

# **St. Elmo Presbyterian Church Personnel and Policies Handbook**

Rev. November 2022



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# **SEPC PERSONNEL MANUAL**

## **1. INTRODUCTION**

Bearing the image of God, we lovingly serve the Body of Christ at Saint Elmo Presbyterian Church (SEPC) to assist the accomplishment of its mission.

### **Image of God**

God made us in his image. We resemble him, we represent him, and we are in relationship with him. People are designed and commissioned by God to work and to exercise dominion over and care for the world and the creatures of the earth, sea, and sky. Although work was affected by the fall and can be toilsome, in its original and redeemed design, work is good and is a delight when we engage our world rightly in our God-given offices.

### **Body of Christ**

In God's wisdom, he has given various gifts to believers so that they may serve each other within the body of Christ. These gifts and callings are bestowed for God's glory and the common good. All gifts have dignity and are useful for the building up of the saints. Members of the local church serve each other out of gratitude for the great grace they have received from our Lord and Savior, Jesus Christ, and through the agency of the Holy Spirit.

### **Decently and in Good Order**

Since the local church is a complex organization, it is important that certain policies, procedures, and programs be made explicit for the employees of the church. This handbook will provide directives and definitions for the congregation and the employees of the church to have well-defined expectations and boundaries so that work can be accomplished in loving, God-honoring ways that respect the dignity of all individuals. These policies are approved by the Session and are to be reviewed regularly by employees, their supervisors, and the elders. These guidelines will be modified as needed.

## **2. GENERAL POLICIES**

## **Employment Classifications**

SEPC has two primary employment classifications: 1) full-time and 2) part-time, and two subcategories: 1) exempt and 2) non-exempt. Employees at SEPC will be placed into an employment classification based on the overall scope of their position as it relates to the work of the church, the specific job duties they perform, and their compensation and benefits agreements.

From time to time, people will be employed as independent contract employees for specific and intermittent duties. In such cases, a contract that specifies expectations and remuneration will be presented and approved by the Session.

Staff members will be expected to share the vision, values, and goals of SEPC as described in the church policy manual. (See Appendix E)

## **Job Descriptions and Supervisory Authority**

Every staff member of SEPC will be assigned a specific job description (Appendix B) at the point of hire and will be held accountable to that description in the course of his/her work and through ongoing reviews by his/her supervisor and the Personnel Committee. Job descriptions will be reviewed annually and adjusted as necessary at the time of the performance review. Each staff member will report to the appropriate supervisor as described on the organizational chart in the church policy manual. (See Appendix A)

## **Office Hours**

Office Hours will be maintained and made public to the church community. Communication through email or phone will be used to arrange appointments as needed. Work hours should be arranged with and monitored by the direct supervisor.

## **Employee Benefits**

Insurance - Health and life insurance will be offered to all full-time employees. Health insurance benefits may be provided in the form of reimbursement of a portion of premiums on individual insurance coverage.

Paid Holidays - paid holidays will be offered to all non-exempt employees who work at least 25 hours a week. The following holidays are offered each year unless otherwise stated.

- New Year's Day
- Independence Day
- Thanksgiving Day (and the day after)
- Christmas
- Employee holiday (used during birthday month)
- One Floating Holiday

## **Leave Policy**

**Paid Time Off** - All employees working at least 25 hours a week receive two weeks of paid time off until they have served the church for two years, at which time leave increases to three weeks. In every fifth year, employees get one extra week of vacation to be taken during that fifth year interval. Annual leave days do not accrue year over year. Part-time staff will receive leave pro-rated to the number of hours worked in a given week. For example, an employee working 25 hours a week with two weeks of vacation would receive 50 hours of paid time off covering two weeks worth of work.

**Sick Leave** - In addition to regular paid time off, SEPC will maintain the payment of all employees who may experience personal short term illness (ordinarily less than two weeks). SEPC reserves the right to require written verification from a licensed medical physician of the existence of a stated illness.

**Sabbaticals (Pastoral Staff)** - after completing six years of employment at SEPC, pastoral staff will be eligible for a sabbatical of five weeks. These sabbaticals are given to encourage spiritual rest, renewal, and preparation for ministry ahead. All sabbatical requests must be approved by the Session. Additional funds may be provided to support these sabbaticals, including travel or conference costs. Sabbaticals can also be given at the discretion of the Session outside of this stated policy.

**Bereavement** - For the death of an immediate family of an employee (husband, wife, or child), payment of salary will be made for time taken, up to five business days. For the passing of other family members (mother, father, brother, sister, grandchildren, grandparents, or in-laws), payment of salary will continue up to three business days.

**Maternity Leave** - All female staff members, regardless of employee classification, are eligible for six weeks of paid maternity leave, and six weeks of unpaid maternity leave. This leave shall be coordinated with the Senior Pastor and/or the employee's direct supervisor.

Paternity Leave - All male staff members, regardless of employee classification, are eligible for three weeks of paid paternity leave, and three weeks of unpaid paternity leave. This leave shall be coordinated with the Senior Pastor and/or the employee's direct supervisor.

### **Workers Compensation**

SEPC carries workers' compensation insurance through a private carrier. Claims should be initiated through supervisors in cooperation with the church treasurer.

Mission Trips - Employees participating in mission trips supported by SEPC or its designee will be considered to be on leave with pay.

Jury Duty - SEPC will pay the difference between the regular pay for full-time employees and jury duty pay.

### **Expense Reimbursement**

SEPC will reimburse all part- and full-time employees for qualifying and approved work-related expenses. To receive reimbursement, employees must substantiate, within a reasonable period, the amount and employment-related nature of the expense. Employees should refer to the separate SEPC budget procedures document.

### **Personnel Committee**

To assist the Session in the personnel matters of the church, the Session shall regularly appoint a Personnel Committee. It is the duty of the committee to annually appoint a chairperson to call and conduct meetings, and a secretary to keep accurate minutes of all motions and other business.

The Personnel Committee shall be made up of the following members, with at least one female member: The Senior Pastor, one Ruling Elder, one Deacon or Deacon Assistant, and one lay member of the Congregation.

The Personnel Committee shall have the following responsibilities:

1. To ensure annual reviews are conducted by supervisors with each staffmember.
2. To ensure up-to-date job descriptions for each position.
3. To determine employment classification.



4. To aid in the selection process of new employees.
5. To oversee the onboarding of new employees.
6. To partner with the Finance Committee in reviewing compensation and annual adjustments.
7. To submit all hiring recommendations to the Session for final approval.
8. To ensure that all employees ending their employment at SEPC have an exit interview with an appropriate person(s).
9. To oversee the safekeeping and updating of the Personnel Manual.

### **Performance Reviews**

Every employee at SEPC will receive a yearly review to assess performance, completion of goals (as appropriate), and job description changes (as needed). Participation will include the employee and direct supervisor, with input from the Personnel Committee and relevant ministry representatives. This process will commence each year by the 3rd week of January, to be completed no later than the end of the 3rd week of February. Documentation of this review for each employee (along with a copy of current job description) will be kept in the SEPC office in a locked cabinet with key access only by the Pastor and a designated member of the Personnel Committee. Each employee will be granted a copy of his/her review. Forms for this process can be located in Appendix C.

### **Loss of Employment**

SEPC is an "at will" employer, meaning that the church reserves the right to terminate an employee at any time without having to establish "just cause" for that termination. SEPC will strive to follow clear guidelines for performance improvement and will seek to communicate feedback (positive and negative) clearly throughout an employee's tenure.

### **Process for Termination in Non-Performance of Primary Function**

1. First warning - verbal and documented in the employee's file
2. Second warning - written and documented in the employee's file.
3. Final warning -written and documented in the employee's file. Termination will follow if improvement is not seen.

Grounds for immediate removal:

- Deviations from Biblical morality in an employee's personal life, including breaking the law or being involved in immoral behavior as defined by the scriptures (unbiblical divorce, abusive behavior, promiscuity, etc.).

- Behaviors on the job which are unbiblical, including drug or alcohol abuse, stealing, verbal or physical abuse, or sexual misconduct.
- Generating divisiveness on the staff or in the church, which can include lying, creating factions, gossiping, slander, etc.
- Non-performance of job as outlined in the given job description and measured by periodic or annual reviews.

### **Safety at SEPC**

SEPC strives to maintain a safe and healthy workplace for staff, ministry partnerships, and visitors. Unsafe conditions in any work or public area that might result in accidents should be reported immediately to the church office administrator. In the event that an incident occurs, please proceed immediately to your supervisor so that proper documentation can be recorded. No injuries are to be considered too minor to report. All parties involved will be required to fill out an incident form that will be kept on file for up to five years.

All employees must abide by the SEPC Child Protection Policy (Appendix D).



# **Appendix A**

## **SEPC Ministry Cluster Group Organization**

One or more elders will be assigned by the session as the liaison to each cluster. It will be his responsibility to coordinate the work of the ministries with his cluster and to make regular reports to the session regarding policies, practices, and activities. The session will ensure that all clusters have elder oversight and that there is coordination of ministry work between and among the clusters.

### Worship (Jeff)

- Music MG
- Office Support MG (Perhaps stewardship)

### Congregational Care (Rob)

- Fellowship MG
- Hospitality MG
  - Welcoming, Onboarding, Community events/connections
- Stephen Ministry MG

### Adult Education (Hans)

- Sunday School
- Women's Study
- Small Groups
- Precepts Ministry
- Men's Bible Study

### Children and Youth Education (Lance)

- Children's Education
  - Sunday School
  - VBS
  - Little Lambs
  - Nursery
- Youth
  - Sunday School
  - Youth Groups

