

Webster Christian Reformed Church
Policy and Procedure Manual
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Pastor

Nature and Scope of Work

The purpose of the Pastor is to promote the vision and mission of the Church to the congregation and community. The Pastor insures that all ministries of the church are being implemented consistent with the goals and objectives of the church. The Pastor supervises the ministry coordinators and the Administrator, the Pastor assists in training Elders and Deacons. The Pastor is accountable to the Council in doctrine, life, and duties. Supervision by the Council will include love, counsel, encouragement, and assistance in the work of the Lord.

Qualifications:

- Ordained minister of the Christian Reformed Church, or candidate for ordination in the Christian Reformed Church.
- Experience in ministry giving evidence of an ability to organize, lead, encourage, motivate and work with others.
- Gives evidence of a deep pastoral sensitivity as well as a clear conviction that all God's people must be spiritually growing and reaching out to others.

Roles and Responsibilities:

1. **Worship Ministry** – Provide primary preaching responsibilities and coordinate the preaching schedule. Serve as worship leader and coordinate worship services with the worship planning team. Lead the church in articulating our vision and mission.
 - Plan relevant sermon series with the input of the Elder's.
 - Plan services with worship planning team.
 - Preach and lead Sunday morning worship services.
 - Lead or assist in special combined services (e.g. Thanksgiving, Reformation, ect.).
 - Lead weekly or bi-weekly evening bible study.
2. **Pastoral Care Ministry** – Serve as a resource and provide Pastoral care to members. Promote care-giving, prayer ministry and ministries consistent with the goals of the church.
 - Visit members who are in hospitals, homebound and in crisis situations.
 - Conduct counseling sessions on an "as need basis" (e.g. pre-marital, marriage, individual, etc.).
 - Conduct family visits as requested or deemed necessary.
 - Help to assimilate new members into our church family.
3. **Outreach Ministry** – Promote a vision for outreach and serve as a role model for witnessing for Jesus Christ. Serve as a resource and mentor to members that have the gift of evangelism and outreach.
 - Promote outreach and hospitality.
 - Mentor members who seek to use their gift in evangelism.
 - When possible, participate with local pastors and churches in spreading the gospel to our local community.
 - Promote the spreading of the gospel worldwide. (e.g. invite a missionary to speak)
4. **Supervision and Administration** – Serve as the supervisor for the church administrator during the week and help administrate the necessary church functions, so that the ministries of the church are enabled and communications between ministries and church members flow smoothly.

- Leads staff meetings, as necessary.
- Lead a monthly elder's meeting
- Lead a monthly worship planning meeting.
- Participate in the monthly council meeting.
- Meet with other ministries on an "as need basis".
- Make arrangements to cover the pulpit on Sunday's when unable to preach, using the pulpit supply list.
- Schedule and instruct new member and communicant classes (yearly).
- Represent WCRC at the spring and fall CANE meetings.

Vacation and illness per approved Sickness Benefit and Vacation policies.

Approved: September 2004

Revised: December 2009

Reviewed: December 2013

Accompanist and Choir Director

Nature and Scope of Work

The purpose of this role is to provide assistance in WCRC's worship services in the ways specified below, and to work under the supervision of the Council as mediated through the pastor and worship planning team.

Professional Qualifications

Ability to play piano and organ in order to accompany teams and lead congregational singing.

Ability to choose music, train, and conduct a senior choir.

Ability to deal effectively with Church members and the public.

Personal Qualifications

A personal faith in Jesus Christ that issues forth in the life of a Christian community.

Reliable, trustworthy, self-disciplined.

Courteous, ability to act favorably with all types of people.

Pleasant demeanor and public skills.

Team Player

Servant attitude

Education and Experience

Although the levels of education will be considered, applicants will predominately be assessed on the basis of skill, aptitude, countenance, and potential.

Expectations/Areas of Responsibility

Accompanist

To accompany teams as appropriate and solo with organ and/or keyboard, including but not limited to: regular worship services, special services as determined by Worship Planning Team.

To be available for 30 Sunday Worship services per year

To Plan up to 12 Worship services per year and have musical selection to the office by Thursday at 9AM.

Senior Choir Director

To lead choir as appropriate, including but not limited to: selection of music, rehearsals and presenting musical selection during Sunday Worship service four to six times per year.

Selection of music and leading of choir in other special services and events as determined by the Worship Planning Team.

Work Schedule

This dual position of accompanist/choir director is a part-time position.

Schedule to be worked out with Coordinator of music ministry

Approved: Aug 2014

Administrator

Nature and Scope of Work

The purpose of this role is to provide the single point of contact to support the pastor, council, ministries, and congregation, and to network with all ministry leaders to facilitate communication, cohesiveness and the best use of resources. The Administrator is accountable to the Pastor for guiding the administrative operations of the church.

Qualifications:

- Gives evidence of deep love for Christ and His church.
- Experience in related fields giving evidence of an ability to organize, lead, encourage, motivate, and work with others.
- Ability to represent the church and its interests in a manner befitting the position as a key representative of the church and congregation.
- Ability to communicate well both verbally and in written communication.
- Ability to properly handle confidential information in a careful and secure manor.

Roles and Responsibilities:

Manage the daily administrative operations of the church, assisting the Pastor in the adopted by the Council.

- Maintaining good communication by responding to church mail, e-mail, voice mail, etc.
- Scheduling, communicating, and coordinating logistics for church affairs w/ church staff and program ministers
- Preparing weekly bulletin and other communications related to weekly worship services.
- Overseeing the follow-up, tracking, and filing of attendance logs, visitor cards, prayer requests, etc
- Providing ongoing review and oversight of administrative functions, procedures and policies, preparing recommendations for improvement as needed.
- Scheduling of special events (ie. wedding, receptions, funerals, non-member use of church facilities, etc.).
- Maintaining church records in the Membership Plus system
- Providing information about security, appearance, safety, and instruction for volunteers on administrative policies and procedures.
- Maintaining backup for key control, security procedures, fire alarm procedures, and computer systems.
- Other duties as assigned by the Pastor.

Work schedule and compensation

The church administrator responsibilities and work schedule are flexible in collaboration with the pastor. Approximately 20 hours are needed to accomplish the above tasks, and are dependent on time of year and special activities.

Vacation and illness per approved Sickness Benefit and Vacation policies

Approved: January 2014

Coordinator of Music Ministry

Nature and Scope of Work

The purpose of this role is to provide assistance in WCRC's worship services in the ways specified below, and to work under the supervision of the Council as mediated through the pastor and worship planning team.

Professional Qualifications

Ability to choose music for appropriate groups
Ability to lead groups through rehearsing and in worship services
Ability to deal effectively with church members and the public.
Ability to work well with people of varying musical skill levels.

Personal Qualifications

A personal faith in Jesus Christ that issues forth in the life of a Christian community.
Reliable, trustworthy, self-disciplined and courteous.
Pleasant demeanor and public skills.

Education and Experience

Although the levels of education will be considered, applicants will predominately be assessed on the basis of skill, aptitude, and potential.

Roles and Responsibilities

Developmentally – to help the Worship Planning Team recruit and train leaders for various Praise Teams; to help the Worship Planning Team incorporate others with musical abilities into the music program of Webster CRC (in Praise Teams, accompaniment, and special musical offerings).

Musically – to assist Praise Team leaders and the Worship Planning Team in planning the music for regular and special worship services for up to 40 services per year and have musical selections to the office by 9AM on Thursday.

Spiritually – to lead and/or encourage prayer and devotions at rehearsals

Organizationally-to develop, maintain and communicate a schedule for praise team members and to communicate practice times to video and sound techs and to the office for the church calendar; to attend Worship Planning Team meetings

Oversee – the Children's Choir and to assist the director as needed; to assist the Sound and Video ministry as necessary.

Work Schedule and Compensation

This position of music coordinator is a part-time position of approximately 20 hours.

In general there are 2 rehearsals to prepare for each morning service. Additional rehearsals may be scheduled for special programs or worship services.

Vacation and illness per approved Sickness Benefit and Vacation policies.

Approved: Aug 2014

Janitor

Nature and Scope of Work

The purpose of this position is to maintain the church building in good physical condition.

Qualifications

- Strong commitment to Jesus Christ and to the ministry of the church.
- Ability to work with other staff members and volunteers whom are involved in various areas of the church ministries.

Duties—Check weekly

Sanctuary

- Straighten up Bibles and Hymnals
- Vacuum floor
- Clean blinds and top of speaker
- Dust organ, piano and communion table and pews
- Take out trash in sound booth
- Sweep cobwebs
- Realign chairs
- Remove used bulletins and communion cups

Fellowship Hall

- Sweep and mop floors
- Clean glass on entrance doors
- Vacuum and dust offices
- Take out trash
- Clean drinking fountain
- Straighten coat rack

Bathrooms

- Take out trash
- Clean mirrors and sinks
- Clean toilets
- Sweep and mop floors
- Replenish paper towel, toilet paper, tissue and soap dispensers

Kitchen

- Empty trash
- Clean counters and sinks
- Sweep and mop floors
- Check that dishwasher is off

Education wing

- Straighten up tables and chairs
- Clean blackboards

- Take out trash
- Vacuum floors

Nursery

- Vacuum floors
- Clean door handles

Miscellaneous

- Vacuum exterior mats
- Replace light bulbs as needed
- Make sure all windows and doors are closed and locked

Work schedule and compensation

- The church janitor responsibilities and work schedule are flexible in collaboration with the administrator. Approximately 5 hours are needed to accomplish the above tasks, and are dependent on time of year and special activities.
- Vacation and illness per approved Sickness Benefit and Vacation policies.

Approved: July 2013

Revised: December 2013

Approved: December 2013

Sickness Benefit Policy

All non-ordained employees are entitled to 5 sick days per year. Employees who begin employment after the beginning of the year will receive those days on a pro-rated basis during their first year.

Part-time employees will be eligible for prorated sick pay based on a 40-hour work week. For example, if an employee worked an average of 20 hours per week, they would be entitled to 2.5 sick days per year (20 hours).

Sick days may be accumulated to a maximum of 30 days. Accumulated sick days will not be paid on termination of employment or retirement.

Sick days will be granted for an employee's personal illness or injury or for illness or injury in their immediate family.

If an employee is unable to work, they are expected to notify the pastor in a timely manner. The pastor is responsible to approve the request. The employee may be required to provide evidence of the illness or injury which would consist of a statement from the attending physician.

Part-time employees may choose not to use their sick days if they are able to adjust their schedule. The pastor is responsible to approve the request.

This benefit is retroactive for existing employees from the date of adoption to the first day of employment. The number of days accumulated will be reduced for any sick days taken during that interval.

Approved: July 18, 2003

Reviewed: January 2014

Vacation Policy

All regular (non-ordained) employees are eligible for vacation pay based on the following schedule, or as stipulated in an employment contract.

<u>Years of service</u>	<u>Amount of Vacation</u>
After one year	Two weeks (10days)
After five years	Three weeks (15 days)
After 10 years	Four weeks (20 days)

Ordained employees (pastor) are entitled to vacation based on their years in the ministry (as opposed to years of service at a particular church) using the following scheduled:

<u>Years of Ministry</u>	<u>Amount of Vacation</u>
In first year of ministry	Three weeks
After one year of ministry	Four weeks
After 20 of ministry	Five weeks

Vacation pay will be pro-rated for part-time employees based on a 40 hour work week. For example, an employee who normally works 10 hours per week can receive no more that 10 hours per week can receive no more than 10 hours of vacation pay for any one week of vacation.

New, non-ordained employees are eligible for vacation pay based on anticipated service computed from the date of employment to the end of the calendar year. Vacation days will be granted on a pro-rated basis and may be taken after 3 months of continuous service. For example, an employee that starts April 1 will be eligible for 7.5 days of vacation starting in July.

Vacation pay will be based on an employee's normal work schedule, at the pay rate in effect at the time of the vacation.

If an employee leaves their position after completing one year of service, or if the employment is terminated, the employee will be entitled to unused vacation pay earned for that year.

Vacation may be taken at any time during the year, provided that eligibility has been established and, for non-ordained employees, the pastor's approval has been given. Employees are responsible to provide sufficient notice of their intended vacations.

Payment in lieu of vacation will not be granted unless approved by Council.

This benefit is retroactive for existing employees from the date of adoption to the first day of employment. The number of days accumulated will be reduced for any vacation days already taken.

Approved: August 2003
Revised: January 2014
Approved: January 2014

Nomination and Selection Procedure

1. **August** – Council begins nomination process.
 - Council brainstorms a list of potential nominees.
 - Council decides on the number of nominees that are needed based on how many terms are expiring. Council determines how many potential nominees are to be contacted.
 - Council members then vote to narrow the initial list to the number required.
 - Clerk sends out nomination letters to the selected nominees and asks for a response by the Sunday before the September Council meeting.
 - Clerk insures feedback is received from the nominees.
2. **September**- Review feedback from nominees
 - If more nominees are required to fill the slate, the initial master list is reviewed and additional nominees are selected.
 - Clerk sends out nomination letters to the selected nominees and asks for a response by the Sunday before the October Council meeting.
 - Clerk insures feedback is received from the nominees.
3. **October**-Review feedback and finalize slate of nominees for Elder and Deacon
 - If there is not a full slate, as defined by council, the above process is repeated.
 - If the slate has been determined, a date for the congregational meeting is scheduled.
 - An announcement including the slate of nominees and the date of the congregational meeting is placed in the bulletin for at least two weeks prior to the meeting.
 - Schedule a tentative installation date depending on new member availability.
4. **Congregational meeting**-New council members are chosen by lots.
 - The names of the Elder and Deacon nominees will be placed on separate slips of paper and placed in baskets.
 - If possible, a retiring Elder and Deacon select a slip of paper from the respective basket, choosing the new Elder(s) and Deacon(s).
 - The names of the newly selected Council members are announced.
5. **December**- Newly selected council members attend the December Council meeting.
 - First-time elders and deacons read and are asked to sign the Form of Subscription.

Revised: January 2014

Approved: March 2014

Elder Nomination Letter

Dear _____,

Prayerfully and with deliberate consideration, your Council has nominated you to stand for election as **Elder** of your Church for a three-year term. We rejoice that the Lord has directed us to bring this nomination to you.

