



**Committee Handbook
and
Church Policies and Guidelines
for
Lake Hills Presbyterian Church (USA)**

2009 Edition

I. Committee Descriptions and Monthly Checklists.....	3
Worship.....	4
Property.....	5
Facilities.....	6
Finance.....	7
Communities.....	8
Christian Education.....	9
Memorials.....	10
Personnel.....	11
Missions.....	12
Visitation.....	13
II. Policies and Guidelines.....	14
Guidelines for Memorials.....	15
Use of Facilities at Lake Hills Presbyterian Church.....	17
Wedding Policy of Lake Hills Presbyterian Church.....	19
Fundraising Guidelines.....	23
Snow Policy.....	24
Personnel Committee and Personnel Manual.....	25

Committee Descriptions and Monthly Checklists

Worship

- Oversees budget & expenses
- Sunday Morning
 - Create and maintain schedules for volunteers
 - Ushers
 - Greeters
 - Liturgists
 - Children's Sermon leaders
 - Sound system maintenance
- Guest care
 - Meet & help guest pastors, musicians, etc.
- Worship Design
 - Provide guidance on worship services
 - Coordinate choirs, pastor and liturgists
 - Recommend to Session dates for the celebration of the Lord's Supper
 - Prepare and clean up Communion.
 - Drape and care for the seasonal paraments of the church
- *Special Services*
 - Plan and coordinate special services of worship
- *Funerals and Weddings*
 - Arrange ushers
 - Schedule custodial care

Monthly Checklist for Worship Committee

- Prepare information for secretary about NEXT month's supply pastors, guest musicians who need (a) information to & from bulletins, and (b) payment by check
- Coordinate NEXT month's flower reminders with secretary
- Coordinate NEXT month's usher list with secretary
- Coordinate NEXT month's greeter list with secretary
- Prepare for upcoming Communion, coordinating elements and calling servers
- Prepare and change paraments according to liturgical color of season, washing & ironing when necessary
- Consider additional sanctuary decoration for upcoming services

Property

- *Building*
 - Oversees budget & expenses
 - Addresses maintenance needs of the building
 - Proposes improvements for building
 - Oversees the work of the custodial staff
 - Schedules and conducts “work days” as needed.

- *Grounds*
 - Oversees budget & expenses
 - Provides for the maintenance of grounds surrounding building.
 - Plans for the continued beautification of the grounds.
 - Cares for the courtyards

Monthly Checklist for Property Committee

- Report of Building maintenance activities.
- Assign new Building maintenance work.
- Schedule work to be done by professionals

- Report of Grounds activities.
- Assign new Grounds activities.
- Schedule work to be done by professionals.

- Consult with Custodian on supplies and needs
- Consideration of future building & grounds needs

Facilities

- Receives and administrates requests for use of the building and grounds.
- Submits to session updates to the Facilities Use Guidelines as needed.

Monthly Checklist for Facilities Committee

- Receive requests for property use
- Consider, approve, or disapprove property use requests
- Communicate decisions on use to those making request
- Provide for needs of groups using the church (keys, etc.)
- Report to Session all requests and status of requests

Finance

•*Accounting*

- Distributes monthly spending reports to session committees.
- Prepares quarterly and annual contribution statements.
- Prepares quarterly and annual financial reports

•*Stewardship*

- Chooses an annual Stewardship chairperson and provides goals and a plan for the Stewardship program of the church

•*Planning*

- Manages the investments of the church
- Develops a program of planned giving

Monthly Checklist for Finance Committee

- Review monthly receipts and spending compared to budget
- Review quarterly and annual receipts and spending
- Review monthly income/spending reports for Session
- Place monthly income/spending reports in Session mailboxes
- Prepare a Balance Sheet report for Session, place in mailboxes
- Plan a stewardship speaker or article for NEXT MONTH.

