

HIGHLAND PRESBYTERIAN CHURCH

Winston-Salem, NC

POLICY AND PROCEDURE MANUAL



HPC Policy Manual Rev F – February, 2017

2380 Cloverdale Avenue, Winston-Salem, NC 27103-2012
(336) 724-6303 www.highlandpres.org



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INTRODUCTION

Purpose of the Manual

The purpose of this Policy and Procedure Manual is to document and consolidate the policies and procedures of Highland into one place that will be updated and available to leaders and members. As a result there will be a method for continuity and efficiency of the administration and management of the many activities we do to serve Highland and its missions.

This document is for significant and major policies and procedures. It is not intended for everything we do, but only those items which have a long life and that if lost would produce a major disruption to church programs and missions.

Committee Roles

The various church committees are the “owners” of their section of this document. Their job is to create, maintain, and update the policies and procedures that the committee deems necessary.

The Long Range Planning Committee shall coordinate the maintenance of the document, with direction from the Session.

Document Control

To assure that the document does not become lost or out-of-date, there shall be one document that is the control, and it shall be saved on a secure portion of our server. It shall be backed up after each update, and backup copies preserved both on-site and off-site.

All church members and leaders shall have read-only access to the document, but write access (ability to edit and save the control copy) shall be limited to the church’s business manager, one member of the Long Range Planning Committee, and the Clerk of Session.

Any change, even minor corrections, shall result in a new revision to the control document. Content changes are to be reviewed by the relevant committee, and approved if appropriate by the Diaconate and/or the Session. Once approved, changes to the control document shall be coordinated and controlled by the Long Range Planning Committee. To maintain consistency and clarity, the file name for the Manual shall be “HPC_POLICY_MANUAL_Rev(X)(date).docx. A link to a *.pdf version shall be placed on the church’s web site.

Document Updates

Each church committee shall submit to the Long Range Planning Committee proposed revisions to its policies by the third Tuesday in October. The Long Range Planning Committee will consolidate and submit all of these proposed changes to the Session at their November meeting for approval. Each January church committees shall provide the Long Range Planning Committee a list of members for the current year. By the end of February the Long Range Planning Committee shall update the document including Policy and Procedure changes approved by the Session, current church officers, and committee members. Updates shall be kept to one per year unless directed by the Session.

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BOOK OF ORDER COMMENT

The *Book of Order* of the Presbyterian Church USA (PCUSA) provides authoritative governance for our Church. Nothing in this manual may override or contradict the *Book of Order*. This Manual is intended to supplement and provide additional details of policy and procedures not covered by the *Book of Order*.

Some *Book of Order* processes may be repeated or summarized in this Manual, but when so done should include the appropriate reference. (e. g., The composition of the Nominating Committee and the nominating process is controlled by G- 14.0201 – 4 and other sections of the *Book of Order*.)



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ROSTER OF HIGHLAND'S STAFF AND CORPORATE OFFICERS

Staff

Pastor, Head of Staff	Randy Harris
Associate Pastor	Debbie Layman
Associate Pastor Youth/Young Adult	Courtney Stevens
Director of Christian Education	Darryl Ray
Director of Music	Nathan Zullinger
Business Manager	Joy Hamilton
Administrative Assistant	Gidget Payne
Sexton	Betty Roberson

The *Book of Order* requires that, whenever permitted by civil law, each particular church shall cause a corporation to be formed. (G-7.0400)

Officers of the Corporation, 2017

President:	Garry Russ
Vice President:	Linda Thorup
Secretary:	Esther Preston
Treasurer:	Miles Abernethy

The Clerk of Session shall serve as the Secretary of the Corporation (G-7.0400)

Change of Registered Office and/or Registered Agent

This State of North Carolina document names **Joy Hamilton** as the registered agent on the 2nd day of April, 2015.



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SESSION AND DIACONATE COMMITTEES 2017

Session Committees Clerk: Esther Preston			
Christian Education CH Garry Russ VC Lola Culler 1st Year Grover Gore	Youth & Young Adult Ministry CH Cheryl Walker VC Martha Neely 1st Year Mark Queen	Fellowship and Communications CH Katina Barksdale VC Ethie Edwards 1st Year Mac Smyth	Long Range Planning CH David Norman VC Jim Lancaster 1st Year Scott Templeton
Membership CH Kathy Black VC Esther Preston 1st Year Gordon Jenkins	Nominating CH John Loftis VC Lottie Kay 1st Year Fred Fischer Deacon Susan Toner	Personnel CH Bob Lawing VC Linda Thorup 1st Year Mark Doughton	Worship CH Miriam Davie VC Leslie Kamtman 1st Year Randy Shields
Diaconate Committees Chair: Debbie Patton Vice Chair: Susan Toner Secretary: Scott Miller			
Property CO-CH Skip Pickett John Woodmansee CO-VC Royce Thompson CO-VC Ralph Burroughs 1st Year Carolyn Albright 1st Year Alice Michalove	Community Service CH Sue Kent VC Kelly Greene 1st year Steve Zorn	Congregational Care CH Melissa Fisch VC Missy Carroll 1st year Nicole Gottfried	Finance CH Pat Blythe VC Robin Spainhour 1st Year Debbie Cesta
Memorial Garden Elder Kathy Black Memorial Garden is a sub-committee of the Property Committee.	Witness CH Raegan Dalbo VC Gillian Thomas 1st Year Megan Bryant	Stewardship Ch Meghan Parsons VC Jennifer Wells 1st Year Jim Gallaher	Permanent Fund Elder Lottie Kay Deacon Robin Spainhour Permanent Fund is a sub-committee of the Finance Committee.

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HANDBOOK OF HIGHLAND PRESBYTERIAN CHURCH

The Handbook has general information about Highland for current and prospective members. It is published separately for distribution. This copy (link following) is on Highland's web site. The official version for document control resides on Highland's server.

(<http://www.highlandpres.org/view.php?z=209>)



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COMMITTEES OF THE SESSION

CHRISTIAN EDUCATION COMMITTEE

Duties, Roles, and Responsibilities

A. Mission

1. Create and implement educational opportunities for members of Highland Church and their families, interested visitors, and inquirers, equipping adults for their discipleship and preparing children and youth for present relationships and future Christian life
2. Be responsible for planning and supervision of all educational events
3. Provide opportunities for learning that interpret worship, study and service as vital parts of life in Christ
4. Plan and conduct teacher/leader recruitment and training
5. Encourage and enable use of AV's, media, and interactive computer learning
6. Ensure a physically safe and emotionally positive environment for learning
7. Collaborate with other Session committees on joint responsibilities including interpretation of worship and music, mission trips, and congregational retreats
8. Coordinate with the Session and the appropriate committee of the Board of Deacons regarding all issues of safety and liability in connection with sponsored activities
9. Carry out all these responsibilities under the supervision of and only with specific or delegated approval of the Session

B. Membership

The committee will consist of three (3) Session members, the DCE, and at-large congregational members.

C. Responsibilities

1. Nominate to the Session at a designated meeting, a Church School superintendent and teachers for the Church School Year. The Christian Education Committee will maintain an up-to-date list of church members who have been approved by the Session as teachers.
2. Coordinate the Ministry Teams and act as a liaison to the Session.

D. Children's Ministry Team

1. Determine the educational goals and objectives of the Church School for infants through fifth graders. These goals and objectives serve as a basis upon which its program is projected.
2. Recommend the overall policies of the children's Church School regarding activities of various groups, personnel, curriculum, and room assignments.
3. Evaluate the children's Church School program on an ongoing basis.
4. Recruit teachers for the children's Church School classes and nursery scheduler, nursery assistants, and nursery volunteers.
5. Recruit, hire, train, and evaluate paid nursery workers
6. Review facility and equipment needs.
7. Oversee and coordinate the provision of supplies for all nurseries.



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8. Organize and coordinate a summer Vacation Bible School program under the guidance of the Director of Christian Education.
9. Coordinate the development and/or implementation of any special educational undertakings of the Church (Presentations of Bibles, etc).

E. Adult Christian Education Team

1. Determine the educational goals and objectives of the Church School for adults. These goals and objectives serve as a basis upon which its program is projected.
2. Recommend overall policies of the Adult Church School regarding activities of various groups, personnel, curriculum, and room assignments.
3. Recruit teachers/facilitators for the Adult Church School classes.
4. Evaluate the classes offered on an ongoing basis.
5. Review facility and equipment needs.

F. Ad Hoc Library Committee

1. Various staff will advise committee

See additional policies in the appendix



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COMMITTEES OF THE SESSION

MEMBERSHIP

Duties, Roles, and Responsibilities

Duties are created and assigned by the Session. Any recommendations outside the scope of this committee must be approved by the Session.

- Recruit, enroll and mentor new members at Highland.
- Work with Highland staff to provide education and training on Highland, its role in the community, its history and future direction.
- Reach out to the community through an updated website, advertising, public relations and press releases.
- Maintain updated new member information and new member class materials distributed to each new member class.
- Review and update church membership roles on a regular basis.
- Accept and accomplish any assignments to Membership that come from the Session.
- Maintain supervisory control over any ad hoc or subcommittees that come under the direction of Membership.

Membership

The committee includes three elders, the Associate Pastor, and additional at-large members from the congregation.

Policies

There are no standing policies for this committee

Operating Procedures

There are no standing operating procedures for this committee



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COMMITTEES OF THE SESSION

FELLOWSHIP AND COMMUNICATION COMMITTEE

Duties, Roles, and Responsibilities

Duties of this committee consist of coordinating all fellowship gatherings and the communication of the various events. The responsibilities include these gatherings but not limited to:

- Retreats (Montreat weekend, women's retreat and men's retreat), church picnic, Highland fling, Lemonade on the lawn, Men of the Church, Presbyterian women, scouting, singles group, athletic teams, XYZers, ABCers, Hightimers, and athletic teams,
- The communications include Church directory, newsletter, web site, bulletin boards, and art exhibits.

Membership

The committee comprises three elders (one from each class), and a pastor. Additional members from the church are encouraged but not required. The committee chair and vice-chair are, respectively, the third and second year elders.

Policies

There are no standing policies for this committee.

Operating Procedures

Committee chairperson maintains a manual for all activities.



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COMMITTEES OF THE SESSION

LONG RANGE PLANNING COMMITTEE

Duties, Roles, and Responsibilities

Duties of Long Range Planning are created and assigned by the Session. All plans and systems shall be approved by the Session. This committee has no roles or authority derived from the *Book of Order*.

- Devise and work with committee chairs to maintain two-year plans for goals and objectives for each of Highland's committees.
- Evaluation of programs and life of our church.
- Other projects assigned by the Session for research and recommendation.

Membership

The committee comprises three elders (one from each class), and the senior pastor. Additional members from the church are encouraged but not required. The committee chair and vice-chair are, respectively, the third and second-year elders.

Policies

- There are no standing policies for this committee

Operating Procedures

- There are no standing operating procedures for this committee



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COMMITTEES OF THE SESSION

NOMINATING COMMITTEE

Duties, Roles, and Responsibilities

The Nominating Committee is the only Committee in the local church that is mandated by the *Book of Order* and whose membership is clearly outlined. The duties, roles, and responsibilities include:

- Seeking suggestions from the congregation for church officers
- Following prayerful consideration and being led by the Holy Spirit, contacting persons willing to have their names placed in nomination
- Requesting the Session to call appropriate Congregational Meetings for the nomination and election of officers
- Placing before the congregation a slate of nominees for the offices of Elder and Deacon
- Making all standing committee leadership assignments
- Nominating members of the congregation to serve, in a three-year rotation, on the Nominating Committee. These persons are elected by the congregation at the annual meeting of the congregation.
- Nominating the officers of the Corporation, who are elected by the Session, acting as Trustees of the Corporation. The President and Vice-President are active Elders, the Secretary is usually the Clerk of Session, and the Treasurer is usually the Church Treasurer.
- When appropriate need arises, at the request of the Session, securing a Transition Team
- When appropriate need arises, at the request of the Session, nominating an Associate Pastor Nominating Committee and placing this slate of nominees before the congregation at a Congregational Meeting.
- When appropriate need arises, at the request of the Session, nominating a Pastor Nominating Committee and placing this slate of nominees before the congregation at a Congregational Meeting.

Membership

The Nominating Committee has three elders (one from each class with the third year elder serving as Chair), one deacon, and five members of the congregation. The number of congregational members is always greater than the number of active officers, per the *Book of Order*. These congregational members serve three-year terms and are elected at the annual meeting of the congregation. The Pastor serves as an ex-officio member.

Policies

- There will be a minimum of one year off between serving three-year terms on the same board.
- Nominating Committee members are not nominated for officers, BUT can be nominated for a Pastor Nominating Committee or an Associate Pastor Nominating Committee.
- Spouses do not serve together on the same board at the same time but can serve on different boards at the same time.
- Elections are held once a year. When a first or second year officer resigns by April 1st of that term, a special election shall be held to fill that vacancy.
- Church Staff members have not served as officers.

Operating Procedures

(See the *Book of Order*)

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COMMITTEES OF THE SESSION

PERSONNEL COMMITTEE

Duties, Roles, and Responsibilities

- Recruitment and employment of non-ordained program staff in consultation with appropriate committee and/or supervisor
- Establish and maintain up-to-date job descriptions for all positions of staff in consultation with appropriate committee and/or supervisor
- Recommend to Session: salaries, benefits, work rules, hours, holidays, vacations
- Conduct appraisals of staff job performance, arbitrate any staff conflicts and provide continuing support and counseling of staff members

Membership:

Three elders (chairman, vice chairman, first year elder) plus several members at large from congregation

Policies

Information on Highland's Personnel Policy is available through the Personnel Committee or from the church office.

Procedures

The Personnel Committee runs its yearly activities from an event calendar maintained by the committee.



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COMMITTEES OF THE SESSION

WORSHIP COMMITTEE

Duties, Roles, and Responsibilities

Duties of the Worship Committee are created and assigned by the Session as set forth in the *Book of Order W-1.4000*.

- Plan all regular and special worship services with Staff input
- Provide and maintain decoration materials used in all worship services
- Provide for Monthly Sacrament of Holy Communion, including home bound
- Provide for administering the Sacrament of Baptism
- Oversee the recruitment and duties and scheduling of the Ushers
- Schedule, coordinate, and oversee acolytes.
- Provide guest preachers, when needed
- Monitor and record worship attendance
- Manage “Elder at the Front Door” schedule
- Manage “Elder of the Month” schedule
- Provide nursery for all worship services
- Make recommendations for the use of the Memorial Fund
- Oversee Wedding and Funeral Host Programs

Membership

The committee comprises three elders (one from each class), the Director of Music, and the senior pastor. Additional members from the church are encouraged but not required. The committee chair and vice-chair are, respectively, the third and second-year elders.

Policies

In 2007, the Worship Committee recommended and established two policies that are approved by Session, as follows:

- During the time between Memorial Day or Pentecost (whichever comes later) and Labor Day (inclusive of Labor Day weekend) there shall be a single 10:00 AM Summer Worship Service.
- Flags (American and Christian) shall be placed in the sanctuary only during Ordinary time. They shall be removed to the Narthex during Festival/Penitential Seasons. Consult the Presbyterian Planning Calendar for proper distinction of seasons.

Operating Procedures (See Appendix)

Worship Committee Monthly Schedule
Weddings
Communion Training



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COMMITTEES OF THE SESSION

YOUTH AND YOUNG ADULT MINISTRY

A. Vision

The Vision for Highland Presbyterian Church Youth and Young Adult Ministry:

As a congregation, we promise, when a child is baptized, to love and nurture them in the Christian faith. In keeping that promise to our youth, we will:

- Provide a Biblical foundation for living and making decisions consistent with Christ's teachings;
- Provide a safe space for building a relationship with God and growing in faith, with the freedom to doubt and question;
- Provide a fun, friendly environment that values relationships, fosters learning and builds self-esteem;
- Provide a comfortable atmosphere where everyone is welcome, accepted and belongs;
- Encourage youth to live out their faith through service and relationships in the church, the community and the world.

B. Mission

1. Create and implement educational opportunities for the youth and interested visitors of Highland Presbyterian Church, so that these youth are equipped for a life of discipleship in Christ.
2. Oversee planning and supervision of all educational events
3. Provide opportunities for learning that interpret worship, study and service to others as vital parts of a Christian life
4. Instill youth with an ongoing awareness and development of self-esteem and social skills which lead to loving, kind relationships
5. Ensure a physically safe and emotionally positive environment for learning
6. Encourage and enable use of multiple sensory media, including but not limited to audio visual and tactile resources, such as movies, painting and sculpture
7. Plan and conduct teacher/leader recruitment and training
8. Collaborate with other Session committees on joint responsibilities including interpretation of worship and music, mission trips, and congregational retreats
9. Coordinate with the Session and the appropriate committee of the Board of Deacons regarding all issues of safety and liability in connection with sponsored activities
10. Carry out all these responsibilities under the supervision of and only with specific or delegated approval of the Session



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C. Membership

The committee will consist of three (3) Session members as well as several at-large members including youth members.

D. Responsibilities

1. Determine the educational goals and objectives of the Church School for youth, from grade six through twelve. These goals and objectives will serve as the basis in determining the structure and content of the program.
2. Recommend overall policies of the youth Church School regarding activities of various groups, personnel, curriculum, and room assignments.
3. Recommend overall policies of G-Force, middle school, and high school youth programs.
4. Review facility and equipment needs.
5. Evaluate the youth Church School program on an ongoing basis.
6. Evaluate G-Force, middle school, and high school youth programs.
7. Recruit teachers for the children's Church School classes, Youth Advisors for G-Force, middle school, and high school Youth Fellowship, and other volunteers as needed.
8. Coordinate youth mission and camp programs.
9. Coordinate a meal schedule for Youth Fellowship meals.
10. Facilitate the congregation's awareness and support of the youth programs by publicizing the youth group's activities.
11. Coordinate the youth confirmation classes.
12. Assist in fundraising efforts.
13. Coordinate the "Be An Angel" college care program.

E. Policies

1. All employees and volunteers must follow the Child and Youth Protection Policy as listed in the Christian Education section of the handbook.
2. Other Youth and Young Adult Ministry Committee policies may be received upon request to the Youth and Young Adult Ministry Committee chair.



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COMMITTEES OF THE DIACONATE

COMMUNITY SERVICE COMMITTEE

Duties, Roles, and Responsibilities

- Oversee the Community Service Budget
- Coordinate community service agency visits during the summer
- Evaluate new Community Service Agencies that request funding
- Coordinate monthly spaghetti sauce delivery for Crisis Control Ministry
- Coordinate Samaritan Inn volunteers twice a year for overnight stays
- Coordinate special service as developed by the committee with guidance from the Pastoral Staff, Session, and Diaconate
- Plan, coordinate and schedule Helping Hands Day
- Oversee the Moore Elementary Food Pantry, which is housed in basement, order food from Second Harvest, coordinate volunteer schedule.

Membership

There are three Diaconate members, the Associate Pastor, and congregational members

Policies (none)

Operating Procedures

Budget Overview

As the Finance Committee requests an Asking Budget from each committee chair, the Community Service Committee Chair should meet with the Associate Pastor to begin discussing the percentage of our budget that will be directed to supporting our benevolences. This includes our support of the General Assembly, Salem Presbytery, Witness Committee and Community Service Committee. Once the percentage of our budget is determined that will support our benevolences, the Community Service Committee budget can be calculated.

