

Harmony Independent Presbyterian Church

Manual of Operations

Adapted and approved by the Congregation and Session of the Church
on the (blank) day of (blank) month of the year 2021.

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Table of Contents

Appendices.....	3
Item 1: PURPOSE OF HARMONY.....	4
Item 2: CORPORATION BYLAWS.....	4
Item 3: BOARD OF TRUSTEES.....	4
Item 4: CHURCH MISSION.....	5
Item 5: CHURCH SCHEDULE.....	5
Item 6: NOTICE OF MEETINGS AND EVENTS.....	6
Item 7: CHURCH MEETINGS.....	6
Item 8: MEETINGS OF THE CONGREGATION.....	6
Item 9: QUORUMS.....	7
Item 10: PROCEDURES FOR RECEIVING AND NURTURING NEW MEMBERS.....	7
Item 11: PROCEDURE FOR REMOVING NON-PARTICIPATING MEMBERS FROM THE ROLL.....	7
Item 12: MEMBERSHIP ROLLS.....	8
Item 13: WORSHIP.....	8
Item 14: SACRAMENT OF THE LORD'S SUPPER.....	9
Item 15: SACRAMENT OF BAPTISM.....	9
Item 16: MARRIAGES.....	9
Item 17: PASTORAL DUTIES.....	9
Item 18: SUBSTITUTION FOR THE PASTOR.....	10
Item 19: WORSHIP LEADERS.....	10
Item 20: HVAC CONTROLLER.....	10
Item 21: SEXUAL MISCONDUCT POLICY.....	10
Item 22: SUNDAY SCHOOL.....	11
Item 23: THE MODERATOR.....	11
Item 24: THE CLERK.....	11
Item 25: FINANCES.....	11
Item 26: THE TREASURER.....	12
Item 27: INSURANCE.....	13
Item 28: THE NOMINATION PROCESS FOR ELECTION OF OFFICERS OF THE CHURCH.....	13
Item 29: PREPARATION AND EXAMINATION OF THOSE ELECTED TO SERVE.....	13
Item 30: ORDINATION AND INSTALLATION OF OFFICERS.....	13
Item 31: REMOVAL OF CHURCH OFFICERS.....	13
Item 32: CHURCH SESSION: OFFICERS AND DUTIES.....	14
Item 33: GENERAL RESPONSIBILITIES OF THE SESSION.....	15
Item 34: ADMINISTRATIVE STAFF.....	15
Item 35: COMMITTEES.....	15
NOMINATING COMMITTEE FOR THE OFFICE OF ELDER.....	16
EVANGELISM AND CONGREGATIONAL CARE COMMITTEE.....	16
WORSHIP AND CHRISTIAN EDUCATION.....	18
CHRISTIAN EDUCATION.....	19
BUILDINGS AND GROUNDS.....	19
Item 36: SESSION RESOLUTIONS.....	20
Item 37: FISCAL YEAR.....	20
Item 38: CORPORATE SEAL.....	20
Item 39: CORPORATION BYLAWS.....	20
Item 40: LIQUIDATION.....	21
Item 41: INDEMNIFICATION OF TRUSTEES.....	21
Item 42: CEMETERY DEED.....	21
Item 43: HARMONY POLICIES.....	22
Approval of this manual;.....	22

Appendices

Cemetery Policy
Facility Usage Policy
Sexual Harassment Policy

Item 1: PURPOSE OF HARMONY

Harmony Independent Presbyterian Church has been called by God and organized to proclaim the good news of Jesus Christ, to minister to the need of members of the congregation and residents of the community, and to promote peace and justice in the world.

This manual shall be reviewed and updated annually to reflect all objectives and purposes of the session and the church.

Item 2: CORPORATION BYLAWS

Harmony Independent Presbyterian Church is incorporated in accordance with the laws of the state of North Carolina. These bylaws are included in the incorporation documents, consistent with the laws of this state. Both ecclesiastical and corporate business may be conducted at the same meeting of the Congregation. All persons on the active roll of the church shall be members of the Corporation. The roll of active members is established and maintained by the Session. The Session at Harmony Independent Presbyterian Church will review rolls annually.

