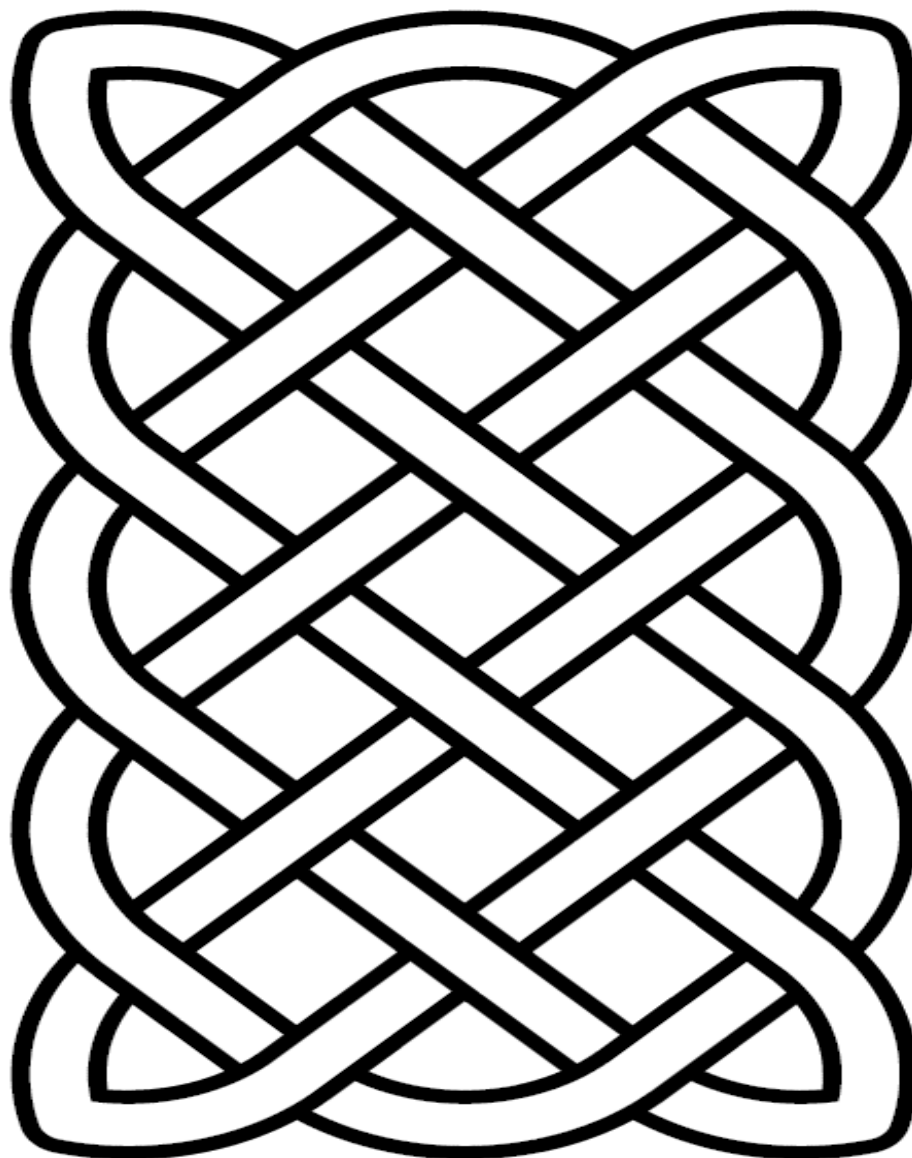


The Trellis

Policies, Procedures and Team Structure

First Presbyterian Church, Dalton, Georgia



Adopted August 2013;

Updated 2014, 2015, 2016, 2017, 2018, 2019, 2022, 2023, 2024

The Trellis

Policies, Procedures and Team Structure

First Presbyterian Church, Dalton, Georgia

Table of Contents

	Page #
Mission Statement	1
Introduction and Standards of Procedure	1
The Session and its Teams	
Team Structure and Standards	2-3
Team Organizational Chart	4
Teams and their Responsibilities	
Christian Education	5
Connections	6
Congregational Life/Care	7-8
Facilities	9
Finance	10
Mission and Service	11
Staff and Administration	12-13
Worship	14-15
Procedures and Policies	
Procedures for Election of Elders	16
Expectations for Elders	17
Expectations for Standing Team Chairs	18
Election of Congregational Representatives	19
Election of Session Representative	19
Meetings of the Teams, Voting Procedures	20-21
Miscellaneous	21
Publication of Names of Nominees	21
Election of Officers	22
Ordination and Installation	22
Financial Policies	
Financial Procedures	23-27
Enduring Funds Ministry	28-30
Acknowledgement of Gifts to the Church	31

Operating Reserve Establishment and Investment Policy	32-33
Investment Policies	34
Policy for the Use of Church Facilities	
Procedures	35-37
Release and Indemnity Form	38
Request for Use and Compliance Agreement	39
Photos for furniture position placement	40-43
Wedding Service Policies	
The Wedding Ceremony and Planning	44
Legalities/Church Policies	45-46
Fee Schedule for Weddings	47
Statement of Understanding	47
Funeral Service Policies	48-49
Baptism Policies	50
Membership Policies	51
Personnel Policies	
Equal Employment Opportunity	52
Process of Employment	52
Classification of Staff Members	53
Work Week	53
Benefits (Holidays, Vacation, Leave of Absense, etc)	53-55
Grievances	55
Employee Conduct and discipline	55
Separation of Employment	56
Annual Staff Review -- Compensation/Performance	56
Employment Performance Improvement Plan	57-58
New Hire Orientation Checklist	59-61
Sexual Harassment Policy	62-63
Child Protection Policy	64-71
Legal Documents	
Corporate By-Laws	72-74
Ecclesiastical By-Laws	75-79
Articles of Incorporation	80-88

Mission Statement of First Presbyterian Church

We do not exist for ourselves, but to know Christ and to make Christ known.

Introduction and Standards of Procedure

This Trellis for Staff, Officers, Teams and the Congregation provides an organizational plan to give clear direction for First Presbyterian Church, Dalton GA with hope that conflicts in responsibilities are avoided. In adopting this Handbook, the Session expresses the hope that the work of the Church will be conducted with creativity, initiative and a high level of expectation in response to the many gifts and opportunities received from a loving God. It is expected to change frequently as new needs and opportunities are recognized.

In adopting this document, the Session promises to communicate regularly its goals, objectives and progress to the congregation.

The Book of Order, The articles of Incorporation and the By-laws of First Presbyterian Church, Dalton, contain no requirements for organization of the Session and Teams. If any part of the Trellis conflicts with either of these, then the Book of Order, the Articles or By-Laws, as appropriate, govern the situation.

The Session and Team Chairs shall annually review the Trellis and make changes as necessary and should deliver to all newly-elected officers during their training.

Session

The Session shall seek to carry out its leadership of the congregation with energy and devotion to the cause for our Lord Jesus Christ, with a continuously expanding vision of the possibilities for Christ's earthly kingdom through the service of Session members.

The Session's active leadership, visible commitment to the work of the Church and the communication of direction to the congregation are integral to the fulfillment of these ordination vows:

- 1). Will you seek to serve the people with energy, intelligence, imagination and love?
- 2). Will you be a faithful elder, watching over the people, providing for their worship, nurture and service?

Team Structure and Standards

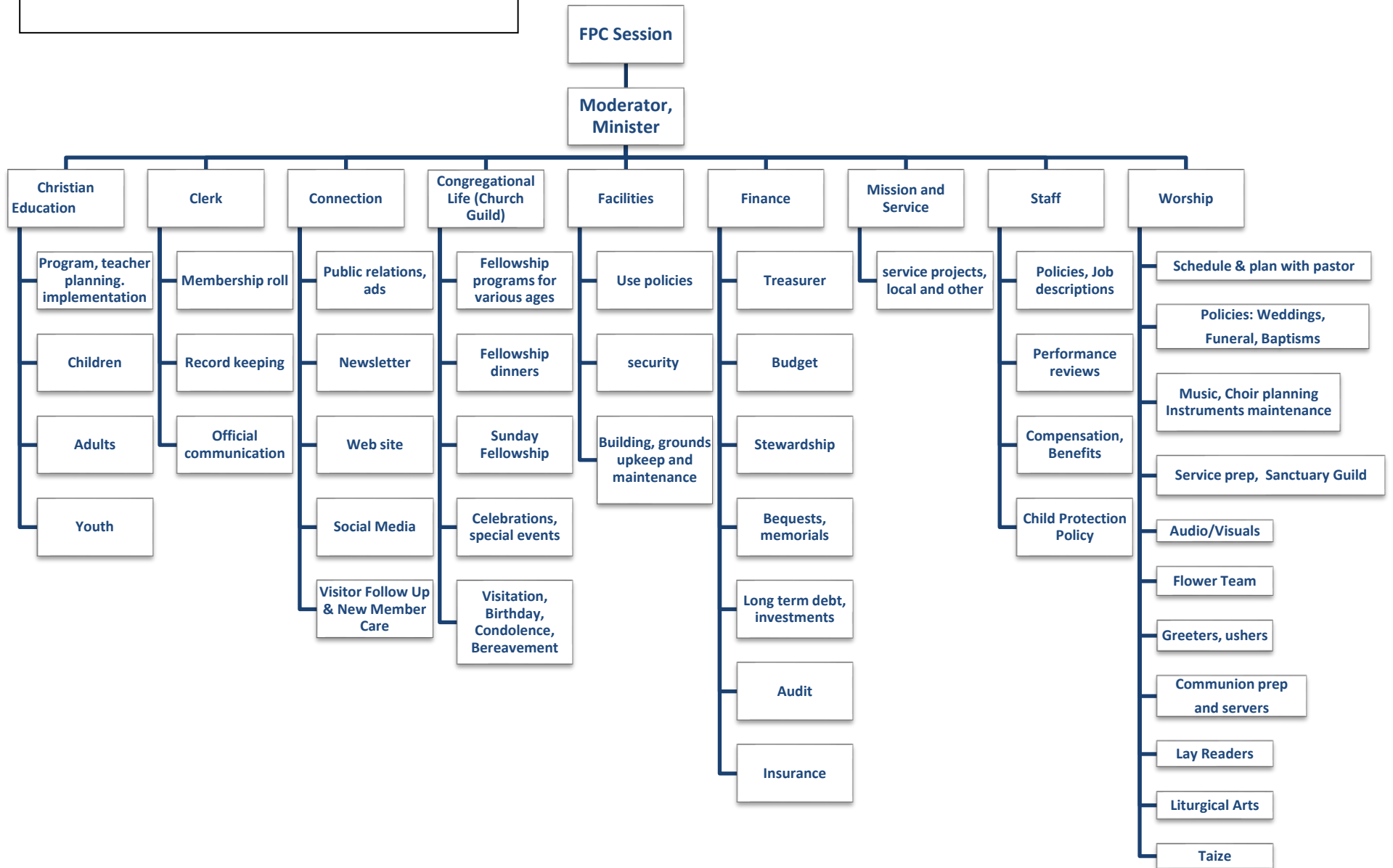
The following Team Standards are recommended for all Session committees:

