



Diaconate Handbook

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189 CHURCH STREET | MARIETTA GA 30060

Diaconate Handbook

Revised: 1/2020

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1. ORGANIZATION OF THE DIACONATE

MODERATOR:

The Moderator of the Diaconate presides over all meetings of the Diaconate, is an ex-officio member of all councils / committees (with the exception of the Officer Nominating Committee). The Moderator is also a regular member of the Stewardship and Administration Councils and the Benevolence Committee.

The Moderator:

- A. In consultation with the Assignment Deacon and Pastor, formulates Sunday, Wednesday night and special event assignments.
- B. Oversees all Diaconate responsibilities and with the Secretary, reviews and revises the Deacon Handbook as needed.
- C. Participates in the annual Diaconate training session.
- D. Reports to the general Diaconate membership, activities of the councils, committees and church updates.
- E. With the Moderator-Elect, may or may not attend monthly Session meetings.
- F. All Diaconate committees report to the Moderator.

MODERATOR-ELECT:

The Moderator-Elect assists the Moderator in all activities listed above, as needed and presides over Diaconate meetings in the absence of the Moderator. The M-E is a member of the Administration Council and is the Diaconate's liaison to the Session, attends Session monthly meetings and reports to the Diaconate on matters before the Session.

SECRETARY:

The Diaconate secretary takes attendance roll and minutes of all Diaconate meetings and joint meetings with the Session and distributes minutes to deacons as appropriate. With the Moderator, the secretary is responsible for updating the Diaconate Handbook and for preparing any correspondence sent on behalf of the Diaconate.

ASSIGNMENT DEACON:

The assignment deacon has primary responsibility to coordinate, schedule and communicate to the Diaconate all Sunday, Wednesday and other deacon-serviced assignments. These duties are performed in conjunction with the Moderator and Moderator-Elect as needed.

MEETINGS:

The Diaconate shall meet monthly or as determined by Diaconate and pastoral leadership. Agenda, minutes and reports will be forwarded to members electronically.

ATTENDANCE IS REQUIRED FOR ALL SCHEDULED DIACONATE MEETINGS UNLESS EXCUSED BY CONTACTING MODERATOR.

Several times yearly, a joint Session / Diaconate meeting will be held as determined by the Session.

ATTENDANCE IS REQUIRED AT THESE MEETING AS ABOVE.

GENERAL MEMBERSHIP OF THE DIACONATE:

Deacons are member of the congregation elected by general congregational vote, serving staggered three-year calendar terms. The total number of deacons varies depending on the needs of the church (Refer to by-laws of the Congregation). Deacons are elected from a slate of nominees presented by the Officer Nominating Committee, who have expressed willingness to serve. Nominations may also be taken from the floor at the time of the congregational vote.

A. THE ROLE OF THE DEACON

Deacons are called to serve Christ at First Presbyterian Church. Inactive deacons are those who have served as active deacons in the past. The role of the deacon in the Presbyterian Church (USA) is defined in the Book of Order and listed below:

The ministry of deacon as set forth in Scripture is one of compassion, witness, and service, sharing in the redeeming love of Jesus Christ for the poor, the hungry, the sick, the lost, the friendless, the oppressed, those burdened by unjust policies or 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. (G-2.0201)

Deacon ministry is under the supervision of the Session. The Session shall provide a period of study and preparation, after which the Session shall examine the candidates as to their personal faith, knowledge of doctrine, government and discipline contained in the Constitution of the church and the duties of the ministry. The Session may then appoint a day for the service of installation. (G-2.0402)

The service of installation shall take place in the context of worship and shall focus upon Christ and the joy and responsibility of serving him through the mission and ministry of the church. (G-2.0403)

Installation generally takes place in month of January following the election.

B. DIACONATE AREAS OF SERVICE

The Diaconate is organized around three areas of service shown below. EACH DEACON SERVES IN ALL THREE AREAS OF SERVICE.

- A. CHURCH / WORSHIP SERVICE
- B. COUNCIL AND / OR COMMITTEE SERVICE
- C. AREAS OF CARE

A. CHURCH / WORSHIP SERVICE:

Involves service at Sunday morning worship services, Wednesday night dinner service, as well as serving at special services — Holidays, Ash Wednesday, Holy Week services, etc. Scheduling is on a voluntary basis, but must be equitable. All must serve unless disabled.

B. COUNCIL AND COMMITTEE SERVICE:

Each deacon will be assigned to serve on at least one of the councils or committees:

- Adult Discipleship Council (S)
- Congregational Life Council (S)
- Family Council (S)
- Mission Council (S)
- Stewardship Council (S)
- Witness Council (S)
- Worship Council (S)
- Communications Committee
- Greater Church Committee
- Long-Range Planning Committee

Responsibilities, Function and Scope of each council / committee
explained in detail in next section.

C. AREAS OF CARE:

This service area is comprised of the Diaconate committees shown below. Each deacon will serve on one of these committees:

1. Congregation and Community Service
2. Shepherding the Flock
3. Home Visitation

1. Congregation and Community Service:

In accordance with Scripture and the mission of FPC-Marietta, this committee provides a means for our church to serve people with needs in our local community and within our church family. Support is given both to individuals and designated groups through financial support, volunteer support and advocacy. This committee is also responsible for the church's scouting program and Club 330 although they function independently and report to the committee only as needed. This committee will function and be monitored by pastoral staff. Some organizations this committee supports are (but not exclusive to): Congregational Assistance, Good Samaritan Health, Habitat for Humanity, MUST Ministries, Red Cross Blood Drives, Scouting, The Extension, transportation assistance for members. Pastor will bring forth other service area needs.

2. Shepherding the Flock:

This committee's goal is to provide to the congregation (1) care and concern, (2) communication, and (3) community. The committee supports the pastoral staff and permanent shepherd staff. All deacons are asked to attend a 1-2 hour training session and meet as needed with staff. Suggesting new members for this ministry is an important function also. News, photos and article about our congregation can be posted on bulletin board outside Holland Hall (with permission of member.)

Definition of the role of a Shepherd: Shepherds are a caring and responsible link between members and our staff. They are supportive and informed about the programs and activities at FPC. They commit to care for ten families or individuals, referred to as their "flock" and to attend the training session. They commit to pray for their flock, have monthly contact with their flock (or as agreed upon between shepherd and member) and enjoy this important ministry. Shepherds are not limited to deacons, may be members of the congregation and not officers.

3. Home Visitation:

Consists of deacons, ministers and church members interested in visiting homebound members. They help to identify those who want visitation, those who desire Holy Communion brought to their home. Visitation is at least quarterly, preferably more often. Special needs are identified and need for regular or long-term transportation is communicated to appropriate channels. Home bound members may, if they desire, have their photos taken for the church pictorial directory.

2. Session Councils: Functions & Responsibilities

Administration Council *Revised 2020*

Membership

- Three (3) Elders
- The Clerk of Session
- The Moderator of the Diaconate
- The Moderator-Elect of the Diaconate.
- The Pastor and the Administrative Director are ex-officio non-voting members.

Term

One year minimum, two preferable.

Responsibilities

Oversee administrative matters regarding staff budgets and personnel performance.

Functions

Personnel Committee

Establish and maintain the Personnel Committee consisting of the three Elders, Clerk of Session, the Administrative Director (ex-officio), and the Pastor [ex-officio] to consider and determine actions involving sensitive personnel matters.

Technology Committee

This will be an ad hoc committee, chosen and directed by the Admin Chair and Administrative Director. Membership will be comprised of experts in the field where the issue lies.

Salary Administration

Establish and maintain the Salary Administration Plan which shall include salary grades and ranges for all staff members. Review and recommend approval of all proposed:

- Changes to the call of the ministers;
- Starting salaries above the mid-point of the applicable salary range; and
- All salary changes.

Personnel Matters

Establish and maintain the personnel policies for all Staff members.

Review all matters involving the terms and conditions of employment of the staff that are not in accordance with the established personnel policies.

Staff Budget

Prepare and recommend approval of the annual budget for all salaries, employee benefits, and related costs.

Job Descriptions

Establish and maintain job descriptions for all Staff Members (retained by the Administrative Director).

Minister's Call

Develop the terms of all calls and call changes and obtain stewardship approval.

Request that the Session call a congregational meeting when appropriate to change the terms of a call.

Present to the congregation the terms of the call.

Performance Reviews

Conduct an annual performance review of the Pastors.

Insure that annual reviews are conducted for all fulltime, permanent employees.

Disciplinary Matters

Advise the Pastor on disciplinary matters. Review and approve or disapprove severe disciplinary actions such as suspensions and dismissals.

Assignments

Assign to an appropriate council/committee, responsibilities that arise and are not included in the functions and responsibilities of any council / committee.

Adult Discipleship Council *Revised 2020*

Membership

- Two (2) Elders
- Three (3) Deacons
- Representatives from each Sunday School Class or other educational opportunity
- Church Librarian
- At-large members, subject to Session approval
- Staff Liaison

Term

One year minimum

Responsibilities

It is the responsibility of this Council to provide for the Christian Education of the adult members of this congregation. Educational activities occur on Sunday mornings, Wednesday nights, and at other times during the week.

