

## **Proposed Changes to Ops Manual rev 4/1/2016**

### **Appendix IVb Communion Service**

Updated service that the elders will come up front and sit in the chairs facing the congregation before the Great Prayer of Thanksgiving

## **Approved Changes to Ops Manual rev 3/16/2016**

### **With regards to the Christian Education Committee description, section 3-7 item c**

CE section 3-7c: change Junior and Senior High Fellowship to Youth Group

### **Standing Orders:**

1. Personnel: change March from “meet with Pastor(s)” to “meet with Pastor and appropriate staff”, add April order “meet with assistant pastor\*”, August like March for the past church year, October: add meet with and review assistant pastor’s and director of Christian education’s employment contract, remove November order to get salary recommendation to Finance (it’s done in October).

### **Building Use Agreement:**

to accommodate session actions of Jan 20, 2016 and Nov 18 2015,

- add item 10 between existing items 9 and 10, to read: “10. All groups who serve children or are dealing with children must have a child protection policy before using the facilities. “
- And append to former item 10a (now 11a) “and no solitary adult may be left alone with a single youth or child”

*Operations Manual*  
*Setauket Presbyterian Church*

**ADOPTED BY SESSION ON MARCH 20, 2013  
WITH REVISIONS, APPROVED BY SESSION, UP THROUGH MAY 21, 2014**

## TABLE OF CONTENTS

- A. PREAMBLE
- B. MISSION STATEMENT
- C. BY-LAWS OF THE SESSION
- D. CONGREGATIONAL POLICIES
- E. JOB DESCRIPTIONS
  - Treasurer
  - Financial Secretary
  - Office Manager
  - Director of Music
  - Organist
  - Church School Superintendent
  - Church Librarian
  - Church Historian

## APPENDICES

- I. Technology Advisory Group
- II. Session Standing Orders
- III. Policies
  - a. Staff Salary Review
  - b. Office Use/Help
  - c. Building Use
  - d. Photography
  - e. Vouchers
  - f. Use of the Village Green
  - g. Membership
- IV. Procedures
  - a. Election, Training, Examination, and Installation of Church Officers
  - b. Communion Service
  - c. A Wedding in the Setauket Presbyterian Church
  - d. Funerals/Memorial Services
  - e. Decorating the Sanctuary
- V. Fees
  - a. Weddings - see Appendix IVc
  - b. Funerals - see Appendix IVd
  - c. Building Use
- VI. Other Policies not included here
  - a. Sexual Harassment
  - b. Child Protection

## A. PREAMBLE

This Operational Manual has been prepared in order that the Session and congregation may conduct business in an orderly, systematic, and professional manner. It contains the Session By-Laws, Congregational Policies, the Session Standing Orders derived from the By-Laws, job descriptions of staff personnel, committee descriptions and functions, Session policies, and such other items that have been deemed appropriate to be included here.

## B. MISSION STATEMENT

The Setauket Presbyterian Church has been celebrating Christ's call to love, fellowship and service since 1660.

“As active disciples of Jesus Christ, we celebrate and share the love of God among ourselves and with others.”

To effect this mission, we:

- \* Nurture and develop a pulpit known for its preaching
- \* Support a music program known for its beauty and spirituality
- \* Encourage the development of an ecumenical commitment by participation in community
- \* Foster dynamic, intelligent Bible study conducted in an atmosphere seeking a biblical grounding for our actions and attitudes
- \* Maintain a strong church school education program from pre-school through adults, and especially strong and dynamic junior and senior high fellowship programs
- \* Support a strong Women's program including several fellowship circles
- \* Encourage lay leadership from the broad base of talent found within the congregation
- \* Pledge to increase the percentage of the annual budget given to Mission with an objective of reaching at least 20%
- \* Commit financial resources to support a staff sufficiently large and gifted so as to support the visions of our congregation
- \* Support a variety of local, national, and international mission causes financially and with commitments of time and effort.

## C. BY-LAWS

### 1-1 Meetings

#### a. Stated Meetings

The Session shall meet on the third Wednesday of each month, except July or August, at 7:30 P.M. All elected Ruling Elders must be properly ordained and installed before they can vote or represent the organization on matters of Session business.

#### b. Called Meetings

The Session shall meet at the call of the Moderator or at the written request of two Ruling Elders. The request shall be addressed and delivered to the Moderator.

#### c. Quorum

A quorum shall consist of the Moderator and one-third of the Ruling Elders, except for the reception of new members when the quorum shall consist of the Moderator and at least two members of the Session (by vote of Session 5/16/2012)

### 1-2 Officers

The officers of the church consist of the following:

- a. A Session, consisting of 15 adult members, each elected by the congregation at its annual meeting to a three year term and a youth Elder elected to a one year term. Vacancies on the Session will be filled through election by the congregation. In addition to the lay members, the Session includes the Pastor, who moderates all meetings. When the church has a full-time Associate/Assistant pastor, he/she is also included.

The responsibilities of a Ruling Elder are:

1. Faithfully attend all Session meetings
2. Actively participate in the work of at least one standing committee
3. Serve the Sacrament of Communion as assigned (being responsible for obtaining a substitute if one is necessary) and completing all duties as assigned by the Communion Duty Roster
4. Provide leadership in all aspects of church life, including, but not limited to:
  - i. Worshipping
  - ii. Welcoming visitors
  - iii. Maintaining and securing the church property
  - iv. Encouraging all members to participate fully in the life of the Church, both financially and with their time and talent.
  - v. Making stewardship visits or calls when asked.
  - vi. Serve as commissioner to Presbytery meetings.
  - vii. Remember and fulfill the vows taken at ordination (Book of Order, W.4.4003, quoted below):
    - d. Will you fulfill your ministry in obedience to Jesus Christ, under the authority of Scripture, and be continually guided by our confessions?

- e. Will you be governed by the Church's polity, and will you abide by its discipline? Will you be a friend among your colleagues in ministry, working with them, subject to the ordering of God's words and Spirit?
  - f. Will you in your own life seek to follow the Lord Jesus Christ, love your neighbors, and work for the reconciliation of the world?
  - g. Do you promise to further the peace, unity, and purity of the Church?
  - h. Will you pray for and seek to serve the people with energy, intelligence, imagination, and love?
  - i. Will you be a faithful ruling elder, watching over the people, providing for their worship, nurture and service? Will you share in government and discipline, serving in councils of the church, and in your ministry will you try to show the love and justice of Jesus Christ?
- b. A Board of Deacons, consisting of 18 adult members elected by the congregation at its annual meeting to a three year term and a youth Deacon elected to a one year term. Vacancies on the Board may be filled by election by the congregation.

It is the duty of Deacons, first of all, to minister to those in need, to the sick, to the friendless, and to any who may be in distress both within and beyond the community of faith. They shall assume such other duties as may be delegated to them from time to time by the Session, such as leading the people in worship through prayers of intercession, reading the Scriptures, presenting the gifts of the people and assisting with communion.

Remember and fulfill the vows taken at ordination (Book of Order, W.4.4003 quoted below):

- d. Will you fulfill your ministry in obedience to Jesus Christ, under the authority of Scripture, and be continually guided by our confessions?
  - e. Will you be governed by the Church's polity, and will you abide by its discipline? Will you be a friend among your colleagues in ministry, working with them, subject to the ordering of God's words and Spirit?
  - f. Will you in your own life seek to follow the Lord Jesus Christ, love your neighbors, and work for the reconciliation of the world?
  - g. Do you promise to further the peace, unity, and purity of the Church?
  - h. Will you pray for and seek to serve the people with energy, intelligence, imagination, and love?
  - i. Will you be a faithful deacon, teaching charity, urging concern, and directing the people's help to the friendless and those in need, and in your ministry will you try to show the love and justice of Jesus Christ?
- c. A Clerk of Session, whose duties shall be those described in the Book of Order, G-3.0104 and G-1.0505. In addition, she/he shall be authorized to sign checks in the absence of the Treasurer and shall be bonded. The Clerk is elected by the Session for a one year term at its February stated meeting.

### 1-3 Celebration of the Sacraments

#### a. Communion (The Lord's Supper)

The Lord's Supper shall be celebrated at least six (6) times per year as approved by Session for the upcoming year and presented in the annual church calendar. The Lord's Supper shall be served to shut-ins at the discretion of the Pastor(s) with assistance from ordained Elders selected by the Pastor(s), or by deacons in extension of the table stipulated in the Book of Order (W2.4010).

#### b. Baptism

The Session shall authorize the baptism of infants (per Book of Order W-2.3011).

### 1-4 Amendments

Insofar as these By-Laws are not the law of the church, they may be set aside or amended by a majority of Ruling Elders present and voting at any meeting of the Session. If any provision of these By-Laws conflicts with the Book of Order, the Book of Order shall take precedence.

### 2-1 Organization

The staff shall be headed by the Pastor, or in her/his temporary absence (on vacation or study leave) an Associate Pastor, Assistant Pastor, or a lay employee, designated by the Pastor, in that order. When the church is without a Pastor, the Presbytery's Committee on Ministry will work with the Session to select a Moderator, who will function as the Head of Staff.

### 2-2 Rights

If a personnel issue cannot be resolved by speaking to the Head of Staff, the Session guarantees to the staff member(s) a personal hearing on work-related matters concerning them. Such hearings are to be held first before the Session's Committee for Personnel. If this fails to resolve the issue, the staff member(s) may appear before the Session, meeting as a committee of the whole.

### 2-3 Positions

The staff positions shall include the following:

- a. Pastor and Moderator of Session, whose duties, rights, and privileges shall be those described in the Book of Order G-2.0501 and G-3.0104
- b. Associate Pastor, or Assistant Pastor, whose duties, rights, and privileges shall be those described in the Book of Order, G-2.0504a. The Associate Pastor's or Assistant Pastor's work shall be directed by the Pastor in consultation with the Session.
- c. Director of Music, whose duties and responsibilities are described in Paragraph E-4 of these By-Laws.
- d. Organist, whose duties and responsibilities are described in Paragraph E-5 of these By-Laws.
- e. Additional music staff, as may be determined by the Session on recommendation of the Director of Music and by the Worship and Music Committee.

- f. Office Manager, who shall be hired by the Session on recommendation of the Pastor and the Personnel Committee. The Office Manager shall be responsible to the Pastor. The duties and responsibilities of the Office Manager are defined in Paragraph E-3 of these By-Laws.
- g. Treasurer, who shall be elected annually by the Session at the November Stated meeting. The Treasurer shall be responsible to the Session through the Finance Committee and will have the duties and responsibilities as described in Paragraph E-1 of these Bylaws. He/she shall report to the Session each month of the fiscal year and to the Pastor as requested.
- h. Financial Secretary, who shall be elected annually by the Session at the November Stated meeting. The Financial Secretary shall be responsible to the Session through the Finance Committee and will have the duties and responsibilities as described I Paragraph E-2 of these Bylaws. He/she shall report to the Session each month of the fiscal year and to the Pastor as requested.
- i. Preschool staff, as provided for in Paragraph 4-1 of these Bylaws and in the Preschool By-laws.
- j. Church School Superintendent, whose duties and responsibilities are defined in Paragraph E-6 of these By-Laws.

### 3-1 Standing Committees

There shall be nine Standing Committees:

- a. Adult Education
- b. Christian Education
- c. Fellowship
- d. Finance
- e. House and Grounds
- f. Membership
- g. Peace and Justice
- h. Stewardship
- i. Worship and Music

Additionally, there is a Committee for Personnel and a Technology Advisory Group.

### 3-2 Special Committees

Special Committees shall be created as needed by the Session for specific tasks and dissolved when those tasks are completed. Special Committees shall report at each Stated Session meeting and any Called Meeting where so required.