Communities

- Oversees budget & expenses
- *All-Church Dinners*
 - November: Thanksgiving Dinner
 - October: Annual Church Birthday
 - February: [Winter activity]
 - April: [Spring activity]
 - June-July: Ice Cream Social
- *All-Church Gatherings*
 - Fall Festival (Halloween Party)
 - Church Retreat at John Knox Center
- *Kitchen Supplies*
 - Stock & maintain kitchen supplies.

Monthly Checklist for Communities Committee

- Assess previous programs or activities
- Hear reports on church community-building
- Plan future programs and activities
- Monitor kitchen supplies and plan for re-stocking as needed

Christian Education

Ongoing Educational Activities

Sunday School

- Vacation Bible School
- Children's Church
- Infant and Toddler Nurseries

Meals With Learning Involved

- Annual Rally Day and Luncheon
- Annual Enrichment Dinner
- Christmas Joy Dinner and Program

Periodic Educational Series

- Bible study

Yearly Checklist for Christian Education Committee

- September
 - Submit budget to Finance Committee
- October
 - Plan program for Christmas Joy Supper
 - Initiate family devotions for Advent
 - Evaluate Rally Day
- November
 - Make plans for enrichment event(s)
 - Plan mid-winter pick-me-up
- December
 - Finalize Christmas Joy Supper program
- January
 - Initiate extra learning experiences as needed
 - Evaluate Christmas Joy Supper program
 - Finalize enrichment event(s)
- February
 - Set dates for VBS
 - Select director for VBS
 - Evaluate previous events
- March
 - Evaluate Sunday School curriculum
 - Plan summer Sunday School
- April
 - Begin looking at next fall's curriculum and classes
 - Promote Montreat and John Knox Center's programs
- May
 - Finish recruiting teachers for Sunday School & Youth Groups
 - Conclude plans, if necessary, for summer Sunday School
- June
 - Plan for Rally Day
 - Plan teacher appreciation
 - Set teacher training

Memorials

Receiving

- Plans the use of memorial funds and/or gifts received by the church.

Disbursing

- Coordinates communication with the Session and with the families of those in whose name memorials have been given.

Record-Keeping

- Writes thank-you notes to those who give memorials to the church.
- Keeps financial records of memorials.
- Maintains the Memorials Register of the church.

Monthly Checklist for Memorials Committee

- Review monthly statement of Memorial gifts received
- Write thank-you notes to those who gave
- Send record of gifts received to family members of those in whose name gifts have been given
- Prepare reports for Session as needed
- Monitor plans for spending of Memorials funds, coordinating with families and Session

Personnel

Reviewing

- Conducts annual performance reviews of the staff.
- Makes staffing and salary recommendations to the Session.

Caring

- Provides care and support for the staff, giving frequent feedback to prevent problems and helping to resolve problems as they arrive.

Administrating

- Reviews the Personnel Policy Manual of the church.

Monthly Checklist for Personnel Committee

- Contact staff members for communication of joys, problems, needs
- Remember staff birthdays and special occasions (work anniversaries)
- Plan for Annual Reviews (Sept-Oct)
- Review Policy Manual for any needed updates

Missions

Plans and administrates the missions budget of the church, addressing special requests as needed.

- *Global Mission*
 - Annual Mission Trip
 - Missionary Sponsorship
 - Educational seminars

- *Local Mission*
 - Thanksgiving Baskets
 - Serve Thanksgiving dinner
 - Christmas baskets
 - Christmas giving
 - Community offerings
 - Service opportunities
 - Hospital packets
 - Household and clothing drives

Monthly Checklist for Missions Committee

- Review recent Mission activities of the church
- Communicate reports of past activities to church (via announcements, Link articles, bulletin boards)
- Plan upcoming Mission Activities
- Communicate upcoming Mission opportunities and activities to church
- Plan a quarterly Mission activity for the congregation
- Review materials for denominational offerings
- Publicize denominational offerings to church

Visitation

- Prospective Members
 - Delivers greeting baskets to first-time worshippers
 - Informs pastor of visitors' needs

- Calls or visits
 - Homebound members
 - Members who haven't attended worship in several weeks.

