

**South Elkhorn Christian  
Church  
Handbook  
2017**



Revised March 16, 2017

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## Ministry Cabinet Covenant

As members of the South Elkhorn Christian Church Ministry Cabinet we commit to:

- Keep God the focus of South Elkhorn and our personal lives
- Be involved in the life of the church through worship and service
- Lead a life of faith through individual devotion
- Conduct ourselves in an understanding, respectful way
- Actively participate in our role by:
- Attend monthly Cabinet meetings
- Submit written Ministry Area Leaders reports each month
- Maintain a Cabinet notebook for myself and my successor
- Ensure effective communication within the church by:  
Facilitating between team leaders and Cabinet members  
Involving team leaders so they are more informed/connected

## Statement Of Identity

*We are Disciples of Christ, a movement for wholeness in a fragmented world. As part of the one body of Christ, we welcome all to the Lord's Table as God has welcomed us.*

### Principles of Identity

1. We confess that Jesus is the Christ, the Son of the Living God, and proclaim him Lord and Savior of the world, requiring nothing more - and nothing less - as a basis of our life together.
2. We hold the centrality of scripture, recognizing that each person has the freedom - and the responsibility - to study God's Word within the community of the church.
3. We practice the baptism of believers, which emphasizes that God's grace demands a response of faith and discipleship, while also recognizing the baptism performed in other churches.
4. We gather for the Lord's Supper, as often as possible, experiencing at this table the gracious, forgiving presence of Jesus Christ.
5. We structure our community around the biblical idea of covenant, emphasizing not obedience to human authority but accountability to one another because of our shared obedience to Christ.
6. We participate in God's mission for the world, working with partners to heal the brokenness of creation and bring justice and peace to the whole human family.
7. We hear a special calling to make visible the unity of all Christians, proclaiming that in our diversity we belong to one another because we commonly belong to Christ.
8. We witness to the Gospel of God's saving love for the world in Jesus Christ, while continuing to struggle with how God's love may be known to others in different ways.
9. We affirm the priesthood of all believers, rejoicing in the gifts of the Holy Spirit - which include the gift of leadership - that God has given for the common good.
10. We celebrate the diversity of our common life, affirming our different histories, styles of worship, and forms of service.
11. We give thanks that each congregation, where Christ is present through faith, is truly the church, affirming as well that God's church and God's mission stretch from our doorsteps to the ends of the earth.
12. We anticipate God's coming reign, seeking to serve the God - Creator, Redeemer, and Sustainer - whose loving dominion has no end.

# Christian Church (Disciples Of Christ)

## Beliefs

*We are Disciples of Christ,  
a movement for wholeness  
in a fragmented world.*

*As part of the one body of Christ,  
we welcome all to the Lord's Table  
as God has welcomed us.*

- Disciples of Christ Statement Of Identity

The **Christian Church (Disciples of Christ)**, while founded on American soil in the early 1800s, is uniquely equipped to live up to its identity that it is a "movement for wholeness in a fragmented world." The denomination was born in the 1800s, and continues to be influenced by its founding ideals of our unity in Christ with openness and diversity in practice and belief.

The Disciples Vision, Mission, Imperative and Covenant statement calls the communion to be a faithful, growing church that demonstrates true community, deep Christian spirituality and a passion for justice.

## The Vision of the Christian Church (Disciples of Christ)

To be a faithful, growing church, that demonstrates true community, deep Christian spirituality and a passion for justice.

## This Mission of the Christian Church (Disciples of Christ)

To be and to share the Good News of Jesus Christ, witnessing, loving and serving from our doorsteps "to the ends of the earth."

The church is identified with the Protestant "mainstream" and is widely involved in social and other concerns. Disciples have supported vigorously world and national programs of education, agricultural assistance, racial reconciliation, care of the developmentally disabled and aid to victims of war and calamity.

The denomination now counts about 700,000 members in the United States and Canada in about 3,700 congregations. Numerically, the strength of the Disciples of Christ runs in a broad arc that sweeps from Ohio and Kentucky through the Midwest and down into Oklahoma and Texas.

## Organization

The Disciples have a history of congregational government, although in 1968 they adopted a structure that sees the church in covenantal relationships in congregational, regional and general ministries. Each expression is considered equal rather than pyramidal and each has its protected rights and identified responsibilities. Each is in covenantal relation to the others and calls or dismisses its own staff and handles its own finances and property. The general ministry is called general rather than national because



both the United States and Canada are included in the structure. There are 33 regions, many of them encompassing all of a single state.

### **The General Assembly**

The representative body of the church meets biennially and may involve 6,000-10,000 persons, about half of whom are official voters from congregations and regions. All persons who register have the right to speak. The voters include ministers, lay persons, regional representatives and the church's General Board. The General Board is a 73-voting-member-body with 50 ex officio non-voting members that meets annually. A 20-member Administrative Committee meets twice annually.

### **What do the Disciples Believe?**

Disciples stress freedom and diversity – but most do share these basic beliefs:

- 1) The Bible – the guide for Christian living and faith; truly reveals God's purpose in the world: to free us from sin through Christ
- 2) God – revealed in the Bible and through the life, death, and resurrection of Jesus Christ
- 3) Christ – the Son of God; part of God's own divinity, yet fully human; our Savior, with us always
- 4) Public Confession – of belief in Christ and repenting of sins; acceptance of Jesus into our lives
- 5) Unity – of all Christians in love of Christ; doctrines and human differences should not be allowed to divide believers from each other
- 6) Inclusive Ministry – in the life and work of the church; ALL members are “ministers” entitled to interpret the Scriptures and perform church functions
- 7) The Ordinances of the Gospel – Baptism and Communion

### **Communion**

The Lord's Supper or Communion is celebrated in weekly worship. It is open to all who are followers of Jesus Christ. The practice of Holy Communion has become the central element of worship within the Disciples tradition.

Disciples' observance of the Lord's Supper emanates from the upper room, where Jesus shared bread and wine with his disciples on the eve of his crucifixion. Through the power of the Holy Spirit, the living Christ is met and received in the sharing of the bread and the cup, representative of the body and blood of Jesus. The presence of the living Lord is affirmed and he is proclaimed to be the dominant power in our lives.

### **Baptism**

Just as the baptism represents the death, burial and resurrection of Jesus Christ, it symbolizes the death and burial of the old self of the repentant believer, and the joyous birth of a brand new being in Christ. Those who founded the Disciples movement taught baptism by immersion as the accepted form.

Baptism is for mature individuals who are old enough to make their own decisions, a public confession of faith in Jesus Christ, and a commitment to discipleship.

# Articles Of Incorporation

## Of South Elkhorn Christian Church (Disciples of Christ) of Lexington, Kentucky, Inc.

*Change Log: Articles of Incorporation of South Elkhorn Christian Church  
(Disciples of Christ) of Lexington, Kentucky, Inc.*

*Version 2.0 Last revision January 10, 2010*

*Document Name: SECC Articles of Incorporation*

*Document Identification: Version 2.0*

*Owner Identification: SECC Cabinet*

*Summary of Changes:*

*12/08/2013*

- Deleted one line so that the job of Financial Officer and Treasurer could be combined.

*1/10/10*

- Major sections were moved to the Bylaws so that the Articles contain only the broadest statements about the congregation.
- Several paragraphs were changed or added to comply more fully with Kentucky law.
- The “New Ministry” area was deleted from the Cabinet; an additional Member-at-Large was added to the Cabinet to keep the number of Cabinet members the same. Added requirement that one of the Members-at-Large be the Chair of Elders and one be the Chair of the Deacons.
- As required by state law, the number of votes by which the Articles can be amended was changed to two-thirds vote of members present and voting at the business meeting. Previously it was stated as three-quarters.
- Statement was added to make clear the Cabinet cannot incur debt without a vote of the congregation.

*12/15/06*

- Revision of older documentation, creation of softcopy, reset version number to 1.0
- Articles reworded to reflect that Elders-at-Large no longer coordinate pastoral reviews.

*Review Plan: This document should be reviewed biannually*

*Next Review is: 1/2012 or as needed before then*

*Latest Level: This document resides within SECC Office.*

*Distribution: Copies of this document may be obsolete. The user should verify they are using the most current version.*

Pursuant to KRS Chapter 273, South Elkhorn Christian Church (Disciples of Christ) of Lexington, Kentucky, Inc. does hereby adopt the following as its restated Articles of Incorporation and in order to promote the work of the Church in the spirit of Christ and thus advance His Kingdom:

### **Article I Name and Purpose**

A. Name: The name of this corporation shall be South Elkhorn Christian Church (Disciples of Christ) of Lexington, Kentucky, Inc. It shall be commonly known as South Elkhorn Christian Church. It is affiliated with the denomination known as the Christian Church (Disciples of Christ), and is committed to its historic principles.

B. Purpose: To love God and neighbor in:

- Worship
- Witness
- Fellowship
- Service
- Discipleship

C. Powers: The Corporation shall have all powers allowed to non-stock, non-profit corporations as set forth in KRS Chapter 273.

### **Article II Duration**

The period of duration shall be perpetual.

### **Article III Principal Office, Registered Office and Authorized Agent**

A. Principal Office: The principal office of the corporation shall be 4343 Harrodsburg Road, Lexington, Kentucky, 40513.

B. Registered Office and Agent:

1. The registered agent shall be Richard V. Murphy, 175 East Main Street, Suite 300, Lexington, Kentucky, 40507.
2. The registered office shall be c/o Richard V. Murphy, 175 East Main Street, Suite 300, Lexington, Kentucky, 40507.

### **Article IV Membership**

The membership of this corporation shall consist of those who are now identified as members of this church and those who shall unite with it by confession of faith and by baptism or by transfer of membership. Associate membership will be an option available to those with a home church who desire to be affiliated with South Elkhorn Christian Church.

### **Article V Rights, Privileges, and Responsibilities of Members**

The members shall manage their affairs under the Lordship of Jesus Christ; determine their faithfulness to buy, sell, own, control and encumber real and personal property; organize and carry out the mission and witness of the church; establish budgets and financial policies; call the Senior Pastor and Associate Pastor(s); and participate in regional and general assemblies of the Christian Church (Disciples of Christ).

The members shall demonstrate voluntarily their mutual concern for the nurture, mission and witness of the whole church, and, among other responsibilities, they shall: proclaim the gospel; administer the Lord's Supper; provide for the spiritual nurture of its members; grow in understanding that the church is a universal fellowship; transcend all barriers within the human family such as race and culture; be faithful in Christian stewardship, striving to share proportionately in providing resources for the total life, work and witness of the Christian Church (Disciples of Christ); and seek to realize the oneness of the church of Jesus through cooperation with other churches of the community.

The members shall exercise and enjoy all other rights, privileges and responsibilities requisite or appropriate to carrying out its purpose. Voting privileges shall be accorded to all full and associate members.

Associate members shall not be eligible to become an elder or an officer of the congregation.

#### **Article VI Ministry Cabinet (Board of Directors)**

The Board of Directors shall be called the Ministry Cabinet, hereinafter referred to as the Cabinet, and shall be responsible to the members of the Congregation and have authority to act on behalf of the Congregation except when in a Congregational meeting. The President shall be called Moderator. The Vice-President shall be called Vice-Moderator.

The Cabinet shall be composed of the following members (who may also be referred to as Directors):

- A. Moderator
- B. Vice-Moderator
- C. Secretary
- D. Financial Officer
- E. Ministry Area Leaders (Areas of Worship, Witness, Fellowship, Service, Discipleship, Ministry Support)
- F. Four (4) Members-at-Large of the Congregation; at least one of whom is the leader of the elders and one the leader of the deacons.
- G. Pastors (Non-voting)

Qualifications: Cabinet members must be active members and give evidence of seeking to grow in their own understanding and practice of the Christian life.

The Cabinet shall receive reports from the Ministry Area Leaders and shall coordinate the ministries of the church. It shall establish the program and budget of the membership, subject to action of the

Congregation. It shall be responsible also for all legal and business matters of the Congregation (with the exception of incurring debt) and carry out such other responsibilities as may be defined in the bylaws.

The Cabinet shall perform its duties according to the authority granted in the Articles of Incorporation or otherwise delegated to it by the Congregation. In keeping with the traditions of the Christian Church (Disciples of Christ), the ultimate authority of the Congregation shall rest with the members. All organizations within the Congregation shall be responsible to and shall report regularly to the Cabinet.

### **Article VII Officers of the Congregation and Ministry Cabinet**

Officers: The following officers shall be elected by the members at their annual business meeting for a term as designated for each:

1. Moderator, of both the Congregation and of the Cabinet; for a term of one year, and can be re-elected, not to exceed two consecutive years. The Moderator shall have authority to sign any and all documents/agreements as directed by the Cabinet or the Congregation.
2. Vice Moderator, of both the Congregation and of the Cabinet; for a term of one year, not to exceed two consecutive years. In the event of the unavailability or incapacity of the Moderator, shall act and have authority as directed by the Cabinet or the Congregation.
3. Secretary, of both the Congregation and the Cabinet; for a term of one year, not to exceed two consecutive years.
4. Treasurer; for a term of one year, not to exceed two consecutive years.

### **Article VIII The Senior Pastor**

The Senior Pastor is responsible to this Congregation and shall give guidance to the members and to the community with the aid of the Cabinet. The Senior Pastor, or the Senior Pastor designate, shall be a non-voting member of the Cabinet and an ex officio member of all organizational groups of the Congregation. The method of selection or termination of pastor(s) shall be as set forth in the Bylaws.

### **Article IX Authority**

Authority to incur debt shall be by a majority vote of a quorum attending a regular or special meeting of the Congregation.

### **Article X Liability**

The Cabinet members, officers, employees and members of the corporation shall not, as such, be liable individually on its debts or obligations.

### **Article XI Liability of Directors**

The liability of each and all of the Directors of this corporation shall be eliminated or limited to the

greatest extent permitted by law and no Director of the corporation shall be liable to the corporation or its members for monetary damages for breach of such Director's duties as a Director except for the following (which exceptions shall be construed as narrowly as permissible):

- (1) Any transaction in which the director's personal financial interest is in conflict with the financial interests of the Corporation;
- (2) Acts or omissions not in good faith or which involve intentional misconduct or are known to the Director to be a violation of law;
- (3) Any transaction from which the Director derived an improper personal benefit.

### **Article XII Amendments**

These Articles may be amended at any business meeting of the members (Congregation) by a two-thirds vote of the members present and voting on the amendment, provided that a notice of the proposed amendment has been presented by mail and at a regular Sunday service two consecutive weeks before the vote is taken and that written copies of the proposed amendment have been made available to the members.

We, the duly elected and acting President (Moderator) and Secretary of South Elkhorn Christian Church (Disciples of Christ) of Lexington, Kentucky, Inc., do hereby certify that the foregoing correctly sets forth the Articles of Incorporation as theretofore amended, that said restated Articles of Incorporation have been duly adopted by the Members by a vote of more than two-thirds of the Members entitled to vote thereon present at a duly called and notice meeting of the Members held on January 10, 2010. Said restated Articles of Incorporation were submitted to the Members by a resolution of the Board of Directors (Ministry Cabinet) adopted January 10, 2010. Said restated Articles supersede the original Articles of Incorporation and all amendments thereto.

Certified this 24th day of December, 2010.

STEVE FEESE, President

ANNE CARTER, Secretary

STATE OF KENTUCKY COUNTY OF FAYETTE

Acknowledged before me this 24th day of December, 2010, by Steve Feese as President, and Anne Carter as Secretary, South Elkhorn Christian Church (Disciples of Christ) of Lexington, Kentucky, Inc., a Kentucky non-profit corporation, for and on behalf of said non-profit corporation.

NOTARY PUBLIC, STATE AT LARGE, KENTUCKY

# Bylaws

## of South Elkhorn Christian Church (Disciples of Christ) Lexington, Kentucky

*Change Log: By-Laws of South Elkhorn Christian Church (Disciples of Christ) of Lexington, Kentucky, Inc.*

*Version 2.0 Last revision March 27, 2012*

*Document Name: SECC Bylaws*

*Document Identification: Version 2.0*

*Owner Identification: SECC Cabinet*

*Summary of Changes:*

*12/17/2013*

- *Changes made to combine the positions of Financial Officer and Treasurer.*

*11/19/2013*

- *Changes were made to provide more detail to the bylaws regarding the Shepherding Ministry performed by the elders and the elder rotation schedule in which each elder serves for two years and is then on a one year sabbatical before returning to active service.*

*5/22/2013*

- *Changes made to clarify the election of the chair of elders and the chair of deacons. Approved by the Cabinet 5/22/2013.*

*3/27/2012*

- *Changes were made so that new personnel positions except clergy will be approved by the Personnel Committee and Cabinet, and that the Personnel Committee will develop, review and update job descriptions.*

*10/18/11*

- *Changes were made to the section regarding Little Elks, Section V Church Program, H Little Elks, eliminating the advisory board and assuring management processes through the Cabinet, Facility Enhancement Team, Personnel Committee, and the Finance Team.*

*11/17/09*

- *Major sections were moved from the Articles to the Bylaws so that the Articles contain only the broadest statements about the congregation and the Bylaws contain the specific details of the operation of the organization.*
- *Removed the requirement that the chair of the Ministry Areas be Elders, added the requirement that the Moderator and Vice-Moderator be Elders, changed terminology from "Ministry Area Elders" to "Ministry Area Leaders," and removed the terminology of "Elder-at-Large."*
- *Changed term of office for Deacons and number of consecutive terms allowed for various Cabinet positions.*
- *Removed the requirement that Ministry Team Leaders be Deacons and specified that team leaders shall be approved by the Cabinet rather than elected by the Congregation.*



- *Slightly changed the composition of the Nominating Committee and added the requirement that the Vice-Moderator will chair Nominating Committee.*
- *Section added regarding Little Elks Preschool.*
- *Changed minimum vote for amending the Bylaws to at least 10 votes of the members of the full Cabinet.*

*11/21/06*

*- Revision of older documentation, creation of softcopy, reset version number to 1.0*

*Review Plan: This document should be reviewed biannually*

*Next Review is: 1/2012 or as needed before then*

*Latest Level: This document resides within SECC Office.*

*Distribution: Copies of this document may be obsolete. The user should verify they are using the most current version.*

- I. The church year and the financial year shall begin January 1 and shall end December 31.
- II. The Ministry Cabinet, hereinafter called the Cabinet, shall be responsible to the Congregation and have authority to act on behalf of the Congregation when it is not in a congregational meeting.
  - A. It shall be the duty of the Cabinet to:
    1. Provide vision for the direction and character of the church's ministry in accordance with the scriptures.
    2. Consider and recommend general policies to the Congregation.
    3. Transact business.
    4. Administer the program of this Congregation in accordance with the Mission Statement of South Elkhorn Christian Church.
  - B. It shall hold at least ten meetings during the year at not more than a two-month interval at a date and time to be decided upon by the Cabinet members. These meetings are open to all members of the Congregation.
  - C. Special meetings of the Cabinet may be called by the Moderator or Vice Moderator of the Cabinet or on written petition of ten (10) or more members of the Congregation.
  - D. It shall consider seven (7) voting members of the Cabinet as constituting a quorum in order to transact business.
  - E. The order of business shall include:
    1. Call to order by presiding officer
    2. Prayer
    3. Consideration and approval of minutes of previous meeting(s)
    4. Consideration and approval of the Treasurer's report
    5. Secretary's report of membership changes
    6. Consideration of any old or unfinished business
    7. New business
    8. Reports from ministry area leaders
    9. Comments from Members-at-Large
    10. Reports from Pastors
    11. Adjournment - Benediction
  - F. An Executive Committee of the Cabinet shall be responsible to the Cabinet and have authority to act on behalf of the Cabinet when it is not in a Cabinet meeting. The Executive Committee will be composed of the Moderator, Vice Moderator, Secretary, Treasurer, and the Senior Pastor. Minutes of the Executive Committee meetings will be recorded and will be reviewed at the next Cabinet meeting and will be subject to approval of the Cabinet.

### III. Officers and Leaders of the Congregation and Cabinet

#### A. Qualifications of All Officers and Leaders

Officers and leaders, as practicing Christians, should demonstrate the following:

1. Promotion of goodwill and Christian fellowship in the Congregation and community.
2. Regular attendance at the worship services and meetings of this Congregation.
3. Financial support of this Congregation.
4. Willingness to fulfill assignments on behalf of the Congregation.
5. Demonstration of skills or evident potential in carrying out responsibilities of the particular office.
6. Must be a member of the congregation.

Additional Qualifications for Moderator and Vice Moderator: In addition to the qualifications listed above, the Moderator and Vice Moderator shall be duly ordained elders.

#### B. Terms of Office:

One year term, not to exceed two consecutive years:

- Moderator\*
- Vice Moderator\*
- Secretary\*
- Treasurer\*
- Member-at-Large\*

One-year term and may be re-elected to one or more additional terms, without limitation  
\*Youth Deacons, who shall consist of middle or high schoolers (6th-12th grades)

Two-year term and may be re-elected to one additional consecutive term:

- Ministry Area Leaders\*

Two-year term and may be re-elected to one or more additional consecutive terms:

- Deacons

Two-year term and may be re-appointed to one or more additional consecutive terms:

- Ministry Team Leaders

Two-year term and may be re-elected to additional terms:

- Elders are ordained for life to fulfill the biblical duties of spiritual leadership and oversight and deeply feel those responsibilities for the spiritual health and nurturing of the congregation. A two-year rotation shall be established so that approximately two-thirds of the elders shall serve communion and be members of the committee of elders. Elders shall be elected into this two-year rotation and may be re-nominated after a leave or sabbatical of a minimum of one year.

#### Election of Chair of Elders

1. The Chair of the Elders shall establish a committee consisting of two current elders as well as the Chair of the Elders.
2. The current Chair of the Elders shall receive names from the committee of elders for consideration as Chair of the Elders for the subsequent year.
3. The current Chair shall present the list of suggested names to the Cabinet Nominating Committee.
4. The Nominating Committee shall prioritize the list of names in descending order and shall identify those who will be asked to serve as chair and the order in which they shall be asked.
5. The current Chair of the Elders shall contact the first person identified by the nominating committee.
6. If that individual accepts the offer to be Chair of the Elders, the current Chair of the Elders shall not contact any additional nominees.
7. If the nominee declines the invitation, the current Chair of the Elders shall contact the next person on the list and shall continue this process in descending order until an acceptance of the invitation is received.
8. Once an acceptance is received, the current Chair of the Elders shall report same to the Cabinet Nominating Committee. One nominee for Chair of Elders shall be presented to and voted on by the congregation at the annual meeting, along with the entire slate of nominees for Cabinet positions.

9. The Chair of the Elders shall be a member of the Cabinet during the year he/she serves as Chair.

#### Election of Chair of Deacons

1. The Chair of the Deacons shall establish a committee consisting of two current deacons as well as the Chair of the Deacons.
2. The current Chair of the Deacons shall receive names of deacons from the committee for consideration as Chair of the Deacons for the subsequent year.
3. The chair shall present the list of suggested names to the Cabinet Nominating Committee.
4. The Nominating Committee shall prioritize the list of names in the descending order and shall identify those who will be asked to serve as chair and the order in which they shall be asked.
5. The current Chair of Deacons shall contact the first person identified by the Nominating Committee.
6. If that individual accepts the offer to be Chair of the Deacons, the current Chair of the Deacons shall not contact any additional nominees.
7. If the nominee declines the invitation, the current Chair of the Deacons shall contact the next person on the list and shall continue this process in descending order until an acceptance of the invitation is received.
8. Once an acceptance is received, the current Chair of the Deacons shall report same to the Cabinet Nominating Committee. One nominee for Chair of the Deacons shall be presented to and voted on by the congregation at the annual meeting, along with the entire slate of nominees for Cabinet positions.
9. The Chair of the Deacons shall be a member of the Cabinet during the year he/she serves as Chair.

**NOTE:** Persons who have served their maximum term in an office must wait a year to be re-elected to that same office, but this would not preclude them from being elected to another office without a waiting period.

#### C. Responsibilities of Officers and Leaders:

1. The Moderator is responsible to the Congregation and shall fulfill the usual duties of such an office, and shall call and preside at all regular and special meetings of the Congregation and the Cabinet.
2. The Vice-Moderator is responsible to the Moderator and to the Congregation, and shall fulfill all the duties of such an office, shall attend all regular and special meetings of the Congregation and Cabinet and shall call and preside at all regular and special meetings of the Congregation and Cabinet in the absence of the Moderator. The Vice Moderator shall be expected to become the Moderator at the completion of the current Moderator's term.
3. The Secretary is responsible to the Moderator and to the Congregation, shall attend and keep minutes of all regular and special meetings of the Congregation and the Cabinet, and shall perform other duties as may be assigned. The Secretary is responsible for keeping the minutes and all other official corporate records, documents, and policies in a safe and secure location.
4. The Treasurer is responsible to the Moderator and to the Congregation and shall disburse all monies of the Congregation according to the authority given to this individual by the Cabinet. The Treasurer shall oversee all financial functions of the church, shall chair the Stewardship and Finance Ministry Team, serve on the Personnel Committee, present a report at each regular meeting of the Cabinet, and shall perform other duties as may be assigned.
6. The Ministry Area Leaders are responsible to the Moderator and the Congregation. In cooperation with the Pastors, they are responsible for keeping the Congregation aware of its mission and message, in maintaining a high spiritual tone as a context for program planning and administration, and in carrying out the pastoral functions of the Congregation. Along with the Elders and members of the Congregation, they shall participate in the evaluation of the Senior Pastor and Associate Pastor(s) at least annually. Their responsibility to the Moderator shall be in providing nurture and oversight in the following areas of ministry: Worship, Witness, Fellowship, Service, Discipleship, and Ministry Support. They shall recommend to the Nominating Committee persons to serve as leaders/chairpersons of Ministry Teams and mission groups, committees or task forces in their area of ministry. They are members of the Cabinet during their term and shall attend its regular meetings.
7. The Elders are responsible to the Congregation and are ordained for life. In fulfilling their biblical role of spiritual leadership and oversight, they will provide a regular channel of communication for cultivating an open, affirmative and creative relationship between the Pastor(s) and the Congregation, enabling the church to fulfill its mission effectively, help the Pastor(s) achieve those goals throughout the year, and discuss with the Pastor(s) special needs of the Congregation as such needs are brought to their attention. They may serve in other capacities in the church as they are called. Along with the Ministry Area Leaders and members of the Congregation, they shall participate in the evaluation of the Senior Pastor and Associate Pastor(s) at least annually.

The elected elders shall offer communion table prayers as assigned and/or shall take communion to the homebound members. They shall meet at least quarterly to evaluate work and for fellowship and prayer. There shall be no fewer than twenty-six (26) elders in service in this capacity at any one time. Elders serve a two-year term followed by a one year sabbatical. Elders not currently in active service shall be considered inactive. Any new ministry will be guided and nurtured in its formative stage by this group of elders. Once the new ministry is established, it will be assigned to the appropriate Mission Area and will be nurtured by that Ministry Area Leader.

Elders may also serve as shepherds for members of SECC: The Shepherding Ministry is a program of elders who serve as an additional layer of pastoral care; it is not intended to replace care provided by the pastors. The purpose of this ministry is to tend to the spiritual welfare of believers over time by watching over, guiding, and nurturing them. Here at SECC, elders serve as shepherds and each member (sheep) of the congregation is assigned to one specific shepherd. Shepherds strive to love, serve, lead by example, and equip their “sheep” in a variety of ways.

8. Elders Emeriti: Elders whose service and consecration to the church merits this honor may be recognized by the members and may be retired from active responsibility. These are to be known as Elders Emeriti. The selection shall be made by the elders.
9. Ministry Team Leaders are responsible to the Ministry Area Leader for their area of ministry and to the Congregation. In consultation with their Ministry Area Leader, they will solicit members of their respective Ministry Teams. Ministry Team Leaders will meet with their Ministry Teams as necessary for the fulfillment of the team's ministry.
10. Deacons are responsible to the Congregation. They shall serve communion as assigned and shall accompany an elder and serve communion to homebound members. They will discuss with the Pastor(s) special needs of members of the Congregation as such needs are brought to their attention. Deacons shall meet as needed. There shall be no fewer than thirty-five (35) Deacons in active service at any one time.
11. Members-at-Large are responsible to the Congregation. They are members of the Cabinet during their term and shall attend its regular meetings.

