



# Session Manual 2015-16



Preston Hollow Presbyterian Church

# **ROSTER**

## Preston Hollow Presbyterian Church Elder Roster 2015-2018

Name	Address	City	Zip Code	Phone (h)	Preferred phone Cell, Home, Work	E-Mail
<b>ELDERS</b>						
<b>2015</b>						
Rob Armstrong	6616 Glenhurst Drive	Dallas	75254	972/386-6014	214/616-3005	rob@teleshivac.com
Rachel Baumann	3915 Hawthorne Ave.	Dallas	75219	214/460-2618	214/460-2618	rachelbaumann@gmail.com
Bert Colter	3801 Maywood Dr.	Carrollton	75007	972/307-7576	972/307-7576	bcolter@tx.r.com
Lynn Clark	7216 Valley Bend Way	Plano	75024	972/208-9056	972/208-9056	lynn.clark@childrens.com
Andy Meyercord	6222 Northaven Rd.	Dallas	75230	214/750-5397	214/236-4474	ameyercord@lrmlaw.com
<b>2016</b>						
Ken Gilbert	4308 Goodfellow Drive	Dallas	75229	214/353-9828	214/641-8648	kpgilbert@sbcglobal.net
Susan Kilgore	7255 Tangleglen Drive	Dallas	75248	972/991-0563	972/672-1707	kilgores@sbcglobal.net
Charlotte Kroeker	7362 Lane Park Drive	Dallas	75225	214/265-1865	214/751-7669	charlottekroeker@aol.com
Melody Mattox	3229 Lovers Lane	Dallas	75225	214/361-1150	214/886-5574	melody.mattox@sbcglobal.net
Randy Skattum	5607 Ellsworth Avenue	Dallas	75206	214/823-8275	469/585-6112	randysktm@gmail.com
<b>2017</b>						
Ruth Ann Ernst	7010 Chipperton Dr.	Dallas	75225	214/361-5455	214/361-5455	age-2@msn.com
Kevin Forbes	2637 Mossvine Dr.	Carrollton	75007	972/307-2346	972/307-2346	Kevin.forbes54@gmail.com
Rus Holloway	6205 Warm Mist Lane	Dallas	75248	972/387-5851	972/725-5899	traulfaz4@yahoo.com
Sarah Kinard	9235 Briarhurst Dr.	Dallas	75243	214/934-2682	214/934-2682	sarah.kinard@gmail.com
Kent Stadler	1220 Lake Point Way	Richardson	75080	214/384-5519	214/384-5519	Kent.stadler@lhh.com
Anna Crowling (youth-1 year)	7212 Lakehurst Ave.	Dallas	75230	214/361-2864	972/834-6485	anna.crowling@gmail.com
<b>2018</b>						
Lisa Centala	5525 Northmoor Dr.	Dallas	75230	214/361-7128	214/361-7128	lcentala@gmail.com
Janelle Crays	110 London Way	Coppell	75019	972/304-8724	972/304-8724	janelle.m.crays@citi.com
Amy Haub	8088 Park Lane #1517	Dallas	75231	214/587-8718	214/587-8718	amylockhart111@gmail.com
Todd Owen	5021 Carnegie	Frisco	75034	214/618-0535	214/618-0535	owen_toddb@hotmail.com
Jim Watkins	4526 Glenleigh Dr.	Dallas	75220	214/366-3479	214/366-3479	jwwatkin@airmail.net
Rubie Loman (youth-1 year)	7047 Midbury Dr.	Dallas	75230	214/750-4481	214/750-4481	rubie.loman@yahoo.com

# **CALENDAR**

## 2015/2016 SESSION MEETING CALENDAR & AGENDA

	SESSION MEETS	ePACKET ITEMS DUE	REPORT FROM/AND DIALOGUE WITH COUNCIL STAFF & LEADERSHIP	SESSION DISCUSSION ON PREVIOUS COUNCIL REPORT	OTHER BUSINESS
JANUARY 2015	26	22	Worship Council		
FEBRUARY	23	19		Worship Council	2015 Goal Action Items Due
MARCH	23	19	Community Outreach Council		New Officer Training Begins <b>Presbytery Mtg. 3/7 NorthPark</b>
APRIL	27	23		Community Outreach Council	Goals Reporting
MAY	18	14	Administrative Council (Finance, Property, Staff)		
JUNE	22	18		Administrative Council (Finance, Property, Staff)	Officer Exams <b>Presbytery Mtg. 6/6 First Tyler</b>
JULY	No Meeting				
AUGUST	24	20	Diaconate		Class of 2018 Ordination & Installation 8/9
SEPTEMBER	28	24		Diaconate	
OCTOBER	26	22	Discipleship Council		Goals Reporting <b>Presbytery Mtg. 10/1 First Richardson</b>
NOVEMBER	16	12		Discipleship Council	Recognize Outgoing Elders
DECEMBER	No Meeting				2016 Goal Setting <b>Presbytery Mtg. 12/10 St. Stephens Fort Worth</b>
JANUARY 2016	25	21	Evangelism and Membership Council		

## ***Session Responsibilities***

In addition to items listed in the Book of Order and the Goals stated, specific to PHPC and the way we work, the Session's job is to

- Offer prayerful support of the congregation's members and its priorities.
- Set Session goals, review and coordinate with goals of all councils, working cooperatively for the success of all and in a spirit of strategic unity.
- Give enthusiastic support of stewardship, and of other indicators of membership commitment.
- Supervise the work of the church using measurements of effectiveness that assure best use of limited resources.
- Receive reports on at least a quarterly basis from Councils and at least annually from independent groups
- Meet jointly with Board of Deacons annually (See Tab 7).
- Make an annual report to the congregation concerning finances, nominations and the state of the church both lay and staff, by December 1 of each calendar year.

## ***Meeting Expectations of Session Elders***

- Session meetings – regular attendance is expected as well as advance preparation (pick up Session packets no later than the Sunday before Session meetings). Requests for excused absences should be submitted in advance to the Clerk of Session.
- Councils and Teams – generally meet during the first two weeks of a month, but are not required to meet more often than quarterly. Most actions are initiated in Councils and Teams, not by the Session acting as a committee-of-the-whole. Session members are not required to participate in any particular Council or Team but are free and encouraged to do so as interest and call dictate. Certain Session Elders will be asked to serve as Council Liaisons to Session, facilitating communication between the groups.
- Grace Presbytery meetings – Session Elders are strongly encouraged to attend at least one Presbytery meeting as an elected commissioner each year of the 3-year Session term. (Session elects commissioners from among active and inactive Elders).
- Confirmand examination – any Elder is eligible but Session members are strongly encouraged to participate (usually a Saturday afternoon in early spring).
- New member meetings – approximately 9 times during a calendar year new members are received by Session; Three Session Elders are required to form a quorum at the Called Session Meeting to vote to receive new members. Session Elders are encouraged to commit to several (Sunday morning session of Inquirer's Class) during a calendar year.
- Congregational meetings, Memorial services and All-Church events – Session Elders are strongly encouraged to attend.
- As Elders, we are privileged to serve Communion to our fellow congregants. Monthly Communion in the building and quarterly Outreach Communion are provided. Session Elders are strongly encouraged to serve each Sunday Communion is offered in worship and for at least one of the quarterly Outreach Communion dates each year.

## ***Membership and Rotation***

***Membership of the Session*** shall be adults serving staggered 3-year terms, one youth Elder serving a 1-year term, and the Associate Pastors. Elders are elected at the annual meeting of the congregation, or an interim congregational meeting to fill a vacancy, and are ordained/installed according to the Book of Order.

***Session Officers*** shall be the Senior Pastor/Head of Staff as Moderator and a Clerk of Session who is an Elder recommended by the Moderator and elected by the Session.

***Congregational Nominating Committee (CNC)*** is a Committee of the congregation which each year identifies and nominates those members of the church who make up the slate of officers presented for approval by the congregation. (Nominations from the floor are also accepted at the meeting.) The Session elects two active Elders as recommended by the Moderator, one of whom serves as CNC chair, the other as CNC vice-chair. Typically, and for continuity, the chair will have been the previous year's vice-chair, and the vice-chair will become the next year's chair.

In addition to the Session-elected chairs, the CNC is composed of one Deacon appointed by the Diaconate, and four at-large members, plus one alternate, elected by the congregation at the annual meeting of the Congregation.

Criteria for nomination of officers are developed by the CNC in consultation with the Senior Pastor and with the advice of the Session.

## ***Structure***

***Agenda Building Team (ABT)***, consisting of Session Moderator, Executive Associate Pastor and Clerk receives items to come before the Session and sets the Session Agenda. ABT meets monthly two weeks before Session meetings.

***Session Liaisons to Councils*** are selected Session members responsible for ensuring two-way communication between Session and the Council each represents, including reports of progress toward each Council's goals on a schedule determined by Session.

***Independent entities*** reporting to Session are responsible for keeping Session informed of their activities by submitting annual reports, and may bring, from time to time, matters to Session for action.

***Ad hoc groups*** reporting to Session.

***Councils for Administration, Community Outreach, Discipleship, Evangelism & Membership and Worship and the Diaconate*** function interdependently, report at least quarterly, and are responsible to the Session. Each is described in a separate Section.

## ***Worship at Session meetings***

We begin each Session meeting with worship in the form of “Read (the Word), Reflect (Share), Respond (Prayer)”, practicing the corporate spiritual disciplines of studying the Bible together, sharing our lives with one another and praying for one another. Responsibility for coordinating and initiating opening worship is assigned monthly to the reporting council entity, in consultation with their associate pastor.

In November, the outgoing elder class typically conducts the worship service at the end of the meeting. Some recent themes have been how each member of the class grew in his statement of faith; personal reflections on the Session experience; favorite hymns, scriptures, prayers, and personal stories. Worship ends with laying on of hands, words of appreciation for each elder and prayer.

While Session and other teams in the church will, of necessity, be task-oriented, it is essential to our philosophy of team ministry that all groups invest sufficient time for worship, sharing, and mutual prayer.



# **GOALS**

# Preston Hollow Presbyterian Church 2015 Goals

**1**

**PHPC MEMBERS ARE CONNECTED TO THE BODY OF CHRIST, THE CHURCH**

**2**

**CHRIST'S LOVE IS SHOWN TO GUESTS AND STRANGERS**

## **Guidelines for Councils and Council Liaisons**

After adopting a reduced number of goals in 2012 (2 instead of 5), Session felt the need to continue working on these two goals.

The two goals are part of an overall effort to simplify and make more effective the process by which we move toward the PHPC Vision and strive to fulfill our Mission. For us to be successful in that effort, we must have good alignment between the goals of the Session and those of every Council and Ministry Team at PHPC. We also need a good way to know how, collectively, we are doing. That's the purpose of these guidelines.

### **Setting Council Goals**

We have drafted two very broad goals to which we believe each and every council can contribute. We want each council to look at both goals and ask:

"What are our pieces of these two goals? For what outcomes will our Council take responsibility that directly or indirectly contribute to the overall success of each of these?"

## Aligned and Outcome-Focused Goals

The Session is asking you for aligned, outcome-focused goals.

Outcome-focused. Although it's very natural for us to think of goals in terms of what we will do, (*"I'm going to try to work out more and eat better in 2015"*), we're asking Councils to think in terms of what they will accomplish in the doing (*"I'm going to lose 15 pounds, 2 inches in my waist size and generally feel better in 2015"*). In other words, to what ends will our action plans be aimed.

As an example, one of our 2015 goals is,

*"2. Christ's Love is Shown to Guests and Strangers"*

A specific council might decide it could take on the responsibility of building a program to create *"Better connection of PHPC with its Visitors"*. What would the success criteria for that goal look like? How about, *"We have more repeat visitors"* and *"We hear from visitors about what a wonderful, warm place PHPC is"*?

That's a different, more far-reaching goal than saying; *"We will begin sending personal letters to visitors each week."* Sending those letters is (perhaps a very good) means to an end, not the end in itself.

In summary, when creating Council goals that align with those of the Session, think in terms of "What's", not "How's". Then once you know "What" you're aiming for, concentrate on the "How".

A member of the Session's Goals Taskforce will always be available to the Councils for help on drafting aligned, outcome-focused goals.

## Council Liaisons

Council Liaisons are Session members whose job is to be a connection between the Session and a specific Council or the Diaconate. Their purpose is to support their Council through Session action if need be, and to be knowledgeable about the issues of the Council they support.

### Liaisons as "Trackers"

As part of changing the goals process toward being more effective, the Session is asking Liaisons to take on a new role, that of "Tracker". In that role their job is to know at all times the status of their Council's goals, and to periodically – twice in 2015, in April and October – formally report to the Session on that status. The reason is simple. Since the Session's goals are fundamentally accomplished through the Councils, the Session needs to know how well we all collectively are doing for PHPC.

The Liaison/Trackers are also in place to help if a Council needs the kind of goal performance support the Session can help with – finding resources, removing barriers, getting approvals, etc.

# Preston Hollow Presbyterian Church

## Our Mission Statement

We are a congregation of the Presbyterian Church (USA),  
called by God,  
redeemed by Jesus Christ,  
sustained by the Holy Spirit,  
seeking to grow in faith and Christian discipleship.

PHPC is a welcoming family of faith,  
seeking unity as we follow Christ,  
loving and supporting each other and  
serving those in need within and beyond our community of faith.

By the grace of our Lord Jesus Christ,  
all we are and all we do are to the greater glory of God.

*Adopted by the Session April 26, 2009*

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## Our Vision Statement

*Now to him who by the power at work within us is able to accomplish abundantly far more than all we can ask or imagine, to him be the glory in the church and in Christ Jesus to all generations, forever and ever. Amen. Ephesians 3:20-21*

### Preamble

As a congregation of the Presbyterian Church (U.S.A.), Preston Hollow Presbyterian Church embraces a vision of hope for the future, trusting in the goodness of God, who is indeed able to surpass the limits of our human imagination. Aware that all planning is provisional, we will continually remain open to new and fresh visions of where God is leading us as the Body of Christ.

### Our Vision

We will be a church that worships joyously and regularly in our Reformed tradition. Our worship will be creative, fresh, personal, and relevant to the lives of people of all ages. Scripture and prayer will be central to all worship, engaging worshippers in experiences of growth in Christian faith and practice.

We will be a loving, welcoming congregation, intentionally inclusive and respectful of all members and visitors. Children will be actively included and valued as members of the church family. Youth will be challenged to develop their faith and serve others in the spirit of Christ. Adults will find this church a place where faith becomes a reality in community and service to others.

We will be a learning congregation in which people grow into the fullness of Christ. We will learn to apply biblical perspectives to the opportunities and challenges of life. We will learn to share our faith with others in loving and appropriate ways, spreading the Good News of Jesus Christ. We will find creative ways to invite people into a living relationship with God.

We will extend comfort and support through a program of mutual ministry involving members trained to carry the love of Christ into the lives of others. We will respond quickly and appropriately to a wide variety of needs. We will be a caring congregation where people are respected, included, loved, and valued. We will support ministries and cooperative partnerships that spread God's grace and mercy in our city, in our nation and in our world.

Preston Hollow Presbyterian Church will be sensitive to the needs of the underserved, the overlooked, and the forgotten among us, always proclaiming and living the gospel of Jesus Christ.

