Clerk of Session and then to Session.

If a fundraising request is part of a building use request, both will be considered together by the Building Use Commission. For the fund-raising portion of the request, the Building Use Commission will rely on the principles of the FPC Fundraising Policy for direction.

### **Building Use Agreement:**

A formal Building Use Agreement defines the user's obligations to maintain and safeguard the building, indemnify the Church and properly insure its activities. By signing, the user agrees:

- To not use the premises for any unlawful purposes, and to obey all laws, rules and regulations of all governmental authorities while using the facilities
- To abide by any rules and regulations established by FPC for use of its facilities including,
  - ✓ No alcoholic beverages consumed on church properties
  - ✓ No smoking inside the building or within 15 feet of an entrance
  - ✓ No controlled substances, drugs or weapons on church properties
  - ✓ No gambling activities, such as bingo or lotteries
  - ✓ No partisan political activities or campaigns
  - ✓ No use of candles unless approved by Building Use Commission (requires additional fee).
  - ✓ Receiving approval from Building Use Commission before affixing decorations or other items to any surface.
- To not use the premises for any purpose contrary to the mission, purpose or belief of FPC
- To assure that the conduct of all persons attending programs is respectful of the property, maintaining noise levels that respect others in adjoining spaces

- To respect ministry furniture and equipment (i.e. tables, chairs, projectors, laptops, microphones, etc.) purchased and owned by the church; these may not be removed from the premises
- To be solely responsible to protect children, youth and vulnerable adults attending user's function at the building. This includes adherence to FPC's Child Protection Policy for Outside Groups, as appropriate. (A copy will be provided to the user)
- To assure children in attendance are under the control of their parents or adults at all times and are not permitted to roam freely on church property
- To return to the pre-use condition all areas of the premises used by the user
- To be held responsible for any damages done to church property by the user/group
- To turn out lights and turn off appliances (fans, coffee maker, etc.) when you are finished
- To vacate the church building by time specified on the agreement.,
- To provide the Church Office with reasonable notice in the event of cancellation. The Building Use Commission will determine the refunding of fees based upon costs to the church.

The Building Use Agreement must be signed by both parties. Willful violation of any guidelines or regulations could lead to the loss of eligibility to use the building and loss of refunds.

### **Use of Audio/Visual Technology:**

Programs in the Sanctuary that require the use of the sound system must have one of the church's sound technicians on duty. There is a fee for this service.

If the group or organization is hiring a local audio/visual company, the hired company's sound technician must arrange a meeting with the church sound technician prior to the event to discuss the sound system and to review the program's sound requirements. If the audio/visual company is an out-of-town company, the company must e-mail or phone the church sound technician to discuss the sound system and to review the program's sound requirements prior to the event. An in-person meeting of the company's technician and the church sound technician may still be required before the event.

Concert volume levels are at the discretion of the sound technicians of First Presbyterian Church in consultation with the Director of Music and Arts.

**Building Use Fees:** Please refer to the FPC Building Use Fee Schedule

### **Liability Insurance:**

Groups or organizations requesting use of church facilities are required to provide a Certificate of Insurance showing a minimum liability coverage of \$1,000,000 and naming First Presbyterian Church of Davenport added as an "additional insured" for the date of the event. Individuals are strongly encouraged to have their own liability insurance.

First Presbyterian Church and/or its employees shall not be responsible for damage or loss of property on First Presbyterian Church premises sustained by applicant, a participant in a program, or anyone attending any program or event held on church property. By submitting the Building Use Request Form, the organization shall indemnify and hold First Presbyterian Church harmless from any claims arising from its use.

### **Child Protection Policy:**

For activities with children and youth under the age of eighteen (18), the church's Child and Youth Protection Policy for Outside Groups must be adhered to. A copy will be provided. Important to note is that all groups must maintain a minimum of two background checked (2) adults present in supervisory roles at any time. The church can provide the background checks, at your request, at current rates prior to the event. If background checks are done by a different source, the church must receive copies of the reports prior to the event.

### **Church Responsibilities:**

Session (acting Board of Elders): Responsible for general supervision, management and control over all the affairs of the Church and exercise of specific authority to include:

- Approval of Building Use Guidelines and Procedures and implementation guidance, as delegated to the Building Use Commission.
- Enforcement of all provisions of this policy, as delegated to the Building Use Commission.
- Final decision authority for any disagreements over requested use.

### **Church Staff:**

- Building Use Requests for non-church related activities are to be submitted to the Director of Office Administration. The request will be forwarded to church staff for initial review. The request will then be forwarded to the Building Use Commission with staff recommendations.
- Shall comply with these guidelines and procedures.

### **Director of Office Administration:**

- With the staff, maintain church calendar.
- Receive Building Use Requests for non-church functions.
- Communicate final approval with those requesting use of the building.
- Check for completion of all requirements.
- Provide current information to the Director of Buildings and Grounds and other staff, as appropriate.
- Upon approval from the Building Use Commission, shepherd the project to completion, including:

- Completing the Building Use Agreement per terms approved by the Building Use Commission.
- Forward the completed Building Use Agreement to the requesting party.
- Ensure the completed Building Use Agreement form is signed and returned along with required fees to hold the reservation.
- Provide current information to the Director of Buildings and Grounds and other staff, as appropriate.
- Contact the requesting party a week before the event to confirm the details.

Director of Buildings and Grounds:

- Confirm that all information on the Building Use Request form is accurate and current.
- Communicate event and room set-ups with custodial staff.
- Schedule custodial staff, as appropriate.

## **CHILD, YOUTH, AND VULNERABLE ADULT PROTECTION POLICY**

# CHILD, YOUTH, AND VULNERABLE ADULT PROTECTION POLICY FOR OUTSIDE GROUPS

## FIRST PRESBYTERIAN CHURCH

### I. INTRODUCTION

First Presbyterian Church of Davenport, referred to as FPC subsequently in this Policy, is committed to maintaining a safe environment in which children, youth, and vulnerable adults. Accordingly, we will not tolerate any form of abuse to children, youth, or vulnerable adults in any of our interactions with them. FPC has established this Child, Youth, and Vulnerable Adult Protection Policy for Outside Groups (Policy) to ensure, to the extent that it is reasonably possible, that children, youth, and vulnerable adults will be free to participate in programs, services, and activities without intimidation, coercion, or abuse of any type.

### II. DEFINITIONS

For purposes of this Policy, the following terms have the listed definitions:

**Abuse**--A non-accidental injury or pattern of injuries to a child or youth. Abuse may include any of the following:

**Neglect**--Occurs when an adult responsible for the well-being of a child fails to provide for the child. Neglect may include not giving food, clothing, shelter; failure to keep children clean; lack of supervision and withholding medical care.

**Physical abuse**--A non-accidental injury that happens to a child. Such an injury could include a beating, burn, bruise, bite, welt, strangulation, broken bones or death.

**Sexual abuse**--The employment, use, persuasion, inducement, enticement or coercion of a child to engage in or assist another individual to engage in sexually explicit conduct. The behavior may or may not involve touching. Sexual abuse may include: *engaging in sexually explicit conversation; verbal sexual suggestions, innuendoes or jokes; leering or ogling; intrusive touching; the use of pornography; looking at the intimate parts of a child for the purpose of sexual gratification or arousal; sexual assault or attempted sexual assault*. Sexual abuse may consist of numerous acts over a long period of time or a single incident. Children can be victimized from infancy through adolescence. Typically, a perpetrator keeps a child from disclosing abuse through intimidation, threats, and rewards.

**Emotional abuse**-- One or more acts by an adult or other authority figure that endanger the mental health or emotional development of a child including rejection, ignoring, terrorizing, corrupting, constant criticism, mean remarks, insults and giving little or no love, guidance and support.

**Spiritual abuse**--Using religious references to shame or by guilt to motivate a child into a particular action or behavior.

**Failure to act**--Any failure to act that causes bodily or mental injury to a child or that causes or permits any of the above-described types of abuse to occur may also constitute abuse.

This list is not exhaustive. Any act or failure to act that causes bodily injury or serious mental injury to a child may constitute child abuse under law.

**Certified adult**--A person who is at least 18 years of age who has successfully passed the required background checks to qualify under this Policy to supervise children, youth, and vulnerable adults while using FPC buildings and grounds.

**Child / Youth**--Under Iowa law, a child is a person under 18 years of age. This term includes both a "child" and a "youth" as these terms are used in this Policy.

**Employee**--A person who works for a salary or wages at FPC.

**Independent contractor**--A person not employed by FPC who provides services to FPC pursuant to an express or implied contract.

**Mandated reporter**--A person required to make a report of suspected child abuse where such person has reasonable cause to suspect that a child is a victim of child abuse and/or in danger of abuse in the future.

Mandated reporters include:

- Pastors
- Certain professionals licensed by the state of Iowa
- FPC employees who have direct contact with children in the course of their employment
- Volunteers who accept responsibility for a child

**Reporting checklist**--The document attached to this Policy as Attachment A that sets forth how and to whom reports of suspected child abuse shall be made in accordance with this Policy.

**Volunteer**--A person not employed by FPC who donates time providing services in connection with outside groups and events utilizing FPC buildings and grounds.

**Vulnerable adult**--A vulnerable adult is any person 18 years of age or older without the developmental or cognitive capacity to consent.

### III. POLICY OVERVIEW

#### Purpose

This Policy is intended to:

- Provide a safe and sacred space for children and youth at FPC.
- Protect children and youth from sexual, physical, spiritual and emotional abuse while participating in activities at FPC.
- Prevent allegations and incidents of abuse to children or youth.
- Provide a mechanism to deal with reported concerns and subsequent actions.
- Protect the ministry of FPC from the possibility of false accusations and litigation.

This Policy addresses four principal components of child and youth protection:

**Screening** of people applying to use the building for activities or events with children and youth to ensure two certified adults will be present.

**Expectations** of volunteers regarding appropriate supervision and chaperoning of children and youth.

**Reporting** of allegations and/or concerns regarding child and youth protection issues.

**Responding to allegations and/or concerns regarding child and youth protection issues.**

### **General Requirements**

All persons working with children/youth at FPC shall abide by the following rules:

- They shall not verbally, emotionally, physically, spiritually, or sexually abuse children or youth.
- They shall not discipline children or youth by use of physical punishment or by failing to provide the necessities of care.
- They shall provide proper supervision and exercise sound judgment in providing a safe environment at all times.
- They shall avoid situations where they would be alone with a child or youth and cannot be observed or monitored by others.

Restroom supervision:

- They shall, as provided in Section V of this Policy, always appropriately supervise when children are using bathrooms to ensure their safety.
- They shall use caution and common sense when touching children or youth; accordingly, such persons must:
  - o Respect a child or youth's boundaries and never make a child or youth feel uncomfortable or act in ways that impede the child or youth's right to say no.
  - o Maintain appropriate hand placement.
  - o Avoid physical contact that is inappropriate, including body-to-body embrace, a touch of private areas (those areas covered by a bathing suit) or any type of kiss.
  - o They shall discourage children from touching others in an inappropriate manner.
  - o They shall be alert to the physical and emotional state of children entering an activity or program, and any signs of injury or possible child abuse must be reported promptly in the manner specified in this Policy to the authorities and to the Pastor/Head-of-Staff.
  - o They shall only release children and youth to a parent, a guardian, or another individual authorized in writing by a parent or guardian.
  - o They shall not use, possess, or be under the influence of alcohol or illegal drugs or be impaired by legally prescribed drugs in the presence of children or youth while using FPC buildings and grounds.
  - o They shall not use tobacco products around children and youth.
  - o They shall not possess firearms or other weapons around children and youth.
  - o They shall not engage in profanity, inappropriate language or jokes, or any kind of harassment in the presence of children or youth.
  - o They shall not share inappropriate details of their personal lives or ask children or youth to share inappropriate details.

- They shall not give gifts to an individual child or youth for the purpose of "buying" silence or loyalty. Gift giving must be done on a group basis and/or for specific occasions (ex. birthday parties).

In addition, those to whom this Policy applies shall comply with all other church and/or legal requirements described below and sign an agreement to comply in all respects with this Policy.

An individual may be barred from future use of FPC buildings and grounds for failure to observe and abide by this Policy.

### **Policy Implementation**

The Building Use Commission's role in the implementation of this Policy includes ensuring appropriate screening and ensuring in writing the event sponsors receipt and understanding of, and agreement to comply with, the Policy.

## **IV. SCREENING**

### **Screening Process**

Background checks. The Building Use Commission will arrange child abuse and criminal background checks for event sponsors and/or volunteers. Those who successfully pass child abuse and criminal background checks will be deemed a Certified Adult.

### **Information of concern**

If information of a cautionary nature is revealed through a child abuse or criminal background check, the person conducting the check shall notify the Building Use Commission, respecting confidentiality. The Pastor/Head-of-Staff and the Building Use Commission shall consider this information and decide on a course of action. The decision, which will be promptly communicated to the event sponsor, must be documented in writing, dated, and placed in the event sponsor's file.

### **Confidentiality**

All background checks performed will be kept by the Pastor/Head-of-Staff (or their designee) in a secure confidential location. Disclosure of the results of background checks will be limited to those with a "need to know" and otherwise will be kept strictly confidential.

## **V. SUPERVISION REQUIREMENTS**

Those to whom this Policy applies shall comply with the following requirements when supervising children and youth and vulnerable adults:

### **Two-Adult/Age Policy**

At least two certified adults (one of whom will be no less than 25 years old) will supervise all programs, services, and activities at FPC involving children and youth and vulnerable adults. Adults must always

remain in sight of one another except in an emergency situation. For purposes of the two-adult requirement, spouses count as one certified adult as do a parent and their children.

### **Adult/Child or Youth Ratios**

For any programs, services, or activities with children or youth that are within a contained classroom there shall be at least one certified, appropriately aged adult for every ten children/youth; gender balance is recommended.

For any ministry program with children or youth that is held in a gym or is outside there shall be at least one certified, appropriately aged adult for every eight children/youth; gender balance is recommended.

For overnight events there shall be at least one certified, appropriately aged adult for every six children/youth; gender balance is required.

### **One-on-One Situations**

In those limited situations where it is necessary for an adult to be alone with a child or youth, the adult should notify another non-related adult before and after the period in which they are alone with the child or youth. Additionally, any such one-on-one contact should be carried out in a public setting or otherwise in plain view of others.

### **Open Door Policy**

It is recommended that doors remain open to rooms in which children and youth involved in activities are present. If noise or fire code restrictions apply, or air conditioning is running, doors may be shut as long as there is clear glass in at least one door into each room and nothing impedes vision through the glass.

### **Nurseries**

A sign-in/out system will be used for all nursery children. This system will enable the caregivers in the nursery to correctly identify a parent or guardian when a child is picked up. Only assigned caregivers and staff are allowed to stay in the nursery. Parents/guardians may enter the room to sign-in/out their child, but must exit the room promptly. All others should remain outside the room.

## **VI. REPORTING ABUSE OR SUSPECTED ABUSE**

This Policy and the law make the responsibility for reporting abuse of a child or youth, or suspected abuse of a child or youth clear.

All FPC employees and certified adults who, in the course of employment or supervision, come to learn of any occurrence of abuse or a situation that presents reasonable cause to suspect that abuse may have occurred are required to make a report as set forth in this Policy. Such report shall be made promptly after the occurrence in question becomes known, as required by law, first to the authorities and immediately thereafter to the Pastor/Head-of-Staff (see Reporting Checklist included in the Appendix

to this Policy). All such reports, including the identities of all persons making such reports, shall be kept confidential to the extent permitted by law.

Similarly, any report of child/youth abuse made by an individual about their care by a parent, guardian, youth, adult, or FPC employee or certified adult, must be reported promptly, as required by law, first to the authorities and immediately thereafter to the Pastor/Head-of-Staff. All such reports shall be kept confidential to the extent permitted by law. The FPC Incident Report found in Attachment B will be used for such reports.

Iowa law provides that individuals who make a good faith report of actual or suspected child abuse are immune from any civil or criminal liability that might otherwise result from making the report. In addition, Iowa law imposes criminal liability for willful failure to report actual or suspected child abuse by mandated reporters.

For any injury to a child under age 18 requiring medical assistance, an incident report should be completed with one copy given to the parent/guardian and one copy to either the Pastor/Head-of-Staff. If the Pastor/Head-of-Staff is not present on church premises, the accident report should be given to the church representative assigned to your event. See Attachment B for a copy of the Incident Report Form.

## **VII. VULNERABLE ADULTS**

Vulnerable adults will be accorded the same protections as children and youth under this policy in regards to programming at First Presbyterian Church.

## **VIII. POLICY REVIEW AND REVISION**

The Committee will review this Policy at least annually and recommend revisions to Session as appropriate.

### Revision History

| Date      | Author  | Changes         |
|-----------|---|-----------------|
| 9-16-2024 | Rev. Dr. Kris Schondelmeyer<br>Marty Bowles Edwards<br>Abby Schondelmeyer | Initial version |

## Attachment A

### **First Presbyterian Church of Davenport**

#### **Reporting Checklist**

Following the procedures explained in FPC's Child and Youth Protection Policy for Outside Groups, any suspected or actual case of child abuse or neglect must immediately be reported, first to the authorities, in the manner set forth below, and then to the Pastor/Head-of-Staff.

##### **Reporting Child Abuse or Neglect to the Authorities**

An initial report of suspected or actual child abuse or neglect must be made either to the local police department or via the **Toll-free Iowa Department of Human Services Child Abuse Hotline at 800-362-2178.**

##### **When to Also Call 9-1-1**

If you are in immediate danger of injury

If you suspect a child is in immediate danger of injury or if the abuse or injury is happening right now

If there is a need to collect evidence or maintain a chain of custody of evidence

Please note that calling 9-1-1 does not eliminate the requirement to report the matter to the Department of Human Services and to the Pastor/Head-of-Staff.

##### **Reporting Child Abuse to FPC**

Immediately after an initial report of suspected or actual child abuse or neglect is submitted to the authorities, the person making the report shall make a report to the Pastor/Head-of-Staff. If the Pastor/Head-of-Staff is the alleged abuser, this report shall be made the Clerk of Session.

Attachment B

**First Presbyterian Church of Davenport**

**Example Incident Form**

**Accident / Injury / Incident Report Form for Children / Youth**  
**First Presbyterian Church of Davenport**

***You are being asked to fill out this form because we are committed to the safety and well-being of our children/youth and the adults who work with them. Please give all known information.***

Date and time of accident / injury / incident:

Name of child / youth:

Age of child / youth:

Address/phone of child / youth:

Location of accident / injury / incident:

Parent / Guardian:

Parent / Guardian notified ~ date, time, by whom:

Names of persons who witnessed accident / injury / incident:

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

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

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

Describe accident / injury / incident:

If medical care was received, briefly describe what and by whom administered:

Signature of Person Making Report: \_\_\_\_\_ Date: \_\_\_\_\_

*(Please give this report to the Pastor/Head-of-Staff or a Co-Director of Christian Education)*

# **CHILD, YOUTH, AND VULNERABLE ADULT PROTECTION POLICY**

## **FIRST PRESBYTERIAN CHURCH**

### **I. INTRODUCTION**

First Presbyterian Church of Davenport, referred to as FPC subsequently in this Policy, is committed to maintaining a safe environment in which children, youth, and vulnerable adults. Accordingly, we will not tolerate any form of abuse to children, youth, or vulnerable adults in any of our interactions with them. FPC has established this Child, Youth, and Vulnerable Adult Protection Policy (Policy) to ensure, to the extent that it is reasonably possible, that children, youth, and vulnerable adults will be free to participate in programs, services, and activities without intimidation, coercion, or abuse of any type.

The Book of Order of the Presbyterian Church (USA) includes multiple provisions regarding the requirement for each council to have a child/youth/vulnerable adult protection policy, to engage in child sexual abuse prevention training, and guidelines for mandatory reporting in order to protect children, youth, and vulnerable adults from abuse. To achieve this purpose, the FPC imposes specific responsibilities on those who have direct contact with children, youth, and vulnerable adults to report suspected or actual abuse and mandates that certain individuals receive regular training regarding abuse prevention. Employees and volunteers who fail to report actual or suspected child abuse may be subject to individual, criminal liability. Because Mandatory Reporting laws are designed to encourage reporting of suspected or actual abuse, they also contain important protections for those who make such reports in good faith.

As a volunteer or employee who has direct contact with children, youth, and/or vulnerable adults participating in FPC programs, services, and activities, it is important for you to understand what your responsibilities are as it concerns reporting of actual or suspected abuse and the need to attend abuse identification and prevention training.

This Policy incorporates these requirements and explains your responsibilities in this regard. As such, you should carefully review the Policy and keep it as a reference. This Policy is intended to apply broadly; when in doubt, you should err on the side of reporting suspected abuse. Should you have any questions about this policy or your responsibilities, please do not hesitate to contact the Pastor/Head-of-Staff.

FPC designates the Christian Education and Fellowship with Youth Committee (the CEFY Committee) and the Personnel Committee to be responsible for oversight and implementation of this Policy.

### **II. REFERENCES**

Approved Presbyterian Church (U.S.A.) Child/Youth/Vulnerable Adult Protection Policy and Procedures-- From the Committee on the Office of the General Assembly, retrieved from: <https://www.pc-biz.org/#/search/3000164>.

### **III. DEFINITIONS**

For purposes of this Policy, the following terms have the listed definitions:

**Abuse**--A non-accidental injury or pattern of injuries to a child or youth. Abuse may include any of the following:

**Neglect**--Occurs when an adult responsible for the well-being of a child fails to provide for the child. Neglect may include not giving food, clothing, shelter; failure to keep children clean; lack of supervision and withholding medical care.

**Physical abuse**--A non-accidental injury that happens to a child. Such an injury could include a beating, burn, bruise, bite, welt, strangulation, broken bones or death.

**Sexual abuse**--The employment, use, persuasion, inducement, enticement or coercion of a child to engage in or assist another individual to engage in sexually explicit conduct. The behavior may or may not involve touching. Sexual abuse may include: *engaging in sexually explicit conversation; verbal sexual suggestions, innuendoes or jokes; leering or ogling; intrusive touching; the use of pornography; looking at the intimate parts of a child for the purpose of sexual gratification or arousal; sexual assault or attempted sexual assault*. Sexual abuse may consist of numerous acts over a long period of time or a single incident. Children can be victimized from infancy through adolescence. Typically, a perpetrator keeps a child from disclosing abuse through intimidation, threats and rewards.

**Emotional abuse**-- One or more acts by an adult or other authority figure that endanger the mental health or emotional development of a child including rejection, ignoring, terrorizing, corrupting, constant criticism, mean remarks, insults and giving little or no love, guidance and support.

**Spiritual abuse**--Using religious references to shame or by guilt to motivate a child into a particular action or behavior.

**Failure to act**--Any failure to act that causes bodily or mental injury to a child or that causes or permits any of the above-described types of abuse to occur may also constitute abuse.

This list is not intended to be exhaustive. Any act or failure to act that causes bodily injury or serious mental injury to a child may constitute child abuse under law.

**Certified adult**--A FPC employee or volunteer, at least 18 years of age, who has successfully passed the required background checks and completed the required training (or retraining) to qualify under this Policy to work with children and youth.

**Child / Youth**--Under Iowa law, a child is a person under 18 years of age. This term includes both a "child" and a "youth" as these terms are used in this Policy in reference to FPC programs, services, and activities. When such terms are used elsewhere in this Policy in reference to FPC programs, services, and activities, "child" means a person in grade 5 or below and "youth" means a person in grades 6 through 12.

**Church-sponsored activity**--Includes any and all gatherings that arise from FPC-generated worship, educational, fellowship, administrative, pastoral, mission, or recreational events. These events include on-campus and off-campus gatherings.

**Employee**--A person who works for a salary or wages at FPC.

**Independent contractor**--A person not employed by FPC who provides services to FPC pursuant to an express or implied contract.

**Lead volunteer**--A certified adult who has been designated by the responsible staff person to coordinate/supervise other volunteers involved in a program, activity, or event.

**Mandated reporter**--A person required to make a report of suspected child abuse where such person has reasonable cause to suspect that a child is a victim of child abuse and/or in danger of abuse in the future.

Mandated reporters include:

- Pastors
- Certain professionals licensed by the state of Iowa
- FPC employees who have direct contact with children in the course of their employment
- Volunteers who, as part of a FPC-sponsored activity, event or program, accept responsibility for a child
- Independent contractors of FPC

**Reporting checklist**--The document attached to this Policy as Attachment A that sets forth how and to whom reports of suspected child abuse shall be made in accordance with this Policy.

**Volunteer**--A person not employed by FPC who donates time providing services in connection with a church-sponsored activity, event, or program.

**Vulnerable adult**--A vulnerable adult is any person 18 years of age or older without the developmental or cognitive capacity to consent.

**Youth volunteer**--A person at least 13 years old but under the age of 18 not employed by FPC who donates time providing services in connection with a church-sponsored activity, event, or program.

## IV. POLICY OVERVIEW

### Purpose

This Policy is intended to:

- Be faithful to our baptismal vows as we seek to welcome and nurture children and youth.
- Provide a safe and sacred space for children and youth at FPC.
- Protect children and youth from sexual, physical, spiritual and emotional abuse while participating in FPC activities.
- Educate the staff, volunteers, and the congregation about the subject of sexual abuse and exploitation of children and youth, the need for policies and procedures to prevent such abuse and exploitation, and the legal responsibilities imposed on volunteers and staff who have direct contact with children participating in FPC programs, services, and activities.
- Guide FPC as an institution in the conduct of its employees and volunteers.
- Prevent allegations and incidents of abuse to children or youth.
- Provide a mechanism to deal with reported concerns and subsequent actions.
- Protect the ministry of FPC as carried out through its volunteers, pastors, and staff from the possibility of false accusations and litigation.

This Policy addresses four principal components of child and youth protection:

**Screening** for employment and volunteer service to identify those who are unsuitable for such employment or service due to a history of behavior potentially detrimental to children and youth.

**Training** of employees and volunteers regarding appropriate supervision and chaperoning of children and youth.

**Reporting** of allegations and/or concerns regarding child and youth protection issues.

**Responding** to allegations and/or concerns regarding child and youth protection issues.

## **Scope and Applicability**

All persons, including FPC employees and volunteers, interested in participating in children and youth ministries and other programs, services, and activities of FPC must be formally invited by the CEFY committee to work directly with children and youth and must adhere to this Policy. In addition, the abuse reporting procedures set forth in this Policy apply to all mandated reporters, including all employees and volunteers who interact with children or who work with FPC youth or children in FPC programs, services, and activities presently existing as well as others that may be developed in the future, including, but not limited to, the following:

- Sunday school
- Children's and Youth fellowship programs
- Children's and Youth choirs
- Camps and/or conferences
- Mission trips
- Confirmation class
- Vacation Bible School
- Child care
- Scouts and Cub Scouts
- Preschool

## **General Requirements**

All persons working with children/youth at FPC shall abide by the following rules:

- They shall not verbally, emotionally, physically, spiritually, or sexually abuse children or youth.
- They shall not discipline children or youth by use of physical punishment or by failing to provide the necessities of care.
- They shall provide proper supervision and exercise sound judgment in providing a safe environment at all times.

- They shall avoid situations where they would be alone with a child or youth and cannot be observed or monitored by others.
- Restroom supervision:
  - They shall, as provided in Section VII of this Policy, always appropriately supervise when children are using bathrooms to ensure their safety.
- They shall use caution and common sense when touching children or youth; accordingly, such persons must:
  - Respect a child or youth's boundaries and never make a child or youth feel uncomfortable or act in ways that impede the child or youth's right to say no.
  - Maintain appropriate hand placement.
  - Avoid physical contact that is inappropriate, including body-to-body embrace, a touch of private areas (those areas covered by a bathing suit) or any type of kiss.
  - They shall discourage children from touching others in an inappropriate manner.
- They shall be alert to the physical and emotional state of children entering an activity or program, and any signs of injury or possible child abuse must be reported promptly in the manner specified in this Policy to the authorities and to the Pastor/Head-of-Staff or, if the Pastor/Head-of-Staff is unavailable or is the alleged abuser, to the Clerk of Session.
- They shall only release children (birth – 5<sup>th</sup> grade) to a parent, a guardian, or another individual authorized in writing by a parent or guardian.
- They shall not use, possess, or be under the influence of alcohol or illegal drugs or be impaired by legally prescribed drugs in the presence of children or youth during church working hours or during church-sponsored activities and trips.
- They shall not use tobacco products around children and youth.
- They shall not possess firearms or other weapons around children and youth. Exceptions to this may include activities sponsored by our church or Scouts requiring certain items for programming.
- They shall not engage in profanity, inappropriate language or jokes, or any kind of harassment in the presence of children or youth.
- They shall not share inappropriate details of their personal lives or ask children or youth to share inappropriate details through any form of communication: written, verbal, or electronic.
- They shall not give gifts to an individual child or youth for the purpose of “buying” silence or loyalty. Gift giving must be done on a group basis and/or for specific occasions (ex. birthday parties).
- They shall immediately report to the Pastor/Head-of-Staff any circumstance that adversely affects their ability to work with children and youth in full compliance with this Policy.
- In addition, those to whom this Policy applies shall comply with all other Policy and/or legal requirements described below including, without limitation, attending training sessions offered by FPC on child and youth protection and/or required by law, and signing agreements to comply in all respects with this Policy.
- An individual may be terminated from employment and/or volunteer service for failure to

observe and abide by this Policy. These actions may be taken regardless of the outcome of any investigation if the Pastor/Head-of-Staff, the Personnel Committee, or the CEFY Committee determines that the Policy has not been followed.

## **Electronic and Social Media Communications**

FPC has a website that helps it disseminate its message to members and the general public. Day-to-day communications often involve use of personal communication tools such as emails, text messages, social media (e.g., Facebook, Instagram, YouTube, etc.), among others. These communications include public, private, personal, and professional messages. The following requirements apply to all such communications among FPC pastors, staff, volunteers, youth and children when those communications relate to FPC programs, services, and activities:

No person shall post or permit to be posted any confidential information about FPC, its programs, services, and activities, members or those who participate in its programs, services, or activities.

All communications related to FPC activities/events must maintain a professional and appropriate style and adhere to these FPC Communications Procedures.

No person shall engage in electronic communications that violate any FPC policy or any local, state, or federal law.

In all communications related to FPC programs, services, and activities or made during FPC activities/events, employees and volunteers should avoid the use of statements that reasonably could be viewed as:

- Derogatory
- Sexual, lewd, pornographic, or obscene
- Offensive due to the use of profanity
- Threatening, harassing, or bullying
- Discriminatory
- Facilitating illegal activities
- Having the purpose to assist personal, commercial, or for-profit ends
- Expressing overtly partisan political views
- Unauthorized or illegal distribution, reproduction, or use of copyrighted materials
- Fraternization or otherwise crossing the line between professional and personal boundaries
- Suggestive in nature.
- Use/posting by FPC of photographic images of children and youth and of their FPC-sponsored activities will conform with the following guidelines:
  - FPC will honor the request of any parent or legal guardian who asks that their child not appear in any church publications or website.
  - FPC will obtain written permission from parents and/or guardians before a photo of a

child/youth is used electronically or in print. See Attachment H for the Photo Release Form.

- FPC will never identify a child or youth by their full name or address with any photo.
- FPC will not “tag” children and youth in images used on social media.
- No adult volunteer or FPC employee may initiate a connection with a child or youth on a social media site except a child or youth of which they are a parent or guardian.
- Text messages between FPC employees/volunteers and children/youth will be appropriate and strictly related to FPC programs, services, and activities. Such text messages must maintain an appropriate and professional style and otherwise be in compliance with the requirements of this Policy.
- No individual shall identify or represent themselves as speaking on behalf of FPC without prior approval from the Pastor/Head-of-Staff and/or Session.

## **Policy Oversight and Implementation**

The Personnel Committee’s and the CEFY Committee’s roles in the oversight and implementation of this Policy include (a) ensuring appropriate screening, training, certification and recertification of all FPC employees, volunteers, and others covered by this Policy and (b) ensuring that all who are covered by this Policy receive a copy of the Policy and acknowledge in writing their receipt and understanding of, and agreement to comply with, the Policy.

## **V. SCREENING**

### **Employees**

All employees shall consent to and pass background checks, including criminal, child abuse, and reference checks, and consent to potential drug screenings at the discretion of the Personnel Committee.

### **Volunteers**

All persons (adults and youth) who wish to volunteer to work with children/youth in FPC programs, services, and activities must be formally invited by the CEFY Committee to volunteer, and consent to and successfully pass child abuse and criminal background checks. All volunteers must be a member of FPC and affiliated with FPC for a period of at least six months to be eligible to volunteer with children/youth. Regarding the chartered Scout Packs at FPC, BSA policies will be followed for the selection of volunteers.

### **Background checks**

The Personnel Committee will arrange child abuse and criminal background checks for volunteers. Volunteers who successfully pass child abuse and criminal background checks will be deemed eligible for ministry with children and youth upon completion of the initial training/certification (or, in subsequent years, retraining/recertification) process as provided for in Section VI below.

## **Information of Concern**

If information of a cautionary nature is revealed through a reference, child abuse, or criminal background check, the person conducting the check shall note this information in writing and communicate it to the Personnel Committee. The Pastor/Head-of-Staff and the Personnel Committee shall consider this information and decide on a course of action. The decision, which will be promptly communicated to the individual, must be documented in writing, dated, and placed in the individual's file. In such case, situation may be handled in one of the following ways:

- Accepted unconditionally
- Accepted with clearly defined restrictions
- Denied

## **Prohibition on Hiring**

Notwithstanding the above, FPC will not hire, employ, or permit to volunteer in any capacity that involves direct contact with children any individual:

- Who has been verified by the Department of Human Services as named in the statewide database as a perpetrator with respect to a founded report of child abuse;
- Who has been convicted of any of the disqualifying crimes specified in the FPC Personnel Policy or elsewhere in the Operations Manual.

## **Materials Subject to Review**

FPC reserves the right to review applications and all related materials (including, without limitation, Committee notes on reference checks and interviews and the results of background checks performed) at any time. Renewed child abuse and criminal history clearances will be required every thirty-six (36) months. Additional background, child abuse clearance, or reference checks may be requested either randomly or because of some new concern.

## **Inapplicability to Occasional and/or Sporadic Volunteers**

The policy set forth herein is not intended to apply to non-employees who volunteer to work with children at FPC-sponsored programs or events only on an occasional and sporadic basis. This policy set forth herein shall apply to all employees of FPC, regardless of whether they will be working with children in the course of their employment. By way of example only, volunteers who volunteer to chaperone youth choir practice a few times a year should not be required to undergo the clearance process; however, a non-employee who commits to chaperone and participate in children's choir practice on a regular, routine basis, will be asked to undergo the clearance process. The occasional and/or sporadic volunteer must be accompanied by a second certified adult. Whenever a question arises about whether a volunteer's interaction with FPC-sponsored youth/child programs is occasional and sporadic, or

regular, routine and consistent, the determination shall be made by the Pastor/Head-of-Staff in consultation with the Co-Directors of Christian Education.

### **Confidentiality**

Applications and all related materials (including without limitation Personnel Committee notes on reference checks and interviews, and the results of background checks performed) will be kept by the Pastor/Head-of-Staff (or their designee) in a secure confidential location. Disclosure of the results of reference and background checks will be limited to those with a “need to know” and otherwise will be kept strictly confidential.

## **VI. FPC CERTIFICATION AND TRAINING REQUIREMENTS**

As set forth below, all employees and volunteers who successfully complete the screening process must then be certified by FPC before they may begin working with children or youth. Employees and volunteers shall be required to undergo both initial and periodic recertification as set forth below.

### **Initial FPC Certification**

All FPC employees and volunteers who have direct contact with children or youth, including, but not limited to, those employee and volunteers who are mandated reporters, must be certified by FPC before they may begin working with children or youth. This process shall include the following:

- Required attendance at and completion of a FPC-approved training session regarding child sexual abuse prevention;
- Receipt and review of a copy of this Policy; and
- The signing of relevant documents including an Employee or Volunteer Acknowledgment and Agreement (see sample form included in the Appendix to this Policy), confirming they have received, read, and understood this Policy and agree to comply with it.

### **Periodic Recertification**

Every thirty-six (36) months after the initial certification, FPC employees and volunteers who have been certified in accordance with this Policy must successfully complete a recertification process to continue their work with children/youth. The recertification process shall include the following:

- Updated child abuse and criminal background checks;
- Required attendance at and completion of an FPC-approved training session regarding child sexual abuse prevention;
- The signing of relevant documents including an Employee or Volunteer Acknowledgment and Agreement (see sample form included in the Appendix to this Policy), confirming they have received, read, and understood this Policy and agree to comply with it.

## **Certification/Recertification Training**

FPC will offer regular training opportunities so that FPC-required initial certifications and re-certifications can be accomplished in a timely fashion.

FPC will provide volunteer training pertaining to this policy and the Mandated Reporting requirements at regular intervals at the church.

Any employee or volunteer having questions about the applicability of these additional training requirements should contact their supervisor or the Pastor/Head-of-Staff for clarification.

## **VII. SUPERVISION REQUIREMENTS**

Those to whom this Policy applies shall comply with the following requirements when supervising children and youth:

### **Two-Adult/Age Policy**

At least two certified adults (one of whom will be no less than 25 years old) will supervise all FPC programs, services, and activities involving children and youth, whether on or off campus. Adults must always remain in sight of one another except in an emergency situation. For purposes of the two-adult requirement, spouses count as one certified adult as do a parent and their children.

The two-adult requirement can be eased in a situation involving vehicular transportation as it is permissible for one certified adult driver to transport several children and/or youth in a single vehicle in a convoy of vehicles traveling to and from an event. The CEFY committee will, if at all possible, avoid situations where a volunteer is alone in a vehicle with a child/youth.

### **Adult/Child or Youth Ratios**

For any ministry program with children or youth that is within a contained classroom there shall be at least one certified, appropriately aged adult for every ten children/youth; gender balance is recommended.

For any ministry program with children or youth that is held in a gym, or is outside or off campus there shall be at least one certified, appropriately aged adult for every eight children/youth; gender balance is recommended.

For overnight trips there shall be at least one certified, appropriately aged adult for every six children/youth; gender balance is required.

### **One-on-One Situations**

In those limited situations where it is necessary for an adult to be alone with a child or youth, the adult should notify another non-related adult before and after the period in which they are alone with the

child or youth. Additionally, any such one-on-one contact should be carried out in a public setting or otherwise in plain view of others.

### **Open Door Policy**

It is recommended that doors remain open to rooms in which children and youth involved in church activities are present. If noise or fire code restrictions apply, or air conditioning is running, doors may be shut as long as there is clear glass in at least one door into each room and nothing impedes vision through the glass.

### **Nurseries**

A sign-in/out system will be used for all nursery children. This system will enable the caregivers in the nursery to correctly identify a parent or guardian when a child is picked up. Only assigned caregivers and staff are allowed to stay in the nursery. Parents/guardians may enter the room to sign-in/out their child, but must exit the room promptly. All others should remain outside the room.

### **Use of Pastor's, Employee's, and Volunteer's Homes**

Children and youth are not allowed into any Pastor's, Employee's, or Volunteer's home without at least two certified, appropriately aged adults being present. The adult/child and adult/youth ratios set forth in Section IV.B. shall apply.

### **Use of Private Vehicles**

The following policies, which shall apply when private vehicles are being used to transport children and/or youth in connection with church-related activities, are intended to ensure and protect the safety of our children and youth.

All vehicle drivers must:

- Be at least 25 years of age.
- Be currently certified according to this Policy.
- Have a valid driver's license and current automobile insurance and provide photocopies of the license and proof of such insurance to the CEFY Committee in advance of transporting any children or youth in connection with church-related activities.
- Have a good driving record, i.e., shall have had no major moving violations within 12 months prior to the proposed transport of children/youth (determination of what constitutes "major" shall be made by the Personnel Committee), and no convictions or deferred adjudications for driving under the influence of a controlled substance within ten years prior to the proposed transport of children/youth.
- Authorize FPC to check their driving records.

No tobacco products shall be used in the vehicles.

No alcoholic beverages shall be allowed in the vehicles.

No firearms or other weapons shall be allowed in the vehicles.

All persons, including the driver, shall wear seat and shoulder belts or be seated in such other age/weight appropriate safety seats (car seats, booster seats, etc.) as required by law.

Nothing shall extend out of the windows.

The maximum number of people in the vehicle shall be the same as the number of adult seats in the vehicle with seat belts.

The driver shall have complete authority over the passengers and full responsibility for the safety of the passengers at all times.

No driver shall drive more than a continuous two hours at any one time without a rest stop, and no one driver shall drive a total of more than eight hours in any one day. A driver making a rest stop shall stop the vehicle and rest for a period of time equal to ten minutes for each hour driven before stopping. Drivers may rest while an alternate driver takes over. On trips of eight hours or more, the driver shall have available an alternate approved driver to relieve the primary driver if necessary.

For at least 12 hours prior to driving the vehicle, no driver shall have consumed any alcoholic beverages.

Drivers shall operate vehicles in compliance with speed limits and traffic laws and consistent with safe driving given the prevailing road conditions.

In the event of an accident, with or without injury, the driver (or another person if the driver is unable to do so) shall report the incident to the proper police authority and to the Pastor/Head-of-Staff within 24 hours of its occurrence. If anyone requires medical treatment or hospitalization, the Pastor/Head-of-Staff shall be notified by telephone as soon as possible.

In the event of an accident, a Private Vehicle Accident Report Form (see sample form included in the Appendix to this Policy) must be promptly completed and submitted to the Pastor/Head-of-Staff or their designee.

## **VIII. REPORTING ABUSE OR SUSPECTED ABUSE**

This Policy, the Book of Order, and the law make the responsibility for reporting abuse of a child or youth, or suspected abuse of a child or youth clear.

All FPC employees and volunteers who, in the course of employment or volunteer work, come to learn of any occurrence of abuse or a situation that presents reasonable cause to suspect that abuse may have occurred are required to make a report as set forth in this Policy. Such report shall be made promptly after the occurrence in question becomes known, as required by law, first to the authorities and immediately thereafter to the Pastor/Head-of-Staff (see Reporting Checklist included in the Appendix to this Policy). All such reports, including the identities of all persons making such reports, shall be kept confidential to the extent permitted by law.