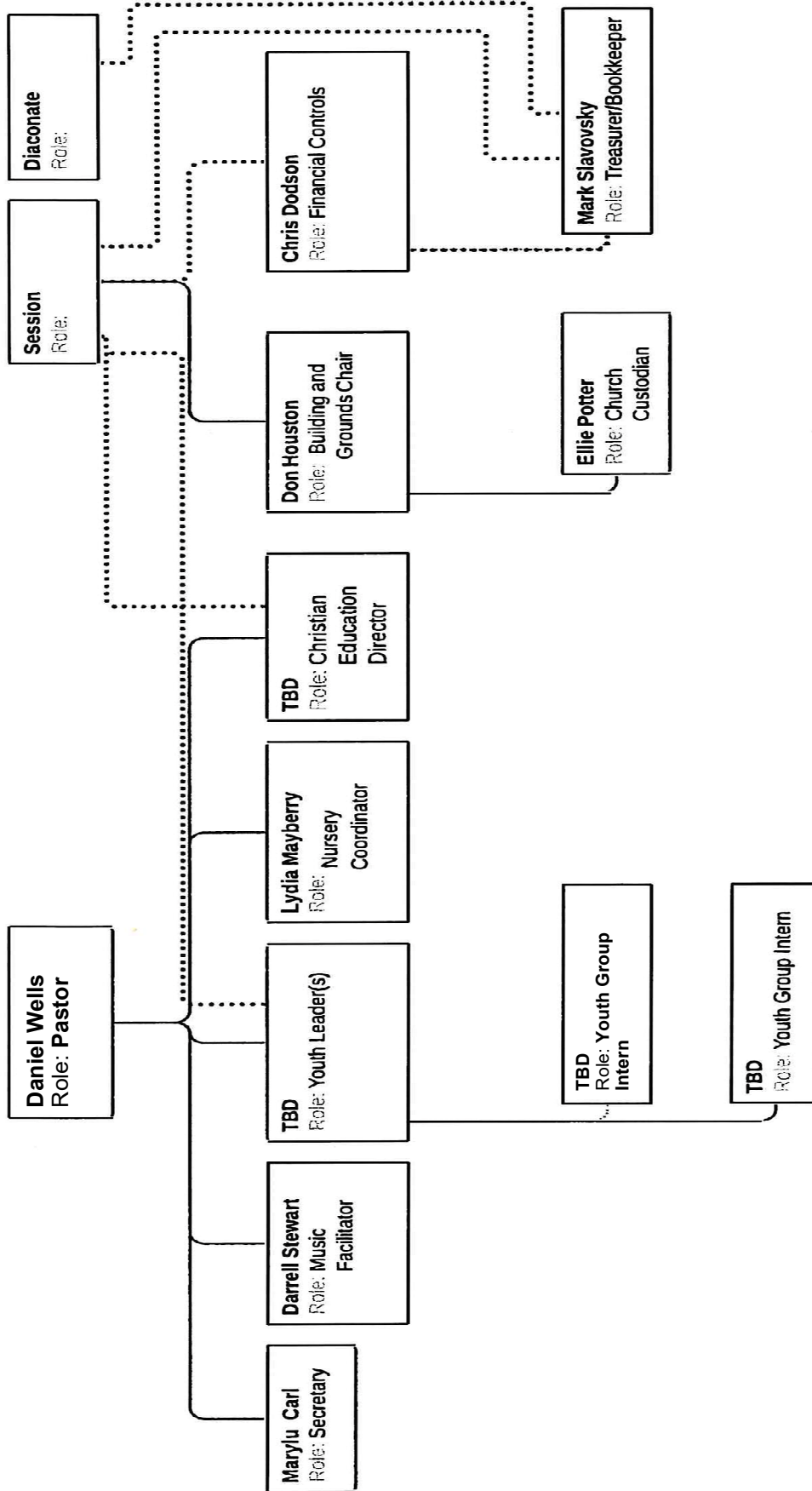
### Outreach (Jay)

- Mercy MG
- Missions MG
- Evangelism MG??

### Stewardship (TBA)

- Finance MG
- Building and Grounds (merge with A&A?) MG
- Arts and Aesthetics (merge with B&G?) MG

# St. Elmo Presbyterian Church





# **Appendix B**



XXX

Job Description

**PRINCIPAL FUNCTIONS**

**RESPONSIBILITIES**

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1.

**FOUNDATIONAL PRINCIPLES**

1. Maintain a high level of integrity and confidentiality where sensitive information is known.
2. Exhibit excellent interpersonal skills and professional demeanor.
3. Work as a team with the pastors, staff members, officers, committees and volunteers.
4. Set a high standard of professionalism within this team environment. The goal should be to glorify God in all the office work and encourage staff in their personal walks with Christ.

**POSITION STRUCTURE**

Reports to

Classification:

xx time/xx hours/week

## CHRISTIAN EDUCATION COORDINATOR

### Job Description

#### PRINCIPAL FUNCTIONS

The Christian Education Coordinator (CEC) will partner with and support the pastor, session, and congregation of St. Elmo Presbyterian Church (SEPC) in catechizing and disciplining covenant children through Sunday School (SS), Little Lambs, Vacation Bible School (VBS), and other activities. The CEC will regularly communicate with the session, youth Coordinating Committee, Nursery Director, office staff and congregation about Christian Education programs. It is the responsibility of the CEC to maintain SEPC's child protection policy, train volunteers on the policy and coordinate with leaders of other ministries about the annual training of their volunteers.

#### RESPONSIBILITIES

##### Sunday School

1. To recruit and train Sunday School teachers in the curriculum and lesson plans, classroom maintenance (i.e. supplies, bibles, bulletin boards, etc.), and Child Protection Policy
2. To be knowledgeable of all children enrolled and their needs and educate the congregation about the children in the program

##### Little Lambs

1. To plan activities for 3 and 4 year olds during service(s). This should involve a schedule of lessons or themes for the year as well as maintaining materials and snacks.
2. To recruit Little Lambs teachers and proactively communicate with and assist volunteers with preparation

##### VBS

1. To recruit VBS volunteers and lead training and administration of the VBS program. This includes selecting curriculum for each year.

##### Christian Education Committee

1. To recruit congregation members to serve on the Christian Education Committee, which should meet monthly and should include one session member. This group will assist in developing a mission, vision and strategy to educate covenant children at SEPC, as well as reaching out to other children within the neighborhood.

##### Parents

1. To keep parents informed of the activities of the Sunday School, Little Lambs, and VBS programs (i.e. through a newsletter, regular email correspondence, etc.) To build relationships with parents and be a knowledgeable resource for them.

#### FOUNDATIONAL PRINCIPLES

1. Maintain a high level of integrity and confidentiality where sensitive information is known.
2. Exhibit excellent interpersonal skills and professional demeanor.
3. Work as a team with the pastors, staff members, officers, committees and volunteers.
4. Set a high standard of professionalism within this team environment. The goal should be to glorify God in all the office work and encourage staff in their personal walks with Christ.

#### POSITION STRUCTURE

Reports to the senior pastor

Classification: salaried

Part-time/15 hours/week

## CHURCH SECRETARY

### Job Description

#### PRINCIPAL FUNCTIONS

The St. Elmo Presbyterian (SEPC) Church Secretary will provide administrative assistance to the pastor, Session, Diaconate, and ministry leaders. The secretary will also serve as a liaison between members of the congregation and the ministry leaders for purposes of communication and assistance with accessing resources.

#### RESPONSIBILITIES

##### Weekly/Primary

1. Produce and print weekly worship bulletin
2. Edit and upload audio sermon to SoundCloud (linked to church website)
3. Receive service technicians (pest control, fire extinguisher, A/C, kitchen appliance, professional cleaners); be on site for questions, sign invoices.
4. Maintain and update the church calendar, keeping it current and linked to the church website.
5. Manage facility use requests, reserving rooms as requested, or passing requests to Deacons as appropriate.
6. Purchasing for office and as needed.
7. Maintain a record of church credit card use, with receipts as supporting documents, and report to the bookkeeper monthly.
8. Other duties as assigned by supervisor.

##### Periodic

1. Create and produce visitor cards and offering envelopes for placement in pew card holders.
2. Assist with creation and production of church policy documents as needed: Child Protection Policy, Photo/Media Policy, Internet/Website Policy.
3. Report song usage to licensing company.
4. Assist with creation and production of other church materials: ballots for officer elections; communicants' curriculum; rosters and lists for small groups, missions, community groups; church welcome booklet.
5. Create and produce funeral/memorial programs
6. Create and produce wedding programs as needed
7. Create, produce, and maintain as current a membership directory; online version to be current within a day; pictorial directory to be printed and distributed to families in the congregation bi-annually.
8. Maintain a spreadsheet of member demographics, including date and method of membership, and records of transfers to other churches.
9. Produce baptismal letter for parents
10. Create and update indoor church signage.
11. Other duties as assigned by supervisor.

#### JOB/SKILLS SPECIFICATIONS

1. Competent with \_\_\_\_\_(programs like Word, Excel, Publisher, Adobe Photoshop, Adobe Acrobat)
2. Photocopier
3. Website maintenance, some HTML and CSS (daily/weekly)

#### FOUNDATIONAL PRINCIPLES

1. Maintain a high level of integrity and confidentiality where sensitive information is known.
2. Exhibit excellent interpersonal skills and professional demeanor.
3. Work as a team with the pastors, staff members, officers, committees and volunteers.
4. Set a high standard of professionalism within this team environment. The goal should be to glorify God in all the office work and encourage staff in their personal walks with Christ.

#### POSITION STRUCTURE

Reports to the senior pastor

Classification: Support Staff/non-exempt

Part-time/\_\_\_\_ hours/week

## MUSIC FACILITATOR

### Job Description

#### PRINCIPAL FUNCTIONS

The St. Elmo Presbyterian Church (SEPC) Music Facilitator will encourage and inspire the congregation to participate and engage in each corporate worship service, particularly in regard to congregational singing.

#### RESPONSIBILITIES

1. To ensure that a pianist is scheduled to accompany and lead the music for each worship service, in keeping with the principal function above.
2. To ensure that music is presented at other points in the worship service as requested and determined by the pastor and the session, in keeping with the principal function above.
3. To assist the pastor as it seems appropriate and prudent, through consultation, in choosing hymns/songs for use in the worship service, in keeping with the principal function above.
4. To encourage other musicians in the congregation to use their talents to enhance, encourage and inspire the people to worship the Lord.
5. To convene meetings periodically with members of the congregation who are involved or interested in contributing to the ministry of music at SEPC.
6. To ensure that the pianos are properly tuned and maintained on a regular schedule.

#### JOB/SKILLS SPECIFICATIONS

1. Ability to work independently with limited supervision, while still completing tasks on a timely basis
2. Must have a high level of integrity

#### FOUNDATIONAL PRINCIPLES

1. Maintain a high level of integrity and confidentiality where sensitive information is known.
2. Exhibit excellent interpersonal skills and professional demeanor.
3. Work as a team with the pastors, staff members, officers, committees and volunteers.
4. Set a high standard of professionalism within this team environment. The goal should be to glorify God in all the office work and encourage staff in their personal walks with Christ.

#### POSITION STRUCTURE

Reports to the Pastor

Classification: Support Staff, contract (non-exempt)

Part-time/ hours per week

## NURSERY COORDINATOR

### Job Description

#### PRINCIPAL FUNCTIONS

To respond to a calling for ministry to infants, toddlers, and children by collaborating with the Church Body to surround our little ones with organized care during services and appropriate events in the church schedule. The candidate will have a vision for the nursery ministry and a willingness to take ownership of nursery management.

#### RESPONSIBILITIES

1. Recruit and assign volunteers for Sunday morning services and the Sunday school hour.
2. Post and distribute schedules of assignments for care.
3. Create, post, and oversee procedures for Sunday morning cleanup, including clean up, snacks, diaper changes, bathroom trips.
4. **Note:** Sunday morning includes but is not necessarily limited to (1) shelves and changing table cleared off (2) separating out dirty toys (3) disinfecting toys (4) empty the diaper pail and replace bag (5) general pick up and tidying of the nursery
5. Track attendance, establish an appropriate ratio of caregivers to children, and limit attendance when the number of children exceeds the appropriate ratio of caregivers or have "back up" adults in the ready when needed.
6. Recruit and assign volunteers for Wednesday morning moms' group who will provide age-appropriate activities for children in their care and apply appropriate cleaning procedures.
7. Collaborate with the church secretary to maintain supplies, including toilet paper, paper towels, tissues, cleaning supplies, hand sanitizer, soap, etc.
8. Create, post, and oversee procedures for parent drop off and pick up, diaper changes, toy cleanliness and rotation.
9. Educate parents about sickness and guidelines for attendance in the nursery.
10. Create, post, and oversee specific procedures for the weekly, monthly and yearly cleaning of toys as well as organize and schedule nursery cleaning days at least twice a year.
11. Attend regular staff meetings and Christian Education Committee meetings.
12. Work with the Christian Education Coordinator to design procedures for, participate in, and administer training for volunteers on the church Child Protection Policy.