### 3-3 Membership and Organization

- a. Membership of a Standing Committee shall consist of the following:
  - 1. One or more Ruling Elders, appointed by the Session upon recommendation of the

- Pastor. One of these Ruling Elders will usually serve as Moderator of the committee.
2. Members of the church, with approval of the Session, to serve a term of office for one year. These members can be re-nominated to the same committee in subsequent years, except for the Committee for Personnel and the Technology Advisory Group Whose membership is described below. The number of church members at large on the committee shall exceed the number of Elders currently serving as Session members representing Session. Upon the approval of Session, non-church members may serve on committees.
  3. The Pastor is an Ex-Officio member of all committees but may delegate such responsibility to the Associate or Assistant Pastor.

### 3-4 Meetings and Reports

- a. It is expected that each standing committee will meet monthly in the months that Session meets.
- b. A quorum for a meeting shall be the Moderator or the Moderator's designee and two other members, or ½ of the committee's membership, whichever is smaller.
- c. It shall be the duty of the Moderator of each committee to see that the minutes of each meeting are kept and, on request, to deliver a copy to the Moderator of the Session.
- d. All committee Moderators, or their representatives, shall submit a committee report at each stated meeting of the Session and at such Called meetings of Session as appropriate.
- e. It shall be the duty of each Moderator to see that a committee report is prepared yearly and included in the Annual Report to the congregation and at such other times as specified by the Moderator of the Session.

### 3-5 Duties of Standing Committees

- a. Each committee shall submit a proposed annual budget to the Finance Committee as per the Standing Orders. The committee shall work within its approved annual budget, and shall keep account of all expenditures, promptly, presenting all bills to the Church Treasurer. All requests for bill payment or reimbursement for expenses incurred in fulfilling the committee's obligations are submitted through an expense voucher (see Appendix III) with receipts signed by the committee Moderator or his/her designee. The person requesting reimbursement can never be the person signing the voucher. In the case where the requestor is the Moderator of the committee, then the voucher must be signed by another member of Session or by the Clerk of Session. All committees shall report to the Treasurer and to the Session any anticipated budget expenditures in excess of \$1,000.00 and the month(s) in which such expenditures will be incurred so that the Treasurer can properly plan for the disbursement of such funds. All expenditures over \$3000, even if within the committee budget, must be approved by Session.
- b. The duties and responsibilities unique to each standing committee are described in paragraphs 3-6 to 3-14.
- c. Each committee shall annually reconsider its duties and responsibilities as defined in these Bylaws and shall recommend to the Session any changes it believes are in order.

### 3-6 Adult Education Committee

The mission of the Adult Education Committee is to plan, staff and support the adult education programs offered at Setauket Presbyterian Church. Programs shall contribute to spiritual growth and discipleship and be designed for adults of all ages. Specific duties of the Adult Education Committee include, but are not limited to the following:

- a. The education of adults.
- b. Working in conjunction with other Session committees in order to make adult education an integral part of the life of the church.
- c. Overseeing and evaluating the adult education program and the church library.
- d. Actively searching for ways to encourage community connections with the purpose of bringing people into the life of the church.

### 3-7 Christian Education Committee

The mission of the Christian Education Committee is to plan, staff and provide support for the range of Christian education programs offered for children and youth at Setauket Presbyterian Church. Programs shall be designed for all ages of the congregation, from nursery through elementary, middle, and high schools. When appropriate, the Christian Education Committee shall also assume responsibility for special education programs. Specific duties include, but are not limited to, the following:

- a. The Christian education and nurture of children and youth.
- b. Working in conjunction with other Session committees in order to make Christian education an integral part of the life of the church.
- c. Overseeing and evaluating the following Christian education programs: Church School, Youth Group, special intergenerational events, the Children's Library, and summer educational programs.
- d. Actively searching for ways to encourage community connections with the purpose of bringing people into the life of the church.
- e. Providing a supportive and working relationship with the Church School Superintendent, Youth Coordinator(s), and the Children's Librarian.

### 3-8 Fellowship Committee

This Committee shall be responsible for organizing fellowship activities within the church to aid members of the congregation in developing a deeper sense of familiarity with and caring for one another. Its activities shall include, but not be limited to:

- a. Planning and coordinating an annual program of fellowship activities.
- b. Planning and leading occasional opportunities for small groups to get together in private homes for social, learning, or counseling purposes.
- c. Providing hospitality and refreshments at church functions such as the Stewardship Brunch.
- d. Encouraging the development of independent social groups.

### 3-9 Finance Committee

The Finance Committee has the following responsibilities:

- a. Reviewing and making appropriate recommendations to Session regarding all legal contracts entered into by the church.
- b. Conducting all negotiations regarding mortgage indebtedness.
- c. Procuring all insurance carried by the church, and conducting all pertinent negotiations.
- d. Preparing the annual church budget.
- e. Monitoring the expenditures of all standing committees and of the church staff.
- f. Consulting with standing committees on contemplated non-budgeted expenditures for which Session approval is required.
- g. Investing such funds as the Session shall designate.
- h. Monitoring the financial integrity and solvency of the church.
- i. Creating such subcommittees as it deems necessary to conduct its business including, but not limited to, investments, budget preparation and monitoring, and auditing.
- j. Insuring that all approved building use fees are paid.

### 3-10 House and Grounds

The House and Grounds Committee has the following responsibilities:

- a. Overseeing the care, maintenance, and improvement of all buildings and grounds of the church.
- b. Engaging service persons and contractors as required to perform specific tasks on behalf of the church. In engaging these contractors, a good faith effort to obtain at least three (3) competing bids shall be made. The committee shall select the contractor it feels provides the best value. Any contract to be awarded for \$3000.00 or more shall require Session approval. The committee will be responsible for assuring that all contracted work is satisfactorily completed before authorizing payment.
- c. Attending as quickly as possible to emergency repairs and, if necessary, exceeding its budget to do so whenever the committee deems it unwise to wait for Session approval.
- d. Inspecting the premises at appropriate times to see that there are no hazards to the health, well-being, and safety of the church staff or the church members, and reporting any recommendations to the Session at each stated meeting. The committee shall, furthermore, have the responsibility of removing or otherwise dealing with any hazard when it deems it unwise or unnecessary to wait for Session approval.
- e. Providing support for the work of the Church Historian. The Church Historian shall be a member of the House and Grounds Committee And shall be the Moderator of the Historical and Preservation Committee.

#### 3-10.1 Cemetery Committee

The Cemetery Committee is a subcommittee of House and Grounds. The Moderator

of the Committee shall be a member of the House and Grounds Committee. The Cemetery Committee's responsibilities are:

- a. Administering the Cemetery Fund and other such moneys budgeted by Session for cemeteries and submitting expenses to Session through the House and Grounds Committee.
- b. Managing the operation of the cemeteries and Memorial Garden in accordance with the terms and conditions set forth by the Session in the deeds and agreements with lot owners and permittee.
- c. Coordinating the selection and purchase of burial sites, arranging for internments, maintaining cemetery records, deeds, and correspondence.
- d. Providing for the maintenance of the cemetery grounds with the help of volunteers and/or by contracting as required for the repair and maintenance of monuments, gravestones, and markers and inspecting and approving all contracted work prior to requesting payment.

### 3-10.2 Historical Preservation Committee

The Historical Preservation Committee is a subcommittee of House and Grounds. The Moderator of the Committee shall be a member of the House Grounds Committee. Its responsibilities are:

- a. Overseeing the historic materials related to the church. This includes cataloguing, preserving and maintaining these materials.
- b. Keeping records of present events that may be of historical significance.
- c. Assisting individuals or groups performing research on the church, its cemetery, and the Village Green.
- d. Answering inquiries for historic information concerning the church cemetery, the church building, and the Village Green.

### 3-11 Membership Committee

The duties of the Membership Committee shall include:

- a. Supervising the recruitment and welcoming of new members.
- b. Organizing and leading membership classes in consultation with the Pastor.
- c. Assimilating new members into the life of the congregation.
- d. Contacting absent members in an effort to restore them to active participation.
- e. Reviewing the rolls making recommendations to Session regarding member roll changes transfers, and dismissals.
- f. Encourage members to recall that "Membership in the Church of Jesus Christ is a joy and a privilege. It is also a commitment to participate in Christ's mission. A faithful member bears witness to God's love and grace and promises to be involved responsibly in the ministry of Christ's church." (Book of Order G-1.0304)

### 3-12 Peace and Justice Committee

- a. This committee shall be concerned with the involvement of the church in all aspects of society in the immediate community, the nation, and the world.
- b. The committee shall provide information regarding the issues and concerns of Christians relating to their lives outside the church. Special actions or programs may be suggested; other church organizations may be encouraged to include such concerns in their programs.
- c. The committee shall study any questions relative to our Christian social and peacemaking concerns. It may share such concerns with the congregation and may recommend to the Session some form of corporate or official pronouncement or action.
- d. The committee shall receive suggestions about the distribution of funds from the Church Fair, and shall make recommendations to the Session concerning such distribution.
- e. It shall be the responsibility of this committee to submit to the Finance Committee the proposed General Mission budget for the coming year. When deliberating the components of this budget, the committee shall consider the following guidelines as it sets its priorities among requests forwarded to the Finance Committee:
  - i. The request shall be related to an ongoing church concern;
  - ii. The request shall be related to the committee's purposes as stated above
  - iii. The request shall be accompanied by a budget and by precisely stated objectives.

### 3-13 Stewardship Committee

The Stewardship Committee is responsible for the stewardship of all Church members both in terms of service and their monetary Commitment. In accomplishing this objective, the Stewardship Committee has the following specific tasks:

- a. Planning and conducting the annual pledge campaign.
- b. Providing ongoing stewardship education.
- c. Providing stewardship awareness to new member classes.
- d. Providing stewardship education to the Church School and youth groups in conjunction with the Christian Education Committee.
- e. Developing and promoting a planned giving and bequests program.

### 3-14 Worship and Music

The Worship and Music Committee shall have the following responsibilities:

- a. Being concerned with the spiritual needs of each member of the congregation by:
  - i. Representing the congregation in planning, with the ministers, the church's worship services, giving special attention to important liturgical seasons such as Lent and Advent.
  - ii. Acting as a forum to consider and develop forms of worship and music for our church, in light of the needs of the congregation.
  - iii. Recommending the development or acquisition of special resources to enhance

worship and augment existing material.

- iv. Overseeing; the entire music program of the church by giving attention to the needs of all choirs, and overseeing the purchase and care of hymnals, sheet music, pianos, organs, hand bells, and other musical instruments and equipment.
- b. Should the position of Director of Music become vacant, a search committee will be appointed by the Pastor and the Moderator of the Worship and Music committee, for the purpose of recommending to the Personnel Committee an individual to fill this position.
- c. Should the position of organist become vacant, the Director of Music shall recommend a suitable individual for the position to the Personnel Committee. In the absence of a Director of Music, the Worship and Music committee shall nominate an organist to recommend to the Personnel Committee.

#### 3.14.1 Flower Committee

The Flower Committee is a subcommittee of Worship and Music. The Moderator of the Committee shall be a member of the Worship and Music Committee. The Flower Committee's responsibilities are:

- a. Providing flowers in the sanctuary for Sunday worship services and any additional services deemed appropriate.
- b. Decorating the sanctuary for Easter and Christmas.
- c. Collecting, recording, and depositing moneys received for flowers.
- d. Submitting vouchers to the Church Treasurer for paying the florists for services rendered.
- e. Supervising the distribution of flowers to nursing homes, etc. or to other places the deacons deem appropriate.
- f. Reporting on a timely basis to the Worship and Music Committee.