*Adopted by PHPC Session December 13, 2009*

# **COUNCILS**

## 2015 PHPC Council and Session Leadership

	Community Outreach	Discipleship	Evangelism & Membership	Worship	Administration	Diaconate	Foundation
<b>COUNCIL LEADER(S)</b>	Brian McGauley	Fred Van't Slot	Bert Colter	Rob Beatty/ Janelle Crays	John Vernon	Gene Massad	Jim Meyer
<b>PASTORAL STAFF ADVISOR</b>	Elizabeth McLean	Nicole Bates	Elizabeth McLean	Paul Seelman (acting)	Paul Seelman	Sarah Johnson	Paul Seelman (acting)
<b>SESSION LIAISON</b>	Kent Stadler	Rachel Baumann	Susan Kilgore	Bert Colter	---	Ken Gilbert	Rus Holloway
		<b>Discipleship Children's Ministry Team Leader</b> Mindy Baxter	<b>Inviting/ Evangelism</b>	<b>Special Worship</b> Peggy Vernon <b>Outreach Communion</b> Caroline Homan	<b>Staff</b> John Vernon <b>Session Liaison -</b> Melody Mattox	<b>Vice-Moderator</b> Carol Poteet	
	<b>Malawi Team</b> Sean Smith	<b>Discipleship Youth Ministry Team Leader</b> Karen Wiese	<b>Welcoming/ Hospitality</b>	<b>Communion Team</b> Janet/Norman Bendicksen	<b>Communications</b>	<b>Care Groups</b>	
	<b>Nicaragua Team</b> Pat Wicker	<b>Discipleship Adult Ministry Team Leader</b> Linus/Joyce Wright	<b>Belonging/ Integration</b> <b>Membership Class</b> -- Adrienne Nicholson	<b>Baptisms</b> Stephanie Leopard <b>Baptism Coordinator</b> Veronica Smoot	<b>Finance &amp; Session Liaison -</b> Randy Skattum		
	<b>PHPC Staff</b> Paula Kirby	<b>PHPC Staff</b> Cathy Bell	<b>PHPC Staff</b> Lisa White Adrienne Nicholson	<b>PHPC Staff</b> Paul Seelman Terry Price Annette Albrecht Judy Melson	<b>Property Management</b> Bobby Womack <b>Session Liaison -</b> Paul Seelman	<b>Columbarium</b> Debbie Tunnell <b>Gerentologist PHPC Staff</b> Dee Wadsworth	
<b>OTHER KEY LEADERSHIP</b>	<b>Clerk of Session</b> Debbie Tunnell	<b>Congregational Nominating Committee</b> 2015 Chair Rob Armstrong 2016 Co-chair (2016 Chair): Susan Kilgore <b>Deacon Rep:</b> Matt Roberts	<b>Session Goals Sub-team</b>  2015 Ken Gilbert				

## 2015 PHPC Council and Session Leadership (with Contact Information)

	Community Outreach	Discipleship	Evangelism & Membership	Worship	Administration	Diaconate	Foundation
<b>COUNCIL LEADER(S)</b>	Brian McGauley 469-271-2129 papabn148@gmail.com	Fred Van't Slot 214-695-8669 fred@vantslot.net	Bert Colter 972-307-7576 bjcolter@tx.rr.com	Rob Beatty 214-361-4882 jrbatty@lockelord.com Janelle Crays 972-304-8724 janelle.m.crays@citi.com	John Vernon 972-702-0069 jvernon@vernonlawgroup.com	Gene Massad 972-898-5343 gbemassad@aol.com	Jim Meyer 972-490-5038 jimeyer@velaw.com
<b>PASTORAL STAFF ADVISOR</b>	Elizabeth McLean 214-368-6348 x124 emclean@phpc.org	Nicole Bates 214-368-6348 x129 nbates@phpc.org	Elizabeth McLean 214-368-6348 x124 emclean@phpc.org	Paul Seelman 214-368-6348 x117 pseelman@phpc.org	Paul Seelman 214-368-6348 x117 pseelman@phpc.org	Sarah Johnson 214-368-6348 x134 sjohnson@phpc.org	Paul Seelman 214-368-6348 x117 pseelman@phpc.org
<b>SESSION LIAISON</b>	Kent Stadler 214-384-5519 Kent.stadler@lhh.com	Rachel Baumann 214-460-2618 rachelbaumann@gmail.com	Susan Kilgore 972-991-0563 kilgores@sbcglobal.net	Bert Colter 972-307-7576 bjcolter@tx.rr.com	--- ---	Ken Gilbert 214-353-9828 kpgilbert@sbcglobal.net	Rus Holloway 214-725-5899 traufaz4@yahoo.com
		<b>Discipleship Children's Ministry Team Leader</b> Mindy Baxter 972-289-0520 mindy_baxter@yahoo.com	<b>Inviting/ Evangelism</b>	<b>Special Worship</b> Peggy Vernon 972-385-8929 mammachipmunk@sbcglobal.net <b>Outreach Communion</b> Caroline Homan 214-366-0321 caroline_homan@yahoo.com	<b>Staff</b> John Vernon 972-702-0069 jvernon@vernonlawgroup.com <b>Session Liaison -</b> Melody Mattox 214-886-5574 melody.mattox@sbcglobal.net	<b>Vice-Moderator</b> Carol Poteet 214-242-0619 cpb118@att.net	
	<b>Malawi Team</b> Sean Smith 214-864-1246 seanasmith100@gmail.com	<b>Discipleship Youth Ministry Team Leader</b> Karen Wiese 214-537-2739 tk3aw@sbcglobal.net	<b>Welcoming/ Hospitality</b>	<b>Communion Team</b> Janet/Norman Bendicksen 214-341-8384 norm@machomestore.com jan@machomestore.com	<b>Communications</b>	<b>Care Groups</b>	
	<b>Nicaragua Team</b> Pat Wicker 972-931-6432 patriciawicker@hotmail.com	<b>Discipleship Adult Ministry Team Leader</b> Litus/Joyce Wright 214-363-7565 ldwjuw@gmail.com	<b>Belonging/ Integration</b> <b>Membership Class</b> Adrienne Nicholson 214-368-6348 x179 aricholson@phpc.org	<b>Baptism</b> Stephanie Leopard 972-644-5576 sleopard1@aol.com <b>PHPC Staff</b> Veronica Smoot 214-368-6348 x133 vsmoot@phpc.org	<b>Session Liaison -</b> Sarah Kinard 214-264-6009 sarah.kinard@gmail.com		
					<b>Finance &amp; Session Liaison -</b> Randy Skattum 469-585-6112 randyskattum@gmail.com		



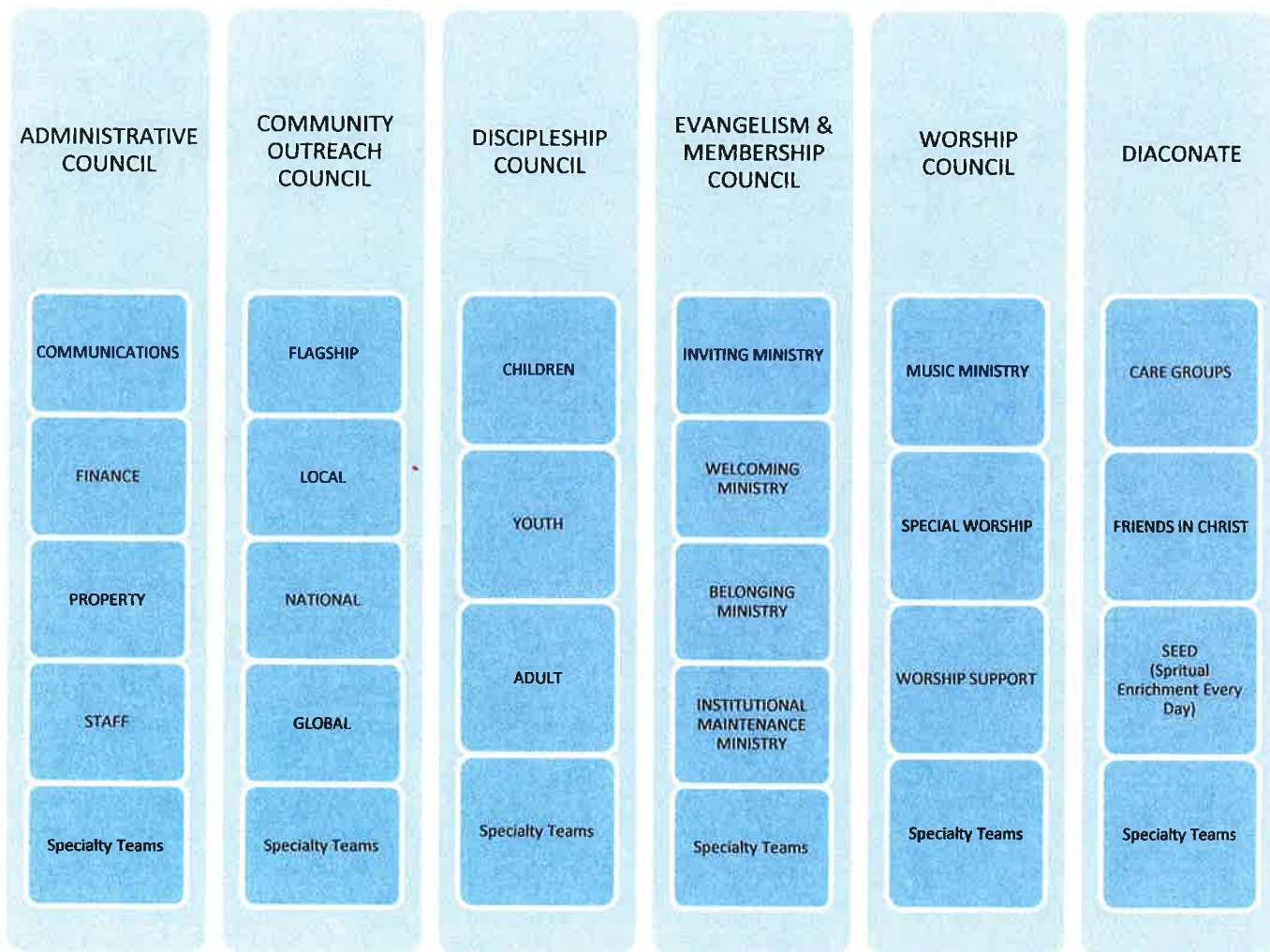
<p><b>OTHER KEY LEADERSHIP</b></p>	<p><b>PHPC Staff</b> Paula Kirby 214-368-6348 x113 pkirby@phpc.org</p>	<p><b>PHPC Staff</b> Cathy Bell 214-368-6348 x127 cbell@phpc.org</p>	<p><b>PHPC Staff</b> Lisa White 214-368-6348 x115 lwwhite@phpc.org Adrienne Nicholson 214-368-6348 x179 anicholson@phpc.org</p>	<p><b>PHPC Staff</b> Paul Seelman 214-368-6348 x117 pseelman@phpc.org</p>	<p><b>Property Management</b> Bobby Womack 972-276-1859 bwomack@aawmtx.com</p> <p><b>Session Liaison -</b> Paul Seelman</p>	<p><b>Columbarium</b> Debbie Tunnell 214-695-2714 debbietunnell4@gmail.com</p> <p><b>Gerentologist PHPC Staff</b> Dee Wadsworth 214-368-6348 x118 dwadsworth@phpc.org</p>	
	<p><b>Clerk of Session</b> Debbie Tunnell 214-695-2714 debbietunnell4@gmail.com</p>	<p><b>Congregational Nominating Committee</b></p> <p><b>2015 Chair</b> Rob Armstrong 972-386-6014 rob@teleshiyac.com</p> <p><b>2015 Co-Chair (2016 Chair)</b> Susan Kilgore 972-991-0563 kilgores@sbcglobal.net</p> <p><b>Deacon Rep:</b> Matt Roberts 972-7416931 mroberts690@gmail.com</p>	<p><b>Session Goals Sub-team</b></p> <p><b>2015</b> Ken Gilbert 214-353-9828 kpgilbert@sbcglobal.net</p>				

**GOVERNANCE AND LEADERSHIP STRUCTURE OF PRESTON HOLLOW  
PRESBYTERIAN CHURCH**

**SESSION STRUCTURE**

- MODERATOR
- ELDERS AND PASTORS
  - CLERK OF SESSION

**COUNCIL/TEAM STRUCTURE**



## ***PHPC Councils & Descriptions***

### **I. Administrative Council**

The Administrative Council coordinates and organizes administrative functions of the church, serving all other missions through its management of financial matters (including income development and budget expenditures), personnel, communications and property. While this mission organizes, monitors, and recommends to Session the administrative work of the church, effective gratitude for and mobilization of resources (including staff, volunteers, financial, and building) are the shared responsibility of all councils. So, too, is the sense of developing the grace of giving through the stewardship of church participants in the shared mission of Christ's church.

#### **Responsibilities**

- Annually, monitor progress on strategic goals set by the Session
- Budget and monitor financial resources of the church according to priorities set by the Session and the councils
- Organize the church's annual stewardship campaign and provide for continuing nurturing for stewardship throughout the year
- Assure that church staff to support Session priorities is employed, and supervised
- Provide for communication, both within this church and with the broader community, which fosters active member participation and which effectively projects PHPC's image and offerings in the community
- Maintain current church property, coordinate plans for renovation and new building
- Assign regular communications liaison for frequent updates on council activities and accomplishments

### **II. Community Outreach Council**

Focus PHPC resources toward selected needs in the local, national, and worldwide community, matching PHPC gifts with needs, to achieve a measurable impact in improving the lives of others.

#### **Responsibilities**

- Respond creatively to Session priorities, using the council's resources and expertise to further common goals, and communicating not only prospective events but also their outcomes
- Develop networks of community servants from other churches or in priority areas, to encourage resources to be allocated in the most cost- and time-effective manner
- Work cooperatively with other councils of PHPC to integrate community service with all elements of church life, and to encourage broad participation – of resources, volunteers and funding – in outreach
- Gather, communicate and celebrate outcomes of PHPC's community outreach activities

- Manage PHPC's partnership with global missions and with courts of the PC (USA)
- Assign regular communications liaison for frequent updates on council activities and accomplishments

### **III. Discipleship Council**

Discipleship Council offers comprehensive Christian learning opportunities for members and non-members of all ages. To stimulate active and continuing Christian inquiry, this council offers a nurturing environment, and combines elements of service, study, sharing and worship in its programs.

#### **Responsibilities**

- Respond creatively to Session priorities, using the council's resources and expertise to further common goals, and communicating not only prospective events but also their outcomes
- Provide weekly Christian education offerings for children, youth and adults of varying interests, using appropriate curricula and teachers
- Offer fresh spiritual and intellectual challenges to members and community, through the use of individual speakers or series combined with other activities designed to engage new learners in a spiritual journey
- Manage the PHPC library and its collection, as a support of PHPC educational programs, and an outreach to people not presently taking part in ongoing programs
- Assign regular communications liaison for frequent updates on council activities and accomplishments

### **IV. Evangelism and Membership Council**

Equip and encourage the church and its members to attract, invite and welcome people into a new life in Christ.

#### **Responsibilities**

- Equip and encourage PHPC members to share their faith in word and deed, to invite non-members to attend, and to welcome all who enter PHPC at any time
- Provide resources to PHPC Councils to help them attract, invite, welcome and incorporate non-members and members
- Publicize to the community what PHPC can offer in order to attract and invite non-members. Provide and promote a welcoming environment
- Prepare inquirers for membership in PHPC
- Welcome new members and facilitate their incorporation into the life of the church
- Maintain membership rolls so that they reflect an accurate picture of church membership
- Respond creatively to Session priorities, using the mission's resources and expertise to further common goals
- Provide oversight for WRR broadcast and funding

- Assign regular communications liaison for frequent updates on Council activities and accomplishments

## **V. Worship Council**

Provide varied opportunities for corporate worship which effectively engage members and visitors alike in the experience of Reformed worship, giving strong emphasis to the preaching of the Word, celebration of the Sacraments, corporate prayer, and the offering of praise to God in music and all the arts.

### **Responsibilities**

- Respond creatively to Session priorities, using the council's resources and expertise to further common goals, and communicating not only prospective events but also their outcomes
- Under guidance of the Session, authorizes and offers oversight for worship experiences, which include periodic services of Communion, Baptisms, committal services, confirmation, weddings and memorial services, in addition to other worship experiences
- Educate members on the history and theology of the worship experience
- Provide for feedback on the worship experience between congregation and pastors, musicians, lay readers, etc.
- Assign regular communications liaison for frequent updates on Council activities and accomplishments

## **VI. Diaconate**

The mission of the Board of Deacons is to enable caring and nurturing ministries that provide personal support and sense of family for those both within and beyond the community of faith.