- Council approves Bible study/curriculum with the advice of a staff pastor. The Council informs the Session of the approval at their next Stated Session meeting.
- Council presents prospective teachers to the Session for approval
- Council provides oversight, support, and training for the Bible study leaders and teachers.

Functions

Sunday Adult Programs

Adult Sunday School

Wednesday Programs and Weekly Classes

Weekly Bible Studies

Wednesday Night Programs

Presbyterian Women

FPC Book Club

Leadership and Training Events

Sunday adult teachers

Adult Discipleship Leader Training

Christian Education Administration

Communications to teachers and congregation

Christian Education curriculum oversight, resources, and equipment

Website management

Other Areas

Church Library

Seminarian Care

Curriculum Resource Room

Congregational Life Council *Revised 2020*

Membership:

- Two (2) Elders
- Seven (7) Deacons
- At-large members, subject to Session approval
- Staff Liaison

Term:

One year minimum

Responsibilities:

- To develop and implement specific programs which:
 - Respond to identified needs and concerns of our church members
 - Nurture our members
 - Are a visible witness of our faith
 - Promote fellowship and are a means of connection to others
 - Provide an avenue of service to others
- To develop and oversee the annual operating budget.
- To propose and oversee all Council Programs and Activities, to include but not limited to (based on current year programs):
 - Congregational Fellowship:
 - Church Picnic
 - Dinner & Wine Groups
 - History Committee
 - FPC Ladies/FPC Night Out
 - Pictorial Directory – every three years with annual updates
 - Prayer Shawl Ministry
 - Congregational Care:
 - Adoption/Foster Family Connection
 - Congregational Assistance Fund (see attached policy)
 - Congregational Health Ministry
 - Home Visitation/HomeBound
 - Intercessory Prayer Group
 - Martha Ministry
 - Shepherding the Flock
 - Stephen Ministry
 - National Alliance on Mental Illness (NAMI)
- To assist in securing volunteers to support all programs, as committee chairpersons and members.
- To coordinate with Staff Liaison Minister regarding Council activities and programs.
- To evaluate existing and proposed programs to ensure that they address congregational needs and make recommendations to the Session on those programs that should be initiated or discontinued.

Congregational Assistance Fund Disbursement Policy *Revised May 10, 2011*

Approved by Congregational Life Council, Stewardship Council, and the Session

“Carry each other’s burdens, and in this way you will fulfill the law of Christ.” Galatians 6:2

First Presbyterian Church aspires to meet the needs of those in our church community through wise and generous stewardship of the resources with which God has blessed us. The Congregational Assistance Fund is intended to relieve an emergency need, to be used when an individual or family requesting assistance has exhausted all other reasonable sources of help.

I. Oversight:

The Congregational Assistance Committee (“Committee”) shall have the responsibility for overseeing the administration of the Congregational Assistance Fund (“Fund”). The members of the Committee shall determine who will receive disbursements, in what amount, and for what duration.

II. Committee Composition

The Committee shall be comprised of the Church Administrator, Chair of Congregational Life Council, Chair of Stewardship Council and the Pastor of Congregational Life.

III. Eligible Expenses:

Recipients of the fund shall be part of the FPC community. The Fund is to be used for temporary help during a period of crisis and disbursements from the fund should be for basic necessities such as food, clothing, shelter, utilities and medical care.

In an effort to respect the privacy of the person making the request, the committee will keep all names in confidence. Criteria for determining need will include, but not be limited to, income limitations, distressed situation, loss of job, and death in family.

IV. Duration of Assistance:

The church will provide assistance for a specific need with a clear understanding that the Congregational Assistance Fund is not able to provide long term support. The Committee will have discretion over term and total amount of financial assistance in each case.

V. Contributions To the Fund:

In order to comply with IRS regulations concerning charitable contributions, all gifts to the Fund must be unconditional and may NOT be earmarked or otherwise designated for particular purposes or recipients.

Donors making contributions to the Fund subject to these conditions may be able to claim a deduction for tax purposes. Donors should consult their individual tax advisor for confirmation.

The Committee shall communicate to the Stewardship Council when the balance of the Fund drops below \$5,000 in order to replenish the Fund through the solicitation of the congregation.

VI. Guidelines for CAF Committee

Approval for disbursements from the Fund shall follow the following steps:

- a) Individuals or families seeking assistance shall make a request to the Church Administrator or Pastor for Congregational Life.
- b) Application is reviewed by Committee. An exception to this policy would be when less than \$500 has been requested for living expenses.
- c) Availability of Funds is confirmed.
- d) Determine the limit of assistance.
- e) May recommend recipients participation in a financial literacy class, such as Crown Ministries or Financial Peace University.
- f) All effort should be made to disburse funds directly payable to vendors or creditors.

At least two members of the Committee (the Pastor for Congregational Life and one Elder Council Chair) are needed to approve each request over \$500.

Family Council *Revised 2020*

Membership

- Two (2) Elders
- Four (4) Deacons
- Staff Members:
 - Preschool Director
 - Associate Pastor
 - Children's Director
 - Nursery Director
- Mother's Morning Out Coordinator
- Church at Large Members, subject to Session approval
 - A number appropriate to assist with the various committees of the council including a senior high representative
 - 1-2 youth advisors

Term

One-year minimum

Functions

- Parent Growth and Encouragement
 - Training/ Educational Events for Families.
 - Work to further empower Parents in the growth of their children.
- Preschool and elementary Sunday School
 - Teacher recruitment, support, encouragement, and training
 - Nursery oversight
 - Sunday morning classes
 - Wednesday Night activities
 - Worship instruction and Children's Church
- Mothers Morning Out
- Special events:
 - Vacation Bible School and Mission Camp
 - Special needs programs
 - Third Grade Bible Dedication
 - Advent activities
 - Fellowship events
 - Confirmation Classes
- Middle and High School Youth Programs:
 - Regular Programs, Retreats,
 - Missions support, planning, and fundraising
 - Special Events:
 - Family Ministry Events
 - Concerts/Outreach Events

- High School Graduation recognition
- Advisor recruitment, support, encouragement, and training
- Weekday Preschool:
- Teacher recruitment, support, encouragement, and training
- Summer Camp Program
- Oversight of preschool board

Operational Procedures

- Monthly meetings
- Director reports and agenda due the Thursday before the meeting
- Vision and mission of Family Council will be reviewed annually by council.
- The meeting will not last longer than 1.5 hours except by vote of the Council.
- Regularly support volunteers.
- Rotation on the committee -maximum three-year commitment and one year off.

Policies

- All volunteers will be approved by the Family Council and submitted to the Session for approval. Each volunteer will adhere to the Child Protection Policy and Background checks as designated by the Session and in accordance with State and Federal Laws.
- All adult and college advisors as well as chaperones going on retreats and events will be approved by Family Council and submitted to the Session for approval.
- Reports will be made to the Family Council following all youth retreats and/or events. The Family Council will report situations from these retreats to the Session as deemed necessary to keep them informed.
- Detailed reports of income and expenses will be kept on all major retreats and events.
- All outside speakers and groups will be approved by the Family Council and submitted to the Session for approval.

Food Ministry Council *Revised 2019*

Membership

- Two (2) Elders
- Eight (8) Deacons
- Staff Liaison

Term of Members

- One year minimum

Purpose

- To coordinate, oversee and encourage the growth of the food ministry of First Presbyterian Church, to include all food-related events both inside First Marietta and in the community, including but not limited to: general outreach and fundraising initiatives, Sunday Fellowship Breakfast and Hospitality Table, Wednesday Night Supper, Bible Study luncheons, Officer & Staff annual dinner and Saturday retreat, annual Church Picnic, Holy Week Luncheons, annual Stewardship luncheon, funeral receptions, and wedding or other receptions

Meetings

- The Food Ministry shall meet monthly if deemed necessary by the committee chair, at a time and date to be determined by the chair; and at other times as needed.

Functions

- The Food Ministry Council, working in conjunction with the Director of Operations and kitchen staff, shall assist in the coordination of food-related events for the congregation. The Council will be responsible for ensuring an adequate number of staff and volunteers are available for all regular events, including but not limited to: the Fellowship Breakfast, Wednesday Night Supper, Presbyterian Women's Lunch, Thursday Bible Study lunch, as well as any non-recurring special events, such as funerals, wedding receptions, fundraisers, etc..
- Activities that have a food component that are either staff or volunteer driven will be overseen by the Council, with assistance provided where needed and requested.
- The Council will endeavor to continue to encourage the Green Initiative in the kitchen with greater emphasis on eco-friendly practices, and less reliance specifically on plastic or Styrofoam products. Similarly, where possible the Council will encourage the coordination of menus across events so that the Church might benefit from economies of scale in food procurement.