#### 3.15 Personnel Committee

This committee shall be responsible for overseeing all aspects of personnel relations and policies within the church staff, for maintaining Session awareness of staff operations, and for providing a panel for staff members to discuss requests, problems, or suggestions for Session consideration.

Specific responsibilities of the committee include:

- a. Conducting a personnel review of the Pastor and Associate or Assistant Pastor once a year, including an annual review of compensation and job performance.
- b. Preparing the Church Salary budget for consideration by Session for the annual Church budget.
- c. Oversee the Technology Advisory Group (TAG)

The work of the Personnel Committee is sensitive and confidential, which includes consideration of the diverse and complex relationships with and among the Pastor(s) and congregation. The work of the committee must be kept confidential. Therefore it is important that those serving on the committee be members of the church who demonstrate faith,

dedication, good judgment and self-regulation.

The Personnel Committee shall be made up of two members of the congregation plus one Session member liaison and the Senior Pastor. The two members from the congregation shall serve for four years, staggered terms. The moderator shall be the congregational member who is serving the last two years of their term. The Session member liaison will come from the middle class of ruling elders and shall serve for two years. Members may not serve consecutive terms.

New persons to be on the committee shall be recommended to Session by joint deliberations between the Moderator of the Personnel Committee and the Clerk of Session.

*Establishing the committee (2/2009)*

- a. The current Personnel committee will recommend the names of the congregants to serve on the committee
- b. One of the congregational members shall initially serve for 6 years. The purpose is to have staggered terms. This person will serve as moderator for the first two and last two years of their term.
- c. In order to stagger the terms, the first Session liaison will come from the Class of 2012 (1<sup>st</sup> year class) and serve for three years. In March 2012, the new liaison will come from the then middle class (2014) and serve for two years.
- d. The Clerk of Session will recommend the first Session liaison
- e. Responsibilities of the Personnel Committee are outlined in 3-14 under Standing Committees/ Committee for Personnel.

While the Personnel Committee makes recommendations to Session regarding compensation of the pastor and staff based on many factors, the Committee should consult with the Finance committee on a regular basis to ensure that any recommendations to increase compensation are feasible with regard to the church finances at that time.

Richard Russell, term expires March 1, 2015; replacement is a 4 year term

Roxanne Kiefer Mollo, term expires March 1, 2017; replacement is a 4 year term

Margaret Parker, term expires March 1, 2016; replacement is a 2 year term from Elder Class of 2018

Pastor/Head of Staff-Advisory Member

### 3.15.1 Manse Committee

The Manse Committee is a sub-committee of the Committee for Personnel. The Moderator shall be the moderator of the Personnel Committee and other members shall consist of two members from the Finance Committee, two from the House and Grounds Committee and one additional member from one of those two committees. The committee shall meet on an as-required basis.

### 4-1 Executive Committee of Setauket Presbyterian Preschool

The executive committee shall be appointed by the Session upon recommendation of the

Moderator. It shall be the policy-making body of the Setauket Presbyterian Preschool, responsible to the Session. It shall establish and maintain by-laws subject to the approval of Session. The committee shall be composed of the following:

- a. A chairperson who presides at all meetings, appointed by the Session upon recommendation of the Moderator. She/he shall be a member of the Setauket Presbyterian Church. She/he shall be the liaison to the Session and shall submit an annual report to the Session at the Session's June Stated meeting and such other reports as requested by the Moderator. The annual report shall include information regarding staff appointments, curricula, enrollment, and budgets and shall be subject to Session approval.
- b. A Treasurer who receives all moneys, pays all bills, keeps an accurate record of all transactions, and reports monthly to the Executive Committee and annually to the Session. The Treasurer shall be a member of the Setauket Presbyterian Church.
- c. The Director of the Preschool, who shall not be eligible to serve as chairperson of the Executive Committee or Treasurer.
- d. A parent member, who has a child enrolled in the Preschool. This member's term shall be for one year, beginning in May.
- e. The ministers of the Church, ex-officio.

Meetings may be called at the discretion of the Chairperson, but at least once a month during the school year. Each member shall have one vote in policy decisions. The committee shall nominate members to the committee when vacancies occur, subject to the approval of Session.

#### D. CONGREGATIONAL POLICIES

1. The quorum for congregational meetings shall consist of 10% of the current membership. (G-1.0501)
2. Robert's Rules of Order shall be the parliamentary authority for congregational meetings. (G-3.0105)
3. Prior to all congregational meetings, both verbal and written public notice shall be given during worship on at least two consecutive Sundays immediately prior to the meeting. If there is sufficient lead time, such as for the annual meeting when the date is set well in advance, notice shall additionally be printed in the *Steeple News*. Although it is not required, it is recommended that, whenever possible, notice also be distributed electronically. (G-1.0502)
4. The Church Nominating Committee shall consist of two Elders appointed by Session (at least one of whom is currently serving on Session), one currently serving Deacon appointed by the Board of Deacons, and at least five (but no more than nine) members from the congregation at large which may include officers not currently in active service. The number of congregational members must always exceed the number of serving officers. One of the Elders appointed by Session will chair the committee. The pastor shall serve ex officio and without vote. (G-2.0401)

## E. STAFF JOB DESCRIPTIONS

### 1. TREASURER

The Treasurer of the Setauket Presbyterian Church is an Officer of the Church Corporation, appointed by and serving at the discretion of the Session, to perform such duties as the Session shall from time to time assign. The duties assigned to the Treasurer include:

- a. Receiving a record from the Financial Secretary of all deposits made.
- b. Distributing all Church funds which include:
  - i. Paying all bills of the Church within ten business days of authorization by Session Committee Moderators, or within ten days of receipt of bills in the church for those that need no authorization.
  - ii. Paying all salaries and properly paying all deductions on the due dates (quarterly tax returns for Church and Nursery School)
  - iii. Making all fixed payments for the Church and paying all benevolences on the schedule specified by Session;
  - iv. Discussing any unusual request with the Moderator of Finance Committee and paying the same within ten days of being directed to do so by the Moderator;
  - v. Recording all payments made;
  - vi. Maintaining a balance in the checking account sufficient to meet all bills and fix payments.
- c. Keeping adequate records which will be open to inspection by Church officers at reasonable times.
  - i. Properly recording all receipts and disbursements;
  - ii. Keeping the records of all balances in all bank accounts and funds (Both restricted and unrestricted).
- d. Making periodic reports which require:
  - i. Preparing a monthly statement showing receipts and disbursements of the preceding month;
  - ii. Attending all meetings of the Finance Committee and there reporting on the financial condition of the Church. He/she will have no vote on such committee as to any action taken;
  - iii. Promptly notifying the Moderator of the Finance Committee should the balance on hand fall below a level set by the Session;
  - iv. Reporting quarterly the full value of all Church assets.
  - v. Preparing an annual financial report and attending the annual congregational meeting to discuss the same.
  - vi. Making such other reports as the Session and/or Pastor shall request.
- e. Submitting the Church's books to an annual audit and a semi-annual review.
- f. In the exercise of his duties, the Treasurer is expressly authorized to:
  - i. sign all checks;

- ii. maintain accounts in savings and investment institutions;
- iii. have access to the safe deposit box of the Church;
- iv. affix the seal of the corporation to documents where required and where such affixation is authorized by the Session.

## 2. FINANCIAL SECRETARY

The Financial Secretary will be responsible for counting and depositing all moneys received by the Church. This shall be accomplished in a timely manner, with the regular weekly contributions normally being deposited early in the week following the collection. The Financial Secretary will supply the Church Treasurer with a complete record of all deposits in a form satisfactory to the Church Treasurer. In addition, the Financial Secretary shall maintain a record of all pledges made, mailing quarterly and annual statements to pledgers, by the 21st of the month following the end of the quarter, showing payments credited to the pledge. He/she shall keep confidential from all persons, except those so designated by Session for Stewardship purposes, the record of the pledges.

## 3. OFFICE MANAGER

The position of Office Manager is a part time position. The Office Manager shall have a responsibility to provide administrative and secretarial support to the church and pastors as required. Such duties include (but are not limited to) typing bulletins, newsletters, minutes and correspondence; answering telephones and dealing with inquiries; filing and mailing; keeping records; maintaining the church calendar; ordering supplies. In addition, the Office Manager shall oversee the office functioning.

Qualifications for the position shall include computer literacy; administrative ability; and interpersonal skills. The Office Manager is responsible to the Head of Staff.

The Office Manager will serve on the Setauket Presbyterian Church Technology Advisory Group.

## 4. DIRECTOR OF MUSIC

The Director of Music will develop and be responsible for the music program of the church in consultation with the Pastor. He or she will supervise the Organist and shall have responsibility for all choirs, music groups and musical events; will arrange for soloists and other visiting musicians as required; and will arrange suitable cover for him or herself as required.

## 5. ORGANIST

Under the supervision of the Music Director, working through the Worship and Music Committee of the Session, the Organist shall play at the following times: all Sunday morning worship services; all required rehearsals; special services on Ash Wednesday, Maundy Thursday, Good Friday and all Christmas Eve services; at occasional extra services that might arise, such as, but not limited to, Presbytery meetings, the Community Thanksgiving Service, and community Good Friday services when they are held at SPC. The organist shall attend regular staff meetings.

The organist shall play at all wedding services and funeral services held in the church “and will negotiate the music played at these services with the parties involved”. If parties desire their own organist, permission must be granted by the organist for use of the organ, for all rehearsals and events. The resident organist will receive full payment of fees even if not playing the Services.

## 6. CHURCH SCHOOL SUPERINTENDENT

The Church School Superintendent shall assist and provide leadership and resources for the Sunday morning Church School and its teaching staff. The Christian Education Committee serves as a support system. The Church School Superintendent is responsible for organizing and leading the Church School programs during both the school year and summer. Fulfillment of this position entails many varied duties, including:

- a. Implementing the selected curriculum which involves instructing and providing resources for the staff, ordering the necessary material, and assuring that it is readily available to the staff and properly stored.
- b. Recruiting, training and providing resources for the church school teachers on Sunday mornings, at regularly scheduled meetings, and on an “as required” basis.
- c. Ordering all required supplies, assuring their proper storage and distribution, and ordering Bibles for the third grade presentation.
- d. Serving as a member of the program staff of the church, attending all staff meetings, presenting suggested improvements to facilities and program and regularly attending the meetings of the Christian Education Committee.
- e. Making use of Presbytery-supplied resources and training as needed.
- f. Planning and executing additional education events, such as Advent and Lenten programs.
- g. Collecting, accounting, depositing, and recording all church school offerings.
- h. Supporting the children’s librarian.
- i. Providing educational support and recommendations for an inclusive church community; encouraging and organizing opportunities for children to be a part of worship and church life; and looking for ways to expand the Christian Education of children during the week.
- j. Establishing yearly goals which are reviewed and evaluated regularly.
- k. Assuring that all classrooms are properly set up and supplied, and that all necessary materials, including audiovisuals, are available and accessible.
- l. Assuring that all classes are staffed and arranging for substitutes as required.
- m. Maintaining an active communication network among church school staff and church staff.
- n. Supplying written reports as requested.
- o. Maintaining records of attendance and finances.

## 7. CHURCH LIBRARIAN

The Church Librarian shall maintain the Church library in an orderly fashion and ensure that

material is readily available for use by the staff, Church leaders, Church School teachers, and all congregational members. Assistance and support shall come from the Adult Education committee. Specific duties include, but are not limited to, the following:

- a. Purchasing, classifying, and cataloging books and audiovisual materials.
- b. Monitoring circulation and keeping track of loaned items.
- c. Repairing materials as required.
- d. Regularly checking in and shelving all materials that have been returned to the library.
- e. Assisting Church School teachers as required and encouraging such requests.
- f. Taking an annual inventory of books and audiovisual materials, and updating records as required.
- g. Preparing an annual report to Session.