Item 3: BOARD OF TRUSTEES

As stated in the bylaws of the Incorporation of Harmony Independent Presbyterian Church, the Trustees shall be those persons elected, installed and serving as ruling Elders of the Church. The number of Trustees of the church always shall be the same as the number of members of the Session in active service. It is required to elect officers and hold a meeting annually. Termination, for any cause, of the active membership of a Trustee shall automatically terminate such person as a Trustee of the Corporation. Special corporation meetings may be held at any time upon the call of the Session. Notice must be given prior to a meeting, or meetings may be held at any time without notice if all the Trustees are present or if those not present waive notice of the time, place and purpose of the meeting. One half of the Trustees shall continue a quorum. For the transaction of business, a quorum must be present.

The Officers of the Board of Trustees are the Chairman, Vice Chairman and Secretary. The Board of Trustees may also appoint such other officers and agents as may be deemed necessary for the transaction of the affairs of the Corporation. The duly elected Clerk of the Session is also the Secretary of the Board of Trustees. These officers are to

be elected annually by the Board of Trustees.

The Duties of the Trustees are:

1. To receive, hold, encumber, manage and transfer property, real or personal, for the church
2. To accept and execute deeds of title to such property
3. To hold and defend the title to such property
4. To manage any permanent special funds for the furtherance of the purposes of the church

Provided further, that in buying, selling and mortgaging real property, the trustees shall act only after the approval of the Congregation granted in a duly constituted meeting.

Item 4: CHURCH MISSION

The Church's life and mission are a joyful participation in Christ's ongoing life and work. Harmony Independent Presbyterian Church seeks to implement the following "great ends of the Church".

1. The proclamation of the Gospel for the salvation of mankind
2. The shelter, nurture and spiritual fellowship of the children of God
3. The maintenance of divine worship
4. The preservation of the truth
5. The promotion of social righteousness, and the exhibition of the Kingdom of Heaven to the world.

The mission of Harmony Independent Presbyterian Church is to guide the Congregation through their journey of spiritual growth by offering a comforting environment, a shoulder to lean on and someone to listen in a supportive community with open-mindedness, friendship and an uplifting message. Harmony Independent Presbyterian Church seeks to minister to the Congregation and the community through worship, discussion, prayer, and meditation, all provided in a warm, caring, and loving environment.

This mission should be implemented consistently, with commitment.

Item 5: CHURCH SCHEDULE

The Worship and Christian Education Committee is responsible for scheduling church events, special services, etc. This committee will meet at least quarterly and more often if needed. The calendar that is proposed by the Worship and Education Committee is to be reviewed and approved by the Session.

Item 6: NOTICE OF MEETINGS AND EVENTS

Reasonable notice as determined by the Session shall be given prior to Congregational and special Session meetings and observance of Communion. Sessions and Congregations can now determine how much notice is needed. It is the current policy of Harmony Independent Presbyterian Church that notice shall be given at regular services of worship on two successive Sunday(s) prior to each Congregational meeting or observance of Communion. Special Session meetings may be called as needed upon announcement from the pulpit that a meeting is needed provided that a quorum of the Session (the Moderator and one-half of membership) is present.

Item 7: CHURCH MEETINGS

All church meetings shall be opened and closed with prayer, and a duly constituted quorum must be present (the Moderator and one tenth of the active membership). Meetings shall be conducted in accordance with the most recent edition of *Robert's Rules of Order*.

Item 8: MEETINGS OF THE CONGREGATION

The Congregation shall hold its annual meeting to select members to serve on the Officer Nominating Committee on the third Sunday in October. This meeting will be held in the sanctuary and will convene immediately following the morning service.

The Congregation shall hold its annual meeting to receive the report of the Nominating Committee for church officers and to elect two elders for the next three year term on the second Sunday in November. This meeting will be held in the sanctuary and will convene immediately following the morning service.

The Congregation shall hold its annual meeting of Incorporation on the third Sunday in January. The business at that meeting shall include, but not be limited to, the following:

1. Financial report for the previous year
2. Budget for the current year adopted by the Session (for information only)
3. Any proposed changes in the terms of call for the pastor
4. Review of reports from the pastor, the Session, and all church organizations

5. Any other business needing to come before the Congregation

This meeting will be held in the sanctuary and will convene immediately following the morning service.