Individuals that are called to faithful leadership in the church are a gift from God. In the office bearers of the church we see the love of Christ for his people. As the Lord of the church he appoints leaders and equips them by his Spirit so that believers can grow in faith, develop disciplined Christian lives, serve others, and share with all the good news of salvation.

The Form for the Ordination of Elders and Deacons states that "Elders serve by governing the church in Christ's name. [They] are responsible for the spiritual well-being of God's people. They must provide true preaching and teaching, regular celebration of the sacraments, and faithful counsel and discipline while keeping in confidence those matters entrusted to them. And they must promote fellowship and hospitality among believers, ensure good order in the church, and stimulate witness to all people."

Elders at Webster CRC serve in a number of different ways. Typical responsibilities can include those listed below and are provided to give you a sense for what is involved and assist in your decision making.

- Lead worship service in minister's absence
- Schedule and conduct family visits
- Attend Elder meeting once per month
- Attend Council meetings once per month
- Act as a Council Liaison for the committee you are assigned to. This normally means occasionally attending the committee's meetings
- Fill the Vice-President and Clerk positions
- Volunteer to attend Classis meetings twice per year
- Maintain contact with Church members assigned to your Elder/Deacon team
- Be available for prayer after the service and greet people exiting the sanctuary
- One elder will serve on the Missionary Support Team

While we appreciate that a person can be committed in many different ways, it is our feeling that this Church office should be given priority. We would ask that you give prayerful consideration to this nomination and provide your response to the Vice President of Council or the Clerk of Council by _____. You may take more time if you would like discuss this further with me or another member of Council. A meeting can be scheduled at your convenience.

During your consideration you may wish to refer to I Timothy 3:1-10.

In the name of our Lord Jesus and
on behalf of the Webster CRC Council

_____, Clerk of Council

Reviewed: March 2014

Approved: March 2014

Deacon Nomination Letter

Dear _____,

Prayerfully and with deliberate consideration, your Council has nominated you to stand for election as **Deacon** of your Church for a three-year term. We rejoice that the Lord has directed us to bring this nomination to you.

Individuals that are called to faithful leadership in the church are a gift from God. In the office bearers of the church we see the love of Christ for his people. As the Lord of the church he appoints leaders and equips them by his Spirit so that believers can grow in faith, develop disciplined Christian lives, serve others, and share with all the good news of salvation.

The Form for the Ordination of Elders and Deacons states that “Deacons serve by showing mercy to the church and to all people... In Christ's name the deacons relieve victims of injustice. [They] are called to assess needs, promote stewardship and hospitality, collect and disburse resources for benevolence, and develop programs of assistance. They are also called to speak words of Christian encouragement. Thus in word as well as deed they demonstrate the care of the Lord himself.”

Deacons at Webster CRC serve in a number of different ways. Typical responsibilities can include those listed below and are provided to give you a sense for what is involved and assist in your decision making.

- Participate in family visits together with an Elder
- Attend Deacon meetings once per month
- Attend Council meetings once per month
- Act as a Council Liaison for the committee you are assigned to. This normally means attending the committee's meetings on occasion
- Fill the Chairman of the Deacons position
- Maintain contact with Church members assigned to your Elder/Deacon team
- Collect and count offerings; maintain financial records
- Respond to benevolence needs of the congregation and the Webster community
- One deacon will serve on the Missionary Support Team
- Each deacon is responsible for a quarterly communication with one of our presently supported missionaries

While we appreciate that a person can be committed in many different ways, it is our feeling that this Church office should be given priority. We would ask that you give prayerful consideration to this nomination and provide your response to the Vice President of Council or the Clerk of Council by _____. You may take more time if you would like discuss this further with me or another member of Council. A meeting can be scheduled at your convenience.

During your consideration you may wish to refer to I Timothy 3:1-10.

In the name of our Lord Jesus and
on behalf of the Webster CRC Council

_____, Clerk of Council

Reviewed: March 2014

Approved: March 2014

Covenant for Office-bearers in the Christian Reformed Church* (2012) (Formerly known as Form of Subscription)

We, [the undersigned], believe the Holy Scriptures of the Old and New Testaments to be the inspired Word of God, which proclaims the good news of God's creation and redemption through Jesus Christ. Acknowledging the authority of God's Word, we submit to it in all matters of life and faith.

We affirm three creeds—the Apostles' Creed, the Nicene Creed, and the Athanasian Creed—as ecumenical expressions of the Christian faith. In doing so, we confess our faith in unity with followers of Jesus Christ throughout all ages and among all nations.

We also affirm three confessions—the Belgic Confession, the Heidelberg Catechism, and the Canons of Dort—as historic Reformed expressions of the Christian faith, whose doctrines fully agree with the Word of God. These confessions continue to define the way we understand Scripture, direct the way we live in response to the gospel, and locate us within the larger body of Christ. Grateful for these expressions of faith, we promise to be formed and governed by them. We heartily believe and will promote and defend their doctrines faithfully, conforming our preaching, teaching, writing, serving, and living to them. Along with these historic creeds and confessions, we also recognize the witness of *Our World Belongs to God: A Contemporary Testimony* as a current Reformed expression of the Christian faith that forms and guides us in our present context.

We also promise to present or receive confessional difficulties in a spirit of love and fellowship with our brothers and sisters as together we seek a fuller understanding of the gospel. Should we come to believe that a teaching in the confessional documents is not the teaching of God's Word, we will communicate our views to the church, according to the procedures prescribed by the Church Order and its supplements. If the church asks, we will give a full explanation of our views. Further, we promise to submit to the church's judgment and authority.

We honor this covenant for the well-being of the church to the glory of God the Father, Son, and Holy Spirit.

*To be signed by professors, ministers, commissioned pastors, elders, and deacons when ordained and/or installed in office.

Adopted by Synod 2012
Reviewed: March 2014

Duties and Responsibilities of an Elder

The Form for the Ordination of Elders and Deacons states that Elders serve by governing the church in Christ's name.

General Duties: (as stated in the form of ordination)

- are responsible for the spiritual well-being of God's people
- provide true preaching and teaching
- regular celebration of the sacraments
- faithful counsel and discipline
- keeping in confidence those matters entrusted to them
- promote fellowship and hospitality among believers
- ensure good order in the church
- stimulate witness to all people

Typical responsibilities of Elders at Webster CRC can include those listed below.

- Lead worship service in minister's absence
- Schedule and conduct family visits
- Attend Elder meeting once per month
- Attend Council meetings once per month
- Act as a Council Liaison for the committee you are assigned to. Attend the committee's meetings as necessary.
- Fill the Vice-President and Clerk positions
- Volunteer to attend Classis meetings twice per year
- Maintain contact with Church members assigned to your Elder/Deacon team
- Be available for prayer after the service and greet people exiting the sanctuary

Reviewed: March 2014

The Administration of Communion

1. Communion is celebrated on the first Sunday of each month, unless changed by Council.
2. The Sunday prior to Communion, a reminder to prepare for Communion is placed in the bulletin.
3. In an effort to keep the entire service to a reasonable length, (on Sundays without special events - Baptism, Professions of Faith, Communion, special offering speakers), the goal is to finish by 11:45 AM. When there are special events, 12 noon is the goal. We rarely use the entire Psalter Hymnal Forms. The Elders and Worship Committee have left it to the Pastor's discretion to shorten the forms or informally provide his own short form of leading communion, which will usually include (a) a clear explanation about whom and on what basis a person is invited to partake of the Lord's Supper, (b) some form of a profession of faith, and (c) a prayer of consecration, often including the Lord's Prayer.
4. The Elders will normally sit in the front pew, receive the bread tray from the Pastor, and serve the people in the pews. We encourage people to say to one another as the tray is passed: "Christ's Body given for you" and "Christ's Blood shed for you" as the grape juice is passed. The Pastor will serve each Elder in the front pew, with the last Elder serving the Pastor. The Pastor will then call the congregation to eat the bread with the words of "The Communion" (Psalter, page 975): "Take, eat, remember and believe ... etc." The same process is followed with the drinking of the grape juice.
5. Twice a year, in the spring (often Maundy Thursday) and in the fall, communion is taken by intinction. Elder/Deacon teams receive a bread loaf and a cup of grape juice from the Pastor, and place themselves at four corners of the sanctuary. The people come to the closest team, take a piece of bread and dip it in the cup, then partake. The Elder and Deacon present the bread and cup with the words: "Christ's Body given for you" and "Christ's Blood shed for you."

Approved

Reviewed: April 2014

Template for Communion to Shut-ins

Open in prayer (*may be read as written, or may be modified to fit personal circumstances*)

We joyfully praise you, gracious God,

For you have created heaven and earth,

Made us in your image and kept covenant with us-even when we fell into sin.

We give you thanks for Jesus Christ, our Lord, who by his life, death and resurrection opened to us the way of everlasting life.

Therefore we approach you in prayer with the words taught us by your Son...(may be said in unison):

Our Father, who is in heaven, hallowed be your name. Your kingdom come, your will be done, on earth as it is in heaven.

Give us this day our daily bread.

And forgive us our debts and we have also forgiven our debtors.

And lead us not into temptation, but deliver us from evil.

For yours is the kingdom and the power and the glory, forever and ever, Amen

The Institution, read 1Corinthians 11:23-26 (*pass out the bread*)

Take and eat, this is the Body of Christ, given for you. (*eat the bread*)

Pass the cup

Take and drink, this is the Blood of the New Covenant, shed for your sins. (*Drink from the cup*)

The body of our Lord Jesus Christ and his precious blood strengthen and preserve you in true faith unto everlasting life.

The Thanksgiving, read *Psalm 103:1-5, 8-13*

Reviewed: February 2014

Duties and Responsibilities of a Deacon

The Form for the Ordination of Elders and Deacons states that Deacons serve by showing mercy to the church and to all people... In Christ's name the deacons relieve victims of injustice.

General Duties as stated in the form of ordination

- assess needs
- promote stewardship and hospitality
- collect and disburse resources for benevolence
- develop programs of assistance
- speak words of Christian encouragement
- demonstrate the care of the Lord himself

Typical responsibilities of Deacons at Webster CRC can include those listed below.

- Participate in family visits together with an Elder
- Attend Deacon meetings once per month
- Attend Council meetings once per month
- Act as a Council Liaison for the committee you are assigned to. This normally means attending the committee's meetings on occasion
- Fill the Chairman of the Deacons position
- Maintain contact with Church members assigned to your Elder/Deacon team
- Collect offerings and count monies; maintain financial records
- Respond to benevolence needs of the congregation and the community
- One deacon will serve on the Missionary Support Team
- Each deacon is responsible for a quarterly communication with one of our presently supported missionaries

Reviewed: April 2014

Counting Policy and Procedure

Purpose

To describe the policies and procedures to be used when counting, recording, and depositing the offering receipts.

Background

Offerings are taken every Sunday to receive the gifts and tithes of our members. These gifts are intended to support the ministries of the church and the denomination. They are entrusted to the deacons for safekeeping, and we have an obligation to ensure that they will be used as intended. This includes ensuring that appropriate controls are in place to prevent loss or theft and ensuring the timely recording and depositing of these gifts. The counting and recording procedures will prepare the funds for deposit into the savings account and provide the detail the Treasurer needs to allocate the funds. It is important to be accurate so that funds are allocated as intended.

Procedures

General Information

- Counting should begin after the service. We do not have facilities in the church for safekeeping.
- Collection receipts must be removed from the sanctuary after the service.
- To avoid any allegation of impropriety all counting must be done in the presence of another deacon. Former office bearers can assist if needed.
- All receipts must be recorded and match the bank deposit records. See section 3.2 for the counting and recording procedures.
- Collection receipts must be deposited the same day they are received. Use the overnight depository since the bank will be closed.
- A copy of the deposit record must be provided to the Treasurer weekly so they can be reconciled with the bank statement.
- A summary of the receipts should be included in the bulletin each week.
- If there is a difference between the bank records and our own records, the bank records will prevail. Significant differences will need to be investigated. Any adjustments to our records will be made to the General Fund.

Counting, Recording, and Depositing

- The deposit date is always the first business day following the date the collection was made. This simplifies the reconciliation with the bank statements which are based on a calendar month. This is only a problem when the collection falls on the last day of the month.
- Endorse each check using the stamp provided.
- Coins can be retained for counting at a later date when a sufficient number have accumulated. The deposit would be credited to the General Fund. See section 3.3 regarding mid-week deposits.
- Complete the bank deposit slip indicating the cash total, the check total and the grand total. Seal the envelope.

- The Deacon's page on the computer is used to count and report weekly collections. A copy of this report is to be emailed to the treasurer and the church office as a back-up. In addition a hard copy of the report is placed in the treasurer's mailbox, the treasurer of the deacon's mailbox and the deacon's binder.
- The envelope of money is normally put into the night drop deposit of the bank.

Mid-week Deposits (presently not utilized.)

From time to time deposits are made during the week. Examples include special fund raising events, depositing coins or a mission project. Since we do not have facilities to ensure safe-keeping, a mid-week deposit will be required. If this is necessary the deposit slip should be retained.

Related Documents

- New Funds Policy dated 9/17/2003

Date Updated: December 2003

Date Review: April 2014

Deacon Benevolence Fund Disbursement

Purpose

To describe the policy regarding disbursements from the Deacon's Benevolence Fund.

Background

The Deacon's Fund was established to provide the necessary funds to support benevolence activities within the congregation and the broader community. Benevolence activity addresses emergency needs. Benevolence an activity in the broader community tends to be directed toward meeting emergency needs (food, transportation, shelter, etc). Disbursements for long term needs tend to be more substantial than disbursements for emergency needs.