Mission Council *Revised 2020*

Membership

- Two (2) Elders
- Eight (8) Deacons
- At-large members, subject to Session approval
- Staff Liaison

Member Responsibilities

Each member is expected to:

- Pray regularly for FPC-supported ministries and missionaries.
- Be familiar with policies and practices of the Mission Council
- Attend council meetings, both regular monthly and called.
- Participate at a majority of Mission Council-sponsored events
- Deacons and elders who are not current chairs of the council act as liaisons with the sponsored organizations, and maintain communication and healthy relationship with at least one supported agency/missionary. Communication will happen at least quarterly to insure appropriate use of funds.
- Study missions and new mission opportunities
- Be alert to pass on new information to the council.
- Serve as a source of mission information to the congregation.

Functions of the Council

- Seek and share prayer concerns.
- Develop and update mission policy as necessary
- The council will evaluate and recommend to the Session the missionaries, agencies, special projects, and ministries for approval of support
- Prepare and administer the mission budget.
- Educate and inspire the congregation in the field of missions.
- The council will give guidance to the congregation for effective and creative ministry to the internal, local, regional, and international communities
- Advocate for mission projects and encourage giving of finances, time, and materials.
- Celebrate FPC members who participate in mission activities.
- Administer and evaluate the mission program so as to stimulate interest and participation of the congregation in missions.
- The council will promote and support the needs of FPC supported missionaries.
- The council will sponsor an annual Mission Expo to highlight budgeted mission partners and other opportunities.

Sub-council Committee Functions

- The Steering Committee will be made up of the Chair, the Chair-elect, and a representative from the church staff. This committee prepares, reviews, and monitors the budget. This committee

reviews the policy handbook, future goals, recruits and trains council members and assists in developing a mission program.

- The Steering Committee will propose a budget for the consideration and approval of the council, by timeline put forth by chair of Stewardship. The procedure for preparation and approval of the budget is as follows:
 - The council will determine the need for support of each FPC mission recipient.
 - The Steering Committee will furnish to the council a copy of the budget based on amount of funds available, as determined by the chair of Stewardship.
 - A majority of the council will approve the budget and submit it to the Session
 - The above steps would be followed for requesting funds from the Gift Trust Fund

Club 3:30 Advisory Committee

- The Mission Council chair shall propose, and the Session shall approve, two Club 3:30 church member volunteers to serve. The chair and chair-elect shall serve. The two Club 3:30 employees shall serve ex-officio as non-voting members. The associate pastor shall also serve ex-officio. The committee shall provide oversight, direction, and support to the club 3:30 program.

Property Council *Revised 2020*

Membership

- Two (2) Elders
- Five (5) Deacons
- At-large members, subject to Session approval
- Staff liaison

Responsibilities

- The Property Council provides for the cleaning, repair and maintenance of the buildings of the church and surrounding grounds. It provides for the repair or refinishing of the furnishings of the church. The committee provides for the maintenance of the mechanical and office equipment of the church, maintenance and operation of the audio-visual equipment and supervision of the kitchen operation.
- This committee is responsible for preparing the annual property capital and expense budget requests with the support of the Church Administrator, ministers, and council or committee chairs. Capital outlays shall be planned for three years and budgeted for the coming year
- At the beginning of each calendar year, the chair, chair-elect, and the new members of the committee must take an inspection/introduction tour of the church with the Church Administrator and/ or Facilities Manager to evaluate the condition of all properties and buildings, safety equipment and procedures, security equipment and procedures.
- The Property Committee is to provide a safe, orderly and updated evacuation/sheltering plan for the entire church and Sunday School area to cover the events of fire and severe weather. A fire drill shall be conducted yearly for the purpose of ensuring the plan is effective and that all fire doors and alarms function correctly.

Stewardship Council *Revised 2019*

Membership

- Three (3) Elders
- Three (3) Deacons, including Moderator of Diaconate, Chair(s) of First Fruits, and one other appointed by the Diaconate
- The General Fund Treasurer and the Contributions/Special Funds Treasurer
- Additional members of the congregation appointed by the Session
- Pastor or designee
- Administrative Director
- Director of Finance

Term

One-year minimum

Responsibilities

General

- To encourage the members of the congregation to give generously of their money, time, and talents to God's work in this church.
- To assure that the money contributed is used effectively and is distributed to the causes for which it was intended.

Finance

- Oversee the preparation of a Unified General [Fund] budget for submission to the Session at the beginning of each year in collaboration with other councils.
- Ensure the presentation of [Issue] periodic financial reports that show clearly the income, expenditures, assets, and liabilities of the General fund and other church funds.
- Monitor the expenditures of all councils to insure compliance with the budget and any special conditions that the Session may impose.
- Establish investment policies for all church funds except the Gift Trust Fund.
- Provide for annual audits in accordance with the Book of Order.
- Develop and maintain a long-range financial plan in collaboration with the Planning Council.

Stewardship

- Encourage our members to be generous in applying their resources to God's work in this church and the ministries it supports.
- Conduct an annual Campaign to encourage the members of the congregation to give their money generously to the General Fund.
- Determine, in collaboration with other councils, the special fund drives that are needed each year and recommend them to the Session.

Council Policies

All councils and committees will comply with the following policies:

- The budgets recommended to the Session shall not exceed a reasonable estimate of the total amount of General Fund income from all sources including carry over from the previous year.
- All church expenditures shall go through the books of account of the church.
- Loans shall not be made to members of the congregation.
- The Stewardship Council will keep the congregation advised of the general financial condition of the church and make details available on request.
- A council may transfer funds between its accounts to avoid overruns, and shall advise the Stewardship Council of the transfers. No transfer reflecting a major change in a council's activity shall be made without Session approval.
- The term of any treasurer shall not exceed three years.
- The General Fund shall receive interest earned by money in designated fund accounts, except for accounts in which funds are intended to remain for long periods of time.
- Fund raising activities by Councils/Committees need to be approved by Stewardship, either in vote by the Session of the annual list or individually as they are proposed. No activity should be brought to Stewardship until first approved by the Council/Committee overseeing the program.

Benevolence Policy

The allocation of undesignated special gifts, bequests and memorials shall be administered as follows:

1. The Clerk of the Session shall be informed of the receipt of any such undesignated special gifts.
2. All undesignated special gifts, bequests and memorials shall be sent to the Session via Stewardship who will make recommendations on how to distribute the gift.
3. Potential candidates for distribution by Stewardship may include, but are not limited to:
 - a. Acquisition of equipment and furnishings form FPC when designated to honor or memorialize the donors or their designees.
 - b. Gift Trust Fund
 - c. Debt Retirement
 - d. Capital Reserves Fund
 - e. Benevolences
4. For funds approved by the Session for distribution to benevolences, the Benevolence Committee - consisting of the Council Chairs, the Diaconate Chair, and the Clerk of the Session, who shall Chair the committee - shall review suggestions for use of the funds and make recommendations to the Session.

Designated Gifts Policy

1. All designated gifts shall be received in confidentiality, recorded as directed by the donor on the church ledger in "Designated Donor Restricted" accounts, and assigned appropriate account numbers and designated titles to identify the restricted account. The Minister/Director and Council Chair responsible for the designated account will be notified by the Director of Accounting of the designated gift availability and the restrictions associated with the gift.

2. Ministers/Directors, Council Chairs, and the Chair of Stewardship will discuss with a donor the suitability of such donations if the need for which the gift is given has already been met, is no

longer suitable, or the funds could better be directed to another purpose. The Minister, Council Chair and the Chair of Stewardship may find it necessary to advise a donor that FPC cannot receive the gift if: a) the restrictions of the donor cannot be honored by FPC, or b) both parties cannot agree to the suitability of the gift.

3. Designated gift(s) will be used before general budget funds to cover appropriate expenses in all financial transactions. Designated funds will not be placed in “reserve” for any reason by any Minister, Council Chair, or Director.

4. If a gift remains unspent after twelve months of the receipt, the gift may be reallocated by the Council responsible for managing the designated account/funds and used for purposes the Council deems to meet the current needs of FPC and the Council.

5. If a gift in #4 above is to be reallocated, the Council Chair will notify the donor(s) prior to the proposed redirection of funds and the current need(s) to which the funds will be applied.

6. Non-cash contributions of goods and services, if deemed appropriate to be received by the Administrative Director for the church, will be acknowledged by FPC as received but the appraised value for tax purposes is the responsibility of the donor.

Witness Council *Revised 2020*

Membership

- Two (2) Elders
- Six (6) Deacons
- At-large members, subject to Session approval
- Staff Liaison

Term

One year minimum

Purpose

- To extend the hand of greeting and fellowship to all who enter our church, members and visitors alike
- To welcome each visitor as a potential member looking for a church home, and to provide personal guidance, assistance and encouragement in helping to accomplish that goal
- To provide an organized new member orientation and training class to assist new members in better utilizing their interests and talents in our church activities and programs

Committees

- Greeter Program
- New Member Orientation Program
- Visitor Welcome Bag Ministry

Responsibilities

One of the responsibilities of all councils is to work with the Session, the Diaconate, and congregation to fulfill our First Presbyterian Church mission statement as stated in Matthew 28:18-23, as follows:

“All authority in heaven and on earth has been given to me. Go therefore and make disciples of all nations, baptizing them in the name of the Father and of the Son and of the Holy Spirit, teaching them to observe all that I have commanded you; and lo I am with you always, to the close of the age.”

