



**MANUAL OF OPERATION FOR MISSION AND MINISTRY
TABLE OF CONTENTS**

	Page No.
Introduction	3
Purpose and Goals	3
Nomination and Election of Elders	4
Trustees	6
Officers of the Session: Moderator and Clerk	7
Financial Officers	8
Meetings of the Session: Time, Attendance, Quorum	8
Organization of the Session: Ministry Teams and Task Forces Terms of Service	9
Amendments	9
Ministry Teams of the Session: Duties and Responsibilities	
Worship	10
Membership	11
Christian Education	12
Fellowship	13
Stewardship	14
Service	15

Personnel	16
Property	17
Policies	
Weddings	18
Use of Church facilities	25
Memorial Gifts	26
Memorial Resolutions	26
Special Offerings	27
Fund Raising	27
Personnel Policies	28
Holidays, Vacation, and Personal Days Off	28-29
Advertising	30

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Revised: January 1989, February 1990, November 1995, November 1997,
September 1999, October 2001, August 2004, January 2007, August 2012.

INTRODUCTION

This Manual of Operation for Mission and Ministry includes the policies and procedures adopted by the Session and/or the Congregation of Village Chapel Presbyterian Church to guide and govern the worship and work of this church. The policies and procedures set forth here are, to the best of our knowledge, consistent with the provisions of the Book of Order of the Presbyterian Church (USA). This Manual is intended to work toward its fulfillment.

We affirm that "God has put all things under the Lordship of Jesus Christ and has made Christ the Head of the church, which is his body. Christ calls the church into being, giving it all that is necessary for its mission to the world, for its building up and for its service to God. Christ is present with the church in both Spirit and Word. It belongs to Christ alone to rule, to teach, to call, and to use the church as he wills, exercising his authority by the ministry of women and men for the establishment and extension of his kingdom." (Book of Order, G-1.100)

"STATEMENT OF PURPOSE"

Village Chapel Presbyterian Church is a congregation of God's people. We know God through Jesus Christ and the Holy Spirit. We are called to do God's work in the world. Our mission is to accomplish God's work through evangelism, service and prophetic witness (God's message to society). To equip ourselves for this mission: We worship God. We study God's Word. We minister to one another.

(Adopted by the Session, June 21, 1995)

**THE NOMINATION AND ELECTION OF ELDERS
OF THE VILLAGE CHAPEL PRESBYTERIAN CHURCH
For Adoption by Congregation January 21, 2007**

Members of the Nominating Committee

The Nominating Committee in any given year shall be:

Two Elders from the out-going class of the Session; six members at large, none of whom shall be active elders; and the minister who has voice but no vote. (Book of Order G-14.0201b)

Election of the Nominating Committee

The Committee will be chosen in May each year.

The Session shall elect two members of the outgoing class of the Session, naming one of them to serve as Moderator of the Committee and the other to serve as Vice-Moderator.

These four groups shall each select one person, either from within their ranks or from other members of the congregation, whom they have contacted and find willing to serve on the Nominating Committee:

Youth
Presbyterian Women
Education Ministry Team
Adult Choir

The names of those selected shall be reported to the Moderator of the Nominating Committee and shared with the congregation by June 1.

During the first two weeks of May the congregation will be asked to submit in writing the names of additional persons for membership on the Nominating Committee. The Moderator and Vice-Moderator will collect these names and will select two who are willing to serve and will help make the membership of the Nominating Committee as representative of the congregation as possible. The full Committee will be announced to the congregation as early in June as possible.

Duties of the Nominating Committee

The Nominating Committee shall select eligible nominees for the office of Elder from names submitted by the congregation, endeavoring to hold to the principle of participation and representation stated in the Book of Order, G-4.0403 and G-9.0104. One person shall be nominated by the Committee for each of the positions to be filled. The names of the nominees shall be shared with the congregation at least two weeks before the day of the election. At a congregational meeting called for this purpose, ordinarily on the third Sunday in September, the congregation will vote on the nominees presented by the Nominating Committee, as well as those who may be nominated from the floor.

Details of this procedure are as follows:

The Nominating Committee shall:

- a. During June distribute forms to the congregation through the newsletter and/or bulletin, requesting suggestions for the office of Elder.
- b. Select from the names suggested one for each office, including those for unexpired terms.
- c. Secure permission from those selected to allow their names to be placed in nomination.
- d. On the first Sunday in September announce the nominees to the congregation.

These names shall be placed in nomination at a congregational meeting called for the purpose of electing elders.

2. Other Duties of the Nominating Committee

This Committee shall also nominate to the Session, at a meeting following the election of Elders, an Elder to be Clerk for one year, Elders to be Moderators of the Ministry Teams for one year, and other Elders to be members of the Ministry Teams according to their preferences where possible. **The quorum for all congregational meetings at Village Chapel shall be not less than one tenth of the members.**

Miscellaneous

1. Regularly scheduled elections for the office of Elder shall be held every year. Dates for the ordination and installation of New Elders shall be set by the Session following a period of training.
2. The number of Elders serving on the Session shall be 15, with the possibility of a 16th member who is a youth. 15 Elders, in classes of five, are elected for three-year terms. A youth member of the congregation (up to age 22) may be elected to serve a one-year term. The one-year position on the Session will be filled or not filled depending on the availability of an appropriate youth nominee. The youth serving in this position will be an ordained Elder and expected to fulfill all the responsibilities of any person in this office. (adopted 08/29/04)
3. Elders in rotation, after serving a three-year term, shall be ineligible for re-election to active service for a period of one year following the expiration of their term of active service.
4. If in the judgment of the Session it is necessary to fill an unexpired term on the Session at a time other than when a full class of Elders is being elected, the most recently elected Nominating Committee will be asked to present a nominee for each position to be filled and the same procedures will be followed as in the election with an opportunity for nominations from the floor of the meeting, and with written ballots to be used if there is more than one nominee for an office.