## 8. CHURCH HISTORIAN

The Church Historian shall maintain, preserve, and protect the historical records of the Setauket Presbyterian Church. These records are for the benefit of those performing research into our past and stand as a permanent record of our religious heritage. Specific duties include, but are not limited to:

- a. Maintaining the historic archives.
- b. Receiving, cataloging, and archiving historic materials.
- c. Recording events of historical significance for entry into the archives.
- d. Assisting individuals performing research and answering inquiries for historic information.
- e. Preparing an annual report to Session from the Historical Preservation Committee, a subcommittee of House and Grounds.

## APPENDICES

## APPENDIX I

### SPC Information Technology Advisory Group

The SPC Information Technology (IT) Advisory Group will make feasible, cost-effective and secure use of information technology to allow the staff, congregation, and local community to learn about and participate in the mission of Setauket Presbyterian Church.

- The IT Advisory Group will be comprised of the Office Manager and members as designated by the Office Manager and approved by the Head of Staff.
- The Office Manager shall be the Advisory Group liaison to the Head of Staff and the Session.
- The Advisory Group will develop a long-range plan and recommend a budget to the Head of Staff.
- The Advisory Group is responsible for the 1) using public websites to inform the congregation and local community about the mission of the church, and 2) enabling the cost effective use of information technology by the church staff to improve their efficiency.
- The Advisory Group will advise Session on matters of publicity, privacy, rights and access.
- The Advisory Group will document its actions and keep records in a manner that the Office Manager may access the current work.

## APPENDIX II

### STANDING ORDERS (revised 03/16/2016)

<u>MONTH</u>	<u>STANDING ORDER</u>	<u>RESPONSIBILITY</u>
January	Approve Lenten Plans/ Special Programs for Easter Confirm (Approve) Date for Church Mission Fair Elect Commissioners to Presbytery for the year Approve Annual Statistical Report to the General Assembly Approve this year's budget	W&M P&J/Pastor Clerk Clerk Finance
February	Approve Session's Annual Report to General Assembly Approve Communion Dates for April this year to March next year Reorganize Session Elect Clerk to a one year term Distribute Communion Duty Roster for approval next month Review Church Rolls	Clerk W&M Pastor Pastor Clerk Membership
March	Review and Update Session Operations Manual (By-Laws) 1 <sup>st</sup> Quarter Meeting with Pastor and appropriate staff to Include Review of 1 <sup>st</sup> Half of Church Year Appoint Session member liaison to Personnel every two years In even years (e.g. 2014, 2016, etc) Appoint a congregant to Personnel for a four year term in odd years (e.g. one term 2017, 2021, etc., one term 2015, 2019, etc) Elect Commissioners to Presbytery Approve Communion Duty Roster	Clerk Personnel Session Session Session Clerk
April	Set Date for Elder/Deacon Meeting Reorganize Committees, other than elders Approve Swing-a-thon Mission choice Encourage and Sign Up Elders as Worship Assistants Meet with assistant pastor in preparation for contract renewal	Pastor All Comm. CE W&M Personnel
May	Approve Concept for Stewardship Campaign Approve Fall Adult Education program Receive all Committee requests for dates on upcoming church calendar	Stewardship Adult Ed. Office/Clerk
June	Review Child Protection Policy Distribute church calendar for upcoming year	CE Office/Clerk
August	Approve Church School Teachers in prep. for Dedication Sunday Approve Adult Education Facilitators in prep. for Dedication Sunday Approve Educational Advent Programs Approve Advent Worship Plans Receive Annual Report of the Preschool Meet with Pastor and Appropriate Staff to Include Review of Past Church Year and Plans for Upcoming Year	C E AE AE W&M Clerk Personnel
September	Approve Stewardship Campaign Report Receive Report of the Church Mission Fair Approve Distribution of Fair Funds Confirm (Schedule) Fire Drill Request preliminary budget proposals Receive Year-end Report of Church Financial Records	Stewardship P&J P&J/Pastor H&G Finance Finance

October	Approve Church School Mission Project Choices Approve Advent plans Receive final budget requests Receive report of manse inspections Develop Compensation package for Pastor and Receive Staff Evaluation Report; Develop Staff salary recommendations Meet with and review assistant pastor's and Director of Christian Education's employment contract.	CE W&M/Adult Ed All Comm. Clerk/H&G Personnel  Personnel
November	Approve special programs for Christmas Approve Spring Adult Education program Disburse Seminary Benevolences (when supporting a candidate for min.) 4 <sup>th</sup> Quarter Meeting with Pastor (Asst. Pastor) and Compensation Recommendations for Pastor & Staff to Finance Elect Church Treasurer & Financial Secretary for upcoming calendar year Set Dates for New Officer Training, Examination and Installation Distribute copy of current Standing orders for approval at Dec. meeting	CE Adult Ed Pastor Personnel  Pastor Pastor Clerk
December	Receive results of Stewardship Campaign Receive preliminary budget for next year Plan for Annual Meeting; Approve Call Receive report from Church Nominating Committee. Appoint Session members to upcoming year's Nom. Comm. Organize child care for Annual Meeting Approve Standing Orders for next year Designate Manse Allowance and Housing Allowance	Stewardship Finance Clerk Nominating Pastor CE Clerk Pastors

## APPENDIX IIIa

### STAFF SALARY REVIEW

All staff members shall receive an annual review of their performance over the past year and their proposed salary for the coming year. The Session shall assure that reviews are conducted in an unbiased and timely manner. The Pastor will normally review all staff reporting to him/her, presenting the reviews to the Personnel Committee for discussion. The Personnel Committee will conduct an additional personnel review with the Associate/Assistant Pastor regarding his/her review. The Personnel Committee will review the Pastor. The Session shall assure that these reviews are conducted in an unbiased, timely manner. The proposed salaries will be developed by the Personnel Committee and recommended to the Finance Committee and Session for inclusion in the next budget.

## APPENDIX IIIb

### OFFICE USE/HELP

- Office hours: Winter: 8:30 AM to 1:30 PM, Monday through Friday  
Summer: 8:30 AM to 1:30 PM, Tuesday through Friday
- Mailboxes: Each active member of Session has a mailbox in the church office. Session members should check these mailboxes regularly for additional information. Packets of information for Stated Session meetings will be emailed to Session the Monday before the stated Session meeting.
- Scheduling: Any added meetings or deviations from the regular schedule should be cleared with the office staff as soon as possible. The master scheduling calendar is located in the office and must be kept current in order to avoid unnecessary conflicts and inaccurate announcements.
- Copy Machine: The copy machine may be used for any official church business. Obtain instructions from the Office Manager if uncertain of procedures.
- Supplies Available: Church stationery and envelopes (2 sizes)  
Copy paper (white and colored)  
Forms to be filed for reimbursement
- Mailings: The office staff will assist committees by printing mailing labels, providing envelopes, typing a letter (if given at least one week's notice), copying the material to be included in the mailing, and filling out the bulk mailing form for the post office. The committee needs to affix the mailing labels to the envelopes, stuff envelopes, and sort the mailings according to current post office procedures. Paying first class postage eliminates the need for sorting by zip code and completing the form.
- Deadlines:
- Bulletin Announcements:* These must be received by the office no later than the Wednesday prior to the date(s) when they are to be included. Announcements not coming from a committee should be approved by Session before inclusion. All announcements should be submitted with name, email address and telephone number of the contact person and the date(s) of the bulletins in which they are to be included.
- Steeple News Articles:* These must be given to the office no later than the 15<sup>th</sup> of the month preceding the desired issue and should specify the issue(s) in which they are to be included and the name of the contact person.
- Committee Reports to Session:* These must be emailed to the clerk by the day and time designated by the clerk the week of the stated meeting in order to be included in the Session packet. Action items must be included in the Session packet for consideration before a meeting vote.

## APPENDIX IIIc

### BUILDING USE

Persons or organizations must get permission from Session for use of any of the church facilities. This is accomplished by filling out a request form obtained from the church office which will be forwarded to the Clerk of Session for session consideration. Upon approval of the request, an "Approval" letter will be sent to the applicant outlining fees due and policies for use. Copies of the letter, signed by the Clerk or by the Office Manager when approved by the Clerk, will be filed with the church office and the Financial Secretary.

- All persons or organizations approved for use of any of the church facilities must sign and return a Building Use Agreement as included in this document.
- Fees for "For-Profit" groups requesting use of church grounds and/or facilities are to be negotiated on a case by case basis with a designee from the church finance committee.
- Groups meeting regularly should pay their fee on a predetermined, regular basis (e.g. weekly, monthly, etc.).
- All requests for regularly scheduled events expire on the first of January each year and, therefore, must file updated paperwork (Building Use Application, Building Use Agreement, Hold Harmless or Insurance of Liability Certificate) prior to December 31st.





# Setauket Presbyterian Church

ESTABLISHED IN 1660  
5 Caroline Avenue · Setauket, New York 11733 · (631) 941-4271  
setauketpresbyterian@verizon.net



Rev. Mary B. Speers, Pastor  
Rev. Kathryn Jones Calone, Assistant Pastor

---

## Approval for Building Use

**\*\*DATE\*\***

Name  
Street  
City, ST Zip

Dear .....

The Session of the Setauket Presbyterian Church has approved your use of the (specify room) on (specify date) from (specify time), for (specify usage). There is a (specify amount, member/non-member) usage fee for the (specify room) and a (specify amount) janitorial fee. **The janitorial fee check should be made payable to Ed's Floor Waxing** and can be mailed in care of the church. In addition to the usage fee, we require a \$(specify amount) refundable deposit, made payable to the Setauket Presbyterian Church. This deposit will be deposited and a refund check will be issued to you after inspection of the (specify room) following your event.

Please read the attached "Building Use Agreement" and return one signed copy to the church office prior to (specify date) along with your Usage Fee check, Janitorial Fee check, and Damage Deposit Fee check.

If you have any questions, please call the church office at 941-4271.

Sincerely,

Karen Loomis  
Office Manager

Enclosure

cc: Jack Strong, Financial Secretary

## Setauket Presbyterian Church Building Use Agreement

In order to approve your request to hold an event in the facilities of the Setauket Presbyterian Church the following guidelines are to be adhered to.

1. Insurance Requirements: When a Building Use organization is incorporated, the User must provide liability insurance, naming the Church as an additional insured on their policy. The recommended minimum standard is \$1,000,000 per claim/occurrence, \$3,000,000 aggregate, \$10,000 no fault medical payments, including volunteers and athletic activities; fire legal liability at \$1,000,000 limit; day nursery/child care and sexual misconduct coverage at \$1,000,00 limit.

When a Building User is not incorporated, a HOLD HARMLESS agreement must be signed (see attached).

2. No Smoking is permitted anywhere in the church building.
3. No alcoholic beverages may be served in the church building.
4. No attachments may be made to the walls or ceiling. No staples, nails, thumbtacks or tape may be used on the walls.
5. All waste is to be placed in lined trash containers. Containers of food waste must be emptied in appropriate trash barrels.
6. Any group or individual using the Fellowship Hall for an activity such as basketball or soccer (which could endanger the window glass) must close and latch shutters before use and open them again before leaving.
7. Rooms must be left clean. Brooms are available. Furniture should be returned to its original location. (Note: Furniture in the Fellowship Hall may be moved by church staff only.)
8. Groups using the kitchen must follow the posted instructions.
9. All group members are to remain in their assigned room(s) (including the nearest bathrooms). If use of the kitchen facilities or additional rooms is required, special permission must be obtained; such expanded use may incur additional cost.
10. All groups who serve children or are dealing with children must have a child protection policy before using the facilities.
11. A responsible adult, registered with the church office, will:
  - a. Be present at all times with his/her group and no solitary adult may be left alone with a single youth or child.
  - b. Sign out and be responsible for the key, if a key is provided, and return it to the church office as soon as possible after the event. A refundable deposit of \$20 for each key is required and will be returned when the key is returned.

