3. ADMINISTRATION MINISTRY TEAM

3.1 STATEMENT OF PURPOSE

Utilizing God's administrative gifts, the Administration Ministry Team will administer the church affairs assigned to it so that the business of the church may be performed as effectively as possible.

3.2 CLERK OF SESSION

The Clerk of Session shall be a member of the Administration Ministry Team.

3.3 SPECIFIC MINISTRIES

A. The Ministry Team will update this Manual of Policies and Procedures as changes occur, providing updates to the Clerk and Head of Staff as soon as possible. A complete update will be distributed to active elders as necessary.

B. The Clerk with the support of the Ministry Team will coordinate the annual meeting of the congregation, making sure that the provisions of the Book of Order are met for that meeting and other meetings of the congregation. The Annual Congregational Meeting shall ordinarily take place on the last Sunday of January. An agenda shall be provided to members for all congregational meetings.

C. The Ministry Team will serve as a liaison to the Board of Trustees in their work as outlined in the Book of Order. (Refer to Board of Trustees section in this Manual)

D. The Ministry Team will oversee the church office.

E. The Ministry Team will be responsible for selection and care of all church office equipment and services, including electronic, telephonic, web site and computer systems.

F. The Ministry Team will be responsible to supervise and coordinate the purchasing of office supplies and services, outside copying, maintenance fees, and other such support expenses.

F. The Ministry Team, with the Head of Staff, will plan and implement officer training and officer retreats, including Session retreats and joint Session and Diaconate retreats. It shall consult with the Head of Staff in this planning and its implementation.

G. The Ministry Team will plan the placement of each Elder on the Session's Ministry Teams, designating who will serve as chairperson(s).

H. The Ministry Team will recommend to the Session two Elders to serve on the Congregational Nominating Committee, one of whom shall be an active Elder and who shall serve as chair of the Nominating Committee. The Ministry Team will also guide the process for the selection and approval from the congregation of a Congregational Nominating Committee. The Administration Ministry Team will then serve as a liaison to the Congregational Nominating Committee.

I. The Ministry Team may recommend to the Session representatives to Presbytery and other Presbyterian bodies related to higher courts of the Presbyterian Church (U. S. A.). It will further direct the study of issues and information communicated to the church from those bodies.

J. The Ministry Team shall serve as a liaison for Board of Deacons, and help to coordinate their work as directed by the Book of Order and as delegated to the Diaconate by Session. See Manual of the Board of Deacons, made part of this Manual.
K. The Ministry Team will conduct the Exit Questionnaire process for outgoing Deacons and Elders.
L. The Ministry Team will oversee the church office, as well as the telephone system and web site.
M. The Ministry Team will provide coordination for the work of all other Ministry Teams.
N. The Ministry Team will oversee the Church Roll Review.
O. The Ministry Team, in consultation with Staff and other affected Ministry Teams or groups, will determine the appropriateness of use of the building and its facilities by outside groups and will approval or disapprove all such requests, with the disposition being included in the Ministry Team's regular report to the Session. (See "Policies Governing the Use of the Facilities at TCPC by Nonprofit / Governmental Organizations" at the end of this section.)
P. The Ministry Team will oversee the ongoing staffing of the Session's Financial Review Committee.
Q. The Ministry Team will develop and maintain the church's response to Inclement Weather and other emergencies.
R. The Ministry Team will accept other responsibilities assigned by the Session.

3.4 BUILDING USE POLICY

Fees

While there is no fee charged to use the church facilities donations are accepted.

Scheduling

Although an organization will have a "reservation" for a certain area within the church and day and time for the use of the church's facilities, there may be occasions when the church will have to preempt such a "reservation" to accommodate its own program activities. TCPC will try to avoid this possibility, but if this does occur, every effort will be made to notify the organization as promptly as possible.

Before The First Meeting

After receiving authorization by TCPC to use the church facilities, and before the organization's first use of the church facilities, the organization leader must contact and meet with this church person:

Church Contact:

____

Telephone:

____

At this time the leader will be given door keys and information about heating / air conditioning use, lights, windows, etc.

Three Chopt Presbyterian Church

9315 Three Chopt Road
Richmond, VA 23229

804-270-5452   804-217-7249
fax
TCPres@tcpresbyterian.com
Office Hours: 8:30 am – 4:30 pm Mon-Fri

Vision Statement

As disciples of Jesus Christ, we are called to courageously witness to God's love for all people.

Empowered by the Holy Spirit, we will enthusiastically proclaim God's love, grace and hope; faithfully nurture one another through God's Word; and generously reach out with God's care to those in need.

Policies Governing the Use of the Facilities at Three Chopt Presbyterian Church by Nonprofit / Governmental Organizations

Approved by the Session on 11/8/92

The facilities of Three Chopt Presbyterian Church (TCPC) are for the glory of God. One way to accomplish this is to make the property of the church available to its members and to the community. These conditions managing the use of the church facilities are authorized by Session and published so that all will know.

Requesting Use of Church Facilities

To request use of the facilities of TCPC, the organization must:

1. contact the church office,
2. review this brochure,
3. complete and return to the church office the "Building Use Information Form".

The church will review the request and then communicate with the organization. Lead-time of a minimum of 2 months is imperative!

Requirements of the Organization

Organizations that TCPC will accommodate must:

- be nonprofit or governmental,
- not hold any money making events on the church property,
- allow "first use" of the facilities for church-sponsored activities (also see Scheduling),
- have a minimum of $1,000,000 in liability insurance coverage (a copy of the policy limits page must be attached to the "Building Use Information Form").

Using the Church Facilities

When using the facilities of TCPC the members of the organization must follow these general guidelines:

PARKING:

1. Park vehicles only in the marked spaces.
2. Do not drive on the lawn.
3. Never park in the lanes or on the sidewalks (this is a Fire Marshall condition).