TRUSTEES

Village Chapel Presbyterian Church shall elect three members of the congregation to serve as trustees in accordance with the provisions of the Book of Order G-7.0400. Each shall be elected for a three-year term and is not eligible to serve another term for a period of one year after the expiration of a term of active service. One trustee shall be elected each year upon nomination by the Church Officer Nominating Committee at the same time elders are elected. The duties of the trustees shall be those stated in The Book of Order G-7.0402. The Trustee in his or her third year of service shall ordinarily serve as convener of the group.

THE OFFICERS OF THE SESSION

A. Description:

The Officers of the Session shall be the Moderator and the Clerk. (G9.0202).

B. Duties:

1. The Moderator (G9.0202)

The Moderator shall convene and preside at all meetings of the Session; shall call meetings when deemed necessary or when requested to do so under the conditions set forth in the Book of Order (G10.0201); shall report to the Session any problems, whether spiritual, administrative, or personal which relate to the welfare of the church; shall have responsibility for the administrative oversight of the staff; shall work through staff members and ministry team leaders to supervise the work of the Session. The Moderator shall ordinarily prepare an agenda for each Session Meeting, which shall be distributed prior to the meeting, together with the ministry team reports and monthly financial statement.

2. The Clerk (G9.0205)

The Clerk shall be responsible for keeping minutes of all meetings and seeing to it that such minutes are approved and properly endorsed; shall keep up-to-date membership rolls, including active members, baptized members, inactive members, and affiliate members (B.O. G10.0302); and shall take care of the necessary correspondence of the Session, including dismissal of members; shall keep all records necessary, including committee reports; shall keep available to all meetings the "Manual of Operations"; shall remind and notify all ministry teams and persons of the actions taken by the Session pertaining to that group or person; shall keep an accurate record of events in the life of the church. The Clerk shall ordinarily be the Secretary of the congregational meetings, and shall keep records of such. In the Clerk's absence, an Elder shall be elected to take the minutes of that particular meeting.

FINANCIAL OFFICERS OF THE CHURCH

1. The Treasurer

The Treasurer shall be responsible for supervising the receiving, accounting for, and disbursement of all money received for budgetary or other authorized purposes. He/She will be a member of the Stewardship Ministry Team. The Treasurer and the chairman of the ministry will be responsible for keeping the officers informed regularly concerning the financial condition of the church. The Treasurer will exercise these responsibilities in cooperation with the Ministry Team on Stewardship, consistent with the budgetary determinations of the Session, and in conformity with acceptable accounting principles and procedures. (Book of Order G-10.0400)

2. Assistant Treasurer(s)

One or more Assistant Treasurers shall assist the Treasurer, particularly in counting, recording and depositing the moneys received on the Lord's Day for the church's regular budget and for special offerings and in disbursing funds as authorized by the Session. He/She /They shall have full authority to act in the Treasurer's absence.

3. The Treasurer and Assistant Treasurer(s) need not be Elders, but shall be elected by the Session each year.

THE MEETING OF THE SESSION

A Schedule of Meetings

The Session shall ordinarily meet to conduct general business on the third Wednesday of each month at 7:00 p.m., unless otherwise specified by the Session. The Moderator may call special meetings of the Session at any time, or when requested to do so under the provisions set forth in the Book of Order (G10.02011). All meetings shall be opened and closed with prayer.

B. Attendance

Each member of the Session is expected to be present at all stated meetings. If an Elder is unable to be present at a monthly stated meeting, he or she should so notify the Clerk, the Moderator, or the Church Secretary in advance of the meeting.

C. Quorum

The quorum for all meetings of the Session shall consist of no fewer than nine members of the Session, except for the purpose of receiving members, in which case the quorum shall be the Moderator and two Elders (Book of Order G10.0202).

ORGANIZATION OF THE SESSION

A. General

Most of work of the Session will be carried out through its ministry teams and committees. Special Task Groups may be established to fulfill short-term responsibilities.

B. Ministry Teams of the Session

1. Description: Property, Education, Fellowship, Personnel, Service, Stewardship, Worship, Care of Members and Outreach.

2. Membership: An Elder in active service shall ordinarily serve as Leader of each ministry team. The membership of each ministry team should represent the Session, Presbyterian Women, and members of the congregation, and should be of sufficient size to carry out its responsibilities. Effort should be made to match members interests and talents with each ministry team, and should include a cross section of the congregation whenever feasible.

3. Meetings, Reports, Minutes of Ministry Teams: Each ministry team shall meet as often as necessary to accomplish the goals set for the year and to perform the duties outlined under each ministry team. The regular meeting time for all committees shall be the first Wednesday of the month. Each ministry team shall keep an accurate set of minutes and shall file a copy with the church secretary for inclusion in the agenda for the next meeting of the Session.

C. Terms of Service

The Clerk, Treasurer and Assistant Treasurer(s), shall be elected for a term of one year. The Clerk is ordinarily a member of the Session and may be re-elected to serve for the whole of his/her term of three years. An Elder who is not a member of the Session may be elected to serve as Clerk as provided in the Book of Order (G-9-0203). The Treasurer and Assistant Treasurer(s) may be re-elected. The leaders of ministry teams shall be elected for a term of one year, and may be re-elected to serve their whole term of three years.

Ministry team members shall serve for a term of one year. Ordinarily they shall not succeed themselves for more than two additional years.