All active members of the Congregation that are present are entitled to vote. The quorum of the meetings shall be the Moderator and one-tenth of the active membership. Neither absentee ballot nor voting by proxy shall be permitted in any meetings.

Item 9: QUORUMS

The quorum of the Session shall be the pastor or other presiding officer and one half of the elected Elders, but no fewer than two. The quorum of a committee shall be at least half of its appointed members. The quorum of a meeting of the Congregation shall be the Moderator and one-tenth of the active membership.

Item 10: PROCEDURES FOR RECEIVING AND NURTURING NEW MEMBERS

The Congregation receives, welcomes, and nurtures all persons who trust in God's grace in Jesus Christ and desire to become part of the fellowship and ministry of His Church. Persons are welcomed into membership of Harmony by Profession of Faith, Reaffirmation of Faith, or by Transfer of Certificate. Persons requesting to be members shall be interviewed by the Pastor and the Session.

Item 11: PROCEDURE FOR REMOVING NON-PARTICIPATING MEMBERS FROM THE ROLL

In the event a member should become inactive, and it is deemed necessary to remove their name from the active roll, the following procedure shall be followed:

1. Personal contact shall be made with the member by the Pastor or an Officer of the Church by visitation, phone or note, encouraging them to attend and advising them of the fact that they could be removed from the active rolls. The Pastor or Officer should also discuss ways and means for the member to be kept on the active roll.
2. If, after these efforts are made, and the member is still not an active participant in the activities of the church, notification shall be made by a letter, a copy kept on file for the church records, stating the necessity for removal from the roll. The member shall then be removed from the roll,

as duly voted by the Session. A copy of the letter of intent shall be kept on file in the church study.

Item 12: MEMBERSHIP ROLLS

There shall be rolls of baptized, inactive, active and affiliate members.

- **Active Members** are persons who have made a profession of faith in Christ, have been baptized, have been received into membership of the church, have voluntarily submitted to the government of the church, and participate in the church's work and worship. The Session may delete names from the roll upon request, upon transfer of membership, or upon designation of inactivity after a period of two years. However, the Session is not required to purge rolls of Active Members
- **Inactive Members** are those who have ceased to participate actively in the work and worship of the Congregation for a period of at least two years. However, the Session of Harmony Independent Presbyterian Church voted to maintain an inactive member roll
- **Affiliate Members** are the members of another congregation of this denomination or of another denomination or Christian body, who have temporarily moved from the community where the congregation of membership is situated and have been received by the Session as an affiliate member. They may participate in the life of the congregation in the same manner as an active member except that an affiliate member may not vote in Congregational meeting or be elected to ordered ministry or other office in the Congregation
- **Baptized Members** are persons who have received the Sacrament of Baptism, whether in this Congregation or elsewhere, and who have been enrolled as a baptized member by the Session, but who have not made a profession of faith in Jesus Christ as Lord and Savior. Such baptized members received the pastoral care and instruction of the church and may participate in the sacrament of the Lord's Supper. Baptism, whether administered to those who profess their faith or to those presented for baptism as children is one and the same Sacrament

Item 13: WORSHIP

The Session shall ensure that services of worship of God are regularly and reverently

held. The Worship and Education Committee maintains and supports worship and directs special events and services.

Item 14: SACRAMENT OF THE LORD'S SUPPER

Communion shall be celebrated at least quarterly, as well as at other special times including World Wide Communion and Homecoming as the Session may decide in accordance. Public notice is to be given at least two weeks in advance: The invitation to the Lord's Supper is extended to all who have been baptized, children and adults.

Item 15: SACRAMENT OF BAPTISM

Baptism is celebrated in a service of public worship and shall be authorized by the Session, administered by a Teaching Elder or Ruling Elder commissioned to pastoral service or the current Pastor. The congregation is represented by one or more members of the Session. The Pastor and Session shall meet with and interview candidates for Baptism and/or with the parents of children being presented for baptism acquainting them with the significance of what God is doing in the act of Baptism.

Item 16: MARRIAGES

For Christians, marriage is a covenant through which a man and a woman are called to live out together, before God, their lives of discipleship. In a service of Christian marriage, a lifelong commitment is made to each other, publicly witnessed and acknowledged by the community of faith.

Item 17: PASTORAL DUTIES

Stated Supply Pastor: This position generally is responsible for all the ministerial staff duties. The Pastor is under contract to the church. The contract term is one year and is renewable each year. The contract sets the pay for the Pastor and the term.

Job Description: Reports to: Session
Term: Annual Agreement
Salary: Annual Agreement
Hours: 12, minimum, per week

Duties:

1. Proclaims, teaches, embodies, and encourages the good news of Jesus Christ

2. Provides pastoral care to the members of the church
3. Visits potential members of the church
4. Plans and leads the regular and special worship services of the church
5. Serves as Moderator of the Session and Congregation
6. Oversees, with the Session, all activities of the church
7. Shares in the ministry of the church in the governing bodies above the Session and in ecumenical relationships

Item 18: SUBSTITUTION FOR THE PASTOR

In the event that the resident Pastor is not available for a Worship Service, a substitute Pastor will be hired. The Resident Pastor may nominate the person that he would like to take his place to the Worship Committee and will then be approved by the Session. The guest Pastor will be paid at a level as determined by the Session. At this time that would be \$100 for a service.

Item 19: WORSHIP LEADERS

At the Pastor's discretion, there shall be a designated Worship Leader at every Sunday morning Worship Service.

The duties of that position are;

1. After the opening prayer by the Pastor, perform the Greeting, Concerns of the Church, Prayer list, and birthday and anniversary announcements
2. Lead the Responsive Reading
3. Announce the Hymns
4. Lead the Prayer of Confession
5. Lead the Affirmation of Faith, the Apostles Creed
6. Introduce the Special Music
7. Call for the Ushers to collect the Tithes and Offerings

Item 20: HVAC CONTROLLER

This person has the responsibility of coming to the church on Saturday or early Sunday before a Worship Service in order to set the building HVAC thermostat so that it is at a comfortable temperature prior to persons arriving. They will also perform the same function prior to any church special events.

Item 21: SEXUAL MISCONDUCT POLICY

The Session of Harmony Independent Presbyterian Church approved and adopted a

Sexual Misconduct Policy on 10/20/2013. A copy is included in the policy section of this manual and a copy is on file in the Pastor's' Study.

Item 22: SUNDAY SCHOOL

Sunday School is conducted each Sunday under the direction of the Worship and Christian Education Committee, who recommends the curriculum to the Session. It is the responsibility of the Session to review and annually approve the curriculum. In addition, teachers and substitutes are approved annually by the Session.

Item 23: THE MODERATOR

The Moderator is the Pastor or the Stated Supply Pastor serving the church. The Moderator convenes and presides at all meetings of the Session, stated and called, and congregational meetings. The Moderator reports any problem, spiritual, administrative, or personal which relates to the welfare of the church and serves as an advisory member of all committees and Session task forces. The Moderator has oversight of the church staff.

Item 24: THE CLERK

The Clerk of Session is elected annually. The Clerk is a ruling Elder but does not have to be a member of the Session to serve as Clerk. If not a member, the Clerk does not have a vote on any issue. The Clerk keeps minutes of all meetings of the Session, ensures that the minutes are approved and endorsed, and reports all Session action to the Congregation. The Clerk presents and answers communication on behalf of the Session. In preparation for the stated meeting of the Session, the Clerk notifies the Elders, prepares an agenda, and assists the Moderator during the meetings. The Clerk issues Baptismal and membership certificates, sends letters of transfer for membership and maintains records of all Baptisms, Marriages and Deaths in the record books for the church. The Clerk serves as secretary for Congregational Meetings, keeps minutes of all meetings of the Congregation and ensures that the minutes are approved and endorsed.

Item 25: FINANCES

It is the responsibility of the Session to prepare and adopt a budget to support the Congregation's mission and determines the distribution of the Congregation's benevolences. This includes authorizing offerings and accounting for the proceeds of such offerings and their disbursements, providing full information to the Congregation concerning its decisions in such matters.