BUILDING USE:

1. When using the upper level of the facilities, enter the church through the doors facing Three Chopt Road.
2. When using the lower level of the facilities, enter the church through the large, center double doors facing the parking area on the western side (right side of the building).
3. Use only the areas of the church assigned to the organization; use only the furnishings (tables, chairs, etc.) requested and approved.
4. Respect the facility as a place of worship, particularly the sanctuary. Organizations are not to use the sanctuary unless prior authorization was obtained. Even if authorization is obtained, the organ, piano and any other musical or electronic equipment is **not** to be used. No food or beverage is allowed in the sanctuary.
5. No alcoholic beverages may be served on the church property.
6. No smoking is allowed in the building.
7. As the event concludes ensure that all furnishings are restored to their proper places, areas used are straightened and cleaned, and general "policing" is performed.

KITCHEN USE:

1. Uses of the kitchens are subject to the "Kitchen Rules" posted in each kitchen. Especially note the rules concerning dating and labeling of food kept in the refrigerator.
2. Use of a kitchen is limited to serving refreshments only. Groups are to provide their own cups, plates, napkins, etc.
3. Refrigerators are for temporary storage only.
4. Stoves, coffeepots and all other kitchen appliances are not to be used without stated permission.
5. Sponges and cloths should be used for cleaning. Tables and counters should be washed and dried.

LEAVING THE BUILDING:

The adult leader or person responsible should be the last person to exit, ensuring that all doors are locked.

DAMAGE:

If any damage to church property occurs, please advise the church as soon as possible. A "damage cost" will be charged to the organization, based on the actual cost of repair or replacement.

THREE CHOPT PRESBYTERIAN CHURCH (TCPC) BUILDING USE INFORMATION FORM

Date of Request: ______________

Name of Individual or Organization: ______________________________

Address: ______________________________

____

Telephone: ______________________________

Email: ______________________________

Type of Organization: (For profit, Non-profit, Sectarian, Non-Sectarian, Governmental, internal TCPC) ______________________________

Insurance Coverage Liability Limits: (Attach copy of Insurance Policy showing Liability Coverage Limits (TCPC groups excluded)) ______________________________

Space Required: Number of people – adults / children ______________________________

Purpose of Meeting:

____

Why was TCPC selected as a possible site for the meeting: ______________________________

Is this the first such activity / meeting held by this organization / group: ______________________________

If not, where have previous meetings been held: (provide contact name and telephone) ______________________________

Space, Facilities and Equipment:

Space (DFH, UFH, Class Room, Sanctuary, Other): ______________________________

Facilities: (Kitchen, Other) ______________________________

Equipment: (Tables, Chairs, Other) ______________________________

Day of Week, Date and Time of Activity / Meeting: ______________________________

Estimated Time Needed to Set-up: ______________________________

Estimated Time Needed to Clean-up:

Name, Address & Phone Number of Individual responsible for costs of cleanup not completed and/or damages to equipment, facilities or other property	Name: Address: Phone: Email:

TCPC RESERVES THE RIGHT TO CANCEL, AT ANY TIME OR TIMES, THE PERMISSION TO USE ITS FACILITIES IN CASE OF EMERGENCY, INCLEMENT WEATHER, OR OTHER UNFORESEEN CIRCUMSTANCE, OR FOR ANY OTHER REASON.

Admin. MT.: Forward a copy of completed, approved form to B&G and a copy with insurance verification to Trustees

3.5 THE CONGREGATION NOMINATING COMMITTEE

A. Three Chopt Presbyterian Church shall be in full compliance with the Book of Order, sections G-14.0201, b, d and e. Implementation of these requirements follows:

1. Composition of the Committee:
   a. The Congregation Nominating Committee of the church shall be composed of ten persons, organized as two classes having two-year term rotations, typically starting with the Annual Congregational Meeting. The chairperson will always be an active Elder; usually a 3rd year Elder.
   b. The Committee will have several designated members: the Session shall name an inactive Elder to the Committee (generally for a two-year term); the Board of Deacons shall name an active Deacon to the Committee (generally for a two-year term); the Senior High Youth Group shall name a Senior High Youth member to the Committee (generally for a one-year term).
   c. The remaining six members will be elected from the congregation at-large, generally for two-year terms depending on the need to balance the class rotation size.
2. Nomination and election of the Committee:
   a. The Administration Ministry Team will solicit recommendations for the Committee, with a full explanation of the desired diversity for the Committee, such as age, group involvement, etc. The Newsletter, Sunday Bulletin, postings at church and other forms of publicity shall be employed to assure full opportunity is afforded to all members. Recommendations should be received by early December.
   b. The Administration Ministry Team of the Session will then serve as a nominating committee to the congregation in the election of the Congregation Nominating Committee. The Administration Ministry Team will take note of the four persons already named to the Congregation Nominating Committee, and then recommend to the Annual Meeting of the Congregation the names of additional persons to be elected, being guided by:
      - the names recommended by the congregation;
      - the need to balance the number of men and women;
      - the need to balance age distribution;
      - the need to have diverse groups represented - (Presbyterian Women, Fellowship groups, those of various theological persuasions, long time members, new members, and other appropriate considerations);
      - the need to balance the size of the two Committee classes.
3. The names of those to be nominated for the Nominating Committee shall be presented to the congregation via the Newsletter, Sunday bulletins, public announcements or postings, and any other appropriate methods of publicity so that the minimum required notice is fulfilled (Book of Order G-7.0302), but always striving to provide notice a minimum of two full weeks <u>before</u> the date of the Congregational Meeting.