Similarly, any report of child/youth abuse made by an individual about their care by a parent, guardian, youth, adult, or FPC employee or volunteer, must be reported promptly, as required by law, first to the

authorities and immediately thereafter to the Pastor/Head-of-Staff. All such reports shall be kept confidential to the extent permitted by law. The FPC Incident Report found in Attachment G will be used for such reports.

In the event that the Pastor/Head-of-Staff is unavailable or is the alleged abuser, the report referred to above by a FPC employee or volunteer of alleged or suspected abuse shall be made to the Clerk of Session (see Reporting Checklist included in the Appendix to this Policy).

Iowa law provides that individuals who make a good faith report of actual or suspected child abuse are immune from any civil or criminal liability that might otherwise result from making the report. In addition, Iowa law imposes criminal liability for willful failure to report actual or suspected child abuse by mandated reporters.

For any injury to a child under age 18 requiring medical assistance, an incident report should be completed with one copy given to the parent/guardian and one copy to either the Pastor/Head-of-Staff or one of the Co-Directors of Christian Education. If the Co-Directors of Christian Education nor the Pastor/Head-of-Staff are present on church premises, the accident report should be left in the Pastor's labeled mailbox in the work room of the church office. See Attachment G for a copy of the Incident Report Form.

## **IX. RESPONDING TO ALLEGATIONS OF ABUSE OR SUSPECTED ABUSE**

In the event of an allegation of abuse to a child or youth, or suspected abuse to a child or youth, and after completion of the above-mandated reporting, the procedures set forth below must be followed at FPC:

Every allegation shall be taken seriously. Adequate care, respect and confidentiality shall be offered to alleged victims and perpetrators until the allegation is substantiated or cleared. The identity of any individual who makes a report of alleged or suspected abuse and/or cooperates in a subsequent investigation of such a report in accordance with this Policy shall be kept confidential to the extent permitted by law.

The Pastor/Head-of-Staff, with the employee or volunteer who made the report, will immediately notify the parent(s) or legal guardian of the alleged victim.

The Pastor/Head-of-Staff will then contact FPC legal counsel and, where appropriate, FPC's liability insurance carrier.

In consultation with the FPC's legal counsel and any appropriate law enforcement, the Pastor/Head-of-Staff may, but is not required, to notify the accused individual.

FPC employees and volunteers are required to cooperate fully with investigative authorities, such as the Department of Human Services or law enforcement officials.

With respect to inquiries other than those from investigative authorities (for example, from uninvolved church members or members of the media), FPC employees and volunteers will refer any inquiries

regarding the situation to the Pastor/Head-of-Staff, except that in the event the Pastor/Head-of-Staff is unavailable or is the alleged abuser, FPC employees and volunteers will refer any such inquiries to the Clerk of Session. The Pastor/Head-of-Staff or Clerk of Session, if the Pastor/Head-of-Staff is unavailable or is the alleged abuser, or any Session-approved legal counsel, shall be the only person(s) authorized to release any information on behalf of FPC regarding an abuse allegation except where the law requires others to provide information.

Subject to applicable confidentiality laws, the Pastor/Head-of-Staff will provide the Session with a report of the incident and of all steps taken afterwards.

When appropriate, the Pastor/Head-of-Staff will be responsible for arranging a meeting with parents and guardians of FPC's children and youth to explain the situation and answer questions. The Pastor/Head-of-Staff shall act in accordance with all applicable confidentiality laws at all times, including in any discussion that occurs at such a meeting.

When appropriate, a brief statement will be prepared and sent to the congregation explaining the situation. That statement should not assign blame, interfere with the victim's privacy or any investigation, or violate confidentiality concerns.

Subject to applicable confidentiality laws, the Pastor/Head-of-Staff or Clerk of Session, if the Pastor/Head-of-Staff is unavailable or is the alleged abuser, will inform either the Stated Clerk of the Presbytery or the Executive Presbyter of the alleged abuse and of all steps that have been taken to investigate and report the allegation.

The Pastor/Head-of-Staff and/or Clerk of Session will maintain a log of all actions taken regarding the allegation including telephone calls, personal interactions, and any correspondence. This log and all documentation relating to the matter shall be kept in a secure confidential file.

The following additional steps may be taken when deemed appropriate:

- The Pastor/Head-of-Staff and/or the Personnel Committee and/or the Session may conduct an internal investigation in addition to that which will be carried out by the authorities.
- The Pastor/Head-of-Staff shall immediately place an accused employee on leave. Such leave may be with or without pay. The Pastor/Head-of-Staff shall immediately remove an accused volunteer from service.
- Additionally, to protect the child or youth from further possible abuse or harassment, FPC will prohibit the accused individual access to the alleged victim and other children and youth in FPC programs, services, and activities.

If an employee or volunteer is determined to be a perpetrator with respect to a founded report of child abuse, such individual's employment or volunteer relationship with FPC will be immediately terminated.

With the exception of a termination of employment that results from a determination that an employee is a perpetrator with respect to a founded report of abuse, an employee has the right to appeal the decision to the Personnel Committee. The Personnel Committee will address the situation with the Session in a timely and appropriate manner.

With the exception of a termination of a volunteer relationship that results from a determination that a volunteer is a perpetrator with respect to a founded report of abuse, a volunteer has the right to appeal the decision to the Session, which will address the situation in a timely and appropriate manner.

In all cases except those where an allegation of abuse is ultimately determined to be founded, the Pastor/Head-of-Staff in consultation with the Personnel Committee will make a determination as to whether the formerly accused individual will be allowed to resume working with/supervising children and youth as an employee or volunteer at FPC.

In the event the Pastor/Head-of-Staff is unavailable or is the alleged abuser, actions to be taken by the Pastor/Head-of-Staff as set forth above in Section VI shall be taken by the Clerk of Session.

## **X. VULNERABLE ADULTS**

Vulnerable adults will be accorded the same protections as children and youth under this policy in regards to programming sponsored by First Presbyterian Church. The two-adult rule does not apply to providing member care or pastoral care with those who are in care facilities or hospitals. It is specific to vulnerable adults who are participating in programming sponsored by First Presbyterian Church.

## **XI. HEALING THE CONGREGATION**

As God's chosen ones, holy and beloved, clothe yourselves with compassion, kindness, humility, meekness, and patience. Bear with one another and if anyone has a complaint against another, forgive each other; just as the Lord has forgiven you, so you also must forgive. Above all, clothe yourselves with love, which binds everything together in perfect harmony. And let the peace of Christ rule in your hearts, to which in deed you were called in the one body. And be thankful. Let the word of Christ dwell in you richly; teach and admonish one another in all wisdom; and with gratitude in your hearts sing songs to God. And whatever you do, in word and deed, do everything in the name of the Lord Jesus, giving thanks to God the Father through him. (Col. 3:12-17)

At First Presbyterian Church of Davenport we take every precaution we possibly can to protect our children; however, we have to recognize that incidents may occur. These situations can have a tremendous impact on the individuals, as well as the entire congregation. To help the community of faith deal with this betrayal of trust, these are five main components necessary for the healing process:

- **Truth telling:** We have to acknowledge what has happened. Ignoring the issue could only make things worse.
- **Sharing and validation of feelings:** There are many emotions that surround the betrayal of trust: i.e. shock, anger, disbelief, and fear. In order to help the community of faith acknowledge and validate these feelings as well as find some resolution, we encourage group mediation with a trained pastoral counselor.
- **Education:** Commitment to the safety and well-being of children and youth is our number one priority. We have to communicate that commitment to the congregation in order for trust to be reestablished. We also must reeducate members on how we can collectively protect our children.

- **Spiritual reflection:** In a community of faith, we turn to God for guidance and direction, especially during difficult times. We turn to scripture, like the words Paul gave to the Colossians (Col. 3:12-17) during their crisis, or the comforting words of Psalm 23, and we pray that the “peace of Christ will rule in our hearts.” We turn to God in prayer and emphasize the grace of Jesus Christ that will lift us up and love us forever.
- **Where do we go from here?** As a congregation and as the body of Christ, answering the questions: What else do we have to do in order to be able to heal? Where do we go from here? What do we need to do to mend ourselves so that we can go about the mission of the church – which is to glorify and serve God?

## **XII. POLICY REVIEW AND REVISION**

The Committee will review this Policy at least annually and recommend revisions to Session as appropriate.

### Revision History

| Date      | Author  | Changes         |
|-----------|---|-----------------|
| 9-16-2024 | Rev. Dr. Kris Schondelmeyer<br>Marty Bowles Edwards<br>Abby Schondelmeyer | Initial version |

## **XIII. APPENDIX**

The following sample forms (and Reporting Checklist) will be used in connection with the Policy:

Attachment A Reporting Checklist

Attachment B Employee/Volunteer Acknowledgement and Agreement

Attachment C Example Private Vehicle Accident Report Form

Attachment D Example Incident Report Form

Attachment E Example Photo/Video Release Form

## **Attachment A**

### **First Presbyterian Church of Davenport**

#### **Reporting Checklist**

Following the procedures explained in FPC's Child and Youth Protection Policy, any suspected or actual case of child abuse or neglect must immediately be reported, first to the authorities, in the manner set forth below, and then to the Pastor/Head-of-Staff.

#### **Reporting Child Abuse or Neglect to the Authorities**

An initial report of suspected or actual child abuse or neglect must be made either to the local police department or via the **Toll-free Iowa Department of Human Services Child Abuse Hotline at 800-362-2178**.

#### **When to Also Call 9-1-1**

If you are in immediate danger of injury

If you suspect a child is in immediate danger of injury or if the abuse or injury is happening right now

If there is a need to collect evidence or maintain a chain of custody of evidence

Please note that calling 9-1-1 does not eliminate the requirement to report the matter to the Department of Human Services and to the Pastor/Head-of-Staff.

#### **Reporting Child Abuse to FPC**

Immediately after an initial report of suspected or actual child abuse or neglect is submitted to the authorities, the person making the report shall make a report to the Pastor/Head-of-Staff. If the Pastor/Head-of-Staff is the alleged abuser, this report shall be made the Clerk of Session.

**Attachment B**

**First Presbyterian Church of Davenport**

**Child and Youth Protection Policy Employee/Volunteer Acknowledgment and Agreement**

In furtherance of my commitment to be certified to work with children and youth at FPC, I hereby acknowledge that I have received a copy of the FPC Child and Youth Protection Policy (Policy) and that I have had an opportunity to read the Policy, that I understand my obligations under the Policy, and that I have completed training regarding child and youth protection. I understand that any violation of the Policy or misrepresentation of information that I have provided in order to work with children/youth at FPC may result in termination of my employment or volunteer service with children/youth.

Intending to be legally bound, I hereby agree to comply in all respects with the Policy.

---

Applicant's Signature

---

Date

---

Applicant's Printed Name

---

Signature of Youth Applicant's Parent/Guardian

---

Date

---

Date Child Protection Policy Training was Completed

**Attachment C**

**First Presbyterian Church of Davenport**

**Example Private Vehicle Accident Report**

Date of accident: \_\_\_\_\_ Time of accident: \_\_\_\_\_

Location of accident (be specific): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Driver of vehicle from FPC: \_\_\_\_\_

Driver's license #: \_\_\_\_\_ Vehicle plate: \_\_\_\_\_

How accident occurred (be specific): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Extent of damage to vehicle (be specific): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Extent of damage to other vehicle: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Other(s) Driver's license #: \_\_\_\_\_ Vehicle plate: \_\_\_\_\_

Driver's address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Make of vehicle: \_\_\_\_\_

Vehicle insurance carrier: \_\_\_\_\_ Policy number: \_\_\_\_\_

Insurance agent: \_\_\_\_\_ Phone #: \_\_\_\_\_

Name of all passengers and injuries (use back of form), if any:

Name(s) of other witnesses:

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

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

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

## Attachment D

### First Presbyterian Church of Davenport

#### Example Incident Form

#### Accident / Injury / Incident Report Form for Children / Youth First Presbyterian Church of Davenport

*You are being asked to fill out this form because we are committed to the safety and well-being of our children/youth and the adults who work with them. Please give all known information.*

Date and time of accident / injury / incident:

Name of child / youth:

Age of child / youth:

Address/phone of child / youth:

Location of accident / injury / incident:

Parent / Guardian:

Parent / Guardian notified ~ date, time, by whom:

Names of persons who witnessed accident / injury / incident:

Name: Phone:

Name: Phone:

Name: Phone:

Describe accident / injury / incident:

If medical care was received, briefly describe what and by whom administered:

Signature of Person Making Report: \_\_\_\_\_ Date: \_\_\_\_\_

*(Please give this report to the Pastor/Head-of-Staff or a Co-Director of Christian Education)*

**Attachment E**

**First Presbyterian Church of Davenport**

Example Photo/Video Release Form for Minors (under 18)

First Presbyterian Church of Davenport has my permission to use photographs or video of me or my child publicly to promote the church. I understand that the images may be used in print publications, online publications, presentations, websites, and social media strictly for church purposes. I also understand that no royalty, fee, or other compensation shall become payable to me by reason of such use.

Parent/Guardian's signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian's Printed Name: \_\_\_\_\_

Child's Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Note: This form or one similar to it shall be on file for each child who regularly participates in FPC programming. All precaution should be taken not to publish photos or videos including children for whom we do not have express written consent.

# **FINANCIAL POLICIES & PROCEDURES**

Amended October 21, 2013, Revised October 2022

## **ADVANCE PAY/EMPLOYEE LOANS**

**Adopted by Session April 10, 2006, Amended, restated, and adopted by Session October 21, 2013**

An employee may be granted an advance on their pay or loan not to exceed one-half their regular semi-monthly net pay amount. No more than two advance/loans will be granted in any one calendar year. The first advance/loan must be paid in full before a second advance/loan may be granted. Each of the following requirements must be satisfied:

1. The employee demonstrates that they have no other source of funds available.
2. The Head of Staff agrees with the employee's stated reason for the advance/loan.
3. The employee agrees to repay the amount advanced or loaned at the minimum rate of one-fourth of the principal amount over the next four pay periods.
4. Employee further agrees that in the event he/she/they leaves church employment before the loan/advance is fully repaid, the church is authorized to withhold unpaid balance from their last paycheck.
5. The employee signs an agreement included in the Financial Policies & Procedures Appendix, authorizing the church to:
  - a. Withhold the agreed to repayment amounts from the next four paychecks, and
  - b. Withhold any unpaid balance from the last paycheck if he/she/they leaves church employment.
6. A completed copy of the agreement will be provided to the Finance Office for disbursement and the set-up of automatic payroll deductions per the signed agreement.
7. The Personnel Committee and Finance Committee will be informed of any new Payroll Advance/Loan and the status of payment, excluding employee name(s).

**SEE APPENDIX FOR EMPLOYEE PAYROLL/LOAN AGREEMENT**

## **AGREED UPON PROCEDURES ANNUAL REPORT**

**f/k/a Financial Reviews (Audit)**

**Adopted by Session December 12, 2005**

**Amended, restated, and adopted by Session Octobe21, 2013**

**Amended by Session January 18, 2016**

The church, by and through its Finance Committee, shall contract with a local CPA firm to assist in evaluating the church's accounting system and financial reporting. In the event of at least five continuous years of strong internal controls and procedural review results, Finance Committee may adjust the annual procedure review from an annual to a biennial review. Should the internal control environment change and/or procedural review results become unfavorable in the opinion of the Finance Committee, the annual review will be resumed.

Certain procedures are agreed upon and are performed on all church funds (General, Capital Maintenance Endowment, Capital Preservation, Restricted, and Foundation and any other capital funds that may be created) annually or biennially as the case may be. Emphasis will be placed on using sampling techniques to test processes during the execution year.

The following areas will be considered: internal controls, cash receipts, disbursements, reconciliation of bank statements, securities and investments, petty cash, membership donation records, payroll, payroll tax reporting, handling restricted gifts, and employee benefits testing.

Annually or biennially as the case may be, a letter will be issued by the CPA firm to the Session advising of the findings, with recommendations that will improve accounting, internal controls, and understanding of reports, and any steps that would enhance the following year's report. The Director of Financial and Business Administration will address each recommendation and how the recommendation will be carried out in the future or not due to mitigating procedures. After the Finance Committee's review, the Director of Financial and Business Administration's response will be submitted to the Clerk of Session along with the CPA's report for the Session's permanent records.

## **BANK AND INVESTMENT ACCOUNT RECONCILIATIONS**

**Adopted by Session December 12, 2005**

**Amended, restated, and adopted by Session October 21, 2013**

Bank reconciliations for the General Fund and Emergency Fund are performed by a church member who is independent of all disbursement and collection functions of the Finance Office. The Director of Financial and Business Administration, or the Accounting Assistant, prepares the remaining bank and investment reconciliations. All accounts will be reconciled monthly or quarterly as designated by the Finance Committee with each discrepancy being fully reconciled, corrected, and documented. A designated member of the Finance Committee will review all reconciliations within 45 days of the period end date. All reconciliations will be initialed and dated in ink by both the preparer and reviewer.

## **REQUEST FOR CAPITAL EXPENDITURE POLICY**

**Adopted by Finance Committee August 2006**

**(Relating to capital projects from August 2006 to September 2011)**

The following policies should be followed when undertaking any capital projects that are a part of a capital campaign and when completing the RFCE (Request For Capital Expenditure) process.

The Buildings, Grounds and Safety Committee of Session will have primary responsibility for completing the projects in a capital campaign or a standalone project. The Session intends to complete the projects mentioned in the Campaign in less there are extra-ordinary circumstances.

All projects that are budgeted to exceed \$5,000 should complete the RCFE process and forms before undertaking the project. Each project over \$5,000 should have a minimum of two (2) bids.

Where bids are similar, preference should be given to existing Church vendors.

In the event the Church is under a maintenance contract and the ability to obtain a second bid is limited, the Buildings, Grounds and Safety Committee may request an exemption from the Finance Committee to only submit the current contracted vendor's bid to complete the project.

No bids or contracts subject to the RFCE process should be made solely on the basis of time payments, or time and material payments, unless there is a guaranteed maximum.

No project can begin if the expected final budget for the project combined with all other approved projects exceeds the funds in the capital fund bank account. This means pledged money that is not received may not be used as a basis for initiating a project.

All RFCE forms must be reviewed by the Buildings, Grounds and Safety Committee and Finance Committees of Session and approved by Session. However, if the approval is needed more quickly than a regularly scheduled Session meeting, an e-vote may be taken. Session will then be asked to ratify the decision at its next meeting.

An individual or team of church members will have oversight over each project and will be responsible for monitoring completion of the work in accordance with the bid or contract, making all disbursements through the Church Finance office and reporting monthly updates to Session and filing a final report with Session. This individual or team may utilize Church staff to assist in the management of the project.

When it may be economically advantageous, several smaller projects may be combined or bundled when seeking bids.

The Head of Staff and Clerk of Session will sign for final approval of all completed project requests.

**Please refer Appendix for the Request for Request For Capital Expenditure Form**

## **CAPITAL MAINTENANCE ENDOWMENT FUND POLICY AND PROCEDURES**

**Adopted by Session May 21, 2007**

**Adopted by the Foundation Members May 21, 2007**

**Revised and Adopted by Session July 16, 2012**

The Capital Maintenance Endowment Fund of First Presbyterian Church of Davenport, Iowa (hereinafter referred to as "the Fund") will be a fund of the First Presbyterian Church of Davenport, Iowa (hereinafter referred to as the "Church"). The purpose of the Fund is to provide the Church with adequate resources to meet the capital needs of the church's physical plant such as fixed asset repairs, replacements, improvements, and acquisitions.

Eligible expenditures from this fund are new fixed assets that exceed \$2,000 and have an expected useful life of at least five (5) years or repairs or improvements that exceed \$2,000 and increase the useful life of an existing fixed asset by at least two (2) years. The following types of expenditures for fixed asset repairs, replacements, improvements, or acquisitions are eligible for funding through the Fund:

- Office furniture and equipment
- Computer equipment
- Maintenance and cleaning equipment
- Vehicle(s)
- Heating and air conditioning systems
- Plumbing systems
- Electrical systems
- Building infrastructure or external shell
- Parking lots and sidewalks

Church employees' compensation, taxes and benefits are not eligible for funding through this Fund.

The Quad Cities Community Foundation ("QCCF") (previously known as the Community Foundation of the Great River Bend) will be the custodian of the assets of the Fund and as such will be responsible for the prudent investment of the assets of the Fund in accordance with the investment policy of the QCCF, and distribution of such funds will be in accordance with QCCF policy. Those distributions will be deposited in a bank account identified as Capital Maintenance Endowment Fund ("CMEF").

The Fund shall be managed as an endowment fund under the "Iowa Uniform Management of Institutional Funds Act" (hereinafter referred to as the "Act") in accordance with the principles for prudent distribution of net appreciation as stated in the Act. The specific rules for complying with these principles have been established by the QCCF.

To request funding from the CMEF bank account, a Request for Capital Expenditure (RFCE) form should be completed in its entirety. Attach any supporting documentation if necessary. The Finance Committee, or its successor committee, in consultation with the Buildings, Grounds and Safety Committee and the committee and/or staff responsible for the fixed asset(s) involved, will review each funding request and examine how the funds of the Fund should be used to achieve the purposes as stated above, and make recommendations to the Session for distribution of its funds under the following spending policy:

The objective of the spending policy is to strike a balance between:

- Achieving the purpose of the Fund as described in the first two paragraphs of this document: and
- Over time, keeping the purchasing power of the Fund equal to or greater than its purchasing power in the year 2007, defined here as the year of its inception. In achieving this second part of the objective, it is understood that the value of the Fund may vary from year to year depending on the how the money in the Fund is invested and the variance in the investment markets.

No project can begin if the expected final budget for the project combined with all other approved projects exceeds the annual spending guideline set forth by the custodian of the assets (QCCF).

Note: Any project expected to exceed \$5,000 is subject to a minimum of two (2) bids. Where bids are similar, preference should be given to existing church vendors.

**Please refer Appendix for the Request for Capital Expenditure (RFCE) Form.**

## **CAPITAL PRESERVATION TRUST FUND POLICY AND PROCEDURES**

**Adopted by Session July 16, 2012**

The purpose of the Capital Preservation Trust Fund is to supplement the maintenance budget of the church. According to the Trust document dated January 13, 1995, and amended May 19, 2008, the Trustee of the Trust shall pay to the church such amounts of net income as the Finance Committee of the Session deems necessary and advisable for the maintenance and repairs of the church property. Capital gains shall be treated as a return of principal. It is a stated goal that the trust assets should grow by a rate of one percent above the annual inflation rate. In the event that all the income is not distributed in any year, the income may be accumulated and distributed in a later year or years.

For a distribution from the trust to be requested by the Finance Committee as part of a project/expense to be considered for approval by Session from the Capital Preservation Trust Fund, the funds must be used to maintain the architectural design and preserve the building structural integrity. None of the trust assets are to be used for the ministry of the church.

An individual or team of church members (and staff liaison) will have oversight over each approved project and will be responsible for monitoring completion of the work in accordance with the bid or contract, making all disbursements through the church Finance Office and shall report monthly updates to Session with a final report upon completion of the project.

### **Approval Process:**

- Complete the Request for Capital Expenditure (RFCE) form in its entirety and attach any supporting documentation.
- Submit the RFCE to the Buildings, Grounds and Safety Committee for review.
- Buildings, Grounds and Safety Committee submits the RFCE to the Finance Committee for funding approval.
- The Buildings, Grounds and Safety Committee will present the request, with approvals, to Session for final vote on the project.

The Finance Committee submits the request for the release of funds to the Trustee.

No project can begin if the expected final budget for the project combined with all other approved projects exceeds the accumulated income of the Trust.

### **Projects that exceed \$5,000:**

- Any project expected to exceed \$5,000 is subject to having a minimum of two (2) bids. Where bids are similar, preference should be given to existing church vendors. In the event the Church is under a maintenance contract and the ability to obtain a second bid is limited, the Buildings, Grounds and Safety Committee may request an exemption from the Finance Committee to only submit the current contracted vendor's bid to complete the project.

**Please refer Appendix for the Request for Request for Capital Expenditure (RFCE) Form.**

## **CASH COUNTING**

**Adopted by Session December 12, 2005**

**Amended, restated, and adopted by Session October 21, 2013**

**Amended, restated, and adopted by Session June 16, 2025**

There must be at least two individuals involved in the counting process who are independent of all disbursement, collection, and reconciliations of the Finance Office. A separate control sheet will be used to document the sequence of activities for each type of batch (Cash, Check, etc.) for the counting the pledges, offerings, and miscellaneous donations, posting donations to members' giving accounts, and recording donations to the accounting system. The signature and date of those individuals involved in the counting process are required on each control sheet. Separate entries are required for checks and cash transactions. The pledge and offering cash envelopes shall be kept in marked boxes for at least one year. The results will be a permanent record with audit trail. The use of Desktop Deposit is permitted. All remittances (checks and cash) must be deposited within one week of the count by the Director of Financial & Business Administration or other HoS designated staff member who is not involved in the cash counting process, including posting donations to member accounts and the accounting software. At the next cash count, a volunteer will verify deposits were completed within one week of the count and in the amounts per their respective control sheets. They will document their verification by initialing and dating the Cash Count and Check Count control sheets. The volunteer(s) shall report any discrepancies to a Finance Committee Chair/Co-Chair and/or to the Head of Staff.

## **CHURCH CREDIT CARDS**

**Adopted by Session December 12, 2005**

**Amended and Adopted by Session August 19, 2013**

**Amended, restated, and adopted by Session October 21, 2013**

Church credit cards may be obtained for the use of Head of Staff, his or her direct reports, and any other staff person(s) approved by Finance Committee and Session. Receipts for all credit card purchases will be turned in along with a signed and approved Credit Card Expense Report, detailing information regarding the purchase.

## **COMMINGLING AND CREATION OF ACCOUNTS**

**Adopted by Session December 12, 2005**

**Amended, restated, and adopted by Session October 21, 2013**

**Amended by Session June 20, 2022**

Separate bank accounts will be maintained for the General Fund, Emergency Fund, Capital Maintenance Endowment Fund, Foundation Funds, Restricted Funds, and any future capital campaigns.

In June 2022 Session authorized any Corporate Officer and any member of the Finance Committee together to open bank or other investment accounts for the prudent management of the church's cash balance. The Director of Financial and Business Administration will have view only access.

## **CUSTODIAL AND PASS-THROUGH ACCOUNTS**

**Adopted by Session December 12, 2005**

Amended, restated, and adopted by Session October 21, 2013

A custodial account is a liability account established for funds received for a specific purpose which effort is ongoing with no predetermined end point/event.

A pass-through account is a liability account established when the church collects and disburses funds for an event or activity and the amount collected and disbursed are meant to break even. At least once per year, preferably at the end of each fiscal year, if expenses are greater than revenue received, the difference is treated as a net cost and charged to the appropriate department. If revenues are greater than expenses incurred, the difference is treated as net revenue and credited to the appropriate revenue line.

In either case, a staff member or committee chair or designee will be identified as proponent for the account with responsibility for its management.

Disbursements exceeding \$1,000 may be subject to Finance Committee approval. See separate Expenditures from Custodial (Designated Accounts) and Restricted Funds Exceeding \$1,000 in the Disbursements section.

Each month a report will be issued to the Finance Committee, Session and the Board of Deacons for each Custodial and Pass-Through Account reflecting activity including beginning balance for the month and YTD, all activity (income and expenses for the month and YTD), ending balance, and responsible staff member or committee chair or designee c. Monthly reports will be summarized and included in the Annual Financial Report.

The Finance Committee will review and approve each monthly report and annual summary.

## **DISBURSEMENT OF FUNDS**

**Adopted by Session December 12, 2005**

The Finance Committee, the Board of Deacons and Foundation Board of Trustees will issue policies identifying individual positions authorized to direct the distribution of their funds.

### **a. PROCEDURES FOR DISBURSEMENT BY CHECK OR ELECTRONIC TRANSFER**

(Including, but not limited to ACH, EFT, wire transfers, bank debit memo)

**Adopted by Finance Committee December 9, 2010,**

**Restated and adopted by Session October 21, 2013**

NOTE: This policy does not include electronic transfers made from one church, Restricted, capital or Foundation bank account to another, except for the church Emergency Fund. A list of these bank accounts will be maintained in the Finance Office. Transfers into the church Emergency Fund must follow the normal disbursement procedures below.

1. All checks will be issued as computer generated checks. Manually written checks are not permitted.
2. All invoices are to be received by Director of Financial and Business Administration who will:
  - a. secure approval for payment and confirmation of account code with staff member/department head who committed to goods or services invoiced; and
  - b. forward all approved/coded invoices to Accounting Assistant.
3. Accounting Assistant:
  - a. will check for prior payment of all invoices; and
  - b. for each disbursement batch to be issued, semi-monthly, timed with payroll, prepare summary sheet of pending payments by check or electronic disbursement including:
    - i. Date
    - ii. Method of payment (check or electronic)
    - iii. Payee
    - iv. Amount of payment
    - v. Comments (as needed)
4. The Director of Financial and Business Administration will review and approve the list of pending payments. The Director of Financial and Business Administration will submit the list of payments electronically to the members of the Finance Committee for informational purposes. If there are questions and/or concerns, the committee should submit those questions and/or concerns within two days.
5. A list will be maintained in the Finance Office of all payees that require an electronic transfer for payment. For each individual payment (check or electronic disbursement), there must be a properly approved voucher package. Check signer will sign checks and approve electronic disbursements to be made and/or approve regularly scheduled/processed electronic disbursements when appropriate. If the approval cannot be obtained in advance of the disbursement/payment, then supporting documentation will be presented to the church treasurer or other signer when next signing checks. There must be a transmittal request form indicating the amount to be transferred (to serve as the "check stub"). In the case of payroll or pre-approved vendors with automatic bill payments, a confirmation from the bank indicating the transferred amount (to serve as the "check stub"). The check signer will review, sign and date the transmittal request form or confirmation and it will be maintained with the voucher package just as a check stub would be.
6. The Director of Financial and Business Administration will send the list of all vendors approved for electronic disbursements to the bank account reconciler to be included with all bank reconciliation materials maintained for review and audit.
7. In the case of an urgent electronic disbursement, the Director of Financial and Business Administration will send an electronic request to the authorized check signer, requesting approval of payment with all supporting documentation as requested by the authorized check signer. Electronic approval must be secured prior to disbursement. When the check signer next signs checks, they will review and physically sign off on the approval request.

**b. SIGNING CHECKS AND ELECTRONIC DISBURSEMENTS OVER \$5,000**

**Adopted by Finance Committee May 18, 2009**

**Restated and adopted by Session October 21, 2013**

All disbursements that exceed \$5,000 in value will be co-signed by two (2) members of the church's authorized signers of account with the exception of electronic disbursement for payroll and payroll related liabilities such as insurance premiums or payroll tax liabilities.

**c. EXPENDITURES FROM CUSTODIAL (DESIGNATED) ACCOUNTS  
AND RESTRICTED FUNDS EXCEEDING \$1,000**

**Approved and Adopted by Session December 19, 2016**

The Finance Committee will review expenditure requests from custodial (designated) accounts and/or Restricted Funds exceeding \$1,000 and will forward requests to the Session, if deemed necessary, for final approval. Requests below \$1,000 will be approved by the responsible party, committee, or Session as established annually by committees or as stated in the church's Operations Manual. At the end of each quarter, expenditures will be reported to the Finance Committee and to the Session.

**POLICY**

The Finance Committee, with approval from Session if deemed necessary, may authorize the spending of some or all of the funds from the custodial (designated) account funds exceeding \$1,000, subject to the restrictions placed upon the donations by the donor(s).

**DEFINITIONS**

*Custodial Account:* is an accounting device, not a separate bank account and the balance of each custodial account may carry over from year to year.

*Restricted Fund:* a reserve of money that can only be used for specific purposes. Restricted funds provide reassurance to donors that their contributions will be used in a manner they have chosen.

**PROCEDURE FOR EXPENDITURES EXCEEDING \$1,000**

A memo, email, or some other form of written communication should be submitted to the Director of Financial and Business Administration, prior to purchase, with a description of the expenditure, total amount of the expenditure, suggested supplier, and suggested funding source (specific custodial account or specific Restricted Fund).

The Director of Financial and Business Administration will forward a request to the Finance Committee for review and final approval or recommendation to Session, if deemed necessary.

Once approved by either the Finance Committee or Session, the Director of Financial and Business Administration will communicate the decision to the individual/committee requesting use of funds.

**EXEMPT CUSTODIAL ACCOUNTS**

The following accounts are exempt from this policy: Performing Arts Series Custodial Account, CROP Walk Custodial Account, Kids Against Hunger Custodial Account, Travel Fellowships Custodial Account(s), Deacons Food Pantry Member Donations Account, Souper Bowl of Caring Account, and the Presbyterian Special Offering Custodial Accounts (One Great Hour of Sharing, Pentecost, Peace & Global Witness (f/k/a Peacemaking) and Christmas Joy).

## **ESSENTIAL FINANCIAL INFORMATION**

**Adopted by Session December 12, 2005**

**Amended, restated, and adopted by Session October 21, 2013**

A file will be established with all essential financial information, updated at least annually with a copy retained in a fireproof safe or fire-resistant cabinet. Information to include Federal ID#; State ID#; payroll ID#, 501(c)(3) Designation, Banks type of accounts and account numbers; investment firms, type of investments, account numbers, points of contact, and phone numbers; list of active credit card including credit card numbers, type of card, points of contact and phone numbers, list of all software used in the Finance Office including version, serial numbers, secure IDs and passwords, and support phone numbers; online log-in information for vendors enrolled in paperless billing; Presbytery and Synod points of contact: and names of church representatives authorized to sign checks and/or direct financial institutions to take specific actions. This information should be kept for the church, Foundation, and all Restricted managed funds.

## **EXPENSE REIMBURSEMENT AND CHURCH CREDIT CARD POLICY**

**f/k/a Fully Accountable Expense Reimbursement Plan**

**Adopted by Session September 17, 2007**

**Implemented April 20, 2009**

**Amended, restated, adopted by Session December 17, 2012**

**Amended, restated, and adopted by Session October 21, 2013**

This expense reimbursement and church credit card policy is meant to be an “Accountable Plan” as defined under the paragraph titled “Employee business expense reimbursement” within Section 5 of Internal Revenue Service (IRS) Publication 15 and satisfy the requirements thereof.

First Presbyterian Church maintains a fully accountable, expense reimbursement policy for its clergy, employees, and volunteers, in accordance with the rules and regulations of the Internal Revenue Service. These regulations provide that an employee “need not report on their tax return” expenses paid or incurred by the employee solely for the benefit of the church for which such employee is required to and does account to the church and which are charged directly or indirectly to the church. Accordingly, all property, goods and services purchased under this fully accountable, expense reimbursement policy belong to the church, not the individual.

This policy applies to all expenses incurred via out of pocket, a church-provided advance, and church-provided credit card.

In addition to the rules and regulations of the IRS, the following requirements for expense reimbursement apply:

1. Ordinary and necessary expenses solely for the benefit of the church include: On-the-job transportation; out-of-town room meals and transportation to church assemblies, conferences and for continuing education; other professional continuing education by correspondence and locally; professional materials [books, magazines, journals, papers, tapes, film, office supplies, etc.]; meals for conducting church business, providing pastoral care and counseling and developing pastoral relationships; professional dues and fees for membership in religious and civic organizations to represent the church professional equipment [communion, office, library, audio/visual, music, etc.]; and cleaning of clergy vestments.
2. All mileage expenses will be reimbursed at the published IRS business rate. Documentation, such as a log, must accompany the request that lists the date, beginning and ending destinations, and statement of business purpose. NOTE: No job commuting miles will be reimbursed.
3. A rental car will only be authorized by an employee’s immediate supervisor when there is no other form of less expensive transportation available.
4. Travel expenses [transportation, meals, lodging] will be no more than the regular federal per diem rate [[www.gsa.gov](http://www.gsa.gov)] for the destination and will be limited to those directly related to the most expeditious time required to accomplish the mission. Any expenses incurred for personal convenience which increase the basic cost will not be reimbursed. Meal expense reports must include names and the business relationship among the parties to sufficiently explain the business purpose and why the expense was incurred on behalf of the church.
5. Continuing education expenses within First Presbyterian Church, the Presbyterian Church (U.S.A.), or other approved organizations will be reimbursed if:
  - a. The education opportunity is expected to result in a higher level of performance in the present assignment or another assignment within FPC which the individual may realistically aspire to, and,
  - b. Requested reimbursement is within the budget approved for the individual’s continuing education, and,
  - c. The specific education opportunity was approved by the Head of Staff and Session before it started.

6. Expenses will be charged to a particular budget line that is associated with the reason for the expense. Professional development expenses will be charged to the appropriate personnel budget line item.
7. The church may provide credit cards to the Head of Staff, his or her direct reports, and any other staff person(s) approved by the Finance Committee and Session. Credit cards will only be used for expenses incurred in the conduct of church business. Card holders will sign the Corporate Credit Card Agreement. The signed agreement will be retained in the Finance Office. Please refer to the Financial Policies and Procedures Appendix for the Corporate Credit Card Agreement.
8. Itemized dated receipts (original preferred) are required to document all expenses. Any out-of-pocket expense not supported with such receipt or deemed to be unrelated to church business, excessive or contrary to this document will not be reimbursed by the church.
9. A separate Expense Report will be prepared to recoup out-of-pocket costs and to submit credit card charges. Each Expense Report will be signed and dated by the requestor, approval obtained and submitted within ten (10) business days of incurring the expense to the Finance Office. Please refer to Financial Policies and Procedures Appendix for the Out-of-Pocket Expense Reimbursement and Credit Card Expense Report
10. When necessary, the church may provide an advance for allowable and appropriate business expenses. By accepting an advance, the recipient agrees to comply with the requirements of this Policy, will document the expenses and return any excess advance within five (5) business days. The Request for Expense Advance Part 1 [Request] will be prepared, signed by the requestor, approval obtained, and processed. Request for Expense Advance Part 2 [Settlement] will be completed, approval obtained and submitted to the Finance Office within five (5) business days of incurring the final expense related to the advance. Please refer to the Financial Policies and Procedures Appendix for Request for Expense Advance.
11. The immediate supervisor [Chair or designated member of Personnel Committee for the Head Pastor] and respective Committee Chair for a volunteer is the approval authority for all Expense Reports and Requests for Advance. The approval authority will assure that budgeted funds are available consistent with the expense purpose, approve only those expenses consistent with this document and disallow any others.
12. The Director of Financial and Business Administration will accumulate all approved Expense Reports for credit card charges with supporting documentation, match to charges on the monthly VISA bill, resolve any discrepancies, and pay the vendor by the due date to avoid late charges, penalties, and interest.
13. Completed Expense Reports and Requests for Expense Advance with supporting documentation [including itemized dated receipts (original preferred)] will be retained by the Finance Office to substantiate the expense.
14. Reimbursement for approved out of pocket expense will be made in the next check run.
15. Any credit card charges not supported with an itemized dated receipt (original preferred) or deemed to be unrelated to church business, excessive or contrary to this document shall be paid in full by the card holder within thirty (30) days or the church will garnish salary/wages equal to the charges.
16. Should clergy, staff or volunteers disagree with an expense being disallowed, they may present their case to the Chairs of Finance and Personnel Committees for joint resolution.
17. An authorized check signer will review all credit card transactions and checks issued to ministers, employees, and volunteers as part of the check signing process.

18. The current year's budget governs the overall expenditures, and this policy addresses individual expenses. As such, individual budgeted expenditures require approval as described in this policy.
19. Each employee will acknowledge receipt and understanding of this policy by signing the Expense Reimbursement and Credit Card Policy Acknowledgement annually. The signed acknowledgement will be retained in the Finance Office. Please refer to Financial Policies and Procedures Appendix for the EXPENSE REIMBURSEMENT AND CREDIT CARD ACKNOWLEDGEMENT FORM AND CORPORATE CREDIT CARD AGREEMENT.

## **GENERAL FUND BUDGET MANAGEMENT PROCESS**

**f/k/a General Fund Resource Process**

**Adopted by Session July 10, 2006**

**Amended and adopted by Session November 13, 2006**

**Amended, restated, and adopted by Session October 21, 2013**

It is Session's intent to instill discipline and accountability into the General Fund budget management process.

Timeline for the budget management process shall be:

|                    |   |
|--------------------|---|
| August – November  | Prepare DRAFT budget for the following year obtain Session authorization to initiate pledge drive and designate budget committee (or task force)  |
| October-November   | Conduct pledge drive  |
| December - January | Adjust DRAFT budget to reflect pledge drive results and obtain Session approval   |
| January-December   | Control spending to approved budget levels. Account for revenue and expenditures and generate monthly, quarterly, and annual reports. Maintain member giving records and issue quarterly and year-end statements. |

The General Fund Budget shall include the following components:

|   |                                      |
|---|--------------------------------------|
| Mission/Deacons                               | Worship and Music                    |
| Ministry and Pastoral Care                    | Communications and Office Management |
|   | Stewardship                          |
| Christian Education and Fellowship with Youth | Building, Grounds and Safety         |
| Finance                                       | Personnel                            |
| Adult Spiritual Growth                        | Congregational Marketing & Growth    |
| Hospitality and Welcoming                     | Congregational Fellowship            |

NOTE: The Compensation component includes pay of clergy and staff and all associated benefits. All other components include only "non-compensation" cost.

### **It shall be Session policy:**

To adopt a balanced budget with expenses, equal to or less than revenue. It will require a two thirds (2/3) vote of voting Elders to adopt a deficit budget.

To adopt the budget on or prior to the start of the budget year (January-December), but no later than January

The budget committee (or task force) is composed of the responsible Session and Deacon committee chairs or designees and staff members as active participants in the budget development process and will consider any other fund sources which may be available when preparing budget requirements. The Finance Chair, or designee, will chair this committee (task force).

The Session-approved budget authorizes the level of funds available for expenditure by each component. Responsible Session committees/staff members may reallocate funds from one line item to another as long as they do not exceed the authorized component total.

