

Polk Presbyterian Church
Manual of Administrative Operations
Revision 1.0

November 2023



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INTRODUCTION

This manual is requirement by the Presbyterian Book of Order G-3.0106 *Administration of mission*. In this manual we seek to provide one-stop-shopping for ALL church members and staff in an effort to improve overall efficiency in our daily operations.

SCOPE

This manual applies to all church members and staff and will be followed at all times during the administration of the Polk Presbyterian Church (PPC).

ROLES AND RESPONSIBILITIES

Pastor. The pastor is the primary spiritual leader and paid employee of the church.

- Acts as moderator during all meetings.
- Can only provide advice and guidance and is not a voting member in any meeting or quorum.

Ruling Elders. Elders are elected in accordance with the Book of Order section G-2.04 and our by-laws (see appendix A)

- Tend to the mission and and spiritual needs of members of the congregation
- Create and maintain policies and procedures for the efficient operation of our church.
- Attend stated meetings unless previously excused

Clerk of Sessions. The Clerk of Sessions serves as the senior-most elder. The clerk controls the overall operation of the church.

- Represents the church during awards and special functions.
- Maintains and controls the Records of the Church and Session Meeting Minutes.
- Directs Session meetings along with the moderator and ensures the procedural use of *Robert's Rules* by session members.
- Records the meeting minutes for session and ensures the timely archival of these minutes.

Treasurer: The Treasurer is responsible for control of the finances of the church.

- Pays all Church debts and bills in a timely fashion.
- Publishes a monthly Financial report before session meetings so that they can be scrutinized.
- Actively Seeks opportunities to save and invest church funds.
- Prepares the annual budget with the guidance of the session.

Secretary. The secretary maintains the records of the church.

- Publishes weekly bulletins.
- Creates the slide show for each service.
- Maintains the Session Minutes and Church Record under the direction of the Clerk of Sessions.

Trustees. Trustees are the legally recognized representatives of the Incorporated Polk Presbyterian Church.

- Authorize build maintenance and repair activities.
- Contacts contractors and schedules/coordinates church access for repairs, maintenance and inspection activities.
- Sign legal contacts and documents including deeds and bills of sales.

SECURITY

Security Policy

The church is maintained and facility controlled in such a fashion as to deter attacks and prevent unauthorized access and theft of church property. All doors will remain locked unless the church facility is in active use. All exterior doors have “crash bars” which provide a safe means of egress during emergency.

1. **If the primary use area is Friendship hall** in the basement, the only door that should unlocked is the basement door.
2. **If the primary use are is the sanctuary** the only door that should be unlocked is the front entrance.
3. **Key Control.** All keys will be inventoried and controlled using a key control log. The log and any extra keys will be maintained by the Trustees and secured in the locked file cabinet

in the pastor's office. If key control is lost, new locks will be installed and keys reissued and controlled according to this procedure. See Appendix F for the sample Key Control Log.

4. If practical, a camera monitoring system will be maintained to record a record of comings and goings at our church.

FACILITY USE AND MAINTENANCE

Facility Use. The church and its grounds are available for use by any group with the permission of session. No fee will be applied, but a donation will be accepted for facility use. The facility and grounds will be returned in as good or better condition as in which it was found. Failure to clean-up or report breakages will result denial of facility use in the future.

Facility Maintenance. The church facility and grounds are the responsibility of the Trustees of the church.

1. Lawn care may be contracted, however such a contract will be approved by session.
2. Facility cleaning may be contracted to a janitor or janitor service, however such a contract will be approved by session.
3. Safety repairs require IMMEDIATE response by the trustees. If a safety item cannot be repaired before the next facility use, the defective item will be condoned off or marked as out of service.
4. Routine repairs can be contracted if not in the repair scope of the trustees skill set. Large expenditures over \$5,000 will require approval by session and a church quorum.
5. Routine inspections are:
 1. Chair Lift requires annual inspection before the end of each calendar year.
 1. Contact a contractor such as EMS (Elevator Management services) at (412)-204-7059. Replacement Elevator certificates (good for 5 years) are ordered through the state at the PA department of Labor and Industry.
 2. Fire extinguisher inspections are required yearly on the month punched on the inspection card. Current inspection is due in December. Contractor is Secure Site (800) 580-7958
6. Commonly used contractors list:

A. Deets Mechanical (814) 501-6204. Plumbing and HVAC repair.

B. Jim McCall Construction (814) 673-7704. General contracting and snow removal.

Loaning of Church Owned Equipment

Equipment may be loaned out to church members or outside organizations with the approval of a member of session. The session member who approves the equipment loan will complete a sign-out log (see appendix F) and is ultimately responsible for equipment return to the church. Before leaving the church premises, each item will be conspicuously marked “Polk Presbyterian” using a permanent marker, etching or other permanent marking.

Electronic Meetings (How to Guide)

We currently utilize Zoom meeting software and pay a monthly fee for this service. In general, to utilize Zoom a phone app or computer may be used. The initiator creates a meeting space in zoom, then sends out an invitation to the meeting members with an access code.

The weekly **Wednesday bible study group** meets every Wednesday at 6:30 PM and has a permanent meeting space and can be found on the Polk Presbyterian website at the following address: <https://polkpresbyterianchurch.com/worship-materials>. Navigate to *Worship Materials*, *BibleStudy Materials* then “click to join” . Use meeting: 559 705 244. Alternately, from a Cell Phone dial 19292056099,,559705244#

FAMILY AND MEDICAL LEAVE (Reference FMLA PA) <https://www.hrm.oa.pa.gov/Leave/forms/Pages/fmla-spf.aspx>

Although the state of Pennsylvania doesn't have it's own laws, eligible employees covered by FMLA in PA, just as they are in every other state. The federal law provides unto 12 weeks of leave in any 12-month period, for qualifying reasons such as giving birth or treating a serious health condition

Polk Presbyterian FMLA Policy

Employees that have one year of service and have worked at least 1,250 hours during the previous 12-month period; prorated for most permanent part-time employees (900 hours).”

Employees who meet the criteria above all applicable accrued sick leave, including sick family and additional sick family leave *must* be used before any other paid or unpaid absence.

FMLA leave will not be paid by the church as a matter of financial practicality.

Boundary Training

Boundary training provide guidance to those who are not familiar with situations where personal interaction may be misunderstood due to personal differences. A slide show is available on the church web site under the Governance Documents tab. The training form in the presentation needs to be printed and signed to receive credit for the training. Training is required every three years and training certificates will be kept in a secure file format for at least 3 years.

REVISIONS AND REVIEWS

The revision of this document and attached policies will be accomplished by session members on an as-needed basis or when applicable laws change. It will be approved by session.

One exception is the revision of the By-Laws which require approval by the session and congregation.

Appendix A

Key Control Log

Name of Keyholder	Date Issued	Issued by (trustee only)

Appendix B

Equipment Sing-Out Log

Item Description	QTY	Date Issued:	Issued to:	Issued by: (Session Member only)