The Witness Council recognizes that its role in accomplishing this Great Commission is:

To offer our fellowship to all

To serve the needs of the people

To nurture ourselves and others in Christ’s example and teaching

Worship Council *Revised 2020*

Membership

- Three (3) Elders
- Seven (7) Deacons
- One representative from the Chancel Guild
- At-large members, subject to Session approval
- Staff Liaison

Meetings

The Worship Council shall meet monthly at a time to be determined each year by the Chair, and at other times as needed. Depending on circumstances, meetings may be cancelled or rescheduled. When necessary for formal actions, it shall follow the same procedural rules as the Session.

Functions and Responsibilities

The Worship Council provides for the following (per the Book of Order, 2017 Edition, p.85):

- Preaching of the Word
- Celebration of Sacraments
- Overseeing and approving all public worship
- Determining occasions, days, times and places for worship (special services)
- Space for worship including arrangement and furnishings
- Utilization of special appointments such as flowers, candles, banners, paraments, and other objects of art
- Music and other arts in worship
- Individuals who lead worship through music, drama, dance, and other arts

Committees/Guilds/Activities Coordinated by Worship Council

Chancel Guild, which consists of:

- Acolyte Committee
- Communion Guild (including all components of Communion preparation)
- Flower Guild
- Funeral Guild
- Pew Preparers (Thursday)
- Chancel Preparers (Saturday)
- Wedding Guild
- Interior Décor Committee

Worship Attendance Report

Deacon/Usher Assignments (completed by the Diaconate)

Beadle Duty Assignments

Communion Assignments (serving of Communion)

Communion

Communion Documentation

Documentation concerning the preparation and distribution of Communion will be reviewed and revised no less than annually (more frequently if needed) by the Worship Council and will include:

- A list of all Communion Services to be held during the year, including the type of Communion to be provided (tray service or intinction). This list will be created by the Worship Chair in conjunction with the Senior Worship Staff.
- The detailed processes used to serve Communion in the Sanctuary
- The detailed processes used to serve Communion in the Great Hall
- The detailed processes used to serve Communion by Intinction
- The detailed processes for preparing Communion of each type

This documentation will be distributed yearly to the Officers and will be available at any time by request to the Chair of the Worship Council. Instructions also are available from the Communion Captains.

Each year an Officer who is a member of the Worship Council will be assigned to the following Communion-related duties:

- Scheduling Elders for serving Communion
- Scheduling volunteers to assist in preparation of the Communion elements

Scheduling Elders for Serving Communion

In the month preceding the service, the Scheduler will coordinate with the leadership of Communion Guild (the Elder appointed by the Session to oversee preparation and the Officer responsible for scheduling preparers) to assure all are planning for the same type of communion distribution (tray service or intinction).

For each service including Communion, the Scheduler will assign and confirm the Captain for the service. At least one week before any service including Communion, the Scheduler will prepare and distribute a list of assignments for distribution of the Bread and Wine (the list should include the name of the Captain for the service). If any Elder is unable to fulfill their assignment, it is the Elder's responsibility to find a substitute either from the Active Elder roster or the College of Elders roster (Elders on rotation) and communicate that substitution back to the Scheduler and the Captain for the assigned service. The Scheduler will revise and redistribute the schedule no later than 2 days prior to the service.

Scheduling Volunteers to Prepare the Communion Elements

For each Communion service (the type of distribution being previously confirmed, see above), the Officer responsible for scheduling the preparers will contact those who have volunteered in order to develop the schedule for both preparation and clean-up. This Officer will develop and distribute the schedule based on the availability of the volunteers and the type of communion being planned. This Officer also is responsible for recruiting new volunteers to encourage active participation of as many church members as possible. This function is part of the Communion Guild, a component of the Chancel Guild.

Chancel Guild & Committees

- The Chair of Chancel Guild assists in coordination of the various functions of the committees represented within the Guild in achieving the mutual goal of properly and efficiently preparing for worship.
- The Acolyte Committee oversees all activities of the acolyte program, including training and scheduling. Acolytes are recruited from youth in the second through sixth grades and are scheduled to serve at Sunday morning worship services.
- The Communion Guild oversees all aspects of Holy Communion. This committee schedules volunteers to assist the leader (appointed by Session) in the preparation of communion.
- The Flower Guild schedules memorial flowers and maintains the flower calendar for Sunday services. This committee also assists with the decoration of the church for holidays and special events.
- The Funeral Guild coordinates all aspects of preparation of the church facilities to assure a smooth service and serves as hosts/hostesses for the church.
- The Pew Preparers (Thursday) coordinate preparation of pews for Sunday worship services. This includes updating all inserts and attendance pads, as well as checking the distribution of hymnals and bibles. This function is scheduled by the Church staff.
- The Saturday Chancel Preparers coordinate preparation of the Sanctuary and Great Hall, according to the Liturgical Calendar for Sunday services. A general inspection of the chancel area in the Sanctuary and Great Hall is made on Saturday afternoon assuring all necessary details are in place. This job includes preparing the paraments, placing the memorial flowers, filling and placing the communion candle sticks, cleaning the pulpit cups, checking the baptismal fonts and pulpit areas to be certain they are straightened and made ready for Sunday Services.
- The Wedding Guild furnishes a director and an assistant director for each wedding held at First Presbyterian church. They assist the bride in planning the ceremony, as well as direct the rehearsal and the wedding.
- For Special Events the Chancel Guild Chair coordinates with various volunteer groups who request assistance with decorations for events such as luncheons, receptions, or other events.

VI. Session Committees

Benevolence Committee *Revised 2019*

Membership

- Council Chairs
- Clerk of Session, who will serve as Chair of the Benevolence Committee.
 - Immediate Past Clerk of Session
 - Chair of Gift Trust

Responsibilities

- Recommend to the Session the distribution one-half of the amounts of any special gift, bequest, or memorial of \$10,000 or more, the other half of which will go into the Gift Trust Fund. (Undesignated gifts less than \$10,000 shall go into the General Fund and not pass through the Gift Trust Fund or the Benevolence Committee)
- Recommend to the Session the appropriate means to recognize the donor.
- Recommend to the Session the distribution of funds allocated by the Gift Trust Committee for disbursement

Functions

- Meet not less than annually to hear and evaluate recommendations from the Councils for the distribution of funds allocated by the Gift Trust Fund Committee ensuring that every Council has the opportunity to present its recommendations to the Committee.
- Ensure that the recommendations of causes to which the gifts will be distributed meet the criteria specified in the attached "Definition of Appropriate Distributions."
- Recommend the agreed upon distribution to the Session at the next State Meeting
- In the case of special designated gifts, identify, in coordination with the donor or surviving relatives/friends of the donor, appropriate means to recognize the donor of a special gift for his or her contribution and recommend action to the Session.
- Coordinate with the Church Treasurer(s) to ensure that distributions as approved by the Session are disbursed in a timely manner.
- Maintain follow up with the recipients of distributions to verify that such distributions are being properly administered and going to the cause(s) intended by the Committee and the Session.
- Maintain records of distributions and the subsequent stewardship of them to guide future Committee decisions.

Definition of Appropriate Distributions *Adopted July 28, 1999 & August 4, 1999*

- Special gifts falling within the purview of the Benevolence Committee shall be used for the mission of the Church, recognizing that the Church's mission embraces the congregation and nonmembers who attend services/functions and that it further extends to all parts of the world.
- They may be used to support:
 - Domestic and international Christian ministries outside of FPC;
 - Extraordinary mission oriented events and services within FPC; and
 - Acquisition of equipment and furnishings for FPC when designated to honor or memorialize the donors or their designees

Communications Committee *Revised 2020*

Membership

- One (1) Elder
- Five (5) Deacons
- At-large members, subject to annual Session approval
- Staff liaison

Term

Two year minimum.

Experience and background in communications is very important.

Purpose

To ensure all communications support the mission of the First Presbyterian Church of Marietta by inviting, informing, including, instructing, and inspiring the congregation and community to learn about God and the saving grace of Jesus Christ. We facilitate the mission through clear, concise, timely, and accurate communications.

Responsibilities

The Communications Committee shall manage the content of the FPC Communications Guide and shall conduct a review of the Guide annually, at a minimum; or more frequently as technology, economic conditions, or communication's concepts dictate.

- All additions, corrections, and changes to this Guide should be directed to the Communications Committee
- The Communications Committee will support and, when needed, facilitate the communications efforts of the various church ministries

Functions

The Communications Committee falls under the direction of the Session.

The committee will ensure that the FPC congregation, all members of the FPC staff, officers, and ministry chairs have access to this guide and that it is maintained on the FPC website.

- All personal information will be kept confidential and secure and in accordance with the Privacy Guidelines contained in the FPC Communications Guide located on the FPC Marietta website.
- Adherence to the FPC Communications Authority as defined in the Communications Guide shall be followed at all times.

Greater Church Committee *Revised 2019*

Membership

- Two (2) Elders
- Two (2) Deacons
- At-large members, subject to Session approval
- Staff liaison

Term

Two-year term. May be reappointed.

