

POLICIES AND PROCEDURES

To be recommended for approval to the Administrative Board on ^{Act. 5,} September 7, 1976

General Policies and Procedures

1. The Pastor-Parish Relations Committee will provide each committee and commission with a uniform job description outline for all staff positions.
2. The Pastor-Parish Relations Committee will maintain job descriptions for all staff positions except for those under Episcopal appointment.

Policies and Procedures for Weddings and Receptions

The Pastor-Parish Relations Committee recommends to the Administrative Board the following amendment to the Policies and Procedures for Weddings and Receptions:

- V. Fees and Expenses - C. now reads: "A fee, set by the church organist, is payable to the organist before or at the wedding rehearsal."

Propose to read: "The fee schedule for the organist is as follows:

Wedding including rehearsal	\$30.00
Wedding including rehearsal with soloist and extra rehearsal with soloist	40.00
Wedding including rehearsal if rehearsal lasts over an hour	40.00

This fee, payable to the organist and due following the wedding rehearsal, may be handled through the church office or the wedding consultant."

Policies and Procedures for the Music CommitteePURPOSE

Music is a vital and integral part of the life of the Church. Music is used to glorify God directly and is a major aid in teaching and experiencing Christian beliefs and principles. Music calls attention to the seasons of the Church and its liturgical calendar. Therefore, the Music Committee cooperates with the Pastor and the Committee on Worship in carrying out the ministry of music for congregational worship.

ORGANIZATION

- a. The Music Committee makes recommendations concerning the ministry of music in the Church to the Administrative Board.
- b. The Committee is appointed annually by the Chairman of the Administrative Board and consists of not less than seven persons who shall represent, insofar as possible, various age groups and interests which make up the congregation. At least two sanctuary choir members shall be members of the Committee.
- c. The Committee shall meet quarterly or at the call of the Chairman, upon the request of the Pastor or upon the request of the majority of its members.

BY-LAWS AND REGULATIONS

To be recommended for approval to the Administrative Board on September 1, 1978

General Policies and Procedures

1. The Pastor-Parish Relations Committee shall maintain a working relationship with the Administrative Board and the Council for the purpose of describing the mission of the church for all staff positions.
2. The Pastor-Parish Relations Committee shall maintain job descriptions for all staff positions except for those under Episcopal appointment.

Policies and Procedures for Leadership and Resources

The Pastor-Parish Relations Committee shall maintain a working relationship with the Administrative Board and the Council for the purpose of describing the mission of the church for all staff positions.

V. Staff and Resources - A staff member's job, as defined by the church organization, is payable to the organization below or at the level of the church.

The following are the responsibilities for the church organization:

100.00	Leadership training resources
100.00	Leadership training resources with salaries
100.00	Leadership training resources in resources

This fee, payable to the organization and due following the ending of the fiscal year, may be handled through the church office or the church organization.

Policies and Procedures for the Staff

INTRODUCTION

There is a vital and integral part of the life of the Church. It is to glorify God through His people and to bring about the Kingdom of God on earth. This is the mission of the Church and the responsibility of all who are called to serve. Therefore, the Staff Committee cooperates with the Pastor and the Council in carrying out the ministry of the Church in a practical and effective manner.

OBJECTIVES

a. The Staff Committee shall recommend to the Council the number of staff positions for the Church for the Administrative Board.

b. The Committee is appointed annually by the Council of the Administrative Board and consists of not less than seven persons who shall represent the staff and the Council. The Committee shall make up the staff positions and salaries and shall make up the staff positions. At least two members shall be members of the Council.

c. The Committee shall meet quarterly or at the call of the Chairman, upon the request of the Pastor or upon the request of the majority of its members.

ORGANIZATION (CONTINUED)

- d. An annual report shall be made to the Administrative Board by the end of each calendar year.
- e. The Music Committee shall submit a budget to the Finance Committee by September 1st, of each year.

PROFESSIONAL STAFF

The Music Committee shall make recommendations to the Pastor-Parish Relations Committee as to the availability and professional capabilities of applicants for staff positions related to music. These recommendations shall include salary range and fringe benefits, specific duties and number of hours required.

CONGREGATIONAL PARTICIPATION

Various choirs shall be composed of volunteers who learn and perform under the direction of the Director of Music.

Instrumental group involvement is also to be encouraged.

Playing of the tower bells shall also be under the direction of the Director of Music.

Music education throughout the Sunday School and other Church organizations shall be planned and coordinated by the Director of Music under the joint direction of the Music Committee and the Commission on Education.

FACILITIES

- a. Sanctuary Organ - The Director of Music shall be responsible for the use of the organ, including scheduling practice time as required for any church service. A list of persons approved by the Director of Music shall be on file in the Church office.
- b. The Music Committee shall recommend an organ maintenance program necessary to insure effective maintenance and proper tuning.
- c. Pianos shall be assigned by the Director of Music.
- d. Tower Bells - The Director of Music shall maintain a list of bell ringers in the Church office. Only those persons on the list may ring the bells.

ORGANIZATION (CONTINUED)

5. An annual report shall be made to the Administrative Board by the end of each calendar year.

6. The Board of Trustees shall submit a budget to the Finance Committee for approval at least once a year.

PROVISIONAL ARTICLE

The Board of Trustees shall make recommendations to the Finance Committee for the purpose of the availability and professional capabilities of employees for staff positions related to the church. These recommendations shall include salary ranges and fringe benefits, pension plans and other matters as may be required.

COMPENSATION AND BENEFITS

Various choices shall be expressed of volunteers who form and perform under the supervision of the Director of Staff.

Instrumental groups involved in this plan to be encouraged.

Praying of the tower bells shall also be under the direction of the Director of Staff.

Music education throughout the Sunday School and other church organizations shall be planned in accordance with the direction of the Director of Staff in consultation with the Music Committee and the Director of Education.

FACILITIES

a. Maintenance Program - The Director of Staff shall be responsible for the use of the organ, including scheduling practice time as required for the church service. A list of persons approved by the Director of Staff shall be on file in the church office.

b. The Music Committee shall recommend an organ technician as necessary to insure effective maintenance and repair of the organ.

Plans shall be submitted by the Director of Staff.

c. Tower Bells - The Director of Staff shall maintain a list of bell ringers for the church service. Only those persons on the list may ring the bells.