The distribution of funds to the agencies in our community that Highland supports is typically done once the budget has been finalized. A Request for Support form is mailed to each of our agencies in the spring, followed by a visit from a committee member that typically occurs over the summer months. The Request for Support forms have two versions, Form A for agencies we have history with and Form B, for newer agencies that we need more information from. The September committee meeting is devoted to evaluating each of our agencies.

As new agencies in our community request financial support from Highland, the “Request for Support” form is completed. A representative from the agency attends a committee meeting to provide further information regarding their programs and services. The committee then considers whether to support the agency if funds are available. Criteria that the committee considers includes the range of services offered, the population served, funding sources, and the number of Highland members who serve as volunteers. The committee has supported new agencies with a minimum contribution of \$1,000, pending availability of funds and the amount requested.



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New for 2013 is the October 22 opening of the Moore Elementary Food Pantry. The pantry is a community effort with our neighbors Temple Emanuel and Highland Presbyterian. The majority of the food is acquired through Second Harvest. Proposed budget changes must be approved by Finance Committee. The pantry will be an on-going line item in the budget. Secondary to the budget is the scheduling of volunteers to cover the pantry and stock shelves. The Moore Food Pantry is currently open twice a month.



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CONGREGATIONAL CARE COMMITTEE

Duties, Roles, and Responsibilities

Duties of the Congregational Care Committee are created and assigned by the Session. Congregational Care needs are communicated to the CCC through the pastors and members of Highland Presbyterian Church.

- Support for the needy, the bereaved and the troubled members of the congregation
- Initiate programs which strengthen the compassion of the church
- Support of the Caring Friends program

Membership

The committee comprises three deacons (one from each class), and the Associate Pastor. Additional members from the church are encouraged but not required. The committee chair and vice-chair are, respectively, the third and second-year deacons.

Policies There are no standing policies for this committee.

Operating Procedures

- Flower Delivery—oversees the weekly delivery of flowers to needy, bereaved and sick members of the congregation. Congregational Care Committee delivers flowers on the 1st, 3rd, and 5th Sundays of the month. The Diaconate delivers flowers on the 2nd and 4th Sundays of the month.
- Cards—sends cards to members of the congregation based upon the weekly prayer list and input from staff. Rotated among CCC members monthly.
- Birthday Cards—coordinates sending birthday cards to all members of the congregation. Rotated among CCC members.
- Care Notes—oversee the purchase and display of “Care Notes” in the narthex and gallery hall on topics such as, Death & Dying, Divorce, etc.
- New Babies—coordinates delivery of a meal and baby board book to families with new babies in the congregation.
- Intergenerational Outreach Visits—plans quarterly events between the Highland youth and homebound members of the congregation. Examples include Christmas caroling and delivery of seasonal gift baskets to assisted living communities.
- Worship Service Transport—coordinates drivers for members needing transportation to Sunday worship services.
- Annual Thanksgiving Meal
- Other congregational needs as needed



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COMMITTEES OF THE DIACONATE

FINANCE COMMITTEE

Duties, Roles, and Responsibilities

- The Finance Committee is responsible for proposing an annual comprehensive budget that covers the ministries, administrative, and practical needs of the church to the Session, and upon approval by the Session shall oversee the financial affairs and policies of the church and carry out the directions of the Session in the financial area.
- It has oversight and responsibility for reviewing the budget, evaluating the on-going financial status of the church, providing guidance to the church's elected officers and staff, and proposing and assuring compliance with financial policy.
- The Finance Committee shall insure that Highland Presbyterian Church, as a matter of proper stewardship, implements appropriate financial systems to assure compliance with legal obligations, sound financial management, risk management, and prudential systems of accountability and control.

Membership

Three deacons; (chair, vice chair, first year deacon), the Treasurer, plus several members at large from the congregation. The Pastor or Associate Pastor and the Office Manager shall be an ex-officio members.

Policies

1. Budget

1.1. Budget Process

1.1.1. At the September meetings of the Diaconate and Session, the Finance Committee shall annually request each staff member and committee with budget line items, to evaluate their needs and submit a budget request to the committee by the September meeting of the Finance Committee.

1.1.2. The Finance Committee shall submit its proposed Asking Budget to the Session for their review and comment at the October Session meeting prior to the annual stewardship campaign. At the conclusion of the annual stewardship campaign, the Finance Committee will submit its recommended balanced budget to the Session for adjustment and final approval.

1.2. Budget Availability

1.2.1. On adoption, the budget shall be made available to the congregation in accordance with the Book of Order. Financial status reports to the Finance Committee and the Session shall be structured to reflect the budget, and actual receipts and expenditures reported in the budget categories.

1.3. Effect of Budget

1.3.1. The budget shall constitute the limits of authority for the elected and paid leadership to expend funds and establish the basic categories of accounting. The Treasurer or other



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leadership shall have no authority to expend funds except where authorized by the budget or separate Sessional authorization.

- 1.3.2. If the Treasurer determines there is a cash flow problem or other factors requiring financial restraint, he may impose temporary spending limits in one or more categories, and/or recommend that the Finance Committee review these concerns and make a recommendation to the Session of specific budget adjustments.

1.4. Budget Changes and Adjustments

- 1.4.1. Proposed budget changes during the fiscal year must come from the Finance Committee or from other committees or staff members. All such proposals from other committees or staff members must be first presented to the Finance Committee thirty (30) days before they are presented to the Session so that the Finance Committee may make informed recommendations regarding any such proposal. The Finance Committee is responsible for making all proposed changes to the budget to the Session with a recommendation that either (1) the proposal be accepted (2) the proposal be accepted as modified by the Finance Committee or (3) the proposal be rejected.
- 1.4.2. Budget reallocations within subcategories of major ministry areas such as Christian education, and property maintenance, may be made between line items when sufficient justification is found and the reallocation is approved by the responsible committee. However, such internal adjustments may not increase the basic church budget or the budget for any major ministry area without the approval of the Finance Committee and Session.
- 1.4.3. In an emergency, the church may expend funds beyond the budget for any line item up to \$5,000 for emergencies with the approval of the Treasurer and the chair of the Finance Committee. This provision is intended only to be utilized when the need is sufficiently compelling

1.5. Fiscal Year

- 1.5.1. The fiscal year for all church finances shall be January first to December thirty-first.

1.6. Borrowing Authority

- 1.6.1. Only the Session in a regular or specially called meeting with notice may approve the borrowing of any funds from any source.
- 1.6.2. When the Session at such a regular or called meeting determines a need for borrowed funds, the Finance Committee will be so notified. That committee shall then designate a representative or representatives to seek an arrangement for such borrowing and then after having reached a tentative agreement present a proposal for Finance Committee review. When accepted by the Finance Committee, the proposal shall be presented to the Session for approval and subsequent implementation.

2. Handling of Church Receipts and Funds

2.1. Receiving, Counting and Depositing Funds

- 2.1.1. The Finance Committee shall develop a comprehensive written set of policies and procedures for the reception, counting, recording and depositing of offerings and gifts whether through the general offerings or by mail or other means. The policies and

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procedures, as aspects of the overall financial management systems, assures appropriate internal controls through checks and balances, separation of functions and systems which can assure the membership of the integrity of the system and those who handle and safeguard the finances.

2.2. Non-Cash Gifts

- 2.2.1. The church recognizes that non-cash gifts of many kinds are very important in the ministry of the church. The policies set forth here are intended to assure that such gifts are appropriately used by the church and to guide donors in their giving priorities.
- 2.2.2. Gifts of negotiable securities, unless a recommendation of the Finance Committee finding special circumstances is approved by the Session, will be welcomed and be sold immediately.
- 2.2.3. The Session or a committee given the authority by the Session must agree to the receipt of real property, and the Finance Committee and other appropriate committees may make recommendations to the Session regarding the acceptance and use of such a gift.
- 2.2.4. Gifts of other items for the use of the church must be approved by the appropriate committee or person who would utilize such property in the ministry of the church. This is to assure the property is appropriate for the intended use, and that the donor will also be aware of the intended use of the donated item.
- 2.2.5. All gifts become the property of the church, and their use and/disposal is at the sole discretion of the church, except where the donor has subjected the gift to a specific designation accepted by the church.
- 2.2.6. For all gifts of objects accepted by the church, a donation receipt letter will be sent to the donor in a timely manner for tax purposes.

2.3. Receipting Rules

- 2.3.1. Contributions of non-cash property
 - 2.3.1.1. Receipts [typically letters of acknowledgement from the church to the donor] for non-cash gifts must describe the gift given. No dollar value of the gift given shall be included in such a receipt/letter. Thus a gift of a car or real estate should note the gift given with specific detail that might be relevant to its value, but it is the donor's responsibility to justify any tax-deduction value claimed on tax returns.
- 2.3.2. Gifts of property exceeding a value of \$5,000
 - 2.3.2.1. For gifts of property the aggregate value of which exceeds \$5,000, the donor must obtain a qualified appraisal and attach it to his/her tax return in which the deduction is claimed. The appraisal summary must be on Form 8283, signed by the charitable organization, such as the church, and attached to the return. If property received by the church requiring Form 8283 is then sold or otherwise disposed of within two years, the church must file form 8282 within 125 days of its disposition, and a copy provided to the donor.

2.4. Financial Accounts

- 2.4.1. The church may establish the following accounts:

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- 2.4.2. General Fund and Permanent Fund
- 2.4.3. Music Fund, Education Fund, Memorial Garden Fund, and the Global Mission Endowment Fund which shall be managed by the Permanent Fund Committee
- 2.4.4. Such other special and designated accounts as it may deem appropriate.

2.5. . Funds Policy

- 2.5.1. All accounts or funds created by the church or by any church entity must (a) be approved by the Finance Committee, (b) be subject to annual reporting requirements, (c) be under the oversight of the Treasurer, Finance Committee, and the Session, and (d) provide a means of recording, securing, depositing and reporting approved by the Finance Committee.
- 2.5.2. Some miscellaneous funds created by a group within the church may NOT be official church funds in which case there will no official receipting or reporting within the church. Funds not processed through the church's financial officers are not official church funds, and donations to such funds are not qualified charitable gifts for tax purposes. These funds should in most cases be for limited and short-term use such as a temporary fund for an outing or a social-events fund of a class. No bank or other financial account may be established under the name of the church unless approved by the Finance Committee and unless the funds are subject to the usual financial processes established by the Finance Committee and the Session.

2.6. Deposit Accounts

- 2.6.1. The church may establish such bank and other accounts for the deposit of funds as shall be appropriate. Designated (Restricted Use) Funds shall be receipted and disbursed through separate ledger accounts. The church Treasurer shall maintain one or more separate accounts for all designated funds. Note: Though not required by law or sound accounting practices, the separate account provides greater assurance such funds are not inappropriately used.

2.7. Allocation of Gifts and Bequests to Funds and Accounts

- 2.7.1. All receipts shall be credited to the General Fund except where the donor has expressly designated otherwise, or the receipts have been received for special funds or causes, or the funds are credited to the Permanent Fund as defined in Section 4, of the Policies of the Permanent Fund Committee. Undesignated memorial gifts of \$100.00 or less shall be credited to the Memorial Fund.

2.8. Designated Funds Policy

- 2.8.1. The Session may establish such designated funds and accounts as may further the ministry of the church, and shall for all such funds assure separate accounting and reporting.
- 2.8.2. No designated funds shall be received by the church except where the church has approved or established the fund and its related project or activity. Gifts with some unapproved designation shall be returned, or may at the discretion of the Finance Committee be held conditionally until the Session can assess whether it wishes to establish such an approved designated fund.



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- 2.8.3. Members wishing to give designated funds should consult with the pastor or other leadership to request the church's consideration of their preferred designation and any alternatives.
- 2.8.4. Designated funds shall be restricted solely for the designated use and may not be diverted to other purposes without the written authorization of the donor.
- 2.8.5. An annual report shall be provided to the Session on the status of all designated funds including new receipts and expenditures.

3. Investment Policy

- 3.1. Investments shall be managed by the Permanent Fund Committee in accordance with its written policies.

4. Fundraising

- 4.1. The principal means for the support of the ministry of the church is through the tithes and offerings of its members. Any special fundraising activities by church affiliated sanctioned programs or on church property must be approved by the Session based on a written proposal noting the nature of the proposed fundraising activity including the target audience, place and time, the financial goal, the proposed use of the funds, and who will be conducting and supervising the event including accountability for the funds. No fundraising event shall use the name of the church or its ministries without the approval of the Session.

5. Handling Disbursements

5.1. General Procedures

- 5.1.1. The Finance Committee shall establish specific written policies and procedures for the handling of disbursement of funds, assuring ample internal controls. Such systems shall assure that (a) disbursements are properly authorized by the approved budget or other approval process set forth in the church bylaws or policy manual, (b) that adequate records are maintained to support the appropriateness of each disbursement through such documents as invoices, receipts or a request for disbursement(c) that multiple persons are involved in the processes of authorizing payments, preparing checks and signing checks, ((d) that the specific duties of financial leadership, paid or elected, in regard to disbursements are clearly set forth.

- 5.1.2. The disbursement system shall be integrated into a general accounting and bookkeeping system recommended and overseen by the Finance Committee and authorized by the church.

5.2. Non-Employee Payments

- 5.2.1. The church shall file Form 1099 MISC for each person to whom it pays \$600 or more annually in rents or payments for services.

5.3. Employee Reimbursement Policy and Procedure

- 5.3.1. Consistent with IRS regulations for an accountable expense reimbursement policy, and the church's desire to confirm to these requirements for the benefit of the church and staff, the church shall adopt and implement an expense reimbursement policy

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whereby ministers and other staff may receive advances for, or reimbursement of, expenses to the extent provided for in the current budget if and only if the following conditions are met: (1) the expense has a stated business purpose related to the church's ministry, (2) the minister or staff provides written detailed substantiation of the expenses, normally on a form provided by the church, within not less than sixty (60) days, and (3) any excess reimbursements are returned within 120 days. Further, any advances must not be made more than thirty (30) days before the expected expenses, nor in excess of a reasonable estimate of those expenses. An accounting and substantiation of expenses must be made within sixty (60) days and the return of any excess advance fund within 120 days.

- 5.3.2. The church may provide credit cards to those staff members deemed appropriate by the pastor or the Finance Committee. The credit cards are to be used for church related expenses. Each charge must be substantiated by invoices or sales receipts with notations indicating the purpose of the charge. All bills from the credit card company must be submitted with proper documentation to the Office Manager no later than 14 days after receipt of the charge account billing. The failure to properly document charges and/or to submit the monthly billing in a timely manner may result in forfeiture of the charge account.
- 5.3.3. The Personnel Committee shall adopt a written specific expense reimbursement policy that shall include guidelines on what expenses are considered appropriate—for example when the church would consider air travel appropriate, limits to tourist-class fares, and any limits on costs of meals reimbursed such as a maximum amount for meals per diem.
- 5.3.4. The church or its designated committee shall establish and implement the specific procedures for submission of requests for reimbursement, required substantiation documentation, and procedures for expense advances and reimbursements, consistent with the requirements of an accountable plan as described by applicable IRS regulations. The procedures shall include the appropriate forms and identification of persons authorized to approve advances, reimbursements or process forms.
- 5.3.5. The office manager shall monthly process approved reimbursements and approved advances and record such on the books of the church and retain records to establish conformance with the accountable plan standards of the IRS.

5.4. Petty Cash Fund

- 5.4.1. The Finance Committee recommends a Petty Cash Fund not to exceed \$2000 which shall be governed by policies set by the Finance Committee regarding its custodianship, amount, receipting and accounting.

6. Financial Reporting

6.1. Financial Reports

- 6.1.1. The Treasurer and Office Manager shall provide financial reports at each Finance Committee meeting. This report will include comparisons of actual revenues and expenses compared to budget figures. Financial Reports shall be provided to the Session after review by the Finance Committee. At year end, an annual financial report



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shall be provided to the Presbytery.

6.2. Access to Financial Records

6.2.1. Members shall have access to the principal financial reports of the church including budgets, periodic financial reports, annual financial reports and reports from auditors. Members shall not, however, have access to individual donor records, except records of their own giving. Such individual donor records shall be confidential and available only to those who must have the information to carry out their assigned duties. Members shall have access to records showing the disposition of designated funds.

6.3. Other Financial Reports

6.3.1. As an employer, the church is subject to many state and federal labor, withholding, and other tax laws. The church should carefully review their duties of reporting and complying under these laws, and may well need to consult their financial and legal advisers. There may also be additional requirements if the church employs a number of people who are engaged in trade or commerce, or are doing business in other states. Here is a list of the common reporting and filing requirements that often affect churches—most related to employment and/or financial dealings.

IRS Form 8274 Social Security and Medicare tax for church employers

IRS Form 4361 Relates to Social Security and ministers

IRS Form 941 or 941SS Forms are for the reporting of city, state or federal tax withholding. If the church is exempt from Social Security, 941SS is to be submitted.

IRS Form W-4 Form pertains to all employees and some minister employees

IRS Form W-2 Statement of earnings

IRS Form W-3 To the Social Security Administration and, in some instances, to the state

IRS Form 1099 MISC. Issued to self-employed individuals indicating sums paid

IRS Form 1099 INT. Issued to anyone paid interest of more than \$10 in a calendar year

IRS Form 1096 Transmittal form for all 1099 forms

IRS Form 8283 Submitted to the IRS for donations of non-cash items in excess of \$500 or less than \$5,000. Read it carefully.

IRS Form 8282 To be completed by the church only if non-cash items are sold.

IRS Form 8300 If a church (or any other ministry) receives \$10,000 or more in cash in any business or trade transaction (e.g., rental of property or a parking lot), it would need to be reported on Form 8300. This reporting is NOT required for charitable contributions.

IRS Form I-9 The Immigration and Naturalization Service requires this to be on file for every employee.

IRS Form 990 A church is not obligated to fill out and return this form.

IRS Form 990TA church that receives \$1,000 or more in gross income from an unrelated trade or business must file this form. (Unrelated Business Income obligations are discussed below.)



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NC Form E-585 Nonprofit and Government Entity Claim for Refund State and
County Sales and Use Taxes

7. Document Retention Policy

7.1. The church through its officers and staff shall retain permanently the following records and documents: Articles of Incorporation, church bylaws, titles to property, insurance policies, membership rolls, stock certificates and transfer lists, minutes of church business meetings, annual financial reports, audit reports, copyrights and trademark registrations, church newsletters, Sunday bulletins, legal correspondence, tax returns and working papers, retirement and pension records, and such other documents whose permanent retention is required by congregational action. These documents shall be maintained in a fireproof and secure location under the control of the church.

7.2. The following records shall be retained for a period of ten years in a secure location: All church financial records and statements (bank statements and records, checks, contribution statements, vendor documentation, purchase orders, housing allowance designations), accident reports, personnel records (applications for employment, terminated employee records, expired contracts, personnel files, payroll records), property documents (appraisals, expired insurance policies, tax or other financial matters), contracts and agreements, wills of deceased donors, federal/ state/local filings, insurance documents (accident reports, claims [after settlement], expired policies, safety reports), expired trust agreements.

