SECOND PRESBYTERIAN CHURCH
2013 POLICY &
PROCEDURE MANUAL

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as of July 1, 2013

BOOK I

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INTRODUCTION

1. Vision and Mission

Our Sanctuary is magnificent. For over two centuries, God has been worshiped in this historic and impressive structure. We also have a well maintained Educational Building equipped with comfortable classrooms, meeting rooms, youth facilities, and fellowship rooms. These exceptional facilities are used not only by members but are also made available to community groups as a part of the Church's outreach ministry.

A real testament to the Lord is how He has enabled us to blend this richness of history with state-of-the-art communication capabilities. A visit to the web site provides an excellent tour that informs you about everything from the rich Church history to a synopsis of what Sunday classes are meeting in each room. Special events are conveniently located on a web calendar.

While the lovely facilities are inspiring and provide an inviting setting, it is the people of Second Presbyterian who truly make this house of God a home. The warmth and comfort of God's love is revealed in our genuine smiles and open hearts.

We strive to improve both the local community and the world around us for Christ. Many will be added to God's family because of this Church family's strong love for one another and our neighbors. Let His spirit shine through us as his disciples.

Ministry Vision

Second Presbyterian Church is a family of God's people who affirms Jesus Christ as our Lord and Savior, and who joyfully and faithfully seeks to do God's will.

Through *Prayer* we seek guidance from the Holy Spirit;

Through *Worship* we celebrate God's Grace;

Through *Study* we broaden and deepen our faith;

Through *Fellowship* we care for one another;

Through *Service* we use our spiritual gifts;

Through *Evangelism* we proclaim the Gospel;

Through *Discipleship* we nurture our spirit;

Through *Mission* we share God's love;

Through *Stewardship* we express our commitment;

All to the glory of God!

Mission

Connect people into spiritual community and Christ-centered relationships;
Grow them into mature Disciples of Christ;
Equip followers to effectively proclaim Christ's glory;
Share the hope and redeeming love of Christ;.
Unify our church and community projecting Christ-centered leadership;
Succeed in glorifying our Savior, the triune God.

By doing this, we hope to be a community of Christ-followers that exists for the benefit of our city and of our world. We desire to be a welcoming Second Family that serves others passionately, gives our resources generously, shares Jesus continuously and celebrates authentically. So in the beautifully unfolding story of God, we will be known by Christ's identifying seal: genuine love for the lost and for each other.

INTRODUCTION

2. PURPOSE AND USE OF MANUAL

Upon recommendation of the Administrative and Planning Team, this manual was approved by the Session of Second Presbyterian Church for use by the Officers of the Church. The officers, the staff, and members of the Second Presbyterian Church are encouraged and directed by the Session to comply with the policies and procedures set forth in this Manual. Any dispute concerning these policies and procedures are to be resolved by the Session in the manner it determines under the authority bestowed unto it by our Gracious Lord pursuant to the Book of Order of the Presbyterian Church USA.

The Administrative and Planning Team, under authority granted to it by the Session of the Second Presbyterian Church, is directed and empowered to convey to the Session from time to time, but at least annually by the first day of July of each year, of its recommendation as to any revisions to this Manual, which recommendations shall be acted upon by the Session in its discretion.

INTRODUCTION

3. SESSION OF SECOND PRESBYTERIAN CHURCH

The Second Presbyterian Church is governed by a Session in accordance with the Book of Order of the Presbyterian Church USA.

There are four offices of the Session, the Pastor, appointed by Congregational vote after nomination by the Pastor Nominating Team, S(he) serves as the Moderator of Session.

The Clerk of the Session shall be an elder currently serving on session. The Clerk of Session shall be elected at the June meeting of the session and shall serve for a maximum of (3) years or for the remainder of their current term of service.

The Treasurer of the Session shall be an elder currently serving on session. The Treasurer shall be elected at the June meeting of the session and shall serve for a maximum of (3) years or for the remainder of their current term of service.

There are twelve (12) Teams of the Session and there are also three (3) additional Congregational Teams. There are (5) Diaconate Teams.

Do these people attend session meetings? A Sunday School Superintendant, and President of the Women of the church and President of the Men of the church.

Session terms are limited to three years with a mandatory one year off of session between terms.

The Session will meet monthly.

All session meetings will be conducted following Robert's Rules of order Newly Revised 2012 (see Appendix #2)

INTRODUCTION

4. ELDERS

<u>Expectations and Responsibilities of Elders</u>

- Pray for the congregation, clergy, staff and session of Second Presbyterian Church;
- Attend Sunday worship services, Sunday School, and regular church functions such as the Second Sunday Lunch;
- Assist in service Communion of the first Sunday of every month;
- Tithe or be committed to working toward a tithe during the period of service;
- Attend the annual session retreat;
- Attend session meetings on the second Tuesday of every month; Meetings are only missed due to unavoidable circumstances. If a session member misses more than three meetings without an acceptable reason in a service year, that member will be asked to prayerfully reconsider his/her commitment for the health of the congregation.
- Participate on at least one session team.
- Participate with your presence at special functions of the church.
- Volunteer for Elder of the Month.

<u>Elders should exhibit these characteristics –</u>

Be above reproach in their dealings with those both in the church and the community at large.
Demonstrate self control.
Be a respected church member and citizen.
Be hospitable.
Be able to communicate the basic truths of our faith.
Be temperate in their habits and lifestyle.
Be gentle – not quarrelsome.
Should not be greedy or put financial gain above living a principled life.
Should have a family lifestyle that sets an example for others,
Should not be a recent convert – should demonstrate spiritual maturity.

INTRODUCTION

5. DEACONS

SECOND PRESBYTERIAN BOARD OF DEACONS MISSION STATEMENT
To serve Christ by providing care and nurture to members of Second Presbyterian Church during their Christian journey.

SCRIPTURE
They must keep hold of the deep truths of the faith with a clear conscience. They must first be Tested; and then if there is nothing against them, let them serve as Deacons. 1 Timothy 3:9-10.

STRUCTURE OF SECOND PRESBYTERIAN DIACONATE
The Board of Deacons sits as a whole as a Congregational Care Board, ministering with compassion to those who are ill, in need or distress within the church family and other congregational care responsibilities. Functioning as a Congregational Board, the Diaconate will consist of a maximum of 27 deacons divided into three classes of nine Deacons each. No Deacon may serve for consecutive terms either full or partial aggregating more than six years. A Deacon having served six consecutive years shall be ineligible for reelection to the Board of Deacons for a period of at least one year. The pastors serve as an advisory member.

Diaconate officers, elected annually from its members, shall be moderator, vice moderator and secretary. The outgoing class of deacons sits as the nominating Team of officers for the board. A quorum for the nominating Team shall be at least fifty percent. The pastor serves as advisory member.

Deacons are expected to be faithful in their worship attendance, financial stewardship, and other congregational opportunities for spiritual nurture. Deacons are expected to attend regular fellowship and special functions when able, such as picnics, funerals, memorial services, etc.

A deacon shall report to ecclesiastical and civil legal authorities knowledge gained in the course of service to the church of harm, or the risk of harm, related to physical abuse, neglect, and/or sexual molestation or abuse of a minor or mentally disabled adult when such information is not received in confidence or there is reason to believe a risk of future physical harm or abuse exists.

Every member is expected to attend all meetings of the Board of Deacons. When an absence is necessary, the deacon should notify the moderator or secretary in advance, and request excusal. Records shall be submitted to the Clerk of Session within 14 days of each meeting. A quorum of the Board of Deacons is one-third of its membership. Called meetings require a quorum of two-thirds of those present for business not stated in the call. All meetings are opened and closed with prayer. An annual dinner meeting will be held in January of all deacons, team chairs and team members. The team chairs and vice-chairs meet quarterly on the dates determined by the Moderator, Vice-moderator and secretary of the Deacons.

INTRODUCTION

6. Officers of the Church

As stated above, there are four offices of the Session, the Pastor, appointed after nomination by the Pastor Nominating Team, S(he) serves as the Moderator. The remaining three, the Vice Moderator, the clerk of the Session and the Treasurer, are appointed on an annual basis at the June meeting, including the vote of the outgoing and incoming Session Members.

The Pastor must be an ordained minister accepted by the Presbytery. He shall be responsible for Ministry of the Second Presbyterian Church, as definite by the Book of Order. He shall also be responsible for moderating meetings of the Session; attend most, if not all, team meetings where possible; shepherd the members and officers of the church and offer guidance in their spiritual growth.