1. The Pastor shall serve as an ex-officio member of all Teams.
2. The Elder Nominating Team recommends Team Chairs to the Session as they nominate new Elders. Session shall approve all Team Chairs for a term of service of one year beginning in January (and may be reappointed for additional years). Session Teams may or may not have an active Elder as the Chair; however, an active Elder shall be assigned to every Team as a Liaison.
3. Teams should meet regularly and on adequate notice to all members. Team Meetings should begin on time and be opened with prayer.
4. The Chair should prepare an agenda in advance of each meeting and assure that the team is progressing with its responsibilities and should assure that each member fully understands the team's responsibilities.
5. Minutes of each meeting should be distributed to all team members and the Pastor promptly after the meetings, specifying action steps to be taken by the team and the person (s) responsible.
6. Each Session team should report its progress and action plans prior to each monthly meeting of the Session. Team requests for action by the Session should be in writing and should specify the Team's recommendation. The Moderator should be advised in advance of a Session meeting of any team recommendations to be presented for Session action.
7. Teams that do so are encouraged to effectively involve members of the congregation at large in the work of the Team where possible, in order to share ministry and provide opportunities for service.

8. Each Team should submit its annual budget request to the Finance Team and shall not expend or commit unbudgeted funds without approval of the Finance Team, except under compelling circumstances.

9. The Pastor (Moderator) should meet periodically with all Team Chairs and the Clerk of Session to review progress and to coordinate objectives. No action should take place on behalf of the Session at any such meeting.

Team Organizational Chart



Christian Education Team

(revised September 2023)

Mission Statement: To enhance the environment and opportunities for our congregation to grow in personal knowledge of Jesus Christ, through prayer, Sunday School, and fellowship.

Team Membership:

Active Elder – Chair

3 - 5 congregation members representing various ages:

Nursery and Pre-School

Elementary and youth

Adult

Ex-officio: Pastor

Responsibilities:

1. Evaluate and plan annual curriculum for all Christian Education Departments in accordance with annual Christian Education budget.
2. Recruit and train volunteers for all Christian Education activities; provide programs for the intentional development of Sunday School Teachers. (Note: The annual training in regard to the Child Protection Policy will be conducted by a member of the Staff Team.)
3. Plan and conduct Christian Education special events, including Church School Rally Days, Children's Christmas Pageant, and Adult Bible Studies.
4. Prepare and submit annual budget requests to Budget Team.
5. In conjunction with the Pastor, plan and conduct the Confirmation Class.
6. Periodically review the church's media holdings to insure they are consistent with the mission of the church. Encourage congregation members to utilize these assets.
7. Provide childcare for Second Sunday Fellowship Lunches.
8. Conduct annual analysis of the effectiveness of the Christian Education Program, attendance patterns and opportunities for expansion of the Christian Education Program; use this analysis in planning for the upcoming year.
9. At the beginning of each team year, request names of all persons who have volunteered Time and Talent in any area of the Team's responsibilities. Actively seek to utilize such members and report to the Pastor.
10. Annually review and revise a Three-Year Plan for Christian Education.
11. In consultation with Congregational Life Team, acquire, maintain and replace furnishings for the nursery and classrooms as needed.

Connections Team

(Revised September 2023)

Mission Statement: To maintain a continuous, current and engaging flow of information to officers, the congregation and the community about the work and plans of the local church and issues of concern or interest of the Presbytery, Synod or General Assembly.

Team Membership:

Active Elder – Liaison to Session

4 - 6 congregation members

Chair is elected annually by the team; the chair can be re-elected as desired.

Responsibilities:

With respect to communications to and on behalf of the congregation at large:

1. Maintain communication with the congregation on any and all events and/or concerns in the church.
2. Use electronic, paper and/or person-to-person(s) channels of communication as deemed most appropriate for the message(s)
3. Work with Team Chairs to create awareness on everyone's part of plans, programs and activities planned or underway.
4. At the direction of the Session, prepare and issue any other communications on behalf of the Session.
5. Work with the Office Administrator to create and distribute any publicity and/or advertising for the church. This would include newspaper advertisements and articles, the church directory, and any other digital forms.
6. Live-streaming Worship services.
7. Acquire and maintain audio-visual equipment and establish policies and budget therefore, working closely with the Facilities and Worship Teams in regard to audio/visual policies, equipment, and purchases/repair.
8. Maintain a system for sending Birthday Cards to members and other correspondence as deemed appropriate with regard to celebrations as well as difficult times.
9. Continue to study and implement ways that church members can be drawn closer together through communication.
10. Continue to study and implement ways that others in the community can become aware of our church and of beliefs, practices and policies in our church that many may find appealing.

Congregational Life Team

(Revised December 2023)

“A new commandment I give you, that you love one another: even as I have loved you, that you also love one another. By this all men will know that you are my disciples, if you have love for one another.” John 13:34-45

Mission Statement: To maintain, nurture and increase the spirit of fellowship within the community of faith; to provide a celebratory environment and logistical and hospitality support for sponsoring groups for annual and special events in the life of the congregation; to provide love, care and nurture for members in our shared personal and communal lives, to assist members in times of crisis or special need; and to increase the congregation’s awareness for providing congregational care.

Team Membership:

Chair (Active Elder)

All members of the Church Guild

Recruit leadership in planning programs to benefit all members.

Responsibilities:

Team Chair:

- Adopt an action plan that enables the Team to regularly identify unmet fellowship needs and opportunities within the congregation; initiate programs and leadership to meet such needs.
- Initiate appropriate measurements and annually evaluate the effectiveness of each fellowship program; and instigate appropriate changes to increase programs’ effectiveness.
- Maintain awareness of scheduled dates for annual functions in the life of the congregation, which may include: Rally Day, A Confirmation Luncheon, Visitor and New Member Dinners, the Church Picnic
- Meet on a quarterly basis to identify unmet fellowship needs and opportunities within the congregation; initiate programs and obtain leadership, especially from the list of those who have not volunteered in other areas and new members.
- Make monthly and annual reports to Session of activities of the committee.

Programs for Various Ages

Recruit leadership and provide active assistance in planning program and objectives, and maintain active supervision and nurture for fellowship programs of the church which may include:

Men of the Church	Young Adults
Women of the Church	Book Clubs
Dinner Groups	

Meals, Second Sundays, and others as determined

Provide leadership and coordination for monthly meals. This may include program planning and procurement; publicity; outreach to new and prospective members. As required for each event, provide volunteers for room set-up, decorations and clean-up; assist as needed with food service.

Sunday Fellowship

Secure volunteers for providing refreshments for Sunday fellowship time before worship on the fourth Sunday of each month.

Celebrations and Special Events

Secure volunteers to participate as appropriate with the sponsoring group in the planning and identification of requirements for special events or annual functions. The sponsoring group will have all responsibility for securing dates, speakers/programs, publicity and implementation.

Plan, acquire and install seasonal decorations for the purpose of enhancing worship and fellowship.

Congregational Care: Visitation, Birthday, Condolence, Bereavement, Baby/Baptism

- **Birthday/Condolence:** Provide members with personal contact (notes or call) in cases of celebrations or sadness.
- **Bereavement:** Provide a visit and a meal or meals and other assistance in case of death.
- **Homebound:** Provide visits to the homebound as well as calls and cards. Assist Pastor with serving communion.
- **New Baby Ministry:** Provide a meal for families of new babies. Present a book and baby quilt from the church by a member of the team.
- **Pastoral Care:** Advise the Pastor of any known need that should be addressed by the Pastor.

Baptisms: Honor each child's baptism with a gift of a children's book to the church children's library.

Furnishings

Arrange and maintain furnishings for areas of the church campus other than the Sanctuary and advise the Session on the replacement and acquisition of such furnishings; in consultation with the Facilities Team when structures or systems might be affected and in consultation with Christian Education Team when nursery and classrooms are affected.

Facilities Team

(Revised September 2023)

Mission Statement:

To maintain all church facilities and property in good order and repair, to provide for the safety and security of buildings and church activities conducted on or within church property, and to assist in making church facilities available to outside groups upon request.

Team Membership:

One active elder
Other members of the congregation as appropriate
The elder is not required to serve as Chair.
The pastor will serve as ex officio.

Responsibilities:

1. Conduct regular inspections of church buildings and grounds, including exterior and interior building conditions, operating systems, fixed and loose equipment, lighting, signage, parking areas, and potential safety hazards. Copies of these reports will be provided to the pastor or his/her designee.
2. Maintain and periodically review a physical inventory of all church property, together with related service agreements and a log of anticipated replacement dates and projected costs. Coordinate the replacement schedule, in addition to additions to the existing inventory, with the Finance Committee.
3. Develop a protocol for the ongoing security of church property, to include procedures for locking and unlocking church buildings.
4. Prepare and submit an annual Facilities operating budget to Session for review and approval. The Facilities Team will manage the budget in concert with the Finance Team and will secure prior approval for expenditures in excess of the approved budget. In the event of emergency expenditures, the Facilities Team will be governed by its best judgment.
5. In cooperation with the Worship Team and other teams as needed, administer the Facilities Use Policy as approved by Session. This will include both church-related functions and facility use by outside groups. Present to Session any request for utilization of church facilities or equipment not permitted by existing policy, including recurring use rental agreements. Review the Facilities Use Policy annually and recommend changes to the Session.
6. Consult with Connection Team concerning acquisition and maintenance of audio and video equipment or other technology necessary or useful for enhancing worship and communications for the work of the church.