- Hospitality Teams
 - Visits members in times of illness, births, deaths, and other significant life events.

Weekly Checklist for Visitation Committee

- Review worship attendance pads.
- Visit homes of people who have attended worship for the first time
- Note absences of regular attenders, providing information to pastor

Monthly Checklist for Visitation Committee

- Report home & hospital visits
- Report visits to prospective church members
- Plan visits to home & hospital-bound members
- Report on hospitality meals
- Coordinate next month's crisis meals team
- Update new members' packets in pastor's office

Policies and Guidelines

Guidelines for Memorials

Memorials are gifts to the church for the glory of God and are separate from the annual budget.

1. The Session shall appoint a Memorials Chairperson. The memorial chairperson may select two or more members from Congregation at large (with approval of the Session) to serve for the completion of a particular project or longer at the discretion of the chair. The chair shall serve a (3) year term of office and be eligible to serve subsequent terms. The term of office is to begin on September 1st.
2. Projects will be selected by the Memorials committee to improve the appearance and comfort of our church. With the Session's cooperation and approval, the committee will work toward acquiring them for our building and/or grounds.
3. The family of memorial recipients will be given an opportunity to suggest the particular project for which the funds will be used subject to approval of the Session.
4. When projects have been approved by the Session, the Memorials Committee has the authority to complete those projects. New projects may be presented to the Session as Memorials Committee deems advisable.
5. Undesignated funds will be used on session-approved projects at the discretion of the Memorials Committee.
6. It is the responsibility of the Memorials Chairperson to send a note of thanks from the church to the memorial donor, and to inform the family of the memorial recipient of the gift, and to make the appropriate record in the Memorial Books.

Revised 8/ 1996

Approved 8/15/ 96

DUTIES OF THE MEMORIALS CHAIRPERSON

The Memorials Chairperson:

1. Maintains the Memorials Book:

Receives from Treasurer memorial info: i.e., donor, amount of donation, and to whom donation is made.

Enters information received in book, alphabetically listed under the name to whom donation is made, then the donor and amount of donation, keeping a running total of accounts.

2. Acknowledges each contribution with appropriate card and sends information to next of kin with appropriate card. Church secretary will post and mail these cards.

3. Orders from printer the above cards and envelopes when necessary. Church secretary has printing plates. (Ullrich Printing on Clinch Ave.)

4. Annually, in October, makes a list of the ones for whom memorials were received, along with donors. This should be prepared for publication in the November Link.

5. On or around All Saints' Day of each year a list of items purchased from memorials for the past year may be presented to the Congregation.

6. Discusses proposal of expenditure with family member of deceased.

Presents proposals to Session for expenditures of memorial funds. An approximate expenditure may be presented to Session without having all figures for individual items in detail.

7. Attends Session meetings as needed.

Use of Facilities at Lake Hills Presbyterian Church

This information is compiled for the purpose of providing guidelines, procedures, and charges for the use of Lake Hills Presbyterian Church (LHPC) facilities by our members and approved outside groups.

LHPC Organizations

1. Purpose—Ministry activity or business meetings that are part of the church organization.
2. Approval—Needed only for scheduling requirements by the Facilities Committee to avoid conflicts. When there is a conflict, standing meetings prevail and should therefore be scheduled at the beginning of the year.
3. Facilities Request—Must be completed if key is issued, or as otherwise deemed appropriate by approving staff member. There are many keys held by Elders both previous and present and most times a key is not needed.
4. Key Issue—Only the person authorized in the Approved Facilities Request will be issued a key and will be expected to return it upon completion of use.
5. Custodial Services—Normal services should be sufficient for most activities but should be considered for intensive and lengthy sessions.
6. Charges—None