No action items or official votes can be conducted by the Session or Congregation, unless an Ordained Minister of the Presbytery is present, except as provided in the Book of Order.

The Clerk of the Session shall be the official record keeper of the actions of the Session and of all Congregational Meetings. Also, he/she shall be a member of the Administrative and Planning Team and Funds Team. In his/her absence, an alternate, or acting Clerk, shall be appointed, who shall record any and all action items of the Session, or Congregational meeting.

The Treasurer functions as liaison between the financially related teams, A&P, Stewardship, Finance and Funds Teams.   The treasurer is a standing member of the Funds Team.

INTRODUCTION

7. The Corporation

The incorporation of ***THE SECOND PRESBYTERIAN CHURCH OF THE CITY AND SUBURBS OF CHARLESTON*** exists for the purpose of legal transactions involving property. Officers are nominated by the Nominating Team and elected by the congregation. The Investment Team and Pastor's Discretionary Team report to the Corporation.

TEAMS OF THE SESSION

1. TEAM GUIDELINES

Each Team of the Session will have at least one (1) active members of the Session as members. The chairperson and vice-chairperson will preferably be an active member of session with an additional year remaining to be served as Elder after the current year.

Team chairs will be appointed by the Administrative & Planning Team in cooperation with the Moderator.

Teams will assume their duties on July 1 of each year.

The chair of each Team will propose to the Administrative & Planning Team other members of the congregation to serve on the Teams, ideally in numbers roughly equal to the number of active officers serving on that Team. Teams are encouraged to invite participation of non-officers in their work.

Teams should establish a regular time for no less than monthly meetings. Before setting a calendar date for meetings, please check the church master calendar for conflicts.

All teams should assign a co-chairman.

Meetings should have an Agenda.

Written minutes of all team meetings must be turned in to the church office prior to, or at the monthly meeting of the chairs the Tuesday afternoon one week prior to the scheduled Stated Session meeting, so that copies can be distributed to the Session for their monthly meeting.

Teams should evaluate their progress quarterly and present a written report to the Administrative and Planning Team by no later than October 1 of each year.

Short range and long range goals should be presented quarterly to the Session and budget requests should be made prior to the August meeting.

Requests for reimbursements for expenses for the team should be submitted using the reimbursements form. This form can be acquired in the church office..

Expenditures should be monitored monthly to assure the budget is being met. Requests for additional funding should be made to the Finance team.

Complete records of all team activities and sub-team activities through the years should be kept and passed on to the incoming team chairperson.

A calendar of activities shall be prepared for inclusion in the church calendar,

Activities should be documented including photos and other materials for publication in the Newsletter, Bulletin, and Website..and other publicity media.

2. ADMINISTRATIVE AND PLANNING

This team will be made up of the moderator of session (pastor), vice-moderator, clerk of session, at least two session members and one or more members at large.

Ad hoc teams will be formed as needed to address issues before the team.

Purpose:
To coordinate with the Pastor in all matters pertaining to the administration of the church and to act for the Session in such areas of responsibility as may be committed to it.

1. To bring to the attention of the Session all matters in the faith and life of the church which may need attention such as, counsel, exhortation, discipline.

2. To work closely with the pastor in the fulfillment of all the duties and responsibilities of his office.

3. To help plan and coordinate the implementation of the overall program of the church established by the Session.

4. To work with the pastor in filling, evaluating, and reviewing all staff needs.

5. To be responsible for selecting defining purpose and duties of teams and to review teams on a regular basis

6. To plan an annual Elders retreat for study, spiritual uplift, evaluation and goal setting.

7. To prepare an annual church calendar for the coordination of all activities.

8. To discuss and resolve issues which might arise between various teams in performing their particular functions and make suggestions to the Session concerning changes in teams and programs.

9. To plan the annual meeting of the congregation. (B. of O., Pg. 7.0302)

10. To plan and supervise the election of Elders, at the annual meeting in April.

11. Coordinate with the Nominating Team to assure adequate training for new team leaders.

12. To develop policies concerning the staff of the Church.

13. To receive from the proper team recommendations concerning hiring, duties and termination of staff persons.

14. Designate team assignments of officers

15. Make recommendations to the Finance team for each new budget by August 1, for the next year.

16. Submit adjustments to the Policy Manual by July 1 each year.

TEAMS OF THE SESSION

3. ASSIMILATION TEAM

The purpose of the Assimilation Team is to:

Greet and meet visitors to our church

Send hand-written notes in follow-up to visitors

Encourage visitors to participate in all the different activities, (IE 2nd. Sunday Luncheon, Sunday School, discussion groups, serve in various mission opportunities, and to participate in various congregational life events)

If a visitor returns for 3-4 weeks, then they would be contacted by a member to see what help we could give connecting them into the above opportunities.

If a visitor returns regularly for 6 – 8 months, they would be contacted/invited to attend the What We Believe/New Members Class. (5 wks) The

Assimilation chair will lead Congregational Life Leaders to meet with new members on the final week of New Member's Class

The Assimilation Team Chairperson will recruit and assign mentors from the congregation to new members after consulting with appropriate staff:

The duties of Mentors will include:

Sitting with new member in worship , 2nd. Sunday lunch, and other church events

Inviting their new member to appropriate events and studies

The Mentor will call the new member to see if he/she can help with any questions or problems

The Mentor will stand by the new member during new member Sunday ceremonies

The Assimilation chair will attend New Members Class

Once a person has become a member the Assimilation Team duties will be:

Sending a hand-written note with the pledge card sent by the Stewardship Team (the Chair will undertake this duty)

Mentors will follow-up with their new member once every 3 weeks for 2 months.

The Assimilation Team chair will follow-up with Mentors to confirm their roles

The Chair will contact new members within 2 weeks after joining to check in on the progress of assimilation

It is important at this stage that the new member will continue to be mentored and encouraged to participate in church programs.

TEAMS OF THE SESSION

4. CHRISTIAN EDUCATION TEAM

Purpose: Responsible for and maintenance oversight of all Christian Education in the Second Presbyterian Church.

Communicant's class
Church School
Montreat Conferences both youth and adult
Presbytery camps and conference attendance
Vacation Bible School
Weekday Kindergarten

- Be responsible for the recruitment and training of leaders in every area of Christian Education

- Be responsible for the choice of curriculum recommended for approval by the Session.

- Be responsible for the promotion of higher education with special reference to Church related colleges and guidance counseling.

- Lead the Session and Congregation in giving adequate support and appreciation to all teachers and leaders. Including recognition banquets and worship service.

- Be responsible for the job description and supervision of Christian education personnel in cooperation the Administrative and Planning Team, the Pastor, and the Session.

- Be responsible for reviewing and evaluation of the Christian education program of the church and making such recommendations as may be pertinent.

- Make recommendations to the Finance Team for each new budget by August 1, for the next year.

- Remove children's art from the Fellowship Hall when it is rented out for rehearsals and receptions. On Kindergarten Sunday, schedule decorating for after any scheduled events.

TEAMS OF THE SESSION

5. COMMUNICATIONS TEAM

The purpose of this team is to centralize all of the publicity, and other communications under the control and responsibility of one team. This team shall:

- Be responsible for design and quality of all church publications including brochures, newsletters, bulletins, and distribute accordingly.

- Define production process for publications.

- Provide consistent information to the congregation and the public using various media as required including, the website, Constant Contact, bulletin inserts, bulletin board, newsletter, fliers, newspaper, television, social media and other means for promotion of church programs and worship service., voice mail messages.

- Maintain the signs around the church, coordinating with the Property Team.

- When requested, work with other church teams in planning and carrying out publicity for their special functions.

- Maintain a current web page covering the history, location, meeting times, activities, information about the pastor, officers & members of the Church.

- Maintain state-of-the-art technology as required to facilitate communication within the congregation and the broader community. Coordinate with other teams as required. Technology to include internet access, and telephone availability, voice mail, and audio/video as required.

- Prepare Annual Report of congregational activities tor Annual Congregational Meeting.

TEAMS OF THE SESSION

4. **FINANCE**

Purpose: To coordinate the functions of Finance on all matters pertaining to the opportunities and responsibilities of the church.

To Include, but not limited to:

- The preparation of an Annual Budget with recommendations to the Session to achieve a Balanced Budget.

- Once approved, to monitor the Budget and keep the Session informed of standings against the Budget. To make recommendations as necessary to keep the finances of the Church in with the Budget.

- To oversee the Bookkeeping procedures and to arrange for an annual audit of all Church Funds and Expenditures.