Purpose

To be a liaison between FPC Marietta and Cherokee Presbytery, the Synod of South Atlantic, and the PC(USA) on all items that involve the Church or its members; and to connect FPC with other congregations

Responsibilities

- Ensure that the church is properly represented at all meetings of Presbytery and higher governing bodies when required.
- Communicate to the Session, the Diaconate, and the congregation Actions of any governing bodies of the PC(USA) as they relate to this congregation.
- Coordinate with the Senior Pastor to ensure that as part of the annual officer training, all Elders in the incoming class will attend a Stated Cherokee Presbytery meeting as a visitor, an alternate, or a voting Commissioner During their three-year term.
- Coordinate and initiate cooperative events with other congregations.

Functions

- The Greater Church Committee will work with the Senior Pastor to update the congregation after meetings of the Presbytery, Synod, and General Assembly
- Acquire a schedule of the Cherokee Presbytery Stated meetings for the year and schedule the attendance of Ruling Elders / Session members insufficient numbers to satisfy the parity determination as specified by the Cherokee Presbytery Stated Clerk (see *Book of Order*, G-3.0301).
- Obtain Session approval of Ruling Elders to serve as commissioners
- Identify all Presbytery Committees with positions needing to be filled, seek elders from FPC (on or off rotation) willing to serve in those positions, and with approval from the Session present them to the Cherokee Presbytery Nominating Committee for consideration.
- Initiate, coordinate, evaluate, and support cooperative events with other congregations.

Planning Committee *Proposed January 6, 2020*

Membership

- Two (2) Elders
- Five (5) Deacons
- At-large members as needed, subject to Session approval

The Planning Committee identifies and addresses the long-term needs of FPC Marietta. The committee is tasked to look at the church from a holistic point of view while considering how the church's staff, councils, committees, and others should work together and how the facility should be equipped and modified to allow FPC to fulfill its Ministry aspirations. The Planning Committee is compelled to consider the future and determine the broader needs of the church and to recognize FPC priorities while considering funding limitations.

In general, the Planning Committee will work through a varying assortment of Recurring Task Forces. These will be staffed by FPC volunteers who are guided by Planning Committee members. Major Focus Areas include: Ministry Needs, Facility Needs, and Master Planning. Specialized Task Forces will be created as needed.

RECURRING TASK FORCES (with Tentative Timings of utilization)

- **Ministry Needs**
 1. Opinion Survey TF (2018, 2021, 2024 ...)
 2. Growth Projections TF (2020, 2023)
 3. Staffing/Organizational TF (2021, 2024)
- **Facility Needs**
 4. Project Definition TF (2018, 2019, 2022, 2024)
 5. Project Execution TF (2019, 2020, 2021, 2022, 2023, 2025)
- **Master Planning**
 6. Ministry Three Year Plan (2021, 2024)
 7. Facility Three Year Plan ((2022, 2025)
 8. Benchmarking (2023 ...)

3. WORSHIP DUTIES AND RESPONSIBILITIES

DETAILED DEACON DUTIES FOR WORSHIP SERVICES

Deacons serve at worship as either Deacon 1,2,3,4 or 5.

Generally, deacon duty is divided as follows:

Deacon 1 - Deacon in charge of all aspects of service

Deacon 2 - Assist Deacon 1 (see General Tasks). Acolyte duty if no acolyte. Ring bell before service.

Deacon 3 - Stays at reception desk in Gathering Space until Security Monitor finishes morning tasks, then enters rear of Sanctuary to assist with Offertory. At 11:15 service, deacon 3 mans the reception desk if there is no employee working, otherwise, assists deacon 1 with all duties

Deacon 4 - Greet worshippers at glass doors to Gathering Space; open car doors and assists as needed. Open glass doors for all. Perform head count of every person in service and enter number in attendance book in officers mailroom. Assist with Offertory.

Deacon 5 - Greet worshippers, hand out orders of worship. Collect Offertory in balcony; clean up and tidy balcony area. At 11:15 service, assist in filing back hymnals and Bibles.

GENERAL GUIDELINES:

Deacon 1 should contact all deacons for the service by email and remind of duty. List Deacons 1 through 5 and list duties and responsibilities. Deacons are responsible for finding own subs if they cannot serve and notify Deacon 1 of the change.

All are to arrive at least 30 minutes before service, report to Deacon 1 and be prepared to stay afterward to help clean up.

Acolyte and Beadle schedules are posted on bulletin board in officers mailroom. If no acolyte, deacon #2 acts as acolyte.(see attached acolyte procedure in next section). If no beadle, ask any elder to fill in.

ORDERS OF WORSHIP:

Baskets of Orders of Worship are on counter at reception desk. Deacon 1 to consult Order for any baptisms, location of Offertory in the service. Offertory plates are in reception area of G. S.

FLOWERS:

If no floral arrangement is present, obtain fern / greenery arrangement in the Chancel Room and place on altar. Transfer either flowers or greenery to Great Hall after 8:30 service. After 11:15 service, flowers are to be placed in Gathering Space. No flowers for the Contemporary service. On Communion days, flowers are placed on pedestal near piano in Sanctuary and to right or left of the Communion table in GH as you look at the table from the back.

COMMUNION:

On Communion Days, Deacon 1 or 2 should rope off front two pews for elders. Obtain two large plastic bowls from kitchen to collect communion cups as members exit.

Communion by Intinction: Deacons assist an orderly procession of congregation to Communion table by moving along center aisle, indicating rows to advance forward starting at front row.

OFFERTORY FUNDS:

Offertory collection does not have to be counted and envelopes are not to be opened. Just sort by checks, envelopes and cash and place in leather pouch (in drawer below safe) labeled with service time, then place in safe, making sure it is locked. The room will have to be unlocked by security person; relock when exiting.

OFFERTORY PROCEDURE:

Deacons gather at back of worship space before offertory. Walk forward as offertory music begins, retrieve plates and pass plates down alternating rows, then wait at back for Doxology to begin. Walk forward with full plates and hold them for Prayer of Dedication and remain through the Affirmation of Faith if next in Order. All four exit. Deacons 1 and 2 secure offertory; 3 and 4 remain in worship space to assist worshippers and clean-up space. (3 subs for 2 if 2 is needed for acolyte).

If Affirmation of Faith does not directly follow Offertory, deacons exit after Prayer of Dedication.

If Apostles Creed is replaced by an alternate Creed, deacons should take an Order of Worship with them to the front so they may participate in that creed.

FRIENDSHIP PAD SHEETS:

After services, deacons pull all signed Friendship Pad sheets and place in Becca Yan's mailbox.

DEACON 1 DUTIES

DEACON 1 IS THE DEACON IN CHARGE OF THE SERVICE.

BEFORE SERVICE: (See general guidelines):

1. Turn lights on.
2. Adjust HVAC to comfortable level.
3. Check for flowers. (See general guidelines)
4. Candlesticks: if not on altar table, they are in Chancel Room, in cabinet above the Acolyte robes. (Handle with cotton gloves). A pillar candle in a brass bowl is for the Contemporary service.
5. Flags: US flag is on left side of space, looking from the congregation; Christian and Presbyterian flags on the right side. Emblems at top of poles straight and facing congregation.
6. Offering plates (see general guidelines). Place two plates on each side of flowers. If Communion, plates are kept at back of room.
7. Water: Minister's cup with cool water. If baptism, warm water in font.
8. Bulletins: at reception desk. Check for baptism and offertory in Order of Worship.
9. Identify beadle and acolyte.
10. Ring church bell at appointed hours if Deacon 2 not able and no acolyte. (See attachment).

AFTER SERVICE:

1. After 8:30 service, move flowers to GH altar table. Store candlesticks in Chancel Room using cotton gloves. There is a rolling cart in Chancel Room if needed.
2. After 11:15 service, transfer flowers to Welcome Counter in Gathering Space; candlesticks to cabinet in Chancel room (cotton gloves).
3. Rinse and return minister's cup (to beneath pulpit) and baptismal bowl to font.
4. Collect and store Bibles, hymnals, friendship pads books. Friendship pad sheets go in Kelly's mailbox. Collect all left over items. Found items from congregation can be given to Security person or place in coat closet (lost and found).

DEACON 2 DUTIES

SEE GENERAL GUIDELINES

1. Assist Deacon 1 with duties.
2. Deacon 2 rings the church bell at appointed hours: 8:20 a.m. for early service ; 10:55 for 11 and 11:15 services. TEN PEALS (10 pulls of rope). If difficulty navigating stairs, Deacon 1 will ring or appoint someone else to ring. If an acolyte is present and on time, acolyte may ring bell.
2. Obtain bowls from kitchen for discarded Communion cups.
3. Check Acolyte schedule in mailroom. If no acolyte, Deacon 2 is the acolyte. See Acolyte procedure following.
4. Accompany Deacon 1 and assist with securing offering in room 136.
5. Assist with clean-up of worship space.

DEACON 3 DUTIES

SEE GENERAL GUIDELINES

1. Staff the reception desk when there is no Security person on duty or until Security completes assigned morning tasks. Answer phones and provide assistance as needed at desk. Welcome and direct newcomers.
2. Enter the service to assist with Offertory when relieved by Security.
3. Open worship space doors after benediction.
4. Assist with clean-up.