LHPC Members

1. Purpose—for family oriented activities such as showers, birthday parties, receptions, etc.
2. Approval—Must be approved by the Facilities Committee.
3. Facilities Request—Must be completed. Occupation and usage is limited to only the facilities requested and approved, plus restrooms.
4. Key Issue—Only to the person authorized in the Approved Facilities Request will be issued a key and will be expected to return it immediately upon completion of use.
5. Custodial Service—None. Individuals are expected to set up, clean up and restore area used to normal room arrangement. Individuals will be billed for damage and/or custodial service if space is not properly cleaned or restored to normal room arrangement. USE OF KITCHEN MUST MEET GUIDELINES ATTACHED.
6. Charges—None

Non-LHPC Organizations and Individuals

1. Purpose—For groups seeking to build up and improve the relations and lives of those persons in the surrounding community.
2. Approval:
 - a. Groups previously approved (Scouts, Garden Club, etc.)
Facilities Committee
 - b. Others—Approval by Facilities Committee
 - c. Overnight Stays—Special consideration and conditions will apply toward approval. Group size is limited to 50 persons.

3. Facilities Request—Must be completed. Occupation and usage is limited to only the facilities requested and approved, plus restrooms.
4. Key Issue—Only to the person authorized in the Approved Facilities Request will be issued a key and will be expected to return it immediately upon completion of use.
5. Custodial Service—None. Individuals are expected to set up, clean up and restore areas used to previous condition and arrangement. Failure to do so may result in additional charges or denial of future use. **USE OF KITCHEN MUST MEET THE GUIDELINES ATTACHED.**
6. Charges for use of the facilities will be as follows unless waived by the Facilities Committee:

a. Classroom	\$50
b. Conference Room	\$50
c. Fellowship Hall	\$100
d. Fellowship Hall (overnight)	\$75/night additional charge

Notes:

- Entire Facility and Grounds are alcohol, tobacco, and illegal drug free.
- No church property (tables, chairs, supplies, etc.) may be borrowed or taken from church grounds without the prior approval of the session.
- The church does not host partisan political advocacy groups.
- Non-LHPC Sponsored Athletic may apply for use of the Fellowship Hall for practice or League games. Consideration will be given to use of the ball field and to Fellowship Hall for basketball when LHPC member is on the team or has a child who is on the team requesting use of facilities.
- In the event of a time conflict, Church activities will prevail but evaluation of the situation will occur if the request for church activity was entered subsequent to the other group.
- Requestor and their entire party shall indemnify LHPC from any and all liability for injury to any persons while on the premises and LHPC assumes no liability for stolen, lost, or damaged personal items.
- Requestor assumes responsibility for any damages done to LHPC property and equipment during use and will pay for replacement/repair accordingly.
- Facilities and grounds should be left as they were found. All decorations should be removed upon leaving and all tables, chairs, etc. should be returned to their storage areas. All lights should be turned off and all doors should be locked upon leaving.
- Stack all tables on the table dollies (in the storage room beside the stage) and the chairs on the chair dollies (along the fellowship walls).
- Use of telephones for local calls only and requestor will pay for any unauthorized long distance calls.
- Failure to meet obligations and abide by rules and guidelines presented may result in expulsion..

Kitchen Use

- Church groups and committees may use the church’s paper and plastic ware in the kitchen, but should use opened packages first and put unused portions back in the original bag or box.
- Church groups and committees may use the church’s charcoal and lighter fluid, but should return them to the area in which they were found. Do not store them in the kitchen closet.
- Non-church groups must bring their own paper ware, plastic ware, charcoal, etc.
- Do not leave leftovers in the refrigerator or on the counters.
- If your church group or committee leaves items in the freezer, they must be labeled with a name and date.
- Do not leave any of your dishes.
- Put all garbage into plastic bags, and place these in the garbage cans outside the church.

Wedding Policy of Lake Hills Presbyterian Church

Introduction

We are delighted that you are considering being married in Lake Hills Presbyterian Church. We want to help make your wedding service a meaningful and sustaining celebration. The following information is written in order to help you make the necessary arrangements for your wedding.

The Wedding Service

In a Presbyterian Church a wedding is an act of worship. The distinction between civil marriage and Christian marriage should be clear in the minds of the bride and groom. Civil marriage is a legal contract, recognized with some appropriate ceremony. Christian marriage is an act of prayer and worship.