AMENDMENTS

This Manual of Operation may be amended by a majority vote of those present at a stated meeting of the Session, provided the proposed amendment was presented, moved and seconded at a previous stated meeting.

VILLAGE CHAPEL PRESBYTERIAN CHURCH MINISTRY TEAMS
Revised and Adopted by the Session, August 15, 2001

WORSHIP MINISTRY TEAM

The Worship Ministry Team shall work with the minister to provide worship opportunities for the congregation.

All Services

- Arrange for worship services every Sunday throughout the year.
- Arrange for guest worship leaders in the absence of the minister.
- Provide and maintain materials and equipment for the sanctuary, i.e. Bibles, hymnals, guest book, attendance records, pew information sheets, etc.
- Maintain policies for weddings, funerals, and other special services.
- Enlist greeters, ushers, acolytes, and liturgists for Sunday worship and for special services, and provide them with necessary training.
- Provide white (births) and red (deaths) roses to commemorate these events in the life of the congregation.
- Educate the congregation in regard to various forms of worship.

Sacraments

- Prepare the elements for Communion and Baptism.
- Provide for clean-up following Communion and Baptism.
- When requested, provide Communion to be taken to those unable to attend church services.

Music

- Provide appropriate music for all services as well as scheduling for special musical programs.
- Provide music, equipment and supplies for the choir program.
- Provide for the maintenance, tuning, and repair of all musical instruments.
- Set and maintain policies for the use of instruments.
- Provide for a program of music for children of the church.

Special Seasons

- Arrange for special observances of the liturgical calendar seasons, i.e. Advent, Christmas, Lent, Easter, Pentecost and others as identified.
- Provide appropriate decoration of the sanctuary for special services and seasons. Work in cooperation with the flower calendar chairperson.

MEMBERSHIP MINISTRY TEAM

The Membership Ministry Team will lead the Session and congregation in caring for members and regular participants, and for outreach to persons who are not yet members of the church and to those who are inactive.

Care and Support

- Organize and oversee, in coordination with the minister and staff, a plan to provide care for all members and regular participants, including visitations to persons outside the church.
- Review each member's participation in worship and other activities and initiate contact with those who appear to have become inactive.
- Support the church secretary and staff to provide the congregation with a newsletter and/or other regular communication about the life and work of the church.

Church Rolls

- Review church rolls annually and make recommendations to the Session concerning each member's placement as active, inactive, or affiliate.
- Provide the congregation with a current directory of members and participants, working with the church secretary.

Evangelism

- Encourage members to reach out to others in the name of Christ, and with the minister and education ministry team offer members training and education in spiritual growth and evangelism.
- Use public media (newspaper, radio, TV, etc.) to advertise church activities and invite participation.

Welcoming Visitors and New Members

- Identify and respond to persons who worship with our congregation as newcomers and visitors and invite them to become members of the church.
- Prepare materials to introduce persons to the worship and work of Village Chapel.
- Enlist members who specifically welcome new members and who help familiarize visitors and new members with the church building and programs.

Approved by Session of Village Chapel Presbyterian Church on 11/15/06

Please note – This new Membership Ministry Team description was adapted from the October 2001 descriptions of the Outreach Ministry Team (pg. 11) and the Care of Members Ministry Team (pg. 12) included in the Manual of Operations revised by Session and Congregation – August 2004.

EDUCATION MINISTRY TEAM

The Education Ministry Team will provide opportunities for Christian education for persons of all ages.

Sunday Church School

- Select Church School Coordinator, recruit teachers and select curriculum for church school classes of all age groups.
- Provide for recognition of Church School teachers.
- Purchase and maintain equipment, books, audio-visuals and other supplies for Christian Education.

Youth Ministry

- Coordinate the youth ministry program.

Vacation Church School

- Recruit a director for the annual Vacation Church School
- Assist the director with staffing, choosing curriculum, promoting attendance and evaluating the Vacation Church School.

Special Studies

- Staff and promote a program of worship education for children.
- When appropriate work with the minister to develop Church Membership classes.
- Provide learning experiences for children ready to participate in the Lord's Table.
- Publicize and encourage attendance at camps and conferences.
- Assist Fellowship Ministry Team with the planning of educational activities for the annual Bluestone Retreat.
- Maintain an interesting and orderly library.
- Arrange for childcare for preschool children during worship and for preschool and elementary age children on other occasions as needed. (See Guideline adopted 3/89).
- Recommend to the Session the congregation's use of its portion of the annual Pentecost Offering.

FELLOWSHIP MINISTRY TEAM

The Fellowship Ministry Team will work to nurture a spirit of fellowship within the congregation.

Congregational Events

- Ensure that at least two congregational events for fellowship are held each year along with activities for specific groups (men, women, youth, families, children, etc.)
- Work with other Ministry Teams to help them achieve their goals through fellowship activities such as Worship in the Park, teacher recognition, honoring graduates, etc.
- Encourage people to invite friends and neighbors to events.
- Offer assistance in transportation to those who need it.
- Publicize events, at least three weeks in advance, with repetition using the Bulletin and *Villager* and other means such as fliers, personal contacts, Sunday School, Ministry Teams, etc.

Recreation

- Provide recreational/sports activities for all ages.
- Make public the philosophy under which the sports program will operate.
- Design and maintain a job description for the Director of the sports program.
- Enlist a director for the sports program.
- Promote all the sports activities in the *Villager* including “sign-up.”

Retreats

- Provide one or more All-Church weekend events (historically Bluestone).
- Form a planning team in January of each year to plan the spring All-Church Retreat.
- Set the date with Presbytery for the All-Church Retreat one year in advance.

