

# BYLAWS AND MANUAL OF OPERATIONS

Trinity Presbyterian Church  
Independence, Missouri

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### BYLAWS

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BYLAWS OF THE CONGREGATION AND CORPORATION  
Trinity Presbyterian Church  
Independence, Missouri

## BYLAWS

### ARTICLE I. NAME.

Trinity Presbyterian Church in Independence, Missouri, is chartered by the State of Missouri as a not-for-profit corporation under the name style and title of Trinity Presbyterian Church in Independence, Missouri; and is a particular church of the Presbyterian Church (U.S.A.) and a constituent congregation of Heartland Presbtyery of said denomination. The term “church,” as used herein, shall be understood to include the terms “congregation” and “corporation,” unless otherwise specified. The term “Trinity,” as used herein, shall be understood to mean Trinity Presbyterian Church of Independence, Missouri. The term “PC(USA),” as used herein, shall be understood to mean the Presbyterian Church (U.S.A.).

### ARTICLE II. OBJECT.

Trinity exists for the purpose of worship, ministry, and service according to the Christin faith, doctrine, discipline, and usages of the PC(USA) in the service of Jesus Christ. This church being a particular church of the PC(USA) that the Constitution of said PC(USA) is in all its provisions obligatory upon it and its members. The church, as a corporation, also recognizes that it is subject to the Constitution and laws of the State of Missouri.

### ARTICLE III. MEMBERS.

1. Members of the church are those persons who have affiliated with Trinity by profession of faith, reaffirmation of faith in Jesus Christ, or transfer of certificate of some other church, according to the provisions in the *Book of Order* of the PC(USA).
2. There is no distinction between “active” and “inactive” members; full participation is expected of all church members.
3. The Session shall review the roll of active members annually and counsel those who have neglected the responsibility of membership.
4. The Session shall delete names from the roll of the congregation upon the member’s death, relocation, admission to membership in another congregation, renunciation of jurisdiction, or upon the member’s request.
5. The Session may also delete from the rolls those names of members who have ceased to actively participate in the work and worship of the congregation for a period of two years. The session shall first seek to restore members to active participation and shall provide written notice before deleting names due to member inactivity.

### ARTICLE IV. CONGREGATIONAL MEETINGS.

1. The Annual Meeting of the Congregation and Corporation will be held on a Sunday in December, no earlier than December 1 and no later than December 23, for the transaction of any business properly coming before such a meeting. Ordinarily, business conducted at the Annual meeting will include election of officers, election of the nominating committee, approval of the Pastor’s terms of call, and presentation of the next year’s budget.
2. Special meetings may be called by the Session or the Presbytery. Such call shall state clearly the purpose of such special meeting, and no other matter save that specified in the call may be considered.

3. Public notice of the time, place, and purpose of all meetings of the congregation shall be given on two successive Sundays prior to the appointed time of the meeting. Announcements may be either written or verbal.
4. The Pastor shall preside over all Congregational Meetings. If the church is without a pastor, or if the Pastor and the Session agree that the subject to be discussed require it, or if the Pastor is ill or otherwise unable to preside, a Minister of Heartland Presbytery shall be invited by the Session to preside.
5. The Clerk of the Session shall be secretary of the meetings of the congregation. If the Clerk of Session is unable to be present, the Congregation shall elect a secretary for the meeting.
6. As required by the laws of the State of Missouri, only members of full age (18 years) shall be eligible to vote on questions dealing with property and matters that are strictly the business of the Corporation. Otherwise, all members are eligible to vote at all stated and special meetings of the congregation.
7. Voting by proxy is not allowed.
8. All Congregational Meetings shall be opened and closed with prayer.
9. A quorum for the conduct of business shall be one half of the eligible voters of the Congregation. A quorum is presumed present unless questioned.
10. All Congregational Meetings shall be conducted by the provisions in the *Book of Order* of the PC(USA).

#### ARTICLE V. OFFICERS.

1. The officers of this church shall be Ruling Elders elected by the congregation to membership on the Session.
2. Ruling Elders shall be nominated for election to membership on the Session in accordance with the provisions in the *Book of Order* of the PC(USA).
3. Ordinarily, Ruling Elders shall be nominated and elected at the Annual Meeting of the Congregation and Corporation. In special cases, Ruling Elders may be nominated and elected at any special meeting called for the purpose of filling vacancies on the Session.
4. Those elected to membership on the Session are, by the election, elected to identical and concurrent terms as Trustees of the Corporation.

#### ARTICLE VI. THE SESSION.

1. The full administrative responsibility of the church, both spiritual and corporate, shall be lodged with the Session.
2. The Session shall consist of twelve (12) Ruling Elders divided into three equal classes, one class of whom shall be elected each year at the Annual Meeting for a three year term. No Elder shall serve on the Session for consecutive terms aggregating more than six years; but shall be ineligible to be elected to a new term until one year has elapsed.
3. A quorum for Session Meetings shall be seven (7) Ruling Elders.
4. The Session shall meet each month for its stated meeting. The January Stated Meeting is an organizational one for outgoing, continuing, and incoming Elders.
5. Called meetings may be held in accordance with the *Book of Order* of the PC(USA). These meetings shall only be called in case of time sensitive votes that cannot wait until the Stated Meeting.
6. Called Internet Meetings may be held in accordance with the *Book of Order* of the PC(USA). These meetings shall only be called in case of time sensitive votes that cannot wait until the

Stated Meeting. The Moderator will email the Session, who will reply to the Moderator and the Clerk with their “yes” or “no” votes. The first Ruling Elder to submit their vote will be considered to have made the motion, and the second Ruling Elder to submit their vote will be considered to have seconded the motion. Called Internet Meetings may be put on hold if there are too many questions or if the vote is divided; in this case, a Called Meeting should be held as soon as possible.

7. Voting by proxy is not allowed.
8. The Pastor shall be the Moderator of Session. If the office of Pastor is vacant, a Minister appointed by Heartland Presbytery shall be Moderator.
9. The Session shall name a Ruling Elder as Clerk of the Session for a term determined by the Session.
10. The Session shall name a Church Treasurer. The Church Treasurer shall be fidelity bonded and shall keep account of the source and designation of all church funds received and shall disburse funds as duly authorized by the approved annual budget or by the direction of the Session. The Treasurer shall report monthly to the Session and annually to the Congregation in March.
11. The Session shall name a Financial Secretary. The Financial Secretary shall be fidelity bonded; the Financial Secretary shall receive and deposit church funds and offerings, reporting their source and designation to the Church Treasurer. Additionally, the Financial Secretary shall maintain records of contributions, showing their object and amount.
12. The Session shall have the duties, powers, limitations, and exceptions set forth in the *Book of Order* of the PC(USA).
13. As Trustees of the Corporation, the Session shall have the powers and duties prescribed by these bylaws and the laws of the State of Missouri for Trustees of a not-for-profit corporation.
14. The Session shall establish and dissolve such Committees, Task Forces, etc. as it shall deem wise and necessary.
15. Vacancies on the Session may be filled at a Special Meeting of the Congregation or at the Annual Meeting as the Session may determine.

#### ARTICLE VII. THE PASTOR.

The Pastor shall be nominated by a Pastoral Nominating Committee and elected by the Congregation at a meeting called for that purpose in accordance with the provisions in the *Book of Order* of the PC(USA).

#### ARTICLE VIII. AMENDMENTS.

These bylaws may be amended at any meeting of the Congregation, but only within the limits set forth by the *Book of Order* of the PC(USA) as they apply. Such amendments shall be by a two-thirds vote of the members present, provided that the amendment has been printed in full and made available to the Congregation for the two Sundays prior to the appointed time of the Meeting.

MANUAL OF OPERATIONS  
Trinity Presbyterian Church  
Independence, Missouri

## Church Committee Profiles

### Building and Grounds Committee

- Keep the building standing and working
- Grounds maintenance
- Comply with city, state, and federal regulations
- Order and maintain church supplies

### Czech Committee

- Maintains our relationship with our sisters church St. Peter's ECCB in Brandýs nad Labem, Czech Republic
- Coordinates visits
- Updates congregation on our continuing relationship

### Christian Education Committee

- Recruits Sunday School Teachers
- Finds Sunday School Curriculum
- Coordinates nursery care
- Coordinates youth ministries
- Coordinates such events as the Easter Egg Hunt, Vacation Bible School, Fall Fun Fest, Breakfast with Santa, and the Christmas Pageant

### Congregational Care & Evangelism Committee

- Visit the sick and homebound
- Maintain attendance pads and visitor lists
- Host New Member Receptions
- Church advertising
- Welcome new members
- Organize pictorial directory
- Secure Sunday greeters

### Fellowship Committee

- Seasonal activities, such as the Wassail Bowl and Father's and Mother's Day treats
- Church dinners and potlucks
- Other special activities
- Funeral dinners

### Mission Committee

- Special monetary offerings
- Food donations – promotes and delivers
- Special donation drives (school supplies, Mother's Day, etc.)
- Handles letters to and from missionaries

### Nominating Committee

- Recruit slate of elders for the following year
- Recruit next nominating committee

### Personnel

- Annual review for pastor and staff
- Search for new employees as needed
- Provide staff support
- Maintain employment policies

### Santa-Cali-Gon Committee

- Organizes annual funnel cake fundraiser

### Stewardship Committee

- Annual Stewardship Campaign
- Prepare Annual Budget
- Support Financial Secretary and Treasurer
- Organize fundraising campaigns, as needed

### Worship Committee

- Secure communion servers and Weekly worship assistants
- Organize seasonal decoration of church
- Coordinate with music staff
- Provide communion elements
- Assists with special services

TRINITY PRESBYTERIAN CHURCH COMMITTEE PROFILE  
Buildings & Grounds Committee

Purpose:

To provide for the administration of the program of the church; and to provide for the management of the church, including determination of the appropriate use of church buildings and facilities.