8. Risk Management

8.1. Although the actual purchase of the required insurance is a responsibility of the Property Committee, the Finance Committee shall assure that professional insurance advice is used to secure adequate insurance coverage against:

- Physical loss of buildings and personal property on a replacement cost basis,
- General liability, and business auto, appropriate to the ministries of the church, and sufficient to provide coverage for liabilities arising from the ministry of members and staff, both volunteer and paid on an occurrence basis. Not less than \$3,000,000 in liability coverage shall be included. Coverage may be provided under a basic policy with additional coverage under an umbrella liability policy.
- Statutory Workers Compensation and Employers Liability in the amount of \$500,000

8.2. The church may require the bonding of any elected or paid staff who handles the funds of the church.

9. Capital Projects

9.1. A “capital project” is the construction, renovation, purchase, demolition or major repair of a physical asset valued at \$10,000 or more with a useful life of at least 3 years.

9.2. The Session will recruit and name a project leader and team to oversee capital projects. A church staff member will be assigned to the team and be responsible for keeping other

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staff members abreast of the project. The team will be responsible for defining the objectives, analyzing the requirements, developing the specifications, determining alternatives, and making recommendations. Preference for the project leader should be given to a member of the committee normally responsible for the item or service purchased.

- 9.3. As many capital projects tend to be specialized and complex, a designer who is experienced in the aspects of the particular project being planned should be selected. The time, effort and expense of selecting the most qualified designer will pay dividends throughout the design and construction process and through the long-term use and operation of the facility.
 - 9.3.1. It shall be our policy, except in cases of special emergency involving health and safety, to announce all requirements for design, architectural, engineering, surveying and construction management at risk services, to select firms qualified to provide such services on the basis of demonstrated competence and qualification for the type of professional services required without regard to fee other than unit price information at this stage, and thereafter to negotiate a contract for those services at a fair and reasonable fee with the best qualified firm. If a contract cannot be negotiated with the best qualified firm, negotiations with that firm shall be terminated and initiated with the next best qualified firm.
- 9.4. Any project with a value exceeding \$10,000 will require three (3) qualified bids. Breaking the work into smaller projects solely to avoid the appropriate approval process will not be acceptable.
 - 9.4.1. Bidders may be identified by
 - 9.4.1.1. Contacting other churches or agencies with the same need
 - 9.4.1.2. Contacting existing or previous vendor/contractors who have or are providing quality service and or goods
 - 9.4.1.3. Using committee and or liaison referrals
 - 9.4.1.4. Referrals of design professionals or consultants
 - 9.4.2. In order to qualify as a bidder, the contractor must
 - 9.4.2.1. Provide a minimum of 3 references that they can complete the project as specified with quality workmanship and in a timely manner. The project team is tasked with checking references thoroughly and deciding if a reference is positive.
 - 9.4.2.2. Furnish insurance certificate for liability and workers compensation if services or products require on site labor.
 - 9.4.2.3. Provide evidence of appropriate licenses to complete the requested work
 - 9.4.2.4. Provide evidence of being bondable if the project team deems necessary
 - 9.4.2.5. Not present a conflict of interest for the church
 - 9.4.3. Exceptions to the above policy may be granted when:
 - 9.4.3.1. There are less than 3 qualified bidders
 - 9.4.3.2. There is an emergency service or product required to protect the property or the health, safety or welfare of the people
- 9.5. The project team will secure quotes in a timely manner

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- 9.5.1. Project specifications will be provided to the qualified bidders
- 9.5.2. All deadlines will be clearly stated for receiving bids and proposals.
- 9.5.3. If it is deemed that a qualified bidder has not had sufficient time to submit their bid then a reasonable extension will be granted to all bidders.
- 9.5.4. All bids must be received in writing and signed by an authorized representative of the company.

9.6. Awarding Contracts

- 9.6.1. All bids will be awarded based on the best overall value--lowest dollar amount with consideration of value and quality of goods and/or services.
- 9.6.2. Awards will be made in a timely manner to avoid unnecessary price increases or delays.
- 9.6.3. All contracts will include a provision for prescribed starting and completion dates with a realistic amount specified for liquidated damages for failure to complete on schedule.

9.7. Project Execution

- 9.7.1. During this phase the project team will meet monthly with the general contractor and issue a monthly progress report to the Session
- 9.7.2. Vendor/contractor payments will be approved based on the progress report and recommendation of the project team.
 - 9.7.2.1. A schedule of values for payment should be set up at the start of the contract and at least 10% retainage should be held on each progress payment. If work is progressing satisfactorily at the 50% stage additional retainage might be waved for the remainder of the project.
- 9.7.3. If project overruns which exceed the limits set during financial approval become evident or there is an issue with a vendor/contractor, corrective measures must be agreed upon by the project team and approved by the Session. Change orders for any work resulting in extra cost must be approved prior to commencement of the extra work.

9.8. Project Completion

- 9.8.1. The project team will issue a final report that describes total project revenue and expenditures versus budget, a review of the completed work and a commentary on key lessons learned.



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COMMITTEES OF THE DIACONATE

PERMANENT FUND COMMITTEE

(This committee is a sub-committee of the Finance Committee.)

Effective May 11, 2010.

Section 1. Duties and Responsibilities

- A. Provide educational opportunities to Church members with regards to financial and estate planning and planned giving to encourage bequests and gifts that will provide adequate facilities for carrying on God's work and support the mission of The Church in perpetuity.
- B. Counsel those seeking advice on making gifts to The Fund using attorneys and financial advisors as needed.
- C. Be responsible for the receipt, safekeeping and investment of all money and property contributed or designated to The Fund.
- D. Maintain a register of gifts with relevant data listing type of gift and donor, but respecting the wishes of those who wish to remain anonymous.
- E. Provide semi-annual reports to the Session that include contributions, disbursements and their uses, income, rate of return and balances.

Section 2. Membership

- A. All Members are appointed by the Session.
- B. There shall be five members: at least one active elder, one active deacon, and one communicant Church member in good standing.
- C. At least one active elder and one active deacon will serve a one year term each. All other members shall serve three year terms; three year terms shall be staggered. No member shall serve more than two consecutive terms, except with express approval of the Session.
- D. The Pastor or Associate Pastor shall be an ex-officio member.

Section 3. Organization

- A. The Committee shall elect a Chairman, a Vice Chairman, a Secretary and such other officers as it deems necessary or desirable.
- B. Subcommittees may be appointed as necessary to carry out the responsibilities with members from the Committee or the congregation.
- C. Three members of the Committee shall constitute a quorum for transacting business.
- D. Dates and times of its regular meetings shall be published and held at least once each calendar quarter.
- E. Special meetings may be called by the Pastor, Clerk of Session or the Chairman. Three days notice shall be given prior to special meetings.
- F. Written minutes shall be distributed to committee members and the Clerk of Session. Minutes shall be reviewed at least annually by the Session.

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Section 4. Policies

- A. The church Treasurer or a designee shall receive and record all gifts/pledges to The Fund and deposit same to the Permanent Fund account. The Fund is to be credited with:
 - A. Bequests through Wills and proceeds of life insurance
 - B. Distributions from Trusts where The Church is the named beneficiary
 - C. Deferred gifts where The Church is named beneficiary
 - D. Outright gifts of cash, securities, real estate and art designated by the Donor to The Fund
 - E. Memorial gifts designated to The Fund
 - F. Other items of value acceptable to the Committee
- B. Unless otherwise designated by a Donor, all principal funds in The Fund are to be held in perpetuity unless The Fund is terminated or exceeds \$900,000. The Session may reevaluate the maximum dollar amount of The Fund at any time and make any changes that it deems necessary of advisable.
- C. Unless otherwise designated by a Donor, any amounts over \$900,000 may be applied to benevolent causes of The Church.
- D. No investment will be made that directly benefits a member, Pastor, or employee of the congregation.
- E. Assets may not be used as security or collateral for any loan, mortgage or other credit.
- F. A Donor's intent will be honored as fully as possible. If the Donor's intent cannot be fulfilled, the Session shall direct the application of such funds or property as will nearly fulfill the Donor's intent. The preference of the Donor's family may be considered.
- G. The Committee, with the Session's approval, may refuse to accept any gifts or devises on any ground or for any reason, whether restricted or unrestricted.
- H. The accumulated total of all donations, bequests, and devises to The Fund shall be called "the floor amount." Any amounts held in excess of the floor amount shall be available for distribution as approved by the Session. See Section 6 below.

Section 5. Investments

- A. Invest, use and manage the assets of The Fund with sound business principles and in accordance with the expressed wishes of donors.
- B. Gifts of real estate, securities or other property may be retained in its existing form or sold with the proceeds re-invested, unless a Donor designated otherwise
- C. Committee may appoint and discharge Investment Managers and Custodians, with the Session's approval, as it deems appropriate to manage or assist in the management of The Fund. Consideration will always be given to the Investment Management Services of the Presbyterian Church (USA) Foundation.

Section 6. Disbursements

- A. Funds may be used for the acquisition, construction, expansion, renovation, demolition or major repair of Capital Improvements on The Church property. Funds may also be used

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for the major purchase of tangible personal property but not for the replacement of individual small items.

- B. No part of The Fund is to be used to replace or supplement the annual budgeted funds for short term maintenance and operating needs of The Church. An expense that keeps an asset in an ordinarily efficient operating condition and that does not add materially to its value or substantially prolong its useful life is generally considered a repair or maintenance expense.
- C. Funds in excess of “the floor amount” will be available for disbursement. “The floor amount” is the accumulated total of all donations, bequests and devises to The Fund.
- D. Requests for disbursements from The Fund shall be submitted to The Committee in writing stating the need for such funds and the uses to be made of the funds.
- E. The Committee shall review all requests and submit to the Session with a recommendation that the request be granted, the request be granted as modified by the Committee, or the request be denied.
- F. No disbursements shall be made unless approved by the Session by a majority vote.

Section 7. Termination

- A. The Fund shall endure for as long as the Church continues to exist.
- B. If The Fund no longer meets the purposes for which it was established, or if the Session determines that the condition of the Church warrants its dissolution, The Fund may be terminated or a partial or total invasion of principal may be made only after a proposal has been presented and approved by two meetings of the Session held at least thirty days a part. Two-thirds written consent of the members present at such meetings is required.

Section 8. Amendments

- A. Amendments to the Articles of Operating Policies may be made by the Session by a majority of the Session at a duly convened meeting. Except that any amendment to Article VII regarding the termination of The Fund shall require a two-thirds written consent of Session members in two meetings held at least thirty days a part.

Section 9. Mergers or Consolidations

- A. If at any time the Church is merged or consolidated with another church, all of the benefits of The Fund shall be deemed to be made for and in behalf of the merged or consolidated church.
- B. In the event of dissolution of The Church, the Presbytery of jurisdiction shall be entitled to the benefits and shall be obligated to administer the Fund in similar fashion. By a majority vote at a regularly convened meeting, the Presbytery may terminate the Fund.



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Section 10. Other Funds

- A. In addition to the Permanent Fund, the Permanent Fund Committee shall also have the responsibility of investing funds held in the following accounts:
- i. Global Mission Endowment Fund
 - ii. Scholarship Fund
 - iii. Eleanor Weeks Choir Fund

The administration of the funds referenced above is the responsibility of other committees and groups.



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COMMITTEES OF THE DIACONATE

PROPERTY COMMITTEE

Duties of Property are created and assigned by the Session. All plans and systems shall be approved by the Session. This committee has no roles or authority derived from the Book of Order.

The responsibilities include:

- Repairs, maintenance, and purchase of equipment and supplies
- Cleaning of buildings, grounds, furnishings and equipment
- Guidelines and permission for use of church property and equipment
- Property and liability insurance
- Supervision of the sexton
- Liaison with Memorial Garden Committee
- Bus policy and driving guidelines

Membership

The committee comprises six deacons (two from each class) and the senior pastor. Additional members from the church are encouraged but not required. The committee co-chairs and vice-co-chairs are, respectively, the third and second-year deacons.

Policies

- Policy covering use of church by non-affiliated groups
- Bus policy and driving guidelines

Operating Procedures



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COMMITTEES OF THE DIACONATE

MEMORIAL GARDEN COMMITTEE

(The Memorial Garden Committee is a sub-committee of the Property Committee.)

Memorial Garden Rules and Regulations

The purpose of the Memorial Garden is to provide a place on church property for the interment or scattering of the ashes of cremation for church members and their immediate family. This garden also offers an opportunity to memorialize those interred elsewhere. It offers a place of quiet and beauty for our entire congregation.

Arrangements for interment can be made through the church office or minister at any time. When possible they should be made before the need arises so that decisions can be calm and free from a sense of emergency. All financial considerations must be paid prior to use.

Interment can be made in one of two ways: 1) by placement in a niche, or 2) by scattering of ashes in the garden. One interment can be made in a single niche in a container not larger than 7"x7"x7-3/8".

Memorial plaques will be provided for those using the Memorial Garden. Memorial services and interment can be arranged at a time mutually convenient for the family and the minister.

Those wishing to use the Memorial Garden will sign a written 'Application for Use' form indicating a knowledge and acceptance of these Rules and Regulations. Upon acceptance of the application and receipt of payment due, the church will issue a certificate for Right of Interment. The application of any church member, when accompanied by the appropriate fee, will be automatically accepted and approved for the member and his or her immediate family.

The Memorial Garden is managed by the Memorial Garden Committee, here and thereafter referred to as "the Committee". It shall be composed of a representative of the Session and up to six members at large from the congregation. The Committee shall elect a chair who shall serve a one-year term. The ministers shall serve as ex officio members. Appropriate fees will be set by the Committee. The Committee shall be under the direction of, and report annually, to the Session. The Committee, through a designated member, with approval of the Session, shall maintain appropriate records of all purchases and allowable transfers, openings, and removals, and handle all matters relating to the operation and maintenance of the garden.

All funds received from contributions and the sale of Rights of Interment shall be deposited in a special account, administered by the church Treasurer and dispersed only upon request of the Committee. All records and books of account for the Memorial Garden Fund shall be subject to audit as are other accounts and funds of the church.



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Upon the purchase of exclusive Right of Interment in the garden, a Certificate of Purchase shall be delivered to the purchaser as evidence of his or her privilege to; A) a niche and a memorial plaque, B) scattering of ashes and a memorial plaque, or C) a memorial plaque for those interred elsewhere. The plaque shall contain only name, date of birth, and date of death.

Certificate of Purchase will be delivered only to members of Highland Presbyterian Church, their spouse, children, parents, and siblings, and to ordained ministers and their spouse who are serving or have served our church. Validity of a certificate purchased by a member will not be invalidated by his or her subsequent move to another location or change of membership to another church. Application for others shall be submitted to the Committee and Session whose decision shall be final.

The Committee shall decide the placement of all remains and plaques. Nothing is to be interred in the urn except ashes. The exact location of any interment and plaque will be recorded on a master grid kept in the church office. In the event that no interment shall have occurred within five years after the death of the person for whom the certificate has been issued, the Session will terminate that certificate without monetary refund, unless a spouse or lineal descendant shall have advised the Session in writing of an intention to have the remains interred in that space within one year. A certificate, once purchased, will remain valid no matter where the purchaser is living or holds church membership at the time of death.

The person arranging for each interment shall supply a container no larger than 7"x 7"x 7-3/8" for the cremated remains. The arrangements for, and the cost of, the cremation shall be the responsibility of this same person.

A niche may be opened and contents removed only for good cause as determined by a majority vote of the Committee. Any expense will be borne by those requesting such action. All such openings and removals shall be fully documented, with the church being released from any and all further responsibility.

No Certificate of Purchase shall be transferred by a purchaser by will, intestate succession, or otherwise, except upon a majority vote of the Committee. Consent, if given, shall be documented by the designated committee member and written on the face of the certificate. In the event of any unauthorized transfer, the Certificate of Purchase shall become null and void and the niche will revert to the church, and the price shall be forfeited as liquidated damages.

Only an ordained minister serving Highland Presbyterian Church, or any person designated by the Session moderator, shall be authorized to place the remains in the niche or to perform any scattering. The interment shall be at the convenience of this person and the family.

All holders of Certificates of Purchase of exclusive Right of Interment shall be subject to these Rules and Regulations and to any amendments.



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Amendments to these Rules and Regulations may be made upon recommendation by a majority of the Committee and subsequent approval by the Session of the church. Amendments will not be retroactive in effect.

Any and all matters arising in connection with operation and maintenance of the Memorial Garden not covered in these Rules and Regulations shall be determined by the Session upon the recommendation of a majority vote of the Committee.

Purchasers of Right of Interment or scattering understand that the Memorial Garden Committee will manage the facility to the best of its ability, but neither Highland Presbyterian Church nor the Committee is responsible for any damage or injury to the garden or its contents.



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Memorial Garden Application

To: Memorial Garden Committee

Subject: Application For Use

This application affirms that I (we) have read the Rules and Regulations and wish to apply and pay for a Memorial Plaque (only), a Memorial Plaque with Scattering of Ashes, or a Niche and Memorial Plaque, subject to these Rules and Regulations.

Enclosed is a check in the amount of \$_____ to cover the expenses for the following:

- _____ Memorial Plaque(s) (only) at \$300 per person
- _____ Memorial Plaque(s) and Scattering of Ashes at \$300 per person
- _____ Memorial Plaque(s) and Niche(s) at \$600 per person

Please enclose check payable to Highland Presbyterian Church. This is not tax deductible.

Date _____

Signed _____

Signed _____

Full name(s), maiden name, and date(s) as it (they) should appear on the Memorial Plaque
- Please Print-

Name _____

Date of Birth (spell out month) _____

Date of Death (spell out month) _____

Name _____

Date of Birth (spell out month) _____

Date of Death (spell out month) _____

(Note: Living applicants will only fill in Name and Date of Birth)



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COMMITTEES OF THE DIACONATE

STEWARDSHIP COMMITTEE

Duties, Roles, and Responsibilities

- Developing a year round program of Stewardship to help our members understand the theological implications of being a true steward of all God entrusts to us.
- Plan and lead a campaign to secure pledges to financially support the program and ministry of Highland. Emphasize the importance of tithing.
- This Committee works in conjunction with the Membership Committee to gather time and talent interests of members on an annual basis and from new members as they join.
- Plan appropriate educational opportunities to help members consider how to remember the church in their wills.

Membership

This work is done through a committee of officers and congregational representatives and is chaired by a Deacon. Monthly reports are given to the Diaconate and Session as needed. Information is shared with the congregation in a variety of ways, such as verbally, using the web site and the newsletter.

Policies

Confidentiality in handling all financial information is emphasized and followed.

There are no other standing policies for this committee.

Operating Procedures

See prior committee chairs for operating procedures and Stewardship campaigns.



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COMMITTEES OF THE DIACONATE

WITNESS COMMITTEE

Duties, Roles, and Responsibilities

The Witness Committee educates the congregation and provides outreach outside of Winston-Salem. We support mission work and ministry, and we help our church connect to others in the US and around the world in times of hunger, poverty, or after natural disasters. We educate the congregation about the needs of people through moments for mission, co-coordinating special offerings, Highlights articles, and hosting meals for visiting clergy or mission workers. Highlands reaches out to many parts of the world but the church has a special connection to Guatemala through mission trips and the Global Mission Endowment Fund.