- To participate in the Annual Pledge Campaign and make recommendations based on the giving habits of the members of the Church.

- To be responsible for a dual count of all loose cash collected at Services and to insure the safe keeping of "the Collect" until deposited

- To promote the benevolence program of the Presbytery, Synod, and General Assembly.

- To insure that contribution envelopes are available for the congregation.

- To inform the congregation annually of the Budget and to report periodically as to the performance against the Budget.

as of 3/12/12

TEAMS OF THE SESSION

5. **GRAVEYARD**

Graveyard Responsibilities

- To care for the cemetery in general constantly continuing to restore tombstones
- Raise tombstones that have sunken in to the ground and their cradles
- Fill in collapsed graves
- Landscaping and trees in graveyard only
- Remove dying or diseased trees and those that disrupt and disturb graves
- Planting of shrubs and flowers to beautify the graveyard
- Cleaning after homeless people who sleep in the graveyard
- Deal with funeral related activities
- Site the grave spot for the funeral home

- Meet with family members if necessary to discuss tombstone and/or burial plans
- Deal directly with funeral director
- A*lways have the dirt removed by the funeral home after the grave has been dug*
- Deal with the selling of burial property
- Attend all funerals and oversee the opening and closing of burials
- Oversee maintenance
- Make sure fences are painted and fallen ones are removed

This team only meets when necessary. Submit minutes when meeting is called. Report 'no meeting called' for agenda meeting when no meeting is called.

Submit report of activities for the Newsletter and Annual Report.

TEAMS OF THE SESSION

6. HOSPITALITY

The hospitality team shall:

- Set up teams to organize events such as Oyster Roast, church picnic, 2nd Sunday Lunch,

- Be involved in planning of the Church Calendar.

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TEAMS OF THE SESSION

7. MISSIONS TEAM

GLOBAL MISSIONS RESPONSIBILITIES:

Purpose: To develop and carry out a program of support of Global Missions in the Second Presbyterian Church.

- Maintain contact with the Medical Benevolence Foundation.

- Keep before the congregation mission opportunities to which they should respond

  - To supervise and promote an annual Global Missions Program.

  - To keep in touch with all missionary efforts and activities or the part of various groups in Second Presbyterian Church.

  - To maintain contact with all of the missionaries which our church may undertake to support, and to keep the Session and our people informed as to their personal status and their respective fields of endeavor.

  - To publicize through the church bulletin and newsletter, extracts from missionary letters and other information of concern to the people in our missionary program.

- Review minutes of Presbytery, Synod, and General Assembly to bring to the attention of the officers and congregations matters which deserve their attention.

TEAMS OF THE SESSION
LOCAL MISSIONS RESPONSIBILITIES:

Purpose:

- Responsible for the mission of the church in and around Charleston.

- Prepare guidelines for Church Staff in response to requests for assistance.

- Maintain contact with local organizations who provide mission opportunities such as HELP, Salvation Army, and the Crisis Ministries.

- Provide a representative to and an active relationship with the Mazyck-Wraggborough Organization.

TEAMS OF THE SESSION
10, PERSONNEL TEAM

Personnel Team

Introduction

The session . . . has the responsibility . . . to provide for the administration of the program of the church, including employment of staff who is not ordained, with concern for equal employment opportunity, fair employment practices, personnel policies, and the annual review of the adequacy of compensation for all staff, including all employees. – Book of Order **G-10.0102.**

Ministers in the Presbyterian Church are called by the congregation to that work. They are not simply employees of the congregation or the session. They are responsible to the people of the congregation, of course, but not to them alone. The Presbyterian system of checks and balances gives them membership in, and a primary accountability to, the presbytery. They have been ordained to be Ministers of Word and Sacrament for the whole Church. (Each particular church, similarly, is linked to the larger church primarily through the presbytery, in which its minister and elder representatives have voting membership, and to which it has responsibilities.)

It is important that the session personnel committee not interfere with the ongoing supervision that the head of staff provides. In such situations the personnel committee works in a supportive and counseling relationship with the head of staff and with other staff as needed.

The term *staff* refers to all persons employed by the session: ministers, or lay people. Full-time or part-time support or program staff refer to those working in particular area of ministry.

The Personnel Team =

1. Shall consist of three to five members appointed by the session. They can be members of the session or others from the congregation. A session member will serve as chair. The church's pastor is an ex-

officio member, though on occasion it is advisable for the committee to meet without the pastor. However, the pastor should always be informed of a committee's plan to meet and
of its agenda.

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2. All members should be able to keep confidences and be supportive of people and the church. They should be open minded, fair handed, reasonable, and well-balanced. Persons with axes to grind should not be a part of the committee. Members should be open-minded, fair-handed, reasonable and well-balanced. Because a personnel committee can be used by disgruntled individuals and groups as a power play to "get at" someone, it is important that the committee and its members act with caution and with forth-rightness in all matters. They should be aware of the limitations of their power and remember that they serve in an advisory capacity to the session. The session is responsible for the overall health and ministry of the congregation
3. The session personnel committee should hold regular meetings with an established agenda, and committee members should be a part of the normal rotation process of the session.
4. The personnel committee job description should be included in the Policy Manual.

Duties

In consultation with the head of staff, the session personnel committee has the following responsibilities:

1. Recommend to session position descriptions for all positions.
2. Review and recommend to session compensation packages for all staff.
3. Recommend to session Personnel policies.
4. Encourage professional growth and development for all staff.
5. Recommend to session ways to manage risk liabilities related to staff work.
6. Implement a plan of equal employment opportunities, developed in consultation with the Presbytery and approved by session.
7. Provide for a review process for all staff to assist in work planning.
8. Act as a support group for the pastor and other members of the staff.
9. Confer with the pastor on any important issues of concern.

Relationships and Accountability: The committee is accountable to the session . It will present a written report to the session following each committee meeting.

TEAMS OF THE SESSION

11, PROPERTY TEAM

Purpose: To oversee the maintenance of the church grounds, buildings and equipment.

- To prepare and keep up to date a property inventory with remarks as to the condition of each specific group of items.

- Prepare and keep a current list of the equipment and material needs for all church property and facilities.

- Prepare a long-term and short-term schedule for building and equipment maintenance.

- Provide for and supervise upkeep and repairs which may be authorized.

- Set policies, with the Session's approval, for use of equipment for non-church functions or off premise use.

- Work with the Archives Team, Cemetery Team and Garden Club in coordinating activities.

- Landscape the Church grounds.

A. Plan and maintain shrubbery, trees and flowers around:
 a. Church School building.
 b. Sanctuary
 c. The park immediately in front of Sanctuary

B. Maintain trees:
 a. Trimming and fertilizing present trees.
 b. Planting trees for the future.

C. Cooperate with the city in the upkeep of sidewalks and adjacent grassy areas.

D. The cemetery grass is maintained under contract and any additional landscaping in this area should be coordinated with the Property Team.

TEAMS OF THE SESSION

12. **REPAIR & Maintenance**

Purpose:

The timely maintenance and repair of the facilities and critical equipment of Second Presbyterian Church is sometimes encumbered by the complexity and timeliness of the present organizational structure of the Session in addressing our aging and historical property.

Scope of Responsibility:

The physical property that constitutes 2^{ND} Presbyterian Church and grounds is bound by the Eastern half of Wragg Square to the Western side of Elizabeth St., Northern side of John St. and Southern side of Charlotte St. Situate on the described property is the historic Sanctuary, a three part Education Building, several sheds, a playground, two parking lots and the cemetery. In addition to the physical property, there are large Heating, Ventilation and Air Conditioning (HVAC) systems, an historic pipe organ, pianos, a communication system, and a kitchen with a commercial stove and refrigeration equipment. The current insurance valuation for our property, furnishings and equipment exceeds $6MM.

Requirements:

1. Designate an Elder as liaison to the Session of the R&M Committee for all issues related to the maintenance and repair of the facilities and equipment for Second Presbyterian Church. Said Liaison will be responsible for timely reporting to the Session, in writing or orally, as directed by the Session or circumstances dictate.

2. Appoint five members of the Congregation who are knowledgeable about the facilities and equipment at Second Presbyterian Church, and who have historical knowledge of how all our facilities and equipment relate to our mission at Second Presbyterian Church.
3. Form a Property Committee of interested Church members that will advocate improvements and repairs and will assist in the physical work of maintaining the property of the Church. Members of the Property Committee may, or may not, be members of the R&M Committee and members of the R&M Committee may, or may not, be members of the Property Committee.