#### JOB/SKILL SPECIFICATIONS

#### FOUNDATIONAL PRINCIPLES

1. Maintain a high level of integrity and confidentiality where sensitive information is known.
2. Exhibit excellent interpersonal skills and professional demeanor.
3. Work as a team with the pastors, staff members, officers, committees and volunteers.
4. Set a high standard of professionalism within this team environment. The goal should be to glorify God in all the office work and encourage staff in their personal walks with Christ.

#### POSITION STRUCTURE

Reports to the senior pastor  
Classification: Support Staff/  
non-exempt Part-time/\_  
hours/week

## TREASURER

### Job Description

#### PRINCIPAL FUNCTIONS

The St. Elmo Presbyterian Church (SEPC) Treasurer will partner with and support the church Diaconate to manage the financial funds and budgeting needs of the church and to maintain the financial records of incoming and outgoing funds that provide for the ongoing work of the ministry(ies) of the church.

#### RESPONSIBILITIES

1. Maintains records of the church's financial transactions including
  - a. Posting of financial transactions in the church's accounting software
  - b. Maintaining backup documentation for all transactions
  - c. Reconciling all bank statements and credit card statements on a monthly basis
  - d. Providing budget and expense reports to each ministry group on a monthly basis
2. Takes responsibility for monies received by the church as follows:
  - a. Counts the weekly collection along with a volunteer approved by the diaconate
  - b. Takes custody of undeposited cash funds and ensures the security of the cash funds
  - c. Deposits funds into the church's deposit account promptly
3. Prepares and distributes annual giving statements to church members
4. Takes responsibility for the expenses of the church as follows:
  - a. Receives, processes, and makes payment for bills, invoices, and reimbursement requests received by the church
  - b. Obtains proper approval prior to issuing payments
  - c. Ensures that the church budget is not exceeded without consent of the Diaconate
5. Processes church payroll, promptly issuing paychecks to church employees and withholding the proper payroll taxes
6. Ensures compliance with Federal and state tax regulations, including the filing of all required payroll tax forms
7. Stewards the church's funds by managing bank account balances, and purchasing low-risk interest-bearing financial instruments as directed by the Diaconate or Session when appropriate. Liquidates gifts of securities when received (rare).
8. Maintains excellent communication with the Diaconate, Session, church employees, ministry groups, congregants, vendors, and any others affected by the church's financial activities.
9. Reports the church's budget results and financial results to the Diaconate, Session, Congregation, and to the PCA on a regular basis.
10. Provides full access to financial and accounting records to an independent representative appointed by the Session and is accountable to such representative regarding the integrity and accuracy of the accounting and financial processes and reporting for the church. Provides timely periodic financial documentation to the representative for review.
11. Assists with the preparation of church budgets, including analyzing financial records to forecast future financial position and budget requirements and taking appropriate actions to safeguard the fiscal well-being of the church.
12. Works according to the guidelines established by the Diaconate and Session and is accountable to the congregation through the Diaconate

#### JOB/SKILLS SPECIFICATIONS

1. Experience with QuickBooks or other accounting software.
2. Working knowledge of Microsoft Excel
3. General understanding of basic accounting
4. Ability to work independently with limited supervision, while still completing tasks on a timely basis
5. Must have a high level of integrity and ability to maintain confidentiality of financial information
6. Has access to a computer on which accounting software can be loaded in order to perform accounting duties remotely.

#### FOUNDATIONAL PRINCIPLES

1. Maintain a high level of integrity and confidentiality where sensitive information is known.
2. Exhibit excellent interpersonal skills and professional demeanor.
3. Work as a team with the pastors, staff members, officers, committees and volunteers.
4. Set a high standard of professionalism within this team environment. The goal should be to glorify God in all the office work and encourage staff in their personal walks with Christ.

#### POSITION STRUCTURE

Reports to the Diaconate and Session

Classification: Support Staff, salaried (non-exempt)

Part-time/5-10 hours per week

## VOLUNTEER FINANCIAL OVERSEER

### Job Description

#### PRINCIPAL FUNCTION

The St. Elmo Presbyterian Church (SEPC) Volunteer Financial Overseer (VFO) will oversee the work of the treasurer and will act as an internal auditor to safeguard the financial workings of the church.

#### RESPONSIBILITIES

1. The VFO will have access to the church bank account, via login credentials for the online bank account portal. (through the online portal you would have access to bank statements, so if you wanted to verify that a paper statement that comes from me has not been tampered with, you would be able to compare it to the electronic statement online)
2. The VFO will not have check signing authority or authority to authorize or approve transactions.
3. The VFO may periodically log into the church bank account online and visually scan transactions for any appearance of unusual or unexpected financial activity.
4. Shortly after the end of each month, the treasurer/bookkeeper will provide the VFO with a monthly file containing the monthly bank statements and reconciliations, along with documentation for each transaction which cleared the bank account in that month.
5. The VFO will visually scan through the transactions on the reconciliation and bank statement, looking out for any appearance of unusual or unexpected financial activity. The VFO may choose to investigate any particular transaction further by looking at the documentation that is attached to the reconciliation and monthly bank statement.
6. The VFO will be provided with a licensed copy of QuickBooks to be installed on his/her personal computer. At least twice each month the treasurer/bookkeeper will upload backup copies of the church's QuickBooks file, which will be made available for the VFO to download and open on his/her computer in order to further review any transactions that require further investigation.
7. The VFO will inquire about any unusual financial activity with the treasurer/bookkeeper or other church personnel involved with the transaction, and will report any unexplained unusual activity to the diaconate and/or session

#### JOB / SKILLS SPECIFICATIONS

1. Experience with QuickBooks or other accounting software.
2. Working knowledge of Microsoft Excel
3. General understanding of basic accounting
4. Ability to work independently with limited supervision, while still completing tasks on a timely basis
5. Must have a high level of integrity and ability to maintain confidentiality of financial information

#### FOUNDATIONAL PRINCIPLES

1. Maintain a high level of integrity and confidentiality where sensitive information is known.
2. Exhibit excellent interpersonal skills and professional demeanor.
3. Work as a team with the pastor, staff members, officers, committees and volunteers.
4. Set a high standard of professionalism. The goal should be to glorify God in all the office work and encourage staff in their personal walks with Christ.

#### POSITION STRUCTURE

Reports to \_\_\_\_\_

Classification: Support Staff, \_\_\_\_\_

Part-time/ \_\_\_\_\_ hours per week

## YOUTH GROUP INTERN

### Job Description

#### PRINCIPAL FUNCTIONS

The Youth Group Intern will partner with the SEPC Youth Leader(s) to lead and coordinate the youth program. Through vibrant fellowship, worship, teaching, discipleship, and service, the St. Elmo youth program aims to build up our young people in their faith and encourage them to greater maturity in Christ.

#### RESPONSIBILITIES

1. Participate in middle school or high school Sunday school.
2. Reach out to youth within the congregation and the community.
3. Help plan and lead the Sunday night youth group.
4. Attend youth group service projects, events and retreats.
5. Participate and/or lead small group book studies and attend extra-curricular activities involving youth group members.
6. Meet with the other youth leaders and the coordinating council.

#### JOB/ SKILLS SPECIFICATIONS

1. Must be college sophomores or older.
2. Prior youth experience is helpful though not required.
3. Prefer candidates that have completed Bible or ministry courses and have experience teaching and leading Bible studies.
4. Interns will be responsible for their own transportation.

#### FOUNDATIONAL PRINCIPLES

1. Maintain a high level of integrity and confidentiality where sensitive information is known.
2. Exhibit excellent interpersonal skills and professional demeanor.
3. Work as a team with the pastor, staff members, officers, committees and volunteers.
4. Set a high standard of professionalism. The goal should be to glorify God in all the office work and encourage staff in their personal walks with Christ.

#### POSITION STRUCTURE

Reports to the Youth Leader(s)

Classification: Support Staff

Part-time/15 hours/week



## YOUTH LEADER

### Job Description

#### PRINCIPAL FUNCTIONS

The St. Elmo Presbyterian Church (SEPC) Youth Leader will shepherd covenant children and foster their growth in a living and active faith, and create a comfortable but challenging environment where young believers may hear the gospel and feel free to invite non-believers.

#### RESPONSIBILITIES

1. Meet regularly with the coordinating committee for oversight and prayer
2. Attend and help plan annual retreats for both groups
3. Attend and help plan a summer camp/ retreat for Jr. High
4. Attend and help plan outreach/ missions trip for Sr. High
5. Attend and help plan service projects for both groups.
6. Attend high school or middle school Sundayschool
7. Reach out to youth-group-age students on a regular basis
8. Attend events (sporting events, plays, concerts, movies etc.) with students

#### JOB/SKILLS SPECIFICATIONS

1. Experience with QuickBooks or other accounting software is preferred.
2. Working knowledge of Microsoft Excel
3. General understanding of basic accounting is preferred.
4. Ability to work independently with limited supervision, while still completing tasks on a timely basis
5. Must have a high level of integrity and ability to maintain confidentiality of financial information
6. Ideally, would have access to a computer on which the church accounting software could be loaded so that the bookkeeper may perform duties at home. Access to a computer in the church office may also be available on a limited basis.

#### FOUNDATIONAL PRINCIPLES

1. Maintain a high level of integrity and confidentiality where sensitive information is known.
2. Exhibit excellent interpersonal skills and professional demeanor.
3. Work as a team with the pastors, staff members, officers, committees and volunteers.
4. Set a high standard of professionalism within this team environment. The goal should be to glorify God in all the office work and encourage staff in their personal walks with Christ.

#### POSITION STRUCTURE

Reports to the Coordinating

Committee Classification:

Support Staff, (non-exempt)

Part-time/ \_\_\_\_\_ hours per week



# Appendix C

## **Performance Reviews**

Every employee at SEPC will receive a yearly review to assess performance, completion of goals (as appropriate) and job description changes (as needed). Participation will include the employee and direct supervisor, with input from the Personnel Committee and relevant ministry representatives. This process will commence each year by the 3rd week of January, to be completed no later than the end of the 3rd week of February.

Documentation of this review (along with a copy of current job description) for each employee will be kept in the SEPC office in a locked cabinet with key access only by the Pastor and a designated member of the Personnel Committee. Each employee will be granted a copy of the review.

Forms Included (in Appendices):

- Job Description Template
- Performance Appraisal Form
- Employee Self Review and Reflection

XXX

Job Description (Template)

**PRINCIPAL FUNCTIONS**

**RESPONSIBILITIES**

XX

1.

XX

1.

XX

1.

**FOUNDATIONAL PRINCIPLES**

1. Maintain a high level of integrity and confidentiality where sensitive information is known.
2. Exhibit excellent interpersonal skills and professional demeanor.
3. Work as a team with the pastors, staff members, officers, committees and volunteers.
4. Set a high standard of professionalism within this team environment. The goal should be to glorify God in all the office work and encourage staff in their personal walks with Christ.

**POSITION STRUCTURE**

Reports to

Classification:

xx time/xx hours/week

**ST. ELMO PRESBYTERIAN CHURCH PCA**

Employee Review and Assessment

Employee \_\_\_\_\_ Title \_\_\_\_\_

Completed By \_\_\_\_\_ Date \_\_\_\_\_

Section 1: Purpose & Core Values

**Purpose: To know, live out of, and proclaim the wonder of God's grace in Jesus. Core Values:**

- Describe how the staff member has contributed to the purpose and core values at SEPC this past year.
  
  
  
  
  
  
  
  
  
  
- How does this position fit in with the purpose and values?