Responsibilities:

1. Building maintenance and improvement.
2. Grounds maintenance and improvement.
3. To see that the church complies with city, state, and federal law and regulations, as applicable, as it relates to church property and grounds.
4. Annual forecast of committee expenses for use in church budget.
5. Maintain adequate insurance coverage for church facilities and personal liability for church volunteers.
6. To responsibly research any claims for invoices for supplies charged to the church before payment by the church treasurer.

Relationships:

The Building and Grounds committee relates to all Session committees and to the Pastor in the carrying out of its responsibilities but shall work closely with the Treasurer and Financial Secretary.

TRINITY PRESBYTERIAN CHURCH COMMITTEE PROFILE  
Christian Education Committee

Purpose:

To promote the study of the Bible and the Christian faith through classroom participation, fellowship activities, and special programs, so as to enhance one's personal relationship and growth with the Lord Jesus Christ. To develop and supervise the church school and the educational program of the church.

Responsibilities:

1. Coordinate Sunday school curriculum and programs.
2. Coordinate adult curriculum and classes.
3. Coordinate Nursery Care.
4. Teacher recruiting and training.
5. Organize and coordinate special Bible schools:
  - a. Vacation Bible School
  - b. Special Bible Studies
6. Provide special programs in Christian Education,
  - a. Multi Media presentations
  - b. CE fairs & activities, Advent Fair, Lenten Activity
  - c. Easter Egg Hunt
7. Keep church secretary informed of events.
8. Annual forecast of committee expenses for use in church budget.
9. Maintain and improve the church library and media room.
10. Oversee and develop programming for children, youth, and adults.

Relationships:

The Christian Education Committee relates to all Session committees and to the Pastor in the carrying out of responsibilities. They will also work closely with the Fellowship Committee in working with groups common to both.

TRINITY PRESBYTERIAN CHURCH COMMITTEE PROFILE  
Fellowship Committee

Purpose:

To organize and coordinate new and existing programs and activities for church members, to promote warm Christian fellowship between members and the community, and to support one another in times of celebration and in times of need.

Responsibilities:

1. Coordinate special fellowship dinners and activities.
2. Coordinate Funeral Dinners to minister to members and their families in times of death.
3. Assist committees in planning of refreshments for special church programs.
4. Annual forecast of committee expenses for use in church budget.

Relationships:

The Fellowship Committee relates to all Session committees and to the Pastor in the carrying out of its responsibilities but shall work closely with the Christian Education Committee in working with groups and concerns common to both.

TRINITY PRESBYTERIAN CHURCH COMMITTEE PROFILE  
Congregational Care and Evangelism Committee

TRINITY PRESBYTERIAN CHURCH COMMITTEE PROFILE  
Mission Committee

TRINITY PRESBYTERIAN CHURCH COMMITTEE PROFILE  
Nominating Committee

Purpose:

To discern on behalf of the congregation who might be called to specific service as an active Session Member or member of the Nominating Committee.

Responsibilities:

1. Meets in sufficient time prior to the Annual Meeting of the Congregation and Corporation to nominate candidates for the Session as needed to fill vacancies.
2. Also nominates the following year's Nominating Committee for election at the Annual Meeting of the Congregation and Corporation. Each nominating committee shall have five members elected from the congregation at-large, plus two active Ruling Elders, to be appointed by Session.
3. Presents both the new slate of Elders and the new slate of the Nominating Committee at the Annual Meeting of the Congregation and Corporation.
4. Nominates in accordance with Trinity's Bylaws as well as the *Book of Order*.

Relationships:

The Nominating Committee relates to the Session, the Pastor, and the Congregation in the carrying out of its responsibilities.

TRINITY PRESBYTERIAN CHURCH COMMITTEE PROFILE  
Personnel Committee

Purpose:

To provide adequate personnel to support the ministry and mission of the church, as well as to support and oversee church personnel.

Responsibilities:

1. Be available to the church staff to talk out relational or professional issues or problems that may arise between staff and congregation or Session.
2. Establish and maintain personnel policies and job descriptions for all the church staff.
3. Annually review performance, compensation, and benefits for staff members and communicate the evaluation to each person. Recommend to Stewardship Committee any changes in the compensation of the Pastor and other staff, and inform each person when the compensation changes are made.
4. Consult with the minister on his/her continuing education, encouraging him/her in areas where study can be most helpful.
5. Serve as reconcilers within the church if problems arise concerning church staff. Be sensitive to the moods and needs of the congregation and advise appropriate staff, if necessary.
6. Act to advise the Session on matters that ensure that the church offers equal employment opportunities to all its staff and that the church's employment practices are consistent with the laws of the state and federal governments.
7. When required, make recommendations to the Session for any changes in non-ministerial staff needs in consultation with the minister and the committee in charge of the position being considered.

Relationships:

The Personnel Committee relates to all Session committees and to the Pastor in the carrying out of its responsibilities. The Personnel Committee will also coordinate with Heartland Presbytery's Commission on Ministry when necessary.

TRINITY PRESBYTERIAN CHURCH COMMITTEE PROFILE  
Stewardship Committee

Purpose:

To challenge the people of God with the privilege of responsible Christian stewardship of money, developing effective ways for encouraging and gathering the offerings of the people and assuring that all offerings are distributed to the objects toward which they were contributed.

Responsibilities:

1. Conduct annual stewardship campaign.
2. Coordinate contacting of members who have fallen behind on pledges.
3. Prepare annual budget to present to the Session.
4. Support the Financial Secretary in reporting receipts and disbursements on a monthly basis and at year-end.
5. Provide for an annual financial review and audit of the church accounts.
6. Maintain records of Endowments and Memorial Funds.
7. Promote life-long stewardship within the congregation.

Relationships:

The Stewardship Committee relates to all Session committees and to the Pastor in the carrying out of its responsibilities but shall work closely with the Treasurer and the Financial Secretary.

TRINITY PRESBYTERIAN CHURCH COMMITTEE PROFILE  
Worship Committee

Purpose:

To provide for the worship of the people of God, including the preaching of the Word, the sharing of the Sacraments, and for the music program, in keeping with principles in the Directory for Worship in the *Book of Order*.

Responsibilities:

1. Supervise and plan regular and special worship services.
2. Secure and train worship assistants.
3. Prepare the elements for the Lord's Supper and secure Elders to serve.
4. Prepare an annual schedule for the celebration of the Lord's Supper to be approved by Session.
5. Collaborate with the Music Department in their ministry of music.
6. Schedule visiting Pastors and guest speakers.
7. Prepare the church and secure an assisting Elder for the celebration of the Sacrament of Baptism.
8. Advise and consult with the Session and Pastor on worship-related matters.
9. Coordinate flowers for Sunday worship services including Lilies for Easter and Poinsettias for Christmas.
10. Annual estimate of committee expenses, including music resources, for use in church budget.
11. Appoint a Head Usher who will be responsible for recruiting and training ushers for each service.
12. Recommend hymnals and worship resources.
13. Keep the sanctuary a worshipful-looking space with paraments, decorations, and aids appropriate to the worship year.
14. Oversee wedding and funeral policies and weddings and funerals.
15. Maintain church audio equipment and instruments in good working condition, in conjunction with Building and Grounds Committee.
16. Review and maintain copyright license.

Relationships:

The Worship Committee relates to all Session committees in carrying out its responsibilities but shall work closely with the music staff, Secretary, and Pastor.

TRINITY PRESBYTERIAN CHURCH STAFF POSITION DESCRIPTION  
Pastor

**PURPOSE:**

To provide a balanced ministry of preaching, teaching, pastoral care and organizational leadership to the congregation in partnership with the Session, which will enable the church to grow to its full potential in membership and spiritual vitality.

**ACCOUNTABILITY**

To the Personnel Committee, Session, and Heartland Presbytery.

**RESPONSIBILITIES:**

1. To preach, lead in worship and provide a teaching ministry which will lead to the spiritual growth of the membership and awaken them to an active outreach to their neighbors in evangelism.
2. To guide the Session, the congregation, and its organizations in developing programs that will strengthen us as a church family to better enable outreach.
3. To act as head of staff, encouraging open communication with staff, Session, and other church leaders.
4. To provide pastoral care. Especially for those in crisis situations such as illness, death, etc.
5. To provide other pastoral duties, services, administrative assistance and counsel as needed.
6. To maintain a healthy spiritual life, to observe good boundaries and use all continuing education and vacation time.
7. To be actively involved in Heartland Presbytery.
8. To attend church fellowship events as able.
9. To maintain good communication with Session.