#### D. Election of Officers:

1. A Nominating Committee composed of the Vice-Moderator, two members of the Cabinet whose terms do not expire at the end of the current year, the leader of the elders, and three members of the Congregation who are not members of the Cabinet, shall be appointed by the Moderator, approved by the Cabinet in August, and announced to the Congregation at least six weeks prior to the annual business meeting to nominate officers of this Congregation. The Vice Moderator will be the Chair of the Nominating Committee. In addition to the Cabinet officers, the Nominating Committee also nominates individuals for the role of Elder, Deacon,

Youth Deacon, and all emeriti positions to also be voted on at the annual business meeting.

2. Recommendations for nominees from the members of the Congregation shall be given to the Nominating Committee at least thirty days prior to the annual meeting. The committee shall consider the qualifications of all potential nominees and secure consent after explaining the duties and responsibilities of the office in question. The committee shall prepare and present to the Congregation, fourteen days prior to the Annual Meeting, a slate consisting of at least one nominee for each vacancy. Nominations from the floor at the business meeting shall be accepted only on qualified nominees with the consent of the nominees. Ministry Team Leaders shall be approved by the Cabinet.
3. All nominees who receive a majority of the votes cast by secret ballot of those members voting shall be declared elected to the vacant offices. The Cabinet Secretary will prepare absentee ballots and distribute them upon request. Absentee ballots shall include the person's name and signature and will be counted. Such ballots must be certified by the Cabinet Secretary prior to the Annual Meeting. Absentee ballots will not be counted if the proposition at issue is amended at the meeting. There shall be no other proxy voting in meetings of the Congregation.
4. Vacancies in any office of this Congregation shall be filled for the unexpired term by nomination of the Moderator of the Cabinet in consultation with the Senior Pastor and with approval by the Cabinet. If at any time the needs of the Congregation suggest increasing the number of Deacons, the chair of Deacons shall recommend to the Moderator individuals for nomination and approval in accordance with this paragraph. New deacons approved pursuant to this paragraph may thereafter be considered by the next Nominating Committee for election by the Congregation at the next annual business meeting.
5. Any officers who do not participate actively in the life of the church and perform their assigned duties shall forfeit their office as determined by the Cabinet.

#### IV. Meetings of the Congregation

##### A. Meetings

1. An annual business meeting shall be held during December for the approval of the budget, acting on the nominating committee report and other items requiring congregational attention.
2. Special meetings shall be called by the Moderator on recommendation of the Cabinet or on written petition of forty or more members of the Congregation.
3. A quorum for a meeting of the congregation shall be at least 50 members.

B. Notice: Written notice of all regular or special business meetings of the Congregation shall be given to all members at least one week in advance of the meeting, including an agenda.



C. Rules of Order: All business meetings of the Congregation and the Cabinet shall be governed by Robert's Rules of Order.

D. Minutes: The Secretary or their designate will record and file minutes for all congregational meetings.

E. The Cabinet Secretary will prepare absentee ballots and distribute them upon request. Absentee ballots shall include the person's name and signature and will be counted. Such ballots must be certified by the Cabinet Secretary prior to the Annual Meeting. Absentee ballots will not be counted if the proposition at issue is amended at the meeting. There shall be no other proxy voting in the Congregational meetings.

V. Selection of Senior Pastor: The Senior Pastor shall be chosen by the members as follows:

A. A representative committee of six, appointed by the Moderator of the Cabinet and approved by the Cabinet, shall serve with the responsibility for recommending a prospective Senior Pastor to the Cabinet.

B. The committee shall utilize the services of the Regional Minister of the Christian Church (Disciples of Christ) in Kentucky, for information and counsel, and suggestions on procedures concerning prospective candidates.

C. The Cabinet shall consider the recommendation of the committee, and if approved, recommend the prospective Senior Pastor to the Congregation. It shall be the policy of this congregation to consider only one prospective Senior Pastor at a time.

D. The recommendation of the Cabinet must be accepted by at least a three-quarters majority of the Congregation present and voting, by secret ballot, in a regular or special business meeting of the Congregation before a call may be extended to the Senior Pastor. Written notice of the business meeting shall be given to the Congregation at least one week in advance of the meeting.

E. The term of the Senior Pastor shall be for an indefinite period and may be terminated by the Senior Pastor or the Congregation upon sixty days written notice. A written statement by the Moderator of the Cabinet setting forth the salary to be paid and other conditions of the call shall be made in duplicate, one copy for the Senior Pastor and one copy for Congregational access in the church office.

VI. Church Program

A. The Mission Statement of this Congregation shall be the guide for the Ministry Teams.

B. The Ministry Area Leaders, in consultation with the Pastors, shall appoint the Team Leader of each Ministry Team, with approval of the Cabinet. Ministry Area Leaders will provide, in consultation with the pastor(s), support, nurture, and guidance for the ministries in his or her area.

- C. Each Ministry Team Leader shall select and appoint members of their Ministry Team, in consultation with the Pastors and Ministry Area Leader, to carry out the function of the team.
- D. Daily supervision of all staff persons, which includes the Associate Pastor(s), shall be the responsibility of the Senior Pastor. In consultation with the Senior Pastor, each Ministry Team, and its Ministry Team Leader, shall work directly with staff persons.
- E. The Mission Statement shall be implemented in the following Ministries:
  - 1. Ministries with the objective of Worship.
  - 2. Ministries with the objective of Witness.
  - 3. Ministries with the objective of Fellowship.
  - 4. Ministries with the objective of Service.
  - 5. Ministries with the objective of Discipleship.
  - 6. Ministries with the objective of Ministry Support.
- F. The various Ministry Teams (committees or task forces), which do the actual work of ministry in each of these areas, will each specify the purpose(s) of their specific ministry in accordance with the mission of the church and under the guidance of their Area Ministry Leader. The purpose(s) of each ministry team shall be on file in the church office and made available upon request. These Ministry Teams will come into existence as the need arises and as members of the church hear a call to fulfill a particular ministry, upon approval of the Ministry Cabinet. Each Ministry Team of the church will be led by a lay leader and will meet as necessary for the fulfillment of the team's ministry.
- G. Personnel Committee: To foster understanding and cooperation between the congregation and its employees as they work in ministry to fulfill the mission of our church.
  - 1. Composition: The Personnel Committee shall be appointed by the Moderator of the Cabinet, subject to approval by the Cabinet. The Personnel Committee shall report to the Cabinet. It is desirable that the chairperson of the Personnel Committee shall have extensive personnel management experience.
    - a. The committee shall have a total of four (4) members in addition to the chairperson.
    - b. One of these members shall be the leader of the Stewardship and Finance Ministry Team.
    - c. Among the chair and members shall be an Elder, a Deacon, and members-at-large as necessary.
  - 2. Responsibilities:
    - a. Respect for privacy and confidentiality in matters addressed by the Personnel Committee shall be observed unless waived by the person(s) bringing matters before this committee.
    - b. Recommend to the Cabinet employment and/or termination of employment for all employees of the church except the Senior Pastor and Associate Pastor(s); to

- recommend compensation wages and other conditions of employment for all employees, including the Senior Pastor and Associate Pastor(s).
- c. Acting on its own initiative, or at the request of the Cabinet or the Senior Pastor, the committee shall be responsible for recruiting all employees, including Associate Pastor(s); for establishing job standards and descriptions in consultation with and with recommendations from the Ministry Teams with which the staff works; for interviewing applicants, examining references, and otherwise determining the suitability of applicants, and for recommending to the Cabinet the names of individuals to be employed, and the terms and conditions of such employment.
- (1) The Senior Pastor shall participate fully in the hiring process of any staff or pastor who will report to the Senior Pastor. With the approval of the Moderator of the Cabinet, the committee is authorized to offer employment to a suitable applicant subject to the approval of the Cabinet at its next scheduled meeting.
- (2) For an Associate Pastor, the Personnel Committee will recommend a candidate to the Cabinet. Following approval by at least three-fourths of the Cabinet, the candidate would be recommended to the congregation for final approval. The recommendation of the Cabinet must be accepted by at least three-fourths of the members present and voting, by secret ballot, in a regular or called meeting of the Congregation before a call may be extended to the Associate Pastor.
- d. Investigate the employment record of an employee at the request of the Cabinet, the Moderator of the Cabinet or the Senior Pastor, including (but not limited to) such factors as productivity, attendance, and attitude; to consider the financial condition of the church in relation to personnel actions; and to recommend to the Cabinet whether the employee in question should be retained or not retained, or whether compensation or other conditions of the individual's employment should be changed. The committee may terminate the employment of an employee, except the Senior Pastor and Associate Pastor(s), subject to the approval of the Cabinet at its next scheduled meeting. An employee whose employment has been terminated by the committee shall have the right to appeal that decision within thirty days of termination to the Cabinet. The decision of the Cabinet shall be final.
- e. Review annually the salaries and other working conditions of all employees, including the Senior Pastor and Associate Pastor(s), and thereafter recommend to the Stewardship and Finance Ministry Team salaries and other compensation for all church employees in the next fiscal year.
- f. Hold at least one review annually with each employee of the church, including the Senior Pastor and Associate Pastor(s), to discuss the performance of the employee in relation to accomplishments, difficulties and/or opportunities for improvement; and to review condition of employment. The annual review shall include: conducting and reviewing evaluations of the Senior and Associate Pastor(s) and all

other staff. Input shall be sought from pastor(s), staff, Ministry Area Leaders, and other persons who work in ministry with them.

- g. Interpret personnel policies and procedures for all staff.
  - h. Seek to find Christian reconciliation of any disputes arising among staff members or between staff members and members of the Congregation.
  - i. Receive any questions of adherence of any staff member to personnel guidelines.
  - j. Provide annually an opportunity for input from members of the Congregation concerning the performance of employees of the church.
  - k. Shall be responsible to keep all employment contracts, terms of employment, and job descriptions in a safe and secure location in the church office.
  - l. An annual statement of employment conditions shall be provided to all employees.
  - m. Shall review all church-wide job descriptions and update same as necessary, as well as develop job descriptions for future staff.
3. The Personnel Committee, at the direction of the Cabinet, shall establish job standards and descriptions of positions. All new positions, with the exception of clergy, will be submitted to the Personnel Committee and subsequently to the Cabinet for approval, without the need for approval from the congregation.

H. Little Elks Pre-School: Little Elks, being a part of the South Elkhorn Christian Church is governed by the South Elkhorn Church's By-Laws and procedures. Little Elks shall be responsible to the Cabinet with day to day operation and management of the Little Elks shall be the responsibility of the Little Elks Director. Administration of the Cabinet's responsibility shall be through the Facility Enhancement and Ministry Support teams for proposed facility changes, financial matters through the Finance Committee, and personnel matters through the Personnel Committee under the Little Elks Policy as approved by the Cabinet.

VII. These Bylaws may be amended by at least 10 votes of the members of the full Cabinet voting in a regular or special meeting, provided that the proposed amendment has been submitted in writing to the members of the Cabinet at least 30 days prior to the vote thereon.

# **Abuse and Molestation Policy**

Approved January 20, 2007

The safety and security of all people of SECC and our guests are our prime responsibility. The following guidelines apply to all paid staff, unpaid staff or volunteers. The term staff applies to all the above:

1. No staff member shall inflict any physical punishment on any child/adult enrolled at South Elkhorn Christian Church. Physical punishment includes but is not limited to spanking, striking the child/adult anywhere on the body with the hand or an object even once, pushing or shoving on a child/adult or flicking with the finger. No staff member shall direct any other person or child/adult to inflict any form of physical punishment on another child/adult.
2. All staff members will use clear and appropriate language when addressing children/adults. No rude, off color, personal remarks or name calling is to be done. Staff members shall not make comparisons of children/adults to other persons or objects.
3. No staff member shall touch or cause anyone else to touch another child/adult in a manner that would be considered "molestation." This includes touching, rubbing, caressing any areas of a child/s/adult/s bottom, genital areas or breast areas.
4. No staff shall cause a child/adult to touch, rub, caress or perform any physical actions that would involve a child/adult touching any part of the staff member's body.
5. All staff shall watch for children/adults engaging in any action with another child/adult that would include physical contact in an inappropriate manner such as those listed above.
6. Staff members should not put themselves in a situation where they are alone with a child/adult in a private area such as but not limited to a bathroom.
7. No minor will ever be left alone with one adult, except during counseling.
8. If any observations or allegations of misconduct or molestation are known, the staff member is required to report it to the Office, Senior Minister or Elder immediately for follow-up action.

This policy is to be reviewed with all staff and volunteers.

# Camel Award

## Standard Operating Procedure

Approved January 2010

The Camel Award is presented each year to an individual or group of individuals who have been innovative and creative in bringing new ministries to our congregation or providing new or outstanding leadership in an existing ministry. Over the past years our Church Family has been blessed with the contributions of these innovators.

The Camel Award is named in honor of the late Clayton Curd who had a vision that our Drive Through Bethlehem needed live camels to be complete. Clayton made all the arrangements that resulted in live camels to first be used in this gift of love to our community.

1. Pick the date of the announcement to the congregation of the award winner and work backwards to determine a start date for the process.
2. Allow ~two weeks for nominations and have them end just prior to a cabinet meeting (i.e. nominations accepted through the Sunday before a Tuesday cabinet meeting).
3. After determining the above dates, work backwards to determine a date to announce the nomination period to the congregation. Prepare a notice for The Current and send it to the church secretary prior to the print date. Additional signs, bulletin inserts, and a congregational announcement are also possible means of starting the nomination process. A short explanation of the history of the Camel Award should be included if possible.
4. Once the process has been started by the announcements (#3), organize the ballots as they are received and be prepared to give short reasons for the nominations (as mentioned on the nomination forms) on the ballots that you will prepare for the cabinet meeting.
5. Request to be placed on the agenda for that cabinet meeting and come to the meeting prepared with the printed ballots for secret voting by all cabinet members present. The Moderator may abstain from regular voting and prepare a ballot to be counted only in the case of a tie.
6. The results of the cabinet vote are announced at the cabinet meeting with the understanding that the results are a secret until announced by the Moderator at the worship service.

### Past Recipients

1996	Clayton Curd
1997	Lori Anderegg, Lesley Mathis, Kelly Nossokoff, Debbie Parrett
1998	Mary Blanche Sandusky
1999	Gaynelle Vance
2000	Stan and Jeannie Tungate
2001	Sharon White
2002	Stephanie Reedy, Christy Collins
2003	Tom and Gail Minke and family
2004	Mike Detzel, Daryl Carter, J. D. Haggard, Jerry Walker, Josh Walker
2006	Joyce Yates
2007	Norm Atkins
2008	Evelyn Cartmill
2009	Rhoda Rolfes, Jim Price
2010	Bob & Jean Stewart
2011	Darrin Deaton

2012      Gaynelle Morris, Nicole Shafer  
2013      Sarah Anders  
2014      Adam Zeroogian

**Ethical Guidelines**  
**For Congregational Conduct**  
**Christian Church (Disciples of Christ)**  
Adopted by the Cabinet, February 18, 2014

We, the members of this congregation, following much prayer and discussion of our attitudes and practices in the light of the life and teachings of Jesus, hereby resolve to follow the ethical principles delineated in the New Testament. The following Ethical Guidelines For Congregational Conduct, while not to be construed as a set of rules or law, will help us to make specific application of our New Testament faith to our practices as a congregation. May God guide us and give us strength and determination as we endeavor to understand and to fulfill the resolves mentioned in these guidelines.

**I. OUR RELATIONSHIP AS MEMBERS TO ONE ANOTHER**

- A. We will treat one another with courtesy and kindness. We will endeavor to maintain an attitude of Christian love in all our relationships.
- B. We will welcome the expression of differing viewpoints and will seek to create an atmosphere of trust and confidence that will encourage free discussion.
- C. We will seek to keep confidences and will refrain from gossip. We will seek in all we do and say to strengthen character and dignify personality.
- D. We will remember that our personal conduct gives evidence of our sincerity and reflects upon the good name of the Church, the Body of Christ.
- E. We will reaffirm this document at least triennially and review these guidelines whenever we are in the process of calling new pastoral leadership.
- F. We will work within the framework of the constitution and by-laws of this congregation. These guidelines will not supersede our own church's constitution and by-laws but may be helpful in their revision.
- G. We will establish and follow a policy on receiving and using special gifts, memorials, trusts, and endowed funds in such a way as to be consistent with Christian stewardship. Reception of the gift entails a consideration of its appropriateness. The policy should also give consideration to when an item outlasts its usefulness.

**II. OUR RELATIONSHIP AS MEMBERS TO OUR CHURCH OFFICERS AND LEADERS**

- A. We will select our officers intentionally and impartially on the basis of their commitment, competence, compassion and maturity in the faith. We are committed to having men, women and youth serve in the various responsibilities of the congregation.
- B. We will endeavor to distribute our offices among many persons and be appreciative of the services of every member.
- C. We will provide them opportunities for training, skill development and faith formation. We will provide the resources needed for each to be an effective leader.



D. We will nurture through encouragement and prayer our officers, committees, classes, auxiliary groups and the board of the congregation.

- E. We will expect our officers to manifest Christian principles in their conduct.
- F. We will offer constructive support and feedback to our officers and leaders.

### **III. OUR RELATIONSHIP AS MEMBERS TO OUR MINISTER(S)**

- A. When seeking a minister, we will follow our denominational guidelines, work through the Regional Office, and will conduct all negotiations with integrity, courtesy and orderly procedure, without unfair discrimination with regard to marital status, sex, age or race.
- B. We will keep informed on how ministers are compensated in our denomination through information supplied by the Pension Fund of the Christian Church and by the regional office, and will support our ministers with salary, housing, a pension plan, health insurance, necessary expense funds, vacation, and the time and financial means for continuing education consistent with the demands and resources of our congregation.
- C. We will provide our minister with necessary facilities and equipment for his or her work and will respect study hours. We will be considerate of the need for rest and relaxation and will be sensitive to the need for time with family.
- D. We will respect the time and talents of members of the minister's family and will have no greater expectations of them than of other lay people.
- E. We will grant our minister responsible freedom of the pulpit and the right to present Christian convictions without fear.
- F. We will respect and cooperate with our minister's spiritual and intellectual leadership.
- G. We will call on our present minister for weddings, funerals and other special services. Our former ministers or others unconnected with the congregation may be invited to participate in such services only when appropriate and at the present minister's invitation.
- H. We will cooperate with our minister to best utilize our congregation's talents in fulfilling the mission of the church.
- I. We will keep our minister informed when pastoral services are needed.
- J. We will support our minister's reasonable participation in Cluster, Area, District, Regional, and/or General activities of the denomination, as well as civic and ecumenical activities.
- K. We will encourage and assist our minister through constructive feedback, appropriate praise, constant prayer and faithful participation with him or her in ministry.
- L. Because the congregation is a priesthood of believers that minister to one another (pastor to the congregation and congregation to the pastor), our relationships in the church will be covenantal as well as contractual, and we will maintain and conclude all pastoral relationships in a spirit of Christian love.
- M. The church will be sensitive and will voluntarily find specific ways to go the second mile in ministry with love, compassion and trust in the event of personal and/or family crisis, illness of the minister or minister's family, a death in the family, psychological or emotional difficulties or other extenuating circumstances.

- N. We will have an active Pastoral Relations Committee or a corresponding body to continually monitor the relationship between our minister and the congregation, and we will call on the assistance of the regional staff before a conflict situation grows into a crisis.
- O. We will observe similar appropriate principles with all other professional staff of our congregation.

#### **IV. OUR RELATIONSHIP AS MEMBERS TO OUR COMMUNITY AND/OR COUNTRY**

- A. We accept our missional responsibility for the moral and spiritual development of our community. We agree to live in a manner consistent with our Christian convictions.
- B. Because our Christian convictions set the standard for our citizenship, our faith will lead us to be informed, to respect law, to vote our conscience and to influence government officials in working toward a just and morally responsible community.
- C. We will be attentive to the moral and ethical implications of every project we are asked to support.
- D. We will maintain a good credit standing in the community. We will expect our staff to do the same.
- E. We will respect the rights and privileges of persons living near the church and will endeavor not to inconvenience our neighbors nor harm their property.
- F. We will establish no barriers that might prevent anyone from worshiping with us.
- G. We will work in a complementary way with community service agencies and organizations to most effectively serve and improve our community.

#### **V. OUR RELATIONSHIP AS MEMBERS TO THE CHURCHES IN OUR COMMUNITY**

- A. We will seek to understand the beliefs and practices of others. While we may be constructively critical of their doctrine, we will refrain from unkind remarks about people who differ from us.
- B. We will encourage unity and harmony among the various communions of Christian peoples and will give evidence of our sincerity through participation at appropriate local, state/province, national and/or world levels.
- C. We will not be part of proselytizing members from other congregations in our community, nor will we exploit the problems or crises of other congregations. We will present the witness of our congregation in a manner not injurious to others.
- D. We will respect the privilege of borrowing from other congregations.
- E. We will consider sharing our facilities according to the necessities of the community and the purpose for which they are needed.

#### **VI. OUR RELATIONSHIP AS MEMBERS TO THE CHRISTIAN CHURCH (DISCIPLES OF CHRIST)**

- A. We will seek to know and to understand the various points of view within the Christian Church (Disciples of Christ) and will respect the opinions of those whose interpretations differ from our own.
- B. We will recognize our covenantal relationship with the Disciples and will give generous and prayerful support to our programs at home and overseas.
- C. We will endeavor to know, claim and live our identity as set forth in the Preamble for the Design of the Christian Church (Disciples of Christ) and be knowledgeable about the actions of the Cluster, Area, District, Regional, and General Assemblies.
- D. Mission gifts received by our congregation will be used for their intended purpose(s). Budget commitments for world outreach causes are as binding as those secured for our local obligations.
- E. We will encourage our minister(s) and our members to serve beyond the local congregation in the Cluster, Area, District, Regional and/or General manifestations of Disciple work.

## **VII. OUR RELATIONSHIP AS MEMBERS TO THE CHURCH UNIVERSAL**

- A. With the church universal we proclaim that Jesus Christ is Lord and Savior of the world, in his name and by his grace we accept our mission of witness and service to all people.
- B. We are bound to God and one another through covenant, and through baptism we are made one with the whole people of God.
- C. We are called to express the unity God bestows by ecumenical study, dialogue, cooperation and expression.
- D. Because all Christians in the church universal have the obligation to uphold the Christian life in the face of the evil forces of our day, we will cooperate with other church bodies in living the Christian witness.
- E. We will support acceptable agencies of Christian cooperation in local, national and global manifestations of the Church's life.
- F. So as to establish no barriers that might prevent any of Jesus' followers from communing with us; we will remember that our LORD invites his believers to the Lord's Table in the spirit of Christian love and unity.

We the members of South Elkhorn Christian Church of Lexington, Kentucky, on the 18th day of February, 2014, desire to uphold the covenantal relationships we share with one another, our church officers and leaders, our ministers, our community and country, the churches in our community, the Christian Church (Disciples of Christ), and the Church universal regarding these guidelines.

Signed on behalf of the Congregation by:

Chad Conley, Chair/Moderator of the Board

# Facility Usage Policy

Approved May 2010

## Mission Statement

To love God and neighbor through Worship, Witness, Fellowship, Service, and Discipleship.

## Introduction

The facilities of SECC are designed and built for the purpose of furthering the mission of South Elkhorn Christian Church. It is the responsibility of the Church Ministry Cabinet and all members of South Elkhorn to use this facility in bringing people to worship God. All facilities must be maintained in a clean and comfortable manner. It is with these goals in mind that the following guidelines have been established.

## GENERAL OPERATING GUIDELINES

The General Operating guidelines are applicable to all SECC facilities and grounds.

Non-profit organizations may use our facilities, rent free, if they fit within the mission and vision of our church and are approved by the Church Ministry Cabinet. This is done as a community outreach. However, if the organization desires to offer a donation to the church, it will be welcome and appreciated.

The facilities of South Elkhorn Christian Church may not be used for personal or corporate profit, and groups may not sell products of any kind, unless express permission is granted through the church office or Church Ministry Cabinet.

**Contact Person:** All events must have a designated contact person who signs the agreement form and who will remain present during the event and is responsible for turning off all lights, cleaning up all areas used (including bathrooms), removing trash, and communicating with the church office and staff.

**Clean-up:** It is the expectation of the church that facilities used by any group should be left in the same or better condition in which it was found. This includes all areas listed in the previous paragraph (in bold). Those who choose to ignore these guidelines will be asked to leave and subsequent requests for use may be declined.

**Insurance:** All non-SECC church sponsored organizations requesting to use South Elkhorn's facilities will need to provide a certificate of insurance showing \$1 million in liability insurance, and the certificate must show that South Elkhorn Christian Church is a primary additional insured on the non-profit's general liability insurance coverage.

Financial responsibility: Groups that are not a direct ministry of South Elkhorn Christian Church are financially responsible for any damages which they may cause in the course of their activity in the facility.

Behavior: All groups and individuals who use the church facilities shall demonstrate behavior at all times consistent with Christian morals and values. Therefore, no foul language, inappropriate dress, inappropriate activity, alcohol, or illegal drugs will be allowed on our church property. No fireworks or combustibles of any kind are permitted on the property. Tobacco use is not permitted inside any of the church buildings. If smoking outside, ashes and butts must be disposed of properly and not dropped on grounds.

Youth: If the event involves youth, adequate and responsible adult leadership is required to supervise youth activities.

Trash: Must be removed from the facility/grounds and placed in the dumpster after all events. Please replace the trash bag. Trash bags can be found in a labeled drawer in the CMC kitchen.

Paper Goods: All groups must provide their own paper plates, napkins, etc.

Kitchens: Use of the stove, oven, and warmer by non-members is not allowed unless previously authorized by church office or Church Ministry Cabinet.

Decorations on walls: No decorations may be used that will deface the church buildings, walls, or furnishings. No holes may be put in the walls. Nails, tacks, push pins, staples, or any type of tape may not be used unless permission is granted. The only type of tape that is allowed is the kind that will not harm any surface. Renters will be responsible for removing all supplies and decorations from the rented areas.

Rice, bird seed, glitter: Throwing of rice and bird seed is prohibited during any event, including weddings, because of the risk that it poses for potential falls. The use of glitter, confetti, and other such materials is prohibited for any functions.

Church equipment: No church equipment of any kind shall be removed from the church building without prior approval from the Church Ministry Cabinet.

Lost, stolen, damaged items: SECC is not responsible for lost, stolen, or damaged personal items while on the church campus. However, SECC will make every reasonable effort to assist in the protection of personal property brought onto the church campus.

NOTE: Please refer to pages 4-5 for additional considerations of specific areas.

## APPLICATION AND SCHEDULING

The church secretary will oversee the day to day scheduling and use of the church facilities, and in conjunction with the Senior Pastor, will handle routine requests. All rooms are to be scheduled by room number and use is limited to the assigned rooms unless modified through the church secretary prior to use.

Applications from an external group (not a direct ministry of SECC) that are of a unique or long term nature will be reviewed by the Church Ministry Cabinet. It is within the discretion of the Church Ministry Cabinet to modify or waive certain conditions or fees depending upon the circumstances.

Applications for use of church facilities should be completed at least 2 weeks prior to the desired date of use and returned to the church office during regular office hours. The application will be processed and returned to the applicant within 5 working days unless the office staff determines that the application needs to be reviewed by the Church Ministry Cabinet.

Events are limited to the space that is assigned and are on a one-time only basis with no continuing use unless approved by the Church Ministry Cabinet.

**IMPORTANT!** Church related events have priority scheduling on the calendar. Any group which is not a direct ministry of South Elkhorn Christian Church must sign a facility use form recognizing that changes in the South Elkhorn Christian Church calendar may affect the availability of space. SECC reserves the right to move a scheduled event to a different room or cancel or postpone an event if an unexpected church related conflict arises (i.e. funeral).

#### FACILITY USER CLASSIFICATION

(In order of priority)

Type A: Direct ministries and programs of South Elkhorn Christian Church

Type B: Non-profit social, religious, civic, service, educational, and charitable groups not sponsored by the Church or any church member with the approval of the Cabinet for a recurring rental contract. (ex. The Lexington Latin School, St. Patrick's Church)

Type C: Other Christian Church (Disciples of Christ) groups and non-profit groups supported through South Elkhorn (ex. D of C Regional Office, Boy Scouts, etc.)