Duties of the R&M Committee

1. Provide for the maintenance and repair of all facilities and equipment at Second Presbyterian Church using best business practices.
2. For the Maintenance and Repair for all facilities and equipment, the Session for Budget Planning purposes shall include the amount of $10,000 to be spent at the direction and discretion of the R&M Committee.
3. For emergency work and repairs, where there are life threatening, safety or property damage issues, the R&M Committee is empowered to proceed with all due haste.
4. The R&M Committee Liaison shall report monthly to the Session on all actions related to the maintenance and repair of all facilities and equipment at Second Presbyterian Church to include all actions taken or planned.

Level of Authority

1. The R&M Committee shall have the prerogative of spending up to $10,000 annually for the maintenance and repair of facilities and equipment at Second Presbyterian Church without prior approval of the Session. R&M Committee expenditures require the approval of a simple majority of the members of the R&M Committee.
2. In the case of life threatening, safety or property damage issues, the R&M Committee shall have the prerogative of spending up to $25,000 with the unanimous approval of a simple majority of the members of the R&M Committee. Any actions taken in this category must be reported in a timely manner to the Moderator and Clerk of Session.
3. The Session requires any new construction or significant alterations to receive prior Session approval before proceeding.

Session Oversight

1. The R&M Committee shall be reviewed each July as the Session year begins to make changes in polices and confirm R&M Committee membership.
2. The Elder liaison shall serve coincidental with his term as an active member of the Session.
3. The five at large members shall serve at the pleasure of the Session without term limit.

Ratification

The foregoing was approved by the Session of Second Presbyterian Church on December 11, 2012.

TEAMS OF THE SESSION

13. **STEWARDSHIP TEAM**

Purpose: To coordinate the functions of Stewardship on all matters pertaining to the financial program, opportunities and responsibilities in the life of the church.

- To study the giving habits of the congregation, with the purpose of developing the grace of liberality.
- Co-ordinate with the Finance Team as to the needs of the church and its Teams and activities so that realistic campaign levels can be realized.
- To be responsible for the conduct of annual stewardship drive, regular campaigns and building or improvement programs as assigned.
- To promote the benevolence program of the Presbytery, Synod, and General Assembly.
- Visit each new member and present the stewardship program of the church.
- Complete the annual Stewardship Drive by November 1 each year.

TEAMS OF THE SESSION

14. **WORSHIP AND MUSIC TEAM**

Purpose: It is the responsibility of this Team to work with the pastor in planning all worship experiences of The Second Presbyterian Church. The Director of music shall be a member ex-officio of this Team. Also, this Team oversees all matters pertaining to ushering and collections.

There shall be the following sub-Teams of the Worship and Music Team, whose responsibilities follow:

Special services
Music
Sacraments
Facilitation of Worship
Ushering
Flower Guild

SPECIAL SERVICES SUBTEAM:

- Prepare for CHRISTMAS Season following (See Templates - Worship)
- Prepare for CHRISTMAS EVE CANDLELIGHT SERVICE (See Templates - Worship)
  Responsible for the following for all Special Services:
  - Nursery attendants
  - Candles for the service
  - Secure bulletins
  - Ushers
  - Be sure church is opened and secured when service is over
  - Notify Communications Team of the service
- Prepare for ASH WEDNESDAY (See Templates - Worship)
- Prepare for services during HOLY WEEK - (See Templates - Worship)
- Prepare for MAUNDY THURSDAY COMMUNION SERVICE
- Prepare for THANKSGIVING SERVICE

- Coordinate with Director of Children and Youth for YOUTH SUNDAY

MUSIC SUBTEAM:

General Responsibilities of Music Sub Team:

- Oversee the music program of the church.
- Work with the choir director in all music activities.
- Engage in annual planning of the music program of the church.
- Carry out an annual evaluation of the music program.
- Coordinate the activities of the various choirs.
- Work with the choir director when she is on vacation to be sure all rehearsals are held and that a director is present.

Specific Choir Relationships:

- Chancel Choir - Be responsible for the organization and administration of the choir. Coordinate rehearsals and plan appropriate recognition of the choir.
- Carol, Cherub, Children and Youth Choirs - Assist in the formation of choirs for all ages where appropriate. Promote attendance at rehearsals. Assist in scheduling choirs for regular participation in the worship services and other activities of the church. Have persons to assist with rehearsals and performances when needed.
- Bell Choir - Promote the formation and continuation of the bell choir(s).

SUBTEAM:

- Be in charge of all Communion Services.
- Be sure Elders are notified for each Communion Service
- Carry communion to shut-ins.
- Be responsible for instructions as to serving at each service.
- Check that the Font is ready for Baptisms (has water).
- Arrange for the Certificate of Baptism to be prepared.

FACILITATION OF WORSHIP SUBTEAM:

- Be responsible for flowers, and plan for the disposition of flowers after the service (hospitals, nursing homes or shut-ins).
- Be responsible for the physical arrangements of the Sanctuary including music information on board.
- Be responsible for guest ministers and pulpit supply.

USHERING SUBTEAM:

- Designate the two head ushers for each month.

- Refer to Templates - Worship - for preparation of ushers.

    - Coordinate with Worship Sub Team for special services.

CONGREGATIONAL TEAMS

1. **NOMINATING TEAM**

The team shall consist of seven members: two seated elders, nominated by the Session, one seated deacon, nominated by the Diaconate, and four members from the congregation, not seated elders or deacons, nominated by the current Nominating Team. Each member serves a one-year term commencing with the ordination and installation of the new classes of elders and deacons. No member shall serve more than three years consecutively and the composition of this team may be changed only by vote of the congregation. The pastor shall be a member of this team, serving ex-officio and without vote. This team is elected by the congregation concurrent with the election of the next year's classes of Elders and Deacons during the annual meeting in April.

The team shall have the following duties:

For presentation at the annual meeting of the congregation:

- Develop a slate of nominations for the Session and the Board of Deacons, pursuant to the guidelines of the Book of Order.
- Develop a slate of at-large members of the nominating team for the succeeding year.
- Nominate officers of the church corporation.
- Nominate non-active officer members of pastor search team.
- Nominate members to fill vacancies in any of the above positions as they occur.

The team meets on the call of the chairman.

The team shall normally begin work in early February by soliciting elder and deacon recommendations from the congregation. Deliberations shall be completed and nominees selected by the end of March. In discussing potential nominees, the team shall consider how a candidate exhibits the characteristics of *church leaders, as outlined elsewhere in this manual. The team shall also consider a candidate's potential ability to meet the expectations and responsibilities of an active elder as outlined in the template below. In proposing nominees to the successor congregational nominating team, it shall keep in mind the provisions of fair representation of the congregation.

CONGREGATIONAL TEAMS

2. **INVESTMENTS TEAM**

INVESTMENT POLICY STATEMENT

Introduction

The purpose of the Second Presbyterian Church Endowment Funds (the Fund) is to provide financial support to the Second Presbyterian Church (the Church) in perpetuity. The purpose of this Investment Policy Statement is to establish guidelines for managing the assets within the Fund as well as establishing the rules as to how the individual funds within the Fund can be utilized. This statement also incorporates a plan to monitor the progress of the Fund's investment results and for evaluating the managers hired on behalf of the Fund.
Future bequeaths made to the Church will be accepted at the discretion of the Session. It is highly recommended that any undesignated bequeaths be combined with the Second Presbyterian Church Fund (Thiele Fund) and the policies described within this document for that fund apply. The Session, however, will be responsible for determining how and where future bequeaths are to be designated.

Investments Committee
The Investments Committee (the Committee) is to consist of 7 members as follows: the Pastor (ex-officio), the Church treasurer, at least one active elder and at large members of the congregation. Committee members will be elected by the session for two year terms and will serve no more than three terms.
The function of the committee is to act in a fiduciary capacity with respect to the Fund. The Committee is accountable to the session for overseeing the investment of all assets owned by, or held within the Fund. The committee will meet at least once each calendar quarter to review and evaluate investment results and to review and evaluate the performance of the Investment Manager.
Each calendar quarter the committee will prepare a report to the session outlining the investment results for the most recent calendar quarter.
During the first calendar quarter of each year the Committee will initiate an annual review of the investment portfolio with the Investment Manager.
The committee will also be responsible for maintaining this policy statement and for making changes and/or revisions as needed.

Investment Objective
The assets within the fund are to be invested with the objective of preserving the principal while providing a reasonable return to the church. The baseline goal for the entire portfolio is an annualized return of 7.5% on a rolling three year average. To further assess the performance of the portfolio, individual components will be evaluated as follows: equities performance will be compared to the S & P 500 index, fixed income investments performance will be compared to the Lehman Agg index and short term investments performance will be compared to U.S. Treasury Bills.