Responsible Session committee/staff members will monitor execution for their assigned component(s). When the Year-to-Date (YTD) value in any month exceeds the budgeted value, the responsible Session Committee/Staff member will present the cause for the overage and planned adjustments for living within their annual authorization to the Session. The total annual dollar level authorized for each component will not be exceeded without PRIOR Session approval. In the event of an anticipated overrun, the responsible Session committee/ staff member will submit a request along with justification, impact statement and suggested alternative source of funding to the Finance Committee who will make a recommendation to the Session.

In the event that church staff determines that it is in the best interest of the church to transfer a portion of the Session authorized funding level from one budget component to another, the Director of Financial and Business Administration is authorized to present a motion to the Finance Committee. If the Finance Committee approves, they will submit the motion to Session for final approval, provided:

1. The transfer from one budget component to another is agreed to by the staff members and responsible Session or Deacon Committee chairs associated with both sides of the transfer.
2. The transferred amount does not change the total dollar level of the current overall church budget.
3. The agreement is documented to include reason for the transfer.
4. The Session and Deacons are informed of the transfer at their next scheduled meeting by the Director of Financial and Business Administration.

**INDEPENDENT SYSTEMS**  
**Adopted by Session December 12, 2005**  
**Amended, restated, and adopted by Session October 21, 2013**

One software system that integrates the membership database, attendance, donations, accounting, budgeting, check processing, bank reconciliation and accounts payable will be used. Payroll will either be integrated or stand alone with an automatic bridge.

## **IN-KIND GIFT POLICY**

**Adopted by Finance Committee May 9, 2011**  
**Restated and adopted by Session October 21, 2013**

Members and friends of our church community may donate goods or services that are used in support of the church's programs or operations. The individual may request formal acknowledgement from the church of any donation in order to support their own financial and tax record keeping. In such situations, it is the policy of the church to do the following:

- a. The Director of Financial and Business Administration will issue a letter on church letterhead to the donor indicating receipt of the goods or services. The letter from the church will not indicate any value of the goods or services, but instead shall indicate an appropriate description, even if a receipt for good or services is provided by the donor.
- b. A written acknowledgement from any staff member is sufficient for the Director of Financial and Business Administration to rely upon in determining that the goods or services were received and used by the church.
- c. The Director of Financial and Business Administration shall be responsible for maintaining appropriate record of all donations. All donations greater than \$5,000 and/or any donation the Director of Financial and Business Administration deems necessary for a secondary approval, shall be submitted to the Finance Committee for final approval.
- d. Donations will not be included on the member's church giving statement.

The church reserves the right to decline any in-kind gift.

## **JOURNAL ENTRY DETAIL**

**Adopted by Session December 12, 2005**

**Restated and adopted by Session October 21, 2013**

Journal entries will describe the purpose of the transaction, identify accounts debited and credited and reference to backup documentation. A designated member of the Finance Committee will review all journal entries with supporting backup documentation each month. Each journal entry will be initialed and dated in ink by both the preparer and reviewer. All journal entries are to be completed and reviewed within 45 days of the period end date.

**MEMORIAL GIFTS POLICY**  
**Effective January 19, 2015**  
**Adopted by Session September 17, 2012**  
**Amended and Adopted by Session October 21, 2024**

**PURPOSE**

Inasmuch as 1) the members of First Presbyterian Church of Davenport represent a valuable part in the life of this community and 2) the death of any member is often respectfully remembered through gifts to the Church, a Memorial Gifts Policy is hereby established. The purpose of this policy is to give due honor and celebrate the life of our passing member by following the wishes of the family and friends, while maintaining the long-term purposes of this congregation.

**POLICY**

It shall be the policy of First Presbyterian Church of Davenport to use a pass-through account to collect all incoming memorial gifts which are not designated for another purpose. This pass-through account is known as the *Memorial Account*. The amounts held in this account shall not be segregated from the general fund of the congregation. Any memorials designated to a particular ministry or directed by the donor or family member or friend who established the fund will be deposited directly into the designated custodial account for that ministry (Music, Library, Christian Education, etc.).

All general memorial gifts will be deposited in the *Memorial Account*. Within three months of the first receipt of gifts in remembrance of an individual, the pastor working with the Finance Committee, may consult with the person who established the fund in order to determine how the funds collected will be used (for example: specific project(s), designated department, or Deacons' Fund). If within a reasonable time the contact person has been unable to decide how the funds are to be used, the aggregate amount shall be held in the account for later disposition. If the total of memorial gifts given in remembrance of an individual does not exceed \$100.00, that amount may be transferred to the Pastor's Discretionary Fund, as determined by the Finance Committee and Head of Staff.

The undesignated monies remaining in the Memorial Account may be reported as memorial income in the general fund if proposed by the Finance Committee and approved by Session. This determination should be done at least annually.

It further shall be the policy of First Presbyterian Church to acknowledge all gifts in writing to the donor within 30 days of receipt and this will be done by the Finance Office. The Finance Office will also provide to the person who established the fund a comprehensive list of donors and total amount received. This list shall be provided no later than two months after date of first memorial. The Finance Office will review the list periodically for any new gifts. Upon receipt of any new gifts, the Finance Office will update the contact person.

Upon transfer of funds from the Memorial Account, the use of the funds as a memorial gift and dollar amount shall be appropriately announced in the Financial Annual Report, along with the names of those remembered.

## **PAYROLL**

**Adopted by Session December 12, 2005**

**Amended, restated, and adopted by Session October 21, 2013**

The payroll software program will either be part of an integrated system or a stand-alone program with an automatic bridge.

All employees shall be paid electronically via direct deposit. Payroll electronic disbursements will follow the guidelines as described under the Disbursement of Funds Policy. A copy of the employee's pay stub will be provided by the Finance Office on or before the deposit date for each pay period.

## **PETTY CASH**

**Adopted by Session December 12, 2005**

**Amended, restated, and adopted by Session October 21, 2013**

There must be a receipt for each petty cash disbursement and the account reconciled quarterly.

The completed quarterly reconciliation will be reviewed randomly, at least annually, by an authorized General Fund Operating Account check signer.

**PLEDGE NUMBERS**  
**Adopted by Session December 12, 2005**

Current pledge numbers assigned to pledgers will be perpetuated each subsequent year with new pledgers being assigned an unused number. Two master control lists will be generated: one in numerical sequence and the second alphabetical for use in assigning new pledge numbers and as an assist when questions arise during entry into the automated records and filing processes.

## **RECEIPT OF STOCK**

**Adopted by Session December 12, 2005**

**Amended, restated, and adopted by Session October 21, 2013**

Upon receipt of notification that stock has been donated to the church or the Foundation, the Director of Financial and Business Administration will immediately direct the broker to sell the stock and send the net proceeds to the church for deposit in the General Fund and/or as directed by the donor.

## **RECONCILIATION OF PLEDGES & REVENUE**

**Adopted by Session December 12, 2005**

**Amended, restated, and adopted by Session October 21, 2013**

One integrated system shall be used to preclude reconciling revenue and the contribution record.

## RESTRICTED FUNDS EXPENDITURE POLICY

Adopted by Session June 25, 2012

Each Restricted Fund is managed within the corporate structure of the church. Each fund is restricted in their use and administration. Below is a brief description of each fund, the body who administers the funds, and its original non-expendable corpus:

### Memorial Fund

- **Purpose:** Support and maintenance of worship, religious activities, community service, upkeep of all church-owned properties
- **Administered by:** Finance Committee
- **Original Non-Expendable Amount:** \$26,577

### Deacon Endowment Fund

- **Purpose:** To provide an opportunity for groups and organizations within the FPC community to develop new mission and outreach programs by providing seed money in the form of matching grants
- **Administered by:** Board of Deacons
- **Original Non-Expendable Amount:** \$50,000

### Wiebener Local Mission Fund

- **Purpose:** Local mission activities
- **Administered by:** Board of Deacons
- **Original Non-Expendable Amount:** None

### Sesquicentennial Mission Fund

- **Purpose:** For the work of Jesus Christ not provided for in the annual giving
- **Administered by:** Session
- **Original Non-Expendable Amount:** \$53,561.78

### Wiebener Music Fund

- **Purpose:** For Good Friday concert expenses
- **Administered by:** Director of Music & Arts
- **Original Non-Expendable Amount:** None

### Organ Fund

- **Purpose:** Organ maintenance
- **Administered by:** Director of Music & Arts with the Music and Worship Committee
- **Original Non-Expendable Amount:** None

### Gertrude Morgan Fund

- **Purpose:** Tuning and maintenance of church instruments, to improve music department, Christmas concert expenses
- **Administered by:** Session with recommendation from Director of Music & Arts and Music and Worship Committee
- **Original Non-Expendable Amount:** None
- 

### Ellen & Harry Moeller Fund

- **Purpose:** For the elderly in need
- **Administered by:** Finance Committee
- **Original Non-Expendable Amount:** \$5,000

#### James & Elizabeth Renwick Fund

- **Purpose:** For the elderly in need
- **Administered by:** Session
- **Original Non-Expendable Amount:** \$16,000

#### Von Maur Fund

- **Purpose:** To support the educational programs not in the budget, including showing appreciation and recognition to Sunday School teachers and helpers
- **Administered by:** Session
- **Original Non-Expendable Amount:** None

#### Rebecca Renwick Fund

- **Purpose:** For Sunday School and missionary objects and purposes within the State of Iowa
- **Administered by:** Session
- **Original Non-Expendable Amount:** \$3,500

#### Marie Hansell Fund

- **Purpose:** For scholarships with priority going to those with studies in Music
- **Administered by:** Session with recommendation from Director of Music & Arts and Music and Worship
- **Original Non-Expendable Amount:** None

#### WB Heiny Fund – Permanent Fund managed by the Presbyterian Foundation; the Church is a beneficiary

- **Purpose:** Income from the Heiny Permanent Fund is distributed into the Memorial Fund, above, quarterly
- **Administered by:** Presbyterian Foundation
- **Original Non-Expendable Amount:** \$6,000

#### Mildred Whipple Fund – Permanent Fund managed by the Presbyterian Foundation; the Church is a beneficiary

- **Purpose:** Income from the Whipple Permanent Fund is transferred quarterly into the Whipple Expendable fund and distributed annually 50% to Board of Deacons for Love Gift Fund and 50% to Pastors' Discretionary Fund annually
- **Administered by:** Presbyterian Foundation
- **Original Non-Expendable Amount:** \$2,000

For a project/expense to be considered for approval from any Restricted Fund, it must meet its specified purpose as listed above.

#### Approval Process:

- Submit the request for funding via email, written request, or memo to the governing administrator of the Restricted Fund.
  - If Session is the governing administrator, the Head of Staff, Finance Committee and Director of Financial and Business Administration must be notified of the request/motion prior to the next Finance Committee and Session meeting as soon as the committee requesting the funds has approved the request to go to Session. This enables the Head Pastor and the Director of Financial and Business Administration to research the request to ensure that funds are available in the Restricted Fund and that the request meets the criteria set forth.
  - If Session approval is not needed, the request may proceed with approval from the governing administrator with notification to the Head of Staff, the Finance Committee, and the Director of Financial and Business Administration via email or in writing with instructions on funding, as soon as the administering body makes the decision.
- Unless there is an extraordinary circumstance, please obtain approval for funding prior to purchasing items/committing the funds.

## **SEGREGATION OF DISBURSEMENT DUTIES**

**Adopted by Session December 12, 2005**

**Amended, restated, and adopted by Session October 21, 2013**

Individuals with check signing authority or who are involved with cash counting or reconciliation review will not be responsible for preparing checks, recording transactions, making deposits, nor reconciling bank statements. The exception is the General Fund Emergency Fund checking account. The Director of Financial and Business Administration has authority to prepare and sign the General Fund Emergency Fund checks as long as there is proper written authorization from an authorized check signer and/or Finance Committee chair.

**SPOILED & VOIDED CHECKS**  
**f/k/a Cancelled and Voided Checks**  
**Adopted by Session December 12, 2005**  
**Amended, restated, and adopted by Session October 21, 2013**

One central file will be maintained for all spoiled and voided checks for each Fund. Each spoiled and/or voided check shall be stamped "VOID."

## **SUPPORTING DOCUMENTATION**

**Adopted by Session December 12, 2005**

**Amended, restated, and adopted by Session October 21, 2013**

Supporting documentation for each check will include the following: payee/vendor information, amount to be paid, where to send check, vendor's invoice or itemized dated receipt (original preferred) for credit card and out of pocket expenses, what the expense is for, account charged, and person authorizing payment. Absence of any of the foregoing, will be basis for refusal to prepare and/or sign check. All checks will include vendor's invoice number, if applicable.

## **TOTAL FINANCIAL CONDITION**

**Adopted by Session December 12, 2005**

**Amended, restated, and adopted by Session October 21, 2013**

A consolidated financial statement (General Fund (includes Deacons), all Capital Funds, Foundation, and Restricted funds) will be published annually. The annual consolidated financial statement will be included in the Financial Annual Report.

## **UNRESTRICTED BEQUESTS PROCEDURE**

**Adopted by Session June 9, 2003**

For individual unrestricted bequests made to the church:

- Unrestricted bequests < or = \$10,000 go directly into the general fund balance.
- Unrestricted bequests > \$10,000 and < or = \$25,000 are divided with 50% going to the general fund balance and 50% to the Foundation.
- Unrestricted bequests >\$25,000 and < or = \$100,000 are divided with 33% going to the general fund balance and 67% to the Foundation.
- Unrestricted bequests > \$100,000 are divided with 25% going to the general fund balance and 75% to the Foundation.

## **APPROVAL OF CONTRACTS EXCEEDING \$1,000**

**Adopted by Session May 15, 2017**

The Finance Committee will review all contract requests that relate to expenditures of \$1,000 or greater and are not part of the approved annual operating budget expenditures nor the approved annual Performing Arts Series budget. In addition, the Finance Committee will forward the contract request to the Session, if deemed necessary, for final approval. Contracts below \$1,000 will be approved by the responsible party, committee, or Session as established annually by committees or as stated in the Operations Manual.

### **POLICY**

The Finance Committee, with the approval from Session, if deemed necessary, may authorize the execution of a contract which commits The Church to \$1,000 or greater. These contracts relate to expenditures that are not included in the approved annual operating budget or the approved annual Performing Arts Series budget. Authorized contract signers are:

- Corporate Officers
- Pastor and Head of Staff
- Associate Pastor(s)
- Director of Financial and Business Administration
- Director of Music & Arts
- Director of Christian Education

### **DEFINITIONS**

*Operating Budget:* Represents the Church's operating revenue and expenses for the calendar year. It is approved by Session.

*Performing Arts Series Budget:* Represents the Performing Arts Series revenue and expenses for the performance year. It is approved by Session.

### **PROCEDURE**

A memo, email or some other form of written communication including a copy of the contract should be submitted to the Director of Financial and Business Administration, prior to executing the contract. Provided information should include a description of the expenditure, commitment amount (minimum and maximum, if pertinent), suggested funding source and time frame.

The Director of Financial and Business Administration will forward the request to the Finance Committee for review and final approval or recommendation to Session, if deemed necessary.

Once approved by either the Finance Committee or Session, the Director of Financial and Business Administration will communicate the decision to the individual / committee requesting the contract.

### **EXEMPT CONTRACTS**

Contracts that relate to expenditures that have been approved in the annual operating budget or the Performing Arts Series budget are exempt from this procedure.

## **FUNDRAISING GUIDELINES**

**Adopted by Session May 18, 2009**

A fundamental affirmation of the Church of Jesus Christ is the abundance of God's grace that is available to us. When the Church recognizes the reality of that generosity, it is then called to reflect that abundance by being generous itself and encouraging generosity on the part of others. In seeking to be consistent with our call to reflect God's goodness and generosity, and in recognition of the complexity of multiple requests for the use of facilities and financial support, the Session of First Presbyterian Church of Davenport has approved the following guidelines designed to:

- a. Encourage giving to First Presbyterian Church and its programs.
- b. Promote and encourage careful discernment by both those appealing for and those giving funds.
- c. Support the efforts of First Presbyterian Church administered programs to raise further funds in support of their mission.
- d. Respond to requests of outside organizations that have historic ties with and/or a mission that is consistent with the current programs and goals of First Presbyterian Church.
- e. Respond in a timely manner to critical incidents in the life of the community and the world.

### **I. Regular Appeals**

Certain fund appeals/offerings are considered basic elements of First Presbyterian Church's mission and operations and are deemed approved on an ongoing basis. At present, the items include the following:

- Annual pledge and per capita campaign
- Appeals through the Board of Deacons (Go Green envelopes, Spring Silent Auction, Deacon's annual picnic, Mission Connection scholarship and project appeals)
- Performing Arts Series Ticket sales
- General Assembly Appeals, including:
  - One Great Hour of Sharing (Lent) ◦ Witness Offering (Pentecost)
  - Peacemaking Offering (World Communion Sunday) ◦ Christmas Joy Offering (Christmas Offering to BOP)

This list above and the items on it may be revised from time to time by the Session.

### **II. Special Appeals**

From time to time, the need will arise for funding for special or extraordinary needs and/or special missions. These include, but are not limited to, the following:

- Funding for non-budget items, such as capital expenditures and certain mission and outreach projects
- Response to natural disasters and catastrophes

Although all members are encouraged to bring these needs to the attention of leadership, it is important for First Presbyterian Church leadership to have an opportunity to consider thoroughly all proposed special appeals in terms of, their consistency with First Presbyterian Church's mission, their likely efficacy, and their effects on other appeals.

Any staff person receiving a request for a special appeal will forward it to the Moderator of Session, with specific recommendation for Session action. The request must include the following information:

- Name of organization making the request
- Proposed method of solicitation
- Proposed extent of congregation solicitation
- Proposed timing of publicity and timing of solicitation

The Moderator may refer the request to a relevant Committee or other Session related body or staff for further research, recommendation, or other action. The special appeal must be approved by the Session prior to any solicitation of contributions. In the case of responding to natural disasters and catastrophes, the Moderator will inform the Session via e-mail before appealing to the congregation on Sunday morning, in order to act in a timely manner.

### **III. Other Internal Appeals/Fundraising**

Under normal structures of ministry oversight, organizations within First Presbyterian Church such as Children's Ministry, Youth Ministry, Music Ministry, and Member Care without prior Session approval, conduct regular and/or special appeals for donations of food, clothing, personal hygiene items, or in-kind contributions. In-kind contributions can also be refused by organizations with First Presbyterian Church oversight. See separate policy on in-kind contributions for details. Any appeals for money will be subject to Session approval as outlined in Section II above. Any committee or organization within First Presbyterian Church which sponsors a donation drive must coordinate the collection and storage of collected items. It is the practice of First Presbyterian Church Staff to only accept donated items that are tied to a committee or organization within First Presbyterian Church's donation drive. Any other donations must be directed to the Finance office.

Any First Presbyterian Church organization wishing to offer items or services for sale must submit a proposal to the Session for its review and approval as outlined in Section II above.

Please note that neither raffles nor other games of chance will be approved or permitted, nor will the sale of any items determined by the Staff or Session to be inconsistent with our values or responsibilities as a Christian church.

### **IV. Foundation Development**

The Foundation of First Presbyterian Church of Davenport is a unique element in the Church's efforts to fund mission and it is subject to controls and considerations that are different in some significant respects from those affecting First Presbyterian Church's other appeals and fundraising efforts. Nevertheless, the Foundation of First Presbyterian Church of Davenport is ultimately subject to the direction and control of the Members of the Foundation who are elders in active service on the Session, and so, will be mindful of these guidelines as direction and control are provided.

It is important to note that the President of the Foundation communicates directly with the Chair of the Finance Committee and the Head of Staff in order to coordinate efforts on an ongoing basis and maximize the success of all fundraising efforts of the First Presbyterian Church of Davenport.

### **V. Outside Organizations**

From time to time, outside organizations may ask for significant support for their fundraising events from members of First Presbyterian Church, including, but not limited to, use of the First Presbyterian Church facilities for fundraising events. Such requests must follow the approval process outlined in Section II above.

## **EVANGELISM POLICY FOR SELLING CHURCH MERCHANDISE**

**First Presbyterian Church of Davenport**

The official logos of First Presbyterian Church (FPC) act as guiding lights, providing wisdom and direction for all aspects of our ministry, including the officially sponsored church merchandise. Merchandise (merch) with the church logo may be sold so that members and friends of FPC can help evangelize, which simply means to share the good news of God's work through FPC. The selling of merchandise may also have the added blessing of raising funds for our ministry, but the primary purpose is for members and friends of FPC to show their love of the church and to share God's love with others.

### **REFLECTING OUR VALUES:**

Every piece of church merch reflects the core values and beliefs of our congregation. Whether the merch simply has our logo on it, or accompanied by a simple slogan, statement, or phrase, each item shall convey our values inherent in our vision statement.

### **SUPPORTING OUR MINISTRY WITH CHURCH MERCH**

The proceeds from church merch will normally support the mission and ministry of our church through our general budget. With Session approval, specific requests can be made to support designated ministry initiatives through selling specific items for a designated period of time. Any platform used for selling church merch shall be approved by the Congregational Marketing and Growth Committee in consultation with the Finance Committee.

### **IMPACT BEYOND THE WALLS**

It cannot be overemphasized that our church merch will extend the impact of our ministry beyond the church walls. Church merch can serve as a conversation starter and an opportunity to share our church's vision with others in the community. Members should wear or share church merch with pride for all that God is doing through FPC.

### **CONSISTENCY IN MESSAGE**

The Pastor/Head of Staff and the Director of Music and Arts will ensure consistency in the messaging and branding of all church merch, in consultation with the Congregational Marketing and Growth Committee. Other individuals/committees may request specific church merch designs. However, as the selling of church merch is for the primary purpose of evangelism (a theological messaging endeavor), the Pastor/Head of Staff shall have veto authority for any church merch designs to ensure they are consistent with the inclusive theology of the church. This not only reinforces our vision but also makes our merchandise instantly recognizable as a representation of our church in the community.

### **MARKUP TO SUPPORT CHURCH MINISTRY**

FPC will assess a 50% markup for all items, which amounts to a profit margin of just over 33%. This is less than the typical markup assessed by many retail vendors.

## **FINANCIAL POLICIES & PROCEDURES APPENDIX**

### **STANDARD FORMS**

EMPLOYEE PAYROLL ADVANCE/LOAN AGREEMENT

REQUEST FOR CAPITAL EXPENDITURE (RFCE)

EXPENSE REIMBURSEMENT & CREDIT CARD POLICY ACKNOWLEDGEMENT

CORPORATE CREDIT CARD AGREEMENT

CHURCH ISSUED CREDIT CARD EXPENSE REPORT

OUT-OF-POCKET EXPENSE REPORT

REQUEST FOR EXPENSE ADVANCE

**EMPLOYEE PAYROLL ADVANCE/LOAN AGREEMENT**

I request an Advance /Loan in the amount of \$ \_\_\_\_\_.

I authorize First Presbyterian Church of Davenport to withhold \$ \_\_\_\_\_

from each of my next \_\_\_\_\_ paychecks. (*Maximum of 4 pay periods*)

I authorize First Presbyterian Church of Davenport to withhold any unpaid balance from my last paycheck should I leave employment before the loan / advance is repaid in full.

Employee: \_\_\_\_\_ Date: \_\_\_\_\_  
(Employee Signature)

Head of Staff: \_\_\_\_\_ Date: \_\_\_\_\_  
(Head of Staff Signature)

*Revised October 2022*

## REQUEST FOR CAPITAL EXPENDITURE (RFCE)

**Project Title** \_\_\_\_\_

**Funding Source(s):**

|   |    |    |   |
|---|----|----|---|
| <input type="checkbox"/> Capital Maintenance Endowment (CMEF) | \$ | or | % |
| <input type="checkbox"/> Capital Preservation                 | \$ | or | % |
| <input type="checkbox"/> Building Reserve                     | \$ | or | % |
| <input type="checkbox"/> Other:                               | \$ | or | % |

Scope of Work Attached? Yes \_\_\_\_\_

Church Project Manager: \_\_\_\_\_ Phone: \_\_\_\_\_

*If project is expected to be \$5,000 or more, please attach a minimum of two (2) bids.*

Bid #1 Attached \_\_\_\_\_ (w/o tax)

Bid #2 Attached \_\_\_\_\_ (w/o tax)

Bid #3 Attached \_\_\_\_\_ (w/o tax) Recommended Contractor Bid # \_\_\_\_\_

**Recommended Bid Amount** \_\_\_\_\_ with tax \_\_\_\_\_ Name \_\_\_\_\_

**Contingency Amount** \_\_\_\_\_

**Total Requested Amount** \$ \_\_\_\_\_

Anticipated Start Date: \_\_\_\_\_ Anticipated Completion Date: \_\_\_\_\_

Person authorized to accept work and authorize payments: \_\_\_\_\_

**Recommends Session Approval:**

Buildings & Grounds Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Finance Committee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Session Action, if applicable:**

Approved Date: \_\_\_\_\_

Disapproved Date: \_\_\_\_\_

**Final Project Acceptance:** \_\_\_\_\_

*Head of Staff*

*Clerk of Session*

*Revised October 2022*

## **EXPENSE REIMBURSEMENT & CREDIT CARD POLICY ACKNOWLEDGEMENT**

I have received a copy of the Church's Expense Reimbursement & Credit Card Policy and understand that it provides guidelines and summary information about the church's reimbursement and credit card policy, procedures, and rules of conduct. I understand that it is my responsibility to maintain adequate and accurate records and forward all Expense Reports and Requests for Advance [Parts 1 & 2] with itemized dated receipt(s) (original preferred) and supporting documentation to the Director of Financial and Business Administration after obtaining my immediate supervisor's approval.

Employee: \_\_\_\_\_ Date: \_\_\_\_\_  
(Employee Signature)

*Revised October 2022*

## CORPORATE CREDIT CARD AGREEMENT

I hereby acknowledge receipt of credit card # \_\_\_\_\_ held by First Presbyterian Church in my name. I understand the use of this card is to be limited to ordinary and necessary expenses incurred in my position as \_\_\_\_\_ solely for the benefit of the church. I also understand and acknowledge that I am fully responsible for any misuse or loss of this card. I further agree that any misuse of this card as determined by the Head of Staff or the Personnel Committee may result in the card being revoked or in termination of employment. I also agree to provide Expense Report with original receipts, supporting documentation and my immediate supervisor's approval to the Director of Financial and Business Administration within five (5) business days of the date of the charge.

**I will pay any charges that are deemed not to be a church expense within thirty (30) days or the church will garnish my salary equal to those charges.**

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(Employee Signature) \_\_\_\_\_ Date: \_\_\_\_\_

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(Director of Financial and Business Administration Signature) \_\_\_\_\_ Date: \_\_\_\_\_

*Revised October 2022*

REQUEST FOR EXPENSE ADVANCE Form

# PERSONNEL POLICIES & PROCEDURES

As Amended and Restated  
July 1, 2021

## WELCOME

Welcome to First Presbyterian Church (“Church”). We consider you to be a gift from God and look forward to working with you as a member of our ministry team. We appreciate you and the gifts and talents you bring to this ministry and are committed to helping you achieve your highest level of service.

## OVERVIEW

This *Personnel Policies and Procedures Manual* (“Manual”) applies to all employees and is intended to provide guidelines and summary information about the Church’s personnel policies, procedures, benefits, and rules of conduct. For the purposes of this Manual, the term employee includes any pastor with whom the Church has a contractual relationship, such as a call or contract.

This Manual is not intended to be a contract, nor is it intended to otherwise create any legally enforceable obligations on the part of the Church or its employees.

It is important that each employee reads, understands and becomes familiar with the Manual and complies with the standards that have been established. Please talk with the Head of Staff if there are any questions or concerns.

It is obviously not possible to anticipate every situation that may arise in the workplace or to provide information that answers every possible question. As a result, the Church reserves the right to modify, supplement, rescind or revise any policy, benefit, or provision from time to time, with or without notice, as it deems necessary or appropriate. The information in this employee Manual supersedes and replaces all previous personnel policies, procedures, benefits and rules of conduct.

Some sections described in this Manual are covered in detail in official policy documents. Employees should refer to these documents for specific information because the Manual only briefly summarizes those guidelines and benefits.

If there is a conflict between the provisions, benefits, and policies in this employee Manual and those set forth in the terms of an ordained staff member’s call, or other employment contract, the terms of the call, or other employment contract, shall prevail.

Pastors are eligible for the following found in Section IV: *Benefits and Time Away From Work* of this Manual whether or not the provision is provided in the pastor’s call or contract:

- Worker’s Compensation Insurance
- Section 125 – Cafeteria Benefit Program
- Professional Memberships
- Holiday Pay
- Sick Pay
- Personal Business Pay
- Bereavement Pay
- Continuing Education Leave
- Jury Duty Leave
- Family Care and Medical Leave
- Military Leave
- Worker’s Compensation Leave
- Personal Voluntary Leave

Pastors are not eligible for the following in the form in which they are presented in Section IV: *Benefits and Time Away From Work* of this Manual. Similar benefits may be provided in the pastor's call or contract in which case they will be granted as specified in the terms of the call or contract:

- Group Medical Insurance Plan Benefits are provided by the Board of Pensions for pastors and will be provided as specified in the terms of the call or contract.
- Retirement Plan for Nonexempt and Exempt Employees. Retirement benefits are provided by the Board of Pensions for pastors and will be provided as specified in the call or contract.
- Continuing Education and Educational Assistance will be granted as specified in the terms of the call or contract.
- Vacation will be granted as specified in the terms of the call or contract.
- Parental Leave will be granted as specified in the terms of the call or contract.

## **SECTION I: EMPLOYMENT EMPLOYMENT AT WILL**

This Manual in no way constitutes an employment contract between employees and the Church.

EMPLOYMENT WITH THIS EMPLOYER IS VOLUNTARILY ENTERED INTO, AND THE EMPLOYEE IS FREE TO RESIGN AT WILL AT ANY TIME, WITH OR WITHOUT CAUSE. SIMILARLY, THE CHURCH MAY TERMINATE THE EMPLOYMENT RELATIONSHIP AT WILL AT ANY TIME, WITH OR WITHOUT CAUSE.

No statements made by any representative of the Church in pre-hire interviews, in discussion, or in recruitment materials may alter the at-will nature of employment or imply that discharge will occur only with cause. This policy isn't changed by any statements in this manual or any other Church literature, including but not limited to employment applications, memoranda, and recruiting materials. None of these documents is intended to create an express or implied contract of employment for a definite period, nor state in any way that termination will occur only for "just cause." Because statements presented in this manual concerning grounds for termination are examples only and not all-inclusive lists, they do not restrict the Church's right to terminate at-will.

It should be clearly understood, therefore, that nothing in this manual changes the employment-at-will relationship or creates an express or implied contact or promise concerning present or future Church policies, practices, and rules at its will and as it sees fit without prior notification.

## **EQUAL EMPLOYMENT OPPORTUNITY**

The Church is committed to equal employment opportunity for all qualified employees and applicants for employment. The Church makes all employment decisions without regard to race, color, religion, sex, pregnancy, national origin, citizenship status, ancestry, age, physical disability, mental disability, medical condition, family care status, military status, veteran status, marital status, sexual orientation and any other characteristic protected by law. The Church will not discriminate on the basis of these characteristics in any personnel action, including but not limited to recruitment, hiring, compensation, benefits, demotion, promotion, training, discipline, termination, layoff, recall, and any other conditions or privileges of employment.

The Church expects all employees to show respect and sensitivity toward all other employees and to demonstrate a commitment to the Church's equal opportunity objectives. The Church expressly prohibits any form of unlawful employee harassment based on race, color, religion, sex, pregnancy, national origin, citizenship status, ancestry, age, physical or mental disability, medical condition, family care status, military status, veteran status, marital status, or sexual orientation. Improper interference with the ability of Church employees to perform their expected job duties is absolutely not tolerated. If an employee observes a violation of this policy, the employee should report the violation immediately to a supervisor or Personnel Committee.

Any employees with questions or concerns about any type of discrimination or harassment in their workplace are encouraged to bring these issues to the attention of their immediate supervisor or to any member of the Personnel Committee. The Church will immediately investigate any complaint and take appropriate preventive and/or corrective action. Employees can raise concerns and make reports without fear of reprisal. Any employee found to have violated this policy will be subject to disciplinary action, up to and including termination of employment.

## IMMIGRATION REFORM AND CONTROL ACT OF 1986

The Church is committed to full compliance with the federal immigration laws and will not knowingly hire or continue to employ anyone who does not have the legal right to work in the United States. As an ongoing condition of employment, any new hire and/or current employee will be required to provide documentation verifying identity and legal authority to work in the United States as required by law.

## AMERICANS WITH DISABILITIES ACT (ADA) AND THE ADA AMENDMENTS ACT (ADAAA)

The Americans with Disabilities Act (ADA) and the Americans with Disabilities Amendments Act, known as the ADAAA, are federal laws that prohibit employers with 15 or more employees from discriminating against applicants and individuals with disabilities and that when needed provide reasonable accommodations to applicants and employees who are qualified for a job, with or without reasonable accommodations, so that they may perform the essential job duties of the position.

It is the policy of the Church to comply with all federal and state laws concerning the employment of persons with disabilities and to act in accordance with regulations and guidance issued by the Equal Employment Opportunity Commission (EEOC). Furthermore, it is the Church's policy not to discriminate against qualified individuals with disabilities in regard to application procedures, hiring, advancement, discharge, compensation, training or other terms, conditions and privileges of employment.

The Church will reasonably accommodate qualified individuals with a disability so that they can perform the essential functions of a job unless doing so causes a direct threat to these individuals or others in the workplace and the threat cannot be eliminated by reasonable accommodation and/or if the accommodation creates an undue hardship to the Church. Contact the Personnel Committee with any questions or requests for reasonable accommodation. Supervisors are required to forward requests for reasonable accommodation to the Personnel Committee for consideration. No supervisor is authorized to deny a request for reasonable accommodation without consultation with the Personnel Committee.

## WORK RULES AND PERFORMANCE STANDARDS

Employment is with the mutual consent of the employee and the Church. Consequently, both the employee and the Church have the right to terminate the employment relationship at any time, with or without cause or advance notice.

It is not practical to provide a complete list of every work rule or performance standard. As a result, the following are presented as examples only. ***This is not an exhaustive list of reasons for disciplinary action or termination of employment.*** Employees are responsible for understanding and following these standards and work rules and should seek clarification from their supervisor if they have any questions.

***MISCONDUCT – employees may be disciplined, up to and including termination, for misconduct. Some examples of misconduct are as follows:***

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

5. Disorderly conduct on church property, including fighting or attempted bodily injury or the use of profane, abusive or threatening language toward others, possession of a weapon.
6. Conduct while representing the Church and/or while on Church property that is other than professional or in any way would bring discredit upon the Church.
7. Violation of any law adversely affecting the Church or conviction in court of any crime, which may cause the employee to be regarded as unsuitable for continued employment.
8. Violation of the Church's substance abuse policy.
9. Violation of the Church's sexual and/or discriminatory harassment policies.
10. Violation of the Plagiarism and Copyright Policy.
11. Making or signing the time record of another employee or knowingly allowing another employee to mark or sign another employee's time record.

**JOB PERFORMANCE** – *employees may be disciplined, up to and including termination, for poor job performance, as determined by the Church. Some examples of poor job performance are as follows:*

1. Quality or quantity of work that is below expected standards.
2. Unprofessional conduct, including rudeness or disrespect in interactions with co-workers, superiors, church members and other church partners.
3. Excessive absenteeism, tardiness or abuse of break and meal privileges.
4. Failure to follow instructions or Church policies and procedure.

## SEXUAL HARASSMENT

The Church intends to provide and maintain a work environment that is free from sexual harassment and discrimination. Sexual harassment of employees by supervisors, co-workers, church members, or vendors is unlawful and prohibited.

Newly hired employees are required to be trained on sexual harassment prevention and to read the Church's sexual harassment policy before the employee starts work in their position. If that is not practicable, the policy must be reviewed and discussed with them before the employee starts work and the training must be completed within one (1) month of hire. Existing employees must be trained within three (3) months of the effective date of this Personnel Manual revision, and each subsequent year thereafter.

Sexual harassment is specifically defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

- Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment;
- Submission to or rejection of such conduct by an individual is used as the basis for an employment decision affecting that person; or
- Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive environment.

Sexual harassment can take many forms, including but not limited to these examples:

**Verbal** sexual innuendo and other suggestive comments, humor and jokes about sex or gender-specific traits, offensive written notes, sexual advances or propositions, insults, threats, or sexually explicit or degrading references to another person;

**Nonverbal** leering, whistling, suggestive or insulting looks, sounds, gestures, pictures, cartoons, website links, calendars or display of other sexually suggestive objects; or

**Physical** intentional touching of the body (e.g. brushing, patting, pinching), kissing, inappropriate display of body parts, or requests for sexual favors or coerced acts of a sexual nature.

Sexual harassment will not be tolerated. No employee shall engage in unwelcome sexual conduct. No employee shall threaten or insinuate, either explicitly or implicitly, that another employee's or an applicant's refusal to submit to sexual advances will adversely affect that person's employment, work status, evaluation, wages, advancement, assigned duties, shifts or any other condition of employment or career development. No employee shall, by unwelcome sexual conduct, create a hostile work environment for any employee.

Any employee who feels that he or she is a victim of sexual harassment, including but not limited to, any of the conduct listed above, by any supervisor, other employee, church member, vendor, or any other person in connection with employment at the Church may make a complaint to any supervisor or to any member of the Personnel Committee.

It should be emphasized that you are not required to report harassment to a supervisor who has engaged in harassment against you, or who is a close associate of the person who has engaged in the harassment in question. You may report harassment to any member of the Personnel Committee.

Supervisors are **not authorized** to initiate an investigation of a harassment complaint or report, but are required to forward any information, observation, or report of conduct in violation of this policy to a member of the Personnel Committee within 24 hours of notification by an employee. The Personnel Committee will undertake a thorough and

impartial investigation to determine whether the alleged conduct occurred and if so, whether it is a violation of this policy. The Church prohibits retaliation against any person who brings a complaint of sexual harassment or who provides information during the investigation of such a complaint. Any report of retaliation will be promptly and thoroughly investigated. Any employee found to have engaged in retaliation will be subject to discipline up to and including termination of employment.

All employees are expected to cooperate with any ongoing investigation regarding a report of sexual harassment. Confidentiality will be maintained throughout the investigatory process to the extent practicable and appropriate under the circumstances.

At the conclusion of a sexual harassment investigation, the Church will determine whether corrective action is required and implement any appropriate actions indicated by the results.

Any employee violating this policy is subject to disciplinary action, up to and including termination of employment.

## **OTHER DISCRIMINATORY HARASSMENT**

The Church intends to provide and maintain a work environment that is free from harassment and discrimination. Discriminatory harassment of employees by supervisors, co-workers, church members, or vendors is unlawful and prohibited.

Newly hired employees are required to be trained on discriminatory harassment prevention and to read the Church's discriminatory harassment policy before the employee starts work in their position. If that is not practicable, the policy must be reviewed and discussed with them before the employee starts work and the training must be completed within one (1) month of hire. Existing employees must be trained within three (3) months of the effective date of this Personnel Manual revision, and each subsequent year thereafter.

Harassment is any unwelcome or unsolicited verbal or physical conduct that denigrates or shows hostility or aversion towards an individual and that

- has the purpose or effect of creating an intimidating, hostile, or offensive work environment.
- has the purpose or effect of unreasonably interfering with an individual's work performance; or
- otherwise adversely affects an individual's employment opportunities.

Examples of harassment include, but are not limited to:

- Insults, racial, ethnic or religious slurs, unwelcome comments, jokes, pranks, gestures,
- Disparaging remarks about a person's race, color, creed, religion, national origin, sex (see the Sexual Harassment Policy), disability, age, height, weight or marital status.
- Unwelcome or unsolicited touching or threats of physical harm.
- The use of degrading words, nicknames, stories or jokes;
- Display or circulation of derogatory or inappropriate written or other physical, cartoons, or pictures.

All employees of the Church are prohibited from engaging in any behavior that constitutes such harassment.

Any employee who feels that he or she is a victim of harassment, including but not limited to, any of the conduct listed above, by any supervisor, other employee, church member, vendor, or any other person in connection with employment at the Church may make a complaint to any supervisor or to member or the Personnel Committee.

It should be emphasized that you are not required to report harassment to a supervisor who has engaged in harassment against you, or who is a close associate of the person who has engaged in the harassment in question. You may report harassment to any member of the Personnel Committee.

Supervisors are **not authorized** to initiate an investigation of a harassment complaint or report, but are required to forward any information, observation, or report of conduct in violation of this policy to a member of the Personnel Committee within 24 hours of notification by an employee. The Personnel Committee will undertake a thorough and impartial investigation to determine whether the alleged conduct occurred and if so, whether it is a violation of this policy.

The Church prohibits retaliation against any person who brings a complaint of harassment or who provides information during the investigation of such a complaint. Any report of retaliation will be promptly and thoroughly investigated. Any employee found to have engaged in retaliation will be subject to discipline up to and including termination of employment.

All employees are expected to cooperate with any ongoing investigation regarding discriminatory harassment. Confidentiality will be maintained throughout the investigatory process to the extent practicable and appropriate under the circumstances.

At the conclusion of a discriminatory harassment investigation, the Church will determine whether corrective action is required and implement any appropriate actions indicated by the results.

Any employee violating this policy is subject to disciplinary action, up to and including termination of employment.

## ATTENDANCE AND PUNCTUALITY

It is important that employees work their assigned schedules as consistently as possible. However, the Church understands that because of illness or emergency an employee may be unable to come to work.

If an employee is unable to report to work for any reason, the employee is expected to notify their immediate supervisor at least thirty (30) minutes prior to the shift start time. It is the responsibility of the employee to keep the Church informed on a daily basis during a short-term absence and to provide medical verification when asked to do so.

Nonexempt employees are expected to be at their workstation ready to begin work at the beginning of their scheduled shift and at the end of their scheduled meal period. Except in an emergency, nonexempt employees must have their supervisor's permission to arrive after the start of their shift or to leave work before they are regularly scheduled to do so.