Finance Team

(Revised January 2014)

Mission Statement: To administer all financial matters of the church.

Team Membership:

Elder – Chair

Church Treasurer

Five (5) or more Members-At-Large (with a special emphasis upon those members who possess financial or accounting experience)

Ex-officio: Pastor

Responsibilities:

1. Administer the finances of the Church.
2. Consider all proposals for expenditure of unbudgeted funds.
3. Annually recommend to the Session a nominee for election to the office of Church Treasurer; maintain a close working relationship with the Church Treasurer.
4. Establish and at least annually review financial procedures.
5. Provide financial reports to the Session and Congregation.
6. Prepare the church budget, submit it to the Session for approval by January 1st each year, and oversee its administration throughout the year.
7. Emphasize commitment to stewardship and provide for an annual Stewardship campaign.
8. Make the Session and congregation aware of appropriate gift opportunities.
9. Invest and manage the church's assets in accordance with approved policies.
The Finance Team may appoint an Investments Team and delegate to it the authority to oversee and manage the church's investments. The Finance Team will provide oversight to the Investments Team.
10. Provide for an annual financial review of all financial books and records (Book of Order, G-3.0113).
11. Responsibility for all church insurance. Negotiate all coverage and premiums.

Mission and Service Team

(Revised December 2018)

Mission Statement: To develop a high level of interest and commitment to the work of both foreign missions and domestic missions, and to increase our church's involvement both through financial support and organized participation, so as to make known the good news of Jesus Christ throughout the world.

Team Membership:

Chair – an Active Elder or Active Member

Active Elder

Six Members at Large

Responsibilities:

1. Establish and implement action plans for the communication to the congregation of foreign and domestic mission opportunities and the need for financial support and congregational participation in those opportunities.
2. Undertake and sponsor specific mission projects directly involving the congregation and increasing the congregation's awareness of and response to the needs of the greater church.
3. Participate in and support programs to meet crisis needs.
4. Communicate to the congregation throughout the year special events that focus on missions through good stewardship (Midweek News and other church communication media, Minutes for Mission and announcements).
5. Deliberately invite participation in mission opportunities.
6. Annually review and revise a Three-Year Plan for Missions Team with the goal of increasing personal and financial participation.

Staff Team

(Revised September 2023)

Mission Statement: To provide the Session an organized approach in fulfilling its responsibilities to all the staff employed by the church.

Team Membership:

The Staff Team is composed of the following: The Elder chairing the Staff Team with additional members chosen to attempt to have membership covering the broad membership of the church. Standing members will be the Elder and a either the Treasurer or Finance Team Chair.

The pastor should attend all regular meetings.

Responsibilities:

1. On behalf of the Session, employ (hiring and terminating) the administrative staff of the congregation (Book of Order G-3.0201) and with approval of the Presbytery, such temporary pastors as might be needed (G-2.0504b).
2. Review and administer Personnel Policies; recommending any changes to Session.
3. Distribute minutes promptly in strict CONFIDENCE to all members; discretion should be used in recording or disseminating highly confidential information.
4. With the Session, regularly evaluate the staffing needs of the church in light of the evolving mission and goals of the church and revise job descriptions as needed to accomplish the mission and goals. Job descriptions shall be approved by the session and shall be used to assist in evaluating job candidates, as a basis for performance evaluation, to establish boundaries between roles, and to assist in continuity for a new hire.
5. With the Session and pastor, annually review the job description of the pastor so that gifts, skills, achievements and changes will be reflected in the expectations and the description of the work.
6. Review compensation and benefits for all church staff members; recommend changes to Finance Team (for annual budget) and to Session (for interim changes); coordinate any interim changes with Finance Team.
NOTE: Compensation/ benefits issues for all staff are exclusively assigned to Staff Team. Other teams of Session should submit any recommendation to Staff Team.
7. Consult with Pastor, as head of staff, on matters relating to staff organization, size, function and effectiveness, and compliance with Personnel Policies.

8. Conduct annual Performance and Satisfaction Reviews prescribed by Personnel Policies.
9. Administer the Annual Child Protection Plan.
10. In the event of termination of employment, attempt to obtain the employee's written consent to an agreed statement that will be communicated to members of the congregation, in the interest of transparency for the members and privacy for the employee.

Worship Team

(Revised December 2023)

Mission Statement: To relate our worship life to the total work and witness of our congregation and to enhance our opportunities to joyfully ascribe all praise and honor, glory and power to the triune God. In carrying out this mission, the Worship Committee will be guided by the Directory For Worship (found in the Book of Order, PCUSA).

Team Membership:

Active Elder – Chair
One additional Elder
Pastor
Director of Music Ministry
Members At Large as needed

Responsibilities:

1. Ensure that worship is the central focus of our congregational life; include all members in the worship life of the congregation; and model regular worship attendance and participation.
2. In consultation with the pastor, make recommendations to the Session for the style, content and spiritual emphasis of the regular and special worship services of the church.
3. Provide for furthering the understanding and participation in worship by the congregation.
4. Review and make recommendations for any changes in the Order of Worship and printed worship bulletins for regular worship services.
5. Assist the pastor in planning special services (such as Candlelight; Christmas Eve; Ash Wednesday; Maundy Thursday; Youth Sunday, Taize services); make recommendations to the Session for scheduling of such special services and for any changes in the normal scheduling of regular services.
6. Assist the pastor in the administration and serving of the sacrament of Communion, including:
 - Recommend to the Session the annual schedule for celebration of Communion
 - Communicate assignments of duties to individual elders for each Communion service
 - Provide for the preparation and adequacy of the Communion elements for each Communion service
 - Assure the adequacy and proper maintenance of all Communion serving pieces

Annually review and propose for Session approval any revisions in policies for Facilities

Use, Weddings and Funerals conducted within the church; assure that any recommended changes in such policies are timely communicated to the Facilities Team.

8. Greet, host and provide for accommodations, entertainment, compensation and expense reimbursement for visiting minister.
9. Support the music ministry with the director and assist the director in acquiring and maintaining such supplies, equipment and instruments as are necessary or useful to the music ministry of the church.
10. Recruit and train ushers for all worship services, including instruction in visitor policies
11. Assure the proper maintenance and display of all sanctuary worship appointments and all related equipment and supplies.
12. Assist the pastor in recruiting and training of worship service lay readers to assist in leading worship.
13. In consultation with the pastor and the Facilities Team, make recommendations to the Session concerning the design and maintenance of the sanctuary and its furnishings and systems.

Procedures for Election of Elders

Purpose:

- A. Procedures for annual election of the Elder Nominating Team,
- B. Procedures for election of Elders, and
- C. Method for selection of standing team chairs.

An Elder Nominating Team (ENT) shall be elected annually and shall serve for the purpose of nominating and presenting to the Congregation a slate of nominees to fill all existing Session vacancies due to death, resignation, or completion of their terms.

The Elder Nominating Team shall also annually recommend to Session the appointment of chairs of each of the congregation's standing teams.

The ENT shall consist of three (3) members elected in accordance with these procedures and in consultation with the Pastor.

The three members shall be elected as follows: one adult male and one adult female elected by the Congregation, and one Elder elected by the Session who shall serve as Chair of the ENT.

Timeline:

The ENT should be elected in sufficient time to complete their service according to the following timeline:

August	Two Congregational meetings for ENT nominations
September	Session election of ENT Chair Notice of Congregational meeting for vote on Session nominees
October	Presentation of slate to Congregation Congregational vote to elect new members of Session ENC nomination of next year's standing committee chairs
November	Elder-elect training, standing committee chair training
January	Ordination of Elders, standing committee chairs take office

In the event of any conflict between the foregoing and the *Book of Order*, the latter shall govern.

Expectations for Elders

An Elder is one who, through ordination and the laying on of hands, has been chosen by God through the vote of this Congregation to lead us in the way of Jesus Christ. The *Book of Order* contains this statement about Elders:

As there were in Old Testament times elders for the government of the people, so the New Testament Church provides persons with particular gifts to share in governing and ministry. Elders should be persons of faith, dedication, and good judgment. Their manner of life should be a demonstration of the Christian gospel, both within the Church and in the world.

It is the duty of Elders, individually and jointly, to strengthen and nurture the faith and life of the Congregation. Together with the Pastor they should encourage the people in the worship and service of God, equip and renew them for their tasks within the Church and for their mission in the community and the world, visit and comfort the sick, the lonely, and those who are oppressed. They should inform the Pastor and Session of those persons and institutions that may need special attention.

The duties for all Christians to perform by the law of love are especially incumbent upon Elders because of their calling to office, and are to be fulfilled as official responsibilities. Ordination is a way of being set aside for a special function in the life of the Church. In a sense, this means that an Elder is no longer a volunteer but for the next three years this Church has a special claim on your life. Elders are called to raise the level of expectation we have for each other so that, as a group of believers, we can more effectively proclaim and embody the gospel of Jesus Christ.

Elders are expected to:

- seek to deepen their own spiritual life through prayer, Bible study, worship, and acts of kindness and commitment;
- seek ways to encourage our members to deepen their spiritual lives and promote the work and worship of the Church;
- participate in officer training sessions, concluding with an examination before the current Session and ordination/installation at a regular worship service;
- be a faithful member of the Session, attending and participating in both stated and called meetings as well as activities of the congregation and Cherokee Presbytery whenever possible;
- seek to find his or her special niche of service within the Church to best utilize the gifts that each has been given;
- make a regular financial commitment to the work of the Church.

While Elder responsibilities are considerable, we believe that those called for service are given suitable gifts and abilities by God to fulfill these responsibilities. In addition to having the necessary talents, natural and acquired, those who undertake particular ministries should be persons of strong faith, dedicated discipleship, and love of Jesus Christ and Savior and Lord.

