

**GRACE COVENANT PRESBYTERIAN CHURCH**

**ADMINISTRATIVE MANUAL**

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**DEFINITIONS**

- (1) *SHALL and IS TO BE/ARE TO BE* signify practice that is mandated,
- (2) *SHOULD* signifies practice that is strongly recommended,
- (3) *IS APPROPRIATE* signifies practice that is commended as suitable,
- (4) *MAY* signifies practice that is permissible but not required.

**ACTIVE ELDER** – any elder, on session or not, who is able to fulfil the duties of elder. Session member refers to an elder currently serving on Session, Elder in Reserve refers to an elder who is not currently serving on Session.

**ACTIVE DEACON** – any deacon, whether serving on the Board of Deacons or not, who can serve in the role of a deacon to the people.

**ASSISTANT PASTOR** – a term no longer used in the PCUSA. At one time this referred to a pastor hired by the session, not called by the congregation.

**ASSOCIATE PASTOR** – a pastor who installed to serve with the Senior Pastor.

**ELDER IN RESERVE** – any elder no longer on session, whose duties may be spiritual leadership, serving as commissioner to Presbytery, serving in ways requested by the pastor or session, and assisting with Communion.

**CHURCH** – technically, refers to the entire PCUSA or global ecumenical body of Christ, but informally may refer to the local congregation.

**COMMISSIONED LAY PASTOR** – see Commissioned Ruling Elder

**COMMISSIONED PASTOR** - see Commissioned Ruling Elder

**COMMISSIONED RULING ELDER** - an ordained ruling elder commissioned by the presbytery and hired by the congregation.

**CONGREGATION** – the local expression of the church.

**COUNCIL** – a governing body of spiritual leaders. There are four levels: Session, Presbytery, Synod, General Assembly.

**DEACON IN RESERVE** - any deacon no longer on the Board of Deacons, whose duties may be spiritual leadership, assisting in Funerals, serving in ways requested by the pastor or session.

**DIACONATE** - a term that is sometimes used to refer to the Board of Deacons.

**ELDER** – see Ruling Elder

**GENERAL ASSEMBLY** – the national council of the PCUSA. The General Assembly meets every other year, but the term may also refer to the offices of the General Assembly in Louisville KY

**INACTIVE ELDER OF DEACON** – Someone who has died. Perhaps you mean an elder of deacon “in reserve” who no longer serves on the Session or Diaconate, but who can be called to active work at the request of a pastor, Session, or Diaconate. Other than death, an elder or deacon is called to lifetime active service.

**PARISH ASSOCIATE** – a teaching elder who is hired by the session for a 12 month period. The term is usually renewable.

**PASTOR** – strictly speaking, may refer to an ordained teaching elder or commissioned elder. Often used informally to refer to any person in a pastoral role.

**POLICY** – a document approved by session. Must be observed, or changed by session.

**PRACTICE** – refers to a traditional way of operating, but is not a policy. Policies must be observed or changed, while practices and traditions may or may not be followed.

**SENIOR PASTOR** – a job title, often used with or instead of “Head of Staff.”

**SESSION** – a governing council in the PCUSA. It is the local council for the congregation.

**SESSION MEMBER** – a ruling elder, elected by the congregation, who is serving a specific term as a voting member of the session. Also refers to all installed pastors of the congregation.

**PRESBYTERY** – the regional council of the PCUSA, usually composed of several counties.

**RULING ELDER** – a lay person ordained as an elder.

**SYNOD** – the larger regional council of the PCUSA, usually composed of a few states.

**TEACHING ELDER** – an ordained Minister of the Word and Sacrament, usually serving as a pastor, chaplain, etc.

## **SECTION 1**

### **GRACE COVENANT PRESBYTERIAN CHURCH BYLAWS**

#### **ARTICLE I. NAME**

The name of this church shall be Grace Covenant Presbyterian Church, Inc., of Orlando, a member of Presbyterian Church USA.

#### **ARTICLE II. PRESBYTERIAN CHURCH (U.S.A.)**

These bylaws are subject to the Constitution of the Presbyterian Church (U.S.A.); where they may be in conflict with this constitution, the Constitution (U.S.A) shall prevail.

#### **ARTICLE III. PURPOSE**

The purpose of Grace Covenant Presbyterian Church shall be the proclamation of the gospel for the salvation of mankind; the shelter, nurture, and spiritual fellowship of the children of God the maintenance of divine worship; the preservation of the truth; the promotion of social righteousness; and the exhibition of the Kingdom of God to the world.

#### **ARTICLE III MEMBERSHIP**

Members of Grace Presbyterian Church shall be those confessing Christians, received by vote of the Session in accordance with the of the Presbyterian Church (U.S.A.) Book of Order.

#### **ARTICLE IV OFFICERS**

##### **Section 1. Officers**

The officers of the Church shall be: The Teaching Elders (often called pastors or ministers), the Ruling Elders (often simply called elders) and Deacons.

##### **Section 2. Term of Office**

A. The Session shall be composed of shall be 18 Ruling Elders, three classes of six (6). Each Elder shall serve a term of three years. Elders may be elected to serve for an unexpired term left vacant by the death or resignation of a Session member.

B. The Board of Deacons shall be composed of be nine Deacons, classes of four (4). Each Deacon shall serve a term of three (3) years. Deacons may be elected to serve for an

unexpired term left vacant by the death or resignation of a Board of Deacons member.  
(Changed from three to four per class by act of the congregation, October 21, 2012).

## **ARTICLE V. CONGREGATIONAL MEETINGS**

The Congregation for meetings shall be made up of all members on the active roll of Grace Covenant Presbyterian Church. Such members who are present at the meeting shall be entitled to vote. There shall be no proxy or absentee voting.

### **A. Annual**

There shall be an Annual meeting of the congregation following the late worship service to receive reports from committees and such other business as may be determined. The Session shall set the date and time of the meeting.

### **B. Special Meetings**

#### **Section 1.**

There shall be a Special meeting for the election of Deacons, Elders, nominating committee and such other business as may be necessary.

#### **Section 2.**

Special meetings may be called by the Session or the Presbytery. Such calls shall state clearly the purpose of the meeting and no matters except those in the call will be considered. The Session shall fix the date and time for such a meeting.

### **C. Quorum**

A quorum for any congregational meeting shall be one-tenth of the active membership of the congregation.

### **D. Notice of Meetings**

The notice for a congregational meeting shall be no less than 7 days, which must include 2 Sundays. The meeting may take place on the second Sunday of the notice.

### **E. Minutes of the Meeting**

The Clerk of Session shall serve as the secretary for all meetings of the congregation. If the Clerk of Session is unable to serve, the congregation shall elect another secretary for that meeting. The congregation may, at the conclusion of a meeting, approve a motion to direct the session to review and approve the minutes of the meeting of the congregation.

## **ARTICLE VII. SESSION**

### **Section 1. Composition**

Voting members of the Session shall be the Teaching Elders who are installed pastors who have been called to serve the congregation and the Ruling Elders who have been elected to serve for a term of office.

**Section 2. Duties**

The Session shall be responsible for the mission and government of the Church as stated in the Book of Order.

**Section 3. Meetings**

**A. Regular**

The Session shall meet monthly except as determined by the Session and Pastor.

**Section 4. Moderator**

The Senior Pastor/Head of Staff shall serve as Moderator of the Session.

**Section 5. Special Meetings**

A Special meeting may be called by the Pastor or when requested by two Active Session Members.

**Section 6. Clerk of Session**

The Session shall elect a Clerk each year, whose responsibilities shall be to record the transactions of each Governing Body, keep an up to date roll of the membership and such other duties as may be listed in the Book of Order.

**Section 7. Quorum**

The Quorum for a stated or called meeting of the Session is one-third of its Ruling Elder membership. The Quorum for a meeting that is specifically called and limited to the reception of members into the congregation is two Session Elders and the moderator.

**ARTICLE VIII. BOARD OF DEACONS**

**Section 1. Composition**

The Board of Deacons shall be composed of the elected Deacons with the Pastor and Associate Pastor as Advisory members.

**Section 2. Meetings**

The Board shall meet bi monthly and/or upon call of the Moderator.

**Section 3. Quorum**

The Board shall set its own quorum.

**Section 4. Duties**

The duties of the Board of Deacons shall be those responsibilities as stated in the Book of Order.

**ARTICLE IX. NOMINATING COMMITTEE**

**Section 1.**

There shall be a representative Nominating Committee for the Congregation, consisting of seven (7) members. Two (2) members shall be elected by the Session, one of whom

shall normally be named as Moderator. One (1) member shall be elected from the Board of Deacons, four (4) members elected by the congregation. None of the congregational representatives shall be active members of the Session or Board of Deacons. The Pastor shall be a member ex-officio. All members shall serve a term of one year.

**Section 2. Duties**

The Nominating Committee shall nominate members for Elders, Deacons, Search Committees or other matters needing nominations.

**ARTICLE X. BOARD OF TRUSTEES**

**Section 1. Composition**

The Board of Trustees shall be the members of the Session.

**Section 2. Officers**

The Trustees shall elect a President, Vice President, Secretary and Treasurer.

**Section 3. Duties**

The Board of Trustees shall tend to the corporate matters of the church and such other matters as listed in the Book of Order, PCUSA.

**ARTICLE XI. SESSION COMMITTEES**

**Section 1. Structure and Activity**

The Session may determine its own committees and assign each committee its duties. The Board of Deacons may determine its own committees and assign each committee its duties. The Senior Pastor may form a short-term Pastor's Task Force to advise or assist the staff or the session in completing ministry that has already been approved by the Session, or to engage in a study for the purpose of advising the Session on appropriate action. Each Committee may also name its own sub-committees, which will report and make recommendations to its parent committee.

**Section 2. Membership**

All Session members shall be assigned by the Pastor to a committee, subject to the approval of the Session. The committees may add qualified members of the congregation. The Chairperson of each committee will usually be a seated elder. The Clerk of each committee shall be elected by the Committee. When necessary, in the absence of a Chairperson, the Senior Pastor may designate a Chairperson.

**Section 3. Meetings.**

Each committee may determine the date and time of their meetings.

**ARTICLE XII. PARLIAMENTARY AUTHORITY**

The rules contained in Robert’s Rules of Order, Newly Revised, shall govern the proceedings of Grace Covenant Church in all cases to which they are applicable, and in which they are not inconsistent with these bylaws or the Book of Order.

**ARTICLE XIII. AMENDMENTS**

The bylaws may be amended by a two-thirds (2/3) vote of the active members present and voting at a congregational meeting, provided that the text of the amendment(s) have been available for the congregation two weeks prior to the meeting and provided that the Session has reviewed them.

## SECTION 2

### SESSION'S COMMITTEE OPERATIONS (Revised 2015)

#### I. COMMITTEES

- A. Format and Structure:** The Session and the Board of Deacons may set up its own committee structures in order to carry out the work of the church. The Senior Pastor may set up temporary pastoral committees or task forces to advise the Session or to carry out the work approved by the Session.
- B. Membership:** Each committee will have a sufficient number of members in order to accomplish its task. A committee should have no less than three members. Each committee of Session should have two, but no less than one member from among the current Session membership,
- C. Chairperson:** Each committee will elect its own chairperson. When it is appropriate or necessary, the Senior Pastor may appoint a chairperson to a committee.
- D. Secretary:** Each committee will elect its own secretary to keep a record of the meetings.
- E. Quorum:** A quorum for a committee is one-half of the committee membership

#### II. THE ADMINISTRATION AND PERSONNEL COMMITTEE

- A. Purpose:** The Administration and Personnel committee oversees the various administrative and personnel matters of Grace Covenant Presbyterian Church, with all technology functions handled by its Technology Sub-committee. Administrative matters include oversight of general office administration functions and reviewing agreements and contracts prior to execution or renewal by church officers. The personnel functions include the initial interface for personnel requirements and issues and subsequently assessing and preparing recommendations to the Session for final approval and disposition. Other specific duties include: review and revision of the Personnel Manual each year, participate in the annual performance review process, review employee compensation and make recommendations for change to the Session annually, review the terms of call for all pastors and make recommendations to the Session annually.

#### III. TECHNOLOGY COMMITTEE

- A. Purpose:** The Technology Committee oversees the various computer, office equipment, sound systems, software, web pages, email systems and other systems of technology to keep them updated and functioning.

**IV. BUILDING AND GROUNDS COMMITTEE**

- A. Purpose:** The Buildings and Grounds Committee is responsible for the maintenance and preservation of physical assets owned by Grace Covenant Presbyterian Church including the grounds, buildings, furniture, fixtures, equipment and church-owned vehicles.
- B. Transportation Sub-Committee** assists and reports to the Building and Grounds Committee in the purchase, maintenance and operation of church-owned vehicles.

**V. CHRISTIAN EDUCATION COMMITTEE**

- A. Purpose:** The Christian Education Committee plans and oversees many areas of ministry that as a whole strive to present a program that provides an environment in which the faith of the members of Grace Covenant can grow and be enriched. It is also the goal of the committee to offer opportunities for members to grow in community and relationships while learning together. Small Blessings and Scholarship are two sub-committees of the Christian Education Committee.
- B. Health Sub-Committee** assists and reports to the Christian Education Committee in ministries related to promoting the health of our members.
- C. Library Sub-Committee** assists and reports to the Christian Education Committee in ministries related to maintaining and improving the church library.
- D. Small Blessings Board** assists and reports to the Christian Education Committee in the operation of the Small Blessings program.
- E. Scholarship Committee** assists and reports to the Christian Education Committee in reviewing and awarding scholarships to the members of the church family.
- F. Congregational Fellowship Committee** seeks to promote the sense of community within the congregation and to our visitors who worship with Grace Covenant Presbyterian Church. (Added November 2015)
- G. Hospitality Sub-Committee** provides opportunities for members and visitors to become acquainted so that all may function as part of a cohesive church family. (Added November 2015)

**VI. FINANCE AND STEWARDSHIP COMMITTEE**

- A. Purpose:** The Stewardship and Finance Committee is responsible for the oversight of all financial activities and pledge generating activities on behalf of Grace Covenant Presbyterian Church. Financial matters include reviewing and assisting in the preparation of the monthly and annual financial reports, responsibility for an annual independent financial review, developing recommendations for the investment of the church's reserves, assisting other committees in the identification of funding sources for various projects, and assisting the church treasurer with resolving financial issues. Stewardship matters include reviewing campaign materials, soliciting budgets from committees and preparing and distributing pledge mailings, as well as preparing the annual budget for presentation to the Session.

**VI. OUTREACH COMMITTEE**

- A. Purpose:** The Outreach Committee is involved with the planning and administering a portion of the church's financial resources for benevolent programs within our community, state, nation, and world as well as organizing outreach opportunities for anyone interested in getting involved in outreach ministries.
- B. Evangelism Sub-Committee** assists and reports to the Outreach Committee with the purpose being to bring persons into a saving grace of God in their lives. This sub-committee is responsible for finding ways to attract and encourage individuals to our church; finding and encouraging ways for members to be welcoming to visitors; publicizing services and activities to the surrounding community; welcoming and assimilating new members into our fellowship

**VII. YOUTH COMMITTEE**

- A. Purpose:** The Youth Committee is responsible for nurturing the faith of students in Middle School, High School, and College, through studies, fellowship and fun.

**VIII. WORSHIP COMMITTEE**

- A. Purpose:** The Worship Committee is responsible for weekly and special worship services. Activities include: Recommendations for dates for the Sacrament of the Lord's Supper, preparation of the elements, obtaining church officers to serve communion and extended communion, recruitment and training for liturgists, acolytes, greeters and ushers, bulletins and sanctuary flowers, choirs, music, pew hymnals, Bibles, along with brochures and envelopes. The worship committee also provides the content for the power point slides and seasonal sanctuary decorations.

**SECTION 3**

**SESSION'S  
POLICIES AND PROCEUDRES**

**Administration and Personnel Committee Policy #1  
Personnel Policies**

***PERSONNEL MANUAL***  
**OF**  
**GRACE COVENANT PRESBYTERIAN CHURCH**  
**ORLANDO FL**

*"Healthy churches want to have the best employees, because such employees enable the church to succeed. Likewise, the church needs to be the best employer, because how we treat our pastors and lay staff becomes a witness to the community as to how well we live iut the Gospel." Clark Simmons, Regional Representative with the Board of Pensions, PCUSA, addressing the meeting of Central Florida Presbytery*

**TEN GUIDING PRINCIPLES FOR OUR CHURCH STAFF**

**Your number one job is to make the workplace a loving environment.**

You work for a church, and by definition a church is an organization of Christians promoting the values of Christ. Our primary goal is to love the Lord our God, and to love our neighbor as ourselves. We do not look to secular work places as examples to guide us in this work place. We look to Christ and the example He set for us. As much as the “to-do” list calls to us, when one of our church members comes into the office just to say “hi” and to sit and chat our priority moves away from the task at hand to the person in front of us.

**Support your loved ones**

Your family matters to you, so they’re important to us, too. Working in a church often means periods of long hours and stress, but it can also mean flexibility not often found in other work places. You are encouraged to rearrange work schedules to be with family, to take children to a doctor, attend a sporting event with your teenager, and to attend to their needs. Those of use who make Grace Covenant our work home are here to set examples for those who attend Grace Covenant Presbyterian as their church home.

### **Live a healthy life**

We want you to enjoy a long and healthy life. We are a tobacco-free, drug-free work environment. When you are sick, we want you to stay home and get well. You can share your homemade brownies with us, but not your flu germs. When you are well, we want you to stay that way. We may not be like Google and Apple and other employers who offer on-site massage therapy and game rooms, but we do have a gym. Feel free to use it to take a break in the day for a walk or to shoot a few hoops. Use the sanctuary as a place for a few minutes of prayer and meditation in the middle of a long day.

### **Give back**

We value giving back to the community just as much as we value the products we create. We encourage our staff members to volunteer time, talent and treasure to the work of the larger church (the presbytery and General Assembly) and to the community of Orlando. Many times we will be able to work with your schedule to make your service to others possible.

### **Enjoy quality time**

We all need time away from work to recharge, travel, take care of personal stuff, or spend time with family and friends. Take a vacation, volunteer, or flex your workday to meet your personal and business needs—there's no one-size-fits-all recipe for helping you to be at your best. Keep in mind that God Almighty created the Sabbath as a day off in order to rest after creating the universe. You will be setting an example for our church members as they seek to follow God's Sabbath and you will be a better employee.

### **Overwork is bad**

Sometimes by personal choice, or by circumstances thrust upon us, our staff members may occasionally choose to push themselves to work some extra hour. For the most part, however, working overtime for extended periods indicates a fundamental failure in planning or communication.

### **Manage your finances**

All of our staff members, including part-time individuals, can take part in our Retirement Savings Plan (a 403b program, similar to a 401k). From time to time our church offers Dave Ramsey's Financial Peace University and our church will pay the tuition for any employee and partner who would like to enroll.

### **Invest in you**

Lifelong learning is encouraged. Our church offers many classes for our members and you are encouraged to join in – whether it is a Bible Study, cooking class or Tai Chi. We offer time and funds for full time staff to take classes, workshops and seminars. Our staff members are working for the Kingdom and not just our small corner of the Kingdom here at Grace Covenant. If you find yourself being called by God to full-time, ordained ministry and need to go to seminary, we will explore how to make that happen. While this may mean you will eventually leave us to serve elsewhere, we know that while you are with us we will have an increasingly better trained staff member and that together we are serving the larger plans of God.

### **Equal opportunity**

At Grace Covenant, we don't just accept difference, we celebrate it, support it, and thrive on it for the benefit of our employees, our people, and our community. Our church is proud to be an equal opportunity workplace.

### **Enjoy yourself**

One of our church's statements of faith states that the purpose of life is to "glorify God and to enjoy Him forever." Joy should be part of your work experience. Taking time to chat with co-workers, to laugh, to dream, and to be creative are important elements of a productive work time and space. Make your work place personal. Bring in some family photos or flowers for the desk.

### **PREFACE**

The Administration and Personnel committee oversees the various administrative and personnel matters of Grace Covenant Presbyterian Church with all technology functions handled by its Technology Sub-committee. Administrative matters include oversight of general office administration functions and reviewing agreements and contracts prior to execution or renewal by church officers.

The charter of the Administration and Personnel Committee includes the initial interface for personnel requirements and issues and subsequently assess and prepare recommendations to the Session for final approval and disposition.

- A. Other specific duties are:
- Review and revision of the Personnel Manual at a minimum of once per year
  - Participate in the annual Performance Review Process
  - Revise or generate new job descriptions as the need arises
  - Review employee compensation and make recommendations for change to the Session annually
  - Review the terms of call for all pastors and make recommendations accordingly to the Session annually
- B. The Administration and Personnel committee is wherein appointed and must be comprised of the following:
- 1) Minimum 1 Active Session Member
  - 2) Minimum 2 Active Members at Large
  - 3) Senior Pastor, Ex Officio

## I. INTRODUCTION

Grace Covenant Presbyterian Church, as it carries out its mission, plays the role of employer. It is our church's position that it is not merely possible, but necessary, to act as an example of positive Christian employer-employee relations.

Employer-employee relations are of critical importance and not only a matter of attitudes and behavior, but are directly related to wages and benefits, hours of work, and working conditions.

Employees of our church can expect compensation, benefits, hours of work, and working conditions competitive with the market norms for each position.

Employees are encouraged to take work related complaints directly to their supervisors. If the employee is not satisfied with the response, or is not comfortable in discussing the concern with the supervisor, he or she may address the concern with the Personnel Committee. All complaints will be treated confidentially, and employees will not be criticized or coerced for utilizing the open door policy.

Harassment of any type will not be tolerated and the church is firmly committed to its prevention and elimination.

The church is an Equal Opportunity Employer.

Note: The "Sr. Pastor" title referenced in this document is synonymous with the official "Pastor/Head of Staff" title.

## II. JOB CLASSIFICATIONS

### A. Direct Employees

Those individuals who are hired without a contract will be considered Direct Employees.

### B. Independent Contractors

Those individuals with who have a written contract with the church for skills and services. The terms of employment and compensation specifically contained within their contract and they are not governed by the terms and conditions identified in this manual for Direct Employees. Income and Social Security taxes will not be withheld from fees payable.