Scheduling a Wedding in the Church

The Session is responsible for approving the time of the service. Anyone wishing to use the church building for their wedding must request the Session's approval in advance of the service.

Weddings Performed Outside the Sanctuary or Off-premises

Weddings usually take place at the appointed place of worship, but the place is not as important as the spirit of worship which is present wherever we gather in the Lord's name. Weddings performed in a place other than the church building must be coordinated with the Pastor. The Fellowship Hall, courtyard, and parlor are all available for weddings, but their use must be coordinated with the Session.

Lake Hills' Pastor as Director of the Wedding

The officiating minister has final authority and will direct the rehearsal and wedding.

Other Pastors

The Pastor of Lake Hills Presbyterian Church, with the Session's approval, may invite another ordained minister to perform a wedding service at Lake Hills, if the Pastor is unavailable or if the bride and groom especially want another minister to be involved.

Counseling and Arrangements

The Pastor of Lake Hills Presbyterian Church will meet with you to go over plans for the wedding and will make arrangements for premarital counseling.

Appropriate Music

If music accompanies the service, it should be to the glory of God who sanctifies marriage and in whose name we gather. The use of hymns or other sacred music is appropriate. The use of secular music may on occasion be appropriate, but must be approved in consultation with the pastor.

Organist

All planning for wedding music must be made directly with the Organist of Lake Hills Presbyterian Church. Arrangements concerning dates and time for rehearsals and weddings should be made directly with the Organist. The Organist, with the concurrence of the Pastor, may invite another organist or additional musicians to participate in the ceremony.

A standard fee of \$125.00 shall be paid directly to the Organist prior to the wedding. This fee does not include the cost of additional musicians or singers.

Flowers and Other Decorations

Please identify the florist decorating for your wedding on the Wedding Information Form.

The use of flowers, candles, and other decorations is appropriate so long as they reflect reverence and do not obscure the symbols of worship or the beauty of our Sanctuary.

The florist's decorating and removal time in the sanctuary must be coordinated with the Church Office. All decorations, debris, and floral supplies must be removed from the church property by the florist immediately following the ceremony and the same day of the wedding.

Seasonal adornments present in the sanctuary may not be disturbed or moved. A donation of \$100 is to be made to the church for use of Christmas or Easter flowers in the sanctuary.

Photography and Recording

No flash pictures shall be taken during the service itself. All photography and audio or video recording must be made without the use of additional lights during the service, and should be as unobtrusive as possible.

Rehearsal

Approximately one hour should be scheduled for the rehearsal. The minister will direct the rehearsal and wedding.

Reception

All arrangements for a wedding reception at the church must be made with the Church Office and will be approved by the Session. Refer to the section on "Costs." All wedding party members and guests must comply with the following:

- No alcoholic beverages are permitted on church property.
- No rice, bird seed, confetti, or other materials may be thrown inside the church building.
- Only bird seed may be thrown outside the building.
-

Custodial Services

All arrangements for custodial services must be made with the Church Custodian well in advance of the wedding date. **Saturday weddings require additional costs (see "Costs" section).**

License

The minister must have possession of the marriage license before the marriage ceremony can be performed.

Costs

Costs for Facilities (Non-Members Only)

When the bride or the groom are members of Lake Hills Presbyterian Church, no fees are charged for the church facilities. However, **all other charges apply.**

Sanctuary (Seats 250)	Rehearsal and Wedding	\$150
Courtyard, Parlor, or Fellowship Hall	Rehearsal and Wedding	\$150
Fellowship Hall & Kitchen	Reception	\$150

All fees for use of the church facilities by non-members are to be paid one month in advance of the wedding date to the church office. Any additional fees will be billed immediately following the ceremony.