Expectations for Standing Team Chairs

Standing committee chairs are nominated each fall by the Elder Nominating Committee for service during the upcoming calendar year. Those nominated are then considered and approved by the Session in consultation with the Pastor. Standing committee chairs can succeed themselves through mutual consent.

Service as a standing committee chair is a critically important commitment, especially since these committees carry out most of the Congregation's organized work. Committee chairs must work with their fellow members, with their counterparts, with the Session, and with the Pastor and other staff members while using their God-given gifts and talents to fulfill the Congregation's expectations.

Persons who occupy these leadership positions assume the initiative in planning and implementing his/her committee's program of work, and must lead the committee's membership in an effective manner. Chairs must also facilitate the efforts of his/her fellow committee members in a manner that encourages collaboration and faithfulness to the task at hand. The ministry that results from these efforts helps to further the ends of the Church within our larger community and beyond.

Election of Congregational Representatives to the Nominating Team

Elections of Elders shall occur at congregational meetings duly called for that purpose.

Prior to beginning any voting, the moderator should assure that the Congregation is familiar with the duties and qualifications for officers of the Church.

Following are the procedures for electing the Nominating Team:

1. The Congregation shall elect two (2) representatives as members of the Team, comprised of one adult male and one adult female.
2. The following persons shall be ineligible for election by the Congregation:
 - A. all then active Elders;
 - B. all persons who have served on the Team for two successive years preceding the election.

The moderator should provide a list of those persons for the benefit of the Congregation.

3. Election of Congregational representatives to the Nominating Team shall be completed during a Congregational meeting at the Sunday worship service on two (2) consecutive Sundays. Notice of such meeting shall be given as required. Voting shall be by secret ballot. Each confirmed member of the Congregation shall vote for no more than one adult male and one adult female.
4. The first election shall be nominations from the congregation, and the two males and two females receiving the most votes shall appear on the second ballot for final election. Each of these persons must confirm his/her willingness to serve on the Team if elected. The male nominee and the female nominee receiving the highest number of votes in the second election shall be elected to the Team.
5. The moderator shall appoint a Counting Team (at least one of whom shall be an active Elder designated as Chair) to count all ballots on each election and contact those persons receiving the most votes to determine their willingness to serve if elected.

Election of Session Representatives to the Nominating Team

This representative should be elected by the Session following the election of Congregational representatives. The selected Elder should not be a member of the same household as any congregational representative. The Elder thus elected will also serve as the Chair of the Nominating Committee.

Following the elections of the Congregational and Session Representatives on the Nominating Committee shall be published to the Congregation.

Meetings of the Nominating Teams and Voting Procedures

Meetings of the Nominating Team should be conducted in accordance with the following procedures:

1. An organizational meeting and all subsequent meetings should be called on adequate notice from the Chair. All Team members should recognize service on the Team as a solemn obligation and assure their attendance at this organizational meeting and all subsequent meetings of the Team.
2. The Team should in all instances commence each meeting with prayer and should seek God's guidance, understanding that the result of their deliberations is intended to speak God's will as best the Team, acting in concert, is able to determine.
3. There should be no discussion of candidates or voting preferences except during a regular meeting of the Team.
4. The organizational meeting of the Team, the procedure for nomination and selection of officers should be reviewed and understood prior to proceeding.
5. Subject to applicable provisions of *The Book of Order*, deliberations of the Team should proceed in accordance with the following:
6. All prospective nominees whose names have been submitted in writing to the Team by the congregation should be considered, except:
 - Any person who is a member of the paid staff of the church;
 - Any person who has been a member of this church for less than one year at the date of the Team's first meeting.
7. The Team should determine whether the names of all ordained and presently inactive ruling elders should be considered.
8. Except in unusual circumstances, the Team should nominate for the office of ruling elder only persons who demonstrate a commitment to regular support of the financial needs of the church. Prior to beginning any discussion or voting, the list of all prospective nominees should be submitted by the Chair to the Treasurer with the request that the list be limited to those persons who demonstrate such commitment.
9. The Team should discuss the qualifications of each nominee, including his/her service on Congregational committees, prior to commencing any voting.
10. If at any time an immediate relative of any Team member is to be discussed as a prospective nominee, the Team member shall be excused from the meeting during that discussion.
11. Voting procedures should be decided upon in advance according to the judgment of the Team. All nominees elected to the office of Elder must be approved unanimously by the Team.

12. The Team should consider the desirability of designating one or more alternates in the event that one or more of the primary nominees should be unable to accept. It is highly desirable that the alternate nominees also have the unanimous support of the Team.

Miscellaneous

1. The Team must determine the manner in which those selected for nomination will be designated to fill any unexpired terms. In so designating, the Team should consider recalling to the Session former Elders whose most recent term(s) ended not more than two years previously.
2. Any Elder in a “retiring” class of officers who is completing an unexpired term may be considered for re-election to a full successive term.
3. Elders who are completing a three-year term of office may not be reelected to the same office until one (1) year after the expiration of such term.

Publication of Names of Nominees

1. Prior to publication of names of the nominees, the Committee shall contact all nominees to determine their respective willingness to serve if elected.
2. After determining that the necessary number of nominees have agreed to serve if elected, the Team shall publish the names of those who are to be nominated as follows:
 - A. The Session shall first call a meeting of the Congregation for purposes of receiving the report of the Team and electing Elders.
 - B. The Team shall publish the names of the nominees in two consecutive issues of the congregational newsletter during the two weeks immediately prior to the date of the congregational meeting.
 - C. The names of the nominees shall also be published in the Sunday morning worship bulletin on the Sunday preceding the date of the congregational meeting and on the date of the congregational meeting.

Election of Officers

1. When the meeting of the Congregation duly called by the Session has been convened by the moderator as required by *The Book of Order*, the Team, acting through its Chair or a designated member of the Team, shall present the slate of nominees to the office of Elder.
2. Prior to proceeding with action on the report of the Team, the moderator shall invite nominations from the floor.
3. If there are no nominations from the floor, the moderator shall proceed with the election of elders as governed by *Robert's Rules of Order, Newly Revised*.
4. In the event of nominations from the floor, the election shall proceed only by secret ballot, with each confirmed member of the Congregation voting for no more than the number of offices to be filled.
 - A. In the event of voting by secret ballot, the moderator shall appoint a Counting Team (one of whom shall be designated by the moderator to serve as chair). The Counting Team shall convene immediately following the adjournment of the congregational meeting and proceed with the counting of ballots.
 - B. In the event of voting by secret ballot, tie votes or any other failure to elect the necessary number of Elders by vote of a majority of those present and voting shall be resolved by re-voting until such tie vote or failure to receive a majority is resolved.
 - C. Upon certification of the results, either by the moderator in the event no secret ballot is required, or by the Counting Team in the event a secret ballot is required, the names of those duly elected shall be published in the next two succeeding issues of the congregational newsletter and in the Sunday worship bulletin for the next two succeeding Sunday morning worship services.

Ordination and Installation

1. Ordination and installation shall not occur until each nominee has successfully completed an officer training course administered by the Pastor or his/her designee, together with a subsequent examination by the Session, as stipulated in *The Book of Order* G-2.0402.
2. The ordination and installation of officers shall be conducted in accordance with Scripture and applicable provisions of *The Book of Order* W-4.4000.
3. Ruling elders should be ordained and installed no later than ninety (90) days following the date of their election.

First Presbyterian Church of Dalton Financial Procedures

Updated: August 14, 2024

**Federal ID 58-0603144
Georgia ID 3993536K2**

Bank Accounts

Bank OZK—Operating Account and Money Market Account

Investment Account

Charles Schwab 5508-5712

Authorized Agents: Bob Hubbs, Tommy Johnson and Jeff Granillo

Contributions

Offering during worship:

- Two people receive all the offering from the ushers and place it in a bank bag.
- The two people together open all envelopes and count all currency and change.
- The amount of currency and change is recorded on a paper with date and the signature of each person to verify the amount of cash received. This receipt is given to the Treasurer to retain. Everything collected during worship is then placed back in the bank bag.
- After worship the designated person takes the bank bag and prepares the deposit slip, endorses all checks, makes a copy of the all checks, and completes the Deposit Summary Form. The deposit Summary Form denotes whether the contribution is for the General Fund or a Designated Fund.
- The deposit is placed in a bank bag and then deposited in the bank.
- The deposit summary and copies of the checks and deposit slip are sent to Nichols, Cauley and Associates, Church Office Manager, and the Church Treasurer. The Church Treasurer retains deposit summary, copies of the checks, the signed currency receipt, and the deposit receipt from the bank.
- Nichols, Cauley and Associates uses the deposit summary to record contribution records for those making contributions to the church, and to reconcile bank statements.

Contributions received by mail or left at the church office:

- The Office Manager records the receipt of the contribution in the Contribution Log.
- The Office Manager places the contribution in the safe in the church office.
- Periodically the Treasurer or another designated person picks up the contributions from the church office and either delivers them to the church on Sunday to be included with the Sunday offering or follows the procedure above and deposits the contributions in the bank.

Money collected at Fellowship Dinners:

- Cash will be counted by two people and the amount recorded, dated, and signed by both counters.
- The designated person will prepare the deposit slip, deposit summary, copy all checks, and take the deposit to the bank.
- The deposit summary and copies of the checks and deposit slip are sent to Nichols, Cauley and Associates and the Church Treasurer. The Church Treasurer retains deposit summary, copies of the checks, the signed currency receipt, and the deposit receipt from the bank.

ACH Deposits:

First Presbyterian Church offers members the option of paying their annual pledge through a monthly ACH payment. Members who wish to use this service must complete a Bank Draft Authorization Form.

- Bank drafts are processed each month on approximately the 15th.
- The Treasurer processes the ACH payments according to procedures required by Bank OZK.
- A summary report of each deposit is created at the time of the deposit and a copy is retained by the church and a copy is sent to Nichols, Cauley and Associates for reconciliation and contribution reports.