4. At a Congregational Meeting, these names shall be placed in nomination. Other nominations from the floor are in order, provided those nominees have consented to serve, if elected, and that they are not members of Session or the Diaconate. Election shall be by a majority of the votes cast.
5. Members of the Congregational Nominating Committee continue to serve until replacements are elected.

B. Training of the Congregational Nominating Committee
The Administration Ministry Team will provide initial training and on-going support. Ideally, training will commence at the first meeting of the Congregation Nominating Committee.

C. Duties of the Congregational Nominating Committee
1. The Nominating Committee will gain knowledge of members' interests, talents and special gifts in order to determine how those talents may be best used in making the nominations and recommendations listed below.
2. The Nominating Committee, with the Head of Staff as ex-officio member, shall follow the annual planning schedule for officer elections, including deacons and elders, developed by the Administration Ministry Team. The Congregational Nominating Committee shall utilize the Newsletter, Sunday bulletins, public announcements and postings and any other appropriate means to solicit recommendations from the congregation for prospective officers. In a similar manner the Congregational Nomination Committee, as needed and directed by Session, will nominate to the congregation a slate of members for a Search Committee for ordained staff.
3. They shall complete their work so that public notice of a congregational meeting for the purpose of elections is given in accordance with Book of Order G-7.0302, but always striving to provide notice a minimum of two full weeks before the date of the congregational meeting. The Annual Congregational Meeting on the last Sunday in January shall be the time of election for each year's classes of elders and deacons. Other congregational meetings may be necessary to fill vacancies in either officer board that arise during the year.
4. The Nominating Committee, when authorized by the Session, shall nominate a slate of candidates for approval by the congregation whenever a Pastor or Associate Pastor Nominating Committee is needed. The Session shall offer guidance for the timing of the presentation of the nominees to the congregation and the basic composition of the committee, all of which shall be guided by the Book of Order requirements.
5. The Nominating Committee will coordinate with Session to implement spiritual gifts training for all members of the congregation.
6. The Nominating Committee will nominate members for other search committees, as needed.
7. The Nominating Committee will be a proactive resource to recommend members for ministry team participation, based on their knowledge of members.

3.6 NOMINATION AND ELECTION OF NEW MEMBERS TO THE SESSION AND DIACONATE

Any active member of Three Chopt Presbyterian Church is entitled to hold office in this church. The members of Session and the Diaconate are elected by vote of the congregation of Three Chopt in accordance with the Book of Order, G-14.0201, a,b,d,e and G-14.0204, a b

3.7 RESPONSIBILITIES OF ELDERS

A. Book of Order (G-6.0303 & 4)

Elders should be persons of faith, dedication and good judgment. Their manner of life should be a demonstration of the Christian gospel, both within the church and in the world

It is the duty of elders, individually and jointly, to strengthen and nurture the faith and life of the congregation committed to their charge. Together with the Head of Staff, they should encourage the people in the worship and service of God, equip and renew them for their tasks within the church and for their mission in the world, visit and comfort and care for the people, with special attention to the poor, the sick, the lonely, and those who are oppressed. They should inform the Head of Staff and session of those persons and structures which may need special attention. They should cultivate their ability to teach the Bible and may be authorized to supply places which are without the regular ministry of the Word. Those duties which all Christians are bound to perform by the law of love are especially incumbent upon elders because of their calling to office and are to be fulfilled by them as official responsibilities.

B. Persons elected to the office of elder
   1. must be committed to the government and discipline of the Presbyterian Church (USA).
   2. must be persons willing to set priorities so that sufficient time is available for them to perform the duties of their office.

C. Expectations of Elders
   1. Before Ordination and Installation:
      a. Attendance at Officer Training Classes
      b. Examination by the Session in the following areas: personal Christian experience, knowledge of doctrine, government, and discipline of Presbyterian Church (U.S.A.), the duties of the office of Elder.
      c. Ordination and Installation at a Sunday morning worship
   2. After Ordination and Installation
      a. Attendance at all Session Meetings, both regular and called, unless excused. Session currently meets the second Monday of each month.
      b. Participation on one of the Session Ministry Teams with at least one meeting a month
      c. Attendance at the officer retreats for spiritual growth, planning, sharing, and goal setting
      d. Regular attendance at worship services and active participation in the nurture and mission of the congregation
      e. Serving communion several times during the year

f. Willingness to work as needed in stewardship visitation in homes
g. Prayerful consideration of working toward the biblical tithe of one's wealth for Three Chopt Presbyterian Church

3.8 RESPONSIBILITIES OF DEACONS

A. Book of Order (G-6.0400)

The office of deacon as set forth in Scripture is one of sympathy, witness, and service after the example of Jesus Christ. Persons of spiritual character, honest repute, of exemplary lives, brotherly and sisterly love, warm sympathies, and sound judgment should be chosen for this office.

It is the duty of deacons, first of all, to minister to those who are in need, to the sick, to the friendless, and to any who may be in distress. They shall assume such other duties as may be delegated to them from time to time by the Session.

B. Persons elected to the office of deacon
1. must be committed to the government and discipline of the Presbyterian Church (USA).
2. must be persons willing to set priorities so that sufficient time is available for them to perform the duties of their office.

C. Expectations of Deacons
1. Before Ordination and Installation:
a. Attendance at Officer Training Classes
b. Examination by the Session in the following areas: personal Christian experience, knowledge of doctrine, government, and discipline of the Presbyterian Church (USA); the duties of the office of deacon
c. Ordination and Installation at a Sunday morning worship service
2. After Ordination and Installation
a. These duties are set forth in the Manual of the Board of Deacons, attached to and made a part of this Manual.
b. Attendance at all Diaconate Meetings, both regular and called, unless excused. The Diaconate currently meets the second Monday of each month.