Costs for Personnel (Members and Non-Members)

Minister	Honorarium, no specific charge
Custodial Services	Non-Saturday: \$20.00/hour -- \$60.00 minimum Saturdays: \$30.00/hour -- \$90.00 minimum
Organist	\$125.00 paid in advance of service. Soloists and additional musicians are not included

Minister

An honorarium may be extended to officiating minister(s) in appreciation of their services, but there are no specific charges.

Custodial Services

Custodial staff is provided by the church for the rehearsal, the wedding and the reception (if held at the church). For weddings held on Sunday-Friday, the fee for members and non-members is \$20.00/hour with a minimum of \$60.00. For weddings held on Saturday, the fee is \$30.00/hour with a minimum of \$90.00.

Organist

Financial arrangements for the wedding music should be made directly with the Organist in advance of the wedding date. Standard fee of \$125.00 does not include soloists or additional musicians.

Community “In Case of Rain” Costs and Policy

Because we are a “community church,” from time to time people having outdoor weddings in our community request the use of our church in case of rain.

- ❑ This extraordinary use of the church must be approved at least 30 days in advance by the Session.
- ❑ All stated costs for facilities and personnel apply and are non-refundable.
- ❑ Emergency church activities (such as funerals) always take precedence. Should the church require the use of the building when it has already been reserved as a “rain location,” the church will make every effort to contact the wedding party in advance. Only in this case will the costs for facilities and personnel be refunded.

Building Rules

- Smoking is not allowed in the church building.
- The applicant is responsible for reimbursing the church for any damage to church property resulting from the actions of the wedding party, guests, or other people present for the occasion.
- No church appointments, furnishings, or equipment may be moved. (The only exception to this rule is the Communion Table, which may be moved either up the steps to the chancel or against the right side window of the sanctuary. It may not be removed from the sanctuary.)
- No alcoholic beverages are permitted on church property.
- No rice, bird seed, confetti, or other materials may be thrown inside the church building.
- Only bird seed may be thrown outside the building.

Fundraising Guidelines

Since fundraising activities can be of a variety of different types such as car washes, auctions, solicitations for gifts to special projects, it is difficult to set guidelines which encompass each set of circumstances. The primary consideration should be for Lake Hills Presbyterian Church to serve others from a Christian perspective.

Fundraising activities should have value to their participants. Car washes promote hard work, teamwork, and Christian fellowship. Lotteries, bingo, and other such games on the other hand are inappropriate. Retailing merchandise for profit promotes hard work but does little more and therefore is not acceptable.

Raising money through contributions for special projects should be done appropriately. People may be informed of their opportunities to give, but solicitation of individuals is discouraged.

Use of church facilities for paid activities, such as tennis lessons or an aerobics class, should be for the benefit primarily of the participants, the church family, and/or the community. It would be appropriate for the participants to request the use of the church for such activities, rather than the instructor, who is presumed to have a direct financial interest.

Money raised for special projects should be allocated for those projects. The treasurer should keep adequate records to see that funds raised are spent appropriately. For example, all money given for tennis courts will be placed in the Recreation Fund. Money raised by the youth groups should be used for conferences, retreats, and youth projects.

As always, we should remember that God's work through the Presbyterian Church is primarily funded through our tithes and offerings to carry out the church's mission. No other special fund-raising should distract or compete with it. Likewise, the church budget should provide proper support for all groups within the church family, including the youth groups.

(Adopted by the Session May 16, 1991; amended March 18, 1993)

Snow Policy

Lake Hills Presbyterian Church – in its weekday and weeknight activities – follows the rule of the Knox County Schools. If Knox County Schools are closed because of snow, Lake Hills' activities, meetings, and classes are also canceled. The Church Office will use the school closings as a guideline, but may remain open if the pastor and staff are able to get to the office.

Sunday morning worship may be canceled due to snow. In the event that this should occur, the Pastor or Clerk will notify local radio (primarily WIVK) and TV stations. The Automated Prayer Chain will be used to notify church members by telephone. Other methods, such as email, will be used as deemed helpful.

Personnel Committee and Personnel Manual

Title: Personnel Committee

Purpose: To provide for an orderly, focused and considerate means for the Session to build a healthy work environment.