STEWARDSHIP MINISTRY TEAM

The Stewardship Ministry Team is responsible for encouraging members and friends of the church to support the church through stewardship of money, talents and time.

Money, Talents and Time

- Provide members an annual opportunity to commit their time, talents, and money, to the church.
- Oversee the work of the Memorials and Special Gifts Committee (see Memorials and Special Gifts, p.27).

Budget Management

- Nominate to the Session annually persons to serve as Church Treasurer and Assistant(s).
- Develop annually a proposed budget for the church, to be submitted to the Session, and as appropriate, to the congregation.
- Supervise and monitor the expenditures of the church, working with the Treasurer and the various Ministry Teams to insure responsible budgetary actions.
- Take appropriate actions, when necessary, to insure the good financial standing of the church.
- Consider proposals to borrow funds or to encumber church property and make recommendations to the Session, or if appropriate, to the congregation regarding such proposals.

Special Offerings

- Supervise and implement both the regular and special offerings of the church. Offerings include:
 - General Assembly – Pentecost Offering, Easter Offering, Christmas Joy Gift, and Peacemaking Offering.
 - Synod – Thanksgiving Offering (supports Davis Stuart, Inc.)

SERVICE MINISTRY TEAM

The Service Ministry Team will lead the congregation in service to others including community ministry, ecumenical relations, and world missions.

Community Service

- Serve as the liaison between our church and such community ministry organizations as Charleston Interdenominational Council on Social Concerns, Covenant House, Manna Meal, Kanawha Pastoral Counseling Center, Shepherd Center, Health Right, RCCR, etc.
- Make recommendations concerning the church's funding of community ministry organizations.
- Assess present and future community needs and develop programs in response to those needs.
- Recommend to the Session the congregation's use of its portion of the annual Peacemaking Offering.

International Mission

- Review the resources of our denomination on world missions and plan for their use.
- Maintain communication with the missionaries who may be supported directly by our congregation.
- Prepare a plan of international mission education with special emphasis on the partnership between the Presbytery of WV and Nyeri Presbytery in Kenya.
- Encourage church members to attend denominational mission conferences.

PERSONNEL MINISTRY TEAM

The Personnel Ministry Team provides a church staff, determines staff needs and reviews working conditions.

Employment

- Work with the minister in supervising the work of all church staff.
- Maintain current personnel policies, procedures, expectations, and job descriptions.
- Make recommendations to the Session regarding the termination of employment and the filling of vacancies of staff members, when such responsibilities have not been assigned by the Session to an ad hoc, search, or standing ministry team.

Evaluation

- Plan and conduct an annual performance review of the minister and all staff.

Salary Review

- Review annually with all staff members their salaries, benefits, and working conditions.
- Make budget recommendations concerning staff salary and/or benefit needs to Stewardship.

Office Equipment

- Make an annual inspection of office equipment and furnishings, and make recommendations to Stewardship for short-term and long-term office equipment replacements and additions.

PROPERTY MINISTRY TEAM

The Property Ministry Team is responsible for maintaining all church physical facilities.

Maintenance and Renovation

- Maintain land, which includes lawn, shrubs, trees, sidewalks, parking areas, etc.
- Maintain buildings, which includes both interior and exterior maintenance such as painting, repairs, remodeling, heating, air conditioning, etc.
- Maintain property, which includes all furniture, equipment, and floor coverings, unless otherwise specified under another group's responsibilities such as, musical instruments (Worship), parlor and kitchen furnishings (Presbyterian Women), etc.
- Manage and maintain any other real properties owned by the church.
- Work in cooperation with other Ministry Teams and groups to insure that all church facilities are meeting the needs, direction, and mission of the church.
- Coordinate the talents and skills of congregation members in a collective effort to maintain and manage all church land, buildings and property.
- Insure that the church is opened before and locked after Sunday church services.
- Take necessary precautions with property to insure safety of employees, members and guests.
- Review annual expenditures for all utilities, repairs, maintenance, supplies, remodeling, and insurance for all church property.

Insurance

- Secure and maintain the necessary insurance to cover all church property.

YOUR WEDDING IN THE VILLAGE CHAPEL PRESBYTERIAN CHURCH
(Revised by Session February 20, 2013)

"Dearly Beloved, we are assembled here in the presence of God, to join this Man and this Woman in holy marriage which is instituted by God, regulated by God's commandments, blessed by our Lord Jesus Christ, and to be held in honor among all." So begins a typical marriage service. But if that service is to have real meaning, the planning before these words are spoken is extremely important. The wedding service of which we speak is a CHRISTIAN wedding. The Christian wedding service is an act of worship. The Christian wedding is a service of worship in which Christians come together to witness the promises made by bride and groom, and to ask God's blessing upon them.

All too often when marriage is planned, a "Church Wedding" is desired because a church would offer a "nice place" for the event, where flowers and music would enhance the beauty of the occasion. We need to remind ourselves that the real reason for a "church wedding" is the fact that marriage is an ordinance of God, and its solemnization is a placing of the marriage relationship under the blessing and commandment of God.

It is our desire to assist in making your wedding a beautiful, memorable and worshipful experience. To this end, we offer our services and facilities of this church to all members, and to others, in accordance with the policies and regulations as approved by our governing body, the Session.

Even the simplest wedding requires forethought and preparation. It is important that you set a date and reserve our facilities as early as possible for rehearsal and wedding, and also for the reception, if you wish to have it here. It is suggested that dates and hours be strictly followed, for the greater convenience of all people involved, bridal party, minister, organist, decorators, custodians, etc.