**RELATIONSHIPS:**

Relates to the session as moderator and to the various committees as resource; relates to staff as Head of Staff; relates to the congregation as Pastor; relates to the Presbytery as a continuing member.

**EVALUATION:**

Performance reviews will be conducted annually, during September, by the Session Personnel Committee. The Session Stewardship Committee will annually review the adequacy of compensation as part of the budget development process.

TRINITY PRESBYTERIAN CHURCH STAFF POSITION DESCRIPTION  
Church Secretary

**PURPOSE:**

To provide secretarial and administrative services to the Pastor as Head of Staff and other members of the church staff.

**ACCOUNTABILITY:**

To the Pastor as Head of Staff and the Personnel Committee.

**RESPONSIBILITIES:**

1. To serve as the receptionist for the church by answering the telephone; greeting visitors to the Church Office; and, by providing information, making referrals, and, taking messages as appropriate.
2. To perform the function of secretary to the Pastor and other members of the church staff to include typing, filing, routine correspondence, and maintaining the church calendar.
3. To keep the Building and Grounds Committee informed of anything that is not functioning in the building.
4. To maintain the Session records and the Church Register monthly and in an orderly and current condition.
5. To be responsible for the production of materials through the use of the computer, copy machine, folding machine, and, other resources of the Church Office. To contact the company when equipment is not working properly.
6. To publish the weekly church bulletin.
7. To publish the monthly church newsletter not later than the first day of the month.
8. To publish the annual Church Directory not later than February 15.
9. To order and/or pick up office supplies.
10. To perform such other secretarial duties as time may permit under the direction of the Pastor.

**HOURS:**

Normally, will be in the Church Office from 8:30 a.m. until 1:00 p.m. Tuesday through Friday. Approval for change of hours is to be submitted to the Pastor.

**RELATIONSHIPS:**

Works in close co-operation with the Pastor, who is the immediate supervisor.

**EVALUATION:**

Performance reviews will be conducted annually, during September, by the Session Personnel Committee. The Personnel and Stewardship Committees will annually review the adequacy of compensation as part of the budget development process.

TRINITY PRESBYTERIAN CHURCH STAFF POSITION DESCRIPTION  
Choir Director

**PURPOSE:**

To work with the Organist, Pastor as Head of Staff, and the Worship Committee in developing and implementing a choral music program.

**ACCOUNTABILITY:**

To the Pastor as Head of Staff and the Worship Committee.

**RESPONSIBILITIES:**

1. To conduct weekly rehearsals, normally of a one hour duration during the choral season.
2. To assemble the choir and make final arrangements prior to the Sunday morning service.
3. To direct the choir during the Sunday morning service.
4. To select a choral anthem for the weekly worship service. Pastor selects hymns.
5. To prepare and provide a predominantly musical service prior to both Easter and Christmas in the form of a cantata or some other extended choral work; and provide special musical portions of other special services such as Choir Sunday, Maundy Thursday, Christmas Eve, etc. Schedule and direct extra practice time as needed.
6. To notify Pastor and Organist in advance if you will not be present.
7. To acquire new music as needed, when funds are available, as approved by Worship Committee.
8. Work with the Worship Committee on securing substitute choir director as budget allows.
9. Sing through Pentecost Sunday each year to end with the church calendar.
10. Maintain communication with the choir through text, phone, or email.

**RELATIONSHIPS:**

To maintain a close working relationship with the Organist, Pastor, and the Worship Committee.

**EVALUATION:**

Performance reviews will be conducted annually, during September, by the Session Personnel Committee. The Personnel and Stewardship Committees will annually review the adequacy of compensation as part of the budget development process.

TRINITY PRESBYTERIAN CHURCH STAFF POSITION DESCRIPTION  
Organist

**PURPOSE:**

To work with the Pastor as Head of Staff, Choir Director, and the Worship Committee in developing and implementing the music program.

**ACCOUNTABILITY:**

To the Pastor and the Worship Committee.

**RESPONSIBILITIES:**

1. To play the musical parts of the weekly worship service, according to the Order of Service. Pastor will select hymns.
2. To accompany the Chancel Choir during the weekly worship service.
3. To accompany soloists or ensembles during the weekly worship service.
4. To notify the secretary of weekly musical selections so that they may be printed in the bulletin.
5. To rehearse sufficiently for optimum performance at the organ and/or piano.
6. To accompany the Chancel Choir during weekly rehearsals, normally of a one hour duration during the choral season.
7. To accompany the Chancel Choir and help make final arrangements prior to the Sunday morning service.
8. Assist the Worship Committee in arranging special music during the summer break.
9. To accompany the Chancel Choir and assist the Chancel Choir Director in providing a predominantly musical service prior to both Easter and Christmas in the form of a cantata or some other extended choral work; and provide special musical portions of other special services such as Choir Sunday, Maundy Thursday, Christmas Eve, etc. Schedule and direct extra practice time as needed. Accompany during extra practice time as needed.
10. To prepare and play appropriate music for weddings and funerals as the organist's schedule permits. Advance notice and extra remuneration for such services is expected per church policies.
11. To notify Pastor and Chancel Choir Director in advance if you will not be present.
12. To arrange for a qualified substitute when necessary, and prepare the voucher for payment of substitute.

**RELATIONSHIPS:**

To maintain a close working relationship with the Chancel Choir Director, the Pastor, and the Worship Committee.

**EVALUATION:**

Performance reviews will be conducted annually, during September, by the Session Personnel Committee. The Personnel and Stewardship Committees will annually review the adequacy of compensation as part of the budget development process.

TRINITY PRESBYTERIAN CHURCH STAFF POSITION DESCRIPTION  
Nursery Attendants

**PURPOSE:**

To work with the Christian Education Committee in providing child care services for Trinity Presbyterian Church.

**ACCOUNTABILITY:**

To the Pastor as Head of Staff and the Christian Education Committee.

**RESPONSIBILITIES:**

1. Implementation and knowledge of Child Protection Policy is required.
2. To provide safe, healthy, and loving child care for children, newborn through Kindergarten.
3. To report supply or equipment needs to the Christian Education Committee.
4. To notify the Pastor or the Moderator of the Christian Education Committee, in advance when at all possible, if unable to fulfill responsibilities, so that a replacement may be secured.
5. To report any problems that may arise to the Moderator of the Christian Education Committee.
6. To leave the Nursery neat and orderly. Put dirty toys in a bucket to be cleaned weekly by the Christian Education Committee.
7. To change crib sheets after each use. Sheets will be cleaned by the Christian Education Committee.
8. To notify the Moderator of the Christian Education Committee or an usher that you need an additional volunteer.
9. To supervise volunteer assistants when necessary, and to advise them on nursery procedures.

**HOURS:**

On Sunday arrive at least 15 minutes before Church School begins and remain until all children have been picked up following worship service and the room has been cleaned up. If no Church School, arrive at least 15 minutes before Church.

**RELATIONSHIPS:**

Maintain a close working relationship with the Pastor, who is the immediate supervisor, and the Moderator of the Christian Education Committee.

**EVALUATION:**

Performance reviews will be conducted annually, during September, by the Session Personnel Committee. The Personnel and Stewardship Committee will annually review the adequacy of compensation as part of the budget development process.

TRINITY PRESBYTERIAN CHURCH VOLUNTEER POSITION DESCRIPTION  
Financial Secretary

**PURPOSE:**

To collect all contributions to the church and maintain a complete and accurate record of them by contributor and designated purpose.

**ACCOUNTABILITY:**

To the Stewardship Committee, of which s/he is a member ex-officio.

**RESPONSIBILITIES:**

1. To maintain in the strictest confidence the information regarding individual pledges and annual giving.
2. To collect all monies of the church on at least a weekly basis, and deposit them promptly in the proper account.
3. To report the amounts of deposits to the Church Treasurer promptly.
4. To report weekly giving to the Church Secretary.
5. To maintain a complete and accurate record of the name and amount received from each contributor.
6. To provide a quarterly and yearly report on contributions to each contributor.
7. To order the necessary envelopes and distribute for the use of contributors.
8. To furnish and report to the Stewardship Committee on the results of the annual stewardship campaign.
9. To keep and file all records and reports for seven years and then destroy.

**RELATIONSHIPS:**

To work in cooperation with the Pastor, the Church Treasurer, the Stewardship Committee, and the Church Secretary.

**EVALUATION:**

A review is included in the annual audit report.

## TRINITY PRESBYTERIAN CHURCH VOLUNTEER POSITION DESCRIPTION

### Treasurer

#### PURPOSE:

To receive a detailed list of all deposits from the Financial Secretary and to pay salaries, benevolences, and other bills of the church.

#### ACCOUNTABILITY:

To the Session and the Stewardship Committee of which s/he is a member ex-officio.