- c. Turn out all lights and lock doors and windows before leaving the premises.
  - d. Report to the church office (941-4271) any damage noticed, whether it occurred during or prior to group use.
  - e. Notify church office in writing of any changes in the original signed agreement (including changes in responsible adult or alternate, meeting length, time, etc.
12. All requests for regularly scheduled events expire on the first of September each year and, therefore, must be renewed yearly.

13. Cancellation policy:

- a. Emergency cancellations (such as those caused by weather conditions heating problems, or power outages) may be initiated either by the church or the assigned group through communication between the church office and the responsible adult listed on the Building Use Application form. The group leader is responsible for notifying individual group members.
- b. A group may cancel individual sessions without incurring use fees if the church office is notified at least two (2) weeks in advance.
- c. The church may occasionally preempt regularly schedule group use because of a special church function by giving at least two (2) weeks' notice, with the exception of funerals or memorial services, for which no advance notice is necessary.

Failure to comply with the above rules may lead to immediate termination of the agreement. Either the church or the group may terminate or alter the agreement with one month's written notice.

I, \_\_\_\_\_, have read the above guidelines for building usage and agree to abide by the rules set forth.

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Title: \_\_\_\_\_



# Setauket Presbyterian Church

ESTABLISHED IN 1660  
5 Caroline Avenue · Setauket, New York 11733 · (631) 941-4271  
setauketpresbyterian@verizon.net  
www.setauketpresbyterian.org



The Rev. Mary Barrett Speers, Pastor  
The Rev. Kathryn Jones Calone, Assistant Pastor

---

## HOLD HARMLESS AGREEMENT

This Hold Harmless and Indemnification Agreement (“Agreement”) is entered into by and between [*Insert name of Organization*], hereinafter “Building User”, and Setauket Presbyterian Church, hereinafter “SPC”, on this [*Insert*] day of [*Insert Month*], [*Insert year*], in Setauket, New York.

FOR VALUABLE CONSIDERATION, the receipt of which is hereby acknowledged, Building User and SPC agree as follows:

Building User will indemnify and hold harmless SPC from any and all claims, actions, and judgments, including all costs of defense and attorney’s fees incurred in defending against same, arising from and related to Building User’s use of the premises located at 5 Caroline Avenue, Setauket, New York. The Building User shall further indemnify and hold SPC harmless from any and all claims arising from any breach or default on the part of the Building User in the performance of any covenant or agreement on the part of the Building User or arising from any act or negligence of the Building User, or any of its agents, contractors, servants, employees, volunteers or licensees.

SPC shall be entitled, in its reasonable discretion, to settle claims prior to suit or judgment, and in such event Building User shall indemnify and hold harmless SPC for any such claims paid, including SPC’s reasonable attorney’s fees incurred resulting from such claim.

In the event any claim or suit is brought against SPC within the scope of this Agreement, Building User shall pay for legal counsel chosen by SPC to defend against same.

In the event either party files suit in a court of law to interpret or to enforce the terms of this Agreement, the party prevailing in such action shall be entitled, in addition to any legal fees incurred in defending against any third party claim, to its reasonable legal fees and costs incurred in such action to interpret or to enforce the terms of this Agreement.

This Agreement shall be interpreted under the laws of the state of New York.

[*Insert name of Organization*]

Setauket Presbyterian Church

by: [*Insert Name of Responsible Adult*]

by: Stuart Campbell, Clerk of Session

## APPENDIX III

### PHOTOGRAPHY

Services at the Setauket Presbyterian Church are times of praise, reflections, and, often, rejoicing. It is understandable that there are occasions during worship that family and friends might wish to remember through photographs. Because pictures taken during the worship service itself are distracting to other worshipers, no photographs may be taken in the church during a worship service. Pictures may be taken in the church after the service. Videotaping may be permitted by prior arrangements with the minister.

## APPENDIX IIIe

### VOUCHERS

The Setauket Presbyterian Church uses a voucher system to pay approved bills and to receive reimbursements for expenses incurred. All vouchers must be signed by the appropriate committee moderator, that is, the moderator of the committee which is responsible for the expenses in question. When the committee moderator is unavailable for signing, the Clerk of Session may sign in his/her stead. The person making the request can never be the approver of the voucher.

A sample voucher is provided below:

(see next page)

# Setauket Presbyterian Church

## Expense Voucher

Date: \_\_\_\_\_

Check Amount: \_\_\_\_\_

Check Payable to: \_\_\_\_\_

Address (if not attached): \_\_\_\_\_

Expense authorized by:

\_\_\_\_\_ A. Budget Line (see over) \_\_\_\_\_

\_\_\_\_\_ B. Restricted Funds Line (see over) \_\_\_\_\_

\_\_\_\_\_ C. Special Session Approval (date) \_\_\_\_\_

\_\_\_\_\_ D. Other (specify) \_\_\_\_\_

Expense justified by:

\_\_\_\_\_ A. Bill attached \_\_\_\_\_

\_\_\_\_\_ B. Receipt attached \_\_\_\_\_

\_\_\_\_\_ C. Other (specify) \_\_\_\_\_

Clearly state the product or service: \_\_\_\_\_

Special Instructions: \_\_\_\_\_

Signed by \_\_\_\_\_ Committee Name \_\_\_\_\_  
Committee Chairperson

---

---

### For use by Treasurer:

Journal Entry No. \_\_\_\_\_

Check No. \_\_\_\_\_

Journal Entry Date: \_\_\_\_\_

Check Date \_\_\_\_\_

**EXPENSE CODES (as of 7/2012)**

<b>Budget Line Codes</b>	
311 Christian Education	325 Fees & Services
311a CE Training	326 Seminary Student Support
312 Fellowship	327 DR Manse Maintenance
313 Membership	331 Church Fuel
314 Worship & Music	332 Church Electricity
315 Peace & Justice	333 Church Water
316 Finance	334 Trash removal
317 Personnel Search	335 Sheet Music
318 Church Grounds & Maintenance	341 Office Supp & Repairs
319 Session	342 Postage
320 Stewardship	343 Office Capital Equip.
321 Music Director's Fund	344 Church Telephone
322 Piano & Organ Tuning	353 Insurance
323 Cleaning Services	354 Per Capita Payments
324 Church Grass & Snow Maint	361 Miscellaneous
	370 Adult Education
<b>Restricted Line Codes</b>	
371.01 Organ Maintenance	371.44 Peace & Justice Committee
371.02 Building & Grounds Maintenance	371.45 Deacons
371.03 Hymnals - Bibles	371.46 Manse Security Deposit
371.04 Children's Bibles	371.48 Dare Circle
371.05 Sponsor-a-Key	371.49 Flower Committee
371.06 Music Program	371.51 White Elephant Sale
371.07 Coffee Project	371.52 Shalom Interfaith Coal
371.12 Children's Library	371.53 SPC Soup Kitchen
371.13 Library	371.54 House & Grounds Restricted
371.15 Christian Ed.	371.55 Founder's Circle
371.16 Welcome INN	371.57 SPC Food Pantry
371.17 Fair Seed Money & Disb	371.58 Disaster Relief
371.18 Cuba Church Mission	371.60 Cap Needs & Manse
371.25 Fellowship	371.61 Book Table Ministry
371.26 Pastor Cont. Educ..	371.62 Gardening Committee
371.27 Ass. Pastor Cont. Educ	371.65 Networkers: Malaria Prevention
371.28 Worship & Music (314)	371.66 Bryan Bunning Fund
371.30 Bell Choir	371.67 Elizabeth Wittman Fund
371.32 M.Porter Lib. Fund	371.68 Scholarship fund
371.34 Laura Kavazanjian Memorial	371.80 Manse Fund, liquid assets
371.35 SPC Historical Preservation	371.81 Bequest Fund Liquid Assets
371.39 Pastor Discr. Fund	371.82 Memorial Fund Liquid Assets
371.40 Sunday School Program	371.83 Cemetery Fund Liquid Assets
371.41 Unified Mission	371.84 Needy Fund Liquid Assets
371.42 Jr. High Youth Group	371.85 Sanctuary Fund Liquid Assets
371.43 Sr. High Youth Group	
<b>Benevolence Codes (Budgeted &amp; Restricted)</b>	
201 Unified Mission	208 Soup Kitchen
202 Cuban Partnership	209 Church School Missions
203 Protestan Campus Ministry	211 One Great Hour
204 Salary Supplement Fund	212 Peace Offering
205 Bread for the World	213 Joy Offering
206 Shalom	214 Witness Offering
207A More Light Presbyterians	215 Blanket Drive
207B Covenant Network	217 Pentecost

## APPENDIX IIIf

### USE OF THE CHURCH GREEN

Statement of principles entered into by and between the Caroline Church and the Presbyterian Church at Setauket concerning the use of the Setauket Village Green.

WHEREAS, the said churches are the owners in fee of that parcel of land commonly known as the Setauket Village green each owning a separate portion thereof, and

WHEREAS, the said churches derived their titles by deeds from the Trustees of the Freeholders and Commonality of the Town of Brookhaven, the conditions of the grants being that they occupy the said premises for church purposes, and other purposes as set forth in the deeds, and not permit any secular business thereon, and

WHEREAS, patriotic monuments are situated on the said premises and the Green has been traditionally utilized for Memorial Day Services, and

WHEREAS, the said churches use the said Green for their respective fairs and have allowed other charitable organizations to conduct fairs thereon, and

WHEREAS, the respective governing bodies of the said churches are desirous of entering into a statement of principles governing the future use of the said Green which will preserve its present state and provide an orderly means for the approval of activities on the said Green which shall be in compliance with the original grants,

NOW THEREFORE, the governing bodies of each of the said churches having duly deliberated thereon, enact the following principles for the use and governance of that parcel of land known and designated as the Setauket Village Green:

1. The respective churches will continue to hold their annual fairs on the said Green and the fair committees of the churches will consult together as early in the year as possible and will mutually agree as to the dates when each fair will be held and provide for possible rain dates.

2. The patriotic observance of Memorial Day will continue as it has in the past as the Village Green under the sponsorship of the American Legion.

3. Other church groups, recognized charitable, educational or non – commercial institutions may apply in writing for use of the Green to the two churches. Such application shall set forth in detail the type of activity contemplated.

4. The applications for such use shall be considered by the governing boards of the said churches and no use shall be valid unless both churches agree and both churches agree not to approve a use not approved by the other. As a guide the churches agree they will not approve any of the following:

- a) carnivals
- b) any gambling activities
- c) any use on a Sunday

- d) any use which would conflict with the regular work of the churches such as services, weddings, funerals, etc.
- e) any consumption of alcoholic beverages
- f) any use which would in any way alter the Green or cause damage thereto

5. Prior to final approval of a permit, the applicant therefore shall agree to the following:

- a) to execute on request an agreement to indemnify the churches for any liability caused by the approved use of the Green
- b) to submit a certificate of indemnity insurance naming said churches as insureds
- c) to repair any damage done to the Green or any tree or monument thereon situate
- d) to comply with any reasonable requests limiting activities, controlling parking, limiting displays.