Special Offerings

We educate the congregation by promoting six special offerings during the year.

1. One Great Hour of Sharing supports the Presbyterian Hunger Program, Self Development of People, and Presbyterian Disaster Assistance.
2. The Pentecost Offering supports children at risk, youth, and young adults.
3. The Children's Offering helps provide love and healing to children, youth, and families who have been hurt by emotional, sexual or other abuse through support for the Presbyterian Homes for Children – Grandfather Home and Barium Springs.
4. The Hispanic Offering, for which we work with El Buen Pastor to help Hispanic people in our community.
5. The Peacemaking Offering supports the efforts of the Presbyterian Church (U.S.A.) to live out a deeper commitment to peacemaking as part of our faithfulness to God.
6. Christmas Joy helps support retired and active church workers and their spouses and families and supports Presbyterian-related racial ethnic education.

Programs

We also support three other programs.

1. Cents-Ability, formerly "Two Cents a Meal," is a program to help with world hunger.
2. Crop Walk is an event for Church World Service, which is an international relief, development and refugee resettlement agency operating in over 80 countries.
3. Alternative Gift Market, whose global mission is to send authentic, life-giving gifts to a needy world - gifts that build a partnership with people in crisis and that protect and preserve the earth's endangered environment.

Membership

The committee comprises three deacons and the associate pastor. We also have congregation representatives that are invited to join the committee. The third year deacon is the chair and the second year deacon is the vice-chair.

Policies

There are no standing policies for this committee.

Operating procedures

Committee vote



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CIVIL AUTHORITY OF THE CHURCH

Articles of Incorporation

Of Highland Presbyterian Church, Winston-Salem, North Carolina, Presbyterian Church (USA)

We, the undersigned natural persons of the age of eighteen years or more, acting as incorporators for the purpose of creating a non-profit corporation under the laws of the State of North Carolina, as contained in Chapter 55A of the General Statutes of North Carolina, entitled "Non-Profit Corporation Act" and the several amendments thereto, do hereby set forth:

1. The name of the Corporation is Highland Presbyterian Church, Winston-Salem, North Carolina - Presbyterian Church (USA), hereafter the "Church."
2. The period of duration of the Corporation shall be perpetual.
3. The purpose for which the Corporation is organized is to further the Great Ends of the Church as set out in the Book of Order of the Presbyterian Church (U.S.A.) (G-1.0200):

"the proclamation of the Gospel for the salvation of humankind; the shelter, nurture, and spiritual fellowship of the children of God; the maintenance of divine worship; the preservation of the truth; the promotion of social righteousness; and the exhibition of the Kingdom of Heaven to the world."

The furtherance of the purpose as stated above includes receiving, holding, administering and disposing of real and personal property.

4. All members on the active role of the Church shall be members of the Corporation and eligible for election as Trustees.
5. The directors of the Corporation are designated "Trustees" and shall be those persons who are elected, installed and are serving as active Elders of the Church.
6. The address of the initial registered office of the Corporation is as follows:
Highland Presbyterian Church
200 Magnolia Street
Winston-Salem, North Carolina 27103

The name of the initial registered agent of the Corporation at the above address is Dr. James H. Banbury.

7. The number of Trustees constituting the initial Board of Trustees shall be twenty-four and the names and addresses of the persons who are to serve as initial Trustees and until their successors are elected and installed are:



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Names

Addresses

James P. Boone	2731 Burlwood Drive Winston-Salem, N.C. 27103
Read Clark	2163 New Castle Drive Winston-Salem, N.C. 27103
Dr. William M. McKinney	3421 Pennington Lane Winston-Salem, N.C. 27106
M. C. Benton, Jr.	Rt. 2, Box 332, Lafley Road Lewisville, N.C. 27023
Robert Clemmer	2125 New Castle Drive Winston-Salem, N.C. 27103
Dr. Charles C. Gunn	972 Kenleigh Circle Winston-Salem, N.C. 27106
George M. Hodge	1880 Meadow Glen Lane Winston-Salem, N.C. 27107
Mrs. E. Eugene Kirkman	247 Grandview Drive Winston-Salem, N.C. 27104
J. Mack Loftis	670 Quarterstaff Road Winston-Salem, N.C. 27104
Mrs. Esther Preston	1230 Meade Lane Winston-Salem, N.C. 27106
Mrs. Flo Winfree	415 Horace Mann Avenue Winston-Salem, N.C. 27104
Mrs. Margaret Murphy	1341 Berwick Road Winston-Salem, N.C. 27103
Roswell K. Porter	3916 Guinevere Lane Winston-Salem, N.C. 27104
Mrs. Ruby Simmons	217 Lucerne Lane Winston-Salem, N.C. 27104
Archie C. Walker	512 Westover Avenue Winston-Salem, N.C. 27104
Dr. Donald L. Whitener	3265 Staghorn Road Winston-Salem, N.C. 27104
Parks I. Berryhill, Jr.	2350 Parkway Drive Winston-Salem, N.C. 27103
Dr. John P. Davis	329 Banbury Road Winston-Salem, N.C. 27104
William F. Davis	1136 Martin Street Winston-Salem, N.C. 27103
Samuel C. Dillender	1338 Revere Road Winston-Salem, N.C. 27103
Mrs. Lawrence P. Miller	1255 Wedgewood Drive Winston-Salem, N.C. 27103
Mrs. Janey Eell Sommers	1323 Berwick Road Winston-Salem, N.C. 27103
J. Hugh Wright	1717 Sandersted Road Winston-Salem, N.C. 27103
Richard P. Budd	Riverside Farm Rt. 1 Advance, N.C. 27006

8. The names of the incorporators are:

Names:

Addresses:

Archie C. Walker	512 Westover Avenue Winston-Salem, N.C. 27104
Archibald H. Scales II	2912 Robinhood Road Winston-Salem, N.C. 27106
J. Hugh Wright	1717 Sandersted Road Winston-Salem, N.C. 27103

9. The Corporation shall have the following powers specified in G-7.0402 of the Book of Order:

- To receive, hold, encumber, manage, and transfer property, real or personal, for the Church;
 - To accept and execute deeds of title to such property;
 - To hold and defend title to such property;
 - To manage any permanent special funds for the furtherance of the purposes of the Church.
- In addition, to the extent not included in the above, the Corporation shall have all of the general powers of a non-profit corporation organized under Chapter 55A of the General Statutes of North Carolina, including the powers described in G.S. A-15(6)(7).



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The powers and duties of the Trustees shall not infringe upon the powers and duties of the Session and of the Board of Deacons of the Church and such powers and duties shall be exercised in conformity with the Constitution of the Presbyterian Church (U.S.A.).

10. The adoption of these Articles of Incorporation shall not waive or in any way limit the right of the Church to exercise any of the rights reserved to particular churches of the former Presbyterian Church in the United States in the Articles of Agreement or in the Book of Order, Presbyterian Church (U.S.A.).

IN WITNESS WHEREOF, we have hereunto set our hands and seals at Winston-Salem, North Carolina, this day of ,1984.

Archie C. Walker

Archibald H. Scales II

J. Hugh Wright

STATE OF NORTH CAROLINA COUNTY OF FORSYTH

THIS IS TO CERTIFY that on the day of _____, 1984, personally appeared before me Archie C. Walker, Archibald H. Scales II, and J. Hugh Wright, who being by me first duly sworn, depose and say that they signed the foregoing Articles of Incorporation in the capacity indicated and that the statements therein contained are true and correct.

WITNESS my hand and Notarial Seal the day and year first above written.

Notary Public

My Commission Expires:

(NOTARY SEAL)



**POLICY AND PROCEDURE MANUAL
HIGHLAND PRESBYTERIAN CHURCH
Winston-Salem, NC**

APPENDIX OF CHURCH POLICIES AND PROCEDURES

Bus Policy and Driving Guidelines

Buses shall be driven only by qualified church members, staff, and scout leaders or as approved by the Property Committee Second Year Deacons.

We want to encourage as many as possible to be eligible to drive the buses. However, our insurance company requires that drivers be 25-64 years old. Those 65-74 may drive with a doctor's written consent.

If you would like to qualify as a driver please allow at least a week to complete the following:

1. Check out and watch the Guide One video from the church office.
2. Give the church secretary your name, driver's license number and date of birth so that the insurance company can do a driving record check.
3. Take the online test as directed at the end of the video.
4. The online test will automatically print out a certificate when you pass. (Test can be taken up to 6 times.)
5. Give or fax (724-7905) the certificate to the office.
6. Contact a second-year Property Committee deacon to schedule a training session which includes a review of the pre-trip checklist, driving features, safety procedures, and log sheet. (The church office will give you a name and phone number.)

All traffic laws and regulations must be obeyed. In addition, drivers may not consume any alcoholic drinks within 12 hours before driving a bus.

When you pick up the bus keys from the office, you will also be given a log sheet with pre- and post-trip checklists. Please return the bus with the gas tank at least 3/4 full (turn in your receipt to the church office for reimbursement) and the interior CLEAN. Return the keys and log sheet to the office after your trip. Make sure log sheet is **completely filled out**. Buses should be **backed in** to spaces at the back corner of the Activity Building.

Second year deacons will monitor bus policy and procedures. If you have any questions you may call the church office to get the name and phone number of the deacon currently on duty.

Thank you for helping us to travel safely and to preserve the life of our buses!

The Property Committee



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Bus Pre-Trip Checklist

(Note: The following information shall be formatted to print 4 copies per page, front and back, in a landscape orientation, or as deemed appropriate by the Property Committee.)

Dates(s) From: _____ To: _____
Driver _____
Group _____
Destination _____

Check if operational before departure:

Wipers _____
Headlamps _____
Tail Lamps _____
Brake Lights _____
Turn Signals _____
Tires (Visual Check) _____

Beginning Mileage _____
Ending Mileage _____

Please return bus with gas tank at least ¾ full.

Tank filled YES NO Tank Level at Return _____

Please attach the gas receipt

Emergency Information:

Roadside Assistance: 1-800-243-8872

Our Insurance Carrier:

Southern Mutual Church Insurance: 336-765-7588

Need help?

Call Gary Simes: 336-974-0304 (home) or
336-926-5082 (cell)

Comments and Items that Need Attention:



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Children and Youth Protection Policy

A Vision for Children and the Church

Adopted by the 205th General Assembly (1993)

Because we affirm that all children are a gift of God, created by God and created good;
all children are a gift to the whole of the human community;
all children have a real faith, and gifts for ministry;
all children have the right to be children;
and all children are not just tomorrow, they are today.



Because we believe that all children depend upon adults for safety and security in a world that does not always value children;
All children are affected first and most deeply by those things that work against health and wholeness:
where there is disease, children sicken and die;
where there is homelessness, children sleep on the streets and in other dangerous places;
where there is war, children are frightened and without a safe place;
where the air and water are polluted, children feel the effect in their bodies and in their futures;
where there is shame, children's spirits are wounded.

Therefore we hope for a world where all children can find a safe place;
where all ages, races, genders, creeds, and abilities are recognized, valued, and celebrated;
where all adults hear the voices of children and speak with as well as for them;
where all children have "first call" on the world's resources and first place in the minds and hearts of the world's adults.

Because Jesus welcomed children and encouraged us to welcome them in his name; Jesus lifted up a child as an example of what the realm of God is like;

Therefore we hope for a church where we take seriously our baptismal vow to nurture all children committed to our care;
where we bring good news to all those places where children are in need;
where adults and children alike share in ministry.

**We covenant to act so that this vision may be made real for all children,
now and in times to come.**



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CHILDREN AND YOUTH PROTECTION POLICY June 8, 2010

PURPOSE AND SCOPE

At Highland Presbyterian Church (“HPC”) we are committed to the protection of all children, youth, and adults participating in the activities and programs sponsored by HPC. Consequently, HPC will not tolerate abuse, exploitation, neglect and/or harassment of any form in our church sponsored Children and Youth Ministries (“CYM”) and those child and youth activities held on church property (“collectively CYM”). In furtherance of our goal of protection, HPC has developed the following Child and Youth Protection Policy (“Policy”). This policy applies to all persons, including HPC employees and volunteers, engaged in CYM. Prior to engaging in CYMs, each employee and volunteer (collectively “adult(s)” or “supervising youths”) must be familiar with this Policy, attend training sessions if required, and agree in writing to abide by the terms of the Policy.

Failure to abide by this Policy may result in termination from employment or volunteer activities with children and youth. HPC retains the right to terminate employment or volunteer services regardless of the results of any formal investigation by the Department of Social Services.

ABUSE DEFINED

Neglect of Basic Needs is a form of abuse. Denial of food, water, cleanliness, clothing, and sleep are not appropriate means of discipline.

Physical Abuse is any physical force applied by an adult or older youth in a position of care of authority to a child, youth, or vulnerable adult. Physical force (hitting, spanking, shaking, shoving, etc.) is not to be used by leaders in our programs.

Sexual Abuse is any sexual contact or interaction (i.e., indecent exposure or liberties, communication for immoral purposes, fondling, rape, etc.) between an adult or significantly older youth and a child, youth, or vulnerable adult. Force, threats, bribery, dissemination of pornography, misrepresenting right and wrong are some of the ways this crime is perpetrated. Even if a child, youth, or vulnerable adult, out of ignorance, innocence, or fear does not resist, it is still abuse.

Emotional Abuse is belittling, hateful, or angry words and/or actions directed toward a child, youth, or vulnerable adult. Discipline by humiliation is also emotional abuse.



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SCREENING/APPLICATION PROCESS

Employees

Current Employees (Part- and Full Time)

1. Current employees must agree to provide the requisite information and authorization for a criminal background check if such background check has not been conducted in the twelve months prior to the adoption of this policy.
2. Current employees are required to sign the Employee Agreement Regarding Child and Youth Protection Policy which shall supplement the personnel application and be maintained as part of the employee's personnel file.

Potential Employees

1. Potential employees shall provide personal and professional references, employment records, and requisite information and authorization to conduct criminal background checks.
2. Potential employees shall be interviewed in person prior to hiring.
3. Potential employees shall be required to sign the Employee Agreement Regarding Child and Youth Protection Policy as part the personnel application.

Automatic Disqualification

Any potential employee who has a known past conviction of or pending proceeding involving allegations of child abuse, neglect or dependency, shall not be employed by HPC. Further, a criminal conviction related to pedophilic behavior, incest, rape, assault, child pornography, abuse of a minor, or a drug related conviction (occurring within the last three years), shall immediately disqualify the candidate for employment consideration.

Screening Volunteers

At the discretion of the Personnel Committee, criminal background checks may be performed on all CYM volunteers.

Basic Screening for volunteers (NOT participating in overnights with children), serving in Nursery Care, Pre-school church school, Faith.net, Children & Worship, G-Force, Middle School Youth, Senior Youth regular meetings, includes the following requirements:

1. All volunteers shall read and sign a Volunteer Application Form.
2. All volunteers shall undergo a brief interview with the Director of Christian Education ("DCE") / Associate Pastor for Youth ("APY") or a representative from respective committees.
3. All volunteers shall attend a volunteer training session, which shall be offered at least once a year.
4. All volunteers will have been a member or had a significant relationship, deemed by the DCE/APY, with Highland for at least six months.



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Advanced Screening for volunteers supervising overnight activities, engaging in solo activities with child/youth, and transporting children and youth off church premises, includes the following requirements:

1. Basic screening requirements as set forth above.
2. Submitting necessary information and authorization for a national criminal records check and other background checks as deemed necessary.
3. Prior to transporting children or youth, the volunteer shall provide a copy of a valid NC driver's license, proof of insurance and current Motor Vehicle Record.
4. Advanced screening will take place every two years or more frequently as deemed necessary by the Personnel Committee.

TRAINING

All adults and supervising youth shall review and sign the Volunteer Covenant Statement or Employee Agreement Regarding Child and Youth Protection Policy prior to participating in CYM. All adults and supervising youth shall attend a training session in person or review a video recording of the training session. Training may include, but not be limited to, issues about their responsibilities, defining abuse, reporting abuse requirements, supervision, safety and security, church guidelines, and first aid. The Christian Education Committee and/or Youth and Young Adult Ministry Committee shall be responsible for scheduling and providing the training.

OUTSIDE GROUPS

Groups not directly affiliated with HPC, such as the Boy and Girl Scouts, visiting Youth Groups, Mission Groups, etc., must receive, review, and adhere to this Policy. Leaders of outside groups must sign the Highland Presbyterian Church Agreement for Non-Affiliated Groups Utilizing Church Facilities, in which they agree to receive, review and abide by the procedures and policies set forth in the Policy. The Business Manager shall keep the signed copy of the Agreement with any documentation related to the outside group's use of the church facilities. HPC, however, will not provide any screening or training as set forth in the Policy to the outside groups.

SUPERVISION GUIDELINES

To guard against the potential of abuse or injury, it is important that all of those working with children understand the necessity of proper supervision. The following ratios are to be used as guidelines:

GROUP SIZE

	6	8	10	12	14	16	18	20	22	24
AGE OF CHILDREN										
Infant (birth to 15 months)	1:3	1:4								
12-28 Months	1:3	1:4	1:4	1:4						
21-36 Months		1:4	1:5	1:6						
2.5 years – 3 years old				1:6	1:7	1:8	1:9			
4 years old						1:8	1:9	1:10		
5 years old						1:8	1:9	1:10		
Kindergarten								1:10	1:11	1:12

This is a controlled document which resides on the Highland Presbyterian Church server. Copies should be checked for current revision.



**POLICY AND PROCEDURE MANUAL
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1. Classrooms / Nurseries

- a. To the extent practicable, all CYM should be supervised by two adult leaders at all times. If two adults are not available, a youth, age 12 or older, may assist the adult in supervising a group of children 7 years old and younger.
- b. Two youths, ages 14 or older, (“supervising youths”) may supervise a group of children 7 years old and younger if adult(s) are located nearby, within shouting distance. The adult(s) shall periodically check on the group to determine if the youths need any assistance.
- c. If only one adult is available to supervise the group, the door shall remain at least partially opened or have a window in the door.
- d. Each classroom/office providing services to children must have an open door, a small window in the door, or a half-door with the top open.
- e. Counseling sessions may be conducted in private by staff members only when a nearby staff member or adult volunteer is notified.

2. Restrooms

- a. On site HPC
Adults accompanying pre-school age children to the restroom should remain outside the bathroom door unless the child needs assistance. If so, the adult may assist but the bathroom door should remain open.

Adults typically do not need to accompany a school age child to the restroom on site at HPC. After informing the adult supervisor, the school age child may go directly to the rest room by him/herself or may choose a same gender buddy to accompany him/her. If a child is sick or needs help the adult may assist but the bathroom door should remain open.

- b. Off site
An adult must accompany a child to the restroom and wait outside the door or stall for the child.

3. Overnight CYM

For sleeping arrangements, members of the same gender should be grouped together. At least two adults of the same gender must be present if the adults and youth are required to share sleeping accommodations.