Type D: Church member family events (ex. birthday parties, receptions, etc.)

Type E: Non-profit, social, civic, service, education, and charitable groups sponsored by participants who are members of the Church having goals or purposes consistent with Christian or ecumenical religions concerns. (ex. MS Support Group, etc.)

Type F: Other non-profit social, religious, civic, service, educational, and charitable groups not sponsored by the Church or any church member with the approval of the Church Ministry Cabinet. (ex. Song of Blue)

Simultaneous Requests: Use of facilities will be assigned on a first-come, first serve basis. In the case of simultaneous requests for facilities, the above order of priority will be applied.

Each group using any SECC facility must designate a contact person who will be responsible for the care of the facility. This person will be present during the event and be accountable for any damage or missing church property, and must insure that the facility is cleaned and restored for future use. These tasks must be performed immediately following the activity.

NOTE: Weddings must be scheduled through the Church Office and Senior Pastor and are subject to fees listed in the SECC Wedding Policy available in the church office.

## SPECIFIC AREA GUIDELINES

(in addition to general guidelines)

### HISTORIC SANCTUARY

The piano and organ are NOT allowed to be moved from their space nor are they allowed to be moved out of the sanctuary.

The communion table is to be kept in position on the chancel of the sanctuary. The cross is to be kept in view on the communion table in the sanctuary. A pair of wrought-iron, floor length candelabras is available which hold 7 candles each. Use only dripless candles; regular candles drip wax, therefore getting on the carpet. Also, regular candles do not burn the same length.

Food and drink are not allowed in the historic sanctuary.

CLASSROOMS are to be defined and scheduled by room number (this is mentioned above under application and scheduling)

Little Elks Classrooms: No supplies or materials may be used in these rooms without express permission from the Little Elks Director. If tables and/or chairs are moved, they must be returned to the original location and arrangement.

All other classrooms: Tables and chairs must be left in the same arrangement as they were found.

### CHRISTIAN MINISTRY CENTER

Foyer

Moving or misuse of furniture in the CMC foyer is prohibited.

Multi-Purpose Room



## Athletic Activities

Members can use the CMC Multi-Purpose (MP) room for informal non-church related athletic activities for up to two hours under the following conditions:

1. It does not interfere with any other church related function, including staff activities.
2. It has been approved on the schedule kept in the Church office.
3. The requesting adult (member) stays in the MP room at all times while it is in use.
4. The MP room and restrooms are left in as good or better shape than it was before use. This includes the arrangement of any chairs.

This CMC Multi-Purpose Room is not a gymnasium and, therefore, the following athletic activities will not be permitted by any group: Dodge Ball, Soccer, Kick Ball, Whiffle Ball, Hand Ball.

Our Christian Ministry Center Multi-Purpose Room was designed to be used as a worship space as well as to accommodate a limited scope of athletic activities and SECC intends to use the facility for athletic activities that directly relate to a ministry of the church. The MP Room will not be used for organized athletic teams that are not a direct ministry of SECC.

Any athletic equipment can only be used by member or nonmember who is accompanied by a member. All equipment must be returned to proper storage.

Loft: The Multi-Purpose Room balcony (loft) is not available for use unless specifically authorized by the Church Ministry Cabinet. If game equipment is used, it must be restored to a clean and neat state with all equipment returned to proper storage. The multi-media counter is NOT to be touched, adjusted or modified in any manner. Any group violating this rule will be banned from further and/or possible future use of the facility.

No one is permitted on the stage for any reason.

No food or drink is to be allowed in the CMC Multipurpose Room (except for authorized non-athletic events) and should be confined to the kitchen, conference room (Room #211-212), and reception areas.

## GROUNDS

Memorial Garden (Faith, Hope, Love Garden)

The purpose of the Memorial Garden is for quiet meditation, reflection, prayer, and quiet fellowship. Absolutely NO climbing, sitting, or walking is permitted on or around the stone base of the fountain. The stones could shift causing serious injury. Also, NO climbing is allowed on any part of the fence.

## FACILITY FEES

Set Up/Take Down Fees (includes cleaning)

Set Up/Take Down is defined as any necessary cleaning areas of use before event, setup of tables & chairs, and cleaning of any areas used (including bathrooms) after the event.

Members: Active SECC members who wish to use the facility for non-church related functions may use the facilities rent free and have the option of paying a setup/take down fee of \$150 or having the fee waived by assuming responsibility for those duties. A refundable damage deposit as outlined below will also be required.

Non-members shall pay the set up/take down fee of \$150, a refundable damage deposit, plus the hourly fees as outlined below.

Audio-Visual Services

If the CMC’s audio-visual system is needed, the use and price shall be negotiated independently with the SECC’s A/V equipment operators.

Only authorized and trained personnel will operate the A/V equipment.

This includes the use of the sound system’s microphones for meetings in the MP room.

Room	Damage/ Cleaning Deposit	Fee for up to 2 hours	Each Additional Hour
Historic Sanctuary (Room 101)	\$200	\$300	\$60
McMahan Fellowship Hall (Room 102)	\$200	\$200	\$25
CMC Multi-Purpose Room (Room#225)	\$200	\$400	\$60
CMC Conference Room (large classroom across from kitchen—Room#211-212))	\$200	\$100	\$25
CMC Multipurpose Room (Room 225), Narthex (foyer/lobby—Room 200), and Conference Room (Room 211-212)	\$200	\$400	\$60

FACILITY CHECK OFF LIST

Yes      No      N/A

Used only room(s) authorized

Put equipment and room back as it was before use

Picked up own trash in room(s) used

Cleaned bathrooms

Put trash in dumpster

Replaced trash bag

Picked up trash in bathrooms

Wiped up tables if necessary

Swept floor

Picked up and returned all supplies

Turned off lights

Turned off equipment

Turned off heat/AC

Locked doors

Room/Equipment Concerns/Damages:

Injuries:

Group Contact Person Signature:

Print Name:

Date:

Complete and place under Church Secretary's door as you leave.

## **Funds Allocation Policy**

Approved September 20, 2011

The allocation of funds received from sources outside the ordinary course of church business (i.e. non-pledged, annual fund-raising activities, one-time designated" bequests, etc.) by the church shall be determined by the South Elkhorn Christian Church Cabinet (SECC Cabinet) at the time the funds are received. The SECC Cabinet shall take into consideration the current needs and requirements of South Elkhorn Christian Church when determining the allocation of such funds.

# Harassment Policy

Approved August 21, 2007

South Elkhorn Christian Church is committed to providing a safe environment free from harassment. Harassment may take many forms. No form or type of harassment is tolerated.

Offensive language, racial, ethnic, or religious slurs, or other remarks, jokes, or conduct that encourages or permits an offensive or hostile environment or diminishes the worthy of another person is not acceptable to South Elkhorn Christian Church. This is true even if other members or visitors do not seem to object. Behaviors in which persons make verbal threats toward others or make disparaging or derogatory comments or innuendoes directed towards others is not acceptable. Unwelcome flirtations or propositions or unwelcome physical contact is not acceptable. Display of material of any type that creates a hostile environment will not be tolerated at South Elkhorn Christian Church.

Anyone who believes that South Elkhorn Christian Church is not achieving its goals regarding harassment or inappropriate conduct shall immediately contact the senior pastor and moderator of the cabinet. If church employees are involved, notification of the chair of personnel team is appropriate. All complaints of harassment are investigated and dealt with appropriately. The church shall make every effort to protect the confidentiality of all parties involved in reported incidents.

# Human Resource & Personnel Policy

Approved September 2012

## 1000. Human Resource Policy

Adopted by South Elkhorn Christian Church (SECC) (Disciples of Christ) in September 2012. This manual supersedes all previous employment policies. This policy is open for review by all church members and the personnel team welcomes questions or comments.

This Policy may be amended by at least 10 votes of the members of the full Cabinet voting in a regular or special meeting, provided that the proposed amendment has been submitted in writing to the members of the Cabinet at least 30 days prior to the vote thereon.

## 1001. Introduction

A. The purpose of this Human Resource Policy is to assist SECC in her mission.

B. This Policy provides a framework from which all personnel matters may be effectively managed and to describes terms and conditions of employment. While the existence of this document testifies to the sometimes businesslike nature of ministry and church administration, its ultimate purpose is to aid the work of ministry by providing opportunities for professional Christian service in a fair and supportive environment. SECC provides equal opportunity for qualified applicants of every race, color, sex, age, national origin, and physical ability.

C. The Personnel Team is responsible for maintaining church Human Resource policies. The Personnel Team will review the policy annually to ensure its accuracy, relevance and its responsiveness to the church's needs, but it reserves the right to change or amend this document at any time. Questions regarding interpretation of these policies shall first be referred to the Personnel Team.

D. The relationship between the SECC and each of its employees is one of mutual consent which the employee and the Church are both free to dissolve at any time. In accordance with this Employment-At-Will doctrine, the Church does not make employment contracts with its employees and it wishes to make clear the fact that this Human Resource Policy is not a contract.

## Terminology Used In This Manual:

Pastors: clergy called by SECC such as the Senior Pastor and Associate Pastor.

Program Staff: Lay positions such as Music Director, Pianist, Secretary.

Full-Time: An employee normally authorized to work 32 or more hours per average work week.

Part-Time: An employee normally authorized to work 31 hours or less per average workweek.

Contract Services: Services performed on behalf of SECC based on a contract (not an SECC employee).

## 1002. Employment Procedures (Program Staff)

A. The Senior Pastor may personally conduct search and screening interviews or request the Personnel Chair to appoint a Subcommittee, which will be responsible for conducting screening interviews with qualified applicants. The Senior Pastor or the Subcommittee will then make recommendations for the selection interview(s), which will be conducted by the appropriate supervisor, Ministry Leaders, or Personnel Team representatives. Once a candidate is selected and after completion of background checks (if required), the Personnel Chair will make the offer of employment. If the person accepts, he or she will be directed to the finance lead and treasurer to complete the necessary forms and employment orientation.

B. The probationary period for new staff members lasts 180 days from the date of hire. This is a time for the new staff member to evaluate SECC as a workplace and for the supervisor to evaluate the new staff member's performance. For more information, see Performance Evaluations under paragraph 1008.H.

#### 1003. Wages and Salaries:

A. This church's policy is to provide salaries and hourly wages in accordance with the training and responsibilities of each position.

B. All appointed and lay staff are evaluated annually by their immediate supervisor using standardized Staff Development forms adopted by the Personnel Team.

C. Annual evaluations provide employees the opportunity to become familiar with their job duties and to understand what their supervisor expects in terms of results. This understanding provides a means for developing each employee's potential and for improving performance. Working together to set goals and objectives fosters improved communication between employee and supervisor.

D. Cost of living and/or merit raises may be provided when general economic conditions indicate and church finances allow; however, they should not be viewed as a routine part of employment compensation. The Personnel Team will review Staff Development summaries and staff evaluations as a basis for salary adjustments each year.

E. Salary information is a confidential part of each employee's personnel record and should not be discussed with other employees. Any employee who has questions about pay should contact his/her immediate supervisor.

F. The Church does not lend money or advance wage/salary amounts to its employees.

G. If an employee owes the Church money for any reason at the end of his/her term of employment, that amount will be deducted from the employee's final paycheck.

#### 1004. Pay Periods

Pay periods for all employees are on the 1st and 15th of every month. All employees are required to authorize direct deposit of their pay to their financial institution. When a payday falls on a holiday, funds will be available on the last workday prior to the designated payday.

#### 1005. Payroll Deductions

Payroll deductions as required by law are Federal Income Tax Withholding, Social Security and Medicare Taxes. Other deductions may include but not limited to pension and health insurance. See paragraph 1006 for eligibility requirements.

#### 1006. Benefits

##### A. Eligibility (Lay Staff)

1. SALARIED: Eligible for paid holidays, vacations, sick leave.
2. PART-TIME, HOURLY EMPLOYEES: Eligible for wages only.

##### B. Non-Continuous Employment:

1. If a previous employee is rehired by SECC and was employed continuously by other Disciple Of Christ (DOC) church or agencies during the interim, credit will be given for total years of DOC employment.
2. If a previous employee is rehired by SECC and was employed only by other DOC churches or agencies during the interim, credit will be given for previous years of DOC employment.
3. If a previous employee is rehired by SECC and was employed by entities other than DOC churches or agencies during the interim, the employee will be considered a new employee but may apply to the Personnel Team with cause to receive credit or partial credit for previous years of service.
4. If a previous employee is rehired by SECC but did not seek or hold other employment during the interim, the employee will be considered a new employee but may apply to the Personnel Team with cause to receive credit or partial credit for previous years of service.

##### C. Group Health Insurance:

Group health insurance for eligible lay staff employees is not provided by SECC.

##### D. Worker's Compensation:

As required by law, SECC maintains Worker's Compensation insurance for all staff. This coverage provides benefits to employees affected by injury or illness related to employment at SECC, which pays the entire amount of the premium. The timeliness of payments to an injured or ill employee is dependent upon the timeliness of filing a "First Report of Injury" form. When an injury or job related illness occurs, the employee and his/her supervisor must complete a



report and give it to their supervisor within two days of the injury or onset of illness. Benefit entitlements are governed by Kentucky law and begin on the first full day of hospitalization or the seventh day of absence due to job-related injury or illness if hospitalization is not required.

E. Unemployment Insurance:

The Church is exempt from mandatory participation in the State and Federal Unemployment Insurance Programs. Therefore, there are no unemployment insurance funds available.

F. Holidays:

1. SECC will normally be closed in observance of New Year's Day, Martin Luther King Day, Easter (one day), Memorial Day, Independence Day, Labor Day, Thanksgiving (Thursday and Friday) and Christmas (two days, any more will be determined year to year).
2. Although church programs sometimes require employees to work on holidays, the Church's intent is to give established days off whenever possible. When work is required on a holiday or when a holiday falls on Saturday or Sunday, the Senior Pastor will establish an alternate day of observance.
3. The church offices are closed between Christmas and New Year's. Appointed staff are on call during this time period.

G. Vacations:

1. Vacations are provided to allow employees time away from the stresses and routine of work. All eligible employees are encouraged to take advantage of this benefit.
2. Paid vacations for full time lay staff are allotted according to the following table:

Length of service	Amount of vacation
0-4 years	2 weeks
5-9 years	3 weeks
10+ years	4 weeks
3. Part Time Salaried Staff will be given one week of paid vacation after one year of service.
4. Conditions on Table:
  - a. Credit for continuous service with another Disciples of Christ Church or agency will be included in establishing the amount of vacation eligibility. For a new employee not meeting these criteria the Personnel Team may, at its discretion, grant credit or partial credit for previous service.
  - b. New employees with no previous service will accrue vacation of one year of service by their employment date
  - c. The vacation schedule is from January 1st to December 31st. No vacation may be carried forward from one calendar year to the next. No more than two weeks of vacation can be taken consecutively unless written consent is received from the Personnel team.

d. Unused vacation time may not be exchanged for payment except when an employee terminates employment or retires. In those cases, payment is prorated based on the total length of service and year-to-date service at the time employment ceases.

e. Vacations should be scheduled as far in advance as possible, as they are subject to approval by the employee's supervisor. Approval is required because vacation days must be coordinated with those of other staff members to ensure adequate coverage of Church activities. Those with highest seniority on the church staff will have first choice when there is a conflict over vacation schedule.

#### 1007. Work Schedule

A. Office Hours: The Church office is open Monday through Friday from 8:00 am to 5:00 pm and closed for lunch from noon until 1pm.

B. Work Schedules:

Employees will set their hours with consultation with the appropriate supervisor and review by the Personnel Team. Lay Staff whose job responsibilities require work on Sundays and evenings, will coordinate office hours with his/her supervisor. These hours will be made available to the office staff.

C. Overtime:

Overtime is not applicable.

D. Compensatory Time:

Lay Staff required to work on a holiday or on a regularly scheduled day-off will arrange with their supervisor for equivalent compensatory time off.

E. Absences:

Employees must provide their supervisor with adequate information as to the hour of expected return when working away from the Church, as well as a means of contact in case of emergency. The established day(s)-off for employees must be registered with the Administrative Assistant.

F. Bereavement:

After completing 180 days of employment, eligible staff members are entitled to up to three paid days off in the case of the death of an immediate family member. Immediate family member is defined as a spouse, child, parent or sibling. Exceptions are subject to approval by their supervisor in consultation with the Personnel Team.

G. Jury Duty:

Employees called for jury duty will be paid at the regular rate for any work time required for this

service. Payment for Grand Jury service will be negotiated with the Personnel Team.

H. Unpaid Personal Time Off:

Unpaid time off of two weeks or less may be taken by employees, subject to the approval of the employee's immediate supervisor.

I. Leave of Absence:

Staff employees may request and receive a leave of absence without pay or employment benefits for a period of up to six months. Requests of this nature should be submitted in writing to the Personnel Team as far in advance as possible. The Cabinet will approve or disapprove the request.

The employee's request for leave must include the reason(s), circumstance(s), and duration of the desired leave as well as location(s) where the leave will be taken and the date(s) covered. The employee must also sign the leave request. The employee's supervisor will then submit a recommendation for approval or disapproval to the Personnel Team, which will notify the supervisor of the Cabinet's final decision.

During Leaves of Absence, employees may be responsible for paying the cost of continuing any employment-related benefits. Upon expiration of the Leave of Absence, the employee may be reinstated in his/her position held at the beginning of leave. It will be considered a voluntary resignation if the employee fails to report back to work on the designated date.

J. Sick Leave:

Employees are afforded a maximum of ten paid sick days per calendar year. Sick Leave cannot be carried over from year to year. All employees will be granted sick leave as necessary in coordination with their supervisor. Employees are to use sick leave only when unable to work due to illness, injury, maternity, hospitalization or confinement of self or of a member of the employee's immediate family. Sick Leave may also be used when receiving a medical, dental or optical examination or treatment. Employees taking Sick Leave of 5 consecutive days or more must present a doctor's release before returning to work. Employees will not be paid for unused Sick Leave. Any Employee using sick leave for reasons other than illness, injury, pregnancy, hospitalization, or confinement is subject to disciplinary action or termination.

K. Disability Leave of Absence:

SECC does not provide disability insurance. Employee absences due to brief illnesses or other medical disabilities should be handled, if possible, according to the Sick Leave policy (see 1007. J). Unused vacation days are also available for this purpose. If an employee is, or expects to be, medically unable to work for more than two weeks because of disability (illness, injury, hospitalization, or rehabilitation) or because of the need to care for an immediate family member with such a disability, Please use the Leave of Absence process (1007. I).

L. Maternity / Paternity Leave: The Family Medical Leave Act of 1994 does not apply to

organizations with less than 50 employees. Please use Leave of Absence process (1007. I).

M. Sabbaticals and Study Leaves:

Sabbaticals for appointed staff are governed by the Cabinet. See the Sabbatical Leave Policy (separate document).

N. Administrative Leave:

When a situation arises in which the church program may be jeopardized by an employee remaining on the job, the Senior Pastor (or his/her designee when absent) in consultation with the Chairperson of Personnel Team may place that individual on Administrative Leave until the situation can be resolved.

1008. Work Practices

A. Conduct:

The Church respects employees' activities outside of work which are moral, private in nature, and which in no way conflict with or reflect adversely upon the Church. Every employee is expected to devote time and energy to the Church while on the job and not to engage in outside interests which interfere with employment attendance, performance or efficiency, as determined by the Church. This extends to the use of the Church's facilities, materials, and resources. Employees are not to offer, solicit orders for or sell any product or service to other employees or to church members. The following may be considered as exceptions, upon supervisory approval:

Fund-raising drives or activities approved by the church

Sales or solicitation of orders for products or services outside scheduled work hours.

If a conflict of interest situation should develop or employees have doubts concerning Church policy, the matter should be brought to the attention of the employee's supervisor.

B. Personnel Appearance:

Employees are expected to present themselves during working hours in attire that is appropriate to their positions and to the nature of the work they are to perform. Employees having personal contact with visitors and Church members should be particularly conscious of maintaining appropriate dress, grooming and hygiene standards. Extremes of dress should be avoided. Employees should consult their supervisors when in doubt.

C. Personal Calls and Visitors:

Church telephones are provided for Church-related activities. From time to time, it may be necessary for employees to make and receive personal calls. Employees are expected to use good judgment and common sense when it comes to personal phone calls.

The Church does not wish to exclude personal visits to employees, but employees should remember that they are part of a working environment and should not distract others.

The Church intends to be supportive of its employees and their families. Should an occasion arise in which an employee must care for a family member during working hours at the Church, the employee should first ask permission from his/her supervisor.

#### D. Gifts and Gratuities:

Employees will not be allowed to solicit, obtain, accept or retain any personal benefit from any supplier, vendor, member or any individual or organization doing or seeking to do business with SECC. As used here, personal benefit means a gift, gratuity, favor, service, discount, special treatment or any other form of compensation, including anything of monetary value.

The following may serve as exceptions:

1. The purchase of business-meeting meals
2. Consumable gifts offered to an entire work group, when the rejection of the gift would damage the spirit in which the gift was offered

Any doubts as to this policy should be addressed to the employee's supervisor.

#### E. Confidentiality:

It is essential for every employee, in whatever position, to respect and maintain strict confidentiality in all matters dealing with Church members or personnel. The unauthorized release of confidential information could result in disciplinary action.

#### F. Conduct Requiring Discipline

##### Sexual Harassment:

It is the policy of SECC is to provide a working environment free from all forms of harassment. Specifically, sexual harassment in the workplace is unacceptable behavior and will not be tolerated. Violators of this policy will be subject to disciplinary action which may include immediate termination.

Sexual Harassment occurs when a person makes an unwelcome sexual advance, requests a sexual favor or engages in other undesirable verbal or physical conduct of a sexual nature. Furthermore, sexual harassment exists when such advances, requests or other conduct interferes with an individual's work or creates an offensive, intimidating or hostile working environment. An employee who has a sexual harassment complaint should immediately report the incident to the highest level staff member who is not directly involved with the incident or to a member of the Personnel Team. The person receiving a sexual harassment complaint must respond promptly to determine the facts of the event. An investigation should be conducted in an objective manner, and care should be taken by the investigator to guard the privacy of those involved. Information will be treated in confidence except for that which is required to be released to properly investigate the alleged occurrence.

##### Other Prohibited Types of Conduct:

Certain undesirable types of conduct, including but not limited to the following, will result in disciplinary action.

1. Improper use, destruction, damage, or unauthorized removal of Church Property or the personal property of others.
2. Inefficient, reckless or careless performance of job responsibilities.
3. Inability to perform job duties successfully.
4. Failure to report a work-related injury or accident.
5. Negligence or actions that endanger the health or safety of self or others.
6. Falsification of time sheets.
7. Intentional falsification of records required in the ministry or business of the Church.
8. Irregular attendance, tardiness, unexcused absences, abuse of sick leave or overstaying leaves of absence without written permission.
9. Insubordination, including refusing or failing to perform assigned work or failing to follow instructions of authorized personnel.
10. Rude or discourteous conduct including use of abusive or profane language
11. Possessing or being under the influence of illegal drugs.
12. Possessing or under the influence of alcohol on the job.
13. Gambling.
14. Sleeping while on duty.
15. Fighting.
16. Making malicious, false or derogatory statements that may damage the integrity or reputation of SECC, its pastors or its employees.
17. Misrepresentation or withholding facts in gaining employment.
18. Abuse of breaks and lunch periods.
19. Distributing or posting information that is not in the general interest or beliefs of the Church.
20. Use of Church Vehicles without prior approval, or the unlawful operation of said vehicles.
21. Possession, display or use of explosives, firearms or other dangerous weapons while on duty or on Church property.
22. Engaging in work stoppages, slowdowns or walkouts that impede the ministry of the Church.
23. Revealing any classified or confidential Church or employee information.
24. Discriminatory actions against any person due to race, color, age, sex or physical ability.
25. Violation of any policy, rule or procedure established by the Church.
26. A misdemeanor or felony conviction.

#### Disciplinary Process:

Depending on the nature and circumstances of a particular incident, discipline will normally be progressive and bear a reasonable relationship to the violation. An Administrative Leave may be imposed if the violation is of sufficient concern to health or safety. (1007.N)

#### 1. Verbal Reprimand:

This is a verbal statement by the supervisor to an employee, usually pointing out an unsatisfactory element of job performance or behavior. This is intended to be corrective or cautionary.

A verbal reprimand identifies the needed area of improvement, sets goals for achieving the

appropriate level of improvement, and informs the employee of the consequences of failure to improve.

Verbal reprimands will be recorded in the employee's personnel file and the Personnel Team will be notified.

#### 2. Written Reprimand:

The employee's supervisor issues a written reprimand to the employee and places a copy signed by the employee, Personnel Team representative and supervisor in the employee's personnel file.

The employee may request a hearing with the Personnel Team to express a grievance with the reprimand.

#### 3. Discharge:

Employees should be aware that their employment relationship with SECC is based on the condition of mutual consent, otherwise known as the Employment-At-Will doctrine (see 1000.D).

### G. Performance Evaluations

#### 1. New Employees:

New employees will receive a formal evaluation from their immediate supervisor on or near six months of employment. Thereafter, all employees will be evaluated annually in November

#### 2. Ongoing Evaluations:

The employee evaluation process will be consistent across all positions in the Church, relative to job complexity and demands. An employee's evaluation is an ongoing process and should be discussed regularly.

A standard evaluation form will be used for all employees as developed by the Personnel Team.

Per the SECC by-laws, the pastors will be evaluated by the Elders. Staff will be evaluated by their supervisors.

A copy of each performance evaluation acknowledged by the signature of the employee and employee supervisor, dated, and placed in the employee's personnel file.

The employee is given an opportunity to discuss their performance evaluation with the Personnel Team. This is an excellent time to ask questions and clarify important points. Performance evaluations help the Personnel team make important decisions about job responsibilities, roles, training, and development, and pay increases. A satisfactory performance evaluation does not guarantee a merit increase nor does it alter, modify, or amend the "at will" employment relationship between the employee and the Church.



#### H. Grievance Procedure:

There may be times when an employee has a significant problem with an aspect of the working conditions at SECC. In those cases, staff members may present a grievance using the following procedures.

##### 1. Initial Discussion:

This should begin with the employee's immediate supervisor. Employees raising a grievance issue are urged to clearly present the facts of the situation and to avoid broad generalizations or non-specific complaints.

##### 2. Appeal:

If the employee's immediate supervisor is unable to resolve a grievance satisfactorily, the problem should then be presented in writing to the Personnel Team. A written response to the grievance should be returned to the employee within two weeks, unless vacation or other unavoidable interruptions delay the process.

##### 3. Final Appeal:

If the employee is still not satisfied that the grievance has been addressed completely, a written appeal may be presented to the Personnel Team within 30 days for review. At the option of either the employee or the Personnel Team, the employee may personally present the grievance before the Cabinet at a regularly-scheduled meeting. The Cabinet will respond in writing to the employee within one week of that meeting. This response of the Cabinet is final.

#### I. Job Descriptions:

Each employee shall be given a copy of their job description upon hiring.

A copy of the job description will be placed in the employee's personnel file.

Employees should be familiar with their job descriptions, which are used to aid in staffing, wage and salary administration, and training. These also aid employees and supervisors in communicating job responsibilities.

Job descriptions can be expected to change over time as an employee's responsibilities evolve. During periodic employee performance evaluations (see 1008.H), job descriptions will also be evaluated for possible revision by the Personnel Team.

If there is a revision, an employee-signed revised copy will be handled per paragraphs 1 & 2 above.

#### J. Health and Safety:

The health and safety of employees and others on Church property are of utmost concern. It is, therefore, the policy of SECC to:

Strive constantly for the highest possible level of safety in all activities and operations and to carry out our commitment of compliance with all appropriate health and safety standards applicable to our ministries and organization by enlisting the help of all employees to ensure that public areas and work areas are free of hazardous conditions.

Enforce the following safety practices by all employees:

1. Be aware of the locations of First Aid kits and fire extinguishers
2. Use proper work methods
3. Report potential hazards
4. Eliminate observed hazards when possible.
5. Immediately notify supervisor of an injury. The injured employee's supervisor will then see to necessary medical attention and complete the required reports (see 1006.D).