DEACON 4 DUTIES

SEE GENERAL GUIDELINES

1. Greet at front doors of Gathering Space , approach vehicles pulling up under portico, open doors and assist as needed. Open glass doors for ALL worshippers.
2. Direct latecomers to enter Sanctuary via back door.
3. Approximately 5-10 minutes after start of service, enter rear of worship space and perform head count of ALL persons in worship (includes ministers, music personnel, acolyte, members, deacons, ushers, babies, staff, etc.). Also balcony. Enter final number in attendance book in officers' mailroom and note weather. After last service, enter total of attendees for the day. At 11:15 service, count may be taken from A/V Control Room.
4. Assist worshippers after the service as needed, then help with clean-up.

DEACON 5 / USHER DUTIES

SEE GENERAL GUIDELINES

1. Deacon 5 assists with all general duties and does Offertory in balcony at 8:30 service. Offertory funds are brought downstairs and given to Deacon 1 or 2 to take forward.
2. In the balcony, offering plates are located on floor near church bell rope.
3. Assists with congregation exiting and with clean-up.
4. If physically unable to access the balcony, inform Deacon 1 for replacement.

9:30 A.M. DOOR DEACON

Reports to door of Gathering Space at 9:30 a.m. and remains until 10:30 a.m. (unless Chancel Choir member who may leave at 10:30 for rehearsal). Will be relieved by Deacon 4 of the later service.

Greet worshippers, open doors for ALL, open car doors and assist worshippers as needed.

Support Security Personnel by reporting any suspicious activity.

REMEMBER:

The door greeter is very often the first face people see as they enter the church. Therefore, **SMILE** and show the love of Christ to everyone. Call everyone by name (if known). This is a perfect way to meet those we have not yet met. Exercise hospitality to the stranger, especially.

Welcome everyone as you would Christ, so that, as Our Lord said, "I was a stranger and you welcomed me."

4. HOLIDAY AND SPECIAL WORSHIP SERVICES:

Examples of this type of service: Ash Wednesday, Maundy Thursday, Good Friday, Easter Morning Sunrise Service, Kirkin' of the Tartan, musical presentations.

The Assignment Deacon determines number of deacons needed for these services based on church calendar and advised by Worship Council and Minister of Music and Fine Arts.

Be prepared to add seats in Great Hall, Bibles and hymnals to accommodate extra worshippers. Do not block any exits.

For large-attended services, rope off back pews / chairs in advance to allow for late arrivers.

Deacons at "special services" should arrive in time to review the Order of Worship/Service and also confer with Music Minister and / or pastoral staff to be clear on what deacons are to do. Deacon 1 especially should convey this information to the other deacons to avoid confusion.

5. DRESS CODE FOR WORSHIP LEADERS, DEACONS, USHERS:

ADULTS:

MEN:

Jacket and tie for traditional service.

Collared shirt, casual dress slacks, closed-toed shoes

WOMEN:

Moderate-length dress, skirt or slacks with blouse. No denim. No backless dresses or flip-flops.

YOUTH:

(Less than college-age)

YOUNG MEN: Tucked-in shirt, tie, slacks with belt for traditional services. Collared shirt, casual slacks for contemporary service. No cargo pants, jeans, tennis shoes, sandals or flip-flops.

YOUNG LADIES: As above for women. No backless dresses, bare midriffs, jeans, tennis shoes or flip-flops.

11:00 Traditional Service Acolyte and Parent Instructions
First Presbyterian Church Marietta

Pre-Service Procedure

1. Arrive at the Chancel Room no later than 10:40 a.m.
2. Robe the Acolyte with black robe on first, white robe on second.
3. Choose a candlelighter and a working lighter. Check the wick of the candlelighter to make sure it is long enough. (You need about 1" extending from the wand before you light it.)
4. Get an Order of Worship and make contact with Deacon #1 and Beadle.
5. Place an Order of Worship for the Acolyte on the Pulpit Pew (left side as you are looking at the pulpit).

Lighting the Candles – Bringing in the Light of Christ

1. Parent and Acolyte stand at the back of the Great Hall prior to the beginning of the service. Check the Order of Worship for when the Acolyte and Beadle proceed. If there are (2) Gathering pieces, process during the second piece.
2. At the appointed time, light the candlelighter and send the Acolyte, followed by the Beadle, up the aisle. The Acolyte should walk slowly, but with a purpose. First In and Last Out – You are bringing the Light of Christ into the worship space.
 - a. Light the right side candle (Christ Candle) first, and the left side candle second
 - b. Extinguish the candlelighter by sliding the knob to pull the wick down, and then push it back up so that the melted wax doesn't harden inside the wand.
 - c. Place the candlelighter in its holder, take your seat on the Pulpit Pew with the worship leader. Parent moves up the outside aisle and sits on the front row within eyesight of the Acolyte.

If the candlelighter should flame out before the candles are lit, Acolyte stops and parent walks up the aisle and re-lights the candlelighter, and the Acolyte proceeds from there. Parent returns to the rear of the Great Hall, and then takes a seat at the appropriate time.

Extinguishing the Candles – Carrying Out the Light of Christ

1. At the end of the service, when the organist begins to play the (last) Sending Hymn, the Beadle will pick up the Bible and the Acolyte will extinguish the candles.
 - a. Pick up the candlelighter from its holder
 - b. Extinguish the left side candle
 - c. Light the candlelighter from the right side candle (Christ Candle), and then extinguish the Christ Candle.
 - d. Turn and wait for the Beadle and worship leader to go first down the aisle.
 - e. Acolyte follows Beadle and worship leader with the Light of Christ. First In and Last Out.
 - f. After exiting the Great Hall, Acolyte extinguishes the candlelighter.

Post-Service Procedure

1. Acolyte and Parent Return to Chancel room & hang up robes and candlelighter, return lighter. Notify Acolyte Coordinator if there are any issues with the candlelighter or lighters, or if robes need cleaning/repairing.

Church Bell Ringing Procedure

Deacons are in charge of ringing the church bell prior to Sunday worship services, as follows:

Deacon 2 is assigned to ring the bell.

PULL BELL ROPE TEN TIMES (TEN PEALS)

8:15 a.m. for early service

10:45 a.m. for later service

Exceptions:

1. If Deacon 2 is unable to climb stairs, Deacon 1 shall ring bell or assign another to do this.
2. If there is an acolyte who is on time and able to ring the bell, please let the acolyte ring. Or if there is a child in the congregation who wishes to ring the bell, please allow with supervision.
3. If there is no acolyte at the service, Deacon 2 must be the acolyte, therefore Deacon 1 should ring or assign (as above).

Ringling should be completed prior to prelude music starting.

First Presbyterian Church Marietta

FOURTH NIGHT DINNER PROCEDURE

GENERAL INFORMATION

- 1) There must always be (2) officers (Deacons or Elders) present when money is being collected and tallied.
- 2) Do all counting of cash in private, either in the Library or the Session Room.
- 3) Family dinner cap is \$18. Tally the number of \$18 family units sold. Count individuals in each family with the Adult/Child tallies.
- 4) The Nursery is available, no food is served. Parents pay \$2 per child at the dinner pay desk and receive a YELLOW ticket for each child. This money is NOT part of the dinner payments.
- 5) Club 330 does not pay at the door. Near the end of the selling time, a teacher will tell you how many children and teachers stayed for dinner. Record that number on your paperwork.
- 6) Staff are not charged for dinner, but will still be included in the number of dinners served.
- 7) Your income will NEVER match the number of meals served.

STEP BY STEP

During Dinner Service

1. Deacons report by 4:45 p.m. and stay until serving is over, tallies are complete, and cash is counted and deposited, around 6:40 p.m.
2. The cash box for collection will be at the Front Desk with the Security Associate. Combination to unlock it is 1 2 3.
3. Before you sit down at the sales table inside the doors of the Great Hall to take payments, take the cash box to a private place and verify the amount of money in the box.
4. The sales table should be staffed by no later than 4:50 p.m.
5. One person takes monies and makes change; the other person tallies the number of dinners.
6. It has been more efficient to tally on a sheet of scrap paper, and transfer the information to the "official" sheet when sales are over.
7. Dinner is served when staffing personnel give permission to begin (around 5:00 p.m.) They also advise when they are stopping service (around 6:15-6:30 p.m.)

When sales are over, take cash box and paperwork to a private place to complete your duties.

1. At the end of the evening, reserve \$70 (\$30 in fives, \$40 in singles) to be left in the cash box to make change for the next dinner.
2. Money collected for selling nursery tickets is left in a separate Nursery envelope in the bottom of the cash box when you turn it in, and does not go into the bank deposit bag with the dinner collections.