Gifts of Stock:

Occasionally a member wishes to make a gift of stock to the church. When this occurs, the giver is directed to have the stock transferred to Laughter and Jones of Dalton, GA. The stock is transferred to the account First Presbyterian Church of Dalton. Immediately after the transfer is completed, the Treasurer will authorize LPL Financial to sell the stock and remit the proceeds to First Presbyterian Church of Dalton. This is in accordance with the church policy to immediately sell any gifts of stock. When the proceeds are received by the church they will be deposited. Copies of the deposit summary, deposit slip, and check will be retained by the church and a copy sent to Nichols, Cauley and Associates for posting and their records. The Treasurer will have the church office send an acknowledgment letter to the giver.

Accounts Payable (General Fund)

- Bills and invoices are received at the church office by the Office Manager.
- Bills are generally paid weekly.
- The Office Manager will prepare a check request for each bill. The check request shows the date, the payee and address, and the amount. It will also show the General Ledger Number for charging the expense. All budget line items have a General Ledger Number. The actual invoice is attached to the check request.
- The Office Manager keeps a log of all check requests that includes the date, payee, amount, GL#, GL Description, date mailed, and any other information about the payment.
- The Office Manager then scans the check request and invoice and emails it to the Treasurer and Nichols, Cauley and Associates.
- The Treasurer reviews for approval all check requests and invoices.
- Nichols, Cauley and Associates then prepares the checks and retains copies of all the back-up information for posting to the general ledger.
- Once the checks are prepared they are then transported to the church office.
- The Office Manager then locates the appropriate people to review and sign the checks. Checks for less than \$500 only require one signature and checks for more than \$500 require two signatures. There are seven people authorized to sign checks on the General Fund.
- The Office Manager mails the checks and retains a copy of the back-up.

- W-9 forms are required from all private contractors requesting payment from the church.
- Adequate support/receipts should be attached to the credit card statements. Any charges on the church credit card for over \$500 by the Treasurer should be approved by the Chair of the Finance Team.

Payroll

The church uses Inova Payroll, Inc. for all Payroll related matters. Our contact at Inova Payroll is Charlene Hopkins (423-499-5478 ext. 4008 or 800 323 0595 email: mysupport@inovapayroll.com). The Inova office is in Chattanooga. The church's account number with Inova is 1004288328-D2098. The church has both employees and 1099 workers.

- The Office Manager (or Treasurer) is the contact person with Inova Payroll. The Office Manager (or Treasurer) insures that all employees and contract workers complete all appropriate payroll enrollment and authorization forms.
- The pay schedule is twice monthly, approximately the 15th and the end of the month. All pay is done by direct deposit to a worker's preferred account. Inova makes this direct deposit to each person being paid. Funds for payroll are transferred by Inova from the church's operating account at Bank OZK a few days before each pay date.
- One week prior to the pay date the Office Manager (or Treasurer) submits a wage report online to Inova for the current pay period. The wage report details what each person is to be paid.
- Inova then processes the payroll based on this reporting and issues a Payroll Report detailing the payroll for each person being paid. The Treasurer reviews this report for accuracy. The Payroll report is emailed to the Treasurer and Office Manager who then sends it to the accountant at Nichols, Cauley & Associates. Both maintain a copy of the report. The Office Manager distributes a pay receipt to each employee.
- Inova files and pays all required federal and state payroll reports and taxes. They also prepare all W-2's and 1099 forms at year end.

Nichols, Cauley, & Associates, LLC

The church uses the services of Nichols, Cauley & Associates, LLC, certified public accountants for a number of financial matters. Our contact at Nichols, Cauley & Associates, is Virginia Perry, CPA. Keena Dover is the Nichols, Cauley & Associates associate who handles the day-to-day church business.

Services provided include:

- Reconciliation of all investment and bank accounts including the payroll account
- Preparation and review of monthly financial statements including balance sheet, statement of activities, summary of designated accounts
- The maintenance of all giving records
- Preparation of accounts payable and checks
- Maintaining a general ledger
- Assistance with budget set-up

PCUSA Board of Pensions

All full time church employees are eligible for participation in the PCUSA Board of Pensions for health insurance, disability insurance, and retirement. FPC Dalton's BOP number is 22307. The Treasurer is the authorized agent for the church. The Treasurer reviews and approves the monthly invoice from the Board of Pensions. The Treasurer pays the invoice each month by draft from the church's operating account.

Church Operating Budget

The treasurer compiles the church's operating budget for the next year during autumn of the previous year.

The Treasurer compiles budget requests from committee's and church staff. These requests along with results of the annual stewardship campaign are used to prepare a proposed budget for consideration by the Finance Committee. Once the proposed budget is approved by the Finance Committee it is then presented to the Session for consideration and approval. This is normally done at the December Session meeting.

Finance Committee Review

Since the church uses an outside CPA firm to maintain their financial books and prepare their monthly financial statements, the Finance Committee does not see the need for an annual audit or review. All bank accounts are reconciled monthly by the outside CPA firm. All checks are prepared by the outside firm and giving records are maintained by the accounting firm.

Adequate internal controls are currently in place for the offering process and receipt of cash.

All check requests are reviewed by the Treasurer.

Additional Internal Control-Disbursement Oversight:

Beginning in January 2016, a member of the Finance Committee will review the disbursements and payroll for any unusual items, on at least an annual basis. Quarterly payroll reports will be reconciled to the payroll journals quarterly and annually. Any unusual items found will be reported to the Finance Committee.

Policies Relating to Finances

Enduring Funds Ministry

(Revised February 2014)

1. **Establishment:** A planned giving program for the First Presbyterian Church of Dalton, Georgia (hereinafter referred to as “Church”) is hereby established. The adoption of this program will cause the creation of two separate funds within which gifts may be made. The plan and the two funds collectively will be referred to as the “First Presbyterian Church of Dalton, Georgia Enduring Funds Ministry” (hereinafter referred to as “the Ministry”) and will be administered by the Session. The day-to-day administration of the program shall be delegated by the Session to the Finance Team. The Finance Team may appoint an Investments Team with responsibility for day-to-day administration of the program.
2. **Objectives:** The objectives of the Ministry are as follows:
 - A. To offer an extra dimension of stewardship to the congregation to make special gifts to the church. To actively encourage and invite gifts to the church through a system of education and support to donors.
 - B. To establish a system for management of the assets contributed in accordance with guidelines established by this document. Such guidelines will be reviewed from time to time by the Session, as circumstances require.
 - C. To provide definite directions for the use to which the principal and/or income of special or deferred gifts will be applied and to make decisions regarding the application of such funds.
 - D. To administer the outright and deferred gifts of assets which require special administration and processing so as to fully carry forth the intent of the donor.
 - E. To protect the mission of the church by reviewing and analyzing the subject matter of any intended gift, and, if necessary, to decline the acceptance of any gift, deemed as not being in the best interest of the Church.

3. **Operational Structure:** The Ministry will set up two separate funds:

- A. The General Endowment Fund
- B. The Designated Endowment Fund(s)

For a ***Designated Endowment Fund***, the donor may provide reasonable written directions for use of the gift. The Session will endeavor to comply with a donor's wishes, subject to the church's existing policies and its commitment to further the work of Jesus Christ.

If a gift is offered to the Ministry that the Session deems is not within the existing policies of the Church and its Team to further the work of Jesus Christ, and the Session is unable to convince the donor to bring the purpose of the gift within said policies and commitment of the church, the Session may decline the gift and return it to the donor or the donor's representative if appropriate, without interest or accruals.

If, in the sole opinion of the Session, the purpose for which a gift was made has become inconsistent with the policies of the Church and its Team to further the work of Jesus Christ, the Session may recommend that the gift be turned over to another charitable organization that would seek to comply with the donors' request.

4. **Allocation of Funds:** It is anticipated that two types of gifts will be received into the program, that being restricted and unrestricted.
- A. **Restricted Gifts:** The donor may indicate a preference as to the specific uses to which the gift will be applied. In all cases, every attempt will be made to honor the wishes of the donor.
 - B. **Unrestricted Gifts:** Each gift which has not been designated a restricted gift will be allocated to the General Endowment Fund.

5. **Permanent Funds:** The two funds provided for under the program are as follows:

- A. **The General Endowment Fund:** The principal of the *General Endowment Fund* will be invested in perpetuity. The annual spending rate shall be determined by the Session but shall be no more than four percent (4%) of the total value of the fund as determined on the last federal banking day of September next preceding the year of distribution. In addition to the (afore described) regular annual distribution, the Session may authorize an extraordinary distribution of an additional amount, not to exceed 5% of the fund balance, i.e. under extraordinary circumstances a maximum of 9% of the fund balance may be distributed within one year. Such an extraordinary distribution may be authorized only once during any two successive years and must be accomplished with a 75% favorable vote of eligible voting members of the Session at two successive, regularly scheduled, meetings during each of which the extraordinary distribution has been discussed. The Session has complete discretion concerning the applications and uses of the distributions from this fund.
- B. **Designated Endowment Fund:** The principal in each Designated Endowment Fund will be invested in perpetuity. The annual spending rate shall be no more than

four percent (4%) of the total value of each individual Designated Endowment Fund, as determined on the last federal banking day of September next preceding the year of distribution. The Session will cause distributions from each individual Designated Endowment Fund to be used only for the specific purpose for which the gift was intended. The Session may request written instructions, which may include utilization of principal, as concerns the specific purpose for which gifts are made into a Designated Endowment Fund. The Session has the authority to adjust or modify the spending rate of a designated endowment fund in order to meet the desired goals of a donor. In the event the corpus of a designated endowment fund shall be determined by the Session, in its sole discretion, to be of an amount that is no longer practical to administer in a separate manner, the Session upon recommendation of the Finance Committee, may merge the corpus of such fund with another fund(s) of similar direction or may distribute the remaining corpus in the manner of an unrestricted gift, unless otherwise prohibited by the terms of the restricted gift.