3.9 LIAISON TO BOARD OF DEACONS

In fulfilling the duty to be a liaison to the Board of Deacons, the following outlines some aspects of that responsibility (which was approved by Session, March 2008.)

A. Clusters: Recognizing that clusters have their limits, they are effective for both communication and for listening:
1. Communication between deacons and clusters can help mobilize people within clusters to offer support and care to those in need. They can help keep the congregation aware of needs, events and opportunities. The best way to communicate with each cluster is determined by the deacon/s for that cluster.
2. Clusters can help leadership and the wider congregation listen to the needs, expectations, hopes and frustrations of the congregation. Then we can better care for one another and address issues needing attention. Many issues may be beyond the scope of the Diaconate, but the

information may be important for the work of session and of ministry teams (MTs).

B. Work of the Deacons: *"It is the duty of deacons, first of all, to minister to those who are in need, to the sick, to the friendless, and to any who may be in distress both within and beyond the community of faith."* (G-6.0402a). As well as pastoral care, other responsibilities are recommended; according to G-6.0402a the session can delegate other duties to the Diaconate. However, delegated responsibilities should not interfere with the primary responsibilities of deacons

1. Deacons should continue to carry out their work of pastoral care and attention through clusters, being especially mindful of the friendless and those at the margins of congregational involvement.
2. The deacons assigned to each cluster should decide how best to work together to serve the needs of the cluster and fulfill their responsibilities as deacons. These responsibilities include communication within clusters, within the Diaconate, and listening to the needs, wishes, and concerns of the people of the congregation. Deacons must work with their cluster to plan events to strengthen connections in the congregation, provide pastoral care as needed.
3. Deacons should work with Ministry Teams (MT). Their primary role in MTs will be to serve as a link between MTs and the congregation through the clusters. If MTs have specific needs or opportunities, the deacon(s) serving on that team needs to tell these to all members of the Diaconate. This information can then be sent to the clusters. When a deacon becomes aware of a need or wish in the congregation, the deacon sends this to the deacon assigned to the relevant ministry team. The deacon working with the relevant ministry team raises the issue and follows up with the deacon who presented the issue, allowing them to share the response of the ministry team to their cluster.
4. Uniting deacons to MTs will help align the work of deacons with the work of elders. Deacons will work with the following MTs: Children and Families, Youth and Families, Adult Nurture, Membership and Evangelism, Mission and Service and Worship. Deacons should be able to choose which ministry team to be a part of based on the needs and interests of their cluster, as long as ministry teams have acceptable deacon involvement. The moderator of the deacons and the associate pastor will work with the Diaconate to ensure the ministry teams named above have acceptable deacon involvement.

C. Deacon meetings

1. The Diaconate will meet at least quarterly, but may meet more often. As deacons work with ministry teams and with the other deacons in their cluster regularly, we want to be sure they are providing pastoral care and encouragement, and communicating with clusters and church leadership. They need not spend excessive time in meetings.
2. The deacons working together in the same cluster will meet monthly to coordinate their service to their clusters. Any cluster event or gathering may be considered a monthly meeting of the deacons serving the same cluster.

During these meetings deacons may draw on staff to provide any training relevant to serving their particular cluster.

3. When the Diaconate meets, the focus is on encouraging colleagues in their ministry, sharing pastoral concerns and on networking. This allows deacons to be aware of the needs and wishes of the congregation. They can then share this information with ministry teams and elders.

D. Deacon Leadership

1. Nominations for the moderator and vice moderator positions are made by a nominating committee. The Session will appoint a Diaconate Officer Nominating Committee [Committee]. It will include two members of the rising third year class; two members of the rising second year class; and one member of the new or rising first year class. A serving or nonserving elder, appointed by the Administration & Personnel Ministry Team, will convene and moderate the Committee. The moderator has no vote in determining the nominations. The moderator will present the nominees to a called or stated Diaconate meeting that includes election of officers. This annual election is held by May 15. [If the meeting is held before their ordination and/or installation, the rising first year members may vote in the election; members rotating off will not vote at such a meeting. Members rotating off will have the privilege of the floor.] Rising first year deacons and all deacons on the Committee are eligible for nomination to office. An invitation for nominations from the floor is required.
2. The primary task of the moderator is to ensure that clusters are being well served, and to ensure the deacons have the resources and support they need to be effective. Between meetings, the moderator must keep all deacons informed of the pastoral care needs of the church and of the needs and opportunities of ministry teams. This allows all deacons to share this information with their clusters. This may be done through electronic newsletters, with accommodations made to deacons who do not have e-mail. The moderator must work with pastors and the Clerk of Session to plan for the annual joint meeting between the Diaconate and Session.
3. The vice moderator will be responsible for assigning deacons to clusters and for ensuring that each member is in a suitable cluster, including new members. Cluster assignments are reviewed yearly. Church members are given the opportunity to move to a different cluster during this review. The vice moderator is responsible for recording minutes of the Diaconate meetings. Working with the Clerk of Session, she or he will ensure the minutes, including the record of attendance, are presented to the session within 30 days following each meeting. The vice moderator assumes the responsibilities of the moderator when the moderator is unavailable.

E. Annual Review

Recognizing changing needs, an annual review of the Diaconate responsibilities is appropriate. This review is conducted by the Administration Ministry Team and members of the Diaconate. The review, conducted each January, will address clusters, the work of the deacons, deacon meetings, and deacon leadership. It may review the officer election process. The review report may suggest proposed revisions or changes to the session for its approval.

3.10 FINANCIAL REVIEW COMMITTEE

Statement of Purpose:

To provide annually for a full financial review of all books and records relating to TCPC finances to ensure proper stewardship of those finances received and to ensure the trust of all members in TCPC's financial management.