Procedure

- Requests for assistance from members should be directed to the deacon or the elder/deacon team that the member is assigned to. Some members with long term needs are assigned to a specific deacon. Requests from these individuals should be directed to that deacon.
- Requests for assistance from non-members should be directed to the Deacon on Call at that time.
- All requests for assistance should be logged in the Activity Log and documented on the Benevolence Fund Applicant Questionnaire.
- Two deacons must approve requests for assistance greater than \$100.
- Applicants should be encouraged to pursue all avenues of assistance.
- Direct cash payments to applicants are not permitted.
- Non-food assistance should be paid to the supplier of the goods or services.
- The Deacons shall maintain a list of items covered by the Benevolence Fund together with a maximum allowances per event and per year. See Table 1 Deacon's Benevolence Fund Allowances. Limitations apply to requests from non-members only to serve as a guideline for requests from members. Requests from members should be evaluated on a case by case basis subject to reasonable judgment and available funds.
- The Deacons should maintain at least \$100 in gift cards to meet the needs as they arise.
- For non-member priority will be given to applicants from Webster and Ontario town areas. Requests outside these areas will be addressed and subject to the maximum defined in Table 1 Deacon's Benevolence Fund Allowances. Efforts should be made to refer non-members who reside outside the designated areas to a partner church or parish. Refer east of Ontario to East Palmyra CRC 315-597-5239, south of Plank Road to Rochester CRC 585-381-7861.

The Benevolence Fund will maintain a minimum balance of \$1,500. Funding will be accompanied by an appropriation in the operating budget and an annual offering. The deacons can choose not to appropriate funds through the operating budget if the fund balance is sufficient relative to the anticipated outflows. Amounts should still be budgeted-the decision not to use the funds should be accounted for as a budget under-run.

Approved: December 2002

Reviewed: April 2014

Expenditure Policy

Purpose:

To give some guidelines of how church funds are obligated and spent, to define accountability for spending church funds, and to develop a procedure for expenditure authorization and processing payments.

General Policy Statements:

1. Individuals are responsible for developing a budget for their particular area of responsibility, and are responsible for monitoring expenditures against budget for their areas of responsibility. The individuals are to make adjustments in spending plans during the year to be sure the actual expenditures match or do not exceed the budgeted amounts for each category.
2. The individuals may delegate responsibility for spending funds within an individual program or line item. The Ministry Chairpersons are ultimately responsible for funds spent within their Ministry area, and for justifying any overages or unspent funds in their Ministry area at the end of the fiscal year.

Procedure:

1. Each invoice will need to have the signature of the approved ministry person authorizing payment of the invoice or obligation before it can be paid.
2. Updates on expenditures are available from the Treasurer at anytime upon request.
3. The indicated ministry person will be responsible for making adjustments in expenditures during the year to be sure over budget items do not occur, and that the program is living within the budget. Or, they may work with the Finance Committee to seek a budget adjustment through approval of the Finance Committee and Council.
4. Each ministry person is responsible for submitting budget figures for each succeeding year's budget to the Finance Committee in time to prepare and submit for congregational approval toward next year's program of ministry.
5. Expenditures for budget line items that exceed the budget amount must be approved by the Finance Committee and, in some instances, the Council. If these expenses persist without some resolution, adjustments may have to be made by the Church Council.

Approved: May 2008

Reviewed: May 2014

Missionary Support Policy

The Council of WCRC is responsible to make an annual recommendation as to which missionaries we should support and how much salary support we should allot for them in our annual budget.

The Missionary Support Team should communicate with the missionaries they are recommending for support, to discern their financial needs and to understand their mission work so that:

- Council and the Congregation (at the annual Budget Meetings) can be informed clearly about the missionary's need and the type of mission work they are doing.
- When financial support for a specific missionary has been approved in the annual budget, the monies can be sent out on a quarterly basis.

The Missionary Support is encouraged to consider the need of our CRWM missionaries first and then other CRC mission workers who are working through other organizations. The desire to support a broad and balanced range of missions work is also encouraged.

Reviewed: April 2014

New Funds Policy

Purpose: To ensure that new funds align with the church's Vision and Purpose Statement and to ensure the fund will meet its goal.

Policy: A new fund must be approved by council when the deacons or finance committee receive a donation that is designated for a specific fund that is not already in our existing budget. If a new fund is not approved by council, the donation will be returned to the giver. A written explanation will accompany the returned donation and other options for the donation will be presented.

If people in the congregation appear to be earmarking their general church tithes to a specific fund, the deacons will discuss with them the importance of tithing to the church budget first and then their additional offerings can be designated for special needs.

Approved: September 2003

Reviewed: April 2014

Rochester Christian School Tuition Assistance Policy

Purpose

In an effort to better promote and encourage the Christian education of our children. WCRC will provide tuition assistance to current members, in good standing, who elect to send their children to Rochester Christian School (RCS).

1. WCRC will only provide tuition assistance for members in good standing who are or will be attending RCS. WCRC will not be providing tuition assistance for any other Christian education institution. WCRC has partnered with RCS in the past to provide financial support, and will continue to provide this support via financial aid and increased enrollment from WCRC members.
2. The tuition assistance will be limited to a dollar for dollar match of any tuition assistance received from RCS by the WCRC member/family, up to a maximum of \$2500 per family per academic year.
3. WCRC will not request nor review the financial status of any member in good standing, but will rely solely upon the financial analysis performed by RCS when determining their tuition assistance for prospective or current students.
4. WCRC will only provide tuition assistance for members in good standing. Good standing means that the member is an active participant in the WCRC body, is not under any type of church discipline, and attends worship regularly.
5. The WCRC operating budget will maintain a minimum of \$5000 in the scholarship fund. Any unused scholarship funds provided by the WCRC annual operating budget or personal donation will remain in the scholarship fund for future use as determined by the WCRC Council.
6. Additional funds will be added to the scholarship fund if needed to ensure that all members in good standing will have the opportunity to send their child or children to RCS if they should choose. The funds will be added from WCRC's capital reserve, a special collection or both.
7. WCRC shall provide tuition assistance only to those families who have been deemed eligible for financial assistance by RCS and have completed the RCS financial aid application process. WCRC shall not match any tuition incentive dollars offered by RCS or otherwise, if the RCS has not first been requested to determine the family's financial eligibility.
8. The RCS Board Treasurer shall contact the WCRC Chair of Deacons to confirm the family's request for financial assistance. Furthermore, the RCS Board Treasurer shall send the WCRC Chair of Deacons a letter from RCS confirming the full amount of tuition assistance granted and approved by the RCS Board to the WCRC family. The request for financial assistance is then presented to the WCRC Council for approval. After approval, the Chair of Deacons submits the request to the WCRC Treasurer for disbursement of funds to RCS.

This policy represents WCRC's commitment to ensure that any member in good standing has an opportunity to financially afford sending their child or children to RCS if they should so choose.

Revised: Aug 2014, Revised: Sept 2009

Record Retention Schedule

Category	SubCategory	Description	RevDate	RetentionYears
Corporate	Legal	Articles of Incorporation	1/28/2005	Permanent
Corporate	Legal	Bonds (after payment)	1/28/2005	Permanent
Corporate	Legal	Bylaws	1/28/2005	Permanent
Corporate	Legal	Contracts	1/28/2005	Permanent
Corporate	Legal	Copyrights, trademark registrations, patents	1/28/2005	Permanent
Corporate	Legal	Corporate charter, constitution	1/28/2005	Permanent
Corporate	Legal	Deeds	1/28/2005	Permanent
Corporate	Legal	Easements	1/28/2005	Permanent
Corporate	Legal	Incorporation records	1/28/2005	Permanent
Corporate	Legal	Legal opinions	1/28/2005	Permanent
Corporate	Legal	Licenses	1/28/2005	Permanent
Corporate	Legal	Licenses - federal, state, local (after expiration)	1/28/2005	Permanent
Corporate	Legal	Litigation	1/28/2005	Permanent
Corporate	Legal	Powers of Attorney	1/28/2005	Permanent
Corporate	Legal	Tax exemption letter	1/28/2005	Permanent
Corporate	Organization	Minutes - board, executive committee	1/28/2005	Permanent
Corporate	Organization	Organization charts	1/28/2005	Permanent
Corporate	Organization	Policies and procedures	1/28/2005	Permanent
Finance	Accounts Payable	Cash disbursements journal	1/28/2005	4
Finance	Accounts Payable	Check register	1/28/2005	7
Finance	Accounts Payable	Check stubs	1/28/2005	7
Finance	Accounts Payable	Checks - cancelled	1/28/2005	7
Finance	Accounts Payable	Debit/credit memos	1/28/2005	4
Finance	Accounts Payable	Expense reports	1/28/2005	4
Finance	Accounts Payable	Expense voucher copies	1/28/2005	4
Finance	Accounts Payable	Freight bills (paid)	1/28/2005	4
Finance	Accounts Payable	General sales contracts	1/28/2005	Permanent
Finance	Accounts Payable	Information returns - 1099's	1/28/2005	Permanent
Finance	Accounts Payable	Invoices (after payment)	1/28/2005	4
Finance	Accounts Payable	Orders for merchandise (tapes, records, books, etc.)	1/28/2005	4
Finance	Accounts Payable	Paid invoices	1/28/2005	4
Finance	Accounts Payable	Petty cash vouchers	1/28/2005	4
Finance	Accounts Payable	Promissory notes (after payment)	1/28/2005	Permanent
Finance	Accounts Payable	Purchase orders	1/28/2005	4
Finance	Accounts Payable	Purchase requisitions	1/28/2005	4
Finance	Accounts Payable	Purchases journal	1/28/2005	7 years
Finance	Accounts Payable	Royalty Payments	1/28/2005	4
Finance	Accounts Payable	Statements - vendors	1/28/2005	4
Finance	Accounts Payable	Travel expense vouchers	1/28/2005	4
Finance	Accounts Payable	Vendor master file review	1/28/2005	3
Finance	Accounts Receivable	Cash receipts journal	1/28/2005	4
Finance	Accounts Receivable	Churches' record of giving	1/28/2005	4
Finance	Accounts Receivable	Debit/credit memos	1/28/2005	4
Finance	Accounts Receivable	Deposit slips - duplicate	1/28/2005	7
Finance	Accounts Receivable	Donor contributions (records of)	1/28/2005	4
Finance	Accounts Receivable	Estates (settlement of)	1/28/2005	7
Finance	Accounts Receivable	Notes receivable	1/28/2005	Permanent

Finance	Accounts Receivable	Paid invoices	1/28/2005	4
Finance	Accounts Receivable	Price lists	1/28/2005	4
Finance	Accounts Receivable	Promissory notes (after payment)	1/28/2005	Permanent
Finance	Accounts Receivable	Receipts - Donor	1/28/2005	4
Finance	Accounts Receivable	Sales invoices	1/28/2005	4
Finance	Accounts Receivable	Sales journal	1/28/2005	7 years
Finance	Accounts Receivable	Stewardship records	1/28/2005	4
Finance	Audit	Audit work-papers	1/28/2005	4
Finance	Audit	Audit work-papers USAID	1/28/2005	Permanent
Finance	Audit	Auditor management letters	1/28/2005	Permanent
Finance	Audit	Financial statements-audited statements	1/28/2005	Permanent
Finance	Audit	Financial statements-audited statements USAID	1/28/2005	Permanent
Finance	Audit	Trip reports	1/28/2005	4
Finance	Finance	Bonds	1/28/2005	7
Finance	Finance	Broker's statements	1/28/2005	7
Finance	Fixed Assets	Appraisals	1/28/2005	Permanent
Finance	Fixed Assets	Blueprints	1/28/2005	Permanent
Finance	Fixed Assets	Building permits (after project completion)	1/28/2005	Permanent
Finance	Fixed Assets	Building records	1/28/2005	Permanent
Finance	Fixed Assets	Contracts	1/28/2005	Permanent
Finance	Fixed Assets	Deeds	1/28/2005	Permanent
Finance	Fixed Assets	Depreciation schedules	1/28/2005	Permanent
Finance	Fixed Assets	Depreciation schedules	1/28/2005	Permanent
Finance	Fixed Assets	Engineering reports	1/28/2005	Permanent
Finance	Fixed Assets	Equipment records	1/28/2005	Permanent
Finance	Fixed Assets	Land surveys	1/28/2005	Permanent
Finance	Fixed Assets	Leases	1/28/2005	Permanent
Finance	Fixed Assets	Ledgers	1/28/2005	Permanent
Finance	Fixed Assets	Maps (engineering and property)	1/28/2005	Permanent
Finance	Fixed Assets	Patents	1/28/2005	Permanent
Finance	Fixed Assets	Property records	1/28/2005	Permanent
Finance	Fixed Assets	Property records - deeds, titles, etc.	1/28/2005	Permanent
Finance	Fixed Assets	Property sales contracts	1/28/2005	Permanent
Finance	Fixed Assets	Real estate records	1/28/2005	Permanent
Finance	Fixed Assets	Service contracts (after termination)	1/28/2005	4
Finance	Fixed Assets	Title policies	1/28/2005	Permanent
Finance	Fixed Assets	Zoning variances or rulings	1/28/2005	Permanent
Finance	General Ledger	Annuities: Deceased annuitant notification	1/28/2005	Permanent
Finance	General Ledger	Annuity contracts	1/28/2005	Permanent
Finance	General Ledger	Bank statements, reconciliations, memos	1/28/2005	7
Finance	General Ledger	Cash journal	1/28/2005	4
Finance	General Ledger	Dun & Bradstreet reports	1/28/2005	4
Finance	General Ledger	Financial statements-annual	1/28/2005	Permanent
Finance	General Ledger	Financial statements-fields	1/28/2005	4
Finance	General Ledger	Financial statements-monthly or quarterly	1/28/2005	4
Finance	General Ledger	Financial statements-trial balances	1/28/2005	4
Finance	General Ledger	Forecasts (financial)	1/28/2005	4
Finance	General Ledger	General journal	1/28/2005	Permanent
Finance	General Ledger	General ledger	1/28/2005	Permanent
Finance	General Ledger	I.R.S. examinations, rulings, comments	1/28/2005	Permanent
Finance	General Ledger	Information returns	1/28/2005	Permanent
Finance	General Ledger	Internal Audit Reports	1/28/2005	Permanent