### III. **COMPENSATION and HOURS OF WORK**

- A. The work schedule for each employee is determined by their manager and may be modified at any time to meet the needs of the church.
- B. Income taxes and Social Security taxes will be withheld from wages for Direct Employees unless otherwise specified. Ordained pastors may make arrangements for withholding or will be responsible for their own quarterly tax payments.
- C. Specialty Part Time employees are not salaried, but are compensated according to the number of hours worked.
- D. Exempt employees receive an annual salary and are not compensated for hours worked over their regular work week.
- E. Hourly Employees whose work hours exceed 40 hours week will be compensated at one and a half times the hourly rate for the additional hours.
- F. In the case of resignation, a two (2) week written notice is requested.
- G. Compensation for participation in activities such as weddings and funerals is in addition to that provided by the Terms of Call and shall be in an amount mutually agreed upon by the parties concerned.

### IV. **BENEFITS: Direct Employees (Lay and Ministerial Personnel)**

The following schedule of benefits applies to Permanent Full-Time and Permanent Part-Time employees, except where otherwise indicated.

#### A. Insurance and Pension

Grace Covenant will pay premiums for Permanent Full-Time employees only, for basic group insurance and pension benefits offered through the Board of Pensions, Presbyterian Church (USA).

#### B. Paid Holidays

- New Year's Day
- Good Friday
- Martin Luther King Day
- President's Day
- Monday following Easter
- Memorial Day
- Fourth of July
- Labor Day
- Thanksgiving Day and Friday after Thanksgiving
- Christmas Day

Where a paid holiday falls on a Sunday, such as Christmas Day, or non-work day such as when 4<sup>th</sup> of July falls on a Saturday, the Senior Pastor will designate the scheduled work day immediately preceding or succeeding the holiday the paid holiday day.

C. Paid Vacation, Lay Personnel

Upon hire, an employee may negotiate time off during the course of the first year of employment to handle transitional responsibilities. After one year, paid vacation will be given at the following accrual rates.

- 1) After one full year of service 10 working days  
After five full years of service 15 working days  
After ten full years of service 20 working days
- 2) Vacation is not cumulative from year to year. When not taken during the year in which it is due, it is forfeited.
- 3) Vacation scheduling will be by mutual agreement between employee and their manager
- 4) In the case of layoff, vacation for the remaining year of layoff will be payable at the time of layoff.
- 5) In the case of resignation or termination, the amount of vacation pay accrued is calculated from the beginning of the year through the last day of employment.

D. Paid Vacation, Ministerial Personnel

Vacation benefits for ministerial personnel are equal to or exceed the minimums specified by Central Florida Presbytery. Changes to this benefit are presented by the Session to the Congregation at its annual meeting for consideration and action.

E. Sick Leave

In the event that illness or injury is sufficiently serious to warrant absence from work, Grace Covenant will pay wages for up to 10 work days of such absence yearly. Sick leave may also be used to care for immediate family (parent, spouse, children, or other relative who resides in the employee's household) afflicted with illness or injury. The benefit is not cumulative from year to year. The benefit is intended to apply only to bona fide illness or injury. In extreme situations, additional sick leave may be granted by the Session upon recommendation by the Administration and Personnel committee.

No payment will be made for accrued sick leave upon termination of employment.

Three weeks of paid leave is provided for maternity leave.

F. Jury and Witness Duty

Grace Covenant will pay wages during absence for required jury duty, or where employee is subpoenaed for witness duty, provided only that full pay for witness duty will not exceed five (5) working days per year.

Extensions to this time period may be granted by the Session upon recommendation by the Administration and Personnel committee.

G. Bereavement

In case of death in the immediate family (husband, wife, parent, parent-in-law, child, brother, sister, grandparent, grandchild, step parent, step child, or legal guardian), the

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employee will receive full pay for up to five (5) working days. Additional leave, within reason, may be granted by the Pastor.

*Pay computation for vacation, paid holidays, jury and witness duty, sick leave, and bereavement will yield a daily wage based on the number of hours which comprise the employees work week.*

H. Additional Benefits, Ministerial Personnel

Any additional specific fringe benefits for ministerial personnel are stated in their Terms of Call and the Annual Committee Reports presented at the Annual Congregational Meeting.

**STANDARDS OF ETHICAL CONDUCT FOR  
EMPLOYEES OF THE PRESBYTERIAN CHURCH (U.S.A.)**

**As an employee in a congregation of the Presbyterian Church (U.S.A.), I commit myself to the following standards of ethical conduct.**

*Approved by the 210th General Assembly (1998) Presbyterian Church (U.S.A.)*

**I**

**I will conduct my life in a manner that will support the ministry of my workplace.**

**Therefore I will:**

1. Be honest and truthful in my relationships with others;
2. Treat all persons with equal respect and concern;
3. Maintain a healthy balance among the responsibilities of my position, my commitments to family and other primary relationships, and my need for spiritual, physical, emotional, and intellectual renewal;
4. Refrain from abusive, addictive, or exploitative behavior and seek help to overcome such behavior if it occurs; and
5. Refrain from gossip and abusive speech.

**II**

**I will conduct myself at my workplace in a manner that will support its ministry.**

**Therefore I will:**

1. Honor relationships within the workplace and observe appropriate boundaries;
2. Be judicious in the exercise of the power and privileges of my position;
3. Avoid conflicts of interest that might compromise the effectiveness of my work;
4. Refrain from exploiting relationships within the workplace for personal gain or gratification, including sexual harassment and misconduct as defined by Presbyterian Church (U.S.A.) policy;
5. Respect the privacy of individuals and not divulge information obtained in confidence without express permission unless an individual is a danger to self or others;
6. Recognize the limits of my own gifts and training, and refer persons and tasks to others as appropriate;
7. Claim only those qualifications actually attained, give appropriate credit for all sources used in papers, music, and presentations, and observe copyrights;
8. Observe limits set by the appropriate governing body for honoraria;
9. Deal honorably with the record of my predecessor and, upon leaving a position, speak and act in ways that support the work of my successor;
10. Be a faithful steward of and fully account for funds and property entrusted to me;
11. Accept the appropriate guidance of those to whom I am accountable;
12. Participate in continuing education and seek the counsel of mentors and professional advisors;
13. Show respect and provide encouragement for colleagues; and
14. Cooperate with persons of other faith traditions.

**Administration and Personnel Committee Policy #2  
Job Descriptions**

**TITLE:** Senior Pastor/Head of Staff  
**STATUS:** Exempt/Full Time  
**CLASSIFICATION:** Pastoral Staff

**I. PURPOSE:**

To provide spiritual leadership, pastoral care, administrative oversight, educational expertise to the congregation, guiding the church in its spiritual growth.

**II. ACCOUNTABILITY:**

Accountable to the Presbytery of Central Florida.

**III. RESPONSIBILITIES:**

**BOOK OF ORDER RESPONSIBILITIES (G2.0504)**

1. Encourage the people in the worship and service of God;
2. Equip and enable the people for their tasks within the church and their mission in the world;
3. Exercise pastoral care, devoting special attention to the poor, the sick, the troubled, and the dying;
4. Participate in governing responsibilities, including leadership of the congregation in implementing the principles of participation and inclusiveness in the decision making of the church, and its task of reaching out in concern and service to the life of the human community as a whole.
5. Share in the ministries of sympathy, witness, and service.
6. Share in the ministry of the church in the governing bodies above the session and in ecumenical relationships.
7. Serve as moderator of meetings of the congregation (G-3.0201)
8. Serve as moderator and voting member of the Session (G-3.0201)
9. In the area of worship, the Senior Pastor/Head of Staff is responsible for (W-1.4005)
  - a) the selection of Scripture lessons to be read,
  - b) the preparation and preaching of the sermon or exposition of the Word,
  - c) the prayers offered on behalf of the people and those prepared for the use of the people in worship,
  - d) the music to be sung,
  - e) the use of drama, dance, and other art forms.
10. The Senior Pastor/Head of Staff may confer with a worship committee in planning particular services of worship. (G-6.0202)
11. The Senior Pastor/Head of Staff is responsible for inviting guest preachers, with the concurrence of the Session (W-2.2007)

**RESPONSIBILITIES SPECIFIC TO GRACE COVENANT PRESBYTERIAN CHURCH**

1. Assure Worship Services are conducted each Sunday morning plus special Worship Services throughout the year.
2. Prepare and deliver sermons for worship services (approximately 36 Sundays per year, plus occasional special services).
3. Provide emergency visits in the hospitals and other institutions.
4. Visit the sick and needy persons of the church
5. Supervise the church staff, excluding janitorial
6. Provide counseling
7. Perform weddings and funerals
8. Participate in the work of the Presbytery
9. Act as resource person for Session committees or assign staff resources as appropriate
10. Conduct or coordinate classes in consultation with the Commissioned Lay Pastor and/or the Associate Pastor
11. Provide leadership for stewardship and budgetary matters.

**IV. RELATIONSHIPS:**

1. Relate to the Session as Moderator
2. Relate to Session Committees as resource person
3. Act as head of staff for paid church personnel
4. Serve as Pastor to the members of the congregation.
5. Serve as a continuing member of Presbytery.

**V. OTHER SPECIFIC TO THE POSITION:**

1. Master of Divinity degree or equivalent from a Presbyterian or other approved Seminary, the approval by Presbytery and election by the congregation.
2. The Terms of Call will equal or exceed the minimums specified by Central Florida Presbytery.
3. Per the Book of Order, W-4.4006b, the congregation has agreed
  - to accept this individual as our pastor, chosen by God through the voice of this congregation to guide us in the way of Jesus Christ;
  - to pray for him (her), to encourage him (her), to respect his (her) decision, and to follow as he (she) guides us, serving Jesus Christ, who alone is Head of the Church;
  - to pay him (her) fairly and provide for his (her) welfare as he (she) works among us; to stand by him (her) in trouble and share his (her) joys.
  - to listen to the word he (she) preaches, welcome his (her) pastoral care, and honor his (her) authority as he (she) seeks to honor and obey Jesus Christ our Lord.

**TITLE:** Director of Youth Ministries  
**STATUS:** Exempt/Full Time  
**CLASSIFICATION:** Program Staff

### **I. PURPOSE**

- The purpose of the Director of Youth Ministries is to introduce our youth and their families to a relationship with Jesus Christ, build relationships with each other, and build relationships with the church body.
- Provide a balanced program of fellowship, support and nurture for the youth of our church, giving particular attention to those in grades 6 through 12, and with those who are in college.
- Creatively interpret the Presbyterian reformed faith to the youth through a variety of programs, and activities aimed to foster Christian relationships, deepen their understanding and knowledge of the Bible, experience God's love and acceptance, and train the youth so they may put their faith into action both within the church and the community.
- Minister and nurture the whole person of each youth individual by also ministering to the household of the young person, building relationships with parents and, when appropriate, implementing and directing multi-generational activities that involve not only the youth, but also their households.
- Seek to integrate youth members into the full active body of the church based upon their talents, gifts and interests.

### **II. DESIRED QUALIFICATIONS**

- A commitment to Christ and a commitment to serve Him with energy, intelligence, imagination, and love; being a faithful servant of Jesus Christ; loving and living Christ with young people and their families.
- Member of the Presbyterian Church, USA, or a superior familiarity with the theology, biblical knowledge, and history of the PCUSA and a willingness to join the Presbyterian Church, USA.
- Previous experience in youth ministry is required.
- College degree from an accredited school is required, preferably a Presbyterian college, or a BA in Christian ministry or similar education and training experience.
- A person who is well-grounded in their Christian faith, who is creatively inclined to capture windows of opportunity to generate and try new ideas or activities based upon new trends, specific community issues, or needs of the youth and the families.

### **III. ACCOUNTABILITY**

The **Director of Youth Ministries** shall be directed in his or her work by the Senior Pastor.

#### **IV. RESPONSIBILITIES**

##### Session

- Serve as a staff representative and liaison on the Youth Committee.
- Serves as a staff representative and liaison to any youth sub-committees.
- Attends Session meetings as a non-voting observer as requested, offering the elders comments and information that apply to the area of youth ministry.

##### Middle School Youth– Grades 6<sup>th</sup> through 8<sup>th</sup>)

- Design and implement a weekly youth meeting (e.g. Sunday evening), and special seasonal programs for Middle School Youth, coordinating events and programs with other programs, giving special attention to coordination with other programs for youth, families and choirs.
- Recruit, train, mentor, and develop a team of volunteers and advisors comprised of Session members, youth, parents, adults, and/or college age/career age adults.
- Develop or select curriculum for youth.
- Lead Sunday programs as needed.
- Develop a personal relationship with youth and their parents by visiting in their homes or at school, as appropriate, providing caring support for children, youth and parents in times of need, and generally reaching out to middle school youth by demonstrating sincere interest in them and their concerns.
- Plan, develop, and implement a program which includes lock-ins, retreats, Bible studies, music or drama, and an annual summer mission or camp experience.

##### High School Youth (Grades 9<sup>th</sup> through 12<sup>th</sup>)

- Design and implement a weekly youth meeting (e.g. Sunday evening), and special seasonal programs for High School Youth, coordinating events and programs with other programs, giving special attention to coordination with other programs for youth, families and choirs.
- Recruit, train, mentor, and develop a team of volunteers and advisors comprised of Session members, youth, parents, adults, and/or college age/career age adults.
- Develop or select curriculum appropriate for High School youth.
- Lead weekly high school programs as needed.
- Develop a personal relationship with high school youth and their parents by visiting in their homes, or at school, as appropriate and generally reaching out to high school youth by demonstrating sincere interest in them and their concerns.
- Plan, develop, and implement a program which includes lock-ins, retreats, Bible studies and an annual summer mission or conference experience.

### College Age Youth

- Maintain contact, via text, emails, social media, or in person with our college students, whether in or beyond our local community, letting them know their church still cares and remembers them.
- Plan one or two programs per year that would involve a gathering of college students (perhaps with high school students) during the summer or holidays.
- Encourage college age students in continuing their transition into adulthood by encouraging them to volunteer as chaperons in summer camp, conference or retreat trips.
- Encourage college students to find local faith communities to join.

### Families

- As one ministers to youth, it is necessary and appropriate to provide some ministry to families. While the focus is on youth, it is sometimes desirable to have events and ministries that shift the focus to the youth and his or her families. Any programming with families will be coordinated with the other pastors to avoid conflict with ministries offered by the Commissioned Lay Pastor.

### Other Duties

- Communicate with the congregation to promote the programs of youth ministry, including writing material for the monthly newsletter and editing the youth web pages.
- Participate in occasional Sunday worship services as assigned by the Senior Pastor.
- Provide pastoral conversation, spiritual guidance and crisis intervention, involving the Senior Pastor and the parents as appropriate.
- Become a trained driver for church van and rented vehicles.
- Attend and participate annually in training events for youth ministry.

### Presbytery and the Larger Church

- Promote participation by Grace Covenant Presbytery youth in joint programs with other PCUSA churches, as well as events that are sponsored by the Central Florida Presbytery, the Synod of the South Atlantic, and the General Assembly.
- Participate in Central Florida Presbytery's youth ministry programs.

## **V. THE CHURCH'S RESPONSIBILITY TO THE DIRECTOR OF YOUTH MINISTRIES**

As a church that believes the individual whom we hire to this position has been chosen by God through the voice of our elders on Session, we promise to:

- Pray for our Director of Youth Ministries,
- Provide encouragement in spiritual and professional growth,
- Pay him or her fairly and to help provide for his or her welfare while working with us as our Director of Youth Ministries,
- Stand by him or her in times of trouble,

- Share his or her joys,
- And to welcome his or her ministry with us.

## **VI. STAFF RELATIONSHIPS**

The Director of Youth Ministries shall be a member of our church's paid staff and will work in a collegial relationship with others on staff. The Director of Youth Ministries shall attend weekly staff meetings and occasional special staff functions. This person will work closely with the Commissioned Lay Pastor as individuals make the transition from children's ministry to youth ministry, giving particular attention to the cooperative work in the Confirmation Classes. This person will work closely with the Director of Music in supporting and encouraging the youth music ministry that will come under the direction of the Director of Music.

## **VII. OTHER SPECIFIC TO THIS POSITION**

This position is a full time Specialty, non-ordained, position.

**TITLE:** Associate Pastor for Missions and Outreach  
**STATUS:** Exempt/Full Time  
**CLASSIFICATION:** Pastoral Staff

**PURPOSE:**

To join with the Senior Pastor in providing spiritual guidance, pastoral care, educational expertise to the congregation, guiding the church in its spiritual growth. To be especially attentive to the ministries of evangelism and outreach.

**II. ACCOUNTABILITY:**

Accountable to the Senior Pastor, as head of staff, and to the Presbytery of Central Florida

**III. RESPONSIBILITIES:**

1. Assist in the leadership of the worship.
2. Prepare and deliver sermons for worship services (approximately 16 Sundays per year, Easter Sunrise Service)
3. Prepare and deliver sermons for worship services (approximately 36 Sundays per year, plus occasional special services).
4. Responsible for developing and maintaining an evangelism and/or a church growth program.
5. Develop and task an inclusive program and contact with new and returning visitors; encourage membership, where appropriate
6. Provide emergency visits in the hospitals and other institutions, when the Senior Pastor is not readily available.
7. Visit the sick and needy persons of the church
8. To screen and, when appropriate, assist those seeking financial assistance through the Good Samaritan Fund.
9. Provide counseling as needed
10. Conduct or coordinate classes in consultation with the Commissioned Lay Pastor and/or the Associate Pastor
11. Assist the Senior Pastor in performing funerals.
12. To conduct non-member weddings, and (in as directed or approved by the Senior Pastor) to conduct or assist in weddings for church members.
13. Participate in the work of the Presbytery
14. Act as resource person for committees related to outreach, mission or evangelism activities.
15. To teach a weekly Wednesday 10am Bible Study
16. Moderate the Session or Congregational Meeting in the event of the pastor's illness or the pastor's request.

**IV. RELATIONSHIPS:**

1. Work in a team ministry with the Pastor, Parish Associate, Commissioned Lay Pastor, and other members of the church staff
2. Attend staff, Session and Presbytery meetings and serve on Presbytery Committees when appropriate.

3. Serve as a primary resource for the Outreach Committee and work with a variety of groups, committees, and task forces as needed to develop programs and respond to the needs of the ministry
4. Respond to requests of the Session for reports on areas of leadership and responsibilities
5. Serve as a continuing member of Presbytery.

**V. OTHER SPECIFIC TO THE POSITION:**

1. Master of Divinity degree or equivalent from a Presbyterian or other approved Seminary, the approval by Presbytery and election by the congregation.
4. The Terms of Call will equal or exceed the minimums specified by Central Florida Presbytery.
5. Per the Book of Order, W-4.4006b, the congregation has agreed
  - to accept this individual as our associate pastor, chosen by God through the voice of this congregation to guide us in the way of Jesus Christ;
  - to pray for him (her), to encourage him (her), to respect his (her) decision, and to follow as he (she) guides us, serving Jesus Christ, who alone is Head of the Church;
  - to pay him (her) fairly and provide for his (her) welfare as he (she) works among us; to stand by him (her) in trouble and share his (her) joys.
  - to listen to the word he (she) preaches, welcome his (her) pastoral care, and honor his (her) authority as he (she) seeks to honor and obey Jesus Christ our Lord.

**TITLE:** Parish Associate  
**STATUS:** Exempt/Part Time  
**CLASSIFICATION:** Pastoral Staff

**I. PURPOSE:**

To provide assistance to the Senior Pastor in carrying forward the ministry and mission of the church.

**II. ACCOUNTABILITY:**

Accountable to the Session through the Senior Pastor, as head of staff.

**III. RESPONSIBILITIES:**

1. Contact by mail first time visitors and encourage membership with Grace Covenant Presbyterian Church.
2. Teach in classes as requested, including but not limited to the 10 AM Wednesday Study.
3. Assist the Senior Pastor in being informed about those individuals, groups and committees that need the Senior Pastor's attention by attending small group meetings, including but not limited to "Study and Fun," "Lunch Bunch," the post-worship service hospitality in Conway Hall on Sundays, etc.
4. Make pastoral calls by phone, letters, cards, email, or in the church office.
5. Attend Staff meetings.
6. Other duties as requested of the Senior Pastor, or as suggested by the Parish Associate and approved by the Senior Pastor.

**IV. RELATIONSHIPS:**

1. Work in close relationship with the Senior Pastor, as head of staff, the Associate Pastor, the Commissioned Lay Pastor, and other staff, to coordinate and support the church's programs\
2. Respond to Session, its Committees and church organizations for information, support and leadership

**V. OTHER SPECIFIC TO THE POSITION:**

1. Must be nominated by the Senior Pastor and elected by the Session; an ordained member of Central Florida Presbytery, approved by the Presbytery.
2. The contract continues through December 31, and must then be renewed at the request of the Senior Pastor and the approval of the Session. The Parish Associate will hold this position whether or not there is any actual work on any given week or month.
3. The compensation paid for actual work, at a rate of \$25 per hour.
4. The Parish Associate is limited to no more than 15 hours per week.
5. The Parish Associate will submit hours for each week (Monday through Sunday) to the Financial Director with a copy to the Senior Pastor.

**TITLE:** Director of Children’s and Volunteer Ministries  
**STATUS:** Exempt/Full Time  
**CLASSIFICATION:** Program Staff

**I. PURPOSE:**

Plans and coordinates the Christian education ministry of the church, with emphasis on children’s ministry; to oversee and resource volunteer ministry; and to assist in outreach to visitors and new members.