#### RESPONSIBILITIES:

1. To keep an accounting of any designated giving, and keep a running total for the year for each category of such giving.
2. To calculate, prepare and send quarterly and annual reports to the Federal and State Internal Revenue Service.
3. To prepare annual W-2 and W-3 Forms, distribute them to the employees, and send copies to the Federal and State Internal Revenue Service.
4. To prepare monthly reports for the Session.
5. To work with the Stewardship Committee in the preparation of the annual budget.
6. To keep records of all bank accounts and have his/her signature on file at each bank where the church has an account.
7. To prepare an annual year end Treasurer's report for the Session and congregation in March.
8. To pay salaries the 15<sup>th</sup> and 30<sup>th</sup> of each month, benevolences, utilities and reoccurring bills monthly, quarterly and annually as funds are available.
9. The treasurer shall not issue checks for expenditures not funded in the current church budget without prior approval of the session. The session will assign the line item to charge the funds to.
10. All non-reoccurring and reimbursed expenditures require a Trinity Presbyterian Church voucher. The voucher shall be signed by one of the following: Chairperson/Moderator of committee requesting funds, Clerk of Session, Pastor or Member of the session.
11. To keep and file all records and reports for six years and then destroy, Bills of Sale, and deeds are to be keep indefinitely.
12. To remit an amount equal to one-twelfth of Trinity's annual budgeted amount for Presbyterian Church (U.S.A.) benevolences at the beginning of each month, in order to keep the church current in paying its benevolence self-allocation.
13. To remit the receipts from the "One Great Hour of Sharing" offering at the next check writing period following Easter, with any additional receipts remitted at the close of the following month; and that other special offerings be remitted at the close of the month in which the offering occurs.
14. To pay one-twelfth of the Per Capita Apportionment monthly.

#### RELATIONSHIPS:

To work in cooperation with the Pastor, the Financial Secretary, and the Stewardship Committee.

#### EVALUATION:

A review is included in the annual audit report.

TRINITY PRESBYTERIAN CHURCH VOLUNTEER POSITION DESCRIPTION  
Head Usher

**PURPOSE:**

To prepare and run the Sanctuary for Sunday and special services.

**ACCOUNTABILITY:**

To the Pastor as Head of Staff and to the Worship Committee.

**RESPONSIBILITIES:**

1. Unlock exterior doors to the Sanctuary prior to the service.
2. Turn on lights in the Sanctuary prior to the service.
3. Turn on the Sound System prior to the service.
4. Hand out bulletins to worshippers prior to the service.
5. Find volunteers to serve as acolytes and assist as necessary.
6. Find volunteers to serve as ushers during the offering and assist as necessary.
7. Record attendance. Remember to count choir members, organist, and the nursery.
8. Make sure that there is fresh water for the Pastor and Worship Assistant.
9. When time permits, check pew pencils for replacement or sharpening and be sure that various envelopes and pew cards are neatly placed in the pew racks.
10. If the service includes communion, walk to the nursery and remind them of communion in a timely fashion.
11. Pick up any trash or bulletins left in the pews and throw away.
12. Turn off all lights and the sound system following the service.
13. Make sure that all windows and doors are locked following the service.
14. If serving during a funeral, make sure that the family of the bereaved have adequate water, tissues, and extra bulletins.

**RELATIONSHIPS:**

To work in cooperation with the Pastor, service volunteers, and the Worship Committee.

**EVALUATION:**

The Head Usher will be appointed and supported by the Worship Committee; this responsibility may rotate through members on an as needed basis.

EMPLOYEE LEAVE POLICY  
TRINITY PRESBYTERIAN CHURCH  
OF INDEPENDENCE, MISSOURI

The following policy is meant to apply to all staff of Trinity Presbyterian Church, ordained and non-ordained, in a spirit of self-care and generosity. In general, the Head of Staff should communicate with the Personnel Committee and Session as necessary, and all other staff should report to the Head of Staff first. Further accommodations may be negotiated with the Head of Staff and/or Session as need arises.

SICK LEAVE

1. Definition: When a staff person is physically incapable of performing the functions of ministry, and is normally under the care of a physician, and has every expectation of returning to work.
2. Terms: A minimum of 14 days within a calendar year with full salary, housing and pension benefits, when applicable, which can be accumulated up to 42 days within a three-year period. Business and travel allowances as well as other reimbursable ministry expenses would not be payable during sick leave. Additional needs may be negotiable with the Session.
3. Applications: Notice shall be given by the staff person (or a responsible family member) to the Head of Staff, Clerk of Session, or Personnel Committee as soon as sick leave is needed, at which time the terms would become applicable.

LONG TERM SICK LEAVE

1. Definition: When the medical prognosis is that the staff person may not be able to return to work for an extended period of time. (More than three months.)
2. Terms: Sick leave days will be deemed to be accumulated at the rate of 30 days a year for three years. Full salary, housing and pension benefits, when applicable, will continue for 90 days or until the disability benefits of the Major Medical Plan of the Board of Pensions takes effect. If the staff person does not receive Board of Pensions, then leave after 30 days will be negotiated with the Head of Staff and Personnel Committee.
3. Applications: Notice shall be given by the staff person (or responsible family member) to the Head of Staff, Clerk of Session, or Personnel Committee as soon as it is determined that disability benefits will be necessary. Notice will also be given to the Board of Pensions when applicable.

## MATERNITY, PATERNITY, AND ADOPTION LEAVE

1. Definition: When a staff person or staff person's spouse is to give birth or adopt a child who is 18-years-old or younger.
2. Terms:
  - a. Twelve (12) weeks (for full time staff, not to exceed 60 working days) leave at full salary and housing allowance OR 90 days at 60% salary and housing allowance, if applicable, (for staff persons in the final days of pregnancy, delivery and post-parpartum).
  - b. Travel allowance for teaching elders would be discontinued during the leave to help provide for pulpit supply.
  - c. Vacation and sick leave may be used to supplement the leave at the staff person's discretion.
  - d. If the staff person receives major medical and pension through Trinity, they will be continued by the congregation at the full salary and allowance level for the leave period.
  - e. If the staff person is unable to return to work at the end of the leave agreed upon, the Session, in consultation with the Committee on Ministry as needed, would take action appropriate to the particular situation.
3. Application:
  - a. Maternity, Paternity, and/or Adoption leave shall be negotiated with the Session at least four months before the child's anticipated arrival. Unforeseen circumstances may make adjustments in these plans necessary.
  - b. Maternity, Paternity, and/or Adoption leave shall ordinarily take place in the first year after the child's arrival, as determined by the staff person.

## FAMILY EMERGENCY LEAVE

1. Definition: When a sudden emergency arises with the staff person's immediate family which requires his/her presence, rendering the staff person unable to perform the functions of ministry for an indefinite period of time.
2. Terms:
  - a. Sick leave conditions will apply while the staff person is unable to perform the functions of ministry.
  - b. Long term family illness needs (spouse or child) may be negotiated with the Session with the following suggested guidelines:
    - (1) 45 days at 100% of annual salary and housing allowance OR
    - (2) 60 days at 75% of annual salary and housing allowance OR
    - (3) 90 days at 60 % of annual salary and housing allowance.

3. Applications: Application for the family emergency leave of less than seven days will be through the Head of Staff, Clerk of Session, or Personnel Committee. Longer family emergency leaves require negotiation with the Session.

## FUNERAL LEAVE

1. Definition: When a staff person or staff person's spouse experiences the death of a family member.
2. Terms: A minimum of 4 days at full salary should be granted to be with other family members. That means, if the death occurs locally, up to four days is appropriate; if the death/funeral/burial is "out of state" or some distance from home, reasonable time for travel at full salary may be added to the four days.
3. Applications: Notice shall be given by the staff person (or a responsible family member) to the Head of Staff, Clerk of Session, or Personnel Committee as soon as funeral leave is needed. It is understood that this may occur "last minute," and that other staff and volunteers will cooperate to make sure the absent staff person's church responsibilities are covered.

## JURY DUTY

1. Definition: When a staff person is called upon by civic authorities to serve jury duty.
2. Terms:
  - a. All staff persons shall be given time off at full salary for jury duty.
  - b. Proof of time served on jury duty may be requested.
3. Applications: Notice shall be given by the staff person to the Head of Staff, Clerk of Session, or Personnel Committee as soon as possible. It is understood that this may occur "last minute," and that other staff and volunteers will cooperate to make sure the absent staff person's church responsibilities are covered.

## HOLIDAYS

1. Definition: Federal Holidays on which staff persons are not expected to work and the church office is closed, which are New Year's Day, Birthday of Martin Luther King, Jr., President's Day (Washington's Birthday), Memorial Day, Independence Day, Labor Day, Columbus Day, Veterans Day, Thanksgiving Day, and Christmas Day.
2. Terms:
  - a. Federal Holidays and Federally Observed Holidays will be observed at the church for all staff persons as paid holidays. The office will be closed on Holidays.

b. If a Holiday falls on a Sunday or major church day (Christmas Eve, Maundy Thursday, Strawberry Festival, etc.), the Head of Staff will determine a suitable day for the church to observe said Holiday. For instance, if Christmas Day were to fall on a Sunday, the church office might be closed the following Monday.

3. Applications: Holidays to be observed by the church as determined by the Head of Staff should be given to the Session at each February meeting for the following twelve month period. The Head of Staff may recommend particular generosity in the Holiday schedule, such as closing the church office both the Thursday of and Friday after Thanksgiving; these extra days will be determined at Session's discretion.

