

**POLICY AND PROCEDURE MANUAL**

**WITH GUIDELINES**

**FOR**

**SECOND PRESBYTERIAN CHURCH**

**ALBUQUERQUE, NEW MEXICO**

## Revisions

<b>Date</b>	<b>Section, Pg #s</b>	<b>Description</b>
	Bylaws	See Revisions at end of Bylaws
17 May 2016	LiveWire Committee; Pgs 14-16	Updated to actual conditions and procedures.
19 July 2016	COMPOSITION AND DUTIES OF THE COMMITTEES OF THE SESSION; Pg 7	Allow co-chairs. Change some “shall’s” to “may’s”, to provide more flexibility with limited expertise and volunteers.
23 Aug 2016	Building Opening & Closing Procedures; Pg 75	Simplified and updated to actual conditions and procedures.
21 Mar 2017	COMMUNICATION (AMONG THE MEMBERSHIP) GUIDELINES; Pg 26	Policy approved by Session to state in Newsletter that birthdates can be removed if requested by celebrant
18 Apr 2017	DUTIES OF THE DEACONS, Pg 72	Replaced item #3 with monthly reports to Session
18 Apr 2017	STANDING RULES OF SESSION	Inserted new section after DUTIES OF THE SESSION

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## MISSION AND VISION

It is the practice of The Second Presbyterian Church to follow the admonition of I Corinthians 14:40 and to "Let all things be done decently and in order."

In an effort to full fill such a practice The Session of Second Presbyterian Church has authorized a Special Operations Committee to create the following Policy and Procedure Manual. The policy and procedures manual will dictate clearly how the church is supposed to operate. This manual has been created following the guidelines of Holy Scripture, the Book of Order and our own Church Mission Statement and By-Laws.

It is an endeavor to be an ongoing process to capture and clearly state how and why 'things' happen as they do at Second Presbyterian Church. As new issues arise additional policies and procedures will be created, approved by The Session and added to this manual.

### Mission Statement

*Second Presbyterian Church exists as a vital worshipping community of faith guided by the good news proclaimed by Jesus Christ. Our multigenerational, multicultural, and bilingual community exemplifies the diversity of God's creation unified by God's hope and love. Our ongoing mission is to cultivate that hope and love for all generations by living and sharing it with the world.*

### Vision and Values

*Second Presbyterian Church, located on the corner of Lomas and Edith, in Martineztown, is a flourishing congregation in Albuquerque, New Mexico. Second Presbyterian, founded in 1889, draws membership from Albuquerque and surrounding communities. Our rich history drew upon mission to Spanish communities in northern New Mexico and southern Colorado.*

*Presently, our welcoming and diverse Church cherishes its traditions and continually adapts to embrace God's spirit.*

*Excellent worship and music, a commitment of ministry to all generations, along with extensive mission outreach, are hallmarks of our fellowship-based congregation.*

*Committee members and contributors:*

*Dora Martinez*

*Anita Chavez*

*Harry Hogan*

*Ruth Montoya*

*Pastor Robert Woodruff*

*Tobias Montoya*

*Lynn Gatewood*

*Olga Joyce*

BYLAWS  
OF THE  
SECOND PRESBYTERIAN CHURCH  
Albuquerque, New Mexico

ARTICLE I-NAME

The name of the Congregation/Corporation shall be the Second Presbyterian Church of Albuquerque, New Mexico, a congregation of the Presbyterian Church (U.S.A.).

ARTICLE II-PURPOSE

The Congregation/Corporation is organized for the purpose of supporting worship of Almighty God, instruction in the Christian faith, and service in the name of spirit of Jesus Christ.

ARTICLE III-AUTHORITY

This Congregation/Corporation is governed in all its part by the Constitution of the Presbyterian Church (U.S.A.) and by the laws of the State of New Mexico for religious corporations.

ARTICLE IV-MEMBERSHIP

The members of the Congregation/Corporation of the Second Presbyterian Church of Albuquerque shall be all its active members as defined in the Book of Order, latest edition (G-1.04).

ARTICLE V-MEETINGS

The church program shall be the calendar year, extending from January 1 through December 31 each year.

1. There shall be a Stated Meeting and an Annual Meeting of the Congregation/Corporation each year in the church edifice. The Stated Meeting shall normally be held the first Sunday in November for the purpose of electing officers and presenting financial matters. The Annual Meeting shall normally be held the fourth Sunday of the following January. At such time the Congregation/Corporation will hear reports and transact other business properly coming before such meeting.
2. Special meetings may be called by the Session for the Congregation/Corporation or by the Presbytery. Such calls state clearly the purpose of such meetings, and no other matter, save that specified in the call, may be presented.
3. Public notice of the time, place and purpose of all meetings of the Congregation/Corporation shall be given from the pulpit on two successive Sundays preceding the meeting.

## ARTICLE VI-CONDUCT OF MEETINGS

1. All meetings shall be opened and closed with prayer. They shall be conducted in accordance with the The Form Of Government, Meetings of the Congregation [G-1.05], so far as they apply, but when they do not apply, according to Roberts Rules of Order Revised, latest edition.
2. The Pastor, who by the virtue of his office, is moderator of the Session, shall preside without vote at the Congregation/Corporation meeting. If the pulpit is vacant, or if the Pastor and the Session agree that the subjects to be discussed require it, or if the Pastor is ill or otherwise unable to be present, a minister of Santa Fe Presbytery shall be invited by the Session to preside at the Congregation/Corporation meeting after clearance with the Committee on Ministry of the Presbytery. [G-1.0504]
3. The Clerk of Session shall be Secretary of the meetings of the Congregation/Corporation. [G-1.0505]
4. All active members of the Second Presbyterian Church of Albuquerque shall be eligible to vote. [G-1.0501]
5. Voting by proxy is not allowed. [G-1.0501]
6. A quorum for Congregation/Corporation meetings shall consist of the moderator and 10% of the eligible voters. [G-1.0501]

## ARTICLE VII-COUNCILS OF THE CHURCH

### [G-3.01] General Principles of Councils

[G-3.0101] The particular responsibility of the councils of the church is to nurture, guide, and govern those who witness as part of the Presbyterian Church (U.S.A.), to the end that such witness strengthens the whole church and gives glory to God.

### The Session [G-3.02]

The full programmatic and administrative responsibility of the church, both spiritual and corporate, shall be vested in the Session.

- A. Composition. The session shall consist of twelve (12) Ruling Elders/trustees [G-2.0301] elected from among the active members of the congregation. They will be divided into three equal classes. One class shall be elected each year at the Stated Meeting of the Congregation/Corporation for a three-year term. No Ruling Elder shall serve on the Session for more than two consecutive terms, totaling six years, and cannot be elected to a new term until one year shall have elapsed.
- B. Duties of the Session. The responsibilities of the Session are those set forth in the Book of Order [G-3.02 - G-3.03] and as given in this Church's Operations Manual.

- C. A Board of Deacons representative shall normally attend and report at each Session Stated meeting.
- D. Sessions shall provide by rule for a quorum for meetings; such quorum shall include the moderator and either a specific number of ruling elders or a specific percentage of those ruling elders in current service on the session [G-3.0203]. This Church considers 1/3 of the Session members plus the Moderator as a quorum.

The Board of Deacons (G-2.02)

- 1. **Composition.** The Board of Deacons shall consist of nine (9) active Deacons and the Pastor, as advisory member. The Deacons shall be elected by the Congregation/Corporation from among the active members of the congregation. They shall be divided into three equal classes, one class which shall be elected each year at the Stated Meeting of the Congregation/Corporation for a three-year term. No Deacon shall serve for more than two consecutive terms totaling six years after which they cannot be elected to a new term until one year shall have elapsed.
- 2. **Responsibilities.** The responsibilities of the Board of Deacons are those set forth in the Book of Order (G-2.02). Specific duties of the Board of Deacons shall be those assigned to them by the Session in the Operations Manual of this church.

ARTICLE VIII-COMMITTEES AND COMMISSIONS OF THE CONGREGATION

Councils may designate by their own rule such committees and commissions as they deem necessary and helpful for the accomplishment of the mission of the church, and may create such structures jointly with other councils, in consultation with the next higher council. In appointing such committees and commissions councils shall be mindful of the principles of unity in diversity consistent with the provisions of the Constitution of the Presbyterian Church (U.S.A.) (F-1.0403, G-3.0103).

The Nominating Committee: The Nominating Committee shall be elected by the Congregation/Corporation at its annual Meeting in January and will actively operate throughout the program year.

- A. Composition. The Nominating Committee: Shall consist of seven (7) active members to be chosen, two members designated by the Session, one of whom shall be designated as Chairperson, and one designated by the Board of Deacons, and four members at large (not active elders or deacons) to be elected by the Congregation/ Corporation at the annual meeting in January. Careful attention is to be given to "fair representation to persons of all age groups, and of all racial-ethnic members" of the congregation. The Pastor is member ex-officio without vote. The Session shall nominate the four members-at-large to the Congregation.
- B. Duties: Those specified in the Operations Manual of the Church.



Pastor Nominating Committee. When a congregation has a vacancy in a pastoral position, or after the presbytery approves the effective date of the dissolution of an existing pastoral relationship, the congregation shall, with the guidance and permission of the presbytery, proceed to fill the vacancy (*G-2.08*).

#### ARTICLE IX-AMENDMENTS

These Bylaws may be amended subject to the Constitution of the Presbyterian Church (U.S.A.) and the laws of the State of New Mexico on religious corporations. Amendments may be voted on at the Annual Meeting or at a Special Meeting called for that purpose. The proposed amendments shall be distributed, in writing, to all eligible voters with the call for the meeting. A two-thirds majority of eligible members present is needed to amend these Bylaws.

<b>Date</b>	<b>Article, Section</b>	<b>Description</b>
Aug 2011	Article VII, The Board of Deacons	Updated number of Deacons from six (6) to nine (9).
23 Aug 2016	Several	Updated references to Book of Order 2015-2017.
23 Aug 2016	Article V, Section 1	Changed “shall be held” to “shall normally be held” to allow flexibility of scheduling Annual and Stated Congregational Meetings.

## DUTIES OF THE SESSION

The duties of the Session are those assigned to it in the Book of Order.

In this Church, the Session shall have these additional duties:

1. The Session shall select and appoint a Paying/General Treasurer, a Coordinator of weekly counters, and a Bookkeeper. (The Coordinator will ensure that the weekly offering totals are bank deposited by the following Wednesday). Alternates may also be appointed, as needed.
2. The Session shall appoint the officers, teachers and other leaders of the church school.
3. Upon recommendation of the Christian Education Committee, the Session shall approve the curriculum for all phases of the church's Christian Education program.
4. Upon recommendation of the Stewardship and Finance the session shall approve and manage the annual church budget.
5. The session shall coordinate the work of the committees; and seek to create a climate of trust and goodwill among the committees.
6. The session shall appoint a sub-committee of session that will nominate the four (4) members-at-large of the Nominating Committee to the congregation.
7. The session shall order a financial review/audit soon after the end of the fiscal year.

## STANDING RULES OF THE SESSION

Approved by Session, Regular Stated Meeting, February 21, 2017:

“Privilege of the floor is granted to Youth Leaders and the Board of Deacons’ representative for purposes of reporting to Session.”

Approved by Session, Regular Stated Meeting, April 18, 2017:

“Session authorizes the clerk to update our Policies and Procedures with any new references to the Book Of Order, after each iteration of the Book Of Order is published, and to inform the Session of the updates.”

## COMPOSITION AND DUTIES OF THE COMMITTEES OF THE SESSION

The Committees of the Session are charged by the Session to implement the particular phases of the church's local program. Chairs are appointed in January of each year to oversee this work. Session may appoint Co-Chairs of Committees, if in the judgement of Session the circumstances of the work or the congregation require Co-Chairs. Hereafter when the term "chairperson" is used it shall be assumed to include any Co-Chair. Committees shall be governed by the following regulations:

1. The Session shall determine the number of standing committees and define their tasks.
2. The chairperson of each committee shall be an active elder appointed by the Session for one year and may be re-appointed to the position, but may not exceed three (3) years.
3. The members of each committee may be recruited from among the active members, or friends, of the congregation.
4. The pastor is an ex-officio member of every committee, but is without vote except for the Worship Committee, where the pastor is a voting member. The pastor may attend meetings of the committees at his or her own discretion, or at the request of the committee or its chairperson.
5. The committees shall develop plans or programs to achieve their job description and report same to the session for approval before implementation of major changes or of special projects.
6. Each committee shall assume responsibility for the implementation of the Mission Statement and the goals and objectives of the church within the area of its job description.
7. Each committee shall have regularly stated meetings.
8. Each committee chairperson shall be responsible for notifying the committee members of the time, place and purpose of the meeting. The church office shall be notified of these meetings and shall announce committee meetings in the bulletin and monthly newsletter.
9. Each committee shall make regular reports to Session.
10. Each committee shall manage their assigned portion of the church budget. The chair shall be the only person authorized to sign vouchers for the committee.
11. Each committee shall keep adequate and accurate records.
12. Each committee may co-opt persons from the congregation to assist with particular programs or projects as needed.

13. Session shall make every effort to avoid an active Elder serving as chair on more than one standing committee. To give more members an opportunity to serve, no church member should serve on more than two (2) standing committees.

## SESSION COMMITTEES

Much of the work at The Second Presbyterian Church is accomplished by Session Committees. Each Committee is made up of members of the Congregation and chaired by a sitting elder.

In the following section of this manual a description for the operation of each committee is presented. Each Committee Chair Person is responsible for submitting an annual report to the Session and that report will be included **in** written form for The Annual Congregational Meeting.

The Committees of the Session of The Second Presbyterian Church include:

1. Stewardship and Finance
2. Buildings and Grounds
3. Christian Education
4. Evangelism and Membership
5. Hospitality
6. Live Wire
7. Mission
8. Nominating
9. Personnel
10. Worship and Music

## **STEWARDSHIP AND FINANCE COMMITTEE**

Composition: One active Elder appointed as chairperson by the session, the church paying treasurer, the church counting and recording treasurer and three (3) active members of the congregation selected because of their interest, knowledge, and expertise in matters of finance, budget and Christian stewardship.

### Duties:

1. To plan and conduct a year-round education program of Christian stewardship that will provide the theological basis for financial and personal service support to the local and worldwide mission of the Presbyterian Church (USA) by the members of Second Presbyterian Church.
2. To coordinate efforts with the Christian Education committee to provide educational opportunities for children and adults to arrive at a meaningful understanding of Christian Stewardship.
3. To highlight and conduct special offerings, providing information and necessary material to enable the church membership to give meaningfully to these offerings and the projects they represent.
4. To participate actively in Presbytery and Synod stewardship and mission interpretation activities and in the study of mission and stewardship material provided by our denomination to be able to provide leadership to our congregation.
5. To study and interpret the giving patterns of the congregation.
6. To develop and implement the budgeting process and to report it to the Session. To develop the church budget, based on pledges received, and present it to the Session for approval.
7. To oversee and review the church's finances, including treasurer's reports, vouchers and related financial statements.
8. To develop a yearly Stewardship campaign to encourage members to make pledges and present it to Session for approval.
9. To review the adequacy of the church budget at mid-year and report findings to the session and congregation.
10. The Committee shall manage their assigned portion of the Church Budget and the chairperson shall be the only one to sign vouchers.

## **BUILDING AND GROUNDS COMMITTEE**

Composition: One or two active Elder(s) who shall serve as chair/co-chair, and five (5) active church members. They shall be appointed for their interest, experience, and capabilities in conducting the temporal affairs of the church.

### Duties:

1. To verse the care and maintenance of all church property and equipment.
2. To develop and administer a comprehensive insurance program for the church.
3. To organize and conduct "clean-up days" and other activities that will involve as many church members as possible in the care of church property.
4. To determine what repairs need to be made in all church properties, how they are to be made and to supervise the repair.
5. To develop a long-range plan for the care, upkeep and development of church property.
6. To keep adequate and accurate records of all transactions.
7. To report regularly to session. It will be through such reports that the committee shall bring before the Session particular needs and special projects to finance the work needed, if it has not been budgeted.
8. The Committee shall manage their assigned portion of the Church budget and the chairperson shall be the only one to sign vouchers.
9. The committee shall have authority to co-op persons from among the congregation to assist with particular programs or projects, as needed. Co-opted members are not voting members, but are recruited to share their expertise with the committee.



## **CHRISTIAN EDUCATION COMMITTEE**

Composition: One active Elder appointed as chairperson and four (4) active members of the Congregation.

### Duties:

1. To plan, administer and evaluate the total program of Christian Education for Second Presbyterian Church.
2. To develop and/or select a Christian Education curriculum, for the church and to present it to the Session for approval.
3. To help develop job descriptions for the superintendent of the Sunday school, the youth leader and other leaders, as needed.
4. To recruit and enlist all Christian Education program leaders from among the members of the Presbyterian Church (USA) and present them to the Session for approval and installation.
5. To provide training for leaders and teachers of the Christian Education program as a means of improving the Christian Education of the church family throughout the year.
6. To coordinate efforts with the Stewardship and Finance Committee to provide educational opportunities for children and adults to arrive at a meaningful understanding of Christian stewardship.
7. To work with parents, teachers, and leaders of the Christian Education program to improve and increase the participation of children, youth, young adults and older adults in Christian Education activities.
8. The Committee shall manage their assigned portion of the Church Budget and the chairperson shall be the only one to sign vouchers.
9. The committee shall have authority to co-op persons from among the congregation to assist with particular programs or projects, as needed. Co-opted members are not voting members, but are recruited to share their expertise with the committee.
10. The committee shall be an advocate for the safety of the youth and space for the Sunday School program.

## **EVANGELISM AND MEMBERSHIP COMMITTEE**

Composition: One active Elder appointed as chairperson and four (4) active church members selected for their zeal and eagerness to share their Christian faith with others.

### Duties:

1. To plan a year-round program of church membership development and evangelism outreach for Second Presbyterian Church and to present it to the Session for approval.
2. To develop special activities to help visitors who join us for worship to feel at home; to recognize their attendance through cards and telephone calls; and to encourage their return to worship in our church and make them feel welcome.
3. To develop a list of persons, young and old, who might be prospects for church membership and Christian discipleship and church membership.
4. To coordinate efforts with the Christian Education committee, the Stewardship and the Finance Committee to provide educational programs to prepare children for church membership and to help adults grow in their understanding of discipleship and church membership.
5. The Committee shall manage their assigned portion of the Church Budget and the chairperson shall be the only one to sign vouchers.
6. The committee shall have authority to co-opt persons from among the congregation to assist with particular programs or projects, as needed. Co-opted members are not voting members, but are recruited to share their expertise with the committee.

## **HOSPITALITY COMMITTEE**

Composition: One active Elder as chairperson and five active members of the church selected by the Session for their interest in developing strong ties among the members of the church and their families and in preserving and renewing the Christian fellowship in the congregation.

Duties:

1. To develop and implement a plan of social or fellowship activities, often in cooperation with other committees of the Session, for the whole congregation.
2. To develop and implement a plan of Sunday, and periodic, fellowship activities designated to bring about an intergenerational rapport and pleasant relationship between generations in the congregation.
3. To cooperate with, and be supportive of, other committees needing fellowship activities in the fulfillment of their duties, as the need may arise.
4. To coordinate receptions/meals after funerals so that family and friends of the deceased may have an opportunity to support and fellowship each other.
5. To submit a yearly budget request to meet the basic needs to provide refreshments for the fellowship time and special events. Donations may be accepted from the congregation for food, coffee, and service items.
6. The Committee shall manage their assigned portion of the Church Budget and the chairperson shall be the only one to sign vouchers.
7. The committee shall have authority to co-op persons from among the congregation to assist with particular programs or projects, as needed. Co-opted members are not voting members, but are recruited to share their expertise with the committee.

## **CHURCH WEBSITE AND EMAIL DISSEMINATION**

- Committee Chairs may work directly with LiveWire in getting technical guidance and design for website and email. Committee Chairs may delegate this activity.
- LiveWire will grant access to the website, calendar and email functions as requested by Committee Chairs.
- All content of the website and the monthly emails will be managed by LiveWire, with ad hoc mandatory direction and input from the Session.

## **JOB DUTIES**

**Chair/Co-Chair of LiveWire:** The Chair and Co-Chair (if applicable) must be a Session Elder: Assist with the Newsletter as needed; fill job duties as volunteers are identified and available; write reports, minutes, agendas; Advocate to Session any needs of LiveWire; Remind Committee Chairs to contact Newsletter Editors as well as Calendar Person about upcoming events; Work with Church Secretary to update and share congregation mailing list.

**Calendar Coordinator:** Update White Board Calendar in Fellowship Hall and Goggle Calendar online-this person in constant communication with Church Secretary and sends out emails to committee chairs periodically as well as Music Ministry.

**Kiosk Manager:** Update Kiosk regular with new events and correct contact info, maintain physical appearance of Kiosk, order new letters, and any other needs.

**E-Communications:** Update Website with received articles, pictures, sermons and newsletters. Post to Facebook at least weekly, send out emails to congregation, Post videos on YouTube, and set up AV Show and Tell about prior or upcoming events.

**Marketing:** Postings to Albuquerque Journal and other printed media; plan and manage mailings to congregation such as postcards; oversee distribution of bookmarks, magnets or other printed materials to hand out before and after services to advertise upcoming events.

**Bulletin Board Designer:** Maintain and create bulletin boards in Fellowship Hall on a regular basis; Ensure Bulletin Boards are in good condition; make purchases to update Bulletin Boards; add more Bulletin Boards if needed.

**Principal Photographer:** the Managing photographer must ensure they will be at the event, and if they are not there, ensure someone will be at the event to take pictures. The then managing photographer must follow up with that person that photos are submitted to either the Electronic communication Person or the Electronic Historian.

**E-Historian:** Retrieve photos from any available archives, scan in all old photos with historical context, and ensure present photos are submitted and scanned in to website as well as back up database.

## **MONTHLY MEETINGS:**

Meet either the last Sunday after church or last Monday morning of every month, or as agreed with LiveWire members. Ideally the meeting would be after the session meets and after the newsletter deadline, enabling the committee to determine upcoming events for the next month or next TWO months per the Session, the church secretary, and the newsletter calendar.

The meeting will follow the proposed outline determining a plan of action along the way:

**OLD BUSINESS:** Chairs ensure last month's events were photographed, given to Historian and/or E-Communications and documented (CHAIRS)

**UPDATES:** Chair updates committee on information from Session actions applicable to committee (CHAIRS)

**UPCOMING:** Gather all the information regarding upcoming events from Chairs and committee members (ROUND ROBIN)

**CALENDAR:** With new info just shared, update the White Board and the Goggle Calendar (send out electronic invites if needed) (CALENDAR COORDINATOR)

**ONLINE:** Update Website and determine postings to Facebook for the month (D-COMMUNICATIONS)

**EMAIL:** Determine wording and date for any email distribution (E-COMMUNICATIONS)

**VIDEOS:** Check if we have any videos to post (E-COMMUNICATIONS)

**AV:** Determine if a fellowship "show and tell" will take place in the following month: what topic, what day, and if assistance is needed (E-COMMUNICATIONS)

**MARKETING:** determine if any marketing will take place in the upcoming month and/or any mailings and assistance needed (MARKETING)

**KIOSK:** Set a deadline for Kiosk updates either weekly updates or monthly, as well as wording (KIOSK MANAGE)

**BULLETIN BOARDS:** check on status of Bulletin Board update (BB DESIGNER)

**PHOTOGRAPHY:** Determine who will be taking photographs at upcoming events (PRINCIPAL PHOTOGRAPHER)

## **MISSION COMMITTEE**

Composition: One active Elder appointed as chairperson and four (4) active church members selected for their interest and dedication to the mission of Second Presbyterian Church and the Presbyterian Church (USA) (5 members)

### Duties:

1. To participate actively in Presbyterian mission interpretation activities and in the study of mission material provided by our denomination as a means of being able to provide leadership to the congregation.
2. To study the Presbytery's recommendation for our General Mission pledge and make a recommendation to Session as to the amount, or percentage, we should give.
3. To study and review the requests for funding from other organizations and to make recommendations to Session.
4. To work with the Guatemala Partnership which our church has established and to encourage participation by the congregation.
5. The Committee shall manage their assigned portion of the Church Budget and the chairperson shall be the only one to sign vouchers.
6. The committee shall have authority to co-op persons from among the congregation to assist with particular programs or projects, as needed. Co-opted members are not voting members, but are recruited to share their expertise with the committee.

## **NOMINATING COMMITTEE**

The Nominating Committee is not a committee of the Session, but a committee of the Congregation. It shall be elected annually at a meeting of the Congregation and will operate actively throughout the program year.

Composition: The Nominating Committee shall consist of seven (7) active members to be chosen as per the Book of Order (G-3.0111): Two members designated by the session from the current session, one of whom will be chair; one by the Board of Deacons, and four (4) members-at-large, not active elders or deacons, elected by the congregation. The process shall ensure that nominations be broadly representative of the constituency of the congregation. The pastor is member ex-officio, without vote. (A sub-committee of the session shall nominate the four (4) members-at-large to the congregation.)

### Duties:

1. To nominate active members to the congregation for elders and deacons; and to nominate active members of the congregation to the session for standing committees of the session.
2. To nominate elders and deacons at the stated meeting of the congregation/corporation.
3. To develop a leadership training program for the church and to acquaint the membership of the church with the variety of offices and positions in the church to which they can aspire and to which they can commit themselves to service.
4. To develop and maintain an up-to-date list of eligible and capable persons to serve as candidates for elders and deacons and members of the standing committees of the session.
5. To train, with the help of the pastor, the new officers and committee members, on the duties and responsibilities of their particular positions.
6. To present the list of officers that will be nominated to the congregation/corporation at the stated meeting.
7. The Committee shall manage their assigned portion of the Church Budget and the chairperson shall be the only one to sign vouchers.
8. The committee shall have authority to co-op persons from among the congregation to assist with particular programs or projects, as needed. Co-opted members are not voting members, are recruited to share their expertise with the committee.

## **PERSONNEL COMMITTEE**

Composition: The Personnel Committee will consist of: One active Elder appointed as chairperson and three to five members chosen from the active membership of the congregation. Committee members should be acquainted with the operation of the church and have a positive relationship with the pastor. The pastor will serve as an ex-officio member, though on occasion, it is advisable for the committee to meet without the pastor. However, the pastor should always be informed of a committee's plan to meet and its agenda.

Members of the Personnel Committee should maintain confidentiality and be supportive of the congregation. It is important that the Personnel Committee not interfere with the ongoing supervision that the pastor or head of staff provides. In such situations, the personnel Committee works in a supportive and counseling relationship with the head of staff and other staff, as needed.

The Personnel Committee should hold regular meetings with an established agenda. Committee members should be a part of the normal membership rotation of the Session.

### Duties:

1. Develop, in consultation with the pastor and the Presbytery's Committee on Ministry, a job description for the pastor that clearly sets forth the responsibilities for that position.
2. Work with the pastor to develop personal goals and objectives that will encourage his/her professional effectiveness and growth.
3. Establish a regular schedule for conversations with the pastor and be readily available to him/her as needed.
4. Be a support group to the pastor and all the church staff when addressing personal and professional matters, and to serve as a channel of communication between them and the congregation.
5. Conduct periodic performance reviews of the pastor and assist the pastor with the church employees' performance reviews as needed. An annual performance review is to be done in the first three years of the pastors call and staffs employment. This provides an opportunity to review goals and objectives for the year ahead.
6. Conduct a review of the adequacy of the pastor's compensation and recommend changes to the congregation at the Stated Congregational Meeting. Make recommendations to the Session about changes to staff salary prior to approval of the annual church budget.
7. Job descriptions for all employed personnel will be developed by the Personnel Committee in partnership with the Season prior to seeking persons for those positions. Job descriptions shall be included in the personnel file of every employee.



8. Position openings, along with job descriptions will be advertised through the Church Newsletter, the Presbytery Office and other publications.
9. The committee shall have authority to co-opt persons from among the congregation to assist with particular programs or projects, as needed. Co-opted members are not voting members, but are recruited to share their expertise with the committee.

The Personnel Policies should be adopted by the Session and reviewed every three years.

## WORSHIP AND MUSIC COMMITTEE

*The Directory of Worship located in the Book of Order directs the elements of Christian worship. "In worship the church is to remember both its liberty in Christ and the biblical command to do all things in an orderly way." Therefore, the Worship and Music Committee of Second Presbyterian Church strives to follow the guidelines set forth in the Book of Order in its accountability to the Session.*

Composition: The membership of the Worship and Music Committee will be comprised of at least six (6) individuals, one of whom shall be an Elder elected by Session to serve as chairperson. The committee shall include the pastor and director of music. The chairperson will be elected yearly by the Session and committee members will be appointed on a yearly basis by virtue of the chair.

### Duties:

1. The committee, in coordination with the pastor and director of music, will plan quality worship for each Sunday of the year, as well as the festivals and sessions of the Christian year.
2. Will develop the yearly Communion Schedule for approval by Session. Once approved, it will be communicated to the Board of Deacons who is responsible for the preparation and serving of the elements.
3. Appoint Lay Leaders from the congregation for each Sunday of the year and other special worship services. A monthly list will be forwarded to the church office and editors of the Newsletter.
4. Identify a volunteer who will be responsible for assigning ushers for each worship event.
5. Assure there is a trained individual to manage the sound system on a weekly basis. Scheduling can be done on a rotational basis.
6. Identify individuals to manage the recording system and distribution of CDs.
7. Assure that our worship space is well maintained, i.e., picking up leftover bulletins, balance between English and Spanish hymnals are available, include visitor cards/prayer requests.
8. Assure the changing of the paraments/banners according to the Liturgical Calendar.
9. Manage their assigned portion of the Church Budget and the chairperson shall be the only one to sign vouchers.
10. The Committee shall have authority to co-opt persons from among the congregation to assist with particular programs and projects, as needed. Co-opted members are not voting members, but are recruited to share their expertise with the committee.

## COMMUNICATION (AMONG THE MEMBERSHIP) GUIDELINES

Second Presbyterian Church, 812 Edith Blvd NE, Albuquerque, NM 87102

[www.facebook.com/pages/Second-Presbyterian-Church-Albuquerque](http://www.facebook.com/pages/Second-Presbyterian-Church-Albuquerque)

E-mail

[Spchurch1002@qwestoffice.net](mailto:Spchurch1002@qwestoffice.net)

Phone 505-242-8005

Fax 505-242-6097

A monthly newsletter exists, for most of the year, with the purpose of communicating matters of interest within the Church community. All members are encouraged to utilize this channel of communication. Church policy is to publish known birthdays in the newsletter unless the celebrant requests the date and/or month NOT to be published. This is to provide for some protection against identity theft. If you do NOT want your birth month/date to be published, please notify the LiveWire committee via email at [livewire@secondpresabq.org](mailto:livewire@secondpresabq.org) or by notifying the Pastor or Office. Constant interaction among the Pastor, parishioners, elders, and deacons is necessary for effective communication among the congregation. Pictures of the Elders and Deacons are posted on the west wall just south of the door to the sanctuary for this purpose.

Many concerns that surface within the Church may be avoided if communication among members is practiced with the attitude that all Church business is important to someone.

Commissioners to the Presbytery will report, to the Congregation, on items of interest discussed at the most recent Presbytery meeting.

Committees are composed of people who are working full time, students, and also those that are retired. Because some members are retired does not always mean that they have more voluntary time available. Many personal obligations require the time and effort of these people as though they still are employed full time. Health issues, obviously, can affect anyone. The time of both full-time workers and retirees must be respected.

When one is busy and committed to a Church project that needs attention, it may cause a measure of anxiety because of time that needs to be set aside to work on said project. One sometimes feels that too great a deal of time will have to be set aside. If this is the case, a simple phone call or e-mail (takes only a few minutes) asking for help can save both anxiety and time. Others are usually willing to assist. If assistance cannot be obtained there is no need to feel guilty in realizing that maybe the project should be postponed for a period of time or perhaps the project should be dropped. We are a friendly congregation and most people understand that we are not always able to attend to a project in a timely manner.

Good and open communication between the Church administration, the Congregation, and committee members, may mitigate many uncertainties that can develop.

Session committee chairpersons and members are available to the congregation for the purpose of addressing concerns or matters of interest that may develop within the church. They may be contacted for answers to questions appropriate to particular matters of interest that may develop.

A Church directory has been developed containing names, address, phone numbers, and (in some cases) E-mail addresses. Pictures of most members are included in the directory.

## POLICY AND PROCEDURES ON SEXUAL MISCONDUCT

### SECOND PRESBYTERIAN CHURCH

Albuquerque, NM

#### **The purposes of this policy are:**

1. To safeguard from abuse through any form of sexual misconduct the church's staff, members, children and others who attend our services, participate in our programs and use our facilities.
2. To ensure that all ministers, elders, deacons, other church officers, church school teachers, youth leaders, employees, members, and others using church facilities clearly understand this policy.
3. To describe the steps to be taken when employing or using the services of the above.
4. To seek justice, protecting the innocent and dealing appropriately with those who victimize others.
5. To assist in the healing of all persons when sexual misconduct has occurred.

#### **POLICY**

Sexual misconduct is an abuse of power and trust and a violation of the scriptures and the policy of this church and a violation of our New Mexico state law. **It is never permissible.** We seek to provide a sexual harassment-free environment for all employees and volunteers and to be a place of personal safety for all children and adults who use our facilities and participate in our programs. All participants in the work and activities of the church or those who use the facilities of the church shall conduct themselves in an honorable and ethical manner and shall not engage in sexual misconduct. To the extent there are items not covered in this policy, the Policy and Procedures on Sexual Misconduct adopted by the Presbytery of Santa Fe may provide guidance.

This policy applies to the officers and members of this church, all persons working under its supervision, all persons serving in the program and activities of the church as volunteers or paid employees and all those who have been given permission to use the facilities for their independent activities. Ministers of the Word and Sacrament are covered by the Procedures on Sexual Misconduct of the Presbytery of Santa Fe.

The responsibility for maintaining appropriate sexual boundaries belong to the ordained ministers, employees, volunteers, or other leaders. For reporting purposes this policy recognizes no statute of limitation as to when sexual misconduct may have occurred.

This policy will be reviewed annually by the Christian Education Committee and presented annually to the Session whether or not changes have been made. It shall be a part of the training for church school teachers and vacation Bible School teachers and helpers as well as youth leaders and church officers referred below under Preventive Measures. Copies of this policy shall be available to all persons and shall be filed with the Presbytery office and the church insurance carrier.

## DEFINITIONS

A. Sexual Misconduct is the comprehensive term to include:

1. Child sexual abuse: includes but is not limited to, any contact or interaction between an adult and a child wherein the child is being used for the sexual stimulation of the adult or of a third person. The behavior may or may not include touching. Sexual behavior between a child and an adult is always considered forced whether or not consented to by the child. Child abuse when discovered must be reported to the civil authorities immediately.
2. Sexual Harassment: unwelcome sexual advances, requests for sexual favors, all other verbal and physical conduct constitute sexual harassment when submission to such conduct is made, either implicitly or explicitly, as a condition of an individual's employment or status in an institution, or is used as a basis for employment decisions affecting the individual, or creates an intimidating, hostile or offensive working environment based on the declared judgment of the affected individual.
3. Rape or sexual contact by force, threat, or intimidation.
4. Sexual malfeasance: Sexual advances toward those for whose spiritual welfare one is responsible by one's position in the church. Such behavior can be verbal or physical conduct of an inappropriately sexual nature (e.g., risqué jokes, innuendoes, insults, ingratiating and overly solicitous behavior, including sexually inappropriate visits and phone calls, seductions and fondling).

## PREVENTIVE MEASURES

### A. Implementation

Copies of this policy shall be distributed to all clergy, officers, employees, church school teachers, Bible School teachers/helpers, youth leaders, drivers, and to each inside and outside organization the facilities of the church. As new persons come into these positions and new organizations use the facilities, they too shall receive copies of this policy. The Elder responsible for personnel shall distribute the copies to persons holding church positions and the Elder responsible for church usage shall distribute copies to each inside and outside organization. These Elders will annually report to the Session concerning this distribution.

### B. Liability Insurance

The Church, Session, and Deacons may be held liable for harm caused by sexual misconduct based on a number of legal theories including negligent hiring and supervision. The Session and Deacon Boards shall take potential liability into consideration when establishing hiring practices and when establishing and supervising programs. The church shall carry adequate liability insurance.

### C. Employment Practices

The church shall maintain a personnel file on all employees. The file shall contain the

application for employment, any employment questionnaire, reference responses and documents related to the sexual misconduct policy.

If the applicant is unknown, the church shall confirm the identity of the applicant. It shall make specific enquiries to discover if his/her prior employment there is any civil, criminal, or ecclesiastical complaints that were sustained against him/her for sexual misconduct or if he/she was ever required to seek professional treatment for reasons of sexual misconduct.

The church shall contact references for prospective employees. A written record of conversations or correspondence with applicants' references shall be kept in the employee's personnel file. (See attached application form).

#### **D. Rules for Church School and Vacation Bible School (Adult and Children)**

- a. Persons who are known to have committed a previous act of sexual misconduct are prohibited from teaching or supervising students either on a paid or volunteer basis.
- b. Annually, the Session shall review and approve teachers and staff upon recommendation of the Christian Education Committee.
- c. All teachers and staff (other than paid staff) will be members of the congregation for at least one full calendar year prior to teaching or substituting for a teacher. Exceptions to this rule will be approved on a case by case basis by the Session.
- d. Persons who are hired as full or part time staff will be interviewed by elders and the pastor, have three written references all of whom are contacted by telephone, and have a police records check as a precondition to their employment. Any prospective employee shall sign a statement disclosing any prior criminal convictions or affirming that he or she has none.
- e. Classrooms will have open access and be subject to observations.
- f. No Child shall be subjected to demeaning discipline or separation from the group with a single supervisor.
- g. Teachers and staff will attend an annual training meeting at which time policy will be reviewed and discussed.

#### **E. Youth Group/Youth Fellowship Activities**

Youth Group/Youth Fellowship activities and their leaders are subject to the rules for the Church School and to these additional provisions:

1. There shall be at least two adults, male and female, present for all activities.
2. At no time will an adult and a youth be isolated from the group.
3. During dismissal times, whenever possible, no youth will remain behind alone under the supervision of only one adult.

#### **F. Other Activities in the Church**

Any other inappropriate behavior shall be reported immediately (See Complaint Procedures).

## COMPLAINT PROCEDURES

1. The church shall respond promptly to all reports of sexual misconduct with concern for all parties involved. Any person receiving an initial report of sexual misconduct shall immediately inform the Clerk of Session and the Stated Clerk of the Presbytery of Santa Fe. Any questions regarding the interpretation of these policies may be referred to the Clerk of Sessions or the Stated Clerk of the Presbytery.
2. Any person who has reason to believe that she has been subjected to sexual misconduct, who has witnessed acts of sexual misconduct committed upon others or has been told by a child that s/he has been subjected to such behavior will report the incident to one of the persons named in 1. Above.
3. All complaints of sexual misconduct, whether made in writing or orally, shall be taken seriously and investigation promptly.
4. Once a written complaint is received the matter shall be referred immediately to an investigating committee appointed by the session of the church and to the Stated Clerk of the Presbytery of Santa Fe. The Stated Clerk will delineate the resources available through the Presbytery.
5. The Accuser shall be advised that s/he has the right to file a complaint with the Presbytery.
6. The Accuser must be told that upon the receipt of a written complaint, the accused will be informed in writing that a complaint has been filed. If the victim is under 18 years of age, the accuser shall be informed that the matter will also be referred immediately to the appropriate legal authorities.
7. The complaint shall include the date(s) and approximate time(s) of the alleged sexual misconduct; the identities of the Accused, Accuser and/or Victim; the location(s) of the incident(s), the specific act(s) of sexual misconduct; and the names of all witnesses and persons with relevant information. The written complaint must be signed by the Accuser.
8. The investigating committee of the church shall review the complaint and interview all parties. It may hold a hearing in which all involved parties may participate. The parties may be represented by counsel. All rights of both Accused and Victim shall be preserved.
9. Upon completion of its inquiry, the investigating committee of the church shall report to the Session and recommend appropriate action to resolve the complaint.
10. If efforts to resolve the complaint are not successful in the Session an appeal can be made to the Stated Clerk of Presbytery.
11. All records of actions including conversations with the Accuser, Accused and Victim shall be kept confidential and maintained permanently by the Clerk of Session in a file separate from any public records.



12. In all cases the Book of Order (chapters D 10.00 through D14.00) of the Presbyterian Church (USA) shall be followed.

## **DISCIPLINARY AND REMEDIAL ACTION**

1. In cases involving members under the jurisdiction of the Presbyterian Church (USA) disciplinary action shall follow those provided in The Book of Order.
2. In cases involving lay employees, teachers, etc. (not under the jurisdiction of the Presbyterian Church (USA) found in violation of this policy, disciplinary action shall be taken commensurate with the degree of misconduct. Disciplinary and remedial action may be progressive in nature and include, but is not limited to the following:
  - a. An apology and direction to cease the misconduct.
  - b. Referral to counseling or mediation.
  - c. Reassignment or change of work schedule to minimize contact between parties.
  - d. Demotion
  - e. Suspension (with or without pay)
  - f. Termination.
  - g. Referral to the criminal justice system.

## **Child and Youth Worker Volunteer Policy**

The Second Presbyterian Church is committed to providing a health, safe environment for the children and youth who attend our church or are participants in any of our Church sponsored programs and activities. Our church leadership believes it is imperative to have a written policy addressing the requirements for those who work with and teach our children.

### **Child Youth Worker Application and Screening**

Church members wanting to assist with Children and Youth activities should fill out the volunteer application form (attached). Volunteers in children's and youth programs must be members of the church for a minimum of six (6) months before they are eligible to apply. Volunteers must adhere to the philosophy of the Presbyterian Church when teaching Sunday school or any church activity with youth.

The application will request information regarding prior volunteer or paid work with children and/or youth. It will require names, addresses and telephone numbers of three references who are acquainted with the applicants work with children and youth. Volunteer applicants will also be asked about any prior misdemeanor and/or felony convictions. All of the information will be assessed and a determination of suitability will be made by the session if there are concerns. Any information which is gathered through the screening process will be held in the strictest confidence and will be restricted to those persons with a legitimate need to know.

All volunteers must be 18 years of age or older, younger persons may assist adults, but they may not take the place of adult workers.

All primary volunteers are required to attend a Sexual Abuse Awareness Class offered by the Presbytery of Santa Fe.

Children and Youth volunteers will have child CPR and First Aid training.

Volunteers in the child and youth programs will be made aware of plans and procedures for emergencies, including evacuation in the event of fire or other hazards.

Parents and guardians will be made aware of the church safety policy and procedures, and will be encouraged to ask their children to comply with rules regarding their safety and security.

### **Prohibited Behavior**

The following behavior is strictly prohibited for all volunteer workers and church attendees. This list is not meant to be all-inclusive, but is intended to provide guidance as to what may constitute prohibited behavior.

- Purposefully threatening or inflicting physical injury upon a child or youth, committing any sexual advances which include inappropriate touch or language against a child or youth, or engaging in any sexual contact with a child or youth.

- Making any kind of sexual advance or making a request for sexual favors or engaging in other verbal, visual or physical conduct of a sexual nature.
- The presence or possession of obscene or pornographic materials at any function of the church.
- The presence, possession, or being under the influence of any illegal or illicit drugs or alcohol while leading or participating in a function for members at the Second Presbyterian Church.