6. **“Gift:”** As used herein, the term “gift” shall extend to and include transfers during life and to testamentary dispositions.
7. **Gift Review by Session:** Although it is contemplated that the majority of gifts made through the Ministry will be in the form of cash or other liquid assets, the Session realizes that some gifts may be in the form of real property, an interest in real property, or items of personal property. The Session reserves the right to determine if such property may carry with it liability which may include, but not necessarily be limited to, environmental issues, lien issues, property tax issues or other matters which might or could create liability for the Church. For these reasons, and possibly others, the Session reserves the right to decline any such gift which might or could present liability or other detrimental issues for the Church. To establish the appropriate fair market value for a gift, the Session may require an appraisal by a certified specialist. The cost of any appraisal shall be the responsibility of the donor.
8. **Administration:** This Ministry will be administered by the Session. The Finance Committee shall have oversight responsibility for the Ministry and the Finance Committee is authorized to create such sub-committees as necessary to enhance oversight. It is anticipated the Finance Committee would appoint an Investments Committee with delegated authority to manage the church’s investments in accordance with this policy. The investments are to be managed so as to achieve long term growth of capital and to increase purchasing power relative to inflation. The administration of the separate funds contemplates and specifically authorizes the combination and mingling of assets of the several funds for investment purposes. The Treasurer will cause financial reports of the Ministry to be presented to the Session at any time, and from time to time, but not less than annually. The Treasurer shall also make such financial reports available to members of the congregation as part of the annual report.
9. **Church Consolidation, Merger or Dissolution:** If at any time the First Presbyterian Church of Dalton, Georgia, a non-profit corporation, shall be lawfully merged or consolidated with any other church, all of the provisions hereof in respect to the Ministry shall be deemed to have been made for and in behalf of such merged or consolidated church which shall be entitled to receive all of the benefits of said funds and shall be obligated to administer the same in all respects in accordance with the

terms hereof. In the event of the dissolution of the First Presbyterian Church of Dalton, Georgia, the Session shall have the responsibility for the final disposition of all assets of the Ministry.

10. **Amendments:** The provisions of this Ministry may be amended by a 75% (seventy-five percent) majority of eligible voting members of the Session. Amendments will be affected by such vote after two readings of the proposed amendments. The first reading shall be conducted at its regularly scheduled (stated) meeting. The second reading and vote thereon shall be conducted at the next regularly scheduled (stated) meeting. There will be no retroactive amendments. An amendment shall not affect gifts made to the Ministry prior to such amendment. All gifts made to the Ministry will be administered in accordance with the provision of the Ministry in effect at the time the gift was made.

Acknowledgement of Gifts to the Church

Gifts to the Church ad-hoc Special Committee (hereafter known as Gifts Committee) shall consist of Treasurer, Clerk, and Chairs of facilities and finance committees with the Pastor as ex-officio.

All gifts will be listed in a book set aside for this purpose.

- Gifts for the interior of the church:
There will be a \$10,000 minimum gift for noting with a plaque.
- Gifts for the exterior of the church:
 - Shrubbery/trees accepted within the current landscape plan.
 - Any marker will be part of the gift and according to church specifications. 8x8" and 6" thick or smaller granite. Donor to work with D & S monument company for the marker. Marker is about \$50 which includes engraving. Inscription shall follow this pattern: common name of tree, botanical name of tree; Then up to 5 lines of copy, ~16 to 18 characters per line. Smallest font 1/2"
- Any other gifts of furniture, exterior features, etc. and any potential plaques shall be approved in advance by the Gifts Committee.
- The Gifts Committee reserves the right to deny gifts for any reason.
- The Gifts Committee reserves the right to dispose of gifts of personal property without notice to the donor (unless otherwise noted in the gift)
- Any gifts outside the parameters specified in this policy must be agreed upon in advance by the Gifts Committee

Operating Reserve Establishment and Investment Policy

(Revised February 2014)

The following policy has been adopted by the Session of The First Presbyterian Church of Dalton and is to be followed by the Finance Team, Investment Team, Church Treasurer & any active portfolio managers responsible for investing the unrestricted assets of the Church:

A. Operating Reserve Policy Objective

The primary objective of this policy is to establish an operating reserve for The First Presbyterian Church of Dalton that will permit the organization to continue to operate during difficult financial times. Some examples for the need and use of this operating reserve are as follows:

- Maintain current level of operations during a challenging economic downturn, which has negatively affected member giving.
- Maintain current level of operations during a natural disaster, which has negatively affected member giving.
- Maintain current level of operations when a significant donor/donors are no longer able or willing to contribute to the church.
- Maintain current level of operations during a major church project such as a new building purchase /construction or ministry program expansion.

C. Operating Reserve Establishment and Operation

The First Presbyterian Church will maintain an operating reserve that will be no less than 3 months (minimum) and no more than 6 months (maximum) of the annual operating budget. The operating reserve balance will be reviewed by the Finance Team at least annually to determine if the operating reserve is in compliance with this policy.

In the event the operating reserve falls below the required level, it will be replenished as quickly as is reasonable. The operating reserve will be adjusted by allocating unrestricted net assets from the current and/ or following 7 years until the operating reserve is in compliance. The amount shall be built into the annual budget to increase the operating reserve to the desired level.

The operating reserve will be invested in accordance with the Investment Policy detailed below. Earnings from the operating reserve will be added to the balance until the desired balance is achieved. Once the desired balance is achieved, the earnings can be used for general operations. Any spending of the operating reserve corpus must be approved in advance by the Session

C. Investments

Since corpus preservation and liquidity are the major objectives for investment of the operating reserve, the portfolio will be one with a short-term focus. The following are the investment guideline for the investment of the operating reserve:

- 1) Money Market Funds-(at least 25% of the total balance of the operating reserve)
These funds should be available on demand, must be with a financial institution that is insured and must not exceed the insured limit of the institution.

2) Certificate of Deposits-these funds should be issued by financial institutions that are insured by the FDIC and should be limited to the maximum amount insured by each institution.

The Team is to receive regular reports of investment performance and investment activity on a quarterly basis. The utilization of an outside investment professional may be considered when implementing part of all of this policy. Such professionals' service must be bound by these same guidelines.

D. Responsibilities

The ultimate responsibility for the operating reserve investment oversight resides with the Session of the First Presbyterian Church of Dalton. The Finance Team and Treasurer shall monitor the portfolio for compliance with this policy. The Finance Team shall review the operating reserve performance periodically at the Finance Team meetings at least quarterly. The Treasurer shall report the operating reserve performance to the Session at least annually.

Investment Policy Statement

(Revised February 2014)

This policy has been adopted by the Session of the First Presbyterian Church of Dalton and is to be followed by the Finance Team, Investment Team, Church Treasurer and any portfolio managers responsible for investing any assets of the Enduring Funds Ministry.

The primary objective is to achieve long-term growth of capital and to increase purchasing power relative to inflation with moderate investment risk. Current income needs are low to moderate with a target of 4% annually. Moderate variability of returns over the near term may be experienced in order to achieve longer-term growth potential. Ambitious goals of profit maximization and market timing through short-term and /or speculative investments will not be considered.

To accomplish these objectives the assets will be invested in a diversified mix of equities and fixed income securities within these ranges:

Equities 30-70%
Fixed Income 30-65%
Cash Equivalents 0-10%

The Finance Team will insure the portfolio is reviewed on a regular basis and that rebalancing is done at least annually.

Other Investment Policies:

1. There will be no purchasing of individual stocks and bonds (with the exception of U.S. Government guaranteed issues). Investments will be made in mutual funds, exchange traded funds, or similar pools of assets that are readily marketable and traded on major exchanges.
2. Cash funds should be saleable in very liquid markets and demonstrate negligible price fluctuations. Examples include broker money market funds, treasury bills, and certificates of deposit. To be considered cash the investment maturity date should be less than 12 months.
3. Investments will not be made in warrants, options, hedge funds, or commodity futures.
4. Purchases will not be made on margin, and securities will not be sold short.
5. There will be no purchasing or selling derivative securities for speculation or leverage.
6. The fixed income portfolio will have an overall credit quality of investment grade.

Monitoring:

The Finance Team and/or the Investment Team will monitor the portfolio's investment performance against the objectives of the church's Investment Policy and appropriate equity and fixed income benchmarks. At least annually the Investment Team will report to the Session to review portfolio structure, strategy, and investment performance.

Facilities Use Policy (Revised October 2023)

I. Use by Church Members

Church activities and activities of church members in the use of facilities take priority and are on a first come, first served basis. Room reservations are requested through the church office manager and are posted to a monthly calendar that is posted in the church office and available electronically through the website.

II. Use by Outside Groups

It is the desire of the church to open its doors for community events and activities as part of its outreach ministry. Community groups must request use through a sponsoring church member and may use facilities as available in keeping with the following guidelines and policies. The sponsoring church member will be responsible for coordinating and supervising the event. Groups will be charged a refundable security deposit and a non-refundable usage fee as shown in the table below. If the facilities are left in the same condition in which they were found, the security deposit will be refunded. If the Session and/or Sessional committee determines that a particular outside group falls within the mission of the church, that group may be exempted from deposits and/or fees.

General Guidelines:

Church ministries and church groups and members have priority over outside groups when scheduling events.

Neither the church nor its facilities are intended for use by profit-making entities unless specifically approved by Session. When tickets are sold for events, these events must be open to the public. Events related to partisan political campaigns are not eligible for facilities usage.

Scheduling:

Events may be scheduled, and the designated portion of the facility may be reserved up to six months prior to the event. **Wedding reservations** are subject to the separate wedding policy in the Trellis.

All requests for use of the facilities must originate with a church member(s) and should be submitted to the church office manager on a ***Request for Facilities Use*** form (hereinafter Request form). In the case of approved recurring use events, only one form per calendar year is required. The Request form with the ***Release and Indemnity Agreement*** shall be submitted to the church office manager at 101 S. Selvidge St. or mailed to FPCD at PO Box 489, Dalton, GA 30722 at least 2 weeks prior to the event. Usage and security fees, unless waived, are due two weeks ahead of the event.

When the renter provides recurring lessons or events for fees, a separate agreement shall be completed with session approval and will not require member supervision. All renters require a signed ***Release and Indemnity Agreement***.

Review and approval of Request forms is the responsibility of the Facilities Team, which may delegate routine requests to the church staff. Each request will be considered for appropriateness, suitability, and potential calendar conflicts. Responses shall be provided in writing.

General Policies:

Publicity and/or promotion of an event to the public must be pre-approved. Flyers, windshield advertising or solicitation on church property or the public parking areas surrounding the church property are not allowed.