Accountability: Accountable to the Session and will present a written report to the Session.

Membership: The members shall be from Session members, one from each Session class. Each member will serve a three-year term with the graduating member rotating off and being replaced by a member from the new class. The members shall be substituted provided that the three members are active Session members. The Pastor serves as an ex-officio member. The chairperson shall be appointed with Session approval.

Meetings: The committee shall meet at least quarterly and on the call of the chairperson or pastor. The agenda for each meeting shall be set jointly by the chairperson and the pastor. No meeting will take place without the pastor present, unless the pastor is notified and informed of all agenda items.

Responsibilities:

1. Recommend to Session position descriptions for all staff.
2. Review and recommend to Session compensation and benefits packages for all staff.
3. Recommend to Session personnel policies.
4. Encourage professional growth and development for all staff.
5. Provide for a review process for all staff to assist in work planning.
6. Act as a support group for the pastor and other members of the staff.
7. Confer with the pastor on any important issues of concern.
8. The Personnel Policy Manual will be reviewed annually and may be amended by the Session in a regularly stated meeting upon two-thirds vote.

PERSONNEL POLICIES OF LAKE HILLS PRESBYTERIAN CHURCH

May, 2002

I. Equal Employment Opportunity

Lake Hills Presbyterian Church will recruit, hire, call, train, and promote all persons in all job classifications without regard to race; creed; color; national origin; gender; age; marital status; religious affiliation, except when after careful study religious affiliation is determined to be a bona fide occupational qualification; or physical, mental, or medical disability (including non-sighted) unrelated to the ability to engage in job-related activities.

II. Process of Employment

1. A written job description that accurately reflects the job functions will be developed by the Pastor Nominating Committee or the Personnel Committee, depending on the position to be filled. It must be approved by the appropriate governing body (e.g. Session or Presbytery).
2. If the position is advertised, the job notice shall state that the Lake Hills Presbyterian Church is an equal opportunity employer. It may not carry such phrases as “minority preferred,” or “females will be given particular favor in interviews.”
3. The equal employment opportunity policy of the church shall be followed in consideration of applicants for interviews and employment.
4. References shall be kept for six months only from the date of employment in order to comply with the legal requirements for equal employment opportunity. They should be destroyed thereafter.
5. Care should be taken during the interviews to see that the privacy of the individual is protected. All questions shall be job-related. Job descriptions will be reviewed during the interview process.
6. Job descriptions will be discussed with new staff members upon employment and revised as needed. Revisions must be approved by the Session.

III. Benefits

1. Social Security

All non-ordained personnel are covered by the Federal Old Age and Survivors Benefits Act (Social Security). The employee’s share of the tax is withheld from the wages of lay staff. For ordained staff the regulations and procedures of the Board of Pensions shall be followed.

2. Vacation

A vacation with pay is provided for all staff members.

Non-ordained staff members are eligible for vacation during the calendar year as follows:

←Employed 6 months to 1 year-----	1 week
←Employed 1 year to 5 years-----	2 weeks
←Employed 5 years to 10 years-----	3 weeks
←Employed over 10 years-----	4 weeks

The length of vacation for ordained staff shall be determined by the Terms of Call

Vacation guidelines shall be as follows with Session approval:

1. If a holiday observed by the Presbytery of East Tennessee falls during an employee's vacation time, that day will not be deducted from the employee's earned vacation.
2. A week's vacation shall normally include Saturday and Sunday.
3. Vacation time may be taken at intervals during the year.
4. Vacation time must be coordinated through the pastor and with that of other staff members in order that the work may be maintained.
5. Part-time staff are eligible to receive vacation in proportion to hours worked.