4. Transportation

A single adult may not transport a single child to a CYM function unless written or verbal consent has been given by the child’s parent or guardian.

5. Membership or Association

In order to participate in CYM, an adult or youth must have been a member of or associated with HPC for a period of at least six months prior to the volunteer opportunity. This restriction may be waived if the adult will not be in a position to be alone with any of the children or youth during the CYM.



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PROHIBITED CONDUCT

HPC prohibits adults from engaging in the following behavior during ANY HPC activities:

- a. Verbally, emotionally, physically harassing or abusing children and youth.
- b. Corporal punishment in any form.
- c. Failing to provide necessities of care, including failure to provide access to bathroom facilities.
- d. Physically restraining a child or youth, unless the restraint is for the protection of the child or youth.
- e. Leaving a child or youth unsupervised.
- f. Changing diapers unless assigned to the volunteer staff.
- g. Releasing a child into the care of anyone other than the child's parent or guardian, or other individual authorized by the parent or guardian.
- h. Using alcohol or illegal drugs during a church event.
- i. Smoking or use of tobacco products during a church event.
- j. Profane language or inappropriate jokes, including but not limited to, jokes reflecting gender bias, sexual bias, racial bias, or mental disability.

REPORTING OBLIGATIONS

Generally

HPC encourages employees and volunteers to offer a nurturing and safe environment for our children and youth. To the extent that they are able, employees and volunteers should be cognizant of the emotional and physical health of the children and youth in their care. Employees and volunteers are required to follow the requirements of this policy in reporting suspected cases of child abuse and neglect.

Reporting and Responding to Violations of Policy (No Abuse or Neglect Suspected)

Adults and supervising youth have an opportunity and obligation to observe the conduct of those working with our children and youth. If an adult observes a policy violation that does not cause immediate concern for the safety of the children, the observer should remind the other adult of the policy in a non-confrontational manner and ask for adherence. If a supervising youth observes a policy violation that does not cause immediate concern for the safety of the children, the observer should notify the supervising adult, Director of Christian Education or Associate Pastor for Youth ("DCE/APY") of the violation. The supervising adult or DCE/APY shall remind the adult violating the Policy of the Policy provisions in a non-confrontational manner and ask for adherence.

If, following the reminder, the adult continues to engage in behavior that violates the Policy, then the observer or adult supervisor, if the observer is a supervising youth, should report the conduct in writing to the DCE/APY by completing an Incident Report.

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**POLICY AND PROCEDURE MANUAL
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If the reporter makes a verbal report only, the DCE/APY shall complete the Incident Report. Upon receiving an incident report, the DCE/APY must provide the Incident Report to the Pastor as soon as practicable.

Composition of the Responding Committee

If the alleged policy violations involve an employee, the Pastor, DCE/APY, and member of the Personnel Committee, shall form a Responding Committee.

If the alleged policy violations involve a volunteer, the Responding Committee will consist of the Pastor, DCE/APY, and a member of the Christian Education Committee or Youth and Young Adult Ministry Committee.

If the alleged policy violator involves the Pastor or DCE/APY, the Clerk of Session or chair of the Personnel Committee will replace the alleged violator on the Responding Committee.

Investigation by Responding Committee

The Responding Committee will investigate the allegations in the Incident Report. Such investigation should include interviewing the alleged violator and witnesses to the incidents. The Responding Committee will make recommendations as to remedial measures, up to and including, termination of employment if an employee is the alleged violator. If the repeat violator is not an employee, the Responding Committee can make recommendations as to remedial measures, up to and including, prohibiting the adult or supervising youth from participating in CYM.

Duty of Confidentiality

The Responding Committee should keep all aspects of the investigation, including the fact that an investigation is being conducted, confidential, except to the extent necessary to conduct the investigation and to report to the appropriate authorized persons. If an employee is recommended for termination, the Personnel Committee is to be informed. If a volunteer is prohibited from participating in the CYM, the program staff is to be informed.

Documentation

The DCE/APY should indicate on the Incident Report the investigative steps and any remedial measures taken to address the violations. If the violator is an employee, then the Incident Report shall become part of the employee's personnel file.

Termination of Investigation

If, after conducting an investigation, the Responding Committee suspects abuse or neglect of a child, the Responding Committee shall cease all independent investigation and make a report to the Forsyth County Department of Social Services ("DSS") as set forth below.



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Suspension during Investigation

During the pendency of the investigation, the alleged violator will not be permitted to engage in CYM.

Reporting and Responding to Violations of Policy (Abuse or Neglect Suspected)

Incidents occurring at HPC or involving HPC Adult

If an adult has cause to suspect that a child or youth is abused or neglected, that adult is required by law to make a report to the Forsyth County Department of Social Services. The report may be made orally, by telephone, or in writing. The report should be made as soon as possible after the adult suspects' abuse or neglect. A copy of the reporting statute is attached as Exhibit A. A copy of the statute granting immunity for good faith reporting is attached as Exhibit B.

**Forsyth County Department of Social Services
336-703-2287**

The adult must also report the suspected abuse or neglect to the DCE/APY by completing a written Incident Report Form. This Form should indicate the date of the DSS report and document all contacts with DSS.

The DCE/APY, Pastor or Associate Pastor may be present when the adult makes the report to DSS. **It is vitally important; however, that church staff or other adults not interfere with or modify the report to DSS. HPC may not conduct its own investigation into the matter if DSS is involved.**

HPC, however, must document all contacts with DSS. Further, HPC staff has an obligation to document additional information or witnesses who come forward and to communicate further reports to DSS.

Responsibilities of Supervisor (DCE/APY) Receiving Report

Upon receipt of the report alleging suspected abuse or neglect, the DCE/APY must:

- confirm with the reporter that DSS has been contacted;
- if the reporter has not contacted DSS, the DCE/APY must direct the reporter to contact DSS;
- if the reporter refuses to contact DSS, the DCE/APY must make the report;
- if an employee is the reporter and does not complete an Incident Report, the DCE/APY or employee supervisor must complete the Incident Report;
- following the report to DSS, the DCE/APY must report the matter to Pastor;
- if the alleged offender is not the child's parent or guardian, as soon as possible the DCE/APY/Associate Pastor/Pastor must notify the parent or guardian of the suspected abuse or neglect;

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The DCE/APY is responsible for documenting all contact with DSS.

Upon receiving notice that DSS has been contacted, the Pastor or designee will immediately contact HPC's liability insurance carrier and provide notification as required by the liability insurance policy. (Southern Mutual Insurance Company, Policy #UM001026504. Coverage 5, "What Must Be Done in Case of Loss.")

If a supervising youth suspects abuse or neglect, the youth shall immediately notify the supervising adult or the DCE/APY. The supervising adult or DCE/APY shall then be responsible for making the report to DSS and for following the procedures set forth in this Policy. The supervising adult or DCE/APY shall notify the supervising youth's parent or guardian of the report to DSS based on the youth's report to the supervising adult.

Suspension during Investigation

During the pendency of the investigation, the alleged violator will not be permitted to engage in any CYM.

Abuse or Neglect Occurring Elsewhere

Children and youth may disclose abuse or neglect to trusted caregivers or teachers. If an adult suspects that a child is being abused or neglected outside the church environment, the adult has an obligation to report the abuse or neglect to DSS. If the child's parent or guardian is not the suspected offender, the adult should inform the parent or guardian of the report to DSS. Although not required to report the suspicion to church staff, the observer may wish to consult with the Pastor or Associate Pastor to determine if the child or family needs counseling assistance. The reporter should not discuss the matters with members of the congregation in order to minimize damage to the child and his/her family.

Termination of Employee or Volunteer Relationship

Due to the length of some DSS investigations and the complexities of documenting and proving abuse or neglect, HPC retains the right to terminate employment of any employee in accordance with established procedures or dissolve the relationship between HPC and adult or supervising youth at any time after the initial report to DSS. HPC may terminate the employee relationship or dissolve the volunteer relationship even if DSS does not substantiate abuse or neglect.



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INCIDENT REPORT FORM

(Please print all information.)

Date of incident: _____

Time of incident: _____

Name of child/youth involved: _____

(A separate form should be completed for each child involved in order to keep the information confidential.)

Address of child/youth: _____

Phone Number of child/youth: _____

Name of parent/guardian: _____

Location of incident: _____

Name of person(s) who witnesses incident:

Name: _____

Phone: _____

Name: _____

Phone: _____

Name: _____

Phone: _____

Please describe in detail the incident:
(Attach additional pages if necessary.)

Additional relevant information:

Signature of person completing the form

Date

This form should be returned to the Director of Christian Education or Associate Pastor for Youth and should be filed with the Office Manager.

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RESPONDING COMMITTEE REPORT

(Please print or type all information.)

Date Incident Report Directed to Pastor: _____

Date Responding Committee formed: _____

Responding Committee members:

1. _____

2. _____

3. _____

Describe investigative steps taken by Responding Committee:
(Attach additional sheets if necessary.)

Responding Committee's Recommendation for Remedial Action:
(Attached additional sheets if necessary.)

Signatures of Responding Committee Members (To be signed upon completion of investigation and final recommendation.)

1. _____

Date: _____

2. _____

Date: _____

3. _____

Date: _____



**POLICY AND PROCEDURE MANUAL
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REPORT TO FORSYTH COUNTY DEPARTMENT OF SOCIAL SERVICES

(Please print or type all information.)

(All persons initially completing or supplementing this report should list their name and the date immediately following the information they record on this report.)

**FORSYTH COUNTY DSS REPORTING LINE
336-703-2287**

Date of Report: _____

Person(s) making the report: _____

Person(s) present at time of making report: _____

Name of DSS employee receiving report: _____

Date of incident: _____

Time of incident: _____

Name of child/youth involved: _____

(A separate form should be completed for each child involved in order to keep the information confidential.)

Address of child/youth: _____

Phone Number of child/youth: _____

Name of parent/guardian: _____

Location of incident: _____

Name and address of person(s) who witnessed incident:

Name and address: _____ Phone: _____

Name and address: _____ Phone: _____

Name and address: _____ Phone: _____



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For all information requested below, attach additional pages as necessary.

Describe in detail the report given to DSS:

Describe response of DSS to initial report, i.e. action to be taken:

Describe any additional information received from witnesses or other sources after the initial report to DSS. This information should be conveyed promptly to DSS.

Describe all additional contacts with DSS, including name of person making contact, the person contacted, the date, and any information received or provided.

Describe all contacts with parent(s) or guardian of child, including the name of the person making the contact, the date of contact, the information provided, and any pertinent responses by the parent/guardian.



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VOLUNTEER COVENANT STATEMENT

(To be signed by adults and youth volunteering to work with our children and youth.)

The congregation of Highland Presbyterian Church is committed to providing a safe and secure environment for all children, youth and volunteers who participate in ministries and activities sponsored by the church. The following policy statements reflect our congregation’s commitment to preserving this church as a sanctuary for all who would enter and as a place in which people can experience the love of God through relationships with others.

In keeping with the covenant of baptism, we have committed ourselves and our resources to the nurturing of our children. We understand that children cannot grow in faith and in wisdom when they are frightened, distrustful, anxious, or depressed. They cannot learn to love and trust God when those who represent God to them are unloving and untrustworthy. We promise our children that we will provide the structure, education, and the policies that will keep them safe from harm and abuse. In that context, we will screen volunteers, train them, and ask that they abide by the policies of our church. We will make sure that volunteers working with our children will have been members of or associated with this church for at least six months.

As a volunteer working with children in this congregation, I agree to read, observe and abide by the Highland Presbyterian Child and Youth Protection Policy regarding working in ministries with children and youth. I understand that failure to abide by the Policy may result in my not being able to participate in children and youth ministries. I further understand that Highland Presbyterian Church may conduct a thorough investigation into my background using all available methods of investigation, including a criminal background check and a check of any available offender registries. I understand that these investigative procedures are not directed at me personally but are procedures designed to protect our children and youth and the volunteers who work with them.

Signature of Applicant

Date

Signature of Clerk of Session

Date



**POLICY AND PROCEDURE MANUAL
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EMPLOYEE AGREEMENT -- CHILD AND YOUTH PROTECTION POLICY

As an employee working with children in this congregation, I agree to read, observe and abide by the Highland Presbyterian Church Child and Youth Protection Policy regarding working in ministries with children and youth. I understand that failure to abide by the Policy may result in my not being able to participate in children and youth ministries or termination of my employment. **I further understand that Highland Presbyterian Church may conduct a thorough investigation into my background using all available methods of investigation, including a criminal background check and a check of any available offender registries.** I understand that these investigative procedures are not directed at me personally but are procedures designed to protect our children and youth and the employees who work with them.

Signature of Applicant

Date

Signature of Clerk of Session

Date



**POLICY AND PROCEDURE MANUAL
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APPLICATION TO WORK WITH CHILDREN AND YOUTH

(To be completed by all applicants for any position involving the supervision or custody of minors.)

Date of application: _____

Name of applicant: _____

Address: _____

Years at this address: _____

If you have lived out of state within the past seven years, please provide a list previous addresses: _____

Date of birth: _____

Gender: _____

Driver's License No. _____ State issued: _____

(This information will be kept strictly confidential and shall be used only in connection with conducting a criminal or civil background check or driving record.)

List previous experience in working with children and youth:

Provide at least two personal references, including name, address and phone number.

1. _____ 2. _____

I have been a member of HPC since _____.

I am not a member of HPC but have been regularly attending services at HPC since _____.

I state that the above information is true and accurate to the best of my ability and knowledge. I authorize HPC to conduct any necessary criminal or civil background checks in order to accept my application to work with children and youth at HPC. I understand that the procedures requiring background checks are not directed at me personally but are procedures adopted to protect our children and youth and volunteers who work with them.

Signature of Applicant

Date

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AGREEMENT FOR NON-AFFILIATED GROUPS UTILIZING CHURCH FACILITIES

As a supervising member/leader of _____(name of group), I am responsible for the activities of the members of _____(name of group), while using the facilities of Highland Presbyterian Church. I have received and read a copy of Highland Child and Youth Protection Policy. I agree to abide by policies and procedures set forth in the Policy. I understand, however, that Highland Presbyterian Church will not perform background checks, personal and professional reference checks, or provide training to the leaders/supervisors of _____ (name of group.) I further understand that failure to abide by the Policy may result in the termination of _____ (name of group) use of Highland Presbyterian's facilities on a temporary or permanent basis.

Signature of Leader/Supervisor

Date



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N.C.G.S.A. § 7B-101

Definitions

As used in this Subchapter, unless the context clearly requires otherwise, the following words have the listed meanings:

- (1) Abused juveniles.--Any juvenile less than 18 years of age whose parent, guardian, custodian, or caretaker:
 - a. Inflicts or allows to be inflicted upon the juvenile a serious physical injury by other than accidental means;
 - b. Creates or allows to be created a substantial risk of serious physical injury to the juvenile by other than accidental means;
 - c. Uses or allows to be used upon the juvenile cruel or grossly inappropriate procedures or cruel or grossly inappropriate devices to modify behavior;
 - d. Commits, permits, or encourages the commission of a violation of the following laws by, with, or upon the juvenile: first-degree rape, as provided in [G.S. 14-27.2](#); second degree rape as provided in [G.S. 14-27.3](#); first-degree sexual offense, as provided in [G.S. 14-27.4](#); second degree sexual offense, as provided in [G.S. 14-27.5](#); sexual act by a custodian, as provided in [G.S. 14-27.7](#); crime against nature, as provided in [G.S. 14-177](#); incest, as provided in [G.S. 14-178](#); preparation of obscene photographs, slides, or motion pictures of the juvenile, as provided in [G.S. 14-190.5](#); employing or permitting the juvenile to assist in a violation of the obscenity laws as provided in [G.S. 14-190.6](#); dissemination of obscene material to the juvenile as provided in [G.S. 14-190.7](#) and [G.S. 14-190.8](#); displaying or disseminating material harmful to the juvenile as provided in [G.S. 14-190.14](#) and [G.S. 14-190.15](#); first and second degree sexual exploitation of the juvenile as provided in [G.S. 14-190.16](#) and [G.S. 14-190.17](#); promoting the prostitution of the juvenile as provided in [G.S. 14-190.18](#); and taking indecent liberties with the juvenile, as provided in [G.S. 14-202.1](#);
 - e. Creates or allows to be created serious emotional damage to the juvenile. Serious emotional damage is evidenced by a juvenile's severe anxiety, depression, withdrawal, or aggressive behavior toward himself or others; or
 - f. Encourages, directs, or approves of delinquent acts involving moral turpitude committed by the juvenile.
- (2) Aggravated circumstances.--Any circumstance attending to the commission of an act of abuse or neglect which increases its enormity or adds to its injurious consequences, including, but not limited to, abandonment, torture, chronic abuse, or sexual abuse.
- (3) Caretaker.--Any person other than a parent, guardian, or custodian who has responsibility for the health and welfare of a juvenile in a residential setting. A person responsible for a juvenile's health and welfare means a stepparent, foster parent, an adult member of the juvenile's household, an adult relative entrusted with the juvenile's care, any person such as a house parent or cottage parent who has primary responsibility for supervising a juvenile's health and welfare in a residential child care facility or residential educational facility, or any employee or volunteer of a division, institution, or school operated by the Department of Health and Human Services. "Caretaker" also means any person who has the responsibility for the care of a juvenile in a child care facility as defined in Article 7 of Chapter 110 of the General Statutes and includes any person who has the approval of the care provider to assume responsibility for the juveniles under the care of the care provider. Nothing in this subdivision shall be construed to impose a legal duty of support under Chapter 50 or Chapter 110 of the General Statutes. The duty imposed upon a caretaker as defined in this subdivision shall be for the purpose of this Subchapter only.
- (9) Dependent juvenile.--A juvenile in need of assistance or placement because the juvenile has no parent, guardian, or custodian responsible for the juvenile's care or supervision or whose parent, guardian, or custodian is unable to provide for the care or supervision and lacks an appropriate alternative child care arrangement.
- (10) Director.--The director of the county department of social services in the county in which the juvenile resides or is found, or the director's representative as authorized in [G.S. 108A-14](#).
- (11b) Investigative assessment response. -- A response to reports of child abuse and selected reports of child neglect and dependency as determined by the Director using a formal information gathering process to determine whether a juvenile is abused, neglected, or dependent.
- (14) Juvenile.--A person who has not reached the person's eighteenth birthday and is not married, emancipated, or a member of the armed forces of the United States.
- (15) Neglected juvenile.--A juvenile who does not receive proper care, supervision, or discipline from the juvenile's parent, guardian, custodian, or caretaker; or who has been abandoned; or who is not provided necessary medical care; or who is not provided necessary remedial care; or who lives in an environment injurious to the juvenile's

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welfare; or who has been placed for care or adoption in violation of law. In determining whether a juvenile is a neglected juvenile, it is relevant whether that juvenile lives in a home where another juvenile has died as a result of suspected abuse or neglect or lives in a home where another juvenile has been subjected to abuse or neglect by an adult who regularly lives in the home.