K. Personal Property Liability:

SECC will not be responsible for personal property that is lost, damaged, stolen or destroyed.

L. Personnel Records:

Personnel records include information for administration of employee job description, certification documentation, continuing education, background check, benefit plans, salary, training records, performance appraisals, disciplinary correspondence, etc. These records are kept in a secure location. Only the employee, the Senior Pastor, and Personnel Team are granted access to these records. If the occasion arises that the Personnel Records require legal access by someone other than those mentioned above, the employee will be notified.

It is the employee's responsibility to report personal data changes such as new address or phone number(s) to the Administrative Assistant and Personnel Team Chair.

## 1009. The End of The Employment Relationship

A. Resignation:

Should a lay employee decide to leave the Church's employment, the employee shall submit a resignation letter to his/her supervisor and the Personnel Team no less than two weeks prior to last requested work day. This process shall be adhered to before any announcement is made to the employee's constituents.

Employees may be discharged at any time, under the Employment-At-Will doctrine (first mentioned in 1000.D). Two weeks' written notice or at the Personnel Team's discretion, equivalent pay in lieu of notice may be given to discharged employees except in cases of misconduct.

Prior to possible termination of a Lay employee, the employee's supervisor shall consult the Senior Pastor, Personnel Team, and Moderator of the circumstances.

The immediate supervisor, Senior Pastor and one member of the Personnel Team will be

present at involuntary terminations of lay staff.

**B. Exit Interview:**

An exit interview shall be conducted by the departing employee's supervisor and one Personnel Team member. All Church property must be turned-in and checked on the employee's last working day. After reviewing checked-in equipment, arrangements will be made to issue the employee's final paycheck on the established pay schedule.

**C. Checklist:**

The supervisor is responsible for developing and maintaining a termination check list to be followed during the check-out process.

# Job Title: Senior Minister

(Approved by the Cabinet February 18, 2014)

Reports To: Church Cabinet

Position Status: Full-Time Regular—Exempt, Salaried employee

**Position Summary:** The Senior Minister will work with the Cabinet and lay leaders to develop an overall vision and direction for the congregation, providing spiritual guidance and administrative leadership.

## **Job Responsibilities and Duties:**

*The Senior Minister will work with the ministry area teams, providing leadership, generating and encouraging new ideas, and acting as a resource to help the teams achieve their goals. Responsibilities include:*

- Preach and lead worship weekly; prepare and deliver Biblically sound, thoroughly researched and well-prepared sermons; coordinate with staff and ministry leaders to schedule worship participation; lead and leverage the Worship Ministry Team to plan and execute seasonal worship themes; lead in special worship occasions, such as baby dedications and baptisms
- Provide leadership and guidance for the Cabinet; work with lay leaders to set agendas and guide discussions for both groups; leverage lay leaders in training of new Cabinet members
- Lead and leverage the Board of Elders; attend monthly sessions and other fellowship and education opportunities; support the Elders weekly participation in worship; in conjunction with the Elders chair, provide continuing education and opportunities for feedback and discussion
- Lead and leverage the Finance Ministry Team; serve as a liaison between the team and the staff; participate in the budgeting process, supporting the team as they make decisions about the church's financial resources.
- Serve as head of the church staff for ministerial and support staff; lead weekly staff meetings; in conjunction with the Personnel Team, provide annual evaluations of all staff members (Associate Pastor, Music Director, Administrative Assistant, Pianist); work with staff to set goals, providing feedback, encouragement and discipline, as needed; monitor staff-related expenses and budgets
- Provide guidance to the members and to the community with the aid of the Cabinet. Be a non-voting member of the Cabinet and an ex officio member of all organizational groups of the Congregation.

## *Other Responsibilities*

- As part of the Church Staff Team, the Senior Minister will participate in the total ministry of the church, sharing in responsibilities that include: following up with guests and prospective members; hospital visitation; pastoral care and counseling; teaching in Adult Sunday School and other educational church venues; performing funerals and weddings.

- Participate in regional and general ministries of the Christian Church (Disciples of Christ) and in ecumenical organizations where deemed appropriate for modeling cooperation among various denominations, sects and religious expressions.
- Faithfully fulfill the duties in the Articles of Incorporation and By-Laws, and follow all church policies.

### **Job Skills and Requirements**

*Trust and integrity.* Is a person of deep and vibrant faith; is regarded as dependable; is considered trustworthy; is committed to being fiscally responsible; honors confidentiality.

*Interpersonal relationships.* Relates well to all ages of people; builds relationships with all members of the congregation; is regarded as a team player; is considered personable and approachable; is open to new ideas.

*Communication.* Is an excellent communicator across a variety of mediums; is technologically adept and can use it to communicate effectively; can articulate thoughts and ideas clearly; is comfortable speaking in front of a large group.

*Team player.* Possesses a collaborative spirit; works well with other staff, ministry leaders & team members, and the congregation; desires to serve rather than be served; equips lay people to become leaders; is willing to help out wherever is needed; works well under pressure; is open to feedback and evaluation.

*Organizing.* Can gather and organize resources (people, funding, material, support) to get things done; can orchestrate multiple activities to accomplish goals; can use resources efficiently and effectively; meets deadlines.

*Desire to grow.* Is a self-motivator; focuses on continuing education and self-improvement efforts; pursues an active spiritual life; takes self-care seriously.

### **Qualifications**

1. Seminary degree
2. Ordination by a recognized church body
3. Experience serving in a church setting required
4. Preferred: An ordained minister with good standing in the Christian Church (Disciples of Christ) with a Masters of Divinity Degree or its equivalent

### **Evaluation and Compensation**

The Senior Pastor works directly for and is accountable to the Cabinet and receives an annual performance evaluation administered by the Personnel Team with input from the Ministry Area Leaders and Board of Elders. Compensation is reviewed annually.



# Job Title: Associate Minister

(Approved by the Cabinet February 18, 2014)

Reports To: Senior Pastor

Position Status: Full-Time Regular—Exempt, Salaried employee

**Position Summary:** The Associate Pastor responsibilities shall include developing, implementing, guiding, evaluating, and continually improving a ministry for children, youth, young adults and adults. S/he will provide leadership, generate and encourage new ideas, and act as a resource to help the Ministry team's achieve their goals.

## **Job Responsibilities and Duties:**

### *Provide Leadership to the Discipleship Ministry Area Leader and Team*

- Develop, implement, coordinate and oversee the Nursery, Children, Youth Ministries and Programs.
- Develop a strategic, creative and comprehensive program for children and youth; pursue innovative approaches to educational offerings and settings
- Encourage and train lay leadership to work with the nursery, children, and youth as teachers, sponsors and chaperones.
- Plan and implement special activities, such as, Vacation Bible School, lock-ins, retreats, etc., for all groups.
- Plan and implement outreach and mission work for the youth groups.
- Establish and nurture a positive relationship with each youth and his/her parents in the congregation.
- Actively integrate the youth into all activities of church life.
- Regularly communicate with each youth and their parents, follow up on absent youth and reach out to guests at Sunday worship and youth group.
- Ensure clear, concise communication for the programs
- Serve as head of the nursery, children, and youth paid staff; lead staff meetings; in conjunction with the Personnel Team and Discipleship Ministry Area Leader, provide annual evaluations of all staff members (Nursery Attendants, Children Coordinators); work with staff to set goals, providing feedback, encouragement and discipline, as needed; monitor staff-related expenses and budgets
- In cooperation with the various adult Sunday School classes, provide general oversight in the selection of educational materials for all Sunday School classes. Provide resources and leadership for other Christian Education events and classes such as membership, bible study, discipleship and other classes as deemed necessary to enhance the spiritual growth and development of adults, youth and children within the congregation.

### *Other Responsibilities*

- As part of the Church Staff Team, the Associate Minister will participate in the total ministry of

the church, sharing in responsibilities that include: following up with guests and prospective members; hospital visitation; pastoral care and counseling; newsletter articles and other communications; weekly worship participation; preaching (as negotiated with the Senior Pastor); performing funerals and weddings; leading baby dedications and baptisms; and doing other duties as assigned by the senior pastor.

- Participate in regional and general ministries of the Christian Church (Disciples of Christ) and in ecumenical organizations where deemed appropriate for modeling cooperation among various denominations, sects and religious expressions
- Faithfully fulfill the duties in the Articles of Incorporation and By-Laws, and follow all church policies.

### **Job Skills and Requirements**

*Trust and integrity.* Is a person of deep and vibrant faith; is regarded as dependable; is considered trustworthy; is committed to being fiscally responsible; honors confidentiality.

*Interpersonal relationships.* Relates well to all ages of people; builds relationships with all members of the congregation; is regarded as a team player; is considered personable and approachable; is open to new ideas.

*Communication.* Is an excellent communicator across a variety of mediums; is technologically adept and can use it to communicate effectively; can articulate thoughts and ideas clearly; is comfortable speaking in front of a large group.

*Team player.* Possesses a collaborative spirit; works well with other staff, ministry leaders & team members, and the congregation; desires to serve rather than be served; equips lay people to become leaders; is willing to help out wherever is needed; works well under pressure; is open to feedback and evaluation.

*Organizing.* Can gather and organize resources (people, funding, material, support) to get things done; can orchestrate multiple activities to accomplish goals; can use resources efficiently and effectively; meets deadlines.

*Desire to grow.* Is a self-motivator; focuses on continuing education and self-improvement efforts; pursues an active spiritual life; takes self-care seriously.

### **Qualifications**

5. Seminary degree
6. Ordination by a recognized church body
7. **Experience serving in a church setting, especially in the area of youth ministry**
8. **Preferred:** An ordained minister with good standing in the Christian Church (Disciples of Christ) with a Masters of Divinity Degree or its equivalent

### **Evaluation and Compensation**



The Associate Pastor works directly for and is accountable to the Senior Pastor and receives an annual performance evaluation with input from the Ministry Area Leaders and Board of Elders. Compensation is reviewed annually.

# Job Title: Interim Minister

(Approved by the Cabinet February 18, 2014)

Reports To: Church Cabinet

Position Status: Full-Time Regular—Exempt, Salaried employee

**Position Summary:** The Interim Minister will work with the Cabinet and lay leaders to develop an overall vision and direction for the congregation, providing spiritual guidance and administrative leadership.

## **Job Responsibilities and Duties:**

*The Interim Minister will work with the ministry area teams, providing guidance, generating and encouraging new ideas, and acting as a resource to help the teams achieve their goals. Responsibilities include:*

- Preach and lead worship weekly; prepare and deliver Biblically sound, thoroughly researched and well-prepared sermons; coordinate with staff and ministry leaders to schedule worship participation; lead and leverage the Worship Ministry Team to plan and execute seasonal worship themes; lead in special worship occasions, such as baby dedications and baptisms
- Provide guidance for the Cabinet; attend Cabinet meetings reporting on prayer concerns and providing a summary of ongoing business; attend regular meetings of the executive committee; work with lay leaders to set agendas and guide discussions for both groups; leverage lay leaders in training of new Board and Cabinet members
- Provide guidance to the Board of Elders; attend monthly sessions and other fellowship and education opportunities; support the Elders weekly participation in worship; in conjunction with the Elders chair, provide continuing education and opportunities for feedback and discussion
- Provide guidance to the Finance Ministry Team; serve as a liaison between the team and the staff; participate in the budgeting process, supporting the team as they make decisions about the church's financial resources.
- Serve as head of the church ministerial and support staff; lead weekly staff meetings; in conjunction with the Personnel Team, provide evaluations of all staff members (Associate Pastor, Music Director, Administrative Assistant, Pianist); work with staff to set goals, providing feedback, encouragement and discipline, as needed; monitor staff-related expenses and budgets; provide input for weekly bulletin and newsletter and communicate with the congregation as a whole on a weekly basis
- Provide guidance to the members and to the community with the aid of the Cabinet. Be a non-voting member of the Cabinet and an ex officio member of all organizational groups of the Congregation.

## *Other Responsibilities*

- As part of the Church Staff Team, the Interim Minister will participate in the total ministry of

the church, sharing in responsibilities that include: following up with guests and prospective members; hospital visitation; pastoral care and counseling; Christian education; performing funerals and weddings.

- Participate in regional and general ministries of the Christian Church (Disciples of Christ) and in ecumenical organizations where deemed appropriate for modeling cooperation among various denominations, sects and religious expressions
- Faithfully fulfill the duties in the Articles of Incorporation and By-Laws, and follow all church policies

### **Job Skills and Requirements**

*Trust and integrity.* Is a person of deep and vibrant faith; is regarded as dependable; is considered trustworthy; is committed to being fiscally responsible; honors confidentiality.

*Interpersonal relationships.* Relates well to all ages of people; builds relationships with all members of the congregation; is regarded as a team player; is considered personable and approachable; is open to new ideas.

*Communication.* Is an excellent communicator across a variety of mediums; is technologically adept and can use it to communicate effectively; can articulate thoughts and ideas clearly; is comfortable speaking in front of a large group.

*Team player.* Possesses a collaborative spirit; works well with other staff, ministry leaders & team members, and the congregation; desires to serve rather than be served; equips lay people to become leaders; is willing to help out wherever is needed; works well under pressure; is open to feedback and evaluation.

*Organizing.* Can gather and organize resources (people, funding, material, support) to get things done; can orchestrate multiple activities to accomplish goals; can use resources efficiently and effectively; meets deadlines.

*Desire to grow.* Is a self-motivator; focuses on continuing education and self-improvement efforts; pursues an active spiritual life; takes self-care seriously.

### **Qualifications**

9. Seminary degree
10. Ordination by a recognized church body
11. Experience serving in a church setting required
12. Preferred: An ordained minister with good standing in the Christian Church (Disciples of Christ) with a Masters of Divinity Degree or its equivalent

## **Evaluation and Compensation**

The Interim Pastor works directly for and is accountable to the Cabinet and receives an annual performance evaluation administered by the Personnel Team with input from the Ministry Area Leaders and Board of Elders. Compensation is reviewed annually.

### **Job Title: Administrative Assistant**

Reports To: Senior Pastor

Position Status: Full-Time Regular—Exempt, Salaried employee

Position Summary: The purpose of this position is to support pastors, staff and lay leaders at South Elkhorn Christian Church (SECC) (Disciples of Christ).

#### Job Responsibilities and Duties:

Effectively communicate and manage incoming visitors, phone calls, mail and other items as necessary, and Support the ministry of SECC by attention to the administrative responsibilities of the organization.

- Answer all incoming calls to SECC in a courteous, friendly and professional manner and direct to the recipient politely and quickly. Serve as host to incoming visitors
- Maintain and coordinate the church calendar.
- Manage facility usage policies and reservations of the building. Provide communication with vendors that come to perform services. Provide alarm system keys to appropriate members and deactivate alarm keys as appropriate.
- Manage the postage and mail.
  - Monitor incoming and outgoing mail, ensure accurate postage and compliance with office policy.
  - Prepare bulk mailing permits and required paperwork, deliver to Post Office.
- Manage the church database/directory
  - Maintain a prospect database from visitor cards, send visitor letters and the Current to prospects.
  - Post their contact information to the church database.
  - Record attendance; Print a report for staff meeting every week.; Send a report to volunteer in charge of contacting absentees.
  - Maintain the official membership records; Contact new members to get accurate contact information and birth dates of household members; Send transfer of membership letters to appropriate churches
  - Keep Phone Tree list up to date with accurate phone numbers.
- Manage the Office Supplies and Equipment
  - Order office supplies and maintain supply room in an orderly manner.
  - Keep track of copy machine and replace toner cartridges as needed. Especially check the copy machine for need of toner before weekends.
  - Keep all office equipment maintained and serviced.
- Manage the check request process.

- Distribute Incoming checks and cash to the financial secretary along with information about the source and purpose of the funds.
- Distribute incoming bills to the treasurer along with a Check Request Form including account coding and pay to information.
- Distribute Copies of bills for expenses to the Ministry Area Elders
- Provide communication for special events to the appropriate contacts (set-up/take down of the facilities, cleaning, meals, weddings).

### Job Responsibilities and Duties (continued):

#### Weekly

1. Prepare rooms for weekly meetings- unlock doors, adjust air, make coffee, etc.
2. Take out communion bread on Fridays
3. Prepare and print the weekly newsletter; Contact and manage volunteers to fold newsletter.
4. Send the Current by email
5. Send prayer concern emails
6. Email reminders to worship leaders, deacons, elders, acolytes, CWW workers
7. Prepare the weekly worship bulletin.
8. Copy Children's Ministry bulletins.
9. Update weekly announcements and prayer list.
10. Send worship leader script and make sure the worship leader plans to be in Sunday's service.
11. Schedule nursery workers for church events
12. Maintain contact lists of all committees, choir, children & youth, and small groups
13. Send notifications of all committee meetings.

#### Monthly

1. Prepare all handouts for the Cabinet meetings.
2. Make sure an official copy of Cabinet meeting minutes and reports is included in the official record of the church.

#### Annually or as required

1. Assemble and copy materials for the annual congregational meeting
2. Provide administrative support to the staff on special events - youth calendars, CWW calendar, VBS, Cabinet retreat, mission trips, summer camp program. Order holiday materials- palms, poinsettias, candles, etc.
3. Create Sunday school attendance sheets
4. Prepare sign-up sheets for foyer
5. Maintain accurate historical records of church policies and especially minutes of cabinet meetings
6. Maintain important data such as Nominating Committee ballots, Elders Shepherding lists, Cabinet members
7. Prepare for baptismal events.
8. Prepare wedding and funeral bulletins, as needed.
9. Ensure church web site data is up-to-date.
10. Performs other duties as assigned by the senior pastor.

### Job Skills and Requirements

1. Cordial and professional conduct and excellent interpersonal skills.
2. A commitment to confidentiality of personal information of the congregation and staff.
3. Ability to organize and administer information.
4. Ability to follow through with details.
5. Knowledge of computer hardware and software, including Office Productivity Software such as Microsoft or OpenOffice, and church management software.
6. Timely attendance with ability to vary schedule when needed.
7. Valid Drivers License

#### Evaluation and Compensation

- ◆ The administrative assistant works directly for and is accountable to the Senior Pastor and receives an annual performance evaluation. Compensation is reviewed annually.

# Job Title: Minister of Music

(Approved by the Cabinet November 18, 2014)

Reports To: Senior Pastor

Position Status: Part-Time Regular—Salaried employee

**Position Summary:** The Minister of Music responsibilities shall include developing, implementing, guiding, evaluating, and continually improving a music ministry for children, youth, young adults and adults. S/he will provide leadership, generate and encourage new ideas, and act as a resource to help the Ministry team achieve their goals.

## **Job Responsibilities and Duties:**

*Provide Music Leadership to the Worship Ministry Area Leader and Team*

1. Work with Worship Ministry Team to coordinate appropriate music in support of Sunday morning worship
2. Lead the musical portion of worship as the songleader as planned.
3. Prepare an adult choir for worship every Sunday except for summer months
4. Develop and lead a Praise Band for regular participation in worship
5. Provide/facilitate special music on a regular basis including use of instruments, voice, and video.
6. Coordinate all music for worship services, special programs, and special occasions such as Christmas, Easter, etc.
7. Recruit congregational members to participate in choirs and other special music
8. Oversee the work of the pianist and music interns
9. Ensure and oversee music programs for youth and children
10. Regularly contact choir members and care for them pastorally
11. Ensure clear timely communication of music programs to participants, parents, church members and staff
12. Lead/coordinate activities and training of the visual/audio/lighting Media Team
13. Serve as head of the music paid staff, meeting regularly with each; in conjunction with the Personnel Team and Worship Ministry Area Leader provide annual evaluations of all music staff members (Pianist, Interns); work with music staff to set goals, providing feedback, encouragement and discipline, as needed; monitor staff-related expenses and budgets

## *Other Responsibilities*

1. As part of the Church Staff Team, the Minister of Music will participate in the total ministry of the church, sharing in responsibilities that include: following up with guests and prospective members; newsletter articles and other communications; weekly worship participation; and doing other duties as assigned by the senior pastor.

2. Participate in regional and general ministries of the Christian Church (Disciples of Christ) and in ecumenical organizations where deemed appropriate for modeling cooperation among various denominations, sects and religious expressions
3. Faithfully fulfill the duties in the Articles of Incorporation and By-Laws, and follow all church policies

### **Job Skills and Requirements**

*Personality Traits:* is dynamic and enthusiastic, must have a deep devotion to Christ and a desire to utilize his/her talents to witness the Word in music.

*Trust and integrity.* Is a person of deep and vibrant faith; is regarded as dependable; is considered trustworthy; is committed to being fiscally responsible; honors confidentiality.

*Interpersonal relationships.* Relates well to all ages of people; builds relationships with all members of the congregation; is regarded as a team player; is considered personable and approachable; is open to new ideas.

*Communication.* Is an excellent communicator across a variety of mediums; is technologically adept and can use it to communicate effectively; can articulate thoughts and ideas clearly; is comfortable in front of a large group.

*Team player.* Possesses a collaborative spirit; works well with other staff, ministry leaders & team members, and the congregation; desires to serve rather than be served; equips lay people to become leaders; is willing to help out wherever is needed; works well under pressure; is open to feedback and evaluation, accepts the leadership of the Senior Minister.

*Organizing.* Can gather and organize resources (people, funding, material, support) to get things done; can orchestrate multiple activities to accomplish goals; can use resources efficiently and effectively; meets deadlines.

*Desire to grow.* Is a self-motivator; focuses on continuing education and self-improvement efforts; pursues an active spiritual life; takes self-care seriously.

### **Qualifications**

- Ordination by a recognized church body preferred but not required
- Musical training with emphasis on choral direction (degree preferred but not required)
- Musical performance abilities - instrumental and/or vocal
- Experience serving in a church setting

### **Evaluation and Compensation**



The Minister of Music works directly for and is accountable to the Senior Pastor and is to receive an annual performance evaluation from the Senior Pastor with formal input from the applicable Ministry Area Leaders and Board of Elders. Compensation is reviewed annually.

# Job Title: Custodian

(Approved by the Cabinet November 18, 2014)

Reports To: Associate Pastor

Position Status: Part-Time Regular—Non-Exempt, Salaried employee

**Position Summary:** The purpose of this position primarily consists of general house keeping duties: sweeping, mopping and vacuuming floors, taking out trash, dusting and cleaning restrooms. The Custodian sweeps and mops floors, vacuums carpets, clean rugs and dust furniture. Additional jobs include collecting and removing garbage. Cleaning and restocking, bathrooms and cleaning windows to support South Elkhorn Christian Church (SECC) (Disciples of Christ).

## **General Job Responsibilities and Duties:**

- Be considered a staff member and attend staff meetings when requested by the Senior Pastor
- Be responsible to the congregation through the Associate Pastor and the Ministry Support Team
- Conduct and present themselves in a manner fitting a church staff member
- Be responsible for the cleanliness of the complete Church facility ensuring that it is presentable at time of use.

## **Qualifications:**

- Possess a high school diploma or hold a general education degree (GED) certificate, is desired.
- At least one year of prior experience in custodial duties, preferably in a church or similar setting.
- The successful applicant must submit to a criminal history background check
- Have the ability to apply common sense understanding to carry out instructions given in English; written, oral, or diagram form.
- Be conscientious and able to work independently (unsupervised).
- Be familiar with custodial equipment (e.g. hand and small power tools, ladders, floor buffers, vacuums, carpet cleaners, etc.).
- Have strong customer service skills and the ability to get along with others.
- Be in good physical health (ability to transfer weight up to fifty (50) pounds; ability to climb and work from ladders; ability to stand, walk, sit, stoop, kneel; possess hand-eye coordination and arm/hand/finger dexterity).
- Be cooperative and show respect and courtesy to all church staff, church members, and church visitors.
- Be punctual, trustworthy, and willing to work.
- Be flexible in availability to accommodate the schedule of church activities.
- Must maintain confidentiality with sensitive information.
- Be flexible as this role will have other small cleaning services on a non recurring basis. They shall meet with Associate Pastor once a week for any other cleaning jobs that may need to

be done. Minor Repairs may be asked if the person feels comfortable performing the task (changing light bulbs or other general facility tasks)

### **Evaluation and Compensation**

13. The custodian works directly for and is accountable to the Associate Pastor and receives work direction from the Associate Pastor and/or Ministry Support team and/or the Little Elks Director. The custodian receives an annual performance evaluation. Compensation is reviewed annually.

### **Detail Job Responsibilities and Duties:**

**Scope:** Entire Church Facility

**Reporting:** Report any issues or supply needs to the Associate Pastor or to the Ministry support team

#### **Daily**

- Empty all trash containers and replace liners
- Dust all surfaces including furniture, cabinets, blinds, and window ledges
- Clean and sanitize drinking fountains
- Vacuum all mats and rugs
- Sweep corners and Dust Mop rugs
- Dust mop hard surfaces
- Clean kitchen and sanitize counters
- Restrooms
  3. Replace tissue, soap, and towels.
  4. Empty all trash.
  5. Clean and disinfect all toilets
  6. Clean walls and partitions
  7. Disinfect all sinks
  8. Clean mirrors
  9. Sweep and mop all floors

#### **Weekly or after each event**

11. Damp wipe all tables
12. Clean Entrance Glass
13. Dust communion table, Podiums, Piano
14. Damp mop all surfaces
15. Arrange sanctuaries, worship spaces, and classrooms
16. Dust coat racks, shelves, and benches

#### **Monthly**

14. Dust surfaces over 5 feet
15. Dust blinds and doors
16. Clean Lights switches, doors, and door jams
17. Clean picture frames and glass

**Annually or as required**

8. Replace accessible Light Bulbs
9. Dust Baseboards
10. Remove Cobwebs
11. Clean Windows
12. Dust fire extinguisher areas
13. Keep custodial room clean and organized
14. Clean before and after weddings (additional compensation)
15. Clean before and after funerals/visitations

# Record Retention Policy

Approved June 17, 2008

Accident reports/claims (settled cases).....	7 years
Accounts payable ledgers and schedules.....	7 years
Accounts receivable ledgers and schedules .....	8 years
Audit reports .....	Permanently
Bank statements .....	4 years
Capital stock and bond records: ledgers, transfer registers, stubs showing issues, record of interest coupons, options, etc. .....	Permanently
Cash books .....	Permanently
Charts of accounts .....	Permanently
Checks (canceled checks for important payments, special contracts, purchase of assets, payment of taxes, etc. Checks should be filed with the papers pertaining to the underlying transaction.) .....	Permanently
Checks (canceled except those noted above).....	7 years
Contracts and leases (expired) .....	7 years
Contracts and leases still in effect .....	Permanently
Correspondence, general .....	2 years
Correspondence, legal and important matters .....	Permanently
Deeds, mortgages and bills of sale .....	Permanently
Depreciation schedules .....	Permanently
Employee personnel records (after termination) .....	4 years
Employment applications .....	3 years
Financial statements (year-end, other months optional) .....	Permanently
General ledgers, year-end trial balances .....	Permanently
Insurance records, current accident reports, claims, policies, etc. .....	Permanently
Internal audit reports (miscellaneous) .....	4 years
Inventory records .....	7 years
Invoices to customers or from vendors .....	7 years
IRA and Keogh plan contributions, rollovers, transfers and distributions .....	Permanently
Minute books of cabinet, elders, bylaws and charter .....	Permanently
Payroll records .....	Permanently
Petty cash vouchers .....	4 years
Property records, including costs, depreciation reserves, year-end trial balances, depreciation schedules, blueprints, and plans .....	Permanently
Purchase orders .....	4 years
Receiving sheets .....	1 year

Safety records .....	6 years
Stock and bond certificates (canceled) .....	Permanently
Tax returns, revenue agents' reports, and other documents relating to determination of income tax liability .....	Permanently
Time cards and daily reports .....	7 years
Trademark registrations, patents and copyrights .....	Permanently
Voucher register and schedules .....	7 years
Vouchers for payments to vendors, employees, etc. (includes allowances and reimbursement of employees, officers, etc., for travel and entertainment expenses) .....	7 years

## South Elkhorn Christian Church

### Sabbatical Leave Policy

#### Reformatted & Revised - August 2017

- 1) **Preface.** The life of the Church is not bound by worship hours and office/team schedules. Serving a Church, then, calls for the dedication of a greater proportion of the Pastor's life than is required in most professions. Beyond skills and knowledge, the Pastor's duties draws from the inner being; without care, a draining will occur.