## VOLUNTEER APPLICATION

Ministry Area Applying For \_\_\_\_\_ Date \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Home Phone \_\_\_\_\_ Work Phone \_\_\_\_\_

Business \_\_\_\_\_ May we call you at work: Yes / No

Current Job Responsibilities and Hours \_\_\_\_\_

Previous Work Experience \_\_\_\_\_

Special Skills, Training and Hobbies \_\_\_\_\_

Member of a Church? Yes / No Name of Church \_\_\_\_\_

Previous Volunteer Experience \_\_\_\_\_

How will your volunteer work effect your family and work responsibilities: \_\_\_\_\_

Can you make a commitment to this Ministry Area for at least one year? Yes / No

If No, please explain \_\_\_\_\_

When are you able to volunteer? \_\_\_\_\_ Days \_\_\_\_\_ Evenings \_\_\_\_\_ Weekends

How many hours per week are you willing to volunteer: \_\_\_\_\_

Times Available (place an "X" in anv slots when you couJd be available)											
Time	7:00am	8:00	9:00	10:00	11:00	12:00 pm	1:00	2:00	3:00	4:00	5:00
MON											
TUE											
WED											
THU											
FRI											
SAT											
SUN											

Do you have: Your own transportation Yes / No Valid driver's license? Yes / No

Liability Insurance: Yes / No

Why do you want to volunteer in this Area of Ministry? \_\_\_\_\_

Have you had any experience with adult's/youth children with problems? Yes / No

Please explain \_\_\_\_\_

Have you ever been accused of, participate in, or been convicted of child sexual abuse: Yes / No

What are your feelings concerning this area? \_\_\_\_\_

Please list 3 professional and/or personal (not including relatives) references. References remain confidential

Name/Relationship	Address	City	Zip	Phone Number
1.				
2.				
3.				

Signature \_\_\_\_\_ Date \_\_\_\_\_

Educational Background

Name of High School: \_\_\_\_\_ Year Graduated: \_\_\_\_\_  
Address: \_\_\_\_\_  
Name of College: \_\_\_\_\_ Year Graduated: \_\_\_\_\_  
Degree Obtained: \_\_\_\_\_ Major: \_\_\_\_\_  
Address: \_\_\_\_\_

References

List two (2) personal references (not former employees or relatives)

Name: \_\_\_\_\_ Name: \_\_\_\_\_  
Address: \_\_\_\_\_ Address: \_\_\_\_\_  
Phone: \_\_\_\_\_ Phone: \_\_\_\_\_  
Relationship: \_\_\_\_\_ Relationship: \_\_\_\_\_

List one (1) previous church reference:

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_

Name of church where you are currently a member: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_

Please complete the following certifications

I certify that (a) no civil, criminal, ecclesiastical complaint has ever been sustained or is pending against me for sexual misconduct, (b) I have never left a voluntary position, resigned or been terminated from employment or a voluntary position for reasons related to sexual misconduct.

\_\_\_\_\_  
Signature Date

Note: If you are unable to make the above certification you may instead give in the space provided a description of the complaint, termination or the outcome of the situation and any explanatory comments you care to add.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## CHURCH POLICY NOTIFICATION AND ACCEPTANCE

The attached policies reflect our commitment to provide protective care of all children, youth, volunteers and workers who participate in church sponsored activities.

**Please Answer Each Question, Your Response Will Be Kept Fully Confidential.**

1. As a church volunteer or worker, do you agree to observe all church policies regarding working with youth or children? Yes\_\_\_No\_\_\_
2. Have you ever been convicted or pleaded guilty to a crime?  
\_\_\_ Yes (please describe on a separate sheet of paper)  
\_\_\_ No
3. Were you a victim of abuse or molestation while a minor?  
Yes\_\_\_No\_\_\_

If you prefer, you may refuse to answer this question, or you may discuss your answer in confidence with the Pastor or the oversight committee rather than answering it on the form: Answering yes, or leaving the questions unanswered, will not automatically disqualify an applicant for children or youth work.

**I have read the attached policy and agree to adhere to the requirements stated therein. I also understand that sexual relationships with minors can lead to a felony conviction. I further understand that this includes, but is not limited to, sexual relationships taking place between consenting individuals or when involving a minor volunteer/worker and another minor.**

---

Signature

---

Date

### Release

The information contained in this application is accurate to the best of my knowledge and may, be verified by the employing entity. I hereby authorize The xxxx Presbyterian Church to make any and all contacts necessary to verify my prior employment or volunteer history, and to inquire concerning any judicial proceedings involving me as a defendant. By means of this release, I also authorize any previous employer, volunteer organization and any law enforcement agencies or judicial authorities to release any and all requested relevant information to The xxxx Presbyterian Church.

I have read this release and understand fully that the information obtained may be used to deny me employment or any other type of position from the employing entity. I also agree that I will hold harmless the employing entity or judicial authority from any and all claims, liabilities and cause of action for the legitimate release or use of any information.

---

Signature

---

Date

---

Witness

---

Witness

## CHILD HEALTH POLICY

The following policy is designed to meet the collective health-related needs of children, youth, parents, and child care workers with children who attend or provide services during functions authorized by Second Presbyterian Church.

Please adhere to these established guidelines:

1. Child care providers will notify the parent(s) or guardian immediately of illness. Emergency phone numbers will be utilized if the responsible party(ies) is not in attendance at Second Presbyterian Church. The child will be kept under supervision until the parent or guardian is present, at which time the parent/guardian should take his/her child home or away from contact with other children to assure infection/contamination does not occur.
2. Illness includes but is not limited to:
  - a. A high fever, 100 degrees f. or over. Fever should end 24 hours (or as directed by physician) prior to resuming child care provision.
  - b. A respiratory infection, including nasal discharge and/or a persistent cough and lingering systems may indicate that contagion remains. The child may return to child care once the infection is no longer contagious to others.
  - c. Significant changes in observable, physical behaviors such as lethargy, unusual irritability, persistent crying or breathing difficulties.
  - d. Persistent abdominal pain of more than two hours duration, including diarrhea or vomiting.
  - e. Infectious conditions such as bacterial chicken pox, measles, mumps, rubella or other rare but contagious diseases. Best practices indicate that return to a group setting may occur 6 to 9 days after cessation of all symptoms. Parents will be notified of any infectious disease exposures.

Universal precautions and procedures are practiced by Second Presbyterian Church child care providers.



**Section 1. Medication Agreement**

I understand that Second Presbyterian Church, its employees and volunteers, are not responsible for administering medication to my child, and they are not liable if my child takes the wrong dosage of medication. I also understand that if my child attends Second Presbyterian Church programming with a hypodermic needle, it needs to be kept in an enclosed package. If appropriate, medication may be held by a staff person or designated leader. All hypodermic needles will be kept by a staff person or designated leader. In the event that my child needs medication, my child will let a staff person or designated leader know.

Name of medication and dosages: \_\_\_\_\_

Reason for medication(s): \_\_\_\_\_

**Section 2. Allergies or Diet Restrictions**

List all allergies and/or diet restrictions: \_\_\_\_\_

**Section 3. Special Conditions**

Specify and describe your child's special health, learning, or behavioral condition as well as any special care we need to administer.

**Authorization and Release**

**Authorization for Emergency Medical Treatment and Release of Liability**

I, (parents/guardian) \_\_\_\_\_ hereby authorize a representative of Second Presbyterian Church to give consent for medical treatment of our child, \_\_\_\_\_, in the event of illness or injury. "I/We hereby release Second Presbyterian Church, its employees and volunteers for any such treatment provided to my child. I/We further release Second Presbyterian Church, its employees, and its volunteers from any liability in the event of any accident en route, during, or returning from any church event/or trips. In case of emergency, I/We understand that every effort will be made to contact me as a parent or guardian. In the event that I/We cannot be reached, I/We hereby give permission to the physician or medical professionals selected by the church representative to hospitalize, secure proper treatment for, and to order injection, anesthesia, surgery for my child. Furthermore, I/We understand that my child can be sent home for any reason.

This notarized authorization is effective for the individual named above for the period of \_\_\_\_\_ to \_\_\_\_\_

All information must be completed. To maintain privacy, this form will be kept secure in the church office file and will be needed updating each year of participation. At the end of the year,

our old records will be destroyed.

---

Signature of Parent(s) or Guardian

Date

**Covenant for All Youth Attending Second Presbyterian Church  
Youth Ministry Events**

During our upcoming youth ministry trips and events, we will be doing our best to live together as a family in Christian community. Family life is based on love, respect, trust, support, and spending time together. Each of us, as a member of the family is very important. To create and maintain this atmosphere of family and community, all youth must agree to the following covenant. Thank you for your participation.

1. When we travel away from Second Presbyterian Church I recognize that we are guests to our host organization. As guests, we will be considerate of our host organization and to any leaders who reside there. In the evenings we agree to be inside our lodging when the adult advisors ask us to stay inside. We understand that inside "quiet hours" are established by the trip leaders.
2. As a member of Second Presbyterian Church youth group, I will:
  - Be responsible for my own belongings and respect property of others;
  - Electronics including cell phones will be used only when appropriate as designated by the adult leaders;
  - Participate fully in the events of the youth ministry trips and events;
  - Be respectful of the adult leaders and their instructions;
  - Especially care for and respect property of the church and of the host organization;
  - Use the "buddy system" outside during free time, and let the staff know where I am going;
  - Be responsible in my expression of care, concern and intimacy;
  - Not bring or use substances such as tobacco, alcohol or illegal substance;
  - Have my parent(s) complete an authorized permission form for away from church events.
3. As participants in this youth group, I recognize that I am joining a Christian family and community. I agree to abide by this covenant while I am a member of this community. I understand that if I break this covenant, my parent(s) may be notified, and that I may be sent home at my parents' or my expense.

I understand that Second Presbyterian Church staff and leaders will determine what appropriate behavior is, and I agree that I will participate fully, behave appropriately and act respectfully toward those with whom I participate, travel and work. I understand that I represent our Christian family at Second Presbyterian Church and will behave accordingly. Regardless of age, I agree I will not have in my possession or use anything which could be considered a weapon, any type of explosive device including fireworks, drugs, or chemicals of any kind unless they are listed on my medical form as a prescribed medication. I understand that if my behavior is deemed to be disruptive or destructive, my parent(s) may be notified and I may be asked to leave or be sent home at my parents' or my expense.

Youth Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

If you have question, please contact anyone of our youth ministry staff at the church. This form is available on our website: [www.secondpresabg.org](http://www.secondpresabg.org)

**2<sup>ND</sup> Pres. Of Albuquerque Youth Group Waiver & Parental Consent Form**

**Emergency Medical Release and Liability Waiver**

Participant's Name: \_\_\_\_\_ Birth Date: \_\_\_\_\_

School Currently Attending: \_\_\_\_\_ Grade: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_

Zip Code: \_\_\_\_\_ Participant's Home Phone #: \_\_\_\_\_ Participant's Cell Phone #: \_\_\_\_\_

Participant's E-Mail: \_\_\_\_\_ Family's E-Mail: \_\_\_\_\_

Emergency Information

Mother's Name: \_\_\_\_\_ Home #: \_\_\_\_\_ Cell/Alternate #: \_\_\_\_\_

Father's Name: \_\_\_\_\_ Home #: \_\_\_\_\_ Cell/Alternate #: \_\_\_\_\_

In an emergency when parent/guardian cannot be reached, please contact the following:

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Name: \_\_\_\_\_ Cell/Alternate #: \_\_\_\_\_

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Name: \_\_\_\_\_ Cell/Alternate #: \_\_\_\_\_

**HEALTH CONCERNS** (Please identify any allergies (to include foods), health problems, **medications**, or other health concerns):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Family Physician: \_\_\_\_\_ Phone #: \_\_\_\_\_

Dental Provider: \_\_\_\_\_ Phone #: \_\_\_\_\_

Medical Hospital Insurance Company: \_\_\_\_\_ Grp#: \_\_\_\_\_

Policy Holder's Name: \_\_\_\_\_ Policy #: \_\_\_\_\_

Additional Information that May Be Helpful: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*This authorization for Emergency Medical Treatment must be completed before participant can participate in any activities. Treatment for injury will be based on information provided herein.*

## **DISCLAIMER**

Second Presbyterian Church of Albuquerque, NM and its leaders, directors, officers, employees, contractors, agents, volunteers, members and representatives (collectively referred to as "Second Presbyterian Church of Albuquerque, NM"), are not responsible for any injury, loss or damage of any kind whatsoever sustained by any person or their property while participating in events activities or travel with Second Presbyterian Church and all related activities associated with the Church, including injury, loss or damage.

## **ASSUMPTION OF RISKS**

IN CONSIDERATION OF Second Presbyterian Church of Albuquerque, NM allowing me or my children to participate in events, activities, or travel with SPC and all related activities associated with the SPC, including participation in the Youth Group from \_\_\_\_\_ *through* \_\_\_\_\_, inclusive and all activities related to the Youth Group (collectively referred to as the "Activities"), I acknowledge that I am aware of the possible Risks, Dangers, and Hazards associated with participation in the Activities including the possible risk of severe or fatal injury to myself or others.

## **RELEASE OF LIABILITY and AGREEMENT**

IN CONSIDERATION OF Second Presbyterian Church allowing me or my child to participate in the Activities, I agree on behalf of myself and/or my child.

1. **TO ASSUME and ACCEPT ALL RISKS** arising out of, associated with or related to my or my child's participation in the Activities.
2. **TO WAIVE and RELEASE** Second Presbyterian Church from any and all liability for any loss, damage, injury or expense that I or my child may suffer, or that my next of kin may suffer as a result of my or y child's participation in the activities due to any cause whatsoever.
3. **TO INDEMNIFY and HOLD HARMLESS** Second Presbyterian Church from any and all liability for any damage to the personal property of, or personal injury to, any third party resulting from my or my child's participation in the activities.
4. **TO INDEMNIFY and HOLD HARMLESS** Second Presbyterian Church from any and all claims, demands, actions and costs for any loss, injury, damage or expense whatsoever that might arise out of my or my child's participation in the Activities.

## **YOUTH PARTICIPATION CONSENT**

Acknowledgment of Participant:

I, the undersigned Participant, understand that I am responsible to act in a safe and responsible fashion, to follow the instructions of directions of the persons in charge of the Youth Group, and to obey requests to comply with safety regulations as directed by the persons in charge of the Youth Group, including designated leaders and drivers of private or public transportation. I will be solely responsible for myself, will wear a seat-belt when available and will not disturb or distract the driver when using private or public transportation to travel to and from Youth Group activities. At all Youth Group sports events or other activities, I acknowledge that it is my responsibility to obtain and wear appropriate safety equipment. I will not endanger the safety of others or myself at any activities, outings or sports events of the Youth Group or when using private or public transportation for travel to and from such activities. I also understand that I may be photographed or appear in video for such purposes as SPC deems necessary.

**Acknowledgement of Parent of Guardian of Participant:**

We, the undersigned Parents or Guardians of the Participant, hereby authorize and consent to the Participant's involvement in the Youth Group, including any use of private or public transportation deemed necessary by the persons in charge of the Youth Group for Participant travel in and from Youth Group activities, or to the NEAREST SUIT ABLE MEDICAL, or HOSPITAL FACILITY in the event that emergency or other medical treatment not available at the site of a Youth Group activity is deemed advisable. We hereby consent to and authorize such emergency or other medical treatment of the Participant as may be deemed advisable in the event of accident, injury, or illness during the activities of the Youth Group. We also understand that the participant may be photographed or appear in video for such purposes as the SPC deems necessary.