3. Holidays

All holidays to be observed by Lake Hills Presbyterian Church personnel shall be determined by the pastor and Personnel Committee. Lake Hills Presbyterian Church will normally observe the holidays of the Presbytery of East Tennessee calendar. A holiday which occurs on Sunday will be observed on the following Monday, and a holiday which occurs on Saturday will be observed on the preceding Friday. Currently approved holidays are:

- New Year's Day
- New Year's Eve, one-half day
- Good Friday
- Memorial Day
- Independence Day
- Labor Day
- Martin Luther King Day
- President's Day
- Thanksgiving Day and the day after
- Christmas Eve, one-half day
- Christmas Day

4. Worker's Compensation

All Lake Hills Presbyterian Church staff in all locations shall be covered by workers' compensation insurance to provide for benefits in case of an on-the-job accident.

5. Sick Leave and Personal Leave Days

All employees will receive 12 working days of sick leave each calendar year. Sick leave may be used for personal illness, illness of a member of the immediate family for whom the employee

must provide care, and medical appointments (medical, dental, vision, etc.). Two of these days may be used as personal leave days. Sick leave entitlement during the first year of employment will be prorated according to length of employment. At the time of termination of employment (either voluntary or involuntary) an employee shall have no claim for pay in lieu of unused sick leave.

6. Disability

Disability is considered to be temporary separation due to physical or emotional inability to function on the job. The decision to grant leave shall be made by the personnel committee in consultation with the pastor and subject to the approval of the Session.

7. Leaves of Absence with Pay

The pastor is authorized to grant leave to staff in connection with personal and family emergencies and ordained responsibilities.

8. Leaves of Absence Without Pay

Leaves of absence without pay, up to six (6) months, may be provided with the approval of the pastor and the Personnel Committee, subject to the approval of Session.

IV. Dismissal for Cause

The reasons for dismissal for cause shall include but not be limited to the following:

1. unsatisfactory performance
2. insubordination in the line of assigned duties
3. neglect in the care and use of Lake Hills property and funds
4. repeated, unexcused absence and/or tardiness
5. substance abuse
6. illegal, dishonest or unethical conduct
7. sexual misconduct (as defined by the Presbytery of East Tennessee sexual misconduct policy).
8. repeated failure to observe employer policies
9. non-conformance with the Constitution of the Presbyterian Church (USA)

Discharge of any staff person is always considered to be an action of last resort taken after remedial measures have been proven ineffective or when the staff member's conduct is such as to preclude further service. Written documentation is required prior to recommendation for dismissal. Dismissal is subject to the complaint procedure that states that the personnel committee of the Session will mediate staff problems when requested by the pastor, a staff person, or members of the congregation.

V. Annual Performance Review

1. Every employee shall have an annual performance review with the participation of the employee, supervisor, and/or a member of the appropriate committee, and the personnel committee.
2. **During the first week of October each employee will receive an annual staff review self-evaluation form to be completed within seven days. Annual staff review forms will also be completed by the appropriate committee chairs and by the pastor for employees (see Personnel Policy V.2. A-G). These also are to be returned within seven days.**
 - A. The Session Chairs of Worship, Property, Christian Education, Mission, Visitation, Church Life, Finance, and the Clerk of Session will each complete an annual review form for the Pastor.
 - B. The Pastor and the director of Christian Education will complete an annual review form for the church secretary.
 - C. The Chair of Christian Education and the Pastor will complete an annual review form for the Director of Christian Education.
 - D. The Chair of Worship, the Organist, and the Pastor will complete an annual review form for the Music Director.
 - E. The Chair of Worship, the Music Director, and the Pastor will complete an annual review form for the Organist.
 - F. The Chair of Christian Education and the Nursery Chair will complete an annual review form for the Nursery Worker.
 - G. The Pastor and Property Chair will complete an annual review form for the Custodian.
3. Employees' self-evaluation forms and other annual staff review forms are to be reviewed by the personnel committee before sharing with the employee.

VI. Annual Compensation Review

1. The Personnel Committee is responsible for bringing a motion before Session recommending all salary increases. Salary levels shall be maintained so that they are consistent internally, responsive to changes in the cost of living, and consistent with the church's compensation standards.
2. Compensation for all ordained staff members is the responsibility of the congregation with the approval of the presbytery.

Notes: