



**VILLAGE CHAPEL**  
PRESBYTERIAN

**MANUAL OF OPERATION FOR MISSION AND MINISTRY  
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## **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. (Book of Order F-1.0201)

Christ calls the church into being, giving it all that is necessary for its mission to the world, for its sanctification and for its service to God. Christ is present with the church in both Spirit and Word. Christ alone rules, calls, teaches and uses the Church as he wills. (Book of Order F-1.0202)

## **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.

## **AMENDMENTS TO THE MANUAL OF OPERATION**

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.

## **QUORUM FOR CONGREGATIONAL MEETINGS**

The quorum for all congregational meetings at Village Chapel shall be not less than one tenth of the members.

## NOMINATION AND ELECTION OF ELDERS

The Nominating committee for the election of elders will be chosen in May each year.

The Nominating committee shall be:

- two members of the outgoing class of the session, as elected by the session. The session will name one of them to serve as moderator of the committee and the other to serve as vice-moderator.
- four members as selected from the following groups (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
- two members of the Nominating committee selected from members of the congregation.
  - The congregational members will be selected using the following procedures. 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.
- and the minister who has voice but no vote (Book of Order G-2.0401).

The names of those selected shall be reported to the moderator of the Nominating committee and shared with the congregation as early in June as possible.

The Nominating committee shall:

- request nominations for elder from the congregation through notices in the newsletter and/or bulletin during the month of June,
- select eligible nominees for the office of elder from names submitted by the congregation, endeavoring to hold to the principles of full participation and representation as stated in the Book of Order in sections F-1.0403 and G-2.0401,
- secure permission from those selected to allow their names to be placed in nomination,
- nominate one person for each of the positions to be filled, and
- announce the nominees to the congregation on the first Sunday in September, or at least two weeks before the day of the election.

Regularly scheduled elections for the office of elder shall be held every year.

The congregation will vote on the nominees presented by the Nominating committee to fill the position of elder at a meeting normally held on the third Sunday in September, the congregation will vote on the nominees presented by the Nominating committee.

Nominations for the position of elder will be accepted from the floor during the congregational meeting.

Written ballots will be used if there is more than one nominee for an office.

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.

A vote for an elder to fill an unexpired term on the session will occur at a congregational meeting with at least two weeks' notice to the congregation before the day of the election. Nominations for the position of elder will be accepted from the floor during the meeting. Written ballots will be used if there is more than one nominee for an office.

## ELDERS

Dates for the ordination and installation of new elders shall be set by the session following a period of training.

The number of elders serving on session shall be twelve (12), with the possibility of a thirteenth (13<sup>th</sup>) member who is a youth.

There will be three classes of four elders.

Elders are selected 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.

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.

## TRUSTEES

Trustees of the Village Chapel Presbyterian Church, Incorporated, shall be the elders serving on the Session. Their term shall be one year, beginning January 1.

The officers of the Corporation shall be a President, (elected in November for a one-year term beginning January 1, from within the Session for the upcoming year), a Secretary (who shall be the Clerk of the Session), and a Treasurer (who shall be the Treasurer elected by the Session).

The board of Trustees shall have full power to remove any officer from office at any meeting of the board of trustees by the affirmative vote of the majority of trustees. It may also fill any vacancies in any offices it is to elect occurring for any reason whatsoever.

The duties of the trustees shall be those stated in The Book of Order G-4.0101: to receive, hold, encumber, manage, and transfer property, real or personal, for the congregation, provided that in buying, selling, and mortgaging real property, the trustees shall act only after the approval of the congregation, granted in a duly constituted meeting; to accept and execute deeds of title to such property; to hold and defend title to such property; to manage any permanent special funds for the furtherance of the purposes of the congregation, all subject to the authority of the session and under the provisions of the Constitution of the Presbyterian Church (U.S.A.).

## SESSION

The session is the council for the congregation. The session has the responsibility for governing the congregation and guiding its witness to the sovereign activity of God in the world, so that the congregation is and becomes a community of faith, hope, love and witness.

The session shall be composed of those persons elected by the congregation to active service as ruling elders, together with all installed pastors and associate pastors.

All members of session are entitled to vote.

The session shall not meet without the pastor or designated moderator.

(all above from Book of Order G-3.0201)

The session has the responsibility and power:

- to provide that the Word of God may be truly preached and heard, provide that the Sacraments may be rightly administered and received, and nurture the covenant community of disciples of Christ. (Book of Order G-3.0201),
- to delete names from the roll of the congregation upon the member's death, admission to membership in another congregation or presbytery, or renunciation of jurisdiction. Names on the roll may be deleted upon the member's request, when the member has moved or ceased active participation, (after efforts to restore the member to participation) for more than two years. (Book of Order G-3.0204), and
- to prepare and adopt a budget to support the church's mission. (Book of Order G-3.0113)

The session has the fiduciary duty to: (Book of Order G-3.0205)

- elect a treasurer and assistant treasurer for such term as the session shall decide,
- provide for the counting and recording of all offerings by at least two duly appointed persons, or by one fidelity bonded person, and
- keep financial books and records adequate to reflect all financial transactions. The books shall be open to inspection by authorized church officers at reasonable times.