**ACKNOWLEDGEMENT and SIGNATURE**

**I UNDERSTAND THAT THIS IS A LEGAL AGREEMENT** that is binding upon myself and my heirs, executors, administrators, successors and assigns. **I HAVE READ AND UNDERSTAND THE TERMS OF THIS AGREEMENT** and **I ACKNOWLEDGE THAT** by signing this agreement voluntarily, I am agreeing to abide by its terms and I am waiving certain legal rights that my child or I may have.

**This Consent, Authorization and Acknowledgment shall be effective from and including June 1, 20\_\_ to and including June 30, 20\_\_.**

\_\_\_\_\_  
Signature of Parent or Guardian      Date

\_\_\_\_\_  
Signature of Participant      Date

\_\_\_\_\_  
Printed Name of Parent      Date

\_\_\_\_\_  
Printed Name of Participant      Date

**Second Presbyterian Church  
812 Edith Blvd., NE  
Albuquerque, NM**

**Youth Ministry Participation Trips and Events**

**From:** \_\_\_\_\_ **To:** \_\_\_\_\_

My child, \_\_\_\_\_, may take part field trips, retreats, mission trips, backpacking trips, ski trips, or any other excursions under appropriate supervision of a representative of Second Presbyterian Church.

\_\_\_\_\_  
Home Address City, State, Zip

\_\_\_\_\_  
Mother's Name Home Phone Work Phone Cell Phone

\_\_\_\_\_  
Father's Name Home Phone Work Phone Cell Phone

Parent's email address: \_\_\_\_\_

Youth's email address: \_\_\_\_\_

Medical Insurance Company Name: \_\_\_\_\_ Policy Number: \_\_\_\_\_

Clinic/Doctor's Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Emergency Contact/Name/Relationship: (In case parent cannot be reached)  
Name: \_\_\_\_\_ Phone: \_\_\_\_\_

My child routinely receives medication: \_\_\_ Yes \_\_\_ No (If yes complete Section 1)

My child routinely has allergies or diet restrictions: \_\_\_ Yes \_\_\_ No (If yes complete Section 2)

My child has a special condition: \_\_\_ Yes \_\_\_ No (If yes complete Section 3)

**YOU MUST ATTACH A PHOTOCOPY OF INSURANCE CARD FOR TREATMENT.**

I give Second Presbyterian Church permission to use my child's image on publications:

\_\_\_ Yes \_\_\_ No

Date of Child's last tetanus or booster shot \_\_\_\_\_



# **Policies Related To Finance**

**STEWARDSHIP AND FINANCE COMMITTEE  
POLICY RECOMMENDATIONS  
SECOND PRESBYTERIAN CHURCH**

**ANNUAL OPERATING BUDGET FORMULATION**

In an effort to ensure that the programmatic needs and emphases of the church, as established by the session, are met, the following process shall be followed in formulating the annual operating budget of Second Presbyterian Church.

**Creating the Budget**

1. Each year, and no later than July, Session through the Stewardship & Finance Committee shall request each committee of the session and other church task forces and groups (the "committee") to submit, by the September stated meeting of session, a budget for the coming fiscal year which begins on January 1 of each year.
2. The Committees shall, following the call for budget requests, formulate a budget based upon the needs and emphases they intend to pursue in the coming fiscal year.
3. In the formulation of a particulate operating budget line items:
  - a. Committees shall consider the entire year's program and emphasis, so that the financial/programmatic needs of the church may be addressed in advance and not on a crisis basis; and
  - b. In the creation of the budget, the committees shall consider and address issues that include the anticipated cost, the human resources needs, the timeline for executing the project/activity and, therefore, the overall effect on the church calendar.
  - c. The appropriate line item forms will be distributed at the time that the budget requests are made.

**Preliminary Operating Budget**

1. The Stewardship and Finance Committee shall compile all committee budget requests and, after taking into consideration anticipated sources of revenue, formulate a recommended budget to be submitted to Session at its states September meeting.
2. At its stated September meeting, Session shall review the budget recommendations of the Stewardship & Finance Committee, considering not only the financial impact on the life of the church, but also ensuring the budget meets the programmatic emphases of the church. At that time, Session shall give appropriate direction to the Stewardship & Finance Committee regarding adjustments to the recommended budget, if necessary.
3. Not later than its stated October meeting, session shall adopt a preliminary budget for the coming fiscal year.

**Annual Stewardship Campaign**

1. The Stewardship & Finance Committee shall determine the type and style of stewardship campaign it recommends to be used in soliciting support for the coming year's budget and submit that plan to session for its approval no later than Session's August stated meeting.

2. The Stewardship & Finance Committee shall, following adoption of a preliminary budget by session, implement a stewardship campaign that will generally culminate with a "pledge dedication" event in November, prior to the Thanksgiving weekend.

### **Finalized Operating Budget**

1. At its January stated meeting, the Stewardship & Finance Committee shall review the pledges and other sources of revenue that are available and prepare an operating budget for recommendation to session that includes anticipated revenue and sources, as well as anticipated expenditures for the coming year's general operating fund.
2. Session, at its stated January meeting, shall review, revise, if necessary, and adopt a final operating budget for the current fiscal year.
3. Session shall, at the Annual Congregational/Corporation Meeting in February report to the congregation the adopted budget for the current fiscal year.

**FINANCIAL POLICY  
SECOND PRESBYTERIAN CHURCH**

**TREASURERS**

1. The Session shall appoint, yearly, an Elder to be the Paying Treasurer to pay all bills and obligations of the church, in a timely manner.
2. The Session shall appoint, yearly, two (2) Elders to be receiving and Recording Treasurers to receive pledges and other donations from members and friends of the church. The recording treasurer shall record all receipts and provide statements of giving, at least bi-annually.
3. The Session shall appoint, yearly, and Elder to be bookkeeper to record all receipts and expenses, and to provide monthly reports to session.

**BUDGET EXPENDITURES**

1. The use and expenditures of operating budget items will be subject to the prior approval of the appropriate committee of session, through its chair, utilizing vouchers describing the expenditure and the budget line item to which it shall be charged; except as provided below:
  - a. The Administrative Budget shall be subject to the oversight of the Pastor.
  - b. Recurring expenses, (i.e. utility bills, Board of Pension dues, etc.) shall only require a signature approving the expenditure on the billing.
2. Unless specifically designated at the time of the budget's adoption by the session, budget items will not be used for capital expenditures.
3. The use of programmatic funds (excluding session approved line items - i.e. Capital items included in the property committee budget) for the purchase of capital items (i.e. sound systems, equipment, musical equipment) shall be subject to approval of session and shall be considered exceptions to the use of such funds.
4. Unless specifically designated otherwise (i.e. Triennium, outside mission designations, etc.) operating budget items shall not be used to fund or underwrite programs of other non-Second Church groups or organizations (i.e. general costs of music festivals, non-designated mission funding, etc.) without the express approval of session, obtained in advance and only in unusual circumstances, as session shall determine.

**CAPITAL EXPENDITURES**

1. Each year, session shall adopt a capital expenditure budget that lists projects and capital needs that are not addressed within the normal operating budget and are based on projected needs of the church. Such projected needs shall generally come to session through the committees, following the committees' annual consideration of their coming year's needs and emphasis.
2. The list of projects and capital needs contained in the capital expenditure budget shall be used by the pastor in facilitating donors in making memorial contributions and gifts.
3. Public announcement of particular capital needs shall not be made until session has had time to consider whether such projects are consistent with the emphases and direction of

the church and its mission, as session determines.

## **DONOR DESIGNATED AND SESSION RESTRICTED FUNDS**

1. No one shall solicit funds from members of, or anyone outside, the congregation without the proper and express approval of session; both for the solicitation and for the project/capital need for which funding is being sought.
2. Donor restricted and Session designated funds may only be expended upon recommendation from the appropriate committees for the expenditure, amount, need, priority served and impact upon the life and program of the church. Such expenditures must be authorized, in advance, by sessions.
3. All donor-designated gifts to the church, either in money or in kind, shall be subject to acceptance by session at the first stated meeting of session following the receipt of the gift.

## **POLICY ON PAYMENT OF BILLS AND OBLIGATIONS BY TREASURER**

The Treasurer may pay the following bills or obligations without additional authorization

### **Benevolences:**

Pay budgeted benevolences on a schedule determine in conjunction with Elder for Mission. The schedule should generally be such that large amounts are divided up and paid in more payments than smaller amounts. See "Policy for Disbursement of Benevolences" for current schedule.

The following exceptions require Session approval for any and all disbursements. Any portion of a PCUSA offering, which is retained by the local church (for example, 25% of the Peacemaking Offering), and the Lazarus Fund (delegated to PPR).

### **Pastor Salaries and Support**

The Treasurer shall pay the Pastor's salary at the predetermined rate and federal and state withholding.

The remaining pastoral salary expenses (pension/Medical [billed], study leave, education, professional/auto, medical reimbursable) should be reimbursed or paid as appropriate via the standard procedure of submitting a Check Request Form signed by the Elder from the PPR Committee to the Treasurer. (See policy on "Approval of Check Requests, Payments, and Transfers. ")

### **Staff Salaries and Related Expenses**

The Treasurer should pay staff salaries, hourly pay and benefits as predetermined and based on timesheets submitted. Hourly employees should submit their time sheets electronically to the Treasurer on the 15<sup>th</sup> and on the last day of each month worked, placing a hard copy time sheet in the mailbox of their supervisor (the Pastor or Elder). The Treasurer will issue payment on those time sheets within 7 days. Hardcopy timesheets will be countersigned by the Pastor, the elder to whom the employee reports, or the assistant clerk/office supervisor, as appropriate. Overtime requires prior approval from the employee's supervisor. The treasurer will issue payments for benefits including FICA, Medicare, Worker's Compensation Assessment, state and federal withholding (both employer and employee portions).

The following salary-related items are paid by the treasurer via the standard procedure of submitting a Check Request Form signed by the appropriate Elder: Worker's Compensation insurance policy, Pulpit Supply, Interim Pastor Severance, Honoraria and independent contractors. The Treasurer will prepare and submit any tax forms required for independent contractors (generally needed for \$600 or more per year).

### **Committees, etc.**

All expenses associated with a Committee shall be authorized by the responsible Elder and paid

via the standard procedure of submitting a signed Payment Request Form to the Treasurer.

Monies remaining in the Major Maintenance Reserve budget allocation at the end of the year shall be transferred to the Major Maintenance Reserve Fund at the beginning of each year.



# **Policies Related To Funerals**

**Funeral and Memorial Service Guidelines  
of The Second Presbyterian Church  
About a Presbyterian Memorial or Funeral Service**

A Presbyterian funeral or memorial service is first and foremost a worship service that celebrates the resurrection of our Lord. It also includes a celebration of life and Christian witness of the deceased.

**MEMORIAL SERVICE:** A memorial service occurs after the committal or interment of cremains (ashes) at a mausoleum or in a grave. Therefore, there is no casket or urn at the service. This can be a very helpful in that the hardest part, the final good-bye, happens first and is then followed by the comfort of the worship service. A brief graveside service of Scripture and prayer is held for the family. Then the family and congregation gather for worship in the church sanctuary or other chapel.

**FUNERAL SERVICE:** A funeral service occurs before the interment. In this case, the casket or urn is present in the sanctuary. Presbyterian funeral practices reflect our faith and focus on God. For this reason, when the casket is present in the sanctuary, it will remain closed during the service. Our preference is that it remains closed while in the church. Viewing is best done at the funeral home. However, in consultation with the pastor, it may be open prior to the service and then closed for the final time before the service begins. This way, the worshipers may center their thoughts on God rather than the physical remains of the deceased.

**SPECIAL MUSIC:** Ordinarily, the music in either a funeral or memorial service will be of a religious nature with prior approval by the church music director. If there are other songs that have been important to the deceased or remind the family of the deceased, it is possible in consultation with the pastor to have them played during or at the end of the service.

**FINAL DISPOSAL OF A PERSON'S BODY:** Since the resurrection of the body is a certain hope for all who put their trust in Jesus Christ, there is no reason to reject methods of disposal of the body other than by burial. Therefore, cremation or donation of the body, or parts of the body, for medical use or research are appropriate possibilities for Christians who desire to do so.

**Funeral Practices and Information**

Resurrection is the central belief of the Christian Faith. The Lord has made a place for us when we die. When someone dies, we grieve because the person is not with us any longer. Even, so, as people of faith, we are sustained by the Holy Spirit and the community of faith.

During this emotional time, it is difficult to make plans and decisions. It is the goal of the Second Presbyterian Church to encourage all members to plan ahead for this time. This is a way of showing love for family members, and friends and helps them know your wishes after you are gone. It is also of great assistance to your pastor.

While preplanning is not a requirement in the Presbyterian Church, we recommend that persons take the time to think about and write down the details of their funeral wishes and how they can make a statement of your Christian faith.

## **What A Member Can Expect From Second Presbyterian Church!**

**SERVICE:** Significantly moments in a Christian's life from baptism to burial typically take place as part of worship directed toward God, who created us, loves us and receives us. Members are encouraged to have their memorial or funeral service in the church sanctuary.

The church will provide ushers for the service, if it is held in the sanctuary. We will also arrange for an organist/pianist for the service. Ordinarily, the church choir will be available to provide music, if desired.

The church office will provide a printed order of worship. Often times, if the family desires, a funeral home will provide a 'memory' brochure with the deceased's obituary which can be placed in the printed order of worship. We are unable to project a video of the deceased's life in the sanctuary however we can do so in the multi-purpose room, during a meal or reception.

For a member of Second Presbyterian Church there is no fee for having the service in the sanctuary or a reception following in the multi-purpose room. For non-members an honorarium fee of \$200.00 for the pastor and \$150.00 for the musician is required.

If a member wishes to have a meal, please make arrangements with the Church in advance. Perhaps the member may provide the main dish (if able) and request a pot-luck from the membership for the remainder.

**PASTOR:** Ordinarily the senior pastor of the Second Presbyterian Church will officiate at any service in our church. If the family desires that a minister from another church conduct the service, please consult with the pastor of The Second Presbyterian Church prior to making any arrangements, so that the pastor may extend an invitation on behalf of our church. He or she may share responsibilities with the pastor of The Second Presbyterian Church or, in agreement with our pastor, may officiate for the entire service.

**PASTORAL CARE:** Prior to a member's death, the pastor and our deacons will be available to provide compassionate care for the person who is ill and his or her family. Hospitals will not give information regarding a patient, therefore it is incumbent upon friends or family members to contact the pastor when a loved one is hospitalized and provide the hospital name and room number. Our session and individual members will also stand ready to help in other ways, with visits, cards and meals.

**MEMORIAL GIFTS:** If memorial gifts are made to the church, those who do so will receive a letter of acknowledgement and appreciate on from our church. The family will receive notification as well.

## **WHEN DEATH COMES**

Call the pastor immediately. In the ensuing days, your pastor will be sharing the experience and responsibility with you in many ways. Pastoral guidance can be most useful in easing your burden, assisting in decisions and making this time holy and significant. You may invite the

pastor or a deacon to accompany you when you meet the funeral director.