1. ARRANGEMENTS

When you have decided on a definite date, you are asked to call the church secretary (925-7265) who will arrange for you to meet or talk with the other people involved and will check the church calendar and reserve the dates selected. Those who should be consulted about arrangements are:

- Minister for date of wedding and pre-marital counseling.
- Wedding Coordinator for the direction of the rehearsal and wedding
- Organist for music (also soloist, if desired).
- Custodians for clean-up. (This service is not included in their regular job and must be arranged individually)
- Presbyterian Women for use of the kitchen, if the reception is to be held here.

II. PREPARATION FOR MARRIAGE

Marriage is one of the most serious commitments a person makes in life. It is a decision not to be made hastily or without careful consideration. For this reason persons planning to be married in the church should ordinarily plan to meet with the minister several times to talk about the significance of marriage and to plan for the wedding service. Arrangements for these meetings should be made at least two months prior to the date of the wedding.

If a minister other than the minister of Village Chapel is to have part in the marriage service, these plans should be discussed with the minister of Village Chapel and the invitation to the other minister extended through him. Ordinarily the minister of Village Chapel will have part in all weddings held in the church.

III. MUSIC

Music is not necessary at a wedding, but most couples feel it adds to the beauty of the service. Our organist customarily plays for all weddings. If this is not possible, she will suggest other organists, whose participation is subject to final approval by our Worship Committee.

A church wedding is a service of worship. **All the music used should be appropriate for worship.** It should be an expression of the praise and prayers of the people and direct attention to God's place in marriage.

Our organist will recommend the most appropriate music in your conference with her. It is entirely proper for hymns to be sung by the entire congregation, as well as by a soloist. The organist will help you avoid selections that are clearly secular and which are appropriate only for the reception. If a soloist is desired, the organist will help make arrangements for selecting this music (regardless of whether she/he is going to accompany the soloist) and for a rehearsal at a time other than the wedding rehearsal. The name, address, and phone number of the soloist must be given to the organist no later than three weeks before the wedding date. If recorded music is used, the organist must listen to it and approve its use.

SOME SUGGESTED MUSIC FOR PROCESSIONALS AND RECESSIONALS:

Bach	Now Thank We All Our God
Boyce	Trumpet Tunes
Campra	Rigaudon
Clarke, Jeremiah	Trumpet Voluntary
Handel	Allegro Maestoso (Water Music)
Johnson, David	Three Trumpet Tunes
Purcell	Trumpet Tunes
Stanley, John	Trumpet Tunes
Walton, William	Crown Imperial
Willan	Finale Jubilante
Mouret	Theme from Masterpiece Theater

SOME SUGGESTED VOCAL MUSIC SUITABLE FOR WEDDINGS

Note: Frequently soloists suggest, or are asked to present, a solo setting of the words of the Lord's Prayer. You may wish to consider whether it would be more appropriate that these words be spoken by the entire congregation as part of the prayers.

Bach	Be Thou But Near Jesu, Joy Of Man's Desiring
Barnby	O Perfect Love
Franck	O Lord Most Holy
Handel	Wedding Hymn
Hopson	The Gift of Love (Paraphrase of I Corinthians 13, Duet or Solo with Flute Obligato)
Peeters	Wedding Song
Willan, Healey	O Perfect Love

Solo Collections:

Five Wedding Songs compiled by Dale Wood (AMSI)
Folksongs for Weddings - Hope Publishing

IV. DECORATIONS

Considerable thought and planning have resulted in our lovely sanctuary. The furnishings and symbols bear witness to the God before whom the couple are joined in holy marriage. It is suggested, therefore, that simplicity of decorations be followed. If you expect to have a florist, the name and address of the florist must be on file in the church office no later than three weeks prior to the wedding date. The following policies are to be observed:

1. Flowers and candles enhance the beauty of the sanctuary. If a florist is engaged, that person assumes full responsibility for the cost of any cleaning or repair from any damage from such things as candle drippings, water leakage, dirt, or any other cause from any of the decorating. If the family handles the decorating, the family assumes this responsibility. Only candles of the non drip variety may be used and adequate protective covering must be provided under all candles.
2. No decorations are to be hung from lighting fixtures or ventilators.
3. No nails or screws may be driven into any part of the building.
4. Nothing should be placed on the piano or organ.
5. When a kneeling bench is to be used in the wedding service, it is placed in front of the Communion Table. The Communion Table remains in place for all worship services, including weddings.
6. Removal of all decorations should begin as soon after the ceremony as possible, and the sanctuary should be left clean. If aisle cloth, kneeling bench or candlelighters are to be used, they will have to be supplied by your florist. Those items should be removed from the church immediately after the service.

V. REHEARSAL

It is wise even in very simple weddings, to have a rehearsal. This is usually the day before the wedding. The rehearsal should begin promptly at the hour scheduled, proceeding in an orderly and reverent manner, under the leadership of the minister. It will take approximately one hour. If a wedding consultant assists the family, all plans and suggestions are to be submitted to the minister for his approval.

VI. RECEPTIONS

Because our facilities are being used or prepared for use in connection with our regular services, there will be no receptions at any time on Sunday. The person in charge of the kitchen, a person designated by Presbyterian Women, should be consulted about the use of the kitchen, the dishes, glassware, etc.