#### INCLEMENT WEATHER LEAVE

1. Definition: When the weather does not permit the safe travel to or from the church, and/or prohibits safe occupancy of the church. Loss of church amenities such as electricity will be considered prohibitory
2. Terms:
- a. If the Independence School District is closed due to weather, so is the church. All staff persons will be excused with paid leave until the inclement weather subsides.
- b. If the Independence School District is *not* closed due to weather, the Head of Staff or Session may still determine that the church should be closed due to weather. All staff persons will be excused with paid leave until the inclement weather subsides
- c. If staff persons are present on the church campus when inclement weather arrives, they shall take all necessary precautions and should encourage other persons in the church to do so as well.
3. Applications:
- a. As weather concerns come up with often little warning, the Head of Staff will make decisions regarding weather closing on weekdays and will inform Session of those decisions when possible.
- b. Cancellation of previously scheduled worship services, Session meetings, and congregational meetings must be approved by Session.

#### VACATION

1. Definition: Vacation days given to each staff person as part of compensation, meant to allow for rest and rejuvenation.

2. Terms:
  - a. Each staff person's vacation days will be negotiated as part of their individual compensation. For staff persons who work on Sundays, the number of Sundays which may be taken should be clearly outlined in their contract.
  - b. If a staff person takes several days of vacation in a row (such as a "week off"), days not normally worked shall not count against vacation days. For instance, if a staff person's contracted work week is Sunday through Thursday, then Friday and Saturday will not be counted as vacation time taken.
  - c. Vacation may be used to supplement other types of employee leave. However, all other possible leave times should be granted first, so that each staff person is able to use their vacation time for its intended purpose – rest and rejuvenation.
  - d. As self-care is a responsibility both to one's self and the church, staff persons are encouraged to use all of their vacation days in a given year.
  - e. Vacation time may not roll over to the next year.
3. Applications:
  - a. Notice shall be given by the staff person to the Head of Staff, Clerk of Session, or Personnel Committee no less than two weeks before vacation is to be taken.
  - b. Vacation dates may be denied based on the church calendar. For instance, the pastor may be discouraged from taking vacation over Holy Week and Easter.

WEDDING POLICY  
TRINITY PRESBYTERIAN CHURCH  
OF INDEPENDENCE, MISSOURI

REQUIRED PROCEDURES

***Counseling***

The ministerial staff of Trinity Presbyterian Church requires three counseling sessions be completed prior to your wedding date. Your first counseling session will be scheduled with the church secretary or the pastor at the time your completed forms are turned in and your deposit is made. The following two sessions will be scheduled by you and the pastor at your first session. Sessions will last approximately one hour.

During your first session, you will be given a packet to outline your ceremony and several resources to help plan your wedding. This packet needs to be filled out and returned by your second counseling session.

***The Rehearsal***

The wedding rehearsal is important in ensuring a beautiful and orderly ceremony. The entire wedding party must be present for the rehearsal.

***The Ceremony***

It is the belief of Trinity Presbyterian Church that your wedding ceremony is a Christian worship service. In addition to this belief, we also want this day to be the memorable service you desire.

Ordinarily a minister of Trinity Presbyterian Church shall officiate all weddings conducted in the church. When requested and approved by the Session, it is permissible to have another minister officiate the ceremony. Your request must be submitted in writing to the Session a minimum of 60 days prior to the wedding date. Our sanctuary will seat a maximum capacity of 250.

***Music***

A wedding ceremony is, first and foremost, a Christian worship service. With this in mind, the church's request is that music be in good taste to create a joyous, atmosphere for the ceremony.

It is customary to use our church organist to play the organ. At the time your forms are filed and deposits made confirming your wedding date, the church will contact our organist to schedule the date.

If the wedding couple wishes to invite a guest organist/pianist or other musicians to play for the wedding, this may be done at no charge for the equipment. The bridal couple and the

organist, if playing, may decide on the music to be used. Our sound system may also be used to play prerecorded music. **However, the Minister will have final approval of all music.**

If desired, you may select a vocalist for your ceremony. If you need assistance with a selection, the Pastor or Organist may be contacted for a list of musicians.

### ***Photography***

We realize you want to capture your day in pictures. You may select the photographer of your choice. You will want to go over the church's guidelines with them.

Please make clear to your photographer that you do not want anything to detract from your ceremony. They are to be unobtrusive at all times. Flash photography is only permitted before and after the ceremony and during the processional and recessional.

Time exposures may be made from the back of the sanctuary during the service provided there is no intrusion to the ceremony. Videotaping of the ceremony is also allowed as long as it is done in an inconspicuous manner.

### ***Flowers & Candles***

Select the florist of your choice and confer with them about decorating the church. Please advise your florist that no decorations may be fastened to pews, chairs, or walls that could cause defacing. Flowers may be fresh or silk in the colors of your choice.

The church has standing candelabras which you may use. **Please use dripless candles.** Most florists can provide dripless candles along with additional candelabras. Protective covering for the floor must be provided if additional candles/candelabra are used.

### ***Other Equipment***

If mixing church equipment with equipment from your florist, it is your responsibility to ensure the florist removes only their items following the ceremony. It will be the responsibility of the couple to replace any missing or damaged church equipment.

The church is pleased to provide the following items for your use upon your request:

- Kneeling bench
- Guest book stand
- Candelabra
- Gift tables and other miscellaneous items

If you have a specific need, please contact the church office and a staff member will be happy to assist you.

### *Miscellaneous Information*

Some brides elect to use a wedding consultant to help them prepare the details of the wedding. While the suggestions of such a consultant are welcome, **the decision of the minister in reference to the conduct of the wedding will be final.**

**Weddings shall not be scheduled that conflict with regular or special church services.** All seasonal decor and liturgical symbols in the church shall remain in place. **There will be no exceptions to this.**

The wedding work crew will be available to open the building up to three hours prior to the scheduled time of the ceremony.

The marriage license shall be delivered to the minister at the rehearsal. The minister will complete the license and return the appropriate portion to the couple and the Recorder of Deeds Office.

Trinity Presbyterian Church provides dressing rooms for the wedding party to dress prior to the wedding and following the wedding. All articles brought into the rooms need to be removed following the wedding/reception.

The Trinity Presbyterian Church does not provide an aisle runner. You are welcome to supply an aisle runner for use during your ceremony. **No fresh flowers may be dropped down the center aisle without an aisle runner.**

Trinity Presbyterian Church does not provide wedding bulletins. It is the responsibility of the wedding couple to contract for bulletins if desired.

No rice may be thrown. Birdseed or bubbles may be used **outside** the building only.

**No smoking or drinking alcoholic beverages is allowed on Trinity's campus.**

## SCHEDULE OF FEES FOR WEDDINGS

### MEMBERS

*When at least one family member is on the active role of Trinity Presbyterian Church the wedding fees are as follows:*

<b>Facility Use Fee</b>	<b>\$0</b>
<b>Wedding Work Crew</b>	<b>\$75</b>
<b>Fellowship Hall Work Crew</b> (if used)	<b>\$50</b>
<b>Minister's Fee</b> (Includes three required counseling sessions)	<b>\$200</b>
<b>Prepare and Enrich Inventory Fee</b>	<b>\$30</b>
<b>Organist</b> (Wedding and rehearsal)	<b>\$125</b>

A down payment of \$100 is required to reserve the date.  
All fees are normally due one month prior to your wedding date.

### NON-MEMBERS

*When no family member is on the active role of Trinity Presbyterian Church, the wedding fees are as follows:*

<b>Facility Use Fee</b>	<b>\$200</b>
<b>Wedding Work Crew</b> (Wedding only)	<b>\$ 75</b>
<b>Use of Fellowship Hall for Rehearsal Dinner</b>	<b>\$100</b>
<b>Fellowship Hall Work Crew</b>	<b>\$ 50</b>
<b>Minister's Fee</b> (Includes three required counseling sessions)	<b>\$250</b>
<b>Prepare and Enrich Inventory Fee</b>	<b>\$ 30</b>
<b>Organist</b> (Wedding and Rehearsal)	<b>\$175</b>

A down payment of \$100 is required to reserve the date.  
All fees are normally due one month prior to your wedding date.