A tardy or absence is considered "excused" only when the employee calls ahead of time and the tardy or absence is for a compelling reason. If emergency circumstances prevent the employee from providing thirty (30) minutes notice of an absence or late arrival, the tardy or absence may be excused provided the circumstances constitute a true emergency which prevents notification and if the employee provided notice as soon as was he/she was able. The Church reserves the right, at its sole discretion, to determine what constitutes a compelling reason. A tardy or absence for a non-compelling reason, and failing to call in according to church policy, will be considered "unexcused."

The Church considers "unexcused" tardiness and absence to be a serious problem. Employees who are tardy or absent excessively or show a consistent pattern of absence, whether "excused" or "unexcused" will be subject to disciplinary action, up to and including termination of employment.

Any employee violating this policy is subject to disciplinary action, up to and including, termination of employment.

## **PERSONAL APPEARANCE**

An employee's appearance reflects on them as an individual and influences the overall image of the Church. It is expected that employees present a neat and clean appearance and strive to achieve a positive business-like image when representing the Church. In addition to having good personal hygiene, employees should wear clothing that is clean and unwrinkled. Employees are expected to dress in attire appropriate to the work they perform. Employees are not permitted to wear clothing that displays slogans or pictures which would violate the Church's harassment policies. Custodial staff are required to wear church-provided uniform shirts. Custodial staff are also required to wear dress-casual type pants (can be tan, black, blue, etc.) and must wear appropriate shoe attire. Both the pants and shoes are at the custodial employee's expense.

## **PERSONNEL RECORDS**

The Church maintains a personnel file for each employee which is located in a locked fire-proof file in the office of the Head of Staff. The file contains documentation regarding employment with the Church, such as employment application, offer letter, wage information, performance appraisals, disciplinary documentation, letters of commendation, and other documentation as needed. It is important that the employee provide the Church current information. Employees shall inform the Director of Financial and Business Administration immediately regarding a change of name, address, or phone number, etc. If for some reason an employee needs to change their name and/or Social Security number, the employee will be asked to provide original documentation authorizing the change.

During office hours and on reasonable written notice, an employee will be allowed to review any personnel records that have been used to determine qualifications for employment, promotion, compensation, or disciplinary action. Employees should contact the Head of Staff for more information.

## **TERMINATION OF EMPLOYMENT**

**VOLUNTARY SEPARATION** – a voluntary separation is a separation from employment that is initiated by the employee. The Church requests that employees give at least two weeks written notice before leaving their position.

**INVOLUNTARY TERMINATION** – an involuntary termination is a termination that is initiated by the Church.

**LAYOFF** – a layoff is a termination of employment that results due to the elimination of all or part of the employee's position and is at the sole discretion of the Church.

Churches are exempt from providing Consolidated Omnibus Budget Reconciliation Act of 1985 (COBRA) healthcare coverage or COBRA-type healthcare coverage (state continuation coverage). The Church reserves the right to provide a similar benefit, upon recommendation of the Personnel Committee and approval of the Session.

Upon termination of employment, terminating employees who are enrolled in a Church-sponsored benefit plan are covered through the end of the same month for most benefit plans. See plan documents for details.

Separating/Terminating employees must return all church property at the time of termination, including uniforms, cell phones, keys, and any other property of the Church. Failure to return some items may result in deductions from the final paycheck. An employee will be required to sign a Wage Deduction Authorization Agreement to deduct the costs of such items from the final paycheck.

## **UNEMPLOYMENT COMPENSATION, FEDERAL AND STATE**

Employees are not eligible for either federal or state unemployment benefits due to the Church being exempt from federal and state unemployment tax.

### **EMPLOYMENT OF MINORS**

The Church does not employ individuals who are less than eighteen (18) years of age.

### **EMPLOYMENT OF RELATIVES**

The Church wants to ensure that employment practices do not create situations such as conflict of interest or favoritism. This extends to the practices that involve employee hiring, promotion and transfer. Close relatives, partners, those in dating relationship or members of the same household are not permitted to be in positions within the same department or within a direct chain of command. Close relatives are defined as husband, wife, domestic partner, father, mother, father-in-law, mother-in-law, grandfather, grandmother, son, son-in-law, daughter, daughter-in-law, uncle, aunt, nephew, niece, brother, sister, brother-in-law, sister-in-law, step relatives, cousins, and domestic partner relatives. Individuals who meet this definition will receive the same consideration as any other applicant for a job opening and will not be accorded preferential treatment in employment matters. Employees in the same department or the same chain of command who become involved in a romantic relationship are required to notify the Personnel Committee immediately. The Church reserves the right to apply this policy to situations where there is a conflict or the potential for conflict because of the relationship between employees, even if there is no direct-reporting relationship or authority involved.

### **SUMMARY OF CHILD PROTECTION POLICY AND PROCEDURES**

The Church formally adopted the Child Protection Policy and Procedures in 2000 with subsequent revisions. The purpose of the Child Protection Policy and Procedures is to provide a safe, secure, and nurturing environment for the Church's children and youth, protect volunteers and paid staff from false allegations of abuse, provide prompt and compassionate response to allegations of abuse, and protect the Church from unfavorable publicity and legal action. All paid staff and volunteers will be screened to reduce the risk of abuse of the Church's children and youth to the lowest level possible and preserve the integrity and reputation of the Church. The abuse of children or youth will not be tolerated in any form from any individual(s) and instances of abuse will be reported and dealt with in accordance with the Child Protection Policy and Procedures.

## BACKGROUND CHECKS

To ensure that individuals who are employed with the Church are well qualified and to ensure that the Church maintains a safe and productive work environment, it is the Church's policy to conduct preemployment background checks on all applicants who accept an offer of employment. Background checks may include verification of any information on the applicant's resume or application form, a drug screen and a criminal background check. Some positions may require a credit check and/or motor vehicle records check as well.

Offers of employment for all applicants, including applicants applying/hired through a temporary staffing agency, are conditioned on receipt of a background check report that is acceptable to the Church. In cases of applicants applying/hired through a temporary staffing agency, the temporary staffing agency is responsible for conducting background checks. All background checks are conducted in conformity with the Federal Fair Credit Reporting Act, the Americans with Disabilities Act and the ADA Amendments Act (ADAAA), and state and federal privacy and antidiscrimination laws. Reports are kept confidential and are only viewed by individuals involved in the hiring process. Personal and professional references will be requested and verified prior to hiring.

Conviction of a felony within the five years prior to application for employment will result in denial of employment.

Additionally, criminal convictions for any **forcible felony** as defined by Iowa Code, or similar conviction is in a state other than Iowa, will result in denial of employment. A **forcible felony** is any felonious child endangerment, assault, murder, sexual abuse, kidnapping, human trafficking, arson in the first degree or burglary in the first degree. (Iowa Code 2019, Section 702.11)

Criminal convictions other than those listed above will be considered by the Personnel Committee according to the following criteria, and a record of such information will be prepared.

- a. The nature and seriousness of the crime;
- b. The relationship of the crime to the purpose for requiring a license to engage in the occupation;
- c. The extent to which the occupation or profession might offer an opportunity to engage in further criminal activity of the same type as that in which the person had been involved;
- d. The relationship of the crime to the ability, capacity or fitness required to perform the duties and discharge the responsibilities of the occupation or profession;
- e. The extent and nature of the person's past criminal activity;
- f. The age of the person at the time of the commission of the crime;
- g. The amount of time that has elapsed since the person's last involvement in the commission of a crime;
- h. The conduct and work activity of the person prior to and following the criminal activity; and
- i. Evidence of the person's rehabilitation or rehabilitative effort while incarcerated or following release.

Should the Personnel Committee wish to hire a candidate with a criminal conviction, it must present a report to the Session detailing the answers to the questions identified above along with its rationale for recommending hire. The decision to hire an applicant with a criminal conviction must be approved by Session.

If information obtained in a background check would lead the Church to deny employment, a copy of the report will be provided to the applicant, and the applicant will have the opportunity to dispute the report's accuracy. Background checks will include a National Sex Offender search and a criminal record check, although a criminal conviction does not automatically bar an applicant from employment.

Additional checks such as a driving record or credit report may be made on applicants for particular job categories if appropriate and job related.

## SUBSTANCE ABUSE AND DRUG TESTING

It is the policy of the Church to maintain a drug and alcohol-free workplace. This commitment is jeopardized when an employee engages in the use, possession, sale, conveyance, distribution, or manufacture of illegal drugs, intoxicants, or

controlled substances or abuses prescription drugs or alcohol. This policy applies to all employees and all applicants for employment. The Head of Staff is responsible for policy administration and documentation.

It is a violation of this policy for any employee:

- To use or be under the influence of, possess, sell, convey (or transfer), or manufacture illegal drugs, intoxicants, or controlled substances, or to attempt to do the same at any time while on duty, on church property, in church-owned vehicles, operating church-owned machinery, or otherwise representing the Church.
- To use or be under the influence of alcohol at any time while on duty, on church property, in church-owned vehicles, operating church-owned machinery, or otherwise representing the Church, except during authorized off-site church social events.
- To use prescription drugs illegally. However, nothing in this policy precludes the appropriate use of legally prescribed medications.
- To engage in off-duty conduct, which conduct may adversely affect the reputation or interest of the Church.

**“UNDER THE INFLUENCE”** for the purpose of this policy, is defined as being unable to perform work in a safe or productive manner, and/or being in a physical or mental condition which creates a risk to the safety and well-being of the affected employee, other employees, church members, the public, or church property due to the ingestion of alcohol, illicit drugs, prescription drugs (whether prescribed for the employee or not), or other intoxicants.

Any employee violating this policy is subject to disciplinary action up to and including termination.

#### Required Testing

The Church retains the right to require the following drug and alcohol testing.

- **Pre-employment:** All applicants, including applicants applying/hired through a temporary staffing agency, must pass a post-offer drug test before beginning employment with the Church. All offers of employment are contingent upon successful completion of a drug screening. Refusal to submit to testing or receipt of a positive screening result will result in the offer of employment being rescinded. A candidate whose drug test result is “dilute” will be required to submit to a second screening. A second dilute test result or failure to submit to a second test will result in the offer of employment being rescinded.
- **Reasonable suspicion:** Testing of employees for reasonable suspicion will be conducted for the following reasons: (a) direct observation of substance abuse or related impairment while at work, (b) abnormal conduct or significant deterioration in performance while at work, (c) a credible report of drug or alcohol use, (d) evidence of tampering with a drug test, or (e) evidence that an employee has made, sold, possessed or used drugs or alcohol while at work. The Head of Staff and Personnel Committee must be consulted before sending an employee for reasonable suspicion testing. No employee shall drive himself/herself to a testing site for reasonable suspicion testing. The Director of Financial and Business Administration or Head of Staff will arrange for transportation through taxi, Uber or Lyft.
- **Post-Accident:** Employees are subject to post-accident testing when they cause or contribute to accidents that seriously damage a church-owned vehicle, church-owned machinery, equipment or property and/or result in an injury to themselves or another person requiring off-site medical attention. In any of these instances, the investigation and subsequent testing must take place within two (2) hours following the accident, if not sooner. No employee shall drive himself/herself to a testing site for post-accident testing. The Director of Financial and Business Administration or Head of Staff will arrange for transportation through taxi, Uber or Lyft. In the event of a positive test, the Director of Financial and Business Administration or Head of Staff will arrange for the employee to be transferred from the testing site to their home.
- **Follow-up:** Employees who have tested positive, or otherwise violated this policy, are subject to discipline up to, and including termination. Depending on the circumstances and the employee’s work history/record, the Church may offer an employee who violates this policy or tests positive the opportunity to return to work on a “last-chance”

basis pursuant to mutually agreeable terms, which could include follow-up drug testing at times, at the employee's expense, and frequencies for a minimum of one (1) year but not more than two (2) years. If the employee tests positive a second time, the employee will be subject to immediate discharge from employment.

All testing will be conducted by a certified, independent collection site and laboratory, selected by the Church, which will follow State of Iowa and federal testing standards. Testing laboratories may conduct testing only for substances included on the disclosure list provided to the employee and may not conduct general testing related to any medical conditions of the employee that are unrelated to substance abuse.

- Drug testing will be conducted using a urine sample provided by the employee in alignment with collection procedures established by the collection site and laboratory to ensure privacy of the employee, while protecting against tampering/alteration of the test results.
- Alcohol testing will be conducted using breath analysis.

Employees will be tested for their use of alcohol and commonly abused controlled substances including amphetamines (including methamphetamines); opiates; cannabinoids (THC); cocaine; phencyclidine (PCP); and chemical derivatives of these substances.

Employees are responsible for advising testing lab personnel of all prescription drugs taken in the past month prior to the test and be prepared to show proof of such prescriptions to the testing lab personnel.

Employees will be considered to be engaged at work for the time spent taking any tests and will be compensated for such time at their regular rate.

The Church will be responsible for the cost of the initial testing, including the confirmation of any positive test. The testing lab will retain samples in accordance with state law, so that an employee may request a retest of the sample at the employee's own expense if the employee disagrees with the test result.

#### Refusal to Undergo Testing

Refusal to submit to a test will be considered the same as a positive test result and such employees will be subject to immediate termination of employment.

## **EMPLOYEE RIGHTS**

All employees have the right to meet with the testing laboratory personnel and with the Church to explain their test results. These discussions should be considered confidential except that information disclosed in such tests will be communicated to personnel within the Church or within the lab who need to know such information to make proper decisions regarding the test results or regarding the employment of the individual.

Employees have a right to obtain copies of all test results from the Church. When an employee disagrees with the test results, the employee may request that the testing laboratory repeat the test. Such repeat testing will be at the expense of the employee, unless the repeat test overturns the original report of the lab, in which case the Church will reimburse the employee for the costs incurred for the retest.

#### Confidentiality Requirements

All records concerning test results will be kept in Church medical files that are maintained separately from the personnel file of the employee.

## PLAGIARISM AND COPYRIGHT POLICY

First Presbyterian Church believes in respecting and protecting the rights of intellectual property owners. This is not only a question of ethics, but also of law. Advances in electronic communication and technology, have had a dramatic impact on the way the Church conducts business, and have greatly facilitated our access to and ability to reproduce, a wide range of information and media. As a result, the risk of plagiarism and copyright infringement, either intentional or accidental, is of increasing concern.

The purpose of this policy is to define acceptable use of materials protected by copyright (also referred to as “copyright materials”), to outline the responsibilities of all users of copyright materials in all media, and to establish a framework for responsible practice. The Church maintains a “zero tolerance” position on plagiarism and copyright infringement and is covered under the Church’s Work Rules and Performance Standards, page 8. The goal of this policy is to inform employees of the Church on the rules and procedures relating to plagiarism and copyright law compliance. Failure to comply with this Policy is subject to disciplinary action, up to and including termination of employment.

### Definitions

**Plagiarism:** “The unauthorized use or close imitation of the language and thoughts of another author and the representation of them as one’s own original work” (source: Dictionary.com v1.0.1).

**Copyright Infringement:** Copyright is a “legal right grant to an author, composer, playwright, publisher or distributor to exclusive publication, production, sale, or distribution of a literary, musical, dramatic, or artistic work” (source Dictionary.com v1.0.1). As such, copyright infringement is a breach or infraction of this legal right by another entity.

### Process for Addressing Plagiarism or Copyright Infringement

Commission of plagiarism or copyright infringement is a serious offense and is considered professional misconduct. All instances of actual or suspected plagiarism or copyright infringement must be reported to the Personnel Committee. Allegations of plagiarism or copyright infringement will be investigated, and corrective action will be taken if appropriate. Any employee found to be in violation of this policy is subject to disciplinary action up to and including termination of employment.

## **SECTION II: THE WORKPLACE**

### **BREAK AND MEAL PERIODS**

Nonexempt employees who work at least three (3) hours in a workday will receive a fifteen (15) minute paid break period for four (4) hours of work, or major fraction thereof. Break periods will be scheduled as close to the middle of each four-hour work period as possible.

Nonexempt employees who work more than five (5) hours in a workday will receive an unpaid meal period of at least thirty (30) minutes. The meal period is intended to be a work break and is not to be used to shorten the workday. An employee who does not work more than six (6) hours in a workday may voluntarily waive their right to a meal period by notifying their supervisor in writing that they wish to do so.

If it is necessary for a nonexempt employee to stay on church premises and be available to work during a meal period, the meal period will be paid. If a nonexempt employee is not required to stay on church premises, the meal period will be unpaid, and the nonexempt employee may leave the premises or remain on-site for their meal period.

### **ELECTRONIC COMMUNICATION POLICY**

#### **Policy Statement**

The Church provides numerous electronic communication resources, including e-mail, computer, Internet, fax machines, telephones, mobile phones, iPads, tablets, voice mail systems, instant messaging, text and chat and may provide other new technologies in the future. These electronic devices and systems are the property of the Employer, and access is provided to enable employees to do their jobs efficiently and productively. This access is a privilege that carries special responsibilities.

Electronic communication technologies are provided for staff members to support the overall mission of the Church. Information created through these means should reflect the same standard of professionalism that is used in traditional forms of written communication, such as letters and memos. Employees must act in ways that reflect the highest standards of business conduct and ethics that protect the Church's reputation and confidential information.

#### **Information as Employer Property**

The confidentiality of any message should not be assumed. Even when a message is deleted, it is often still possible to retrieve and read that message. The use of passwords for security does not guarantee confidentiality. All messages, documents, information and files composed, sent or received via the Employer's digital devices and electronic systems are and remain the property of the Employer. They are not the private property of any employee. Employees shall have no right or reasonable expectation of privacy in any matter stored in, created, received or sent using digital devices and electronic systems owned by the Employer.

The Employer reserves the right, at its sole discretion, to monitor, search, review, audit, intercept, access, copy, download and disclose any communications or files that are created, received, sent or maintained using these devices and systems without the permission of the employee for purposes of security, compliance with Employer policy, and for any other business reason, as allowed by law. The Employer also reserves the right to monitor, search, review, and access any and all business-related communications through an employee's own technology devices, accounts and resources, or through a third-party service provider, as needed for compliance with policies.

#### **Information and System Security**

For security purposes, employees are provided secure passwords for access to employer-owned systems. Passwords must never be shared with other employees or any third party. Employees should complete all assigned information security training and follow all necessary protocols to protect the security of employer devices and systems.

Downloading or uploading information from the Internet (other than by authorized personnel for legitimate business reasons) is restricted. Downloading programs, software, graphics, or pictures of any kind is prohibited as they may carry computer viruses or may violate the Church's license agreements.

Employer-owned digital devices and electronic systems may not be used to send (upload) or receive (download) copyrighted materials, trade secrets, proprietary financial information or similar materials without proper authorization from the Head of Staff.

**Computers, computer software and computer peripheral equipment, such as printers and modems, may not be installed without prior approval of the Head of Staff or designee. The Church's computer hardware (including computers and servers) and software may not be altered by anyone without the prior authorization of the Head of Staff or designee. Only dealers and/or technicians approved by the Head of Staff or designee may run diagnostics, memory compression and related programs on the Church computer systems or may, in any other way, make repairs and/or alterations upon the Church computer systems.**

#### **Personal Use**

Employees may engage in occasional personal use of digital devices and electronic communication systems, including for personal phone calls, texting, or social media use (i.e., blogging, Facebook, LinkedIn, instant messaging, etc.), provided it is done during nonworking time, such as breaks and lunch periods and in compliance with this policy. Employees must use caution and discretion so that personal correspondence does not appear to be an official communication from the Employer.

While at work, employees are expected to exercise discretion in making personal phone calls, whether using personal mobile phones or Employer-owned telephones. Employees should always try to take care of personal business outside of work. Excessive personal use of employee- or employer-owned telephones during work time may result in disciplinary action up to and including termination of employment. The Employer will not be liable for the loss or damage to personal mobile phones brought into the workplace.

In addition to restricting their own personal phone calls, employees are to request that friends and relatives call them at work only in emergency situations. Use of Employer telephones for personal long-distance calling is not permitted except in emergency situations and as authorized by the employee's supervisor. Employer-issued mobile phones should not be an employee's sole source of telecommunications. An employee should have a land line home phone or additional personal mobile phone for the majority of their personal matters. Employer-issued mobile phones do not have text-messaging or data plans associated with them unless the Head of Staff has so authorized them.

#### **Compliance with Employer Policies**

Employer-owned electronic devices and systems must not be used in ways that may be disruptive, offensive, or harmful to others or in ways that conflict with any of the Employer's policies, including Equal Employment and Harassment Policies, Confidentiality, and Security policies. Violation of these policies may lead to disciplinary action up to and including termination of employment.

#### **Access by Personal Devices**

**Access to the Employer's electronic systems on personal devices is prohibited.** Employees who are provided with an Employer-issued phone or other electronic device shall use the Employer-issued phone or other electronic device for work purposes and shall not use personal phones or other personal electronic devices to perform work. Employees who have not been issued a phone or other electronic device by the Employer to perform work shall not perform work from their personal phones or other personal electronic devices.

#### **Appropriate Use**

This policy is intended to guide the employee in appropriate use of electronic communication resources. For questions regarding situations that are not addressed in this policy, please contact your supervisor. Inappropriate use of any Employer-owned or issued digital device or electronic communication system through excessive personal use or use in

violation of Employer policy is not acceptable and will be grounds for disciplinary action, up to and including termination of employment.

## **SOCIAL MEDIA POLICY**

Social media includes all forms of public, web-based communications and expression that brings people together by making it easier to publish content to many individuals. This policy applies if you are authorized to represent the Employer on social media platforms or if you choose to make references to the Church, its elected governing representatives or other affiliates when you are using social media in a personal capacity.

In order to post on external social media sites for work purposes, you will need prior approval from the Head of Staff. The Head of Staff has the authority to manage all posts on official Employer accounts or pages, including by hiding or removing content.

If you identify yourself as an employee of First Presbyterian Church or discuss matters related to the Church's business on social media, please remember that although you may view your site as a blog or a personal project and medium of personal expression, some readers may nonetheless view you as a de facto spokesperson for the Church. You should make it clear that the views you express are yours alone and that they do not necessarily reflect the views of the Employer. To help reduce the potential for confusion, please put a disclaimer in a prominent location on your page. For example, "The view expressed on this web site/ blog are mine alone and do not necessarily reflect the views of my employer."

The Employer urges all employees not to post information regarding the Employer, their jobs, or other employees which could lead to morale issues in the workplace or reflect poorly on First Presbyterian Church. If the Employer receives a complaint about information you have posted, the Employer may need to investigate that complaint to determine whether there has been a violation of the Harassment Policy or other Employer policy. In the event there is such a complaint, you will be expected to cooperate in any investigation of that complaint, including providing access to the posts at issue.

## **ACCESS TO CHURCH PROPERTY**

It is important that authorized church employees have access at all times to church property, as well as other records, documents and files. As a result, the Church reserves the right to access employee offices, workstations, filing cabinets, desks and any other church property at its discretion, with or without advance notice or consent.

## **OUTSIDE ACTIVITIES**

All employees are prohibited from engaging in outside employment, private business or other activity which might have an adverse effect on, or create a conflict of interest with, the Church as determined by the Personnel Committee in consultation with the Session.

## **PERSONAL PROPERTY**

Employees should not bring large sums of money, jewelry or other valuables to work. The Church will not be responsible for personal property that is lost, damaged, stolen or destroyed. Employees may park in parking lot on the northeast side of church premises. Parking is at the employee's own risk, and the Church will not be responsible for theft or damage to any vehicles parked on or near church property. The Church will not be responsible for personal property left in vehicles that is lost, damaged, stolen, or destroyed.

## **LOST AND FOUND**

An employee who finds an item or items on church property that do not belong to the church or any employee and appear to have been lost by another person must immediately turn the item in to the Director of Financial and Business Administration or Head of Staff. The Director of Financial and Business Administration will log the item into a document for tracking lost items. The Director of Financial and Business Administration and Head of Staff shall have access to the Lost and Found Log. Items with estimated value more than \$25 as determined by the Director of Financial and Business Administration will be kept in the Finance Office for safekeeping. In order to claim a lost item, the owner must be able to describe the item. The owner must sign a receipt to claim any item with estimated value more than \$25. Failure to turn in found property as required by this policy is considered theft and may result in disciplinary action up to and including termination of employment.

## **SECTION III: COMPENSATION, EMPLOYEE CLASSIFICATION, AND PAYROLL**

### **EMPLOYEE CLASSIFICATIONS**

The Church classifies employees in a number of different ways, as follows:

**REGULAR FULL-TIME EMPLOYEE** – An employee is considered to be regular full-time if normally scheduled to work thirty-six (36) hours or more per week and is hired for an indefinite period. Full-time employees are eligible to participate in all Church benefits upon meeting eligibility requirements.

**REGULAR PART-TIME EMPLOYEE** – An employee is considered regular part-time if normally scheduled to work less than thirty-six (36) hours per week and is hired for an indefinite period. Part-time employees are eligible to participate in some Church benefits upon meeting eligibility requirements.

**TEMPORARY EMPLOYEE** – An employee is considered temporary if the employee is hired by the Church:

- to temporarily perform the duties of a Regular Full- or Part-Time Employee during an absence in excess of three weeks; who is on an approved Leave of Absence and is scheduled to work thirty-six (36) hours or more per week for full-time, or less than thirty-six (36) hours per week for part-time. Such employees are eligible to participate in all Church benefits upon meeting eligibility requirements; OR
- to complete or to assist in the completion of a specific project on a part-time or full-time basis. Such employees are eligible to participate in all Church benefits upon meeting eligibility requirements; OR
- to perform any work that is considered to be of temporary duration as determined by the Personnel Committee

Note: Individuals hired through a temporary staffing agency are not considered employees of the Church and are not eligible to participate in Church benefits. If the Church decides to hire an individual as a regular or temporary employee and said individual was previously contracted to the Church through a temporary staffing agency, the individual's classification will change, based on terms of hire, to regular full-time employee or regular part-time employee or temporary employee as of the date of hire by the Church.

Employees will be categorized as one of the following exemption statuses and such status shall be noted on the employees' Statement of Wages and Benefits prepared annually:

**NONEXEMPT EMPLOYEE** – Nonexempt employees are not exempt from minimum wage, overtime and timekeeping provisions of the Fair Labor Standards Act, as amended.

**EXEMPT EMPLOYEE** – Exempt employees are exempt from minimum wage, overtime and timekeeping provisions of the Fair Labor Standards Act, as amended.

For the purposes of this Manual, pastoral staff will be considered exempt employees and will be subject to the terms herein except when they differ from an individual's terms of call; in which case, the terms of call or other contractual relationship shall take precedence over the stated rules in this Manual.

### **TIME RECORDS**

Nonexempt, full-time administrative employees are required to fill out a Weekly Time record spreadsheet; and nonexempt accounting employees, part-time administrative employees, custodial employees, music assistants, and nursery personnel.

An employee may not work overtime or any hours in excess of their scheduled hours unless their supervisor has approved such hours in writing in advance. An employee who works unauthorized hours is subject to discipline up to and including termination of employment.

Any employee violating this policy is subject to disciplinary action up to and including termination.

## **JOB DESCRIPTIONS**

Employees are given a job description before they start to work. A job description summarizes the duties and responsibilities of the position and gives important information about the job. The employee should read and study the job description carefully and discuss any questions with the supervisor. The job description is a general description of duties and does not include every work task or duty an employee may be required to perform. At the sole discretion of the employer and to meet operational needs, employees may be required to perform duties that are not in their job description. The Church reserves the right to revise and update job descriptions from time to time, as it deems necessary and appropriate. All job descriptions are located in the Operations Manual.

## **PAYROLL DEDUCTIONS**

Employees should be familiar with the various payroll deductions that are required by law, such as federal income tax, state income tax, Medicare and social security taxes. The employee must authorize any other paycheck deductions in writing. Requests for changes to income tax withholding and other deductions must be submitted to the Director of Financial and Business Administration in writing at least one week prior the beginning of the pay period for which the requested change is to take effect. The Church complies with applicable state and federal laws regarding the garnishment and assignment of wages.

Each paycheck stub will itemize amounts that have been withheld. Each employee is encouraged to keep this information for tax purposes. Questions about payroll deductions should be directed to the Director of Financial and Business Administration.

## **OVERTIME**

Overtime is defined as hours worked by an hourly or nonexempt employee in excess of forty (40) hours in a workweek and should be recorded to the nearest quarter of an hour.

From time to time, nonexempt employees may be asked to work beyond their normally scheduled hours or on a regularly scheduled day off. However, nonexempt employees are not allowed to work overtime unless approved in advance in writing by their supervisor. When nonexempt employees are asked to work overtime, they will be paid time and one half for hours worked in excess of 40 hours in a work week, in accordance with state and federal law.

Paid leave, such as holiday, sick pay, vacation pay, or personal leave pay, does not count as time worked for the purposes of calculating overtime pay.

A nonexempt employee who works overtime without the prior written authorization of the employee's supervisor will be subject to disciplinary action up to and including termination.

## **ON-CALL PAY (NONEXEMPT EMPLOYEES)**

An on-call, nonexempt employee who is called back to work outside their normal work schedule shall be paid for the time worked or a minimum of two (2) hours, whichever is greater.

Time worked while on call will be calculated at the employee's regular rate of pay. If an employee is called back to work they will be paid for travel time from their place of residence. If an on-call employee is not called back, no pay will be earned. Overtime compensation is applicable only when the total hours worked exceed 40 hours in a workweek.

## **PAYDAY**

Each month is divided into two pay periods. Employees are paid via direct deposit on the 15<sup>th</sup> and the last day of each month. If the 15<sup>th</sup> or the last day of the month falls on a weekend, employees will be paid on the Friday before the weekend.

The workweek runs from 12:01 a.m. on Sunday through 11:59 p.m. on Saturday.

## **PERFORMANCE EVALUATIONS**

Employees will generally receive formal performance feedback after approximately ninety (90) days of service. All employees will be formally evaluated on their calendar year performance within the first quarter of the following calendar year. The purpose of the performance evaluation is to provide performance feedback and to set performance and growth goals for the next year. Written performance evaluations may include commendation for good work, as well as specific recommendations for improvement.

## **WAGE AND SALARY REVIEWS**

Employees are generally reviewed upon completion of ninety (90) days of service and then at calendar year-end thereafter for consideration of a merit increase. A wage or salary review does not imply an automatic increase, only that the employee is eligible for consideration based on job performance. Notwithstanding the foregoing, nothing in this manual guarantees a wage or salary increase. Wage and salary increases are subject to Church budget circumstances.

## **PROMOTION AND TRANSFER**

It is the Church's intent to give qualified employees with satisfactory performance preference over others when filling job openings within the Church. Because of the experience, skills and educational requirements of many jobs, promotions from within the Church are not always possible.

Factors that will be considered in making promotion and transfer decisions include but are not limited to the employee's past performance, experience, and qualifications.

## **SUMMARY OF THE EXPENSE REIMBURSEMENT POLICY**

It is the policy of the Church to reimburse the pastoral staff and other employees for all ordinary and necessary expenses required for the performance of their duties within, and on behalf of, the Church. Expenses are to be approved by the immediate supervisor for reimbursement before forwarding them to the Director of Financial and Business Administration for payment.

Expenses that are considered by the Church to be ordinary and necessary include, but are not limited to, the following:

On-the-job transportation; out-of-town room, meals and transportation to church assemblies, conferences and for continuing education; other professional continuing education by correspondence and locally; professional materials (books, magazines, journals, papers, tapes, films, office supplies, etc.); meals for conducting church business, providing pastoral care and counseling and developing pastoral relationships; professional dues and fees for memberships in religious and civic organizations to represent the Church; business use of the telephone; professional equipment (communion, office, library, audio/visual, music, etc.); and cleaning of clergy vestments.

Such expenses must be approved for reimbursement by the employee's immediate supervisor prior to submission to the Director of Financial and Business Administration for payment.

Generally, the Church will not make reimbursement for the following expenses:

Room, meals, rental car expenses, etc. incurred more than one night prior to the commencement of an out-of-town event, such as a church-related conference or a continuing education course will not normally be reimbursed. (Travel may be reimbursed, however, assuming it would not cost the Church more for transportation if the individual traveled to an event site early than it would if he or she traveled just in time for the commencement of the event.) Exceptions may be made to the first sentence of this paragraph if arriving a day early would result in lessening the overall cost to the Church and if both the Head of Staff and the individual incurring the cost approve. For example, airlines sometimes lower the airfare if the individual remains in the location of the event over a Saturday night. An exception could be considered, in this case, if the event begins early on a Monday morning such that the individual would normally be staying overnight on Sunday, the savings from reduced airfare for staying over the preceding Saturday night would be enough to at least cover the added cost of room, meals, etc. of arriving a day early.

Room, meals, rental car expenses, etc. incurred for days following the last day of an event will not normally be reimbursed. (Travel may be reimbursed, however, assuming it would not cost the Church more for transportation if the individual returned from the event later than it would if he or she returned immediately after the end of the event.) Similar to the example in the above paragraph, exceptions may be made if remaining an extra day would result in the lessening the overall cost to the Church and if both the Head of Staff and the individual incurring the cost approve. An exception may also be made if the event ends too late on the final day for the individual to reasonably be expected to travel back to the Quad Cities until the day following the event.

The expense of a rental car will not be reimbursed if other less expensive transportation is available from the airport, train station, etc. to the hotel and return, and if there is less expensive transportation available to and from the event. For example, often the event is held at, or close by, the hotel where the individual is staying.

When an event is scheduled in more than one location during the year, the location that would result in the least overall cost to the Church should be selected. An exception may be made with the approval of the Head of Staff if the individual had a scheduling conflict.

Expenses involved in continuing education will normally be reimbursed if the continuing education meets the following guidelines:

The continuing education would reasonably be expected to prepare the person taking the course, seminar, etc. for a higher level of performance in his or her present assignment or of another assignment to which the individual could reasonably aspire within the Church.

The reimbursement requested is within the budget approved for the individual for continuing education.

The Head of Staff and the Session have approved the continuing education prior to taking the continuing education.

Reimbursement may be approved in cases where the continuing education would prepare the individual to further his or her career in the ministry within the denomination, even though it might not provide a direct benefit to the Church as described above, as long as it would provide some benefit to the Church. In these cases, the person requesting the continuing education, the Head of Staff and the Session, must exercise judgment.

All expense reports are to be submitted to the employee's supervisor with supporting receipts. The Supervisor is to review all expense reports to determine that all expenses claimed for reimbursement are in accordance with the above church policy. After this review, the report is to be routed to the Head of Staff for approval. After approval, the reports are to be forwarded to the Director of Financial and Business Administration for payment, accounting, and filing. The Church will reimburse expenses from church funds and has the right to limit the amount of expense reimbursements.

The professional staff members are accountable to the Church by properly reporting all expenses. Proper reporting included the filing of regular expense reports with substantiating records, receipts and personal statements showing the dates, amounts and business purpose. Expense reports must be filed monthly. Unused budgeted funds for business reimbursement shall be retained by the Church, shall not be distributed to the staff member for personal use and shall not be carried over to the succeeding year's budget.

## SECTION IV: BENEFITS AND TIME AWAY FROM WORK

### GROUP INSURANCE PLANS

Employees working thirty (30) hours or more will become eligible for enrollment in the Church's group medical plan on the first day of the calendar month following the date of hire. Premiums for employee coverage in the medical plan will be shared between the Church and employee.

Dependent medical insurance coverage is available on the first day of the calendar month following the date of hire (working thirty (30) hours or more) at the sole expense of the employee.

Optional dental and vision insurance is available on the first day of the calendar month following the date of hire (working thirty (30) hours or more)

Employee contributions are by payroll deduction. Such deductions must be authorized by the employee in writing prior to deductions being made.

Pastoral staff health benefits are covered by the terms of call.

Detailed information about the plan will be made available at the time the employee becomes eligible for enrollment.

Upon termination of employment, coverage in church-sponsored benefit plans terminates according to the plan documents. Coverage terminates at the end of the same month for most benefit plans.

### WORKER'S COMPENSATION INSURANCE

Worker's Compensation Insurance automatically covers all employees at the time they are hired as employees of the Church. The Church pays 100% of the premiums for this important coverage. Benefits are paid by the Church's insurance company when an employee sustains an illness or injury arising out of or in the course of employment at First Presbyterian Church. The workers' compensation laws in the State of Iowa establish the nature and extent of these benefits, and all treatment and payments are authorized at the discretion of the Worker's Compensation Insurance carrier according to the facts and circumstances of the claim. The following is a list of benefits which may be provided:

1. **Payments for Lost Wages.** Wage-loss benefits are available if it is determined that an employee is totally disabled and unable to work, or partially disabled and receiving wages less than pre-injury/illness earnings.
2. **Death Benefits.** If the injury/illness results in death, surviving dependents may be entitled to benefits.
3. **Medical Care.** In the event of a work-related illness or injury, the employee is entitled to payment of reasonable surgical and medical services rendered by a physician or other health care provider. Medicines, supplies, hospital treatment and services, orthopedic appliances and prostheses are usually covered for as long as they are needed.
4. **Specific Loss Benefit.** Depending on the State of Iowa's statutes, an employee may be entitled to payment for permanent loss or permanent loss of use of specific body parts.

#### Employer's Duties

- Provide a safe place to work.
- Provide safe tools and equipment.
- Provide reasonable warning to the employee of inherent dangers.
- Create and enforce written rules for the safety of all employees.
- Report all employee injuries promptly to the insurance company.
- Timely submission of copies of all workers' compensation-related medical bills or reports to the insurance company.

#### **Employee's Duties**

- Notify supervisor or other appropriate person when an injury/illness occurs.
- Get prompt medical attention.
- Tell the hospital, doctor or clinic the injury/illness is work related.
- Do not use existing health insurance to pay any bills.
- Keep receipts to document any out-of-pocket expenses.
- Notify the insurance company's workers' compensation adjuster of any change in your work hours or duties as a result of the injury/illness.

Employees must report any and all on-the-job injuries/illnesses immediately to the employee's supervisor, Head of Staff and Director of Financial and Business Administration for proper documentation and/or to file a claim. Employees are furthermore expected to report any unsafe conditions or procedures to the employee's supervisor or Head of Staff upon discovery thereof.

## **SUMMARY OF THE RETIREMENT PLAN FOR NONEXEMPT AND EXEMPT EMPLOYEES**

The retirement plan is governed by the Plan Document titled, "Retirement Savings Plan of the Presbyterian Church (U.S.A.)" maintained by the Board of Pensions of the Presbyterian Church (U.S.A.) as the Plan Administrator. The Plan Document is on file in the Finance Office of the Church. This plan is a tax deferred retirement savings plan and is administered under Section 403(b) of the Internal Revenue Code. It is referred to below as "the 403(b) Plan." In any instance where this Personnel Policies and Procedures document and the Plan Document are not in concurrence the Plan Document will prevail.

Any employee who is regularly scheduled to work twenty (20) hours or more per week (or one thousand (1000) hours or more per year) is eligible to participate in the 403(b) Plan from the date of employment with the Church. Such employees may contribute from a minimum of one percent to a maximum of fifteen percent of his or her salary to the 403(b) Plan, in one percent (1%) increments.

The Church will contribute an amount equal to the amount contributed by a full-time employee (any employee who is scheduled to work a minimum of thirty-six (36) hours per week) who has attained one (1) year of continuous service up to the first three (3) percent of such employee's salary. This match will be provided to pastors serving the Church only if included in the call or contract with the pastor.

In addition to the above eligibility, the Church will contribute an amount equal to six (6) percent of any full-time exempt lay employee's salary who has three (3) or more years of continuous service with the Church, including any full-time service as a nonexempt employee, to the plan for the account of such employee. The Church, regardless of whether the exempt lay employee is making contributions to the plan, shall make such contribution.

All employee contributions will be by payroll deduction. Vesting in the Plan is immediately after contributions have been made.

## **SUMMARY OF THE SECTION 125 – CAFETERIA BENEFIT PROGRAM**

#### **Eligibility**

Any employee who is employed on or after 1 July 2007 and who has been employed by the Church for at least 60 days is eligible to participate in the program.

## **The Three Plans Within the Program**

The Program has three plans within it to achieve the purposes expressed in the Introduction above:

- Pre-tax Premium Plan,
- Health Care Reimbursement Plan, and;
- Dependent Care Reimbursement Plan.

## **How These Plans Work**

Each Plan is part of the Church's Section 125 Cafeteria Benefit Program, a type of employee benefit permitted by the Internal Revenue Code, Section 125. The key to the accounts established within each Plan is "Salary Conversion" or deferral, which allows the employee to "convert" a portion of their taxable income to non-taxable income, which then can be used to pay certain qualified expenses.

The employee's "converted" income is deducted from their pay before federal and state income taxes and before Social Security (FICA) and Medicare taxes. It is deposited into a Health Care and/or Dependent Care Reimbursement Account and/or used to pay premiums for welfare benefits (Medical Plan, Dental Plan and/or Optional Dental Plan for pastors) that are the employee's responsibility to pay. The employee chooses the Plans in which the employee wishes to participate, or the employee may choose not to participate in any of them. Depending on the Plan(s) elected, the employee may then use the converted income in these Accounts to pay certain health care and/or dependent care expenses and/or welfare premiums an employee would otherwise pay with after tax dollars.

### **Qualified Health Care Expenses**

Generally, these are expenses not covered by insurance. For example, the employee can use the Health Care Reimbursement Account to pay:

- Health insurance deductibles and co-payments
- Dental and orthodontia treatments
- Eye exams, glasses, or contact lenses
- Hearing exams and hearing aids
- Some over-the-counter medications

### **Qualified Dependent Care Expenses**

These are expenses the employee incurs for dependent care services that enable the employee (and/or spouse), to work outside the home. Day care, baby-sitting and nursing services are examples of such services.

"Dependents" includes children under age 13, or incapacitated children or adults (such as a dependent spouse or parent) of any age. Employees can use this Account for care rendered to elderly parents, as long as they live in the employee's home and the employee can claim them as dependents.

### **Qualified Pre-Tax Premiums**

These are premiums for any of the welfare benefit plans offered by the Church that are the employee's responsibility to pay. These welfare benefit plans include the Medical Plan, the Dental Plan and the Optional Dental Plan for pastors.