Membership:

The Financial Review Committee, FRC, shall be appointed each January by the Session. It shall be comprised of no less than three nor more than five persons, of which at least two shall be TCPC members. The Session shall appoint the chair of this committee. All members should have some experience with, and knowledge of financial and/or business or accounting matters. No members of the FRC shall be a current Finance Ministry Team member or a Trustee.

The Session shall always have the option to contract with a certified public accountant or accounting firm to conduct a financial review and audit, in lieu of appointing the FRC.

Specific Duties:

At the time of appointment by the Session, the FRC shall be advised that the annual review is to be completed and its written report to the Session shall be submitted before August 1 of that year.

The FRC is expected to follow, generally, the Presbytery of the James (POJ) "Financial Review Process" in completing its task. Before starting its work, the FRC shall secure the current version of that process from the Presbytery of the James. Should the FRC deem it necessary for any reason to deviate from the POJ process, they shall submit no later than April 1, their proposed alternative review process to the Session for its approval.

The custodians of the Church's financial books and records shall make available to the FRC all materials necessary to perform the financial review.

<u>Presbytery of the James 2005 Financial Review Process</u>

This Financial Review Process is a suggested way to proceed. Each of the sections can be tasks assigned to various members of the committee. Then, when the committee convenes, reports can be made and a final report generated for the Session.

<u>INCOME REVIEW QUESTIONS</u>:

1. Does someone(s) other than the treasurer count the money?
2. Do two duly appointed persons or a fidelity bonded person count the income? (G-10.0401a)
3. Is an income report prepared each week?
4. Are weekly income reports filed for easy retrieval?
5. Is the weekly income deposited in a timely fashion?
   ___ same day ___ next day ___other

6. Are copies of deposit slips or other evidence of deposit, readily available for review and comparison with weekly income reports and checkbook entry?
7. When is the weekly income counted?
8. Using the Income Checklist, select 8 income statements (two from each quarter) for review.

EXPENSE REVIEW QUESTIONS:
1. Does documentation (i.e., voucher, invoice, bill, written note) exist for each check written?
2. Does a person other than the person authorizing the expense write the check?
3. Is the expense in accord with the approved budget? Does the expense indicate which line item to be charged for the expense?
4. Is documentation for expenses filed in an easily retrievable manner?
5. Using the Expense Checklist, select 2 or 3 checks for each month and complete the checklist providing random review of the expense process.

BANK STATEMENT QUESTIONS:
1. Are bank statements filed for easy retrieval?
2. Are bank statements reconciled monthly?
3. Are bank statements reconciled to the financial reports and checkbook?
4. Are cancelled checks easily retrievable?

REPORTING PRACTICES QUESTIONS:
1. Is there a Session approved budget for the year being reviewed?
2. When was the budget approved by the Session?
3. Was the budget reported to the congregation? When, how, where?
4. Does the treasurer provide regular financial reports to the Session?
5. Are the regularly provided reports made monthly, quarterly, annually?
6. Does the treasurer provide sufficient information and detail in reports to the Session?
7. Are financial reports to the Session written or oral?
8. Are the income/expenses of the church reported to the congregation on a regular basis? When, how, where?
9. Are there individual giving reports provided to church members?
   _____ monthly ______ quarterly _____semi-annual _____annually
10. Is there a policy and/or procedure in place to provide confidentiality of church members' giving?

EMPLOYEE QUESTIONS: (for churches with employees)
1. Are W-2's given by January 31 each year to each employee?
2. Are Forms 941 filed quarterly?
3. Have you determined if employees are classified appropriately? (See Employee Checklist)
4. Are taxes withheld deposited timely?
5. Do you reconcile Form 941 to Form W-2's at year end?

6. Are copies of Form(s) W-2 and Form W-3 timely filed with the IRS and substantiated?
7. If a minister has properly exempted himself/herself from Social Security withholding, is there proper documentation on file in church records?

NON-EMPLOYEE QUESTIONS (for all churches)

1. Are Forms 1099 MISC (or other appropriate form 1099), prepared and sent to contractors, as required?
2. Are copies of Forms 1099s and Form 1996 filed with the IRS timely?

WRITTEN POLICIES QUESTIONS:

1. Does the church have written financial policies?
2. Is the church treasurer elected annually (G-10.0401)?
3. Are the books and records available for inspection by authorized church officers at reasonable times (G-10.0401b)?

RECOMMENDATIONS TO SESSION:

The Financial Review Committee makes the following recommendations to the Session:

[insert specific recommendations]

SEPARATION OF DUTIES WORKSHEET

It is important that different people handle different aspects of the financial management in the church. Complete this worksheet to see how your congregation separates financial management duties.

If a person's name appears in more than one category, there is a need to make some changes in the financial management of your congregation.

1. Counting of the church's income: List below any persons who count the church's offerings and weekly income

______________________________ ______________________________

______________________________ ______________________________

2. Writing of checks: List any person(s) who have authority to write and/or sign checks.

______________________________ ______________________________

______________________________ ______________________________

3. Approval for paying bills: Write any person who can give approval to pay bills or approve or expenditure of the church's funds.

Ideally, a person's name only appears in one of the three categories for a full separation of duties.

EXPENSE CHECKLIST WORKSHEET
Select 2 or 3 checks per month for review. Complete the following worksheet on each check:

Month & Check Number	Documentation available? Is it adequate?	Check signature different from person authorizing expense?	NOTES
1			
2			
3			

General Notes:

INCOME CHECKLIST WORKSHEET
Select 8 income reports (2 from each quarter) for review. Complete the following worksheet on each income report.