### **7.1 Session and Deacons**

The Session has the responsibility and power to delegate and to supervise the work of the board of deacons...providing for support, report, review, and control. It is the duty of deacons, first of all, to minister to those who are in need, to the sick, to the friendless, and to any who may be in distress both within and beyond the community of faith. They shall assume such other duties as may be delegated to them from time to time by the Session. The deacons may be organized as a board. The board shall elect a moderator and a secretary from among its members.

As the whole church is under the jurisdiction of the Session, the board of deacons shall be under its supervision and authority. The records of the board of deacons shall be submitted to the Session at least annually and at other times upon request of the Session. The Session may void or amend any action of the board of deacons, or direct the board to reconsider such action.

A joint meeting of the Session and board of deacons shall be held at least annually to confer on matters of common interest, with the moderator of the Session presiding. No binding decision may be reached in such joint meeting, but the Session and the board may act separately on matters committed to their care.

Deacons may be appointed by governing bodies to serve on committees or as trustees. The Session may select and appoint other members of the congregation to assist the deacons in their ministry of compassion.

### **Goals**

- To develop a PHPC Community of Ministries—each meeting its members' needs—with minimal imposition on existing caring ministries
- To develop and nurture a sense of connection for all congregants, i.e., congregants experience loving support, a sense of belonging, and that their presence at PHPC matters
- To create a caring infrastructure for PHPC that results in widespread understanding of connection opportunities among congregants, good communication among the various ministries, and effective leadership, resourcing and management by the Diaconate

## Preston Hollow Presbyterian Church Deacon Roster 2015-2018

Name	Address	City	Zip Code	Phone (h)	Preferred Phone Cell, Home or Work	E-Mail
<b>DEACONS</b>						
<b>2015</b>						
Jim Aiken	6729 Lakeshore Dr.	Garland	75044	972/530-8544	972/530-8544	alkentexas@yahoo.com
Abbe Bolich	4731 Allencrest Ln.	Dallas	75244	972/458-7430	972/458-7430	123arb@sbcglobal.net
Lynda Lehn	4035 Cobblers Ln.	Dallas	75287	972/380-2264	214/675-0998	llehn54@hotmail.com
Gene Massad	5330 Lobello Dr.	Dallas	75229	214/691-2270	214/691-2270	gbemassad@aol.com
Gilbert Segovia	601 Opal Lane	Richardson	75080	214/556-9135	214/604-8565	bertsego@gmail.com
<b>2016</b>						
Carol Poteet	7628 Worthing Street	Dallas	75252	214/242-0619	214/490-7320	cbp118@tx.rr.com
Russ Richard	1329 Forest Oaks Ct.	Frisco	75034	972/668-5761	214/552-5761	russell@therlchardfamily.com
Matt Roberts	11208 Pinocchio Drive	Dallas	75229	972/773-9392	972/741-6931	mroberts690@gmail.com
Sandy Watson	6050 Mimosa Lane	Dallas	75230	214/363-9755	214/507-7187	artbugsbw@sbcglobal.net
Karen Wiese	4410 Cedarbrush Drive	Dallas	75229	214/352-8751	214/537-2739	tk3aw@sbcglobal.net
<b>2017</b>						
Julie Anderson	6038 Lupton Dr.	Dallas	75225	214/373-8696	214/641-7118	julle.r.anderson@sbcglobal.net
Walter Barnes	5200 Meadowcreek Dr. #1051	Dallas	75248	214/507-5629	214/507-5629	walter.barnes@milliman.com
Becky Elam	7730 Chattington Dr.	Dallas	75248	972/233-8398	214/704-6333	beckyeiam@ebby.com
David Gafford	11272 Ruswood Circle	Dallas	75229	469/323-7353	214/505-7070	dgafford@sbcglobal.net
Lisa Johnson	2247 Bay Shore Dr.	C Carrollton	75006	972/417-0622	214/284-6646	lisajohnson@verizon.net
Will Wise (youth-1 year)	801 Timberwood Lane	Fairview	75069	972/569-9118	214/212-4298	william.wise21@gmail.com
<b>2018</b>						
Jaye Andrews	3209 Milton St.	Dallas	75205	214/265-5071	214/265-5071	andrews@greenhill.org
Sarah Hammontree	1629 University Dr.	Richardson	75081	972/795-4360	972/795-4360	sehammontree@gmail.com
Annette Rutherford	7131 Azalea Lane	Dallas	75230	214/750-9045	214/232-9817	rdia@mac.com
Suzanne Shaw	12330 Red Hawk Dr.	Frisco	75033	972/334-0552	972/334-0552	sshawinc@yahoo.com
Curtis Swinson	5306 Preston Haven Rd.	Dallas	75229	214/273-0566	214/273-0566	cswinson@mjs.net
Sarah Moore (youth-1 year)	6629 Aberdeen Ave.	Dallas	75230	214/369-1610	214/952-3479	sarahmoore2016@gmail.com

## **Independent Entities Within PHPC**

Several independent entities have reporting relationships to Session. Annual report updates are provided during a typical Session year.

**1 PHPC Foundation: Jim Meyer, Chair, Board of Trustees**

Trustees are elected annually at PHPC congregational meeting for staggered 3-year terms after nomination by Congregational Nominating Committee with advice of Foundation Board.

**2 Springhill Retreat Center: Tom Jones, Chair, Board of Trustees**

Separate not-for-profit organization governed by a board chosen by its own nominating process. Newly appointed members of the board receive Session approval.

**3 Preston Hollow Presbyterian School: Julie Anderson, Chair, PHPS Board of Trustees**

Separate not-for-profit organization, governed by a board chosen by its own nominating process. One-half of board must be PHPC members.

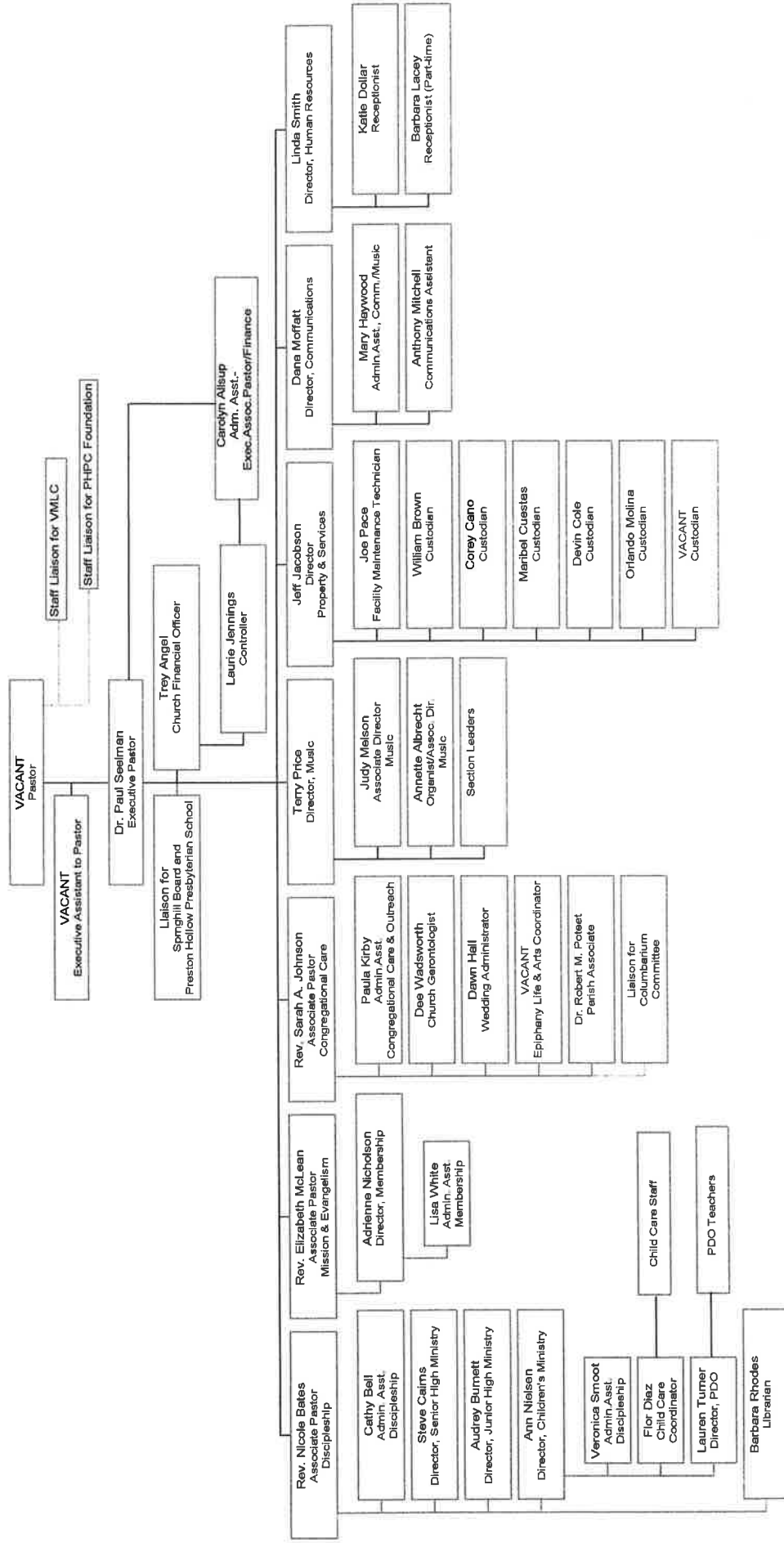
**4 Compliance Committee: Paul Seelman and Linda Smith**

Consistent with policy on Safeguarding the Well Being of Children, Youth and At-risk Adults, committee consists of Executive Associate Pastor, Human Resources Director and 3 members of Session elected by Session, one each from the 3 active Session classes of Elders.



# **STAFF**

# Preston Hollow Presbyterian Church Employee Organizational Chart



December 9, 2014

## PHPC DIRECTORY OF SELECTED TELEPHONE EXTENSIONS AND EMAIL ADDRESSES

### Pastors

<u>Pastors</u>	<u>Extension</u>	<u>Email Address</u>
Bates, Rev. Nicole D., Associate Pastor	129	<a href="mailto:nbates@phpc.org">nbates@phpc.org</a>
Johnson, Rev. Sarah A., Associate Pastor	134	<a href="mailto:sjohnson@phpc.org">sjohnson@phpc.org</a>
McLean, Rev. Elizabeth B., Associate Pastor	124	<a href="mailto:emclean@phpc.org">emclean@phpc.org</a>
Poteet, Dr. Robert M., Parish Associate	(214) 242-0619	
Seelman, Rev. Paul S., Executive Pastor	117	<a href="mailto:pseelman@phpc.org">pseelman@phpc.org</a>

### Staff

Albrecht, Annette, Organist/Assoc. Dir. of Music	144	<a href="mailto:aalbrecht@phpc.org">aalbrecht@phpc.org</a>
Allsup, Carolyn, Admin. Asst., Exec.Assoc.Pastor/Finance	126	<a href="mailto:callsup@phpc.org">callsup@phpc.org</a>
Angel, Trey, Church Financial Officer	139	<a href="mailto:tangel@phpc.org">tangel@phpc.org</a>
Bell, Cathy, Admin. Asst., Discipleship	127	<a href="mailto:cbell@phpc.org">cbell@phpc.org</a>
Burnett, Audrey, Director, Junior High Ministry	185	<a href="mailto:aburnett@phpc.org">aburnett@phpc.org</a>
Cairns, Steve, Director of Senior High Ministry	143	<a href="mailto:scairns@phpc.org">scairns@phpc.org</a>
Dollar, Katie, Receptionist	110	<a href="mailto:kdollar@phpc.org">kdollar@phpc.org</a>
Hall, Dawn, Wedding Administrator	150	<a href="mailto:dhall@phpc.org">dhall@phpc.org</a>
Haywood, Mary, Admin. Asst., Communications/Music	132	<a href="mailto:mhaywood@phpc.org">mhaywood@phpc.org</a>
Jacobson, Jeff, Director, Property & Services	141	<a href="mailto:jjacobson@phpc.org">jjacobson@phpc.org</a>
Jennings, Laurie, Controller	130	<a href="mailto:ljennings@phpc.org">ljennings@phpc.org</a>
Kirby, Paula, Admin. Asst., Congregational Care & Outreach	113	<a href="mailto:pkirby@phpc.org">pkirby@phpc.org</a>
Melson, Judy, Associate Director of Music	168	<a href="mailto:jmelson@phpc.org">jmelson@phpc.org</a>
Mitchell, Anthony, Communications Assistant	146	<a href="mailto:amitchell@phpc.org">amitchell@phpc.org</a>
Moffatt, Dana, Director, Communications	170	<a href="mailto:dmoffatt@phpc.org">dmoffatt@phpc.org</a>
Nicholson, Adrienne, Director, Membership	179	<a href="mailto:anicholson@phpc.org">anicholson@phpc.org</a>
Nielsen, Ann, Director, Children's Ministry	152	<a href="mailto:anielsen@phpc.org">anielsen@phpc.org</a>
Price, Terry, Director of Music	142	<a href="mailto:tprice@phpc.org">tprice@phpc.org</a>
Rhodes, Barbara, Librarian	121	<a href="mailto:brhodes@phpc.org">brhodes@phpc.org</a>
Smith, Linda, Director, Human Resources	111	<a href="mailto:lsmith@phpc.org">lsmith@phpc.org</a>
Smoot, Veronica, Admin. Asst., Discipleship	133	<a href="mailto:vsmoot@phpc.org">vsmoot@phpc.org</a>
Wadsworth, Dee, Church Gerontologist	118	<a href="mailto:dwadsworth@phpc.org">dwadsworth@phpc.org</a>
White, Lisa, Admin. Asst., Membership	115	<a href="mailto:lwhite@phpc.org">lwhite@phpc.org</a>

Church Office: 214-368-6348  
Church FAX: 213-368-6312

Revised December 2014 by LS

# **POLICIES**

**PHPC By-Laws, Policies, and Selected Forms etc.**

<b>Policies and Selected Forms (Highlighted items included in this Manual.)</b>	<b>Approved by Session</b>	<b>Amended by Session</b>
<b>Miscellaneous</b>		
By-Laws of Preston Hollow Presbyterian Church		10/22/01
Guidelines for Congregational Nominating Committees	4/28/03	
Policy on Committee Service	5/22/00	
Policy on Cycle of Meetings	1/18/94	
Pastoral Counseling and Education Center	1/22/01	
Sponsored Trips Policy	3/22/99	6/13/06
Springhill Retreat Center By-Laws		
<b>Finance Related</b>		
Receipts and Disbursements (Approved by Finance Committee 9/20/95)		
Classification of Net Assets (Approved by Finance Committee 2/21/96)		
Investment Guidelines and Management of Funds (FRM 2/24/00)	2/28/00	
Budgetary Controls (Approved by Finance Committee 11/20/96)	11/25/96	
Property Reserve Restricted Funds (Approved by Finance Committee 9/25/95)		
Facilities Reserve Designed Fund (Approved by Finance Committee 6/16/98)	6/22/98	
Unrestricted Bequest(s) Funds (Approved by Finance Committee 6/19/96)	6/24/96	
Donated and Contributed Services (Approved by Finance Committee 2/21/96)		
Spending Policy for Memorial & Honorary Gifts		
Policy On the "Pastor's Fund" (Draft 7/7/97)		
Policy Concerning the Pastor's Discretionary Funds	5/22/95	
Statement of Policy Regarding Emeritus Activities Involving Participant Cost (Approved by Emeritus Council 3/27/00)	5/1/00	
<b>Building Related</b>		
Use of Facilities (Approved by Property Committee 5/15/03)	5/18/03	11/28/11 7/24/13
Guidelines for Catering, South Kitchen Usage (6/18/03)		
Guidelines for PHPC Youth House (12/10/90)		
Kitchen Policy (Kitchen Committee Instructions)	2/26/96	
Wall Hangings, Woodwork and Doors Policy	10/23/95	
Member Wedding Application & Packet		9/26/11
Non-Member Wedding Application & Packet		9/26/11
Rules, Policies and Regulations Related to PHPC Columbarium	10/25/99	6/26/00

<b>Children &amp; Youth Related</b>		
Statement of Purpose and Procedure Safeguarding the Well Being of Children and Youth	1/27/97	6/24/02 5/19/03 5/19/14
Policy for Reporting Violation	1/27/97	6/24/02
Child Care Policy	5/21/01	10/12
Faith Friends Policies and Procedures		
<b>Worship Related</b>		
Minutes for Mission & Special Announcements Guidelines (1/10/07)		
Policy for Funerals and Memorial Services	1/8/00	2/23/04
Photography Policy of PHPC	1/27/97	
<b>Personnel Related</b>		
Statement of Personnel Policies		3/24/03 10/11/12
Policy Concerning Rehiring of Former Employees of PHPC Staff	4/26/99	
<b>Forms</b>		
Calendar Request Form (Revised 5/1/13)		
PHPC Requisition Form (For Expenditures)		
Position Requisition Form (9/10/01)		
Work Request Form		
Mission Planning Form (Revised 1/8/07)		
Springhill Retreat Center Reservation Form		
Mary Alice Wilcox Adult Conference Center/Lodge		

## CHILD CARE POLICY

The church will provide child care at the request of authorized leaders of church organizations who must submit a calendar request form through the church receptionist.