Spending Policies
The Second Presbyterian Church Fund (Thiele Fund) UBS Acc# UW104802:
This fund is a quasi-endowment. This means that the assets within the fund are generally not accessible. Assets within the fund are expected to grow over the long term and be a part of the Church in perpetuity.
There are, however, two circumstances for which assets can be withdrawn from this fund. The principal of this fund can only be accessed in the event of a natural disaster caused by a named storm (hurricane) that inflicts significant damage to Church property. The casualty insurance maintained by the Church is subject to a $500,000 deductible. This means that if Church property sustains significant damage due to a hurricane, the first $500,000 of cost to repair that damage must be provided by the Church. Therefore, if a named storm causing significant damage to Church property occurs and the Church is required to pay the first $500,000 in repairs, distributions of principal from this fund can be utilized to pay for those repairs.
Additionally, up to 50% of net earnings realized during a calendar year can be utilized, at the discretion of the Session, for the benefit of the Church. If net earnings are realized during a calendar year those earnings can be utilized by the Church during the subsequent calendar year. Net earnings include capital gains and interest earned on investments minus management fees charged.
Any change or deviation from this policy will require approval of the session and a vote of the congregation.
all the monies in the UBS will be withdrawn at the end of the calendar year .

The Second Presbyterian Church Cemetery Fund UBS Acc# UW1050802:
This fund is to be utilized solely for the maintenance of the Church cemetery. Funds are to be administered at the discretion of the Session.
The Second Presbyterian Church Allan Fund UBS Acc# UW1050902:
This fund was established to provide a source of funds for maintenance and upkeep of the Church sanctuary. Principal of this fund cannot be utilized. Only net earnings from the fund are available to be utilized at the discretion of the Session.
The Second Presbyterian Church Foundation Fund UBS Acc# UW1050602 :

This fund was established by the Session to receive memorials donated to the Church. The fund is to be used for the benefit of the Church at direction of the Session.

The Second Presbyterian Church Roberson Fund UBS Acc# UW1051002:

This fund was established to provide a source of funding for the Ministers discretionary fund. Monthly distributions of $1,700 go to the Ministers discretionary fund.

Investment Policies

The Committee will rely to a large degree on the Investment Manager to determine the best and most strategic asset allocation for the Fund. The Committee, however, will emphasize an allocation of assets across a broadly defined, diverse, but balanced, classification of investments. The Committee will emphasize a long term (10 years or longer) investment perspective and a long term growth perspective. It is expected that investments made on behalf of the Church be consistent with the social-witness principals adopted by the General Assembly of The Presbyterian Church (USA). These policies flow from faith and stewardship of God's resources entrusted to the Church.

It is expected that the investment manager for the Church take an active role in pursuing investments in companies that adhere to these standards.

Performance

The Committee will monitor the investment performance of the Fund on an ongoing basis using the parameters described in the Investment Objective section of this policy statement.

The Committee will also monitor the performance of the investment manager on an ongoing basis using the same parameters described in the Investment Objective section of this policy statement.

TEAMS OF THE DIACONATE (DEACONS)

OVERVIEW

PREFACE

The objective of the teams of the diaconate is to envision circumstances relating to the life of the church where a deacon might be called upon to provide comfort, care and support to its members. Because it is a guide, deviation is permitted. Annual revisions are advised. Comments and suggestions should be brought forward during scheduled meetings of the Board of Deacons.

SECOND PRESBYTERIAN BOARD OF DEACONS MISSION STATEMENT

To serve Christ by providing care and nurture to members of Second Presbyterian Church during their Christian journey.

SCRIPTURE

They must keep hold of the deep truths of the faith with a clear conscience. They must first be Tested; and then if there is nothing against them, let them serve as Deacons. 1 Timothy 3:9-10.

STRUCTURE OF SECOND PRESBYTERIAN DIACONATE

The Board of Deacons sits as a whole as a Congregational Care Board, ministering with compassion to those who are ill, in need or distress within the church family and other congregational care responsibilities. Functioning as a Congregational Board, the Diaconate will consist of a maximum of 27 deacons divided into three classes of nine Deacons each. No Deacon may serve for consecutive terms either full or partial aggregating more than six years. A Deacon having served six consecutive years shall be ineligible for reelection to the Board of Deacons for a period of at least one year. The pastors serve as an advisory member.

Diaconate officers, elected annually from its members, shall be moderator, vice moderator and secretary. The outgoing class of deacons sits as the nominating Team of officers for the board. A quorum for the nominating Team shall be at least fifty percent. The pastors serve as advisory member.

Deacons are expected to be faithful in their worship attendance, financial stewardship, and other congregational opportunities for spiritual nurture. Deacons are expected to attend regular fellowship and special functions when able, such as picnics, funerals, memorial services, etc.

A deacon shall report to ecclesiastical and civil legal authorities knowledge gained in the course of service to the church of harm, or the risk of harm, related to physical abuse, neglect, and/or sexual molestation or abuse of a minor or mentally disabled adult when such information is not received in confidence or there is reason to believe a risk of future physical harm or abuse exists.

Every member is expected to attend all meetings of the Board of Deacons. When an absence is necessary, the deacon should notify the moderator or secretary in advance, and request excusal. Records shall be submitted to the Clerk of Session within 14 days of each meeting. A quorum of the Board of Deacons is one-third of its membership. Called meetings require a quorum of two-thirds of those present for business not stated in the call. All meetings are opened and closed with prayer. An annual dinner meeting will be held in January of all Deacons, Team chairs and Team members. The 7 Team chairs and vice-chairs meet quarterly on the dates determined by the Moderator, Vice-moderator and secretary of the Deacons.

Handbook for Deacons (see Appendix) The Moderator, Vice Moderator and Secretary function as a Team to maintain the handbook. The Team will publish a yearly version of the handbook with updated information. "Pen and Ink" and more substantive changes will be made and provided to the Diaconate as required.

History The Moderator, Vice Moderator and Secretary function as a Team to document and report Diaconate activities. In addition to reports required during the year, at the end of the year a summary report of Diaconate activities will be prepared for presentation at the annual Session/Diaconate joint meeting.

MINIMUM EXPECTATIONS FOR DEACONS

Attend all Diaconate meetings.

Participate in the life of Second Presbyterian Church. This should include active attendance in Worship and in Christian Education and active financial giving.

Pray for the members of your Deacon Care Group

Contact all members of Deacon Care Group at least once per quarter. At least 2 contacts per year should be face to face.

Attend funeral or memorial service of members of your Deacon Care Group if at all possible

Visit members of your Deacon Care Group who are in the hospital.

Remember to mark significant events in the life of your care group members when at all possible.

Communicate with the pastor the needs of the members of your care group.

TEAMS OF THE DIACONATE (DEACONS)

2. **CARE TEAM**

The Care Team, consisting of 3 teams and deacon team leaders, is responsible for ensuring that our shut-ins receive at least one home visit a month from the assigned team. They are responsible for being the responders to families in the event of death, hospitalization, births, illness and long term shut-ins. They visit, send cards, telephone our sick and shut-ins regularly and communicate the need for meals to be brought in by the food Team. Not all members of the care team are required to be deacons.

TEAMS OF THE DIACONATE (DEACONS)

3. **COMMUNICATIONS TEAM**

The Communications Team, consisting of the Moderator and Vice Moderator, is responsible for ensuring that the Diaconate is kept informed regarding significant events in the life of the church. Specifically, this Team is the primary point of contact for the Pastors' offices in the event a member needs deacon care. Events such as births, deaths, hospitalizations, illnesses, etc., are normally conveyed to the Diaconate in this manner and likewise events such as these are relayed back to the Pastor. In those instances where the deacon of a care group is the first person contacted, the deacon should immediately notify the Pastor/church office and Moderator/vice Moderator.

TEAMS OF THE DIACONATE (DEACONS)

4. **CULINARY TEAM**

The Culinary Team is responsible for providing assistance when a bereaved family requires <u>extensive</u> meal assistance. Members of the Food Team along with other church member volunteers may also be called upon to provide food for funeral or memorial service receptions when the church hostess is unavailable or requires assistance. The Team will meet and select a chairperson.

Deacons may be called upon to help serve at receptions, set up the Fellowship Hall and help clean up following receptions, as well as other church volunteers.