To minister to these needs, SECC provides a policy for extended study, spiritual renewal and growth in the form of a Sabbatical Leave. There are three objectives of the sabbatical: (a) personal and spiritual renewal, (b) continuing education and professional development, and (c) re-commitment of faith to the philosophy of the Disciples of Christ and to South Elkhorn Christian Church.

Encouraged activities are, but not limited to, teaching, writing, working on a special project, reflection, continuing education, personal refreshment, academic courses, spiritual retreat, and receiving pastoral care.

- 2) **Pastor Eligibility.**

- a) Full-time members of the pastoral staff are eligible for Sabbatical Leave.
- b) Eligibility for Sabbatical Leave begins in the Pastor's sixth (6th) year of service to the Church and every five (5) years thereafter.  
*Example: A Pastor begins at the Church on June 1, 2018. They would be eligible to begin their initial Sabbatical Leave on June 1, 2023. If the Pastor took three months of Sabbatical Leave, they would be eligible to take their next Sabbatical Leave beginning June 1, 2028.*
- c) Limitations on Eligibility.
  - i) An otherwise eligible Pastor may not take Sabbatical Leave if doing so would cause significant financial hardship to the Church.
  - ii) An otherwise eligible Pastor may not take Sabbatical Leave if it would occur within twelve months of the Sabbatical Leave of another eligible Pastor. Priority will be taken based on the date a Pastor's Intent for Sabbatical Leave is received by the Cabinet.
- d) Limitations on Timing.

- i) The length of any Sabbatical Leave shall not exceed three (3) months.
- ii) Sabbatical Leave may not be taken during Advent, Christmastide, Lent, and Easter without special approval by the Cabinet.
- iii) Vacation may not be scheduled immediately prior to Sabbatical Leave or within two months from the conclusion of a Sabbatical Leave.

**3) Request for and Approval of Sabbatical Leave.**

- a) At least twelve (12) months prior to the start of a desired Sabbatical Leave, Pastor shall provide to the Personnel Committee the Pastor's written Intent for Sabbatical Leave. The Intent for Sabbatical Leave shall include specific dates for the Sabbatical Leave for Cabinet approval.
- b) At least nine (9) months prior to the start of a desired Sabbatical Leave, Pastor shall provide names of the Sabbatical Team members for Cabinet approval, consisting of three (3) members of the Church.
- c) At least six (6) months prior to the start of a desired Sabbatical Leave, Pastor shall submit to Cabinet, for approval, a written Sabbatical Plan detailing how the three objectives of Sabbatical Leave will be met.
  - i) Cabinet approval will be based on whether the Sabbatical Plan ensures the goals and objectives of this policy are satisfied and that the proposed activities meet the needs of both the Pastor and the Church.
  - ii) Pastors seeking Sabbatical Leave are encouraged to seek grants and other sources of external funding to offset the cost associated with this policy. If the Pastor intends on seeking additional compensation, including payment of their professional expenses, during or related to their Sabbatical Leave, the Sabbatical Plan should include an intent for such requests.
- d) Within forty-five (45) days after the conclusion of a Sabbatical Leave, the Pastor shall prepare a Final Report evaluating the impact of the Sabbatical Leave on the minister and the congregation, including suggestions for future Sabbatical Leaves. The Final Report shall be presented to both the Cabinet and the Elders.
- e) Within sixty (60) days after the conclusion of a Sabbatical Leave, the Sabbatical Team shall prepare a Final Report evaluating the impact of the Sabbatical Leave on the minister and the congregation, including policy and



procedure suggestions for future Sabbatical Leaves. The Final Report shall be presented to-the Cabinet.

- f) The Sabbatical Team
  - i) The Sabbatical Team established in paragraph 3.a may support the Pastor by helping with grant requests/external funding, congregational education and communication while the Pastor is on Sabbatical, ensuring Pastor has adequately covered their responsibilities during Sabbatical Leave, and/or celebration of Sabbatical departure and return.
  - ii) The Sabbatical Team may enlist help from ~~additional~~ Elders, Deacons, and/or other congregational members to assist with needs prior to and during the Pastor's Sabbatical Leave.
  - iii) The Sabbatical Team may enlist the help of the Pastoral Relations Team in educating and communicating to the congregation the significance of the Pastor's Sabbatical and in celebrating the Pastor's departure and/or return to the congregation.

#### 4) **Covenants of the Pastor.**

- a) Prior to the beginning of the Sabbatical Leave, the Pastor (with the assistance of his or her Sabbatical Team) will be prepared to answer questions about the advantages and disadvantages to the congregation of Sabbatical Leave and will educate the congregation of the Pastor's unavailability during that time.
- b) Because the Sabbatical leave is unlike an ordinary paid vacation in that its purpose is expressly for the future benefit of the church as well as for the present and future benefit of the minister, the minister agrees that as far as it depends on him or her, he or she will continue in his or her full-time service to the church for at least one year from the date of his or her return from Sabbatical leave.

#### 5) **Covenants of the Church.**

- a) Full salary and benefits will be paid to Pastor during the entire Sabbatical Leave.
- b) The Church agrees that it will not in any way seek a permanent replacement for a pastor during the Pastor's Sabbatical Leave.
- c) The Church agrees that it will honor the Sabbatical Leave of the Pastor and agrees not to contact the Pastor with church business, except in case of

emergency as determined by the Moderator, Pastoral Staff, and/or Sabbatical Team Leader.

# Safe Sanctuary Policy

Adopted March 18, 2014

Jesus plainly taught that children were to be included and provided for within the community of faith. (See Luke 18:15-17 and Matthew 18:5-6). Today, the church may be the only place where some children find the unconditional love and care they so desperately need to grow, to thrive, and to become faithful people.

As Christians, we must take our responsibilities to our children (All those under the age of eighteen) very seriously, always attending to their spiritual growth and nurturing. We fail in our responsibilities if we neglect to take adequate precautions against physical abuse in our churches. We must remember that our church is a holy place of sanctuary where children may come to know God and experience the love of Jesus Christ.

South Elkhorn Christian Church will be a place where people of all ages can come together for worship, study, and service, with the assurance that they are safe and secure in the community of faith. Child abuse prevention and risk reduction policies and procedures are essential, not only for the protection and safety of our children but also for our volunteer and employed workers with children.

In response to this church wide challenge, we will work to assure that our ministries are carried out in responsibly safe circumstances and that adequate supervision assures that ministry is being accomplished safely.

Therefore, we will initiate a comprehensive child abuse prevention strategy that applies not only to the paid professional staff members but also to volunteers who work with children and youth.

## **BASIC PROCEDURES**

### **The Screening of all Workers with children and youth**

We will screen, check references, do criminal records checks and make it a requirement for all paid workers to submit all the necessary information, including clergy, who have contact with children or youth.

### **The “Two-Adult Rule”**

No fewer than two adults will be in the presence of the children at all times during any church-sponsored program, event, or ministry involving children and youth. Vigilant adherence to this rule provides important protection to the church’s workers with children and youth and drastically reduces the possibility of an incident of child abuse. Generally, the adults should not be related.

If two adults are not present, we will utilize assigned or paid adult “roamers” who move in and out of rooms, and the door of the room must remain open.

### **Parental Authorization**

It is a requirement that parents use sign-in and sign-out labels in the nursery and take a pager. Parents must return the pager or provide a written permission for someone other than a custodial parent to pick up the child.

Permission slips will be obtained before allowing caregivers with children to administer any medication or over-the-counter topical creams such as sunscreen, lotions, lip balm, etc.

Written permission will be required from parents if their infants are to be placed on their stomachs to sleep.

### **Accident Report Form**

If any child or youth sustains an injury of any kind, it is required of the assigned volunteers or paid workers to fill out an accident report form and to follow procedures for first aid.

### **Annual Training for Volunteers and Paid Staff**

Paid staff, clergy, and volunteers who regularly work with the children will be required to attend an orientation session in which they are informed of the church's policies for the prevention of child abuse. Such training will review the following items:

1. Procedures to be used in all ministries with children and youth
2. Appropriate steps to report an incident of child abuse
3. Details of the state laws regarding child abuse

First aid and CPR training will also be provided on an annual basis for all church workers with children and youth.

### **Age Restrictions**

Workers must be five years older than the oldest child in the group they are working with.

Youth under the age of eighteen may only assist other adults.

The minimum age for volunteering in the nursery will be sixteen.

### **Windows in All Classrooms/Doors**

Rooms set aside for children and youth should have a door with a window in it or a half door.

### **Open-Door Counseling**

At any counseling sessions with children or youth, the door of the room used should remain open for the entire session.

### **Advance Notice to Parents for Off-Site Activities**

For off-site activities, parents are to be given advance notice and full information regarding the event(s) in which their children will be participating. Before the event, parents must give written permission for their child's participation.



### **Participation Covenant for All Participants and Leaders**

A written covenant of participation should be developed and provided to all leaders and participants in children's and youth ministries. The covenant is a statement in which the participants and leaders agree to:

- a) Take part in the ministry
- b) Give their best efforts to the ministry
- c) Respect the other participants
- d) Treat the others as well as they would wish to be treated.

Such covenants are useful (especially for retreats or trips) for establishing from the outset the behavior standards expected of everyone. The covenants are also important reminders for leaders that abusive behavior toward the children and/or youth will not be tolerated.

### **Annual Parent and Family Education**

Information will be provided about this plan to the congregation and parents. An annual family education event will be provided in which families are invited to learn the facts about child sexual abuse and about the components of the church's plan. An event of this type may include:

- a. A speaker from a local law enforcement agency.
- b. A speaker from a local child protective services agency.
- c. A doctor or counselor who is experienced in treating abused children
- d. An attorney experienced in advising churches about risk management or loss prevention
- e. A DVD about the incidence of child sexual abuse within churches
- f. Printed information about your state's abuse statutes and abuse reporting requirements.
- g. Printed copies of the church's abuse prevention policies and procedures (Allow time for discussion).
- h. A time for worship and prayer

An event can also include sessions for children so they are informed about the behavior that is to be expected from church leaders, how to recognize and report possible abuse, and how they can help prevent harm being done to anyone at the church.

### **Reporting Requirements**

To report suspected child abuse, neglect or dependency call the 24-hour hotline at 1-877-597-2331.

All workers with children and youth must be fully aware of their responsibilities under state law and under the church's prevention policies if they become aware of or suspect abuse. When you have reason to believe a child is being abused, neglected or is dependent, call the child protection hotline at 1-877-597-2331 or your county Department for Community Based Services (CBS). If in doubt, it is preferred that you call and talk over what has come to your attention. CBS will help you sort things out, such as whether a specific incident must be reported and to whom. If you feel the child is in imminent danger or is in need of immediate protection, call 911 or your local police department. The safety of the victim is the church's primary concern.

Both civil and criminal immunity from prosecution are given to any person making a report or assisting legal authorities or the child protection program in making an assessment, as long as that person is acting in good faith.



This is the essential information required for a report:

1. The child's identity;
2. Any person believed to be responsible for the abuse or neglect to the child if the person is known;
3. The nature and extent of the abuse or neglect;
4. The name and address of the reporter, if he or she so chooses; and
5. Where the child can be found.

More information about Child Abuse and Neglect can be found at <http://chfs.ky.gov>  
A handbook published by the Cabinet for Health and Family Services on these issues is available online at:

[http://cfc.ky.gov/dcbs\\_manuals/DPP/index\\_dpp.asp](http://cfc.ky.gov/dcbs_manuals/DPP/index_dpp.asp)

#### **Policy Regarding Registered Sex Offenders**

In order to enhance the safety of the children, youth and adults in our church, our ministry to registered sex offenders will take place off campus.

#### **Lockdown Procedures**

- Fire and tornado drills will be practiced several times a year to develop preparedness.
- All entrances will be secured to prevent trespassing when children and/or youth are in the building.
- Every effort will be made to lead kids who are outside the facility away from the building to a safe location. Leaders will lead kids inside classrooms, offices, or other sites that can be locked, remaining until an all-clear is given.

All forms mentioned above are located in the church offices. The First Aid Kits are located in the kitchen, the nursery, Little Elks office, and in the Children Worship and Wonder room.



# Security Policy

Approved September 2012

The purpose of this document is to provide guidance for the security policy and procedures relevant to SECC. Objectives of the policy are to protect members and paid or volunteer personnel while carrying out their SECC-related responsibilities on Church property and to safeguard the physical property of SECC from theft or destruction.

Entry to the church shall be controlled by use of security fobs, which interact with the Church alarm and security system. Fobs may be issued to those church members, staff and volunteers who request them on the form provided and whose specific functions for SECC as described on the form require that they have access to the facility at times when it is secured and agree to abide by the security policy. The security and safety committee (the committee) will examine all requests for fobs and determine, in accord with this policy, if the granting of a fob is necessary and appropriate. Individuals whose requests for a fob are not approved by the committee may appeal to the cabinet. The committee will review the list of all individuals possessing fobs at least yearly, and recover or inactivate fobs from individuals who have left or whose responsibilities have changed and no longer justify possessing a fob.

Fobs may be issued to groups or entities that rent our facilities on a recurring basis, subject to their executing a security agreement to refrain from propping doors open during their use of the facility and securing the building when they depart. Gratis use of the church facilities by outside groups requires that a church member be a part of and act as a sponsor of that group and assume responsibility for group observance of security procedures.

## Additional Rules & Responsibilities

- Individuals losing their fob will have to pay a fee of \$15.00 before a new fob is issued.
- The committee will arrange for training for all fob holders, e.g. how the fobs function, things not to do, whom to call when things don't work, etc.
- Trained individuals assigned fobs that subsequently trigger the alarm system will be retrained and any additional violations will result in inactivation and recovery of the fob.
- The committee will arrange for opening and securing the Church Sunday mornings, and arrange for safety inspections of our physical plant.
- The committee will oversee the alarm contract, develop a system to identify and remedy gaps in our security and safety systems, oversee the fire prevention maintenance contract, and develop an evacuation plan for the buildings.

# Sign Policy

Approved February 5, 2009

## Reservations and Guidelines for Outdoor Signage

Approval and conditions for posting signs on the property of South Elkhorn Christian Church are established and governed by the Communications Committee for initial approval, with the Church Cabinet serving as the appeals body. Guidelines are printed on the back of this form.

The following must be completed and submitted to the South Elkhorn Christian Church Communications Committee.

Group requesting permission to post a sign. Only groups and organizations affiliated with South Elkhorn Christian Church may request signs on church property.

\_\_\_\_\_

Event to be promoted/reason for posting.

\_\_\_\_\_

\_\_\_\_\_

Description (Include all text, dates and other information that will be included on the sign. Please attach a rough drawing or preliminary art.)

\_\_\_\_\_

Individual responsible for putting up and taking down the sign.

Dates Requested:      Start \_\_\_\_\_  
  Finish \_\_\_\_\_

Type of sign requested: \_\_\_\_\_ 4 x 8 banner at main entrance  
  \_\_\_\_\_ Temporary "yard" sign/s  
  \_\_\_\_\_ Marquee

Requested by \_\_\_\_\_

Date request submitted \_\_\_\_\_

GUIDELINES FOR POSTING SIGNS ON CHURCH PROPERTY  
South Elkhorn Christian Church

1. All interior and exterior signage on church property must be approved by the Communications Committee, with the Church Cabinet serving as the appeal body.
2. Design and text for all exterior signs must be presented in advance to the Communications Committee. A rough design is required. Preliminary art is preferred.
3. Requests must be approved at least one month prior to start date.
4. Outdoor signage will be limited to 4 x 8 banners at the Main Entrance and/or above the entrance to the Christian Ministry Center. Small, temporary “yard” signs may be approved on a limited basis.
5. 4 x 8 banners at the Main Entrance may only be posted using the permanent frame unless exceptions are made by the Communications Committee.
6. Only one sign will be posted at the Main Entrance at a time. More than one event may be posted on each 4 x 8 banner. Please present artwork so the banner can be seen as a whole.
7. Signs for the Main Entrance must be professionally produced on 4' x 8' canvas or comparable material. Grommets at the four corners and center top are required.

## **Three-Bid Policy**

Adopted March 26, 2013

The Cabinet shall obtain at least three bids for all work over \$1000. For longer-term contracts, the Cabinet will review them and determine the frequency of rebidding (2-5) years as a general guideline). All bids should conform with a sealed bid policy, and Cabinet will award all bid/contracts by a majority vote. Bids/contracts will not necessarily be awarded to the lowest bidder – they will be awarded to the best bidder as determined by Cabinet. The requirement for three bids may be waived depending upon the circumstances, i.e. whether the work is an emergency and/or other vendors are not willing to bid on the project.”

Clarification was provided on “sealed bid policy”: a bidder’s proposal will not be shared with other bidders.

## Wedding Service Policy

Approved December 15, 2015

1. Scheduling of weddings on church grounds, including the Historic Sanctuary or Christian Ministry Center (CMC) shall be only after conferring with the wedding team and determining if the facilities and pastors are available.
2. One of the pastors of the church will conduct the wedding services unless arrangements are made with the pastors for another ordained minister to officiate or assist.
3. See section on “Financial Arrangements.”
4. If piano or organ music is desired (available in both sanctuaries), the couple will be responsible for securing a pianist/organist on their own. The piano and organ are not allowed to be moved from their space. Microphones may be provided for the ceremony and/or reception.
5. If the Historic Sanctuary is to be used, the communion table is to be kept on the chancel of the sanctuary.
6. The Historic Sanctuary will seat 175. The two sanctuary aisles are approximately 48 feet from doorway to chancel steps. There is no center aisle.
7. The time needed for decorating, set-up of the sanctuary and/or the CMC, and photography must be scheduled with the church Wedding Coordinator.
8. SECC provides two rooms that can be used as dressing rooms. Should an additional room or rooms be needed, they will need to be scheduled. Children are not permitted to play in church school rooms.
9. The rehearsal date shall be scheduled at the time the wedding is established with the exact time being determined nearer to the date of the wedding. Approximately one hour should be reserved for the rehearsal with the pastor and with all attendants present. It is recommended to have a coordinator present at both the rehearsal and wedding to assist as needed.
10. Photography of the service is permitted upon consultation with the pastor to determine camera positioning and usage that will not distract from the service.
11. No decorations may be used that will deface the church building or furnishings. Only painters tape may be used to put things on walls. Use of glitter is not permitted. Florists, decorators, or a member of the family shall remove all supplies and decorations from the facilities immediately after the

wedding and/or reception. Trash must be removed to the dumpster and all rooms restored to their original condition. Decorations left behind will be disposed of by SECC personnel.

12. A pair of wrought-iron, floor length candelabra holding seven candles each is available. Use only metal “chamber” candles. (Available for rental from Bryant’s Rent All.) Additional candle use must be approved by one of the pastors.

13. Throwing of rice and bird seed is prohibited. Blowing of soap bubbles inside the building is prohibited.

14. A reception may be held in the CMC multi-purpose room or in McMahan Hall. Tables and chairs are to be put back in their proper places. Tables will seat 8-10 people. SECC does not provide table linens.

15. Alcoholic beverages may not be served in the church nor added to the punch. Smoking is not allowed in the church.

16. If a kitchen is used, the couple must bring in plates, cups, glasses, flatware and napkins as these are not provided. Food should arrive prepared; re-heating is allowed on site. The kitchen must be cleaned and trash removed.

17. Wedding coordinators basic services include:

- opening and closing the church (for rehearsal and wedding);
- receiving deliveries;
- attending during all wedding activities;
- signing the Facility Use Check list prior to closing the church.

18. Wedding coordinators expanded services are negotiable.

19. See Exhibit A – South Elkhorn Christian Church Wedding Fees & Arrangements for additional details. Exhibit A is part of this Policy, but can be modified at any time by the SECC Finance Committee.

### **Marriage Ministry Policy**

South Elkhorn Christian church has adopted the following guidelines for our ministry to couples (no restrictions on gender) preparing for marriage.

One of the pastors will meet with each couple to extend the hospitality of our congregation and to assess the needs and desires of the couple wishing to be married. The pastor will have the flexibility in planning the best ministry to the couple and will make available to the couple the following resources:

- In most cases, the pastor will be available for several sessions of premarital counseling. If the pastor is not available, the couple may be referred to other counselors or mentors.

- A pre-marital inventory called the “PREPARE Inventory and Mentoring Program” is available to the couple. This on-line inventory covers such topics as communication, conflict resolution, financial management, children, parenting, and more. The results of the inventory will be given to mentors who will then have several sessions with the couple to discuss items in the inventory. Several couples within SECC are trained to use the “PREPARE Inventory” and couples are strongly encouraged to take advantage of the resource. There is a one-time processing fee for the inventory.
- The pastor will meet with the couple as many times as necessary to adequately plan the details of the wedding ceremony.

The marriage license shall be in the hands of the pastor prior to the wedding to complete information required and to obtain signatures of two witnesses. It is suggested that it be given to the pastor no later than the rehearsal. One part is returned to the couple and the other part returned to the County Court Clerk by the pastor.

# South Elkhorn Christian Church Wedding Fees & Arrangements

- In order to reserve facilities for a wedding, a security deposit of \$500 must be received along with this signed form. The security deposit will be returned when the facilities are cleaned and restored to the original condition. Should SECC incur any additional/unplanned expenses as a result of this event, SECC may deduct those expenses before returning the balance of the security deposit.
- Total fees will be paid two weeks prior to the wedding.
- If the event is cancelled within a 48-hour notification, all but the security deposit will be refunded.

## Fees for Wedding:

Description	Amount
Facility Rental – <b>Required</b>	\$1000 for non-members No charge for members*
Pastor – <b>Required</b>	\$250
Wedding Coordinator (Basic Services) – <b>Required</b>	\$250
Set-up/Takedown/Cleaning – <b>Required</b> Includes Sanctuary, 2 restrooms, 2 classrooms. Other rooms are negotiable	\$250
Use of Piano/Organ – <b>Optional</b> Couple responsible for providing pianist/organist	\$200
Audio/Visual Operator – <b>Optional</b> SECC personnel is required	\$200

## Fees for Reception:

Description	Amount
Use of CMC including kitchen privileges – <b>Optional</b>	\$800 for non-members \$250 for members*
Use of McMahan Hall including kitchen privileges – <b>Optional</b>	\$500 for non-members \$250 for members*

\* Members are defined as current members of South Elkhorn Christian Church, their children, or any special circumstances approved by Pastor

I have read and understand the above stated guidelines including the entire Wedding Service Policy.

\_\_\_\_\_  
Renter

\_\_\_\_\_  
Date

\_\_\_\_\_  
SECC Representative

\_\_\_\_\_  
Date





## SECC Organizations And Leaders 2016

### Mission:

To love God and Neighbor in: Worship, Witness, Fellowship, Service, and Discipleship

### Vision:

To be a family of faith united in service

### Staff

Senior Pastor	Michael Swartzentruber
Associate Pastor	Holly Fuqua
Music Director	Chris Weiss
Pianist	Kay McAllister
Little Elks Pre-School Director	Kim Skidmore
Church Office Secretary	Stasia Kruse
Nursery Attendant	
Children Coordinators	

### Ministry Cabinet

Coordinates ministries and conducts church business		
Moderator	Leads Ministry Cabinet Team	Janet Warren
Vice Moderator	Assists moderator and will be moderator next year	John Johnson
Secretary	Records minutes of cabinet meetings	Nicole Price
Treasurer	Manages current income and expenses	Aden Randles
Worship	Planning for worship and music program	Phyllis Wigglesworth
Fellowship	Member to member support	Madonna Hurst
Discipleship	Christian education for youth and adults	Lisa Dennison
Witness	Reach out to potential members	Angie Ingmire
Service	Coordinates service projects to community/world	Sharon Humphries
Ministry Support	Maintenance and planning for buildings and grounds	Steve Feese
Elder Chair		Felito Aldarondo
Deacon Chair		Peter Brackney
Members at Large		Susan Zeroogian and Laura Walsh

### Personnel Committee

Foster understanding and cooperation between the congregation and its employees as they work in ministry to fulfill the mission of our church. .

Aden Randles

### Memorial Committee

Manage the gifts received by SECC in honor of or in memory of a loved one.

Rhoda Rolfes

### Financial Team

Financial plans and budgets, oversight of capital projects

Aden Randles

Pastoral Relations	Scott Brown
Provide support for the pastors and provide a regular channel of communication between the pastors and the congregation	
Chair of Elders	Felito Aldarondo
Provide channel of communication between Congregation and Pastor(s)	
Diaconate	Peter Brackney
Pass bread, cup and offering plates during worship service	
Christian Women's Fellowship	Angie Kerrick, Lizzy Brown
Martha Circle	Becky Burklow
Mary's Circle	Phyllis Rohlf, Agnes Sandford
Priscilla Circle	Nancye Smith
Asher Group	Laura Walsh, Tara Cox
HOPE Group	Holly Fuqua
Well Group	Angie Kerrick
Men's Breakfast	Dave Johnson
Monthly, Saturday breakfast, fellowship and program	
Seniors Group	Madonna Hurst
Organizes outings and gatherings with seniors in mind	
Euchre Fellowship	Jeannine Robinson
Monthly, Saturday night cards and snacks	

# Elders Ministry

at South Elkhorn Christian Church

As stated in the Articles of Incorporation:

7. The Elders are responsible to the Congregation and are ordained for life. They will provide a regular channel of communication for cultivating an open, affirmative and creative relationship between the Pastor(s) and the Congregation, enabling the church to fulfill its mission effectively, help the Pastor(s) achieve those goals throughout the year, and discuss with the Pastor(s) special needs of the Congregation as such needs are brought to their attention. Along with the Ministry Area Leaders and members of the Congregation, they shall participate in the evaluation of the Senior Pastor and Associate Pastor(s) at least annually. They shall cooperate with the Pastor(s) in a program of recruitment of youth for service.

Active elders shall offer communion table prayers as assigned and shall take communion to the homebound members. They shall meet at least quarterly to evaluate work and for fellowship and prayer. There shall be twenty-six (26) active elders in service at any one time. Elders not currently in active service shall be considered inactive. Elders serve a two-year term followed by a one year sabbatical. Elders not currently in active service shall be considered inactive. Any new ministry will be guided and nurtured in its formative stage by this group of elders. Once the new ministry is established, it will be assigned to the appropriate Mission Area and will be nurtured by that Ministry Area Leader.

Elders may also serve as shepherds for members of SECC:

The Shepherding Ministry is a program of elders who serve as an additional layer of pastoral care; it is not intended to replace care provided by the pastors. The purpose of this ministry is to tend to the spiritual welfare of believers over time by watching over, guiding, and nurturing them. Here at SECC, elders serve as shepherds and each member (sheep) of the congregation is assigned to one specific shepherd. Shepherds strive to love, serve, lead by example, and equip their “sheep” in a variety of ways.

As written in SECC Member Guide:

Description: Provides channel of communication between congregation and pastors. Elders also serve as shepherds for members of SECC. The Shepherding Ministry is a program of elders who serve as an additional layer of pastoral care; it is not intended to replace care provided by the pastors. The purpose of this ministry is to tend to the spiritual welfare of believers over time by watching over, guiding, and nurturing them. Here at SECC, elders serve as shepherds and each member (sheep) of the congregation is assigned to one specific shepherd. Shepherds strive to love, serve, lead by example, and equip their “sheep” in a variety of ways.

A general list of current duties:

1. Preside at the table quarterly for communion and offering (exceptions exist for this duty).

2. Shepherd a flock--anywhere from 2-10 families (all elders are encouraged to participate in this ministry).
3. Meet the 2nd Thursday of each month at 7 PM for 90' (for prayer concerns, spiritual study, and discussion of important church issues).
4. Deliver homebound communion approximately once a year.
5. Be a spiritual and practical leader within the church.

**Elders Are: (mostly from *Disciples Eldership* by Peter Morgan)**

Elders are Teachers: Through word, commandments, and example of life they lead people to know what God's revelation of himself in Jesus Christ is. By their teaching they safeguard the church. By prayer they help people to discover what the Christian gospel means in their lives. Elders give stability to the church through spiritual and moral guidance, presiding in worship, and serving as guardians of the faith.

Elders are Shepherds: 1 Peter 5:1-4 So I exhort the elders among you, as a fellow elder and a witness of the sufferings of Christ as well as a partaker in the glory that is to be revealed. Tend the flock of God that is your charge, not by constraint but willingly, not for shameful gain but eagerly, not as domineering over those in your charge but being examples to the flock. And when the chief shepherd is manifested, you will obtain the unfading crown of glory.