Income Report Dated	Counters: 2 persons or 1 bonded person?	Day deposit made after being counted	Is the report clear about income?	NOTES
1				
2				

General Notes:

3.11 CHURCH ROLL REVIEW

Session shall review the roll of members annually in accordance with BOO G-5.0502, and BOO G10.0302. In the event of any conflict of procedures the Book of Order shall rule.

Session has delegated the responsibility to oversee the annual membership roll review to the Administration-Personnel Ministry Team. (P&P Section 3.) The following procedure and timeline is recommended.

A. **May**:

1. Administration-Personnel Ministry Team appoints a Committee Chairperson to coordinate the annual membership Roll Review. The Annual Roll Review Committee Chairperson checks BOO and P&P for any amendments and updates of annual membership review procedures. The Chairperson also selects committee members (ARRC) to include: an active deacon, an inactive deacon familiar with membership involvement, a member-at-large and the clerk of the session. Pastors may be informal members of the committee.

2. The ARRC Chairperson requests a copy of the following rolls from TCPC ACS records for the previous year (June 30 to June 30):
   a. Worship Attendance Rolls. 8:30 AM, 10 AM Summer, 11 AM Worship Attendance by Last Name-First Name-Middle Name, Type Membership (Active, Inactive, Affiliate-Certified) and Date Joined.
   b. Active Members Roll by Active Member by Last Name-First Name-Middle Name, Date Joined and Date last attended.
   c. Inactive Members Roll by Inactive Members by Last Name-First Name-Middle Name, Date Joined and Date last attended.
   d. Affiliate Member Roll by Affiliate Members by Last Name-First Name-Middle Name, Date Joined and Date Last Reviewed.
   e. All people with member Type Record 'Member' who have a review date in the current calendar year.
   f. Sunday School Attendance rolls
   g. Activity Lists
   h. Time & Talent Survey

3. The ARRC Chairperson compares membership rolls to attendance rolls, Sunday School rolls and Activity Lists to develop lists of active members, inactive members and affiliate members not attending worship for the designated time period. (Note: In 2008 a Microsoft Excel Master Spreadsheet was compiled from the ACS database. This spreadsheet was invaluable in manipulating and sorting the data in a user friendly format.)

B. **June**: The ARRC meets as often as necessary (typically 2-3 times) to confidentially review the list to determine the person's participation over the designated time period in the work and worship of TCPC. The ARRC develops lists of members to be contacted or reviewed. The ARRC and others as appropriate, on behalf of the Session, contact members, by direct visitation unless the member declines a visit or by other means of communication to encourage members to become active in the life of the church. If a non-participating member is not visited or cannot be contacted, a letter seeking their re-involvement shall be sent.

C. **July:** The ARRC evaluates replies from the non-participating active members and compiles a report for review by the Pastors and the Financial Secretary.

D. **August**: The ARRC Chairperson presents the report to Administration-Personnel Ministry Team.

E. **September:** Upon approval from the Administration-Personnel Ministry Team, the ARRC Chairperson presents the recommendations to Session and the Diaconate at a joint meeting. The Session considers recommendations for approval. The Session will take action by approving or modifying the recommendation (all Roll changes must be approved by session). The Clerk of Session sends a notice of transfer to inactive members. As appropriate, the Clerk of Session sends a pastoral letter to each of the members who will remain on the active roll for pastoral or other reasons as approved by Session. All non-participating members and members moved to inactive status shall remain assigned to a diaconate cluster and be referred to his or her deacon for continued pastoral care. The Clerk of Session arranges to update church membership records in ACS accordingly

3.12 INCLEMENT WEATHER / EMERGENCY

In the event of severe weather conditions, such as snow, sleet, ice, hurricane, severe storm or extreme conditions, employees are expected to use good judgment in traveling to and from work. TCPC will follow the lead of Henrico County Schools as to employee guidance. If Henrico County School employees are expected to report to work on time, employees of the church are expected to report to work. This also applies if County School employees are given the day off because of dangerous conditions.

Since weather conditions may change, TCPC's policy on those days is to review the situation at 10:00 am. The Head of Staff will determine whether employees are to report later that day or not at all. In reaching that decision, the Head of Staff is encouraged to consult with the Chairman of the Building and Grounds Committee, the Chairman of the Worship Committee and the Clerk of Session. A phone/e-mail tree shall be established for the purpose of advising staff of weather related decisions. The Head of Staff will determine the means of staff contact. Staff contacts are: Associate Pastor, Music Director, Director of Christian Education, Administrative Assistant, Administrative Part Time Aide and the Chairmen of the following Ministry Teams: Building and Grounds, Worship and Administration and Personnel.

Once it is determined what the church office will do on a weekday, such information will be passed to the appropriate local television stations (Channels 6, 9 & 12) and an appropriate message will also be placed on the church answering machine.

During weekends, the Head of Staff will generally follow the same process as on weekdays. The Head of Staff will consult in the same way and use the phone/e-mail tree to disseminate the information. Since the church office is normally closed on Saturday, the impact of inclement weather is lessened. If the decision is to keep the church closed for any meeting use, that information should be passed to the appropriate local television stations, as above, and an appropriate message placed on the church answering machine.

Church Committees/organizations with scheduled meetings on inclement days are expected to verify the situation by, at a minimum, calling the church answering machine.

For Sundays, the Head of Staff will execute the same process as above, regarding television station notification and a phone message. The important thing is to get the word out early regarding Church Services. Action will also be taken to have all Deacons and Elders notified to initiate an all church call campaign concerning services.

Church members should be informed of these procedures through reminders in the church bulletin, the monthly newsletter and flyers.

Finally, in the event that Henrico County School offices are closed for the day, the church office will also be closed for scheduled meetings. Such postponed meetings will be rescheduled as soon as possible in coordination with the church calendar and the organization affected.