6. The governing bodies of each church shall appoint two members each to a committee of the two churches to oversee this statement of principles and to carry the same into effect. The committee shall meet at regular intervals and shall review all applications for use prior to their submission to the governing boards of the churches.

## APPENDIX IIIg

### MEMBERSHIP POLICY GUIDELINES

#### **Joining the Church**

When a person desires to become a member of SPC that person shall:

- Show an intention of commitment by participating in the life and worship of SPC for at least one month
- Attend a membership class series sponsored by the Membership Committee
- Meet with the session to declare their intention of becoming a faithful member and answer the following questions affirmatively:
  - *Trusting in the gracious mercy of God, do you turn from the ways of sin and renounce evil and its power in the world?*
  - *Do you turn to Jesus Christ and accept him as your Lord and Savior, trusting in his grace and love?*
  - *Will you strive to be Christ's faithful disciple, obeying his word and showing his love?*
  - *You have publicly professed your faith. Will you be a faithful member of this congregation, share in its worship and ministry through your prayers and gifts, your study and service, and so fulfill your calling to be a disciple of Jesus Christ*
- Be received into membership by session action after successful examination
- Be received by the congregation during a regular service of worship

When accepting parents as members, the Session also commits to providing Christian nurture for their children. The names of any previously baptized, minor children will be added to SPC's roll of baptized members when their parent or parents join the church.

**NOTE:** Exceptions to the above requirements for joining the church such as those below may be approved by the Session:

- Individuals transferring their membership from another Presbyterian church where they have participated actively within the last several years may join without attending some or all of the membership classes, but they will be encouraged to attend, if possible.
- Former members of SPC who petition session for reinstatement as active members may also join without attending some or all of the membership classes if they meet with the pastor and/or representatives of session who discuss with them the expectations of membership and assess their readiness to recommit.

## **Termination of Membership**

Because active participation is expected of all members, those who leave the area and any who, though able to do so, do not regularly participate in the work and worship of the congregation may be removed after two years of inactivity from the church membership rolls by session action as directed by the Book of Order (G-3.0204a)

Adult members who move from the area shall be encouraged to seek and join a church in their new community and to transfer their membership there within two years.

Young adult members who were confirmed at SPC and who no longer live in the area either because their families move from the area or because they have completed school and settled elsewhere (usually about 10 years after confirmation) will be contacted and encouraged to find a local congregation where they can actively participate as soon as they are settled in their new community.

When a member both has not actively participated in worship or other regular SPC programs for at least a year and has not contributed financially to the church during that same period, that member may be contacted to offer pastoral care and encouraged to recommit to the church. The Membership Committee will annually present to session the names of those members who seem to no longer be active. Before submitting this list, the committee will seek input from the pastors, the church staff, including the financial secretary, and the Board of Deacons. The following members will not be considered for removal from the membership rolls:

- Immediate family members of anyone who is currently active at SPC
- Parents of children who attend church school or youth group
- Anyone whose known personal or family situation (e.g., illness, infirmity, eldercare) prevents active participation at this time
- Elderly and/or homebound members who cannot get to church regularly
- High school or college students (see information on young adult members above)
- Members serving in the military

In making termination decisions, the Membership Committee should be guided by the understanding that we, as Christians are expected to support one another so that we all can grow spiritually. We are all sinners and fall short of what God expects of us; yet, God, in his infinite mercy, keeps forgiving us. We should, therefore, never remove someone from membership just because they fail to meet certain man-made standards or expectations. Those who express a desire to remain part of the congregation should be allowed to do so and encouraged to become increasingly involved. Our goal should be to motivate activity, not punish inactivity. Any decision to terminate a membership should err on the side of inclusivity rather than exclusivity.

## **Responsibilities of the Membership Committee--Initial Review:**

While remaining sensitive to the sometimes conflicting directives to both maintain accurate church rolls and welcome and nurture all disciples of Christ, the Membership Committee will annually:

- Review the church membership rolls
- Identify any members who are not currently participating actively in the work and worship of the congregation
- Seek additional relevant information about these members from the deacons, the pastors and the church staff (including the financial secretary)
- Bring recommendations (as described below) for action by session

Names brought for session action will be divided into five categories, each of which will receive one of the five attached letters, as appropriate, upon direction of session:

- Adult members who moved from the area at least 12 months ago (usually 1-2 years after the move) will receive an official letter from the Clerk of Session which encourages them to find a church in their new area before they are removed from our rolls (default: membership is terminated one year after letter whether a letter of transfer has been requested or not)
- Young adult members, confirmed at SPC, whose parents are receiving the letter above
- Young adult members, confirmed at SPC, who have permanently settled in other areas will receive an official letter from the Clerk of Session which encourages them to find a church in their new area before they are removed from our rolls (default: membership is terminated two years after letter whether a letter of transfer has been requested or not)
- Members who seem to be drifting away from the congregation and who participate only infrequently in church activities will receive a letter of concern from the Membership Committee which will offer assistance, share the concern of the congregation at their absence and invite them to reconnect with their church family
- Members who have “ceased to participate actively in the work and worship of the congregation for a period of 2 years” (Book of Order, G-3.0204a) will receive an official letter from the Clerk of Session asking whether they want to continue their membership. (default: membership is terminated if no response is received in 6 months) This group will include anyone who received the letter of concern the previous year and neither responded nor became active once again in the life of the congregation.

## **Responsibilities of the Membership Committee—Follow-up:**

Once session approves that appropriate contact be made,

- The Membership Committee will send letters of concern (copy attached at the end of this document) to those so approved by session.
- The Clerk will send official letters (copies attached at the end of this document) to those so approved by session and give the Membership Committee copies of the letters sent and a list of those to whom a letter was sent, specifying both which letter was sent and when
- Any responses received by the church office to letters sent will be shared with both the Clerk of Session and the Membership Committee.

The Membership Committee will keep track of those who receive letters as follows, bringing names back for further session action as indicated:

- Monitor any responses made to letters sent and follow-up on specific individual member requests as needed
- Each year, bring back to session for recommended termination of membership the names of any relocated adult members who received a letter one year ago and whose names still remain on the rolls. No further member notification is needed.
- Each year, bring back to session for recommended termination of membership the names of any relocated young adult members who received a letter two years ago and whose names still remain on the rolls. No further member notification is needed, though contact may be made with them or their active family members when deemed appropriate. Young adults who visit frequently (attending worship or participating in other church activities several times a year) and/or contribute financially to the church should not be recommended for automatic removal from the membership rolls, but should be contacted again.
- Each year, bring back to session for recommended termination of membership the names of any local members who received a letter more than six months ago and neither responded nor started participating again in congregational life. No further member notification is needed.

**Official letter** to be sent by the clerk at the discretion of session to adult members who move from the area (At least 18 months after move date):

Although we realize that you cannot remain actively involved in the life of this congregation when you live at a distance, it is not easy to say good-bye. We take comfort, however, knowing that another community gains from our loss. We hope you have found a welcoming and nurturing church family. If you have, please extend our greetings to your new church and rest assured that you will always be welcome here in Setauket. We'd love to see you whenever you are in the area.

If you have not yet found a new church home, we urge you to do so. Although your original profession of faith assures that you will ever belong to the universal Christian church whether you belong to an individual church or not, it is far easier to live a Christ-centered life within a supportive community. We realize that we can't provide adequate support at a distance, and we, therefore, encourage you to find a church in your new community where your faith can continue to grow. During your transition, we would like to accommodate your wishes and support you any way that we can. Please take a moment share your preferences with us. You can complete the reply section below and mail it to the church or, if you prefer, email [setauketpresbyterian@verizon.net](mailto:setauketpresbyterian@verizon.net) or call the church office at (631) 941-4271.

We wish you the best as you continue your spiritual journey.

Yours in faith,

Clerk of Session

---

Detach and return

---

Please check your preference(s) and return this questionnaire to the church office (*Setauket Presbyterian Church, 5 Caroline Ave., Setauket, NY 11733*) promptly so that we can honor your wishes. If you do not inform us of your membership preference, we will, with regret, remove your name from our membership roll.

I/we have joined another church, please remove my/our name(s) from the membership roll.

I/we plan to transfer our membership to \_\_\_\_\_.

Please send a letter of transfer before removing my/our name(s) from the membership roll.

Please keep my/our name(s) on the membership roll for one more year as I/we seek a new church home. (*default selection*)

I/we would like to continue to receive the *Steeple News* for:

3 months    6 months    9 months    1 year

Name(s) \_\_\_\_\_ Date \_\_\_\_\_

**Official letter** to be sent by the clerk at the discretion of session to college-age and older youth confirmed at SPC whose parents have moved from the area (At least 18 months after move date):

Although your family has moved from the area, we realize that you may never actually settle in their new community and that your religious roots connect you to Setauket Presbyterian Church. We, therefore, hope that you will continue to make SPC your church home while you are in transition. Of course, once you settle and develop roots in a community of your own, we hope you will seek a nurturing church closer to you where you can participate actively and where your faith can continue to mature.

We at SPC feel blessed that we were able to share your early spiritual journey. No matter where you eventually settle, this shared experience will permanently connect you to our congregation. You will always have a special welcome here, and we hope that you will join us for worship whenever you are in the area.

Please make sure that we have accurate contact information for you so that we can keep in touch. We want to know how you are doing. If you'd like to keep up with the news here, please contact the church office, 631-941-4271 or setauketpresbyterian@verizon.net and ask to receive the *Steeple News* and/or email updates.

We look forward to hearing from you soon, and we hope you'll worship with us whenever you return to Long Island.

Yours in Christ,

Clerk of Session

**Official letter** to be sent by the clerk at the discretion of session to **confirmed youth** who are no longer in school and have settled out of the area (10-15 years after confirmation):

Can you believe that it has been over a decade since you were confirmed at Setauket Presbyterian Church? We certainly can't! We at SPC feel blessed that we were able to share your early spiritual journey. We're glad you chose to declare your faith within this community. No matter where you live, this shared experience will always connect you to this congregation. You have a special home here, and we hope that you will join us for worship whenever you return to the area, no matter how brief your stay.

Throughout your life, you will probably live in several locations. We sincerely hope that, as you settle in each place, you will seek and find a vibrant and nurturing church. It is through communal worship and Christian service that faith grows and matures. It is for this reason that we urge you to join a local church which can give you the regular nurture which we can no longer provide. This kind of Christian belonging is important in addition to your membership in Christ's universal church which was assured when you publicly professed your faith so many years ago. That membership, of course, just like God's loving care continues forever.

If you have already found a local church home, please let us know. We would be happy to send them a letter formally transferring your membership there. If you are still in transition, please allow us to keep you on our membership rolls for two more years and to offer what limited support we can from a distance while you continue your search. If we can help in any way, please don't hesitate to ask, and do stop by SPC whenever you are in the area. Want to keep up with the news here? Contact the church office, [setauketpresbyterian@verizon.net](mailto:setauketpresbyterian@verizon.net) or 631-941-4271, and ask to receive the *Steeple News* or check [www.setauketpresbyterian.org](http://www.setauketpresbyterian.org).

We look forward to hearing from you soon and hope to see you at worship whenever your path leads you back to Long Island.

Yours in Christ,

Clerk of Session

**Letter of Concern** to be sent by the Membership Committee to adult members who, though they still live locally, are neither regularly attending worship nor financially supporting the church:

We have missed you! It seems to have been some time since you last participated regularly in our congregational life and we want to remedy that. Strong connections within our congregation fortify the spiritual health of both each individual member and the congregation as a whole; therefore, we would like to help remove any barriers that may be interfering with your ability to stay connected with us through worship or service. Please let us know how we can help. We'd like to welcome you back.