The Session must review budget procedures, including budgeting adequate property and liability insurance. The Session shall elect a treasurer for such term as the Session shall decide and shall supervise the work of the treasurer. It has been determined that the treasurer will be elected annually at Harmony. Also, a full financial review of all financial books and records shall be conducted annually by a member of the congregation.

Item 26: THE TREASURER

The Treasurer is an officer of the church. The Session shall elect a treasurer annually. The responsibility of the Treasurer is to manage the finances of the church. The treasurer is authorized to sign checks and conduct other financial business as approved by the Session. Sessions shall, in no case, fail to observe the following procedures:

1. All offerings shall be counted and recorded by one person, either by the Treasurer or another member selected by the Session
2. Financial books and records adequate to reflect all financial transactions shall be kept and shall be open to inspection by authorized church officers at reasonable times
3. Periodic, and in no case less than annual, reports of all financial activities shall be made to the Session or entity vested with financial oversight

Duties of the Treasurer.

1. Prepare an annual budget based on needs of the leadership committees and present it to the Session at the beginning of the year to be reviewed and approved
2. Manage a checking account, and invested funds: savings account, certificates of deposits, etc
3. Submit a quarterly finance report to the Session which includes income from tithes and offerings, special offerings, and expenditures. Maintain a comparison to actual and budgeted committee funds and maintain a running balance of all funds
4. Count and deposit tithes and offerings as received
5. Pay Bills. Write checks for the Session approved recipients, special offerings, per capita, missions, etc
6. Prepare the quarterly sales tax refund report

7. Submit a year end finance report to the Session
8. Prepare annual 1099 reports
9. Prepare and arrange for an annual audit of the church books
10. Maintain a listing of memorials given
11. Make payments to the Pastor for salary and mileage

Item 27: INSURANCE

The Session shall obtain property and liability insurance coverage to protect the churches facilities, programs, staff, and elected and appointed officers.

Item 28: THE NOMINATION PROCESS FOR ELECTION OF OFFICERS OF THE CHURCH

Ruling Elders are men and women elected by the congregation from among its members. These elders shall be nominated by a committee elected by the Congregation, drawn from its members. This committee shall consist of at least three active members of the congregation and shall include at least one ruling Elder who is currently serving on the Session and who shall serve as chair of the committee. The pastor may serve ex officio and without vote. When elections are held, full opportunity shall always be given to the Congregation for nominations from the floor of the congregational meeting. A majority of the active members present and voting shall be required to elect.

Item 29: PREPARATION AND EXAMINATION OF THOSE ELECTED TO SERVE

Training classes are held to train elected Elders. After a period of study and preparation the Session shall examine them as to their personal faith; knowledge of the doctrine, government, and discipline contained in the Constitution of the Church, and the duties of the ministry.

Item 30: ORDINATION AND INSTALLATION OF OFFICERS

The service of ordination and installation shall focus upon Christ and the joy and responsibility of serving him through the mission and ministry of the church. It shall include a sermon appropriate to the occasion.

Item 31: REMOVAL OF CHURCH OFFICERS

In the event that a Church Officer has failed to perform his/her duties properly they can be removed by the following procedure;

A recommendation for removal may be made by the Pastor or a member of the

Session. The Session must approve the recommendation by a majority vote at a Called Session Meeting where all current members of the Session are present. After Session approval is given a Congregational Meeting must be held and approval obtained by a majority vote, if a quorum is present and voting.

Item 32: CHURCH SESSION: OFFICERS AND DUTIES

The Session is the council for the Congregation. It shall be composed of those persons elected by the Congregation to active service as ruling Elders, together with all installed pastors and associate pastors. Congregations should elect persons of wisdom and maturity of faith, having demonstrated skills in leadership and being compassionate in spirit. They are chosen by the Congregation to discern and measure its fidelity to the Word of God, and to strengthen and nurture its faith and life. Ruling Elders, together with Teaching Elders, exercise leadership, government, spiritual discernment, and discipline and have responsibilities for the life of a Congregation as well as the whole church, including ecumenical relationships. They shall serve faithfully as members of the Session.