VII. OTHER POLICIES AND REGULATIONS

1. No rice, confetti, or birdseed may be thrown in the sanctuary or anywhere inside the building. Such practices are also discouraged outside because of the danger to people who might slip on these materials on sidewalks.
2. Smoking is not permitted on the property at any time, nor should food or beverage be brought into the Sanctuary.
3. No alcoholic beverages may be served on church property, nor will a wedding or rehearsal be conducted when any member of the wedding party is obviously under the influence of alcohol.
4. Photography. Since the wedding is a worship service, **NO PHOTOGRAPHS MAY BE TAKEN** in the sanctuary from the time the music begins until after the benediction. All photos taken at the church must be in good taste. If a video is desired, the camera must be mounted on a tripod at one location for the entire service. No extra lights may be used **NOR MAY YOU HAVE A PERSON IN THE CHANCEL AREA TO OPERATE THE CAMERA. HOWEVER, IF A CAMERA IS DESIRED IN THE REAR OF THE SANCTUARY, A PERSON MAY OPERATE IT FROM THERE.** If a photographer (still or video) is employed to take pictures, the name, address and phone number of that person must be on file in the church office no later than three weeks before the wedding date.
5. Because of other services, no formal weddings should be scheduled on Sunday, or any day during the week preceding Easter or Christmas (understanding that there are certain decorations in the sanctuary between Advent and Epiphany that cannot be moved).
6. Several rooms in the church are suitable for use as the bride's dressing room. Dresses can be delivered from a store to the church if arrangements are made with the church office, but the church cannot be responsible for loss or damage. The men in the wedding party will generally dress elsewhere, but arrangements can be made to accommodate them, if necessary.

VIII. FEES

A current schedule of fees adopted by the Session will be given to each person planning a wedding at Village Chapel. These fees are designed to compensate staff members who are required to work outside their regular hours in connection with a wedding. They are designed also to cover the cost of utilities when the church is used by non-church member families. No charge for use of the building is made if the bride or groom or the immediate family of either of them is an active member of Village Chapel. A member of the regular custodial staff must be present for all weddings and/or receptions at the church. This relieves the families of the responsibility for opening and securing the building. It also means that someone familiar with the furnishings, lighting, heating/air-conditioning, and other equipment is present. **Checks for the minister, wedding coordinator, custodian, organist, and for the use of the building (when applicable) will be brought to the church office at least one day prior to the wedding.** The wedding will not go forward otherwise. A property damage deposit of \$200.00 is required of all persons using the church for a wedding. This deposit should be made in a separate check payable to Village Chapel. It will be held and returned within one week after the wedding if there is no damage to the church property. If damage is in excess of \$200, it will be the responsibility of the family reserving the church to pay the excess in a timely manner.

IX. WEDDING COORDINATOR

Every wedding will utilize the services of a wedding coordinator from Village Chapel even if another qualified person is actually directing the wedding. All rehearsals and wedding ceremonies will be directed by a wedding coordinator under the supervision of the minister. The wedding coordinators know the traditions of the church and the expected wedding etiquette and will coordinate the rehearsal and wedding, working to assure that the wishes of the couple are followed whenever possible.

**VILLAGE CHAPEL PRESBYTERIAN CHURCH
WEDDING FEES FOR NON-MEMBER FAMILIES**

Sanctuary

Use for rehearsal and wedding: \$200.00
 Damage deposit: \$200.00

Minister

Honorarium: \$200.00

Wedding Coordinator

Honorarium: \$100.00

Organist

Wedding rehearsal and wedding: \$300.00*
 (* a \$75 consultation fee is expected, even if not playing for the rehearsal/wedding; it will be included in the \$300 if playing)
 Rehearse with vocalist or other instrumentalist 30.00 (each)

Pianist

If another member of the church staff is requested to play the piano for a wedding service, these fees will apply:

Play for the whole service alone or with the organist,
 Rehearsal and wedding \$125.00 – 225.00*
 (* depending on the number of pieces played)
 Rehearse with vocalist or other instrumentalist 30.00 (per rehearsal)
 Play for a portion of the service alone or with the organist:
 Rehearsal and wedding 65.00
 Rehearsal with vocalist and/or other instrumentalist 30.00 (per rehearsal)

Custodian

Wedding only: \$ 75.00
 Decorations: The florist is responsible for removing flowers and other decorations from the church immediately after the service. If the florist cannot do this, there will be an additional fee for custodial service. \$ 25.00
 Opening Building: There will be an additional fee if the church needs to be open more than three hours before time for the service. \$ 25.00

Reception

reception at church \$300.00
 (This fee does not include washing dishes or cleaning the kitchen after a reception. This is the responsibility of the caterer or those planning the reception.)

Checks for the minister, wedding coordinator, custodian, organist, and for the use of the building (when applicable) will be brought to the church office at least one day prior to the wedding. The wedding will not go forward otherwise.

I/we agree to these policies and fees. (name) _____ (date) _____

Approved by Session 2/20/13

**VILLAGE CHAPEL PRESBYTERIAN CHURCH
WEDDING FEES FOR MEMBER FAMILIES**

Sanctuary

Use for rehearsal and wedding: No fee
 Damage deposit: \$200.00

Minister

Suggested honorarium: \$100.00

Wedding Coordinator

Honorarium: \$100.00

Organist

Rehearsal and wedding: \$200.00
 Rehearse with soloist or other instrumentalist 30.00 (each)

Pianist

If another member of the church staff is requested to play the piano for a wedding service, these fees will apply:

Play for the whole service alone or with the organist,
 Rehearsal and wedding \$100.00-150.00*
 (* depending on the number of pieces played)
 Rehearse with soloist or other instrumentalist 30.00 (per rehearsal)

Play for a portion of the service alone or with the organist:
 Rehearsal and wedding 50.00
 Rehearsal with soloist or other instrumentalist 30.00 (per rehearsal)

Custodian

Wedding only: \$ 75.00
 Decorations: The florist is responsible for removing flowers and other decorations from the church immediately after the service. If the florist cannot do this, there will be an additional fee for custodial service. \$ 25.00
 Opening Building: There will be an additional fee if the church needs to be open more than three hours before time for the service. \$ 25.00

Reception

reception at church \$200.00
 (This fee does not include washing dishes or cleaning the kitchen after a reception. This is the responsibility of the caterer or those planning the reception.)