In the event that personal or family concerns have separated you from us, we encourage you to contact the pastor or deacons who can offer confidential care and support as needed. On the other hand, if you have just drifted away and become distracted by life's busyness, we hope you will come back soon and discover what you have been missing. This is an active church and there is a place in it that is perfect for you at this time. All you need to do is claim it. We hope you will do so soon.

Yours in faith,

Moderator of the Membership Committee  
On behalf of the Session

**Official letter** to be sent by the clerk at the discretion of session to adult members who, though they still **live locally**, have neither attended worship nor financially supported the church for a period of at least 2 years:

It has been a while since you have actively participated in the life of this congregation. Since we believe strongly that interconnectedness strengthens both the individual and collective spiritual health of our congregation, we would like to help address any barriers that may be affecting your ability to worship with us regularly. The true blessing and miracle of God's love is that it is not limited by time or place. Your declaration of faith makes you a permanent member of Christ's universal church. Setauket Presbyterian Church, on the other hand, can only support and nurture those with whom it has contact, those who participate in its work and worship. We would love to include you in that circle.

In the event that you are troubled by personal or family concerns unknown to us which are hindering your ability to participate, we encourage you to contact the pastor for confidential assistance and support. If you have found a new church family with whom you now share your talents and energy, be assured you have our blessing. Just let us know and we will remove your name from our rolls, confident that your faith is being nurtured elsewhere.

**Please let us know soon whether you want to continue your membership at Setauket Presbyterian Church.** There are three easy ways for you to share your preference. You can complete and detach the reply section below and return it to the church, email [setauketpresbyterian@verizon.net](mailto:setauketpresbyterian@verizon.net) or call the church office at (631) 941-4271, whichever is easiest for you.

We hope you will consider renewing your commitment to this congregation and again become active in its work and worship. If we can assist you in any way, please do not hesitate to call on us. Our prayers are with you at this time.

Yours in faith,

Clerk of Session

---

Detach and return

---

Please check all that apply and return this questionnaire to the church office (*Setauket Presbyterian Church, 5 Caroline Ave., Setauket, NY 11733*) promptly so that we can honor your wishes. If you do not inform us of your membership preference during the next month, we will, with regret, remove your name from our roster of active members.

- Please remove my/our name(s) from the membership roll (*default choice*).
- Please keep my/our name(s) on the membership roll, I/we plan to actively participate in the work and worship of Setauket Presbyterian.
- I/we wish to remain associated with Setauket Presbyterian Church but cannot participate actively at this time. Please have the pastor call me/us at \_\_\_\_\_.
- I/we would like to continue to receive the *Steeple News*.

Name \_\_\_\_\_

Date \_\_\_\_\_

## APPENDIX IVa

### ELECTIONS, TRAINING, EXAMINATION, AND INSTALLATION OF CHURCH OFFICERS

1. Election: Officers of the church, Ruling Elders and Deacons, will normally be elected at the Annual Congregational Meeting held towards the end of January, or at a Called Congregational meeting when convened to do so. These elections will be conducted as prescribed in Book of Order Paragraph G-2.0401

2. Training: As stated in the **Book of Order** ( G-2.0402), for newly elected officers “the session shall provide a period of study and preparation...”. This may include, but is not limited to, the development of spiritual leaders, understanding the discernment process, church polity and the recognition or discovery of an individual’s spiritual gifts.

Recognizing the differences in style of ministers and the makeup of any given class of new officers, this period of study and preparation could be in the form of a one day meeting or study over a period of time. Input regarding the format may come from the minister, session and interested committees of the session.

3. Examination: Following the training period, the Session will examine the newly elected officers at either a regular or called meeting of the Session in accordance with the Book of Order Paragraph G-2.0402. At that meeting, the Session shall designate the time for the ordination and/or installation of these officers.

4. Ordination and Installation: The Ordination and Installation of new officers shall take place during a regular Sunday morning worship service on the date designated by Session (sub paragraph 3. above), but prior to the first meeting of the new session year, and be conducted in accordance with Book of Order Paragraphs W-4.4000 through W-4.4004e.

APPENDIX IVb

COMMUNION SERVICE

The serving of communion, both at worship services and to shut-ins is the responsibility of the Session. A Session duty roster will be approved at the March stated Session meeting. The responsibility for setting up communion, cleaning up after communion, and caring for the communion cloths lies with a special set-up team designated by the Worship & Music Committee.

I. TEAM CAPTAINS

Contact all team members and the captain of the set-up team at least four days before service (reminders may be made at Session meeting); also arrive early to assure that the set-up is complete and that a complete serving team is in place. If a team member fails to show up, the Team Captain must find a replacement, which can either be a current active elder who has no assignment for this service or any ordained elder available. A list of ordained elders will be made available each Session year.

II. SERVERS

A. Preparation

1. Make sure Deacons have reserved front pews at side naves.
2. Meet in hall by Sanctuary fifteen minutes before service and enter sanctuary with Pastors at the beginning of the service (Outside elder immediately following Pastor).
3. Take seats in front side pews (half of elders sitting on each side)—outside servers sit on the outside; inside servers on the inside.

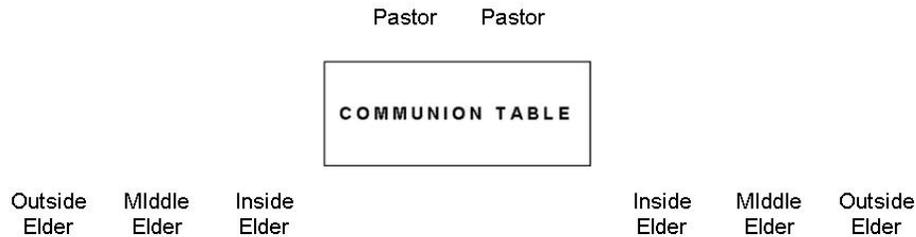
B. Removing Cloth

1. Inside servers come forward to Lord's Table at the beginning of the offering.
2. Inside servers remove cloth and fold it; server on baptismal font side lays cloth over pew front.
3. Inside Servers move table forward toward the pews Servers should take the seats to the right and left of the Communion table facing the congregation during the Prayer of Thanksgiving.



C. Serving

1. After communion litany or prayers have been said, at a signal from the Pastor, the elders will come forward and stand in the following Formation, taking care not to obstruct the front of the Lord's Table:



2. The Pastors distribute trays of bread to the elders.
3. The outside elder(s) serve the pastor(s) before serving the congregation.
4. In serving the congregation, the servers seated in the middle serve those sitting in the outside pews; the outside servers serve those sitting in the balcony (and the side pews if there is no middle server to do so.). Inside servers serve those sitting in the center pews. Once an elder completes his assigned section, he/she should assist in a neighboring section, if needed, starting from the back. Servers gather at the rear of the Sanctuary until entire congregation has been served, then all come forward together (inside elder leading). Step up to the Lord's Table and resume formation above (1). At this time, Pastors collect the trays and serve the Servers. The entire congregation consumes the bread as one.
5. Pastors distribute trays of grape juice similarly, repeating steps C.2, C.3 and C.4 above.

NOTE: For light attendance services, we will have 4 servers; the middle server is eliminated and the outside servers serve the outer pews and the balcony, in that order.

- D. In the event the choir sings during the serving of communion, the server will leave the tray of bread and the tray of juice for an elder/choir member to serve. The trays will need to be retrieved at the end of the service.
- E. Replacing cloth--When the congregation stands to begin singing the final hymn, the inside servers come forward, return the cover cloth covering the elements, and return to their positions
- F. After Service, serving elders should
  1. Collect used glasses from pews and discard. Retrieve trays from balcony as described in item D above
  2. Help clear table and carry items to kitchenette.
  3. Set-up team cleans up and returns all cleaned utensils to storage closet.

### III. SHUT-IN TEAM

Elders and Deacons will make themselves available, when asked by a pastor, to assist with communion to shut-ins.

## APPENDIX IVc

### A WEDDING SERVICE AT SETAUKET PRESBYTERIAN CHURCH

The Setauket Presbyterian Church welcomes this opportunity of celebrating your wedding with you. Our hope is that this information will provide you with helpful ideas and guidelines for your wedding.

God has ordained that two people may enter together into marriage, pledging their love and promising fidelity each to the other, as long as both shall live.

As Jesus Christ has blessed this relationship, and it has been declared holy throughout the life of the church, those who pledge themselves each to the other in the sight of God are promised God's help as they enter into the joys and duties of life together.

Marriage is a civil contract between a couple and the state. When a marriage is performed in the context of Christian worship, the proclamation of the gospel of reconciliation in Jesus Christ is a promise of blessing to the marriage. As a couple respond affirmatively to this proclamation, their marriage is in the Lord. This applies equally to first marriage, to marriage after the death of a spouse, and to marriage after being divorced.

The Christian marriage is a service of worship before God. There is no set order of worship – your service may be traditional or unique – so long as all parts provide for an appropriate setting for God's blessing of the marriage.

#### ***Counseling***

The Teaching Elder (Minister) will meet with the couple for one or more counseling sessions. If such conferences have not been arranged, please arrange them as soon as possible.

#### ***Church Procedures***

1. Setting dates and times: Discuss the date and time you have chosen for your wedding with the minister and the office staff to make certain both the minister and the church are available. Set dates and times for counseling session(s) and rehearsal.

2. Wedding consultants: If a wedding consultant or florist acting in that capacity is used, it is to be understood that the minister will direct the wedding rehearsal and the wedding.

3. Photography: Photographs may not be taken during times of worship in the sanctuary. Please respect this policy. For special occasions such as weddings, baptisms, etc., you are welcome to take pictures in the sanctuary following the service.

4. Florist: "Flowers, decorations, and other appointments should not be unduly elaborate. In all the activities surrounding the ceremony, excessive expense and ostentation should be avoided."

5. Decorating Guidelines: It is important to protect the restoration of the sanctuary. The plaster is fragile and the wood is brittle. Decorating for weddings should follow these guidelines:

- a. Anything that can be hung or attached with mono-filament, ribbon, or string is acceptable.
- b. Objects may be hung from the balcony guard rail.
- c. Shutter pintles may be used for hanging objects.
- d. No nails, hooks, tacks or staples may be placed in the plaster or wood surfaces.
- e. No scotch tape or masking tape should be used to attach objects to wood or plaster.
- f. No wire may be used to attach objects to wood or plaster
- g. In order to protect the carpet from hot wax, a cover must be placed under the candelabra and Advent wreath stand when in use; carpet remnants are available for this purpose
- h. As a safety precaution, candelabra should be fastened to the pulpit railing with florist's clay.

For problems or clarification, contact the House and Grounds Committee.

The couple should make arrangements with the florist. The florist should arrange with the church office for the delivery of the flowers. (Please see the attached decorating guidelines.)

Note: The communion table will not be present during the service so plans should be made for alternate placement of flowers. If you wish to leave flowers for church use or distribution to the sick, arrangements should be made in the church office. All wedding decorations, other than flowers left for such purposes, must be removed immediately following the service.

6. Bulletins: The printing of a bulletin, if desired, should be arranged with a professional printer. Staff and time limitations do not permit the printing of bulletins at the church.

7. Kneeling bench: A kneeling bench, normally used by the couple during the benediction, is available if desired.

8. Candles: Candles of a non-drip variety may be provided by the couple. Extreme care must be taken for the prevention of fire. Be sure someone is delegated to light and extinguish the candles.

9. No Rice, Birdseed, or Confetti: Rice, birdseed, and confetti are not permitted indoors or outdoors. Please use only bubbles, only outdoors.