Call the funeral director to take charge of those preparations and arrangements-for which he or she is responsible. If your loved one died in a hospital, the hospital personnel may make this call for you. Protocol is different with hospice. Be sure to follow their instructions, but remember to include the pastor in those first calls.

## **Use of the Multi-Purpose (Fellowship Hall)**

### **Second Presbyterian Church**

As part of our mission to the community, the Second Presbyterian Church congregation is pleased to make our facilities available to others. The guidelines and procedures are given below. The use of the Multi-purpose room at the Second Presbyterian Church is for the use of church members and their immediate family.

**EXCEPTIONS:** The multi-purpose room can be used for church related and church sponsored activities, as well as community services organizations, at a minimum charge or at no charge, upon approval of the session.

Custodial duties to be performed (pre and post) in the use of the multi-purpose room when utilized for other than church activities. This means when the multi-purpose room is rented.

#### **THE JOB DESCRIPTION FOR THE CUSTODIAN/SESSION DESIGNEE SHALL CONSIST OF THE FOLLOWING:**

1. The custodian/session designee will open the north gate entrance to the multi-purpose room and check the facility upon arrival. Any impropriety found at time of arrival will be reported to the pastor or the chairman of the Building and Grounds Committee.
2. The custodian/session designee will prepare the multi-purpose room, kitchen, and restrooms for use by the party who will be using the facility. Preparing the facilities may include mopping the floors in all areas to assure a clean facility.
3. The custodian/session designee will open the closet doors and allow the users to setup tables and chairs as needed. The custodian/session designee will remain in the building for supervision purposed during the activity.

**USERS SHOULD UNDERSTAND AND UPHOLD THE FOLLOWING GUIDELINES:**

**It is understood that some users of Fellowship Hall will be holding small meetings and that other users may be hosting a large party/ceremony and not all guidelines are appropriate. Those appropriate guidelines will be expected to be implemented.**

- Users will use only the space agreed upon;
- Users will be considerate of others using the building at the same time;
- Users have use of the Fellowship Hall, kitchen and restrooms.
- Users will indicate the number of chairs and tables needed, if desired;
- Users will exercise care in moving chairs or other furniture and will replace any moved furniture to its original position;
- Users will indicate on the building use form, the date and hours they plan to use the building;
- Keys will not be issued to renters;
- Smoking inside any of the church property is strictly forbidden;
- Use of alcohol on church property is strictly forbidden;
- Dancing on the church property may be requested from session;
- User will leave all floors clean and mop if necessary or arrange to pay for custodian services;
- All offices, nursery and storage areas are off limits to renters;
- Groups are expected to furnish their own cups, coffee, tea, dish towels and other supplies;
- Renters will not use dishwashers without prior permission from Fellowship Committee;
- The refrigerators may be used but only for the period of rental-(Renters will remove all of their food and supplies at the end of their activity);
- User must notify Church office of any damage. Damage must be paid for or repaired by the user in accordance with the Chairman of the Buildings and Grounds Committee;
- User will empty all garbage cans in the dumpster in the North Parking lot.

**FEE SCHEDULE**

Multi-Purpose Room.....\$100.00

(Additional Rent - ½ hour \$25.00)

Clean-up Fees.....\$50.00

(Additional custodial fee - ½ hour...\$15.00)

Refundable Damage Deposit.....\$50.00

(Deposit is refunded after the clean-up of the activity)

Reservation Fee.....50%

(Remainder of rent money is to be paid one week prior to use of the building)

**PROCEDURES FOR OBTAINING USE OF MULTI-PURPOSE ROOM**

- a. Request may be made in writing or to the church secretary Monday through Thursday. Faxed requests may be sent to 505-242-6097.
- b. The secretary will:
  - 1. Check availability of space on desired date;
  - 2. Provide a copy of the USE OF MULTI-PURPOSE ROOM to the USER as well as the REQUEST FOR USE form for signature and payment;
  - 3. Consult with the Session Representative to ascertain meeting of criteria and whether Session Approval is required.
  - 4. Notify applicant/user of Session decision if applicable.
- c. The applicant/user will:
  - 1. Return the signed REQUEST FOR USE form with the agreed upon fee.

**REQUEST FOR USE OF FACILITIES**

I \_\_\_\_\_, agree to the above terms in the rental of The Fellowship Hall of the Second Presbyterian Church on \_\_\_\_\_ (date), from \_\_\_\_\_ (start time) to \_\_\_\_\_ (finish time).

My group \_\_\_\_\_ (name of group) will be using the Fellowship Hall for the purpose of \_\_\_\_\_.

The estimated number of attendees will be \_\_\_\_\_, (capacity is 150).

I will arrive at Second Presbyterian Church on the day of my/our function at \_\_\_\_\_ (time).

May paid deposit is \$ \_\_\_\_\_.

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

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

Received by: \_\_\_\_\_.

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



# **Policies Related To Weddings**

## Wedding Guidelines of the Second Presbyterian Church

The Christian marriage ceremony is a service of worship before God. We offer the following guidelines for Second Presbyterian Church Congregation and others who wish to be married in the church. It is our joy to celebrate and to participate as witness to the Wedding. Covenant made among a couple and God. With advance approval of the Session, Commission may be celebrated. Other clergy who are invited to participate will be invited by the Pastor of Second Presbyterian Church.

It is advisable to schedule a wedding and rehearsal at least three months in advance. A one-month notice is the minimum. The Pastor and Church Secretary will assist in the scheduling. A Second Presbyterian Church representative will be available to clarify questions on use of the church if desired.

Premarital sessions will take place between the couple and the pastor for counseling, planning and rehearsal. The Pastor will refer the couple to Samaritan Counseling Services. The fee for their services is approximately \$225.00.

A wedding is a worship service in praise of God. Guests are invited to participate through singing, praying, and providing leadership during the service.

Music for the wedding may be of various styles. It should direct attention to God. In consultation with the couple, our Music Director ordinarily will guide the selection and playing of pre-service music and hymns.

Involvement by the couple in the planning and content of the wedding service is essential.

The use of The Second Presbyterian Church building is encouraged for members and available for non-members. Receptions may be held in the Multi-Purpose Room (see policy on Use of Multi-Purpose Room-Second Presbyterian Church). Some general guideless for weddings:

- Appropriate paraments and banners are available.
- A place to dress and to hold receptions can be provided.
- Bird seed and bubbles, instead of rice, may be used as the couple leaves the building.
- For members, bulletins can be provided.
- The use of alcohol and tobacco in the building is prohibited.
- Discreet use of cameras without flash or lights may be appropriate.

Flash photography is not to be used during worship.

## FEES

- Fees to be paid by the wedding party prior to the wedding day are:

Item	Member (1)	Non-Member
Use of Church	0	200 (2)
Cleaning	\$60.00	0
Pastor's Services (4)	Optional	\$150.00
Music Director (4)	\$150.00	\$150.00
Damage Deposit	0	\$200.00 (3)

1. *For non-members, payment of the \$200.00 Use of the Church fee will reserve dates, times, and include cost of cleaning.*
2. *Damage deposit of \$200.00 should be in check form to Second Presbyterian Church to be paid at the time of scheduling. It will be held and returned if there is no damage.*
  - a. *Payment for services of the Pastor, Music Director/instrumental/soloist is to be made prior to the rehearsal.*

## USHER TASKS

If for any reason you cannot serve on the scheduled Sunday, call Usher Coordinator.  
Arrive 30 minutes before service begins.

### Before worship

Check the pews for visitor cards and hymnals in each rack.  
Greet each person by name, if you know it.  
Give a bulletin to each person, including school age children.  
For visitors, ask if there is anything they would like to know. Assist with seating arrangements.

### Seating

If there are infants or toddlers with visitors, inform them about the cry room for children (which has a speaker to hear the service). Do not insist they use it.

Persons in wheel chairs are seated against the back wall of the sanctuary.

Hearing devices are available upon request.

Do not seat latecomers during prayers or reading of the scripture.

### During worship

Beginning the service: Candle lighters are located in the cry room at the back of the sanctuary. Candles on the Table are lit when the music, usually the chimes, begins. (if there are acolytes, they will do this). The candle lighter should be lit and the flame adjusted before usher/acolyte processes to the front. This symbolizes the light of Christ coming into our worship space. The flame is snuffed at the Table as soon as the flame on the wick is stable and the usher/acolyte returns with the candle to the back of the sanctuary.

Visitors: When visitors are introduced at the beginning of worship, users with the help of youth, including acolytes, will deliver a gift to each visitor.

Offering: Two plates or baskets are either on the Communion Table or beside it (on Communion Sunday). Ushers come forward during the last verse of the hymn preceding the offering and wait while clergy delivers a scriptural call for the offering. Offering is received from front to back. Each usher begins in their respective aisle and receives the offering from the entire side section and alternate rows of the center section. The offering is then returned to the front of the church as the doxology is sung. Ushers hand the plates to the clergy and wait while the offertory prayer is given. Ushers return to their seats.

At the end of the service: During the last verse of the last hymn, usher/acolyte comes forward carrying snuffer/candle lighter, lights the flame from the lit candles, snuffs the candles and walks to the back of the worship space before the candle lighter is snuffed. This symbolizes the light of Chris going from worship into the world. It is best if the light is not snuffed until acolyte/usher is out of the congregation's view.

### After worship

Pick up bulletins from pews or provided baskets and take to the office for re-cycling. Pick communion glasses and other litter and put in waste basket. These are not re-cycled. Return

hymnals to racks.

## **Worship Leadership Guide (Lay Leader)**

### **Second Presbyterian Church/Albuquerque, NM**

1. Meet with the Pastor in advance of the Sunday morning worship service. Establish what you will be reading.
  - Normally the lay leader is responsible for:
    - Greeting the Congregation
    - The Prayer of the Day (choose either language)
    - Call to Confession (choose either language)
    - Prayer of Confession
    - Prayer for illumination (either language)
    - The first scripture reading
    - Greeting members after the service as they exit
2. Read through the liturgy and scripture text.

From the Book of Order:

W-1.1002a "The Spirit of God quickens people to an awareness of God's grace and claim upon their lives. The Spirit moves them to respond by naming and calling upon God by remembering and proclaiming God's acts of self-revelation in word deed, and by committing their lives to God's reign in the world."

W-1.4003 In Jesus Christ, the church is a royal priesthood in which worship is the work of everyone. The people of God are called to participate in the common ministry of worship. No one shall be excluded from participation of leadership in public worship in the Lord's house on the grounds of race, color, class, age, sex or handicapping condition. Some, by gifts and training, may be called to particular acts of leadership in worship. It is appropriate to encourage members and ordained officers with such abilities to assist in leading worship.

Tips to worship leadership:

1. Fear of public speaking is usually no. 1 on the list. Give stress to the Spirit. If you make a mistake, let it go-everyone else will---including God.
2. Practice makes perfect.
3. Think collectively, not individually (usher in the focus for the people of God). Think in "us" not "I".
4. Find ways to enhance the worship experience. For liturgy in unison, always invite others to join you. Invite people to stand when appropriate. Strive for quality, not perfection. If you feel comfortable, create a brief introduction to the text. Using commentary or other resources, Provide two to three sentences to orient listeners to the text which you will be reading. Consult with the Pastor prior to the service with any questions you may have.

## OFFERING COUNTERS SCRIPT

1. Turn on computer, both the tower (dell button) and the screen (lower right side). Insert the Lexar flashdrive.
2. Use the Administrative Assistant's account number and password (obtain from Amin. Asst.).
3. Click on my computer and the lexar flashdrive. Open the 20-template and then save the template by putting in the filename of the date of the offering.
4. It should appear blank and if you need to add any columns so amounts can be credited individuals then do this:

Formulas tab----View----Freeze panes----Freeze top row.

5. Insert collections in numerical order to template including loose offering and non-member contributions at the bottom.
6. To add all of the columns: Highlight columns to bottom +1 or 2 and +1 added column, then go to Formulas and Auto Sum and drag all celis to the bottom of the sheet.
7. All of the checks must be added once with a tape from the calculator and then photocopied (code 242 with a blank piece of paper over them in the copier), then add the checks again from the copies, with one of the tapes stapled with the cash envelopes and the counting template and put into monthly file. Save finished template to the flash drive only which you are already in. After money is deposited, the deposit slip should be stapled to the counting template paperwork.
8. Exit out by closing all of the windows and be sure that the desktop template is then again clear.
9. Take non-cash envelopes and rubber band them together and place on top of the shredder.
10. Go to "my computer" -(F): Lexar and right click on "Eject" to safely remove the flash drive. Place back into box.
11. Send total offering amount number to John Van dyke: [kvdAswcp.com](mailto:kvdAswcp.com).

	Loose Cash		Coins	
	Cash			Date _____
( )	100 bills=\$	( )	100 silver \$'s=\$	
( )	50 bills=\$	( )	fifty cents pc=\$	
( )	20 bills=\$	( )	quarters =\$	
( )	10 bills=\$	( )	dimes =\$	
( )	5 bills=\$	( )	nickels =\$	
( )	2 bills=\$	( )	pennies =\$	
( )	1 bills=\$	( )		
_____		_____		
Total	_____	+	Total	_____ = Total Loose Money _____

Total of loose money is listed as "loose cash" on the computer (including coin money)

	Cash and coins in envelope		
( )	\$100 bills=\$	( )	silver dollars=\$ This information is listed on
( )	50 bills=\$	( )	fifty cents pc=\$ computer along with individual check
( )	20 bills=\$	( )	quarters =\$ amounts from members who have
( )	10 bills=\$	( )	dimes =\$ been assigned numbers. Checks &
( )	5 bills=\$	( )	nickels =\$ cash from non-members will be listed
( )	2 bills=\$	( )	pennies =\$ on computer spreadsheet (name &
( )	1 bills=\$ _____		_____ amount).

This cash and coin total will be counted after each individual envelope has been opened and the contents have been revealed, to the computer spreadsheet operator, according to member name & number. The computer operator will specify the individual envelope content as a "cash" collection next to the member's assigned number if it is a cash offering. Regular check amounts will be specified under the "pledge" column. Column titles, as to type of offering other than "pledge," will be listed at the top of the spreadsheet. (Column titles such as PC, misc., BRC, etc).

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Total loose cash & coin \$ \_\_\_\_\_ IS LISTED ON A SPECIFIC LINE ON SPREADSHEET.

+

Total envelope cash & coin \$ \_\_\_\_\_ IS ALREADY LISTED AS "CASH" NEXT TO NAME & ASSIGNED NUMBER ON SPREADSHEET.

Total Cash \$ \_\_\_\_\_

Sum total of all checks and cash will be indicated on computer.

Total income \_\_\_\_\_ minus total cash \_\_\_\_\_ = Total checks.



## **BOARD OF DEACONS**

Composition: The Board of Deacons shall consist of nine (9) active deacons. The deacons will be elected by the congregation at its stated meeting. The Board of Deacons shall elect its own chair, secretary and treasurer from among its members. The Pastor shall be an ex-officio member.