N.C.G.S.A. § 7B-301

➔§ 7B-301. **Duty to report abuse, neglect, dependency, or death due to maltreatment**

Any person or institution who has cause to suspect that any juvenile is abused, neglected, or dependent, as defined by [G.S. 7B-101](#), or has died as the result of maltreatment, shall report the case of that juvenile to the director of the department of social services in the county where the juvenile resides or is found. The report may be made orally, by telephone, or in writing. The report shall include information as is known to the person making it including the name and address of the juvenile; the name and address of the juvenile's parent, guardian, or caretaker; the age of the juvenile; the names and ages of other juveniles in the home; the present whereabouts of the juvenile if not at the home address; the nature and extent of any injury or condition resulting from abuse, neglect, or dependency; and any other information which the person making the report believes might be helpful in establishing the need for protective services or court intervention. If the report is made orally or by telephone, the person making the report shall give the person's name, address, and telephone number. Refusal of the person making the report to give a name shall not preclude the department's assessment of the alleged abuse, neglect, dependency, or death as a result of maltreatment.

Upon receipt of any report of sexual abuse of the juvenile in a child care facility, the director shall notify the State Bureau of Investigation within 24 hours or on the next workday. If sexual abuse in a child care facility is not alleged in the initial report, but during the course of the assessment there is reason to suspect that sexual abuse has occurred, the director shall immediately notify the State Bureau of Investigation. Upon notification that sexual abuse may have occurred in a child care facility, the State Bureau of Investigation may form a task force to investigate the report.

N.C.G.S.A. § 7B-309

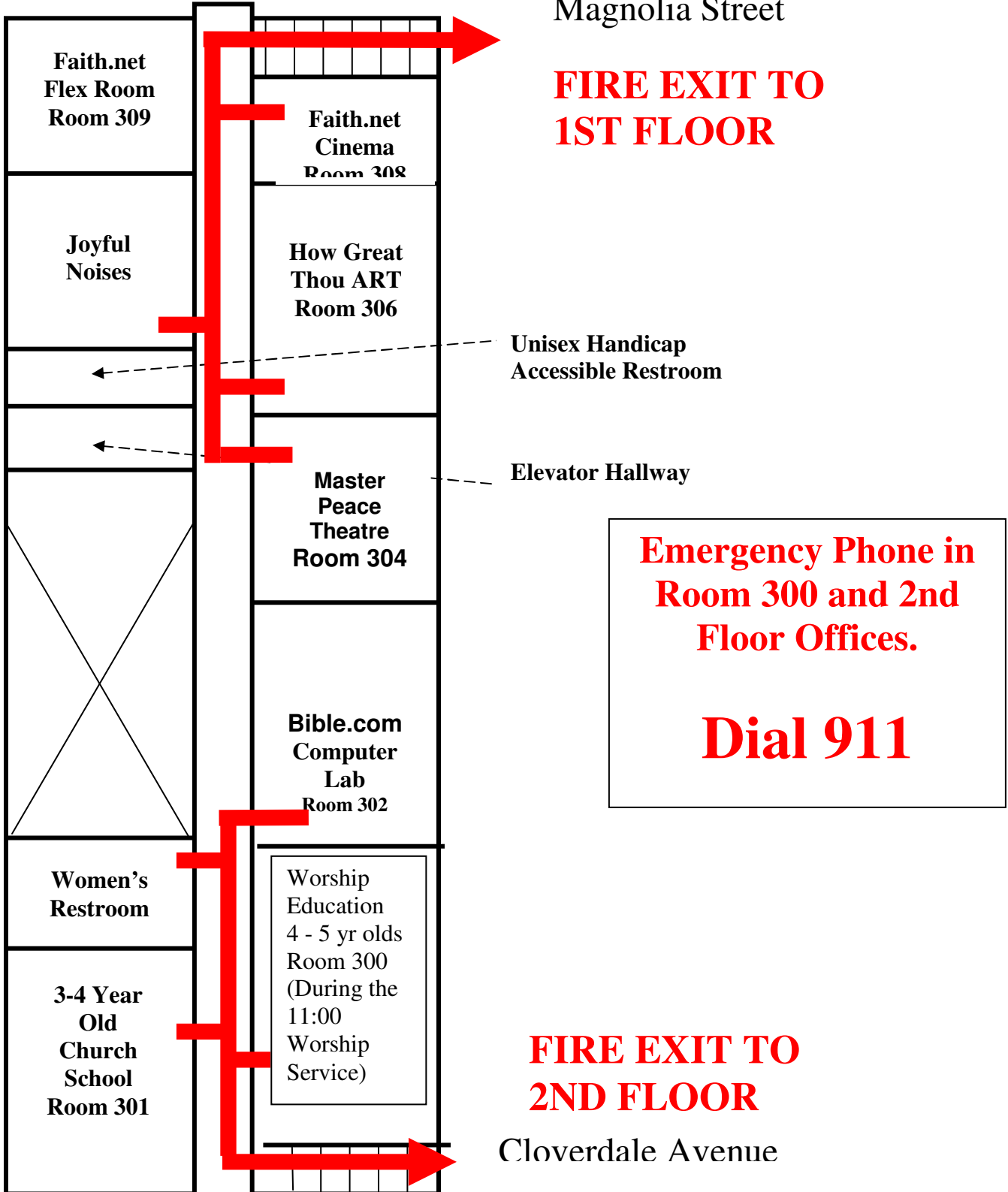
➔§ 7B-309. **Immunity of persons reporting and cooperating in an assessment**

Anyone who makes a report pursuant to this Article, cooperates with the county department of social services in a protective services assessment, testifies in any judicial proceeding resulting from a protective services report or assessment, or otherwise participates in the program authorized by this Article, is immune from any civil or criminal liability that might otherwise be incurred or imposed for that action provided that the person was acting in good faith. In any proceeding involving liability, good faith is presumed.



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 Winston-Salem, NC

Christian Education
 3rd Floor Fire Evacuation Plan



Magnolia Street

**FIRE EXIT TO
 1ST FLOOR**

Unisex Handicap
 Accessible Restroom

Elevator Hallway

**Emergency Phone in
 Room 300 and 2nd
 Floor Offices.
 Dial 911**

**FIRE EXIT TO
 2ND FLOOR**

Cloverdale Avenue

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**POLICY AND PROCEDURE MANUAL
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Christian Education, Youth Ministries Programs, Covenant of Conduct

Building community and providing a safe and healthy place in which to grow are two of the primary goals of Highland's Youth and Young Adult Ministry programs. In choosing to participate in these programs, I am also joining in covenant with other members, adult leaders and church staff members to maintain that healthy, safe and welcoming atmosphere for our youth group. I therefore accept the responsibilities that accompany these goals and join in covenant by adhering to the following standards of behavior:

1. I will participate wholeheartedly in the activities planned for our group.
2. I will show respect to my peers, adult leaders and church staff with appropriate language, dress, and behavior.
3. I will not use controlled substances or promote these activities in our community (alcohol, drugs or tobacco).
4. I will respect the group and myself by refraining from any behavior that is inappropriate for a church activity. I will respect the personal space of others. Public displays of affection are not appropriate beyond handholding (i.e., any conduct that you would not do with your parents present).
5. I will not leave the church property or activity location during a scheduled event without permission from an adult leader or staff person.
6. I will not possess or use firearms, knives, fireworks, or other types of weapons during youth activities.
7. I will speak up appropriately when I have a problem, need or concern.
8. I will not use cell phones, iPods, or other personal electronic or entertainment devices during activities and events. Special rules apply to trips: Bringing these devices on trips is highly discouraged and according to the needs of the trip is sometimes prohibited.
9. I will not ride in the car of another youth without the consent of both sets of parents and the permission of an adult leader or staff person.
10. In the case of sleepovers, I will not enter into the sleeping areas of the opposite sex.

This covenant helps provide for the physical, emotional and spiritual safety and well being of the whole youth group and violation of its contents is damaging to the community. The adult leaders and staff person present will deal with any violations in an immediate and appropriate manner. Possible consequences for serious or repeated offenses may include, but are not limited to, the notification of one's parents, and being sent home immediately at one's own expense.

I enter into this covenant with my youth group, my leaders, parents, my God and myself. I understand my responsibilities in fulfilling this covenant.

Youth Name (Print) _____
 Youth Signature _____ Date _____
 Parents Signature _____ Date _____



**POLICY AND PROCEDURE MANUAL
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**Christian Education
G-Force Medical Release Form**

Highland Presbyterian Church
Permission for Medical Treatment – Faith.net
August 1, 2004 – August 1, 2005

<p>Does your child have FOOD ALLERGIES? YES NO</p> <p>_____</p> <p>_____</p>

1. Name: _____

Last
First
Middle

 Address: _____

Street
City, State, Zip Code

 Social Security #: _____ - _____ - _____ Date of Birth: _____
2. Med. Insurance Company Name: _____ #: _____
3. Medical Conditions: _____
4. Allergies (Including medications): _____
5. Current Medications (Include prescriptions, over the counter drugs and if contact lens are used): _____
6. Physician's Name: _____ Phone # _____
7. Person to contact in case of emergency: _____
 - A. Parent/Guardian: _____
 Home Phone #: _____ Work Phone #: _____
 Address (If different from above): _____
 - B. If Parent/Guardian is not available
 Name: _____ Relationship: _____
 Home Phone #: _____ Work Phone #: _____
 Address: _____
8. Permission to participate in Highland Presbyterian Church activities and authorization for administration of emergency medical treatment.
 I, hereby, give permission for _____ to participate in the activities of Highland Presbyterian Church. I understand and have instructed that he/she abide by the rules, regulations and directions of the adult leaders and church staff for these activities and direct such leaders to administer disciplinary action including sending him/her home by public transportation if deemed necessary. In consideration of his/her participation, I hereby waive all claims and liabilities of Highland Presbyterian Church arising out of his/her participation.

 I, who by law may do so, authorize the administration of medical treatments in the case of emergency to _____ (G-Force Youth's name).
9. faith.net Child signature: _____ Date _____

 Parent signature: _____ Date: _____

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**POLICY AND PROCEDURE MANUAL
HIGHLAND PRESBYTERIAN CHURCH
Winston-Salem, NC**

Middle School Youth Medical Release Form

Highland Presbyterian Church
Permission for Medical Treatment – Middle School Youth
 August 1, 2007 – August 31, 2008

Youth Email Address: _____ Parent's Email Address: _____ _____
--

1. Name: _____
Last First Middle

Address: _____
Street City, State, Zip Code

Social Security #: _____ - _____ - _____ Date of Birth: _____

2. Med. Insurance Company Name: _____ #: _____

3. Medical Conditions: _____

4. Allergies (Including medications): _____

5. Current Medications (Include prescriptions, over the counter drugs and if contact lens are used): _____

6. Physician's Name: _____ Phone # _____

7. Person to contact in case of emergency: _____

A. Parent/Guardian: _____

Home Phone #: _____ Work Phone #: _____

Address (If different from above): _____

B. If Parent/Guardian is not available

Name: _____ Relationship: _____

Home Phone #: _____ Work Phone #: _____

Address: _____

10. Permission to participate in Highland Presbyterian Church activities and authorization for administration of emergency medical treatment.

I, hereby, give permission for _____ to participate in the activities of Highland Presbyterian Church. I understand and have instructed that he/she abide by the rules, regulations and directions of the adult leaders and church staff for these activities and direct such leaders to administer disciplinary action including sending him/her home by public transportation if deemed necessary. In consideration of his/her participation, I hereby waive all claims and liabilities of Highland Presbyterian Church arising out of his/her participation.

I, who by law may do so, authorize the administration of medical treatments in the case of emergency to _____ (name of youth).

9. Youth signature: _____ Date: _____

Parent signature: _____ Date: _____



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Communion Training

Communion is one of the two sacraments in the Presbyterian Church. The “sacredness” of the moment should be reflected in the *appearance* and *actions* of the serving elders.

1. How do you enter the sanctuary?
 - After lining up in order in the hallway area, the elders should enter the sanctuary in unison.
2. How do you sit down?
 - The elders sit down in unison.
3. Leaving to get the elements
 - The appropriate elders should exit the sanctuary at a point in the service to give plenty of time to get the sacraments and be prepared to re-enter the sanctuary, leading the deacons as they bring forth the offering. What is the right time? Review the bulletin for the order of the service. Ideally, the elder will leave the sanctuary at a point when they are already standing; for instance, the last stanza if a hymn or at the end of the Affirmation of Faith.
4. Where are the elements placed in the narthex area?
 - a. The elements are in the lower cabinet on the right hand side of the narthex, facing the chancel.
5. Elder on the right carries the bread, elder on the left carries the cup. (facing the chancel)
6. Bringing the elements forward - ahead of offering
 - a. Elements go in front of the offering
7. Gap between the elements and the offering
 - a. Remind the deacons to leave a space before they follow the elders
8. How do you approach the communion table?
 - a. With the signal from the minister, stand and approach the communion table. The minister will hand you a tray. Turn to the center and proceed to the row where you are supposed to start serving. Always keep an eye on your other side counterpart.
9. Where are rows 2, 3, 12, 13?
 - a. If you don't know, please familiarize yourself with the rows and the small numbers that are not always easy to see, especially if you are looking for the first time! It would be a good idea to investigate during a non-communion moment.
10. What to do about an empty row? (Think!)
 - a. Irregular seating can create challenges for the serving elders.
11. What to do with no one in the middle? (Think!)
 - a. It is OK to serve just one end of the pew, but make sure your elder partner knows to serve his/her end of the pew.



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Celebrating the Sacrament of Communion

A note from the Worship Committee

Did you know?

As we share communion, it is appropriate to speak these words from the *Book of Common Worship* as we pass the trays of bread and juice:

“The body of Christ; the bread of heaven”

“The blood of Christ; the cup of salvation.”

The elders will speak these words as they serve the elements. We ask that each person in turn softly speak these words to their neighbor as they pass the communion trays.



**POLICY AND PROCEDURE MANUAL
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Church Use of Highland Presbyterian by Non-affiliated Groups

Part of Highland Presbyterian church's mission is service to the community. One way the church serves is to offer its facilities as a meeting place for various groups. We at Highland are glad to share our beautiful buildings and offer this service as praise to god for his goodness. We welcome your use of our facilities and hope you find pleasant surroundings. There are, however, some guidelines that we request be followed, so that we may continue to provide these accommodations to the community.

Policy covering use of Highland Presbyterian Church by outside groups.

- I. The Board of Deacons of Highland Presbyterian Church is charged with full responsibility with reference to the acquisition, maintenance and use of all its property of whatsoever kind and nature. Therefore, any use of such property is under the authority of and subject to the control of such Board.

- II. In addition to the regular use of church property in connection with the various programs sponsored by the church and consistent with the overall mission of the church, the Board of Deacons may give special authorization for other uses of any property of the church under such circumstances and in such manner as the Board of Deacons may see fit.

- III. The Property Committee of the Board of Deacons may authorize use of church property by groups other than those affiliated with Highland Presbyterian Church subject to the following conditions:
 - A. Use of the Activity Building or Educational Building by other groups shall not be permitted when such use would conflict with activities of the Church.

 - B. Each group authorized to use the building must agree to leave them clean and in good order.
 1. Refrain from changing temperature controls, or if changed, return to original setting.
 2. Furniture is arranged to meet the needs of the church. We prefer that furniture not be moved about, but if chairs must be rearranged, please return them to their original positions.
 3. If your meeting has produced trash, please
 - a. Bag trash and deposit in dumpster beside Activity Building.
 - b. Reline trash can with plastic liner.
 - c. Each group must furnish their own paper products (plates, cups, napkins, table coverings etc.). China and silverware may be used but must be properly cleaned and returned to proper place.
 - d. Portable church property such as choir robes, projectors, electronic equipment, tables, chairs, kitchen utensils, etc. shall not be loaned out to any group.
 - e. Use of the church organ shall not be permitted.

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- f. The church sexton shall not assist in set up or clean up during her/his church working hours.
- g. No food is permitted in the Parlor or Reception rooms.
- h. No smoking anywhere in any buildings.
- i. No alcoholic beverages are to be served.
- j. No open flames (candles, etc.) without specific permission of Property Committee Chairman or Chair designate.
- k. No space is provided for storage of supplies.

IV. Subject to the conditions in Section III above, the Property Committee may make the buildings available for use by the following groups:

- A. Any Presbytery, Synod or General Assembly activity.
- B. Any church or church affiliated group for occasional meetings.
- C. Other groups devoted to community betterment.
- D. Specifically not permitted are meetings of any commercial, profit making, or political groups.

V. Permission for use of the buildings by any groups or organizations is to be administered by the Property Committee Chairman or Chair designate. Requests may be made through the church secretary.

A. At the time building use permission is granted, a form letter (Exhibit A) granting this privilege is to be given or mailed to the requesting party AND a signed agreement for use (Exhibit B) is to be executed.

- 1. Group must designate contact person and provide contact phone number.
- 2. Contact person must sign out for access Key and return key to the church office during next working day.

B. The form letter granting request indicates a suggested donation (\$10 to \$25) for each use to defray partially the cost of maintenance and utilities. This request applies to all adult non-affiliated users of Highland facilities. (Boy Scouts, Webelos, etc. are not expected to make a donation.

C. The church facilities are checked on a continuing basis and use permission may be withdrawn if guidelines are not followed.

VI. In any case where special use of the church property involves continued use of the same, a weekly or monthly donation is to be negotiated between the then administering official of Highland Church and the representative of the organization requesting use. Consent for such use, if given, shall be given with the understanding that is the prerogative of the Property Committee Chairman or Chair designate to withdraw such consent at any time and require that such use be discontinued within ten days after notice is given to the affected organization or group. Permission forms A and B must be signed annually by these groups.

VII. This statement of policy supersedes any policy heretofore adopted with reference to any use of property of any nature of Highland Presbyterian Church.



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Enacted by the Board of Deacons, September 1966 – W. J. Hammond, Chr.
Approved by the session, October 1966 – Lee Harrington, clerk
Paragraph 5 revised, December 1969 – W. F. Davis, Chr.
General revision, April 1982 – Les Preston, Chr. BOD
Approved by the Session, May 1982 – Bob Paxton, Clerk
General Revision, August 1992 – Carol Simes, Chr. BOD
Approved by Session, October 1992 – Esther Preston, Clerk
This is a compilation of this policy and the policy approved by the Session on 3/14/95.



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Secretary Guidelines for Use of Building By Non-Affiliated Groups

- In order to avoid conflict ALL EVENTS MUST BE ON THE CHURCH CALENDAR.
- Rooms with individual heat and cooling units should be used if possible:
 - Library
 - Parlor
 - Reception Room
 - Room #4 – Activity Building
- Keys must be signed for and returned promptly:
 - Issue only the key needed to access the room being used.
 - DO NOT issue any key to the paper closet or food pantry.
 - Instruct users that keys to the Educational Building and Activity Building open only the door located on the Cloverdale Ave. side. Entrance, final lock-up and exit must be made through these doors.
- When an organization requests use, contact the Property Chairman or designate for approval. When approved, secure signed Agreement Form. Scheduling is not confirmed until Agreement Form is secured.
- Secure names of 2 responsible persons and phone numbers where they may be reached.
- The sexton may be hired by outside groups for set up and/or cleanup, but not concurrent with his/her regular working hours.
- Inform the sexton when a meeting is to take place so that he/she may set heating and a/c controls.
- Has taken place so that he/she may check to see if room was left in proper order.
- Contact designate if room was not left in proper order.
- No church property is to be loaned out.
- Ask about need for nursery and give appropriate rules.