The *Renter* shall assume responsibility for participants and guests, and children must be supervised at all times. No alcoholic beverages, drugs, tobacco, or gambling are permitted on church property.

Renter may secure the services of an instructor, musician(s) or consultant on a fee basis. Permission granted to any *Renter* may not be transferred.

Nursery/childcare areas are not available to activities or events other than those of the ministry of the church.

Additional security:

The church shall have the right to determine and acquire the use of outside security and/or fire protection in the event they are deemed to be required. Charges for these services will be added to usage fees and will be agreed upon by the church and *Renter* prior to the event.

Church Property:

All items belonging to the church should remain in place and on the premises unless there is written approval from the church office. Loss or damage is the financial responsibility of the *Renter*. If there is approval to move furniture, the renter **MUST** return the furniture to its original place.

Use of church lighting, sound, A/V and or music equipment must be pre-approved and there must be a church technician present during use.

Open-flamed candles are not allowed.

Dining, food preparation, and food service are limited to specific areas. Food and/or drink is prohibited in the sanctuary.

Animals other than service dogs are allowed in church facilities only with prior written consent.

Decorations, such as signs, banners, streamers, and flags must be approved in advance. No nails, screws, tacks, pins, glue, tape or other fasteners may be used on walls, floors, furniture, equipment, tile, woodwork, ceilings, windows, doors or any other interior or exterior surfaces without prior approval.

Kitchen:

Use of kitchen facilities by church groups non-church groups, caterers or catering services with appropriate proof of insurance shall be approved in advance by the church office with instruction provided by church designee about proper usage. The kitchen shall be left clean, all utensils washed and returned to their proper place, floor swept or dust mopped, counter and table tops cleaned, and garbage removed to the outside receptacle.

Room Occupancy Limits: *The various rooms are limited to the following number of persons:*

<i>Foyer:</i>	<i>30</i>	<i>Nursery:</i>	<i>12</i>
<i>Parlor:</i>	<i>20</i>	<i>Elementary room:</i>	<i>12</i>
<i>Library</i>	<i>16</i>	<i>Bakkum room:</i>	<i>12</i>
<i>Sanctuary:</i>	<i>220</i>	<i>Miller room:</i>	<i>15</i>
<i>Commons:</i>	<i>150</i>	<i>Hollis Hall</i>	<i>100</i>
<i>Room 102:</i>	<i>15</i>		

Failure to honor all the requirements above may result in additional custodial and/or restitution fees. Maintenance problems and/or damages should be reported to the church office immediately.

Security Deposits and Usage Fees

There is a fee for using the facility. The separate security deposit is refundable if all of these policy guidelines are followed, and if the facility is returned in as-found condition.

The security deposit and usage fees are due no later than 2 weeks prior to the event.

Please note: weddings shall adhere to a separate policy and fee structure.

<u>Facility Area</u>	<u>Security Deposit</u>	<u>Usage Fee Half Day (up to 4 hrs)</u>	<u>Usage Fee Full Day (over 4 hrs.)</u>
Classrooms, each	\$ 30	\$ 30	\$ 50
Foyer and Parlor	\$ 50	\$ 40	\$ 75
Foyer and Library	\$ 30	\$ 40	\$ 75
Sanctuary and Commons	\$200	\$ 250	\$ 500
Hollis Hall	\$100	\$ 100	\$ 200

Any combination of the kitchen with a Room will add \$25 to the usage fee. Any use of the nursery must comply with Child Protection Policy.

Note: Additional cleaning that may be required after the event will be charged at \$75/hour. Loss or damage is the financial responsibility of the Renter.

**Release and Indemnity Agreement
For Use of Facilities
First Presbyterian Church, Dalton GA**

Agreement between First Presbyterian Church, Dalton GA (FPCD) and Renter

Name of Renter: _____.

Renter hereby acknowledges that permission to use FPCD's facilities is conditioned upon the execution and final approval of this Release and Indemnity Agreement.

Renter shall act in a responsible and prudent manner in the use of the facilities.

Renter acknowledges and agrees that neither FPCD, nor its members, officers or staff, will be held liable in any way for any occurrence with the use by Renter of FPCD facilities which may result in injury, death or damages to those persons invited by Renter to use the facilities.

Renter acknowledges that those attending the events sponsored by Renter are licensees of FPCD. Renter shall immediately inform FPCD of any dangerous condition discovered or caused during the use of the facilities by Renter. Renter shall be responsible for and liable to FPCD for any damage done to the facilities of FPCD during the use of the facilities by Renter, normal wear and tear excepted.

In consideration of Renter's being allowed to use the facilities, Renter hereby assumes all risks in connection with the use of the facilities and further releases FPCD from any injury or damage which may befall anyone attending an event sponsored by Renter while using the facilities. To the fullest extent allowed by law, Renter agrees to indemnify and hold harmless FPCD, its members, officers and staff from and against any and all claims, including costs and attorneys' fees accruing for injury or damage to person or property resulting from the Renter's use of the FPCD facilities.

The undersigned further state that they are of lawful age, legally competent, and authorized to sign this affirmation and release on behalf of Renter. The terms herein are fully binding on the Renter and Renter's heirs, successors and assigns.

This _____ day of _____, 20____.

Renter:

If Corporation Name: _____

By: _____ **Attest:** _____

Title: _____ **Title:** _____

If Individual Name: _____

Request for Use of Church Facilities of First Presbyterian, Dalton GA

Name of Renter: _____

Name of Individual acting on behalf of Renter if Renter is a corporation or organization:

Purpose of Event: _____

Date of Event: _____ Number of People Expected: _____

Rooms/Areas Requested: _____

Equipment/Special Requirements/Pre-Approvals Requested: _____

Will food/beverages be served? _____ yes; _____ no

(If food/beverage is to be served, your signature on this form affirms that you have read and agree to the Kitchen/Catering policies related to kitchen use and cleanup.)

Individuals in Charge:

Sponsoring Church member: _____ Phone: _____

Contact Individual for Renter: _____ email: _____

Address: _____

Phone (h): _____ (cell): _____

Building Opening Time: _____ Building Closing Time: _____

Signature, Church Sponsor _____ **Date** _____

Renter Signatures

If Corporation

Name: _____

By: _____

Title:

If Individual Name: _____ **Date** _____

For church use: Date Received by FPCD Office: _____ By: _____

Security Deposit*: Amount: \$ _____ Rec'd: \$ _____ Date: _____ Check # _____

Usage Fees: Amount: \$ _____ Rec'd: \$ _____ Date: _____ Check # _____

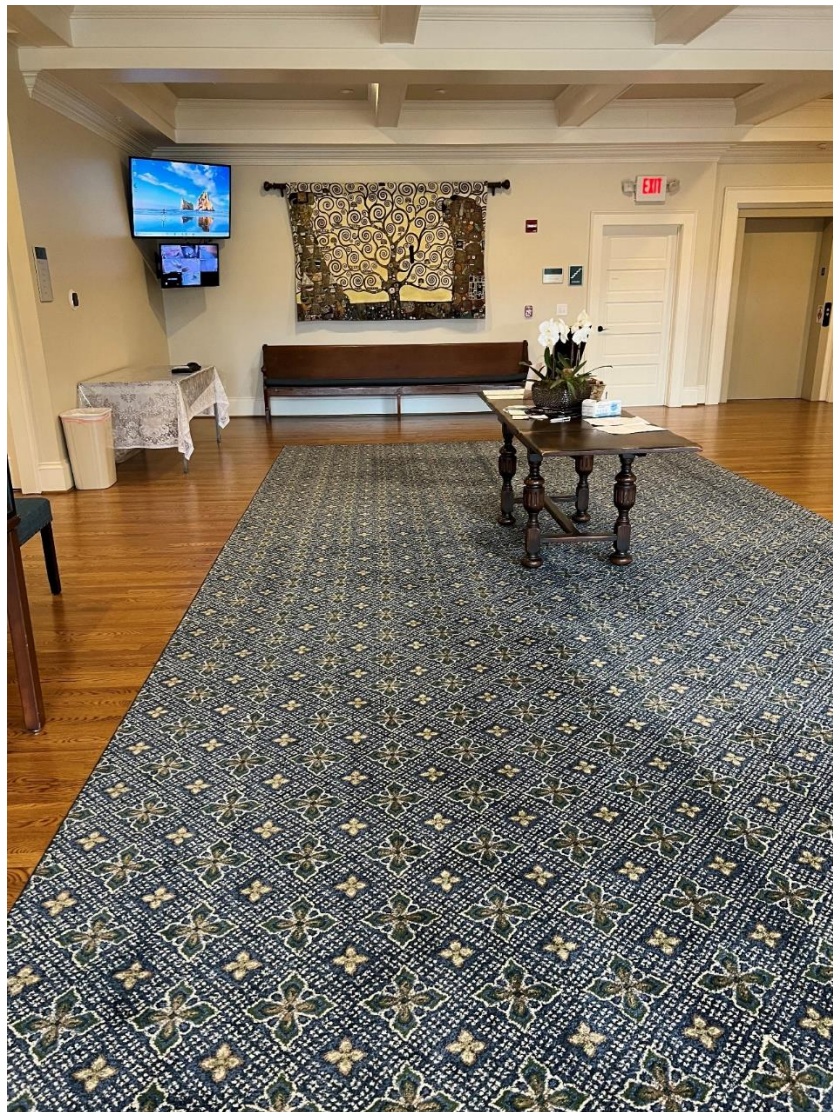
*Subject to Facilities Use Policy, Security Deposit is refundable and will be held in un-cashed form until final inspection of facilities following the event. Security Deposit must be paid separately from Usage Fees.

FPCD Approval: _____

Comments: _____

Please note any special instructions or explanations here. Final approval will not be made without approval of the Facilities Committee or designee. Final approval is issued when all fees are received.

If you moved furniture for your event, please see photos below to return the furniture to its correct location.
Thank you.









Wedding Policies

(Revised July 2017)

The Wedding Ceremony

Marriage is a gift of God for the establishment of relationships that strengthen and nurture us as individuals and as families. A service of marriage is, therefore, a time of worship wherein two people, by the saying and making of vows, through prayers and with blessings, become united in a covenant relationship. All who participate and all who attend are part of that service of thanksgiving and celebration. Plans for a wedding service should be made consistent with the understanding that these are plans for a service of worship.