Section 2: Job Description

Review each category of the employee's job description and responsibilities, and rate as meeting expectations or needing improvement. For those items needing improvement, please provide detail in order to develop an action plan with the employee. Attach additional pages as necessary.

Any other areas in which you would like to see improvement or change?

Are there any changes that need to be made to the job description?



# ST. ELMO PRESBYTERIAN CHURCH PCA

## Employee Self Review and Assessment

---

Name \_\_\_\_\_

Date \_\_\_\_\_

Title \_\_\_\_\_

### Section 1: Purpose & Core Values

**Purpose:** To know, live out of, and proclaim the wonder of God's grace in Jesus.

**Core Values:**

- Which part of SEPC's purpose and core values are you most excited about right now?
  
  
  
  
  
  
  
  
  
  
  
  
- Where does your position fit in with the purpose and values?

### Section 2: Job Description

Review each part of your job description, line by line, and rate yourself as meeting expectations or needing improvement. Please develop an action plan for those areas needing improvement and turn into your supervisor a day before you meet.

Identify any other areas in which you would like to see improvement or change.

What in your job description is most energizing? Or, "I wish I could do more":

What in your job is most draining? Or, "I wish I could do less":



### Section 3: Reflection

- What was the greatest challenge and the greatest celebration of the past year? What did you learn from them?
  
- Describe a situation this past year where you wish you could have a do-over. What did you learn from that experience?
  
- Do you have any difficult or challenging relationships with other staff members?
  
- Is there anything else that you would like to discuss with me?

### Section 4: Goals

- What are your top 3 goals for the coming year?
  
- Which of your goals (if any) from last year did you achieve?
  
- How can I, as your immediate supervisor, lead and serve you more effectively?



# Appendix D

# Building Use Policy

**Saint Elmo Presbyterian Church** 4400 St. Elmo Ave, Chattanooga, TN 37409 [stelmopres.org](http://stelmopres.org)

The Presbyterian Church of Saint Elmo building may be used only for purposes consistent with the mission of the Presbyterian Church of Saint Elmo, and may not be used in ways that conflict with its doctrinal beliefs as found in the Bible and the church's governing documents. Facility use for weddings is restricted to members of PCA churches or those affiliated with PCA agencies.

SEPC is pleased to accommodate requests for use of our facilities by members of SEPC as well as non-members. Please observe the following guidelines when making your requests:

- A Facility Request Form must be filled out and submitted to the church office.
- Submission of the request does not guarantee approval.**
- Please allow at least 2 weeks to process your request.
- Because of liability issues, the use of alcohol is forbidden on the SEPC campus and/or grounds.
- SEPC is a smoke free facility.
- SEPC facilities are not available for use to conduct personal business or to solicit funding either for self or a non-SEPC related ministry.
- When leaving the facility after using it, please check each exit to ensure it is securely locked. (See "Last Out" checklist.)
- If a key was borrowed, return it within one week of the end of the event.
- For some requests (non-church related activities), permission to use the facility will include a small fee to help offset building maintenance expenses. The fee is determined on a case by case basis.**
- If you are inquiring about scheduling a wedding at SEPC, *please do not use this request form* but rather email the church office at [Marylutn@st-elmo.org](mailto:Marylutn@st-elmo.org) or download the forms off of the church website at [stelmopres.org](http://stelmopres.org) under the "FAQs" section.
- If Children will be on site, download the SEPC Child Protection Policy form from [stelmopres.org](http://stelmopres.org) under the "FAQs" section, fill it out and submit to office as well.

Note: We do not have a facility manager on staff, so it is not always possible to accommodate requests to use the facility after hours. All requests are reviewed by the church secretary and/or the Deacons.

Submit forms to [Marylutn@gmail.com](mailto:Marylutn@gmail.com), or postal mail to the church address, or bring it to the church office/423-821-1424 Or fax it to 423-821-1310.

# Facility Request Form

Saint Elmo Presbyterian Church ~ 4400 St. Elmo Ave, Chattanooga, TN 37409 stelmopres.org

## Event Information

Event Name/Title \_\_\_\_\_ Event Description \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Room(s) requested \_\_\_\_\_ Frequency: Start date \_\_\_\_\_ End date \_\_\_\_\_

One time -- Date \_\_\_\_\_ Start time \_\_\_\_\_ End time \_\_\_\_\_

Weekly -- Day of week \_\_\_\_\_ Start time \_\_\_\_\_ End time \_\_\_\_\_

Monthly -- Day of month \_\_\_\_\_ Start time \_\_\_\_\_ End time \_\_\_\_\_

Other -- Describe \_\_\_\_\_ Number of attendees: (approximate) \_\_\_\_\_

Key use:

I do not need to borrow a key

I need to borrow a key; I agree to return it within one week of the end of my event

## Contact Information

Name \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

Your relationship to SEPC: (circle one)

member  former member  regular attender  -- If none of these, please explain your relationship to SEPC

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I have reviewed the Building Use Policy and agree to adhere to it.

Signature \_\_\_\_\_ Date \_\_\_\_\_

# KITCHEN RULES

Saint Elmo Presbyterian Church • 4400 St. Elmo Ave, Chattanooga, TN 37409 • (423) 821-1424

- Please check the church calendar to make sure the Fellowship Hall is available if you have a group event. Marylu, the church secretary, takes care of scheduling in the church office. Please sign up and give the name of the person responsible for the event.
  
- Please wash and put away any dishes that you use. Do not use the dishwasher unless you have been taught how to run it.
  
- Wipe off sinks and counters with disinfectant. There should be a bottle near the hand-washing sink.
  
- Put any dirty linen in the hamper located in the pantry.
  
- If you spill on the floor please clean up the spill and use the Swiffer Wet Jet to mop. Clean up sticky messes.
  
- Please do not leave leftovers in the refrigerator or cooler unless they are marked and you intend to use them in the near future.
  
- We want everyone to enjoy and use our Fellowship Hall. Please help keep it clean so the next group after you can have a pleasant event.
  
- Finally, see "Last Out" check sheet (attached), even if you think you only used the Fellowship Hall.

Thank you,

The Fellowship Ministry Group Questions: call Jennifer Webster

# Last Out

## *A checklist for the last person leaving the building*

---

### **Turn off the lights**

All of them (unless a sticker indicates it should be left on)

### **Lock upstairs exits**

1. Fellowship hall exit #1 - flush bolts (top and bottom), deadbolt, button lock
2. Fellowship hall exit #2 - flush bolts (top and bottom), deadbolt, button lock
3. Sanctuary north exit
4. Sanctuary south exit

### **Lock downstairs exits**

1. Little lambs exit - pull tight and test!
2. Nursery exit - pull tight and test!
3. Sunday school room exit - pull tight and test!
4. Rear exit - key required to lock\*
5. Side exit - key required to lock\*

\* Can be locked while people are still inside; still opens from inside

### **Check windows**

*Windows usually do not get unlocked, but it is important to make sure that each one is locked before leaving the building.*

# ST. ELMO PRESBYTERIAN CHURCH CHILD PROTECTION POLICY

## I. Purpose of Policy

Believing that children are our sacred trust from a loving God, we should joyfully answer the call to provide a nurturing Christian environment that will encourage our children's faith. To that end, St. Elmo Presbyterian Church (SEPC) and its members are committed to the safety, welfare, and protection of all children, youth, and volunteers participating in the programs and activities of the church.

SEPC has established this policy and its procedures to provide the security and welfare of the children and to outline expectations of staff and volunteers. This policy is also intended to be a source of information for parents as to what the church policies are so that parents can freely choose to participate in various programs. Despite our best efforts, we cannot guarantee that no harm will befall a child; however, it is our sincere hope that adherence to this policy will minimize the risk of any type of abuse.

## II. Definition of Terms

- A. Child abuse is the intentional wrongful treatment of a child which results in injury to the child. Some examples of evidence of physical injury may include scars, bruises, wounds, etc.
- B. Child sexual abuse involves the intentional touching of, penetration of, or intrusion upon a minor's genitals or other intimate parts; the exposure of the perpetrator's genitals, or other sexual acts for the purpose of sexual gratification of the adult; the sexual exploitation of a minor.
- C. SEPC refers to St. Elmo Presbyterian Church.
- D. "Minor" is a child under 18 years of age.
- E. "Staff" for this policy will be paid workers who serve in SEPC ministry to minors.
- F. "Volunteers" are people who serve in an area of ministry on an occasional/unpaid basis.

## III. Procedure

SEPC will seek to prevent the abuse of children when they are participating in church programs. Preventive measures include **screening, training and supervision** of all workers.

### A. Screening.

1. **Staff:** All staff must undergo a primary screening, which will consist of a background check, and the completion of a confidential written application, including questions regarding child abuse. The written application will be submitted to the head pastor who will check references and follow up as appropriate, or delegate that task.
2. **Volunteers:** Volunteer screening will be required of volunteer workers, consisting of a brief volunteer application and follow up by staff if necessary.

**B. Training.** All members and regular attenders who work with children will be given a written copy of this policy. They will be asked to read this policy when applying for service. Specific Training can be found in Appendix A.



### C. Supervision

1. It is our desire that activities with children will include at least two (2) workers who have been screened. However, there will be occasions, especially with youth when one on one discipleship will be occurring or transportation will be provided where this will not be the case. If parents have concerns about that situation then that concern should be brought up to the head pastor or session.
2. Whenever possible, activities away from the church property will require a signed permission statement from parents or guardians of the children participating.
3. All classrooms should be visibly accessible from outside the classroom.
4. Each of the paid staff will make periodic observation of childcare rooms and classrooms during the times when programs are being conducted.

### IV. **Reporting Child Abuse and/or Child Sexual Abuse**

Tennessee law requires that any person report all known or suspected incidents of abuse to the Department of Child Services (DCS) within 24 hours. If there is suspicion of child abuse, the individual with suspicion must immediately report it to the pastor, ruling elder, or appropriate staff member as soon as possible after the incident. The pastor, ruling elder, or staff member must in turn report the incident to the Session for action and contact of DCS at 1-877-754-ABUSE. Workers and all others involved should be reminded that such information, especially the names of persons involved, will be held in strict confidence. Tennessee laws protect persons who report abuse or neglect.

*This policy has been approved by the head pastor and session and will be implemented through his leadership and delegation to the paid staff and or Christian Education Ministry Group.*

## Child Protection Policy – *Appendix A*

### **Training Guidelines**

1. Avoid being alone in any room with any child. Whenever possible make sure there are two adults in a room. When meeting with an individual is necessary, attempt to meet in an open area or in a room with windows or door view glass. It is best to keep doors open and/or windows clear.
2. Being alone in a car with a child should be avoided whenever possible.
3. Common expression of affection (hugs), affirmation (pats on the back) support or physical caretaking (diaper changing/helping small children in the restroom) are appropriate in a caring community; however expressions of affection should not be excessive or imposed upon others.
4. Make sure all your speech is appropriate for ministry. Be careful not to use sexual language, personal intimacies, or crude language.
5. Make sure games and programs are safe and appropriate.
6. Corporal punishment should not be practiced.
7. A First Aid kit can be located in the kitchenette.
8. Wash your hands regularly to avoid the spread of germs.

Child Protection Policy – *Appendix B***VOLUNTEER SCREENING FORM**

This screening form is a confidential, mandatory part of a process to help the church provide a safe, nurturing environment for our children and youth. Persons responsible for the supervision and care of our children are in a special position of trust and confidence.