## **How to Participate**

Between November 1 and December 15, prior to each Plan Year, employees will elect whether to participate and how much to defer from each paycheck to be deposited to Accounts under each of the three Plans. An equal amount will be deducted from each paycheck before income, Social Security and Medicare taxes are computed. Currently, employees are allowed to contribute up to \$2,500 a year (\$120 per year minimum) to the Health Care Account, and up to \$5,000 a year (\$600 per year minimum) to the Dependent Care Account (or \$2,500 if married and filing a separate return), and all, or part, of the premiums are the employee's responsibility to pay.

## **Making a Claim for Reimbursement Under the Health Care or Dependent Care Account**

Employees will complete a REIMBURSEMENT ACCOUNT CLAIM FORM and submit it with the required documentation to the Finance Office. Employees will be issued a check for reimbursement from the appropriate Account.

For Health Care claims, amounts reimbursed which exceed the accumulated Health Care Reimbursement Account contributions at any time during the Period of Coverage shall be paid from the assets of the Church and recovered by the Church from future contributions to the Participant's Health Care Reimbursement Account.

For Dependent Care claims, amounts reimbursed from the Dependent Care Reimbursement Account shall be the full amount of the expenses submitted but shall not exceed the lesser of: (1) the accumulated value of the Account or (2) the maximum Salary Conversion allocated by the employee.

#### **Claims Under the Pre-Tax Premium Plan**

If an employee elects to participate in the Pre-Tax Premium Plan the amount will be deducted from their pay and applied to premiums for welfare plans as elected.

#### **Changing Elections**

In general, the law governing these plans does not allow for changes in election(s) during a Plan Year. The only exception is if the employee experiences a "change of family status" such as marriage, divorce, birth or adoption, or a change in their spouse's employment status or availability of insurance to their spouse. If an employee experience one of these changes and wishes to make a change because of it, please contact the Director of Financial and Business Administration for details.

#### **Year End Accounting**

**Money left over in either Account at the end of the Period of Coverage (January 1 through March 15 of the following year) must, by law, be FORFEITED by the employee.** Employees have until May 31 to submit a Claim Form, but all expenses must have been incurred in the Period of Coverage. No money may be transferred from the Health Care Account to the Dependent Care Account or vice versa. Reimbursement must be from the appropriate Account only.

#### **Impact on Social Security Benefits**

Since salary deferrals may reduce the earnings on which Social Security benefits are calculated, benefits could be reduced.

In any seeming discrepancy between this Summary Description and the Program Document describing this Program, the Program Document will prevail.

## **CONTINUING EDUCATION AND PROFESSIONAL MEMBERSHIPS**

Where it can be demonstrated that the Church will benefit from an employee's participation in an educational program or professional organization, the Church may pay the related expenses. The Head of Staff or Personnel Committee must approve requests for payment of expenses related to educational programs and professional organizations in advance.

## **PROCEDURE FOR REQUESTING TIME AWAY FROM WORK**

A Time Away From Work form shall be completed by any employee requesting any time away from work as listed in the following sections. The form will be routed to whom the employee reports for approval. In the case of continuing education, the form will also be routed to the Personnel Committee for approval. The approved forms will then be routed to the Director of Financial and Business Administration. The Director of Financial and Business Administration will track and record all time away from work. The documentation will show the amount of time taken and in the case of PTO, sick leave, and continuing education, the amount of time available to be taken.

## VACATION

Approved by Session, April 2023

Full-time employees who work at least thirty-six (36) hours, and part-time employees who work an average of 20 hours or more per week are eligible to earn vacation based on consecutive completed years of service as of the most recent date of hire. Employees who are regularly scheduled to work fewer than twenty (20) hours per week or whose work hours average fewer than 20 hours per week are not eligible for benefits unless otherwise specified in this Manual. Eligible employees begin to accrue vacation as of the date of hire at 10 hours for each full month worked for full-time employees, and 5 hours for each full month worked for part-time employees. Maximum vacation accruals are as follows for all eligible employees:

| EMPLOYEE GROUP   | Completed Years of Service | Maximum Vacation Accrual                        |
|--|----------------------------|---|
| Full-Time<br><i>(Regularly Scheduled for at least 36 hours/week)</i>           | Less than 1 year           | Up to 120 hours, prorated based on date of hire |
|  | 1 – 5 years                | 120 hours                                       |
|  | 6+ years                   | 160 hours                                       |
|  |                            |   |
| Part-Time<br><i>(Regularly Scheduled for or averaging 20 to 35 hours/week)</i> | Less than 1 year           | Up to 60 hours, prorated based on date of hire  |
|  | 1 – 5 years                | 60 hours  |
|  | 6+ years                   | 80 hours  |
|  |                            |   |

With prior approval from the employee's supervisor, vacation time may be taken at any time during the year (not to exceed the maximum annual amount) whether or not the requested time off has yet been fully accrued. However, if employment terminates before accruing the amount of vacation time already taken, then it is understood that an employee authorizes reimbursement to the church through a deduction from the final pay. The employee shall make a direct payment to the church of any remaining amount owed.

Requests for vacation shall be made using the approved benefits processing platform and should be submitted to the employee's supervisor for approval and then forwarded to the Director of Financial and Business Administration no later than two weeks prior to the first day of the vacation period. This is to ensure the employee is paid appropriately during the vacation period.

Vacation will not count as hours worked for the calculation of overtime.

Employees are requested to use all their vacation time in the year that it is given. If an employee receives approval from the Pastor/Head of Staff, then one week of vacation may be carried over into the first quarter of the next year.

When an observed holiday occurs during scheduled vacation time, the holiday will not be deducted from vacation hours.

Eligible non-exempt employees may take VACATION in two (2) hour increments. Exempt employees are paid for their body of work and not per hour worked. While exempt employees are not required to utilize vacation for every hour of time away from work, they must utilize paid leave for absences of four hours or more in a given workday. Therefore, eligible exempt employees may take vacation in four (4) hour increments. Modified work schedules for exempt employees must be approved in advance by the employee's supervisor.

Priority in vacation scheduling will normally be on a first-received basis. If more than one request is received for the same dates, and the absence of these employees during the same time would create a hardship to the business of the

church, the first-received request will normally be granted, unless there are extenuating circumstances to be considered. Every effort will be made to schedule vacation time according to personal preference unless church needs require otherwise.

Employees must notify their immediate supervisor before their regularly scheduled return to work if they will be absent for more days than scheduled, due to emergency.

Vacation time can be used in the event of an employee's own illness or the illness of a family member. The church reserves the right to request a doctor's statement at any time when an employee is absent due to illness, in order to verify the need for the absence. A doctor's statement shall be required after 5 consecutive days of absence from work. Approval for use of vacation benefits in the event of an illness or injury resulting in absences of three or more days may be required to be substantiated by a doctor's statement.

Doctor's appointments may be scheduled during the workday only with the approval of the employee's supervisor.

Upon separation from employment, the employee is entitled to all earned, but unused vacation. Vacation may not be paid out at any time or for any reason other than separation from employment. No payment for unused, accrued vacation will be made in the event of an involuntary termination, unless determined by the Personnel Team with Session approval.

## **HOLIDAY PAY**

**Approved by Session August 2023**

All employees who work at least twenty (20) hours per week will be eligible to receive holiday pay on the following holidays:

|                        |                                      |
|------------------------|--------------------------------------|
| NEW YEAR'S DAY         | LABOR DAY                            |
| MARTIN LUTHER KING DAY | THANKSGIVING DAY                     |
| DAY AFTER EASTER       | DAY AFTER THANKSGIVING               |
| MEMORIAL DAY           | CHRISTMAS DAY                        |
| JUNETEENTH             | CHRISTMAS DAY THROUGH NEW YEAR'S DAY |
| INDEPENDENCE DAY       | TWO (2) FLOATING HOLIDAYS            |

Exempt employees will be eligible to receive holiday pay (normal pay for the day) on the above-referenced holidays. Non-exempt employees will be eligible to receive up to 1/5 of their regularly scheduled hours per week of holiday pay on the above-referenced holidays.

Exempt employees who work a designated holiday must receive prior approval from, or be directed by, their supervisor to work said holiday. The employee shall be granted a flex day to compensate for working said holiday. The requested flex day must be approved by their supervisor prior to taking the flex day and used within ninety (90) days. Non-exempt employees who are scheduled to work on any of the above-referenced holidays for operational reasons will be compensated at the employee's regular rate of pay in addition to the holiday pay received. Non-exempt employees, who are regularly scheduled to work fewer than twenty (20) hours per week, may be scheduled to work on holidays as needed, and will be compensated at one and a half times the employee's regular rate of pay.

The following general provisions apply to holiday pay:

1. Holidays will be observed on the calendar day designated by the Head of Staff for observance.

2. Employees who are scheduled to work on a holiday and do not report to work will not receive holiday pay.
3. If a holiday falls during an employee's regularly scheduled day off, the employee will receive holiday pay and will be granted a flex day which shall be used within ninety (90) days.
4. Paid leave cannot be scheduled on a designated holiday.
5. Employees on leave of absence for any reason are not eligible for holiday pay on holidays that are observed during the period they are on leave.
6. Holiday pay will not count as hours worked for the calculation of overtime.
7. Floating Holidays: In the first year of service, an employee is eligible for two (2) floating holidays if their start date is between January 1 and March 31, and one (1) floating holiday if their start date is between April 1 and July 31. For all employees, floating holidays may be designated by the Head of Staff.
8. Upon termination of employment, employees will not be paid for any unused floating holidays.

#### **QUARTERLY SUNDAYS**

Full-time exempt employees (including installed pastors) who are regularly scheduled to work on Sundays will receive one (1) Sunday off per quarter in addition to all other approved paid leave. Quarterly Sundays must be approved by the supervisor prior to taking the day off. Quarterly Sundays may not carry over into the following calendar quarter.

## **INCLEMENT WEATHER POLICY**

This Inclement Weather Policy is intended to give employees a reasonable and safe alternative to traveling in inclement and dangerous weather. The Church provides this policy while maintaining service to the members of the Church. The Church also wants to have clear and fair guidelines for addressing the problems created by severe weather.

Under most conditions, the Church will remain open during its scheduled hours. Even if weather conditions are severe or threatening, employees are expected to make reasonable efforts to come to work as long as the Church remains open. However, the Church does not expect any employee to take risks nor to travel in dangerous situations.

### **Decision Process**

Decisions to close the Church will be made by the Head of Staff and Director of Building and Grounds. Notification will be through electronic communication directly to individual staff members plus radio, tv station, Facebook and church website notices.

Decisions to cancel scheduled church programming will be made by the person in charge of the ministry area. These decisions are distinct from decisions to close the Church offices. For information, contact the respective person in charge.

### **Nonexempt Employees**

1. During times when the Church is open, if a nonexempt employee decides, for reasons of prudence and personal safety due to weather conditions, not to come to work, or to arrive later than their regular starting time or to leave earlier than their normal ending time, it will be the employee's responsibility to notify their supervisor or the Head of Staff. It will also be the employee's responsibility to make this time up during the same pay period. The employee may use accrued personal time, vacation time, or an excused, but unpaid absence. This will be counted in hourly increments.
2. If the Church closes, nonexempt employees scheduled to work that day will be paid for the missed time and will not be expected to make up that time.

### **Exempt Employees**

Exempt employees are expected to exercise prudent and mature judgment relative to missing time for inclement weather. Exempt employees are expected to make up time as it relates to their assignments and responsibilities.

## **SICK PAY**

Full-time employees are eligible to accrue sick leave at the rate of 3.08 hours per bi-weekly pay period (1.54 hours for Part-time employees who work at least 20 and fewer than 36 hours per week) immediately upon hire. Sick leave is accrued bi-weekly for any pay period in which the employee has at least 36 hours (18 hours for PT employees) in a paid status, except that sick leave used during the pay period does not count toward this 36 hours (18 hours for PT employees). Sick leave shall not be subject to a maximum accrual.

Sick leave may be used when the employee is unable to work due to illness or injury as well as in the event the employee needs to care for an ill or injured spouse, child, or step-child of the employee who resides with the employee. Sick leave may also be used for appointments with a doctor, dentist, or other professional medical practitioner for the employee or for a spouse, child, or step-child of the employee who resides with the employee. The maximum amount of

sick leave an employee may use is four hundred eighty (480) hours during any twelve-month period. Eligible non-exempt employees may use sick leave in any increment provided that a minimum of one (1) hour is taken.

Exempt employees are paid for their body of work and not per hour worked. While exempt employees are not required to utilize sick leave for every hour of time away from work, they must utilize paid leave for absences of four hours or more in a given workday. Therefore, eligible exempt employees may take sick leave in four (4) hour increments.

A Time Away From Work form must be completed to be eligible for compensation for time missed. For unplanned absences, the form must be submitted to the employee's supervisors as soon as feasible and no later than End of Business on the date the employee returns to work.

Sick leave is a contingent benefit. This means that it can only be used for the purposes identified in this policy. The employee may be required to provide the specific reason for sick leave utilization, and the employer will treat this information as confidential. Abuse of sick leave is considered a violation of this policy and an employee found to have been in violation of this policy is subject to discipline up to and including discharge from employment.

Absences of more than seven (7) calendar days may be subject to the Church's Family Care and Medical Leave policy (*located under Leaves of Absence*).

Sick pay will not be considered as hours worked for the calculation of overtime. Accrued but unused sick leave shall not be paid upon separation from employment.

## **PAID PARENTAL LEAVE**

### **Purpose/Objective**

First Presbyterian Church will provide up to two (2) weeks of paid parental leave to employees following the birth of an employee's child or the placement of a child with an employee in connection with adoption or foster care. The purpose of paid parental leave is to enable the employee to care for and bond with a newborn or a newly adopted or newly placed child. This policy will run concurrently with the Church's Family Care and Medical Leave (FCML) Policy, as applicable. This policy will be in effect for births, adoptions or placements of foster children occurring on or after the effective date of this Personnel Policies and Procedures Manual.

### **Eligibility**

Employees who meet the following criteria are eligible to apply for paid parental leave:

- Have been employed with the Church for at least 12 months (the 12 months do not need to be consecutive).
- Have worked at least 1,250 hours during the 12 consecutive months immediately preceding the date the leave would begin.
- Be a full- or part-time, regular employee (temporary employees and interns are not eligible for this benefit).

In addition, employees must meet one of the following criteria:

- Have given birth to a child.
- Be a spouse of someone who has given birth to a child.
- Have adopted a child or been placed with a foster child (in either case, the child must be age 17 or younger). The adoption of a new spouse's child is excluded from this policy.

### **Amount, Time Frame and Duration of Paid Parental Leave**

- Eligible employees will receive a maximum of two (2) weeks of paid parental leave per birth, adoption or placement of a child/children. The fact that a multiple birth, adoption or placement occurs (e.g., the birth of twins or adoption of siblings) does not increase the two-week total amount of paid parental leave granted for that event. In addition, in no case will an employee receive more than twelve weeks of paid parental leave in a rolling 12-month period, regardless of whether more than one birth, adoption or foster care placement event occurs within that 12-month time frame.
- Each week of paid parental leave is compensated at 100 percent of the employee's regular weekly pay. Paid parental leave will be paid on a biweekly basis on regularly scheduled pay dates.

- Approved paid parental leave may be taken at any time during the four-month period immediately following the birth, adoption or placement of a child with the employee. Paid parental leave may not be used or extended beyond this four-month time frame.
- In the event of an employee who has given birth, the two weeks of paid parental leave will commence at the conclusion of any short-term disability leave/benefit provided to the employee for the employee's own medical recovery following childbirth.
- Employees must take paid parental leave in one continuous period of leave and must use all paid parental leave during the four-month time frame indicated above. Any unused paid parental leave will be forfeited at the end of the four-month time frame.
- Upon termination of the individual's employment at the company, he or she will not be paid for any unused paid parental leave for which he or she may have been eligible.

#### **Coordination with Other Policies**

- Paid parental leave taken under this policy will run concurrently with leave under the Church's FCM Policy; thus, any leave taken under this policy that falls under the definition of circumstances qualifying for leave due to the birth or placement of a child due to adoption or foster care, the leave will be counted toward the 12 weeks of available FCML leave per a 12-month period. All other requirements and provisions under the FCML Policy will apply. In no case will the total amount of leave—whether paid or unpaid—granted to the employee under the FCML Policy exceed 12 weeks during the 12-month FCML period. Please refer to the FCML Policy for further guidance.
- After the paid parental leave (and any short-term disability leave for employees giving birth) is exhausted, the balance of FCML leave (if applicable) will be compensated through the employee's accrued PTO and sick leave. Upon exhaustion of accrued PTO and sick leave, any remaining leave will be unpaid leave. Please refer to the FCML Policy for further guidance.
- The Church will maintain all benefits for employees during the paid parental leave period just as if they were taking any other paid leave such as PTO or paid sick leave.
- If a designated Church holiday occurs while the employee is on paid parental leave, such day will be charged to holiday pay.
- If the employee is on paid parental leave when the Church offers administrative time off for weather or other emergencies, that time will be recorded as paid parental leave.
- An employee who takes paid parental leave that does not qualify for FCML leave will be afforded the same level of job protection for the period of time that the employee is on paid parental leave as if the employee was on an FCML-qualifying leave.

#### **Requests for Paid Parental Leave**

- The employee will provide their supervisor with notice of the request for leave at least 30 days prior to the proposed date of the leave (or if the leave was not foreseeable, as soon as possible). The employee must complete the necessary forms and provide all documentation as required by the Church to substantiate the request.
- As is the case with all Church policies, the First Presbyterian Church has the exclusive right to interpret this policy.

## **BEREAVEMENT PAY**

All regular, full-time and part-time employees will be eligible for up to five (5) days away from work, with regular pay, to arrange and/or attend the funeral of an immediate family member. Immediate family member, for the purpose of this policy, is defined as the employee's spouse, domestic partner, child, stepchild, grandchild, parent, stepparent, grandparent, spouse's grandparent mother-in-law, father-in-law, daughter-in-law, son-in-law, sister, brother, stepsister, stepbrother, sister-in-law, brother-in-law, any person for whom the employee has legal responsibility or guardianship, guardian or others with whom the employee had a relationship similar to the above.

All regular, full-time and part-time employees will be eligible for one (1) day away from work, with regular pay, to attend the funeral of the employee's, aunt, uncle or cousin.

- Bereavement pay will be prorated for regular, part-time employees, working twenty (20) hours or more per week, based on the above guidelines, if the proposed days away from work occurs on any scheduled workdays.

If employee leaves work early on the day they are notified of the death, that day will not count as bereavement leave.

Employees who require more than five (5) days away from work may request to use accrued PTO, sick leave or a personal voluntary leave of absence (located under *Leaves of Absence*), subject to the provisions of said policy.

Bereavement pay will not be considered as hours worked for the calculation of overtime. A Time Away from Work form must be completed to receive compensation for time missed.

## LEAVES OF ABSENCE

The Church makes leaves of absence available to employees on the following basis:

**Continuing Education (Study Leave)** – *a leave of absence for personal growth and professional advancement may be granted for exempt and nonexempt employees with or without pay as determined by the Personnel Committee. Continuing Education Leave (Study Leave) will be granted as per the terms of call for pastoral staff members.*

Employees should submit written requests for Continuing Education Leave (Study Leave) to their immediate supervisor for written approval at least thirty (30) days in advance to facilitate proper planning and scheduling.

**JURY DUTY** – *a leave of absence to serve on jury duty. Employees who are called to serve on jury duty will be paid their regular pay from the Church. Employees will give the Church monies paid to them by the court, except for money paid to cover expenses, for a maximum of thirty (30) days. Employees who are required to serve for more than thirty (30) days may take time off, without pay, for the balance of the time.*

If an employee is called to serve on jury duty, a copy of the jury summons must be provided to the employee's immediate supervisor and Director of Financial and Business Administration.

Upon completion of jury duty, a Verification of Attendance Form must be presented to the Director of Financial and Business Administration. Employees who are excused from jury duty for the day, or are excused early, should report to work when it is practical to do so.

If an employee is called to serve on jury duty at a time that would unreasonably interfere with normal business operations, the Church may request that the required service be rescheduled for a later date that would be more convenient for the Church.

**Family Care and Medical Leave** – *a leave of absence to eligible employees for certain family and/or medical reasons.*

*The Church is not a "covered employer" under the Family and Medical Leave Act (FMLA), however, it does provide a similar benefit as described below.*

Employees who have completed at least one year of employment and have worked at least 1,250 hours in the previous twelve (12) months may request a Family Care and Medical Leave of Absence (FCML), without pay, for any length of time up to a maximum of twelve (12) workweeks in a twelve (12) month period. Such a request must be submitted in writing and must be made as soon as practicable.

A Family Care and Medical Leave may be taken for any one or more of the following reasons:

- For the birth of a child or the placement of a child with the employee for adoption or foster care;
- If the employee is needed to care for a family member with a serious health condition. A “family” member, for purposes of family leave, includes a spouse, son, daughter, or parent.
- If the employee’s own serious health condition renders the employee unable to do their job.
- For any qualifying exigency (“an urgent need or demand” and more specifically defined for this benefit on page 39) arising out of the fact that the employee has a spouse, son, daughter, or parent that is on covered active duty.

Requests for FCML will normally be granted by the Church, based on the facts and circumstances surrounding each individual request. Requests for FCML to care for a child, parent, or spouse with a serious illness/health condition, an employee with a serious illness/health condition, qualifying exigency for military family leave, or serious injury or illness of a covered service member for military family leave must be accompanied by a health provider’s written statement that certifies the need for the leave and estimates the length of time the employee will be unable to work due to the serious illness/health condition. Said written certification must be received within fifteen (15) days of the request or provide a reasonable explanation for the delay.

All employees requesting FCML must provide the Director of Financial and Business Administration and/or Head of Staff with verbal or written notice of the need for the leave. When the need for the leave is foreseeable, the employee must provide the employer with at least thirty (30) days’ notice. When an employee becomes aware of a need for FCML less than thirty (30) days in advance, the employee must provide notice of the need for the leave either the same day or the next business day. When the need for FCML is not foreseeable, the employee must comply with the Church’s usual and customary notice and procedural requirements for requesting leave.

If an employee is off work for seven (7) calendar days due to reasons that apply to FCML, FCML paperwork will be started for the employee and the start date of FCML shall be when the time lost started/first day off work due to those applicable FCML reasons.

All FCML applications must be approved by the Director of Financial and Business Administration, Head of Staff, and Personnel Committee.

Within five (5) business days after the employee has submitted the appropriate certification form, the Director of Financial and Business Administration will provide the employee with a written response to the employee’s request for FCML.

The Church may require an employee on FCML to report periodically on the employee’s status and intent to return to work.

Employees on Family Care and Medical Leave are required to use accrued vacation and/or sick pay benefits concurrent with this leave.

Employees on FCML who return to work immediately following the end of an approved leave will be returned to the same job they held immediately prior to their leave or, if that position has been eliminated, a comparable position, if one is available. Employees will be reinstated to their same position or an equivalent position with the same pay, benefits and working conditions (shift and schedule) and the same or substantially similar duties, conditions, privileges, and status which require equivalent skill, effort, responsibility, and authority. If an employee cannot return to work

immediately following the end of an approved leave, The Church cannot make any assurances as to the availability of a position and reserves the right to fill the position immediately.

An employee cannot lose any employment benefit earned prior to the start of FCML. Benefits include health insurance benefits (medical, dental, and vision), sick leave, education benefits, retirement and pensions, regardless of whether such benefits are provided by a practice or written policy or through an employee benefits plan.

At the end of leave, benefits must be resumed in the same manner and at the same levels as provided when leave began. However, benefits are subject to any changes affecting the entire workforce that may have taken place while the employee was on leave.

Employees on leave are entitled to have health insurance benefits (medical, dental and vision) maintained while on leave. If employees were paying all or part of the premium payments prior to leave, employees would continue to be responsible for their portion of the premium during the leave period.

Employees have a thirty (30) day grace period after the agreed upon date for payment to pay the premium without affecting health insurance benefits coverage. If the employee does not make the payment within the thirty (30) day grace period, the Church may discontinue health insurance coverage(s) on the date the grace period ends, or the employer may choose to continue health insurance coverage by making the premium payments. The Church may choose to pick up the employee's share of health insurance premium costs during leave and is entitled to recover the additional payments after the employee returns to work.

If the employee does not return to work on a permanent basis, said premium payments are due within thirty (30) days of notification of such.

This benefit requires definitions of several key terms used in order to gain a full understanding of the benefits provided.

#### Definition of "12-Month Period"

The 12-month period measured forward from the date an employee's first leave begins. An employee would be entitled to 12 weeks of leave during the year beginning on the first date leave is taken. The next 12-month period would begin the first time leave is taken after completion of any previous 12-month period.

*(Example: An employee takes a 12-week leave beginning on September 1 of one year. He/she would not be eligible for another 12 weeks of leave until September 1 of the following year. If four weeks are taken beginning October 1 of that following year, the employee has until October 1 of the year after that to use the remaining eight weeks.)*

#### Definition of "Covered Family Members"

- A spouse means a husband or wife as defined or recognized under state law for purposes of marriage in the state where the employee resides. It includes common law marriages in states where it is recognized but does not include unmarried domestic partners.
- For purposes of leave taken for birth or adoption, or to care for a family member with a serious condition, a son or daughter is defined as a biological, adopted, foster, or stepchild, a legal ward, or a child of a person standing *in loco parentis*, who is under 18 years old, or is 18 or older and incapable of self-care because of a mental or physical disability.
- For purposes of leave for a qualifying exigency, a son or daughter is defined as an employee's biological, adopted, or foster child, stepchild, legal ward, or a child for whom the employee stood *in loco parentis*, who is on covered active duty, and who is of any age.

- For purposes of military caregiver leave, a son or daughter is defined as the covered service member's biological, adopted, or foster child, stepchild, legal ward, or a child for whom the covered service member stood *in loco parentis*, and who is of any age.
- A parent is a biological, adoptive, step or foster parent or someone who stood in place of a parent to an employee when the employee was a son or daughter. It does not include parents-in-law.
- For purposes of military caregiver leave, a parent is defined as the covered service member's biological, adoptive, step, or foster father or mother, or any other individual who stood *in loco parentis* to the service member. Parents-in-law are not included.
- For purposes of military caregiver leave, next of kin is defined as the service member's nearest blood relative, other than the service member's spouse, parent, son, or daughter, in the following order of priority: blood relatives who have been granted legal custody of the service member, brothers and sisters, grandparents, aunts and uncles, and first cousins, unless the service member has specifically designated in writing another blood relative as their nearest blood relative.

#### Definition of "Serious Health Condition"

- Any period of incapacity or treatment in connection with or consequent to inpatient care (i.e., an overnight stay) in a hospital, hospice, or residential medical care facility.
- Any period of incapacity requiring absence from work, school, or other regular daily activities of more than three (3) consecutive, full calendar days, that also involves continuing treatment by a health care provider. Continuing treatment involves either two visits to a health care provider or one visit and a regimen of continuing treatment. The two visits must occur within a thirty (30) day period, which begins with the first day of incapacity. The first visit must occur within seven days of the first day of incapacity, absent extenuating circumstances that prevent the follow-up visit from occurring as planned by the health care provider (e.g., there are no available appointments during the thirty (30) day period). Where the employee's serious health condition involves one visit to a health care provider, plus a regimen of continuing treatment, this one visit must also occur within seven (7) days of the first day of incapacity.
- Continuing treatment by a health care provider for a chronic or long-term health condition that is incurable or so serious that, if not treated, would likely result in a period of incapacity of more than three calendar days or for prenatal care. A chronic serious health condition requires periodic treatment by a health care provider or a nurse under direct supervision of a health care provider that occurs at least twice a year. The determination as to whether two treatments are necessary must be made by the health care provider.
- Examples of serious health conditions include, but are not limited to: heart conditions, back conditions, respiratory conditions, nervous disorders, arthritis, appendicitis, emphysema, and most cancers.
- "Serious health condition" does not cover short-term conditions, such as minor illnesses that last only a few days and surgical procedures that do not involve hospitalization and require only a brief recovery period. If complications arise out of such procedures, they may develop into serious health conditions covered by the leave policy.

## Definition of “Qualifying Exigencies”

- Qualifying exigencies are defined as: short-notice deployment; military events and related activities; childcare and school activities; financial and legal arrangements; counseling; rest and recuperation; post-deployment activities; and additional activities as agreed upon by employer and employee.
- For purposes of qualifying exigency leave, “covered active duty” is defined to mean: duty during the deployment of the member with the Armed Forces to a foreign country, in the case of a member of the regular component of the Armed Forces; and duty during the deployment of the member with the Armed Forces to a foreign country under a call or order to active duty, in the case of a member of a reserve component of the Armed Forces.
- A covered service member is defined as: 1) a member of the Armed Forces (including a member of the National Guard or Reserves) who is undergoing medical treatment, recuperation, or therapy; is otherwise in outpatient status; or is otherwise on the temporary disability retired list for a serious injury or illness, or 2) a veteran who is undergoing medical treatment, recuperation, or therapy for a serious injury or illness who was a member of the Armed Forces (including a member of the National Guard or Reserves) at any time during the five years preceding the date on which the veteran undergoes that medical treatment, recuperation, or therapy.

## Certifications

- An employee who takes leave under FCML will be asked to provide a fitness for duty (FFD) clearance from the health care provider.
- The Church may request recertification for the serious health condition of the employee or the employee’s family member when circumstances have changed significantly, or if the employer receives information casting doubt on the reason given for the absence.

## **Military Leave – a leave of absence for required military service.**

The Church complies with applicable state and federal law concerning leaves for military service.

## **Worker’s Compensation leave – a leave of absence because of work-related illness or injury.**

The Church complies with applicable state and federal law concerning leaves for work-related illness or injury.

## **Personal Voluntary Leave of Absence – a leave of absence without pay that is not medically related.**

An employee who has completed at least ninety (90) days of continuous service as an employee of the Church will be eligible to take a personal leave of absence without pay for any reason that is not medically related. Medically related leaves of absence are covered elsewhere in this section. A request for such a personal leave of absence must be made in writing to the immediate supervisor at least one month prior to the start of the leave if the leave is to exceed two weeks and at least one week prior to the start of the leave if the leave is to be less than two weeks. Such time off may be taken for no less than one day at a time and not to exceed sixty days at a time. Exception to these periods of leave and the above lead times to make the request for leave may be approved by the supervisor, the Head of Staff and the Personnel Committee. A request for a personal leave must specify the date it is to begin and to end. An exception to this may be approved for a leave to be taken for several half days such as Friday afternoons starting and ending on specific dates. Such request for a personal leave must have the approval of the employee’s immediate supervisor, the Head of Staff and the Personnel Committee.

Approval may be withheld if it is determined that the absence would cause an undue burden on other employees or would create undue additional expenditures for the Church. Leave may be taken in conjunction with vacation time.

Personal leaves will be documented on a form provided by the Finance Office for the purpose, signed by the employee and, the immediate supervisor and the Head of Staff and forwarded to the Finance and Director of Building and Grounds, a copy of which will be provided to the Personnel Committee.

An employee who returns to work at the end of the personal leave will normally be returned to their former job classification if an opening exists or, if there is no such opening, the employee will be considered for a comparable position if one is available.

The following general provisions apply to all leaves of absence:

1. A request for an extension of a leave of absence must be made in writing prior to the expiration date of the original leave, and when appropriate, must be accompanied by a physician's written statement that certifies the need for the extension. Extensions of leave will be reviewed on a case-by-case basis by the Personnel Committee and Head of Staff. There are no guarantees in receiving an extension of leave.
2. Failure to return to work on the first workday following the expiration of an approved leave of absence may be considered a voluntary termination.
3. Coverage under the Church's group health insurance benefits (medical, dental and vision) plans will be continued on the following basis:
  - a. The Church will continue to contribute its portion of premiums, as if the employee were actively at work, for the first thirty (30) days of an approved leave of absence, except for those employees on Family Care and Medical Leave (FCML). Employees on FCML are entitled to have health insurance benefits maintained while on leave and will continue to pay their share of the premiums during the leave period.
  - b. Employees will be required to pay the entire premium for continued coverage during the portion of an approved leave of absence in excess of thirty (30) days, except for those employees on FCML. Employees on FCML are entitled to have health insurance benefits maintained while on leave and will continue to pay their share of the premiums during the leave period.
  - c. Employees must contact the Church Finance Office to arrange the method repayment for their share of group insurance premiums before going on leave of absence.
4. Employees will not accrue length of continuous service for the portion of a leave of absence in excess of thirty (30) days, except for those employees on Family Care and Medical Leave (FCML).
5. Employees on leave of absence will be subject to layoff on the same basis as employees who are actively at work.
6. Employees on leave of absence must communicate with the Church on a regular basis, at least once each month, regarding their status and anticipated return to work date.
7. Employees who return to work from Family Care and Medical Leave (FCML) or Worker's Compensation Leave of absence may be required to submit to a physical examination to determine fitness for duty.
8. Employees on leave of absence who seek or accept other employment without the Church's prior written approval are subject to disciplinary action, up to and including termination of employment.
9. Employees who falsify the reason for their leave of absence are subject to disciplinary action, up to and including termination.

## EMPLOYEE STATEMENT AND ACKNOWLEDGEMENT

This is to acknowledge that I have received a copy of First Presbyterian Church's *Personnel Policies and Procedures Manual* dated [INSERT DATE HERE]. I understand that this Manual replaces and supersedes all previous manuals and policies. I understand that it provides guidelines and summary information about the Church's personnel policies, procedures, benefits, and rules of conduct. I acknowledge that I am responsible for reading and understanding the policies contained in this Manual and that the Church 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 or appropriate.

I acknowledge that I have specifically read and discussed with the Director of Financial and Business Administration the sections entitled *Sexual Harassment; Discriminatory Harassment; Substance Abuse and Drug Testing; and Plagiarism and Copyright Policy*.

I also acknowledge that this Manual is not a contract of employment. I also acknowledge that both the Church and I have the right to terminate the employment relationship at any time, with or without cause or advance notice. I understand that this employment at will agreement constitutes the entire agreement between the Church and me on the subject of termination and it supersedes all prior agreements. I also understand that, although other church policies and procedures may change from time to time, this employment at will agreement will remain in effect throughout my employment with the Church unless it is specifically modified by an express written agreement signed by the Chairperson of the Personnel Committee and the Moderator of Session and me.

I further acknowledge that this employment at will relationship may not be modified by an oral or implied agreement.

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Employee's Name (*Please Print*)

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Employee's Signature

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Employer's Signature

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Date

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Date

# **FIRST PRESBYTERIAN CHURCH POSITIVE DISCIPLINE POLICY**

**Approved by Session, September 2021**

## **PURPOSE**

Although First Presbyterian Church is an at-will employer and may terminate the employment relationship **at** any time and for any reason, our employment policy is designed to give each employee a full opportunity for success. To this end, First Presbyterian Church **uses** a positive discipline process to address job-related behavior that does not meet expected and communicated performance standards.

## **Performance Improvement**

The goal of the positive discipline process is to improve performance by helping the employee understand that a performance problem or opportunity for improvement exists. Positive discipline is most successful when it assists an individual to become an effective employee of the church. Failing that, positive discipline enables the organization to fairly, and with substantial documentation, terminate the employment of employees who are unable or unwilling to improve.

## **POLICY**

Positive Discipline is a performance management system that recognizes, encourages and reinforces good performance. Each employee is treated as an adult, capable of self-discipline, accepting responsibility, and making a commitment to fulfilling our Mission. As such, each employee is responsible for their work performance.

**Communicating Expectations:** It is unreasonable to hold someone accountable for what they don't know. Supervisors must clearly communicate expectations and requirements to employees during the probationary period and whenever there are changes.

Performance expectations generally fall into one or more of the following categories:

- Quality:** How well an activity is performed or to what standard the task is completed.
- Quantity:** How much or how many are produced or performed.
- Timeliness:** How quickly a result is produced or performed.
- Manner:** The way or style in which a task is performed or produced.
- Method:** The policies, procedures and technical considerations applied to the task.
- Cost:** The effective use of resources to complete a task.

Work requirements often speak to the manner in which work is done and reflects the organization's values. As examples, faithful discipleship, accountability, and respect will be values for all staff functions within the church.

## **ORAL REMINDER**

This step is usually undertaken to counsel the employee about performance and to determine his or her understanding of work requirements.

In issuing an oral reminder, the supervisor will

- Privately inform the employee of the specific performance deficiency
- Provide feedback and expectations for improvement
- Offer additional training when warranted

An employee receiving an oral reminder is expected to

- Correct the deficiency
- Ask for feedback from their supervisor, when needed
- Sustain improvement over time.

## **Documentation of Oral Reminder**

- Document the content of the discussion, Ask the employee to sign a copy of the meeting notes to confirm that they received a copy
- Give the employee a copy of the documentation
- Maintain a copy of the written notes and the employee's confirmation of receipt in the supervisor's file.

Template for documenting the oral reminder may be found in Appendix A of Positive Discipline Policy.

## **WRITTEN REMINDER**

Generally, the oral reminder outlines the problem and the corrective measures that the employee is expected to take. This discussion should also include a warning that points out the consequences to the employee should they fail to comply with the corrective measures discussed.

If, after the oral reminder stage, the employee's performance is still not acceptable, a written reminder may be warranted, formalizing a discussion between a supervisor and an employee about a performance deficiency. The content of this document must be brief and to the point.

The written reminder

- clearly identifies the problem
- outlines the corrective measures that the employee had agreed to take
- refers to the previous discussion with the employee is concise and specific about the poor performance reiterates the acceptable performance levels sets a reasonable deadline for the expected level of improvement by the employee contains a strong warning stating that failure of the employee to bring their performance up to the acceptable level within the time frame, will result in further action, up to and including termination.

The written reminder does not contain negative generalizations about the employee's character, nor should it contain any language that may be construed as offensive or insulting.

## **Documentation of Written Reminder**

- Ask the employee to sign a copy of the written reminder to confirm that they have received, read, discussed and understood it. Give the employee a copy of the written reminder.
- Place a copy of the written reminder and the employee's confirmation of receipt in the employee's departmental personnel file send a copy of the written reminder and the employee's confirmation of receipt to
- The Chair of the Personnel Committee
- Head of Staff Pastor if the Pastor is not the one writing the letter or the employee in question

A sample written reminder is available in Appendix B of Positive Discipline Policy.

## **DECISION-MAKING LEAVE**

As decision-making leave, the employee is given disciplinary leave (which is one day off with pay) with pay to decide if they want to continue to work for First Presbyterian Church given the standard of performance or behavior that is expected. The employee is asked to return with a decision about their future.

If the employee returns and is committed to making the necessary changes (including writing and completing an Action Plan), time is given for him or her to do so. If the employee does not want to make the commitment, they may decide to quit or First Presbyterian may start the termination process.

Documentation of decision-making leave: Written notice requiring the employee to take a decision-making leave is addressed to the employee and copies placed or sent to

Employees Personnel file

- The Personnel Committee
- The Head of Staff Pastor

A summary of the employee's decision, upon return to work. If the employee chooses to return to work, they must agree to complete the goals and expectations agreed to by the employee and supervisor, along with the time commitment for their accomplishment. A sample Employee Response to Decision Making Leave can be found in Appendix C of Positive Discipline Policy. If the employee does not commit to improving or fails to complete the required form, start the termination process and document all actions taken.

## **ACTION PLAN**

Employees placed on a formal level of discipline are required to write an Action Plan.

Action plans are expected to be well thought out and actionable.

- a. This action plan in the Positive Discipline process is a condition of employment at FPC.
- b. Not completing an action plan or submitting an unacceptable action plan will be perceived as insubordination and failure to comply.

An action plan deemed unacceptable or not turned in by the employee after a Decision-Making Leave, which is a day off with pay to write an action plan, may result in an employee's termination.

## **TERMINATION**

While not a step in the positive discipline process, termination may be warranted when positive steps have been used but performance has not changed or when an employee has committed a major offense.

Terminations of employees will be reviewed by the Personnel Committee in consultation with the Head of Staff. Supervisors are encouraged to consult with their Personnel Committee and Head of Staff when considering termination.

### **Termination meeting**

Termination can be very difficult for the employee and requires confidentiality, respect, and compassion on the part of the supervisor. The steps to be taken on the day that an employee is notified of his or her termination should be carefully planned.

#### **Where**

Choose the location for the termination meeting carefully. Select a location which provides privacy and allows the terminated employee to exit without the embarrassment of facing other staff. Choose a neutral site such as a meeting room rather than an office, if possible.

#### **When**

If possible, be sensitive to issues and important dates in the employee's life and choose a day that will minimize stress on the employee. Avoid holidays and vacations. Avoid Fridays if an employee is terminated on a Friday, this prevents the employee from obtaining legal advice or counseling before the weekend and leaves him/her with the whole weekend to worry and build up anger about the situation. Terminate near the end of the day when other employees have left and therefore embarrassment to the employee is minimized.

#### **What**

Collect/prepare the necessary documents in advance. Letter of termination which states the date upon which it takes effect.

#### **How**

Be brief and get to the point. Explain the situation. Avoid emotional, personal and other inappropriate remarks. Review the termination letter with the employee and clarify, as requested, but do not argue. Ensure that the employee returns the church's property. Explain the next step - where the person should go after the meeting, how to gather their personal belongings, and so forth. Respond to threats of legal action by acknowledging that seeking counsel is within the employee's rights.

### **Documentation of employee discharge**

A copy of the written notice of termination is sent to the Personnel Committee. A sample termination letters can be found in Appendix E of Positive Discipline Policy

*NOTE: While the components of positive discipline may appear to be "progressive", where one action must come before another, supervisors should not interpret this guidance to require that each and every situation must follow the same progression. Some circumstances may require more severe discipline, up to and including discharge, while a progressive approach is appropriate for other situations.*

## APPENDIX A OF POSITIVE DISCIPLINE POLICY - ORAL REMINDER SAMPLE

TO:  
FROM:  
DATE:

SUBJECT: Counseling, Oral Reminder, or Disciplinary Action

In the past 2 weeks you:

1. Reported to work five times at 8:15.
2. Have also missed 3 deadlines.
3. Failed to make copies of information required for tomorrow's meeting.

You must

1. Report for work by 8 AM and ready to begin working.
2. Meet future deadlines.
3. Have those copies on my desk by 5 PM.

I have asked you to begin your travel time to work earlier. I have offered to let you delay other projects so you could meet your last 3 deadlines. If you need further assistance on the copier, please get with X by TIME in order that you have those copies to me by 5:00 PM.