TEAMS OF THE DIACONATE (DEACONS)

5. **NEW MEMBER TEAM**

A roster will be maintained of deacons scheduled to meet after the worship service to greet new members. The deacons will welcome the new members(s) into the church on behalf of the Diaconate and tell them they will be assigned a deacon or a volunteer who will be responsible for their congregational care. Mingles is the social arm of the Diaconate whose name describes its purpose. Mingle should be held at least once a quarter to introduce new members to the Second Church family in a casual and inviting social atmosphere

TEAMS OF THE DIACONATE (DEACONS)

6. **TRANSPORTATION TEAM**

The Transportation Team consists of deacons and other volunteers willing to provide rides to/from church for members living in neighborhoods near the church. Periodically an article will appear in the Newsletter reminding members that this service is available but must be requested by calling the church office or chair of the Team on the Thursday before it's needed.

TEAMS OF THE DIACONATE (DEACONS)

7. **OCCASIONS FOR DEACON CARE**

Occasions will arise in the course of your service as a deacon requiring you to provide care and nurture to members of your care group. At times you may feel ill prepared to provide the care needed of not sure if you have taken care of all the details.

- Home Visitations
- At Home Communion
- Family Crises
- Births -Once notified, the deacon calls the hospital. If the mother will be in the hospital for an extended period, arrange a time to visit. If the hospitalization is short, arrange a time to visit the family at home. While arranging the home visit, ask the family if they would like a meal, the time and day desired, and the number of people who will be sharing the meal. If a meal is to be taken, the deacon purchases or purchases and prepares meat, side dishes, salad and dessert items and delivers to the family during the visit. (Question: how many would be able to do all of the above)
- Family Illness
  The church office notifies the Moderator, Vice Moderator of the Diaconate and/or the deacon when an illness occurs in the church family. If you are aware of an illness before the church office notification, call the office to confirm/pass on the information.

  The deacon contacts the family to express concern and offer assistance, which includes providing a meal if desired by the family. If a meal is to be furnished, coordinate with the family the day, time and number of people expected for the meal. The deacon purchases or purchases and prepares meat, side dishes, salad and dessert items and delivers to the home.
- Hospitalizations – (see Template for Visiting the sick in Handbook for Deacons in the Appendix)

- MAKING A HOSPITAL, NURSING HOME OR HOME VISIT –(see Template for Visiting the sick in Handbook for Deacons)

- DEATHS
  The Pastor makes the first contact with a bereaved family. The church office notifies the Moderator, Vice Moderator of the Diaconate and/or the deacon. If a deacon is aware of a death before receiving official notification, he/she should call the church office to confirm/pass on the information. When notified that a death has occurred within the family of a member of their care group, the responsible deacon contacts the bereaved family to express condolences and discuss food needs.

- MEAL ASSISTANCE AT HOME
  The family's deacon contacts the bereaved family to determine the date, time and number of people expected for the meal.

- **For a simple family meal for the immediate family**, the family's deacon will purchase and/or purchase and prepare meat, side dishes, and salad and dessert items. The deacon will be responsible for food preparation and delivery to the bereaved family.

- When the family desires meal assistance for a large family gathering following the funeral **or memorial service,** the deacon may plan the menu and arrange for donations from Diaconate members, and other church volunteers. If help is needed, the family's deacon may contact the Chair of the Diaconate Food Team for assistance. The family's deacon, assisted by 1 or 2 deacon volunteers, will receive food donations at the Fellowship Hall at a time and date determined by the deacon and make delivery to the bereaved family.

TEAMS OF THE DIACONATE (DEACONS)

8, **RECEPTIONS IN FELLOWSHIP HALL**

RECEPTIONS IN FELLOWSHIP HALL

The Church Hostess is in charge of all receptions held in the Fellowship Hall. The Diaconate Moderator or Vice Moderator or, in their absence, the Diaconate Secretary coordinates with the bereaved family the date, time and number of people expected at the reception. Receptions consisting of a large variety of food items are no longer offered. The Moderator, Vice Moderator, or Secretary contact the Administrator at the church office (723-9237) to reserve the fellowship Hall, resolving any scheduling conflicts. The Diaconate officer coordinating the function informs the Administrator of the bereaved family's choice of reception. The Hostess/Caterer may contact the Moderator/Vice Moderator/Secretary to request food donations to meet urgent, unexpected needs, request kitchen helpers and servers, and assistance to set-up the fellowship Hall.

In the event that the Church Hostess/Caterer is unavailable, the Diaconate becomes responsible for preparing the reception. The bereaved family's deacon, assisted by other deacons including members of the Food Team, will prepare and host the reception. There will be no charge for the reception. The **Determine the menu.** The suggested simple menu is sandwiches, cookies and beverages. Beverages may include punch, coffee, water and iced tea. Reception plans used previously are attached for guidance.

Call deacon volunteers to help serve and donate food. Request food donations based on your menu. If convenient for the donor, ask that food such as sandwiches and cookies be brought on plates ready to serve. Ask donors to put their names on the underside of their serving plates. Food should be brought to the fellowship hall about 2 to 2-1/2 hours before the reception.

Set up for the fellowship Hall. See Handbook for Deacons in Appendix

DINNERS (INSTRUCTIONS INCLUDED FOR USE IN THE UNLIKELY EVENT THAT THE DIACONATE BECOMES RESPONSIBLE FOR PREPARING AND SERVING A LARGE FAMILY GATHERING POST FUNERAL/MEMORIAL SERVICE DINNER IN THE FELLOWSHIP HALL.) THE BEREAVED FAMILY'S DEACON, ASSISTED BY OTHER DEACONS INCLUDING MEMBERS OF THE FOOD TEAM, WILL PREPARE AND HOST THE DINNER. THERE WILL BE NO CHARGE FOR THE DINNER. THE FOLLOWING PROCEDURE APPLIES.

TEAMS OF THE DIACONATE (DEACONS)
Supplies and Equipment (see Handbook for Deacons in the Appendix)

CHURCH MINISTRIES
1. PRESBYTERIAN MEN

Presbyterian Men
The Presbyterian Men's Society dates back to the 1930's but took its current name in 1979 when Sam King Jr. proposed the PMS title and it was unanimously accepted. The association was founded to foster a social relationship amongst the adult male members of Second Presbyterian Church. More recently this relationship would lead to social events sponsored by the men for the entire church.

The officers: President (Moderator of Men); Vice President (Vice Moderator); Treasurer and Board Chair.

The Board Chair is the senior former . He provides an orientation for the society.

A nominal donation of $25.00 is used to fund activities including:

- Help stock the church's kitchen with needed cooking tools
- The current stained glass window in the main sanctuary. That drive was started by Sam King Jr. and championed by the men returning from the Viet Nam campaign.
- Oyster Roast
- Youth Activities
- Bi-monthly dinners
- Assist in church work days & general maintenance of facilities in cooperation with the Property Team.
- Monthly Men's Prayer Breakfast
- Other activities

It is the intention for the Society to remain a social organization but it will also encourage men to attend religious activities offered by the church. It is hoped to bring the society back to its original multifaceted schedule and to encourage young men in our church to become more active and to help us in getting to know each other.

CHURCH MINISTRIES
2. PRESBYTERIAN WOMEN

Presbyterian women:

- Meet once a month in the home of members for lunch, fellowship and Bible study.
- Pray for and send cards and notes to our shut-ins and members living in retirement communities.
- Other duties have included:
    1. pouring punch during the fellowship hour
    2. sponsor a luncheon, held in the Fellowship Hall, before Christmas for residents of The Village
    3. Some traditional activities are:
        - collect and send used first class stamps to Jura Lepe Mission. The mission is able to sell the stamps at a premium and the profits given to Jura Leper Mission on the Scottish Isle of Jura in the Inner Hebrides
        - deliver pop tops to Ronald McDonald House
        - deliver Campbell soup labels to Thornwell
        - Support to the best of our ability, Thorn well Home for Children, Mission Haven in Atlanta, The Village in Summerville, Columbia Friendship Circle, and South Carolina Home at Montreal.
        - Sponsor a luncheon, held in the Fellowship Hall, before Christmas for residents of The Village

CHURCH MINISTRIES
3. KINDERGARTEN

It is the mission of the Second Presbyterian Kindergarten to provide a safe and happy environment for the education of Young children in an atmosphere of Christian love.

Second Presbyterian Kindergarten welcomes children of all genders, races, and religions, national or ethnic origins.

Second Presbyterian Church started a kindergarten in the 1950's. Sue Henderson began directing the kindergarten as we know it today in 1977 and it has been in continuous operation since.