*The following fees are based on the use of visiting clergy*

<b>Facility Use Fee</b>	<b>\$300</b>
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*The following fees are for off-site weddings*

<b>Minister's Fee</b>	<b>Members.....\$200</b>
	<b>Non-members...\$250</b>
<b>Organist</b> (Wedding and Rehearsal)	<b>\$200</b>

# Wedding Reservation Form

*Please Print. Your Date and Time will be reserved on the Trinity calendar only upon receipt of deposit and this form, which is due no later than 30 days before your scheduled wedding.*

Wedding Date and Time: \_\_\_\_\_

Rehearsal Date and Time: \_\_\_\_\_

Bride's Name: \_\_\_\_\_

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

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Church Membership:  Trinity  Other: \_\_\_\_\_

Groom's Name: \_\_\_\_\_

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

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Church Membership:  Trinity  Other: \_\_\_\_\_

Officiant: \_\_\_\_\_

*If other than Trinity's Pastor:*

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

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Organist/Pianist: \_\_\_\_\_

*If other than Trinity's Organist:*

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

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Soloist/Other Musicians: \_\_\_\_\_

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

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Photographer: \_\_\_\_\_

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

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Florist: \_\_\_\_\_

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

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Would you like to leave flowers for church use in the Sanctuary?  Yes  No

Church Equipment Requested?  Standing Candelabras  Kneeling Bench  Guest Book Stand

Other: \_\_\_\_\_

Number of Attendants: Bridesmaids: \_\_\_\_\_ Groomsmen: \_\_\_\_\_

Flower Girl (s): \_\_\_\_\_ Ring Bearer(s): \_\_\_\_\_

Other: \_\_\_\_\_

Scripture Readings: \_\_\_\_\_

Other Readings: \_\_\_\_\_

Special Notes or Requests: \_\_\_\_\_

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

# Music Selections

*Please list title & composer, or title and Glory to God hymnal number.*

*Please remember that the Minister, in consultation with the Organist, has final approval on all music.*

Seating of Grandparents

---

Seating of Mothers

---

Entry of Groom

---

Attendant's Processional

---

Bridal Processional

---

Congregational Song

---

Special Music

---

Recessional

---

Other

---

FUNERAL POLICY  
TRINITY PRESBYTERIAN CHURCH  
OF INDEPENDENCE, MISSOURI

**REQUIRED PROCEDURES**

*The Service*

- The family must **meet with the minister** at least once in the days prior to the funeral in order to plan and discuss the service.
- There is a **Service Worksheet** at the end of this packet that will help you think ahead about planning your funeral service. We highly recommend that you fill it out before meeting with the pastor to plan your service.
- **Under no circumstances** should the minister be contacted about a death after the funeral has been scheduled and/or published in an obituary. You must contact the minister before finalizing funeral times to ensure that she is available.
- We understand that funerals are not conveniently planned, and we are very willing to accommodate the timing of your funeral as much as possible. At times, the church may have a very full calendar, including other funerals. As such, please communicate with us about your needs as far ahead of time as possible.
- Funerals **shall not be scheduled that conflict with regular or special church services**. All seasonal decor and liturgical symbols in the church shall remain in place. There will be no exceptions to this.
- The Independence area is blessed with a number of professional, compassionate funeral homes. While the minister welcomes collaboration with funeral directors, the decision of the minister in reference to the conduct of the funeral held at Trinity will be final.
- The participation of organizational leaders such as Masons, the military, Boy Scouts, etc., should be made known to the pastor before the day of the funeral so that they may be scheduled appropriately. All participants in the service are subject to the minister's approval.
- Trinity volunteers or staff will be available to open the building up to two hours prior to the scheduled time of the ceremony and/or visitation.
- All funerals at Trinity will be **closed casket**, in keeping with the *Book of Order*.
- Trinity Presbyterian Church will provide **funeral bulletins** upon request. So that the bulletins may be of the quality your loved one deserves, we request that all bulletin information be submitted at least 48 hours prior to the funeral.

### *Music*

- A funeral is, first and foremost, a Christian worship service. With this in mind, the church's request is that music be in good taste to create a worshipful atmosphere for the ceremony.
- It is customary to use our church organist to play the organ. If the family wishes to invite a guest organist/pianist or other musicians to play, this may be done at no charge for the equipment. The family and the organist, if playing, may decide on the music to be used in consultation with the minister. Our sound system may also be used to play prerecorded music. **However, the Minister will have final approval of all music.**
- If desired, you may select a vocalist for your ceremony. If you need assistance with a selection, the Pastor or Organist may be contacted for a list of musicians.

### *Flowers & Candles*

- Select the florist of your choice and confer with them about decorating the church. Please advise your florist that no decorations may be fastened to pews, chairs, or walls that could cause defacing. Flowers may be fresh or silk in the colors of your choice.
- The church has standing candelabras which you may use. Please use dripless candles. Most florists can provide dripless candles along with additional candelabras. Protective covering for the floor must be provided if additional candles/candelabra are used.
- If you wish, you may donate flowers after the service to Trinity for use in worship or to be distributed to homebound members; in either case, please provide us with the name and correct spelling so that we may thank you in our bulletin.

### *Miscellaneous Information*

- Both your funeral home and church are here to help. There are no wrong questions.
- Trinity is pleased to offer a **Funeral Dinner for up to 40 people** in our Fellowship Hall following **member funerals**. Trinity must receive 48 hours notice of your desire for a funeral dinner in order to accommodate your family and loved ones.
- **No smoking or drinking alcoholic beverages is allowed on Trinity's campus.**
- If you choose to request monetary gifts in memory of your loved one, Trinity is honored to accept memorial gifts in either cash or check. **Memorial Gifts may not be designated for a specific purpose, and under no circumstances can Trinity collect or hold memorial gifts for other persons or organizations.**

## **SCHEDULE OF FEES FOR FUNERALS**

### **MEMBERS**

*When the deceased is an active member on the rolls of Trinity Presbyterian Church, or the spouse, parent, or child of a member, the fees are as follows:*

<b>Facility Use Fee</b>	<b>\$ 0</b>
<b>Cleaning Crew</b>	<b>\$0</b>
<b>Minister's Optional Honorarium</b>	<b>\$100-250</b>
<b>Organist</b>	<b>\$75-150</b>
<b>Soloist</b>	<b>\$75-150</b>
<b>Funeral Dinner</b>	<b>\$ 0</b>

### **NON-MEMBERS**

*When the deceased is not an active member of Trinity Presbyterian Church, the fees are as follows:*

<b>Facility Use Fee</b>	<b>\$100</b>
<b>Cleaning Crew</b>	<b>\$75</b>
<b>Minister</b>	<b>\$150-300</b>
<b>Organist</b>	<b>\$100-200</b>
<b>Soloist</b>	<b>\$100-200</b>

## FUNERAL SERVICE WORKSHEET

*For I am convinced that neither death, nor life, nor angels, nor rulers, nor things present, nor things to come, nor powers, nor height, nor depth, nor anything else in all creation, will be able to separate us from the love of God in Christ Jesus our Lord. Romans 8:38-39*

Full Name: \_\_\_\_\_

Date and Place of Birth: \_\_\_\_\_

Date and Place of Death: \_\_\_\_\_

Type(s) of Service:     Funeral     Memorial     Graveside     Visitation

Location of Service:  Trinity     Funeral Home     Other: \_\_\_\_\_

Scripture (1-3 Selections)

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

Hymns (1-3 Selections)

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

Special Music: \_\_\_\_\_

Ordinarily, a Funeral Service consists of Scripture, Music, Prayer, and a Brief Homily. You may also choose to include:

- |  |  |
|--|--|
| <input type="checkbox"/> Prayer of Confession and Pardon | <input type="checkbox"/> The Lord's Prayer |
| <input type="checkbox"/> Affirmation of Faith            | <input type="checkbox"/> The Lord's Supper |

Fraternal, civic, or military rites requested: \_\_\_\_\_

*The funeral or memorial service at the church should be considered complete in itself, and any additional fraternal, civic, or military rites should be conducted separately (Book of Order W-4.10005), usually immediately before or after the service.*

Special Requests: \_\_\_\_\_

Memorial Gifts should be made to:     Trinity    Other: \_\_\_\_\_

*Memorial Gifts to Trinity may not be designated for a specific purpose. While we are happy to communicate memorial gifts to other organizations, under no circumstances can Trinity collect or hold memorial gifts for other persons or organizations.*

Flowers donated to:     Trinity     Homebound Members     N/A

Trinity Presbyterian Church  
1400 W. Sheley Road, Independence, MO 64052  
816-252-5893 | www.trinityofindependence.org

SAFE CHURCH POLICY  
TRINITY PRESBYTERIAN CHURCH  
OF INDEPENDENCE, MISSOURI

DEFINITION

“*Sexual Misconduct*” is the comprehensive term used in this policy to include:

- A. Child sexual abuse; including, but is not limited to, any contact or interaction between a child and an adult when the child is being used for the sexual stimulation of the adult person or of a third person. The behavior may or may not involve touching. Sexual behavior between a child and an adult is always considered forced whether or not consented to by the child. The sexual abuse definition of a child is anyone under age 18.
- B. Vulnerable adult abuse; including, but is not limited to, any contact or interaction with an adult age 18 or older who is mentally and/or physically unable to consent to or refuse sexual activity. This inability may or may not include inability to understand, give verbal consent, or physically refuse. This behavior may or may not involve touching. Sexual behavior between an adult and a vulnerable adult is always considered forced, whether or not consented to by the vulnerable adult.
- C. Elder sexual abuse; including, but is not limited to, any contact or interaction with a vulnerable adult over the age of 60 who is mentally and/or physically unable to consent or refuse sexual activity. This behavior may or may not involve touching. Sexual behavior involving an elderly adult without the mental capacity to consent – such as an adult with dementia or Alzheimer’s – is always considered forced.
- D. Sexual harassment; defined for this policy as follows: unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:
  - 1. submission to such conduct is made either explicitly or implicitly a term or condition of an individual’s employment, or their continued status in an institution;
  - 2. submission to or rejection of such conduct is used as the basis for employment decisions affecting such an individual;
  - 3. such conduct has the purpose or effect of unreasonably interfering with an individual’s work performance by creating an intimidating, hostile, or offensive working environment;
  - 4. an individual is subjected to unwelcome sexual jokes, unwelcome or inappropriate touching, or display of sexual visuals that insult, degrade, and/or sexually exploit men, women, or children.
- E. Rape or sexual contact by force, threat, or intimidation. This may include, but is not limited to: fondling; oral, genital, and anal penetration; and intercourse.
- F. Sexual Malfeasance; is defined by the broken trust resulting from sexual activities within a professional ministerial relationship that results in misuse of office or position arising from the professional ministerial relationship.
- G. Misuse of technology; use of technology that results in sexually harassing or abusing another person, including texting or emailing suggestive messages and images. It is never appropriate to view pornography on church property. When this includes a person under the age of eighteen, it is considered child abuse. Peer to peer interactions are not excluded.