Finance	General Ledger	Investment records	1/28/2005	4
Finance	General Ledger	Journal entries	1/28/2005	4
Finance	General Ledger	Letters of credit (after expiration)	1/28/2005	Permanent
Finance	General Ledger	Mortgages, notes (after settlement)	1/28/2005	Permanent
Finance	General Ledger	Promissory notes (after payment)	1/28/2005	Permanent
Finance	General Ledger	Securities: Bonds (after payment)	1/28/2005	Permanent
Finance	General Ledger	Securities: Interest coupons (after payment)	1/28/2005	Permanent
Finance	General Ledger	Securities: Stock certificates	1/28/2005	Permanent
Finance	General Ledger	Subsidiary ledgers	1/28/2005	4
Finance	General Ledger	Tax and information returns	1/28/2005	Permanent
Finance	General Ledger	Trial balances: Annual	1/28/2005	4
Finance	General Ledger	Trial balances: Monthly	1/28/2005	1
Finance	General Ledger	Trust agreements	1/28/2005	Permanent
Finance	General Ledger	Trust earnings records	1/28/2005	4
Finance	Insurance	Accident reports (after settlement)	1/28/2005	4
Finance	Insurance	Claims (after settlement)	1/28/2005	4
Finance	Insurance	Fidelity Bonds after expiration	1/28/2005	4
Finance	Insurance	Inspection reports (fire, insurance)	1/28/2005	4
Finance	Insurance	Policies (expired)	1/28/2005	4
Finance	Inventory	Customs documents	1/28/2005	4
Finance	Inventory	Shipping and receiving reports	1/28/2005	4
Finance	Other	Budgets	1/28/2005	4
Finance	Payroll	Form 941	1/28/2005	Permanent
Finance	Payroll	Form 945	1/28/2005	Permanent
Finance	Payroll	Housing allowance resolutions	1/28/2005	Permanent
Finance	Payroll	Non-accountable reimbursements	1/28/2005	4
Finance	Payroll	Payroll checks	1/28/2005	7
Finance	Payroll	Payroll earnings records	1/28/2005	Permanent
Finance	Payroll	Payroll journal	1/28/2005	7 years
Finance	Payroll	Payroll time cards	1/28/2005	4
Finance	Payroll	Significant gratuity and retirement gift details	1/28/2005	4
Finance	Payroll	Tax records - employee	1/28/2005	Permanent
Finance	Payroll	Withholding tax records	1/28/2005	Permanent
Finance	Payroll	Withholding tax records (W-2 forms)	1/28/2005	Permanent
Finance	Tax	403B agreements	1/28/2005	4
Finance	Tax	Donor offering envelopes	1/28/2005	4
Finance	Tax	Donor offering statements	1/28/2005	4
Finance	Tax	Form 8274	1/28/2005	Permanent
Finance	Tax	Form 8282	1/28/2005	4
Finance	Tax	Form 8283	1/28/2005	4
Finance	Tax	Form W-9	1/28/2005	4
Finance	Tax	Forms 990 and 990-T	1/28/2005	4
Finance	Tax	Fringe benefit plan documents	1/28/2005	Permanent
Finance	Tax	Housing cost estimate form	1/28/2005	4
Finance	Tax	IRS correspondence	1/28/2005	Permanent
Finance	Tax	Sales and property tax exemptions	1/28/2005	Permanent
Personnel		Applications: Hired (after termination)	1/28/2005	4
Personnel		Applications: Rejected	1/28/2005	4
Personnel		Attendance records	1/28/2005	4
Personnel		Disability and sick benefits records	1/28/2005	Permanent
Personnel		Employee benefit programs	1/28/2005	Permanent
Personnel		Employment contracts (after termination)	1/28/2005	Permanent

Personnel		Grievances (employee)	1/28/2005	7
Personnel		Handbooks, employee	1/28/2005	Permanent
Personnel		Insurance - employee	1/28/2005	Permanent
Personnel		Job descriptions	1/28/2005	Permanent
Personnel		Pension plans	1/28/2005	Permanent
Personnel		Personnel files (after termination)	1/28/2005	Permanent
Personnel		Retirement and pension records	1/28/2005	Permanent
Personnel		Wage rate changes	1/28/2005	Permanent
Personnel		Worker's Compensation	1/28/2005	7

Church Policy on Disability

Disability Concerns strongly recommends that churches make an intentional commitment to include people with disabilities in church life by adopting a policy on disability and making this commitment well known within the congregation. Many churches have adopted the following policy; some have adapted the wording for their specific situation.

In keeping with biblical teachings, with our doctrinal standards, and with various decisions of the synods of the Christian Reformed Church in North America regarding people with disabilities we, the council of Webster Christian Reformed Church adopt the following policy.

1. In this church of Christ we value people with disabilities, like all other people, as created in the image of God, as partners to his covenant and as subjects in his kingdom.
2. We consider all people, those with and without disabilities, to have gifts from the Holy Spirit, and we encourage them all to enrich congregational life by practicing their faith and using their gifts and talents in worship, service, study and leadership.
3. We will endeavor to integrate people with disabilities into all programs and activities sponsored by the church. This includes worship services, church education, support groups, study and prayer groups, book clubs, and sports activities, etc.
4. We will ascertain and attend to the special spiritual, physical and psychological needs of those affected by disabilities, and will offer training to office bearers to deal with disability issues and to raise awareness in our congregation.
5. We will modify any policy, practice, procedure or architecture that tends to exclude people with disabilities from any aspect of congregational life.

Approved: March 2014

Communication Guidelines

Purpose:

The church is committed to effectively communicating our mission, vision, and values. These guidelines are designed to assist church members in efficient, cohesive, and consistent communication, which honors Christ and His church.

General:

1. Utilize communication avenues in a way that enhances the message and at the same time facilitates good stewardship of resources (time, energy, people, and materials).
2. Include the church logo, complete address, phone, email and website addresses on public communications. Church-wide publications would also benefit from this addition. The logo is available from the office or the denominational website.
3. Carefully prepare each publication, covering the necessary basics of who, what, where, when, why and how.
4. Convey all messages with the mind and heart of Christ.

Bulletin:

The church bulletin includes order of worship, communications pertaining to WCRC ministries and activities, announcements from local CRC churches and denominational information.

Bulletin announcements must be submitted by 9 AM on Thursday. These may be called in to the office or emailed to the church office. Some modifications and editing may happen due to space, consistency, tone, and clarity needs.

Programs or concerts which conflict with our time of worship or ministry activities will not be published in our bulletin.

Bulletin Boards, Displays

Bulletin boards and displays should be focused on ministry communication. Please communicate with the church office, your need for display space. Please take care of your own set up and takedown.

The fellowship hall may be used on Sunday for signups related to fundraising or events. Please use the other days of the week for fundraising payments and exchange of merchandise.

Facility Reservations:

The Master calendar is available in the office for scheduling the facility for ministry usage. Please check with the church office for use of rooms to avoid conflicts of usage.

Letterhead, envelopes, mailings:

Letterhead and envelopes are available in the office. Postage will be reimbursed for mailings related to church ministries upon submission of Payment of Authorization to the treasurer

Mailboxes:

The church mailboxes are for in-house and denominational ministries communication. Each ministry area is encouraged to distribute their ministry information.

Distribution of information and material from non-WCRC or non-denominational groups from outside the congregation must have the approval of the Administrator or Vice President of Council.

Newsletter: 2014-publication suspended

The newsletter is first Sunday of the month. You may submit articles to the editor by e-mail or place articles in the editor's church mailbox by the 15th of the month.

Severe Weather

Decisions regarding cancellation of Sunday morning worship due to weather conditions should be made by Saturday evening, if possible, based on consultation between vice-president of council and chair of deacons. Pastor should be advised of decision in advance of posting cancellation. Cancellation should be posted to website, the church phone (if possible), WHAM (1180-radio) and local TV stations (channel 8, 9, 10, 13) Bulletin announcements outlining the Severe Weather procedure will be published in November and December in order to communicate the procedure to the congregation.

Website:

Ministry information can be included on the church website. Please submit your information to the church office.

Approved: May 2008

Reviewed: March 2014

Fund Raising and Ticket Sales Guidelines

Purpose

In keeping with the spirit of the fourth commandment, the council encourages the members of the church to reserve Sunday for worship and fellowship activities.

General

1. Church sponsored activities:
 - Fundraising will be allowed after the worship service in the fellowship hall or outdoors.
 - All communications such as posters, displays, flyers and sign-ups should indicate the purpose of the activity and ministry being funded.

2. Non-church sponsored activities:
 - Information about fundraising activities or ticket sales may be distributed in church mailboxes with prior approval of the Church Administrator or Vice President of Council. Flyers should indicate the purpose of the activity and organization being funded.
 - Accepting payment and delivering goods should be done after the worship service in the fellowship hall or outdoors.
 - Fundraising is strongly encouraged to take place during the week, i.e. at Wednesday Family Night or sporting events, rather than on Sundays.
 - Announcements regarding non-church sponsored fund raising activities may not be made during worship services..

3. Solicitation and delivery of goods should be done away from the kitchen and food service area.

Approved: May 2014

Membership Classes

1. Welcome to the Table: Covenant Children Partaking of the Lord's Supper

All baptized members who come with age- and ability-appropriate faith in Jesus Christ are welcome to the Lord's Table and called to obey the scriptural commands about participation (e.g. to "examine themselves," to "discern the body," to "proclaim the Lord's death," to "wait for others") in an age- and ability-appropriate way, under the supervision of the elders.

Webster Christian Reformed Church welcomes baptized members of the congregation to partake of the Lord's Supper upon completion of the "Welcome to the Table" class and approval of their parents and the elders. This class will normally be offered to children 2nd grade or older.

Approval for participation in Communion will be based on the child's age-appropriate faith in Jesus Christ and their age-appropriate understanding of participation in the Lord's Supper.

Background:

Synod 2010 approved the following:

The elders have responsibility to nurture in the congregation grateful and obedient participation through encouragement, instruction and accountability.

The following statements clarify the guiding principle above:

- a. A formal public Profession of Faith prior to participation in the Lord's Supper is not required by Scripture or the confessions.*
- b. A formal public Profession of Faith is a vital practice for faith formation and is one pastoral approach to consider prior to participation in the Lord's Supper.*
- c. Professing faith regularly in and outside corporate worship is a natural practice for lifelong faith formation which the church should encourage, enhance, and express.*

(Article 26, Acts of Synod 2010, pp. 810-11)

2. Welcome to the Church: Pre-profession of Faith Class

Webster CRC welcomes baptized members of the congregation and new believers in Christ, as well as anyone coming from another church who has not publicly professed their faith, to become professing members of our congregation upon the completion of the “Welcome to the Church” class and an interview with the elders and/or council of Webster CRC.

This class, which may also be a one-on-one counseling session, will be led by the pastor or an elder, normally using the denominational book *Quest of Faith*.

Upon completion of the class and interview, the person will make a public profession of faith within a worship service and become a full member of WCRC.

3. Welcome to the Christian Reformed Church: New Members from Other Denominations

Webster CRC welcomes new members from other Christian denominations by way of transfer of membership, per approval by the elders and/or council.

Those coming from non-Reformed churches, who are unfamiliar with what it means to be Reformed and/or with the Christian Reformed Church, will be invited to attend a “Welcome to the CRC” class. This class, which may also be a one-on-one counseling session, will be led by the pastor or an elder, normally using the denominational book *Reformed: What It Means, Why It Matters*.

Approved: March 2014

Welcome to the Table Class

Introduction

- Most/all of you are moving from Children & Worship to worship service full time
- The “feast” in C&W was to prepare you for a feast in worship: Lord’s Supper
- We want you to understand more about this feast so you can join us “at the table”
- We will talk about what it means to TRUST & OBEY: to trust God for what he has done for us in Jesus, and to obey him in worship, service, and eating the Lord’s Supper
- This will help you continue to grow in your faith in Jesus as was promised at your baptism (by God, parents, church), until some day you can more fully understand what it means to be a Christian and a disciple of Jesus, joining the church by making a profession of faith. Baptism, coming to the Table, and profession of faith are steps on your journey.

Class One – TRUST

1. God’s Grace, Our SIN – **Grace = God does for us what we cannot do for ourselves**

→ *what are things you can’t do for yourself, but another person/parent can do for you?*

- *cooking a meal for us, buying something for us, driving us in a car*
- *giving us birth or adopting us – why? They love us >> [birth certificate]*

a) Creation – God made us to be his friends, sons & daughters, to love us

b) Fall – Adam & Eve (us thru them) sinned, broke the friendship

- *sin separates us from God, because it is disobeying him*
- *we want to be friends again with him, “at one” (atonement)*
- *we always fall short of God’s standards*

→ *when we disobey our parents, do they send us away? [‘timeout’ chair in corner]*

c) God called us back as a people (through Abraham, Moses)

- *God also wants to be friends with us*
- *God offered forgiveness through animal sacrifices (perfect lamb)*
- *God saved Israelites from Egypt through blood of a lamb*

→ *what do our parents ask us to do when we disobey? – say we’re sorry, give a hug*

→ *once we are sorry, does that mean we never disobey again? No*

d) People kept sinning, they couldn’t keep this friendship with God on their own

- *God promised to give us a permanent solution*
- *It could only come from God’s action, not our own*

→ *breaking window with stone, dad had to pay because I couldn’t [stone/glass/\$\$]*

- *Why did he have to pay? Window broken, had to be fixed*
- *What if he didn’t? – I might not be able to play with my friend again >>*

2. God’s Grace, Our SALVATION – **Jesus’ died on a cross to take the penalty for our sin**

a) Why did Jesus have to die? **[cross]**

- *Sin separates us from God, we want to be friends again with him, but the penalty for our sin (death) was in the way*

- Jesus paid the penalty as a substitute for us, like the OT/Passover Lamb, only “once for all” > a perfect human paying for sins of imperfect humans
- Now that the penalty is paid, we are back in friendship with God forever, if we believe in Jesus and are willing to have him as our savior

→ *what if I didn't let my dad pay? I'd never be able to pay \$100s – had to accept it*

- To say that you believe in Jesus is to say: “Jesus, I want your death to count as my death to sin, so I can live forever as a friend of God.” Do you believe that?

b) How is Jesus' death different from someone getting hit by a car?

- Jesus' death was a voluntary sacrifice; death from a car is an accident
- Jesus takes our place, dies for us; accident is not taking place of another
- Jesus was in control, knew what would happen; other unexpected
- Jesus' death fulfilled God's OT promise and shows his grace
- Jesus' death took care of our sin problem, being separated from God

→ *after dad paid for the broken window, I helped him a lot around house, yard – I wasn't really paying him back (my work wasn't worth \$100s): thankful, happy, served him*

3. God's Grace, Our SERVICE – because of what God did for us through Jesus, we want to live our lives for him, show him our thanks, serve him – How do we do that?