### Duties:

1. To "minister to those in need, the sick, the friendless, and to those in distress" according to the scriptural duties of the office.
2. To develop of ministry to the elderly and shut-ins, including plans to serve communion to those who cannot attend church.
3. To work with the Worship Committee in the preparation of communion and to take care of the communion table equipment and supplies.
4. To keep a record of the number of people who take communion.
5. To keep a written record of all its proceedings and to keep accurate financial records.
6. To hold regular meetings, at least quarterly. The quorum for the Board of Deacons shall be 4 members.

## **DUTIES OF THE DEACONS**

The duties and responsibilities of the Deacons are those assigned to it in the Book of Order (0-6.0402).

1. The Board of Deacons shall elect a moderator and a secretary from among its members. (0-6.0403)
2. The secretary shall keep a record of the board's proceedings.
3. A Deacon representative will normally report activities, concerns, and needs to the Session at each monthly Session Stated Meeting.
4. Review of Deacons Commission may be renewed, altered or terminated by the Session.
5. The Deacons shall meet at least quarterly, upon the call of the moderator, when directed by the Session. (0-6.0405)

## PREPARING AND SERVING COMMUNION

And He took bread, gave thanks and broke it, and gave it to them saying: "This is my body given for you; do this in remembrance of me."

"This cup is the new covenant in my blood, which is poured out for you" Luke 22:19-22

From the Book of Order: Directory of Worship:

W-3.3609: When the Lord's Supper is celebrated, the Table should be prepared and the elements provided to be placed on the Table before worship begins or during the gathering of the tithes and offerings.

W-3.3610: The Bread: Bread common to the culture of the community should be provided to be broken by the one who presides. The use of the one bread expresses the unity of the body of Christ. Bread for the congregation may be broken from the same loaf or prepared in some manner for distribution.

W-3.3611: The Cup: A cup and pitcher may be provided for the one who presides to use in presenting the Cup. The use of a common cup expresses the communal nature of the Sacrament and reflects the consistent New Testament reference to a single cup. The manner of distribution used by the particular community of faith may involve the provision of one cup or a number of cups suitably prepared for the people.

The Session is to determine what form of the fruit of the vine is to be used. In making this decision, the Session should be informed by the local customs and concerns for health and the conscience of members of the congregation. Whenever wine is used, unfermented grape juice should always be clearly identified and served as an alternative for those who prefer it.

W-3.3616-c: A common cup may be offered to all who wish to partake of it; several cups may be offered and shared/ or individual cups may be prepared for distribution.

Rather than drink from a common cup, communicants may dip the broken bread into the cup (this is referred to as *intinction*).

W-3.3616-d: The Serving: The bread and cup may be served by ordained officers of the church, or by other church members on invitation of the Session or authorizing governing body.

- A. The yearly Communion schedule is determined and approved by Session and communicated to the Board of Deacons.
- B. The Board of Deacons schedules and notifies the nine (9) servers and those preparing the elements at least one week in advance. The Chair/Co-chair assures that the bread and wine/juice are on hand.
- C. Preparation and placing of the elements on the Communion Table should be completed no later than 10:15 A.M.
- D. The Deacon in charge will meet with the servers to explain the "serving diagram" and

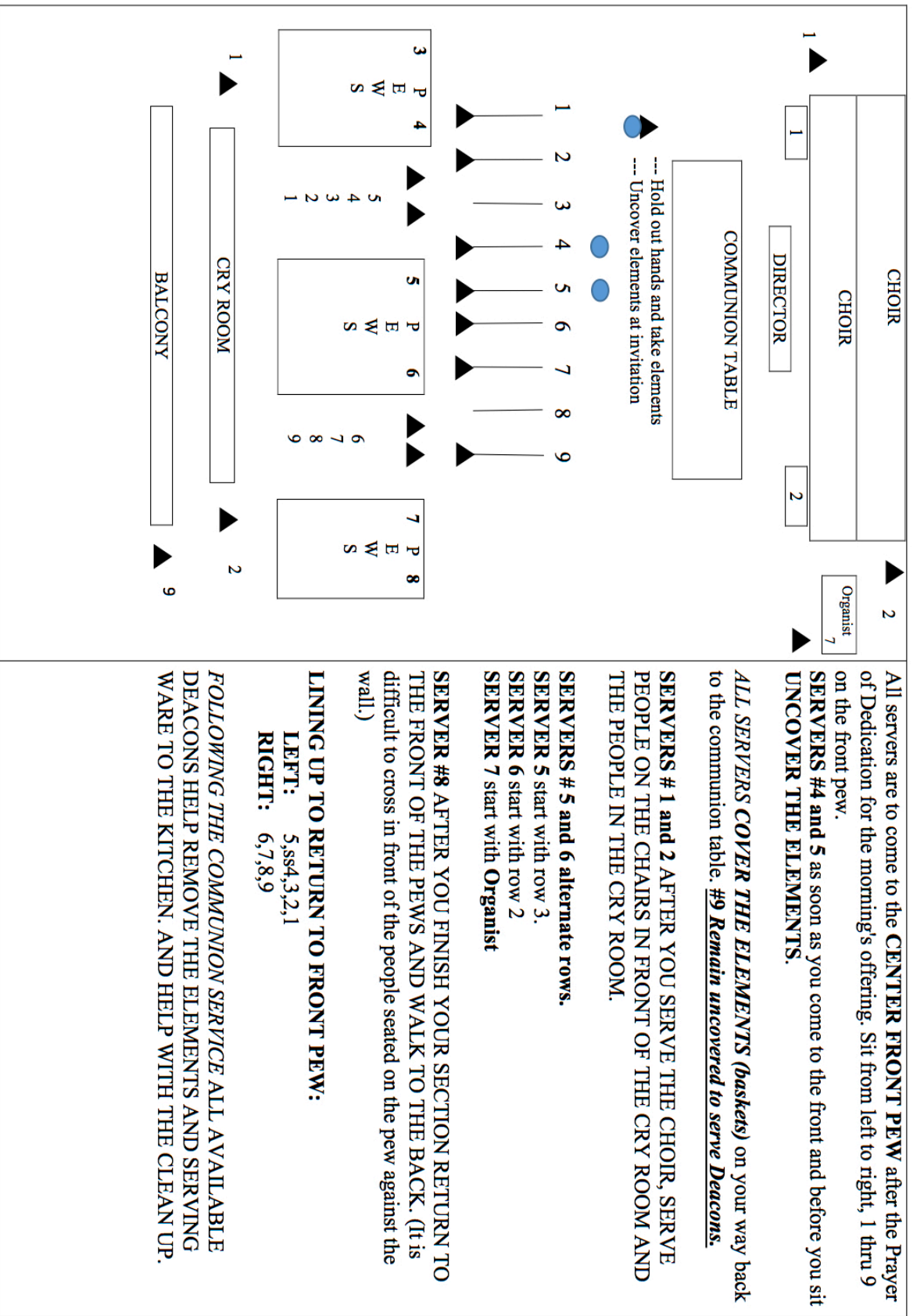
respond to any questions.

- E. Servers come forward at the designated time and take their place in the front middle pew in preparation for serving the People of God.
- F. Following the worship service, the trays are returned to the kitchen where the remaining full cups are counted and subtracted from the total served. The number is then entered into the Communion serving log.

W-3.3619: When the service is ended, the communion elements shall be removed from the Table and used and disposed of in a manner which is approved by the session, and which is consistent with the Reformed understanding of the Sacrament and the principles of good stewardship.

**COMMUNION SERVER DUTIES**

**GENERAL INSTRUCTIONS**



All servers are to come to the **CENTER FRONT PEW** after the Prayer of Dedication for the morning's offering. Sit from left to right, 1 thru 9 on the front pew.

**SERVERS #4 and 5** as soon as you come to the front and before you sit **UNCOVER THE ELEMENTS.**

**ALL SERVERS COVER THE ELEMENTS (baskets)** on your way back to the communion table. #9 Remain uncovered to serve Deacons.

**SERVERS # 1 and 2** AFTER YOU SERVE THE CHOIR, SERVE PEOPLE ON THE CHAIRS IN FRONT OF THE CRY ROOM AND THE PEOPLE IN THE CRY ROOM.

**SERVERS # 5 and 6 alternate rows.**

**SERVER 5** start with row 3.

**SERVER 6** start with row 2

**SERVER 7** start with **Organist**

**SERVER #8** AFTER YOU FINISH YOUR SECTION RETURN TO THE FRONT OF THE PEWS AND WALK TO THE BACK. (It is difficult to cross in front of the people seated on the pew against the wall.)

**LINING UP TO RETURN TO FRONT PEW:**

**LEFT:** 5,ss4,3,2,1

**RIGHT:** 6,7,8,9

**FOLLOWING THE COMMUNION SERVICE** ALL AVAILABLE DEACONS HELP REMOVE THE ELEMENTS AND SERVING WARE TO THE KITCHEN. AND HELP WITH THE CLEAN UP.

## COMMITTEE PROJECT GUIDELINES

### GUIDELINE SUGGESTIONS FOR A NEW COMMITTEE CHAIRPERSON OR WHEN PLANNING A CHURCH COMMITTEE PROJECT

These suggestions are for anyone of the Session committees whenever a Church project is in the planning stage. They include key components in formulating a strategic plan. They may be especially useful for a new committee chairperson with limited Church committee experience.

#### DETERMINE WHAT RESOURCES (financial, personnel, supplies, equipment, etc.) ARE AVAILABLE TO CARRY OUT THE DUTIES OF THIS COMMITTEE.

- Make contact with the previous chairperson, past chairpersons, and Pastor for guidance and information.
- Check the Church's Policy and Procedures manual for printed information.
- Learn to use the Church copy machine and designated computer(s).
- Research copies of previous meeting minutes that you can refer to for guidance.

#### DETERMINE WHAT ARE RECOGNIZED STRENGTHS, WEAKNESSES, OPPORTUNITIES AND THREATS THAT MAY SURFACE FOR THIS COMMITTEE (S.W.O.T.)

- Capitalize on the strengths that may be immediately obvious to you. Is there motivation and commitment within the committee? There may not be weaknesses, but if there are, be certain to address them as soon as possible.
- Think about the opportunities that may present themselves for this committee to address. Discuss and brainstorm with your committee members for possible action.

What could possibly threaten the success of this committee? This may seem harsh, but this is known as a "critical risks and solutions" component in a strategic plan.

#### SET A GOAL OR GOALS

Are there goals that were set by the previous committee that currently need attention?

- One or more goals may be set for this committee. They may be either short range, long range, or both.
- Setting goals may clarify one's perspective as to the true purpose of the committee's function within the Church.

#### ACTION PLANS

- Determine what step(s) will be taken to achieve the above stated goals.
- Plan periodic reviews of the step(s) to determine if revision is necessary.

#### DESIRED OUTCOME

- Determine a yardstick for measuring the accomplishment of the above stated goal(s).
- Set deadlines for each goal or goals.

**BYLAWS OF PRESBYTERIAN WOMEN  
OF THE SECOND PRESBYTERIAN CHURCH  
ALBUQUERQUE, NEW MEXICO**

**ARTICLE 1- NAME**

The name of this organization shall be: Presbyterian Women of Second Presbyterian Church.

**ARTICLE II-PURPOSE**

Forgiven and freed by God in Jesus Christ  
And empowered by the Holy Spirit,  
We commit ourselves: to nurture ourselves through prayer and Bible study,  
To support the mission of the church worldwide,  
To work for justice and peace, and  
To build an inclusive, caring community of women  
That strengthens the Presbyterian Church (USA)  
And witness to the promise of God's kingdom.

**ARTICLE III-MEMBERSHIP**

Members shall be all women who choose to participate in or be supportive of PW in any way. The membership shall be divided into circles that gather regularly to have Bible study, fellowship, and to provide an inclusive, caring community of women.

**ARTICLE IV - COORDINATING TEAM: ELECTION AND TERM OF OFFICE**

Officers shall work to fulfill the purpose, principles, and business of PW in the congregation.

Section 1: The Search Committee shall present names of women to be elected as members of the coordinating team, to PW, in the congregation. Elected officers of PW groups will be members of the Presbyterian Church (USA).

Section 2: The term of office shall be for two years, with privilege of re-election.

Section 3: The coordinating Team of PW in the Congregation shall be Moderator, Vice Moderator, Secretary-/Historian, Treasurer and Moderator of the Search Committee. Additional members shall be: Circle chairs and members-at-large. The moderator will have authority to appoint members-at-large for specific responsibilities, should the need arise.

## ARTICLE V: DUTIES OF PW OFFICERS

Section 1: The Moderator shall preside at all meetings of the Coordinating Team and all gatherings of PW in the Congregation. She shall be the direct link to PW in the Presbytery.

Section 2: The Vice-Moderator shall preside in the absence of the Moderator or at her request. If the office of the Moderator shall vacant between elections, she shall complete the Moderators term. She shall coordinate the annual Mexican Dinner and Bazaar. She shall also assist the Moderator as requested.

Section 3: The Secretary/Historian shall maintain and preserve the current and historical records of PW in the Congregation.

Section 4: The Treasurer shall have knowledge and understanding of the receipts and disbursements of the operating funds of PW in the Congregation, and pledge and any special offerings received. She shall oversee the annual budget. She shall distribute pledge cards and keep a record of the member's giving and provide a year-end statement of giving. She shall make financial reports at all PW in the Congregation meetings. She shall make an annual financial report available to the Session of the Church. She shall submit her books to be audited at the end of the year by the Session's audit committee.

Section 5: The Moderator of the Search Committee shall chair the Search Committee and present for election the names of women called to leadership positions in PW in the Congregation.

Section 6: The Circle chairs shall bring the Circle's needs and concerns to the Coordinating Team and, in turn, take information to the Circle.

Section 7: The Members-at-large with specific responsibilities shall be appointed as necessary to perform the work of PW in the Congregation.

## ARTICLE VI- DUTIES OF THE COORDINATING TEAM

The Coordinating Team shall:

- a. Conduct an annual review and evaluation based on goals of the year just completed.
- b. Set goals and objectives for the new program year.
- c. Act as the Search Committee.
- d. Maintain an on-going, working, relationship with the PW link-leader.
- e. Discover and utilize the gifts of members.
- f. Be responsible for an ongoing educational program for women based on their spiritual needs.
- g. Provide an opportunity to support the mission of the PC(USA) through giving, education, global awareness and other means.
- h. Be responsible for the preparation of an Annual Budget for authorization of expenditures to be presented at the Fall Gathering of PW in the Congregation.
- i. Maintain accountability to, and relationships with, the Session through an annual report

which includes a financial report, and shall establish a fiscal year consistent with that governing body.

- j. Maintain relationship with PW in the Presbytery and facilitate communication of information and resources to/from PW at all levels and the wider church.
- k. Relate to any other women's group that may exist in the congregation.
- l. Maintain relationships with Church Women United, and other ecumenical groups, community and issue networks, as appropriate.