**Ways to Serve as a Shepherd**

1. Seek out your "sheep" each Sunday for conversation.
2. Send cards to family members (i.e. birthday, anniversary, Christmas, Valentine's Day etc.)
3. Email occasionally.
4. Call monthly or every so often.
5. Ask for prayer concerns, so you can make them part of your daily prayers.
6. Visit them when they are sick or in the hospital.
7. Invite them over for dinner or dessert.
8. Find out their interests & see if you have some things in common to share: gardening, cooking, sports, hiking, landscaping, cars, knitting, activities in the church, children, grandkids, hunting, etc.
9. Be present at times of distress: ill health, loss of job, death in family, etc.
10. Invite them to join you in various church activities: Sunday School, VBS, Fall Festival, Keenagers, Consignment Sale, Drive Through Bethlehem, small groups, etc.

11. Contact families immediately if there is a change in attendance pattern to help prevent dropouts.
12. Attend training to develop skills as a shepherd.
13. Call on each family once a year with no objective except to build a relationship with them and to listen.

Elders Contribute to the Growing Wisdom and Knowledge of the Congregation: through their experiences, prayers, and spiritual growth.

Elders are Learners: growing through Bible Study, spiritual study, prayer, reading, and experience. The four areas of learning for elders are: Bible Study, Worship Leaders & Shepherds, Identity with the Larger Church, and Ideas for Faithful Mission (through vivid perception of mission and development of a mission statement).

Elders are Spiritual and Practical Servant Leaders: who serve the church, the congregation, and the community. Through the above practices they strive to serve as spiritual and human reflections of Christ. Through prayer and community with other elders they are sharers of vision by dreaming and seeing potential new directions. In practical ways they assist the church in raising money, recruiting volunteers, participating in church events, teaching, and maintaining our church property. Through rest and prayer they are reenergized in their faith.

### **A Brief History of Elders in the Bible and the Disciples of Christ**

(primarily from *Disciples Eldership* by Peter Morgan)

The first century church had no central organization or direction; Christianity was spread by an enthusiastic and committed membership of mostly unnamed men and women. They were not divided into clergy or laity. No priestly class stood between the people and God. Christ was called “the high priest” who through his sacrifice on the cross mediated between God and humanity. All of its members were described as a “royal priesthood” (1 Peter 2:9), and all shared in the general ministry of the church.

Within this general ministry were individuals who had been given certain talents and abilities that fitted them for special ministries: apostles, prophets, teachers, miracle workers, healers, helpers, administrators, speakers in tongues, exhorters, contributors, evangelists, pastors, preachers, bishops, elders, deacons, counselors, and more (Romans 12, 1 Corinthians 12, and Ephesians 4). These ministries were sometimes recognized by a service of ordination which involved fasting, prayer, and a laying on of hands. To ordain people was to acknowledge that they had a call from God, had special gifts or abilities, and were accepted by the church (Acts 13: 1-3). Ordination included a commitment and a consecration which conferred a special blessing or grace. This ordination was not a license to rule but an opportunity to serve.

These elders were the teachers of the congregation. Through word, commandments, and example of life they led the people to know what God’s revelation of himself in Jesus Christ actually was. By their teaching they safeguarded the churches against heresies. By prayer they helped their people to discover what the Christian gospel meant in their moral lives. As the church struggled increasingly with problems

of order and heresy, it relied more and more on the stability provided by councils of elders, who gave spiritual and moral guidance, presided in worship, and served as guardians of the faith.

In 1 Timothy, 2 Timothy, and Titus considerable information is given about leadership in the church. Titus was told to “appoint elders in every town” (Titus 1:5). In 1 Timothy 3: 1-7 a description of the ideal elder states that the elder should be above reproach, the husband of one wife, temperate, sensible, dignified, hospitable (preachers, prophets, and apostles of the early church traveled frequently), an apt teacher, no drunkard, not violent but gentle, not quarrelsome, and no lover of money. Furthermore, the elder should be a good manager of the household, keep his children submissive, not be a recent convert, and should be well thought of outside the church. Such legalism contradicts the basic gospel teaching that all Christians fall short, and are saved by the mercy and grace of God rather than by any righteousness of their own (Romans 1:16-17). Those who think they measure up to this character standard are probably guilty of conceit. Reflecting the particular life situation in which it was written this very high standard of character should be taken seriously, but not literally.

Within the young Christian churches, women, such as Lydia, Priscilla, and Dorcas, provided significant leadership. Such leadership by church women was without parallel in history and apparently was disquieting to those men who believed in the patriarchalism of the time.

When Alexander Campbell, a founder of the Disciples, helped formulate our church’s view on ministry, he noted three orders of ministry: Evangelists—started congregations and evangelized; Deacons—cared for church property, received, accounted, distributed offerings, and visited the sick; Elders—taught, shepherded, and guided the congregation.

Ronald Osborn summarizes our tradition of eldership: The office of ministry in a Christian congregation rested primarily in the eldership, a select body of upright men ordained to preside over the life of the church, to exercise pastoral oversight, to teach the word of God, to maintain discipline, to minister at the table, and to set an example to the flock. In a given congregation most, if not all, of these men earned their living at secular vocations. But they were appointed to minister in the church of God.

In the early years of the 19th century a new society was being carved out of the wilderness along with some characteristic attitudes and values. Among these were a love of freedom, a respect for the individual, a pragmatic approach to problems, a suspicion of intellectuals, and a democratic spirit. On the religious side existed a reverence for the Bible, a strain of anti-clericalism, a tendency towards civil government, and a heightened regard for lay leadership in the church. They adopted as a slogan the statement of Meldenius, a Christian humanist of the 17th century, “In essentials, unity; in non-essentials, liberty; in all things, charity.”

Alexander Campbell believed that the elders should be selected by the congregation and ordained to serve in the special ministry of teaching, ruling, guarding, shepherding, and leading in worship. The elders ministered primarily to those inside the congregation. The elders taught, led, and ruled as non-professionals. Elders were generally ordained to their office by other elders. Ordination was usually for life, and it concerned ministry only in the ordaining congregation. No one could be self-appointed to the office of elder; this appointment could only be done by a congregation. The elders were laymen

who served without pay and with no theological education but with gifts of faith and natural ability that were recognized by the congregation.

This commission was carried out with such effectiveness that the Disciples movement in the 19th century became one of the fastest growing movements in the United States, increasing from a handful in 1804 to roughly a million by the end of the century.

In the 1950's women began to be elected to serve as elders in Disciples congregations. They have brought a new seriousness, grace, and sensitivity to the celebration of the Lord's Supper and the pastoral ministry of the church.

In spite of all the changes some elements continue to remain important for our elders: character, integrity, a model for Christian behavior, spiritual guidance, and pastoral care. No one person can fulfill all the responsibilities that go with being an elder. The treasures of the Christian faith are contained in earthen vessels, and all are dependent upon the grace of God.



## 2015 Elder Serving Rotation

First	Last	email	phone	Sabbatica I
Terry	Bay	<a href="mailto:terrybay@insightbb.com">terrybay@insightbb.com</a>	<u>859.309.988</u> 5	2015
Becky	Burklow	<a href="mailto:rburklow@windstream.net">rburklow@windstream.net</a>	<u>859.277.672</u> 6	2015
Chad	Conley	<a href="mailto:cconley@parismachining.com">cconley@parismachining.com</a>	<u>859.278.358</u> 2	2015
Jamie	Crouch	<a href="mailto:jduffcrouch@yahoo.com">jduffcrouch@yahoo.com</a>	<u>859.223.146</u> 5	2015
Cliff	Ellerbrook	<a href="mailto:jc.ellerb@insightbb.com">jc.ellerb@insightbb.com</a>	<u>859.296.983</u> 9	2015
Janinne	Johnson	<a href="mailto:janinne@insightbb.com">janinne@insightbb.com</a>	<u>859.296.017</u> 7	2015
Dave	Johnson	<a href="mailto:kybammer@gmail.com">kybammer@gmail.com</a>	<u>859.296.017</u> 7	2015
Jo	Kane	<a href="mailto:butterfly.jo@aol.com">butterfly.jo@aol.com</a>	<u>859.971.285</u> 0	2015
Richard	Murphy	<a href="mailto:rmurphy@vmurphyllaw.com">rmurphy@vmurphyllaw.com</a>	<u>859.269.645</u> 2	2015
Pat	Murphy	<a href="mailto:murphypat2013@gmail.com">murphypat2013@gmail.com</a>	<u>859.269.645</u> 2	2015
Kelly	Nossokoff	<a href="mailto:kellyn@lexmark.com">kellyn@lexmark.com</a>	<u>859.224.103</u> 5	2015
Dale	Warren	<a href="mailto:dale.warren@uky.edu">dale.warren@uky.edu</a>	<u>859.887.547</u> 9	2015
Janet	Warren	<a href="mailto:janetwarren@roadrunner.com">janetwarren@roadrunner.com</a>	<u>859.887.547</u> 9	2015
Phyllis	Alexander	<a href="mailto:phyllisalexander@twc.com">phyllisalexander@twc.com</a>	<u>859.224.474</u> 2	2016
Scott	Brown	<a href="mailto:thebrowns1981@gmail.com">thebrowns1981@gmail.com</a>	<u>919.599.409</u> 5	2016
Anne	Carter	<a href="mailto:anne.carter1412@yahoo.com">anne.carter1412@yahoo.com</a>	<u>859.224.421</u> 5	2016
Darrin	Deaton	<a href="mailto:skewdsegue@yahoo.com">skewdsegue@yahoo.com</a>	<u>859.296.650</u> 2	2016
Janie	Fields	<a href="mailto:butterflymom@windstream.net">butterflymom@windstream.net</a>	<u>859.881.199</u> 1	2016
Jack	McAllister	<a href="mailto:rotary6740jm@twc.com">rotary6740jm@twc.com</a>	<u>859.224.107</u> 0	2016
Aden	Randles	<a href="mailto:arandles@commerceprop.com">arandles@commerceprop.com</a>	<u>859.309.161</u> 6	2016
Tom	Simpson	<a href="mailto:tosu985@gmail.com">tosu985@gmail.com</a>	<u>859.296.117</u>	2016

			<u>4</u>	
Jerry	Walker	<u><a href="mailto:jerry.walker734@roadrunner.com">jerry.walker734@roadrunner.com</a></u>	<u>859.327.597</u>	2016
			<u>5</u>	
			<u>859.608.161</u>	
Sharon	White	<u><a href="mailto:bswhite3985@gmail.com">bswhite3985@gmail.com</a></u>	<u>0</u>	2016
	Aldarondo		<u>859.559.563</u>	
Felito		<u><a href="mailto:fjei@windstream.net">fjei@windstream.net</a></u>	<u>1</u>	2017
			<u>859.223.720</u>	
Alan	Campbell	<u><a href="mailto:ascampb@gmail.com">ascampb@gmail.com</a></u>	<u>7</u>	2017
			<u>859.223.720</u>	
Dee	Campbell	<u><a href="mailto:deecampbell7207@gmail.com">deecampbell7207@gmail.com</a></u>	<u>7</u>	2017
			<u>859.873.158</u>	
Evelyn	Cartmill	<u><a href="mailto:revevcart@windstream.net">revevcart@windstream.net</a></u>	<u>0</u>	2017
			<u>240.475.040</u>	
John	Cole	<u><a href="mailto:jcole3@twc.com">jcole3@twc.com</a></u>	<u>2</u>	2017
			<u>859.268.620</u>	
Steve	Feese	<u><a href="mailto:stevefeese@gmail.com">stevefeese@gmail.com</a></u>	<u>5</u>	2017
			<u>859.948.502</u>	
Zach	Fuqua	<u><a href="mailto:revzdf@gmail.com">revzdf@gmail.com</a></u>	<u>2</u>	2017
			<u>859.219.124</u>	
Don	Morgan	<u><a href="mailto:dmorganlc@gmail.com">dmorganlc@gmail.com</a></u>	<u>4</u>	2017
			<u>859.273.712</u>	
Eddie	Overton	<u><a href="mailto:overton375@msn.com">overton375@msn.com</a></u>	<u>3</u>	2017
			<u>859.879.959</u>	
Jeff	Parrett*	<u><a href="mailto:jdklafarm@aol.com">jdklafarm@aol.com</a></u>	<u>6</u>	2017
			<u>859.223.877</u>	
Mary Louis	Phelps**	<u><a href="mailto:pfsugar2@twc.com">pfsugar2@twc.com</a></u>	<u>2</u>	2017
			<u>859.224.877</u>	
Jim	Price	<u><a href="mailto:jprice@insightbb.com">jprice@insightbb.com</a></u>	<u>2</u>	2017
			<u>859.222.111</u>	
Liz	Short**	<u><a href="mailto:ehshort3@aol.com">ehshort3@aol.com</a></u>	<u>1</u>	2017
			<u>859.223.319</u>	
Frances	Stamper		<u>1</u>	2017
			<u>859.825.885</u>	
Megan	Weiss	<u><a href="mailto:megan.weiss@mac.com">megan.weiss@mac.com</a></u>	<u>2</u>	2017
			<u>859.296.570</u>	
Adam	Zeroogian	<u><a href="mailto:azeroogian@aol.com">azeroogian@aol.com</a></u>	<u>8</u>	2017

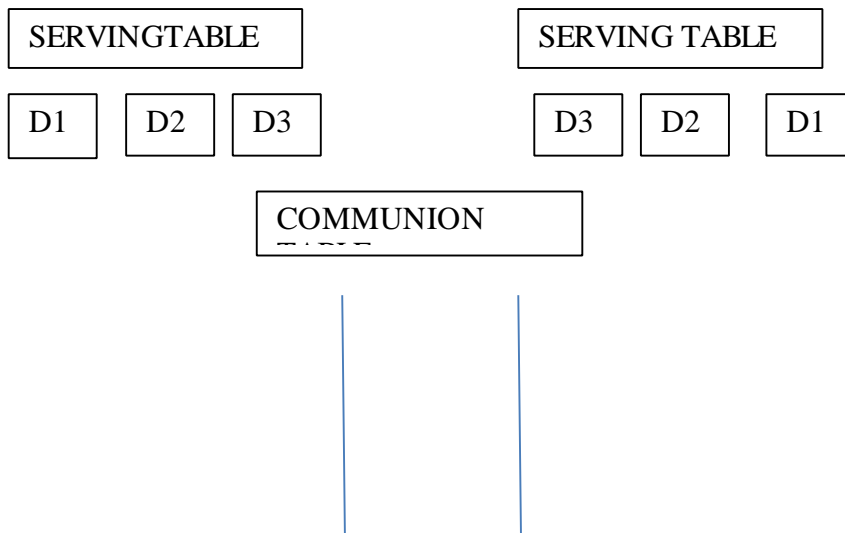
\* Serves at table only

\*\* Serves Homebound only

## Communion Serving Procedure For Elders

### STAGE

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The serving elders and deacons walk to the back of the sanctuary when the minister leaves the Communion table at the beginning of the hymn of Communion.

Deacons and elders form two rows at the back of the church in the center aisle. Deacons in back, Elders in front.

Start down the aisle at the beginning of the second verse of the Communion hymn (traditionally there are two verses to this hymn).

Elders proceed to the Communion table and the deacons walk to the side serving tables, standing and facing the front of the tables.

The elders recite the words of institution and their individual prayers.

**Bread:**

*The Lord Jesus, on the night he was betrayed, took bread. When he had given thanks he broke it and said, "This is my body which is for you. Do this in remembrance of me."*

**Cup:**

*After supper, Jesus took the cup saying, "This cup is the new covenant in my blood. Do this as often*

*as you drink it in remembrance of me. For as often as you eat this bread and drink the cup you proclaim the Lord's death until He comes.*

After the "cup" elder finishes his/her individual prayer, both elders proceed to the serving tables providing the element trays to the deacons. Elders should take the element lids and place each on the outside of the table (opposite sides). Serving the deacons should be done in the following order:

- Give the bread plates first ... serving towards the center (deacon 1, then 2, then 3)
- Give the cup plates next ... serving towards the center as noted above.

Elders sit down and are served communion by deacons #1. **The other deacons should remain in place until the elders are served.** When the serving deacons have finished, then all deacons turn and proceed to serve the congregation.

When all the elements have been passed to the congregation, the deacons gather at the back of the sanctuary in the center aisle and proceed as a group down the aisle: Deacon 3, make sure there are enough cups to serve communion to the serving deacons.

The elders rise as the deacons approach the Communion table.

The deacons return to their original position in front of the elders. The elders will take the trays from deacon 1 and deacon 2 stacking them on the table. The elder then takes the bread and wine tray from deacon #3 and serves the bread and cup to deacon #1, then deacon #2, and deacon #3 last. The deacons should return their cup to the tray before communion is offered to the next deacon.

The elders stack the remaining elements and place the lids on each stack making sure the crosses face the congregation. Elders and Deacons remain in this position, awaiting offering.

## **OFFERING PROCEDURE**

Elders pick up the offering baskets and hold them while the worship leader recites the Call to Offering.

At the conclusion of the Call to Offering, the elder hands the baskets to deacons 1, 2 and 3 in that order. Deacons wait until all baskets have been distributed; then deacons #3 queue off, and all deacons enter the congregation. The elders then sit down.

After the offering plates have been collected, deacons gather in the back center aisle; deacons 2 and 3 give their baskets to deacon #1. Deacons #1 walk to the front at the beginning of the Doxology.

Baskets are handed simultaneously back to the elders. The elders place the baskets on the stage.

At the end of worship leader's offertory prayer, Deacons #1 should follow the elders down the center aisle. The elders should remain at the back of the church to greet people as they leave the service.

## Homebound Communion Procedures

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**NOTE:** It is recommended that new elders shadow an existing elder on a homebound visit a month or more before going on a homebound communion visit solo.

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**PREPARING** (Stasia will email HB serving elders a reminder the week before.)

- **Divide Names and Contact Individuals**
  - Before or following worship, elders should **meet to divide up list**. Please be mindful that the deacons are cleaning up after worship and the prep room is small. It is best to meet somewhere other than prep room and then go in after the deacons have finished to retrieve/fill the communion kits.
  - **Ask Michael or Holly** if anyone needs to be added for that particular time.
  - If possible, **call ahead** to ask if they want to receive communion.
  - Review the **Personal & Confidential document** on homebound members which contains personal information about the person.
- **Prepare Communion Kit & other items**
  - Supplies are located in the **communion prep room** (left of CMC stage).
  - **Kits and folders** are in left drawer of large white cabinet.
  - Cut some **bread** cubes from communion loaf (easier to chew & swallow).
  - **Cups** are located in large white cabinet.
  - **Juice** is in fridge.
  - Take along a **worship bulletin** to keep them linked to community worship.
  - Take a **Bible** with you if you would like to read them a scripture.

**GREETING & CONVERSATION** (See Review & Refer above.)

- For **nursing home patients**, check with nursing staff before going to room about whether it is safe for patient to take communion.
- **Bookmarks**—If person is sleeping/not there, please write a note on back of bookmark and leave on a nearby table or on their bed.
- Try to **limit visit** to around 15 minutes.

- **Greeting**—Knock and ask permission to enter room. Introduce yourself and tell them you are from South Elkhorn. Tell them how nice it is to see them and why you are there.
- **Limiting distractions**—If necessary, ask if you can turn off distractions such as TV, radio, close door, etc. Be sure to turn back on when leave. If person is sleeping, ask a staff member if it is okay to waken the person. If not, leave a bookmark with a note on back.
- **Chatting**—If possible, chat a few moments. Give them the worship bulletin, and if they seem interested, chat about anything new at church (activities, people they might know, etc.) Offer to read them the scripture from that day’s worship. Refer to the “**Conversation Suggestions**” handout for tips on conversation starters.

**SERVING**—(Take communion with the person. It makes for a more intimate moment.

Words of institution are below. Also, there should be a laminated copy in the kit.)

- If a **person nearby asks if they, too, can take communion**, BE SURE to ask nursing staff first if that is okay! They may have allergies, swallowing issues, on limited liquids, etc.
- **Ask** if person is ready to receive communion. If so, set up to serve. **Note**....if person is unable to swallow, can dip bread in juice and touch it to their lips, but don’t place it in their mouth. Even if member is unable to take the physical elements, pray with them. Otherwise...
- **Offer words for the bread.** Serve & partake of the bread.
- **Offer words for the cup.** Serve & partake of the cup.
- **Offer prayer** FOR the homebound member. Ask if you can hold their hands during prayer. (Suggestions for prayer....give thanks for (name) love of God, for the many ways they have served God, ask for God’s presence to be with them each day, give thanks for Christ, his sacrifice, and promise of eternal life. An alternative...ask the person to join you in reciting the Lord ’s Prayer. Often even those with dementia remember the words to the Lord ’s Prayer.)

#### **CLEANUP & FOLLOWUP**

- **Please thoroughly clean communion kits** (especially juice container). Allow juice container to air dry completely before putting top back on.

- **Dispose** of used cups, extra bread, and juice.
- **Return kit and folder** to communion prep room by following Sunday. This is very important, as we have had problems in the past with people not returning them in a timely manner.
- **Contact** Michael, Holly, or Stasia on Monday after visit if you encounter anything unusual during your visit.

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**Bread:**

The Lord Jesus, on the night he was betrayed, took bread. When he had given thanks he broke it and said, "This is my body which is for you. Do this in remembrance of me."

**Cup:**

After supper, Jesus took the cup saying "This cup is the new covenant in my blood. Do this as often as you drink of it in remembrance of me." For as often as you eat this bread and drink the cup you proclaim the Lord's death until He comes.

# Pastoral Relations Committee

Approved October 2010

PASTORAL RELATIONS COMMITTEE (A DEFINITION): is a small group of persons who provide support for the pastor and provide a regular channel of communication between the pastor and the congregation.

## JUSTIFICATIONS FOR A PASTORAL RELATIONS COMMITTEE

Building up the Body of Christ—the church is the body of Christ knit together for mutual up-building of life. The responsibility calls for sensitive care and careful discernment regarding what is beneficial, and is to be exercised in a humble and loving way.

Support—to provide focused, consistent support for the pastor. Ministry is a high stress profession. High levels of personal and congregational expectations contribute to the need for support. As a primary care-giver, the pastor needs a supportive environment for renewal. All human beings need the love and support of others. Personal growth and level of functioning depend to a great extent upon the quality of support received. The PRC gives the congregation a way to be intentional about providing support for its pastor and family.

Some of the work related factors contributing to clergy stress:

- Role ambiguity—uncertainty about job duties
- Role conflict—clash between pastoral duties and personal and/or family life
- Role overload—being overwhelmed by expectations of parishioners
- Time demands—constantly being thrown off schedule by unexpected issues
- Lack of pastoral care—not having a good counselor to turn to with your own problems
- Lack of opportunities to “de-role”—to be taken care of yourself for a change
- Relocation—to a new area or job
- Career uncertainty—knowing your future may depend upon how you get along in one parish
- Loneliness—the fact that few outside the ministry understand the job demands that tend to make one feel isolated even in the midst of commitment
- Changing social patterns, demographic transitions, marginalization of the church, and conflicting beliefs also contribute to pastoral stress and impact the pastor’s family life.



Feedback and Communication—to provide a regular channel of communication for building an open, affirming, and creative relationship between the pastor and congregation to better fulfill the church’s mission. Communication is vital to providing support.

Regular meetings help to maintain relationships at an optimal level. A regular schedule prevents the PRC from becoming a crisis management group. With regular feedback and sharing the PRC prevents major crises and helps build trust, which is crucial to a healthy functioning ministry.

Studies show that the PRC is valued even more highly by PRC members than by the pastor. Because the pastor can be vulnerable in this process, PRC members and the pastor need to keep in mind the “unevenness” of the relationship and the process.

#### FOUNDATIONS OF THE PASTORAL RELATIONS COMMITTEE

Acceptance—the church is created and sustained in God’s grace and unconditional love. Even in our weaknesses, we are affirmed. The PRC represents this love and grace to the pastor. It does not mean “my pastor, right or wrong” in the sense of being above reproach. Neither does acceptance mean placing the pastor on a pedestal or having idealized expectations of her/him. Accepting and working together with the pastor in a climate of trust to fulfill the ministry is the goal.

Trust—is fundamental to ministry and particularly to the workings of the PRC. Trust involves mutual acceptance and respect. Self-disclosures of the pastor should be received and cared for in a way that upholds a person’s dignity and protects a person’s privacy. It calls for integrity in sharing. It means opening one’s life, overcoming the fear of violation, and fostering relations of trust in order to be as supportive and as open as possible to one another.

Confidentiality—gives a person the assurance that one’s self-disclosure will not be revealed. This is essential to building and maintaining trust. Confidentiality means safeguarding information determined to be “classified” by the PRC as a sacred trust. This means not revealing information even to a spouse/partner. It also involves the willingness to let a person be who she or he is and to guarantee privacy.

#### FUNCTIONS OF A PASTORAL RELATIONS COMMITTEE

The PRC’s focus is relational as opposed to being a task-centered group. It will give attention to feelings and emotional factors of ministry in building up the body of Christ.

Listening—is a vital part of ministry. Listening is not merely a means to an end, or an instrument to achieve a goal; rather listening is a presence and an affirmation of another. Listening is the essence of ministry. Active listening consists of paying close attention to feelings and body language. It consists of attention to the manner as well as the content of what is heard. It means careful discernment and follow-up questions in order to fully understand what is being shared. Active listening involves checking one’s perceptions by repeating to the speaker what was heard.

Support (the Three C's)

Comfort: involves affirmations and expressions of care, appreciation, and acceptance.

Clarification: involves integration of information, development of a holistic picture, differentiating the relevant from the irrelevant and giving focus to matters.

Constructive Criticism: some people are hesitant to criticize and some others are not always constructive in their criticism. It means offering critical appraisal on matters of concern, or biblically speaking, to "speak the truth in love."

#### FORMAT FOR A PASTORAL RELATIONS COMMITTEE

The format keeps the PRC's purposes intact and focused. Following is a suggested format. The pastor is to be present at all PRC meetings.

Opening Prayer and/or Brief Meditation

The chairperson could do this or request members to share in this responsibility on a rotating basis.

Sharing of Affirmations

PRC members share anecdotes, praise, or affirming words for the pastor's ministry.

Pastor's Sharing

The pastor is given the opportunity to share whatever is on her/his heart or mind.

Below are some possible sharing techniques:

Successes: Whatever the pastor considers to be a success is shared.

Surprises: Anything that has been or is a surprise in the life of the congregation or the ministry.

Satisfactions: What has given the pastor satisfaction, even though it may not be seen as a success?

Solutions: What are the challenges the pastor is facing? Are there problems to which she/he is seeking solutions? Are there theological matters that are challenging the pastor that she/he is working out in his/her mind?

Sadness: Are there losses, hurts, etc., which are occasions for personal or congregational grief?

Note: the pastor does not disclose any information that has been shared with him/her in counseling or other confidential sessions with members.

PRC Sharing

PRC members share feedback and concerns.

Special Focus

If the meeting has a special focus, it should be addressed at this point. The Sharing items may be shortened if this area needs more time. It is recommended that special focus items be limited to two or three per year.

Next Meeting

Announce and verify the date and time of the next meeting.

Closing Prayer

The chairperson, or another member, closes the meeting with prayer.

## FREQUENCY AND LENGTH OF PASTORAL RELATIONS COMMITTEE MEETINGS

The PRC will meet quarterly, or as needed, to maintain continuity and a regular outlet for support and feedback.

Informal meetings and gatherings are encouraged to promote more social interaction and building of relationships with the pastors. These meetings can occur individually, in smaller groups, or with the entire PRC and pastor's spouses.

Regularly scheduled meetings, convened and chaired by the chairperson, maximize the effectiveness of the PRC. It is recommended that the PRC not meet just prior to other meetings or worship services.

90 minutes is a sufficient length for a PRC meeting. Respect this schedule; it will contribute to an effective PRC.

## DEALING WITH COMPLAINTS

The PRC is not designed to function as a "grievance committee." However, it should not ignore negative feelings or the emotional climate within the congregation. Being sensitive to feelings assures each person of her/his value and importance.