The financial officers and others in charge of various congregational funds shall report at least annually to the session and more often as requested. Periodic, and in no case less than annual, reports of all financial activities shall be made to the session.

The officers of the session shall be the moderator and the clerk.

### The Moderator



The pastor shall be the moderator of the session. (Book of Order G-3.0104)

The duties of the moderator are to:

- call session meetings at least quarterly, when deemed necessary, or when requested in writing by any two members of the session (Book of Order G-3.0203),
- convene, adjourn and preside at all meetings of the session,
- if it is impractical for the pastor to serve as moderator, the moderator shall invite another teaching elder who is a member of the presbytery, or a person authorized by the presbytery, to serve as moderator,
- conduct the business of the session meeting efficiently and with the authority to preserve order,

(3 items above from Book of Order G-3.0104)

- 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,
- report to the session any problems, whether spiritual, administrative, or personal which relate to the welfare of the church,
- oversee and supervise the staff, and
- work through staff members and ministry team leaders to supervise the work of the session.

(4 items above are VCPC policy)

### The Clerk

The clerk of the session shall be a ruling elder elected by the session. (Book of Order G-3.0104) The clerk of the session will be elected for a one year term. The clerk may be re-elected and serve for three years. The clerk does not need to be a member of the session. (VCPC policy)

The duties of the clerk are to:

- serve as secretary for all meetings of the session and congregation (Book of Order G-1.0505),
- maintain and preserve all required rolls and registers,
- maintain and preserve the records and furnish verified extracts of them when required by another council of the church,

(2 items above from Book of Order G-3.0104)

- keep an accurate record of the events in the life of the church,
- record the minutes of the meeting and see that such minutes are approved and properly endorsed,
- maintain and preserve the records of committee reports,
- keep available to all meetings the “Manual of Operations”, and
- remind and notify all ministry teams and persons of the actions taken by the session pertaining to that group or person.

(5 items above are VCPC policy)

In the clerk's absence at a meeting, an elder shall be elected to take the minutes of that particular meeting.

### Financial Officers

The session shall annually elect and oversee the activities of the Financial Officers of the church. (Book of Order G-3.0205) The Financial Officers may be re-elected. The Financial Officers do not need to be elders.

The treasurer shall:

- supervise the receiving, accounting for, and disbursement of all money received for budgetary or other authorized purposes,
- inform the session, on a regular basis, in cooperation with the Stewardship ministry team about the financial condition of the church,
- keep the officers informed regularly (jointly with the chairman of the Stewardship ministry team) concerning the financial condition of the church,
- perform responsibilities consistent with the budgetary determinations of the session, and in conformity with acceptable accounting principles and procedures, and
- be a member of the Stewardship ministry team.

The assistant treasurer shall:

- recount, record and deposit the Sunday offering and special collections,
- disburse funds as authorized by the session,
- confirm bills for payment,
- prepare personal giving record sheets,
- print and mail checks,
- post accounts,
- maintain the petty cash and bulk mailing accounts, and
- keep track of special contributions.

The assistant treasurer shall have full authority to act in the treasurer's absence.

## Meetings of the Session

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.

Special meetings of the session may be called by the moderator or when requested in writing by any two members of the session. The business to be transacted at special meetings shall be limited to items specifically listed in the call for the meeting. There shall be reasonable notice given of all special meetings. (Book of Order G-3.0203).

The session shall also meet when directed by presbytery. (Book of Order G-3.0203)

All meetings shall be opened and closed with prayer. (Book of Order G-3.0105)

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, or the moderator, in advance of the meeting.

The quorum for all regular and special meetings of the session shall consist of no fewer than seven members of the session. However, the quorum for session meetings called for the purpose of receiving members shall be no fewer than three members of the session.

The session may meet by electronic means if all active elders have reasonable notice of the electronic meeting and the ability to discuss, deliberate, and discern the will of God and vote on business items. The quorum remains 7 active elders.

## MINISTRY TEAMS

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.

The ministry teams of the session are: Property, Education, Fellowship, Personnel, Service, Stewardship, Worship, and 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, and members of the congregation. The team should be of sufficient size to carry out its responsibilities. Effort should be made to match member's interests and talents with each ministry team, and should include a cross section of the congregation whenever feasible.

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

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.

Each ministry team shall keep an accurate set of minutes and shall file a copy with the clerk of the session for inclusion in the agenda for the next meeting of the session.

## 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.

## **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.

### **Other duties**

- 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.
- Recommend to the session the congregation's use of its portion of the annual Pentecost Offering.
- Assist the session by implementing the procedures and record keeping necessary to comply with the VCPC Policy for the Protection of Children, Youth and Vulnerable Adults.

## 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 of WV for the All-Church Retreat one year in advance.
- Encourage congregational participation in various retreats and events, such as the Men’s retreat at Bluestone.