- Worship him – at church, in prayers **[songbook, Bible]**
- Learn more about him – in Sunday School, church, reading Bible
- Live like he wants – showing his love to others, trying to be good
- Remembering his sacrifice – eating & drinking the Lord's Supper (class #2) **[LS symbols]**

Review questions:

- 1) What is grace? What did God do for us that we cannot do for ourselves?
- 2) Why did Jesus have to die?
- 3) How is Jesus' death different from someone getting hit by a car?
- 4) Now that he has saved us, how does God want us to live?
- 5) Why do you believe in Jesus?

Assignment: ask your parents why they believe in Jesus, why Jesus is important to them

Review questions:

- 6) What is grace? **God does for us what we cannot do for ourselves**
- 7) What did God do for us that we cannot do for ourselves? **Covers our sins**
- 8) Why did Jesus have to die? **Jesus' died on a cross to take the penalty for our sin**
- 9) How is Jesus' death different from someone getting hit by a car? **Voluntary, takes our place, in control, fulfilled God's promise, made us friends with God again**
- 10) Now that he has saved us, how does God want us to live? **Thankful lives of worship, learning about Him, serving him, living like he wants, remember his sacrifice**
- 11) Why do you believe in Jesus? **Because he loves me and died for me**

Last class called us to TRUST, believe in Jesus and what he did for us. This class calls us to OBEY, to live for him. Part of it is to obey his call to come to his “table,” the Lord's Supper.

Class Two – OBEY

4. Sacraments – **Visual aids of God’s grace & love for us** (like glass, rock, cross I used)

a) Faith journey – sacraments are part of our faith journey, helping us grow in Jesus

→ *why don’t we just give a baby a Bible & say “read it” OR give them a cooking pan and tell them it is their turn to cook supper?*

- *Baby has to grow: fed, crawl, “mama,” walk, feed self, say words, preschool: learn about numbers, letters, write name, tie shoes* **[bottle, bib, reading book]**
- *Same for us as Christians: steps to growing up*
- **Faith journey: baptism → LS table/church → profession of faith**

b) Baptism – Visual aid: water >> washed/clean from sin

→ *Do you remember your baptism? Did you do anything at your baptism? Maybe you cried or fussed, but otherwise you didn’t do anything!* **[baptism font/water]**

- God promises that you are his child & promises to forgive your sins
- Parents promise to teach you about Jesus
- Church promises to help your parents teach you about Jesus (SS, C&W)

c) Lord’s Supper – reminds us of Jesus’ sacrifice for us – now you will do something

→ *What is a sacrament? What sacraments do we have in church?*

- *Sacrament = visual aid reminding us of God’s grace & love for us*
- *Baptism (God’s children) and Lord’s Supper (Jesus died for us)*
- *Sacrament – sacred mint – in worship, we pass the peace: “the peace of Christ be with you” (shake hands, hug) – what if we changed that to passing the “sacred mint” to remind us: God loves you (tastes good, refreshing!)* **[mints]**
- *Visual aid – see, taste, touch, smell, hear (senses) – broken glass, stone, mint*
- *Sacrament vs. snack – but Lord’s Supper visual aids are different – the Lord’s table is different than children’s table set out after worship service – that’s a snack to feed our bodies; LS feeds our spirits* **[animal crackers & apple juice]**

→ *what did you learn from “the feast” in Children & Worship? This is now the way we do “the feast” in our worship services*

5. Coming to the Table – Lord’s Supper

[LS table/bread/cup]

→ *Why do we call it the table? What do we do at our kitchen tables at home?*

a) God’s Supper Table – family meal – we do it together as a church (God’s) family

b) The Symbols (visual aids) – what do we see, touch, taste?

- **Bread** = body of Jesus – bread gives us life; broken body, sacrificial lamb
- **Cup** = blood of Jesus – drink gives us life; poured out blood (like lamb)

→ *When you have a birthday party, what do you do? What do you think/talk about?*

- *Maybe pictures, stories of when you were a baby = past*
- *How much you’ve grown, what a big boy/girl you are = present*
- *Think about what you’ll do when you get bigger = future*

- c) Our response to Jesus' death for us – what do we think about during LS?
- **Past:** Love of Jesus remembered – what Jesus did for us (once for all)
 - **Present:** Faith in God's strength – what Jesus does for us (nourishes)
 - **Future:** Hope of eternal life – what Jesus will do for us (eternal life)

→ *Do you think you will ever be able to drive a car? Graduate from school? Get a job? You have to grow a bit more for those things.* **[car keys/diploma]**

6. Profession of Faith – simple faith now; later, as you learn more about being a disciple of Jesus, being part of the church, giving money, spiritual gifts, etc > profess what you believe about Jesus and being a Christian & take responsibility (parents & church now have) for your faith journey – join the church

Review questions:

- 1) What is a sacrament? What two sacraments do we have?
- 2) What does the Lord's Supper remind us of?
- 3) What are the bread and cup symbols of?
- 4) What do we think about during the Lord's Supper?
- 5) What is profession of faith?

Next step: interview with Pastor Ed and an Elder to make sure you understand

Reviewed: March 2014

WCRC Membership Guidelines

Membership Category	Definition	Action Required
Active member	Attends on a regular basis and is involved in church ministries & functions	Encourage involvement in ministries
Inactive member (Phase 1)	Not present for 3 months without adequate reason	Elder will make contact by either phone calls or home visit (see extenuating circumstances)
Inactive member (Phase 2)	Not present for 6 months without adequate reason	After sufficient contact from their elder, a letter will be sent to them to let them know their membership will be put in "lapsed status" in two weeks unless they contact their elder or pastor and explain their extenuating circumstances.*
Lapsed member	No longer a member of WCRC	Membership terminated
Transferred	Member requests a transfer to another church in writing	We send a letter of transfer to the new church
Withdrawal	Member voluntarily withdraws their membership	Membership terminated
Moved	Member has moved to a new location	Send a letter to encourage the member to attend another church in their new location. Ask if they want their membership transferred. If no response is received, they will be put in "lapsed status".
Active visitor	Attends on a regular basis. Maybe involved in some ministries & functions	Encourage the visitor to join one year membership class.

***Extenuating circumstance may include:** Snow-birding, away for school, missions work, temporary job relocation, extended vacation, others that are approved by the elders.

Approved: 2009
Reviewed: March 2014

New Member Information

Name _____

Birthdates: _____

Children's Names and birthdates:

Address

Phone Numbers;

Home _____

Work _____

Cell _____

E-mail address:

Baptism: (dates and place)

Profession of Faith (dates and place)

Are you a member of another church presently? (Name and address)

For office use only:

Mailbox

Directory

Banner

Council minutes

Church Letterhead

Date

Dear

Would you please take a few minutes to fill out the attached form for our records and return it to the box outside the church office. We use the information for our birthday calendar and template of prayer as well as our records.

Thanks,

Jean McDonald
Church Administrator

Non-member Leadership Policy

Policy

Regular attendees of Webster Christian Reformed Church who are non-members will not lead committees, ministries or classes. They may serve on committees and ministries that are led by “active members” with council’s approval.

Exceptions

There may be a few situations in which non-members may lead a ministry or teach a class but it must come with the approval of the council or executive committee. Listed below are some examples of exceptions:

- The person is moving towards membership (Has started the 7-Steps to membership curriculum)
- They have a special gift that is not available through the “active members” (ex. personal finance class, choir director, etc.)
- The ministry does not require knowing church doctrine or Reformed theology and there are not enough “active members” to fill the position (ex. Fellowship, Building & Grounds, praise band, etc.)

Definitions

Leadership: This role includes any position that involves leading a committee or ministry. It also includes all teaching positions at our church.

Non-members: See the membership database for the person’s current membership standing. It should say ACTIVE MEMBER, for the person to be considered a member. All other categories are considered non-members.

Approved: September 2008

Reviewed: March 2014

Rover during the Worship service

Rover will be an adult volunteer who has agreed to be outside the sanctuary for the whole worship service. The volunteer must take the Safe Training course as they may be assisting with children.

Volunteers will be asked to serve per quarterly duty schedule. If unable to serve the volunteer will need to switch with another trained volunteer or notify the elder/deacon on call.

The adult is to walk around the building to check building security (locked doors at back door and single front door). They may need to welcome latecomers and direct them to the nursery, restrooms, etc.

The back door and single front entrance(by the pastor's office) to be locked at 10 minutes into the worship service. The double front doors will be opened for the entire service. The key to lock the single front door can be found right of Pastor Ed's office door.

The Rover is to walk Education wing hallway during Children and Worship and assist teacher as necessary.

Please make a pot of decaf and a pot of regular coffee during the service. This will help with the number of people leaving and reentering the sanctuary during the service.

Please listen for the song of response and let the Children and Worship teacher know the sermon is done.

All doors will be locked by the elder/deacon on call when the building is empty.

Approved: Aug 2014

Updated: Feb 2015

Voting Age Policy

Communicant teenagers upon reaching the age of 16 years old become voting members of the church. No ceremony or no reaffirmation of faith is required.

While New York State and church by-laws do not permit anyone under the age of 18 to vote on budgets, finance and legal matters, communicants upon reaching age 16, will be encouraged to attend congregational meetings and participate as members. They are allowed to vote non-financial and non-legal matters. Participation in congregational meetings will help establish a sense of real belonging and a voice in the life of our congregation.

Approved: March 2014

Safe Church Policy

Webster Christian Reformed Church

Approved: June 2013

Reviewed: April 2014

Revised: August 2014

“Let the children come to me and do not hinder them, for the kingdom of heaven belongs to such as these.” Matthew 19:14

“Be imitators of God, therefore, as dearly loved children and live a life of love, just as Christ loved us and gave himself up for us as a fragrant offering and sacrifice to God. But among you there must not be even a hint of sexual immorality, or of any kind of impurity, or of greed, because these are improper for God’s holy people.” Ephesians 5:1-3

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Introduction

This policy is intended to serve as a general framework to help create that safe and secure environment for Webster Christian Reformed Church (WCRC) Children and Youth Ministries by setting policy and providing guidelines for the **screening** of staff and volunteers, for **preventing** harmful behavior, and for properly **reporting and responding** to such incidents. We pray that functioning within these guidelines will reasonably safeguard our fellowship from abuse and liability and will allow us to remain a pure and wholesome witness to God's loving nurture.

Screening—WCRC has adopted a procedure for screening volunteers and paid staff. This procedure is described in this policy.

Prevention—All volunteers and paid staff will agree to comply with these safe church policies.

Reporting and Responding—Individuals who become aware of possible child abuse will report it according to the Procedure for Reporting Allegations of Abuse. The person reporting will notify a member of the Safe Church Team as soon as possible regarding child abuse involving any church ministry. We will show care and support for the individuals and families who are party to the allegations.

Definitions of Terms Used:

Volunteer—a worker who is not compensated for ministry activities at WCRC

Paid staff—any worker who is compensated for his ministry activities at WCRC

Ministry leader—a volunteer worker who is designated to head a ministry

Public place—a place within sight and sound of others

Child, Youth, or Minor—person under the age of 18

Screening Policy

The following screening procedure will be used for both volunteer and paid staff. This screening process is in place for several reasons:

- It communicates to church members that the church is serious about protecting our children from abuse by requesting information that may enable church leaders to screen an individual out of a program or position in which the individual may pose a risk to children.
- It may reduce incidents of abuse by deterring an individual that poses a threat to children and does not want to risk exposure from volunteering for a position.

The Safe Church Team will decide the screening procedure to be used. It may consist of as many as four steps:

1. **Volunteer Information Form:** All members, nonmembers, and staff, age 18 and over, desiring to serve or currently serving in Children or Youth Ministry will complete the Volunteer Information Form.
2. **Interview:** Safe Church Team member(s) may interview an individual if their Volunteer Information Form indicates further information would be helpful in determining whether or not said person is appropriate to be a volunteer in Children and Youth Ministry.
3. **Reference Checks:** Some individuals desiring to serve in ministry may be requested to provide references if further information would be helpful, such as a new member unknown to others or if there are questions regarding a response on the application. All references will remain confidential.
4. **Criminal Record Checks:** Some individuals may be required to consent to a criminal record check.

All volunteer and paid staff serving in ministry to children or youth will submit to steps of screening and will not serve in these ministries until approved. Any applicant for a volunteer position may withdraw without prejudice from the screening process. Anyone with a conviction of child abuse will be denied a paid staff or volunteer position working with children or youth. Further, the church reserves the right to reject any applicant for any reason. All screening information will be kept confidential with access limited to those individuals who make decisions about placing applicants in available positions.

Safe Church Guidelines (Ages 0-3)

General Guidelines

1. All adult volunteers and paid staff must complete a Volunteer Information Form before serving with children. Some volunteers and paid staff may require additional screening.
2. Two adult volunteers will serve in these ministries whenever they are scheduled. One volunteer will serve for every six children if there are more than twelve children needing care.
3. Youth age 12 and above may serve as a third volunteer in some ministries under direct adult supervision.
4. The volunteers for a ministry event may not be exclusively from the same immediate family.
5. WCRC requires that all adult persons who serve in these ministries have attended WCRC for at least six months and all persons have a completed Volunteer Information Form on file. Non-members may serve with a completed Volunteer Information Form on file and possible additional screening.
6. Ordinarily, only scheduled volunteers or substitutes will serve.
7. No volunteer will be allowed to take a child from the scheduled room to another part of the church except to a restroom as provided below.
8. All volunteers are to arrive ten minutes before the ministry begins to provide supervision for the children. Parents are requested to remain with their children until volunteer supervision arrives.
9. If a child needs medical attention, the parent (guardian) will be notified as soon as possible.
10. Volunteers will be required to review the policies at least annually and to sign an acknowledgement sheet to be kept on file. To assist them, training will be provided at least annually for volunteers to review the Safe Church Policy.
11. Anyone refusing to follow the policies or anyone violating the policies may be required to relinquish his or her responsibility in the ministry they serve.