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Rules for Use of the Kitchen

1. Scheduling use of the kitchen must be made through the church office, and in accordance with the Policy covering USE OF PROPERTY.
2. Do not leave any prepared food in the refrigerator.
 - a. If you don't use it all, TAKE IT HOME OR DISCARD
 - b. Condiments MUST be labeled and DATED. All unlabeled items WILL BE DISCARDED. Check refrigerator before buying more.
 - c. All outside groups must furnish ALL FOOD ITEMS NEEDED FOR THEIR USE.
3. Wash everything you use and put it away. Do not leave anything in the dishwasher or in the sink.
4. Wipe off stove and oven and be sure they are off when you leave.
5. Clean the grill properly, if used.
6. Wipe off all countertops and sweep the floor.
7. Put all cooking utensils back in their proper place.
8. Empty all bagged garbage in the dumpster outside and reline garbage cans with plastic bags.
9. BE SURE kitchen outside door is LOCKED.

Approved: Board of Deacons – May 1974
R. P. Budd, Chairman
Revised – September 1992
Carol Simes, Chairman



**POLICY AND PROCEDURE MANUAL
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Gathering Place for Sunday Mornings

Instructions on Serving Coffee and Snacks

Please plan to set up coffee and snacks before 9:15 am

Kitchenette is located at the opposite end of the hallway from the Gathering Place. It will have all the needed supplies. Please remember to keep this area neat and clean.

Large Coffee pot and a smaller pot with hot water will already be made and ready to take to the Gathering Place. It will be on a cart that can be carefully pushed down the hall.

A long table is located in the Gathering Place for coffee, snacks and a committee display.

Table covering (tablecloth may already be on the table or paper is located in the kitchenette to cover table), cups, napkins, tea bags, and coffee condiments will also be located in the kitchenette in the cabinets. Extra supplies are available in the Activity Building paper closet.

If you are providing snacks, please bring approximately 4-5 dozen cookies or “non messy” finger foods. Cake and donuts are not recommended as it is rough on the carpet. Also 2 bottles of Apple juice for the children. Place approximately 10 cups, filled halfway full, out for the children. Extra cups may be placed on the table if more are needed.

Clean up should occur at 11:00 am or following the last worship service.

Take everything back to the kitchenette.

Pour any left over coffee and water into the sink and rinse pots thoroughly.

Put used table covering and any other trash in trashcan.

If a tablecloth was already on the table, please wipe it off.

Wipe off table in Gathering Place if necessary and wipe countertops in kitchenette.

Thank you for your help in making the Gathering Place a great place for fellowship. An extra copy of this is located in the kitchenette. Rev. 4/05

Sample Letter:

Hi Steve,

Just a reminder to let you know the Long-Range Planning Committee has the opportunity to host the Gathering Place during the month of December. Attached are the instructions for doing this. This is a great opportunity to inform fellow church members about the responsibilities of this committee.

Thank you for your service to the church.

Sincerely,

Gidget Payne

Attachment



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Living Waters for the World

In order to empower Highland Presbyterian Church to begin our mission work in conjunction with Living Waters for the World, the Witness Committee recommends the Session adopt the following resolution:

Resolution

Whereas Living Waters for the World, a mission program of the Synod of Living Waters of the Presbyterian Church (USA), has been identified as an appropriate avenue for Highland to utilize in channeling a portion of our mission efforts in Guatemala, and

Whereas Living Waters for the World seeks to have a covenant relationship with their initiating partners, therefore

Be it resolved that:

Highland Presbyterian Church become an Initiating Partner by entering into a covenant relationship with Living Waters for the World for the purpose of activating our efforts to identify suitable locations in Guatemala and begin providing Clean Water Systems, and

That a standing sub-committee of the Witness Committee be formed, whose membership shall include the 2nd year Deacon as the Witness committee liaison, to plan and direct all future activities relating to Living Waters for the World, and

To the extent that we engage in this mission activity in Guatemala, it is contemplated that the Global Mission Endowment Fund be a source for funding of our efforts. It is also contemplated that all requests for mission activities and funding will follow the accepted practices of Highland Presbyterian Church.

Voted by the Session November 13, 2007



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Mission / Study Trip Principles

This comes by recommendation from the 2006 Task Force, made up of members from Witness, Community Service and Christian Education Committees, which studied the issue of mission / study trips by individuals and groups from Highland.

**WORKING PRINCIPLES FOR FUTURE MISSION / STUDY TRIPS AT HIGHLAND
PRESBYTERIAN CHURCH**

1. The first step for any HPC member or staff member with an idea for a mission or study trip is to submit a request to the appropriate church committee (e.g.; Witness, Christian Education or Community Service). (If the individual has a question about which committee, they need to talk with a program staff member first.)
2. The appropriate committee will determine the feasibility of the request (based on the answers to a questionnaire, following page, regarding the trip).
3. If the trip will be a Highland group trip, then the committee working on it will submit the application to the Session for their discussion and approval. If the trip is an individual trip, then the 'requestor' themselves will submit the application to the Session for their discussion and approval.
4. If it is a group trip, the group will report back to the congregation (this is possible in a variety of ways) after the trip is over. If the trip is an individual trip, the 'requestor' will report back to the appropriate committee (as previously determined by the Session) after the trip is over.

Approved by the Session April 10, 2007



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Mission / Study Trip Questionnaire

1. What is the purpose of this trip?
2. Who is the contact person?
3. How is this trip 'faith-based'?
4. Is the PCUSA already involved in this mission? If so, how?
5. To whom is this trip to be made available (i.e.; youth, women, men)?
6. In what ways would you like support from HPC?
7. Are there any security or liability issues of which HPC needs to be aware?
8. What are the plans to report back to HPC after this trip is over?
9. Does this trip have the potential to happen again? H so, when or how often?
10. Which committee will be discussing this trip?
11. What are the dates and duration of the trip?
12. What is the method of travel?
13. What is the estimated cost of the trip per person?
14. Is this a tax deductible trip?

Signed: _____ Date: _____

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Permanent Fund and other Endowment Funds

Global Mission Endowment Fund

I. Establishment and Purpose: Highland Presbyterian Church of Winston-Salem, North Carolina (hereinafter referred to as "the Church," by a favorable majority of the Session in meeting with a quorum present on February 13, 2001, established The Guatemalan Mission Endowment Fund as a permanent fund of the Church. The Session of the church broadened the name to the Global Mission Endowment Fund (hereinafter referred to as "the Fund") on November 11, 2014. The Fund is established and exists solely for the charitable purposes of (i) supporting religious, educational, medical, disaster relief, or structural/building activities around the globe, as approved by the World Missions Division of the Presbyterian Church (USA), (ii) similar activities promoted by the Worldwide Mission Division of the Presbyterian Church (USA), and (iii) providing support for members of Highland who are serving on work camps and/or other short term missionary projects around the globe. When possible, the funds should be sent through the Presbyterian Church (USA) General Assembly offices. The principal objectives of the Fund are the support of religious, charitable, and educational activities. The Fund shall receive and, hold gifts made to the Church's 50th Anniversary Fund as well as subsequent designated gifts for the above-specified purposes.

II. Duration: The Fund shall continue in existence and be used as provided above so long as the Church shall continue to exist. If Highland Presbyterian Church ceases to exist, it shall, prior to such dissolution, have the right and duty to execute the necessary documents to effect the transfer of the assets of the Fund to a successor Presbyterian church or organization, providing such organization:

- a. Agrees to use the assets of the Fund for the purposes described above, and
- b. Qualifies as an exempt organization under the Internal Revenue Code.

If no successor organization is selected by the Church, the Fund shall, upon the Church's dissolution, become the property of the Salem Presbytery or its successor organization (except that any and all properties that may be held by the Fund under special conditions, restrictions, or limitations shall continue to be subject to the conditions, restrictions or limitations upon which such properties are held).

VI. Investment: The Permanent Fund Committee in consultation with the Witness Committee shall recommend the investment vehicles for the Fund's principal and these recommendations shall be ratified by the Session, as required by Church by-laws.

VII. Unused Distributable Funds: Any portion of the annual, distributable funds that are not distributed in any given year will be retained in the Fund for expenditure in future years.



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VIII. Prohibitions: None of the monies of The Endowment Fund will be used to support the following:

- a. propaganda or political activity,
- b. "unrelated business activity" as that term is defined by the Internal Revenue Code, or
- c. any programs of the Church regularly funded by the pledges and contributions of members.

IX. Audit: The Finance Committee of the Church shall be responsible for an annual audit of the Fund. The findings and recommendations of said audit shall be reviewed by the Session and reported during the Church's Annual Meeting in the same manner as other permanent funds of the Church.

X. Amendment: The covenants governing the Fund may be amended by a three-fourths (3/4) favorable vote of the Witness Committee and three-fourths (3/4) favorable vote of the Session.

Signed this 13th day of February, 2001 by
Clerk of Session
Highland Presbyterian Church



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Policies Adopted by the Session from 1982 through 2008

1. Flash pictures will not be allowed in the Sanctuary during a Worship Service and available light pictures will be permitted only from the balcony area. (3/14/1982)
2. Policy covering use of property of Highland Presbyterian Church. (5/9/1982)
3. A Long Range Planning Committee was appointed by the Session March 23, 1982, to address three specific issues raised by the Board of Deacons: 1) Financial Planning, 2) Budget Planning and New Resources, and 3) Communications.

The following items were the policies approved September 10, 1982, and October 3, 1982:

We believe that Highland Presbyterian Church should establish a contingency reserve to provide for large dollar items.

We recommend a \$10,000 line of credit be established at a local bank as an alternative to a funded operating reserve. We believe that this money should be borrowed only for temporary needs when repayment will result from normal seasonal flows of cash. We believe that any borrowing should be repaid within that same budget year. The line of credit should be used at the discretion of the Church Treasurer. Drawings under the line of credit should be noted at the next Session meeting and be reflected in the quarterly financial statement. The Chairman of the Finance Committee of the Diaconate should also be apprised of changes in the status of the line.

We recommend that the fund balances in the designated funds be restored to a cash position. Also, all designated funds should be kept separate from the general operating funds and not co-mingled as they are now and have always been. The Treasurer should invest these monies at interest.

We recommend that all commitments which go beyond one budget year in scope should not be accepted except as contingent upon a specific fund drive for that purpose. All funds collected from such a drive, whether more or less, would go for that purpose.

Appoint two members of the Session (as annual January appointments) to meet with the Finance Committee of the Diaconate to furnish input from the Session during the initial budget preparation work.

The Diaconate will establish a committee to study and evaluate various expenditures and make recommendations.

Committee chairmen should keep records of the expenditures of the committees, use these records in the preparation of the budgetary requests for the next year and pass the records to the next chairman.

Requests for payment should be approved by the staff member in charge, the committee chairman or the church's business manager, when we have one.

The Church Treasurer should report to the Session at its regular February meeting re: the status of all designated funds and that the Session so instruct the Treasurer as to disposition of these monies.

Approved the formulation of a brochure listing opportunities for estate planning by church members. This would be accomplished by the 1983 Stewardship Committee and be made available to the congregation.

Allow some fund-raising activities by adult and supervised youth groups only with Sessional approval on an individual activity basis.

During the church-year, have one financial stewardship sermon each quarter for continuity.

We recommend that a Long Range Planning Committee be made a permanent Sessional committee.

In order that the congregation be better informed, we recommend that all official actions of the Session and Diaconate be published monthly in the "High-Lights" and copies of the minutes of each board be placed in the Church Library monthly for congregational review.

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Highland representatives to both Presbytery and Synod meetings should prepare a one paragraph summary of these meetings for publication in “High-Lights” in addition to their oral report to the Session.

For better planning and more efficient transition of Sessional and Diaconate committees, we recommend that a handbook be prepared stating duties of each standing committee. The handbook should also include budget planning guidelines, purchasing guidelines, a description of responsibilities, timetable of events, deadlines, and resource material available. Two master copies of the handbook should be kept in the records system at the church to be used as reference continually. Individual copies of the portion of the handbook pertaining to each committee should be furnished to the committee chairman when he or she takes office.

4. Approved the policy that the church be open every Sunday under all circumstances for those who can get there to worship. (1/9/1983)
5. Continue with policy of officer elections once a year only. (1/9/1983)
6. The Session plans to annually review the Church Roll consistent with The Book of Order. (2/13/1983)
7. Approved the Women of the Church Historian also serving as Church Historian. (3/13/1983)
8. Establish an “Adopt a Pipe” Organ Fund with “the proceeds from the fund only being used to repair the organ”. When the Fund had a positive ash balance, it would be invested and the interest would go into the Fund. Money would be collected over a four-year period. (3/13/1983)
9. Allowed Memorial Fund to be used for worship in other parts of the church other than the Sanctuary. (5/8/1983)
10. Adopted the following New Member Assimilation procedures:
 - a. Attendance at orientation classes for prospective members prior to their being received into the church fellowship.
 - b. Reception of new members in groups after completion of the orientation classes at designated publicized dates three to four times a year.
 - c. Introduction to the congregation on the day they join the church through a reception or covered dish dinner.
 - d. Provision for a four-week New Member Nurture Class following their admission into the church membership. (5/8/1983)
11. Determined that a contingency reserve fund for large dollar items be established in an amount of \$30,000, this amount being set aside from the Tully Blair Bequest. (6/12/1983)
12. Determined that minutes be kept for Sunday morning meetings only when some official action is taken. (10/30/1983)
13. Established the Director of Music as a full-time position. (11/13/1983)
14. Ushers should be identified with appropriate name cards. (11/13/1983) (Design was prepared and money appropriated).

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15. Reaffirmed existing policy re: Sunday services in the event of inclement weather. (12/11/1983).
16. Confirmation classes now be structured for eighth graders. (12/11/1983)
17. Approved the recommendation that an investment committee task force of the Session reporting to the Long Range Planning Committee be named composed of the Church Treasurer, Chairman of the Finance Committee of the Diaconate and two church members of the banking industry. (12/11/1983)
18. Recommended that Highland Presbyterian Church be incorporated as required by the Book of Order. (1/8/1984)
19. Prospective new members, when meeting with the Session, will always be asked if he or she believes in Jesus Christ as his or her Lord and Savior before making a more detailed statement of faith. (3/11/1984)
20. Highland Youth Fund established with an initial gift of \$5,000. When a project has been determined by the youth of Highland Presbyterian Church and approved by the Session, they can receive matching monies from this Fund toward the expense of their project up to \$1,000 each year. (5/13/1984)
21. Voted to instruct the Election Procedures Committee to only place in nomination the number of nominees for Elder and Deacon that corresponds with the number of people to be elected to each office. There would still be the opportunity for nominations from the floor at the Congregational Meeting. (9/9/1984)
22. For about two years, discussions continued over the Tully Blair Fund. On 1/11/1984, the following amended motion was voted: "Undesignated church funds (\$52,000) will be used to first pay off existing pledges to Lees McRae and St. Andrews Colleges (\$8,000 each, \$16,000 total), \$3,000 to the Service Committee, and the balance of these funds (\$33,000) will be used for the repair and improvements of church property at Highland Presbyterian Church." (Also see 3/11/1984).
23. The following month, 12/9/1984, a budget was proposed and accepted which changed the above policy. The new motion read: "\$28,500 of the Tully Blair Memorial Fund will be used to reduce items in the previous budget. (1) \$10,000 (\$5,000 to each) to St. Andrews and Lees McRae Colleges which is the balance of our pledges to those institutions and (2) \$18,500 on specified building maintenance.
24. It was moved that the church continue to publicize and support seven offerings as has been done in the past. The seven offerings are Barium Springs, Glade Valley School, Grandfather Home, Joy Gift, Mother's Day for Presbyterian Home, One Great Hour of Sharing, and Witness Season. (1/13/1985)
25. Two additional Communion services were voted: the first Sunday in Lent and Pentecost Sunday. (1/13/1985)
26. It was voted that the number of nominees for the Session and Diaconate exceed by two the number to be elected. (1/13/1985)
27. The motion was made to ask the Commitment Committee to make a recommendation as to what could be the Session's policy in deleting inactive members, on an individual basis, from the church roll after two years for in-town residents and after one year for out-of-town residents – as per the Book of Order. (2/10) (There seems to be no record of this motion ever being completely addressed.)