Our kindergarten has existed to be a mission to Charleston and the leading school for early childhood education downtown.

The Kindergarten is governed by a separate board which reports to the Session.

CHURCH MINISTRIES

4. CAMPUS MINISTRY

Campus Ministry is important ministry of this church to introduce students and young people to Jesus Christ. It has its own governing board and financing.

CHURCH MINISTRIES

5. SHELTER (Crisis Ministries)

For over twenty-five years the Second Presbyterian Church has been preparing and serving meals to the homeless at the Crisis Ministries "SHELTER". In the early days not only did we serve a hot wholesome evening meal, but we also served breakfast and many of our church helpers slept at the Shelter.

The shelter now houses nearly 100 men and we serve 100-120 plates every other month on the second Friday night. We only serve the evening meal. Our team for this mission effort consists of 8 church members, usually four trained and four new. The team leader is responsible for recruiting the help, purchasing the ingredients, arranging the cooking that is done ahead, and serving on Shelter night.

See the Template for Shelter night for detailed instructions.

POLICY
1. **ACCOUNTABILITY OF CASH BEING COLLECTED**

- All collections and accounting of Cash and checks made out to Cash will be handled by at least (2) Elders and one of the Elders should be a member of the Finance Team if available at the time of collection.
- The count of cash will be by (2) Elders who will total the cash, fill in the amount on a Cash Receipt Form and Both Elders must Sign and Date the form. (The form stays with the Cash).
- The location and procedure for securing the Cash until it can be deposited is to be known only to the Finance Team, Elders, or those Elders involved in the Collections and the church administrator.
- The cash receipt form will be reviewed monthly by a Finance Team member who will compare the totals to the deposit slip in the bank and ensure that all collected monies are in fact deposited. This review will include a sign off on the deposit slip that the totals agree.
- Cash receipts forms will be available with the Collection Plates for Sunday use. Other forms are available at the church office or from one of the finance team members.
- The purpose of this procedure is to insure that cash is controlled and accounted for all the way to the bank and that handling and control is administered by (2) elders…one verifying the other.

POLICY
2. DATA SECURITY AND ACCESSIBILITY (TBA)

POLICY
2. DISASTER PREPARATION AND RESPONSE(TBA)

POLICY
3. FINANCIAL

The financial policy is stated in accordance with the policies of the Presbyterian Church in the U.S.A., of which Second Church is a particular Church.

1. We are committed to a policy of supporting the programs and agencies of the Presbyterian Church through the normal channels of support.

2. We are committed to the stewardship of time, talent, and money to the work and worship of the Lord, and therefore, avoids fund raising activities of a commercial nature.

3. All financial campaigns and special offerings from the membership as a whole will be approved by the Session.

4. The amount of any family or individual pledge, tithe or gift to the church will be considered at all times strictly confidential and shall be known only to a small team set up to maintain that confidentiality.

5. All canvasses, drives, accounting and receiving systems shall be set up so as to maintain strict confidentiality.

7. Regular reports concerning the Stewardship drive of the church will be made to the congregation by the Session and through various church publications.

8. Make recommendations to the Finance team for each new budget by August 1, for the next year.

POLICY
4. INSURANCE REQUIREMENTS (TBA)

POLICY
5. LEADERSHIP TRAINING (TBA)

POLICY
6. MUSIC POLICY

The purpose of the Music Program of Second Presbyterian Church is primarily to enhance the worship of God through music and song by the congregation and choir, under the supervision of the Pastor and Session, guided by sections W 2.1003, W 2.1004, W 2.2008, and W 3.3501 of the Book of Order, and such other directives as have been or may be promulgated by the Session of the Church.

In addition to musical ability, training, and experience, to achieve this result requires leadership, development of morale and commitment, and the ability to motivate and attract persons of all levels of musical talents and age groups.

Morale is the product of a plan by which goals are set and motivation by which goals are met. Leadership is the quality by which morale and commitment are engendered. Performance attracts new participants and rejuvenates present ones.

It is the stated purpose of this music program to hire a Director of Music Ministry, herein called Director, and an Organist, to achieve these results.

It is contemplated that the Director and Organist will seek opportunities, other than at functions of this church, to engage, for compensation suitable to them in musical or other like programs where their musical talents and skills may be in demand, in other churches, other denominations, in theatrical productions, live or recorded, or in the preparation of written or oral materials. This is encouraged to the fullest extent consistent with their duties to this Church, provided nothing shall be done which might be construed as a commercial undertaking of this Church or which might in any degree cast an adverse reflection on the good reputation of this Church or its members.

Because the employment of the Director and Organist by this Church is part-time employment, it is also contemplated that they will be engaged in other professional pursuits including teaching instrumental or vocal music to persons who may or may not be members of this Church, all of which is encouraged by this Church as an appropriate ministry to its vicinity and to this City, and is a recognized method of attracting new members of the Church and choir.

The Session is the ruling body of Second Presbyterian Church. All members of the church staff serve at the pleasure of the Session and pursuant to its policies. This STATEMENT OF PROGRAM AND JOB DESCRIPTION shall form a part of, and be attached to contract of employment of Director and Organist.

POLICY
7. NEW MEMBER PREPARATION (TBA)

POLICY
8. PERSONNEL

Staff of Second Presbyterian Church shall be employed by the Session and answerable to the Minister who is Minister who is the head of staff.

Job profiles stating responsibilities specific to each staff member and recording compensation information shall be signed and kept on file in the church office and in the records of the Administrative and Planning Team.

The Administrative and Planning Team shall work with the Minister in filling, evaluating and reviewing all staff needs and shall assist in resolving concerns.

When a vacancy occurs in the non-ministerial staff or when the need to create a new position exists, the Minister shall make a written request for personnel to the Administrative and Planning Team. The request shall contain a description of the position to be filled, reason for the need to fill the position and the recommended starting salary range.

After conferring with the Stewardship and Finance Team and other appropriate team representatives within the church, the chairperson of the Administrative and Planning Team shall present the request to the Session for approval. Upon final authorization by the congregation, the Administrative and Planning Team will proceed with steps necessary to fill the position.

GENERAL INFORMATION

Staff holidays are: New Year's Day, Martin Luther King Day, President's Day, Easter Friday or Monday, Memorial Day, July 4th, Labor Day, Thanksgiving Day and the Friday following Thanksgiving, ½ day Christmas Eve and Christmas Day.

The church recognizes that employees are ill from time to time. During the first year days are accrued at the rate of 1 & 1/4 days per month beginning at the compensatory day to the maximum of 10 days. Each calendar year thereafter, a person will have 15 days. These 15 days are to be used for personal and family illness and do not accrue from one year to another. These are leave days not compensatory days. Sick days used beyond the 15 days are applied against annual leave days.

Annual leave, with pay, for the first year of employment will be one week. After the first year, annual leave with pay shall be two weeks. At the ten year anniversary of employment, a third week of annual leave is granted. Negotiated contracts with staff may be somewhat different from this stated policy and take precedence. Staff are urged to plan annual vacations in cooperation with the minister, church office and church calendar. All staff are encouraged to set vacation times with consideration for activities of the church and through discussion with the minister. Unused annual leave shall be compensated on a prorated basis. At no time shall the Minister and the Sexton take time off at the same time on weekends.

PERFORMANCE EVALUATIONS

On-going cooperation and communication among the minister and the staff will be of benefit to all concerned in the life of the church. Staff are encouraged to talk with the minister about concerns during regular staff meetings. A staff member's job performance may be reviewed with him/her by the minister at any time.

The minister shall conduct an informal interview annually with each staff member using his/her job description as a guide for discussion. It is recommended that one or more representatives from a team appropriate to the duties of the staff member be present for the annual review. The review should be accomplished during the month of September (or at another approved time). The purpose of this evaluation is to keep open the lines of communication, to identify areas in which staff feel they need more support or assistance and to detect areas in which improvement may be desired. This review should be a positive experience; an opportunity for commendation as well as constructive suggestions.

Reviews shall be held in strictest confidence by those involved in the review process. The minister and the Administrative and Planning Team shall discuss any changes in staff responsibilities and compensation for the coming year and shall send their recommendations to the Stewardship and Finance Team and then to the Session for approval. A representative of the Administrative and Planning Team shall meet with the staff person to approve any changes.

PROBLEMS

The Session expects there to exist a spirit of cooperation among all church staff members in working together with other staff members, the Session, and members of the congregation to fulfill the programs of the church.