The Mission related to the requesting organization will be charged for the number of care givers and hours required. Charges may be divided between organizations for concurrent events. All sitters are currently paid for a minimum of 3 hours. For social events, in order to save mission dollars, leaders might consider underwriting the cost of child care in the price of the event.

A minimum of two adult care givers will normally be provided for all-church events. Exceptions to this "Two Adult Rule" are limited to events when fewer than three children have reservations. In such cases, the care giver must use Room 15 which can be locked and is equipped with a walkie-talkie to alert a custodian in case of an emergency.

At least one care giver in each room must have undergone our criminal background check and training program. Additional care givers must also meet these requirements unless they are a last minute substitute or under 18 years of age.

Paid care givers must be at least 18 years of age in order to meet the legal requirements for a criminal background check required of all PHPC staff. Volunteer care givers under the age of eighteen must have permission from the Director of Children's Ministries and be under the direct supervision of an approved adult care giver.

Child care is limited to the church property and the hours when it is open. At least one custodian must be available in case of an emergency. Child care will not be provided at the church for events held off-site, except when authorized by a Mission Chair who will also be responsible for communicating that emergency release forms are necessary for every child.

Reservations are required for all child care except Sunday mornings. The reservation deadline is a minimum of 48 hours in advance or by noon on the Friday preceding a Monday event, unless otherwise specified for a particular event. Exceptions to the reservation rules must be arranged through the Child Care Coordinator. Care givers are authorized to decline to accept children without reservations if safe child/adult ratios would be exceeded. Our acceptable ratio for a single care giver for an event is one adult to any *two* children.

The guidelines for large group child care with multiple sitters are:

- One adult to three if any child is an infant.
- One adult to four for one and two year olds.
- One adult to six for two and three year olds.
- One adult to ten if all children are three years of age and older.

We will strive to meet or exceed these standards at all events in order to provide the highest quality of child care, but realizing that when reservations are not required (i.e. Sunday mornings), more flexibility may need to be exercised.

*Revised/Approved May 2001*

# PRESTON HOLLOW PRESBYTERIAN CHURCH RECEIPTS AND DISBURSEMENTS POLICY

## RECEIPTS

Preston Hollow Presbyterian Church is funded entirely by charitable contributions. It is very important in order to retain the non-profit status to understand the legal rules that apply to charitable contributions.

Charitable contributions generally must satisfy six (6) requirements:

- a gift of cash or property
- claimed as a deduction in the year in which the contribution is made
- the contribution is unconditional and without personal benefit to the donor
- the contribution is made "to or for the use of" a qualified charity
- the contribution is within the allowable legal limits
- the contribution is properly substantiated

The value of personal services is not deductible as a charitable contribution, but expenses incurred in performing services on behalf of the church is deductible on a person's IRS tax return. However, the church does not record these expenses on a member's contribution record.

Charitable contributions must be claimed in the year in which they are *delivered*. One exception is a check that is mailed to the church--it is deductible in the year the check is mailed (and *postmarked*), even if it is received early in the next year.

Charitable contributions must be made "to or for the use of" a qualified charitable organization. Contributions and gifts made directly to individuals are not deductible.

"Designated contributions" are those that are made to the church with the stipulation that they be used for a specified purpose. If the purpose is an approved project or program of the church, the designation will not affect the deductibility of the contribution. However, if a donor stipulates that a contribution be spent on a *designated individual*, no deduction is allowed. An exception to this would be the case of foreign missionaries supported by our church. They are under the full administrative and accounting control of Presbyterian Church, USA.

Charitable contributions must be properly substantiated. Special substantiation procedures apply to contributions of noncash property valued by the donor at \$500 or more. If the value is more than \$5,000, then the donor must obtain a qualified appraisal of the property and submit it to the church for their records.

Examples of contributions that are recorded on a member's contribution statement include but not



limited to Cash and stock certificates (cashed upon receipt) given to the following funds:

- General Fund
- Capital Campaign
- Pastor's Fund
- Various Mission offerings
- Memorials (General, Library, Scholarship, etc)
- Benevolence fund (no individual designations)

Gifts made to the Farewell Fund are not deductible and will not show on the contribution statements. These gifts are to a specific person and are not considered income to that person so it is not deductible.

Contributions given above the fair market value of an item may be considered a contribution, i.e. the Youth Cake Auction. The portion of the contribution above the determined fair market value of the cake is deductible. That portion of the gift will be reported on the contribution statement.

Examples of contributions that are *not* recorded on a member's contribution statement include but not limited to:

- Purchase of books, study guides or materials
- Trip or retreat costs (except the Summer Mission trip)
- Registration fees
- Contributions made to an individual
- Rental of church building
- Payment of luncheons or similar activities
- Unidentified Loose Currency

The fact that a payment is made to the church is not controlling, since taxpayers cannot obtain a deduction merely by funneling a payment through the church. As the IRS often asserts, it is the substance and not the form of a transaction that is controlling.

Contribution statements are issued quarterly.

Entertainment expenses incurred in your home are especially scrutinized by the IRS. You must be able to demonstrate that your expenses were not purely social but rather had a primary business purpose.

Entertainment expenses will be charged to the appropriate line item for the group entertained. These expenses are to have prior approval for payment as described under "Invoices".

### Education Expenses

You may deduct expenses you have for education such as tuition, books, supplies, correspondence courses, and certain travel and transportation expenses, not to exceed your annual Education Allowance, even though the education may lead to a degree, if the education: (1) is required by the church, or by law or regulation, to keep your salary, status, or job, or (2) maintains or improves skills required in your present work. However, you may not deduct expenses incurred for education, even if one or both of the requirements mentioned above are met, if the education: (1) is required in order to meet the minimum educational requirements to qualify you in your trade or business, or (2) is part of a program or study that will lead to qualifying you in a new trade or business, even if you did not intend to enter that trade or business, unless otherwise approved by the Session.

If you travel away from home for qualified education expenses, you may be reimbursed for your expenses for travel, meals and lodging while you are away from home. However, you may not deduct expenses for personal activities such as sightseeing or entertaining.

### Subscriptions and Books

Reimbursement will be made from your Education Allowance for the purchase of periodicals, journals, books, etc. that are directly relevant to the ministry of the church. This also includes the reimbursement of professional fees or dues to organizations that are directly related to the work of the church.

### Telephone Expenses

Reimbursements will be made for long distance phone calls made from the home for specific church business. Reimbursement will not be made for basic local service charge.

## DISBURSEMENTS

The church has an "accountable" reimbursement policy. Any person employed by Preston Hollow Presbyterian Church shall be reimbursed, after proper approval, for any ordinary and necessary business and professional expenses incurred on behalf of the church. The following conditions must be satisfied: (1) the expenses are reasonable in amount; (2) the item is documented by amount, time and place, and business purpose. The expenses should be submitted to the controller with accounting of such expenses monthly as outlined below under "Expense Reports" In no event will an expense be reimbursed if substantiated more than 60 days after the expense is paid or incurred by any person.

### Requisitions

Requisitions are paid weekly by the Finance Department. They must be submitted by Tuesday for a check on Thursday. Requisitions are submitted by various staff and lay members. All requisitions must be approved by the Mission Chair and/or the Staff person in charge of that mission. Each request must have attached pertinent receipts or supporting documentation.

There should *not* be any personal gifts charged against the church budget. If committees, groups, etc. would like to show appreciation or recognition to teachers, leaders, chairpersons, staff, etc., these gifts are appropriately made through a freewill offering for that purpose. A requisition could then be made for the amount collected and then disbursed for convenience sake. It is appropriate to purchase items for children's/youth groups, i.e. books for youth confirmants, crosses for baptisms, etc. These events are not showing appreciation but are demonstrating achievement.

Requisitions for less than \$30 may be paid from Petty Cash at the Controller's discretion.

### Invoices

Invoices are paid on the 15th and the last working day of each month, unless prior arrangements are made. Preston Hollow Presbyterian Church at the present time does not use purchase order numbers. All invoices must be approved by the Mission Chair and/or the Staff person in charge of that mission or department prior to payment. Any purchase made should have prior approval of the Mission Chair and/or Staff person in charge. Extraordinary items must have the Mission Chair's approval. These items are at the discretion of the Controller or Financial Secretary.

### Budgeted Disbursements

Disbursements that are budgeted but are not requisitioned or invoiced (i.e. budgeted payments from External Ministries, etc) shall be paid on the last working day of each month, unless prior arrangements are made.

### Staff Expense Reports

Expense reports must be turned in by the Tuesday prior to the last working day of each month for

a check to be prepared that month. The reports must be on the approved church form (available in the Finance Office) with all receipts on items over \$10. The business purpose of each expense must be stated. It is the Church's policy to reimburse expenses with supporting documents for the purpose of the Church's mission. These must be approved by the supervisor and the Mission Chairperson if the item is being charged to a mission budget.

In order to be reimbursed for Business or Professional Expenses you must have a Professional Expense included in your salary package or have prior approval by your supervisor, mission chairperson. Examples of Business and Professional Expenses include but not limited to:

- Professional Fees and Dues
- Transportation
- Entertainment
- Subscriptions
- Education
- Convention Expenses
- Religious supplies and books

### Transportation Expenses

Transportation expenses will be paid to an employee that does *not* have an automobile allowance as part of their compensation package. These expenses are the ordinary and necessary expenses of getting from one work place to another in the course of your work when you are *not* traveling away from home. This does not include *commuting* between your home and the church. Mileage will be paid at the current IRS approved rate. This request should be submitted on the proper form (available in the Finance Office) with the date, destination and purpose stated.

### Entertainment Expenses

In order to show that entertainment was *directly related* to the active conduct of the church, you ordinarily must be able to demonstrate that (1) you had more than a general expectation of deriving contributions for the church or some other specific business benefit at some indefinite future time; (2) you did engage in business during the entertainment period; and (3) the main purpose of the entertainment was the transaction of business. In order to show that entertainment was *associated* with the active conduct of your ministry, you must be able to demonstrate that you had a clear business purpose in incurring the expense, and that the meal or entertainment directly precedes or follows a substantial business discussion.

Entertainment includes any activity generally considered to provide entertainment, amusement, or recreation. Expenses are not reimbursed when a group of business acquaintances takes turns picking up each other's entertainment checks without regard to whether any business purposes are served. Common examples include entertaining denominational officials, guest speakers, church groups (youth, choir, etc) or meeting with members at a restaurant for counseling purposes. **Under no circumstances will alcoholic beverages of any sort be reimbursed.**



# Calendar Request Form

This form can also be completed and submitted online at [www.PHPC.org/CalendarForm](http://www.PHPC.org/CalendarForm)

**NAME OF EVENT:** \_\_\_\_\_

**LOCATION OF EVENT:** \_\_\_\_\_

**DATE(S) OF EVENT:** \_\_\_\_\_

**EXACT TIME OF EVENT:** Time people will arrive & depart: **From:** \_\_\_\_\_ a.m./p.m. **To:** \_\_\_\_\_ a.m./p.m.

**Reserved Time for Event:** Time needed for set-up, decorating, etc.: **From:** \_\_\_\_\_ a.m./p.m. **To:** \_\_\_\_\_ a.m./p.m.

**COUNCIL** (responsible for this event):

- |   |  |                                     |
|---|--|-------------------------------------|
| <input type="checkbox"/> Administrative     | <input type="checkbox"/> Diaconate             | <input type="checkbox"/> Foundation |
| <input type="checkbox"/> Clerk-Moderator    | <input type="checkbox"/> Discipleship          | <input type="checkbox"/> PHP School |
| <input type="checkbox"/> Community Outreach | <input type="checkbox"/> Evangelism/Membership | <input type="checkbox"/> Worship    |

**Show on Web Calendar?**

Yes  No

**CHILDCARE:**

**Would you like childcare to be provided? Yes  No**

- Worship event (No reservation required)
- By reservation only with 48-hr prior notification to 214-368-6348, ext. 108

**CUSTODIAN SUPPORT:**

**Instructions for Custodians:** (attach an additional set-up page, if needed)

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

Normal Custodial Staffing Hours are listed below.  
 If any portion of set-up or tear-down falls outside of these hours,  
 overtime will have to be approved and charged to council's account

7 a.m.— 8:30 p.m. Monday–Thursday  
 7 a.m.— 4 p.m. Friday  
 7 a.m.— 1:30 p.m. Saturday  
 7 a.m.— 3:30 p.m. Sunday

**Overtime Approved** \_\_\_\_\_ **Acct.** \_\_\_\_\_  
Exec. Assoc. Pastor

**Staff Available** \_\_\_\_\_  
Dir. Of Property & Services

**EQUIPMENT/SUPPLIES NEEDED:** Internet (limited access), audio/visual, coffee, tables, chairs, etc.

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

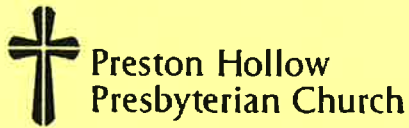
**VEHICLE:** Will the Church Bus be used? Yes  No  (Requires an approved driver with a Class C driver's license.)

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

**CONTACT PERSON:** \_\_\_\_\_ **PHONE:** \_\_\_\_\_

**DATE SUBMITTED:** \_\_\_\_\_

Submit to Katie Dollar in the Church Office. Attach an additional set-up page, if needed.  
Changes or questions? Katie can be reached [kdollar@phpc.org](mailto:kdollar@phpc.org) or 214-368-6348, ext. 110



## **Event Planning Checklist**

**This checklist is intended to help you plan and publicize your event.**

### **How will event registrations be made?**

- If a reservation line is needed, contact Linda Smith at 214-368-6348, ext. 111 or [lsmith@phpc.org](mailto:lsmith@phpc.org).
- The communications department can help with online registrations if needed (contact information below)
- If you would like to sell tickets or take reservations in the Atrium, you must reserve Atrium counterspace with the communications department (contact information below).

### **Submit for Reimbursement of out-of-pocket expenses**

A PHPC Requisition Form should be filled out and signed by the Council/Ministry Team Chair or Staff-Liaison. Please attached an itemized receipt to the form and submit to the Finance office within 30 days of your event. Forms are available in the Finance office.

### **Getting Your Event Plugged into PHPC Communications**

Once you have completed and submitted your Calendar Request Form (other side), you may submit your publicity information to the Communications Department. Please see the Publicity Submission Information Document on how to proceed. This document is available in the church office or at [www.PHPC.org/communications](http://www.PHPC.org/communications).

Questions? Contact the department at [communications@phpc.org](mailto:communications@phpc.org) or 214-368-6348, ext. 170.