I must see immediate improvement in your arrival to work and you must meet your next deadline. Failure to do so will result in further disciplinary action up to and including termination.

Supervisor: Signature / date.

Employee's signature / date.

Your signature indicates you have received this memo.

If employee refuses to sign, have a witness sign & under their signature will be indicated:

Witness signature / date.

Your signature indicates that you have knowledge that the department has attempted to give this information to the employee.

cc: Internal copies to: i) Immediate supervisor, ii) Head of Staff, iii) Pastor, iv) Personnel Committee

## APPENDIX B OF POSITIVE DISCIPLINE POLICY - WRITTEN REMINDER SAMPLE

TO:  
FROM:  
DATE:

Subject: Counseling, Written Reminder, or Disciplinary Action

Employee, as I outlined for you in a memo dated XX, you were to correct the following behaviors:

1. Be here by 8 AM and ready to begin working.
2. Meet deadlines.
3. Ensure I have copies necessary for meetings that I am to attend.

You were asked to correct these behaviors. You have been late twice in the past 2 weeks and you asked to work overtime to meet one of your deadlines. You will not be allowed to work overtime or to make up time; you must be here by 8 AM. You need to organize your work area in order that you can meet your deadlines. I have monitored the time necessary to meet the deadlines required of you, and you should be able meet my expectations. On XX date you once again missed having packets ready for the meeting with the Head of Staff.

As indicated before, you must correct these behaviors. I plan to meet with you on Friday at 11 AM to go over the week. If you are late again or you miss deadlines given to you, you will leave me no choice but to give you time to determine if this is the job for you (or just go straight to the following statement). You must understand that failure to correct these issues will result in further disciplinary action up to and including termination.

Supervisor: Signature / date.

Your signature indicates only that you received this memo.

Employee's signature / date.

Your signature indicates you have received this memo.

If employee refuses to sign, have a witness sign & under their signature will be indicated:

Witness signature / date.

Your signature indicates that you have knowledge that the department has attempted to give this information to the employee.

cc: Internal copies to: i) Immediate supervisor, ii) Head of Staff, iii) Pastor, iv) Personnel Committee

## APPENDIX C OF POSITIVE DISCIPLINE POLICY - DECISION MAKING LEAVE NOTICES SAMPLE

TO:  
FROM:  
DATE:

Subject: Counseling, Written Reminder, or Disciplinary Action

Employee, as I outlined for you in memos dated XX, you:

1. Reported to work five times at 8:15.
2. Have also missed 3 deadlines.
3. Failed to make copies of information required for tomorrow's meeting.

You were asked to correct these behaviors. Since my last memo to you on DATE (2nd memo), you have been late twice. You must be here by 8 AM.

You did well on getting to work the past 2 weeks. However, you continue to miss deadlines and the work that you have been doing contains easily correctable errors. You missed your meeting with me on Friday XX date without letting me know that you could not be there.

You leave me no choice but to give you time to determine if this is the job for you. You are being placed on Decision Making leave. Upon your return, you and I will discuss any issues or concerns that you may have about your duties and responsibilities. I am willing to work with you, but I want to give all of this serious consideration.

Upon your return on DATE/TIME you must present me with the attached Employee's Response to Decision Making Leave. This is part of your return to work and without it you will not have met the criteria to return to work. Failure by you to meet expectations will result in termination.

Supervisor: Signature / date.

Your signature indicates only that you received this memo.

Employee's signature / date.

Your signature indicates you have received this memo.

If employee refuses to sign, have a witness sign & under their signature will be indicated:

Witness signature / date.

Your signature indicates that you have knowledge that the department has attempted to give this information to the employee.

cc: Internal copies to: i) Immediate supervisor, ii) Head of Staff, iii) Pastor, iv) Personnel Committee

## APPENDIX D OF POSITIVE DISCIPLINE POLICY

For the guidance of all employees, listed below are some Rules of Conduct Violation of any of these rules may result in disciplinary action, including termination, at the employer's discretion. This list is by way of illustration only and does not limit the employer's right to discipline or termination of employees for other reasons not specifically listed.

1. Practicing or promoting discrimination against or harassment of another employee or group of employees on the basis of race, color, gender, national origin, ancestry, age, disability, genetic information, military status, unfavorable termination from the military service, sexual orientation, order of protection status, arrest record, citizenship, marital status, religion or protected status afforded by any other Federal, State or Local laws.
2. Fighting with, threatening, intimidating, coercing, using profane or abusive language, displaying abusive conduct, physically abusing or interfering with other employees, church members or persons doing business with FPC.
3. Disruptive behavior or behavior that interferes with the performance of other employees.
4. Gambling on FPC premises
5. Refusing or failing to follow the instructions of or to perform work assigned by a supervisor, manager, director, etc.
6. Taking, receiving, possessing or using without authorization, goods, materials, equipment or property belonging to FPC, employees, members, or persons doing business with FPC.
7. Misrepresenting one's own work hours or the work hours of other employees, including altering, removing, or handling the time record of another employee.
8. **Abusing** a FPC benefit or fraudulent use of benefit hours.
9. Falsifying or refusing to provide information, or otherwise refusing to cooperate in the investigation of incidents of employee misconduct, accidents, theft or other incidents.
10. Failure **to protect the privacy and maintain** the confidentiality of protected employee information and church members whose information is received in pastoral care settings. Pastors, church staff, and church officers are considered mandatory reporters by the Book of Order and the State of Iowa.
11. Violation of computer security, procedures or standards. This includes any misuse of computer passwords.
12. Making false, vicious, or malicious statements about a church member or employee.
13. Endangering the safety of yourself or other employees which could result in possible physical injury to church members, employees or persons doing business with FPC, or damage to church property
14. Failing to comply with FPC safety rules and practices.
15. Failure to meet performance standards.
16. Refusing to work any scheduled straight-time hours or overtime hours as required.
17. Sleeping while on working time.
18. Use of tobacco products on FPC property.
19. Unauthorized use of FPC mail, copying machines, fax machines, electronic mail, Internet, etc. for personal business.
20. Posting unauthorized notices, bulletins, or other information without approval or removing or defacing notices, bulletins or other information posted by FPC.
21. Posting bulletins or other information.
22. Job Abandonment: Failure to contact your supervisor for absences of two (2) or more consecutive work shifts.
23. Excessive absenteeism or tardiness.
24. Failure to report lateness/absence prior to beginning of work shift if applicable.
25. Leaving the assigned job or work areas without permission before the end of the work day.
26. Entering the work site during non-scheduled work hours without permission.
27. Engaging in activity that is unethical, immoral or illegal.
28. Reporting to work under the influence of, or introducing, possessing or using on FPC property, any intoxicating liquor or controlled substance (including drug paraphernalia) not prescribed by a licensed physician for the employee in possession. Prescription drugs, which could impair motor functions or job performance, should not be taken prior to or during work time. Employees with such prescriptions must advise their supervisor when first reporting to work after receiving such a prescription.

29. FPC has zero tolerance for intimidating, threatening or hostile behaviors, to include, but not limited to: physical and verbal abuse, vandalism, arson, sabotage, use of weapons, carrying weapons onto FPC property, or any other act, which, in management's opinion, is inappropriate for the workplace. In addition, bizarre or offensive comments regarding violent events and/or behavior are not to be tolerated. "Zero tolerance" is defined as the immediate investigation of threats, intimidation, unauthorized weapons, etc. in the workplace. If the immediate investigation results in a finding of workplace violence, the employee is subject to disciplinary action, including termination of employment.

30. Any other action that is deemed to be a breach of normal employee conduct while on FPC's property or during working hours.

Any employee who feels subjected to any of the behaviors listed above immediately reports the incident to the Head of Staff Pastor or the Personnel Committee. Complaints are held in confidence to the maximum extent possible and each situation will be investigated. Based upon the results of the investigation, disciplinary action may be taken against the offender(s). b. Employees who observe or have knowledge of any violation of the policy or Iowa law immediately reports any such incidents to the Head of Staff Pastor or Personnel Committee.

Employees should directly contact proper law enforcement authorities if they believe there is an immediate and/or serious threat to the safety and health of themselves or others.

These rules are subject to change by the Personnel Committee, with approval of Session, at any time without prior notice, and nothing contained in them is intended to create an employment contract between FPC and its employees. Non-pastoral employees have the right to terminate their employment with FPC at any time, and FPC has the same right.

## SHARED LEAVE PROGRAM

Approved by Session August 2023

### Policy Statement

First Presbyterian Church recognizes that employees may have a family medical emergency resulting in a need for additional time off in excess of their available vacation/sick leave. The Shared Leave Program allows employees to support fellow employees by donating accrued leave hours to employees who are suffering from a serious illness, injury, or other condition not related to a Workers' Compensation claim. It may also include time off needed by the employee to care for a child or spouse, parent, or the parent of a spouse who is suffering from a serious illness, injury, or other medical condition.

To address this need, all eligible employees will be allowed to donate accrued paid leave, which includes vacation and/or sick leave hours, from their unused balance to a co-worker in need of additional paid leave, in accordance with the policy outlined below. This policy is strictly voluntary.

### Eligibility

Employees are eligible to participate in the Shared Leave Program as a donor or recipient if they are eligible for paid leave.

### Guidelines

Requests for Shared Leave will be generated by the Head of Staff in consultation with the employee. Employees must have a situation which meets the following criteria to receive donated paid leave from co-workers:

**Medical emergency**, defined as any medical condition of the employee or family member that meets the eligibility requirements for Family Medical Leave under the Church's Family and Medical Leave Policy, and that will require the prolonged/extended absence of the employee from duty and will result in a substantial loss of income to the employee due to the exhaustion of all paid leave available. Prolonged/extended absences related to a Workers' Compensation Claim do not qualify for the Shared Leave Program.

### Requesting Donated PTO/Sick Leave

- An employee who believes they meet the criteria specified in the definition of medical emergency above may contact the Head of Staff to discuss their eligibility for the Shared Leave Program.
- Participation in the Shared Leave Program must be approved by the Head of Staff and the Chair of the Personnel Committee and will be documented on the Application for Shared Leave form.
- Upon approval of employee participation in the Shared Leave Program, the Head of Staff will generate a request to eligible employees for leave donations. No specific health or medical information will be released other than that the requesting employee has experienced a qualifying medical emergency.
- If the recipient employee has available paid leave accrued, this time will be used prior to any donated paid leave. Donated paid leave may only be used for time off related to the approved request.
- Shared Leave hours are donated to address a specific medical emergency for a specific employee.
- Employees who receive donated paid leave may receive no more than 480 hours (12 weeks) within a rolling 12-month period.
- Shared Leave hours which are no longer needed will be returned to the donors' accrued leave balances on a pro-rata basis as determined by HR procedures.
- Shared Leave hours may not be "banked" or used for reasons other than the situation they were donated for.
- Shared Leave hours are not payable to an employee's estate and cannot be cashed out.

## **Donation of Paid Leave**

- The donation of paid leave is strictly voluntary.
- The donation of paid leave is strictly confidential. The identities of leave donors will not be disclosed to the recipient or any other individual, except to the Head of Staff, Personnel Committee and the Director of Financial and Business Administration who administers the Program.
- The donation of paid leave is on an hourly basis, without regard to the dollar value of the donated or used leave.
- An eligible employee may donate any amount of paid leave provided the employee retains a minimum balance of six (6) work weeks of paid leave for their own use. Donations must be made in increments of at least one hour.
- Employees cannot borrow against future paid leave to donate.
- It is not the intention of the Shared Leave program to allow employees who have announced their plans to leave First Presbyterian Church to donate their unused Sick Leave upon their termination.
- Donations of paid leave are not tax-deductible for the donor.
- Employees who are currently on an approved leave of absence cannot donate paid leave.

## **Use of Shared Leave**

- Shared Leave will run concurrently with Family Medical Leave, if applicable.
- The receiving employee, or their designee, must report the use of Shared Leave hours using First Presbyterian Church's HR software for each payroll in which Shared Leave is used. It is the responsibility of the receiving employee, or their designee, to coordinate with the Head of Staff and Director of Financial and Business Administration to track the employee's available Shared Leave balance.
- Shared Leave will be paid at the recipient's own base pay rate. For example, a recipient who earns \$20 per hour and receives four (4) hours of PTO from a donor who earns \$15 per hour will be eligible to use the four (4) hours of donated PTO at \$20 per hour.
- Shared Leave hours paid will be reported as taxable income on the recipient's Form W-2.
- Employees will not accrue paid leave hours on Shared Leave hours paid.

Nothing in this policy will be construed to limit or extend the maximum allowable absence under the Family and Medical Leave Policy.

## **SECTION V: EMPLOYMENT DESCRIPTIONS**

## POSITION TITLE: ACCOUNTING ASSISTANT

Revised August, 2019

**FSLA Classification:** Part-Time, Nonexempt

**Responsible To:** Director of Financial and Business Administration

### Responsibilities:

- A. **General ledger:** Assist in maintaining balanced general ledgers through the posting of all accounting entries, record the cash receipts, disbursements, and the necessary journal entries required.
- B. **Weekly pledge collection:** Receive and tabulate all Church and Foundation monies.
- C. **Volunteers:** Co-supervise the volunteers in the counting and the distribution of the weekly cash and pledge collections.
- D. **Contribution Statements:** Fold and stuff quarterly contribution statements and deliver to Post Office.
- E. **Posting receipts:** Post all methods of payments (cash, checks, ACH bank transfers, credit card receipts) into givers' accounts on church accounting software.
- F. **Memorials:** Record and acknowledge memorial contributions. Mail complete listings to survivor contact person monthly.
- G. **Accounts Payable:** Enter invoices for payment as directed by the Director of Financial and Business Administration.
- H. **Follow up on contributions and payables:** Follow up on questions and concerns regarding contributions and/or payables and reconcile any differences.
- I. **Check Preparation:** Prepare all disbursement checks for approval and signature.
- J. **Recurring payments:** Process monthly, recurring payments to government and church organizations that are not originated by an invoice.
- K. **Supporting documentation:** Request supporting documentation for requests for payment, if needed.
- L. **Bank Reconciliations:** Reconcile bank statements for multiple accounts as designated by Director of Financial and Business Administration.
- M. **Communications:** Able to work well with staff and volunteers and interact well with members of the congregation.
- N. Prepare letters to members regarding in-kind donations.
- O. Other duties as assigned by the Director of Financial and Business Administration.

Position requires 2-3 years of accounting or banking experience. Extensive computer knowledge required.

Full vaccination against COVID-19 and annual flu; capacity to wear a mask for the entire working day required.

The above is intended to describe the general nature and level of work performed by the employee with this job title. It is not designed to contain or be interpreted as an exhaustive list of all responsibilities, duties and skills required of the employee assigned to this job. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

# **POSITION TITLE: ADMINISTRATIVE ASSISTANT TO THE PASTOR/HEAD OF STAFF**

Approved: June 16, 2025

**FSLA Classification:** Part-time

**Hours:** 15 – 20 hrs./week

**Reports To:** Head of Staff, and the Session through the Personnel Committee

**Summary of Position:** The Administrative Assistant to the Pastor/Head of Staff will serve as the primary interface and receptionist for the Pastor/Head of Staff to the congregation, staff, and public. Day-to-day responsibilities may include managing the Pastor's schedule and correspondence, coordinating Church meetings that need the Pastor's attention, assisting with e-news/website/social media updates, and providing clerical support for the Pastor.

## **I. Office Administration**

### **A. Administrative Responsibilities:** Serve as personal administrative assistant for the Pastor/Head of Staff.

- a. Maintain the Pastor/Head of Staff's schedule including while the Pastor is away for vacation or church business.
- b. Serve as receptionist for the Pastor/Head of Staff.
- c. Interact regularly with the FPC staff and members, serving as liaison for the Pastor/Head of Staff, including while the Pastor is away for vacation or church business.
- d. Handle and screen telephone and email correspondence for the Pastor/Head of Staff.
- e. Provide secretarial and clerical support including creating/editing documents, filing, and making copies.
- f. Assist the Pastor/Head of Staff in preparation for and during meetings as assigned. This may include keeping notes for the Pastor/Head of Staff in relevant meetings.
- g. Manage and process the Pastor/Head of Staff's expense reports.
- h. Plan schedule and work-related travel arrangements for the Pastor/Head of Staff's church business trips.
- i. Provide administrative support for church staff and committees as requested by the Pastor/Head of Staff.
- j. Answer congregational members questions pertaining to church events and activities.
- k. Directs public or congregational members to appropriate personnel as necessary to guard the Pastor/Head of Staff's time.
- l. Other administrative duties may be assigned by the Pastor/Head of Staff.

## **II. Qualifications**

- A. Ability to communicate with persons from all walks of life and of all personality types both in person, on the telephone, and through email communications in a consistent warm, positive, caring, and friendly manner; demonstrates interpersonal skills necessary to maintain cooperative relationships.
- B. Possess the computer, grammar, attention to accuracy and detail, and time management skills necessary to produce and proofread timely, quality correspondence and publications, manage calendars, and take accurate telephone messages.
- C. Possess the skills (or ability to learn) to utilize the software suites expected of today's administrative professionals including but not limited to Google Calendar; Outlook; church management software; Microsoft Office: Word, Publisher, Excel; social media platforms; Mailchimp; Zoom; Mail Merge, and website and app management software.
- D. Physical ability to lift and organize office supplies, including filled mailing trays and office hardware.
- E. Ability to multi-task several projects and prioritize accordingly.
- F. Willingness to learn church and Presbyterian organizational structure.

Approved by Personnel 2-5-2025

Approved by Session: 2-17-2025

## **POSITION TITLE: ASSISTANT CHORAL DIRECTOR**

**Revised: September 2016**

**Responsible to:** Director of Music & Arts

**Employment Classification:** Part-time, Nonexempt

### **Responsibilities:**

- A. Assistant Choral Director
  - a. Select music, rehearse, and conduct the Kirkwood Choir
  - b. Lead sectional rehearsals of the Cecelian Carolers and Sanctuary Choir when scheduled in advance (up to seven times for Cecelian Carolers and up to four times for Sanctuary Choir over contract period of eight months).
  - c. Conduct any of the choirs on Sunday mornings at the Director of Music & Arts's request or in their absence. (Not more than 8 times). There will be additional compensation for this when it occurs.
  
- B. Additional responsibilities
  - a. Provide additional keyboard accompaniment and choral direction for the Christmas Concerts of the Performing Arts Series programs when needed.
  - b. Perform other duties as assigned by the Director of Music & Arts such as attending Music Department staff meetings, as necessary for the performance of this position or to support the music ministries at First Presbyterian Church.

Full vaccination against COVID-19 and annual flu; capacity to wear a mask for the entire working day.

**POSITION TITLE: ASSISTANT CHORAL DIRECTOR FOR CHILDREN**

Approved: 2016

**Reports to:** Director of Music & Arts

**Employment Classification:** Part-time, Non-Exempt

**Responsibilities:**

- A. Musikgarten Teacher and Administrator: as certified teacher, lead the Musikgarten Infant or Toddlers Class. Serve as the overall administrator of the program.
- B. Cherub Choir Conductor: Select music, rehearse, and conduct the Cherub Choir.
- C. Attend Music Department staff meetings.
- D. Perform other duties as assigned by the Director of Music & Arts as necessary for the performance of this position or to support the music ministries at First Presbyterian Church.

Full vaccination against COVID-19 and annual flu; capacity to wear a mask for the entire working day.

**POSITION TITLE: ASSOCIATE PASTOR OR DIRECTOR OF ADULT MINISTRIES  
(SPIRITUAL GROWTH, FELLOWSHIP, MISSION & SERVICE, AND MEMBER CARE)**

**FSLA Classification:** Full-time, Exempt

**Hours:** This is a full-time professional position

**Responsible to:** Head of Staff and to the Session through the Personnel Committee

**Primary Concentration:**

In collaboration with the Pastor/Head of Staff, this position provides vision, coordination, and [pastoral] leadership for adult spiritual growth, adult fellowship, mission & service, and member care ministries.

**Summary of Position:**

In collaboration with the Pastor/Head of Staff, the Associate Pastor or Director of Adult Ministries (Spiritual Growth, Fellowship, Mission & Service, and Member Care) is responsible for cultivating a vibrant spiritual life among adults at First Presbyterian Church. This includes oversight of adult spiritual growth (e.g., Sunday School, Bible/book studies, small groups), adult fellowship gatherings, support for hands-on mission engagement, and member care. The incumbent will work closely with elders, deacons, and staff to create a welcoming, thoughtful, and nurturing environment for spiritual growth and connection.

**Responsibilities:**

**A. Adult Spiritual Growth**

- a. Staff and resource the Adult Spiritual Growth Committee or equivalent committee.
- b. In collaboration with lay leaders, and the Pastor/Head of Staff, develop and implement a cohesive vision for adult spiritual growth, including:
  - i. Adult Sunday School programming
  - ii. Small groups (study, fellowship, demographic-based small groups (e.g., women's group, young adults, retirees), mission-oriented)
  - iii. Bible studies and book groups
  - iv. A seasonal or annual speakers series (title TBD)
- c. Identify and equip leaders for teaching and facilitation roles.
- d. In collaboration with the Pastor/Head of Staff, curate and recommend curriculum and resources that support theological depth and spiritual practice in line with the progressive theological framework of the PC(USA).
- e. Foster spiritual practices among congregation members and staff.
- f. Stay informed about trends and best practices in adult faith formation.
- g. Develop or adapt curriculum for and lead online small groups, Bible studies, or classes using digital tools (Zoom, YouTube, Google Classroom, etc.).

**B. Fellowship & Community Life**

- a. Staff and resource the Fellowship Committee or equivalent committee.
- b. In collaboration with the Pastor/Head of Staff and the Fellowship Committee, assist in planning, supporting, and attending adult fellowship events.
- c. In collaboration with all staff, relevant Session committees, and Deacons, develop opportunities for intergenerational and demographic-based gatherings (e.g., women's group, young adults, retirees).
- d. In collaboration with all staff, relevant Session committees, and Deacons, cultivate a culture of hospitality, connection, and inclusion across ministries.

### **C. Mission & Service (Collaborative Support)**

- a. Collaborate with the Session to encourage commitment to the Matthew 25 Initiative in the work of all Session committees.
- b. Collaborate with the Deacons to encourage adult participation in hands-on service.
- c. In collaboration with the Deacons and the Pastor/Head of Staff, help develop small group service opportunities tied to spiritual formation.
- d. Encourage theological reflection on social justice, mercy, and community engagement.

### **D. Member Care**

- a. Share in member care with the Pastor/Head of Staff, Parish Associate, Deacons, and other lay caregivers.
- b. Support and equip Deacons and volunteers for visitation and care ministries.
- c. Help organize home communion opportunities and coordinate follow-up care with those on the prayer list.
- d. Work with the pastoral staff and Deacons to track care needs and ensure compassionate, confidential, and collaborative care.

### **E. Worship Leadership [If applicable to the incumbent]**

- a. Participate in planning and leadership of worship, including preaching on a regular basis (at least once every six weeks).
- b. Assist in the administration of sacraments.
- c. Officiate weddings and funerals as assigned.
- d. Support seasonal and special services (Advent, Lent, Holy Week, Retreats, etc.).

### **F. Administration & Staff Collaboration**

- a. Attend and report to Session and relevant committees as needed.
- b. Attend and provide staff support to Deacons.
- c. Participate in weekly staff meetings and shared planning of the church calendar and special initiatives, and the worship bulletin review.
- d. Collaborate with other staff to develop integrated programming across ministry areas.
- e. Assist the Pastor/Head of Staff with assigned leadership responsibilities during their absence, as they will with during the incumbents absence.
- f. Help develop program budgets in partnership with committees and staff.
- g. Engage in goal setting and participate in annual personnel reviews.
- h. Represent the church within the Quad Cities and the Presbytery of East Iowa.

### **G. Digital Content Creation**

- a. In collaboration with our Administrative staff, create and schedule regular content (graphics, reflections, event highlights, quotes, etc.) for the church's social media platforms (Facebook, Instagram, YouTube, etc.).
- b. In collaboration with the Pastor/Head of Staff, program Directors, and Administrative staff, monitor engagement and respond to comments/messages on social media.
- c. In collaboration with the Pastor/Head of Staff, program Directors, and committees, provide up-to-date and engaging content to our Administrative staff for the church website, particularly in areas related to their ministry focus (e.g., Spiritual Growth, Fellowship, Mission & Service, and Member Care).

- d. Draft or contribute to regular pastoral updates or blog-style reflections.
- e. In collaboration with the Pastor/Head of Staff, program Directors, and Administrative staff, assist in producing short videos that tell the stories of ministry, highlight events, or deepen theological reflection.
- f. Periodically design flyers, short promotional videos, and visual posts to promote upcoming events, classes, or service opportunities.
- g. Work alongside the staff team to ensure branding consistency and theological integrity in digital materials.

## **Qualifications**

- Theological education within the Reformed tradition. An incumbent with an M.Div. and ordained (or ready to be ordained) in the PC(USA) or a full-communion partner denomination is preferred.
- Deep passion for adult spiritual growth and a theological imagination rooted in grace, justice, and inclusion.
- Strong organizational, administrative, tech, and relational skills.
- Ability to teach and lead with clarity, compassion, and theological depth.
- Skilled at equipping and empowering lay leadership.
- Competent in Microsoft Office and church database systems; able to communicate clearly in writing and in person.
- Able to maintain confidentiality and exhibit sound pastoral judgment.
- Comfortable working independently and collaboratively in a team-oriented environment.

## **General Terms of Employment and Benefits**

- Governed by the Personnel Policies and Procedures Manual.
- Salary and benefits set by Session through the Personnel Committee.
- Expected to serve collaboratively and collegially to fulfill the mission and vision of First Presbyterian Church of Davenport.

## **POSITION TITLE: CUSTODIAN**

Approved March 16, 2017

**FSLA Classification:** Full-Time, Nonexempt

**Reports To:** Director of Building and Grounds

**Directly Supervises:** N/A

**Summary of Position:** The Full-Time Custodian is responsible for maintaining the congregation's buildings and grounds in good physical condition with a clean and neat appearance, for maintaining proper security of church property, ensuring that the facilities are ready for scheduled use, and providing input for both preventative and long-term maintenance planning for the church. Instructions to the custodian are generally specific; however, the custodian must be able to evaluate work and make changes as needed to complete the task on a daily basis without the presence of a supervisor.

### **Responsibilities:**

#### **I. Maintenance of Buildings and Grounds**

- A. Responsible for maintaining the facilities of the church including:
  - i. Heating (boilers) and air conditioning maintenance – adding chemicals, blowing the boilers down, etc. Repairs to be done by a licensed vendor.
  - ii. General painting.
- B. Snow and ice removal from sidewalks and entrances. (The parking lots are maintained by an outside contracted vendor.)
- C. Lawn mowing, weed control, and landscaping in cooperation with the Landscaping Committee/ Buildings, Grounds and Safety Committee.
- D. Routine inspection of the facilities' structure, roof, equipment, etc., making recommendations for repairs and improvements to the Director of Building and Grounds.
- E. General custodial care of church facilities (inside and outside), including the maintenance of the buildings' floors, carpets, walls, restrooms, kitchens, grounds, etc. in a clean, orderly and sanitary manner.
- F. Perform monthly and seasonal tasks based on schedules given by Director of Building and Grounds (lighting, fire equipment, timer adjustments, water valve shut-offs, etc.)

#### **II. Services to Church Members, Committees, and the Community**

- A. Organize and review all Building Use Requests.
- B. Ensure that rooms and facilities are set up and ready as scheduled.
- C. Coordinate the clean-up and reorganization of rooms in a timely manner after special use to be ready for the normal activities of the church.
- D. Update outside signage verbiage for the church, when instructed.
- E. Work schedule includes, but not limited to, Sundays, special church services, weddings, and the Performing Arts Series events.

#### **III. Security/Safety**

- A. Ensure adequate security for all church facilities and members.
- B. Ensure the security of the church after hours.
- C. Maintain lock-up procedures for the end of each day and whenever the church is scheduled to be closed.
- D. Track allocation and inventory of all keys to the facility.
- E. Assist Director of Building and Grounds in maintaining the entry codes and passwords for security system.
- F. Check that safety procedures in place are followed for all tasks performed.

**IV. Preventative Maintenance and Long-Term Maintenance**

- A. Monitor equipment for proper operation and recommend any corrective action as appropriate.
- B. Give input on a long-term maintenance plan, including a preventative maintenance schedule.

**V. Other Responsibilities**

- A. Prepare the weekly custodial staff schedule and present to Director of Building and Grounds for review and approval.
- B. Order and purchase maintenance supplies and run maintenance errands.
- C. Attend staff training and meetings when requested.
- D. Annually, develop personal and professional goals in conjunction with the Director of Building and Grounds.
- E. Participate in an annual performance review with the Director of Building and Grounds. This will include an appraisal of job performance, a review of results achieved on previously set goals and goals created for the next period.
- F. Maintain a cooperative working relationship with the Director of Building and Grounds and Head of Staff.
- G. Other duties as assigned.

**VI. General Terms of Employment and Benefits:**

- A. General terms of employment and benefits are set forth in the Personnel Policy and Procedures Manual of the Operations Manual.
- B. Salary is established annually by the Session at the recommendation of the Personnel Committee.
- C. Must establish and maintain effective, harmonious, cooperative, and productive working relationships with staff and the public.
- D. Must have the ability to read, write, and follow oral and written instructions and possess effective communication skills. Able to respond to critical incidents and emergency situations in a quick, efficient manner. Must have the ability to lift 50-75 pounds. Able to properly set up and stand on ladders. Able to work with cleaning equipment, chemical compounds, solvents, cleaners, and solutions in dry, liquid, spray and aerosol forms and perform essential cleaning functions which may include, but are not limited.
- E. to, the following activities: reaching, performing work overhead and at ground level, climbing, crouching, kneeling, bending, working in narrow spaces, and twisting of the waist, shoulders, and legs. Able to safely operate various cleaning equipment (both motorized and non-motorized).
- F. While performing the duties of this job, the employee is occasionally exposed to moving mechanical parts and machines. The noise level in the work environment can vary from quiet to loud depending upon the tasks being completed and cleaning machinery being used. This position works in a variety of environments which can include, but are not limited to, office settings, gymnasium, and outdoors. Working conditions include, but are not limited to, possible restricted movement, dirty environments, lifting and/or carrying heavy objects; may be exposed to hot and cold temperatures, noise, and slippery surfaces.

The above is intended to describe the general nature and level of work performed by the employee with this job title. It is not designed to contain or be interpreted as an exhaustive list of all responsibilities, duties and skills required of the employee assigned to this job. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Full vaccination against COVID-19 and annual flu; capacity to wear a mask for the entire working day.

# **POSITION TITLE: DIRECTOR OF CHRISTIAN EDUCATION**

**Approved February 2024**

**Classification:** Lay Professional Program Staff, Part-Time (20-hours/week)

**Primary Concentration:** Children's, Youth, and Family Ministries.

**Reports to:** Head of Staff

**Summary of Position:** The Director of Christian Education has primary responsibility to facilitate an innovative program of education and fellowship that is grounded in the Christian faith, centered on relationship-building, and engages children, youth and their families

## **I. Primary Responsibilities**

### **A. Children's and Youth Christian Education**

- a. Serve on the hiring team to recruit, supervise, and support the Nursery staff.
- b. Bring recommendations for curriculum and other resources for programs for Pre-K through high school, as well as special occasion multi-generational church fellowship activities and events, to the Children's Christian Education and Fellowship with Youth Committee (CEFY) for the Committee's review, selection, and recommendation to the Session.
- c. Recruit, train, support and provide resources for volunteer teachers for church school.
- d. Facilitate special church activities for all ages and families throughout the year, such as Compassion Camp, an Easter Celebration, children, and youth led worship, and other special events as needed and/or developed. In consultation with the Congregational Marketing and Growth Committee of Session, make it a point to encourage community youth (non-church members) involvement.
- e. Coordinate and implement youth, family, and intergenerational mission trips, including fundraising for trips.
- f. In coordination with the Pastor/Head of Staff, facilitate the confirmation program.
- g. Serve as a staff resource to other staff members and CEFY.

### **B. Children and Youth Fellowship Ministry**

- a. Facilitate children's (grades 3-5) and youth (grades 6-12) fellowship programs in conjunction with CEFY and the Pastor/Head of Staff.
- b. In coordination with the Pastor/Head of Staff, organize and facilitate youth activities [PC(USA) Youth Triennium, retreats, trips, and events], and encourage youth to serve as volunteers at such special events.
- c. Train and equip lay volunteers involved in youth ministries.
- d. In coordination with the Pastor/Head of Staff and CEFY, support a vision for future growth of the youth ministries and further development of opportunities for youth in church activities, including through work and support of other committees within the church.
- e. Engage the youth relationally, spiritually, and socially such that each young person feels known and is involved to the level that they choose to be, demonstrating proficiency with technology and communication modalities utilized by children, youth, parents, and young adults in accordance with the church's Child Protection Policy; examples (which will change over time) include Facebook, Instagram, Twitter, Snapchat, Spotify, Texting.

## **II. Administrative Responsibilities**

- a. Collaborate with CEFY in the ministry of Christian Education.
- b. Attend Session and report at Session meetings as needed.

- c. Assist assigned committee(s) in developing a program budget.
- d. Administer program budgets as directed by CEFY; includes purchasing (with approval by CEFY) of equipment, curriculum, and supplies.
- e. Maintain program supplies and supply rooms.
  - 1. Keep an inventory of needed Christian Education supplies and curriculum.
  - 2. Respond to volunteers' supply and curriculum needs in a timely manner.
    - i. Place Christian Education supply and curriculum orders with approval of Head of Staff and CEFY Committee.
    - ii. Verify accuracy and cost of Christian Education supplies and curriculum received.
  - 3. Maintain Christian Education supply and curriculum order files.
- f. In partnership with CEFY, design, maintain, nurture Christian Education spaces.

### **III. Qualifications**

This is a Christian Education position. The candidate will have a degree in a relevant field. Graduate degree in a relevant field is preferred. Undergraduate degree in a relevant field with experience a possibility.

Compliance with church's Child Protection Policy

Additional required qualifications include:

Creative problem-solving skills

Clear communication skills in writing, in person, zoom and telephone

### **IV. General Terms of Employment and Benefits**

- a. Market competitive minimum salary; currently \$25,000.
- b. 4-weeks off in the summer.

Benefits as outlined in the Personnel Policies and Procedures Manual of FPC including work related cell phone reimbursement.

### **V. Contact Information**

Rev. Dr. Kris Schondelmeyer, Pastor/Head of Staff

[schondelmeyer@fpcdavenport.org](mailto:schondelmeyer@fpcdavenport.org)

563-326-1691

## **POSITION TITLE: DIRECTOR OF MUSIC & ARTS**

Approved by Personnel: February 14, 2024

Approved by Session: February 19, 2024

**FSLA Classification:** Full-time, Exempt

**Hours:** This is a full-time position with the expectation of around 50 professional hrs./week

**Responsible to:** Head of Staff and to the Session through the Personnel Committee

**Supervises:**

- Assistant Dir. of Music and Principal Organist
- Assistant Choral Director and Accompanist
- Assistant Children's Choral Director

**Summary of Position:** The Director of Music and Arts has primary responsibility for developing and directing a broad-based performing and visual arts ministry consistent with the Reformed Tradition's theology of worship. The goal of the performing and visual arts ministry is to support the worship and mission of First Presbyterian Church through performing and visual arts such as music, liturgical dance, and drama to God's Glory.

### **Responsibilities:**

#### **A. Administrative Responsibilities**

- a. Coordinate with Head of Staff and Worship and Music Committee to develop organizational and personal goals, and participate in periodic goal reviews.
- b. Attend church staff meetings, conduct music staff meetings, attend session meetings, and serve as liaison to the Worship and Music Committee.
- c. Coordinate with other music staff to ensure absences and special needs are met, including funerals, weddings, and so forth.
- d. Manage equipment, instruments, music, and other assets assigned to the ministry, including copyrights.
- e. Collaborate with direct reports to establish their organizational and personal goals and conduct regular reviews.
- f. Develop and manage an annual departmental budget, approved by the session.
- g. Collaborate with the pastoral staff in planning Sunday and special services.
- h. Coordinate with the appropriate church staff in utilizing audio and visual techniques to enhance the ministry.
- i. In collaboration with the Head of Staff and Director of Office Administration, create content and oversee the church's digital presence.
- j. Serve as staff liaison to the Church Marketing and Growth Committee.

## **B. Performing and Visual Arts**

- a. Recruit, train and encourage participation in the performing and visual arts ministry, and educate the congregation on the history, role and value of the performing and visual arts in worship and church life.
  - i. Develop and oversee an intentionally youth-focused (6<sup>th</sup> - 12<sup>th</sup> grades) performing and visual arts ministry.
- b. Oversee the entire performing and visual arts program of the church including choirs, hand bell and instrumental groups, and individuals who participate in the ministry.
  - i. Assist in providing member care for those who participate in the performing and visual arts ministry of the church.
- c. Personally direct the youth (6<sup>th</sup> - 12<sup>th</sup> grades) through adult vocal and instrumental ensembles, and recruit, support, and resource other group leadership.
- d. Integrate the music and active arts ministry with other ministries of the church, as appropriate.
- e. Represent the church within the area performing and visual arts community.
- f. Plan, organize and promote special programs to promote the performing and visual arts ministry of the church, such as dramas, pageants, concerts, choir tours, mission trips, retreats, exhibits, clinics, and so forth.

The above is intended to describe the general nature and level of work performed by the employee with this job title. It is not designed to contain or be interpreted as an exhaustive list of all responsibilities, duties and skills required of the employee assigned to this job. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change. Other duties may be assigned by the Pastor/Head of Staff.

## **C. Qualifications**

- a. Master's degree or above in a music related field, particularly choral direction.
- b. Ability to communicate with persons from all walks of life and of all personality types both in person and on the telephone in a consistent warm, positive, caring, and friendly manner; demonstrates interpersonal skills necessary to maintain cooperative relationships.
- c. Possesses the computer, grammar, attention to accuracy and detail, and time management skills necessary to produce and proofread timely, quality correspondence and publications, manage calendars, and update the website and social media.
- d. Demonstrate expert proficiency in all software suites expected of today's church professionals including Google Calendar, Outlook, Church Windows, MS Word, Microsoft Publisher, social media platforms, Mailchimp, Zoom; and possess capacity to learn quickly as software changes over time.
- e. Ability to multi-task several projects and prioritize accordingly.

- f. Willingness to attend training and/or continuing education classes as directed or approved by the Head of Staff.

#### **D. Skills Necessary**

- a. Knowledge and experience in choral direction.
- b. Knowledge and experience in digital art and communication.
- c. Software skills: Microsoft Office Suite, mail-merge, social media platforms.
- d. Knowledge and experience in managing and supervising staff, or an ability to quickly learn.
- e. Availability to meet with assigned committees upon request.

## **POSITION TITLE: DIRECTOR OF BUILDING AND GROUNDS**

**Approved March. 2019**

**FSLA Classification:** Full-Time; Nonexempt

**Reports To:** Head of Staff

**Directly Supervises:** All full-time and/or part-time Custodians

**Summary of Position:** The Director of Building and Grounds is a working member of and directly supervises the custodial team. This position is responsible for maintaining the congregation's buildings and grounds ensuring they are in good physical condition with a clean and neat appearance, maintaining proper security of church property, ensuring that the facilities are ready for scheduled use, providing input for both preventative and long-term maintenance planning for the church, and executing agreed upon plans. The Director of Building and Grounds must be able to evaluate work and make changes as needed to complete tasks on a daily basis without direct supervision.

### **Responsibilities:**

#### **I. Facilities and Custodial Management**

- A. Custodial Staff Management
  - i. Supervise and schedule all custodial staff and their activities directly by using both verbal and written instructions and communicate with Head of Staff when needed.
  - ii. Ensure that the quality of the custodial services meets established guidelines and safety procedures are being followed.
  - iii. Be certain that all custodial staff employees have the necessary equipment and supplies to perform custodial services.
  - iv. Responsible for management of all custodial staff to include, but not limited to, scheduling, hiring, training, evaluating, mentoring, and performance management.
- B. Safety and Security Management
  - i. Serve as first-line facility emergency contact for burglar and/or fire alarms 24/7.
  - ii. Maintain all aspects of security system and ensure adequate security for all facilities.
  - iii. Track allocation and inventory of all keys to the facility.
  - iv. Organize and maintain all chemical MDS sheets.
  - v. Ensure adequate security for all church facilities.
- C. Preventative Maintenance and Long-Term Maintenance
  - i. Manage the monthly, long-term maintenance plans, in addition to the preventative maintenance agreement and schedule.
  - ii. Schedule any outside vendors to contract for services for identified maintenance needs not able to be taken care of by custodial staff and inspect the finished work.
  - iii. Ensure all identified daily, weekly, and monthly maintenance tasks are performed in a timely manner.
  - iv. Regularly monitor and inspect equipment for proper operation in conjunction with the preventative maintenance vendor and provide recommendations to the Buildings, Grounds and Safety Committee for corrective action as appropriate
- D. Other Supervisory Responsibilities
  - i. Process all Building Use Forms.
  - ii. Ensure adequate maintenance supplies on hand.
  - iii. Attend weekly staff meetings and committee meetings as required.
  - iv. Responsible for the church maintenance budget.
  - v. Develop proposals for the best source of funds for projects.

- vi. Any physical work performed to the church building must be coordinated with the church calendar. Consult with the Buildings, Grounds and Safety Committee on physical work and schedule, when necessary.
- vii. Coordinate with staff members and any committee for building-related issues.
- viii. Anticipate needs of staff members, committees, and upcoming activities and communicate to the custodial staff.
- ix. Annually, develop personal and professional goals and submit to the Head of Staff. Participate in an annual performance review with the Head of Staff.
- x. All other duties assigned by Head of Staff.