## **POLICIES**

- A. Criminal background checks shall be administered when appropriate.
  - 1. All paid employees, including clergy, must submit to a criminal background check annually. No exceptions will be allowed.
  - 2. All volunteer staff who work with children or youth – such as a nursery attendant or youth worker - must submit to a criminal background check at least once every three years. No exceptions will be allowed.
  - 3. Employees and volunteers whose background checks show a history of sexual misconduct, physical violence, drug abuse, and/or felonies may not be permitted to work at Trinity.
  - 4. The results of criminal background checks will not be public church information; employees and volunteers may anticipate an appropriate level of privacy regardless of the results of the background check(s).
  
- B. Ministry with adults shall maintain an atmosphere of safety and responsibility.
  - 1. Adults should strive to meet in groups of three or more while on church campus.
  - 2. If a meeting must take place on church campus between two adults – such as between the Pastor and a member seeking confidential care – the meeting should, if at all possible, take place while other persons are in the church building, preferably in a room with either an open door or a closed door with a clear, unobstructed window.
  - 3. Sexual activity between two or more adults on church campus is prohibited at all times, even if said adults are consenting and/or married.
  
- C. Ministry with children shall maintain an atmosphere of safety and responsibility.
  - 1. Adults working with children shall observe the “Two-Adult Rule” (APPENDIX A) at all times.
  - 2. Supervisory adults should remain at each activity until its scheduled conclusion. Early dismissal of children should not be allowed, except at the express direction of a parent or guardian.
  - 3. All children at the church are the responsibility of their parent(s), and should not be left unattended.
  - 4. Parental permission forms will be required for any off premises activity involving children. These forms may be completed annually.
  - 5. On any church sponsored event, adults will provide transportation.
  - 6. Adults should strive to keep all church activities involving children in open areas where activities are clearly observable by passersby.
  - 7. Rest room supervision: If assisting younger children, doors to the facility must remain open. No child, regardless of age, should enter a public rest room alone when on a trip. Always send children in pairs and, whenever possible, with adult supervision.
  - 8. Discipline must remain compassionate and constructive at all times and never cross the line into verbal abuse. Physical discipline is strictly prohibited.
  - 9. Employees and youth volunteers may not date the youth participants with whom they work.

- D. Abuse – whether physical, sexual, mental, or verbal – is strictly prohibited. Abuse that takes place electronically, such as cyber-bullying, is not exempted.
- E. Employees and volunteers will respond to everyone with respect and consideration and will not discriminate against anyone because of sex, gender identity, sexual orientation, race, religion, culture, ability, or income.
- F. Employees and volunteers will respect each individual’s right to not be touched in ways that make them feel uncomfortable, and their right to say no. This includes friendly hugging among adults.
- G. Using or being under the influence of alcohol or drugs while working (paid or volunteer) at the church is prohibited. Use of these substances is also prohibited at any church sponsored function involving youth. This includes the use of tobacco. Exceptions shall be made for the use of wine during the Lord’s Supper.
- H. All types of harassment are prohibited, including the use of inappropriate jokes or inappropriate remarks.
- I. Employees and volunteers shall immediately report to the Pastor any behavior that seems abusive or inappropriate. This report must be made immediately and in no event more than 24 hours after the event.
  - 1. If the Pastor’s behavior seems abusive or inappropriate, then concerns should be reported to the Personnel Committee.
  - 2. If the combined behavior of both the Pastor and a member of the Personnel Committee seems abusive or inappropriate, then concerns should be reported to the church’s liaison on Heartland Presbytery’s Commission on Ministry.
- J. Abuse, suspected abuse, or neglect must be reported by the Pastor or an Elder to the appropriate authorities, including, but not limited to local police, the Children’s Division of the State of Missouri, or the Missouri Department of Health and Senior Services. This report must be made immediately and in no event more than 24 hours after the event or notification.
  - 1. Under Missouri Law, all ministers are mandatory reporters (MO 192.2405.1). Failure by a mandatory reporter to report abuse is a Class A misdemeanor (MO 565.188.1).
  - 2. Under the Book of Order, all Teaching Elders, Ruling Elders, and certified Christian educators are mandatory reporters (G-4.0302). Confidentiality may be waived if there is believed to be a risk of immediate or future harm (G-4.0301 & G-4.0302).
- K. Violation of any of the above policies shall be reported immediately to the Pastor or an Elder, and may result in termination of an employee or volunteer.

## REPORTING

If there is any knowledge or suspicion that abuse has occurred, the Pastor or a Ruling Elder shall report immediately to the proper authorities. Abuse must be reported whether it takes place on or off church campus. If the Pastor is unavailable, an Elder, preferably on Session, shall make the report. APPENDIX B may be used as a helpful tool in acquiring the appropriate information to report. ***It is imperative that volunteers not engage in questioning the alleged victim.***

The report may contain information about:

- A. The identity of the person(s) who are reporting the suspected abuse and where they can be located if further information is needed.
- B. The identity of the suspected victim and information about where he or she can be located for interview.
- C. The identity of the alleged perpetrator and information about where he or she can be located.
- D. The nature of the alleged abuse, injuries, and statements made by the alleged victim.
- E. The reporting person can also request information on the general disposition after the report has been made.

A confidential record will be kept when a report of suspected abuse or neglect is made (APPENDIX B). This notation will include the name of the agency and the staff person to whom the report was made, the date and time that the report was made, and the names of the persons making that report.

## **The Two-Adult Rule**

Simply stated, the Two-Adult Rule requires no fewer than two adults present at all times during any church-sponsored program, event, or ministry involving children.

- A. An “adult” for the purpose of this rule is defined as an individual aged 18 years or older who is of sound mental capacity. If working with high school aged children, the adult shall be no younger than 25-years-old. Adults and teenagers younger than this rule may work as helpers when deemed appropriate, but shall not be considered to fulfill the Two-Adult Rule.
- B. Two married adults shall only count as “one adult” under the Two-Adult Rule. If married adults are present with children, a third adult must be present for the Two-Adult Rule to be fulfilled.
- C. It is preferred that the two adults present not be related.
- D. The nursery is always attended by at least two adults.
- E. The youth fellowship group is always staffed with at least two adults.
- F. Confidential conversations between adult leaders and children (such as pastoral counseling or verbal discipline) shall take place with two adults present. In circumstances that require confidentiality, the second adult may stand outside the door of a meeting room *only if* the door has a visible window and both the child and adult in the room are within full view.
- G. In extreme circumstances, one adult may temporarily supervise children if three or more children are present. This should only take place if the second adult must be absent for the safety of themselves or another person (such as attending a medical emergency). Lack of proper planning or volunteer recruitment does not constitute an extreme circumstance.
- H. Hospital visits to children may be exempt from the Two-Adult Rule as hospitals are not private spaces and there is every expectation that the visit will be interrupted by numerous other adults. However, it is recommended that the Two-Adult Rule still be applied for the sake of consistency, and hospital room doors shall remain open during visits whenever possible.
- I. Adults may, at any time, be asked to disclose all electronic communication between themselves and a child of the church – this may include text messages, emails, and social media. Adults should strive to have another adult “present” in electronic communication with a child whenever possible.
- J. Under no circumstances shall the Pastor or any other church employee be exempt from the Two-Adult Rule.

The significance of this rule cannot be overstated. A church will drastically reduce the possibility of an incident of child abuse if this rule is followed. Thus, both children and adults are protected.

GENERAL BUILDING USE POLICY  
TRINITY PRESBYTERIAN CHURCH  
OF INDEPENDENCE, MISSOURI

**I. Introduction**

Trinity Presbyterian Church welcomes you! We are glad to accommodate you and/or your organization. We have several spaces within our building available for the use of the general public and are happy to assist in providing a venue for your community and fellowship.

At the same time, we ask that as you use Trinity's space, you accord the facilities respect and conduct your activities in a manner befitting the dignity of our church. The fees we assess go primarily towards reimbursing the church for the costs--in time, personnel, and money--of using the building outside of our normal operating hours. Thank you for your cooperation. We are pleased to work with you. God bless!

**II. Fees and Deposits**

<u>Facility In Use</u>	<u>Member</u>	<u>Non-Member</u>
Founders Hall	No Charge	\$150.00
Kitchen/Fellowship Hall	No Charge	\$150.00
Sanctuary	No Charge	\$300.00
Classrooms/Nursery	No Charge	\$50.00

**CLEANING DEPOSIT:**

**In addition to the above use fees, a \$50.00 cleaning deposit is also required of non-members. This cleaning deposit will be refunded upon completion of the event, provided areas used have been cleaned following the below guidelines. Deposits are subject to forfeit if it is determined cleaning requirements are not met. Users shall be responsible for all damages, i.e. sink stoppage, breakage**

**III. Cleaning and Catering**

Please adhere to the following cleaning guidelines for each particular space in order to receive your cleaning deposit back in full.