**Screening Questions**

Have you ever been convicted of or pleaded guilty to a felony or misdemeanor? If yes, please explain \_\_\_\_\_

Have you ever committed or been convicted of sexual or physical abuse on a child? If yes, please explain. \_\_\_\_\_

Is there anything in your history that would affect your ability to appropriately work with children? \_\_\_\_\_

Have you ever been accused or convicted of child abuse, or a crime involving actual or attempted sexual molestation of a minor? If yes, please explain. \_\_\_\_\_

*If you prefer, you may choose not to answer the questions above and discuss your answers in confidence with the head pastor.*

**Child Protection Policy Acceptance and Release Statement**

I have read the St. Elmo Presbyterian Church Child Protection Policy and accept it.

The information contained in this form is correct to the best of my knowledge. I authorize the release of any information which pertains to any records of convictions contained in any police department or law enforcement files maintained on me. I hereby release all such law enforcement agencies from any and all liability resulting from such disclosure.

I agree to be bound by the policies of SEPC on behalf of the church. I acknowledge that these policies do not constitute a contract between the church and myself, and that SEPC is not responsible for the individual acts of any worker.

I, \_\_\_\_\_ (print name), accept the responsibility to nurture the Christian faith and well-being of the children and youth of SEPC, and to care for them as Christ cares for me.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

***Please return this form to the appropriate youth/child staff member or if you would prefer the head pastor.***

## ST. ELMO PRESBYTERIAN CHURCH APPLICATION FOR WORK WITH CHILDREN

This Application is a confidential, mandatory part of a process to help the church provide a safe, nurturing environment for our children and youth. Persons responsible for the supervision and care of our children are in a special position of trust and confidence.

### Personal Information

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

Address:

\_\_\_\_\_

Telephone# (H): \_\_\_\_\_ (C): \_\_\_\_\_ (W): \_\_\_\_\_

### Church or Youth Work Experience

Names and addresses of churches attended on a regular basis during the last five years:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

All previous church and non-church work involving young people (name, address, type of work performed, dates):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Any talents, training, education, etc. that have prepared you to work with young people:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Personal References**

Please furnish personal references including previous churches where you have served.

Name: \_\_\_\_\_ Telephone: \_\_\_\_\_

Address: \_\_\_\_\_

Name: \_\_\_\_\_ Telephone: \_\_\_\_\_

Address: \_\_\_\_\_

Name: \_\_\_\_\_ Telephone: \_\_\_\_\_

Address: \_\_\_\_\_

**Screening Questions**

Have you ever been convicted of or pleaded guilty to a felony or misdemeanor? If yes, please explain. \_\_\_\_\_

\_\_\_\_\_

Have you ever committed or been convicted of sexual or physical abuse on a child? If yes, please explain. \_\_\_\_\_

\_\_\_\_\_

Is there anything in your history that would affect your ability to appropriately work with children? \_\_\_\_\_

\_\_\_\_\_

Have you ever been accused or convicted of child abuse, or a crime involving actual or attempted sexual molestation of a minor? If yes, please explain. \_\_\_\_\_

\_\_\_\_\_

Have any complaints or allegations of misconduct involving children ever been made against you? If yes, please explain. \_\_\_\_\_

\_\_\_\_\_

I understand that St. Elmo Presbyterian Church may contact the churches and references I have provided as part of SEPC's consideration of this application. I hereby release from any liability any person or organization that provides information.

I certify that the information I have provided is true and correct. If it is found that the answers given are untrue, I understand that it may be cause for dismissal.

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

***Return to the Pastor or Children's Ministry Director/Nursery Director***

# SAINT ELMO PRESBYTERIAN CHURCH NURSERY POLICIES

Welcome to St. Elmo Presbyterian Church. The purpose of the nursery program at SEPC is to provide a warm, safe environment for all children whose parents or guardians are attending worship services, church sponsored programs or special activities at the church. It is our desire to offer a consistently healthy and positive place for our covenant children and visiting children in a welcoming, nurturing and loving atmosphere. Our church nursery policies are stated below so that all parents and all who work with our children in the nursery will be aware of them.

## **GENERAL POLICIES**

The nursery opens 15 minutes prior to services and other scheduled events. Children are to be brought to the nursery by their parent and will only be released to their parent. Parents should pick up their children immediately following the service or event they have been attending.

## **HEALTH POLICIES**

For the protection of your child and the other children, parents are requested not to bring a child who appears to be ill. A child should not be placed in the nursery when any of the following exists:

- **Fever – currently or within previous 24 hours**
- **Vomiting or diarrhea**
- **Significant, persistent nasal drainage which is green or yellow in color,**
- **Any symptom of a childhood disease, such as scarlet fever, German measles, mumps or chicken pox.**
- **Common cold**
- **Sore throat**
- **Any unexplained rash or skin infection**
- **Pink eye or other eye infection**

### **IMPORTANT NOTES**

Toys used by the children are washed or sprayed with FCA approved disinfectant at the end of each session and at other times when necessary.

If your child develops an infectious disease (chicken pox, etc.) after he/she has been in the nursery, please contact Lydia Mayberry so we may notify other .parents of their child's exposure.

# St. Elmo Presbyterian Church Child Protection and Nursery Policies For Outside\* Groups

## Purpose of Policy

Believing that children are our sacred trust from a loving God, we should joyfully answer the call to provide a nurturing Christian environment that will encourage our children's faith. To that end, St. Elmo Presbyterian Church (SEPC) and its members are committed to the safety, welfare, and protection of all children, youth, and volunteers participating in the programs and activities of the church.

- Do not let yourself be alone in a room with a child. Always make sure there are two adults present at any time. If that is impossible for any reason, stay in an open area, or a room with a window or door view glass. Doors and windows need to be open or clear at all times.
- Hugs, a pat on the back, diaper changing/helping a small child in the restroom are appropriate in a caring community. Make sure the door is open, never close it if you are helping them! If possible, use the diaper changing station in the bathroom, with the door open. Expressions of affection should not be excessive or imposed on anyone.
- Always make sure your conversations and language are appropriate. Do not use any sexual language, personal intimacies, or crude language.
- Play games and have fun! Make sure they are safe and appropriate for the children involved.
- Absolutely NO corporal punishment is to be used, (not a pop on the bottom or tap on the hand, or anything else).
- If needed, a first-aid kit is provided in the Infant Room above the sink.
- Wash your hands often, to avoid the spread of germs.

## St. Elmo Presbyterian Church Nursery Toys For All Groups

Nursery Toys are for children three years old and younger. Please refrain from letting older children/teens ride on, sit on, stand on, any of the toys. We want the toys to last, and to keep the toys clean, safe, and usable for any nursery age children. Please find the forms to report broken toys/objects in the nursery, on the tall shelf outside the nursery bathroom.

*We thank you for your help with this.*

\*Outside group: non-members who have requested to use the building one or more times

As the leader/contact person for our group, I, \_\_\_\_\_(print) of (group name)

\_\_\_\_\_ have read the Nursery and Child Protection Policies of St. Elmo

Presbyterian Church and we agree to abide by them during our time here.

\_\_\_\_\_(Signature)

# **Saint Elmo Presbyterian Church Complaints Procedure**

This policy sets out a procedure whereby anyone may raise a complaint against Saint Elmo Presbyterian Church, its activities, or members of staff. It outlines the process that will be followed to achieve a resolution of the problem.

## **Your Complaint**

Most complaints can be resolved simply by discussion with the relevant member of staff. Where this is impossible for any reason, a formal complaint should be raised.

A complaint may be received by email or in writing.

### **Stage 1 Complaint**

In the first instance, issues and concerns should be raised directly with your shepherding elder. If you think that your shepherding elder has not resolved the issue or problem satisfactorily, or if your complaint relates to your shepherding elder, you can set out your complaint in writing to the pastor.

### **Stage 2 Complaint**

A general description of the complaint will be reported to the session and will be recorded in the minutes of the relevant meeting. Discretion will be used in recording the details of the complaint.

## **Acknowledgement**

The church aims to resolve complaints as soon as possible, and will aim to acknowledge your complaint within 14 working days of receipt. The acknowledgement will explain the next steps and the likely timescale for sending you a written response to your complaint. The church will always aim to respond to your complaint within 8 weeks of receipt of your complaint.

## **Understanding**

The church wants to ensure that it fully understands your complaint. Therefore, it may be necessary or appropriate to take any of the following steps:

- 1) ask you to provide further details of your complaint in writing;
- 2) for the church to write to you to clarify its understanding of your complaint and understand the outcome you may be seeking; or
- 3) for the church to have a discussion with you to hear the details of your complaint; or
- 4) for the church to seek information as appropriate from any staff members involved in the complaint



### **Investigation**

Your complaint will be overseen by your shepherding elder or his designee, unless the complaint involves the shepherding elder in which case the pastor will appoint an independent overseer. The investigator will usually be another elder or a long-standing member of the church. Your complaint will be reviewed carefully and the findings will be shared with the Session.

### **Response**

The church will respond to you with the outcome of the investigation in writing, usually by email but you may let the church know if you would prefer a letter. The church will send out its response following the conclusion of the investigation.

### **Remedies**

The church will discuss with you any remedies that may be appropriate in the light of the investigation.

The aim is always to seek a resolution with which all parties are satisfied and the church will work to the best of its abilities towards this end.

The church recognizes, however, that there may be rare occasions where this is not possible.

If you are not satisfied with the church's handling of your complaint using its internal complaints handling procedure, you may be eligible to appeal to the presbytery in accordance with the Book of Church Order.

# Crisis Procedure

Saint Elmo Presbyterian Church

## INTRODUCTION

### CRISIS MANAGEMENT GUIDING PRINCIPLES

1. Determine the seriousness of the situation.
2. When in doubt, call 911.
3. Secure the safety of all.
4. Provide assistance for victims.
5. Gather facts from the beginning of the event, maintaining confidentiality as appropriate.
6. Notify the pastor.

### DESIGNATED MEETING PLACE

#### **Inside**

The designated meeting place inside is the church sanctuary

#### **Outside**

The designated meeting place outside is the greenspace on the south of the property.

## SEVERE WEATHER

In the event of a severe thunderstorm WARNING or tornado WARNING, congregants and guests will immediately take shelter indoors and follow the stated procedure.

1. Stay Calm.
2. Go to designated shelter areas in the Sunday school hallway and in the basement of the sanctuary away from the windows .
3. Listen quietly for further instructions.

## FIRE

In the event of a fire in the building, congregants and visitors will follow the stated procedure.

1. Stay Calm.
2. Exit the building through the nearest available exit.
3. Gather on the greenspace to the south of the building at the southernmost portion of the property in order to stay clear of the building.
4. Listen quietly for further instructions.

### ADDITIONAL GUIDING PRINCIPLES

1. The fire alarm will be activated by anyone witnessing a fire or smoke.
2. Once clear of the building, call 911.

## ACTIVE THREAT

In the event of an Active THREAT in the building, congregants and guests will follow the stated procedure.

1. If there is an active threat in the building, remember the following concepts, RUN, HIDE, FIGHT! If determined to be the safest option, we will emphasize running as much as possible. With this being said,

good judgment will be used in determining the best action in the horrible event that an active shooter is in our building.

2. As we RUN, please ensure that people get out of the building as quickly as possible. Use any door not in proximity to the threat. As we RUN out of the building, the initial rendezvous location will be the greenspace to the south of the church once the threat has been eliminated.