10. Floor plan: A floor plan of the sanctuary is included for your planning use.

11. Rehearsal: This rehearsal is a time of careful preparation for a service of worship. Usually scheduled the afternoon or evening before the wedding is to take place, it should be held prior to any rehearsal dinner. All participants in the wedding service are expected to attend the rehearsal.

12. Day of the Wedding: Ushers should be present at least one half hour prior to the time of the wedding and may make any additional preparations of the sanctuary at that time. The groom and best man should also arrive one half hour before the time of the wedding and may wait in the Minister's study. The bride and her attendants may dress in the parlor if they so desire. If a wedding is scheduled for 3:00, this means that the musical prelude will have finished and the bridal processional will begin at 3:00.

13. Reception: The parlor or the Fellowship Hall is available for a reception if desired. No alcoholic beverages may be served, with the exception of one toast of champagne to the bride and groom. Arrangements should be discussed with the church office.

### ***Staff Arrangements***

Teaching Elder (Minister): Ordinarily, weddings performed at the Setauket Presbyterian Church are conducted by one of its ministers. If another minister is to be invited to conduct the ceremony, or to share in the service, the invitation to him or her should properly be extended by one of the ministers of the Setauket Presbyterian Church.

Music: "Such music as accompanies the ceremony should direct attention to God, who sanctified marriage, and special care should be taken to assure that it is suitable and reverent. If desired, the congregation may be invited to join in the singing of hymns at the beginning and conclusion of the service."

It is expected that the church organist will play for all weddings in the Setauket Presbyterian Church when organ music is desired, unless previously arranged with the officiating minister. In cases where another organist will be used, if is appropriate for the Setauket Presbyterian Church organist to be given a customary fee of \$100 as a professional courtesy (American Guild of Organists). If a soloist or other musician is desired, the couple is responsible for securing and paying him or her and for discussing these arrangements with the minister performing the ceremony. It is the bride's responsibility to invite the organist to play at the wedding and rehearsal. The organist should be notified several weeks in advance.

Janitorial service: The Janitorial service will be notified by the church staff of your wedding plans. He will need to know if you plan to hold your reception in the church in order to plan his work.

### ***Fees***

Wedding ceremonies are important as a part of the ministry of the church. The members of the church staff are happy to participate in the celebration of your wedding. However, the wedding ceremony requires staff time for counseling, rehearsal, certificate completion, secretarial services, clean-up, and follow-up procedures. Each member involved will give up valuable weekend family time in order to participate in the service. Honoraria for these services rendered are appropriate.

The **church's organist** will confer with you regarding the choice of music you wish to have performed. He will select music appropriate for the occasion, prepare it, and be present at the rehearsal, and play at the service. Payment should be made no later than at the time of the service. **Fee: \$200.00.** Additional charges may be asked for special music preparation.

The **church Janitorial service** will prepare the sanctuary for the rehearsal which includes moving furniture, lighting the sanctuary, and closing after the rehearsal. On the day of the wedding he will open the sanctuary, prepare the ventilation, lighting, and assure the readiness of the building. Following the service, he will close the building, replace the furniture, vacuum the interior, and sweep any birdseed from the church sidewalks. Additional fees should be negotiated if a reception is to be held at the church. **Fee: \$225.00.**

**Either of the ministers of the church** will meet with you for one or more counseling sessions prior to your wedding. He will discuss and prepare the wedding service, conduct the rehearsal, officiate at the ceremony, complete the required state forms, register legal information on church records, and be available for counseling on a continuing basis. In the light of the costs of a usual wedding, it is customary for the minister to be given an honorarium of **\$300.00** for these services.

There is a fee of **\$300.00** for the use of the church by those who are not members of this church or have no long standing relationship to this church.

#### Requirements for a marriage license in New York State:

1. Both must appear in person for the license.
2. License is good for 60 days – 24 hours must elapse between time the license issued and the ceremony
3. Any town clerk in New York State may issue the license.
4. Parental signatures are required in case of minors.
5. Two witnesses are required to sign the license after the ceremony.

#### Church Staff

Pastor: The Rev. Mary B. Speers

Assistant Pastor: The Rev. Kathryn Jones Calone

Janitorial service: Ed's Floor Waxing, Betty Stein 516-639-5379

Office Manager: Karen Loomis

Church Office: (631) 941-4271



APPENDIX IVd

FUNERALS/MEMORIAL SERVICES

Setauket Presbyterian Church hopes to help you to experience the presence of God in the midst of your loss. This form has been created to help guide you through the details of having a Memorial service at Setauket Presbyterian Church. Please contact a pastor as soon as possible so that he can help you plan the service and provide spiritual care for you and your family.

When organ music is desired, it is expected that the church organist will play for all services unless previously arranged with the officiating minister. In cases where another organist is used, it is appropriate for the Setauket Presbyterian Church organist to be given the customary fee of \$100 as a professional courtesy (American Guild of Organists).

The church Janitorial Service must be retained for any service and can be contacted through the church office. She/he will need to be here to open the church well before the time of the service and to clean the building after guests have left.

The Fellowship Hall or parlor is available for receptions after Memorial Services. Refreshments will be provided free of charge for small receptions (<50 guests) in the Parlor. (Please see Fee Schedule for Use of Church Facilities - Member, footnote 2, and Fee Schedule for Use of Church Facilities - Non-Member, footnote 4.)

MINIMUM SUGGESTED FEES

Organist.....	\$125.00
Additional Musicians	Fee to be determined
Janitorial Service	
Sanctuary Only .....	150.00
Sanctuary & Parlor.....	175.00
Sanctuary & Fellowship Hall.....	350.00
*Minister.....	200.00
*Sanctuary.....	150.00

\*There are no fees for the minister or the use of the sanctuary for members of Setauket Presbyterian Church.

If your loved one is to be buried in our cemetery, there will also be charges associated with the gravesite, Stang Landscaping, who prepares the plot, and John Esposito, who does the grave marker. These charges will be billed to you separately, and at a later date directly from Stang Landscaping and John Esposito.

Church Staff

Pastor:	The Rev. Mary B. Speers (941-4271)
Assistant Pastor:	The Rev. Kathryn Jones Calone (941-4271)
Office Manager:	Karen Loomis (941-4271)
Organist:	
Janitorial Service:	Ed's Floor Waxing/Betty Stein (732-7324)
Cemetery:	Harold Campbell (941-9392)

## APPENDIX IVe

### DECORATING GUIDELINES

It is important to protect the restored historic sanctuary. The plaster is fragile and the wood is brittle.

Decorating for holidays, special occasions, and weddings should follow these guidelines:

1. Anything that can be hung or attached with mono-filament, ribbon, or string is acceptable.
2. Objects may be hung from the balcony guard rail.
3. Shutter pintles may be used for hanging objects.
4. No nails, hooks, tacks, or staples may be placed in the plaster or wood surfaces.
5. No scotch tape or masking tape should be used to attach objects to wood or plaster
6. No wire may be used to attach objects to wood or plaster.
7. In order to protect the carpet from hot wax, a cover must be placed under the candelabra and Advent wreath stand when in use. Carpet remnants are available for this purpose.
8. As a safety precaution, candelabra should be fastened to the pulpit railing with florist's clay.

For problems or clarification, contact the House and Grounds Committee.

APPENDIX Va

WEDDING FEES

See Appendix IV c.

APPENDIX V

FUNERALS/MEMORIAL SERVICE FEES

See Appendix IV d.

APPENDIX Vc

BUILDING USE FEES

**SETAUKET PRESBYTERIAN CHURCH**  
**FEE SCHEDULE FOR USE OF CHURCH FACILITIES - MEMBER**  
**(UP TO 4 HOURS)**  
**(USE IN EXCESS OF 4 HOURS WILL BE PRO-RATED)**  
*revision 6-18-2014*

Single Classroom (Capacity: 25 persons)	\$25.00 <sup>1</sup>
Double Classroom (Capacity: 50 persons)	\$45.00 <sup>1,3</sup>
Parlor (Capacity: 40 persons)	\$45.00 <sup>1,3</sup>
Fellowship Hall (Capacity: 180 persons; no food)	\$75.00 <sup>1</sup>
Fellowship Hall and Kitchen	\$250.00 <sup>1, 2</sup>

The **member rate** is available to all active members and to any individual who supports the church financially. The individual requesting the room must be present at the event for which use is requested. If you wish to be considered for a reduction in the member rate, please send your written request and justification to the Clerk of Session. Session may vote to waive all or part of the room use fee; however, janitorial expenses, as noted in footnote 1 below, would still apply.

- 1 If furniture is required, it must be requested from, set up by, and cleaned up by church personnel. A fee to be determined will be charged for this service depending upon the amount of work involved. No furniture is to be set up or moved by your group.
- 2 There is no charge to members for the use of the Fellowship Hall for receptions after **Memorial Services**, although janitorial expenses (as explained in footnote 1, above) still apply.
- 3 There will be an additional charge of \$25.00 per 4 hour period for these rooms with air conditioning from May 1<sup>st</sup> through October 31<sup>st</sup>.

**PLEASE NOTE:**

For groups or individuals, other than non-profit groups that meet regularly, a separate, refundable damage deposit of \$200.00 is required for all room reservations. It will be returned within 5 business days, upon inspection and approval by authorized church personnel.

A refundable deposit of \$20.00 is required for each key disbursed. It will be returned upon return of the key.

Payment is due at least one week before use. For regularly scheduled groups, payment is due at the beginning of each month.

On the rare occasions that church activities create a conflict with regularly scheduled room use, the church activities will take precedence. You will be notified as far in advance as possible.

**SETAUKET PRESBYTERIAN CHURCH**  
**FEE SCHEDULE FOR USE OF CHURCH FACILITIES - NON-MEMBER**  
**(UP TO 4 HOURS)**  
**(USE IN EXCESS OF 4 HOURS WILL BE PRO-RATED)**  
*revision 6-18-2014*

Single Classroom (Capacity: 25 persons)	\$50.00 <sup>1</sup>
Double Classroom (Capacity: 50 persons)	\$75.00 <sup>1,3</sup>
Parlor (Capacity: 40 persons)	\$75.00 <sup>1,3</sup>
Fellowship Hall (Capacity: 180 persons; no food)	\$150.00 <sup>1</sup>
Fellowship Hall and Kitchen	\$500.00 <sup>1, 2,4</sup>

- <sup>1</sup> It is the policy of this church, as part of its ministry and mission to the community, to **subsidize** certain nonprofit groups. If you wish your group to be considered for such a subsidy, please send your written request and justification to the Clerk of Session. Session may vote to waive all or part of the room use fee; however, janitorial expenses, as noted in footnote 2 below, would still apply.
- <sup>2</sup> If furniture is required, it must be requested from, set up by, and cleaned up by church personnel. A fee to be determined will be charged for this service depending upon the amount of work involved. No furniture is to be set up or moved by your group.
- <sup>3</sup> There will be an additional charge of \$25.00 per 4 hour period for these rooms with air conditioning from May 1<sup>st</sup> through October 31<sup>st</sup>.
- <sup>4</sup> There will be a room use fee to be determined in addition to janitorial fees (see footnote 2, above) for use of the Fellowship Hall for receptions after **Memorial Services**.

PLEASE NOTE:

For groups or individuals, other than non-profit groups that meet regularly, a separate, refundable damage deposit of \$200.00 is required for all room reservations. It will be returned within 5 business days, upon inspection and approval by authorized church personnel.

A refundable deposit of \$20.00 is required for each key disbursed. It will be returned upon return of the key.

Payment is due at least one week before use. For regularly scheduled groups, payment is due at the beginning of each month.

On the rare occasions that church activities create a conflict with regularly scheduled room use, the church activities will take precedence. You will be notified as far in advance as possible.

---