Four Elders, the Moderator, the Clerk and the Treasurer, make up the Session and Officers. One class of Elders shall be elected each year at the annual meeting for a three-year term. No Elder shall serve for consecutive terms, either full or partial, more than six years. These term restrictions may be waived for specific situations, such as a limited number of eligible prospects. If necessary, the nominating committee shall nominate a successor for a vacancy, to be elected by the Congregation for the unexpired portion of a vacated position's term. Those elected as Elder shall be prepared and examined by the Session. The pastor shall be the Moderator of the Session, and the Session shall not meet without the pastor or designated Vice Moderator. All members of the Session are entitled to vote. In the event that there is not a regular Pastor, the Vice Moderator shall assume the duties of the Moderator. The Session is also the Corporation Board of Trustees.

The duties of the officers are as follows:

1. Attend Worship Services, Sunday School, and church functions faithfully
2. Support the church and participate in the stewardship program
3. Keep the minister informed about the needs of the people
4. Participate on the Session committees, providing leadership for the church
5. Faithfully attend and participate in Session meetings
6. Serve communion elements to the people and shut ins
7. Lead the Congregation in participation of the church mission and

- opportunities of evangelism
8. See specific committees for other Session responsibilities

Item 33: GENERAL RESPONSIBILITIES OF THE SESSION

We need to "strengthen the things that remain" (Hebrews 12:27) to maintain existing programs and initiatives, and move forward into new ventures in faith. To this end, the Session of Harmony Independent Presbyterian Church will be organized and conduct its affairs with the following standards of practice.

RECORDS: The Session shall ensure that there are proper and adequate minutes, duly approved and other records.

MEETINGS: The Session meets at a day and time determined by a majority vote by the Session and the Session Moderator and at least quarterly. The Moderator may call a special meeting at any time, with reasonable notice given to all members. The quorum of a meeting shall be the Moderator and one half of the members.

VACANCIES OR ABSENCES: When an elected office falls vacant, or an officer is absent for a three month period or more, the Pastor or Moderator has the authority to appoint a person temporarily to fill the office until an election can be held, or the officer resumes his/her duties. That would need to be approved by the Session. The replacement would be only for the duration of the calendar year in which the action was taken. The end of year selection for Session members would then include an additional person to fill this slot on the usual rotational basis. This temporary replacement would need to be an already ordained Elder.

Item 34: ADMINISTRATIVE STAFF

The Session shall make provision in its Manual of Operations for the process of electing and hiring staff. Currently, the Pastor is the only staff position at Harmony. Church cleaning and grounds maintenance are contracted, and all other services are volunteer.

Item 35: COMMITTEES

The Session, shall establish, discharge, and review the actions of any committee or other organization within the Congregation. The Session may

designate such committees and commissions as they deem necessary and helpful for the accomplishment of the mission of the church.

Each committee will be chaired by a committee member who will recruit from two to five members of the church to serve with them. The chair will appoint an assistant chairman from the committee membership. Committees will meet at least quarterly, with additional Called Meetings as needed, and will report to the Session at each Stated Session Meeting or more often if needed.

NOMINATING COMMITTEE FOR THE OFFICE OF ELDER

This committee is chaired by a ruling Elder who is elected by the Session. The remaining membership consist of two active members, who are not Elders currently serving on the Session, elected from the Congregation at a meeting of the Congregation on the third Sunday in October. Members of this committee are elected annually. The pastor, or Moderator of the Session, shall be an ex-officio member, but without vote.

Duties of this committee are:

1. The committee places names in nomination to serve on the committee for the next class of officers of Elders
2. The Committee places names in nomination for all vacant officers on the Session
3. The committee considers and contacts members selected for service
4. The committee reports the slate of nominations to the Session
5. The chairperson of the Nominating Committee places the names in nomination for election at a Congregation meeting on the second Sunday in November

EVANGELISM AND CONGREGATIONAL CARE COMMITTEE

EVANGELISM

The Evangelism Committee is a permanent committee of the Congregation. The responsibility of this committee is to reach out to the community with the Gospel of Christ. The Evangelism Committee must develop and implement outreach programs that serve the community and beyond. The Evangelism Committee is charged with welcoming visitors to participate in worship opportunities and urging others to attend and join Harmony Independent Presbyterian Church.