## **DEATH (during church activities)**

In the event of a death of a member of the St. Elmo family, congregants and guests will follow the stated procedure.

1. If the death occurs on church property, 911 services will be called immediately.
2. The pastor will be notified immediately upon the death of a member of the St. Elmo family.
3. Correct facts surrounding the death will be gathered as quickly as possible.
4. The Pastor will be the chief contact person, notifying family, the congregation, and addressing questions from the media.

## **ACCIDENT, SERIOUS INJURY, OR MEDICAL CONDITION**

In the event of an accident, serious injury, or medical condition, the stated procedure will be followed:

1. 911 will be called.
2. Any certified or qualified individual should administer first aid.
3. The pastor will be notified and will be the source of all information for family members, congregants, and media.

## **BOMB or SUSPICIOUS DEVICE**

In the event that a bomb or any other suspicious device is detected or reported anywhere on church grounds, congregants and guests will follow the stated procedure.

1. The pastor will be notified immediately.
2. 911 services will be notified immediately.
3. The building will be evacuated to the greenspace to the south of the building.

## **SPILLED BODY FLUIDS**

All body fluids have the potential to infect people with diseases such as Hepatitis B, Hepatitis C, HIV, or other serious illnesses. In the event of spilled body fluids, church congregants and guests will follow the stated procedure.

1. Avoid direct contact with body fluids. Use disposable gloves.
2. Hands will be vigorously washed whenever someone comes in contact with any body fluid.
3. Clean up all spilled body fluids as soon and safely as possible.

### **ADDITIONAL GUIDING PRINCIPLE**

Unanticipated skin contact with body fluids may occur in situations where gloves may not be available. First aid for a bleeding person must not be delayed to secure gloves. Apply pressure to the wound until gloves can be put on.

## Media and Photo Policies

The purpose of the St. Elmo Presbyterian Church is to help us and others know, live out of, and proclaim the wonder of God's grace in Jesus. We seek to serve the world as those who love our Lord and Savior Jesus Christ to the best of our abilities. Our goal in establishing an online presence through our church website and Facebook page is to build up our church community to foster relationships rooted in our common life in Jesus Christ, and to promote His name throughout our neighborhood and around the world.

During the ordinary life of the church, photos may be taken of church members, regular attenders, and their children, and may be posted on the website, on social media, or in various publications. St. Elmo Presbyterian Church understands that the use of such images is a privilege. We are committed to handling these images with respect, thoughtfulness, and great care. We will never knowingly post anything that would be embarrassing, objectionable, or hurtful to anyone in the photo. At any point, if anyone does not wish to have their or their family members' photos posted online or elsewhere, or wishes to have specific already-posted images removed, he or she may contact the church secretary/web administrator. We will honor all such requests. Please direct any questions you might have to the pastor, youth director, or church secretary/web master.






**St. Elmo Presbyterian Church**

Pca

# Mercy Ministry

**Whatever you did for one of  
the least of these brothers of mine,  
you did for me.**

**Matthew 25:40**



4400 St. Elmo Avenue  
Chattanooga, TN  
37409  
(423) 821-1424

[www.stelmopres.org](http://www.stelmopres.org)

# MERCY MINISTRY

From its beginning, the purpose of the Mercy Ministry Group has been to provide our congregation with opportunities for works of mercy within the community. Since all Christians are asked to help with works of mercy, St. Elmo Presbyterian Church has sought to provide various opportunities for all those who worship with us. While some of us serve individually, others have benefited from knowing about group efforts and St. Elmo Presbyterian has continued to support efforts for reaching out into the community and working with other Christians involved in works of mercy.

The organizations we support are reviewed and selected yearly as we look into our budget for the coming year. They are selected on a number of criteria including proximity to our church as well as relationships we have with the organizations and individuals involved with them. And we are mindful of the spiritual commitment of the agencies we support. As a result, the list may change from time to time.

It is our desire to respond faithfully to the admonition

in Matthew 25:40 where Christ tells us:

"Whatever you did for one of the least of these brothers of mine, you did for me."

## Mercy Groups We Support

- The Bethlehem Center
- Channels of Love
- CHOICES Pregnancy Centers
- Family Promise
- House of Refuge
- Project 52
- Safe Families
- Shepherd's Arms Rescue Mission
- Widows Harvest Ministries

## Bethlehem Center (The Beth)

200 W. 38th Street

Chattanooga, TN 37410

Phone: 423-266-1384

Mail: P.O. Box 2156, Chattanooga, TN 37410

Website: <https://www.thebeth.org> Email: [rsmith@thebeth.org](mailto:rsmith@thebeth.org)



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### Who They Are

The Bethlehem Center is a 92-year-old award winning, faith-based agency dedicated to transforming lives and revitalizing inner-city communities through Character Development, Education/Literacy, and Leadership Development.

**Mission:** We are God's people, empowering inner-city youth and families to lead responsible lives by providing discipleship, education and leadership development.

**Vision Statement:** The Bethlehem Center's vision is to transform the Alton Park community and beyond into literate, spiritually enriched and economically self-sufficient neighborhoods.

**Spiritual Development:** The core objective of the Bethlehem Center is to share God's promise of abundant life for his people. The Beth offers "hope with handles" by combining God's promise with empowering ministries that give people tools and means to change their own lives and break free of the despair of poverty and hopelessness.

**Educational Advancement:** The Literacy Program, based out of the Bethlehem Center, is a safe haven for students after school. The program provides:

- Literacy assessment and instruction
- Homework assistance
- Behavior intervention
- Enrichment activities

**Leadership Development:** In 2010 a group of local businessmen started a program called "Launch", teaching entrepreneurship to people in low-income areas. It has since expanded into several high schools, from Howard to Hill city, East Chattanooga and Brainerd - reaching many young people.

### Volunteer Opportunities

Please contact Morgan Reeves ([mreeves@thebeth.org](mailto:mreeves@thebeth.org)) for specific opportunities. These change from time to time but might include:

- Tutoring children after school
- Mentoring teens
- Providing supplies for the summer program



## Channels of Love

1026 McCallie Ave.  
Chattanooga, TN 37403  
phone: 423-756-4673

Website: <https://www.colministry.org>

Email: [sdavis@aol.com](mailto:sdavis@aol.com)



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### Who They Are

Channels of Love Ministries is a non-profit, non-denominational, Christian ministry that serves people infected with or affected by the HIV/AIDS virus. Their services, which are confidential and free, extend to clients and their families. The main focus of their ministry is to provide a safe-haven where clients can receive the nurture, encouragement and the unconditional love of Jesus Christ. The ministry assists clients by addressing their physical, emotional, and spiritual needs.

### Services

- Client Advocacy
- Home and Hospital Visits
- Christian Counseling and Prayer
- Clients Drop-in Center
- Weekly Bible Studies
- Social Activities
- Support Group Meeting Prevention Education
- Referrals
- Life Skills Seminars
- Transportation
- Help with personal needs, utility assistance and food vouchers

### Needs:

- Large print Bibles
- Gift cards to Walmart for client emergency situations
- Gift cards to Office Depot for supplies for COL
- Gas cards for agency van for transporting clients

### Volunteer Opportunities

- Transportation for clients to the grocery store or doctor's appointments.
- Occasional meals or casseroles for our freezer.
- Trimming and weeding flower beds at Channels of Love.
- Assisting with fund raising events.

## Choices Pregnancy Resource Center (Brainerd)

951 Eastgate Loop, Suite 1000

Chattanooga, TN 37411

Phone: 423-892-0803

Website: <https://www.choiceschattanooga.org> Emails: [mcheresnick@choiceschattanooga.org](mailto:mcheresnick@choiceschattanooga.org)

[cbarber@choiceschattanooga.org](mailto:cbarber@choiceschattanooga.org)



### Who They Are

Choices, located on Eastgate Loop, Suite 1000 originally bought the building which housed the abortion clinic. They now serve men and women dealing with unwanted pregnancies. They give free help and guidance through difficult situations without being judgmental.

### Services

- Free high-quality pregnancy tests
- Free STD information plus testing and treatment for pregnant clients
- Free information about every option women have
- Counseling about pregnancy, abortion, adoption, and parenting (available 24/7)
- Post abortion counseling and support groups

### Volunteer Opportunities

- Client Advocates - To counsel clients facing crisis pregnancies and/or mentor them throughout their pregnancy one-on-one. Training provided and required.
- Teachers - To teach prepared baby care classes.
- Event Volunteers - To assist during a fundraising event and/or serve on a committee.
- Service Projects - cleaning, landscaping, painting, etc.
- Host a baby shower - collect baby items, new clothes (0-1yr), new toys

## Family Promise of Greater Chattanooga

1184 Baldwin St.

Chattanooga, TN 37403

Phone: 423-756-3891

Website: <https://familypromisetchattanooga.com>

Email: [contactfpgc@gmail.com](mailto:contactfpgc@gmail.com)

<https://www.facebook.com/FamilyPromiseChattanooga>



### Who They Are

Family Promise is a fifteen-year-old affiliate of National Family Promise, a twenty-five-year-old model of success and efficiency in helping families in need transition to self-sufficiency. There are 175 affiliate networks in 45 states and the District of Columbia. It is a faith-based organization and this is an integral part of the overall program.

The mission of Family Promise is to help families with children achieve and sustain independence through community partnerships.

### Services

- Overnight shelter, food, and hospitality is organized at area congregations for families who are accepted into the Family Promise program. Fifty-one churches and synagogues partner to host these families.
- The Day Center provides food, transportation, day shelter, bath/shower and laundry facilities. A case manager is present to help when needed, and classes to learn life skills, educational classes, and computer skills for job applications and housing are provided. There are play areas for children.
- Families are given support in linking them with community resources for supportive services.
- All families stay until they have been established in some kind of housing and the case manager follows through with them for a year.

### Volunteer Opportunities

- Giving help during the weeks our church takes care of these families.
- Be a sponsor for the annual event - "The Box City Camp Out to Stamp Out Homelessness."
- Help out at the Day Center. They are in need of volunteers to sit at the front desk every day of the week - mostly answering the phone. You can volunteer for a few hours a week, or once a month.
- Participate in our drive for paper goods each spring.

# The House of Refuge

3418 Saint Elmo Ave.  
Chattanooga, TN 37409  
Phone: 423-760-7372



## Who They Are

They are a Christ-centered 12-month residential ministry primarily helping African-American men overcome their life-controlling addictions so they can successfully re-enter society as productive citizens.

The House of Refuge was started by Rev. Alfred Johnson of Church of the First-Born, following the teaching of Jesus in Matthew 5 where he calls his followers to be the "salt of the earth" and "the light of the world." He then tells us to "let your light shine."

They work with people who are often those society values the least. The mission of The House of Refuge is to rebuild these broken lives and put them on the path to success and salvation.

## Services

- Anger management
- Money management and budgeting.
- Job training/community service
- Education enhancement and literacy program
- Addiction counseling
- Family reconciliation
- Transportation to and from work
- Post-graduation follow-up

## Volunteer Opportunities

- Their needs are mostly for various supplies such as toiletries. There is a long list and if anyone wishes to help them in this way you can get the list from our Mercy Ministry group.
- There are also opportunities to drive individual residents to job sites or other places, giving relief to the main ministry shuttle.
- There are sometimes opportunities to help with maintenance of the three residences in which the clients live.