## **II. Maintenance of Buildings and Grounds**

- A. Responsible for overall maintenance of the church facilities and grounds including, but not limited to:
  - i. Heating (boilers) and air conditioning maintenance.
  - ii. General painting.
  - iii. Snow and ice removal from sidewalks and entrances.
  - iv. Lawn and grounds maintenance.
  - v. Routine inspection of the facilities' structure, roof, equipment, etc.
  - vi. General custodial care of church facilities (inside and outside) in a clean, orderly and sanitary manner.
  - vii. Perform minor maintenance.
  - viii. Perform monthly and seasonal tasks based on preventative and long-term maintenance schedules.

## **III. General Terms of Employment and Benefits:**

- A. Work schedule includes, but not limited to, Sundays, special church services, weddings, and the Performing Arts Series events.
- B. General terms of employment and benefits are set forth in the Personnel Policy and Procedures Manual of the Personnel Committee.
- C. Salary is established annually by the Session at the recommendation of the Personnel Committee.
- D. Must establish and maintain effective, harmonious, cooperative, and productive working relationships with staff and the public.
- E. Must possess supervisory/management skills, such as planning, organizing, and leading.
- F. Must possess strong written and oral communication skills.
- G. Must possess good computer skills (i.e. able to use email, internet). Experience with Microsoft Office Suite preferred.
- H. Must be able to respond to critical incidents and emergency situations in a quick, efficient manner. Must have the ability to lift 50-75 pounds. Able to properly set up and stand on ladders. Able to work with cleaning equipment, chemical compounds, solvents, cleaners, and solutions in dry, liquid, spray and aerosol forms and perform essential cleaning functions which may include, but are not limited to, the following activities: reaching, performing work overhead and at ground level, climbing, crouching, standing, kneeling, bending, working in narrow spaces, and twisting of the waist, shoulders, and legs. Able to safely operate various cleaning equipment (both motorized and non-motorized).
- I. While performing the duties of this job, the employee is occasionally exposed to moving mechanical parts and machines. The noise level in the work environment can vary from quiet to loud depending upon the tasks being completed and cleaning machinery being used. This position works in a variety of environments which can include, but are not limited to, office settings, gymnasium, and outdoors. Working conditions include, but are not limited to, possible restricted movement, dirty environments, lifting and/or carrying heavy objects, and may be exposed to hot and cold temperatures, noise, and slippery surfaces.

The above is intended to describe the general nature and level of work performed by the employee with this job title. It is not designed to contain or be interpreted as an exhaustive list of all responsibilities, duties and skills required of the employee assigned to this job. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Full vaccination against COVID-19 and annual flu; capacity to wear a mask for the entire working day.

# POSITION TITLE: DIRECTOR OF FINANCIAL AND BUSINESS ADMINISTRATION

Approved March 16, 2017

Revised August 2019

**FSLA Classification:** Full-Time, Managerial (to be determined by duties and salary)

**Responsible to:** Head of Staff;

Finance Committee/Session/Board of Deacons for church financial and accounting matters.

Foundation Board of Trustees for Foundation financial and accounting matters

**Supervises:** Accounting Assistant

**Responsibilities:**

**A. Finance and Accounting:**

- i. **Segregation of duties:** Maintain complete and proper segregation of duties regarding the collection, depositing, spending, and recording of all Church and Foundation monies.
- ii. **Accounts payable:** Responsible for accounts payable process. May delegate some steps to Accounting Assistant while retaining overall responsibility and proper segregation of duties.
- iii. **ACH/Credit Card Transactions:** Responsible for the recording of electronic transfers initiated by church members via bank accounts or credit cards. May delegate some steps to Accounting Assistant while retaining overall responsibility and proper segregation of duties.
- iv. **Reconcile pledge accounts:** Determine that a proper reconciliation is made of the weekly collection of pledges with the amount posted to the individual members' accounts.
- v. **Investment of funds:** Invest church monies under guidelines established by the Finance Committee. Invest Foundation monies under guidelines established by the Foundation Board of Trustees.
- vi. **Bank Reconciliations:** Oversee the preparation of monthly bank reconciliations as prepared by Accounting Assistant or outside preparer. Ensure reconciliations are signed and dated by preparer and reviewed by a member of Finance Committee within 30-45 days of the end of each month.
- vii. **Reconciling investment accounts (money market, CD's, stock, etc.):** Reconcile the total investments with the individual account or fund recorded amounts. Ensure reconciliations are signed and dated by preparer and reviewed by a member of Finance Committee within 30-45 days of the end of each month.
- viii. **Inter-fund accounts:** Determine that all inter-fund account balances reconcile monthly.
- ix. **Custodial and Pass-Through accounts:** Maintain a master spreadsheet for all custodial and pass-through accounts, identifying the responsible congregational or staff member. Send monthly printout of activity to the responsible individual/committee(s)/Finance Committee/Session for review.
- x. **Check signing:** Sign all checks for General Fund and Restricted Fund emergency accounts which have properly approved invoices or support for payment. Also, coordinate semi-monthly General Fund (or other funds, as necessary) check signing with appropriate check signers.
- xi. **Financial statements:** Close the books and prepare the necessary financial statements or schedules requested by the various boards and committees monthly and at year end.

- xii. **Payroll:** Process payroll semi-monthly and determine that all payroll deposits are made and that the federal and state payroll tax payments and reports are filed on a timely basis.
- xiii. **Budgeting:** Prepare annual and monthly budget spreadsheets for all income and expense lines using information from the general ledger system. Assist the Stewardship Committee, Finance Committee, Budget Committee (or task force) and Session and staff to prepare, adopt and administer the annual budget of the Church.
- xiv. **Annual Financial Report and Agreed Upon Procedures Review:** Prepare the church financial annual report for the congregation, and ensure it is completed in time to be reviewed before being presented to the Session and congregation. Prepare or coordinate all information requested by CPA firm for the annual review of the church's Agreed Upon Procedures. With agreement from the Finance Committee, respond to and implement recommendations made in report issued by CPA firm, if any.
- xv. **Financial analysis:** Perform financial analysis of monthly financial reports (variance report and cash flow report) as well as research requests made by staff and empowered volunteers.
- xvi. **Executing contracts and agreements:** Assist other staff members who are responsible for procuring a good or service in negotiating contracts with outside vendors as needed.
- xvii. **Finance office files:** Maintain the necessary finance office files (contracts, agreements, etc.). In some cases, this will include a copy of contract or agreement executed by other staff members responsible for the procurement of the goods or services.
- xviii. **Filings and reports:** Submit all filings and reports required by the government, church Session, the Presbytery and General Assembly in conjunction with the Clerk of Session.
- xix. **Compliance with established accounting policies and procedures:** Ensure compliance of staff members with existing accounting policies and procedure as approved by Session and/or Finance Committee. Make recommendations to Finance Committee for additional accounting policies and procedures when need arises.
- xx. **Continuous improvement of accounting processes:** Responsible for continuous improvement of the accounting processes. Identify areas that need improvement and propose change in procedures to Finance Committee.
- xxi. **Communications:** Able to work well with staff and volunteers and interact well with members of the congregation.
- xxii. **Finance meetings:** Assist Finance Committee chair in meetings with Finance Committee, coordinating agenda items in advance with committee chair or other members, as appropriate.
- xxiii. **Online Payments:** Update and maintain the online payment portal on the church's website.
- xxiv. **General Ledger:** Maintain a balanced general ledger for all funds through the posting of all accounting entries, recording the cash receipts, disbursements, and the necessary journal entries required.
- xxv. **Memorials:** Quarterly provide the Head Pastor with a list of information for all decedents' memorials in order to contact the survivor family member to discuss use of funds.
- xxvi. **Weekly Count:** Assist the Accounting Assistant and volunteers each week with the Sunday offering count. Scan check deposits using Desktop Deposit feature and take cash deposits to bank for processing.

**Contribution Statements:** Review quarterly contribution statements prior to printing, correcting any errors or omissions of descriptions and print for collation by Accounting Assistant.

**B. Human Resources:**

- i. **Employee Records and Manual:** Responsible for all employee records relating to payroll and benefits administration
- ii. **Employee benefit programs:** Negotiate with providers and obtain the necessary employee benefit programs (health, retirement, etc.) for those employees eligible for such coverage. Process monthly benefit payments, including payroll deductions. Serve as Benefits Administrator.
- iii. **Compensation spreadsheet:** Maintain a compensation spreadsheet for the Personnel Committee showing budget and actual expenditures for each ordained and lay person on staff. Provide necessary data to the Personnel Committee to develop an annual budget of compensation and benefits.
- iv. **Performance evaluations:** Conduct periodic performance evaluations of employees reporting to this position.
- v. **Employee processing:** Provide new employees with forms and benefit information and otherwise perform the processing required to make them an employee of the church or of a temporary help agency providing services to the church. Perform the processing required to separate employees from employment.

**C. Property Management:**

**Facilities management:**

- i. **Property and liability insurance:** Maintain adequate property and liability insurance coverage for the church and Foundation properties.
- ii. **Special campaigns:** Assist in any capital or building-related campaigns (transferring funds, monitoring performance to budget, submitting projects for approval, maintaining supporting documentation).

**D. Goals and Appraisals:**

- i. **Goals:** Annually, develop personal and professional goals in conjunction with the Head of Staff. Also, assist the assigned committees in development of program mission, vision, goals, and action steps. Goals that relate to committees' programs and goals of the committees should be mutually supportive and both should support the vision and mission of the congregation.
- ii. **Appraisals:** Participate in an annual performance review with the Personnel Committee. This will include an appraisal of job performance and a review of results achieved on previously set goals. Annually, it will also include a review of personal and professional goals to be accomplished during the coming year.

**E. Other Duties as Assigned**

The above is intended to describe the general nature and level of work performed by the employee with this job title. It is not designed to contain or be interpreted as an exhaustive list of all responsibilities, duties and skills required of the employee assigned to this job. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

**Committee involvement:**

Finance Committee  
Foundation Board of Trustees  
Session  
Budget Committee (or task force)  
Stewardship Committee  
Ad hoc task forces, as needed

Full vaccination against COVID-19 and annual flu; capacity to wear a mask for the entire working day.

# **POSITION TITLE: DIRECTOR OF OFFICE ADMINISTRATION**

**Personnel 8/27/19**

**Approved September 2021**

**Updated by Personnel Committee October 2023**

**FSLA Classification:** Part-time, Exempt

**Hours:** 35 hrs./week

**Responsible to:** Head of Staff and to the Session through the Personnel Committee

**Supervises:** N/A

**Summary of Position:** This position is responsible for publications (print and digital); office technology (equipment, hardware, and software); inventory and ordering of office supplies; coordination of office volunteers; scheduling of church calendar; mail distribution; providing general clerical support for the program and administrative staff of First Presbyterian Church; serving as church receptionist; and Administrative Assistant to the Head of Staff.

## **Responsibilities:**

### **I. Office Coordination and Administration**

#### **A. Greeting public and congregation members: Serve as the face of First Presbyterian Church for those visiting during the week.**

- a. Answer questions pertaining to church events and activities.
- b. Directs public or congregational members to appropriate personnel.
- c. Responsible for answering the telephone and directing calls to appropriate personnel, or taking appropriate messages.

#### **B. Administrative Responsibilities**

- a. Serves as administrative assistant to the Pastor/Head of Staff.
- b. Provides general clerical support to the program and administrative staff as assigned by the Head of Staff, and assists in coordinating other church events as needed.
- c. Maintains and Updates: Church calendar for events/staffing (including the preaching schedule), and staff directory.
- d. Staff Meetings: Prepare weekly staff meeting agenda and keep minutes.
- e. Keeps the office organized and ensures copiers are stocked with paper and toner.
- f. Regularly monitors related budgets to ensure efficient operations.

#### **C. Session/Deacon Assistance: Assists the Clerk of Session (church council) and Deacon Moderator with reports and information.**

- a. Assists the Clerk of Session in preparing the monthly session statistical report.
- b. May be called upon to send email packets to session members or deacons.
- c. Coordinates with the Clerk of Session on monthly membership information for the Clerk's Report for Session and the annual membership statistics for the Annual Report.
- d. Maintains Session office record binder, which includes Agendas, Clerk's Reports, and Session Minutes.
- e. Assists with maintaining and updating the annual Session and Deacon ordination/installation information. Assists with the creation and organization of materials for officer training.
- f. Prepares Deacon, Session, and Committee rosters.

**D. Supply and Budget Oversight**

- a. Keeps an inventory of needed office supplies.
- b. Responds to staff office supply needs in a timely and efficient manner.
- c. Places office supply orders with approval of Pastor/Head of Staff.
- d. Verifies accuracy and cost of office supplies received, and continually monitors budgets to ensure all office expenditures are within budget.
- e. Maintains office supply order files.

**E. Church Mail:** Coordinate incoming and outgoing church mail.

- a. Opens mail addressed to First Presbyterian Church, but not to specific personnel.
- b. Coordinates, prepares, and mails the church bulk mailings.
  - i. Computes postage and submits requests for payment to the Director of Financial and Business Administration.
  - ii. Completes necessary postal forms and takes the mailings to the post office (aided by the Accounting and Administrative Assistant).
- c. Monitors postage expenses.
  - i. Order postal supplies, including replenishing of postage meter.
  - ii. Runs weekly postage expense reports and submits them to the Director of Financial and Business Administration.

**F. Office Volunteer Coordination:**

- a. Recruit and maintain a list of volunteers to assist in the church office.
- b. Train volunteers in use of telephone, door security system, office equipment usage, and office procedures.
- c. Schedule volunteers to assist with church office tasks as needed, including for times the incumbent will be absent.

**III. Print and Digital Publications**

**A. Print Publications:** Responsible for creating or formatting, printing, folding, mailing and/or distribution of all print publications.

- a. Coordinates, prepares, proofs, prints, and folds Sunday bulletins, announcements, and other publications in cooperation with the worship leadership staff, and aided by the Accounting and Administrative Assistant.
- b. Coordinates, creates or formats, revises, proofs, and prints large projects (i.e. Newsletters, Annual Report, etc.) as assigned by the Head of Staff.
- c. Creates or formats, proofs, and prints, flyers, inserts, tickets, etc. to meet committee requirements.
- d. Maintains publications files in office and Heritage storage.

**B. Digital Publications:** Responsible for creating or formatting, posting, updating church digital publications.

- a. Creates or formats, updates, proofs, and schedules posts for the website and social media accounts in coordination with the Head of Staff and program staff.
- b. Creates or formats, updates, proofs and distributes the weekly E-News and digital newsletter in coordination with the Head of Staff and program staff.
- c. Creates or formats, updates, proofs, and schedules posts for digital signage in coordination with the Head of Staff.
- d. Maintain digital publication files and ensure backups are secured.

#### IV. Church Membership & Records Responsibilities

- A. **Systems Administrator for the Membership Database:** Input All Personal Information Fields, Report Status (active, baptized, inactive, visitor), Membership Gains (profession, reaffirmation, restored, certificate), Membership Losses (certificate, death, other losses), Church School Enrollment, Groups & Classes, Skills & Interests, All programmatic profile codes. Identify and create new fields and produce standard and customized reports.
  - a. Provides specified membership data for various projects as needed (example: annual church directory, annual report).
- B. **Certificate Preparation:** Prepares all certificates and correspondence required for membership transfers, baptisms, etc., including address, membership status, and membership activity changes.
- C. **Preserving Historical Records:** Maintains church membership records as permanent copy membership files. Biannually assists the Heritage/Historical Preservation Committee in preserving historical archives.
- D. **Volunteer Management:** Manages church office volunteers in the entering of membership attendance into the database and assists them in addressing related issues as they arise.
- E. **Welcome Desk:** Assist in organizing the Welcome Desk, including creation and/or production of visitor packages.
- F. **Visitor Follow-Up:** Identifies all visitors (from Fellowship Register) and assists with facilitating follow-up greetings, correspondence, and information packages.
  - a. Develops and maintains system of adding visitors to mailing lists and assists in identifying potential new members.

#### V. Office Technology

- A. **Building/Office IT Operations:** Responsible for hands-on, day-to-day, IT operations.
  - a. In consultation with the Head of Staff and technology committee, help devise and establish IT policies and systems to support the implementation strategies set by the Head of Staff.
  - b. In collaboration with the Technology Committee, oversee all office technology operations and evaluate them according to established goals to ensure efficiency and cost effectiveness in line with budget.
  - c. Assist in building relationships with vendors and creating cost-efficient contracts.
  - d. Coordinate with staff to provide guidance on technology needs.
  - e. Phone System: Responsible for the maintenance of church phone system and updating of main line messages.
  - f. Hardware: Responsible for securing computers and other office equipment (copiers, folding machine, etc.) in an efficient and cost-effective manner as needed for the operation of the church.
    - i. Provide and/or schedule maintenance for hardware as needed. When appropriate, coordinate with the Director of Buildings and Grounds for maintenance needs.
  - g. Software: Responsible for securing and maintaining computer software in an efficient and cost-effective manner as needed for the operation of the church (including an internal and/or cloud-based network).
    - i. In consultation with the Head of Staff, create and maintain a list of approved software.
    - ii. Secure and download approved church software on computers and smart devices as appropriate.
    - iii. Provide and/or schedule updates to software as needed.
    - iv. Maintain an updated log of passwords for church office software.
    - v. Preserve assets by implementing disaster recovery, backup procedures, information security, and control structures.

The above is intended to describe the general nature and level of work performed by the employee with this job title. It is not designed to contain or be interpreted as an exhaustive list of all responsibilities, duties and skills required of the employee assigned to this job. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change. Other duties may be assigned by the Pastor/Head of Staff.

## **VI. Qualifications**

- A. Ability to communicate with persons from all walks of life and of all personality types both in person and on the telephone in a consistent warm, positive, caring and friendly manner; demonstrates interpersonal skills necessary to maintain cooperative relationships.
- B. Possesses the computer, grammar, attention to accuracy and detail, and time management skills necessary to produce and proofread timely, quality correspondence and publications, manage calendars, and take accurate telephone messages.
- C. Demonstrate expert proficiency in all software suites expected of today's administrative professionals including Google Calendar, Outlook, Church Windows, MS Word, Microsoft Publisher, Excel, social media platforms, Mailchimp, Zoom; Mail Merge; and possess capacity to learn quickly as software changes over time.
- D. Demonstrate proficiency in computer science or related IT field.
- E. Demonstrate proficiency in database programming and software installation.
- F. Physical ability to lift and organize office supplies, including filled mailing trays and office hardware.
- G. On bulk mailing days, must have own reliable transportation to retrieve mailing supplies and take completed mailing to the post office; possess valid driving license and insurance.
- H. Ability to multi-task several projects and prioritize accordingly.
- I. Ability to organize, track, and manage office supply ordering responsibilities.
- J. Ability to coordinate office volunteer activities, recruit volunteers and provide the training and empowerment necessary to successful volunteer activity.
- K. Willingness to attend training and/or continuing education classes as directed by the Head of Staff. Possible examples: church database training and/or training for other software. Working knowledge of church and Presbyterian organizational structure or capacity to acquire this knowledge with training.

## **VII. Skills Necessary**

- A. Knowledge and experience in general office administration.
- B. Knowledge and experience in database management.
- C. Software skills: Church Windows database, Microsoft Office Suite, mail merge, and computer application troubleshooting knowledge.
- D. Knowledge and experience in troubleshooting IT systems.
- E. Availability to meet with assigned committees upon request.

## **POSITION TITLE: PASTOR/HEAD OF STAFF**

**Approved April, 2022**

**Reports to:** The Session through the Personnel Committee and the Presbytery of East Iowa

**Directly Supervises:** Church Administrative Assistant, Director of Christian Education, Director of Music & Arts, Director of Financial and Business Administration, Director of Building and Grounds, Parish Associate

**Summary of Position/Statement of Congregation's Intention:** The First Presbyterian Church of Davenport, Iowa will be emerging from a period characterized by the impacts of the global COVID-19 pandemic on its operations and ministries and on its financial circumstances, the replacement of an Associate Pastor with a full-time Director of Christian Education and possible addition of a part-time Youth Director.

The Pastor/Head of Staff is responsible for guiding First Presbyterian Church in its whole life and mission and is the spiritual leader of the congregation, generating support and enthusiasm among the members, its leaders, and staff for significant direction, projects, designs, programs, and commitments.

The Pastor/Head of Staff is responsible for directing and nurturing implementation of the current Vision, Values and Mission statements of the church. The Pastor/Head of Staff is expected to lead both in envisioning new directions for ministry, and in organizing resources to accomplish church goals. The Pastor/Head of Staff is responsible for the general management and leadership of the paid and voluntary staff.

- I. Director of Worship: Develop a program of worship and lead the interpretation of God's Word declaring what God has done for the Church in Jesus Christ and what is the Church's appropriate response.
  - A. Preach Sunday morning and maintain high standard of Biblical work and artistic liturgical leadership. Develop a schedule of preaching and liturgical support and schedule supplemental preaching pastors.
  - B. Develop a rich worship life and educate the congregation in meaningful participation and understanding.
  - C. Administer the sacraments with support from ruling elders and officers.
  - D. Chair the seasonal meeting with the pastoral staff, the Director of Music & Arts and the Worship and Music Committee. The purpose of the meetings is to plan worship services for the up-coming church season as further described in the committee description of the Worship and Music Committee.
  - E. In coordination with the Director of Music & Arts, select hymns, sung responses, and guide the effort to integrate music with the season and subject of particular worship services and with various needs of the congregation, in the case where these decisions have not already been made in the seasonal meetings described in paragraph A and D above.
  - F. Is responsible for constant renewal, reflection, and scholarly research. Schedule weekly times for general reading and sermon preparation, as well as attendance at conferences and research study leave.
  - G. With the congregation, seek to understand what God is doing in our time and address that perspective in worship forms and content.
  - H. Serve as staff resource, with the Director of Music & Arts, to the Worship and Music Committee.
- I. On behalf of the Session, and with Director of Christian Education, prepare parents to bring their children for baptism.

- J. Assist the congregation in resolving conflict.
- II. Church Leadership: Keep a long-range view of developing church life and share that vision with the congregation and staff.
  - A. Direct and nurture the current Vision, Values and Mission statements with the professional staff, the Session and its committees and the Board of Deacons and its committees.
  - B. Take courses during study leave to gain insight and prepare for leadership.
  - C. With the Director of Financial and Business Administration, serve as staff resource to any church-wide planning task force developed.
  - D. Continually prepare and inform self on movements, insights, trends, and styles that the Church needs to understand for effective evangelism, fellowship, mission, and worship.
  - E. Moderate staff meetings, supervise staff, approve all professional absences from the church for Director of Music & Arts and Organist quarterly Sabbaths, vacation, and study leave.
  - F. Moderate Session and develop its agenda with the Clerk.
  - G. Serve as staff resource to the Church Officer Nominating Committee, any professional staff nominating committee, the Personnel Committee, the Stewardship Committee including the annual stewardship drive, and Adult Spiritual Growth Committee. Supervise staff resources to all other Session committees.
  - H. Serve as staff resource to the Deacons Outreach Committee and the Mission Connection Committee in discovering and implementing means for the church to practice mission in our community and world. Strategize and counsel with the Deacons on design of neighborhood outreach.
  - I. Serve as Liaison to the community organizations the church supports.
  - J. Serve as staff resource to any building projects of the church.
  - K. Plan and organize staff and Session retreats.
  - L. Develop personal and professional goals in conjunction with the Personnel Committee. Also, assist any assigned committee in development of program mission, vision, goals and action steps. Goals of the Pastor/Head of Staff that relate to committee programs and goals of committees should be mutually supportive and both should support the vision and mission of the congregation.
  - M. Participate in an annual review of performance associated with stated deliverables with the Personnel Committee. This review will include quarterly assessments and annual performance evaluation of results achieved on contract deliverables.
  - N. The Head of Staff serves as Pastor to the Paid Staff, Session and Congregation while maintaining consistent but flexible office hours and providing a presence for consultation and direction as needed.
  - O. Join with the Personnel Committee in evaluating staffing effectiveness and recommend changes to structure, responsibility assignments, appropriate use of volunteers combined with paid staff to produce an efficient and welcoming environment.

- P. Small Group Ministry: Act as resource to other staff and committees concerning their participation in Small Group Ministry; Develop, implement, facilitate, and, with the Church Administrative Assistant, administer a small group ministry; Train and equip lay volunteers as small group leaders; Develop and coordinate small groups that may include fellowship, study, local/international mission projects, etc. for members of the congregation.
- Q. With the Member Care and Spiritual Development Committee of the Deacons, the Adult Spiritual Growth Committee of the Session and the Congregational Fellowship Committee of the Session, develop, implement and facilitate spiritual development opportunities, including promoting spiritual practices for staff and members of the congregation; Be a resource to staff and other committees and congregational members for spiritual development.

III. Caregiver: Participates in pastoral care and coordinates with the Parish Associate and Board of Deacons.

- A. Call at home and hospital on those in need of pastoral care
- B. Oversee marriage and baptismal preparation.
- C. Support the confirmation process.
- D. Provide for intake and referral for church members in need of spiritual direction and/or referral to counseling because they are facing crisis, divorce and/or family issues.
- E. Be available for "on-call" nights and weekends in collaboration with the Parish Associate.

IV. As member of Presbytery: Accept responsibility of membership attendance and participation in the Presbytery of East Iowa, other higher judicatories, committees and commissions as assigned. Renew and strengthen the relationship of the congregation with Presbytery, Synod, and General Assembly.

V. As Member of the Larger Community: Represent First Presbyterian Church in community affairs and events and in ecumenical groups.

General Terms of Employment and Benefits:

- A. General terms of employment and benefits are set forth in the Personnel Policy and Procedures Manual of the Personnel Committee, except as specified in the terms of the call.
- B. Salary is established annually by the congregation through the Session and the Personnel Committee.
- C. Work Time: This is a full-time professional position.

## POSITION TITLE: NURSERY CAREGIVER

Approved November 2024

**Classification:** Lay Program Staff

**Responsible To:** Co-Directors of Christian Education and Pastor/Head of Staff

**Summary of Position:** The Nursery Caregiver is responsible for the care of infants, toddlers, and young children during Sunday morning worship, the Christian education hour, Sunday evening programming, as well as Thursday evening choir activities and other special events (as needed). We are seeking a mature adult to provide a consistent presence for very young children. This individual should be personable and work to provide an environment that reassures parents/guardians as they leave their children in the nursery. The Nursery Caregiver is responsible for the comfort, well-being, and safety of the children in their charge; for respecting parents'/guardians' wishes regarding the care of their children; and for ensuring the nursery is a welcoming and fun environment. The Nursery Caregiver works directly with other nursery staff, volunteers, and parents/guardians, and in a cooperative relationship with facility, program, and administrative staff, church leadership, and congregation members.

### Responsibilities:

- Open and set up the church nursery at 8:00 AM on Sunday mornings; 5:45 PM on Thursday evenings (as needed)
- Clean up nursery and close at 12:00 PM on Sundays; 9:15 PM on Thursdays (as needed)
- Provide light custodial services (i.e. cleaning up spills, wiping counters, sanitizing toys)
- Check in/out all children, collecting any information needed
- Engage the children in creative play, songs, stories, and otherwise provide a happy, wholesome nursery experience
- Monitor condition of nursery equipment and supplies and alert the Director of Christian Education of any needs
- Overseeing the care, maintenance, cleanliness, security, and safety of the nursery area and equipment
- Ensure facilities are aesthetically pleasing to parents and children
- Responsible for securing information from visitors with nursery-age children and notifying Director of Christian Education
- Provide staff for nursery when requested for special service or event
- Comply with Child Protection Policy
- Work with the Director of Christian Education to implement an age-appropriate religious education program
- Report any concerns to the Director of Christian Education or the Pastor/Head of Staff
- Keep records of accident/incident reports and share information with Director of Christian Education on the date the report is made
- Other duties as assigned

### Requirements:

- Demonstrate excellent interpersonal skills, especially dealing with parents/guardians and children in a professional manner
- Childcare experience necessary...please provide references
- Candidate must have reliable transportation
- Understanding of basic first aid and be certified in child/infant CPR training (or must be willing to become certified, as cost will be paid for by First Presbyterian Church)
- Good communication skills, including fluent English
- Must be willing to provide all aspects of childcare, including changing diapers and giving bottles
- Honesty
- Dependability
- Flexibility and creativity in solving problems/conflicts
- Appropriate dress is expected

**Other:**

Hours: Sundays 8:15 AM – 11:45 AM; 4:45 PM – 7:15 PM;

Thursdays 5:45 PM – 9:15 PM (as needed)

Salary: \$15.00/hour

Attendance every Sunday is needed, including Easter Sunday. For college students: your supervisor will coordinate with your school breaks (if applicable) and holidays to ensure a workable schedule.

Occasionally First Presbyterian Church holds special services of worship on Thanksgiving Eve, Christmas Eve, Ash Wednesday, Maundy Thursday, Good Friday, and others as notified by the Co-Directors of Christian Education. The Nursery Caregiver will be asked to work during these services, if available.

If on any scheduled Sunday or Thursday there are no children in the nursery, but the Nursery Caregiver was required to show up, the salary will be paid.

If at any time the Nursery Caregiver is unable to work on account of a personal emergency, they must promptly notify the Co-Directors of Christian Education so that alternative care can be arranged. This particularly applies in the case of COVID or other transmittable infection.

Two-week's notice of vacating the position is requested.

Requests for a change in schedule need to be made in writing to the Co-Directors of Christian Education no later than two weeks in advance of the scheduled shift.

Job Type: Part-time, guaranteed 3.5 hours per week on Sunday mornings; may get up to 10 hours per week with Sunday evenings and Thursday evenings.

## **POSITION TITLE: VOLUNTEER COORDINATOR**

**FSLA Classification:** Part-time, Volunteer

**Hours:** 5 – 10 hrs./week

**Responsible to:** Head of Staff and to the Session through the Personnel Committee

**Supervises:** N/A

**Summary of Position:** This position is responsible for assisting with maintaining a strong level of connection between First Presbyterian Church and its members, visitors, and volunteer committees. This position will be supervised by the Pastor/Head of Staff. The person will help to coordinate volunteers to assist with the mission and ministry of the church.

### **Responsibilities:**

#### **VIII. Volunteer Recruitment and Retention**

##### **A. Implement Best Practices for Volunteer Retention**

- a. In coordination with the Welcome and Hospitality Committee, assist new members to ensure that they are assimilated, connected, and actively involved in the life of the church at a level they are willing to engage.
  - i. Connect with new members to determine how their skills, interests, and talents might contribute to First Presbyterian.
- b. Conduct outreach at congregational events to recruit a diverse pool of volunteers: maintain public listings regarding volunteer opportunities.
- c. Carry out events such as volunteer fairs to showcase volunteer opportunities.
- d. Coordinate congregational needs for volunteer participation: motivate members, new and long-term, to volunteer in church programs and activities relevant to their interest and talents.
- e. Facilitate the creation of adequate job descriptions for volunteer tasks.
- f. Help coordinate training sessions for various volunteer positions in the church as needed.
- g. Plan, in conjunction with Staff, appreciation events, such as Volunteer Sunday, volunteer appreciation, and other recognition efforts.
- h. Provide a volunteer spotlight and appropriate information for our E-News and website. Publicize, when appropriate, particular volunteer efforts and achievements.

The above is intended to describe the general nature and level of work performed by the volunteer in this position. It is not designed to contain or be interpreted as an exhaustive list of all responsibilities, duties, and skills assigned to this volunteer. The job description does not constitute an employment agreement between the employer and volunteer, and is subject to change by the employer as the needs of the employer and requirements of the job change. Other duties may be assigned by the Pastor/Head of Staff, in consultation with the volunteer.

## **II. Qualifications**

- A. Has strong spiritual grounding.
- B. Is emotionally mature and can maintain a non-anxious presence.
- C. Pays attention to details.
- D. Keeps the larger picture in mind while attending to the smallest of details.
- E. Establishes good working relationships with all others who are relevant to the completion of work.
- F. Builds appropriate rapport and considers the impact of their actions on others.
- G. Uses diplomacy and tact, is approachable, and avoids communication triangles.
- H. Acquires and demonstrates technical skills required to proficiently execute the essential functions of the job.

## **III. Skills Necessary**

- A. Software skills: church database management, Microsoft Office Suite, etc.
- B. Availability to meet with staff or assigned committees upon reasonable request.

Approved by Personnel 2-5-2025

Approved by Session: 2-17-2025

## **POSITION TITLE: PRINCIPAL ORGANIST AND ASSISTANT DIRECTOR OF MUSIC**

**Revised December 2017**

**Responsible To:** Director of Music & Arts

**I. Responsibilities:**

- a. Principal Organist
  - i. Provide preludes, postludes, and service music for two weekly Sunday services as well as special services (Choral Evensong, Ash Wednesday, Maundy Thursday, Good Friday, Thanksgiving Eve, Lessons and Carols, and Christmas Eve), and any others that might be needed.
  - ii. Provide music needs for funerals/weddings and create/maintain repertoire list with appropriate music.
  - iii. Accompany rehearsals as well as services for choirs, including Cherub Choir, Kirkwood Choir, Jubilation Singers, Celebration Singers, Cecilian Carolers, Cathedral Choir of Young Men and Boys, Sanctuary Choir, Chamber Chorale, Vesper Bells, and any additional ensembles created in the future.
  - iv. Accompany Performing Arts Series programs when needed and assist with preparation for Broadway musical productions.
  - v. Accompany choirs during choir mission outreach tours.
  
- b. Assistant Director of Music
  - i. May conduct choir/bell performances in Director of Music & Arts's absence.
  - ii. Conduct choir/bell rehearsals in Director of Music & Arts's absence.
  - iii. Coordinate and rehearse with all small ensemble/solo talent during summer worship and when choir is in recess.
  - iv. Assist the Director of Music & Arts, at their direction, in the many and varied administrative details required in the extensive music ministry.
  - v. Other duties as assigned by the Director of Music & Arts as necessary to the performance of this position or to support the music ministries at First Presbyterian Church.

Full vaccination against COVID-19 and annual flu; capacity to wear a mask for the entire working day.

## **MISCELLANEOUS POLICIES**

## **ELECTRONIC MOTIONS POLICY (E-VOTING)**

**Approved April 15, 2024, Amended November 17, 2025**

WHEREAS, there are occasions when, to properly perform its duties in a timely manner, the Session, Board of Deacons, or a committee, task force, or commission is called upon to take action prior to the next scheduled meeting of that FPC body; and

WHEREAS, e-mail affords a convenient and timely method of communicating a motion and having the matter considered and voted upon;

THEREFORE, BE IT RESOLVED that First Presbyterian Church hereby amends the Manual of Operations of the First Presbyterian Church, Davenport by inserting the following language.

**Motions by E-mail:** The Session, Board of Deacons, and their committees, sub-committees, task forces, and commissions may take action via motions voted on by e-mail under the following guidelines:

- A. The following persons are authorized to ask members of the group to take action on motions sent by e-mail.
  - a. For Session: The Moderator of Session.
  - b. For Deacons: The Moderator or Vice-Moderator (or one of Co-Moderators) of Deacons.
  - c. For a standing committee, subcommittee, task force or commission: The Chair (or Moderator) or Vice-Chair (or Vice-Moderator) or a Co-Chair or (Co-Moderator) of that body.
- B. Normally, a motion will not be sent by e-mail if there is sufficient time to act on it at a regularly scheduled meeting.
- C. Motions sent by e-mail should normally concern business that is routine in nature where the chance of controversy or the need for discussion is small.
- D. If any member of the group feels there should be a face-to-face discussion or judges that action should not be taken on the motion via e-mail motion, the motion will be docketed for a scheduled meeting of the group.
- E. A minimum of 24 hours must be allowed for members of the group to respond with their vote, 48 hours is preferred.
- F. Any motion sent via e-mail should be in the formal format of a motion as if it was being presented at a meeting of the group. The e-mail should also include: when voting ends, the number of responses required, and that approval requires a unanimous vote.
- G. In the case of a motion not coming from a standing committee of Session, the first person responding to the e-mail vote will "move the motion" and cast their vote. The second person responding to the e-mail vote will "second the motion" and cast their vote. All others will cast their vote.
- H. An email requesting an E-vote shall be initiated by the Moderator. The Moderator may request the Clerk of Session to forward the E-vote email to the Session members and receive the votes. Once informed of the votes, the Moderator will declare the motion approved or defeated. The results will be shared with Session.

I. The following is a recommended template for the E-vote email:

If the motion comes from a Session committee:

*The Moderator of Session requests an E-vote by Session on the following motion from the [committee name]. [State the motion.] [If appropriate, background on the motion can be provided.]*

*Voting ends on [state date and time].*

*Any “no votes,” comments, or requests for discussion will stop the voting. The motion will then be on the agenda for the next stated meeting or a special meeting of the Session will be called.*

*The minimum number of votes required to approve the motion is [quorum approved by Session for the year].*

*Please answer using “reply all” and indicate your vote, yes or no.*

If the motion does not come from a Session committee:

*The Moderator of Session requests an E-vote by Session on the issue indicated below.*

*The Moderator of Session would entertain a motion to [state the proposed motion].*

*[If appropriate, background on the motion can be provided.]*

*Voting ends on [state date and time].*

*Any “no votes,” comments, or requests for discussion will stop the voting. The motion will then be on the agenda for the next stated meeting or a special meeting of the Session will be called.*

*The minimum number of votes required to approve the motion is [quorum approved by Session for the year].*

*The first person to respond to the e-vote email should use “reply all” and state the following: “I make this motion and vote yes.”*

*The second person to respond to the e-vote email should use “reply all” and indicate that they “second” the motion and then cast their vote, yes or no.*

*All others shall “reply all” with their vote, yes or no.*

J. In cases of committee members not having access to e-mail, the group chair (or moderator), vice-chair (or vice-moderator), or a co-chair (or co-moderator), or Clerk of Session will contact those members by telephone.

K. Motions will be approved if all of the following are true:

- The number of votes cast meet the quorum required for regular meetings.
- The vote is unanimous.
- No concerns are expressed about the motion and no requests for discussion are made.

L. If the motion fails, it may be placed on the agenda of the next meeting of the body.

M. The results of all motions acted on via e-mail will be affirmed at the next regular meeting of the group and reported in the subsequent minutes of that meeting.

# STANDING RULES FOR CONDUCTING ELECTRONIC MEETINGS

Approved by Session, May 20, 2024

## I. Permission for Electronic Meetings

- a. Permission to conduct Congregational meetings, Session meetings and Board of Deacon meetings is given in the By-Laws of First Presbyterian Church, Davenport in Article III, Section 3, Article IVA, Section 4, and Article 4B, Section 4, respectively. The permission is also given to committees and task forces of Session and the Board of Deacons.
- b. An electronic meeting may include a meeting with one or more individuals joining electronically to an otherwise in-person meeting.
- c. Any electronic mechanism for attending a meeting is acceptable if it allows all persons to hear and be heard.

## II. Notice for an Electronic Meeting

- a. Notice of an electronic meeting and log-in information should be provided more than 24 hours prior to the meeting, if possible.
- b. For a meeting that does not allow a 24-hour notice, the log-in information should be provided at the time of the meeting notice.

## III. Joining a meeting electronically

- a. Members of the body are responsible for providing their own devices for joining an electronic meeting.
- b. Each member is responsible for his or her electronic connection to the meeting. No action shall be invalidated on the grounds that the loss of, or poor quality of, a member's individual connection prevented participation in the meeting.
- c. Log-in should be provided at least 10 minutes prior to the start of the meeting.

## IV. Signing into a meeting

- a. To be considered "present" for a quorum, anyone joining a meeting electronically must be able to hear the proceedings and be heard by others present.
- b. Persons signing in to an electronic meeting should identify themselves.
  - i. If the electronic log-in includes video, the person should ensure their name is the label shown in their video window.
  - ii. If video is not available, the person signing in should announce their name to the moderator of the meeting, while not interrupting a speaker.
- c. Members should maintain audio throughout the meeting or until their departure.
- d. Members leaving the meeting should indicate their departure verbally (while not interrupting a speaker) or by an electronic message, such as in a "chat."

## V. Obtaining the floor

- a. To request the floor, a member should raise their physical hand in their video window or raise an electronic hand. Only if these methods fail to be addressed by the Moderator should the member unmute and request the floor verbally.
- b. Requests can be made to the Moderator to share screen, if appropriate to share a document to all present.

## VI. Voting

- a. Voting will be conducted in a manner directed by the Moderator, which may include:
  - i. A request to unmute followed by a voice vote.
  - ii. Raising a physical hand in the video window.
  - iii. Using a designated electronic symbol (i.e. thumbs up or checkmark).
  - iv. A roll call vote.
- b. If a ballot vote must be conducted, voting may include the use of electronic polls.

VII. Electronic meetings can be recorded. Persons joining the meeting should be notified of the recording. Recordings will be stopped if the body enters an executive session. In general, the recordings will be maintained until the minutes of that meeting are approved. They can then be deleted.

VIII. Guests may join FPC meetings electronically. They should identify themselves to the Moderator whether joining on their own device or sharing a device with a member. Guests may speak at the meeting if the body, by motion and vote, grants them "voice." Guests cannot vote on any matter.

IX. Meeting etiquette

- a. Members and guests should remain muted when not speaking.
- b. The electronic chat can be used to share appropriate information for the benefit of the meeting, but should not be used for side conversations or personal business.
- c. Avoid interrupting a speaker. Request the floor as indicated in the rules.
- d. The chair may cause or direct the disconnection or muting of a member or guest if they are causing undue interference with the meeting.

## ANTIRACISM POLICY OF FIRST PRESBYTERIAN CHURCH OF DAVENPORT

Approved by Session: 1-27-2025

Structural Racism is defined as “the normalizing of racism within institutions and structures. Once racism is structural and institutional (as it is in the United States), it creates ongoing, persistent inequality. Inequality occurs in access to money, land, housing, education, health, information, and social power. Because inequality is a part of the structures and institutions that we interact with every day, it often goes unquestioned and unchallenged by most of society or the dominant culture.”<sup>i</sup>

At this time in history in the United States structural racism not only impacts people of African descent, but any non-Caucasian ethnic group, including but not limited to those of Latinx, Asian, and Indigenous ethnicities. Although the church often affirms that structural racism is the opposite of what God intends for humanity, we admit that the structural racism and racial prejudice that has a strong history in the United States, often transfers from the secular world into the life and legacy of the church.