Duties of this committee are:

1. Select appropriate mission programs and keep the pastor and congregation informed of service opportunities
2. Serve and support community ministries
3. Prepare an outreach program of Evangelism for Harmony
4. Supervise the visitor registration
5. Welcome visitors to Harmony
6. Provide communication to the congregation for Family Nights, Homecoming and other events when food is provided by the congregation
7. Advertise all church events to the community using all avenues of media, including annual Homecoming invitations
8. Plan and secure catered meal for the Senior Advent Luncheon
9. Plan and secure door prize gifts for the Senior Advent Luncheon
10. Plan layout and arrange tables for the various activities that occur in the Fellowship Hall
11. Provide communication to the congregation for Family Nights, Homecoming and other events when food is provided by the congregation

CONGREGATIONAL CARE

This is a permanent committee of the Congregation. The responsibility of this committee is to care for the members within the Congregation of Harmony Presbyterian Church. The committee is responsible for the record of Memorials received and acknowledgment of Memorials. In addition, it is the responsibility of this committee to challenge the church membership with the privilege of responsible church membership including their time, offerings and talents.

Duties of this committee are:

1. Develop a policy outlining procedures for providing meals to families when deaths occur
2. Provide long-term illness visitation, bereavement and hospital visitation.
3. Provide care for church members
4. Provide outreach to members who are inactive and encourage them to return to the church
5. Keep records of Memorials received and disbursements made
6. Select and purchase items from Memorials received including specified items
7. Send an acknowledgment of thanks to the giver, and, if in memory of

- a deceased person, to the family
- 8. Determine the use of undesignated Memorial contributions
- 9. Provide a quarterly report to the Session of committee activities
- 10. Interpret for the Congregation the meaning of Christian giving and living a life of stewardship
- 11. Present the Congregation with a realistic picture of church needs and resources
- 12. Send greeting cards for birthdays of members and friends of Harmony
- 13. Maintain church history and church records
- 14. Restock paper products, utensils, cups and kitchen supplies as needed

WORSHIP AND CHRISTIAN EDUCATION

WORSHIP

The Worship Committee is a permanent committee of the Congregation. The responsibility of this committee is to maintain and support worship at Harmony Independent Presbyterian Church. The committee has authority, through the Session, to oversee and approve all public worship in the life of the church except for those responsibilities designated to the pastor alone. It is also the responsibility of this committee to ensure that special music is provided at worship services and that at requested times services are organized and delivered by the choir and Congregation as determined by the Worship Committee and the pastor.

Duties of this committee are:

1. Schedule and oversee the arrangements for the sacraments of Baptism and Communion, including assigning the preparation of the communion elements for the worship service and shut-ins
2. Coordinate and cooperate with the pastor, choir director and organist to create worship in the church
3. Determine occasions, days, times and places for worship
4. Procure pulpit supply and substitute musicians in the absence of the pastor or organist
5. Provide special music at each Sunday service either by the choir, solo, group or invited guest
6. Select programs to be used in the celebration of Christmas and other special occasions as determined by the committee
7. Solicit funding for music and equipment from the Session

8. Plan and deliver programs in nursing homes, for shut-ins and other locations as determined by the committee
9. Prepare bulletins and provide envelopes for tithes, regular offerings and special offerings
10. Schedule ushers and worship leaders

CHRISTIAN EDUCATION

This is a permanent committee of the Congregation. The responsibility of this committee is to oversee the total educational leadership and program of the Christian Education programs of the church. This committee will recruit, train and support leaders and teachers directly involved in educating the Congregation. The committee will conduct an annual program to receive pledges of time, talent, and resources from the members and friends of Harmony.

Duties of this committee are:

1. Maintain Sunday Schools by selecting curriculum, staff and providing training and support
2. Oversee youth programs, summer programs and special programs
3. Oversee the church library
4. Report to the Session for approval of all Christian Education programs, curriculum and staff
5. Announce conferences, camps, meetings, training sessions, Vacation Bible School, etc. and determine the policies relating to attendance
6. Provide Children's Church for children of all ages

BUILDINGS AND GROUNDS

This committee is a permanent committee of the Congregation. The responsibility of the Building Committee is to ensure that the church building and furnishings and equipment within the building remain in good repair and function efficiently; to ensure that the church grounds, including the cemetery are appropriately maintained; and to ensure that policies concerning building, grounds and/or cemetery are followed.