### PHPC REQUISITION FORM

CASH REQUEST:

CHECK REQUEST:

JOURNAL ENTRY:

DATE: \_\_\_\_\_

AMOUNT \$ \_\_\_\_\_

PAYEE:	REASON FOR EXPENDITURE:
ADDRESS:	
_____ \$ _____ Project Code      Account No.      Amount	SPECIAL INSTRUCTIONS:
_____ \$ _____ Project Code      Account No.      Amount	
_____ \$ _____ Project Code      Account No.      Amount	
J/E: _____ \$ _____ Account No.      Amount	MAIL CHECK?      YES <input type="checkbox"/> NO <input type="checkbox"/>
REQUESTED BY:	AUTHORIZED BY:

### PHPC REQUISITION FORM

CASH REQUEST:

CHECK REQUEST:

JOURNAL ENTRY:

DATE: \_\_\_\_\_

AMOUNT \$ \_\_\_\_\_

PAYEE:	REASON FOR EXPENDITURE:
ADDRESS:	
_____ \$ _____ Project Code      Account No.      Amount	SPECIAL INSTRUCTIONS:
_____ \$ _____ Project Code      Account No.      Amount	
_____ \$ _____ Project Code      Account No.      Amount	
J/E: _____ \$ _____ Account No.      Amount	MAIL CHECK?      YES <input type="checkbox"/> NO <input type="checkbox"/>
REQUESTED BY:	AUTHORIZED BY:

## **STATEMENT OF PURPOSE AND PROCEDURE FOR SAFEGUARDING THE WELL BEING OF CHILDREN, YOUTH, AND AT-RISK ADULTS**

Preston Hollow Presbyterian Church (PHPC) believes that it is called by God to create a safe haven for all children, youth, and at-risk adults in its care, protecting those who are powerless and empowering them through faith and trust.

Therefore, PHPC is committed to the safety, welfare, and protection of all children, youth and at-risk adults participating in the activities and programs of this church. As used herein the term "child," "children," and "youth" refer to all persons under 18 years of age, and the term "at-risk adult" refers to all persons 18 and older who may be particularly vulnerable while actively receiving sensitive ministry through specific PHPC programs.

This policy addresses the preventable risk of any form of abuse or harassment (whether physical, mental or sexual) by any of the employees, teachers or volunteers of PHPC while on church property or otherwise engaged in church activities or programs. In addition, we are called to stand not in judgment, but with compassion for each other. We believe that any person who has been accused of committing an act of abuse can expect due process, our prayers, and acceptance as a human being.

Therefore, all PHPC activities and programs involving children, youth and at-risk adults, regardless of location, will be subject to the following policy:

- Two adults will be assigned to supervise or lead all activities involving children or youth.
- Any volunteer leader of children, youth, or at-risk activities will:
  - a) be a PHPC member\* (or, if under the age of 18, be a child of a PHPC member), and
  - b) complete a Volunteer Information Form and have a security background check completed through PHPC, and
  - c) give consent for repeat security background checks as needed.

*\*Exceptions for non-members may be made for Divorce Care volunteer leaders, Springhill Junior Counselors, Epiphany Life and Arts Volunteer Leaders, and ordained clergy. The Pastor overseeing the Program area will complete two reference checks for exception individuals. Documentation of completed reference checks will be kept with the individual's Volunteer Information Form in the Director of Human Resources' office. Exception individuals will always work with a member teacher/volunteer.*

- PHPC will not tolerate or accept any act or omission as specifically described in Prohibited Acts.
- Upon accusation, the accused is entitled to prompt and fair disposition of such serious charges and to receive due process of law including the presumption of innocence unless proven guilty.
- Any violation of the policy shall be reported in accordance with Violation Reporting Policy.



## Volunteer Information Form

Teachers/volunteers of children, youth, and at-risk adults' activities or programs will be required to complete a Volunteer Information Form providing personal and confidential information necessary to perform security background checks on each individual. Employees of the Church will also be required to complete an Employee Information Form providing personal and confidential information necessary to perform security background checks and reference checks on each individual. While this process understandably intrudes into an individual's privacy, the security of our children, youth and at-risk adults outweighs the personal invasion inherent with such investigation and disclosures. All personal information voluntarily disclosed, the results of all security background and reference checks, or the refusal of any person to participate in a program or activity in lieu of such disclosure requirements, will be considered confidential.

Security background checks will be conducted by the Director of Human Resources through the appropriate agency. The results of the security background checks will be reviewed by the Director of Human Resources. The Executive Pastor will review the results when it is determined that further review should be made. The Director of Human Resources and the Executive Pastor may consult with the appropriate Associate Pastor(s) if in their determination additional review is required.

Without the written permission of the employee, teacher/volunteer of children, youth, and at-risk adult programs (and except as may be required by law), the information contained in the Volunteer Information Form or Employee Information Form, the results of the security background check, and the results of any reference checks will be disclosed only to the persons designated in the previous paragraph.

The Director of Human Resources will maintain a locked storage cabinet for all Volunteer Information Forms, Employee Information Forms, and other records. Whether disclosed voluntarily or by result of the security background check, the following items will automatically disqualify a volunteer from participating in the leadership or sponsorship of any children, youth, or at-risk adult activity or program:

Any indictment alleging the offense of, or any conviction for: murder; aggravated assault; sexual abuse; sexual assault (rape); aggravated sexual assault; injury to a child; incest; indecency with a child; inducing sexual conduct or sexual performance of a child; possession or promotion of child pornography; the sale, distribution, or display of harmful material to a minor; employment harmful to children; or abandonment or endangerment of a child.

All other convictions or charges for any other crimes not listed above will be reviewed by the Director of Human Resources and the Executive Pastor as described in the second paragraph under Volunteer Information Form. If an applicant disputes information that appears in his or her

criminal history record transcript, he or she may appeal through the Texas Department of Public Safety or other appropriate governmental agency.

### **Prohibited Acts**

The following acts are prohibited by this Policy and will not be tolerated or accepted during any PHPC activity or program. Any observations or personal knowledge of such violations must be immediately reported to the Director of Human Resources, Executive Pastor, or appropriate Associate Pastor after the safety of the child, children, youth or at-risk adult involved has been assured.

- **Any display or demonstration of sexual activity, abuse, insinuation of abuse, or evidence of abusive conduct towards a child, youth or at-risk adult;**
- **Sexual advances or sexual activity of any kind between any adult and a child, youth or at-risk adult;**
- **Infliction or physically abusive behavior or bodily injury to a child, youth, or at-risk adult;**
- **Physical neglect of a child, children, youth, or at-risk adult including failure to provide adequate supervision in relation to the activities of PHPC;**
- **Causing mental or emotional injury to a child, children, youth or at-risk adult;**
- **Possessing obscene or pornographic materials at any function of the church;**
- **Possessing, advocating the use of, or being under the influence of any illegal drugs;**
- **Consuming or being under the influence of alcohol while leading or participating in a children, youth or at-risk adult function for PHPC.**

### **Violation Reporting Policy**

In order to maintain an environment free of destructive acts toward all children, youth and at-risk adults, the employees, teachers, parents and volunteers of PHPC must be aware of their individual responsibility to report any questionable circumstance, observation, act, omission, or situation thought to be in violation of this Policy. All questions or concerns of any suspected abusive behavior or harassment shall be directed to the Director of Human Resources, the Executive Pastor, or the appropriate Associate Pastor, or in extenuating circumstances, Grace Presbytery's Executive Presbyter.

In the event anyone personally witnesses an occurrence in violation of this Policy, that person will be asked to complete a written Suspected Abuse Incident Report. Anyone who should witness such an occurrence should consider the following recommendations as to how such a situation should be handled to insure the security of the child, youth or at-risk adult involved and to protect against physical, emotional or psychological injury, to all persons involved.

The following are the steps to take in case of any occurrence of a violation of the Policy:

- **PERSONALLY SECURE THE SAFETY OF THE CHILD, CHILDREN, YOUTH, OR AT-RISK ADULT.**

- **REPORT THE INCIDENT IMMEDIATELY!**
- **DO NOT LEAVE THE CHILD, CHILDREN, YOUTH, OR AT-RISK ADULT ALONE TO REPORT THE INCIDENT.**
- **DO NOT PERSONALLY CONFRONT THE ALLEGED OR ACCUSED VIOLATOR OF THE POLICY.**
- **ALLOW THE DESIGNATED PERSON TO PROVIDE YOU WITH INSTRUCTIONS FOR REPORTING OF THE INCIDENT TO THE PARENTS OR GUARDIAN.**
- **THE EXECUTIVE PASTOR OR THE DESIGNATED PERSON ON THE RESPONSE TEAM WILL BE SOLELY RESPONSIBLE FOR ALL COMMUNICATIONS ON BEHALF OF THE CHURCH.**

In the event a child, youth or at-risk adult reports abusive conduct while engaged in a PHPC sponsored activity or involving the employees, teachers, parents and volunteers of PHPC, regardless of where the conduct occurred, the person initially contacted by the child, youth, or at-risk adult should contact the designated person and complete a written Suspected Abuse Incident Report. Record verbatim in the Suspected Abuse Incident Report the specific words first spoken by the child, youth, or at-risk adult and the conduct and demeanor observed concerning the incident.

#### Consequences of Violation

Any person accused of committing a Prohibited Act, whether an, employee, member, or volunteer will immediately be suspended from participation in all children, youth, and at-risk adult activities and programs of PHPC. Such suspension shall continue during any investigation by PHPC or law enforcement or child protection agencies.

Any person found to have committed a Prohibited Act shall be prohibited from future participation in all children, youth, and at-risk adult activities and programs of PHPC. If the person is an employee, such conduct may also result in termination of employment.

As required by Texas law, all reports of abuse of children or youth will be timely forwarded to the appropriate child protection and law enforcement authorities. Such reporting must be accomplished in addition to complying with this Child Protection Policy.

Failure to timely report a Prohibited Act to the designated person shall be considered a procedural violation of this Child Protection Policy and shall be grounds for termination of employment of an employee and suspension and dismissal from participation in all children, youth, and at-risk adult activities and programs of PHPC by any person.

Approved by Session: 1/27/97

Amendments Approved by Session: 6/24/02

Amendments Approved by Session: 5/19/03

Amendments Approved by Session: 5/19/14

**SUSPECTED ABUSE INCIDENT REPORT FORM**

Completing this Suspected Abuse Incident Report Form will immediately activate the Preston Hollow Presbyterian Church Response Team. All information provided on this form will be provided on a confidential basis to the appropriate law enforcement agency.

Name and Address of Reporter: \_\_\_\_\_  
\_\_\_\_\_

Date of incident: \_\_\_\_\_ Time: \_\_\_\_\_

Name(s) of Person(s) involved (with ages): \_\_\_\_\_  
\_\_\_\_\_

Please describe the incident (including the names of those suspected of abuse):  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Quote the alleged victim's first words verbatim: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Describe alleged victim's demeanor/appearance/condition: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

What action has been taken: \_\_\_\_\_  
\_\_\_\_\_

Were there any witnesses (include yourself, if you were present):

Name	Phone (if known)
_____	_____
_____	_____
_____	_____

Report submitted to: \_\_\_\_\_

Your Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Preston Hollow Presbyterian Church

### Procedure for Implementation of the Response Team Pursuant to the Statement of Purpose and Procedure Safeguarding the Well Being of Children, Youth and At-Risk Adults

This procedure provides the documentation and communication processes for handling an Incident Report filed pursuant to the adopted Statement of Purpose and Procedure Safeguarding the Well Being of Children, Youth and At-Risk Adults.

#### General

Preston Hollow Presbyterian Church will respond to a reported incident of alleged or suspected child/youth/at-risk adult abuse in an effort to protect the child/youth/at-risk adult and any individuals involved in the incident. It is NOT the policy of the Church to prove whether the alleged or suspected abuse has or has not occurred, as this will be the responsibility of the proper legal authorities. The Church will strive to maintain the privacy and confidentiality of the alleged victim and the accused.

#### Responsibility

#### Action

#### Session

Appoint or delegate annually the appointment of a Response Team consisting of the following:

- The Administrator of the Policy
- An attorney experienced with or trained in criminal law and the provisions of the Penal Code and Family Code of the State of Texas as they relate to child abuse and the reporting thereof
- A person capable of providing support for the alleged victim
- A person capable of providing support for the alleged abuser
- A parent of a youth or child

The Response Team shall be a permanent committee of Church members whose members shall serve a two year term in rotating classes of two (2) persons each with the designated Administrator being a permanent member. The Response Team shall meet at least once a year and on-call. The roll of the Response Team is to remain impartial.

#### Administrator

Notify the Response Team and convene an action meeting immediately

Notify the Director of the affected ministry area immediately

Inform the parents of the alleged victim and respond to their questions and concerns

#### Response Team

Upon being informed that an Incident Report has been submitted the Response Team shall meet immediately and take the following actions:

- ❖ Assure that the accused person has been removed and suspended from duties involving the children/youth/at-risk adult pending external and internal investigations
- ❖ Notify the appropriate legal or state authorities by telephone

- ❖ Prepare a written report and send one copy to the appropriate state agency and give a copy to the Head of Staff
- ❖ Review the alleged incident and recommend appropriate action, if any

The Response Team will develop a plan of action to include the following:

- ❖ Notify the insurance carrier of the incident immediately and comply with its investigation, if any
- ❖ Cooperate with legal and state authorities in their investigations, if any
- ❖ Prepare a written statement and designate a spokesperson to respond to media inquiries
- ❖ Provide assistance to the alleged victim and his/her family in obtaining counseling or referral to a mental health professional, in needed
- ❖ Provide assistance to the alleged abuser and his/her family in obtaining counseling or referral to a mental health professional, if needed
- ❖ Respond to the needs of the family of the alleged victim and the accused by providing recommendations for resolution
- ❖ Inform the affected volunteer(s) and paid staff members of the need for confidentiality
- ❖ Consider and respond to the concerns of other parents
- ❖ Assist the Policy Compliance Committee to evaluate and update these policies and procedures annually.

Approved by Session: 1/27/97  
Amendments Approved by Session: 6/24/02

## VOLUNTEER INFORMATION FORM

**PART I** - All information in this section is required. Please print.

Name (last, first, middle, maiden) \_\_\_\_\_

If you have ever used another name, please indicate the name and time periods used:

\_\_\_\_\_

Current Address:

Address	City	State	Zip
---------	------	-------	-----

How long at this address? \_\_\_\_\_ Please list fully all other addresses you have had for at least the past 5 years. Please include additional addresses on the back. Previous Addresses:

Address	City	State	Zip
---------	------	-------	-----

Address	City	State	Zip
---------	------	-------	-----

Additional Information:

Sex  M  F Marital Status:  Single  Married  Divorced  Separated  Widowed

Date of Birth \_\_\_/\_\_\_/\_\_\_ Place of Birth \_\_\_\_\_ Ethnicity \_\_\_\_\_

Social Security Number \_\_\_\_\_ TX Driver's License Number \_\_\_\_\_

Place of Employment \_\_\_\_\_

Cell/Home Phone \_\_\_\_\_ Work Phone \_\_\_\_\_

**PART II** - Your honest answers to the following questions will assure our church family the finest care we can provide. If you prefer, you may choose to discuss your answers with a member of our Pastoral Staff rather than using this form.

1. In what area of ministry do you wish to serve?
  
2. Have you ever been subject to any disciplinary action, complaint, or allegations that you violated any employer's or any organization's policy concerning sexual misconduct? (If yes, please explain.)
  
3. Other than #2 above, is there any fact or circumstance involving you or your background that would call into question your being entrusted with children, youth, or at-risk adults? (If yes, please explain.)

**SIGNATURE REQUIRED IN PART III ON BACK OF THIS PAGE**

**PART III - AUTHORIZATION AND RELEASE**

I hereby give my permission for Preston Hollow Presbyterian Church to obtain information relating to my criminal history record through the appropriate reporting agencies. I also agree that this authorization in original, faxed, photocopied, or electronic form will be valid for any reports or references that may be requested about me by or on behalf of Preston Hollow Presbyterian Church. The criminal history record, as received from the reporting agencies, may include arrest and conviction data as well as plea bargains and deferred adjudications and delinquent conduct committed as a juvenile. I understand that this information will be used, in part, to determine my eligibility for a volunteer position with the church. I also understand that as long as I remain a volunteer here, the criminal history records check may be repeated at any time. I understand that I will be contacted if something needs to be clarified based on information obtained through the reporting agencies. I also understand that the criminal history could contain information presumed to be expunged.