## Project 52 "P52"

Glorifying the Lord Through Service

Director: Chris Robinson, M.Div., Ph.D

Phone: 423-598-0915

Web site: p52.weebly.com Email: crobp52@gmail.com



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### Who They Are

Project 52 offers relief assistance and service for socio-economically challenged individuals and other non-profit agencies serving the public. They base their work on Isaiah 52:7, "How beautiful on the mountains are the feet of those who bring good news". They try to complete 52 projects in a year, one for each week.

### Services

#### Examples of completed local projects:

- Tornado relief in Dade and Walker counties in Georgia and Hamilton County, TN.
- Work with Widows Harvest, Channels of Love, Signal Mountain Social Services, and the St. Andrews Center.
- Lawn care for shut-ins, HIV patients, and those with cancer.
- Girls Preparatory School has provided volunteers to paint a kitchen for an HIV patient.
- Students from the House at UTC have raked leaves for widows.
- Covenant College students provided tornado relief in Dade County, GA.
- Calvary Chapel, Centenary Methodist, North Point, and Falling Water Baptist have offered tornado relief in Hamilton County, TN.

### Volunteer Opportunities

Help is recruited from a pool of volunteers who are available to serve the Lord in the various projects and mission events that arise. To volunteer, sign up on the web site or get involved when an opportunity comes up directly through the SEPC email list.

## Safe Families for Children

Bethany Christian Services: Safe Families for Children  
 930 McCallie Avenue  
 Chattanooga, TN 37403-2724  
 Phone: 423-622-2724



Web site: <https://www.bethany.org/other-services/safe-families-for-children>  
 Email: Victoria Hales Mouw, [vhalesmouw@bethany.org](mailto:vhalesmouw@bethany.org)

### Who They Are

As well as being under the umbrella of Bethany Christian Services, Safe Families for Children™ (SFFC) is a national movement of compassion that gives hope to families in crisis. This network of volunteer host families help parents who need temporary care for their children as they work through unmanageable or critical circumstances.

#### *Parents Remain Involved*

Parents are actively involved in their children's lives and will develop a relationship with the host family. Because Safe Families for Children is not foster care, the children are not placed in the care of the State. Bethany staff work with the parents during this transition to identify steps to regain stability and be reunited with their children quickly and safely.

### Services (Objectives)

- **Child Welfare Deflection:** Safe Families provides a safe alternative to child welfare custody, thus significantly reducing the number of children entering the child welfare system.
- **Child Abuse Prevention:** Providing an overwhelmed and resource-limited parent with a safe, temporary place for their child without threat of losing custody. By providing this safe home, the hope is to prevent possible abuse/neglect.
- **Family Support and Stabilization:** Many parents struggle because of limited social support and unavailable extended family. Many Safe Families Volunteers become the extended family that a parent never had.

### Volunteer Opportunities

- Host Family
- Resource Friend
- Family Friend
- Family Coach

## Shepherd's Arms Rescue Mission

PO Box 16758

Chattanooga, TN 37416

(Physical address: 847 W. 40th St.)

Phone: 423-821-8363 Website: <http://www.shepherdsarms.org>

Email: [rescuemis@epbfi.com](mailto:rescuemis@epbfi.com)

Directors: Jim and Mary Ann Sanders



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### Who They Are

Shepherd's Arms provides homeless women with children a place to live and three meals a day while the moms are looking for work. Six families are housed, a total of 30 people, for four to six months while they are becoming more stabilized. Christian counseling, small groups, and Bible studies are required.

### Services

- Every Tuesday and Thursday there is a program for "at risk" inner city youth. It meets from 4pm to 6pm for Bible study and dinner.
- Every Saturday a Bible class for former homeless residents is held at Shepherd's Arms and a lunch is served.
- A monthly luncheon for about 60 widows is hosted at Shepherd's Arms and includes Bible study.
- A monthly visit is made to every widow and includes a food box or gift card, pizza, and prayer.
- The Summer Youth Camp is scheduled the 2nd and 3rd week of July each year. About 25 students attend to participate in Bible study. New school clothes and shoes are gifted to each student during this camp session.
- A benevolence ministry adopts 20 - 50 needy families at Christmas.
- Sunday Service at 4pm in the chapel is open to the public. A "dinner-to-go" is provided, and usually serves around 40 people.

### Volunteer Opportunities

- The greatest need is for regular prayer.
- Three regular collection drives through SEPC: Fresh fruit for the summer youth camp; blankets, caps, gloves and scarves in the fall; paper products when needed.

## Widows Harvest Ministries

P.O. Box 2307

Chattanooga, TN 37409

Phone: 423-266-0260 website: [www.widows.org](http://www.widows.org)



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Widows Harvest  
Ministries

### Who They Are

Widows Harvest Ministries was started in 1986 by Andy Mendonsa to "plead the case of, provide assistance to, and promote the spiritual growth and ministries of widows." This mission statement is accomplished primarily by a weekly Bible study and prayer meeting of widows, and through home repair and lawn care services to widows.

### Services

- Meet once each week for Bible study, fellowship and prayer.
- Provide lawn maintenance and home maintenance and repair to widows who own their own homes.
- Plead the case of widows to organizations, churches and the public. This is to promote service to widows and the discipleship responsibility and blessing of caring for widows.

### Volunteer Opportunities

- Volunteer for home repair projects, special events, administrative services, supervise groups completing home repair projects.
- Financially support the ministry (separate from our church support).
- Pray regularly for widows and the discipleship opportunities that service projects provide.
- Visit the widows' meetings on Tuesday at the Silverdale Baptist Church at St. Elmo (11:00am - 1:00pm).
- Volunteer to maintain a widow's yard in the neighborhood.
- Provide food - we have about 20 people who are involved in this the first Tuesday of each month.



Published by

The Mercy Ministry Group of St. Elmo Presbyterian Church pca

4400 St. Elmo Avenue

Chattanooga, TN 37409

(423) 821-1424

[www.stelmopres.org](http://www.stelmopres.org)

October 2022



## **Greetings from St. Elmo Presbyterian Church**

Marriage is one of God's greatest gifts to humanity, and weddings are accordingly one of the most joyous occasions observed within the setting of any church. When a man and a woman unite with one another in a life-long bond of commitment, mutual devotion, and unconditional love, they observe what Christians have long considered a holy ordinance, established as part of the creation by God for our good and for His glory. It is a sacred event that marks the union of two lives and the promise of a new family. Members of St. Elmo Presbyterian and other friends who are planning a wedding are invited to consider using our sanctuary and fellowship hall for your celebration. We have assembled the policies and guidelines that follow as a way to help you decide if St. Elmo is the right place for your wedding. We trust that it will help in your planning.

# Wedding/Church Use Policies and Guidelines

St. Elmo Presbyterian Church pca

The Presbyterian Church of Saint Elmo building may be used only for purposes consistent with the mission of the Presbyterian Church of Saint Elmo, and may not be used in ways that conflict with its doctrinal beliefs as found in the Bible and the church's governing documents. Facility use for weddings is restricted to members of PCA churches or those affiliated with PCA agencies. Non-members who wish to be married at St. Elmo Presbyterian Church need to contact Reverend Bill Massey, our interim minister, to schedule an appointment. Pre-marital counseling is required of all couples who wish to be married at St. Elmo. For further information and scheduling, please contact either Jennifer Webster, 423-463-5079.

## Reservation/Use Limitations

- Church may be used for maximum one non-member wedding each month.
- Due to liability issues no alcohol or open bar is permitted.
- No smoking/tobacco use is permitted in the building or on the deck attached to the building.
- No candles may be used, with the possible exception of a unity candle.
- Church must be vacated by 10pm for Saturday weddings or earlier as determined by Church Use Liaison.
- No holiday weddings for non-members.

## Use fees for members and regular attendees

- Custodian, liaison, and sound person fee \$400 for wedding or reception, or \$700 for both. This covers cleaning before and after the event, and opening and closing, sound for ceremony and reception, and supervision for the event.

## Use fees for non-members. A deposit of 50% of the use fees are due when the church is reserved.

- Sanctuary for rehearsal and wedding — \$1,500
- Fellowship hall for reception — \$1,000
- Fellowship hall for rehearsal dinner — \$250

## Refundable deposit or damage, cancellation and time/use limits — Due at time of reservation.

- \$250 wedding, \$250 reception
- \$50/hour for use outside of agreed upon time frame.

Church musicians and a ceremony coordinator from St. Elmo can also be hired. The Church Use Liaison can give you information about them.

*Cancellation Policy: Events cancelled less than 30 days prior to the event forfeit the down payment.*

## Facilities Information Sheet

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### St. Elmo Presbyterian Church

The sanctuary at St. Elmo seats slightly less than 200 people comfortably. If you put one extra person in each pew you can seat about 230—240. These numbers include using the 3 rows of pews facing the side of the pulpit at the front of the sanctuary. There is no food or drink allowed in the sanctuary. The fellowship hall has seating available for 200 people. If 200 people are seated it is very crowded. It is more pleasant to seat around 150 for a dinner or 200 standing with a few tables set up for some people to sit.

Tables and Chairs available:

20 - 60" diameter round tables

10 - 8 ft. banquet tables

2 - 6 ft. banquet tables

160 black padded chairs

Table cloths are not provided. You will need to rent these yourself.

Before using the kitchen facilities your caterer needs to meet with the church use liaison. There are serving dishes that are available to use but there are no place settings. Anything that is broken will be paid for out of the damage deposit. The dishwasher may not be used by anyone unless they are given permission and instructions on how to use it. You may use garbage bags, paper towels, dish towels, soap and other disposable items found in the kitchen. The kitchen is to be left clean and tidy. The cleaning fee does not cover cleaning up the kitchen after a reception. Some assistance with set up for the fellowship hall can be made available if you let us know in advance. After the reception the fellowship hall should have all tables cleaned off, flowers removed and trash put in the large cans in the kitchen. Remember to take your tablecloths with you.

Two Sunday school rooms will be made available for the bride and groom to dress in. We do ask that you not eat in these rooms. Please keep food in the kitchenette area downstairs or the fellowship hall upstairs.

Nothing may be placed on the walls or windows using nails, tacks or tape in either the sanctuary or fellowship hall. Your florist may not attach anything to the pews with nails or tape. Only non-scratching pew markers may be used. No floral arrangements may be placed on the piano. Plastic should be placed under arrangements while they are being made. Rice or other items may not be thrown inside.

St. Elmo Presbyterian Church is smoke-free. Because of liability issues it is also alcohol-free. Please make sure your guests know this.

St. Elmo Presbyterian Church will strive to make your wedding a joyful celebration for you and your guests.

# CHURCH USE REQUEST FORM

## ✧ WEDDINGS ✧

Please fill out the form completely and return to Jennifer Webster or the church office.