**II. ACCOUNTABILITY:**

Accountable to Senior Minister as head of staff

**III. RESPONSIBILITIES:**

**Children’s Ministry:**

1. Plan and implement the children’s Sunday School program and provide a Communion series for children and their parents
2. Lead the children’s Sunday School worship service and present the children’s sermon during both worship services
2. Prepare the weekly children’s worship bulletins
3. Recruit, train, and schedule acolytes
4. Plan, promote and implement meaningful participation by children in the life of the church, including special activities such as Fun Night and during Advent and Lent
5. Recruit, train and maintain the staff of the Nursery and oversee its cleanliness
6. Provide new baby packages

**Christian Education:**

1. Resource the Christian Education and Scholarship Committees, as well as youth and adult classes as needed
2. Plan and implement church events, such as special educational studies, teacher recognition and appreciation, and summer children’s educational and camping programs
3. Recruit and train teachers as needed and recommend their attendance at Presbytery training events
4. Oversee and maintain the church library, bulletin boards, and kiosk
5. Attend called meetings including session, assigned committees, and Presbytery
6. Conduct weekly worship service with Small Blessings program.
7. Oversee the health ministry for education program

**Other:**

- a. Preach two to five times per year.
- b. Create and maintain database of volunteers, recommending and scheduling individuals for committees and particular church service

2. Assist the pastors and Evangelism Sub-Committee in developing a ministry to visitors and new members that leads to active involvement in the life of the church
3. Update “Life of the Church” booklet and the visitor and church brochure
4. Communicate and publicize continuing church events and programs, including volunteer opportunities and summer educational and camping programs

**IV. RELATIONSHIPS**

Accountable to the Senior Pastor as head of staff, also relates collegially with the Associate Pastor, church staff, and appropriate committees

**V. OTHER SPECIFIC TO THE POSITION**

1. This position requires an individual who accepts and abides by Presbyterian doctrine and who exhibits a strong, mature, personal faith in Jesus Christ.

**TITLE:** Church Secretary  
**STATUS:** Non-Exempt/Full Time  
**CLASSIFICATION:** Support Staff

**I. PURPOSE:**

Provides secretarial and administrative services to the pastors, other professional church staff, church officers and church volunteers.

**II. ACCOUNTABILITY:**

The Church Secretary is accountable to the Senior Pastor as head of staff.

**III. RESPONSIBILITIES:**

1. Assist Senior Pastor in maintaining his appointment calendar
2. Assist pastors in preparation for various church activities
3. Maintain an accurate and up-to-date Church Roll and address file of members.
4. Respond to incoming phone calls, provide information and take messages
5. Greet visitors, provide information and respond to requests
6. Maintain the church calendar and assign meeting rooms
7. Produce Sunday morning worship bulletins and provide information for PowerPoint presentations at worship services
8. Maintain all church programs and necessary files
9. Prepare reports, etc for Session meetings and maintain Session Minutes Book
10. Prepare Baptism and New Member Certificates
11. Provide information to Grace Notes editor, reproduce final edition, and prepare for distribution
12. Prepare Annual Report to church members from information provided by church committees and officers
13. Oversee handling and processing of various mailings
14. Update the church website's announcement and calendar sections
15. Order office supplies as needed and coordinate maintenance of office machines and elevator
16. Compile and prepare PCUSA Annual Report
17. Maintain database of member pictures and print directory as needed
18. Provide new member information to Diaconate

**IV. RELATIONSHIPS:**

The church secretary will be under the direct supervision of the Senior Pastor or a person designated by the Pastor and under the established direction will work with other members of the church staff, officers and members of the congregation.

**V. OTHER SPECIFIC TO THE POSITION:**

1. This position is classified as a permanent full-time position.

**TITLE:** Financial Director  
**STATUS:** Non-Exempt/Part Time  
**CLASSIFICATION:** Support Staff

**I. PURPOSE:**

To provide financial services for the Church.

**II. ACCOUNTABILITY:**

The financial director is accountable to the Senior Pastor, as head of staff, and under the direction of the Administration, Finance and Stewardship Committee for all monies received and disbursed by the Church.

**III. RESPONSIBILITIES:**

1. Maintain records of all receipts and disbursements (general ledger and Quicken). Receive all accounts payable invoices and pay on timely basis; expense to proper general ledger account or designated funds.
2. Provide financial data for the preparation of monthly reports for the Stewardship and Finance Committee and the Session (to apprise them of the financial status) and provide data, as requested, to the committee /or the Session regarding receipts, giving trends and patterns, etc.
3. To pay outstanding invoices in accordance with established procedures, following appropriate approvals.
4. To be responsible for the payroll of church staff, either directly or by supervising a payroll service approved by the Administration and Personnel Committee.
5. To assist in the preparation of the annual budget and, following Session approval to monitor income and expenses monthly. Advise the Pastor, staff and ministry chairpersons of budget variances, as necessary.
6. To attend meetings of the Finance Committee, as required, and to present at those meetings financial reports and recommendations in regard to the budget, church financial and internal control matters.
7. To maintain current employee benefit information and required forms of Board of Pensions and any other benefit provider.
8. To serve as the liaison with church insurance programs and with all outside vendors doing business with the church.
9. To maintain church files related to finance, property and business administration.
10. To supervise the work of the financial secretary and facilities director.
11. Make all required reports to the U.S. Government agencies and the Central Florida Presbytery. Prepare the forms for the purpose of reporting income, taxes withheld and FICA.
12. Prepare and submit monthly reports of monies received from special offerings.
13. Create and maintain each special fund as needed and authorized by the Session.
14. Cooperate with Session appointed financial audit team in annual audit of records.

**IV. RELATIONSHIPS:**

1. Relate to the various Session committees to effect receipt, disbursement and accountability of appropriate financial records for each committee's activities.
2. Coordinate with the financial secretary, as required, regarding receipt of contributions.

**V. OTHER SPECIFIC TO THE POSITION:**

1. The position is classified as a part-time position.

**VI. EDUCATION AND QUALIFICATIONS NECESSARY**

1. An undergraduate (Bachelor's) degree in Accounting or Business and Accounting, or suitable experience in accounting.
2. Proficiency in computer skills, including Microsoft Office programs Quicken and QuickBooks.
3. Experience in, or the ability to master, Church Windows software.
4. Very good interpersonal skills
5. Adept at planning and organizing.
6. Good supervisory skills
7. Experience and familiarity with federal and state wage and compensation laws, insurance/risk management and other mandated workplace requirements.

**TITLE:** Choir Director  
**STATUS:** Non-Exempt/Part Time  
**CLASSIFICATION:** Support Staff

**I. PURPOSE:**

To lead and direct the Chancel Choir in providing appropriate music during the regular and special worship services and special church events, and to assist the Senior Pastor and staff in the planning of worship.

**II. ACCOUNTABILITY:**

Accountable to the Senior Pastor as Head of Staff.

**III. RESPONSIBILITIES:**

1. Choir Director to have abilities and training adequate for the position with an understanding and agreement with the theology and polity of the Presbyterian Church USA with a sensitivity and concern for individuals and the church and with the strength of leadership to carry out the program as the pastor or session may direct.
2. Select appropriate music, direct Chancel Choir in worship service and rehearsal and work in tandem with accompanist.
3. Recommend to worship committee if need arises for purchase of music supplies.
4. Recommend to worship committee needed instrumentalists.
5. Lead special music in worship services (Easter, Christmas)
6. Attend staff meetings and worship committee meetings when able.
7. Recommend if needed the securing of music intern positions

**IV. RELATIONSHIPS:**

1. Reports to the Senior Pastor as head of staff and to the Worship Committee.
2. Coordinates needs of music worship services with Church Organist.
3. Member of the Worship Committee.

**V. OTHER SPECIFIC TO THIS POSITION:**

1. The choir rehearsal is at 7:15 pm on Wednesdays, except in the summer (resumes August 21), and at 10 am prior to the 10:45 Sunday worship.

**TITLE:** Church Organist  
**STATUS:** Non-Exempt/Part Time  
**CLASSIFICATION:** Support Staff

**I. PURPOSE:**

1. To provide appropriate organ, piano or keyboard music during worship services and special church events, including coordination of music for the weekly 8:30 a.m. worship service.

**II. ACCOUNTABILITY:**

Accountable to the Senior Pastor as head of staff.

**III. RESPONSIBILITIES:**

**A. Organist**

1. Serve as accompanist for the following using the organ or piano as requested:
  - a. Choir performance of anthems during worship services and for special music and services (including Maundy Thursday, Easter and Christmas Eve
  - b. Hymns sung by the congregation
2. Plan, prepare, and play suitable music for preludes, offertories, and postludes for Sunday worship services.
3. Attend and participate in Chancel Choir rehearsals and retreats
4. Rehearse and practice to maintain professional excellence
5. Recommend to the Worship Committee needed maintenance and/or repairs to the church's organ, piano, keyboard
6. Provide suitable organist when unable to be present

**B. Music Coordinator**

1. Train and rehearse Grace Singers for 8:30 a.m. worship service
2. Provide appropriate music for group and congregational singing
3. Provide information for PowerPoint presentations and printed hymn sheets for bulletin inserts
4. Provide schedules of monthly listing of music to appropriate persons and committees
5. Plan and implement special choirs for bells and chimes.
6. Plan and implement a music camp program.
7. To plan and implement two "Young Artist" months each year.
8. Instrumentalists:
  - a) recruit and select performers as needed for early service
  - b) provide music scores for instrumentalists
  - c) rehearse instrumentalists
  - d) assist instrumentalists in equipment setup

**IV. RELATIONSHIPS:**

1. Reports to Senior Pastor as head of staff and to the Worship Committee
2. Coordinates needs of music for worship services with Choir Director.
3. Member of Worship Committee

**TITLE:** Church Sexton  
**STATUS:** Non-Exempt/Full Time  
**CLASSIFICATION:** Support Staff

**I. PURPOSE:**

To provide the necessary custodial/maintenance services for the church buildings.

**II. ACCOUNTABILITY:**

The Sexton is accountable to the Session.

**III. RESPONSIBILITIES:**

1. Keep the buildings clean and well-maintained. Work out a monthly schedule to ensure that all parts of the buildings are thoroughly cleaned on a regular basis. This should include, for example, power washing the walkways on the first and second floor between Smith Hall and Memorial Hall on a monthly basis; changing air filters monthly, giving each room a thorough cleaning every month, etc. The sexton is responsible for painting various rooms as needed. Routine plumbing and electrical work is the responsibility of the sexton, and when necessary, arranging for professional repairs.
2. Supervise the work of other custodial personnel.
3. Rearrange furniture as requested for different meetings held at the church.
4. Order supplies as required. The ordering will be done according to the present church purchase order system.
5. Make minor repairs that can be done in a timely manner. Report all others to the appropriate person. Inform the Buildings and Grounds Committee of major repairs needed.
6. Prepare for and clean up after the use of the buildings by non-church related groups.
7. Prepare for and clean up after use of the buildings for weddings and funerals. Payment to the Sexton and assistants for weddings and funerals will be in accordance with Session approved guidelines.
8. The sexton must be on the grounds at each wedding, funeral, worship event, and for large special programs of the church or presbytery.

**IV. RELATIONSHIPS:**

1. The Sexton's schedule will be reviewed in consultation with the Senior Pastor or person designated by the Pastor. The Sexton will work with the ministers, church staff, and various church groups for facilities arrangements.
2. He will supervise the other custodial/maintenance personnel and interface with suppliers as appropriate.

**V. OTHER SPECIFIC TO THE POSITION:**

1. This position is classified as a permanent full-time position.



**TITLE:** Assistant Custodian  
**STATUS:** Non-Exempt/Part Time  
**CLASSIFICATION:** Support Staff

**I. PURPOSE:**

To assist the Sexton in providing necessary custodial services for the church buildings

**II. ACCOUNTABILITY:**

The Assistant Custodian is accountable to the Sexton.

**III. RESPONSIBILITIES:**

1. Assist, as directed by the Sexton, in the maintenance and upkeep of the buildings.
2. Arrange facilities, as directed, in preparation for meetings within the church buildings. Clean up and rearrange facilities as required after the meetings.
3. Perform minor maintenance repairs as directed.

**IV. RELATIONSHIPS:**

The Assistant Custodian will report to and assist the Sexton.

**V. OTHER SPECIFIC TO THE POSITION:**

1. This position is classified as Permanent Part-time position.

**TITLE:** Facilities Director  
**STATUS:** Non-Exempt/Part Time  
**CLASSIFICATION:** Support Staff

**I. PURPOSE:**

To assist the Senior Pastor in the administration of the church, particularly in scheduling use of, and caring for the maintenance of the church campus' grounds and buildings.

**II. ACCOUNTABILITY:**

The Facilities Director is accountable to the Senior Pastor.

**III. RESPONSIBILITIES:**

1. Schedule the use of the facilities.
2. Collect fees for the use of the facilities.
3. Provide for the maintenance of the facilities, working with the Building and Grounds Committee and the Senior Pastor.
4. Perform other duties related to the facilities as directed by the senior pastor.

**IV. RELATIONSHIPS:**

The Facilities Director will report to and assist the Senior Pastor.

**V. OTHER SPECIFIC TO THE POSITION:**

1. This position is classified as part-time position.

**Administration and Personnel Committee Policy #3  
Christmas Bonuses**

The Pastor/Head of Staff shall direct the Financial Secretary each December to distribute bonus checks in the following manner:

Choir Director	\$200
Church Educator	\$200
Financial Director	\$200
Pianist/Oranist	\$200
Sexton	\$200
Small Blessings Director	\$200
Youth Director	\$200
Part time Facilities Director	\$100
Part time Sexton	\$100

No Christmas bonus is to be given to the Pastors.

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**Building and Grounds Committee Policy #1**  
**Memorial Garden Policy**

- 1. Introduction** The Memorial Garden is dedicated to the glory of God as a place of worship, fellowship, and prayer. It is intended to serve as a place where the church gathers for informal fellowship, children play, weddings and other appropriate worship services are held, and individuals find a place of quiet beauty for mediation and prayer. For those who wish, the placement of the cremated remains of Grace Covenant Presbyterian Church members and/or their immediate family members is welcomed and encouraged.
- 2. Arrangements** Arrangements for interment are made by completing the Application for Memorial Garden Use. The application must be accompanied by a payment of \$300.00 and made during church office hours. This fee covers interment, inscription on the memorial garden plaque, and perpetual care.
- 3. Flowers** A simple floral arrangement may be placed in the garden at the time of committal or interment. The arrangement, which will be removed within three days, will be placed in a location that will not interfere with church activities.
- 4. Placement of Cremated Remains** To maintain the serenity of the garden, no visible evidence of the placement of cremains will be seen, and placement of all cremains will be done in private. Scattered cremains will be washed into the ground of the Grace Covenant Presbyterian Church Memorial Garden. If containers are used for the interment they must be biodegradable and may be no larger than 12” x 12” x 12”, so that the cremains of each person interred will indeed be returned to the earth from which it was made: “earth to earth, ashes to ashes, dust to dust.”
- 5. Funding and Procedures** The Garden is financed through contributions made to the Memorial Garden Fund of the Grace Covenant Presbyterian Church and/or fees assessed at the time of interment. The fee for this service is \$300.00. The fee is subject to change in the future as determined by the Session. These funds, together with other designated gifts, are used for the landscaping, care, and beautification of the Memorial Garden. This donation also includes the purchase and placement of the bronze nameplate on the Memorial Plaque. Space may be reserved on the Memorial Garden Plaque for a living spouse by submitting an application and the \$300.00 fee. No transfer or assignment of a reserved nameplate space can be made without the written consent of the Session.
- 6. Administration** The Memorial Garden is administered by the Session, or through a board composed of church members approved by the Church’s Session. Any board with responsibilities for the Memorial Garden will function as a sub-committee of the Buildings and Grounds committee.
- 7. Memorial Garden Records** Memorial Garden records are maintained in the Church office.
- 8. Disclaimer** It is the intention of the Church to maintain this area in perpetuity as a memorial garden. However, should future circumstances warrant, the Church reserves the right to relocate the Memorial Garden (not the cremains) and name plaque to a different location on the church grounds.

**Building and Grounds Committee Policy #2**  
**Bus Policy**

The policies for use of the church-owned vehicles are:

1. Driver must be on official driver approved list.
2. Only 14 passengers plus driver are allowed.
3. Passengers and drivers must wear their seat belts at all times.
4. Registration and insurance card are in the white notebook behind the driver's seat.
5. Log all miles, gas purchased and any vehicle trouble in the Vehicle Trip Log in the white book behind the driver's seat.
6. Do not return the bus with less than ½ tank of gas (use 87 octane, unleaded gas)
7. Report any damage to the church office immediately.
8. Any moving or parking violations are the responsibility of the driver.
9. Bus is to be used for Grace Covenant Presbyterian Church functions only.
10. **Approved by Session, November 20, 2014:** The Bus is to not to be used for out-of-state travel without the approval of the Building and Grounds Committee.

**Building and Grounds Committee Policy #3  
Church Use Policy**

**Introduction (Adopted by Session: March 17, 2011)**

1. The use of the building and property will always be consistent with the mission and goals of the Grace Covenant Presbyterian Church.
2. The church may from time to time seek a reasonable donation to help offset the cost of utilities and maintenance, if appropriate, depending upon the nature of the particular organization or group of individuals. However, the use of facilities shall be for the sole purpose expressed in the preceding statement and not for any type of profit making enterprise

**Procedures for the Use of the Church Building and Grounds (Adopted and Revised by Session: May 16 2014)**

1. Approval for the use of the church's buildings and/or grounds is to be the responsibility of the Session's Buildings and Grounds Committee. Church staff may be appointed to facilitate the process.
2. Each group requesting the use of church facilities **MUST** fill-in completely and sign two (2) Forms – the Forms are available from the Church Office:
  - The Application Form
  - The Agreement Form (Fees, if any, to be inserted before signing)
3. The completed original Forms **MUST** be turned into the Church Office at least 21 DAYS before the first USE date.
4. The Buildings and Grounds Committee will review the Forms – to either “grant” or “deny” the USE request.
5. Requestors will be notified of the Committee's action:
  - a. If denied – the USER will be notified
  - b. If granted – The USER will be notified – The event(s) will be calendared – the Forms will be filed – appropriate church staff and others will be notified.
6. If a set-up & clean-up fee is a part of the Application/Agreement, the first payment is due, at least 14 days prior to the first USE date and is non-refundable; and in the event of multiple use of more than one month – payments shall be due monthly on the anniversary date of the first payment. (No deposits to be assessed)

### CATEGORIES OF USE

1. **GCPC PROGRAMS AND SPONSORED EVENTS:** No Cost (**may require a set-up & clean-up fee**)
2. **PRESBYTERY PROGRAMS AND SPONSORED EVENTS:** No Cost
3. **SBCC:** Negotiated annually
4. **ADULT DAY CARE:** Negotiated annually
5. **HEALTH RELATED SUPPORT PROGRAMS** – (AA, NA, DRA, etc):  
Donation
6. **COMMUNITY RELATED GROUPS** – (HOA’s): Donation
7. **SERVICE CLUBS** – (Suburban Women): Donation
8. **SPORTS ORGANIZATIONS** – (Jr. Magic, FBVA, Preschool Sports, etc): See  
“RATES”
9. **EDUCATIONAL EVENTS** – (OCPS, VCC, Full Sail, UCF, etc): See “RATES”
10. **PUBLIC SCHOOLS** – **official school student activities with adult/coach supervision**) – No cost
11. **OTHER ACTIVITIES:** See “RATES”

### “RATE” STRUCTURE

Rooms 1-21.....	\$10.00 per hour
Gymnasium (Room 23).....	\$65.00 per hour
Reception Area (Room 22) .....	\$25.00 per hour
Reception Area (Room 22) and Kitchen (refreshments only) .....	\$35.00 per hour
Rooms 24-26.....	Not Available
Kitchens (CH & JCMH).....	
Full Use.....	\$25.00 per hour
Set-up & Clean- fee .....	to be determined depending on activity

**NOTE:** These are standard fees and may be modified by the Buildings & Grounds Committee when considering individual applications. Other Policies govern fees for Weddings and Memorial/Funeral services. These fees do NOT consider Sanctuary use.

**Building and Grounds Committee Policy #4  
Smoke Free Campus  
January 18, 2012**

The buildings and grounds of Grace Covenant Presbyterian Church are designated as a smoke-free campus.

**Building and Grounds Committee Policy #5  
Campus Security  
2012**

The pastors of the Grace Covenant Presbyterian Church have the authority to work with local law enforcement personnel to do what is necessary to maintain the security of our property and people, including asking law enforcement to remove disruptive individuals from the property.

**Christian Education Committee Policy #1  
Scholarship Policy and Procedures**

1. Applicants must be students who are members of Grace Covenant or students actively involved in the church whose parent(s) is/are member(s) of Grace Covenant.
2. The applicant will be expected to maintain at least an unweighted 2.5 GPA (on a 4.0 scale) or the equivalent of 2.5 in his/her academic work in order to be eligible for renewal.  
The most recent transcript must accompany applications.
3. Scholarships will be awarded on an annual basis only and should be reapplied for each year. Upon re-application, the information required will be academic plans for the forthcoming year and the most recent transcript of the applicant.
4. Scholarships will be limited to students attending undergraduate school or seminary. No scholarships will be awarded for other graduate work.
5. The amount of each scholarship will be determined by the Scholarship Committee in their sole discretion.
6. The committee retains the privilege to ask additional information of the applicant for both initial application and renewal application.

**Christian Education Committee Policy #2  
Small Blessings Policy and Procedures**

Small Blessings Child Care is a ministry of Grace Covenant Presbyterian Church.

Small Blessings Child Care (SBCC) is a place where children are respected, nurtured and treasured. As a ministry of Grace Covenant Presbyterian Church (GCPC), we are dedicated to providing a secure, loving atmosphere and a quality early-childhood education in a Christian environment, while meeting the needs of our families.

As a program of GCPC, SBCC is an integral part of the church and its ministry to the community and is thus in all respects accountable to the church's governing body, the Session. SBCC is not in any sense separate from GCPC and is not intended to operate as a separate corporation or legal entity. However, SBCC holds a unique place among the church programs. Unlike other church programs, SBCC utilizes a large portion of the church facilities daily and involves about 90 children and their families, including many non-members. SBCC also oversees a large budget and assumes responsibility for utilizing income generated through tuition for the direct benefit of the program.

Because of the size and scope of the SBCC ministry, the Session has deemed it appropriate to set in place an SBCC Governing Board charged with the routine responsibility and accountability for operation of the SBCC program. This document delineates the relationship of the church at large and its SBCC program, and outlines the roles and responsibilities of each and is intended to guide the Session and the SBCC Governing Board as together they seek to minister to young children and their families.