3. Be sure both pink and white slips are on top of the cardboard flap when filling out the deposit slip.
4. Put the cash (minus Nursery cash and \$70 startup money) in the clear plastic bank deposit bag.
5. Stamp checks with FPC endorsement, record dollar amount of each individual check on deposit slip, and put the checks in the clear plastic bag.
6. Total both cash and checks on the deposit slip(s) and put the WHITE copy in the clear plastic bag. Seal the bag, and label it "Wednesday Night Dinner."
7. The security person will have the key to Room 136 and to Andy Workman's office, Room 141.
8. Put the sealed clear plastic bank deposit bag in the drop slot of the black safe in Room 136, close and lock the safe if it's open. Close the door and be sure it is locked.
9. The \$70 reserved cash for the next dinner, the Nursery envelope with the money collected, the PINK deposit slip copy, and the sheet with the count of attendees are left in the cash box.
10. The cash box is left on Andy Workman's chair in his office, Room 141. Close the door and be sure it is locked.

You're finished! Many thanks!

**FIRST PRESBYTERIAN CHURCH MARIETTA
EMERGENCY PLAN FOR STAFF AND DEACONS
2016
MEDICAL EMERGENCIES**

ACCIDENT

Medical Emergency for adult and/or child

1. Evaluate the accident scene. Determine the extent and nature of the injuries
2. If scene is safe, proceed to victim, assess severity of injury using nitrile or latex gloves for safety
3. Call 911
4. Provide emergency medical personnel with any known information about the health concerns of the individual (medications, allergies, etc.)
5. Delegate someone to meet the emergency personnel
6. Stabilize victim in position found until emergency personnel arrive
7. Clear away bystanders
8. Notify next of kin
9. When emergency personnel arrive, find out where they will take the victim
10. Assign someone to go to the hospital for updates on the victim's condition
11. Complete an incident report and file with church administration

ALLERGIC REACTION

Adult or Child

1. Assess situation, remain calm, make child/adult comfortable
2. Move only for safety reasons
3. Send for immediate help and medication kit with epi-pen (in known cases of certain allergies)
4. Observe for respiratory difficulty, administer CPR if needed
5. Call 911
6. Notify next of kin
7. Complete an incident report and file with church administration

Possible symptoms: Weakness, wheezing, sneezing, shortness of breath, nasal itching, hives, vomiting, coughing, restlessness, shock, hoarse-ness, swollen tongue, severe localized swelling, foaming at the mouth

DEATH OF INDIVIDUAL ONSITE

1. Call 911
2. Secure and evacuate area, remove and segregate witnesses with a deacon or staff member
3. Protect evidence
4. Document incident and prepare a fact sheet or incident report giving accurate information
5. The Minister will notify the family and authorities. Only the Minister should speak to the media.
6. The personal belongings of the deceased should be removed and protected so that they can be given to the family at a later time.

7. Hold a staff/leadership meeting as soon as possible, review the procedures for the day and the availability of support services
8. If the media attempts to contact a family member, it is their right to speak to the media if they wish

POISONING

1. Call 911
2. Call Poison Control 1-800-222-1222 or 404-616-9000
3. Administer first aid as directed by Poison Control (do not induce vomiting unless instructed by Poison Control).
4. Notify next of kin.
5. Complete an incident report and submit a copy to church administration

THREATENING PERSON

Inside or Outside the Building

1. Call 911 and report suspicious or threatening person. Describe activity the threatening person is involved in. Direct law enforcement to specific entrance of building if possible
2. Secure Nursery entrance; send a messenger to secure or evacuate other classrooms, offices, etc.
3. Assess threat and determine degree of immediate intervention

WEAPON

In Building or on Campus

1. Assess situation
2. Call 911. Provide as much information as possible (location, description)
3. Secure Nursery entrance
4. Isolate individual or suspect. Do not use force or touch the person or weapon. Avoid sudden moves, gestures. Don't raise voice; speak decisively and with clarity
5. If the armed person can be contained in one section of the building, everyone should be evacuated from the building to a designated safe area. Do not re-enter the building until all clear is determined by the police department
6. Observe the weapon carefully and try to obtain enough information so that a description can be given to police.
7. Move slowly and with confidence
8. Comply with the individual's demands as long as they are reasonable
9. Document all actions and decisions

ASSAULT BY INTRUDER

1. Assess the situation. Determine the number of victims. Call 911
2. Take immediate action to secure or isolate the individual posing a threat
3. Secure Nursery entrance
4. Inform Minister

5. Have someone at the entrance to meet and direct the ambulance/police to the victim(s) and designate a deacon or staff member to accompany victim(s) in ambulance
6. Provide first aid
7. Question victim(s) and make reasonable notes
8. The next of kin of the victim(s) should be notified as soon as possible
9. Instruct person answering the phone. Prepare a statement for individuals who answer the phones to read.
10. Complete police information
11. NOTE: for suspected sexual assault, provide support in a private place with another adult present. Identify and right to privacy must be protected by the church

HOSTAGE SITUATION

Barricaded Captor

Upon notification of a hostage situation within the building, the following procedures should be implemented:

1. Deacon 1 assumes command of the situation until the arrival of the Cobb or Marietta Police Department at the scene. Walkie-talkies/cell phones should be utilized when it is established that the hostage taker does not have one. If he does, walkie-talkies should not be used. Secure Nursery entrance.
2. Containment: appropriate actions should be taken to isolate the hostage taker out of sight of the building so that the possibility of injury from gunfire is limited.
3. Re-entry: ensure that no individuals enter or re-enter the building
4. Contact 911: Immediately have another deacon contact 911 and give all available information to the dispatcher. Ensure the caller remains on the line with 911 until the police actually arrive at the scene. The Deacon should make contact with the Cobb or Marietta Police Departments. It is important that items such as building keys and detailed building plans be made available to the police department. Important information such as cameras and monitoring locations, location of radios and phones must be conveyed to the police department. Anecdotal information regarding the cause of the incident, identity of hostage and hostage takers and their location in the building is of great importance.
5. Negotiations: The Cobb or Marietta Police Departments will work to end the hostage situation through negotiating tactics. This can be a lengthy process.
6. Emergency message to members may be sent by text or e-mailed by authorized staff members when situation has ended.

SHELTERING IN PLACE (SIP) PROCEDURES

Sheltering in Place (SIP) is the purposeful act of keeping members and staff inside the building in a predetermined area. In some instances, Sheltering in Place is the best defense against hazardous situations: a release of toxic chemicals or a dangerous situation unfolding outside of the building. In most cases an office, classroom, or basement will be the SIP location for most people in the building.

1. Everyone reports to assigned areas as quickly as possible

2. Hang “sheltering in place” signs outside the building entrance doors
3. Close and lock classroom doors and windows
4. Contact church maintenance staff to turn off pilot lights, air conditioners, and exhaust fans in the event of air contamination inside or outside the building
5. Do not open doors or windows until all clear is given via text or verbal announcement
6. Keep away from all windows
7. Take attendance – who is in the room
8. Remain calm and in charge. Continue activities if possible
9. Do not allow anyone to leave the classroom until the all-clear has been given by authorities
10. Wait for further instruction
11. When you evacuate, open all doors to recirculate air in the room

AIR CONTAMINATION OUTSIDE THE BUILDING

1. Once air contamination is detected, call 911
2. If the air supply is contaminated outside the building, then the air system shut down will be initiated and instructions will be given verbally. Members and staff will remain inside until further notice.
3. If necessary, individuals should be evacuated to a safe place

CHEMICAL SPILL OUTSIDE THE BUILDING

Chemical accidents may originate inside or outside the building. Examples include: Toxic leaks or spills caused by a tank, truck/accident, water treatment/waste treatment plants, industry or laboratory spills, etc.

1. Close all doors and windows
2. Notify the church to shut off all HVAC units
3. Precautions to seal doors, windows, and vents may become necessary. Use paper, plastic, cloth, clothing, tape, or other items to prevent entry of contamination
4. Do not allow anyone to leave until authorized by emergency personnel

TORNADO

The tornado plan is posted by each area. Sanctuary and Great Halls evacuate to the basement. Classrooms and offices on the first and second floors evacuate to the basement.

Utility Failures Conditions: Gas, Water, or Electrical Failure: If no immediate danger to the congregation exists, they can remain in the building. If hazardous conditions exist, congregation is to be evacuated or dismissed according to the nature of the failure.

BOMB THREAT

Basic information for a phone call:

1. Keep the caller on the line as long as possible. Pay attention to the caller ID and record the information shown in the display window. Do NOT erase message from voicemail.
2. Call 911
3. Notify the Minister and the Church Administrator

4. Write down all information obtained in exact words
5. Find out what time the bomb is due to go off
6. Document in writing the following:
 - a. Specific time message is received
 - b. Date and day of the week
 - c. Exact wording of message
 - d. Estimation of sex, age, cultural background of person making call
 - e. Make note of background noises, tone of voice

Basic information for a note or letter:

1. Do not handle any more than necessary any note/letter. Use gloves or handkerchief to avoid smearing fingerprints
2. Call 911

For either situation:

1. If advised by public safety personnel, direct congregation and staff to safe areas of the campus. Isolate the area of the suspected device. Quickly evacuate the building room-by-room, starting with rooms nearest the device. Remain at least 300 feet from the building.
2. Nothing is to be touched or altered. Do not open anything
3. Do not touch light switches and do not use the telephone
4. Do not pull the fire alarm, electronics can trigger an explosive device
5. Leave public safety personnel or the Church Administrator to implement a building search procedure. Never touch any package that appears suspicious during a search
6. All search efforts should be conducted quietly and quickly without alarming the congregation. Individuals will indicate if there is anything unusual in the classroom, office, or other space.
7. Plan for early dismissal, once the area has been deemed safe by public safety personnel; implement emergency communication plan

CHEMICAL SPILL INSIDE THE BUILDING

Chemical accidents may originate inside or outside the building. Examples include: Toxic leaks or spills caused by a tank, truck or accident, water treatment/waste treatment plants, industry or laboratory spills, etc.