3.13 SUNDAY BULLETIN INSERT GUIDELINES

The intent of these guidelines is to provide church staff, and particularly the church secretary, and the Ministry Teams, guidance and direction relating to the use of bulletin inserts [inserts.] The guidelines are intended to help reduce costs [paper, staff time, copying] and ease of use of the worship service bulletin by the attendees. These guidelines are not all-inclusive, and do not address every question which may arise. In these instances, the secretary or MT shall ask the Pastor/Head of Staff for resolution.

The church secretary must receive bulletin insert requests with all information by noon on Wednesday prior to the insert date.

There may be occasions when these guidelines should not apply. In those situations, refer questions to the Pastor.

A. Insert Occasions: Normally, inserts should be limited to no more than two per Sunday, preferably fewer. When two different inserts are requested, and neither requires a written/fill-in response of some type, they should be placed on one piece of insert paper. That may be on one side of the same sheet or on opposite sides of the same sheet.

B. Types of Bulletin Inserts: Generally, there are two types of bulletin inserts:: those that provide information for any type or purpose termed “informational inserts” and those that require a response from the reader [such as register for an activity, provide a name and number of attendees for an activity, sign up for Easter flowers, etc.] termed "response inserts."

When response inserts are requested, a single sheet may be needed. If an informational insert is also requested for the same Sunday bulletin, it might be printed on the top and bottom of the sheet or the opposite side of the response insert. This may be acceptable in many instances.

C. Insert Occasions: When any TCPC entity provides a bulletin insert, the normal practice is to place the insert in one Sunday's bulletin. If the requesting entity seeks additional Sunday notices, they will be printed in the Sunday bulletin, or they will be referred to in the Sunday bulletin, with the location of the actual document noted, e.g. copies in the narthex, table beside the nametags, etc.

3.14 OFFICER RETREAT GUIDELINES

A. RETREAT SUBJECT OR CONTENT

The focus of a TCPC officer retreat may be educational in nature, which allows for teaching moments. It may also be a time for officers to focus their time on brainstorming or problem solving a particular issue or question. The Administration Ministry Team, working with the Pastor/Head of Staff and the Clerk of Session, has primary responsibility for planning officer retreats. Always invite serving elders to suggest the subject matter or specific focus or emphasis they wish for the retreat.

B. FACILITY

The preference is for the retreat to be "off-site" [not at TCPC]. The location should have enough parking. Meeting space will be flexible, so it can be configured as needed. Examples are seating allowing attendees to see and hear one another, space enough for breaking into smaller groups, and the ability to use preferred audio and visual equipment (AV). [TCPC should normally provide the A/V equipment.] The location should provide the ability to offer coffee, soft drinks, water, etc. It should provide space for lunch usually provided by an outside source. We do not need cooking ability.

C. DATE/TIME/HOURS

1. Schedule retreats need at least six months in advance. Advise all officers of the date, and stress their holding that full day available and committing themselves to attend for the entire retreat. Team building and session/diaconate growth and learning is greatly reduced when officers are absent, or when officers leave early.
2. Several officers suggested a wish for an overnight retreat. These can be much more effective and result in developing much closer ties among officers. This can be difficult to get "buy-in" by some in today's environment and family schedules. Further, several officers indicated their preference for a session only retreat and a joint retreat, rather than two joint retreats. This might be helpful to the session as it integrates its new members, if the spring retreat was solely for the session.
3. The suggested time for the retreat is a 9 AM beginning, with an adjournment of 4:00 to 4:30 PM. Comments made are that if we expect the commitment and the day scheduled, it is most worthwhile to use as much

time as possible. Several prefer the later 9 AM starting time. The "full-day" allows for team building, provision of the target material or program content, small groups, full group discussion and reasonable lunch break. The spring retreat includes a potentially large number of newly elected officers. Enough time to include these people and work at team building is a part of the retreat.

4. With that, the staff advises what the priority/focus/expected outcomes should be for a given retreat. Knowing that, the Administration MT should take the lead in deciding the suitable way to promote the day.

D. LOGISTICS

1. Comments and evaluations suggest that officers have left retreats not feeling they gained new knowledge, new skills, and abilities that help them serve better in their roles. If TCPC is asking officers for their commitment to a full-day retreat, all involved in the planning must work to provide such an experience. Once the subject or focus of the retreat is decided, the goals and objectives for the retreat must be stated and shared. This allows for an improved manner of measuring each officer's assessment of the retreat. Officers complete a written evaluation at the end of each officer retreat.
2. The pastor, staff and clerk may provide the retreat leadership. It may be suitable to invite other people to help with parts of it. The competency, energy, and dynamics of the presenter are as important as the content presented. There should be interaction within the group. Recommendations include life examples, theoretical questions, and role-playing. Leaders and trainers should be fully aware of the manner in which adults learn [see Eason's *Making Disciples, Making Leaders*, pages 30-31], and work to provide those forms of learning.
3. Officers leaving a retreat need to feel positive about their day, energized by the experience, and know their valued time was well-spent. All people sharing in the planning for and leading the retreat are responsible to see this is the result.

3.15 RECORD RETENTION SCHEDULE

Ministry Teams will reference this Records Retention Schedule to determine the appropriate period for retaining church records.