I, the undersigned, do, for myself, my heirs, executors and administrators, hereby remise, release and forever discharge and agree to indemnify the reporting agencies and Preston Hollow Presbyterian Church and each of their officers, directors, employees and agents and hold them harmless from and against any and all causes of actions, suits, liabilities, costs, debts and sums of money, claims and demands whatsoever (including claims for negligence, gross negligence, and/or strict liability of the reporting agencies) and any and all related attorneys' fees, court costs and other expenses resulting from the investigation of my background in connection with my application to become a volunteer.

\_\_\_\_\_  
Applicant's Signature Date

\_\_\_\_\_  
Printed Name

**PART IV** – Are you a member of PHPC? If no, non-member volunteers require two references who will be contacted by a Pastor.

- 1. Name, Address, Phone #: \_\_\_\_\_
- 2. Name, Address, Phone #: \_\_\_\_\_

**PART V** – It is your responsibility to attend a scheduled training session on child abuse and the church's policy before we can process your background check. Training must be completed at least one week prior to volunteering in a church program.

For Office Use: Training completed: _____
--



## YOUTH VOLUNTEER INFORMATION FORM

**PART I** – Since a youth or juvenile cannot give permission for a background check, the authorization must come from the parent or legal guardian. All information in this section is required. Please print.

Name (last, first, middle) \_\_\_\_\_

Current Address:

Address	City	State	Zip
---------	------	-------	-----

How long at this address? \_\_\_\_\_ Please list fully all other addresses you have had for at least the past 5 years. Please include additional addresses on the back. Previous Addresses:

Address	City	State	Zip
---------	------	-------	-----

Address	City	State	Zip
---------	------	-------	-----

Additional Information:

Sex  M  F      Cell/Home Phone \_\_\_\_\_

Date of Birth \_\_\_\_/\_\_\_\_/\_\_\_\_ Place of Birth \_\_\_\_\_ Ethnicity \_\_\_\_\_

**PART II** - Your honest answers to the following questions will assure our church family the finest care we can provide. If you prefer, you may choose to discuss your answers with a member of our Pastoral Staff rather than using this form.

1. In what area of ministry do you wish to serve?
  
2. Have you ever been subject to any disciplinary action, complaint, or allegations that you violated any employer's or any organization's policy concerning sexual misconduct? (If yes, please explain.)
  
3. Other than #2 above, is there any fact or circumstance involving you or your background that would call into question you working with children or at-risk adults? (If yes, please explain.)

**SIGNATURE REQUIRED IN PART III ON BACK OF THIS PAGE**

**PART III - AUTHORIZATION AND RELEASE**

I hereby give my permission for Preston Hollow Presbyterian Church to obtain information relating to the criminal history record of my child, \_\_\_\_\_, through the appropriate reporting agencies. I also agree that this authorization in original, faxed, photocopied, or electronic form will be valid for any reports or references that may be requested about my child by or on behalf of Preston Hollow Presbyterian Church. The criminal history record, as received from the reporting agencies, may include arrest and conviction data as well as plea bargains and deferred adjudications and delinquent conduct committed as a juvenile. I understand that this information will be used, in part, to determine my child's eligibility for a volunteer position with the church. I also understand that as long as my child remains a volunteer here, the criminal history records check may be repeated at any time. I understand that I will be contacted if something needs to be clarified based on information obtained through the reporting agencies. I also understand that the criminal history could contain information presumed to be expunged.

I, the undersigned, do, for myself, my heirs, executors and administrators, hereby remise, release and forever discharge and agree to indemnify the reporting agencies and Preston Hollow Presbyterian Church and each of their officers, directors, employees and agents and hold them harmless from and against any and all causes of actions, suits, liabilities, costs, debts and sums of money, claims and demands whatsoever (including claims for negligence, gross negligence, and/or strict liability of the reporting agencies) and any and all related attorneys' fees, court costs and other expenses resulting from the investigation of my child's background in connection with his/her application to become a volunteer.

Parent/Guardian Signature	Date	Applicant's Signature	Date
Parent/Guardian Printed Name		Applicant's Printed Name	

**PART IV** – Are you or your parents a member of PHPC? If no, non-member volunteers require two references who will be contacted by a Pastor.

- 1. Name, Address, Phone #: \_\_\_\_\_
- 2. Name, Address, Phone #: \_\_\_\_\_

**PART V** – It is your responsibility to attend a scheduled training session on child abuse and the church's policy before we can process your background check. Training must be completed at least one week prior to volunteering in a church program.

For Office Use: Training completed: _____
--

*Preston Hollow Presbyterian Church*  
*Sponsored Trips Policy*

**I. Purpose** - The purpose of this policy is to have a specific set of documented criteria for use by all groups, missions or individuals interested in developing a church sponsored trip. The policy will provide an equitable and clearly defined procedure for considering the use of our congregation's resources for the intended purpose of such church sponsored trips.

**II. Definition** - A church sponsored trip is defined as an event that takes a church group out of the metroplex for more than one overnight stay. A trip has the following characteristics:

- a) Proposal generated through and approved by a mission group of PHPC (eg. - Congregational Life, Worship, Education)
- b) Full disclosure of the finances involved in the trip, including:
  - 1) Cost to all participants
  - 2) Insurance cost and coverage required
  - 3) Economic or other benefits to trip leaders or organizers
- c) A purpose or objective that helps fulfill the mission and values of Preston Hollow Presbyterian Church
- d) An itinerary that does not include destinations that would be incompatible with PHPC's mission or character
- e) One that has Staff Committee approval of any vacation time, study leave or work time involved for any Pastoral or Program staff members
- f) Approval by vote of the Session
- g) Does not conflict with other existing or planned church sponsored trips or events

**III. PHPC Trip Disclosure and Approval Form** - Attached as Exhibit A of this Policy, this form must be completed by the individuals or mission proposing a church sponsored trip. This form will be reviewed by Staff Committee, Finance Committee, and by Session for approval, rejection or further refinement. Trips may not be advertised without Session approval. Multiple forms may be submitted together in a batch to cover a period of time (e.g. - all planned Youth trips for a planning year).

**IV. Liability and Insurance Issues** - Prior to approval of the Session, a full disclosure and plan for addressing the following items shall be made with the Finance office:

- a) Insurance Coverage
- b) Use of church property
- c) Total cost involved for said insurance coverage

**V. Advertising & Promotion** - Advertising should be done in good taste. Such advertising might include articles in the church newsletter, occasional bulletin announcements and posters located within the building. All advertising of church sponsored trips shall be done only with approval from the sponsoring mission. Additionally, the sponsoring mission shall be accountable to the Session for all advertising done in conjunction with said trip.

**VI. Intent** - The policy as outlined above is meant to protect Preston Hollow Presbyterian Church and its membership from any exclusionary practices. It is also meant to ensure that church sponsored trips do not put the resources of our congregation at risk. By following the procedures outlined herein Preston Hollow can continue to successfully offer exciting and enjoyable ways for our congregation to fellowship beyond the walls.

Date submitted to Mission \_\_\_\_\_ Date submitted to Staff Committee \_\_\_\_\_  
Date submitted to Finance Com. \_\_\_\_\_ Date submitted to Session \_\_\_\_\_

## *PHPC Trip Disclosure & Approval Form*

### **Instructions**

This form is to be completed for all trips that are to be scheduled in conjunction with any PHPC purpose or mission. It is intended to assist in presenting all pertinent facts relating to the planned event in a manner that will allow efficient review and approval according to the PHPC Church-Sponsored Trip Policy.

The sponsoring group or individual is to provide the information indicated below, and then present it to their staff supervisor and the sponsoring Mission. Once approved by the supervisor or modified by the Mission, it is to be forwarded to the Staff Committee, Finance Committee, and then to Session for final approval.

This form is available in electronic form from the Executive Associate Pastor's office.

### **General Information**

Trip Name _____	Dates _____ - _____
Destination _____	
Sponsoring Group _____	Target Group Siz _____
Individual _____	
Sponsoring Missio _____	Participants <input type="checkbox"/> PHPC Members & Staff
	<input type="checkbox"/> Open to non-members
Name of Staff or Designated Leader _____	Checks payable t _____
Target Group _____	Deposits req'd to \$ _____ (amt)
	parties _____ (date)
Target Cost per Participant \$ _____	Refundable by _____ (date)

How does this trip support the mission and values of PHPC?

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### **Itinerary Summary**

Date	Depart	Arrive	Transportation Mode
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

### **Staff Impact** (Staff Committee will review/approve.)

A) Name and position of any participating PHPC staff –

Name	Total	Work	Study	Vac'n	Absence Coverage	Coverage Cost
_____	_____	_____	_____	_____	_____	\$ _____

**PHPC Trip Disclosure & Approval Form**

\_\_\_\_\_ \$ \_\_\_\_\_  
 \_\_\_\_\_ \$ \_\_\_\_\_

A) Type and economic value of any benefits accruing to any PHPC staff or member –

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

\$ \_\_\_\_\_

B) Estimated amount and type of expenses to be reimbursed to PHPC staff or member –

Name	Amount	Study	"Work"
_____	\$ _____	<input type="checkbox"/>	<input type="checkbox"/>
_____	\$ _____	<input type="checkbox"/>	<input type="checkbox"/>
_____	\$ _____	<input type="checkbox"/>	<input type="checkbox"/>

**YES NO** Verified that staff has (or will have) sufficient accrued time in Study or Vacation at

**Liability and Legal Issues** (Finance Committee will review/approve.)

**YES NO** Confirmed by PHPC Financial Office that trip costs and personal liability costs are covered

**YES NO** Requires additional insurance rider (see Cost Section below)

**YES NO** Contract(s) required, with \_\_\_\_\_

**YES NO** Contract(s) reviewed and approved by PHPC Finance Office

**YES NO** Better Business Bureau and other ( \_\_\_\_\_ ) validation of provider's reputation, safety record and financial fitness



*Preston Hollow Presbyterian Church  
Sponsored Trips Policy*

***Sample Trips***

***Educational***

Holy Land Tour, Passion Play, Tour of Mission Sites – with direct connection to education in the church, Bible, church history, and faith issues, with formal and informal opportunities for learning (reading, lectures, etc.)

***Regular Duties***

When a program of the church has asked a staff member to provide what are clearly professional services, this would be seen as regular duties.

***Vacation***

Fun and frolic, not directly related to the mission of the church, other than enjoying each other and having a good time.

***Choir***

Actual singing, rehearsing, and performing, with advance preparation and practice.

***Youth Ski Trip***

One of many such programs which are part and parcel of the youth program. Definitely work time for the leaders; even fun trips, however, should include some times for group discussion, worship, evening prayer, etc., as well as the opportunity for one-on-one ministry with young people.

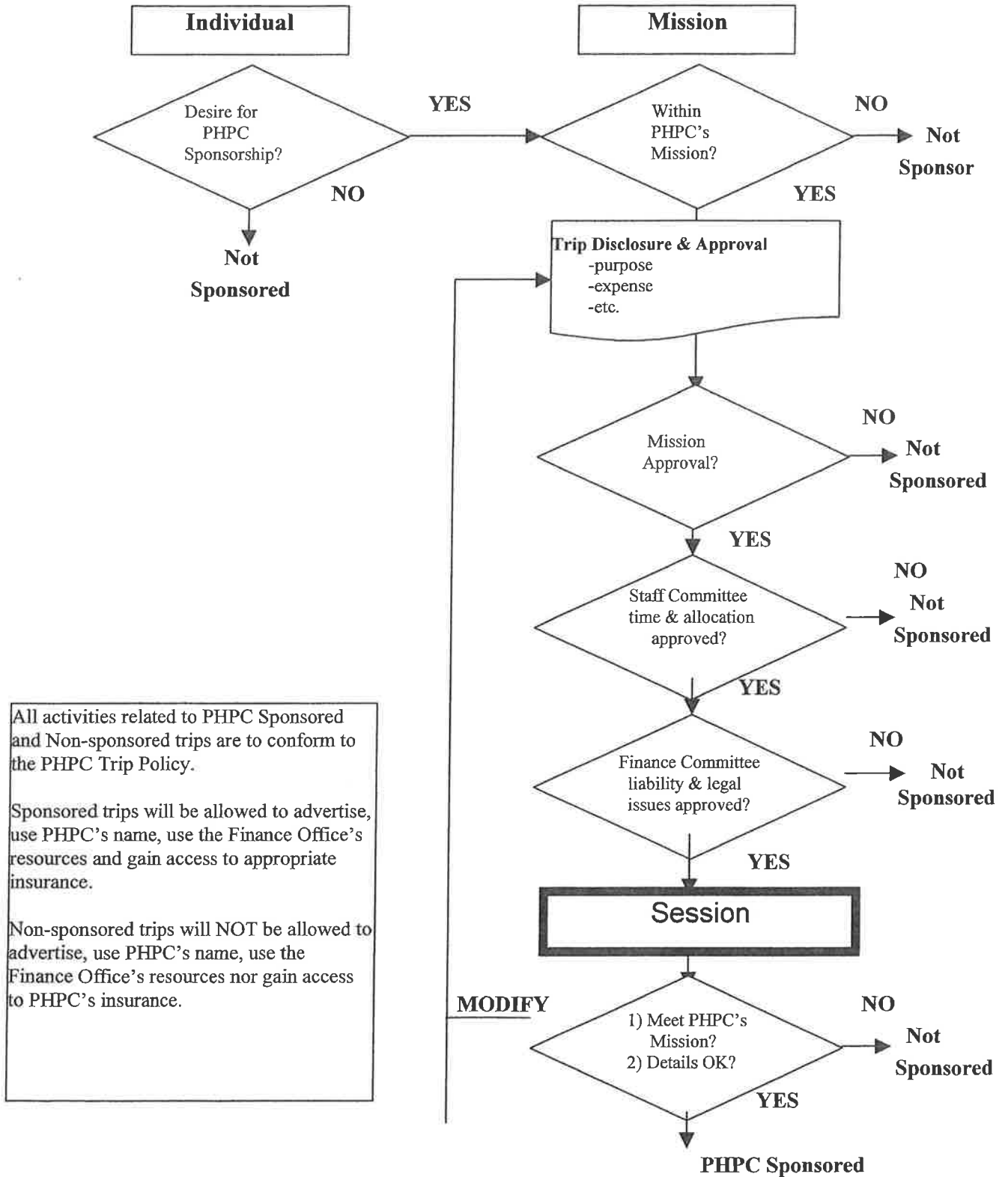
***General Assembly***

Clearly work time when one has an official capacity. Expenses could be covered by PHPC, upon approval, if not covered by Presbytery or General Assembly.

***Mission Trip***

Clearly work time; insurance coverage to be examined and provided for by the Mission, either through its budget or through cost to the participants.

# Preston Hollow Presbyterian Church Sponsored Trips Policy



All activities related to PHPC Sponsored and Non-sponsored trips are to conform to the PHPC Trip Policy.

Sponsored trips will be allowed to advertise, use PHPC's name, use the Finance Office's resources and gain access to appropriate insurance.

Non-sponsored trips will NOT be allowed to advertise, use PHPC's name, use the Finance Office's resources nor gain access to PHPC's insurance.



# Preston Hollow Presbyterian Church

## Minute For Mission & Special Announcements

### Guidelines and Instructions

#### WHEN

8:15 a.m. service Chapel

Meet the preaching pastor across from the Parlor at 8:05 a.m.

9:30 a.m. service Sanctuary

11:00 a.m. service Sanctuary

#### LENGTH

Please limit message to **MAXIMUM OF 60 SECONDS**

- Please write out your script and time yourself. **The length should not exceed about 125 words.** To determine word count in Microsoft Word, select all text, go to the "Review" drop down and select "Word Count."
- We have learned from experience that the shorter and tighter the script, the more people pay attention to the message.
- You may direct people to the Atrium to talk with you after the service. (See below for required atrium reservations).
- Please remember that the setting for this Minute for Mission/Special Announcement is worship. Good humor engages the listener and is appropriate; however, we discourage gimmickry and props. If your presentation requires "a little something extra," please check with your pastor-liaison as you plan the presentation.
- **Please email your script to the preaching pastor and Diane Pennington (below) by the Thursday prior to the designated Sunday.**

#### LOGISTICS

Please sit as close to the lectern as possible on one of the front rows. During the "For the Life of the Church," even **before** the preacher starts to introduce you, please make your way to the lectern. That way, you will be ready to speak as soon as the pastor has finished introducing you. Point the lectern microphone at your chin before speaking.