1. **Sanctuary:** Vacuum carpeted areas that have been trafficked during use; return any furniture to its original configuration; do not disturb any religious items (including baptismal font, communion table, pulpit paraments, wall banners)
2. **Founders Hall:** vacuum areas that have been trafficked during use; return furniture to its original configuration; clean up the kitchen sink area outside the Fellowship Hall (if used); clean up the bathrooms (if used)

3. **Kitchen and Fellowship Hall:** Clean stove and or microwave if used, wash all dishes, silverware, utensils, etc. used; clean counter tops; sweep and mop floors; remove trash to outside trash bin; return furniture in dining area to original configuration
4. **Classrooms/Nursery:** vacuum/sweep areas that have been trafficked during use; clean off classroom tabletops; sanitize toys and changing table used (nursery only)
5. **Bathrooms (any that are used):** assure toilet is flushed and cleaned and sink area is wiped clean

**\*\*ALL CLEANING MUST BE COMPLETED AND AREA VACATED BY 9:00 PM ON THE NIGHT OF USAGE.\*\***

#### **IV. Building Use Procedures**

- 1) Trinity's **Building and Grounds Committee** is responsible for the rental/use of all church facilities.
- 2) The Building and Grounds Committee (or committee chair) must obtain the **Session Committee's** approval prior to confirming a date for use
- 3) At the time a date is set and approved by the Session, the Building & Grounds Committee will assign a "Building Use Coordinator" for the use of the church areas so designated. This "Building Use Coordinator" will set up a meeting to fill out the **Building Use Coordinator Checklist** (see below) and collect fees and cleaning deposits.
- 4) If the use is for a wedding or funeral, please contact the Pastor directly in order to schedule a date and request Trinity's separate "**Wedding Policy**" or "**Funeral Policy**" guidelines.
- 5) Florists or others selected for decorating during your event will be required to observe the following restrictions:
  - a. The use of nails, screws, and tape to affix decorations onto church furniture (i.e. tables, pews, organ, pulpits) is prohibited. Wire or pipe cleaners *can* be used to attach decorations to furniture.
  - b. No candles or candelabra may be used over carpeted areas in the church without proper protection (i.e. plastic/fabric drop cloths.) Carpet must be completely protected from all candle drippings. No candles or candelabra may be used on the Communion Table.
- 6) All activities in our facility should be conducted with dignity and respect for the church. No alcoholic beverages shall be served at the church, and Trinity Presbyterian Church is smoke-free.

## Building Use Coordinator Checklist

Rental/Use (**TYPE OF ACTIVITY**): \_\_\_\_\_

Date(s) requested: \_\_\_\_\_

Areas requested (**MARK YES or NO**): Sanctuary \_\_\_\_\_; Founders Hall \_\_\_\_\_;  
Kitchen \_\_\_\_\_; Fellowship Hall \_\_\_\_\_; Classroom \_\_\_\_\_;  
Nursery \_\_\_\_\_.

Users Name: \_\_\_\_\_; Phone#: \_\_\_\_\_

Building Use Coordinator Name: \_\_\_\_\_; Phone# \_\_\_\_\_

1. [ ] Ensure everyone is clear on deposits & fees; (See page 1)
2. [ ] Fees Paid
3. [ ] Cleaning Deposit paid
4. [ ] Date & Time building needs to be open: \_\_\_\_\_  
\_\_\_\_\_
5. [ ] Turn on A/C or Furnace as required 4 hours prior to opening building.
6. [ ] Decorating: The florist or others selected will be required to observe the limitations and restrictions which follow.
  - a. [ ] The use of nails, screws, and tape to affix decorations onto church furniture (i.e. tables, pews, organ, pulpits) is prohibited. Wire or pipe cleaners *can* be used to attach decorations to furniture.
  - b. [ ] No candles or candelabra may be used over carpeted areas in the church without proper protection (i.e. plastic/fabric drop cloths.) Carpet must be completely protected from all candle drippings. No candles or candelabra may be used on the Communion Table.
7. [ ] All activities in our facility should be conducted with dignity and respect for the church. No alcoholic beverages shall be served at the church, and Trinity Presbyterian Church is smoke-free.
8. [ ] **CLEANING REQUIRED AS FOLLOWS PRIOR TO RETURNING THE DEPOSIT. Users shall be responsible for all damages; I.E. Sink stoppage, and breakage.**
  - a. [ ] **SANCTUARY:** Vacuum carpeted areas that have been trafficked during use; return any furniture to its original configuration; do not disturb any religious items (including baptismal font, communion table, pulpit paraments, wall banners)
  - b. [ ] **FOUNDERS HALL:** vacuum areas that have been trafficked during use; return furniture to its original configuration; clean up the kitchen sink area outside the Fellowship Hall (if used); clean up the bathrooms (if used) items used

and clean counter tops, sweep and damp mop floors, remove trash to outside trash barrel

- c. [ ] KITCHEN & FELLOWSHIP HALL: Clean stove and or microwave if used, wash all dishes, silverware, utensils, etc. used; clean counter tops; sweep and mop floors; remove trash to outside trash bin; return furniture in dining area to original configuration
- d. [ ] CLASSROOMS/NURSERY: vacuum/sweep areas that have been trafficked during use; clean off classroom tabletops; sanitize toys and changing table used (nursery only)
- e. [ ] BATHROOMS: assure toilet is flushed and cleaned and sink area is wiped clean
- f. [ ] **Any and all “Trinity Presbyterian Church” cleaning equipment used by “rental/user” shall be cleaned(mop & mop buckets) and returned to proper storage space.**
- g. [ ] **All items removed and cleaning must be completed by no later than 9:00 PM on the day of use.**

## GIFT ACCEPTANCE POLICY

As a not-for-profit organization, Trinity Presbyterian Church relies on the financial and real gifts of its members and community to carry out its mission. Giving to the church gives glory to God, provides joy for the giver, and provides services for those in need. The following policy shall guide both givers and session in the appropriate acceptance of gifts. This policy is to be interpreted graciously to make it possible for donors to achieve their goal of furthering the church ministry and mission through their generous gifts.

1. Trinity will gratefully receive gifts – monies, services, or goods – for the purpose of supporting the church programs, staff, ministry, and mission, as well as providing for the upkeep, maintenance, and enhancement of the physical facilities of the church.
2. Gifts may be made outright, as planned gifts, or as gifts deferred in wills and trusts or contingent on future events. Gifts may be made with various kinds of assets.
3. Each church member is encouraged to make a financial pledge each year so that the church may maintain a balanced and realistic budget.
4. All gifts will be classified as unrestricted and undesignated unless made in response to an announced campaign, such as a Capital Campaign or Special Offering. All announced campaigns must be approved by the Session.
5. Session may choose, by vote, to accept restricted or designated funds in special circumstances. Any such gift must be approved by the Session before the gift is accepted, and expenditures from restricted gifts must have prior Session approval.
6. Trinity reserves the right to decline any gift.
7. Trinity's Session, Financial Secretary, and Treasurer shall hold in confidence our givers' privacy, including names of donors, amounts donated, and contact information.
8. On occasion, Trinity may wish to honor a giver for particular generosity and faithfulness; this shall only be done with the express permission of the giver (or the giver's family, if deceased).
9. Payment of pledges to the annual stewardship campaign shall be acknowledged quarterly in writing.
10. Gifts to the Memorial Fund shall be acknowledged in writing as the need arises.
11. Trinity shall not assign values to any gift other than cash. Any required appraisals or receipts are the responsibility of the giver.
12. Trinity is unable to advise givers on any tax incentives or consequences of gifts.
13. The Session may make any changes or grant exception based on special circumstances it deems necessary. If there are any concerns that a potential gift may not agree with the above policy, Session alone is authorized to make a final decision by vote.

## REIMBURSEMENT OF APPROVED EXPENDITURES

1. From time to time, church members or staff may request a financial reimbursement from the Treasurer for goods or services purchased on behalf of the church.
2. From time to time, the Pastor may request a financial reimbursement from the treasurer for goods or services purchased on behalf of the church. This may include, but is not limited to, professional expenses.
3. Purchase of goods or services does not guarantee reimbursement.
4. All reimbursements must be approved by the committee chair for whom the goods or services were purchased.
5. If the committee chair purchases goods or services, that expenditure must be approved by the Pastor or Clerk of Session.
6. If the Pastor purchases goods or services, that expenditure must be approved by the appropriate committee chair or the Clerk of Session.
7. All reimbursement requests submitted to the Treasurer must include a receipt and Purchase Order Vouchers.
8. Purchase Order Vouchers may be obtained in the church office, and require information such as the date of request, amount requested, description, budget line number, and names of the payee and requester.
9. All Purchase Order Vouchers require the signature of the Pastor, Committee Chair, or Clerk of Session.
10. Reimbursements will ordinarily be given in the form of a check.