### ARTICLE VII - FINANCES

The program of PW in the Congregation shall be financed through women's Pledges and our yearly fundraiser. Each woman shall be encouraged to pledge through PW in the Congregation for:

- 1. Women's mission support for the worldwide missions of the PC(USA) through the Birthday and Thank Offerings and the operating budget of PW in the Congregation, Presbytery, Synod, and Church-wide levels.
- 2. PW in the Congregation shall meet at least twice a year for fellowship, information, inspiration, advocacy, and to conduct business. Officers shall be elected at the fall gathering and installed in January and will take office following their installation.

### ARTICLE IX – AMENDMENTS

These Bylaws may be amended at any gathering by two-thirds vote of those present and Voting, provided notice of the proposed amendments have been submitted, in writing, to the members at least thirty (30) days prior to the gathering at which they will be voted on. They may also be amended by three-fourth's vote without prior notice. These bylaws may be suspended by a two-thirds vote of those present and voting, provided notice of such suspension has been submitted in writing to the members thirty (30) days prior to the gathering at which it will be voted on, or a three-fourths vote without prior notice.

### STANDING RULES

- I. OFFICER ROTATION---There shall be a rotation system so that half of the officers will be elected each year.
  - Year 1: Secretary/Historian, Moderator of Search Committee.
  - Year 2: Moderator, Vice Moderator, Treasurer.
- II. CIRCLES--- The circle(s) will have monthly meetings for fellowship and Bible study. The circle shall elect a chair to coordinate and keep records of the activities of the circle and report information from PW in the Congregation and Coordinating team meetings.

Committee members:




**BYLAWS OF PRESBYTERIAN MEN  
OF THE SECOND PRESBYTERIAN CHURCH  
ALBUQUERQUE, NEW MEXICO**

**ARTICLE I-NAME**

The name of the organization shall be Presbyterian Men (PM) of Second Presbyterian Church

**ARTICLE II-PURPOSE & OBJECTIVES**

Section 1: The basic purposes of the PM of Second Presbyterian Church are:

- A. To lead men into a vital relationship to (with) Jesus Christ;
- B. To develop their understanding of the mission of the Church and to assist their congregations in nurturing men of the Church to mature discipleship;
- C. To involve men of all racial/ethnic backgrounds and men of all ages.
- D. To encourage men in the Church through their commitment to Christ to fulfill the ministry to which men are called in their families, in their daily work, and in their ministry to other people in the community and in the world.

Section 2. These purposes can be realized through the following objectives of PM of Second Presbyterian Church.

- A. To enable men to understand their identity in Christ;
- B. To deepen the spiritual life of men through Christian fellowship that finds expression in mission; i.e. Menaul School cleanup, luncheons, and Youth Groups;
- C. To cultivate participation in programs and projects enabling men to serve Christ in their Congregation and in their communities;
- D. To develop effective leadership skills which men can use to fulfill their ministries wherever they are;
- E. To equip men to meet the mission needs and social challenges of the world.

**ARTICLE III-MEMBERSHIP**

Members shall be all men who choose to participate in, or be supportive, of PM of Second Presbyterian Church in any way.

**ARTICLE IV-OFFICERS OF PM SECOND PRESBYTERIAN CHURCH:  
ELECTION AND TERM OF OFFICE**

Officers shall work to fulfill the purpose, principles and business of PM of Second Presbyterian Church:

Section I: The search Committee shall present at the November meeting, names of men to be elected as officers of the PM of Second Presbyterian Church.

Section II: The term of office shall be for one year, with privilege of re-election.

Section III: the Officers of PM of Second Presbyterian Church shall be Moderator, Vice-Moderator, Secretary/Historian, Treasurer, and Moderator of the Search Committee. The Moderator will have authority to appoint members-at-large for specific responsibilities, should the need arise.

Section IV: Elected officers of PM of Second Presbyterian Church will be members of Second Presbyterian Church and of the Presbyterian Church (USA).

#### ARTICLE V-DUTIES OF PM OFFICERS

Section I: The Moderator shall preside over all meetings and all gatherings of PM of Second Presbyterian Church. He shall receive communications on behalf of the organization and shall be the direct link to PM in the Presbytery of Santa Fe and presbytery men of other Judicatory of Presbyterian Church (USA).

Section II: The Vice-Moderator shall preside in the absence of the Moderator or at his request. If the Office of the Moderator shall become vacant between elections, he shall complete the Moderator's term. He shall coordinate the annual Men's Dinner. He shall also assist the Moderator as requested.

Section III: The Secretary/Historian shall maintain and preserve the current and historical records of PM of Second Presbyterian Church.

Section IV: The Treasurer shall have knowledge and understanding of the receipts and disbursements of the operating funds of PM of Second Presbyterian Church. He shall oversee the annual budget. He shall distribute pledge cards and keep a record of the members giving and provide a year-end statement of giving. He shall make financial reports at all PM meetings. He shall make an annual financial report available to the Session of the Church. He shall submit the books to be audited at the end of the year by the Session's audit committee.

Section V: The Moderator of the Search Committee shall chair the Search Committee and present for election the names of men called to leadership positions in PM of Second Presbyterian Church.

#### ARTICLE VI-DUTIES OF THE OFFICERS OF PM OF SECOND PRESBYTERIAN CHURCH

The Officers shall:

- a. Conduct an annual review and evaluation based on goals of the year just completed.
- b. Set goals and objectives for the new program year.
- c. Discover and utilize the gifts from members.
- d. Be responsible for an ongoing educational program for men based on their spiritual needs.
- e. Provide an opportunity to support the mission of the PC(USA) through giving, education, global awareness and other means.
- f. Be responsible for the preparation of an Annual Budget for authorization of expenditures.
- g. Maintain accountability to, and relationships with, the Session through an annual report which includes a financial report, and shall establish a fiscal year consistent with governing body.
- h. Maintain relationships with other judicatory of the Presbyterian Church (USA) and to develop relationships with other community groups and the needs of the community.

#### ARTICLE VII-FINANCES

The program of the PM of Second Presbyterian Church shall be financed through Men's pledges and a yearly fund raiser. Each man shall be encouraged to pledge through PM of Second Presbyterian Church.

1. Men's mission support for local and the worldwide missions of the PC(USA), Homeless Shelters, APS clothing bank, school supplies.
2. PM of Second Presbyterian Church shall support the operating budget of PM.

#### ARTICLE VIII- GATHERINGS

PM of Second Presbyterian Church shall meet monthly on the prior Saturday of each month before Session Meeting for fellowship, information, inspiration, advocacy, and to conduct business. Officers shall be elected at the November meeting of each calendar year and installed in December. Officers will take office following their installation.

#### ARTICLE IX- AMENDMENTS

These Bylaws may be amended at any gathering by two-thirds vote of those present and voting, provided notice of the proposed amendments have been submitted, in writing, to the members at least thirty (30) days prior to the gathering, at which they will be voted on. They may also be amended by three-fourth's vote without prior notice. These Bylaws may be suspended by a two-thirds vote of those present and voting, provided notice of such suspension has been submitted in writing to the members thirty (30) days prior to the gathering, at which it will be voted on, or a three fourths vote without prior notice.

SECOND PRESBYTERIAN CHURCH  
OPENING AND CLOSING PROCEDURES

BUILDING OPENING PROCEDURE

Enter property from Page (small street north of church).

Open gate with padlock key. Hook west gate to fence; prop open east gate.

Open church door by swiping fob against security box. This disarms the alarm!

Back door hex key is attached to a large metal paddle, lying across the coat pegs.

Unlock door by holding bar in, inserting hex key into hole and turning it to the right.

\*Summer and fall: Turn on AC in kitchen.

\*Summer and fall: Turn on all 3 pumps for AC, located in storage area. Let pads get wet before turning on blower.

Turn on fellowship hall lights.

Enter secretary's office with church building key.

Disengage front door magnet by using the switch located on the wall to the right of the computer.

Get keys for J.I. Candelaria Wing in the hall furnace room.

Prop open/wedge all fire doors.

Open door to sanctuary using church building key.

Sound room stays unlocked; switch sound system on (you can hear the motor).

Turn on all lights in chancel-except picture window.

Turn on sanctuary lights (back wall on west side).

Turn on side decorative lights; the rheostat switch is located at the rear of the church next to the stairs to the basement.

Unlock front door by flipping bolt lock.

Unlock interior door of J.I. Candelaria Wing (key and hex on ring in furnace closet).

Use Code 1889 to disarm security alarm.

Open outside door for Candelaria wing with hex key (key on ring in furnace closet).

## BUILDING CLOSING PROCEDURE

Turn off lights in J.I. Candelaria wing.

Ensure six exterior doors are closed: four on south side, one in north stairwell, one to upstairs fire escape. (Alarm will not activate if any are ajar.)

Secure (with hex key) J.I. Candelaria wing and set alarm (1889).

Secure outside door to J.I. Candelaria with hex key.

Check to be sure sound in sanctuary system is off: back unit unplugged and sound room switch off. (Switch is on power strip located on west wall of sound room, 2+feet from the floor.)

Flip bolt lock of front main/south sanctuary door.

Check that front north door is secure.

Turn off all lights in sanctuary, halls, fellowship hall, etc.

Lock sanctuary door to the chancel by turning push-in button on upper knob.

Close/unwedge all fire doors.

Return J.I. Candelaria wing keys to furnace closet.

Reengage front door magnet, located in secretary's office, using switch on the wall to the right of the computer.

Check to be sure all exterior doors are secure and locked.

Set back door alarm.

Exit building.

Close gate and padlock.

## COMMITTEE REVIEW OF FAMILY PROMISE LEASE AGREEMENT

- *Report to Session every three (3) months beginning January 2016.*
- *Committee Members to be comprised of two Session members and two congregation members.*

*Committee Members are:*

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

### Items to evaluate:

- Has the rent been paid on time and in full?
- Are the premises being used as stipulated in the agreement?
- Is the washer/dryer area supervised by Family Promise personnel?
- Is the pet clause being adhered to?
- Did the two modifications (shower and water heater) occur and what was the outcome?
- Is the property being kept in good condition with being damaged or depreciating in value due to negligence?
- Are the items in Attachment B damaged or lost? If so, explain.
- Are any issues relating to parking to be addressed?
- Is all the appropriate paperwork on file in the Church office regarding: 1) Certified dog and 2) insurance?
- Are there any other issues positive or negative regarding the agreement and/or the tenants to be brought before Session in order to best assess the business relationship between Family Promise and Second Presbyterian Church?

## GLOSSARY OF TERMS PRESBYTERIAN CHURCH, USA

**Advent:** The period of preparation for Christmas, beginning on the fourth Sunday before Christmas.

**Book of Confessions:** The book containing the creeds and confessions of the Presbyterian Church.

**Book of Order:** The Constitution of the Presbyterian Church U.S.A. Published by the Office of the General Assembly and is comprised of the following sections: F) the foundation of Presbyterian polity, G) Form of Government, W) Directory for Worship, and D) the Rules of Discipline.

**Deacons:** The ministry of deacon, as set forth in Scripture, is one of compassion, witness, and service, sharing in the redeeming love of Jesus Christ for the poor, the hungry, the sick, the lost, the friendless, the oppressed, those burdened by unjust policies or structure, or anyone in distress. The Board of Deacons is comprised of individuals elected by the congregation from among its members. Their ministry is under the supervision and authority of the session. Special assignments may include caring for members in need and collecting and disbursement of funds to specific persons or causes. Additionally, they may assume other duties as may be delegated to them by the Session including assisting with the Lord's Supper G-2.0201, G-2.0202.

**Elder:** This Church shall be governed by presbyters (elders and ministers of the Word and Sacrament, traditionally called ruling and teaching elders. Ruling elders, together with teaching elders, exercise leadership, government, spiritual discernment, and discipline and have responsibilities for the life of a congregation as well as the whole church including ecumenical relationships G-2.0301. A Commissioned Ruling elder may be commissioned by the Presbytery for limited pastoral service as assigned. That individual shall receive such preparation and instruction as determined by the presbytery. When the presbytery is satisfied with the qualifications to serve a congregation, he/she may be commissioned to pastoral service, and may be authorized to moderate a session of the congregation to which he/she are commissioned, and to administer the sacraments, and to officiate at marriages where permitted by state law.

**Lectionary:** The lectionary provides scripture readings for proclamation in public worship. It follows the Sundays, festivals, and seasons of the Christian year or Liturgical Calendar. Four scripture passages are given for each Sunday and Festival.

**Liturgical Colors:** The liturgical colors of the church seasons or liturgical calendar are white, purple, red and green. These colors are displayed in the different paraments or banners and pulpit cloth, as well as the communion table.

White: Used for special days such as Christmas and Easter.

Purple: Advent and Lent, Palm Sunday and during Holy Week.

Red: Used for Pentecost as well as for ordination services.

Green: Used for all other time periods not marked by a specific season also called Ordinary Time.

**Liturgy:** A prescribed form for public worship. The term refers to "the people of God gathered together to praise and glorify Him." Worship involves the work of the people in the life of the church and the world, in other words, worshipping together and going out to serve.

**Maunday Thursday:** The day before Good Friday. Possibly so named through a corruption of "mandate" for the "new commandment" given the Disciples of Jesus at the Lord's Supper on Thursday evening (John 13:34).

**Session:** The church body of individuals (also known as Ruling Elders) elected by the congregation from among its members and is responsible for guiding and governing the life of the congregation. The Session leads the congregation in fulfilling its responsibilities for the service of all people, for the up-building of the whole church, and for the glory of God (Book of Order G-1.0103).

**Stewardship:** The practice of giving of our time and material goods as a mark of Christian commitment and discipleship in response to Christ's call to minister and share with others in the world. Church members are invited to participate in the annual Stewardship campaign during which each may determine their monetary giving for the subsequent year to support the annual budget which includes the programs, projects, etc. In addition to the annual commitment, there are four (4) special offerings that are received during the year: Peacemaking, Pentecost, Christmas Joy, and One Great Hour of Sharing.

**Per Capita:** Annual assessment to each church determined by the General Assembly. The amount is divided among the Synod and Presbytery for operating expenses.

**The Lord's Supper: (Preparation of the Elements/Serving)**

- The Lord's Supper is observed on the Lord's Day during regular worship and can be celebrated as frequently as is suitable to a particular congregation. At Second Church it is celebrated on the first Sunday of the month, in addition to other occasions of special significance in the life of the church. A schedule is prepared by the Worship Committee in coordination with the Board of Deacons and ultimately authorized by the Session.
- At Second Church, the preparation of the elements (bread and wine/juice) and assignment of servers has been under the direction of the Deacons. Special occasions, i.e., World Communion Sunday, the Worship Committee may request a variety of breads and possibly special setting of the Table. Again, coordination with the Deacons is especially important.
- Serving of the elements may be done in a variety of ways: Trays of wine and bread may be distributed by the servers or by intinction (taking the bread and dipping into the wine/juice).