#### DEFINITION AND PURPOSE

- A **Minute for Mission** is any message that educates and promotes opportunities for volunteering and/or partnership with missional activities and organizations that are not directly part of PHPC's teams or ministries.
- A **Special Announcement** is any message to promote awareness of and information about PHPC programs and ministry opportunities to its members.  
**NEITHER** should be a veiled attempt at an appeal for funding or donations. Any direct appeal for funds in worship must be pre-approved through **Finance Committee**.

#### SCHEDULING

If you have any further questions regarding **Minute for Mission and Special Announcements**, please contact Diane Pennington at [dpennington@phpc.org](mailto:dpennington@phpc.org), or 214-368-6348, ext. 116.

For scheduling **Bulletin Board/Counter Space or Bulletin Inserts**, please contact Communications at [communications@phpc.org](mailto:communications@phpc.org) or 214-368-6348, ext. 170.

1 **BY-LAWS**

2 Of

3  
4 PRESTON HOLLOW PRESBYTERIAN CHURCH

5 A Texas Non-Profit Corporation

6  
7 **ARTICLE I**

8 Purpose

9  
10 1.1 General. The purposes for which the Corporation is organized are  
11 to operate exclusively for religious, charitable, medical, literary, or  
12 educational purposes within the meaning of Section 501 (c)(3) of the Internal  
13 Revenue code of 1986, as amended (hereinafter referred to as the "Code").  
14 Specifically, the Corporation is organized and should be operated as a  
15 religious and charitable institution which is a part of the Presbyterian Church  
16 (U.S.A.) and subject to the provisions of the Constitution of the Presbyterian  
17 Church (U.S.A.).

18 1.2 Powers. The Corporation is a non-profit corporation, and shall  
19 have all the powers, duties, authorizations and responsibilities as provided in  
20 the Texas Non-Profit Corporation Act; provided, however that the Corporation  
21 shall neither have nor exercise any power, nor shall it engage directly or  
22 indirectly in any activity, which would invalidate its status as a corporation  
23 which is exempt from federal income taxation under Section 501 (c)(3) of the  
24 Code, or its status as a corporation to which charitable contributions (as  
25 defined in Section 170 (c)(2) of the Code) are deductible under Section 170

1 (a)(1) of the Code. All powers of the Corporation shall be in accordance with  
2 and in compliance with the Constitution of the Presbyterian Church (U.S.A.)

3 1.3 Conduct of Corporate Affairs

4 (a) The affairs of the Corporation shall at all times be conducted in a  
5 manner consistent with the requirements of the Code, as such requirements  
6 affect tax-exempt organizations.

7 (b) The Corporation shall not carry on activities that are not in  
8 furtherance of, or otherwise incidental to, its purpose.

9  
10 ARTICLE II

11 Offices

12  
13 2.1 Principal Office. The principal office of the Corporation in the State  
14 of Texas shall be at 9800 Preston Road, City of Dallas, County of Dallas.

15 2.2 Other Offices. The Corporation may have such other offices, either  
16 within our without the County of Dallas, State of Texas, as the Governing  
17 Body (as hereinafter defined) may determine or as the affairs of the  
18 Corporation may require from time to time.

19 2.3 Registered Office and Registered Agent. The Corporation shall  
20 have and continuously maintain in the State of Texas a registered office, and  
21 a registered agent whose office is identical with such registered office, as  
22 required by the Texas Non-Profit Corporation Act. The registered office may  
23 be, but need not be, identical with the principal office of the Corporation in the  
24 State of Texas, and the address of the registered office and the identify of the  
25 registered agent may be changed form time to time, in accordance with the

1 Texas Non-Profit Corporation Act, by the Governing Body or by an officer of  
2 the Corporation so authorized by that Governing Body.

3  
4 ARTICLE III

5 3.1 Members The corporation shall have no shareholders. Each  
6 regular member of Preston Hollow Presbyterian Church shall be a voting  
7 member of the Corporation.

8  
9 ARTICLE IV

10 Governing Body

11  
12 4.1 General Powers. The affairs of the Corporation shall be managed  
13 by its Session (the Governing Body). The Governing Body may exercise all  
14 powers granted to the Corporation and do all lawful acts required by the  
15 affairs of the Corporation, except those powers reserved to the members of  
16 the Corporation (the "Congregation") (see 4.4 below), so long as the exercise  
17 of such powers and the doing of such acts are consistent with the  
18 Corporation's prescribed purposes, and consistent with and not prohibited by  
19 the Constitution of the Presbyterian Church (U.S.A.).

20 4.2 Number, Qualifications and Tenure. The members of the  
21 Governing Body shall be the pastor, the associate pastors, and the elders in  
22 active service elected from the membership of the church. The number of  
23 elders in active service shall be that number set by the Governing Body from  
24 time to time, for terms of three years, and in three classes of approximately  
25 equal number.

1           4.3 Nomination, Removal, Vacancies. The procedure for nomination,  
2 removal and filling of vacancies on the Governing Body shall be as set forth  
3 in the Constitution of the Presbyterian Church (U.S.A).

4           4.4 Powers Reserved to the Members of the Corporation.  
5 (Congregation). Business of the Corporation which relates to those matters  
6 set forth below, are reserved for a duly called meeting of the Corporation  
7 (Congregation).

8           (a) matters related to the election of elders and deacons;

9           (b) matters related to the calling of a pastor or pastors;

10          (c) matters related to the pastoral relationship, such as changing the  
11 call, or requesting, consenting or declining to consent to  
12 dissolution;

13          (d) matters relating to buying, mortgaging, selling or encumbering the  
14 real property held by the Corporation; and

15          (e) matters related to the permissive powers of a Congregation, such  
16 as desire to lodge all administrative responsibility in the Session, or  
17 the request to Presbytery for exemption from one or more  
18 requirements because of limited size.

19          (f) matters related altering, amending, repealing existing or adopting  
20 new By-Laws provided, however, that no such amendment, repeal  
21 or new By-Law shall be in conflict with the Constitution of the  
22 Presbyterian Church (U.S.A.)

23  
24           Whenever matters related to one of the above subjects requires  
25 action, the Governing Body shall call a Congregational Meeting for

1 such purpose. Both ecclesiastical and corporate business may be  
2 conducted at the same Congregational meeting.

3 4.5 Meetings. The Governing Body shall meet on a regular and stated  
4 basis as set by the Governing Body, but no less often than quarterly.

5 Special meetings may be called by the Moderator of the Governing  
6 Body or when requested in writing by any two members of the Governing  
7 Body upon reasonable notice given to the other members of the Governing  
8 Body.

9 A quorum of the Governing Body shall be the Moderator or other  
10 presiding officer and one-third of the elders, but no fewer than two, except for  
11 the reception and dismissal of members of the Congregation (Corporation),  
12 when the quorum shall be the Moderator (or other minister) and two members  
13 of the Governing Body.

14 The Governing Body may fix its own quorum at any higher number.

15 Elder members of the Governing Body shall serve without  
16 remuneration. Nothing herein shall be construed to preclude any member of  
17 the Governing Body from serving the Corporation in any other capacity and  
18 receiving compensation therefore.

## 19 ARTICLE V

### 20 Board of Deacons

21  
22 5.1 General Purpose. The Board of Deacons (Board) shall have  
23 oversight for the caring infrastructure of the Corporation (congregation) as  
24 defined by the Governing Body.

1           5.2 Organization – The Board of Deacons will operate under a Board  
2 structure, electing a moderator and secretary from among its members. The  
3 secretary shall keep a record of the Board’s proceedings. The pastor and  
4 associate pastors shall be advisory members of the Board.

5           The Board shall operate under the supervision and authority of the  
6 Governing Body. The records of the Board of Deacons shall be submitted to  
7 the Governing Body at least annually and at other times upon request.

8           5.3 Number, Qualifications and Tenure. The members of the Board of  
9 Deacons shall be those in active service elected from the membership of the  
10 church. The number of deacons in active service shall be that number set by  
11 the Governing Body from time to time, for terms of three years, and in three  
12 classes of approximately equal number.

13           5.4 Nomination, Removal, Vacancies. The procedure for nomination,  
14 removal and filling of vacancies on the Board shall be as set forth in the  
15 Constitution of the Presbyterian Church (U.S.A).

16           5.5 Meetings. The Board shall meet on a regular and stated basis as  
17 set by the Board, but no less often than quarterly.

18           A joint meeting of the Governing Body and the Board of Deacons shall  
19 be held at least annually to confer on matters of common interest.

20           Special meetings may be called by the Moderator of the Board or the  
21 Governing Body.

22           A quorum of the Board of Deacons shall be the Moderator or other  
23 presiding officer and one-third of the deacons.

24           The Board of Deacons may fix its own quorum at any higher number.

1 Deacons shall serve without remuneration. Nothing herein shall be construed  
2 to preclude any member of the Board from serving the Corporation in any  
3 other capacity and receiving compensation therefore.

## 4 5 ARTICLE VI

### 6 The Church and Its Property

7  
8 6.1 Trustees of the Corporation. The elders in active service on the  
9 Governing Body shall, by reason of their office, be the Trustees of the  
10 Corporation. The Governing Body of the Corporation may appoint from the  
11 active elders serving such Governing Body, a committee of Trustees, the  
12 number not to exceed seven (7), who shall be given the following  
13 responsibilities.

14 (a) acquiring and conveying title to the real property; buying, selling,  
15 mortgaging, and otherwise encumbering the real property of the  
16 Corporation;

17 (b) To act as signatory in any transaction involving real property of the  
18 Corporation.

19 In buying, selling, mortgaging and otherwise encumbering real  
20 property, the committee of the Trustees shall act under the authority of the  
21 Corporation granted in a duly constituted meeting of the Corporation  
22 (Congregation). Powers and duties of the committee of the Trustees cannot  
23 infringe upon the powers and duties of the Governing Body.

24  
25



1 ARTICLE VII

2 Organization of the Governing Body

3  
4 7.1 The Governing Body shall establish a "Manual of Operations" which  
5 shall set for the division of the work of the Governing Body, and the  
6 administrative responsibilities delegated or assigned to each committee,  
7 mission, commission, etc. and those reserved for the Governing Body.

8 7.2 Such "Manual of Operations" shall be reviewed annually and  
9 revised or amended as needed to keep it current and in compliance with the  
10 operation of the Governing Body.

11  
12 ARTICLE VIII

13 Officers

14  
15 8.1 The officers of the Governing Body shall be a Moderator, a Clerk  
16 and a Treasurer. The Governing Body may provide additional officers as  
17 required. The pastor shall be the Moderator of the Governing Body of the  
18 particular church.

19 8.2 Moderator. The Moderator shall have the authority necessary for  
20 preserving order and for conducting efficiently the business of the Governing  
21 Body. He or she shall convene and adjourn the Governing Body in  
22 accordance with its own action. The Moderator may, in an emergency,  
23 convene the Governing Body by written notice, at a time and place different  
24 from previously designated by the Governing Body.

1           8.3 Clerk of Session. The Clerk shall record the transactions of the  
2   Governing Body, keep its rolls of membership and attendance, preserve its  
3   records carefully, and furnish extracts from them when required.

4           The Clerk of Session shall be an elder elected by the Governing Body  
5   for such term as it may determine.

6           8.4 Treasurer. The Treasurer shall be elected annually by the  
7   Governing Body, and his or her work shall be supervised by the Session.  
8   Those in charge of various funds of the church shall report at least annually to  
9   the Governing Body, and more often when requested. The following minimum  
10  standards of financial procedure shall be observed.

11           (a) The counting and recording of all offerings by at least two duly  
12           appointed persons, or a fidelity bonded person;

13           (b) The keeping of adequate books and records to reflect all financial  
14           transactions, open to inspection by authorized church officers at  
15           reasonable times;

16           (c) Periodic reporting of the financial activities of the board or boards  
17           vested with financial oversight at least annually, preferable more  
18           often;

19           (d) Conduct audit of all books and records relating to finances once  
20           each year by a public accountant or public accounting firm or a  
21           committee of members versed in accounting procedures. Such  
22           auditors should not be related to the Treasurer (or Treasurers).

23

24

1 ARTICLE IX

2 Notices

3  
4 9.1 Whenever, under the provisions of the statutes or the Articles of  
5 Incorporation or by these By-Laws, notice is required to be given to any  
6 member of the Governing Body and no provision is made as to how such  
7 notice shall be given, it shall be construed to mean personal notice, but any  
8 notice may be given in writing, by mail, postage prepaid, addressed to such  
9 members of the Governing Body at such address as appear on the books of  
10 the Corporation. Any notice required or permitted to be given by mail shall be  
11 deemed to be given at the time when the same shall be thus deposited in the  
12 United States mail, as aforesaid.

13  
14 ARTICLE X

15 Miscellaneous

16  
17 10.1 Corporate Seal. The Governing Body may provide a corporate  
18 seal in such form as may be determined by the Governing Body; provided,  
19 however, that such seal shall not be required on any document executed by  
20 the Corporation except as expressly required by the law or by the Governing  
21 Body.

22 10.2 Activities Associated with the Corporation. All activities of any  
23 entity, group or body which is owned or controlled by or otherwise affiliated  
24 with the Corporation, by name or otherwise, shall be subject to the policies

1 and procedures set for the in these By-Laws unless otherwise expressly  
2 approved by the Governing Body.

3 10.3 Invalid Provisions. If any part of these By-Laws shall be held  
4 invalid or inoperative for any reason, the remaining parts so far as it is  
5 possible and reasonable, shall remain valid and operative.

6 10.4 Headings. The headings used in these By-Laws are for  
7 convenience **only** and do not constitute matters to be conducted in the  
8 interpretation of these By-Laws.

9

10

11 The foregoing By-Laws were adopted by the Governing Body of

12 Preston Hollow Presbyterian Church on October 22, 2001.

13

14

  
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15

Clerk of Session

**PRESTON HOLLOW PRESBYTERIAN CHURCH**  
**Policy on Committee Service**

*The following policy was taken from Minutes of the Stated Session Meeting held Monday, May 22, 2000, in Room 21.*

Missions and their committees will retire three members (or 1/3 of the committee, whichever is less) each program year, and include three new members (or 1/3 of the committee, whichever is less) in their place. Exceptions to this policy will be approved by the Coordinating Council. (This policy replaces Section 1 of 1994 policy on committee turnover).

Approved by Session: May 22, 2000

# **GOVERNMENT**

**The Book of Order - Form of Government  
New Officer Training Class – Preston Hollow Presbyterian Church**

4 Divisions in the Book of Order: Foundations of Presbyterian Polity (F)  
**Form of Government (G)**  
Directory for Worship (W)  
Rules of Discipline (D)

**G – Form of Government**

***I. Reference Guide for the Work of Ruling Elders, Deacons, and Sessions***

**1.01 The Congregation**

1.0103 - Governed by the Constitution of the PC (U.S.A.) – The session is responsible to guide and govern the life of the congregation. The session leads the people in fulfilling its responsibilities for the service of all people, for the upbuilding of the whole church, and for the glory of God.

**1.03 The Membership of a Congregation**

1.0303 – Entry Into Membership – by public profession of faith, made after careful examination by the session in the meaning and responsibilities of membership

**1.04 Categories of Membership**

1.0402 – Active Member – The session shall have the responsibility for preparing those who would become active members of the congregation.

1.0403 – Affiliate Member – The session is responsible for receiving persons as affiliate members.

**1.05 Meetings of the Congregation**

1.0502 – Calling a Congregational Meeting – called by session, by presbytery, or by the session when requested in writing by ¼ of the active members

1.0505 – Secretary and Minutes – the clerk of session serves as secretary for all congregational meetings

**2.01 Ordered Ministries of the Church**

2.0102 – Ordered Ministries - The Church's ordered ministries described in the New Testament and maintained by the church are deacons and presbyters (teaching elders and ruling elders). Ordination to the ministry of teaching elder, ruling elder, or deacon is unique to that order of ministry.