- I. Church Responsibilities
  - A. Provide facilities for operation.
  - B. Obtain License and insure that SBCC operates according to all certification guidelines.
  - C. Maintain a Governing Board, directly responsible to the Session, as described below.
  - D. Provide SBCC the use of tax exempt status under GCPC Certificate of Tax Exemption
  - E. Make available insurance coverage liability and worker's compensation with payment of the premiums as an operating cost of SBCC.
  - F. Establish guidelines for building use, cleaning, repair and maintenance as related to SBCC. (These guidelines are subject to review and change after consultation of parties involved).
  - G. Provide Pastoral Care and worship leadership for weekly chapel and other programs as needed.
  
- II. Governing Board Responsibilities
  - A. The Board shall consist of at least six persons, all of whom are appointed by the Session. At least one member shall be in ~~active service as an elder~~ **a current session member** (revised 2018) and shall act as moderator.

The moderator shall be elected in January to serve for one year. The SBCC Director, the Pastor, and the Educator shall serve as ex-officio members. The other members will be members of the congregation with different gifts (including parents, educators of young children, business or financial experience, etc.) and one parent of a child enrolled at SBCC, who need not be a member of GCPC. (The parent-member will be recommended by the Director).

- B. Terms of the Board members will be for a period of three years, with terms beginning in January with the exception of the one “parent of a child enrolled in SBCC.” This position on the board will be filled at the beginning of June. The terms of Board members will rotate, so that there will be overlap of experienced members and new members. A Board member may serve one complete term of three years, and then must be off the Board for at least one year before serving another term. The term of the SBCC parent member shall be one year and may be renewed for an additional one-year term provided a child of his/hers is still enrolled in SBCC. The parent members’ term will end when his or her child is no longer enrolled at SBCC. An n SBCC staff member may not serve on the board other than the Director. The governing Board will nominate persons to fill vacancies on the Board, subject to approval by the Session.
- C. The Board shall meet 10 times per year.
- D. Duties of the Board are:
  - 1. To insure that Christian values and attitudes are demonstrated to children, parents, staff, and others to the end that all may sense the love and understanding of our Lord Jesus Christ.
  - 2. To recommend to the Session the employment of a Director (and an Assistant Director, if assigned) together with a statement of his or her responsibilities, for Session approval.
  - 3. To review Personnel Policies, Staff assignments, Student/Teacher/cost analysis, and make recommendations to the Director for any changes or additions.
  - 4. To approve personnel decisions made by the Director.
  - 5. To give support to the Director and provide an annual performance appraisal.
  - 6. To prepare, with the Director, an annual budget, and submit to the Administration, Finance and Stewardship for approval by Session.
  - 7. To review this covenant annually and recommend any modifications to the Session for approval.
  - 8. To monitor and supervise the SBCC financial operation.
  - 9. To report monthly to the Session concerning the programs and operations. To serve as liaison and public-relations representative to the church, reporting to the Session and the congregation. To explain the program and its goals to the church and community.
  - 10. To work as needed with the officers of the church, other committees and staff, to carry out the mission of the church.

- III. Director's Responsibilities
- A. The Director is responsible to the Head of Staff, to the Board of Directors, and ultimately to the Session of the GCPC.
  - B. The Director shall:
    - 1. Be responsible for daily supervision and management of SBCC personnel.
    - 2. Prepare, in conjunction with the Board, the annual budget for recommendation to the Session.\
    - 3. Recommend a Christian Pre-School curriculum for approval by the Board.
    - 4. Recommend to the Board the purchase, maintenance and replacement of playground and other capital equipment.
    - 5. Interview, hire, evaluate and discharge the teaching and service staff, according to established criteria; arrange continuing education for staff.
    - 6. Confer with teaching staff regarding a child's behavioral or learning problems, and recommend methods for promoting appropriate behavior, and encouraging positive learning experiences.
    - 7. Review and approve menu plans for a well-balanced diet and approve food purchases, preparation, service, and clean up.
    - 8. Review and evaluate SBCC activities to insure conformance with state and local regulations.
    - 9. Oversee admissions and enrollment. Confer with parents regarding SBCC activities, policies and enrollment procedures.
    - 10. Arrange medical attention for ill and injured children in accordance with parental instructions and state and local regulations.
    - 11. Continue and enhance public relations with the church, parents of SBCC and the community at large.
- IV. Financial Responsibilities:
- A. Bank Account: A separate bank account(s) in the church's name shall be maintained for use by the SBCC ministry.
  - B. The routine financial accounting for SBCC is the responsibility of the Director in conjunction with the Board of Directors. Additional oversight on behalf of the Session is maintained through the Administration, Finance and Stewardship Committee of the GCPC. Final approval comes from the Session of the GCPC.
  - C. Income: The SBCC Director has the responsibility for the collection, recording and balancing of all income generated by the SBCC program.
  - D. Expenditures: The SBCC has the responsibility for writing checks to cover food, books and supplies necessary to operation of the SBCC and maintaining appropriate records of all transactions. SBCC will cover expenses for a separate telephone line.
  - E. Church Expense Reimbursement: GCPC will provide the SBCC facility and all required facility maintenance. This shall include all utilities, repairs, lawn care, dumpster charges, fire protection, security alarm system, and pest control. The daily cleaning shall be an exception and shall be arranged and paid directly by SBCC. In recognition of the church's support of this ministry, a portion of SBCC income shall be designated for the church's

annual budget. This amount shall be recommended annually by the SBCC board in conversation with the church's finance committee for approval by the Session. For planning purposes the first year's budgeted amount shall be roughly equivalent to the amount currently being paid by the SBCC to the Conway Church for the above listed items plus the SBCC contribution to the church. In the future the board may wish to consider including other items (e.g., telephone, cable, etc) if a joint purchase of these services would result in savings.

- F. Payroll: The SBCC Director will disburse payroll for all employees of SBCC and maintain payroll and employee tax records as required by government reporting.
- G. Insurance: SBCC will pay to the church the SBCC share of liability and worker's compensation insurance.
- H. Petty Cash: At the Director's discretion a petty cash account may be kept on hand for expenditures as needed. Appropriate records will be kept.
- I. Financial Statements: The SBCC Director and the Board are responsible for preparation of monthly financial statements. Statements will be given to Administration, Finance and Stewardship for review.
- J. An audit of the books shall be done annually in conjunction with that of the GCPC and under the guidelines of the Book of Order.
- V. Cleaning, Repair and Maintenance Responsibilities:
  - A. All general maintenance and repair of the building and building equipment shall be the responsibility of GCPC.
  - B. Interior and playground:
    - 1. SBCC shall provide and be financially responsible for a cleaning service which shall perform custodial services on behalf of SBCC. Custodial supplies shall be the responsibility of the SBCC or its custodial provider.
    - 2. The church shall be responsible for the resetting of furniture and cleanup of SBCC space subsequent to other church use and prior to SBCC occupancy.
    - 3. Emergency repair and maintenance required by SBCC during its normal operating hours shall be performed by the church in a timely fashion after notification to the church office.
    - 4. The Director of the SBCC shall be responsible to see that the playground equipment is safe and operational.
    - 5. Regular maintenance and repair of playground equipment and ground cover shall be the responsibility of SBCC. Likewise, repair and maintenance of SBCC office equipment shall be the responsibility of the SBCC.
    - 6. Damage done to the equipment during hours when the SBCC is not in session shall be repaired by GCPC upon notification.
    - 7. Supervised use of the playground by programs of GCPC is allowed during times SBCC is not in session.

VI. Other:

- A. Supplies: SBCC shall be responsible for ordering and payment for all its operational supplies and arranging for their delivery.
- B. General:
  - 1. Scheduling of special events: Communication is key to avoiding conflict in space usage. Any requests for space other than those normally assigned to SBCC must be made to the Church office well in advance.
  - 2. SBCC should be notified well in advance of any church functions that might cause challenges with drop off/pick up/ or daily activities.
  - 3. SBCC and GCPC should agree on any contingency plans for using space in special circumstances (i.e. movement space for rainy days).
  - 4. Items about the SBCC should appear regularly in the Church newsletter and notice of church events should be provided to SBCC for distribution.

**Christian Education Committee Policy #3  
Child Protection Policy**

*From the Book of Order of the Presbyterian Church, USA:*

*G-3.010: “Each council shall develop a manual of administrative operations that will specify the form and guide the work of mission in that council. Each council shall adopt and implement a sexual misconduct policy.”*

- I. Purpose of this Policy.** The purposes of this policy are to:
- A.** Reduce the risk of sexual abuse of children and youth of our church (children and youth being defined as “minors” as defined by Florida law),
  - B.** Reduce the risk to church staff and volunteers from potential false allegations.
  - C.** Establish procedures for handling all allegations of sexual abuse.
  - D.** For the use of this policy, the terms “child,” “youth,” or “children” refer to those who are under the age of 18 years old. “Sexual Abuse” is defined as any inappropriate sexual conversation or activity as defined by the ethical standards of the Presbytery of Central Florida, the denomination of the Presbyterian Church, USA, or the State of Florida.
- II. Screening and Supervision of Employees and Volunteers.**
- A.** All staff members who are employed by the Grace Covenant Presbyterian Church will be screened as part of their application process.
  - B.** All volunteers who work with children and youth on a recurring basis (“recurring” meaning more frequently than once per quarter), will be screened prior to working with children and youth.
  - C.** Components of the screening process will include the following:
    - 1. Being a participant of the church’s life and worship for a minimum of six months.
    - 2. Written application for either employment or to work with children and youth.
    - 3. The written application shall include the person’s name, address, phone numbers, date of birth, name and contact information for three references, and information required for a background check.
    - 4. Criminal background check.
    - 5. Reference checks with three or more people who are familiar with the individual.
  - D.** The church is responsible for screening all volunteers and maintaining the appropriate records documenting those screenings and any complaints or other related materials
  - E.** The Senior Pastor, in his or her responsibility to act as Head of Staff, will be responsible for screening all employees and will maintain those records in the personnel files.

- F. All volunteers and staff may be re-screened at any time, and shall be rescreened at least once every three years.

### **III. Adult-Child Contact**

- A. One on one contact with children and youth will never take place in an isolated environment, but in a place where such contact is visible. For example, an adult can have a one on one conversation with a young person at a table with no other sitting at that table, but in a room in which others are sitting at other nearby tables. Such one on one contact provides appropriate time for Christian nurture but it is not in an isolated environment. On the other hand, that same conversation in a room in which the door is closed, with no window on the door, and in which there is no other adult in the room would be an example of one on one contact in an isolated environment that is not acceptable. A single adult in a Sunday School classroom in which there are several classes taking place in the same building and in which there is the expectation and possibility of interruption would be acceptable. However, in a case in which a class is the only activity in the building, the degree of isolation would not be appropriate. Another example is in the gymnasium. One adult with a multitude of youth on the floor engaged in basketball, with people working in the day care center in the building, and others in the kitchen is a rather public forum and is appropriate; while a single adult with a single minor age youth after hours in which there is no other group or person in the Conway Hall building would be an example of isolation and hence inappropriate.
- B. When children and youth are present, there must be two adults present. To avoid any time in which an adult is alone with a child, every event with children and youth must have at least three adult leaders. For example, if there are several Sunday School classes in an area such as a floor of a building, there might be only one adult in each room, but there should be a total of at least three adults in the area. If there is only one activity in a building, there must be three adults in that activity.
- C. Church events that take place away from the church campus will have adult leadership that reflects the gender of the children and youth. For example, an all-girls outing may have only female adult leaders, while an outing with both boys and girls will require both men and women among the adult leadership.

### **IV. Training of Leadership**

- A. Training in this policy and in child protection issues will be offered annually at the church.
- B. All volunteers who work with youth on a recurring basis will be required to take such training.
- C. All volunteers who work with children and youth, and all staff members employed by this church will receive a copy of this policy.

- D. All volunteers who work with children and youth, and staff members employed by this church will sign a statement saying they have received and read a copy of this policy.

## V. Reporting Policies

### A. Who Are Mandated Reporters?

1. All ordained officers of the Presbyterian Church, USA, are mandated reporters in cases of child sexual abuse, according to the Book of Order. (G.4.0302: *“Any member of this church engaged in ordered ministry and any certified Christian educator employed by this church or its congregations, shall report to ecclesiastical and civil legal authorities knowledge of harm, or the risk of harm, related to the physical abuse, neglect, and/or sexual molestation or abuse of a minor or an adult who lacks mental capacity when (1) such information is gained outside of a confidential communication as defined in G-4.0301, (2) she or he is not bound by an obligation of privileged communication under law, or (3) she or he reasonably believes that there is risk of future physical harm or abuse.”*)
2. The State of Florida (according to Chapter 39 of the Florida Statutes) mandates that any person who knows, or has reasonable cause to suspect, that a child is abused shall immediately report such knowledge or suspicion to the Florida Abuse Hotline of the Department of Children and Families.
3. An individual is required only to report. Law enforcement takes the lead in all criminal investigations and prosecution.

### B. If a church volunteer or staff member personally witnesses or suspects sexual abuse or violence against a child or youth...

1. Call 911 and report the crime.
2. The safety of the children and youth are our top priorities.
3. As immediately as it is possible and safe to do so, the witness should contact the Senior Pastor.
4. Report to the Senior Pastor and to the Florida Abuse Hotline at 1-800-96ABUSE (1-800-962-2873)

### C. If a church volunteer or staff member has an intuition or suspicion of possible abuse...

1. Intuition is often the first step in seeing clearly. We sense something or have a gut feeling. We begin to check it out. We look into it, ask questions, and discover what choice might be best for us.
2. You do not have to determine if your intuition or suspicion is correct. Simply report your suspicion to a member of the church staff.
3. When a member of the church staff receives a report based purely on intuition or suspicion, the matter will be brought to

the immediate attention of the Senior Pastor. The Senior Pastor will consult either with other staff members or with church officers to determine the appropriate action to take.

**D. The responsibilities of the Senior Pastor ...**

1. The Senior Pastor's priorities are to see to the immediate safety and security of the children and youth,
2. The Senior Pastor will take steps to see that the policies of Grace Covenant Presbyterian Church, the rules of the Presbytery, the Book of Order, and the requirements of our insurance company have been honored and followed.
3. A volunteer or a staff member who has been accused of abusing a child or young person will be removed from working with minors until full disposition of the matter is made.
4. The Senior Pastor is responsible for ministry actions. The pastor with an elder may be responsible for notification of the parents of an abused child if parents are not knowledgeable. Counseling to individuals and groups may be necessary or desire.

**E. If the accusation involves a pastor...**

1. Pastors are members of the Presbytery and come under their authority. The Presbytery staff or the Committee on Ministry should be contacted to follow through with Presbytery policies and with the Book of Order's Rules for Discipline.

**VI. Media and Public Announcements.**

- A.** The Senior Pastor is the designated spokesperson for the Church to respond to all inquiries concerning allegations of child abuse and related issues.
- B.** Staff members and volunteers will refer inquires to the Senior Pastor without further comment. This is necessary to avoid confusion and conflict, to maintain accuracy, and to remain consistent with the policies of our church and the laws of our state.

**VII. Other Vulnerable People**

This policy is specific to abuse of minor aged children. As we are all children of God, no matter what our ages, and as the church has a responsibility to care for all who might suffer abuse, it is the responsibility of all staff members and volunteers to be attentive to abuse of an person, regardless of age. Concerns for those older than minor-aged individuals should be brought to the attention of the Senior Pastor. In cases where it is suspected that a person's safety is at serious risk, it is always appropriate for a person witnessing or suspecting danger to call 911.

**Christian Education Committee Policy #4**  
**Nursery Child Protection Policy**  
Safe Church Policies and Guidelines  
For Children in Church Nursery Childcare  
Approved November 2018

**Supervision of Children**

The Childcare Staff (paid and volunteer) is responsible for the supervision of children during ministry activities, including observing the environment and equipment for unsafe situations, removing children from potentially dangerous conditions, and reporting problems immediately.

Cell phone usage should be kept to a minimum while in the childcare rooms. Your attention should be on the children in your care. NO photos taken of the children in your care should be posted to social media without approval of the child's parents and the director.

Parents are responsible for signing in and signing out their children from Childcare. A parent or guardian is the only adult who may remove a child from Childcare unless a specific arrangement is made in advance.

**The Two-Adult Rule**

The two-childcare provider rule states that there must always be two non-related adults present when supervising one or more children. This rule is designed for the safety of minors as well as adults, and is required across all ministry areas with few exceptions (see guidelines for these cases below). Compliance to the two-childcare provider rule includes the following:

- There must always be two childcare providers present when supervising one or more children.
- The childcare providers must not be related family members (a married couple would be considered “related”). If two related childcare providers are working together, a third childcare provider must be in attendance.
- The childcare providers should be in sight of each other at all times.

**Exceptions to the Two-Childcare Provider Rule**

The purpose of the two-childcare provider rule is to make sure the actions of any one childcare worker are known to at least one other childcare worker and to encourage childcare workers to support each other in ministry.

### **Unplanned Situations with Only One Childcare Provider**

Occasionally, childcare providers will find themselves without another worker due to unforeseen circumstances. The following procedures should be followed:

- *Immediately inform the Childcare Coordinator*
- *Visible location*--For any time when there is only one childcare provider present, the group must be visible to others with an unobstructed window, open door, etc.

### **Youth Serving as Childcare Providers**

We encourage older students to serve as childcare providers. A youth, age 16 or older, may count as an adult under the Two-Adult Rule. If childcare is staffed entirely with youth, periodic, unannounced inspections of the childcare rooms must take place, at least once per hour.

### **Check In and Check Out Procedures**

Parents are responsible for their child until their child is checked in to childcare and once their child is checked out of childcare regardless of the child's age. Only a child's parent or guardian may check out a child, unless a specific and prior arrangement is made.

For the health and safety of all children, you may ask the parent not to leave the child in the class if they have had the following symptoms within the last 24 hours:

- A known or suspected infectious illness
- A fever of 100.0 within the past 24 hours
- Nausea, vomiting, diarrhea or is feeling unwell
- Cough, sore throat, croup (except in the case of allergy)
- Colored runny noses
- Common cold
- Contagious skin rash
- Pink eye
- Lice
- Infected wounds
- Any symptom of usual childhood disease such as mumps, measles, chicken pox, etc.
- Use of antibiotics for 24 hours or less

### **Restrooms/Diapering**

Children in grades K-6 may use the in-room restrooms on their own. Children younger than 5 may be assisted, if necessary. In this case, the restroom door must remain open. If diapering, facilities in the nursery room are to be used.

### **Discipline**

The number one rule in ministry with children is that **Each of us is a Child of God** and should be treated with the kind of respect, love, and support that is expected by the commandment in Scripture to love one another.

Clear rules and expectations and consistent messages about behavior are the key to effective discipline procedures. Occasionally, children have trouble following the rules or display disruptive behavior. In these cases, the following steps will be taken.

1. Attempt to redirect young children to another activity.
2. Talk with the child and state clearly what the problem behavior is and what the child should do instead with children old enough to understand. Use *positive* language; offer choices of appropriate activities. An example of positive language would be: instead of “No Running”...use “we need to use our walking feet when we are inside.”
3. If the child continues to exhibit problem behavior, the childcare worker should discuss the behavior with the Childcare Coordinator. The Childcare Coordinator should determine will determine the next step.

### **Parental Contact**

Parents who leave a child in the care of our staff members and volunteers during church services or activities will be contacted if their child becomes ill, injured, or has a severe disciplinary problem while in our care. Therefore, you must have contact information for each child at all times.

### **Physical Contact**

Respect, safety, and appropriate boundaries are the guiding principles for physical contact between childcare workers and children. The guidelines below are intended to avoid contact that is or may appear threatening or inappropriate.

Love and affection are part of church life and ministry. There are many ways to demonstrate affection while maintaining positive and safe boundaries with children.

Examples of **positive and appropriate** forms of affection:

- Brief hugs or side hugs
- Pats on the shoulder, back or head
- Handshakes
- High-fives, hand slapping and fist taps
- Verbal praise
- Touching hands, faces, shoulders and arms of children or youth
- Arms around shoulders
- Holding hands while walking with small children
- Sitting beside small children
- Kneeling or bending down for hugs with small children
- Holding hands during group prayer

The following forms of affection are considered **inappropriate** with children and youth in ministry setting because many of them are the behaviors that child molesters use to groom children and their parents for later molestation or can be, in and of themselves, sexual abuse.

- Inappropriate or lengthy embraces
- Kisses
- Holding children over three years old on the lap. (When holding a younger child on the lap, be sure to keep them forward from your body...closer to your knees.) Best action is to have them sit next to you.
- Touching bottoms, chests or genital areas other than for appropriate diapering or toileting of infants and toddlers with your hand or with something held in your hand.
- Touching knees or legs of children or youth • Wrestling with children or youth
- Tickling children or youth.
- Piggyback rides
- Any type of massage given by a child or youth to an adult
- Any type of massage given by an adult to a child or youth
- Any form of unwanted affection.

### **Verbal Interaction**

Childcare providers are prohibited from engaging in any sexually oriented conversations with children. They should not discuss any inappropriate or explicit information about their own personal lives where children can overhear. Use appropriate language only. Do not use scary language (ie: hate, kill) or actions with the children. Our responsibility is to make the church a safe place where they are loved and cared for and our words and actions should be a reflection of Jesus' love. As such, scary topics that a child encounters in his/her own life, such as a death in the family or among friends, or news of hate and violence seen on television, will be handled with compassionate care when such subjects are introduced into conversation by the child.

### **Emergencies and Injuries**

Childcare providers should be prepared to protect children in the case of emergencies. The following phone numbers should be programmed into cell phones. Note that 911 calls by cell phones are often not as direct as dialing the local emergency authorities.

In the event of a medical emergency on a Sunday, one volunteer should immediately go to the church and alert the ushers to find the parents.

Emergency: 911

If calling from a cell phone, immediately tell operator

**“I have a medical emergency in Orlando, Florida at Grace Covenant Presbyterian Church; the address is 1655 Peel Avenue”**

Police (nonemergency): 407-246-2470

Church Office: 407-898-6571 (business hours are 8:30am-3pm, Monday-Friday)

### **Medical Supplies**

A number of basic medical supplies are located in each classroom, and an AED is located in John Calvin Memorial Hall. For medical problems that require more serious attention call 911.

For minor injuries, childcare providers can follow basic first aid. An adult with first aid training should be summoned when available. Always fill out an accident report (found in the notebook in each room. Discuss the incident with the parent or guardian when they come to get the child.