Arrival and Dismissal Guidelines (ages 0-3)

1. A parent (guardian) must sign in a child before leaving them at the designated drop-off place for nursery. A parent (guardian) must designate who can pick the child up.
2. Parent (guardian) will be allowed in the ministry area only for calming or assimilating a child to his new environment.
3. Parent (guardian) must sign in their child with each visit. Special care instructions should be written in the designated area of the sign-in register, such as allergies or other medical conditions.
4. A name label is to be placed on each child. Carry bags should be labeled with the name of the child.
5. Two volunteers will remain in these ministries until all children have been claimed by a parent (guardian) or designee.
6. Parent (guardian) of children ages 0-4 will remain on church grounds during scheduled Worship service or ministry time.

Restroom Assistance Guidelines (ages 0-3)

1. A parent or guardian will be notified for diaper changes either in person or through our beeper system. Nursery volunteers will not change diapers.
2. Volunteers will not assist with toilet needs if a parent has requested to be contacted and wishes to assist their own child.
3. Children should use the closest restroom to their ministry area. If occupied, a volunteer may escort the child to a different restroom.
4. For children who do not require assistance in the restroom, the volunteer must remain outside the restroom or stall door.
5. For children who require assistance, a volunteer of the same gender, when possible, assist the child with the restroom stall door ajar or restroom door ajar (as appropriate). If this is not possible the parent (guardian) must be notified.

Policy for Obtaining Parent (Guardian)

1. If a crying child cannot be comforted the parent (guardian) will be notified as soon as possible when a child has been crying for 10 minutes. The parent will be notified as soon as possible when a child is ill or injured.

Safe Church Guidelines (Ages 4-18)

General Guidelines

1. All adult volunteers and paid staff must complete a Volunteer Information Form before serving with children or youth. Some volunteers and paid staff may require additional screening.
2. Volunteers will serve in teams of at least two adults or one adult with the hall monitor. A roving monitor will be in place during Sunday School and the worship service.
3. One adult must remain in a classroom with the children or youth at all times.
4. WCRC requires that all adult persons who desire to serve have attended WCRC at least six months and all persons have a completed Volunteer Information Form on file. Nonmembers may serve with a completed Youth Volunteer Form on file and possible additional screening.
5. Youth age 12 and above may serve as a volunteer in some ministries under direct adult supervision.
6. If a child needs medical attention, the parent (guardian) will be notified as soon as possible.
7. The WCRC permission form must be signed by the parent (guardian) whenever ministry takes place off-site for an extended period of time.
8. All volunteer and paid staff will be within sight and sound of other people or will make arrangements to be accountable to another appropriate person. Classroom door windows will allow for an unobstructed view of the room.
9. Youth Group leaders will be adults and at least 3 years older than participants.
10. Volunteers will be required to review the policies at least annually and to sign an acknowledgement sheet to be kept on file. To assist them, training will be provided at least annually for volunteers to review the Volunteer Information Form.
11. Anyone refusing to follow the policies or anyone violating the policies may be required to relinquish his or her responsibility in the ministry they serve.

Arrival and Dismissal Guidelines

1. Volunteers are to arrive 10 minutes before the ministry begins to provide supervision for children and youth. Leaders are not responsible for children or youth who arrive for ministries earlier than 10 minutes prior to starting time. Parents are requested to remain with children or youth until the volunteers arrive. Children or youth should stay no longer than 10 minutes after the ministry ends.
2. Two adults or one adult and the hall monitor will remain until all the children or youth have been dismissed or claimed by a parent (guardian) or an individual designated by the parent ahead of time, as appropriate.
3. Parents (guardians) of children second grade and under must escort their children to the classroom unless other arrangements have been made with the volunteer or staff. Children in second grade and under will be dismissed only to a parent (guardian).
4. Children with special needs will be assisted as pre-arranged with the parent (guardian).
5. At least two leaders will remain until all children and youth have been picked up from a ministry.

Restroom Assistance Guidelines

1. Children and youth in Pre-K and above do not need restroom assistance.
2. Children and youth are encouraged to take care of their personal needs to the best of their ability.
3. The volunteer will escort him/her to the restroom and will wait outside the restroom door for a 2nd grader and under.
4. Children or youth with special needs will be assisted as pre-arranged with the parent (guardian).
5. The restroom(s) may be continuously monitored if ministry needs require that level of supervision.

Behavior Policy

General Guidelines

1. The Behavior Guidelines are to be communicated annually with children and youth when participating in WCRC ministries.
2. Volunteer and paid staff are encouraged to carefully engage in physical contact with care to avoid the appearance of impropriety. Gentle, casual touching on the head, arms, and hands will be permitted. Displays of affection ought to be limited to such actions as a brief hug, an arm around the shoulders, a pat on the back, or a handshake. These displays should only take place in a public area. Displays of affection between participants will also be monitored.
3. Corporal punishment is not permitted. A volunteer or paid staff may not threaten to inflict, inflict, or cause to inflict unnecessary, unreasonable, irrational, or inappropriate force upon a child or youth.
4. All conversation will be wholesome. Abusive verbal discipline (yelling, hurling insults, threatening) is not permitted.
5. Behavior expectations of children or youth must reflect their age and level of comprehension.
6. The Behavior Guidelines will be reviewed by volunteers at least annually and will be regularly available as a resource.
7. Any suspected use of alcohol or drugs by participants must be reported to the Ministry Leader or any Elder/Deacon.
8. It is never appropriate for a volunteer or paid staff and a participant to date each other.

One-to-One Guidelines

1. When a child or youth meets with an adult volunteer or paid staff, this meeting will occur in a public place, which is defined as a place in sight and sound of others.
2. The volunteer or paid staff person will keep a record of each meeting.

Children and Youth Ministries Behavior Guidelines

We show God's love to those around us by how we treat one another and the church property. Here are five rules for how to act when you are participating in a WCRC ministry.

1. **Respect** – We treat others the way we want to be treated.
2. **Kindness** – We take turns, share, and are kind to others.
3. **Honesty** – We tell the truth.
4. **Responsibility** – We do the jobs we are expected to do.
5. **Safety** – We act in a way that is not harmful to others or ourselves.

If you have a problem following one of these rules, you will be asked to sit down with an adult and talk about your behavior (using the “what did I do?” form). Below are five questions that can be used:

1. What did I do?
2. What did I want when I did this?
3. Did I get what I wanted?
4. What could I have done differently?
5. What am I going to do now?

If your behavior continues to be a problem, your teacher or leader will talk to your parents.

Transportation Policy

This policy applies to adults while serving in ministry to children or youth who may transport non-family related children or youth in church-sponsored ministries.

1. All drivers must read and sign the Personal Certification of Driver Eligibility form (See pg. 16). Certification will be updated on a regular basis.
2. The following procedures must be in place:
 - a. Ordinarily, when transporting only one child or youth in a vehicle, two non-related adults are required. When transporting two or more children or youth in a vehicle, one adult is required.
 - b. Children or youth (12 and under) are seated in the back seats of the vehicle.
 - c. Ordinarily, permission (normally a signed permission slip) for transporting has been received from the parent (guardian).
3. Drivers need to abide by New York State requirements for seat belt use, air bag safety, and car seat use.
 - a. Passengers are to wear seat belts whenever the vehicle is in service. Drivers may not transport more passengers than available seatbelts.
 - b. For safety, children under the age of 12 may not sit in the front seat if there are passenger airbags.
 - c. As required by law, car seats will be used for younger children.

Note: Youth workers, youth and visitors (such as guests, college students home from school, etc.) may not transport non-family children or youth to/from church-sponsored events unless the transportation policy guidelines are met, or a parent has signed a written permission form designating a driver as their substitute.

Procedure for Reporting Allegations of Abuse

Anyone who has reason to believe that a child or youth has been or is likely to be physically harmed, sexually abused, or emotionally abused must report the matter to a Child Protective Services. The procedure here is specifically written to address reporting and responding to child abuse that relates to volunteers or paid staff involved in WCRC ministries.

1. An individual who hears of or witnesses child abuse or has reasonable suspicion of child abuse is urged to report to police officials (911) or Child Protective Services (CPS) (585-461-5690). Ordained clergy and other mandated reporters are required by law to orally report suspected abuse or neglect immediately and file a written report within 72 hours after making the oral report.
2. The individual with first-hand information leading to a reasonable suspicion of child abuse is urged to report the suspicion of abuse. In most circumstances the identity of the person making a report will not be revealed without consent unless required for the purposes of a court hearing. Therefore, the individual with first-hand information must fill out the appropriate report to police officials or to CPS.
3. In the event an individual is uncertain as to whether child abuse has occurred, the individual is encouraged to consult CPS or the pastor to assist with such assessment.
 - a. This consultation should take place as soon as possible (authorities should be notified within 24 hours) after the individual hears information or witnesses behavior causing him/her to have a reasonable suspicion of child abuse.
 - b. The individual will not be prohibited from reporting what he/she may believe is a reasonable suspicion of child abuse.
4. In the case of a report to police officials or CPS regarding child abuse that relates to volunteers or staff involved in WCRC ministries, the reporter will notify the Safe Church Coordinator as soon as possible.
5. It is the responsibility of the police or CPS to notify the alleged offender of the allegations against him/her. Neither the first hand reporter nor the Safe Church Coordinator should communicate with the alleged offender until police officials or CPS has interviewed him/her.
6. State law protects persons from liability when they report actual or suspected abuse, as long as they do not act maliciously.

Procedure for Responding to Alleged Offenders who are Volunteers or Paid Church Staff

1. If the Safe Church Coordinator learns from police officials or Child Protective Services (CPS) that allegations of child abuse merit serious investigation or there is the possibility of formal charges against a volunteer or paid staff:
 - a. The Safe Church Coordinator should be presented with written documentation specifying the nature of the allegations and with known information.
 - b. The Safe Church Coordinator shall give the alleged offender an opportunity to address the allegations.
 - c. The Safe Church Coordinator may recommend to the Council that the alleged offender be removed/suspended from any child or youth volunteer or staff position (with pay when applicable) and without prejudice pending the outcome of the investigation.
2. If the Council learns from CPS or police officials that criminal charges have been filed against the alleged offender, the alleged offender will be removed/suspended from any volunteer or staff position (with pay when applicable) and without prejudice pending the outcome of the investigation.
3. If a volunteer or paid staff admits sexual, physical, or emotional abuse against a child or youth, the admission should be reported to the police immediately and will also be reported to the Safe Church Coordinator and Council. The volunteer or paid staff will be removed/suspended from office or position.
4. If a volunteer or paid staff confesses or is found guilty of sexual, physical, or emotional abuse against a child, he/she will be removed from office or position.
5. If the Council learns from CPS or police officials that criminal proceedings have concluded, the matter should be revisited.
 - a. If criminal charges are dropped, or the result is either no conviction or acquittal, Council should decide whether to rescind its earlier action and/or take additional action.
 - b. If prosecution results in conviction, the offender is subject to termination of position and denied reinstatement to a position serving children or youth.
6. The church will follow Church Order Articles 81-84 in the admonition and discipline of members and office bearers.
7. We will ensure that pastoral care is provided for the individuals and families who are party to the allegations.

Appendix A

Safe Church Team Mandate

The Safe Church Team (SCT) will assist the church in providing oversight of the personal protection for children and adults in the ministries of WCRC. The emphasis will be on 1) protecting children/youth from abuse; 2) providing guidelines for all adults in the supervision of children/youth; 3) providing a response system for dealing with alleged incidents of child abuse; and 4) promoting a safe environment for everyone involved in the ministries offered by WCRC. The SCT will consist of the Pastor or a member presently serving on council, two members of the congregation, and the Safe Church Coordinator.

- The SCT members will include both genders.
- One member of the team will be a qualified professional in the social work, counseling, or mental health field, if possible.
- The members from the congregation will serve for three years, with a rotation of members each year. The Council will approve the members of the SCT from the congregation. (Names available in the church office).
- The members of the SCT from the congregation and the Administrator will serve as the primary individuals involved in policy recommendations.
- The SCT will appoint the Chairperson and a Spokesperson of the Team. The Pastor will act as liaison to council. In his absence or unavailability, council can appoint a liaison.

The SCT will be accountable to Council for the following:

1. Recommend policies and procedures for reducing the risk of child abuse for everyone involved in the ministries of WCRC.
2. Assist the Children/Youth Ministries Coordinator in providing information and training to the congregation on the WCRC Personal Protection Policy, definitions of child abuse, recognizing signs of child abuse, and appropriate behavior when working with youth.
3. Provide oversight for all reports of child abuse related to volunteer or paid staff involved in WCRC ministries.
4. Provide oversight for the response to alleged offenders who are officers, volunteers, or paid staff of WCRC.
5. Communicate with the Abuse Prevention Advisory Panel of classis, media, and civil authorities as appropriate.
6. Clarify whether the Safe Church Team or the first-hand reporter maintains a liaison with police officials.
7. Notify our legal counsel whenever a reasonable suspicion of child abuse has occurred related to volunteer or paid staff involved in WCRC ministries.
8. Notify our insurance agent as appropriate when directed by legal counsel.
9. Ensure that pastoral care is provided for the individuals and families who are party to the allegations.
10. Provide disclosure and confidentiality as appropriate to a) protect victims from further abuse b) protect alleged offenders from unfair prejudice c) prevent additional persons from being victimized and d) promote healing. Refer to disclosure policy on pages 151-152 in *Preventing Child Abuse* by Beth Swagman.
11. Maintain records on history of child abuse allegations reported at WCRC and inform VP of Council as necessary. Perform other duties as requested by the Council.

Appendix B

Definitions of Child Abuse

The following definitions for physical abuse, neglect, sexual abuse, and emotional abuse can be found in the *Acts of Synod, 1992*, or in the *Acts of Synod, 1995*.