Supporting direct communication in the congregation is the role of the PRC. This enhances communication and prevents the PRC from becoming a "lightning rod" for complaints. The PRC encourages people to relate directly to others, or to the pastor, with a complaint or a concern. For example, if someone shares a matter with a PRC member, that member should listen attentively. After the matter is shared, the PRC member asks, "Have you shared this with \_\_\_\_\_?" (the person who shared the concern). If the reply is no, then the PRC member is to advise that person to talk with the individual directly. However, if the person has met directly and has encountered resistance or has been stifled, then the PRC member may agree to bring the matter to the PRC. Permission from, and identification of the people involved, are necessary to address matters most effectively.

How the PRC handles complaints is an extremely important element. The key to dealing with feelings is active listening.

Elements of active listening include:

- Openness to hearing
- Attempt to understand the feelings being expressed
- Ability to state the feeling
- Non-defensive behavior

The PRC should not be a pressure group to get the pastor to behave in a certain way. PRC members should listen attentively to people, but must make judgments about the relative significance of the input: whether to advise the person in another direction, whether to enter it in the PRC agenda, or whether to

inform the pastor prior to the meeting.

## CONFLICT MANAGEMENT

The PRC is not designed to be a crisis management team, although it may be called upon to help handle a crisis from time to time. The PRC is more of a “safety valve.” Regular meetings, support and feedback, are designed to avoid major crises. If major conflicts arise in the congregation, it is advised that either a regional/area staff minister or other professional resource person be consulted to provide conflict management.

### COMPOSITION AND ORGANIZATION OF THE PASTORAL RELATIONS COMMITTEE

Cabinet-approved: The PRC is already functioning and approved by the Cabinet. This document will be used for operations and procedures but does not need to be included in the by-laws.

Size of the PRC: A PRC should be relatively small. An optimum number would be three people, in addition to the pastor. This number ensures good group interaction and possible participation from all members. A smaller committee is also easier to convene. At this juncture SECC will have three members. All PRC members should make attendance at meeting a high priority, since low attendance can hurt its effectiveness. Also, a small group makes it easier to maintain a high trust level. Moreover, confidentiality is more easily protected.

Selection of PRC members: Because of its special nature, it is more appropriate to select its members by appointment rather than through formal nominating and election processes. The committee will select its own chairperson at its first meeting (someone other than the pastor). The committee may want to rotate the chairperson on an annual basis. The PRC, in consultation with the pastors, will appoint new members.

Qualifications for members:

- A member must be an elder of South Elkhorn Christian Church.

- Important characteristics include:

  - Persons who are supportive of the pastor with sensitivity to the feelings and needs of both congregation and pastor

  - Persons who are good listeners

  - Persons with skills in human relations and communications

  - Persons who have integrity with regard to maintaining confidentiality

  - Men and women of mixed ages

Length of term: Rotation of members enables new perspectives to enter the process. Maintaining continuity is also important. The search committee may serve as the PRC for the first year following the call of a new pastor until a new committee can be established. Members will generally serve two-year terms. In establishing the first PRC, three members have served uneven terms to set into motion a workable rotation. After the first PRC is established, all new members will serve two-year terms. When the pastor leaves the congregation, the PRC would cease to function. With a three member PRC, membership will be composed of the following: one member nominated by the pastor; one member

nominated by the associate pastor; and an at-large member nominated by the chair to replace himself/herself. The PRC chair will contact those nominated to determine their willingness to serve.

Rotation of the PRC will generally work as follows: One year there will be two new PRC members; the following year there will be only one new member. There is an expectation that a member who is in their second year of service would serve as chair. Here is an illustration of how it will work in the transition with Janie Fields (J) serving as the chair in 2011; chairs will be noted in capital letters. New members will be illustrated by letters of the alphabet.

2011	J	a	b
2012	c	A	b
2013	C	d	e
2014	f	D	e
2015	F	g	h
2016	i	G	h

The above is an example with capital letters denoting chairpersons. Chairpersons usually volunteer for the task of leading the PRC.

Integration of new members: Every new member needs to be informed of the duties of the PRC. An annual or biennial training session is an excellent way to equip and integrate new members and/or regular members. The regional staff minister, or another resource person, can conduct the training session.

Relationship of the PRC to the Cabinet and Congregation: Because of the requirements of trust, acceptance, and confidentiality, the PRC will not report the substance of its meetings to the elders or the Cabinet. It is appropriate to make only process reports to the Cabinet. Minutes of the PRC are not required. Certain other tasks may be assigned to the PRC by the congregation or its Cabinet. The PRC must avoid solving problems or performing tasks that belong to other groups. While it is appropriate for the PRC to discuss virtually any subject, it must avoid assuming authority beyond its intended purpose. However, the PRC, in special instances, may recommend certain actions to appropriate groups within the church.

Congregations with multiple staff: The PRC will provide support for each pastor on staff; however, each pastor will meet with the PRC in separate, confidential sessions.

Special focus items: From time to time it may be appropriate to give special attention to certain matters of ministry. Such items might include:

Continuing Education: discuss goals, plans, and financial provision; sabbatical leave.

Projecting Goals: have the pastor develop mid-range, annual, and long term goals.

Celebration of Anniversaries: ordination anniversary, term of service, birthdays, wedding anniversaries, week of ministry, etc. are appropriate occasions for celebration. Care and attention to these events is encouraged.

PRC Training: the PRC may arrange to spend time developing skills in areas such as active listening, conflict management, stress management, etc. Spiritual Growth: the PRC and the pastor are

encouraged to talk about theological perspectives. This can open up areas for significant mutual sharing. Sharing one's life journey is another way to focus spiritual growth.

Pastoral Weekly Routine: have the pastor present an outline of a week or a month in her/his ministry as a way to talk about priorities and time management, or as simply a way to inform and educate the PRC.

Spouse Participation: some spouses may occasionally attend PRC meetings. Some spouses may meet only once annually with the PRC. This arrangement should be worked out to mutual satisfaction. One possibility is a "night out" in more of an affirming social setting rather than a meeting. Some PRC's routinely have at least one social meeting per year that includes a meal together. Family matters may be shared in these sessions.

#### RESOURCES AVAILABLE TO ASSIST THE PRC IN FULFILLING ITS ROLE

It is advisable to anticipate the need for PRC resources in the church budget; consideration may be given to a budget line item for the PRC. In this way the PRC may begin to develop a library of resources for itself with the church library. For further resources, consult the Revised Guidelines for the Pastoral Relations Committee, revised, April 2003, a document for the Christian Church (Disciples of Christ) published by the Office of Search and Call at Disciples Home Missions. A copy of this document will remain on file at the SECC church office.



## Deacon Ministry

The Diaconate refers collectively to the office of Deacons and Deaconesses (women Deacons). Diakonia is the Greek word for serve or ministry. The Diaconate is a group of people who serve.

The South Elkhorn Christian Church Deacon Ministry serves under the Worship Ministry Area. Deacons prepare for and serve at the Communion Table for regular and special worship services and also serve during offering. They also assist with homebound communion and may also serve as Ministry Team Leaders in any of the areas of ministry. They assist the Pastor(s), Ministers, and Elders in other aspects of Worship as needed and help to provide a conducive atmosphere for Worship. Deacons will discuss with the Pastor(s) special needs of the members of the congregation as such needs are brought to their attention. Deacons will have meetings as needed.

Deacons are officers that must be active members and give evidence of seeking to grow in their own understanding and practice of the Christian life. Such evidence should include the following:

- Promotion of good will and Christian fellowship in the congregation and community.
- Regular attendance at the Worship services and meetings of this congregation.
- Willingness to fulfill assignments on behalf of the Congregation.
- Demonstration of skills or evident potential in carrying out responsibilities of the particular office.

At the Lord's Table Deacons are God's servants who bring to the people the gift of Christ. In bread and wine we reveal the broken body and spilled blood of our Lord Jesus Christ for them. The moment of receiving may be a time of heightened awareness of God's forgiveness and infinite love for them. It has been known to transform people's lives as they taste the bread and lift the cup to their lips.

Deacons serve at the Lord's Table where Christ is present. You share with worshippers the reality of the resurrected Lord who is made known to us in the breaking of the bread. Communion reminds the congregation that they are not facing life and its difficulties alone, but with Jesus who is with his Church.

Deacons serve spiritual food for renewal and vitality. This is the food of the Spirit which empowers the people of God to participate with Christ in his saving work in the world.

When you pass the Communion elements to people you are offering them the grace of God, the Presence of Christ, and the participation in the life of Jesus at work in the world.

## THUMBNAIL HISTORY OF DIACONATE

What is the Diaconate?

Diaconate refers collectively to the office of deacons and deaconesses. Diakonia is the Greek word for service or ministry. The diaconate, therefore, is a group of people who serve.

Why did the Diaconate come about?

We read in Acts 6:1-6 how seven deacons were chosen to serve food to the widows of the Christian community so the apostles could spend more time teaching and preaching.

What did Deacons do in the early church?

Deacons were assistants to the bishop and served the physical needs of the congregation.

Deacons were like an associate minister at the end of the first century.

They--

- officiated at religious ceremonies
- baptized
- preached
- read scriptures
- gathered and administered funds
- assisted in distribution of Communion
- ministered to the sick
- served as liaison between bishop and congregation
- served as usher
- served as secretary and scribe to the bishop.

What about women Deacons?

The Order of Widows and Order of Virgins were involved in worship, education, and service in the church. The Order of Deaconesses evolved out of these groups.

At the Council of Nicaea, 325 A.D., women were declared laity. This removed them from leadership in worship.

What about the Disciples of Christ view of Deacon?

Alexander Campbell saw church office not as an opportunity for special privilege, but a responsibility for service. Campbell suggested three offices:

1. Bishop - (elder) is spiritual head of church
2. Deacon - who was responsible for church property, collection and distribution, offering, and ministry to the poor.
3. Evangelist - who was sent by a church into the world to preach the gospel and establish converts and churches.

Elders and deacons, though laity, were set apart ministers to the congregations. They preached and served communion.

Elder role declined with full-time paid pastors (1900) and deacon role declined with establishment of function departments (1946).

Disciples are encouraging the renewal of the Diaconate to once again serve as lay ministers to the church.

## **THE SPIRIT OF THE DIACONATE**

### **A SPIRIT OF LOVE**

This is probably the most important of the characteristics. All that the Deacon does must be done in love: love of God, love of other people, love of the responsibilities and love of one's self. It should be evident within the life of the individual that the person has an abiding relationship with God and that the relationship with God is marked by a spirit of love. If this relationship is properly in place, the other parts should easily come into being. As a creation of God you must regard your own body, mind and soul as God's own and therefore take care of yourself as a steward of creation. Only when our own bodies, minds and souls are being properly cared for and properly used, can we approach our relationship with others in a healthy way. Once we have developed our relationships with God and ourselves, we are capable of loving and caring for others. This is what some have termed an "out-loving nature." Seeking a constant attitude of love places one in the position of loving the task at hand. Whatever the menial task, however demeaning it may, if one does it in a prayerful attitude as a steward of God's creation, it will neither seem to be hard work nor a disgusting task. Sister Therese of Lisieux often challenged herself to work with others who were demanding taskmasters or who seemed to be negative about everything. Rather than be discouraged by never living up to their expectations and their constant, negative criticisms she responded with patience and kindness, knowing that seemingly insignificant tasks allowed her time to pray; whenever she took the criticism and faced the demands with a smile and a prayer, she broke down a part of the barrier between herself and her detractors.

### **A SPIRIT OF COMMITMENT**

Commitment is one of the easier characteristics for others to see. By your presence in worship, meetings and social events you show your commitment to the Church. In this regard it may seem to be the easiest. Simply showing up is a sign of commitment. And yet, it involves so much more. Are you there when volunteers are called for? Do you respond with a "yes" when asked to serve on a committee or task force? Do you support the whole ministry of the church and regularly serve? Are you an ambassador to the community for your church, showing commitment not only within the congregation but also outside of the congregation? Is it possible to show up for all meetings, say "yes" to all tasks, and publicly proclaim the gospel in the name of Christ but still not be fully committed? Of course, but eventually that lack of commitment will be visible. It is necessary that one be committed both inwardly and outwardly. It comes down to what we value. If we are not committed in word, deed, or heart, we are not truly committed.

### **A SPIRIT OF GIVING**

Stewardship of creation is one of the first gifts of God in Genesis. We are called upon to be stewards of the earth and all that is in it. Often we think of stewardship and giving in strictly financial terms but we are called to broaden that scope. As with the spirit of loving we must be good stewards of our own bodies and minds so that we may both be an example to others and be capable of performing the tasks

to which we are called. We must also be good stewards of all that is entrusted to us. This includes our spouses, our children, and even our parents. One of the most difficult areas is to be good stewards of our time. Exhaustion and overwork are often symptoms of poor stewardship and failing to take into account our own future needs and those of others. A well-balanced life of prayer, family, work, and play should also include time for giving of one's self. Finally we are called to be good stewards of our monetary resources. As with our commitment it comes down to our values. Jesus said, "For where your treasure is, there your heart will be also."

### **A SPIRIT OF COOPERATION AND RESPECT**

As a member of a church and the Body of God you should already be used to working as a group of people toward common goals. Your ability to work with others should be evident as you are called to the Diaconate. As important as spirit of cooperation is the spirit of respect. Even when we disagree with each other, we are called to respect the individuals. In groups we are assured of differences of opinion, and it is necessary for us to consider the opinions of others as we express our own opinions. In the end we must agree to work together on the decision of the body if we are to succeed together. Within the church is a unique organization. In sports we see the advantage of teamwork; in business we see that companies with a clear mission and focus succeed; and in the church we see that by working together we can accomplish great things. However, when we join the church, we are no longer a collection of individuals working toward a common goal; we become a part of a single body, not just a team with combined abilities, but the Body of Christ.

### **A SPIRIT OF SUPPORT**

As in the spirit of cooperation and respect we are called to actively support one another. Simply allowing others to do something is not the same as actively supporting them. Rather than pointing out the weaknesses of other individuals, the Deacons help to make up for the weakness or find the resources or individuals necessary to fix the problematic areas. Although the Deacons may lovingly offer a critical eye to others, it should be remembered that criticism is a neutral term, which involves pointing out not only weaknesses and failures but strengths and triumphs as well. Appreciating a job well done is as important as pointing out how things can be improved.

### **A SPIRIT OF OPENNESS**

Being open to new ideas and approaches is vital to growth. Closed minds, like closed doors, create a stale environment and keep out the spirit. Seeking new ideas and new approaches to old ways of doing things is important. Allowing new members to be a part of the community changes the Body in many ways, and being open to the working of the Holy Spirit always means the possibility of changes.

## **Deacon Ministry Serving Instructions**

### **For Sunday Worship**

#### **PREPARING COMMUNION:**

- Arrive by 9:30 a.m. so you can have Communion prepared 20 minutes before Worship begins at 10:30 a.m.
- Prepare 7 juice trays. Take 1 covered juice tray to the stage and 6 juice trays to the floor (3 stacked covered juice trays for each Element Table). Place the covered juice trays toward the center of the Element Tables.
- Prepare 7 bread trays. Use the liners for the bread trays and cut the bread in slices small enough so that the trays will stack upon each other. Put wafers on each bread tray. Take 1 covered bread tray to the stage and 6 bread trays (3 stacked covered bread trays for each Element Table). Place the covered bread trays next to the covered stacked juice trays.
- Take 6 offertory baskets and place 3 stacked offertory baskets on stage behind each Element Table. No offering is collected from anyone seated on stage.
- Put a small amount of grape juice into the Chalice (Cup) & place on the Communion Table.
- Take a small loaf of baked bread & cut underneath halfway through & place on the Bread Plate & place on the Communion Table.
- Light the two candelabras on the stage or floor approximately 20 minutes before the service.
- Put out the black Friendship Sign-in Pads. Place one Friendship Pad in each row in each section.
- Put out offertory envelopes & straighten the ones that are already on the backs of the chairs. Offertory envelopes are located beneath the mini fridge in the communion prep room.
- Put out the Acolyte tapers, lighters, & holder for the Acolytes. Check the wick length on the taper and ensure that the lighter is functioning properly.
- Pick up any trash that is on the seats or floor and discard or recycle.
- Take Communion for 3 to the Nursery. (3 cups of juice & 3 wafers placed on a small paper plate).
- Take Communion for 4 people to the Media Team in the balcony.
- Take Communion to Kay McAllister (pianist) for 1 (cup of juice & wafer) placed on a small silver coaster on the right side of the piano on stage.
- Take Communion for 3 to the Children's Worship Room (both Children's Worship & Wonder rooms).

#### **DISTRIBUTING BULLETINS**

- Please be at the entrance to the Christian Ministry Center Multi -Purpose Room 20 minutes before service begins,
- Turn on the foyer light into the CMC
- Greeters are different than Deacons. Greeters should stand at the entrance to the church in the Christian Ministry Gathering Area.

- Both Deacons distributing bulletins should greet those who come into Worship and give them a worship Bulletin. If someone needs assistance with seating you should ask the Deacon Usher to assist them.
- Both Deacons should stay at the doors until 10:30 a.m. and then should close the doors and turn off the foyer light.
- Both Deacons who distributed bulletins should remain in the back of the Ministry Center to assist the Acolytes by lighting the wicks on their candle lighters and should stay at the doors for about 5 minutes after service begins or until all of the congregation has been seated. If necessary, at this time you can assist the Deacon Usher in helping the congregation find seating,
- After the Benediction, one Deacon should turn on the foyer light and open the doors and use the doorstoppers to keep them open for the Pastor and congregation to exit after Worship.

### **DEACON USHER RESPONSIBILITIES**

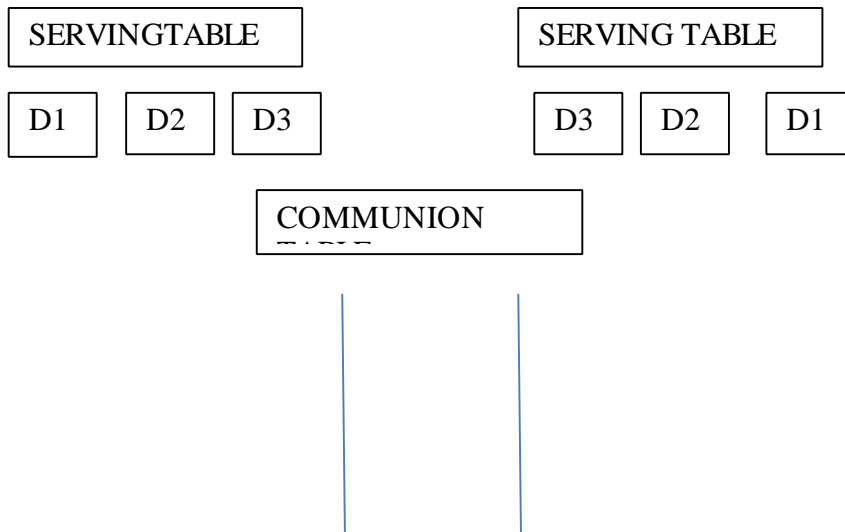
The Deacon Usher should arrive by 10:10 a.m. and stand inside the Multi-purpose Room of the Christian Ministry Center close to the entrance foyer in view of the Deacons distributing bulletins.

- The Deacon Usher should get a clip-on nametag that says "USHER" from the box marked "DEACONS" from the room beside the CMC foyer where the chairs and black friendship pads are stored. This should be worn by the Deacon Usher while they are serving and then returned to this box marked "DEACONS" for other Deacon Ushers to use when they serve in this role.
- The Deacon Usher should assist the congregation in finding seats and in many cases to walk them to their seats. We are having many visitors and our visitors and regular church members come in and many times it is hard for them to see the empty seats or to find family members they wish to sit with.
- The Deacon Usher should assist anyone as needed.
- The Deacon Usher should remain close to the foyer entrance for approximately 5 minutes AFTER Worship begins. On some special Sundays or when we have many people coming in late the Usher should use their discretion and stay in place for 10 minutes after worship begins.

# Communion Serving Procedure

For Deacons

## STAGE



The serving elders and deacons walk to the back of the sanctuary when the minister leaves the Communion table at the beginning of the hymn of Communion.

Deacons and elders form two rows at the back of the church in the center aisle. Deacons in back, Elders in front.

Start down the aisle at the beginning of the second verse of the Communion hymn (traditionally there are two verses to this hymn).

Elders proceed to the Communion table and the deacons walk to the side serving tables, standing and facing the front of the tables.

The elders recite the words of institution and their individual prayers.

**Bread:**

*The Lord Jesus, on the night he was betrayed, took bread. When he had given thanks he broke it and said, "This is my body which is for you. Do this in remembrance of me."*

**Cup:**

*After supper, Jesus took the cup saying, "This cup is the new covenant in my blood. Do this as often as you drink it in remembrance of me. For as often as you eat this bread and drink the cup you proclaim the Lord's death until He comes."*

After the “cup” elder finishes his/her individual prayer, both elders proceed to the serving tables providing the element trays to the deacons. Elders should take the element lids and place each on the outside of the table (opposite sides). Serving the deacons should be done in the following order:

- Give the bread plates first ... serving towards the center (deacon 1, then 2, then 3)
- Give the cup plates next ... serving towards the center as noted above.

Elders sit down and are served communion by deacons #1. **The other deacons should remain in place until the elders are served.** When the serving deacons have finished, then all deacons turn and proceed to serve the congregation.

When all the elements have been passed to the congregation, the deacons gather at the back of the sanctuary in the center aisle and proceed as a group down the aisle: Deacon 3, make sure there are enough cups to serve communion to the serving deacons.

The elders rise as the deacons approach the Communion table.

The deacons return to their original position in front of the elders. The elders will take the trays from deacon 1 and deacon 2 stacking them on the table. The elder then takes the bread and wine tray from deacon #3 and serves the bread and cup to deacon #1, then deacon #2, and deacon #3 last. The deacons should return their cup to the tray before communion is offered to the next deacon.

The elders stack the remaining elements and place the lids on each stack making sure the crosses face the congregation. Elders and Deacons remain in this position, awaiting offering.

### **OFFERING PROCEDURE**

Elders pick up the offering baskets and hold them while the worship leader recites the Call to Offering.

At the conclusion of the Call to Offering, the elder hands the baskets to deacons 1, 2 and 3 in that order. Deacons wait until all baskets have been distributed; then deacons #3 queue off, and all deacons enter the congregation. The elders then sit down.

After the offering plates have been collected, deacons gather in the back center aisle; deacons 2 and 3 give their baskets to deacon #1. Deacons #1 walk to the front at the beginning of the Doxology.

Baskets are handed simultaneously back to the elders. The elders place the baskets on the stage.

At the end of worship leader’s offertory prayer, Deacons #1 should follow the elders down the center aisle. The elders should remain at the back of the church to greet people as they leave the service.

### **DEACON SERVING THE STAGE**



- At the beginning of the hymn of Communion the Stage Deacon, if in the choir, will stand and take their place beside the Communion Elements, which will be located on table(s) behind the choir.
- If the Stage Deacon is not in the choir, then the Stage Deacon will exit out of the Christian Ministry Center Multi-Purpose Room through the back left side door of the CMC and go to the stage through the Communion Preparation Room. At the beginning of the hymn of Communion the Stage Deacon should stand beside the Communion Elements that will be placed behind the choir.
- The Stage Deacon will begin to serve Communion when the Deacons on the floor begin to serve.
- The Stage Deacon will serve the Pastors first, then the Worship Leader, and finally the choir.
- The Stage Deacon should then return to the table behind the choir and take communion from the trays.
- The Stage Deacon will not collect offering from the choir.
- The Stage Deacon may exit the same door when all have been served or return to the choir.

### **CLEANING AFTER SERVICE**

- Pick up the Black Friendship Folders and tear out the sheets where the congregation has signed their names.
- Remember to pick up the Black Friendship Folder(s) from the stage where the choir sits.
- Take the signed sheets to the church secretary's office and lay them on her desk.
- Pick up the used communion cups from the holders on the back of the chain and discard in the garbage can in the Communion Preparation Room. Remember to pick up the used communion cups from the choir and where the Pastor and Worship Leader sit on the stage and discard in the garbage can in the Communion Preparation Room.
- Pick up any trash and discard and then pick up any Bulletins left on the chairs or in the holders on the back of the chairs and place paper in the recycling baskets. The Financial Secretary will collect the offering from the baskets, and then a deacon should return the 6 offering baskets to the Communion Preparation Room. Return all communion juice trays and bread plates to the Communion Preparation Room. **THROW AWAY ALL COMMUNION JUICE THAT LEFT OVER - DO NOT KEEP FOR THE NEXT WORSHIP.** The Communion Bread that is left over can be fed to the birds or discarded in the garbage can in the Communion Preparation Room. Use the dishwashing liquid to clean the Communion Trays and Plates and dry and put back in their proper place. Remove the Chalice (Cup) from the Communion Table, clean, and put back in the cabinet in the Communion Preparation Room.
- Remove the Bread plate from the Communion Table and clean and put back in the cabinet in the Communion Prep. Room.
- Place a chair in front of the glass on the front of the Communion Table to protect it from being broken accidentally.
- Extinguish the candles from the two candelabras.

- Extinguish the candles on the Communion Table if they are still lit. Return the Acolyte tapers to the holder at the rear of the CMC.
- Return the lighter to the Communion Preparation Room and place it in the top cabinet, out of the reach of young children.

## Fellowship Ministry Area - 2016

Ministry Area Leader:

Madonna Hurst

Ministry Area Responsibilities:

Strengthen the fellowship and nurture the members of the congregation through various church activities and programs.

Teams:

Sunshine Ministry

Leader: Sharon White

This team maintains contact and brings cheer to our members and friends who are unable to worship with us for an extended period of time including seniors who are homebound on a long-term basis and those who are temporarily unable to worship with us for an extended period of time due to an extended illness, physical condition, recovery from surgery, etc.

Hospitality Ministry

Leader: Beth Daugherty

This team creates an atmosphere of welcome by providing snacks and drinks on Sunday mornings in both lobbies and providing nametags for members. Other activities are also organized to improve the hospitable atmosphere at the church.

New Member Ministry

Leader: Chip Dennison

This team assists new members in getting connected to other members, small groups, and ministries. This team may include having special events for the new members and providing new members with the church directory and new member packets which include other helpful church information.

TeleCare Ministry

Leader: JoAnn Walker

This team maintains contact with the church office on a weekly basis and makes calls to members who have not attended worship or Sunday School three weeks in a row.

Seniors Ministry

Leader: Madonna Hurst

This very active group meets monthly for programs, meals, and day trips.

# Mentoring New Members

**Mentor:** agrees to guide and support assigned new member/members for a one year period starting from the date of membership.

## General Duties:

- Meet twice with new member upon joining (one 5 minute meeting and one longer meeting)
- Be readily available as a resource guide and contact for new member
- Serve as a connection to others within SECC—introduce new member to small group leaders, event planners, other members, etc.
- Greet and talk to new member each Sunday
- Could be available as a prayer partner with new member
- Could socialize with new member or invite to house for a meal
- Could encourage new member to join them at activities and meetings (i.e. offer a ride to new member)

## General Format to Follow:

### Initial Meeting:

- (Photographer takes picture of new member after joining)
- Following pictures after Sunday service (5 minutes or less)
- Informal introductions
- Exchange names and contact information (phone, email, etc.)
- Hand out New Member Guide containing Disciples' information, church structure & leaders, finances, church-wide events, small groups, by-laws, and church directory
- Give general overview of Member Guide's content & purpose
- Inform new member of child-care availability
- Tell new member he/she will call in a week or so to set up another meeting answering questions about the church and the Member Guide

### Follow-up Meeting:

- To occur usually within two weeks of initial meeting (30-45 minutes)
- Time and meeting place are flexible; could be new member's home or SECC. Determine a place agreeable to both parties.
- Answer questions and any concerns of new member regarding Member Guide and/or church related topics
- Help direct people to events & activities, which might interest them
- Assist new members in finding possible ways to serve
- Assist new members in identifying small groups to possibly join
- Offer assistance to connect new members with their interests (i.e. small group leaders, Sunday School class teacher, event planner, etc.)