### **Criminal or Potentially Dangerous Activity**

A childcare provider should call 911 immediately in cases of suspected criminal or dangerous activities on the church campus or near ministry activities.

## **Responding & Reporting**

All childcare providers are expected to report any suspicious, careless, or problematic behavior of adults and youth leaders to their supervisor. Childcare providers should trust their instinct if something doesn't look quite right. If a childcare provider notices any signs that a child may have been abused or neglected, concerns should be reported immediately to the supervisor. It is very important to report any incidents or behavior that could possibly be considered signs of abuse. Overreacting is better than under reacting. The supervisor will decide how to proceed or will consult with church staff members about how to respond.

Concerns about suspected or actual child abuse or the behaviors of leaders and volunteers must be shared only with the program supervisor and those directly involved in the reporting process (e.g., church staff members, Child Protective Services) and *not with anyone else*.

All ordained officers are considered mandatory reporters by church law. The Book of Order statement says:

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

**Mission and Outreach Committee Policy #1  
Presbyterian Disaster Assistance Offerings**

Special Offerings toward any fund of the Presbyterian Disaster Assistance may be promoted and received at Grace Covenant Presbyterian Church provided the Clerk of the Session and the chair of the Mission and Outreach Committee approve it. This policy provides for quick response to disasters, yet provides the required oversight.

**Finance and Stewardship Committee Policy #1  
Procedures for Petty Cash Fund**

1. The Petty Cash Fund will be established with \$100.00. From that point forward, cash on hand plus receipts will always total that amount.
2. Funds and receipts will be stored in the safe in the Treasurer's office.
3. The Treasurer is the custodian of the fund.
4. The Treasurer and Financial Secretary are authorized to disburse funds from the account upon request.
5. The account is reconciled at the end of the month at the same time as the operating /building fund checking accounts.
6. Receipts are required for all disbursements.
7. Disbursements are limited to small cash purchases.
8. A log will be maintained to help track disbursements. Information included will be the date of the transaction, the name of the person requesting reimbursement, amount and item(s)
9. The Petty Cash Fund will be replenished at the end of the month to reflect the beginning balance of \$100.00 or sooner if needed by the custodian.

**Finance and Stewardship Committee Policy #2  
Donations of Stocks**

Donations of gifts in the form of stocks and other securities are welcomed and gratefully received. In order to enable the best tax benefit to the donor, the donation may be transferred directly to the church rather than being liquidated by the donor prior to contributing to the church. When the church receives a gift of stock or other securities, the normal practice will be for the church to sell the stock in a quick and timely fashion.

**Finance and Stewardship Committee Policy #3**  
**Designated Funds**  
**Approved March 15, 2018**

Donations of gifts for designated purposes are welcomed and gratefully received. Grace Covenant Presbyterian Church will endeavor to use the gift for the purpose intended in a timely manner, typically two (2) years or less. If the purpose of the fund no longer exists or if the funds are no longer needed for the intended purpose, those funds will be used by the appropriate committee for similar needs.

**A. Types of Designated Funds (DF) Gifts**

1. Donor designated bequests given through wills, insurance policies, retirement accounts, or other types of financial arrangements that benefit the church.
2. Outright gifts of cash, securities, real estate, etc., as designated by the donor
3. Any other gifts as designated and approved by the Session

**B. Restricted Gifts**

1. Grace Covenant Presbyterian Church (GCPC) will consider accepting gifts to the fund that are specifically designated or restricted in some manner. However, GCPC is entitled to refuse any gift which might not be in the best interest of the Church, might subject the Church to liability, might not pass an environmental impact analysis, might be contrary to the mission of the Church, or for any other reason the Committee may determine. To avoid these circumstances, donors are encouraged to discuss, in confidence, potential restrictions or liability with the Finance Committee and/or the Senior Pastor before making the gift.
2. When gifts to the church are specifically directed or otherwise restricted, the donor will understand that “Should a time come when the specified purpose of this gift no longer fits the mission and objectives of Grace Covenant Presbyterian Church, Orlando, the donor gives the Finance Committee permission to use the resources in a manner consistent with the objectives of Grace Covenant Presbyterian Church.”

**C. Designated Funds by Committee**

Designated funds should be used for their stated purpose to the extent possible. Designated funds should also be used in a timely manner and prior to using budgeted funds. The following committees will manage the designated funds noted. All other designated funds will be managed by the Finance Committee. Expenses of \$5,000 or more must have the approval of Session prior to the expenditure.

1. The Worship Committee will manage all designated funds related to music or worship activities. This includes organ, pianos, choir, youth choir, hand bells, and worship/music.
2. The Buildings and Grounds Committee will manage all designated funds related to buildings and grounds, technology, and memorial activities.
3. The Christian Education Committee will manage all designated funds related to Christian Education activities. This includes Historian, library books, and nursery.

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4. The Youth Committee will manage all designated funds related to youth, college, and family activities.
5. The Outreach Committee will manage all designated funds related to outreach, including evangelism and interfaith hospitality activities.
6. The Pastoral staff will manage the Good Samaritan fund.

**Worship Committee Policy #1  
Wedding Policies**

**(This text is written so as to be presented to couples interested in weddings)**

**Before We Get Started...**

Congratulations! We know this is a very exciting and special time in your life and we are honored that you have chosen Grace Covenant Presbyterian Church (GCPC) as your venue. Please read this booklet that highlights some of our policies regarding wedding ceremonies and receptions. This booklet is being provided for information only and is not a comprehensive policy manual of the church. The wedding coordinator is your complete resource regarding any questions about your wedding here at GCPC.

Only church members or relatives of church members of GCPC and the nesting congregations of Ministerio Restauracion, Y Esperanza (Fellowship, Restoration, and Hope) and Redimidos Por Dios (Redeemed by God) and the Orlando Presbyterian congregation are allowed to use the GCPC campus for wedding purposes. The Session will evaluate special requests brought to it by the Session Moderator from the officiating minister for any non-members wishing to use the campus (the Session usually meets the third Thursday of every month). The policies and guidelines contained in this booklet apply to any wedding performed on the GCPC campus by either GCPC ministers or those of the nesting congregations.

Per the Presbyterian Church (USA) Constitution as documented in the *Book of Order* and *Book of Confessions*, if the teaching elder (minister) presiding over the wedding ceremony determines a marriage is unwise (W-4.9002b), they can decline to perform any wedding ceremony. If such a determination is made at any point during the period of time leading up to the wedding ceremony, the wedding party will be notified and any fees paid will be refunded as appropriate. (Note: the minister's charge for time and counseling program will not be refunded).

***I. Scheduling:***

Please notify the church office at least **45 days** in advance of the in-tended wedding date. We do not schedule weddings on Sundays or holidays. Dates are reserved on a first-come, first- served basis and are subject to the availability of the church facilities. Dates are not guar an- teed until approved and a 50% deposit is made to hold your date. This deposit is fully refundable in case of cancelation except as noted else-where in this brochure.

***II. Officiating Minister***

The officiating minister (the minister performing the wedding) for all wedding ceremonies at GCPC must be on the pastoral staff at GCPC or one of the ministers of the nesting congregations at GCPC. Other clergy are permitted to assist with the service, the cost of which is negotiated and paid to the assisting clergy by the wedding party. As required by the officiating minister, couples may be asked to participate in a marriage counseling program selected by the officiating minister prior to the wedding.

### ***III. Wedding Coordinator***

Upon scheduling the wedding ceremony, the Wedding Coordinator (hereafter referred to as coordinator) will be notified. The coordinator will contact you to set up an appointment to meet to discuss the details of the wedding ceremony and, if appropriate, the reception. The coordinator will also review the GCPC wedding and appropriate church policies with you to ensure expectations are understood in order to make this a memorable event. The services of the coordinator include: contact person before the wedding to see to organizing and answering questions about church usage and day of events activities; attendance at rehearsals; and coordinating the time and flow of the wedding ceremony including instructing ushers, seating of the mothers, grandparents, etc., and placement of all attendants. If there is a reception in Conway Hall, the coordinator must approve all details 30 days prior to the wedding event. Any special requests contrary to these rules and guidelines must be brought to the coordinator's attention at least 30 days prior to the event so as to get approval for any special requests. Approval of special requests made less than 30 days prior to the event will be denied except in extenuating circumstances.

Approvals required include, but not limited to: Music provider (i.e. DJ, Instrumentalists, etc.), displays (i.e. photo boards, video/photo projection on TV or other screen, etc.), setup of tables and chairs, dance floor, food and drink (menu, setup and location permitted), and any other special activity not mentioned above. The coordinator should be the first person contacted by the wedding party with any questions regarding the wedding ceremony, reception, use of the church facilities, etc. It will be the responsibility of the coordinator to find the answers to any questions raised by the wedding party. It is the coordinator's responsibility to ensure compliance with all federal, state, and local laws and ordinances as well as all church polices and procedures whether included in this booklet or not.

### ***IV. Music***

Coordinate all music with the GCPC organist. The organist will evaluate the music to ensure it is appropriate for a worship service and, in order to better estimate its value as part of the wedding ceremony. The officiating minister will make the final determination as to the appropriateness of any music with the recommendation of the organist. Other musicians are permissible upon approval of the officiating minister in conversation with the GCPC Session. Privately hired soloists or instrumentalists, other than the GCPC organist, ARE NOT included in the wedding fees (the fee will remain the same whether the GCPC organist is used or not). Compensation for privately hired soloists or instrumentalists is the responsibility of the wedding party.

### ***V. Audio/Visual***

All requests for audio/visual (A/V) support must be submitted for approval 30 days before the wedding. All visual displays (PowerPoint slideshows, etc.) are not allowed during the wedding ceremony and should be reserved for the reception. Two handheld wired microphones with stands and the microphone at the podium are available for use

upon request. An attendant for running the A/V equipment for the ceremony will be provided by the church.

No outside person(s) are permitted to operate any GCPC A/V equipment unless first approved by a GCPC A/V attendant.

If there is a reception held in Conway Hall, third party entertainers (i.e. DJ, band, etc.) are allowed to bring their own equipment but can not “hook into” any GCPC equipment with-out the approval of the GCPC A/V attendant. Additionally, if a PowerPoint or slideshow presentation is to be used on the television during the reception, the materials should be provided at the time of the original request at least 30 days prior to the event. Again, the fee remains the same whether a GCPC A/V attendant is used or not.

#### ***VI. Video/Photography***

No flash photography is permitted during the ceremony by either a professional photographer or guests. Flash photography is permitted before and after the ceremony.

Videotaping the ceremony is permitted, provided:

- No additional lighting is required
- The person taping the ceremony remains in one location throughout the ceremony; the traditional place for this is the choir loft.
- Movement about the sanctuary is permitted before and after the ceremony.

#### ***VII. Decorations***

No flowers or decorations are required or provided. If you are going to have floral arrangements, the florist should consult with the coordinator 30 days prior to the ceremony regarding time for decorating, removal of decorations, and limitations on what may be done. Placement of floral arrangements, palms and other decorations is subject to approval and should be submitted in writing with an attached diagram. If you wish to leave floral arrangements for use by the church for worship on the following Sunday please ensure they will appear fresh and alive otherwise, they must be removed from the sanctuary immediately following the ceremony.

Any moving or screening of sanctuary furnishings must be approved by the coordinator in advance. No drip candles, one pair of candelabra, a unity candle and a kneeling rail are available at no additional charge. Flower petals (real & artificial) may be scattered only if a runner is used. A runner requires 125 ft. The church has 36 pews, 18 on each side, and can comfortably seat 300 guests. There are six cut out sections for those with wheelchairs or other special needs.

#### ***VIII. Rehearsal***

A rehearsal will be needed unless the arrangements are to be very simple. The rehearsal date and time should be coordinated at the same time the wedding date is set. About one hour should be allowed for the rehearsal, which is typically held the night before the wedding. All of the wedding party, including parents, ushers, musicians, etc. should be present. The coordinator will assist the officiating minister with the rehearsal. Privately hired soloists or other musicians using the GCPC organist as an accompanist must coordinate directly with the GCPC organist if additional rehearsals will be required.

PLEASE BRING THE MARRIAGE LICENSE TO THE REHEARSAL to give to the officiating minister.

If you wish any of the church staff involved in the ceremony to attend the rehearsal dinner, please send the same kind of written invitation extended to others who will be attending. In the absence of such invitations, they will not expect to attend.

### ***IX. Building Use***

Church grounds will be made available 3 hours prior to the start time of the ceremony. If more time is needed a request must be made to the coordinator at least 30 days prior to the ceremony.

The bridal suite, also known as the “Cry Room”, and the adjacent choir room both located on the second floor of the Sanctuary building are available for the bride and attendants. The groom and groomsmen are able to use the Library room located on the first floor of Smith Hall and/or, the north side ante-room adjacent to the choir loft, prior to the ceremony. All rooms are to be left as they were found. Please make sure all trash is thrown away and the furniture is placed back to its original location.

### ***X. Bulletins, Guest Registry, and other Wedding Accessories***

It will be the wedding party’s responsibility to provide the appropriate bulletins, guest registry, and other accessories not previously mentioned in this brochure for the wedding ceremony. Any items needed for the day of the ceremony should be brought with the wedding party when they arrive for the ceremony. All details of the wedding ceremony should be finalized with the officiating minister and coordinator no later than 30 days prior to the ceremony.

### ***XI. Wedding Ceremony***

On the day of the wedding, the flowers and other decorations should arrive no earlier than 3 hours prior to the ceremony unless previously arranged with the coordinator 30 days in advance. They should be placed as approved. Any photographer or videographer should be in place in the appropriate location as previously approved not later than 30 minutes prior to the beginning of the service. The wedding party should arrive no earlier than 3 hours, and not later than one hour, prior to the beginning of the service. They should be in their respective places, as identified during the rehearsal, not later than 15 minutes prior to the beginning of the service. Sparklers, or the throwing of rice or confetti is not permitted on church grounds. The throwing of birdseed is permitted if approved 30 days in advance of the ceremony, but only outside buildings and only on grassy areas.

### ***XII. Reception***

If there is to be a reception at GCPC after the wedding ceremony, it will take place in Conway Hall. Conway Hall houses a large gym area, kitchen, reception area, and foyer area with restrooms. Usage of any of the spaces mentioned above needs to be approved by the coordinator at least 30 day prior to the event. The fee for the ceremony and reception includes:

- the use of the approved areas of the building

- the use of tables and chairs
- the kitchen is available for limited use. The refrigerator/freezer can be used for storing food upon request 30 days prior to the event and subject to availability. NO COOKING is allowed in the GCPC Kitchen. All damage to any kitchen equipment will be the responsibility of the wedding party.
- A/V equipment is available with prior approval 30 days before the event. GCPC A/V equipment can only be used by a GCPC A/V attendant. The wedding party may bring their own A/V equipment with the prior approval of the GCPC A/V attendant and coordination with the officiating minister and the coordinator.
- No outside A/V equipment can be “hooked into” any GCPC equipment without the prior approval of a GCPC A/V attendant.
- A seating diagram of the reception room is due one week before the wedding.
- Linens, silverware, glassware, food, drink, decorations, entertainment, etc. are NOT provided as part of the wedding and reception fee.
- Any kitchen item not listed in this booklet as being available for use by the wedding party CAN NOT be used by the wedding party and should be provided by the wedding party or caterer, as appropriate.
- Mandatory closing time is 10:30 P.M.

***XIII. Fees\*:***

Includes organist\*\*, minister\*\*\*, sexton, coordinator, A/V attendant and use of specified church facilities

**Without reception \$800.00**

**With reception (using reception area only) \$1,100.00**

**With reception (using reception area and gym) \$1,300.00**

\* Session approved non-member weddings have higher fees and will be provided upon request.

The fees charged are for personnel costs only. The use of the church facilities is a gift given to the wedding party by the GCPC congregation. The more elaborate the event, the higher the cost due to increases in personnel costs.

The fees remain the same whether you use all of the church staff listed or not. You must use a GCPC Wedding Coordinator, GCPC Minister (or minister of one of the nesting congregations), and Sexton (Janitor). The organist shall oversee all music used during the wedding ceremony even if our organist is not used for the wedding. The GCPC A/V attendant must be used if any A/V equipment or presentations are used during the event.

The A/V attendant must approve any A/V equipment brought into the GCPC facility to ensure it will not impact existing equipment and/or is compatible with the GCPC existing A/V configuration.

\*\*If an additional rehearsal is requested other than the wedding rehearsal, a \$25 charge per rehearsal is added to the cost to compensate the organist.

\*\*\*The minister's fee includes the cost of any counseling pro-gram and any related materials.

All fees are paid to the church and distributed to the appropriate staff as indicated in the fee schedule.

#### ***XIV. Alcohol and Tobacco***

No alcohol is permitted on church grounds at any time before, during, or after the ceremony. It is also not allowed during the reception. The use of tobacco on the GCPC campus is also prohibited.

#### ***XV. Closing Thoughts***

Christian marriage is a covenant made in the presence of God. It is a special day in the life of the two people who are committing themselves to each other. The ceremony is a worship service and we ask all members of the wedding party and their guests to respect the holiness of this ceremony in God's sanctuary by their behavior. The policies of GCPC, some of which are highlighted in this document, are meant to make this most special of days as memorable and as stress free an event as possible. Our staff is available to assist you in any way possible. The wedding coordinator is the most important person to accomplish those goals and should be your first contact with any questions or requests.

We, at GCPC, hope we can exceed your expectations and that this most special of days will truly be memorable for all the right reasons. Thank you for choosing GCPC for your wedding.

**Youth Committee Policy #1  
Supervision Policies**

For activities on the church campus, there will always be a minimum of two adults present with the youth group meetings and activities.

For activities away from the church campus, there will always be a minimum of three adults. Adults will be representative of the genders of the attendees (e.g. all girls event would require the presence of female adults, an event with boys and girls present would require adults who are also male and female).

For this policy, “adult” is defined as 21 years of age and at least five years older than the oldest youth attending. Other adults can assist but not be included in the chaperoning adults (hence allowing for an adult who is 22 years old working with a group that has an 18 year old participant).

For lock-ins, retreats and other overnight events, there must be a minimum of 3 adults (even if it is an event that is on the church campus).

**SECTION 4 --**

**GRACE COVENANT FOUNDATION DOCUMENTS**

**ARTICLES OF INCORPORATION  
OF  
GRACE COVENANT PRESBYTERIAN CHURCH  
FOUNDATION  
1998**

1. **NAME** The name of the corporation, hereafter called the Corporation, is Grace Covenant Presbyterian Church Foundation.
2. **PURPOSES**
  - a. The purposes for which the Corporation is to be formed are exclusively to receive and administer funds for scientific, educational, religious, and charitable purposes within the meaning of Section 501©(3) of the Internal Code of 1954 and to that end to take and hold by bequest, devise, gift, grant, purchase, lease or otherwise dispose of any such property, real, personal, tangible or intangible, or any undivided interest therein, without limitation as to the amount or value; to sell , convey, or otherwise dispose of any such property and to invest, reinvest, or deal with the principal or the income thereof in such a manner as, in the judgment of the directors, will best promote the purposes of the Corporation without limitation, except such limitations, if any, as may be contained in the instrument under which such property is received, these Articles of Incorporation, the Bylaws of the Corporation, or any laws applicable thereto. To do any other act or thing incidental to or connected with the forgoing purposes or in advancement thereof, but not for the pecuniary profit or financial gain of its directors of officers except as permitted under the laws of the State of Florida.
  - b. No part of the net earnings of the Corporation shall inure to the benefit of any member, trustee, officer of the Corporation, or any private individual (except that reasonable compensation may be paid for services rendered to or for the Corporation affecting one or more of its purposes), and no member, trustee, officer of the Corporation, or any private individual shall be entitled to share in the distribution of any of the corporate assets on dissolution of the Corporation. No substantial part of the activities of the Corporation shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the Corporation shall not participate in or intervene in (including the publication or distribution of statements) any political campaign on behalf of any candidate for public office.
  - c. The Corporation shall distribute its income for each taxable year at such time and in such manner as not to become subject to the tax on undistributed income imposed by Section 4942 of the Internal Revenue Code of 1954, or corresponding provisions of any subsequent federal tax laws.

- d. The Corporation shall not engage in any act of self-dealing as defined in Section 4941(d) of the Internal Revenue Code of 1954, or corresponding provisions of any subsequent federal tax law
  - e. The Corporation shall not retain any excess business holdings as defined in Section 4943© of the Internal Revenue Code of 1954, or corresponding provisions of any subsequent federal tax laws.
  - f. The Corporation shall not make any investments in such manner as to subject it to the tax under Section 4944 of the Internal Revenue Code of 1954, or corresponding provisions of any subsequent federal tax laws.
  - g. The Corporation shall not make any taxable expenditures as defined in Section 4945(d) of the Internal Revenue Code of 1954, or corresponding provisions of any subsequent federal tax laws.
  - h. Notwithstanding any other provisions of the certificate, the Corporation shall not conduct or carry on any activities not permitted to be conducted or carried on by an organization exempt under Section 501© (3) of the Internal Revenue Code and its regulations as they now exist or as they may hereafter be amended, or by an organizations, contributions to which are deductible under Section 1170(C)(2) of such Code and Regulations as thy now exist or as they may hereafter be amended.
  - i. Upon the dissolution of the Corporation or the winding up of its affairs, the assets of the Corporation shall be distributed exclusively to charitable, religious, scientific, literary, or educational organizations which would then qualify under the provisions of Section 501(C)(3) of the Internal Revenue Code and its regulations as they now exist or as they may hereafter be amended.
3. OFFICE. The office of the Corporation is to be located at Grace Covenant Presbyterian Church at 1655 Pell Avenue, in the City of Orlando, County of Orange, State of Florida.
  4. TERRITORY. The territory in which the operations of the Corporation are principally to be conducted is the United States of America, and its territories and possessions, but the operations of the Corporation shall not be limited to such territory.
  5. DIRECTORS. The names and addresses of initial trustees until the first annual meeting of the Corporation are:
  6. REGISTERED AGENT/ADDRESS. The name and address to which the Secretary of State shall mail a copy of process in any action or proceeding against the corporation which may be served upon him is Charles E. Hoe quest, Esquire, 3101 Maguire Blvd, Suite 101, Orlando, Florida, 32803.
  7. PERPETUAL EXISTENCE. The Corporation shall have perpetual existence.
  8. ELECTION OF BOARD OF TRUSTEES. The members of the Corporation shall elect trustees at each annual meeting of the membership. Those entitled to vote for members of the Board of Trustees shall be those members in good standing. In the event of a vacancy on the Board it shall be filled by a majority of the remaining Board; provided, however, that it shall not be mandatory any vacant seat on the board be filled.