Grievances should be resolved in a Christian manner and should be brought first to the attention of the minister for discussion and resolution. If the problem cannot be resolved at this level, the matter should be brought to the attention of the Administrative and Planning Team for that group's intervention.

POLICY
9. SAFETY(TBA)

POLICY
10. SEXUAL MISCONDUCT POLICY(TBA)

POLICY
11. SUBSTITUTE MINISTER POLICY(TBA)

POLICY
12. USE OF CHURCH PROPERTY

5-A - <u>POLICIES REGARDING USE OF CHURCH FACILITIES</u>

USE OF SANCTUARY, CHAPEL, FELLOWSHIP HALL, KITCHEN, EDUCATION BUILDING, ROOMS, GROUNDS

Second Presbyterian Church believes that an important part of its mission is to work closely with the community and provide assistance when and where it can as long as it enhances the outreach of the church. Accordingly, we intend to make our facilities available to outside groups as we can and at no or minimal cost to the group. It is however necessary that policies and procedures be in place to cover the use of our facilities.

GENERAL:

A member of the Church or team must request use of the church facilities by an outside group.

Wedding are coordinated through the Worship Team following the wedding policy, with advice immediately to the Property Team and the Staff Administrator,

All requests must contain the following information. Name of the group requesting use, purpose of the meeting, time of request, name and contact information for the responsibility for the group. Wedding scheduling shall include names of bride and groom, minister and comply with the then current Wedding Policy.

The session must approve all requests before use is allowed. **Requests for the use of Second Presbyterian. Church's Facilities by a group that has been previously approved and for a purpose that has been previously approved will be handled by the Pastor & Administrator to verify the Second Presbyterian Church Facility is available on the Church calendar. The Pastor & Administrator will approve the request if there are no conflicts. This information will be reported to the Session for information in a timely manner and recorded in the Session minutes."**

All new requests by a group to the use of Second Presbyterian Church Facility will follow the existing approval procedures. The action will be recorded in the Session minutes".

Groups may use the facilities on a regular basis and schedule. Examples of groups using the facilities on a regular basis is the bridge group, neighborhood association, Elderhostel.

Responsibility for setting the alarms and unlocking the facility will be coordinated by the person in charge of the group and the sexton for all meetings that take place after regular business hours.

A fee schedule was developed by the property team and approved by the session on March 2, 2004, to cover costs of staff, utilities, and cleaning expenses for use of facilities. Payment is expected before the use of these facilities, except in case of groups using the property on a regular basis. For those groups a payment schedule may be established and approved by the property team and session.

FEE SCHEDULE

Educational Building Daytime, Non-Church Related Use	$100
Educational Building Night Time Use	$200
Use of Kitchen Facilities to prepare food, use dishes.	$100
Use of Sanctuary for events other than weddings (i.e.concerts)	$400
Annual Frequent Users	
Bi-Monthly Groups	$500
Monthly Groups	$1000

These fees may be waived by the session on a case-by-case basis.

Groups are to be sure that all involved are aware of our requirements and are willing to abide by them.

Properties are to be used in a Christian manner.

Groups will be held responsible for damage to the properties.

Smoking inside and alcoholic beverages inside or otherwise on church property are prohibited.

Decorations or props used in a meeting should be taken down and removed (Absolutely NO TAPE is to be used anywhere for anything at anytime).

Our sexton may be hired at $15 per hour for set-up and clean-up of non-church functions.

SCHEDULING:

Consult the church administrator to reserve a certain date and time. The administrator will verify that the date is available. Upon receipt of payment and signed agreement, event will be scheduled.

OPENING AND CLOSING:

Designate to the church administrator the person who will open and close the building. If necessary, obtain a key, and return it promptly.

SET-UP, CLEAN-UP:

Let the administrator and the sexton know:

- If tables or chairs are to be set up in a particular way.
- If a public address system is needed for your meeting.

Arrange for your group to help set-up and clean-up, if at all possible.

APPENDIX

1 ORGANIZATIONAL CHART

II BYLAWS (to be approved)\
a) Corporation by-laws
b) Congregational by-laws

III ROBERTS RULRS OF ORDER

the congregation has established Robert's Rules of Order, Newly Revised, as the parliamentary authority for congregational meetings. http://www.robertsrules.com

ROBERTS RULES OF ORDER (summary)

The Meeting

Organizations using parliamentary procedure usually follow a fixed order of business You handbook includes a summary of the most used Robert's Rules

IV INVESTMENT FUNDS

1. The Foundation Fund
2. The Roberson Fund
3. The Allan Fund
4. The Mission Trust Fund
5. The Cemetery Trust Fund

The Funds Team may at any time be entrusted with other moneys for purposes of investment oversight and disbursement to the proper persons or organizations. It is the intent of the Session that this Team dispenses funds on the basis of sectional action, prior arrangement, or definition by donor(s) at the time of a gift's receipt.

The Funds Team shall report to the Session and the officers of the Corporation of The Second Presbyterian Church in March of each calendar year. This report shall include the present status of all funds entrusted to them and the disbursements made during the previous twelve months. This report shall indicate the growth of any of the funds by means other than investment.

An additional responsibility of this Team is to interpret to the members of the congregation the ways they can make the church the recipient of bequests or other special gifts. It is expected that the Team will be active in this interpretive process.

The Team shall be comprised of persons from three categories: the clerk of Session and the Vice-moderator by virtue of their office (the V-M shall be the chair of the Team), two other members of the Session and two members from the congregation. The minister shall be a member ex officio. Selection of the Elder and congregation members will be by the Session at a stated meeting upon recommendation of the A&P Team.

The Elder members shall along with the minister serve as the Minister's Discretionary Fund Team (see following section of this Manual).

The members of the Funds Team shall be determined by the normal process of Team staffing used by the Session. It is believed that this Team shall function in much the same way as trustees in other circumstances.

For the purpose of this Manual, a fund is defined as an independent fiscal and accounting entity with a self balancing set of accounts that record cash and/or other resources which are segregated for the purpose of carrying on specific activities or attaining certain objectives. The Funds Team of Second Presbyterian Church currently shall include five of these accounting entities. These are the:

1. FOUNDATION FUND
2. ROBERSON FUND
3. ALLAN FUND
4. MISSION TRUST
5. CEMETERY TRUST

A brief description of each fund together with its financial position follows:

FOUNDATION FUND

This fund began as an endowment by the McGee and Blackwell families to be utilized at the discretion of the Session. Fund monies are invested with Salmon Smith Barney . The net value at March 31, 2006 is $109,450.88. Earnings this year at March 31, 2006 is $628.75. Earnings are mailed to the church periodically, and they are credited as MAJOR MAINTENANCE RESERVE FUND Revenue. Memorials and gifts designated for this fund are temporarily deposited in a SPECIAL FUND reserve account to accumulate before being invested with Salmon Smith Barney

ROBERSON FUND

This fund was established by bequest in the will of the late Susie Roberson for use at the minister's discretion. The corpus is invested with Salmon Smith Barney . Net value of this fund at March 31, 2006 is $153,633.94. Earnings this year at March 31, 2006 were $5,100. When required, earnings are transferred to a Wachovia Bank checking account. Check signing authority is vested in the minister and an Elder selected by the Session.

ALLAN FUND

This fund began as a gift from the Allan family for "the Capital Upkeep or Improvement of the Sanctuary of the Second Presbyterian Church". According to the letter of transmittal dated December 15, 1987, the principal of $15,000 is not to be used. *The money is invested with Salmon Smith Barney . Value at March 31, 2006 is $18,492.10. Earnings this year at March 31,*
2006 is $17.57.

UBS-Thiele Endowment Fund established 2011

MISSION TRUST

This fund was established for the dispatch of such mission endeavors as shall be the pleasure of the Global Missions Team. Monies are received as memorials and gifts. There is also a related Global Missions Reserve account in the SPECIAL FUND. By motion, seconded and carried by the Session on September 14, 2004 the decision was made to spend this money on Hurricane relief. At the October 5, 2004 stated meeting of the Session this motion was amended to reflect that 1/3 of this fund would go to Florida and 2/3 would go to Haiti and Granada.

Glossary of Terms

Adequate public notice

Adequate public notice for congregational meetings shall be ten days for meetings related to the call of the pastor and two Sundays for all other congregational meetings.

Quorum for Congregational Meetings

A quorum for congregational meetings shall be 10% of the membership.

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Parliamentary Authority

The congregation shall establish Robert's Rules of Order, Newly Revised, Scott/Forsman Edition as the parliamentary authority for congregation meetings.