1. Evacuate the area immediately. Initiate "Sheltering in Place" (See separate instructions)
2. Avoid direct contact with chemical
3. Call 911 if deemed necessary by the Minister/Church Administrator
4. Plan for early dismissal

ENVIRONMENTAL DISASTER INSIDE THE BUILDING

(Contamination of air and water supply)

Water:

1. Once water contamination is detected, call 911
2. Make an announcement to alert everyone to the specific problem

3. NO WATER SHOULD BE CONSUMED for any reason from the building's water supply

Air:

1. Once the air contamination is detected, call 911
2. If the air supply is contaminated from inside the building, then a Fire Drill procedure will be initiated. Evacuate areas nearest odors first. Maintenance should open doors to allow for ventilation unless advised not to by the Fire Department. If the odor is believed to be gas, avoid electrical switches
3. If the air supply is contaminated outside the building, then air system shut down will be initiated and instructions will be given verbally or by emergency text. Congregation and staff will remain inside in LOCKDOWN until further notice.
4. If necessary, congregation should be evacuated to a safe place and emergency release procedures should take place from that site (St. James' Parking Lot or Mayes-Ward Funeral Home Parking Lot)

FIRE

In the event of a fire is detected within a church building, proceed according to the following plan:

1. Sound the fire alarm by pulling the alarm system located in the halls
2. Close all doors and windows including any doors separating sections of the building and stairwells to confine the fire. Turn off lights, do not use elevators.
3. Evacuate the building immediately to at least 300 feet from the structure and out of the fire department's operational area
4. Make special provisions to evacuate handicapped individuals – specific persons should be assigned to assist individuals – evacuation plans for the handicapped should be reviewed and practiced.
5. Teachers should call roll to check children's names. To avoid confusion, all absences should be recorded. Keep children quiet
6. Render first aid as necessary, keep a list of any injuries to congregation or staff who are removed for treatment or injuries
7. Report any missing individuals or staff to Minister/Church Administrator
8. Notify utility companies of a break or suspected break in the lines which might present an additional hazard
9. Keep access to driveways open for emergency vehicles
10. Have fire department officials declare the area safe before allowing congregation and staff to return to the building
11. Issue ALL CLEAR

Emergency Shut-Off

Before beginning evacuation (in case of fire, etc.), there are three shut-off's that should be done if possible.

1. In case of fire, there are (3) alarm panels:
 - a. Room 140
 - b. Coat room off Gathering Space
 - c. In gathering space
2. Pull alarm immediately, call 911.

Shut off gas and electric:

1. Gas shut off: Take exit to outside at the end of the hall, going past the entrances to Holland Hall, and past the Chancel Guild room (behind library), exit the door facing the railroad tracks. Gas shut off is here.
2. Electric shut off: in the Speed Building basement closet (under the choir loft).

FPC Kitchen Rules for All Ministry Departments and Volunteers:

PLEASE ENTER THE KITCHEN WITH A HAIRNET OR SUITABLE ALTERNATIVE (SEE BELOW) WHILE FOOD IS BEING PREPARED OR TO PREPARE FOOD

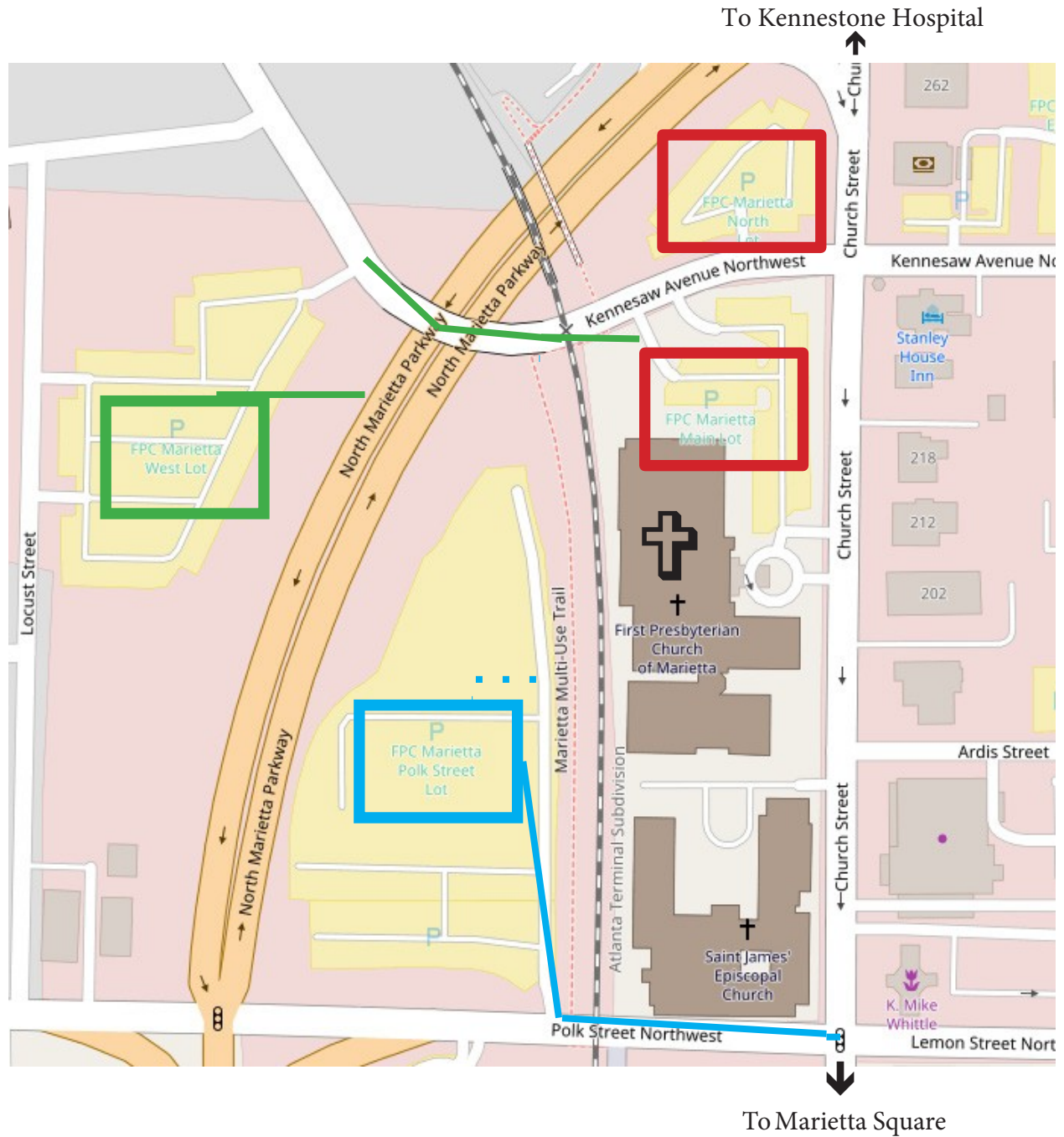
***If you think you may be SICK, please DO NOT enter the kitchen or prepare food from home and bring to the kitchen. This will help prevent exposure of the Norovirus/Infection, contaminating the kitchen and passing infection to others. Norovirus is the leading cause of illness and outbreaks from contaminated food in the United States.

1. Please use gloves when handling or preparing any food item(s) in the kitchen. Please follow the instructions for proper use of gloves (on the wall above the glove dispenser).
2. Please do not retrieve ice by dipping personal cups in the ice machine. Ice should be handled in the same manner as food.
3. Wash ALL kitchen utensils (pots, pans, plates, coffee dispensers, etc..., air or hand dry and return them to their proper place. Do NOT leave any dirty dishes of any kind sitting anywhere. If someone in your group left a dirty dish, kindly wash and dry it, and return it to its proper place. Please do not leave any food in the sink drains.
4. Sweep and mop kitchen floor and dish room area. Empty mop bucket, rinse out, and return it to its proper place.
5. ALL kitchen counters, refrigerators, stoves, etc. must be disinfected and wiped dry.
6. ALL trash cans containing food items must be emptied and re-lined with clean trash bags before leaving.
7. PLEASE do a final walk-through before leaving, checking to make sure that ALL equipment and stove knobs are turned OFF.

FIRST PRESBYTERIAN

C H U R C H

Parking Instructions



✚ First Presbyterian Church

▣ FPC's Main Lots

▣ Polk Street Lot (Shared with St. James)

▣ West Lot (Across train tracks)