1. **Physical Abuse**—Any nonaccidental human act that results in physical pain or injury to a child—whether or not it leaves a cut or wound, or a mark or a bruise. Physically abusive behavior ranges from slapping, pushing, shoving, punching, kicking, and biting to more severe forms like choking, severe spanking, beating, hitting with an object, burning, stabbing, and shooting. In other words, physical abuse is any intentional means of inflicting pain or injury to another person. It is sometimes a single event, but can also be a chronic pattern of behavior.
2. **Physical Neglect**—Not doing what one is supposed to be doing to meet the physical needs of someone in his or her care. Neglect interferes with or prevents a child's normal development.
3. **Sexual Abuse**—The exploitation of a child or any sexual intimacy forced on a child for the sexual stimulation or gratification of another person. Child sexual abuse can refer to taking advantage of a child who is not capable of understanding sexual acts or resisting coercion. Examples of non-physical sexual abuse includes people exposing themselves, displaying pornographic material, photographing a child for pornographic materials, obscene telephone calls, "peeping Toms," and requests to engage in sexual activity (where no physical contact occurs). Examples of sexual abuse involving physical contact include fondling of body parts such as breasts, crotch, buttocks, or sexual organs; intercourse, oral and anal sex.
4. **Emotional Abuse**—Attempting to control a child's life through words, threats, and fear, destroying a child's self-worth through harassment, threats, and deprivation.

Webster Christian Reformed Church
Volunteer Information
Confidential

This form must be completed by applicants for any position (volunteer or compensated) that involves the supervision or instruction of minors. This is not an employment application. This form is being used by Webster Christian Reformed Church to provide a safe and secure environment for those children and youth who participate in programs and use our facilities.

General Information:

Full Name: _____

Address: _____

Telephone Numbers:

Home: (____) _____ *Work: (____) _____ *Cell: (____) _____

Email address: _____

Ministry Information:

Are you currently a member of Webster Christian Reformed Church? y / n

Are you currently serving in another church ministry at WCRC? y / n

If yes, please list: _____

How often do you wish to volunteer? _____

Which children's ministries/age groups do you wish to volunteer with? (Circle all that apply)

Nursery (birth-2)

Small Children (3-7)

Older Children (8-18)

Specific program(s)/Ministry _____

Have you ever participated in a children's ministry before in this church or another? y / n

If yes, detail participation below.

Have you ever been convicted of, pled guilty or no contest to charges of child abuse and/or neglect?

Yes___ No___

Have you ever been dismissed or terminated from a volunteer or paid position for charges of child abuse or neglect? Yes___ No___

May we contact personal and / or employment references concerning you? y / n

If yes, please list name and contact information below:

(Non relatives, employers, supervisors, or church coworkers may be included)

NAME

TELEPHONE #

The information contained in this application is correct to the best of my knowledge. I authorize the listed references to give you any information (including opinions) they have regarding my character and fitness for children/youth work. I waive any/all rights I may have to inspect any information provided about me by any person identified in this application.

Upon consideration of this application, I release any individual, church or church official, employer, reference or organization from any and all liability for damages of whatever kind or nature, which may at any time result to me, my heirs or family on account of compliance or any attempt to comply with this authorization.

I have carefully read the foregoing release and know the contents thereof, and I sign this release of my own free will. This is a legally binding agreement, which I have read and understood.

Applicant's Signature: _____ **Date:** _____

***Not required**

Please return completed forms to the Safe Church Coordinator

Approved: June 2013

Reviewed:

**Webster Christian Reformed Church
Personal Certification of Driver Eligibility
Church Van or other Vehicle Driven for Ministry Use**

I certify that:

1. I have a valid driver's license
2. I am at least 21 years of age.
3. I have fewer than 6 points on my driving record.
4. I exhibit responsible driving habits.
5. If using my own vehicle, my vehicle is in good operating condition.
6. I have a certificate of no-fault insurance in my possession for the vehicle I am driving
7. I have received, read, and am following the travel and van guidelines (if applicable) of Webster Christian Reformed Church.
8. I agree to a driving record check if requested by the church.

Signed _____ Date _____

Full name on Driver's License: _____

Birthdate: _____

State and Driver's License#: _____

Webster Christian Reformed Church Travel Guidelines

Drivers:

- Signed Personal Certification of Driver Eligibility form

Vehicle:

- Two adults are present and seated in the front seat of the vehicle and/or at least two youth are present in the vehicle
- Youth (12 and under) are seated in the back seats of the vehicle
- Permission for transporting will be received from the parent/guardian
- Not overloaded
- Every person has a seat and uses a seat belt when vehicle in motion
- As required by law, car seats will be used for younger children
- No doors are opened when the vehicle is moving
- No one leaves the vehicle when it is stopped in traffic or at a traffic signal
- No passenger distracts the driver while it is in motion
- Nothing is thrown out of the vehicle at any time

Caravanning:

- Specific written directions given to drivers
- Cell phone numbers should be exchanged for communicating in an emergency. NYS laws regarding use of cell phones must be adhered to at all times.
- Distress signal—flash headlights twice
- Discuss what driver should do if the vehicle becomes separated from the group
- Driver of lead vehicle thoughtful of caravan
- No competition between vehicles

Breakdown:

- Park vehicle in the safest spot away from the flow of traffic
- Keep students in vehicle unless imminent danger
- Look for problem and determine seriousness
- Discuss help you need and where you could obtain
- Return to vehicle and talk with passengers
- Exercise your best option

GENERAL RULES FOR Overnight Activities

1. There will be NO driving by youth members during the retreat. Teen drivers will give their keys to a leader after arriving.
2. There will be NO use of drugs or alcohol. There will be **NO SMOKING**.
3. **NO ONE** is allowed in sleeping rooms occupied by members of the opposite sex.
4. Curfew is 12:30 am. EVERYONE must be in his or her rooms.
5. Cell phones should be turned off during all group activities and otherwise used at the discretion of the Youth Group Leaders. Added to reflect current trends
6. Electronics such as personal radios, personal computers, and video games [hand held or otherwise], are NOT allowed.

ANY violation of these will result in you being sent home early. Parents will be called to pick up their child at the time of the offense, not the next morning.

TEEN: I have read and understand the rules. _____[Signature]

PARENT: I understand that I will be called to pick up my teen for disobeying.
_____ [Signature]

Approved: September 2009
Reviewed:

**Webster Christian Reformed Church
Overnight Activity Consent Form**

Student Information

Student's Name _____

Address _____

Email _____

Home Phone _____ Cell phone _____

Date of Birth _____ Grade in school _____

Insurance Carrier _____ Policy Number _____

Allergies _____

Current Medications _____

(Student's Name) _____ has the permission of the undersigned to participate in Webster Christian Reformed Church Youth Event, _____, where he/she is driven in a vehicle by someone other than his/ her own parent or guardian. This form is effective from _____ to _____.

In the event of an emergency affecting the health or welfare of this participant, the sponsors, leaders, or adult chaperones have permission to administer first aid and/or transport the individual to the nearest doctor or hospital for further medical attention, as deemed necessary. The individual action in response to the emergency will be held blameless. Any medical expenses occurring will be borne by the participant, or parents/ guardians of the participant. Insurance afforded by the Webster Christian Reformed Church is an excess insurance, over any and all valid and collectible insurance coverage available to or for such person, as expressly named above.

Parent / Guardian Signature _____

Check HERE _____ if you DO NOT want your student's photo to appear on Webster Christian Reformed Church website or publications.

**Webster Christian Reformed Church
Single Event Permission Form**

Student's Name _____ Grade _____

Event Name _____

Place _____

Dates _____ through _____ Mode of Transportation

*This Permission Slip is valid only for the dates indicated above.

Student's Health Insurance Carrier _____ Policy Number _____

Birth Date _____ Last Tetanus Injection Date _____

Current Medications _____

Allergies _____

Special Medical Instructions (please attach separate sheet if necessary)

An Emergency Call May Be Made To (full name) _____

Whose Phone Number Is (including area code)

(Student's Name) _____ has the permission of the undersigned to participate in the activity indicated above. In the event of an emergency affecting the health or welfare of this participant, the sponsors, leaders, or adult chaperones have permission to administer first aid and/or transport the individual to the nearest doctor or hospital for further medical attention, as deemed necessary. The individual action in response to the emergency will be held blameless. Any medical expenses occurring will be borne by the parents or guardians of the participant. Insurance afforded by Webster Christian Reformed Church is an excess insurance, over any and all valid and collectible insurance coverage available to or for such person, as expressly named above.

Signature of Parent/ Guardian _____ Date _____

Parent/ Guardian's E-mail Address _____

Check HERE if you DO NOT want your child's photo to appear on the Webster Christian Reformed website or publications.

Approved: September 2009

**Webster Christian Reformed Church
Yearly Consent Form**

Student Information

Student's Name _____

Address _____

Email _____

Home Phone _____ Cell phone _____

Date of Birth _____ Grade in school _____

Insurance Carrier _____ Policy Number _____

Mother's Name

Address if different from above _____

Home Phone _____

Cell phone _____

Email:

Father's Name

Address if different from above

Home Phone _____ Cell phone

Email:

Student resides with:

(Student's Name) _____ has the permission of the undersigned to participate in Webster Christian Reformed Church Youth Events where he/she is driven in a vehicle by someone other than his/ her own parent or guardian. This form is effective from **Sept 2013 thru Aug 2014**.

In the event of an emergency affecting the health or welfare of this participant, the sponsors, leaders, or adult chaperones have permission to administer first aid and/or transport the individual to the nearest doctor or hospital for further medical attention, as deemed necessary. The individual action in response to the emergency will be held blameless. Any medical expenses occurring will be borne by the participant, or parents/ guardians of the participant. Insurance afforded by the Webster Christian Reformed Church is an excess insurance, over any and all valid and collectible insurance coverage available to or for such person, as expressly named above.

Parent / Guardian Signature _____

Check HERE _____ if you DO NOT want your student's photo to appear on Webster Christian Reformed Church website or publications.

In the event that I/ we can't be reached, an emergency call may be made to the following person:

_____ whose number is _____.

Original form to be kept on file at:
Webster Christian Reformed Church -1344 State Rd - Webster – NY – 14580

Approved: September 2009
Reviewed:

Building and Grounds Committee

Educational Ministry Team

The Educational Ministry Team will oversee and support the educational ministries of WCRC in the following areas:

- **Teachers, Leaders and Assistants** – The EMT will assist in recruiting, training and supporting ministry leaders, teachers and assistants.
- **Educational Content & Materials** – The EMT will assist in setting the direction of educational content and the evaluation and procurement of educational materials.
- **Atmosphere** – The EMT will assist in creating an atmosphere conducive to learning (such as classrooms, equipment and materials) and that is safe for our students and teachers (according to the mandates of the Safe Church Policy).
- **Calendar** – The EMT will assist in setting a calendar for the church year and coordinating the various events of the ministries with each other.
- **Help** – The EMT will assist educational ministries in whatever way possible, especially *by bringing budgeting needs to the Council and* through the EMT members and Council liaisons.

The team will oversee and support the following educational ministries; Children and Worship, Sunday School, adult Sunday School, GEMs, Cadets, Youth Group, Family Night, Small Groups, and any other educational ministry that arises on an occasional basis (special speakers, retreats, teaching nights/weekends, etc.)

The team will consist of the pastor and/or Council liaison, representatives from Children & Worship, Sunday School, Youth ministries, Family Night, and Small Groups, and at least one person with an educational background (if not represented among the other members). The team will meet at least twice a year, usually in the late spring (for planning) and in the fall, once the church year has begun (for support and assistance).

Approved: Jan 2015

Fellowship Committee

Finance Committee

Hospitality, Greeting and Encouragement Ministry

Honoring and Remembering Paid Staff

To honor and celebrate our paid staff for their service to God and to our church the following guidelines are as follows:

1. A thank you note will be placed in the weekly bulletin, close to the anniversary hire date, informing the congregation of the years of service that said employee has worked for WCRC.
2. A thank you card will be sent out to the employee to arrive on or close to the anniversary date. The card will signed "from your church family."
3. A gift card will be enclosed in the thank you card.
 Suggested Gift Amount:
 5 years - \$25
 10 years - \$50
 15 years - \$50
 25 years - \$50

Hire Dates for WCRC Staff

Years	<u>2014</u>	<u>2015</u>	<u>2016</u>
Jean McDonald	- June 19, 2001 13 yrs.	14 yrs.	15 yrs.
Pete DeVries	- August 30, 2001 13 yrs.	14 yrs.	15 yrs.
Conrad Smith	- September 5, 2010 4 yrs.	5 yrs.	6 yrs.
Brian VanHarken	- October 14, 2013 1 yr.	2 yrs.	3 yrs.
Ed Visser	- November 29, 2009 5 yrs.	6 yrs.	7 yrs.

Resignation of Paid Employees

1. Upon resignation of a paid employee, H.G. & E. will purchase a gift.
2. A representative of the Council will present it to the retiring individual during a selected time in the Worship Service.
3. Suggested Gift amount:
 5 years of service - \$50
 6-10 years of service - \$75
 11 + years of service - \$100 and a cake

1. A note will be placed in the bulletin by H.G.& E. to express WCRC's gratitude for service to the church and to God.

Revised: June 2014

Pastor Appreciation Policy

Hebrews 13:7 (MSG)

Appreciate your pastoral leaders who gave you the Word of God. Take a good look at the way they live, and let their faithfulness instruct you, as well as their truthfulness.

1. The month of October has been designated as Pastor Appreciation Month.
2. In August or September, H.G. & E. will solicit a "Pastor Appreciation Month" team to organize this event.
3. The P.A.M. team will be comprised of at least 1 representative from the H.G. & E. ministry and at least 2 other WCRC members, one of which should be from the Fellowship Ministry.
4. The newly-formed team will determine what events will take place during this month.
4. The team will produce a flyer to be placed in the mailboxes, explaining Pastor Appreciation Month, along with suggestions of ways to honor the Pastor.
5. The team will also decide whether to encourage the congregation to contribute monetary gifts to be presented as one gift or encourage individuals to find their own unique way to express appreciation.
6. At the end of October, the team will write up a report, explaining how Pastor Appreciation Month was celebrated, including the year.
7. This report will be saved in the H.G. & E. binder as a reference for future years.

Revised: June 2014

Library Ministry

Change into a ministry description

Nature and Scope of Work

This is a volunteer position. The librarian(s) are responsible for planning, coordinating, and directing a systematic collection of adult and children's materials for reading or reference. The time commitment may vary, generally 1-3 hours per month for circulation and maintenance, including a weekly check of the library. The librarian reports to the council.