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9. **BOARD OF TRUSTEES.** The Board of Trustees shall consist of not more than nine (9) members and not less than three (3) members to be determined from time to time by the session of Grace Covenant Presbyterian Church, Orlando, Florida.
10. **BY LAWS.** The Bylaws shall be enacted by a majority vote by the session of Grace Covenant Presbyterian Church, Orlando, Florida, at the initial meeting and may be amended by a majority vote by the session of Grace Covenant Presbyterian Church, Orlando, Florida, voting at any annual or special meeting.
11. **CHARTER AMENDMENTS.** The Corporate Charter may be amended by a majority vote of the session of Grace Covenant Presbyterian Church, Orlando Florida, voting at any annual or special meeting called for such purpose.

**BYLAWS  
OF  
GRACE COVENANT PRESBYTERIAN CHURCH FOUNDATION, INC**

**ARTICLE I**

1. **NAME** The name of the corporation, hereafter called the Corporation, is Grace Covenant Presbyterian Church Foundation.
2. **SEAL:** The seal of the Corporation shall be circular in form and shall bear on its outer edge the words “GRACE COVENANT PRESBYTERIAN CHURCH FOUNDATION, INC.” and in the center the words and figures “Corporate Seal 1998 Florida.” The Board of Trustees may change the form of the seal or the inscription thereon at pleasure.
3. **OFFICES:** The principal office of the Corporation shall be in the County of Orange, City of Orlando, State of Florida. The Corporation may also have offices at such other places as the Board of Trustees may from time to time appoint or the purposes of the Corporation may require.

**ARTICLE II**

**Members and Meetings of Members**

1. **MEMBERSHIP** The members of the Corporation shall consist of the persons signing the Articles of Incorporation, and all members of the Grace Covenant Presbyterian Church, and such other person or persons as the GRACE COVENANT PRESBYTERIAN CHURCH FOUNDATION members may elect, by vote of a majority of all of the members of the Corporation, at any annual or special meeting of the members.
2. **RIGHTS OF MEMBERS** The right of a member to vote and all his right, title, and interest in or to the Corporation shall cease on the termination of his or her church membership. No member shall be entitled to share in the distribution of the corporate assets upon the dissolution of the Corporation.
3. **ANNUAL MEETINGS.** The annual meetings of the members of the Corporation shall be held on the Sunday of January which corresponds to the annual meeting of the Congregation of Grace Covenant Presbyterian Church, for the purpose of electing trustees and for the transaction of such other business as may properly come before the meeting. The annual meeting of the Corporation shall be held at GRACE COVENANT PRESBYTERIAN CHURCH.
4. **NOTICE OF ANNUAL MEETINGS.** Notice of the time, place and purpose or purposes of the annual meeting shall be announced at the December session meeting of GRACE COVENANT PRESBYTERIAN CHURCH preceding the annual meeting.
5. **SPECIAL MEETINGS.** Special meetings of the members other than those regulated by statute may be called at any time by the Pastor of GRACE COVENANT PRESBYTERIAN CHURCH or by the clerk of the session of GRACE COVENANT PRESBYTERIAN CHURCH.
6. **NOTICE OF SPECIAL MEETINGS.** Notice of a special meeting stating the time, place, and purpose or purposes thereof shall be publicly announced at a

- regular Sunday worship service at GRACE COVENANT PRESBYTERIAN CHURCH, not less than five (5) nor more than forty (40) days before such meeting and, if mailed, such notice shall be directed to each member at his address as it appears on the books or records of the Corporation, unless he or she shall have filed with the Secretary of the Corporation a written request that notice intended for him shall be mailed to some other address, in which case it shall be mailed to the address designated in such request.
7. **QUORUM** At any meeting of members of the Corporation the presence of ten percent (10%) of the members in person shall be necessary to constitute a quorum for all purposes except as otherwise provided by law. In the absence of a quorum, or when a quorum is present, a meeting may be adjourned from time to time by vote of a majority of members present, without notice other than by announcement at the meeting and without further notice to any absent member. At any adjourned meeting at which a quorum shall be present, any business may be transacted which might have been transacted at the meeting as originally notified.
  8. **VOTING** At every meeting of members each member shall be entitled to vote. Voting by proxy shall not be allowed. Each member of the Corporation shall be entitled to one vote. Voting procedures shall be in accordance with the Book of Order of the Presbyterian Church, USA. All elections shall be had and all questions decided by a majority vote of the members present.
  9. **WAIVER OF NOTICE.** Whenever under the provisions of any law or under the provisions of the Articles of Incorporation or Bylaws of this Corporation, the Corporation or the Board of Trustees or any committee thereof is authorized to take any action after notice to the members of the Corporation or after the lapse of a prescribed period of time, such action may be taken without notice and without the lapse of any period of time, if at any time before or after such action be completed, such requirements be waived in writing by the person or persons entitled to such notice or entitled to participate in the action to be taken or by his attorney thereunto authorized.
  10. **REMOVEAL OF MEMBERS, TRUSTEES OR OFFICERS.** Any member, trustee or officer may be removed from office by the affirmative vote of two-thirds of the full membership, at any regular or special meeting called for that purpose, for conduct detrimental to the interests of the Corporation, for lack of sympathy with its objectives, or for refusal to render reasonable assistance in carrying out its purposes. Any such member, officer, or trustee proposed to be removed shall be entitled to at least five days' notice in writing by mail of the meeting at which such removal is to be voted upon and shall be entitled to appear and be heard at such meeting.
  11. **COMPENSATION AND EXPENSES.** Members shall not receive any stated salary for their services. The Board of Trustees shall have power in its discretion to contract for and to pay members rendering unusual or special services to the Corporation special compensation appropriate to the value of such services.

ARTICLE III

1. **ELECTION** The business and property of the Corporation shall be managed and controlled by a Board of Trustees, who shall be members, nominated by the Session and elected annually by the members of GRACE COVENANT PRESBYTERIAN CHURCH FOUNDATION. Any proposed Trustees shall receive an excess of 50% of the vote of the congregation in attendance in order to be elected. In the event no candidate for Trustee shall receive in excess of 50% of the vote, the Congregation then present shall have a runoff election between the first and second place candidates for such position of Trustee. Trustees shall hold office until the next annual meeting of the GRACE COVENANT PRESBYTERIAN CHURCH FOUNDATION or until the election and qualification of their respective successors, except as hereinafter otherwise provided for filling vacancies.
2. **NUMBER** The number of trustees of the Corporation shall be five, but such number may be increased or decreased by amendment of these Bylaws, in the manner set forth in Article XII hereof. When the number of trustees is so decreased each trustee in office shall serve until his term expires, or until his or her resignation or removal as herein provided. The Trustees shall serve terms of three years. The Initial Trustees shall be elected so that one Trustee shall serve a term of one year; two Trustees shall serve a term of two years, and two Trustees shall serve a term of three years. Thereafter, the number of Trustees elected each year shall coincide with the vacancies available. In addition, the Senior Pastor of GRACE COVENANT PRESBYTERIAN CHURCH and the Clerk of the Session of GRACE COVENANT PRESBYTERIAN CHURCH shall each be ex-officio members of the Board of Trustees.
3. **RESIGNATION** Any trustee may resign at any time by giving written notice of such resignation to the Board of Trustees.
4. **VACANCIES** Any vacancy in the Board of Trustees occurring during the year, including a vacancy created by an increase in the number of trustees made by the Session, may be filled for the unexpired portion of the term by the Session, by affirmative vote of a majority thereof. Any trustee so elected by the Session shall hold office until the next succeeding meeting of the Congregation or until the election and qualification of his successor.
5. **ANNUAL MEETINGS** Immediately after each annual election, the newly elected trustees may meet forthwith at any convenient place for the purpose of organization, the election of officers, and the transaction of other business, and, if a quorum of the trustees be then present, no prior notice of such meeting shall be required to be given. The place and time of such first meeting may, however, be fixed by written consent of all the trustees.
6. **SPECIAL MEETINGS** Special meetings of the Board of Trustees may be called by the President or Vice President and must be called by either of them on the written request of any member of the Board.
7. **NOTICE OF MEETINGS** Notice of all Trustees' meetings, except as herein otherwise provided, shall be given by mailing the same at least ten days or by facsimile transmission the same at least five days before the meeting to the usual

- business or residence address of the trustee, but such notice may be waived by any trustee. Regular meetings of the Board of Trustees may be held without notice at such time and place as shall be determined by the Board. Any business may be transacted at any trustees' meeting.
8. CHAIRMAN. At all meetings of the Board of Trustees, the President or Vice President, or in their absence a chairman chosen by the trustees present, shall preside.
  9. QUORUM. At all meetings of the Board of Trustees, a majority of the trustees shall be necessary and sufficient to constitute a quorum for the transaction of business and the act of a majority of the trustees present at any meeting at which there is a quorum shall be act of the Board of Trustees, except as may be otherwise specifically provided by statute or by these Bylaws. If at any meeting there is less than a quorum present, a majority of those present may adjourn the meeting from time to time without any further notice to any absent trustee, and may take such other and further action as is provided in Bylaws.
  10. CONTRACTS AND SERVICES The trustees and officers of the corporation may be interested directly or indirectly in any contract relating to or incidental to the operations conducted by the Corporation, and may freely make contracts, enter into transactions, or otherwise act for and on behalf of the Corporation, notwithstanding that they may also be acting as individuals, or as trustees of trust, or as agents for other persons or corporations, or may be interested in the same matters as shareholders, directors or otherwise; provided, however, that any contract, transaction, or act on behalf of the Corporation in a matter in which the trustees or officers are personally interested as shareholders, directors, or otherwise shall be at arm's length and not violative of the proscriptions in the Certificate for Incorporation against the Corporation's use or application of its funds for private benefit; and provided further that no contract, transaction, or act shall be taken on behalf of the Corporation if such contract, transaction, or act is a prohibited transaction or would result in the denial of the tax exemption under Section 501 (c) (3), Section 503, or Section 507 of the Internal Revenue Code and its Regulations as they now exist or as they may hereafter be amended. In no event, however, shall any person or other entity dealing with the trustees or officer be obligated to inquire into the authority of the trustees and officers to enter into and consummate any contract, transaction, or other action.\
  11. COMPENSATION Trustees shall not receive any stated salary for their services. The Board of Trustees shall have power in its discretion to contract for and to pay trustees rendering unusual or exceptional services to the Corporation special compensation appropriate to the value of such services.
  12. POWERS All the corporate powers, except such as are otherwise provided for in these Bylaws and in the laws of the State of Florida, shall be and are hereby vested in and shall be exercised by the Board of Trustees. The Board of Trustees may by general resolution delegate to committees of their own number, or to officers of the Corporation, such powers as they may see fit.
  13. DUTIES The Board of Trustees, pursuant to Chapter 617 of the Corporation Not-for-Profit Law shall present at the annual meeting of members a report, verified by the President and Treasurer or by a majority of the Directors, showing in

appropriate detail the following: (a) the assets and liabilities, including the trust funds, of the Corporation as of the end of the fiscal year immediately preceding the annual meeting which shall not be more than three months prior to such meeting; (b) the principal changes in assets and liabilities, including trust funds, during the year immediately preceding the date of the report; (c) the revenue or receipts of the Corporation, both restricted and unrestricted to particular purposes, for the year immediately preceding the date of the report; (d) the expenses or disbursements of the Corporation, for both general and restricted purposes, during the year immediately preceding the date of the report. The annual report of the Directors shall be filed with the records of the Corporation and an abstract thereof entered in the minutes of the proceeding of the annual meeting of the members.

#### **ARTICLE IV OFFICERS**

1. **NUMBER** The officers of the Corporation shall be the president, vice president, secretary, treasurer and such other officers with such powers and duties not inconsistent with these Bylaws as may be appointed and determined by the Board of Trustees. Any two offices, except those of president and secretary, may be held by the same person.
2. **ELECTION, TERM OF OFFICE, AND QUALIFICATIONS.** The President shall be elected annually by the Board of Trustees from among their number, and the other officers shall be elected annually by the Board of Trustees from among such persons as the Board of Trustees may see fit, at the first meeting of the Board of Trustees after the annual meeting of members of the Corporation.
3. **VACANCIES** In case any office of the Corporation becomes vacant by death, resignation, retirement, disqualification, or any other cause, the majority of the trustees then in office, although less than a quorum, may elect an officer to fill such vacancy, and the officer so elected shall hold office and serve until the first meeting of the Board of Trustees after the annual meeting of members next succeeding and until the election and qualification of his successor.
4. **PRESIDENT** The President shall preside at all meetings of members and of the Board of Trustees. He or she shall have and exercise general charge and supervision of the affairs of the Corporation and shall do and perform such other duties as may be assigned to him by the Board of Trustees.
5. **VICE PRESIDENT** At the request of the President, or in the event of his absence or disability, the Vice President shall perform the duties and possess and exercise the powers of the President; and to the extent authorized by law the Vice President shall have such other duties as may be assigned to him by the Board of Trustees.
6. **SECRETARY.** The Secretary shall have charge of such books, documents, and papers as the Board of Trustees may determine and shall have custody of the corporate seal. He or she shall keep a record, containing the names, alphabetically arranged, of all persons who are members of the Corporation, showing their places of residence, and such book shall be open for inspection as

- prescribed by law. He or she may sign with the President or Vice President, in the name and on behalf of the Corporation, any contracts, or agreements authorized by the Board of Trustees, and when so authorized or ordered by the Board of Trustees, he or she may affix the seal of the Corporation. He or she shall, in general, perform all the duties incident to the office of secretary, subject to the control of the Board of Trustees, and shall do and perform such other duties as may be assigned to him by the Board of Trustees.
7. **TREASURER.** The Treasurer shall have custody of all funds, property, and securities of the Corporation, subject to such regulations as may be imposed by the Board of Trustees. He or she may be required to give bond for the faithful performance of his or her duties, in such sum and with such sureties as the Board of Trustees may require. When necessary or proper he or she may endorse on behalf of the corporation for collection checks, notes, and other obligations, and shall deposit the same to the credit of the Corporation at such bank or banks or depository as the Board of Trustees may designate. He or she shall sign all receipts and vouchers and, together with such other officer or officers, if any, as shall be designated by the Board of Trustees, he or she shall sign all checks of the Corporation and all bills of exchange and promissory notes issued by the Corporation, except in cases where the signing and execution thereof shall be expressly designated by the Board of Trustees or by these Bylaws to some other officer or agent of the Corporation. He or she shall make such payments as may be necessary or proper to be made on behalf of the Corporation. He or she shall enter regularly on the books of the Corporation to be kept by him or her for the purpose full and accurate account of all moneys and obligations received and paid or incurred by him or her for or on account of all moneys and obligations received and paid or incurred by him or her for or on account of the Corporation, and he or she shall exhibit such books at all reasonable times to any trustee or member on application at the offices of the Corporation. He or she shall, in general, perform all the duties incident to the office of treasurer, subject to the control of the Board of Trustees.
8. **REMOVAL.** Any officer may be removed from the office by the affirmative vote of two-thirds of all the trustees at any regular or special meeting called for that purpose, for nonfeasance, malfeasance, or misfeasance, for conduct detrimental to the interests of the Corporation, for lack of sympathy with its objectives, or for refusal to render reasonable assistance in carrying out its purposes. Any officer proposed to be removed shall be entitled to at least ten days' notice in writing by mail of the meeting of the Board of Trustees at which such removal is to be voted upon and shall be entitled to appear before and be heard by the Board of Trustees at such meeting.

## **ARTICLE V AGENTS AND REPRESENTATIVES**

The Board of Trustees may appoint such agents and representatives of the Corporation with such powers and to perform such acts or duties on behalf of the Corporation as the

Board of Trustees may see fit, so far as may be consistent with these Bylaws, to the extent authorized or permitted by law.

## **ARTICLE VI CONTRACTS**

The Board of Trustees, except as in these Bylaws otherwise provided, may authorize any officer or agent to enter into any contract or execute and deliver any instrument in the name of and on behalf of the Corporation, and such authority may be general or confined to a specific instance; and unless so authorized by the Board of Trustees, no officer, agent, or employee shall have any power or authority to bind the Corporation by any contract or engagement, or to pledge its credit, or render it liable pecuniarily for any purpose or to any amount.

## **ARTICLE VII ADVISORY COMMITTEE**

The Board of Trustees may appoint from its number, or from among such persons as the Board may see fit, one or more advisory committees, and at any time may appoint additional members thereto. The members of any such committee shall serve during the pleasure of the Board of Trustees. Such advisory committees shall advise with and aid the officers of the Corporation in all matters designated by the Board of Trustees. Each such committee may, subject to the approval of the Board of Trustees, proscribe rules and regulations for the call and conduct of meetings of the committee and other matters relating to its procedure.

The members of any advisory committee shall not receive any stated salary for their services. The Board of Trustees shall have power in its discretion to contract for and to pay to any member of an advisory committee, rendering unusual or exceptional services to the Corporation, special appropriate to the value of such services.

## **ARTICLE VIII VOTING UPON SHARES OF OTHER CORPORATIONS**

Unless otherwise ordered by the Board of Trustees, the President shall have full power and authority on behalf of the Corporation to vote either in person or by proxy at any meeting of shareholders of any corporation in which this Corporation may hold shares, and at any such meeting may possess and exercise all of the rights and powers incident to the owners of such shares which as the owner thereof, this Corporation might have possessed and exercised if present. The Board of Trustees may confer like powers upon any other person and may revoke any such powers as granted at its pleasure.

**ARTICLE IX  
FISCAL YEAR**

The fiscal year of the Corporation shall commence on January 1 of each year and end on December 31.

**ARTICLE X  
PROHIBITION AGAINST SHARING IN CORPORATE EARNINGS**

No member, trustee, officer, or employee of or member of a committee of or person connected with the Corporation, or any other private individual shall receive at any time any of the net earnings or pecuniary profit from the operations of the Corporation, provided that this shall not prevent the payment to any such person of such reasonable compensation for services rendered to or for the Corporation in effecting any of its purposes as shall be fixed by the Board of Trustees; and no such person or persons shall be entitled to share in the distribution of any of the corporate assets upon the dissolution of the Corporation. All members of the Corporation shall be deemed to have expressly consented and agreed upon such dissolution or winding up of affairs of the Corporation, whether voluntary or involuntary, the assets of the Corporation, after all debts have been satisfied, then remaining in the hands of the Board of Trustees shall be distributed, transferred, conveyed, delivered, and paid over, in such amounts as the Board of Trustees may determine or as may be determined by a court of competent jurisdiction upon application of the Board of Trustees, exclusively to charitable, religious, scientific, testing for public safety, literary, or educational organizations which would then qualify under the provisions of Section 501 (c)(3) of the Internal Revenue Code and its Regulations as they now exist or as they may hereafter be amended.

**ARTICLE XI  
INVESTMENTS**

The Corporation shall have the right to retain all or any part of any securities or property acquired by it in whatever manner, and to invest and reinvest any funds held by it, according to the judgment of the Board of Trustees, without being restricted to the class of investments which a trustee is or may hereafter be permitted by law to make or any similar restriction, provided, however, that no action shall be taken by or on behalf of the Corporation if such action is a prohibited transaction or would result in the denial of the tax exemption under Section 501 (C)(3) , Section 503, or Section 507 of the Internal Revenue Code and its Regulations as they now exist or as they may hereafter be amended.

**ARTICLE XII  
AMENDMENTS**

1. **BY SESSION.** The session of the GRACE COVENANT PRESBYTERIAN CHURCH shall have power to make, alter, amend, and repeal the Bylaws of the Corporation by affirmative vote of a majority of the session, provided, however, that the action be proposed at a regular or special meeting of the session and adopted at the subsequent regular meeting, except as otherwise provided by law. All Bylaws made by the session may be altered, amended, or repealed by the members.
2. **BY MEMBERS.** The Bylaws may be altered, amended, or repealed at any meeting of the members of the Corporation by a majority vote of all the members, present and voting, provided that the proposed action is inserted in the notice of such meeting.

### **ARTICLE XIII EXEMPT ACTIVITIES**

Notwithstanding any other provisions of these Bylaws, no member, trustee, officer, employee, or representative of this Corporation shall take any action or carry on any activity by or on behalf of the Corporation not permitted to be taken or carried on by an organization exempt under Section 501 (c)(3) of the Internal Revenue Code and its Regulations as they now exist or as they may hereafter be amended, or by an organization contributions to which are deductible under Section 170(c)(2) of such Code and Regulations as they now exist or as they may hereafter be amended.

### **ARTICLE XIV GIFTS**

1. **RIGHT TO REFUSE.** Gifts to the Foundation shall become part of the principal assets of the Foundation. Provided, however, that the Trustees herein reserve the right to decline to accept any gift that the Trustees by majority vote may deem inappropriate. The decision of the Trustees in this regard shall be conclusive.
2. Any and all gifts which shall be designated for a specific purpose shall, to the extent possible, be reserved for that purpose. Provided however that the Foundation reserves the privilege of utilizing the principal and/or income from any designated donation for any similar purpose, particularly when the cost of maintaining separate an asset shall, in the sole discretion of the Trustees, be deemed inappropriate.
3. In the event that gifts for designated purposes are received and there is designation that the principal shall not be invaded, such principal shall not be invaded unless and until unrestricted funds are depleted.
4. Unrestricted funds may be expended as the Trustees shall from time to time determine.

**ARTICLE XV**  
**CONFLICT**

1. If at any time there shall be a conflict between the Foundation and GRACE COVENANT PRESBYTERIAN CHURCH, INC, acting by and through the Session of said church, then in that event the decision of the Session shall prevail.

**Grace Covenant Presbyterian Church Endowment Fund Policy**

Originally established and approved by Session on November 21, 2013

Latest revision approved by Session October 16, 2014

**1 PURPOSE**

- A. The Session of the Grace Covenant Presbyterian Church (the Church) hereby establishes the Grace Covenant Presbyterian Church Endowment Fund (Endowment Fund).
- B. The purpose of the Endowment Fund is to provide an investment in the long-range capability of this congregation to glorify God and to further the work of His Kingdom.
- C. These Articles constitute a covenant between the Session and the membership of the Church. The Articles are also incorporated into the Grace Covenant Foundation Articles of Incorporation and may not be terminated or amended except as herein provided.