## 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 Scholarships, Memorials, and Special Gifts committee.

### Budget Management

- Nominate to the session annually persons to serve as treasurer and assistant treasurer.
- Develop annually a proposed budget for the church, to be submitted to the session and, as appropriate, to the congregation. (Book of Order G-3.0113)
- 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, and if appropriate, to the congregation regarding such proposals.
- Keep the session informed on a regular basis regarding the financial condition of the church.
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### Special Offerings

- Supervise and implement both the regular and special offerings of the church.
  - One Great Hour of Sharing
  - Pentecost Offering
  - Peace and Global Witness
  - Thanksgiving Offering (supports Davis Stuart, Inc.)
  - Christmas Joy Gift
  - Two cents a Meal

## **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**

- Provide opportunities for service in the local and extended community.
- Serve as the liaison between our church and such community ministry organizations such 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 Peace and Global Witness Offering.
- Plan activities associated with Service Saturday that usually follows Easter Sunday.

### **International Mission**

- Participate in concert with the Education Ministry Team and the Minister of Education and the Arts for initiatives related to International Missions.

## 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 the Stewardship ministry team.

### **Office Equipment**

- Make an annual inspection of office equipment and furnishings and make recommendations to the Stewardship ministry team 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 include 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 ensure 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.
- Ensure that the church is opened before and locked after Sunday church services.
- Take necessary precautions with property to ensure 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.

## **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 of 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 may 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.

## **SPECIAL OFFERINGS**

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

- One Great Hour of Sharing
- Pentecost
- Peace and Global Witness
- Thanksgiving
- Christmas Joy
- Two cents a Meal (4<sup>th</sup> Sunday of the month)

The following procedure is recommended for additional requested offerings:

All formal requests for an additional special offering are directed to the appropriate ministry team for recommended action.

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.

The Stewardship ministry team will inform the session of the request.

The session may authorize a special collection on a specific occasion or reject the request. In addition, the session may inform the congregation of the request to allow for individual member action.

## **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

This policy applies to full and part-time employees of Village Chapel Presbyterian Church. It does not apply to independent contractors of VCPC.

This policy serves as guidance to VCPC staff and members of the Personnel ministry team regarding working hours, holidays, and leave. Employment agreements provide specific information about each employee's compensation.

Employment agreements and, for ordained employees, terms of call and Presbytery of WV policy stipulate the leave given to each employee.

Ordained employees are eligible for study leave, sabbatical leave, sick days, extended leave and parental leave as stipulated in their terms of call and Presbytery of WV policy.

Supervisors and the Personnel ministry team will be flexible when granting leave and personal time off to staff as long as the flexibility is not abused, and the work of the church is maintained.

The term "days" refer to an entire day when an employee will enjoy the benefits of a holiday or over leave. The hours a part-time employee works per day will not be used to calculate the amount of "days" of leave.

Employees may carry up to one year's allowance for vacation days and use them in subsequent years. Therefore, no more than two years of vacation days may be used in a year. Vacation days exceeding the two-year allotment will be forfeited without compensation. Unused vacation leave days will be paid to the employee upon termination.

All employees will have the day off on the following nine holidays. If the holiday falls on a regularly scheduled day off, the employee may not take the holiday on another day. The church office will be closed for these holidays.

- New Year's Day
- Martin Luther King Day
- the Monday after Easter
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- the Friday after Thanksgiving
- the day after Christmas, or other appropriate day depending on church activities

Bereavement leave will be granted for the death of a member in the immediate family is allowed without loss of pay, for a period not to exceed three days.

## 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 from a non-profit group, 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/ 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 (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:

- Groups are required to comply with the VCPC Policy for the Protection of Children, Youth and Vulnerable Adults for Outside Groups.
- Some situations (e.g. a funeral service or Bible School) 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 on \_\_\_\_\_(date)



## POLICIES INCORPORATED BY REFERENCE

The following Village Chapel Presbyterian Church policies are incorporated into the Manual of Operations by reference:

<i>Policy</i>	<i>Adopted by session on</i>
Your Wedding in the Village Chapel Presbyterian Church	February 20, 2013
Funerals at Village Chapel	September 17, 2014
Advertising Policy	August 15, 2012
VCPC Disciplinary Policy	February 15, 2023
VCPC Policy for the Protection of Children, Youth and Vulnerable Adults	March 21, 2018
VCPC Policy for the Protection of Children, Youth and Vulnerable Adults for Outside Groups	March 21, 2018
VCPC Hiring Practices for Non-Pastoral Employees	April 19, 2023

## AMENDMENTS

Adopted by the Session November 1994

Revised: January 1989, February 1990, November 1995, November 1997, September 1999, October 2001, August 2004, January 2007, August 2012, April 2020, November 2021, February 2022

<i>Amendment Date</i>	<i>Explanation of Amendment</i>
February 15, 2023	Amended VCPC Disciplinary Policy based on changes in the Book of Order and WV State Law
April 19, 2023	Added new policy: VCPC Hiring Practices for Non-Pastoral Employees