Checks for the minister, wedding coordinator, custodian, organist, and for the use of the building (when applicable) will be brought to the church office at least one day prior to the wedding. The wedding will not go forward otherwise.

I/we agree to these policies and fees. (name) _____ (date) _____

Approved by Session 2/20/13

USE OF CHURCH FACILITIES POLICY

Completing and signing the following form shall be a pre-requisite for the use of Village Chapel's facilities and/or equipment. We require two weeks' notice for approval. Approval may be given in the following ways:

For a member of Village Chapel, the staff may approve the use;

For non-members, if the request is from a for-profit group, the Session must approve the use;
If the request is for a non-profit, the minister may approve the use.
(However, if this is to be an ongoing event, it requires Sessional approval.)

REQUEST FOR THE USE OF CHURCH FACILITIES

Individual or Organization: _____

Address: _____

Phone: _____ e-mail: _____

Date(s) requested: _____ Time: from _____ to _____

Estimated number of people to attend: _____

FEES

Members of Village Chapel – no fee;

Non-profit groups – we would welcome a donation to cover utilities;

For-profit groups – fees as follow (to be paid in advance)

- Sanctuary \$35/hour
- Fellowship Hall \$30/hour
- Parlor/classroom \$10/hour
- Kitchen \$30/hour *

* Those groups using the kitchen must meet with a representative of the church (such as the church secretary) prior to the event.

NOTES:

- Emergency situations (e.g. a funeral service) may force re-scheduling of church facility use.
- We expect set up/clean up to be done by the group using the facility.
- We require proof of insurance where that is appropriate.
- A key to the facility may be obtained prior to the event if the event is scheduled for a time when the church office is closed. This key must be returned to the church office within one week of the event.
- I accept full responsibility for proper conduct and care of this facility/equipment and agree to reimburse the church for any damage or loss.

Signed: _____ Date: _____

Request approved by the staff, the minister, the Session) date:

(Policy adopted by the Village Chapel Session on December 15, 2010)

SCHOLARSHIPS, MEMORIALS AND SPECIAL GIFTS

The Session will honor the purposes for which memorial and other special gifts to the church are designated, provided such designations are in accord with the purpose of the church and the policies of this congregation.

A committee on Scholarships, Memorials and Special Gifts will be established as a sub-committee by the Stewardship Ministry Team. The purpose of this committee shall be to identify appropriate purposes for which memorial and other special gifts might be used and to share this information with the congregation. This committee shall also recommend to the Session through the Stewardship Ministry Team appropriate uses for undesignated memorial and other special gifts.

All memorial and special gifts will be acknowledged through the church office. Appropriate acknowledgments will be sent to the donor and to the family of the person in whose memory a gift is given.

MEMORIAL RESOLUTIONS

At the time of the death of a person who has served at Village Chapel in an official capacity (Elder, Deacon, Pastor) the Session shall prepare a memorial resolution to be entered in the minutes of the Session and distributed to the family and others as may be deemed appropriate. The Clerk of the Session shall inform the Session that such a resolution needs to be prepared. (Adopted by Session January 20, 1988)

SPECIAL OFFERINGS

We receive the following offerings in addition to the pledged givings:

Designated Offering	Number Times Received
Easter	1
Pentecost	1
Peacemaking	1
Christmas	1
Communion Offering	12
Two Cents A Meal	12

The following procedure is recommended for additional requested offerings:

1. All formal requests for a special offering are directed to the appropriate ministry team for recommended action;
2. If the ministry team recommends collection of a special offering, the request is forwarded to the Stewardship Ministry Team for financial impact assessment and comments;
3. The request then goes to the Session for action.

Session actions may include:

Authorizing a special collection on a specific occasion, or
Rejecting the request but posting of the request for individual member action. (Adopted by Session July 17, 1989)

FUND RAISING

Projects to raise funds should benefit a mission or community service project and include a significant fellowship component, bringing together various persons within the congregation to organize and work together toward the completion of the activity. Fund raising activities should not involve the resale of commercial products. The focus of the fund raising activity should be to the Village Chapel congregation and families and friends of participants. The Ministry Team responsible for a particular activity will determine whether the activity is in accord with this policy.

PERSONNEL POLICY

Purpose: To provide a one source document to guide the Personnel Committee and staff employees regarding the areas of Working hours, Vacation Days, Sick Days, Bereavement Leave, Personal Time Off (PTO) and Holidays for both full time and part time staff employees.

Definitions used:

1. Full time employees - Those working an average of thirty hours per week or more during a calendar year. (Pastor, Church Secretary).
2. Part time employees - Those working an average less than thirty hours per week during a calendar year. (Organist, Church Educator, Choir Director, and Custodian).
3. Working hours - As required or deduced from Table I (Church Secretary and Custodian).
4. Vacation Days - As stipulated in terms of call for Pastor and Church Educator, stipulated in employment agreement for Organist and Choir Director (if applicable). Deduced from Table I for Church Secretary and Custodians. Up to 15 unused earned vacation days may be carried over to the following year. The total number of vacation days in any one-year should not exceed 25 days. (Session 03/17/99)
5. Sick Days - As stipulated in terms of call for Pastor and Church Educator. Not applicable for other staff employees.
6. Personal Time Off (PTO) - Deduced from Table I for Church Secretary, Custodian and part-time staff members. Not applicable to minister or organist.
7. Holidays - Announced holidays are:

Full time employees:	
New Years Day	Martin Luther King Day
Good Friday or Monday following Easter (depends on church activities)	Memorial Day
Independence Day	Labor Day
Thanksgiving Day	Day after Thanksgiving
Christmas Day	Day before or after Christmas (depends on Church activities)
Part time employees:	
Christmas - one day	Easter - one day

The Personnel Ministry Team and/or Pastor have discretion to allow Church Secretary and Custodians to take Holidays off in exchange for making time up or reduction in pay providing it does not interfere with the needs of Village Chapel. Such flexibility is also appropriate for other scheduled work days for reasons judged justifiable.