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28. It was voted that children of members of the church should not be removed from the active roll or deleted from the roll unless the parents are contacted and agree. (4/14/1985)
29. It was voted to establish a new Sessional Committee to become effective with the beginning of 1986, with the responsibility of the visitation of prospective and new members, and the assimilation of new members until they are integrated into the life of the congregation.
30. Five year goals adopted:
- Lead all to Jesus Christ.
 - Emphasize church programs to encourage Biblical literacy in our adults and children.
 - Church School and special classes which may be taught other than on Sunday.
 - Staff person to teach Bible.
 - Leadership training of all teachers.
 - Enrich church member life – singles, marriages, parenting – through inter-generational activities.
 - Support outreach and mission programs locally, nationally, and internationally with personal involvement and financial support.
 - Emphasize church giving as the center of personal stewardship (i.e., church the center of personal giving for both talents and money).
 - Develop program support for prayer and spiritual life, with the use of Biblical devotion resources.
 - Provide strong fiscal management and financial stability in areas of annual operations, capital needs, church programs, and missions.
 - Recruit, develop, and recognize effective and competent volunteer and staff leadership.
 - Develop strong marketing programs in order to promote key program thrusts in a highly visible manner throughout our church community.
 - Review annually the Goals and Objectives by the Long Range Planning Committee with a report to the Session each December. (12/8/1985)
31. Voted to change the name of the Long Range Planning Committee to “Long Range Planning and Business Affairs Committee”. (12/8/1985)
32. Highland will observe eight Communion services: the four regular quarterly services, Maundy Thursday, the first Sunday in Lent, Pentecost Sunday, and the first Sunday in Advent. (1/12/1986)
33. Voted to change the personnel policy as follows: Full-time employee be defined as an employee who is scheduled to work 52 weeks a year and at least 35 hours per week. Part-time employee be defined as an employee who is scheduled to work less than 52 weeks per year or less than 35 hours per week. (9/1986)
34. Voted to observe the day after Christmas as a paid holiday for the church staff rather than the day before Christmas. (2/9/1986)
35. Voted to hire a part-time secretary for up to 20 hours per week at a salary of not greater than \$5.00 per hour. (2/9/1986)
36. Voted to repay the Tully Blair Fund the amount borrowed last year over two years, rather than in one year, and use the half not repaid this year to cover the cost of the part-time secretary. (2/9/1986)



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37. Voted for Highland to budget \$3,000 to the Presbyterian School of Christian Education for their campaign drive during 1987 and ask for individual gifts in addition to the church contribution of \$3,000. This campaign would be raised again during the budget process for the years 1988 and 1989. (5/11/1986)
38. Voted to keep the Bicameral form of Church Government at Highland Presbyterian Church with certain changes in the alignment of the committee of the Session and Diaconate. (9/27/1986)
39. Concerning the Montreat Capital Funds Drive, the Session voted to write a letter to the congregation offering them the opportunity to pledge \$25, \$50, or more over a period of three years as an expression of gratitude for the use of their facilities. (11/9/1986)
40. Voted that the description of the Memorial Fund, as it appears in "The Handbook", be changed to read, "for the enrichment of worship through capital purchases" and that the Worship Committee description of the use of the Memorial Fund be changed to read, "for the physical improvement of the life and worship of the congregation", instead of, "for the enrichment of worship".
41. Voted that each standing committee turn over to the Long Range Planning Committee a brief written statement of progress and that this information or a condensation of it be presented at Highland's Annual Congregational Meeting. (11/9/1986)
42. Voted to accept the new organizational design for the Session and Diaconate as presented. (12/14/1986)
43. The Clerk of Session is requested to record items which are referred to committees and the Clerk is to raise the issue again within two months (to follow-up on action taken). (3/8/1987)
44. Research concerning the appointment, or securing, of the Church Historian was referred to the Fellowship and Communications Committee rather than continuing to be elected by the Women of the Church. (3/8/1987) The Fellowship and Communications Committee will secure a Historian.) (11/8/1987)
45. Voted that all accepted gift requests for colleges, schools, and institutions be given first consideration for inclusion in the budget with the congregation being given the opportunity to give individual gifts through the church. This would not preclude special campaigns. (4/12/1987)
46. Voted that Highland's \$3,000 1987 pledge to Presbyterian School of Christian Education be paid out of the Kempton Estate Bequest and that the Long Range Planning Committee be requested to study what would be done with the remainder of the bequest. (4/12/1987) (The Committee later voted not to make a recommendation about the Kempton bequest). (11/9/1986)
47. The practice of nominating two more persons for both the Session and Diaconate than would be elected to serve will be continued. The Election Procedures Committee will be deliberate in nominating only one family member (living in the same household) to a board, i.e., both husband and wife would NOT serve at the same time on the same board. (6/14/1987)
48. Procedure change voted concerning the welcoming of new members: They will be asked to stand in the narthex on the day they join in order for the congregation to speak to them. Then at the Highland Fling following that Sunday, the new members will be honored at the Fling. Their sponsors will meet and introduce them. (10/11/1987)



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49. Voted to place a \$3,000 pledge to Presbyterian School of Christian Education in the 1988 Asking Budget. (10/11/1987)
50. Voted to use the Kempton Estate for property maintenance. (1/9/1988)
51. Voted to continue to hold Church Officer Elections once a year only – in the fall – as per the recommendation of the Election Procedures Committee. (2/14/1988)
52. Voted to direct the church staff to address all mailings to persons who have an earned doctorate as “Dr.” (2/11/1990)
53. Voted that all Congregational Meetings, including the Annual Meeting, will be held on Sunday morning in the Sanctuary, following the 11 o’clock Worship Service. (4/1/1990) (11/14/1995)
54. Voted that committees be asked not to meet on Sunday mornings during Church School and Worship. (4/1/1990)
55. Voted that no invoice will be paid which would make a committee go over its total budget for the year until the Session votes on it. (10/14/1990)
56. Voted that the EXACT number of Deacons and Elders to be elected each year would be nominated by the Election Procedures Committee. (11/10/1991) (This changes the previous policy that “two more than needed are nominated”).
57. Voted, concerning election procedures of Highland, that each person will be nominated for a specific term. If nominations from the floor occur, nominator will state for which term a person is being nominated. (4/14/1992)
58. Voted to have Communion each month during 1993. (9/8/1992)
59. Voted that, in the hanging of art in Highland’s Art Gallery, prices are NOT to be exhibited or any indication made that the art is for sale. (9/8/1992)
60. Policy Covering Use of Property of Highland Presbyterian Church by Outside Groups. This document was approved by the Session – as presented by the Property Committee to the Diaconate. (10/13/1992) (See attachment)
61. The Property Committee has adopted a policy regarding keys to the new lock system at Highland. Permanent keys are assigned only to: Staff members, Church members whose current duties require access to the buildings when they are routinely locked, and non-members hired to work in the buildings when they are routinely locked. The latter two require the approval of the Property Committee. Others – members and non-members – using the church buildings for meetings or other activities at times when they are routinely locked must sign out a key from the office on the working day nearest time of need and return the key on the next working day. (1/1993)
62. The Finance Committee recommended that the \$25,000 from the M. C. Benton Estate be placed into the principle of the Permanent Fund to provide money for the long term maintenance of Highland’s property and facilities.

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While the general philosophy of the Finance Committee is that gifts such as this be used to build the principle of the Permanent Fund, we feel that each gift should be reviewed individually against the current needs of the church. The Committee would like to have the opportunity to make a recommendation on outright undesignated gifts of \$2,000 or above. We would consider the financial status of the church at the time of the gift as well as any upcoming unbudgeted requests in making our recommendation. A letter of appreciation should (always) be sent to the family expressing our appreciation and describing how the gift will be used. (4/1/1993)

63. We will no longer have any permanent reservations for the Fling. Reservations may be made on Sunday morning on the Ritual of Friendship pad or by calling the Church Office before noon on Monday. (6/6/1993)

64. From the Election Procedures Committee: A slate of eight nominees for a new class (three year terms) will be named. When nominees are needed to fill unexpired terms, these nominees will be approached separately and called to the specific short term(s). In the case of balloting because of nominations from the floor, those nominating would be required to specify his/her nominee to the regular slate or to an unexpired term, the consent of the nominee having been obtained accordingly. (11/8/1994)

65. Another document was approved by the Session as presented by the Diaconate concerning the use of Highland by non-affiliated groups. (3/14/1995) (See attachment)

66. Highland's General Procedures for the Annual Review of Membership (per Book of Order requirements for an annual review) were presented by the Membership Committee. Three letters are to be sent to members who live away from Highland and are no longer active. The first encourages them to find a church home nearby where they can become active and asks that they allow us to put them on our Inactive Roll. The second letter asks why we have not heard from them and unless we do hear, we assume they agree they should be reclassified as inactive members. The third letter tells them they are on Inactive Roll and retain the privileges of pastoral care. Book of Order citations on Membership and Rolls are to be followed. (4/11/1995)

67. Guidelines for Support Staff of Highland Presbyterian Church were approved the Session as presented by the Personnel Committee. (5/9/1995) (These guidelines, or updated ones, are now found in the Personnel Handbook).

68. The policy of electing church officers at Highland only once a year was again voted to stay in place. (1/14/1997)

69. A sabbatical is to be in place every six years for the position of Director of Music. (11/11/1997)
Additional information previously determined:

Head of Staff – a sabbatical of not less than four months at the end of six years

Associate Pastor – a sabbatical of not less than three months at the end of six years

Director of Christian Education – a sabbatical of not less than two months at the end of six years

70. Voted to have the same personal leave policy for Highland program staff as was adopted for the support staff. (12/8/1997)

71. Policy for appropriate recognition for the various years of service to our church by the Church Staff:



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- a. Five years: A short statement of recognition and thanks to the employee published in the bulletin. Minister has lunch with employee and presents him or her a gift certificate in the amount of \$50.00. Personnel Committee members recognize the employee's service either in writing or verbally.
- b. Ten years: Publish an article in the newsletter featuring the employee and her or his service to our church. Minister has lunch with employee and presents him or her a gift certificate in the amount of \$100.00. Personnel Committee members recognize the employee's service either in writing or verbally.
- c. Fifteen years and each five years thereafter: Congregation is invited to participate and/or contribute to the recognition. Personnel Committee to solicit participation by other appropriate committees, such as Fellowship and Communications Committee, etc., in planning recognition. Personnel Committee members recognize the employee's service either in writing or verbally. (6/10/2003)

72. Christian and American flags are to be permanently displayed in the Sanctuary. (10/14/2003)

73. WEATHER: INCLEMENT WEATHER POLICY

At times of bad weather, the Pastor will consult with one of the following persons to determine if the early worship service and church school should be cancelled: the Property Chairmen or the Worship Chair or the Clerk of Session.

A decision should be made based on the condition of sidewalks and on roadways. If it is determined that road travel and walking are hazardous, a decision will be made to cancel the early service and church school by 6:30 a.m. An announcement will be placed on WXII TV and WSJS 600 AM to inform people of the cancellation.

WHILE THERE WILL ALWAYS BE AN 11:00 AM WORSHIP SERVICE FOR THOSE WHO WISH TO BE PRESENT, DEACONS, ELDERS, CHURCH SCHOOL TEACHERS, CHOIR MEMBERS, AND OTHERS WHO HAVE RESPONSIBILITIES ON THAT SUNDAY HAVE NO OBLIGATION TO MEET THEIR RESPONSIBILITIES UNDER HAZARDOUS CONDITIONS.

The intent of always providing an experience of worship at 11:00 a.m. is to recognize that there are those who prefer the experience of corporate worship. While the experience will be available, NO ONE SHOULD FEEL AN OBLIGATION TO TRAVEL UNDER CONDITIONS THAT MAKE THEM FEEL UNCOMFORTABLE. (4/2004)

74. "WORKING PRINCIPLES FOR FUTURE MISSION/STUDY TRIPS AT HIGHLAND PRESBYTERIAN CHURCH" (4/10/2007) (See attachment)

74. LIVING WATERS FOR THE WORLD: that Highland become an Initiating Partner by entering into a covenant relationship with Living Waters for the World for the purpose of activating our efforts to identify suitable locations in Guatemala and begin providing Clean Water Systems, and that a standing sub-committee of the Witness Committee be formed, whose membership shall include the second year Deacon as the Witness Committee liaison, to plan and direct all future activities relating to Living Waters for the World, and to the extent that we engage in this mission activity in Guatemala, it is contemplated that the Guatemala Fund be a source for funding of our efforts. It is also contemplated that all requests for mission activities and funding will follow the accepted practices of Highland Presbyterian Church. (11/13/2007)

76. Highland Bus Policy (pending approval)



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77. Same-Gender Marriage: The Session has engaged in a season of discernment regarding questions of same-gender marriage in the church. The Session's conversations began last fall, and opened up to include the congregation in a series of classes and conversations earlier this spring. This season of discernment was prompted by a proposed amendment to the Constitution of the Presbyterian Church (USA) that would broaden the traditional definition of marriage to include the possibility of same-gender marriage, as well.

In March 2015, the proposed constitutional amendment was ratified by a majority of presbyteries in our denomination, and is now part of the Directory for Worship in the Presbyterian Church's *Book of Order*, part 2 of our constitution. And on June 26, the Supreme Court of the United States decided in favor of the legality of same-gender marriage. With their decision, both church and state law make same-gender marriage possible.

This is a momentous change—and not one that the Session has taken lightly. In keeping with our Vision Statement's call to engage "pressing issues of the day," we have shared honestly and openly our hopes and our concerns regarding this issue, and the Session has been greatly encouraged by the loving spirit with which members of the church have shared in this season of discernment with us. Members of the Session reflect the congregation's diversity of understanding and conviction about the most faithful way forward for the church; while we have not always agreed, we have held onto one another in love, and we believe that God calls us to remain together despite what our differences may be in the church regarding these questions of marriage.

Effective July 1, the Session has amended the church's Wedding Policy. In addition to requiring that one of Highland's pastors officiate at every wedding at Highland, we have added a paragraph that says, "Subject to the Constitution of the PC(USA) and applicable law, the Pastors and Session of Highland will exercise their discretion in applying this policy and in giving approval to marriages at the church, but in doing so will not consider race, color, national origin, age, sex, sexual orientation, disability or other similar characteristics." This addition was not arrived at hurriedly, but with much prayer and consideration. We believe this addition to be consistent with Jesus' Great Commandment, reflecting our call to love God, and to love our neighbors as we love our-selves.

Throughout this process, we have recognized that faithful people can arrive at different faithful conclusions. As the Session, we believe that we are called to be a part of a community where:

We will exercise mutual forbearance, making room for those who think and believe differently from us.

We will be humble and listen to one another with love.

We will remember that God alone is Lord of the conscience, and thus will not compel anyone to believe something that they believe to be contrary to what God intends.

Though we will not always agree with one another, we will strive to love one another.

July 2015

Weather Policy

Inclement Weather Policy

At times of inclement weather, the Pastor (or Associate Pastor if the Pastor is away) will consult with one of the following persons to determine if worship and/or church school should be cancelled: a Property Committee Chair, the Worship Committee Chair, or the Clerk of Session.



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A decision should be made based on the condition of sidewalks, roadways, and parking lots. If it is determined that road travel and walking are hazardous, then the decision may be made to cancel just the 8:30 service and church school, or all Sunday morning services and classes.

An announcement will be made by 6:30 a.m., and will be placed on WXII TV, the WXII website, and Highland's website, as well as an email to the congregation, to inform people of the cancellation.

While the desire is that the church would always gather for worship, we recognize that there are circumstances where such a gathering may endanger the wellbeing of members and leaders of the church, and would contradict the clear counsel of the city and county officials who sometimes advise against all nonemergency travel. If worship is *not* cancelled on a Sunday with inclement weather, Deacons, Elders, church school teachers, choir members, and others who have responsibilities on that Sunday may use their discretion regarding meeting of their responsibilities under such hazardous conditions

Session Approval: February 2016

Weddings

For information on weddings, please refer to the document "The Church Wedding: Guidelines for the Service of Christian Worship and the Reception." Information is included about the schedule of fees. There is also a copy of the "Responsibility and Release Agreement for Use of Facilities for Wedding and Reception."

Please use the link below to view and download information on weddings at Highland:
<http://www.highlandpres.org/view.php?z=208>

If you prefer paper copies, please contact the church office.

Highland Presbyterian Church
2380 Cloverdale Avenue
Winston-Salem, North Carolina
27103-2012
(336) 724-6303
www.highlandpres.org



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Worship Committee Monthly Schedule

The Worship Committee uses the following monthly schedule to plan and execute all assigned tasks:

January:

- Complete and publish Communion schedule and Elder assignments for each service on scheduled Communion dates.
- Identify volunteers for Communion preparation, set-up, and clean up, and publish assignments for scheduled Communion dates.
- Create and publish monthly “Elder Privileges” schedule, assigning each of the 24 Elders to 1-month assignments of either “Elder at the Front Door” or “Elder of the Month” responsibilities.
- Remove Epiphany star and remove and store all Advent decorations from sanctuary.
- Check candles from Christmas Eve service; clean-up candles (store usable ones for next year) order needed holders and candles for next year’s use.
- Check bells used at Christmas Eve service and order more as required.
- Check stock of Children and Adult Bibles (in Copier Room cupboard) given out as Baptism gifts. Re-order as necessary.
- Review key dates for Lent: Begin planning for the Maundy Thursday service.
- Think ahead to Pentecost: banner commission, or other preparation.
- Identify who will place and remove flags and banners at appropriate times during Ordinary time and Festival Seasons.
- Have a planning/visioning session for upcoming year special services, including Welcoming Children to the Lord’s Table.
- If Presbyterian General Assembly is meeting at Highland during the year, determine when bulletin inserts should be ordered?

February:

- Prepare for Lenten season, using the Lenten checklist, noting dates of Ash Wednesday, Maundy Thursday, Good Friday, Easter, etc.
- Make sure that ashes are available. Place note into Highlights re: Ash Wednesday service
- Review and organize Lenten banner appliques for children’s story time during Sunday services during Lent. Do we need to commission a replacement banner?
- Place purple drape on Chancel cross for Ash Wednesday service.
- Think of how to conduct Maundy Thursday service, meal, and communion in the Activity Building. Co-ordinate preparation with Fellowship and Communication.
- Check supply of palm crosses, and order palm crosses and palm fronds as required for Palm Sunday. Secure baskets for receiving palms – upstairs closet?
- Check with Temple about childcare for Easter.

March:

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- Get information on Holy Week services into Highlights
- Determine who will place pins in palm crosses before distribution on Palm Sunday
- Place Easter and holy week service schedule in the Winston-Salem Journal
- Determine who will organize the children's procession and hand out the palm fronds to each child in the procession.
- Advise Ushers assigned to Palm Sunday service as to the storage location of palms for distribution.
- Tenebrae service readers need to be identified.
- Arrange "thunder sound tape" with Les Preston for Good Friday (Tenebrae) service.
- Volunteers for opening shutters at Easter services need to be identified – 10 people needed each service
- Arrange to have someone put drapes on the cross in sanctuary: purple by first Sunday in Lent, black for Good Friday Tenebrae, white for Easter morning.
- Plan Easter Sunrise Service (if scheduled).

April:

- Determine dates for start and end of Summer Worship
- Work with Fellowship and Communication committee on Pentecost Party plans

May:

- Revisit Long Term Goal progress
- Communicate and prepare for 10:00 Summer Worship Service
- Any special considerations for Memorial Day Sunday
- Place Pentecost decorations.
- Recognize discipleship on Pentecost. Get ribbons for their badges.
- Recognition of high school and college graduates.
- Review any special considerations for summer worship, spiritual retreats, mission trips

June: (No Meeting – Summer Recess)

July: (No Meeting – Summer Recess)

August:

- Recognition of Highland youth beginning their college commitment.
- Coordinate and schedule "Welcoming Children to the Lord's Table" (takes place in September, immediately before World Communion Sunday)

September:

- Plan for Peacemaking Sunday and worldwide Communion
- How to recognize Reformation Sunday?
- Approve pulpit exchange for inter-racial dialogue.

October:

- Get guest (PIRD) preacher for Reformation Sunday approved by committee and Session (last Sunday in October)

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- Consider serving communion by intinction if it is Montreat Weekend.
- Plan for coming Advent season. Using Advent Checklist.
- Identify who will plan early Christmas Eve family service.
- Solicit volunteer to coordinate the giving of Advent wreaths and the poinsettias for Christmas Eve service.

November:

- Order wreaths for exterior of Church and Activity Building.
- Decorate the sanctuary prior to Advent. This includes the Chrismon tree, nativity scenes and the Advent wreath. Note: all decorations stored in the closet in Gathering Place area.
- Determine if we will provide childcare on Christmas Eve. If yes, someone needs to contact Temple Emanuel to solicit volunteers to provide childcare.

December:

- Election of new officers, means change of committee chairs and selection of new members for committee, to be in place January 1st
- Hang the Moravian star in the Chancel following the Christmas Eve service
- Ensure we have greeters for both Christmas Eve services, a family to hand out bells at early service, and the confirmands to have out candles at the 7 PM service.
- Organize candle lighters for Christmas Eve service (college kids)
- Christmas Eve service schedule needs publication in the Winston-Salem Journal.
- Establish Communion dates for the next calendar year and through the next following January. (Remember: Communion on Christmas Eve happens every other year – 2014, 2016, 2018, etc.)
- Recruit and schedule lay volunteers to present Prayers for the People twice monthly throughout the new year. (NOTE: need to identify a volunteer to coordinate this activity 2007)
- Identify Bulletin cover art for the following year (with staff).
- Determine if annual meeting is going to be part of Worship service
- Get Session approval for annual meeting.
- Verify staffing of Usher Captains and Usher team members for publication of following year schedules.
- Appoint and schedule Sanctuary Sound Team and confirm volunteers for the new year.