2.0104a – Gifts and Qualifications – God gifts those called as deacons and elders. Additionally, such people called should also be persons of strong faith, dedicated

discipleship, and the love of Jesus Christ as Savior and Lord. Their manner of life should be a demonstration of the gospel.

2.0104b – Gifts and Qualifications – The council responsible for ordination and/or installation shall examine each candidate's calling, gifts, preparation, and suitability for the responsibilities of ordered ministry.

2.0105 – Freedom of Conscience – Those in ordered ministries exercise freedom of conscience within certain bounds, captive to the Word of God and the essentials of Reformed faith and polity.

## **2.02 Deacons: The Ministry of Compassion and Service**

2.0201 Deacon Defined – The ministry of deacon is one of compassion, witness, and service, sharing in the redeeming love of Jesus Christ for the poor, the hungry, the sick, the lost, the friendless, the oppressed, those burdened by unjust policies or structures, or anyone in distress. Persons of spiritual character, honest repute, exemplary lives, brotherly and sisterly love, sincere compassion, and sound judgment should be chosen for this ministry.

2.0202 Under Authority of the Session – Deacons, individually commissioned or organized as a board of deacons, are under the supervision and authority of the session. Deacons may be given other special assignments in the congregation as delegated to them by the session, including assisting with the Lord's Supper.

## **2.03 Ruling Elders: The Ministry of Discernment and Governance**

2.0301 - Ruling Elder Defined – Ruling elders share a ministry of discernment and governance, by exercising leadership, government, spiritual discernment, and discipline. Ruling elders of a congregation are elected by the congregation.

## **2.04 General Provisions for Ruling Elders and Deacons**

2.0401 – Election of Ruling Elders and Deacons – The nomination and election shall express the rich diversity of the congregation's membership. Both offices shall be nominated by a committee elected by the congregation. Congregations may provide for their own rule for a nominating committee, provided that the committee shall consist of at least 3 active members and 1 active ruling elder. The pastor shall serve ex officio without vote. The opportunity for floor nominations is required. A majority vote is required for election.

2.0402 – Preparation for Ministry as a Ruling Elder or Deacon – The session shall provide those elected a period of study and preparation, after which the session shall examine them as to their personal faith, knowledge of doctrine, government, and discipline contained in the Constitution, and the duties of ministry. The session shall appoint a day for the service of ordination and installation.

2.0404 – Terms of Service – Ruling elders and deacons shall be elected to serve terms of no more than 3 years, and may be eligible for reelection according to congregational rule. The term limit set is 6 consecutive years, whereby the officer shall be ineligible for 1 year.



2.0405 – Dissolution of Relationship – The session gives consent to a request to resign from the session or board of deacons.

2.0406 – Release from Ministry – A ruling elder or deacon in good standing can be released from ordained ministry by making application to the session. Restoration requires application to the session.

2.0407 – Renunciation of Jurisdiction – The session renders decisions for officers doing disapproved work and can reach a conclusion that the ruling elder or deacon has renounced the jurisdiction of the church.

## **2.08 Call and Installation**

2.0802 – Election of a Pastor Nominating Committee – The session shall call a congregational meeting to elect a PNC representative of the congregation.

## **2.09 Dissolution of Pastoral Relationships**

2.0902 – Pastor Requests Dissolution – The minister states their intention to the session. The session calls a congregational meeting to act upon the request and to make recommendations to presbytery.

2.0903 – Congregation Requests Dissolution – Upon a request from the congregation the session calls a congregational meeting to dissolve the relationship.

## **2.10 Commissioning Ruling Elders to Particular Pastoral Service**

2.1001 – Commissioning Ruling Elders to Particular Pastoral Service – The presbytery, in consultation with the session, can authorize a ruling elder to be commissioned to particular service, authorizing them to moderate the session, administer the Sacraments, and officiate at weddings. The term of service shall not exceed 3 years, but shall be renewable.

## **2.11 Certified Church Service**

2.1102 – Certified Church Service – Sessions shall be encouraged by presbytery to make continuing education funds and time available to those seeking certification, and by providing for a service of recognition at the time of certification.

## **3.01 General Principles of Councils**

3.0101 - Councils as an Expression of Unity – The PC(U.S.A.) is governed by councils composed of presbyters elected by the people. The councils are called the session, the presbytery, the synod, and the General Assembly.

3.01012 – The councils have responsibility for the leadership, guidance, and government of the portion of the church (i.e. the congregation) that is under their jurisdiction.

3.0104 – Officers – The pastor of a congregation shall be the moderator of the session of

that congregation. Each council shall elect a clerk who shall record the transactions of the council. The clerk of the session shall be a ruling elder elected by the session for such term as it may determine.

3.0105 – Meetings – Meetings of councils shall be opened and closed with prayer, and conducted according to *Robert's Rules of Order Newly Revised*. This section provides provisions for dissent or protest.

3.0106 – Administration of Mission – Each council shall develop a manual of administrative operations, and all councils shall adopt and implement a sexual misconduct policy.

3.0107 – Records – Each council shall keep a full and accurate record of its proceedings.

3.0108 – Administrative Review- Each council is empowered to review the records and proceedings of lower councils within its jurisdiction (i.e. presbytery review of session records).

3.0109 – Committees and Commissions – Councils may designate committees and commissions as they deem necessary and helpful the accomplishment of the mission of the church.

3.0109a – Sessions shall perform the function of a judicial commission for the congregation. Judicial commissions decide cases of process according to the Rules of Discipline.

3.0109b – Session may create an administrative commission related to ordaining and installing ruling elders and deacons, receiving and dismissing members, and visiting organizations within the congregation to settle difference therein. A commission of a session shall be composed of at least 2 ruling elders, and a teaching elder in an installed or temporary relationship with the congregation governed by that session. The decisions of an administrative commission shall be reported to the clerk of the designating council, who shall report it at the next council meeting. A council may rescind or amend an action of its administrative commission.

3.0112 – Insurance - Each council shall obtain property and liability insurance coverage to protect its facilities, programs, staff, and elected and appointed officers.

3.0113 – Finances – Each council shall prepare and adopt a budget to support the church's mission. A full financial review of all financial books and records shall be conducted every year by a public accountant or committee of members versed in accounting procedures.

### **3.02 The Session**

3.0201 – Session Composition – **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. All members of session are entitled to vote. The pastor shall be the moderator of session, and the session shall not meet without the pastor or designated moderator.

3.0201 – Session Responsibility – The session has responsibility and power to: provide that the Word of God may be truly preached and heard, provide that the Sacraments may be rightly administered and received, nurture the covenant community of disciples of Christ.

3.0202 – Session Relations with Other Councils – Session have a responsibility to participate in other councils by electing ruling elders as commissioners to presbytery, nominate to presbytery ruling elders to be considered for election as commissioners to higher councils, etc.

3.0203 – Session Meetings – The session shall hold stated meetings at least quarterly. The moderator shall call a special meeting when deemed necessary or requested in writing by any 2 members. Special meeting business is limited to the stated agenda. Sessions shall provide by rule for a quorum for meetings; such quorum shall include the moderator and either a specific number of ruling elders or a specific percentage of those ruling elders in current service.

3.0204 – Session Minutes and Records – Minutes subject to the provisions of 3.0107. Each session shall maintain the following rolls and registers: membership rolls (baptized, active, affiliate) and registers (of baptisms, of ruling elders and deacons, of installed pastors with dates of service). The session may delete names from the rolls when a member requests, has moved, or otherwise ceased to participate actively in the work and worship of the congregation for a period of 2 years.

3.0205 – Session Finances – The session shall prepare and adopt a budget and determine the distribution of benevolences, and authorize offerings. The session shall elect a treasurer for such term as the session shall decide. All offerings shall be counted and recorded by at least 2 duly appointed persons or by one fidelity bonded person. 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.

## **4.02 Church Property**

4.0206 – Selling, Encumbering or Leasing Congregational Property – A congregation shall not sell, mortgage, encumber or lease its property without the written permission of the presbytery transmitted through the session of the congregation.

## **4.03 Confidence and Privilege**

4.0301 – Trust and Confidentiality – A teaching elder or a ruling elder commissioned to pastoral care shall maintain a relationship of trust and confidentiality. They may reveal confidential information when they reasonably believes that there is risk of imminent bodily harm to any person.

## ***II. Reference Guide for the Work of a Congregation***

### **1.01 The Congregation**

1.0101 – The Mission of the Congregation – engaged in the mission of God in its particular context: reaching out to share the good news of Jesus Christ, gathering for worship, caring for God’s children, speaking for social justice and righteousness, and bearing witness to the truth and to the reign of God coming into the world.

1.0102 – The Fellowship of the Congregation – polity presupposes a fellowship of all united in covenant relationship working with trust and love

1.0103 – Governed by the Constitution of the PC (U.S.A.) – congregation is a formally organized community chartered and recognized by a presbytery

### **1.03 The Organizing of a Congregation**

1.0303 – Entry Into Membership – by public profession of faith and baptism, certificate of transfer, or reaffirmation of faith

1.0304 – The Ministry of Members – provides an exhaustive list of responsibilities

### **1.04 Categories of Membership**

1.04 – Categories of Membership – baptized, active, and affiliate members

### **1.05 Meetings of the Congregation**

1.0501 – Annual and Special Congregational Meetings – annual meeting required, special meetings as necessary, business limited to items specifically listed in the call for the meeting, active members have vote, congregation shall provide by rule the quorum necessary to conduct business

1.0502 – Calling a Congregational Meeting – adequate public notice required, congregation shall provide their own rule for minimum notification

1.0503 – Business Proper to Congregational Meetings – limited to: officer elections, calling a pastor, changing pastoral relationships, dealing with real property, requesting a presbytery exemption as permitted

### **2.01 Ordered Ministries of the Church**

2.0102 – Ordered Ministries – The government of the church is representative, and the right of God’s people to elect presbyters and deacons is inalienable.

### **2.04 – General Provisions for Ruling Elders and Deacons**

2.0401 – Election of Ruling Elders and Deacons – The nomination and election shall express the rich diversity of the congregation’s membership. Both offices shall be

nominated by a committee elected by the congregation. Congregations may provide for their own rule for a nominating committee, provided that the committee shall consist of at least 3 active members and 1 active ruling elder. The pastor shall serve ex officio without vote. The opportunity for floor nominations is required. A majority vote is required for election.

## **2.08 Call and Installation**

2.0801 – Pastoral Vacancy – With the guidance and permission of the presbytery, a congregation shall proceed to fill the vacancy.

## **2.09 Dissolution of Pastoral Relationships**

2.0901 – Congregation Meeting – The presbytery is the only body that can dissolve a pastoral relationship. But there shall always be a meeting of the congregation to consider the matter and to consent, or decline to consent, to dissolution.

2.0903 – Congregation Requests Dissolution – Upon a request from the congregation the session calls a congregational meeting to dissolve the relationship.

## **4.01 Incorporation and Trustees**

4.0101 – Incorporation and Power – When permitted by civil law, each congregation shall cause a corporation to be formed and maintained. The corporation shall have the following powers: to receive, hold, encumber, manage, and transfer property, real or personal, for the congregation. Real property transactions require the approval of the congregation.

## **4.02 Church Property**

4.0203 – Church Property Held in Trust – All property held by or for a congregation is held in trust for the use and benefit of the PC (U.S.A.).

4.0206 – Selling, Encumbering or Leasing Congregational Property – A congregation shall not sell, mortgage, encumber or lease its property without the written permission of the presbytery transmitted through the session of the congregation.

## **4.03 Confidence and Privilege**

4.0302 – Mandatory Reporting – Any member shall report to ecclesiastical and civil legal authorities knowledge of harm, or the risk of harm, related to the physical abuse, neglect, and/or sexual molestation or abuse of a minor or an adult who lacks mental capacity when 1) such information is gained outside of a confidential communication, 2) he or she is not bound by an obligation of privileged communication, or 3) she or he reasonably believes that there is a risk of future physical harm or abuse.

## **Parliamentary Procedure Quick Reference Guide**

Purpose of Parliamentary Procedures:

1. facilitate the flow of business,
2. allow the majority to accomplish its will,
3. protect the rights of minority views and opinions.

Book of Order (G-3.0105)

“Meetings of councils shall be conducted in accordance with the most recent edition of *Robert’s Rules of Order Newly Revised*, except when it is in contradiction to this Constitution.”

Role of the Moderator (G-9.0202) – from the old 2009-2011 Book of Order:

“The moderator possesses the authority necessary for preserving order and for conducting efficiently the business of the governing body. He or she shall convene and adjourn the governing body in accordance with its own action.”

Role of the Clerk

1. keep a careful and authentic record of the proceedings,
2. preserve all documents of the organization,
3. assist the moderator, to advise and provide counsel, but not to rule on points of procedure (as only the moderator can do so)

Size of the Body

The size determines the degree of formal parliamentary procedures. The smaller the size the more informal it will be; the larger the body is, the more formal it will become and the more exact in its procedures. In a similar vein, the more controversial an issue is, the more formal the proceedings will need to be.

### Basic Parliamentary Procedures:

#### A. Motions

1. “I move that...” or “I recommend that...”
2. The maker of the motion has the privilege of the floor immediately following seconding of the motion (if a second is required),
3. During debate, speakers should indicate at the beginning whether they are speaking “for” or “against” the motion.

#### B. Items Not Needing a Second

1. Report from a committee,
2. Nominations from a committee,
3. A question of privilege,
4. A call for division in voting (formal count)

### C. Amendments

1. Amend by:
  - Insert or addition
  - Strike out (consecutive words)
  - Substitute (normally applied to whole paragraph or resolution)
2. A “substitute motion” is an amendment,
3. There may be only one amendment to the main motion at one time (first degree amendment)
4. There may be only one amendment to the first degree amendment pending at any one time (second degree amendment)

Ex: Main Motion - “I move that we purchase ten new blue choir robes from Cokesbury.”

First Degree Amendment - “I would like to amend the original motion by moving that we (lease rather than purchase) the ten new blue choir robes from Cokesbury.”

Second Degree Amendment - “I would like to offer an amendment to the amended motion that we lease (for a period of 3 years) the ten new blue choir robes from Cokesbury.”

5. An amendment is not in order if it is the same as voting in the negative.

Ex: “I would like to amend the original motion by moving that we (not) purchase ten new blue choir robes from Cokesbury.”

6. Once an amendment has been made, discussion must be confined to the amendment until a vote is taken on that particular amendment.
7. Once a motion has been amended, the motion as amended must then be voted on.

### D. Stop Debate and Order an Immediate Vote

1. Move or call for the previous question,
2. Not debatable,
3. Vote must be taken to determine whether the body is ready to stop debate,
4. 2/3 vote required to stop debate.

### E. To Refer (or Recommit) - in order at any time

1. Debatable both as to instructions to the committee and as the advisability of commitment,
2. May be amended,
3. Majority vote required,
4. If no committee exists, the motion to refer should include the size of the committee and the method of selecting the members.

F. To Lay on the Table (to take up a particular issue)

1. Cannot be debated or amended,
2. Majority vote required,
3. Is in order even when motion to close debate is pending or has been carried.

G. Question of Privilege (point of order)

1. May interrupt the speaker on the floor,
2. May interrupt motion or debate on a motion,
3. Object: a. to get the attention of the moderator, b. to ask a question, c. to attend to some matter of business that cannot wait.

H. Tie Vote

1. General
  - a. Motion is lost,
  - b. A member may request a second vote.
2. Congregational Meetings (G-7.0308)
  - a. When there is a tie vote, the moderator shall put the question a second time,
  - b. If there is a tie vote again, the motion is lost.

I. Desiring a Count (division of the house)

1. Following a voice vote or show of hands, any member may call for a division of the house,
2. Member does not have to be recognized by the moderator,
3. Actual count must be taken and the body informed of the count.

J. Routine Business

1. Motion or recommendation, without controversy or question, may be adopted by common consent.  
Ex. Session adoption of monthly minutes.