**2. OBJECTIVES**

- A. To provide members and friends of the Church with a means to make gifts, devises, or bequests, which will continue to support the Church's mission in perpetuity.
- B. To educate the people of the Church about the importance of and the opportunities for charitable giving to the church Endowment.
- C. To provide the Church with added financial strength to carry out its ministries.
- D. To invest and manage the assets of the Endowment Fund in keeping with the wishes of the donors and in a manner consistent with the mission of the Church.
- E. To provide support for projects not ordinarily included in the annual budget, rather than to be a source of revenue for the annual operating budget itself.

**3 ENDOWMENT FUND COMMITTEE**

**A. Committee Membership**

- 1) The members of the Grace Covenant Foundation Board shall serve as the Endowment Fund Committee unless otherwise determined by the Session a need for a separate Endowment Fund Committee separate from the Foundation Committee.
- 2) If a separate Endowment Committee is deemed necessary, it shall be made up of five members, appointed by Session, serving three year

staggered terms. Members may serve multiple terms but no more than two consecutive terms.

- 3) A Chairman shall be elected from the members of the Committee to serve a one year term. A Vice-Chairman shall also be elected from the members for a one year term. Chairmen may serve more than one term.

#### **B. Meetings, Quorum**

The Committee will meet as needed, and may meet concurrently as part of the Grace Covenant Foundation. At any meeting, a quorum will consist of at least four members of the Committee. A majority vote must consist of at least three votes.

#### **C. Duties**

- 1). Educate the members of the Church on the opportunities to support the church's missions through endowed giving.
- 2). Receive and acknowledge gifts to the Endowment Fund.
- 3). Manage the Endowment Fund, as explained in Paragraph 5.
- 4). Make annual disbursements as explained in Paragraph 6.
- 5). Communicate semi-annually to the Session and, at the direction of the Session, to the Congregation, the growth and performance of the Endowment Fund and how these funds are being used.
- 6). Insure that any special wishes or restrictions from a donor are followed.

### **4. GIFTS**

#### **A. Types of Endowment Gifts**

- 1). Bequests as given through wills and the proceeds of insurance policies, as designated by the donor.
- 2). Trusts as made by living individuals with the Church as a beneficiary.
- 3). Deferred gifts whose full value accrues to the Church at a later time, as designated by the donor.
- 4). Outright gifts of cash, securities, real estate, etc., as designated by the donor.
- 5). Any other gifts as designated and approved by the Session.

#### **B. Unrestricted Gifts**

Unrestricted gifts are donations that are not regular church pledges or regular church offerings and have no restrictions, expressed or implied, upon their use or purpose.

#### **C. Restricted Gifts**

- 1) The Endowment Committee will consider accepting gifts to the Endowment that are specifically designated or restricted in some manner. However, the Endowment Committee is entitled to refuse any gift which might not be in the best interest of the Church, might subject the Church to liability, might not pass an environmental impact analysis, might be contrary to the mission of the Church, or for any other reason the Committee may determine. To avoid these circumstances, donors are encouraged to discuss, in confidence, potential restrictions or liability with Endowment Committee members and/or the Head of Staff before making the gift.
- 2) When gifts to the Endowment Fund are specifically directed or otherwise restricted, the donor will be asked to include language such as the following:

“Should a time come when the specified purpose of this gift no longer fits the mission and objectives of the Grace Covenant Presbyterian Church, Orlando, the donor gives the Endowment Committee permission to use the resources in a manner consistent with the objectives of the Endowment Fund.”

**D. Disposition of Non-Cash Gifts**

- 1). Stock, Bonds, and Mutual Funds  
Endowment gifts of stock, bonds, or mutual funds will be sold immediately and the net proceeds transferred to the Endowment Fund. The immediate sale of securities will insure the gift value has been established and removes from the gift any valuation changes that could take place within volatile markets.
- 2). Tangible Assets  
Real Estate and other Tangible Property will be disposed of as soon as it is practical, unless otherwise specified or designated by the donor, and agreed to by the Endowment Committee. Any management or disposition of real estate or Real Property, as referenced by the Book of Order, must be done with the prior approval of the congregation in a properly constituted meeting and also by the Central Florida Presbytery (or Presbytery of Jurisdiction).

**5 INVESTMENT POLICIES**

- A. The investment goal of the Endowment Committee is to maximize total long-term return while following a prudent investment strategy. The Endowment Committee will establish annually, or more often as necessary, an investment strategy for the Endowment Fund. The Endowment Committee may select an outside Investment Manager(s) to invest the funds. The performance of this

strategy and the portfolio will be monitored by the Endowment Committee as implemented by the selected Investment Manager. The Investment Manager(s) performance will be formally reviewed at least annually.

- B.** The Endowment Committee may not permit assets of the Fund to be loaned, used as collateral, assigned, or otherwise encumbered.
- C.** The Endowment Committee will not make any investment that may create a direct benefit to a member, Pastor, or employee of the Grace Covenant Presbyterian Church, Orlando, Florida. The Endowment Committee will conduct itself faithfully and exercise sound discretion in the investment of the Endowment funds. It will “act with prudence, discretion, intelligence, and regard for the safety of capital as well as income” (Prudent Man Rule), and require the Investment Manager(s) to do likewise.

## **6. DISBURSEMENT POLICIES**

- A.** The disbursement value will be calculated annually, each October, by the Endowment Committee to facilitate Church budgeting for the next year. To calculate the disbursement value, the average account market value as reported on quarterly account statements for the 20 previous quarters ending with the most recent September 30 statement shall be multiplied by 5%. In the event that there is not 20 quarters worth of account market value history, then the disbursement value will be calculated on the average account market value for as many quarters as are available. The disbursement value will be provided to the Session at its scheduled October meeting.

Calculation:

$$((\sum 20 \text{ previous quarter market value}) \div 20) \times .05 = \text{Disbursement Amount}$$

- B.** Disbursements will not be used to supplement or subsidize the Church’s operating expense budget.
- C.** Two general categories may benefit from Endowment funding. These are broadly defined as Mission Expense and Non-Recurring Capital Expense.
- D.** As a general rule the Committee will disburse from the fund annually with 85% of the disbursed value going for Mission Expense and 15% going to Non-Recurring Capital Expense. The actual disbursement will take place on the first business day of the following January in response to the disbursement request submitted to the Investment Advisor by the Committee Treasurer.
- E.** The Mission Expense portion shall be considered by the Session during its budget process for the next budget period. The allocation of the Mission Expense portion of the disbursement shall be determined by a

recommendation from the Outreach committee and will require Session approval as part of the budget approval process.

Mission refers to engaging in the service and duty of helping others in and beyond the local church. This includes support of programs within our community, city, state, nation, and world. The allocation of the Mission Expense portion of the disbursement will not be made to individuals. Exceptions to this are sponsorships, mission trips, and/or other Church sponsored events that have a significant mission component.

The portion of the disbursement amount going to Mission Expense will be forwarded to the Church Treasurer in the form of a check.

- F.** The Non-Recurring Capital Expense portion shall not be considered by the Session during its budget process for the next budget period. The allocation of the Non-Recurring Capital Expense portion will be determined in accordance with the Non-Recurring Capital Expense policy.

Non-Recurring Capital Expense refers to the need to alter, repair, refurbish or further develop the physical property used to shelter and nurture the Church, including support of capital building funds or retirement of a mortgage; all of the above consistent with good stewardship of the Church's physical assets.

The portion of the disbursement amount going to Non-Recurring Capital Expense shall be disbursed from the Endowment Fund and transferred directly to the Non-Recurring Capital Expense Fund.

In the event that the Non-Recurring Capital Expense Fund has a value in excess of \$100,000 at the time the disbursement is scheduled to occur, then the portion allotted shall be processed in the same manner as the portion for Mission Expense. Disbursement transfers to the Non-Recurring Capital Expense Fund shall resume anytime the account value is below \$100,000.

- G.** Additionally, disbursements shall be made from the Endowment Fund from time to time to reimburse miscellaneous costs associated with the administration of the Foundation Funds as needed.

- H.** A disbursement from the principal of the Endowment Fund may occur in the event of an extreme and/or overwhelming circumstance bordering on the survival of the Church, providing that a donor(s) has not restricted use of the principal. Any withdrawal of principal must be approved by a three-fourths (3/4) of the full Session (with a declaration to pay back the funds in accordance with a pre-arranged payment schedule).

## 7 GOVERNING POLICIES

All principal funds in the Endowment shall be held in perpetuity and shall not be withdrawn from the Endowment except as provided in **Paragraph 8** for the Termination of the Endowment.

## 8 TERMINATION OF THE ENDOWMENT FUND

- A. It is intended that this Endowment shall endure intact for as long as the Grace Covenant Presbyterian Church, Orlando, Florida exists. Termination of the Endowment or partial or total invasion of the principal shall occur only after successful completion of the following four steps.
1. A proposal has been presented to and approved by two meetings of the Session held at least 30 days apart, each Elder having received written notice of the date and purpose of the proposed action. Passage at both Session meetings shall be by at least a  $\frac{3}{4}$  majority.
  2. The Session shall involve members of the Church in dialogue and feedback, which may take the form of open invitation to Session meetings, a Congregational meeting, or other forums ensuring wide participation before decisions are made.
  3. The Session, having heard the views of the Congregation, may by at least a  $\frac{3}{4}$  majority vote in a third meeting recommend the proposal to the Congregation.
  4. The proposal presented by the Session to the Congregation must be approved by at least a  $\frac{3}{4}$  majority vote of the Church's active membership, as defined by the Book of Order, at the called Congregational Meeting; for which 14 days written notice of the meeting's time and purpose have been mailed to all active church members. All voters must be present to vote as dictated by the Book of Order. (Note: This has been determined to be in conflict with the Book of Order, G-1.0503, and is currently being considered for revision).

## 9. AMENDMENTS

- A. Amendments to this Policy, except to Paragraph 8, may be made by a majority vote of the Session and the Congregation.
- B. Any amendment to Paragraph 8 shall require the same action as would be required to terminate the Endowment as described in Paragraph 8.

## 10. CHURCH CONSOLIDATION, MERGER, OR DISSOLUTION

- A. If at any time Grace Covenant Presbyterian Church, Orlando, Florida is lawfully merged or consolidated with any other church, all of the provisions

hereof in respect to the Endowment shall be deemed to have been for and in behalf of such merged or consolidated church which shall be entitled to receive all of the benefits of said Endowment and shall be obligated to administer the same in all aspects in accordance with the terms thereof.

- B.** In the event of the dissolution Grace Covenant Presbyterian Church, Orlando, Florida, the Central Florida Presbytery (or Presbytery of Jurisdiction) shall be entitled to the benefits and be obligated to administer the Endowment in similar fashion.

**Non-Recurring Capital Expense Fund Policy**

Originally established and approved by Session on October 16, 2014

**1 PURPOSE**

- D.** The membership and the Session of the Grace Covenant Presbyterian Church (the Church) hereby establishes the Non-Recurring Capital Expense Fund (NCEF).
- E.** The purpose of the NCEF is to provide an investment in the long-range capability of this congregation to glorify God and to further the work of His Kingdom.
- F.** These Articles constitute a covenant between the Session and the membership of the Church. The Articles are also incorporated into the Grace Covenant Foundation Articles of Incorporation and may not be terminated or amended except as herein provided.

**2. OBJECTIVES**

- F.** To provide members and friends of the Church with a means to make gifts, devises, or bequests, which are intended to continue to support the Church's capital assets in perpetuity.
- G.** To provide the Church with added financial strength to carry out its ministries.
- H.** To invest and manage the assets of the NCEF in keeping with the wishes of the donors and in a manner consistent with the mission of the Church.

**3 NCEF COMMITTEE**

**B. Committee Membership**

- 4) The members of the Grace Covenant Foundation Board (Foundation) shall serve as the NCEF Committee unless otherwise determined by the Session a need for a separate NCEF Committee separate from the Foundation Committee.
- 5) If a separate NCEF Committee is deemed necessary, it shall be made up of five members, appointed by Session, serving three year staggered terms. Members may serve multiple terms but no more than two consecutive terms.
- 6) A Chairman shall be elected from the members of the Committee to serve a one year term. A Vice-Chairman shall also be elected from the members for a one year term. Chairmen may serve more than one term.

**B. Meetings, Quorum**

The Committee will meet as needed, and may meet concurrently as part of Grace Covenant Foundation meeting. At any meeting, a quorum will consist of at least four members of the Committee. A majority vote must consist of at least three votes.

**D. Duties**

- 1). Educate the members of the Church on the opportunities to support the church's capital upkeep through charitable giving.
- 2). Receive and acknowledge gifts to the NCEF.
- 3). Manage the NCEF, as explained in Paragraph 5.
- 4). Make annual disbursements as explained in Paragraph 6.
- 5). Communicate semi-annually to the Session and, at the direction of the Session, to the Congregation, the growth and performance of the NCEF and how these funds are being used.
- 6). Insure that any special wishes or restrictions from a donor are followed.

**4. GIFTS**

**D. Types of NCEF Gifts**

- 1). Bequests as given through wills and the proceeds of insurance policies, as designated by the donor.
- 2). Trusts as made by living individuals with the Church as a beneficiary.
- 3). Deferred gifts whose full value accrues to the Church at a later time, as designated by the donor.
- 4). Outright gifts of cash, securities, real estate, etc., as designated by the donor.
- 5). Any other gifts as designated and approved by the Session.

**E. Restricted Gifts**

- 3) The NCEF Committee will consider accepting gifts to the fund that are specifically designated or restricted in some manner. However, the NCEF Committee is entitled to refuse any gift which might not be in the best interest of the Church, might subject the Church to liability, might not pass an environmental impact analysis, might be contrary to the mission of the Church, or for any other reason the Committee may determine. To avoid these circumstances, donors are encouraged to discuss, in confidence, potential restrictions or liability with NCEF Committee members and/or the Head of Staff before making the gift.

- 4) When gifts to the NCEF are specifically directed or otherwise restricted, the donor will be asked to include language such as the following:

“Should a time come when the specified purpose of this gift no longer fits the mission and objectives of the Grace Covenant Presbyterian Church, Orlando, the donor gives the NCEF Committee permission to use the resources in a manner consistent with the objectives of the NCEF.”

**F. Disposition of Non-Cash Gifts**

- 1). **Stock, Bonds, and Mutual Funds**  
Gifts of stock, bonds, or mutual funds will be sold immediately and the net proceeds transferred to the fund. The immediate sale of securities will insure the gift value has been established and removes from the gift any valuation changes that could take place within volatile markets.
- 2). **Tangible Assets**  
Real Estate and other Tangible Property will be disposed of as soon as it is practical, unless otherwise specified or designated by the donor, and agreed to by the NCEF Committee. Any management or disposition of real estate or Real Property, as referenced by the Book of Order, must be done with the prior approval of the congregation in a properly constituted meeting and also by the Central Florida Presbytery (or Presbytery of Jurisdiction).

**5 INVESTMENT POLICIES**

- D.** The investment goal of the NCEF Committee is to maximize total long-term return while following a prudent investment strategy. The NCEF Committee will establish annually, or more often as necessary, an asset allocation strategy for the permanent endowment. They may select an outside Investment Manager(s) to invest the funds. The performance of this strategy and the portfolio will be monitored by the NCEF Committee as implemented by the selected Investment Manager. The Investment Manager(s) performance will be formally reviewed at least annually.
- E.** The NCEF Committee may not permit assets of the Fund to be loaned, used as collateral, assigned, or otherwise encumbered.
- F.** The NCEF Committee will not make any investment that may create a direct benefit to a member, Pastor, or employee of the Grace Covenant Presbyterian Church, Orlando, Florida. The NCEF Committee will conduct itself faithfully and exercise sound discretion in the investment of the funds. It will “act with

prudence, discretion, intelligence, and regard for the safety of capital as well as income” (Prudent Man Rule), and require the Investment Manager(s) to do likewise.

## **6. DISBURSEMENT POLICIES**

- I.** Disbursements from the NCEF shall occur on an as-needed basis. No disbursements shall occur unless the fund has a value in excess of \$50,000. When a disbursement is made, it shall only be made to the extent that a minimum of \$25,000 remains in the fund. A disbursement shall be determined by a recommendation from the Building and Grounds committee and will require Session approval.
- J.** Fund disbursements shall be used for, but not limited to, expenses associated with a roof replacement, a mechanical system replacement, carpet/flooring replacement, a vehicle replacement, or other capital expense that generally exceeds \$10,000 in value. These are major unplanned, non-recurring capital expenses that are not ordinarily included in the annual operating budget.
- K.** Disbursements will not be used to supplement or subsidize the Church’s operating expense budget.
- L.** A disbursement from the principal of the NCEF may occur in the event of an extreme and/or overwhelming circumstance bordering on the survival of the Church, providing that a donor(s) has not restricted use of the principal. Any withdrawal of principal must be approved by a three-fourths (3/4) of the full Session (with a declaration to pay back the funds in accordance with a pre-arranged payment schedule)

## **7 GOVERNING POLICIES**

All principal funds in the NCEF shall be held in perpetuity and shall not be withdrawn from the fund except as provided in **Paragraph 8** for the Termination of the NCEF.

## **8 TERMINATION OF THE NCEF**

- B.** It is intended that the NCEF shall endure intact for as long as the Grace Covenant Presbyterian Church, Orlando, Florida exists. Termination of the NCEF or partial or total invasion of the principal shall occur only after successful completion of the following four steps.
  - 5. A proposal has been presented to and approved by two meetings of the Session held at least 30 days apart, each Elder having received written notice of the date and purpose of the proposed action. Passage at both Session meetings shall be by at least a ¾ majority.

6. The Session shall involve members of the Church in dialogue and feedback, which may take the form of open invitation to Session meetings, a Congregational meeting, or other forums ensuring wide participation before decisions are made.
7. The Session, having heard the views of the Congregation, may by at least a  $\frac{3}{4}$  majority vote in a third meeting recommend the proposal to the Congregation.
8. The proposal presented by the Session to the Congregation must be approved by at least a  $\frac{3}{4}$  majority vote of the Church's active membership, as defined by the Book of Order, at the called Congregational Meeting; for which 14 days written notice of the meeting's time and purpose have been mailed to all active church members. All voters must be present to vote as dictated by the Book of Order. (Note: This has been determined to be in conflict with the Book of Order, G-1.0503, and is currently being considered for revision).

## **9. AMENDMENTS**

- C. Amendments to this Policy, except to Paragraph 8, may be made by a majority vote of the Session and the Congregation.
- D. Any amendment to Paragraph 8 shall require the same action as would be required to terminate the NCEF as described in Paragraph 8.

## **10. CHURCH CONSOLIDATION, MERGER, OR DISSOLUTION**

- C. If at any time Grace Covenant Presbyterian Church, Orlando, Florida is lawfully merged or consolidated with any other church, all of the provisions hereof in respect to the NCEF shall be deemed to have been for and in behalf of such merged or consolidated church which shall be entitled to receive all of the benefits of the NCEF and shall be obligated to administer the same in all aspects in accordance with the terms thereof.
- D. In the event of the dissolution Grace Covenant Presbyterian Church, Orlando, Florida, the Central Florida Presbytery (or Presbytery of Jurisdiction) shall be entitled to the benefits and be obligated to administer the NCEF in similar fashion.

**Dr. Robert Eckard Benevolence Fund Policy**

Originally established and approved by Session in October 2007

Last revision approved by Session October 16, 2014

**1 PURPOSE**

- G.** The membership and the Session of the Grace Covenant Presbyterian Church (the Church) hereby establish the Dr. Robert Eckard Benevolence Fund (REBF).
- H.** The purpose of the REBF is to provide an investment in the long-range capability of this congregation to glorify God and to further the work of His Kingdom.
- I.** These Articles constitute a covenant between the Session and the membership of the Church. The Articles are also incorporated into the Grace Covenant Foundation Articles of Incorporation and may not be terminated or amended except as herein provided.

**2. OBJECTIVES**

- I.** To provide members and friends of the Church with a means to make gifts, devises, or bequests, which are intended to continue to support the Church's mission in perpetuity.
- J.** To provide the Church with added financial strength to carry out its ministries.
- K.** To invest and manage the assets of the REBF in keeping with the wishes of the donors and in a manner consistent with the mission of the Church.

**3 REBF COMMITTEE**

**C. Committee Membership**

- 7) The members of the Grace Covenant Foundation Board (Foundation) shall serve as the REBF Committee unless otherwise determined by the Session a need for a separate REBF Committee separate from the Foundation Committee.
- 8) If a separate REBF Committee is deemed necessary, it shall be made up of five members, appointed by Session, serving three year staggered terms. Members may serve multiple terms but no more than two consecutive terms.
- 9) A Chairman shall be elected from the members of the Committee to serve a one year term. A Vice-Chairman shall also be elected from the members for a one year term. Chairmen may serve more than one term.

**B. Meetings, Quorum**

The Committee will meet as needed, and may meet concurrently as part of Grace Covenant Foundation meeting. At any meeting, a quorum will consist of at least four members of the Committee. A majority vote must consist of at least three votes.

**E. Duties**

- 1). Educate the members of the Church on the opportunities to support the church's missions through charitable giving.
- 2). Receive and acknowledge gifts to the REBF.
- 3). Manage the REBF, as explained in Paragraph 5.
- 4). Make annual disbursements as explained in Paragraph 6.
- 5). Communicate semi-annually to the Session and, at the direction of the Session, to the Congregation, the growth and performance of the REBF and how these funds are being used.
- 6). Insure that any special wishes or restrictions from a donor are followed.

**4. GIFTS**

**G. Types of REBF Gifts**

- 1). Bequests as given through wills and the proceeds of insurance policies, as designated by the donor.
- 2). Trusts as made by living individuals with the Church as a beneficiary.
- 3). Deferred gifts whose full value accrues to the Church at a later time, as designated by the donor.
- 4). Outright gifts of cash, securities, real estate, etc., as designated by the donor.
- 5). Any other gifts as designated and approved by the Session.