### New Member Class:

- Pastor provides information and orientation, followed by a question/answer session
- Attended by recent members and their mentors (if at all possible)

Meeting preceded or followed by refreshments and fellowship  
Mentors should assist with preparation of punch & cookies

## Witness Ministry Area - 2016

Ministry Area Leader:

Angie Ingmire

Ministry Area Responsibilities:

To reach out to potential members, recognize and welcome visitors to our church, offer our gift of Drive Through Bethlehem to the public, and make the mission and vision of South Elkhorn Christian Church known to others.

Teams:

Visitor Care Ministry Team

Leaders: Chip Dennison

This team welcomes new visitors and gives them brochures and information concerning our South Elkhorn Disciples ministry and vision. It is also responsible for continuing communication with those individuals.

Communications Team

Leader: Doug Alexander

This team develops/maintains a website to be available to the public concerning our church activities and develops means to communicate by way of media.

Greeters Team

Leader: Angie Ingmire

This team welcomes both visitors and present members to our South Elkhorn services.

Drive Through Bethlehem Team

Leader: About Christianity Class

This team coordinates our annual "gift to the public" and will require many volunteers.

## Discipleship Ministry Area - 2016

Ministry Area Leader:

Lisa Dennison

Ministry Area Responsibilities:

Nurture and teach children, youth and adults and encourage growth in the Christian faith; provide library resources for personal study and faith development.

Teams:

Children and Youth Sunday School

This team is responsible for teaching children and youth Sunday School classes from three year olds through high school. The Sunday School period is from 9:00 – 10:00 AM. Teacher's schedules can vary from monthly segments to year-round teaching.

Toddler

Sarah Green, Amy Morris

Three year olds-Kindergarten

Suzanne Johnson, Becky Burklow

First & Second Grade

Karen Randles, Laura Walsh

Third, Fourth and Fifth grade

Patsy Golden

Sixth to Eighth Grade

Angie Ingmire

Ninth to Twelfth Grade

Cameron McGrath, Ron "Coach" Wigglesworth

Adult Teacher Network

Teachers of adult classes conduct classes each Sunday. Classes study the Bible and a variety of books on Christian topics.

About Christianity

Lisa Dennison

Lectionary Class

Jack McAllister

The Bible Study Class

Jean Gatewood

The Explorers Class

Dave Johnson

Seekers Class

Janet Warren

Youth Groups

Youth groups meet on Sunday evening for a meal, program or activity.

Children (K- 5 grade)

Kelsey Vormbrock, Danielle Evans, Aly Partain, Kyla Parrett

Youth Group:

Anne Rush, Zach Fuqua, Holly Fuqua

Vacation Bible School

Teachers and helpers conduct activities, crafts and singing in a week long afternoon or evening activity for children from nursery through fifth grade.

Children's Worship and Wonder

Children's Coordinators

A worship program during the 11:00 worship hour for children from three to third grade.



## **Worship Ministry Area - 2016**

Ministry Area Leader:

Phyllis Wigglesworth

Ministry Area Responsibilities:

Provide leadership and support in worship related ministries.

Diaconate

Leader: Peter Brackney

Deacons prepare for and serve at the communion table for regular and special services. They also assist with homebound communion and may also serve as Ministry Team Leaders in any of the areas of ministry.

Worship Leaders

Leader: Dee Campbell

Worship leaders rotate the responsibility of assisting the ministerial staff with readings and prayers in each of the regular worship services.

Acolytes

Leader: Ellie Conley

Children of the church “bring in and take out the light of Christ” by lighting candles at worship services.

Media Team/Sound Team

Leader: Chris Weiss

The media team provides support to the celebration worship team in preparation for and use of the audio and video equipment in the CMC. The members oversee the use of the equipment and its maintenance, as well. The sound team operates the audio equipment for the sanctuary services.

## Worship Team Job Description

Approved September, 2011

- 1) Oversee physical set-up of the worship area making sure that all aspects of worship are ready each week, including
  - Providing seasonal paraments, decorations, banners and visual symbols appropriate for Advent, Christmas, Lent, Easter and worship services with special themes
  - Ordering supplies for worship
  - Lighting and replacing candles
  - Obtaining floral arrangements when needed
  - Caring for furnishings and other physical elements of worship
  - Providing attendance pads
  - Plan the annual Prayer Vigil according to the Prayer Vigil Handbook
  - Serve as a resource for staff in providing additional elements of worship
  
- 2) Worship service assessment:
  - Provide guidance for the style of worship for our church
  - Evaluate regular worship services and special events
  - Receive and evaluate feedback from the congregation as it pertains to worship
  
- 3) Request adequate budget support and track budget expenditures
  
- 4) Oversee subcommittees including:
  - Acolytes Team
  - Media Team - preparation & projection of video, recording services, photos of new members, updating web site with recording of sermons
  - Worship Leader team
  
- 5) Coordinate with other committees as they relate to worship.
  - Dance Team
  - Deacons – ushering, distributing worship bulletins and serving Communion
  - Elders – Communion preparation and Elders serving at the Table
  - Facility Enhancement Team
  - Greeters Team
  
- 6) The Chair of the Worship Team  
The chair of the Worship Team is selected by the Nominating Committee and approved by the congregation at the annual meeting. The chair of the Worship Team coordinates the work of the Worship Team, arranges the meetings of the Worship Team, and ensures proper communication between all the people involved in worship. The chair represents the Worship Team on the Church Cabinet and makes monthly reports of Worship Team activities to the Church Cabinet. The Worship Team Chair will serve a term of two years.
- 7) Responsibilities of staff related to worship:
  - Preparation of worship bulletin each Sunday

- Selection of appropriate congregational music, offertory and special music
- Planning of sermon and other worship features

## Check List for Media Team

### Set-up

- Turn on sound system and computer
- Make sure wireless microphones have fresh batteries and work properly
- Check with music leader to make sure all sound needs are accounted for
- Make sure the on-stage video monitor is working properly
- Connect audio recorder to the sound system and prepare to record the service
- Check stage lighting
- Post instructions for use of the audio and visual equipment in case other people need to use the equipment during the week.

### Perform sound check:

- With the piano every week
- With any special music groups
- With all other musicians involved in the service
- With worship leader
- With any other special speakers during the service, like Advent candle lighters

### Look over the worship service

- to get the flow of the service for the lighting
- to know which microphones need to be turned on when
- to know the projection needs

### Review the projection:

- double check with music leader about verses
- double check that the words in the verses match the wording in the hymnal
- double check the announcements
- double check the spelling, capitalization and grammar of all slides
- Hymns should have capitals only at the beginning of sentences.
- Do not capitalize pronouns for Jesus or God.
- Capitalize Jesus, God, Spirit, Trinity and proper names.
- double check that all slides have the same background and fonts
- talk with pastor about special slides for the sermon and other parts of the service

### At the beginning of the service:

- Start the projection by 10:15 when people start coming into the CMC.
- Turn on the audio recorder

### During the service:

- After the children leave, make a count of people present and record it on the clipboard.
- (Projection) Follow closely along with each line of the songs and change the slide when the congregation sings the last word showing on the slide.

- (Lighting) Provide swift transitions that direct the congregation's attention to the appropriate spot in time for what is about to happen.
- (Audio) Anticipate the level adjustments for microphones, instruments, etc. prior to the time they are needed and adjust as necessary
- Maintain engagement in the service so that adjustments can be made as needed

After the service:

- (Lighting) If someone joins the church, take the camera downstairs and photograph the new members.
- (Audio) Turn off the sound system. Remove batteries from wireless systems and return them to storage. Return any extra microphones, cables and other sound equipment to the storage room.
- (Audio) Be aware of other events taking place at the church where the sound equipment is being used in case adjustments and equipment has been changed.
- (Audio) Make any preparations possible for the next Sunday. Put the audio recorder on the pulpit for the pastor.
- (Projection) Run the announcements again at the end of the service, then shut down the computer five minutes after the service is over. Be sure to turn off the projector.

## **Service/Outreach Ministry Area - 2016**

Ministry Area Leader:

Sharon Humphries

Ministry Area Responsibilities:

Approved January, 2011

The mission of South Elkhorn Christian Church Outreach Committee is to place our faith and commitment into actions by responding to specific needs in our local and wider communities by informing the congregation of Outreach projects, programs and opportunities; interpreting our “mission,” service, and associated activities of the Christian Church (Disciples of Christ); coordinating all Outreach projects, programs and services; planning and developing new Outreach opportunities, and practicing good stewardship in the administration and management of Outreach giving.

### **OPERATING PROCEDURE**

The Mission of Outreach will be carried out by an Outreach Committee who develop and distribute Outreach contributions in accordance with the Mission. A monthly report of all activities is made to the Cabinet by the Outreach Chair or appointed designee.

The Committee will define no less than 10-local organizations to receive a designated donation from the SECC Outreach Committee. The Committee will define “volunteer” opportunities for the congregation and make known through the Church Newsletter these opportunities. Throughout the year, the Committee will receive requests from the Congregation, and/or outside organizations for supplemental assistance and will review these requests, and where possible, assist a congregant or organization through a monetary donation or volunteer support.

**Outreach Committee**  
**Application to Request Outreach Activity**

(Send Application to Outreach Minimum of 30-Days Prior to Date Funds Needed)

Name of Group/Individual: \_\_\_\_\_ Date: \_\_\_\_\_

Detailed account of proposed Outreach Activity: (attach additional sheets as necessary)

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List of proposed participant(s) or group(s):

Funding Assistance Requested:      Yes \_\_\_\_\_      No \_\_\_\_\_  
Amount of Funding Requested:      \_\_\_\_\_

Describe use of funding:

\_\_\_\_\_

Date funding required: \_\_\_\_\_

Other Solicitations Planned:

__ 2" Notice in Current:	Approved _____	Denied _____
__ Personal Letters to Cong:	Approved _____	Denied _____
__ Bulletin Insert	Approved _____	Denied _____
__ Information Table/Booth:	Approved _____	Denied _____
__ Other (describe in detail)	Approved _____	Denied _____

Date Outreach Received: \_\_\_\_\_  
Approved: \_\_\_\_\_  
Amount Approved: \_\_\_\_\_

Date Outreach Sent to Cabinet: \_\_\_\_\_

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

Date of Notification: \_\_\_\_\_

## **SECC Outreach Committee Benevolence Policy**

Approved by Outreach Team, January 2014

Throughout the year, if the Committee receives requests from the Congregation, and/or outside organizations for supplemental assistance the following procedures will take place:

If the request is from a church member - the staff person or committee member with knowledge of the request will, with agreement of the Chair of the Outreach Committee, make the decision to fund the request if the amount is under \$200.00. If the amount of the request is over \$200 then a vote will be needed by the committee. If funds are emergency a vote by electronic mail or by phone call will be taken with the Chair making the calls. Any payment of funds will be made on behalf of the requestor and not necessarily to the requestor (example: check will be mailed to the electric company or bank loan for the amount needed). All requestors will be kept confidential except for the staff member and the chair.

If the request is NOT from a church member - the staff person or committee member with knowledge of the request will, with agreement of the Chair of the Outreach Committee, make the decision to fund the request if the amount is under \$75. If the amount of the request is over \$75 then a vote will be needed by the committee. If funds are emergency a vote by electronic mail or by phone call will be taken with the Chair making the calls. Any payment of funds will be made on behalf of the requestor and not necessarily to the requestor (example: check will be mailed to the electric company or bank loan for the amount needed).

Each requestor is limited to only 2 requests per year (calendar/fiscal).

A follow up call to check the wellbeing of the recipient will be made in the months that follow.



## **SECC Mission Trip Fund Request**

Approved by Outreach Team, January 2014

The SECC Outreach Committee encourages the members of the church to not only donate their money but to donate their time as well. Volunteer and mission works are not only rewarding but instrumental in spreading God's word. The following procedure has been put in place for mission trip funding:

Church Members requesting financial assistance for a mission trip they are taking can be awarded the following amounts:

\$200 for a mission trip being taken in the United States and \$400 for a mission trip being taken outside the United States. Members are limited to one request per year (calendar/fiscal). A written description of the mission trip (including location and what they will be doing) is to be submitted to the committee no later than one month prior to needing the money. Requestor shall agree to make a report on their trip when they return home either in front of one of our many small groups or circles or submit a written report for The Current.

If a group mission trip is being taken by members of the church then only one donation will be available towards the group's expenses. This amount shall not exceed \$400. A group is defined as 3 or more people (example: Youth's annual mission trip to Hazard).

In addition, we will respectfully discourage the requestor from soliciting SECC church members for giving. SECC will not advertise requests or make announcements during church requesting giving of money.

The SECC Outreach Committee will award no more than 5 mission trip requests per year based on a first come first serve basis.

# Ministry Support Team - 2016

(Buildings and Grounds)

Ministry Area Leader:

Steve Feese

Responsibilities:

Keep our buildings and grounds maintained. Provide input to the custodian's work list and provide assistance with other maintenance tasks as needed. Be mindful of maintenance expenses to keep them in line with the budget.

Building Maintenance Team

This leader and team are responsible for the buildings which make up South Elkhorn Christian Church.

Their duties include to:

- Insure that the buildings are maintained in a sanitary and healthy condition.
- Oversee any contractors doing custodial and routine building maintenance.
- Perform simple repair or maintenance activities such as one would do at home.
- Develop a system to receive request for repair and maintenance activities and maintain the system.
- Participate in Volunteer Work Days.

Grounds and Landscape Team

This leader and team are responsible for grounds maintenance of South Elkhorn Christian Church with the exception of the Love, Hope, and Faith Garden and the Little Elks Playground. Their duties are to:

- Insure that the grounds are maintained in a safe and aesthetic condition and meet regulatory requirements.
- Oversee any contractors doing lawn maintenance work or snow removal work.
- Perform simple landscaping or maintenance activities such as one would do at home.
- Maintain records regarding complaints about the grounds and the efforts made to rectify the situation.
- Participate in Volunteer Work Days.

Safety and Security Team

Leader: Alan Campbell

This leader and team are responsible for insuring that the building and grounds of South Elkhorn Christian Church are secure and safe. Their duties are to:

- Develop and maintain an inspection system which finds areas where losses could occur and report needed loss control measures to the Ministry Support Leader.
- Oversee the alarm contract including answering calls, deciding actions to be taken, solving problems that may occur with the alarm company, maintaining records of calls, and work with company to assign and delete security codes.
- Insure that gate and church are unlocked on Sunday morning, heating/air conditioning temperatures is adjusted, and church and gate are locked after services.
- When new security access is given, have a process do the person is trained in proper alarm/disarm process to avoid setting off alarm system.
- Oversee the maintenance contract regarding fire prevention services.

- Establish and maintain a “security” book listing every person who has keys to church property. Review list annually with Ministry Support Leader and together remove names of those no longer needing keys.
- Develop an evacuation plan for the buildings.
- Participate in Volunteer Work Days.

Faith, Hope and Love Garden

Leader: Janie Fields

This team consists of the people who are designing and building the memorial garden.

Facility Enhancement Team

Leader:

This leader and team are responsible for the furnishings of the facilities of South Elkhorn Christian Church.

## **Ministry Support Leader Job Description**

Approved November, 2011

POSITION TITLE: MINISTRY SUPPORT LEADER

POSITION STATUS: VOLUNTEER

POSITION SUMMARY: The overall objective of this position is to gather information, define space needs, set priorities, seek solutions and develop plans of actions pertaining to the buildings and grounds of the church.

RESPONSIBILITIES:

1. Serve as a cabinet member, keep abreast of cabinet issues, pray for guidance, and vote according to the best interest of the church.
2. Give guidance and support to the following leaders and teams;

**Building Maintenance Team** – This leader and team are responsible for the buildings which make up South Elkhorn Christian Church. Their duties include to:

- Insure that the buildings are maintained in a sanitary and healthy condition.
- Oversee any contractors doing custodial and routine building maintenance.
- Perform simple repair or maintenance activities such as one would do at home.
- Develop a system to receive request for repair and maintenance activities and maintain the system.
- Participate in Volunteer Work Days.

**Grounds and Landscape Team** – This leader and team are responsible for grounds maintenance of South Elkhorn Christian Church with the exception of the Love, Hope, and Faith Garden and the Little Elks Playground. Their duties are to:

- Insure that the grounds are maintained in a safe and aesthetic condition and meet regulatory requirements.
- Oversee any contractors doing lawn maintenance work or snow removal work.
- Perform simple landscaping or maintenance activities such as one would do at home.
- Maintain records regarding complaints about the grounds and the efforts made to rectify the situation.

- Participate in Volunteer Work Days.

**Faith, Hope, and Love Garden Team** – This leader and team are responsible for all aspects of the garden. Their duties include to:

- Plan any additions to the garden.
- Plant and landscape the garden as the need arises.
- Decide how to spend money gifts to the garden fund which are not specific in nature.
- Oversee any maintenance activities required for the fountain.
- Participate in Volunteer Work Days.

**Safety and Security Team** – This leader and team are responsible for insuring that the building and grounds of South Elkhorn Christian Church are secure and safe. Their duties are to:

- Develop and maintain an inspection system which finds areas where losses could occur and report needed loss control measures to the Ministry Support Leader.
- Oversee the alarm contract including answering calls, deciding actions to be taken, solving problems that may occur with the alarm company, maintaining records of calls, and work with company to assign and delete security codes.
- Insure that gate and church are unlocked on Sunday morning, heating/air conditioning temperatures is adjusted, and church and gate are locked after services.
- When new security access is given, have a process do the person is trained in proper alarm/disarm process to avoid setting off alarm system.
- Oversee the maintenance contract regarding fire prevention services.
- Establish and maintain a “security” book listing every person who has keys to church property. Review list annually with Ministry Support Leader and together remove names of those no longer needing keys.
- Develop an evacuation plan for the buildings.
- Participate in Volunteer Work Days.

**Facility Enhancement Team** – This leader and team is responsible for the furnishings of the facilities of South Elkhorn Christian Church. Their duties are to:

- Make the interior of the church facility a more attractive environment.
- Develop an overall functional environment for the facilities.
- Make the furnishings fit the needs and activities of the congregation.
- Note any maintenance needs and report them to the proper team leader.
- Work with the Safety and Security Team to insure that furnishings and arrangement of furnishings do not present a safety or security issue or violate fire, safety, or health regulations.

**Wedding Team** – This leader and team is responsible for monitoring and assisting with all weddings at South Elkhorn Christian Church. Their duties are to:

- Have a wedding policy that works for both congregants and outsiders who wish to have a wedding at our facilities.
- To meet with the bride and groom to talk about their needs and desires for their wedding day.
- To confer with the pastor concerning wedding schedules and other pertinent items.
- To ensure that the wedding couple understands our wedding policy.

- To confer with the wedding couple regarding the costs of the wedding and when payments are due.
  - To schedule the wedding and rehearsal with the church's master calendar.
  - To make sure that payments are made as agreed.
  - To inform other groups involved in the wedding such as the media team.
  - To assist the wedding party by having the church open as needed for deliveries, etc.
  - To have a team member present at all weddings to assist as needed and to make sure that the facility is left clean and locked.
3. Insure that all church facilities are maintained in such a manner as to produce quality maintenance at the most economical costs.
  4. Write specifications for all outside contractors, get bids from reputable contractors, and insure that they have adequate insurance.
  5. Insure that equipment is documented to include serial numbers, when and where purchased, manufacturer information, and contact information for maintenance. Schedule required maintenance on equipment to include replacement of air handling filters, cooking exhaust filters, vehicles, etc. Arrange for certified inspectors on any equipment requiring such.
  6. Maintain safety and health regulations and disability requirements that apply.
  7. Analyze operating efficiencies on a regular basis and make recommendations for improvement of facilities.
  8. Assist in the development and evaluations of fixed assets and maintenance budgets.
  9. Maintain current and accurate records of all projects.
  10. Schedule Volunteer Work Days as deemed appropriate.
  11. Perform other related duties as position may require.

#### KNOWLEDGES:

1. Knowledge of construction of buildings and maintenance of grounds and buildings.
2. Knowledge of bid procedures regarding properties.
3. Knowledge of local construction companies and their resources.
4. Knowledge of safety, health, and disabilities requirements as applied to church buildings and grounds.
5. Knowledge of systems which establish quality maintenance and tracking of costs.
6. Knowledge of self and how to contribute his/her attributes to the church.

#### SKILLS:

1. Skill in presenting ideas and plans to others.
2. Skill in writing bid packages
3. Skill in delegating and getting work done through volunteers and contract companies.
4. Skill in handling complaints.
5. Skill in organizing and managing.
6. Skill working with the dynamics of small groups.
7. Skill in getting a job done timely and effectively.

#### ABILITIES:

1. Ability to be God centered while working with volunteers and others.

2. Ability to see the “big picture” of the Church.
3. Ability to be flexible with time so can meet contractors during the times they do business (generally 8 to 5).
4. Ability to oversee building and grounds repair and minor construction activities.
5. Ability to be sensitive to the needs of others.
6. Ability to recruit team members who will work well together.
7. Ability to keep a group on task.
8. Ability to devote time to the position.
9. Ability to make reasonable goals, gather information, plan, implement, evaluate, and make changes.

# Facility Enhancement Team

## Job Description

Approved February, 2010

Cabinet Charge: Formation of a committee to develop a formal policy governing how the church public areas outside the Historic Sanctuary and Christian Ministry Center will be decorated, including wall hangings, furniture, floor coverings, lighting, etc. Committee is authorized to make these decisions. Committee is to oversee interior storage.

Facility Enhancement Team (FET)

Purpose: to enhance the church environment according to the purpose and function of interior common areas.

Authority: The FET is authorized by the Cabinet to make decisions regarding the decoration of all church interior common areas (includes wall hangings, furniture, floor coverings, lighting, etc.). The FET is to oversee all interior storage.

Structure/Membership:

Leadership

- A. Joint leadership by the Worship Team and the Ministry Support Teams.
- B. FET leader is selected by the team. Leader may form subcommittees as needed, i.e. seasonal decoration.
- C. Reporting to Cabinet and requests for funding are to flow through the Worship Team Leader and/or Ministry Support Leader.

Members:

- A. Team is to be composed of at least 7 church members who have interest and skill in church enhancement.
- B. Area Elders serve ex-officio

Length of service:

- A. Leader – Team to select leader annually (January); Leader may serve consecutive terms.
- B. Members – Liaison from Worship Team and Ministry Support Team to be appointed by respective teams annually. Liaisons may serve consecutively. All other Team Members serve at will.

Procedures:

1. Requests to donate decorating items are to be presented to FET leader. Team will assist donor in selection and placement of appropriate item. Donated items which do not meet enhancement goals will be returned to donor; if donor is not known, item will be given to a non-profit agency or sold. FET is to respond promptly to donors.
2. Any individual or group wishing to paint walls, decorate or change current décor in any way must obtain prior approval from FET.

3. Any individual or group wishing to store items or change current location of stored items must obtain prior approval from FET.



# **Memorial Team Guidelines**

Approved November, 2009

The Memorial Team of South Elkhorn Christian Church (SECC) is charged by the Cabinet to administer monies given in memory of and/or in honor of loved ones.

Purpose: To manage the gifts received by SECC in honor of or in memory of a loved one.

Membership: Members to be appointed by the Cabinet Moderator for a term of four years. Total membership is to be at least four members with one member rotating off each year.

Leadership: The Memorial Team is to designate a leader from among the Team members each year.

Procedures:

1. A record of all gifts received shall be maintained according to person donating, their contact information, the amount given, for whom the gift was given and any designations or restrictions.
2. Gifts received shall be deposited into an appropriate church cash account.
3. Requests to the Memorial Team for dispersal of memorial funds may be made by any SECC member. Requests are to be in writing and are to include the purpose of the expenditure and the approximate cost.
4. The request, when deemed appropriate by the Team, is to be presented to the Cabinet for final approval.

Appropriateness is determined by whether the expenditure will further the mission of the Church.

## 2016 SECC Slate of Officers and Leaders

Moderator: Janet Warren

Vice Moderator: John Johnson

Secretary: Nicole Price

Treasurer: Aden Randles

Ministry Area Leaders

Worship: Phyllis Wigglesworth

Witness: Angie Ingmire

Fellowship: Madonna Hurst

Outreach: Sharon Humphries

Discipleship: Lisa Dennison

Ministry Support: Steve Feese

Members at Large:

Susan Zeroogian

Laura Walsh

Chair of Elders: Felito Aldarondo

Chair of Deacons: Peter Brackney

Deacons for 2016 & 2017:

Juliette/Chuck Kilpatrick, Suzanne Johnson, Karen Kubale, Will Anders, Karen Randles, Bernadette Long, Bill Daugherty, Beth Daugherty, Susan Zeroogian, Trish Crump, Lizzy Brown, Phyllis Wigglesworth, Ron Wigglesworth, Diana McKenzie, Patrick McKenzie, Susan Simipson, Jane Phillips, Sarah Goad, Angie Kerrick, Lynn Purdom

Youth Deacons for 2016: Gage Minke, Slone Humphries, Alexa Zeroogian, Kendall McCormick, Hannah Simpson, Lily Springer, Landon Feese, Braxton Minke, Alyssa Parrett, Olivia Zastro

Elders Returning from Sabbatical: Terry Bay, Becky Burklow, Chad Conley, Jamie Crouch, Cliff Ellerbrook, Dave Johnson, Janinne Johnson, John Johnson, Jo Kane, Pat Murphy, Richard Murphy, Kelly Nossokoff, Dale Warren, Janet Warren

Returning Deacons Jennifer Aldarondo, Angie Ingmire, Janet Connell, Pam Denham, Steve Estep, Damon Kelley, Genia Kelley, Ann McDonald, Katie Minke, Betty Morgan, Gaynelle Morris, Don Mynear, Don Nabors, Donna Nabors, Brandon Pickard, Stephanie Reedy, Sarah Russell, Ben Shafer, Nicole Shafer, Laura Walsh

## 2016 Budget

### Revenue

Pledged Ministry	\$328,938
Unpledged Ministry	\$44,470
Loose Offerings	\$6,500
Sunday School	\$1,000
Little Elks -Use of Facilities	\$18,000
Use of Facility - Other	\$2,500
Fund Raising - Kroger	\$1,000
Interest Income All Sources	\$1,000
<b>Total Revenues for Budget</b>	<b>\$403,408</b>

### Program and Fund Expense

#### Ministry Support

Credit Card Fees	\$1,500
Office Supplies	\$2,500
Postage	\$1,000
Software costs	\$1,500
Bookkeeper	\$3,100
Salary & Compensation	\$269,918
Recruitment and Training	\$500
<b>Total Ministry Support</b>	<b>\$280,018</b>

#### Fellowship

Fellowship Activities	\$1,000
Special / Bereavement	\$500
Kitchen Supplies	\$1,000
Small Groups	\$100
Homebound Ministry	\$200
<b>Total Fellowship</b>	<b>\$2,800</b>

#### Witness

Advertising	\$750
Drive Thru Bethlehem	\$1,500
Stephen Ministry	\$250

<b>Total Witness</b>	<hr/> <b>\$2,500</b>
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**Discipleship**

Youth Groups	\$6,000
Church School	\$6,000
Vacation Bible School	\$1,000
Camp	\$2,000
<b>Total Discipleship</b>	<hr/> <b>\$15,000</b>

**Worship**

Worship Supplies	\$1,700
Music Licensing Fee	\$280
Choir	\$1,100
Guest Musicians/Speakers	\$3,000
Guest Ministers Fees	\$350
Children's Praise Dance Team	\$100
Audio Visual	\$940
<b>Total Worship</b>	<hr/> <b>\$7,470</b>

<b>Outreach</b>	<b>\$-</b>
Outreach	\$-
Disciples Mission Fund	\$8,000
<b>Total Outreach</b>	<hr/> <b>\$8,000</b>

**Physical Plant**

Building Maintenance	\$7,500
Insurance	\$17,000
Electricity	\$17,500
Gas	\$7,100
Sewer/Water	\$3,600
Pest Control	\$1,020
Telephone/ Internet	\$3,900
Copier	\$4,000
Housekeeping Supplies	\$4,000
Trash Pickup	\$2,700

Lawn/Grounds	\$17,000
Organ Piano Repair	\$900
HVAC Maintenance	\$400
Security/Alarm System	\$1,000
<b>Total Physical Plant</b>	<b>\$87,620</b>

<b>Total Income SECC</b>	<b>\$403,408</b>
<b>Total Expense SECC</b>	<b>\$403,408</b>

**Program/Fund Assets Change**                      **\$0**