8. Bereavement Leave. Absence for the death of a member in the immediate family is allowed without loss of pay, unless it is considered by the Personnel Ministry Team to be an excessive number of days.

(Adopted November 1995)

TABLE I

Personal Time Off (PTO) is an expression of appreciation for employees' dedication to Village Chapel as employees. It provides some relief if sickness or other factors prevent them from working.

This table is based on a regular forty hour week - fifty-two weeks per year (2080 hours) and length of service with Village Chapel. Employment agreements will be based on this table.

<u>Years of Service</u>	<u>Vacation Days</u>	<u>Sick Days</u>	<u>PTO's</u>	<u>Holidays</u>
1 through 5 years	10 days (80 hrs.)	N/A	6 days (48 hrs.)	All for full time
6 through 11 years	15 days (120 hrs.)	N/A	7 days (56 hrs.)	For part time, the following: 1 work day
11+ years	15 days (120 hrs.)	N/A	8 days (64 hrs.)	during Christmas Holiday and 1 work day during Easter

NOTE I:

At the end of a calendar year unused PTO hours will be paid to employee(s) concerned.

Annual Employment agreements will be consistent with these policies.

Example:

Full time - If employee works 32 hours per week, this is equal to 80% of 40 hours (32 - 40 = .80). The employee would then be eligible for 8 days vacation and 5 PTO days. Days will be rounded to the nearest whole day.

Part time - If employee works 16 hours per week, this is equal to 40% of the 40 hours.

(Adopted by Session 10/17/84; amended 11/12/86 and 03/18/87; edited 01/05/98).

VILLAGE CHAPEL PRESBYTERIAN CHURCH ADVERTISING POLICY

I. DEFINITION OF "ADVERTISING"

"Advertising," as used in this policy, means any communication that publicizes goods, services, or events through the various means for such communication made available by Village Chapel Presbyterian Church.

II. PRIORITY OF ADVERTISING

Village Chapel Presbyterian Church recognizes the following priority regarding the types of Advertising it makes available:

TIER 1 ADVERTISING

- Making an oral announcement before, during or after a worship service or other church event
- Placing any content in any worship service bulletin
- Placing any content on the Village Chapel website, including (but not limited to) links and/or sponsorships
- Using Village Chapel Presbyterian Church congregational directory information, and/or other such databases or repositories of personal contact information of members and/or attendees, in order to generate a mass mailing, a mass e-mail, mass telephone contact, and/or other forms of communication with the congregation in order to engage in Advertising

TIER 2 ADVERTISING

- Placing any content in the Village Chapel newsletter
- Placing a display of materials such as posters, brochures, pamphlets, audio or video recorded media, or other items in the church building

TIER 3 ADVERTISING

- Placing any materials on the bulletin boards in the Fellowship Hall and/or the Education Building

III. PRIORITY OF ADVERTISERS

Village Chapel recognizes the following priority regarding who may use the limited available means of Advertising at Village Chapel:

TIER 1 ADVERTISERS

- Village Chapel Session, Staff and/or Ministry Teams for Village Chapel sponsored goods, services or events
- Nonprofit organizations that are financially supported by Village Chapel
- The Presbytery of West Virginia, including the various Committees thereof
- Other Presbyterian Church, USA congregations

TIER 2 ADVERTISERS

- Other churches outside the Presbyterian Church, USA
- Nonprofit organizations in general
- Organizations doing beneficial work in the local community

TIER 3 ADVERTISERS

- Businesses for profit
- Individuals

IV. APPROVAL REQUIREMENTS REGARDING ADVERTISING

TIER 1 ADVERTISERS

- Tier 1 Advertisers are not required to obtain approval of the Session in order to engage in any level of Advertising.
- Such Advertising by Tier 1 Advertisers is subject only to the final editorial control described below.

TIER 2 ADVERTISERS

- Tier 2 Advertisers may not use Tier 1 Advertising without prior approval of the Session, and when so approved, is nevertheless subject to the final editorial control described below.
- Tier 2 Advertisers may use Tier 2 and Tier 3 Advertising, subject to the final editorial control described below.

TIER 3 ADVERTISERS

- Tier 3 Advertisers may not use Tier 1 or Tier 2 Advertising without prior approval of the Session, and when so approved, is nevertheless subject to the final editorial control described below.
- Tier 3 Advertisers may use Tier 3 Advertising, subject to the final editorial control described below.

V. FINAL EDITORIAL CONTROL

Notwithstanding any or all of the above, the Head of Staff (or other Staff as delegated by the Head of Staff) shall always have final editorial control of all Advertising. As used in this policy, "final editorial control" means the discretion to decide whether to allow Advertising, the discretion to limit or edit frequency and/or content of Advertising, and discretion to set additional guidelines, requirements and/or limitations for such Advertising as deemed necessary in furtherance of the mission of Village Chapel Presbyterian Church.

(Policy adopted by the Village Chapel Session on August 15, 2012)