**H. Restricted Gifts**

- 5) The REBF Committee will consider accepting gifts to the fund that are specifically designated or restricted in some manner. However, the REBF Committee is entitled to refuse any gift which might not be in the best interest of the Church, might subject the Church to liability, might not pass an environmental impact analysis, might be contrary to the mission of the Church, or for any other reason the Committee may determine. To avoid these circumstances, donors are encouraged to discuss, in confidence, potential restrictions or liability with REBF Committee members and/or the Head of Staff before making the gift.

- 6) When gifts to the REBF are specifically directed or otherwise restricted, the donor will be asked to include language such as the following:

“Should a time come when the specified purpose of this gift no longer fits the mission and objectives of the Grace Covenant Presbyterian Church, Orlando, the donor gives the REBF Committee permission to use the resources in a manner consistent with the objectives of the REBF.”

#### **I. Disposition of Non-Cash Gifts**

- 1). **Stock, Bonds, and Mutual Funds**  
Gifts of stock, bonds, or mutual funds will be sold immediately and the net proceeds transferred to the fund. The immediate sale of securities will insure the gift value has been established and removes from the gift any valuation changes that could take place within volatile markets.
- 2). **Tangible Assets**  
Real Estate and other Tangible Property will be disposed of as soon as it is practical, unless otherwise specified or designated by the donor, and agreed to by the REBF Committee. Any management or disposition of real estate or Real Property, as referenced by the Book of Order, must be done with the prior approval of the congregation in a properly constituted meeting and also by the Central Florida Presbytery (or Presbytery of Jurisdiction).

### **5 INVESTMENT POLICIES**

- G.** The investment goal of the REBF Committee is to maximize total long-term return while following a prudent investment strategy. The REBF Committee will establish annually, or more often as necessary, an asset allocation strategy for the permanent endowment. They may select an outside Investment Manager(s) to invest the funds. The performance of this strategy and the portfolio will be monitored by the REBF Committee as implemented by the selected Investment Manager. The Investment Manager(s) performance will be formally reviewed at least annually.
- H.** The REBF Committee may not permit assets of the Fund to be loaned, used as collateral, assigned, or otherwise encumbered.
- I.** The REBF Committee will not make any investment that may create a direct benefit to a member, Pastor, or employee of the Grace Covenant Presbyterian Church, Orlando, Florida. The REBF Committee will conduct itself faithfully and exercise sound discretion in the investment of the funds. It will “act with

prudence, discretion, intelligence, and regard for the safety of capital as well as income” (Prudent Man Rule), and require the Investment Manager(s) to do likewise.

## 6. DISBURSEMENT POLICIES

- M.** The disbursement value will be calculated annually, each October, by the REBF Committee. To calculate the disbursement value, the average account market value as reported on quarterly account statements for the 20 previous quarters ending with the most recent September 30 statement shall be multiplied by 5%. In the event that there is not 20 quarters worth of account market value history, then the disbursement value will be calculated on the average account market value for as many quarters as are available. The disbursement value will be provided to the Session at its scheduled October meeting.

$$(((\sum 20 \text{ quarters of Ending Quarter Value}) \div 20) \times .05) = \text{Disbursement Value.}$$

- N.** Two general categories may benefit from fund disbursements. These are broadly defined as “The Good Sam Designated Account” and “The Pastor’s Discretionary Account” not ordinarily included in the annual operating budget.
- O.** The “The Good Sam Designated Account” and “The Pastor’s Discretionary Account” expenditures shall neither be planned nor budgeted annually by the Session during their budget process. Stipulated requirements associated with restricted gifts may not supersede expense limitations stated above, when such gifts have been incorporated within the fund.
- P.** “The Good Sam Designated Account” exists to provide immediate response for individuals, families, and organizations that are in need of financial support. The allocation of funds from this account will occur at the discretion of the pastor(s) of the Church in accordance with the most current approved disbursement policy.
- Q.** “The Pastor’s Discretionary Account” exists to provide immediate response for individuals, families, and organizations that are in need of financial support. The allocation of funds from this account will occur at the discretion of the pastor(s) of the Church without limitation.
- R.** Generally, disbursements will be made to individuals, families and others in accordance with the most recently established and approved process for each of the accounts.
- S.** Disbursements will not be used to supplement or subsidize the Church’s operating expense budget.

- T. As a general rule the Committee will recommend disbursement annually with 50% of the disbursed funds going to “The Good Sam Designated Account” and 50% going to “The Pastor’s Discretionary Account”. The actual disbursement will take place on the first business day of the following January in response to the disbursement request submitted to the Investment Advisor by the Committee Treasurer.
- U. The disbursement amount will be forwarded to the Church Treasurer in the form of a check.
- V. A disbursement from the principal of the Fund may occur in the event of an extreme and/or overwhelming circumstance bordering on the survival of the Church, providing that a donor(s) has not restricted use of the principal. Any withdrawal of principal must be approved by a three-fourths (3/4) of the full Session (with a declaration to pay back the funds in accordance with a pre-arranged payment schedule).

## **7 GOVERNING POLICIES**

All principal funds in the REBF shall be held in perpetuity and shall not be withdrawn from the fund except as provided in **Paragraph 8** for the Termination of the REBF.

## **8 TERMINATION OF THE REBF**

- C. It is intended that the REBF shall endure intact for as long as the Grace Covenant Presbyterian Church, Orlando, Florida exists. Termination of the REBF or partial or total invasion of the principal shall occur only after successful completion of the following four steps.
  - 9. A proposal has been presented to and approved by two meetings of the Session held at least 30 days apart, each Elder having received written notice of the date and purpose of the proposed action. Passage at both Session meetings shall be by at least a  $\frac{3}{4}$  majority.
  - 10. The Session shall involve members of the Church in dialogue and feedback, which may take the form of open invitation to Session meetings, a Congregational meeting, or other forums ensuring wide participation before decisions are made.
  - 11. The Session, having heard the views of the Congregation, may by at least a  $\frac{3}{4}$  majority vote in a third meeting recommend the proposal to the Congregation.
  - 12. The proposal presented by the Session to the Congregation must be approved by at least a  $\frac{3}{4}$  majority vote of the Church’s active membership, as defined by the Book of Order, at the called Congregational Meeting; for which 14 days written notice of the meeting’s time and purpose have been mailed to all active church

members. (Note: This has been determined to be in conflict with the Book of Order, G-1.0503, and is currently being considered for revision). All voters must be present to vote as dictated by the Book of Order.

**9. AMENDMENTS**

- E.** Amendments to this Policy, except to Paragraph 8, may be made by a majority vote of the Session and the Congregation.
- F.** Any amendment to Paragraph 8 shall require the same action as would be required to terminate the REBF as described in Paragraph 8.

**10. CHURCH CONSOLIDATION, MERGER, OR DISSOLUTION**

- E.** If at any time Grace Covenant Presbyterian Church, Orlando, Florida is lawfully merged or consolidated with any other church, all of the provisions hereof in respect to the REBF shall be deemed to have been for and in behalf of such merged or consolidated church which shall be entitled to receive all of the benefits of the REBF and shall be obligated to administer the same in all aspects in accordance with the terms thereof.
- F.** In the event of the dissolution Grace Covenant Presbyterian Church, Orlando, Florida, the Central Florida Presbytery (or Presbytery of Jurisdiction) shall be entitled to the benefits and be obligated to administer the REBF in similar fashion.

**Alexandra Whitmer Youth Fund Policy**

Originally established and approved by Session in January 2003

Latest revision approved by Session October 16, 2014

**1 PURPOSE**

- J.** The membership and the Session of the Grace Covenant Presbyterian Church (the Church) hereby establish the Alexandra Whitmer Youth Fund (AWYF).
- K.** The purpose of the AWYF is to provide an investment in the long-range capability of this congregation to glorify God and to further the work of His Kingdom.
- L.** These Articles constitute a covenant between the Session and the membership of the Church. The Articles are also incorporated into the Grace Covenant Foundation Articles of Incorporation and may not be terminated or amended except as herein provided.

**2. OBJECTIVES**

- L.** To support the Church youth ministry.
- M.** To provide members and friends of the Church with a means to make gifts, devises, or bequests, which are intended to continue to support the Church's mission in perpetuity.
- N.** To provide the Church with added financial strength to carry out its ministries.
- O.** To invest and manage the assets of the AWYF in keeping with the wishes of the donors and in a manner consistent with the mission of the Church.

**3 AWYF COMMITTEE**

**D. Committee Membership**

- 10) The members of the Grace Covenant Foundation Board (Foundation) shall serve as the AWYF Committee unless otherwise determined by the Session a need for a separate AWYF Committee separate from the Foundation Committee.
- 11) If a separate AWYF Committee is deemed necessary, it shall be made up of five members, appointed by Session, serving three year staggered terms. Members may serve multiple terms but no more than two consecutive terms.
- 12) A Chairman shall be elected from the members of the Committee to serve a one year term. A Vice-Chairman shall also be elected from the members for a one year term. Chairmen may serve more than one term.

**B. Meetings, Quorum**

The Committee will meet as needed, and may meet concurrently as part of Grace Covenant Foundation meeting. At any meeting, a quorum will consist of at least four members of the Committee. A majority vote must consist of at least three votes.

**F. Duties**

- 1). Educate the members of the Church on the opportunities to support the church's missions through charitable giving.
- 2). Receive and acknowledge gifts to the AWYF.
- 3). Manage the AWYF, as explained in Paragraph 5.
- 4). Make annual disbursements as explained in Paragraph 6.
- 5). Communicate semi-annually to the Session and, at the direction of the Session, to the Congregation, the growth and performance of the AWYF and how these funds are being used.
- 6). Insure that any special wishes or restrictions from a donor are followed.

**4. GIFTS**

**J. Types of AWYF Gifts**

- 1). Bequests as given through wills and the proceeds of insurance policies, as designated by the donor.
- 2). Trusts as made by living individuals with the Church as a beneficiary.
- 3). Deferred gifts whose full value accrues to the Church at a later time, as designated by the donor.
- 4). Outright gifts of cash, securities, real estate, etc., as designated by the donor.
- 5). Any other gifts as designated and approved by the Session.

**K. Restricted Gifts**

- 7) The AWYF Committee will consider accepting gifts to the fund that are specifically designated or restricted in some manner. However, the AWYF Committee is entitled to refuse any gift which might not be in the best interest of the Church, might subject the Church to liability, might not pass an environmental impact analysis, might be contrary to the mission of the Church, or for any other reason the Committee may determine. To avoid these circumstances, donors are encouraged to discuss, in confidence, potential restrictions or liability with AWYF Committee members and/or the Head of Staff before making the gift.

- 8) When gifts to the AWYF are specifically directed or otherwise restricted, the donor will be asked to include language such as the following:

“Should a time come when the specified purpose of this gift no longer fits the mission and objectives of the Grace Covenant Presbyterian Church, Orlando, the donor gives the AWYF Committee permission to use the resources in a manner consistent with the objectives of the AWYF.”

**L. Disposition of Non-Cash Gifts**

- 1). Stock, Bonds, and Mutual Funds  
Gifts of stock, bonds, or mutual funds will be sold immediately and the net proceeds transferred to the fund. The immediate sale of securities will insure the gift value has been established and removes from the gift any valuation changes that could take place within volatile markets.
- 2). Tangible Assets  
Real Estate and other Tangible Property will be disposed of as soon as it is practical, unless otherwise specified or designated by the donor, and agreed to by the AWYF Committee. Any management or disposition of real estate or Real Property, as referenced by the Book of Order, must be done with the prior approval of the congregation in a properly constituted meeting and also by the Central Florida Presbytery (or Presbytery of Jurisdiction).

**5 INVESTMENT POLICIES**

- J.** The investment goal of the AWYF Committee is to maximize total long-term return while following a prudent investment strategy. The AWYF Committee will establish annually, or more often as necessary, an asset allocation strategy for the permanent endowment. They may select an outside Investment Manager(s) to invest the funds. The performance of this strategy and the portfolio will be monitored by the AWYF Committee as implemented by the selected Investment Manager. The Investment Manager(s) performance will be formally reviewed at least annually.
- K.** The AWYF Committee may not permit assets of the Fund to be loaned, used as collateral, assigned, or otherwise encumbered.
- L.** The AWYF Committee will not make any investment that may create a direct benefit to a member, Pastor, or employee of the Grace Covenant Presbyterian Church, Orlando, Florida. The AWYF Committee will conduct itself faithfully and exercise sound discretion in the investment of the funds. It will

“act with prudence, discretion, intelligence, and regard for the safety of capital as well as income” (Prudent Man Rule), and require the Investment Manager(s) to do likewise.

## **6. DISBURSEMENT POLICIES**

**W.** The disbursement value will be calculated annually, each October, by the AWYF Committee. To calculate the disbursement value, the average account market value as reported on quarterly account statements for the 20 previous quarters ending with the most recent September 30 statement shall be multiplied by 5%. In the event that there is not 20 quarters worth of account market value history, then the disbursement value will be calculated on the average account market value for as many quarters as are available. The disbursement value will be provided to the Session at its scheduled October meeting.

$$(((\sum 20 \text{ quarters of Ending Quarter Value}) \div 20) \times .05) = \text{Disbursement Value.}$$

**X.** Fund disbursements shall benefit “The Youth Activities Designated Account” not ordinarily included in the annual operating budget.

**Y.** The “The Youth Activities Designated Account” expenditures shall neither be planned nor budgeted annually by the Session during their budget process. Stipulated requirements associated with restricted gifts may not supersede expense limitations stated above, when such gifts have been incorporated within the fund.

**Z.** “The Youth Activities Designated Account” refers to funds that have been segregated to support youth activities.

**AA.** Generally, disbursements will be made at the recommendation of the Youth Committee based on the need.

**BB.** Disbursements will not be used to supplement or subsidize the Church’s operating expense budget.

**CC.** As a general rule, the Committee will recommend disbursement annually with 100% of the disbursed funds going to “The Youth Activities Designated Account”. The actual disbursement will take place on the first business day of the following January in response to the disbursement request submitted to the Investment Advisor by the Committee Treasurer.

**DD.** The disbursement amount will be forwarded to the Church Treasurer in the form of a check.

- EE.** A disbursement from the principal of the AWYF may occur in the event of an extreme and/or overwhelming circumstance bordering on the survival of the Church, providing that a donor(s) has not restricted use of the principal. Any withdrawal of principal must be approved by a three-fourths (3/4) of the full Session (with a declaration to pay back the funds in accordance with a pre-arranged payment schedule).

## **7 GOVERNING POLICIES**

All principal funds in the AWYF shall be held in perpetuity and shall not be withdrawn from the fund except as provided in **Paragraph 8** for the Termination of the AWYF.

## **8 TERMINATION OF THE AWYF**

- D.** It is intended that the AWYF shall endure intact for as long as the Grace Covenant Presbyterian Church, Orlando, Florida exists. Termination of the AWYF or partial or total invasion of the principal shall occur only after successful completion of the following four steps.
13. A proposal has been presented to and approved by two meetings of the Session held at least 30 days apart, each Elder having received written notice of the date and purpose of the proposed action. Passage at both Session meetings shall be by at least a  $\frac{3}{4}$  majority.
  14. The Session shall involve members of the Church in dialogue and feedback, which may take the form of open invitation to Session meetings, a Congregational meeting, or other forums ensuring wide participation before decisions are made.
  15. The Session, having heard the views of the Congregation, may by at least a  $\frac{3}{4}$  majority vote in a third meeting recommend the proposal to the Congregation.
  16. The proposal presented by the Session to the Congregation must be approved by at least a  $\frac{3}{4}$  majority vote of the Church's active membership, as defined by the Book of Order, at the called Congregational Meeting; for which 14 days written notice of the meeting's time and purpose have been mailed to all active church members. (Note: This has been determined to be in conflict with the Book of Order, G-1.0503, and is currently being considered for revision). All voters must be present to vote as dictated by the Book of Order.

## **9. AMENDMENTS**

- G.** Amendments to this Policy, except to Paragraph 8, may be made by a majority vote of the Session and the Congregation.

- H.** Any amendment to Paragraph 8 shall require the same action as would be required to terminate the AWYF as described in Paragraph 8.

**10. CHURCH CONSOLIDATION, MERGER, OR DISSOLUTION**

- G.** If at any time Grace Covenant Presbyterian Church, Orlando, Florida is lawfully merged or consolidated with any other church, all of the provisions hereof in respect to the AWYF shall be deemed to have been for and in behalf of such merged or consolidated church which shall be entitled to receive all of the benefits of the AWYF and shall be obligated to administer the same in all aspects in accordance with the terms thereof.
- H.** In the event of the dissolution Grace Covenant Presbyterian Church, Orlando, Florida, the Central Florida Presbytery (or Presbytery of Jurisdiction) shall be entitled to the benefits and be obligated to administer the AWYF in similar fashion.

## Definitions

### Composite Index

A grouping of equities, indexes or other factors combined in a standardized way, providing a useful statistical measure of overall market or sector performance over time.

### Calculation of Disbursement

To calculate the annual disbursement amount, the average account market value as reported on quarterly account statements for the 20 previous quarters ending with the most recent September 30 statement shall be multiplied by 5%. In the event that there is not 20 quarters worth of account market value history, then the disbursement will be calculated on the average account market value for as many quarters as are available.

$((\sum 20 \text{ previous quarter market value}) \div 20) \times .05 = \text{Disbursement Value}$

### Mission of Grace Covenant Presbyterian Church:

In grateful response to God's grace in Jesus Christ, we covenant to:

Honor God in faithful worship;

Be a church committed to the nurture and growth of people within our membership and the larger community, recognizing the needs of spirit, mind and body;

Share the good news of new life in Christ;

Reflect in our life together at Grace Covenant Presbyterian Church the new life in Christ.

### Mission (General):

Mission is to engage in the service and duty of helping others in and beyond the local church. This includes support of programs within our community, city, state, nation, and world.

### Non-recurring Capital Expense:

Non-Recurring Capital Expense refers to the need to alter or further develop the physical property used to shelter and nurture the Church, including support of capital building funds or retirement of a mortgage; all of the above consistent with good stewardship of the Church's physical assets. These are not expenses usually found in the Operating Expense Budget or the Building and Grounds Committee Budget.

### Operating Expenses:

An operating expense is incurred in carrying out the church's day-to-day activities. Operating expenses include such things as payroll, employee benefits and pension contributions, transportation and travel, and repairs. These expenses are usually subdivided into committee expenses and administrative and general expenses. Generally the church's budget is made up of operating expenses, and is referred to as the operating expense budget.

### Operating Budget:

For this document, the Operating Budget, or Operating Expense Budget, is the consolidation of operating expenses into a budget reflective of the church's plan for expending operating funds. This is the budget approved yearly by the Session.

**Prudent Investor Rule:**

A guideline that requires a fiduciary to invest trust assets as if they were his own. The managing investor should consider the needs of the trust's beneficiaries, the provision of regular income, and the preservation of trust assets and should avoid investments that are excessively risky. The prudent investor rule states that the decision-making process must follow certain guidelines, even if the final result does not satisfy the original intent.

## **DEFINITIONS**

- (1) *SHALL and IS TO BE/ARE TO BE* signify practice that is mandated,
- (2) *SHOULD* signifies practice that is strongly recommended,
- (3) *IS APPROPRIATE* signifies practice that is commended as suitable,
- (4) *MAY* signifies practice that is permissible but not required.

ACTIVE ELDER – any elder, on session or not, who is able to fulfil the duties of elder.

ACTIVE DEACON – any deacon, whether serving on the Board of Deacons or not, who can serve in the role of a deacon to the people.

ASSISTANT PASTOR – a term no longer used in the PCUSA. At one time this referred to a pastor hired by the session, not called by the congregation.

ASSOCIATE PASTOR – a pastor who installed to serve with the Senior Pastor.

ELDER IN RESERVE – any elder no longer on session, whose duties may be spiritual leadership, serving as commissioner to Presbytery, serving in ways requested by the pastor or session, and assisting with Communion.

CHURCH – technically, refers to the entire PCUSA or global ecumenical body of Christ, but informally may refer to the local congregation.

COMMISSIONED LAY PASTOR – see Commissioned Ruling Elder

COMMISSIONED PASTOR - see Commissioned Ruling Elder

COMMISSIONED RULING ELDER - an ordained ruling elder commissioned by the presbytery and hired by the congregation.

CONGREGATION – the local expression of the church.

COUNCIL – a governing body of spiritual leaders. There are four levels: Session, Presbytery, Synod, General Assembly.

DEACON IN RESERVE - any deacon no longer on the Board of Deacons, whose duties may be spiritual leadership, assisting in Funerals, serving in ways requested by the pastor or session.

DIACONATE - a term that is sometimes used to refer to the Board of Deacons.

ELDER – see Ruling Elder

GENERAL ASSEMBLY – the national council of the PCUSA. The General Assembly meets every other year, but the term may also refer to the offices of the General Assembly in Louisville KY

INACTIVE ELDER OF DEACON – Someone who has died. Perhaps you mean an elder of deacon “in reserve” who no longer serves on the Session or Diaconate, but who can be called to active work at the request of a pastor, Session, or Diaconate. Other than death, an elder or deacon is called to lifetime active service.

**PARISH ASSOCIATE** – a teaching elder who is hired by the session for a 12 month period. The term is usually renewable.

**PASTOR** – strictly speaking, may refer to an ordained teaching elder or commissioned elder. Often used informally to refer to any person in a pastoral role.

**POLICY** – a document approved by session. Must be observed, or changed by session.

**PRACTICE** – refers to a traditional way of operating, but is not a policy. Policies must be observed or changed, while practices and traditions may or may not be followed.

**SENIOR PASTOR** – a job title, often used with or instead of “Head of Staff.”

**SESSION** – a governing council in the PCUSA. It is the local council for the congregation.

**SESSION MEMBER** – a ruling elder, elected by the congregation, who is serving a specific term as a voting member of the session. Also refers to all installed pastors of the congregation.

**PRESBYTERY** – the regional council of the PCUSA, usually composed of several counties.

**RULING ELDER** – a lay person ordained as an elder.

**SYNOD** – the larger regional council of the PCUSA, usually composed of a few states.

**TEACHING ELDER** – an ordained Minister of the Word and Sacrament, usually serving as a pastor, chaplain, etc.