Responsibilities

- Enlist the help of others to serve and adequately staff the church library.
- Keep the library properly organized, providing a welcoming environment.
- Establish and maintain a filing system for the signing in or out of library materials.
- Send out overdue notes to promote proper circulation of material.
- Catalogue, and maintain, in good usable condition, all books, periodicals, tapes, and DVD's.
- Select, order, and purchase appropriate books or materials.
- Actively promote the use of library materials.
- Publish periodic reviews of books to stimulate interest in reading books.
- Solicit suggestions from church family for books to be purchased.
- Review books or materials that have been donated to the library, determining whether they should be shelved or discarded.
- Prepare an annual budget and submit to the Council.
- Annually, repair or replace books as needed..

Approved: February 2013

Reviewed: April 2014

Missionary Support Team

The Missionary Support Team will consist of at least one member (or regular attendee) of Webster CRC and one deacon presently serving on council. The team will serve as a liaison between Webster CRC and the missionaries supported by the church, with the goal of:

- **Communication** – The team will keep in regular contact with our missionaries, learning more about their mission and their needs, and encouraging them with supportive words and prayer, and encouraging the congregation to do the same.
- **Promotion** – The team will promote missions in general, and our missionaries in particular, within the Webster CRC family through announcements and articles, and updates on their mission efforts and challenges as well as personal and family needs.
- **Support** – The team will bring the needs of the missionaries before the congregation for special offerings and/or gifts, and before the Council for financial support from the budget.

Approved : February 2013

Reviewed: April 2014

Nursery Ministry

The Nursery ministry will provide a safe environment and safe care to the children of WCRC from infants to three years old.

- All volunteers will have Safe Church training on an annual basis
- All volunteers will have a current Volunteer form on file
- All volunteers will be responsible for reading and understanding the policies regarding this age group
- Two adults will be present at all times when children are present in the nursery
- Parents are responsible for diaper changes
- Parents will sign their children in and out of the nursery.

Approved: Dec 2014

Small Group Ministry

Vision Team

Mandate

The Vision Team will seek to enhance the 'vision' of Webster CRC by encouraging the church to

- Look Upward-to God, for his vision (Word and prayer)
- Look Inward-at ourselves, who we are (personalities, passions and spiritual gifts) and what we do or could do (Discipleship)
- Look Outward-at our community, how we can be 'Christ 'to them (service and witness)

Worship Planning Team

Facility Use Policy

Purpose:

Webster Christian Reformed Church (WCRC) is committed to effectively utilizing our facility in a way that supports our mission and safeguards people and property.

Reservation Information:

- WCRC ministries have first priority for the use of the facilities.
- All reservations for usage will be recorded in the **Master calendar in the church office**. All reservations for non-ministry usage must be made through the church office.
- WCRC is not responsible for the personal property of participants or injuries that may occur during the use of the facilities.
- WCRC reserves the right to limit the use of the church facilities at any time to any group or individual.
- WCRC reserves the right to schedule multiple events at the same time that appear to not conflict with each other.
- Reservations are taken on first come first served basis unless otherwise noted.
- Custodian may be consulted as necessary regarding custodial issues. The Church Administrator must approve special requests. Special requests should be in writing and will be recorded in the Master calendar. Extra custodial needs may have to be handled by the reserving party or with a fee.
- Adult supervision of youth under 18 must be provided at all times.
- A responsible party must familiarize them self with exit doors, fire extinguishers, and other safety needs.
- Exceptions to the church usage policy may be granted by church administrator in consultation with the pastor or Vice President of Council.

Restrictions:

- League games are not permitted.
- Mechanical equipment including all controls should not be touched, i.e. sound and video equipment.
- No alcoholic beverages or smoking will be allowed in the facilities. Toasts have been permitted on a limited basis for wedding rehearsals.
- No objects such as confetti or rice may be used anywhere in the church or on the grounds at any time.
- No rollerblading in the facility.
- No additional signs allowed on property without prior approval.
- No smoking in building or on grounds

Kitchen/Catering Guidelines:

- Kitchen is not a licensed commercial kitchen to be used in the preparation of meals and therefore may be used for “warming” purposes only.
- Coffee, paper products, condiments, etc. are only for WCRC ministries.
- A list of guidelines for kitchen usage is located in the kitchen.
- The kitchen facility and equipment are to be left in excellent condition. Extra custodial fees may apply if it is not adequately cleaned.

- Outside catering may be used with a caterer agreement.
- Church Administrator/Facilities chair will be responsible to determine any damage or cleaning costs.

Facility and Equipment Information:

- Sanctuary seats 180 people.
- Fellowship hall seats 120 seated at tables, 200 maximum according to code. The Fellowship is equipped with 6 round tables (each will seat 8 people), 6 rectangular tables, and 130 chairs. Chairs and rectangular tables are available in the storage room off the fellowship hall.
- Handicapped--wheelchairs can be accommodated at the main entrance. Handicapped bathroom and parking are available.
- All church and kitchen equipment must remain in the church.
- Cloth tablecloths are available for WCRC ministry and member usage. Tablecloths and dish towels, when used, should be taken home for cleaning and returned before the next Sunday.
- Technical equipment available includes overhead projector, and TV/VCR/DVD's.
- The sanctuary sound system, projector, organ, and piano may only be used by approved persons. Fees may be charged for non-ministry usage.
- 100 parking spaces are available.

Specific Guidelines for WCRC Ministry Usage:

- WCRC ministries may use rooms and equipment without charge. Ministries are requested to setup and takedown their own activities.
- When using the facilities, please return the room to the original condition unless requested otherwise.
- All ministry meetings and events at the facilities must be reserved through the church office. It is advisable to make these reservations as soon as possible.

Specific Guidelines for Non-Ministry and Non-Member Usage:

- Inquiries may be made at the church office.
- The reserving person must be present at all times during building use and is responsible for the conduct of all those in attendance. The responsible person will assume responsibility for any damage to the property, equipment, or facility.
- Decorations are limited to those which will avoid damaging surfaces or fixtures. Signs must be limited to bulletin board areas or be placed on easels. No hanging decorations from the fellowship hall ceiling without prior permission.
Damage must be reported to the Church Administrator. Please report anything that causes you concern.
- The facility should be left in good condition and returned to original condition unless custodial services were purchased. If extra custodial services are required, a custodial fee of \$25 per hour will be charged.
- The WCRC facilities may be used by outside organizations provided they support our vision statement or are for community services. For example: support groups, an election poll site, and educational services.
- If an organization renting space in our facility changes our tax-exempt status, that organization is responsible for all tax fees incurred.

Specific Guidelines for WCRC Member Usage

(Non-ministry):

- Members may use the church facilities for social gatherings, wedding receptions, recitals, and other similar purposes if the event does not conflict with the regular ministries of the church. (See the fee schedule) Custodial fees may be incurred for wedding ceremonies.
 - Facility should be in as good or better condition than you found it. Chairs and tables must be returned to their proper location (rectangular tables are marked underneath with room location).
 - Persons using the facilities are responsible to leave the facilities cleaned, vacuumed, and in the same condition as when they arrived unless custodial services are purchased. This includes waste disposal.
 - Upon departure all lights must be turned off, all foyer doors closed, outside doors and windows secured, and the alarm system activated. Also, close the Sanctuary, Nursery and Education wing doors.
 - Facility may be available for members upon request after 1 PM on Sundays without a usage fee. Setup, takedown, and cleanup will be provided by the member.

Member Fees

- After the event is approved, the event will be scheduled in the Master calendar and a confirmation will be sent.
- A 50% reservation fee is due at the time of reservation and balance due 30 days prior to event.
- Fees are for four hours of use or less. The fee will be \$20 per additional hour.
- If custodial services are needed for setup, takedown, or other cleanup, custodial fees will be charged at \$25/hour.
- Sanctuary Sound System/operator fee is \$35/hour.
- If a caterer is used, an additional fee may be required.
- If WCRC cancels the event, a full refund will be made.

Non-member Fees

- After the event is approved and a deposit is received, the event will be scheduled in Master calendar and a confirmation will be sent.
- Building usage fee is \$125 per day.
- 50% of the usage fee is required at the time of the reservation. The balance of the fees (including damage deposit) is due 30 days before the event.
- Damage Deposit of \$100 is required at time of reservation
- A \$25 per hour custodial fee will be charged for cleanup that is more than would be expected from normal usage.
- Sanctuary Sound System/operator fee is \$35/hour.
- Damage deposits will be refunded within 30 days following an event if there is no damage or clean-up costs.
- If WCRC cancels the event, a full refund will be made.

Approved: May 2008

Reviewed: April 2014

Webster Christian Reformed Church
1344 State Road
Webster, New York 14580

Building Request Form

Our church facility is a gift and blessing from God. We're glad that you have asked to use it.

Please review and complete the following information:

1. Name: _____

Home Phone: _____ Cell: _____

2. Please enter date(s) and duration of time needed:

Date: _____ Date: _____

Time: from: _____ to: _____ Time: from: _____ to: _____

3. A non-refundable rental fee for use of the church is \$125.00 (waived for members), payable to Webster Christian Reformed Church. Fifty percent of the rental fee is required at the time of reservation. The balance of the fees (including damage deposit) is due 30 days before the event. Reservations must be canceled one month prior to the reservation date to receive a refund. Unused damage deposits will be refunded within 30 days following the event. Please send the check and the completed form to the address listed above.

Suggested fees for additional services:

- \$50.00 for the services of our custodian
- \$50.00 for the services of our sound technician

4. No smoking is permitted in the church or on the grounds.

5. No alcoholic beverage may be served.

6. All kitchen counters need to be wiped down. A use and clean-up checklist is available on the refrigerator in the kitchen.

6. All table and chairs must be returned to their original location when the event is concluded.

7. Garbage needs to be emptied in the fellowship hall, kitchen and bathrooms and removed to the rear parking lot and placed in the green tote at the end of the event.

Signature: _____ Date: _____

Marriage Policy

We believe that marriage is ordained by God and is a sacred covenant between a man and a woman to live united in a relationship with Him and with each other. The church is involved in marriage as a way of solemnizing this covenant before God, and caring for and discipling the couples entering into this covenant through premarital counseling and God-centered weddings. Based on these beliefs, the council and pastor of WCRC agree to the following policy for weddings.

The pastor will perform a wedding for a man and woman, at least one of whom is a member of WCRC, and both of whom are believing Christians, upon the completion of approved or provided premarital counseling (normally at least four sessions). The pastor may perform a wedding for a man and woman, at least one of whom is from a family belonging to WCRC, subject to the same criteria as above. The pastor will not perform, nor will the church building be used for, a wedding that does not meet these criteria. Any exceptions to this policy must be approved by the Elders of WCRC.

Wedding Guidelines

- WCRC is available for Christian weddings of families of our church members. The couple will agree to the provisions of the Webster CRC Marriage Policy.
- Weddings will normally not be scheduled in December, on a holiday weekend, or the week before Easter without prior approval from the Pastor and church council. Saturday weddings must be completed and the facility vacated by 5:00 pm.
- Catering—Outside caterers may use kitchen and its equipment with a completed caterer agreement. Any food or beverage serving or warming must be approved. Casual use for snacks and drinks permitted if you clean up.
- Florists—Decorations must be removed on the date of the wedding unless special arrangements are made.
- Minister— Gratuities for minister are not included in WCRC fee list.
- Organ—Arrangements and fees are made and paid directly to the organist.
- Sound System- fee includes normal operation of sound system for wedding. Digital recording available if requested. Only approved persons may operate the recording and audio system. Additional fees may be charged for extra services.
- Change Rooms—Separate rooms are available for the bridal party.
- Runner is not available.

Approved: October 2011

Reviewed: April 2014

Webster Christian Reformed Church

1344 State Road
Webster, New York 14580

Building Request For Weddings

Our church facility is a gift and blessing from God. We're glad that you have asked to use it.

Please review and complete the following information:

1. Name: _____

Home Phone: _____ Cell: _____

2. Please enter date(s) and duration of time needed:

Date: _____ Date: _____

Time: from: _____ to: _____ Time: from: _____ to: _____

3. A non-refundable rental fee for use of the church for weddings is \$125.00 (waived for members), payable to Webster Christian Reformed Church. Fifty percent of the rental fee is required at the time of reservation. The balance of the fees (including damage deposit) is due 30 days before the event. Reservations must be canceled one month prior to the reservation date to receive a refund. Unused damage deposits will be refunded within 30 days following the event. Please send the check and the completed form to the address listed above.

Suggested fees for additional services:

- \$100.00 for the services of our wedding coordinator
- \$50.00 for the services of our custodian
- \$50.00 for the services of our sound technician
- \$150.00 if you wish to utilize the church organist.
- \$100 Caterer Damage Deposit (refundable)
- An honorarium of between 200.00-\$250.00 if you require the services of our Pastor.

4. No smoking is permitted in the church.

5. No alcoholic beverage may be served to guests on church premises with the exception of a one-time toast.

6. Ministers of other denominations or churches may officiate with the approval of the Elders.

7. Pre-marital counseling sessions will be required.

Signature: _____ Date: _____

Rescinded Policies

Wedding and Baby Shower Policy

Purpose:

Our church encourages all members to celebrate marriages and new births.

General:

It is the responsibility of the fellowship committee to sponsor a shower in the following events:

- the first marriage of any of the present members
- the birth of the first child to a member's family

Fellowship committee may elicit volunteers from the congregation to host the shower or the committee may host the event. The shower may take place in the church building or an individual home.

A budget amount of \$50 will be allotted each shower.

Those who choose to host these events may use church mailboxes to distribute individual invitations.

The host or hosts will be responsible for leaving church facilities in a clean and orderly manner.

Revised: May 2008

Rescinded: May 2014

Birth Day Party

Purpose:

Our church encourages all members to celebrate the birth/adoption of children

General:

A *Birth Day* party may be held for any member celebrating the birth/adoption of a new child. A Birth Day Party consists of a small gathering of people visiting the mother and baby in the hospital or shortly after the mother and baby return home.

A fellowship committee member should be contacted as soon as possible after the birth/adoption of the child in order to arrange the gathering. The fellowship committee can elicit other volunteers to host the Birth Day Party.

A budget amount of \$25 will be allotted for each Birth Day Party

Approved: May 2008

Rescinded: April 2014