Jennifer Webster 423-463-5079, jmfolkner@gmail.com

### Bride's Information

Name \_\_\_\_\_ Phone # \_\_\_\_\_

Email Address \_\_\_\_\_

### Groom's Information

Name \_\_\_\_\_ Phone # \_\_\_\_\_

Email Address \_\_\_\_\_

**Date and time of wedding:** \_\_\_\_\_

**Date and time of rehearsal:** \_\_\_\_\_

**Reception at the church?** Yes No      **Expected number to attend?** \_\_\_\_\_

### Wedding participants

Minister: \_\_\_\_\_ Phone number \_\_\_\_\_

Florist: \_\_\_\_\_ Phone number \_\_\_\_\_

Caterer: \_\_\_\_\_ Phone number \_\_\_\_\_

Photographer: \_\_\_\_\_ Phone number \_\_\_\_\_

Wedding director: \_\_\_\_\_ Phone number \_\_\_\_\_

Musicians: \_\_\_\_\_ Phone number \_\_\_\_\_

Other: \_\_\_\_\_ Phone number \_\_\_\_\_

# Church use contract for weddings

Bride's name \_\_\_\_\_

Groom's name \_\_\_\_\_

Date and time of wedding \_\_\_\_\_

Facilities to be used:

Sanctuary \_\_\_\_\_ Sound System \_\_\_\_\_ Number of microphones \_\_\_\_\_

Fellowship hall \_\_\_\_\_ Number of tables \_\_\_\_\_ Number of chairs \_\_\_\_\_

2 Sunday school rooms for changing \_\_\_\_\_

Fees charged \_\_\_\_\_ Date \_\_\_\_\_

Deposit paid \_\_\_\_\_ Balance due by \_\_\_\_\_

Balance due \_\_\_\_\_

Please provide us with a name and cell phone number of a contact person for the day of the wedding. This may not be the bride, groom, or mothers of the bride or groom.

\_\_\_\_\_

We have read all of the information provided and agree to the policies of St. Elmo Presbyterian Church and agree to the fees to be paid.

\_\_\_\_\_

Bride's signature

\_\_\_\_\_

Groom's signature

Today's Date \_\_\_\_\_

St. Elmo Presbyterian Church  
4400 St. Elmo Avenue  
Chattanooga, Tennessee 37409

Wedding Coordinator Contact  
Jennifer Webster 423-463-5079, [jmfolkner@gmail.com](mailto:jmfolkner@gmail.com)

Church Phone: 423-821-1424  
Church Fax: 423-821-1310  
Secretary Email: [Marylutn@st-elmo.org](mailto:Marylutn@st-elmo.org)

## Qualifications for Adult Sunday School Teachers — St. Elmo Presbyterian Church

The responsibility of serving as a teacher in the church is one that should be taken seriously. James 3:1 cautions us, “Not many of you should become teachers, my fellow believers, because you know that we who teach will be judged more strictly.” Those who teach others should approach it with sobriety, humility, and obedience.

At the same time, we know that God has given spiritual gifts to his people for the building up of the church. One of these gifts is teaching (Rom 12:7; 1 Cor 12:28). At SEPC, we desire to empower those with the gift of teaching to share their gift for the purpose of building up the body.

One of the ways that men and women with the gift of teaching can serve and build up the body of SEPC is by leading adult Sunday School. The members who attend adult Sunday School are committed to growing in their knowledge of the faith and their love for God.

In order to qualify to teach adult Sunday School, one must be approved by the Session and meet the following criteria:

- Demonstrates a mature Christian faith
- Is a member in good standing at SEPC\*
- Is theologically aligned with Reformed doctrine
- Has demonstrated the ability to communicate biblical and theological concepts clearly
- Is able to facilitate discussion in a manner that invites thoughtful engagement
- Treats others, especially those with differing views, with respect and kindness

If there is a member who desires to teach but the session determines is not ready, he or she can ask to be mentored and trained to develop the necessary skills.

Procedure: The Discipleship Committee will present a slate of potential Sunday School leaders to the session for approval.

\*Guest teachers from other churches should be presented by the Discipleship committee to the session for approval.



# Appendix E

# VISION STATEMENT

**Purpose of Our Ministry:** Our Vision Statement which is subordinate to the Scriptures and in agreement with the *Westminster Confession of Faith and Catechisms* and *The Book of Church Order*, is...

**To Glorify God by knowing, living out, and proclaiming the wonder of God's grace in Jesus so that the influence of God's kingdom may grow in St. Elmo, its neighboring communities, and the world-transforming individuals, families, and communities.**

**Mission of Our Ministry:** To make disciples of all nations who, by the power of the Holy Spirit, are being more fully conformed to the image of Jesus (2 Cor. 3:18; Rom. 8:29).

**Means of Our Ministry:** The gospel is not just the entryway into a relationship with God but the very power of God for salvation to everyone who believes. The gospel is the good news that God saves sinners—the Father electing, the Son redeeming, the Spirit renewing. We want every element of our ministry to be shaped and empowered by the gospel as we keep it central in all that we do.

1. **The Ministry of Worship and Prayer in the Spirit:** God alone is worthy to receive glory and honor and power (Rev. 4:11). Therefore, we want our worship services to be for the glory of God, enabled by the gospel (Jesus' life, death, and resurrection) and according to Scripture. The note of our worship is joy and awe because God's grace is amazing. The voice of our worship is simplicity which is intelligible to non-Christians and edifying to God's people. Our services emphasize the ordinary means of prayer, the Word, and sacraments, each of which God uses to be with us and transform us. Our services use a variety of instruments and music from different genres and centuries but the most important sound is that of the congregation singing. There is a thoughtful but flexible structure rooted in four phases: praise, renewal, proclamation, and response. We regularly employ the creeds, confessions, catechisms, responsive readings, doxologies and other elements that have been common in the Reformed tradition. Our services ordinarily include a prayer of adoration, a prayer of confession, a prayer of intercession, a prayer of illumination, and a brief prayer after the sermon. Our gathered worship on the Lord's Day should inspire and instruct our all-of-life worship Monday through Saturday.
2. **The Ministry of Learning Which Nurtures Faith:** Romans 12:1-2 says: *"I appeal to you therefore, brothers, by the mercies of God, to present your bodies as a living sacrifice, holy and acceptable to God, which is your spiritual worship. Do not be conformed to this world, but be transformed by the renewal of your mind, that by testing you may discern what is the will of God, what is good and acceptable and perfect."* From beginning to end, the Christian life is a life of offering one's self wholly to God. We are called to give our lives to God every day. Each day we die in order to live. The motivation for our self-sacrifice concerns the "mercies" God has given us in Christ. God shows mercy by choosing us for salvation, justifying us by faith, adopting us as sons and daughters, sanctifying us in the likeness of Jesus, preserving us through every struggle, and finally glorifying us in his presence. But the method for our sacrifice involves the renewal of our

minds. Mind renewal is the work of God's Spirit, who accomplishes this transforming work as we read, study, and meditate on God's Word. This is a fundamental method for discipleship. We affirm the necessity of expositional preaching. We also emphasize the importance of studying the Bible in smaller groups and of having a Bible school program, not only for children, but adults. This includes instruction in Bible, theology, church history, and practical Christian living. Children especially are trained in catechism and Bible memory. But our goal is not simply the discipleship of the mind but the transformation of the whole Christian. Our sinful impulses are rooted in idols of the heart. But the gospel asserts, "Though I am more sinful and flawed than I ever dared to believe, through Christ, I am more accepted and loved than I ever dared to hope." When we take this good news to heart, we begin to make God our chief delight-obeying him as a joyful response of gratitude.

3. The Ministry of Fellowship in Love: The early Christians "devoted themselves to the apostles' teaching and the fellowship" (Acts 2:42). Fellowship involves sharing or having something in common with somebody else. On the basis of Jesus Christ's saving accomplishment, we have access to God the Father by one Spirit. Our fellowship with the Father and with his Son, Jesus Christ, is what makes one a Christian. In addition, our fellowship with God enables our fellowship with one another as children of God. The church is God's household and our relationship with God is deepened by our relationships with one another. As a community of sinners saved by grace, we are becoming people capable of building transparent, honest, intimate and loving relationships. Because the gospel points to the One who died for his enemies, it encourages service over selfishness and sacrificial love over personal fulfillment. We enjoy life together as a genuine, diverse, multi-generational community as intended by God. We feel a sense of accountability with one another and a sense of responsibility to care and support and guide each other. It's not enough for us to get together for worship once a week. Instead, we see the importance of small-group communities where learning, loving, and worshipping are practiced.
4. The Ministry of Shepherding Providing Oversight: We believe that God chooses and equips a team of shepherds to provide loving pastoral care for every member of the church family. In Acts 20, Paul uses three terms to describe these church leaders. The first term is "elder" or one who is mature in the faith. "Overseer" is the second term. Whereas elder refers to a leader's qualifications, this term pertains to his functions. He rules, governs, provides oversight. The third term is "shepherd," a term that is rich in pictures of pastoral care (Ps. 23). All three titles refer to the same group of men. The biblical pattern for spiritual leadership is not hierarchical but shared. God has invested spiritual authority in a team of men who together give wise counsel, spiritual oversight, and pastoral care to God's people. Church life is organic life. The body of Christ functions as an organism, not just as an organization. When the church's shepherds exercise oversight in a spirit of servant love and when the members of the body accept oversight with humble love a ministry of order results. We are committed to organizing ministry groups into ministry clusters, each overseen by one or more elders. In this way vision, encouragement, coordination in planning, and accountability are provided to the members of the body as they serve in love.

5. **The Ministry of Mercy Giving Hope.** In the sobering judgment scene in Matthew 25, Jesus separates the sheep from the goats—those who truly are his followers from those who aren't despite their profession. The criterion Jesus uses for evaluating the authenticity of one's profession are deeds of mercy. Jesus' prophecy doesn't contradict the biblical message of salvation by grace alone through faith alone in Christ alone. For one thing, Jesus invites his sheep to receive his Kingdom as an "inheritance" (Mt. 25:34) and an inheritance is never earned; it always comes as a gift. However, true faith bears good fruit and while concern for those in need is in no way a means of salvation, a life poured out in deeds of mercy is a sign that the heart has been transformed by God. Mercy is simply meeting people's needs out of a gospel-produced compassion. The deeds of mercy Jesus rewards all concern physical needs—food, water, clothing, care, and friendship. Performing these deeds may require significant personal, material, and financial investments. But the investment necessary is also spiritual. It takes time and wisdom to figure out how to help those in need so that instead of always dealing with immediate needs, the deepest spiritual needs of the poor are discerned and addressed. We want to lift up the poor, the broken, and the marginalized, giving them new identities and deepened confidence in Christ. The ministry of mercy, as the judgment scene proves, is the responsibility of all believers not just a few. But we believe deacons have a unique responsibility to coordinate the efforts of God's people in showing mercy.
6. **The Ministry of Witness Proclaiming Life:** Since Jesus is the world's only Savior, then obviously the whole world needs to know about him. God has therefore called our church to have a global mission. Jesus commanded, "Go and make disciples of all nations" (Mt. 28:19); "As you sent me into the world, I have sent them into the world" (John 17:18). To evangelize is not to make converts, but we are called to present the gospel and leave the results to God. The reason the gospel must be proclaimed to all nations is that God demands the praise of all nations (Ps. 46:10). But what should we do to meet the goal of missions, which is the glory of God? First, we support the work of the church in other parts of the world. We support theological training, the planting of new churches, working with indigenous churches, and partnering with those God has called to serve as missionaries. We also pray for the church's worldwide work, especially in places where Christians face hardship and persecution. Second, when Jesus gave the Great Commission, he wasn't talking about something that some Christians do in some places. He was talking about what every Christian does in every place. Wherever we are we are by God's design. Our local community is our mission field. Thus, we must seize appropriate opportunities to speak about spiritual things with friends, neighbors, co-workers, and family members—and not just to speak but to *live faithfully* in light of those spiritual realities. We must seek to penetrate society in culture-transforming ways. America needs Christians at every level of society and in every suitable occupation. Christians must use their gifts in ways that honor God. Christian participation in social institutions helps to influence the culture for Christ. Missions is not simply something that we support; it is who we are.