7 years	Accident reports and claims (settled cases)	Permanent	Contracts and leases in effect
Permanent	Annual reports to congregation	1 yr	Correspondence (routine) with vendors
Permanent	Audit reports of accountants	3 yrs	Correspondence (general)
3 yrs	Bank reconciliations	Permanent	Correspondence (legal and important matters only)
Permanent	Cash books		
Permanent	Charts of accounts	Permanent	Deeds, mortgages, and bills of sale
7 yrs	Checks		
7 yrs	Contracts and leases (expired)	3 yrs	Duplicate deposit slips and count sheets

3 yrs	Employee personnel records (after termination)
3 yrs	Employee applications
7 yrs	Financial secretary contribution records
Permanent	Financial statements (end-of-year, other months optional)
Permanent	General Ledgers (and end-of-year trial balances)
3 yrs	Insurance policies (expired)
Permanent	Insurance records, current accident reports, claims, policies, etc.
7 yrs	Inventories of materials and supplies
7 yrs	Invoices from vendors
Permanent	Journals
Permanent	Membership records
Permanent	Minute books including by-laws and charter
7 yrs	Payroll records and summaries
3 yrs	Petty cash vouchers
Permanent	Presbytery reports
Permanent	Property appraisals by outside appraisers
Permanent	Property records-including costs, depreciation reserves, end-of-year trial balances, blueprints and plans
1 yr	Receiving reports
Permanent	Special project reports
7 yrs	Stock and bond certificates (canceled)
7 yrs	Subsidiary ledgers
Permanent	Task Force reports
Permanent	Tax returns and worksheets
7 yrs	Vouchers for payments to vendors, employees, etc. (includes allowances and reimbursement of employees, officers, etc., for travel, entertainment and other expenses)

3.16 PLANNING CALENDAR

JANUARY

New officer recruiting completed
Annual Congregational Meeting: prepare documents for distribution; present Congregational Nominating Committee nominations to congregation for election (with clerk)
Ask session to call congregational meeting for election of new officers (if not to be accomplished during Annual Congregation Meeting)
Follow-up with Clerk to insure filing of previous year's Statistical Report with Presbytery (due by end of January)
Follow-up with Clerk & Pastor to insure previous year's meeting minutes of Session, Deacons, Trustees and Congregational Meetings are filed with Presbytery by the end of March
Complete formation of Congregational Nominating Committee; post names in bulletin and Newsletter
Start planning for new Ministry Team assignments of elders, especially current 2nd year Elders
Send FRC, Financial review Committee, members to Session for approval/reporting
Begin planning for Session/Officer retreat in April
Verify elder commissioners selected for February Presbytery meeting (Clerk)
Send "exit questionnaires" to outgoing Officers
Schedule a Blessing Service for the outgoing Officers
Plan for members of the Diaconate Officer Nominating Committee

FEBRUARY

Continue planning new Ministry Team assignments
Continue planning for retreat in April

MARCH

Complete plans for retreat in April
Finalize Ministry Team assignments for Spring Elder rotation, especially current 2nd year Elders
Prepare Certificates of Installation for officers-elect
Blessing Service for the outgoing officers
Solicit 3 elder commissioners (plus an alternate) for June Presbytery meeting (Clerk)
Internet Service Provider, Earthlink, May 1 contract renewal
Receive questionnaires from outgoing Officers; prepare analysis and provide to Pastor, Assoc Pastor, Moderator of Deacons & Clerk
Touch base with Congregational Nominating Committee for general status of Elder, Deacon & Trustee candidates (and others, if needed)

APRIL

Finalize spring retreat
Initiate Membership Roll Review process

MAY

Ministry Plan update
Follow-up on activity of Financial Review Committee
Verify elder commissioners selected for June Presbytery meeting

JUNE

Follow-up on activity of Financial Review Committee
Begin budget planning
Policy & Procedure Manual review and update
Review office records to purge old files (semi-annual activity- odd numbered years)

JULY

Continue budget planning
Follow-up on activity of Membership Role Review Committee
Review calendar for Presbytery meetings
Review year's calendar; revise where necessary
Begin planning Session/Officer October retreat
Touch base with Congregational Nominating Committee for general status of Elder, Deacon & Trustee candidates (and others, if needed)
Solicit 3 commissioners (plus an alternate) for October Presbytery meeting
Financial Review Committee report submission to August Session meeting
Solicit new Clerk for first of year

AUGUST

Annual budget process – August submission
Plan Rally Day presentation (September)
Check that Nominating Committee active on recruiting of new officers
All Minutes filed with Presbytery

SEPTEMBER

Rally Day presentation
Complete planning for fall retreat
Submit Membership Roll Review changes to Session
Verify elder commissioners selected for October Presbytery meeting
Follow-up on soliciting of new Clerk for first of year
Plan annual Diaconate responsibilities review (due to Session in Jan)
Plan new officer training schedule, examination, ordination and installation dates; take to Session for approval

OCTOBER

Fall Retreat
Follow-up on Session action on Membership Roll Review process
Begin formation of next year's Congregational Nominating Committee; propose inactive elder to Session; contact Board of Deacons for one member; Youth for one Senior High member
Begin formation work for next year's Financial Review Committee
New Clerk starts training with current Clerk

NOVEMBER

Solicit nominations from congregation for at large members of Congregational Nominating Committee according to Book of Order and TCPC guidelines
Prepare articles for bulletin (first several Sundays in December) & November newsletter informing congregation of the opportunity to participate in the Staff Christmas Gift
Begin planning for Annual Congregational Meeting in January
Solicit 3 elder commissioners (plus an alternate) for February Presbytery meeting
Request annual reports of Session Ministry Teams, due in administration Ministry Team's box by December 15; to be prepared in print-ready format
Touch base with Congregational Nominating Committee for general status of Elder, Deacon & Trustee candidates (and others, if needed)

DECEMBER

Continue formation of Congregational Nominating Committee
Continue planning for Annual Congregational Meeting in January
Submit names to Session for next year's Financial Review Committee
Order new Planning Calendars for staff, officers & a few extras
Order materials for Officer-elect training: Book of Confession, Book of Order, Selected to Serve (quantity inclusive of trainers, as well as BOO for Clerk and Pastors, if needed)