Duties of this committee are:

1. Inspect the church, furnishings and equipment at least quarterly and report to the Session at each Stated Session Meeting
2. Receive and process requests for repairs. Repairs should be made

- under company warranty when possible
3. Become familiar with insurance policies and service contracts.
Review these annually
 4. Serve in consultation to the Session on the need for insurance claim
 5. Clear request for removal of church furnishings and property
 6. Administer building use standards and maintain records of
reservations for both church and community functions
 7. Become familiar with the contents of the Harmony Cemetery
Policy and enforce its contents
 8. Receive and process requests for burials in the Harmony Cemetery
 9. Maintain equipment used for church lawn care
 10. Contract with providers of lawn care as determined by the
committee. Monitor contract implementation
 11. Schedule grounds workdays and solicit support from the membership
 12. Administer the Harmony Cemetery fund and annually
report receipts and expenditures to the Congregation
 13. Administer the Harmony Cemetery fund and report
receipts and expenditures to the Session at least Quarterly
 14. Develop a long-range plan for facility maintenance
needs and grounds improvements

Item 36: SESSION RESOLUTIONS

There are resolutions made and approved by the Session which are on-going and may need to be referred to periodically.

Item 37: FISCAL YEAR

The fiscal year of the Corporation shall be the calendar year.

Item 38: CORPORATE SEAL

The Board of Trustees shall provide a suitable corporate seal for use by the Corporation, if deemed appropriate.

Item 39: CORPORATION BYLAWS

The Bylaws of the Corporation may be amended, added to, or repealed or new Bylaws may be adopted in lieu thereof by the affirmative vote of a majority of the Board of Trustees of the Corporation. Any changes in the Bylaws of the

Corporation must be reported to the North Carolina State Department by the Moderator or Vice Moderator and the Clerk of the Session.

Item 40: LIQUIDATION

In the case of dissolution of the Corporation all actions shall be conducted with the consultation of an attorney.

Dissolution: If the Corporation is dissolved or otherwise ceases to exist the property of the Corporation shall be disposed of in accordance with directions of the Session of the church with respect to personal property and with respect to the directions of the Congregation with respect to real property.

Property Held by Trust: If any property, real or personal, is held by the Corporation upon a special trust in which the donor of said property has prescribed a particular alternative use in the event the primary use has failed, the intent of the donor with respect to such alternative use and with respect to administration of the property shall be observed.

Item 41: INDEMNIFICATION OF TRUSTEES

Each Trustee and Officer of the Corporation shall be indemnified by the Corporation against expenses reasonably incurred by him in connection with any action, suit or proceeding to which he may be made a party by reason of his being or having been a Trustee or Officer of the Corporation (whether or not he continues to be a Trustee or Officer at the time of incurring such expenses), except in relation to matters as to which he shall finally be adjudged in such action, suit or proceeding to be personally liable. The foregoing right of the indemnification shall not be exclusive of other rights to which any Trustee or officer may be entitled as a matter of law.

Item 42: CEMETERY DEED

The Harmony Independent Presbyterian Church Cemetery is deeded separately and in the event of dissolution of the church shall be given back to the community. Consultation with an attorney is needed in this case.

Item 43: HARMONY POLICIES

Policies that have been adopted by the Session and are included in procedures include:

1. Cemetery Policies and Regulations
2. Use of Facilities
3. Sexual Harassment and Abuse Policy

Approval of this manual;

Adopted by the Session on: ____/____/____ [date]

Appropriate parts adopted by the congregation on: ____/____/____ [date]

Updated/Revised: ____/____/____ [date]

Approval of Revision by Session: ____/____/____ [date]

Approval of Revision by congregation (if needed): ____/____/____ [date]

Session approval on this date by:

Vice Moderator of Session

Clerk of Session

Session Member

Session Member