First Presbyterian Church of Davenport affirms the statement made by the Presbyterian Church (USA)’s document entitled *Facing Racism: A Vision of the Intercultural Community*: “Because of our biblical understanding of who God is and what God intends for humanity, the PC(USA) must stand against, and work against racism. Antiracist effort is not optional for Christians. It is an essential aspect of Christian discipleship, without which we fail to proclaim the Good News of Jesus Christ.”<sup>ii</sup>

Although work has been done to end structural racism, we acknowledge there is more work to be done. Therefore, in our efforts to create a church where “all persons are treated with respect, all gifts are valued and encouraged, knowing diversity is a gift to be valued,”<sup>iii</sup> First Presbyterian Church of Davenport commits to:

- Seek to welcome and be open to all people.
- Continue to acknowledge and repent for the harm done in past to either create or maintain structural racism;
- Provide anti-racism and equality training for our leaders and congregation to encourage education, understanding, and growth;
- Recognize the community and lands in which we serve, reside, and worship as the unceded homelands of indigenous peoples. We also acknowledge that we, as a church, have been the beneficiary of this historic reality.
- Acknowledge the wonderful diversity in God’s creation and the diversity of where we serve, reside, and worship.
- Strive to work with the Nominating Committee to ensure that our elected leadership is representative of the diversity of our body.

<sup>i</sup> What is Structural Racism? The Presbyterian Church (USA) Presbyterian Mission. Accessed April 25, 2024. <https://www.pcusa.org/about-pcusa/agencies-entities/interim-unified-agency/ministry-areas/matthew-25/three-core-pillars>

<sup>ii</sup> Facing Racism: A Vision of the Intercultural Community, 222<sup>nd</sup> General Assembly (2016)

<https://www.pcusa.org/sites/default/files/2024-11/facing-racism-study-guide.pdf>

<sup>iii</sup> “Racial Equity,” Presbyterian Women’s website, accessed January 30, 2024, [https://www.presbyterianwomen.org/what\\_we\\_do/build-community/antiracism/](https://www.presbyterianwomen.org/what_we_do/build-community/antiracism/)

# **EVANGELISM POLICY FOR SELLING CHURCH MERCHANDISE**

First Presbyterian Church of Davenport

**Approved May 2024**

The official logos of First Presbyterian Church (FPC) act as guiding lights, providing wisdom and direction for all aspects of our ministry, including the officially sponsored church merchandise. Merchandise (merch) with the church logo may be sold so that members and friends of FPC can help evangelize, which simply means to share the good news of God's work through FPC. The selling of merchandise may also have the added blessing of raising funds for our ministry, but the primary purpose is for members and friends of FPC to show their love of the church and to share God's love with others.

## **1. REFLECTING OUR VALUES:**

Every piece of church merch reflects the core values and beliefs of our congregation. Whether the merch simply has our logo on it, or accompanied by a simple slogan, statement, or phrase, each item shall convey our values inherent in our vision statement.

## **2. SUPPORTING OUR MINISTRY WITH CHURCH MERCH**

The proceeds from church merch will normally support the mission and ministry of our church through our general budget. With Session approval, specific requests can be made to support designated ministry initiatives through selling specific items for a designated period of time. Any platform used for selling church merch shall be approved by the Church Marketing and Growth Committee in consultation with the Finance Committee.

## **3. IMPACT BEYOND THE WALLS**

It cannot be overemphasized that our church merch will extend the impact of our ministry beyond the church walls. Church merch can serve as a conversation starter and an opportunity to share our church's vision with others in the community. Members should wear or share church merch with pride for all that God is doing through FPC.

## **4. CONSISTENCY IN MESSAGE**

The Pastor/Head of Staff and the Director of Music and Arts will ensure consistency in the messaging and branding of all church merch, in consultation with the Church Marketing and Growth Committee. Other individuals/committees may request specific church merch designs. However, as the selling of church merch is for the primary purpose of evangelism (a theological messaging endeavor), the Pastor/Head of Staff shall have veto authority for any church merch designs to ensure they are consistent with the inclusive theology of the church. This not only reinforces our vision but also makes our merchandise instantly recognizable as a representation of our church in the community.

## **5. MARKUP TO SUPPORT CHURCH MINISTRY**

FPC will assess a 50% markup for all items, which amounts to a profit margin of just over 33%. This is less than the typical markup assessed by many retail vendors.

# EMERGENCY GUIDE

## First Presbyterian Church

Church members and staff have a responsibility to understand different emergencies and how to prepare in advance for a disaster. This includes becoming familiar with the building's floor plan and know where the emergency exits, sheltering areas and assembly locations are located.

### USING THIS GUIDE

Emergencies can happen at any time without warning. This guide is designed to help you respond to emergency situations and contains valuable information for staff, as well as our church members and visitors at First Presbyterian Church (FPC).

Depending on the type of emergency, the most important decision is whether you stay where you are (shelter) or get away from the danger (evacuate).

This guide will provide steps to respond safely to many different types of emergencies.

### FIRE

Fire is one of the most common disasters. Fire causes more deaths and damage to more businesses than any other type of disaster. However, fire does not have to be deadly when you know your emergency procedures and act immediately when there is an alarm.

#### DO NOT HESITATE TO ACT:

- Call 911-First Presbyterian Church address is 1702 Iowa St., Davenport
- If alarm sounds, leave now
- If you notice smoke and no alarm:
- Leave now and on your way out advise others to leave
- Pull fire alarm if you pass it on way out.
- Let management know when you are safely away from the fire
- Follow planned routes or emergency exit signs
- If you reach smoke or fire, go a different way
- If caught in smoke, drop to your hands and knees and crawl. Breathe through clothing as a filter
- STOP, DROP, and ROLL, if your clothing or hair catches on fire
- Go outside to a safe assembly location and let others know you are okay. The designated evacuation assembly point is the Iowa Street Playground.
- Always follow emergency instructions and do not return until the "ALL CLEAR" has been given by authorized emergency responders.

#### IF YOUR EXIT IS BLOCKED:

- Find another exit, if possible
- Call 911 from a cellular phone or a landline and advise them of your situation and location-First Presbyterian Church address is 1702 Iowa St., Davenport.
- If smoke is entering room, if possible place wet towels or clothing under door
- Breathe through your nose and use your blouse, shirt or jacket as a filter
- DO NOT break windows

### EVACUATION

Evacuation is simply getting away from a dangerous situation. If asked to evacuate, or you see something dangerous, do not wait, leave immediately.

- Leave immediately when alarm and/or announcement is made
- Follow designated routes or lit EXIT signs and instructions
- Do not use elevators unless instructed by authorized first responders to do so
- Before opening any doors feel with back of hand. If hot, do not open, seek alternate exit
- Keep to right side of stairwells and hallways
- Proceed directly to the assembly location for accountability and further directions. Designated assembly evacuation location is the Iowa Street Playground area.
- Smoke:
  - If you see smoke, fire or other danger, find a different way out, let others know of the danger
  - If you must go through smoke, stay as low as you can (heat and dangerous smoke will rise)

Special Instructions for evacuating children from CE Wing or any other area where they are separated from their parents:

- Adults responsible for children in either nursery, church school classes, Kirkwood Club, choir, etc. will lead children to the grounds next to the playground area on the north side of the CE Building where parents will reunite with their children.

## **ACCESS AND FUNCTIONAL NEEDS**

If you are not able to evacuate:

- Ask for help and go to an area of refuge away from immediate danger. Do not use the elevators. Use Stairway Evacuation routes to reach ground level exits. If you have access to a phone or a cell phone, call 911 and advise where you are in the building.

## **SHELTERING**

When a danger or threat exists outside, sheltering inside is the safest option:

- If applicable, go to the inside designated shelter areas. Designated shelter areas in the church are the hallway outside the Bride's Room and the hallway outside of the Choir Room in the lower level away from windows. Additional places without windows are the mop closet outside the choir room and the women's bathroom on the first floor. For very large crowds, the 3 kitchens space also has no windows.
- Stay inside, move to inner corridor or office
- Stay away from windows and do not open them
- Do not use elevators

## **AED**

Automated External Defibrillators are located in three places:

1. An AED is located on back west wall of the Sanctuary next to the doorway. There is a first aid kit next to it
2. An AED is located just outside the small kitchen on the second floor of the CE building.
3. An AED is located in the hallway between Fellowship Hall and the Library on the

## **MEDICAL EMERGENCY**

Medical emergencies can happen from accidents or medical conditions. The role of staff or parishioners in a medical emergency is to provide care to the victim until first responders arrive. Staff or parishioners should NOT provide any first aid beyond their training. Often the person experiencing the emergency does not acknowledge or denies the situation is serious. If in doubt, take immediate action.

- Before providing any assistance, staff or parishioners should survey the scene for additional hazards and ensure it is safe to render aid
- DO NOT move the victim(s), especially if you suspect a head or neck injury, unless safety is a concern
- Check victim for medical alert bracelet or necklace

- Call 911 and give:
  - Name
  - Phone Number
  - Address-First Presbyterian Church address is 1702 Iowa St., Davenport
  - Description of the problem and patient
- Send someone to meet emergency personnel and direct to location
- Staff and parishioners should comfort the victim and reassure them that medical attention is on the way
- Assist emergency personnel with pertinent information about the incident
- Remain with the victim until trained help arrives
- Report incident to management by using the Incident Report Form

## **WORKPLACE VIOLENCE**

We are dedicated to the safety of all employees, church members and visitors so FPC has developed procedures to identify potential threats and prevent violent incidents from occurring. Employees/members should report threats of violence or perceived threats and safety concerns to:

- In the event of immediate danger, call 911  
First Presbyterian Church address is 1702 Iowa St., Davenport
- Their immediate supervisor or church staff
- Remember – all threats or perceived threats should be taken seriously

## **POTENTIAL SCENARIOS:**

- An employee, member, visitor or staff verbally threatens or intimidates a coworker, member, visitor or staff
- An employee, member, visitor or staff makes a veiled or implied threat to a supervisor, member, visitor or staff
- A church visitor makes threatening comments or gestures to an employee, member, visitor or staff
- A family member or significant other of an employee, member, visitor or staff is a threat to the employee, coworkers, members or Church workplace
- An employee or staff receives a threatening e-mail at work from a coworker, member or family member
- A stranger calls the workplace and says that an employee, member or staff is making threats from a workplace phone or computer

## **SIGNS OF POTENTIAL VIOLENCE:**

- An entitled or blaming view of disputes with FPC
- Unsettling references to other incidents of violence
- Regular threats to physically harm themselves or commit suicide
- Direct or indirect statements to harm or kill others
- Inappropriate outbursts, can't control impulsive behavior
- Excessive focus on firearms, weapons, or military gear
- Physical or behavioral signs of substance abuse
- Follows or watches others
- Persistent unwanted contact of others
- Gestures of violence toward self or others
- Physical aggression or intimidation
- Frequent misinterpretation of others' behaviors
- Obsessive thoughts about a person or issue
- Unrealistic fears of being mistreated by others
- Changes or losses in personal support system
- Recent loss of a primary relationship or child custody
- Financial, legal or employment troubles

## **HAZARDOUS MATERIALS**

In the event of a natural or propane gas leak or odor – EVACUATE IMMEDIATELY.

In all other cases, first responders will take command of the situation and determine the steps to take regarding evacuation, shelter-in-place and ventilation systems (HVAC).

In the event of a hazardous material incident inside building:

- Evacuate immediately.
- Call 911 – Report location and type (if known) of the hazardous material  
First Presbyterian Church address is 1702 Iowa St., Davenport
- Assembly point is near the playground on the north side of the church; when safely away from the building notify management and maintenance staff
- Report any employees/members missing or injured to the first responders
- If safe, close doors to the affected area
- Render first aid as needed
- Develop an incident action plan with emergency responders (e.g., evacuation, shelter-in-place, shutdown ventilation system)

In the event of a hazardous material incident outside building:

- Call 911 – Report location and type (if known) of the hazardous material  
First Presbyterian Church address is 1702 Iowa St., Davenport
- Report location and type (if known) of hazardous material
- Move anyone from the immediate vicinity of the danger
- Develop an action plan with emergency responders
- Avoid turning on and off lights

## EMERGENCY CONTACT INFORMATION

### PUBLIC UTILITIES

#### **MidAmerican Energy Company:**

Business: 888-427-5632

24-hr emergency number (Power outage or wires down): 800-799-4443

24-hr emergency number (Gas leaks): 800-595-5325

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#### **Iowa-American Water Company**

24-hr emergency number: 866-641-2108

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### LOCAL EMERGENCY CONTACTS:

Scott County Emergency Management Agency: 563-484-3050

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Poison Control Center: 800-222-1222

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Crime Victim Assistance: Iowa Attorney General's Office: 800-373-5044

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Scott County Human Services (Child and Adult Welfare): 563-326-8794

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Scott County Community Services (Mental Health care): 563-326-8657

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Scott County Crisis Line: 855-581-8111

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## WORK/MEETING PLACE SAFETY/SECURITY

Remain alert and aware to what is going on around you at all times. Be suspicious of strange or unusual individuals, situations and objects. Most importantly – TRUST YOUR INSTINCTS! Report suspicious or unusual individuals, situations or objects to your manager/church staff. If you feel threatened or if you feel that you are in imminent danger, immediately call 911-First Presbyterian Church address is 1702 Iowa St., Davenport..

If you notice an unauthorized person in your work/meeting area, acknowledge the person and ask if they require assistance. Don't take "no" for an answer; follow-up by ensuring that the person is truly authorized to be there. If you are uncomfortable approaching the person, unable to approach the person, the person acts in a suspicious or strange manner when you approach him/her, or the person runs from the work/meeting area, immediately call 911 and then report to your manager/church staff.

Theft is often a crime of opportunity. Do not leave purses or wallets in plain view. Keep them on your person or in a locked desk at all times. Never leave them unattended, even for a few moments.

Clear your desk of any valuable personal or church property at the end of each day and secure it in a locked desk drawer or file cabinet. Ensure you lock all of your desk drawers and file cabinets when they are unattended.

Ensure all portable computers, DVDs, and other items of value that can be easily carried away are secured when unattended.

Never prop open doors that normally remain secured. Do not allow "piggybacking" through secure doors or elevators. Safeguard church keys or access cards the same way you would safeguard your home or car keys.

Develop the practice of inspecting your work area on a daily basis. This will help you identify suspicious items or other things that are out of the ordinary. Report anything suspicious.

When arriving for work/church event or meeting, ensure you park your car in a well-lit area (if it is night, park near light poles or other sources of light). This is especially important in the winter months. When leaving the church, survey the parking area for suspicious individuals or vehicles before exiting the building. If you note something suspicious, trust your instincts and DO NOT LEAVE. When possible, walk to your car with a co-worker/church member or in groups. Keep an eye out for each other and help ensure your co-workers/church members get to their cars and leave the area safely.

## SEVERE WEATHER

**Watches:** Indicate conditions are right for development of a weather hazard. Watches provide advance notice.

**Warning:** Indicate a hazard is imminent or the probability of occurrence is extremely high.

### Thunderstorm or Tornado Watch

- Alert visitors/staff/members of weather conditions both inside and outside the church
- If safe to do so, close windows, blinds and doors to all rooms
- Limit number of phone calls to office/custodians during the tornado situation
- Watch will expire in the specified time from the National Weather Service so monitor National Weather Service (NOAA) weather radio.
- Review severe weather sheltering procedures and location of shelter areas

### Thunderstorm or Tornado Warning

- Alert visitors/staff/members of weather conditions both inside and outside the church to
- Take cover immediately inside the church until "All Clear" is announced.

- Designated shelter areas in the church are the hallway outside the Bride's Room and the hallway outside of the Choir Room in the lower level away from windows. Additional places without windows are the mop closet outside the choir room and the women's bathroom on the first floor. For very large crowds, the 3 kitchens space also has no windows.
- Custodial Team and Head of Staff check rooms throughout the church to be sure rooms are no longer occupied
- Crouch low to the floor
- Continue to monitor National Weather Service (NOAA) weather radio, all-hazard or emergency alert radio or television stations
- When wind strikes, cover your neck and head
- Stay away from windows until all clear is given
- In the event of building damage, evacuate to safer areas
- If evacuation does occur due to building damage, do not re-enter the building until an "All Clear" signal is issued by authorized personnel, i.e., inspectors or fire personnel
- Limit number of phone calls to office/custodians during the tornado situation

#### **After a Destructive Tornado, Storm or Earthquake**

- Call 911-First Presbyterian Church address is 1702 Iowa St., Davenport
- Be ready to give injury status to First Responders
- Beware of contaminated food, water, ruptured gas lines and wet electrical equipment

#### **Lighting**

Lightning is the deadliest weather event and can strike miles away from a thunderstorm and up to 30 minutes after.

- Stay inside
- If you feel your hair stand on end (indicator of a lightning strike)
- Squat low to the ground on the balls of your feet
- Place your hands over your ears and your head between your knees
- Make yourself the smallest target possible and minimize your contact with the ground
- DO NOT lie flat on the ground

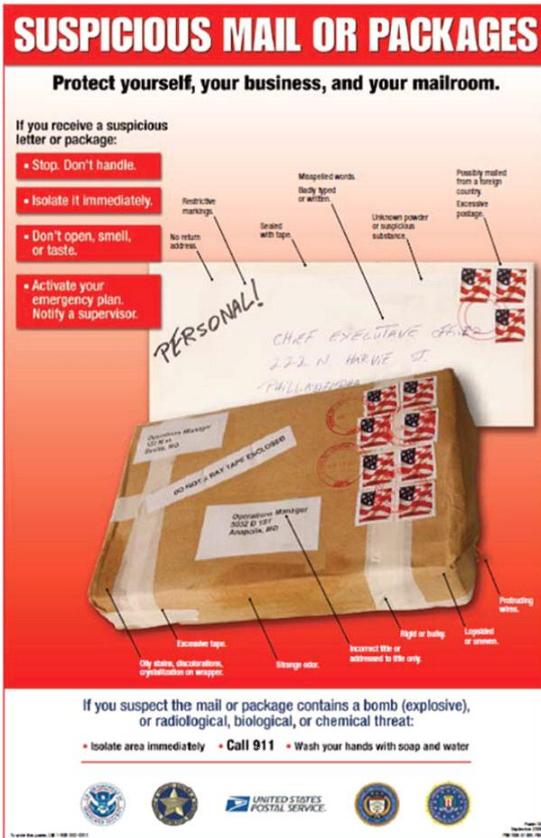
#### **Flooding**

Flooding is very dangerous and causes many deaths each year:

- DO NOT walk through moving water. Six inches of moving water can make you fall
- If you have to walk through standing water, use a stick to check the firmness of the ground in front of you
- DO NOT drive into flooded areas, a foot of water will float many vehicles
- If floodwaters rise around your car, abandon the car and move to higher ground if you can
- do so safely. You and the vehicle can be quickly swept away

## **SUSPICIOUS PACKAGES/MAIL**

Characteristics of a suspicious package or letter include excessive postage or excessive weight; misspellings of common words; oily stains, discolorations, or odor; no return address or a city or state postmark that does not match the return address; or a package that is not anticipated by someone in the building or is not sent by a known vendor.



If you receive a suspicious package or letter by mail or delivery service:

- DO NOT OPEN package or letter
- Evacuate immediately
- Call 911

First Presbyterian Church address is 1702 Iowa St., Davenport

- Preserve evidence for law enforcement, if possible
- Notify Head of Staff and Department Heads

If a letter/package contains a written threat but no suspicious substance:

- Evacuate immediately
- Call 911

First Presbyterian Church address is 1702 Iowa St., Davenport

- Preserve evidence for law enforcement if possible
- Notify Head of Staff and Department Heads

If a letter or package is opened and contains a suspicious substance:

- Evacuate Immediately
- Call 911

First Presbyterian Church address is 1702 Iowa St., Davenport

- Isolate the people who have been exposed to the substance to prevent or minimize contamination
- Turn the letter or package over to law enforcement
- Complete FPC Incident Report Form when this can be done safely
- Consult with emergency officials to determine next steps:
- Notify Head of Staff and Department Heads

## BOMB THREATS

ALL bomb threats must be taken seriously until they are assessed. As a church/business we are responsible for assessing the threat. The decision to evacuate rests with the FPC, not emergency responders, unless a device is located.

Responding to a telephone bomb threat:

- Evacuate immediately
- Call 911 from outside the church building  
First Presbyterian Church address is 1702 Iowa St., Davenport
- Consult with first responders on credibility of the threat
- Use the FPC Incident Report and Bomb Threat form to document the threat

Responding to a written bomb threat:

- Evacuate immediately
- Call 911 from outside the church building  
First Presbyterian Church address is 1702 Iowa St., Davenport
- Save the threat document and all of the materials associated with the threat, including any envelopes, containers, samples of handwriting or typewriting, paper and postal marks
- Handle these items as little as possible
- If possible, place all items in an envelope or box to protect them
- Complete the FPC Incident Report Form when this can be done safely
- DO NOT touch any suspicious devices, packages, etc. Tell emergency responders the location of a device, if known.
- Limit the use of cellular phones, radios or fire alarm system

When an evacuation is initiated:

- Notify all occupants of the church of need to evacuate
- DO NOT use cell phones, radios or fire alarm system because of risk of activating a device

\*\*When responding to a bomb threat, law enforcement and first responders generally will not search a building unless requested; request this sweep

# BOMB THREAT FORM

Date: \_\_\_\_\_  
Time: \_\_\_\_\_

Number at which call was received: \_\_\_\_\_

Caller's Voice/demeanor:

|            |                |            |             |
|------------|----------------|------------|-------------|
| • Calm     | Normal         | Despondent | Angry       |
| • Distinct | Deep breathing | Excited    | Slurred     |
| • Cracking | Slow           | Nasal      | Disguised   |
| • Rapid    | Stutter        | Accent     | Soft        |
| • Lisp     | Familiar       | Loud       | Raspy       |
| • Laughter | Deep           | Crying     | Intoxicated |

If familiar, who did it sound like?

## Background sounds

|          |                    |         |          |
|----------|--------------------|---------|----------|
| • Street | Vehicles           | Local   | Airplane |
| • Office | Long distance/cell | Voices  | Factory  |
| • Party  | PA system          | Animals | Train    |
| • Music  | Clear/none         | House   | Static   |

Other: \_\_\_\_\_

### Caller vocabulary/language/information

- Excellent Incoherent Reading from note Fair
- Taped Poor

Sex of caller: Male Female

Approximate age: \_\_\_\_\_

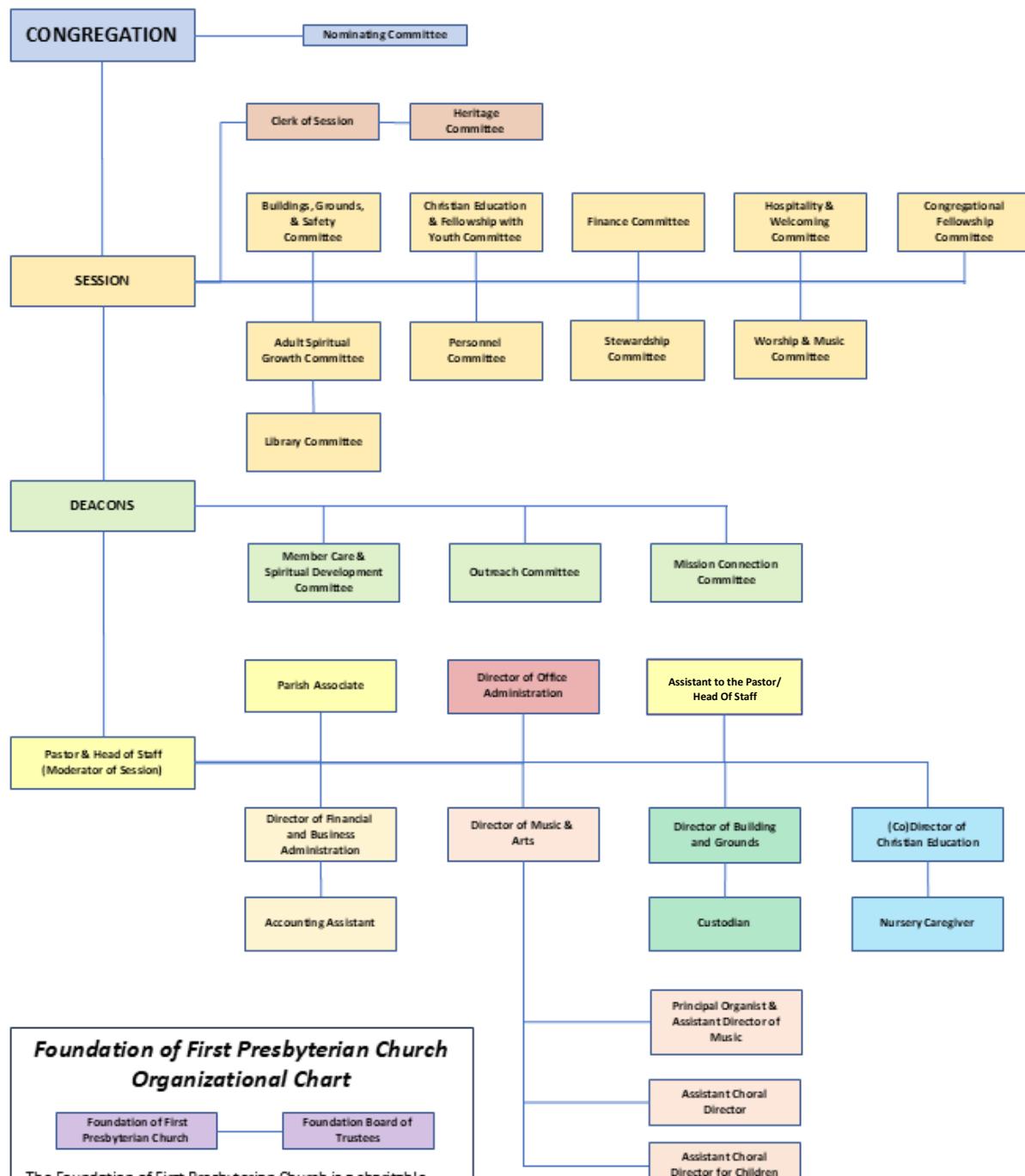
### Comments/notes:



## **APPENDIX**

# FIRST PRESBYTERIAN CHURCH ORGANIZATIONAL CHART

## *First Presbyterian Church Organizational Chart*



# **THE BYLAWS OF FIRST PRESBYTERIAN CHURCH OF DAVENPORT**

**Approved February 25, 2024**

## **ARTICLE I NAME AND CORPORATION IDENTIFICATION**

The name of this organization is "First Presbyterian Church of Davenport," as specified by its restated Articles of Incorporation which were filed with the Secretary of State of the State of Iowa on June 29, 1999, with document number W00214506.

## **ARTICLE II OBJECT, ALLEGIANCE, AND POWER**

The church is organized and incorporated for the purpose of conducting the usual ecclesiastical and secular affairs of a local church in accordance with and in obedience to the "Constitution of the Presbyterian Church (U.S.A.)," subject to any limitations or restrictions imposed by the Chapter 504A of the Code of Iowa or other applicable law. The secular powers of the church, to be exercised in and by its corporate name, shall be all the powers of a corporation under the provisions of Chapter 504A of the Code of Iowa, 1958, relating to corporations not for pecuniary profit, including the right to acquire (by purchase, gift, bequest, or devise), to hold and to sell, lease, convey, mortgage, or otherwise encumber real and personal property.

It is the intent of these bylaws to supplement, as applied to this particular church, the requirements of civil law, church law (as stated in the latest issue of the Constitution of the Presbyterian Church (U.S.A.)) and the Articles of Incorporation. If there be any conflict, these bylaws are subordinate.

## **ARTICLE III MEETINGS**

### **Section 1 – Annual**

The annual meeting of the congregation shall be held at a specific date and time designated by the Session. At such meeting, the congregation shall be competent, without special provision in the notice, to transact any business of the church (whether Secular or ecclesiastical) properly coming before it, including a review of the budget adopted by Session, and the receiving of reports from official boards and organizations.

### **Section 2 – Special**

Special meetings of the congregation of the church may be called by presbytery or by the Session at any time, and it shall always be the duty of the Session to convene a special meeting of the congregation promptly when petitioned in writing to do so by one-fourth of the members on the active roll. No business shall be transacted at a special meeting except the business briefly described in the notice thereof and such business may be secular and/or ecclesiastical.

### **Section 3 – Electronic Meetings**

Congregational meetings may be held electronically at the discretion of the Session, provided that the technology employed allows for all members present to hear and be heard simultaneously. This includes joining one or more persons electronically to an otherwise in-person meeting.

### **Section 4 – Members**

The term "member" as used in these Bylaws shall mean any person listed on the active rolls of the church records.

## **Section 5 – Quorum**

A quorum of one-tenth of the members shall be required for the transaction of business at any meeting of the congregation, except that a lesser number may adjourn the meeting to a date and time certain.

## **Section 6 - Adjourned Meetings**

Any meeting of the congregation may be adjourned as the circumstances may require, and without further notice, and from time to time.

## **Section 7 – Notices**

- (a) Notice of corporate meetings shall be given in accordance with the laws of the State of Iowa, the Articles of Incorporation, and the Constitution of the Presbyterian Church (U.S.A.).
- (b) Notice of all other meetings shall be given to the congregation on two successive Sundays.

## **Section 8 - Moderator and Clerk**

The pastor shall be the moderator of all meetings of the Session and of the congregation.

The pastor shall have the option of being excused from meetings, or portions of meetings, during which the pastoral relationship is being considered. On such occasions and also when the pastor is absent, the moderator shall be a minister within the same presbytery invited to act as such by the pastor, with the prior concurrence of the Session, or appointed by presbytery. In the case of a meeting of the congregation, when this procedure is not expedient and when both the pastor or the moderator of the Session and the Session concur, a member of the Session may be invited by the moderator to preside. In the case of a meeting of the Session, the Session, after obtaining the approval of the pastor, may convene and elect another of its own members to preside.

When the pulpit is vacant, the moderator of Session or congregational meetings, or portions of meetings, shall be prescribed by the Constitution of the Presbyterian Church (U.S.A.).

The clerk of the Session shall be secretary of meetings of the congregation and of meetings of the Session. If the clerk is unable to serve, the congregation, and the Session respectively, shall elect a secretary.

## **Section 9 - Qualifications for Voting**

All members present at a congregational meeting shall be entitled to vote at all such meetings on all matters affecting the ecclesiastical affairs of the church and also on all matters affecting the secular affairs, unless otherwise provided by the laws of Iowa.

## **Section 10 – Prayer**

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

## **Section 11 – Minutes**

If the congregation does not approve the minutes of a congregational meeting before adjournment, the Session may read, correct, and approve the minutes of that congregational meeting at its next scheduled meeting and shall enter them into the minute book of the Session.

## **ARTICLE IV** **ORGANIZATIONS**

The officers of the congregation shall be elders and deacons.

### **A. The Session**

#### **Section 1 - Composition and General Powers**

The Session shall consist of installed clergy and not less than six (6) nor more than thirty-nine (39) elders. All members of the Session, including installed clergy are entitled to vote. The powers and duties of the Session shall be those enumerated in the Scriptures and in the Constitution of the Presbyterian Church (U.S.A.) and in the Articles of Incorporation of the church. The Session shall have general supervision, management, and control over all the affairs of the church, both ecclesiastical and secular, subject only to the powers retained by the congregation, except as herein otherwise provided.

#### **Section 2 - The Elders**

Any member of the congregation may be an elder. There shall always be three classes of elders on the Session, each with elders as nearly equal in number as possible. Elders shall be elected at the annual meeting of the congregation, or at a special meeting called for that purpose. Elders are normally elected to serve a term of three years and may be elected to one succeeding term of three years. Elders may be elected for a shorter term than three years due to personal restraints, to fill an unexpired term due to a vacancy or to adjust the number of elders in each class so as to make the classes nearly equal. An elder may not serve on the Session more than six consecutive years and an elder who has served six consecutive years shall be ineligible for election to the same board for at least one year. Elders shall serve until their successors are elected and installed. Elders shall not be married to, parents of, or children of other currently serving elders for a period of more than one year.

#### **Section 3 - The Officers**

- (a) The officers of the Session shall be the moderator and the clerk. The Session may elect such other officers as the Session requires.
- (b) The moderator shall be the pastor, except as otherwise provided by the Constitution of the Presbyterian Church (U.S.A.).
- (c) The clerk of the Session shall be an elder elected by the Session for such term as it may determine.
- (d) Any Session elected officer of the Session may be removed from office by a majority vote of the members present at a properly called and constituted meeting of the Session.

#### **Section 4 – Meetings**

- (a) The stated meetings of the Session shall be held as publicized in church information, unless otherwise decided by a majority vote of the Session members attending any meeting.
- (b) The moderator of the Session may call a special meeting of the Session when he or she judges it necessary and shall do so when requested in writing by any two members of Session. The Session shall also meet when directed to do so by presbytery.

- (c) To transact business in meetings of the Session a quorum of the Session must be present. The Session shall establish a quorum for meetings; such quorum shall include the moderator and either a specific number of ruling elders or a specific percentage of those ruling elders in current service on the Session.
- (d) Meetings of the Session or its committees or task forces may be held electronically provided that the technology employed allows for all members present to hear and be heard simultaneously. This includes joining one or more persons electronically to an otherwise in-person meeting.

## **Section 5 – Committees**

The Session may establish and dissolve standing and special committees as it may deem necessary, except that the Finance Committee shall not be dissolved. The powers, duties and practices of each committee shall be as determined by and always subject to the approval of the Session, except as otherwise provided herein.

### **(a) Standing Committees**

As soon as practicable each year, the moderator, staff, and Congregational Nominating Committee will (1) assign all members of the Session to the various standing committees of the Session such that each elder shall serve on one standing committee, but may be assigned to more than one committee if deemed appropriate by the moderator (the clerk may, or may not, serve on a standing committee), and (2) name the chairperson of each standing committee. Each committee may also have additional members from the congregation who are not members of the Session. This is to ensure that each committee has the number of members with the requisite expertise required to effectively and completely accomplish its goals, carry out its mission and realize its vision. These members will be known as "congregational members" and must be approved by Session at least annually. The congregational members will have the same rights, privileges and responsibilities as the committee members who are serving on the current Session. The exceptions to this are that a congregational member of a committee may not perform those duties and functions that are reserved for current Session members and, if the congregational member is not an elder, they may not perform those duties and functions that are reserved for elders. Each congregational member will serve for no more than six consecutive years and a person who has served six consecutive years shall be ineligible for service to the same committee for at least one year, unless they become an active elder. Each committee may also recruit others in the congregation who are not currently serving on the Session to provide specific services from time to time. These will not be voting members of the committee and approval by the Session will not be necessary. Each committee should have regular meetings at the call of the committee chair or co-chair.

### **(b) Officers and Agents of the Secular Corporation**

Any officer or agent of the corporation shall act only in the best interest of the corporation and in accordance with these Bylaws, its Articles of Incorporation and the Constitution of the Presbyterian Church (U.S.A.) as limited or restricted by Iowa or other applicable law. The chairperson and vice-chairperson, or co-chairs of the Finance Committee, the Clerk of Session, and the church treasurer shall be, ex-officio, the president, vice-president, secretary, and treasurer respectively of the church's secular corporation. In the circumstance of Finance Committee co-chairs, the Session will designate the president and vice-president. The president or vice-president and the secretary of the church's secular corporation are hereby empowered to execute, in the name of the church, all instruments whereby the church may become bound as a secular corporation, including the purchase, sale or mortgage of real property, and may affix the corporate seal to any of the instruments requiring it. Officers of the secular corporation may be removed from office by a majority vote of the members present at a properly called and constituted regular or special meeting of the Session. In addition to officers of the corporation, the Session or the congregation may appoint an individual(s) it deems qualified, including any member(s) of the corporation or church staff, to act as an agent(s) of the corporation to execute all instruments whereby the church may become bound as a secular corporation, including the purchase, sale or mortgage of real property, and may affix the corporate seal to any instruments requiring it.

(c) Purchase, Sale or Mortgage of Real Property

The corporation can be bound in the purchase, sale or mortgage of real property only upon corporate resolution adopted by the membership of the corporation at any duly called and constituted meeting of the congregation. However, the Session is hereby authorized to receive unencumbered real property as a gift from The Foundation of First Presbyterian Church of Davenport or from any other source without such corporate resolution. The corporation shall not sell, mortgage, or otherwise encumber any of its real property or acquire real property that is subject to an encumbrance without the written permission of the presbytery transmitted through the Session.

(d) Task Forces

Task forces may be approved by the Session, which will exist for a specifically stated temporary purpose. Task forces must report regularly to the Session, and shall exist for no more than two years without requiring a renewal vote from Session.

## **B. The Board of Deacons**

### **Section 1 - Composition and General Powers**

The Board of Deacons Board shall consist of staff liaison and not less than six (6) nor more than twenty-four (24) deacons in active service. The powers and duties of this Board shall be those enumerated in the Scriptures, and in the Constitution of the Presbyterian Church (U.S.A.) and such additional duties as may be assigned by the Session. Generally, this Board shall minister with wise tact and Christian sympathy to those who are sick or in need.

### **Section 2 - The Deacons**

Any member of the congregation may be a deacon. There shall always be three (3) classes of deacons on the board, each with deacons as nearly equal in number as possible. Deacons shall be elected at the annual meeting of the congregation or at a special meeting called for that purpose. Deacons are normally elected to serve a term of three years and may be elected to one succeeding term of three years. Deacons may be elected for a shorter term than three years due to personal restraints, to fill an unexpired term due to a vacancy or to adjust the number of deacons in each class so as to make the classes nearly equal. A deacon may not serve on the Board more than six consecutive years and a deacon who has served six consecutive years shall be ineligible for election to the same board for at least one year. Deacons shall serve until their successors are elected and installed.

### **Section 3 - The Officers**

The Board of Deacons shall elect a moderator from among its members. The Board of Deacons may also elect annually from among its membership a vice-moderator, a secretary, and a treasurer of the funds of the board. Clergy shall be advisory members of the board. Any officer of the Board of Deacons, elected by the board, may be removed from office by a majority vote of the members present at a properly called and constituted meeting of the Board of Deacons.

### **Section 4 – Meetings**

The Board shall meet upon call of its moderator or when directed to meet by the Session. To transact business in meetings of the Board of Deacons, a quorum of the Board of Deacons must be present. A quorum consists of the moderator and one third of the deacons. When the moderator is absent, the Board of Deacons may convene and elect one of their members to preside.

The Board shall keep a record of its proceedings and of all funds at its disposal and their disbursement. The Board shall submit its records to the Session within thirty (30) days of any request for such records by the Session and shall provide such records to the Session at least annually.

Meetings of the Board of Deacons or its committees or task forces may be held electronically provided that the technology employed allows for all members present to hear and be heard simultaneously. This includes joining one or more persons electronically to an otherwise in-person meeting.

### **Section 5 – Committees**

The Board of Deacons may establish and dissolve committees necessary for the fulfillment of its responsibilities. The powers, duties and practices of the committees shall always be subject to the approval of the Session.

The moderator of the Board of Deacons assigns members to the various committees of the Board of Deacons and appoints chairs for each committee in consultation with the staff resource person assigned to the Board of Deacons, at the beginning of each year.

Each committee may also have additional members from the congregation who are not members of the Board of Deacons. This is to ensure that each committee has the number of members with the requisite expertise required to effectively and completely accomplish its goals, carry out its mission and realize its vision. These members will be known as "congregational members" and must be approved by Session at least annually. The congregational members will have the same rights, privileges and responsibilities as the committee members who are serving on the current Board of Deacons. The exceptions to this are that a congregational member of a committee may not perform those duties and functions that are reserved for current members of the Board of Deacons and, if the congregational member is not a deacon, he or she may not perform those duties and functions that are reserved for deacons. Each congregational member may not serve more than six consecutive years and a person who has served six consecutive years shall be ineligible for service to the same committee for at least one year unless they become an active Deacon.

Each committee may also recruit others in the congregation who are not currently serving on the Board of Deacons to provide specific services from time to time. These will not be voting members of the committee and approval by the Board of Deacons will not be necessary. Each committee should have regular meetings at the call of the committee chair or co-chair.

## **ARTICLE V**

### **NOMINATIONS, ELECTIONS, VACANCIES AND REMOVAL FROM OFFICE**

### **Section 1 – Nominations**

A nominating committee shall be elected by the congregation in accordance with the provisions of the Constitution of the Presbyterian Church (U.S.A). The committee shall include two members designated by and from the Session (one of whom shall be named by the Session as chair or both Session members named as co-chairs.), one member designated by and from the Board of Deacons, and other members of the committee in sufficient number to constitute a majority thereof, to be chosen by the congregation with fair representation of all age groups, gender, ethnic groups, and persons with disabilities. The pastor shall be a member, ex-officio. It shall be the duty of the committee: (1) to inform itself of all vacancies which are to be filled by election at a congregational meeting; (2) to study the responsibilities of the offices; (3) to review the constitutional and Scriptural qualifications for officers; and (4) to present to the congregation at a congregational meeting the name of one nominee for each of the offices to be filled by vote of the congregation. Nominations may always be made from the floor by any elector present.

The Congregational Nominating Committee shall present to the Session nominees to fill other vacancies as requested by the Session.

## **Section 2 – Elections**

A majority of the votes cast by eligible voters present and voting shall be necessary to elect.

## **Section 3 – Vacancies**

Any vacancy occurring on the Session or the Board of Deacons may be filled for the unexpired term by election at a meeting of the congregation. In such cases, the nomination shall be made by the Congregational Nominating Committee. Whenever there may be vacancies in either of said bodies amounting to more than fifteen percent of their respective full memberships, the Session shall call such special meeting and election.

## **Section 4 - Removal From Office**

An elder or deacon may be removed from office only in accordance with the procedures described in the Constitution of the Presbyterian Church (U.S.A.).

## **ARTICLE VI AMENDMENTS**

Except such as are required by the Constitution of the Presbyterian Church (U.S.A.), the Articles of Incorporation, the laws of Iowa, or other applicable law these bylaws may be amended, altered, revised, or repealed by a two-thirds vote of the qualified voters present at any meeting of the congregation, annual or special. If the meeting is a special meeting the notice of meeting shall briefly describe the purport of the amendment.