The ceremony will be a Christian service of worship. The pastor will review the service with the couple during one of the counseling sessions. The Presbyterian Church, U.S.A. does not require that either person be baptized communicant members of a Presbyterian Church. It does expect that at least one of the people will be a professing Christian and that ordinarily both of them will share a common Christian faith. In addition, it is the policy of this church that if neither person is a member of this church, at least one of the couple must have some present significant connection with the church or its ministers if the wedding service is to be performed at the church facilities. Non-members' use is subject to Session approval.

Planning for the Couple

1. Fill out the Wedding Information Sheet and return it to the church office **as soon as possible**. Be sure to indicate clearly the times you wish the church to be opened for decorating and dressing.
2. Procure the marriage license and please give it to the pastor or the wedding director by the evening of the rehearsal. The marriage license must be secured from the Probate Court Office of a courthouse in the state of Georgia in advance.
3. Schedule the wedding with the pastor six months in advance, taking into account the church calendar. This will allow the pastor adequate time to confer with the couple and plan counseling prior to the wedding.
4. Review the facilities use policy with the church Wedding Director, specifically to review issues such as logistics, kitchen use, and security.
5. As soon as possible, meet with the Director of Music to make arrangements for the service.
6. Make arrangements for your florist, photographer, place of reception, caterer and videotape technician. It is your responsibility to make sure each knows and understands the policies regarding weddings in the church.

Clergy

The Pastor of First Presbyterian officiates at weddings.

Wedding Director

The church requires that every wedding have a director for the rehearsal and the ceremony and that the wedding director be designated by the church to assist with building issues and to help with service logistics.

Music

The Presbyterian Church, U.S.A., recognizes the wedding as a worship service. The music should reflect the Christian understanding of love and marriage and contribute to the experience of the worship of God. The Director of Music at First Presbyterian Church, who has sole authority over the organ and piano, plays for all weddings. The couple may select music for the service in consultation with the Director of Music. The Director of Music has final say in musical selections.

If, under special circumstances, a guest organist plays for the wedding, the Director of Music must meet with and approve the guest organist prior to the wedding. Should instrumentalists be needed, arrangements for them should be made as early as possible. Vocal and instrumental soloists may offer music prior to the processional and at appropriate times during the service from the balcony. Secular music, recordings and taped music are not appropriate for weddings.

Decorations

Simple decorations should complement the sanctuary. Fresh flower and/or foliage arrangements may be placed on the shelf under the cross, as long as they do not cover any part of the cross, or on the church's pedestals (Pedestals are 3 feet tall with a top of 18 inches square.), in the narthex on the table or in the Commons on the center table. Simple floral/greenery may be tied onto the ends of the rows of seats. Candles are always appropriate but should be limited to two candelabra placed on either side of the chancel area. Long burning, non-drip candles are required. The marriage candelabrum belonging to the church may also be used. If the wedding occurs during the Advent or Christmas seasons, Christmas decorations must remain in place.

No live candles are permitted in any area of the sanctuary except the chancel. Only special seating markers are used to designate family seating. Please show your respect for the church by refraining from the use of anything damaging to the building or furnishings: tacks, florist tape, "scotch" tape, masking tape, staples, etc.

Candelabra may be decorated only in greenery or fresh flowers. The kneeling bench, if requested, is provided by the church. Floral arrangements may be placed on the table in the Commons or on stands on either side of the sanctuary door from the Commons. Artificial petals must be used by flower girls to protect the carpet. The railings at the front exterior steps may be decorated with bows, greenery or flowers. No other decorations may be used in the exterior. Bird seed is allowed outside the church building. Rice or confetti may not be used.

All equipment and decorations that are the property of florists must be removed from the building, and church belongings returned to their proper places immediately following the service. However, if you wish to leave wedding flowers for use in the sanctuary on Sunday, please notify the church office and the wedding director at least a week ahead.

Please have your wedding director arrive with the florist in order to see everything is according to the couple's wishes and in compliance with this policy.

Wedding Rehearsal

Rehearsals shall be conducted the afternoon or evening before the wedding day. Recommended rehearsal times are between 5:00 p.m. and 7:30 p.m. A rehearsal typically lasts between forty five minutes and one hour. The pastor will lead the rehearsal in cooperation with the wedding director.

Photographers and Videotaping

In the Presbyterian tradition, wedding services are worship services. Photographers and videographers shall comply with the Wedding Services Policy and respect the worship of the church. The photographer and wedding party should arrive at the church at least two hours prior to the ceremony if pictures are desired before the service. After the processional begins, no pictures are permitted inside the sanctuary, except for pictures taken discreetly from the balcony without flash. It is the duty of the couple to inform the photographer of this policy.

The wedding may be videotaped provided that this has been indicated on the wedding form. All videotaping of the ceremony is from the balcony only. No videotaping is permitted from the sanctuary floor. The equipment must be in place no later than one hour prior to the processional and it must not interfere with the musicians. The equipment must be placed on a tripod in the balcony and remain in place throughout the ceremony. No member of the wedding party shall wear a microphone during the wedding service. No video camera shall be placed in the chancel area or on the floor of the sanctuary.

Receptions at the Church

Receptions may be held at the church facility. An appointment should be made with the wedding director about plans involving the kitchen and other areas of the church in compliance with the church Facilities Use Policy agreement. Please refrain from using anything damaging to the building or furnishings, such as tacks, florist tape, "scotch tape," masking tape, staples, etc.

Other Policies:

Smoking is not permitted in any part of the church building and property.

Alcoholic beverages are not permitted on the church premises.

Any use of the facility must adhere to the policies of the "Use of Church Facilities" policy.

Fee Schedule for Weddings

Church reservation for Non-Members:

Sanctuary and other church facilities (includes the cleaning fee) \$1,000

Pastor: \$250.00

Music: Organist/Pianist (members and non-members) \$250.00

For each vocal or instrumental soloist an additional fee will be added. The Director of Music will negotiate fees and present them for approval to the person responsible for payment.

Wedding Director (members and non-members) \$250.00

If it is determined that security is necessary for the church, a church-provided security officer will be paid not less than \$15/hr. Payment shall be added to total amount.

Church reservation for Members: There is no rental charge for the facility, only a \$200 cleaning fee. Honorariums for the Pastor, musicians and the wedding director, as noted above for non-members, are likewise customary for members.

All Appropriate Fees should be received by the church at least two weeks prior to the wedding.

Financial arrangements made with florists and caterers are the responsibility of the couple and will adhere to facilities policies.

Statement of Understanding

I have read the Wedding Policy of the First Presbyterian Church, Dalton, Georgia, discussed the policy with the pastor and the wedding director, and agree to abide by the policies and procedures that are outlined herein. I have also received and agreed to abide by the Facilities Use Policy.

Dated this _____ day of _____, 20____.

This policy shall be reviewed with the pastor and signed by the couple before the wedding is scheduled.

Funeral Service Policies

(Revised July 2017)

The Funeral (with the body present or with cremains) or a memorial service is a service of worship, the claiming of God's eternal promises and a service of thanksgiving for the life of the one whom we are remembering.

Because Jesus' Resurrection is the central doctrine of our Christian faith, it shapes our attitudes and responses to the event of death. Death brings loss, sorrow and grief to all; yet, even in the face of death, Christians affirm with tears and joy, the hope of the gospel. Christians do not bear bereavement in isolation but are sustained by the power of the Spirit and the community of faith. For this reason, the service is ordinarily held in the sanctuary under the caring and experienced hand of the Pastor. It is he or she who can advise the family regarding the spiritual, emotional and funeral-related matters to be considered at the time of loss: cremation, or donation for medical purposes. When there are reasons not to hold the service in the place of worship, it may be held in another suitable place such as a home, a funeral home, a crematorium, or at graveside.

The service of committal held at the church or at graveside entrusts the one who has died to the care of God, and bears witness to faith in the resurrection of the dead.

The Lord's Supper is not a normal part of our service out of respect for non-Christians who may be among the grieving.

The church provides the following guidelines:

The Order of Service: A bulletin will be printed following consultation between the pastor and the family. The funeral home may provide a personal handout.

The Service of Witness to the Resurrection usually contains scripture, hymns, psalms or spiritual songs, a sermon or other proclamation of the Word, an affirmation of faith, recollections of aspects of the life of the deceased, prayers and thanks giving. The service ends by commending the deceased to the care of eternal God and sending the people forth with a benediction.

Participation: By reason and tradition, it is the Pastor who leads the service. Additional ministers or appropriate others may be invited to assist, which is left to the judgment of the Pastor after consultation.

Music: The choice of hymns is made in partnership with the Pastor and should echo our understanding of death, resurrection, comfort and hope. The Director of Music Ministry normally prepares music and plays for the service or provides a competent substitute. All music requests must be approved by the staff.

Flowers: Fresh flowers or greenery may be provided by the family and friends and placed in the commons, narthex or in the chancel. The Sanctuary Flower group may advise and assist. Fewer and simple arrangements are suggested. Other flowers from the funeral home or visitation location should be sent to the graveside or the family's home. Gifts to favorite charities are a preferred manner of honoring the deceased. Flowers are normally removed immediately after the service unless arrangements are made with the church.

The Casket or Urn: As in most of life, so in death, moderation of expense is our tradition. One's love is no better expressed with excess than in simple dignity. The casket is ordinarily closed and covered with a pall or an American flag for a veteran.

Military, fraternal and other rites: The church service is complete in itself. Other rites should be conducted separately, usually at the gravesite.

Funeral Direction: Logistics of the service are traditionally coordinated by an experienced professional, usually from the Funeral Home. If a Funeral Director is not utilized, the Pastor and/or a member of the church worship team will assist with a checklist for consideration and will coordinate planning with the family.

Fees for non-members: Pastor, \$250 Musician(s), \$200

Honoraria from church members are appropriate for the staff as you feel led.

Baptism Policies

(Revised July 2017)

Session has the responsibility to encourage parents to present their children for Baptism “without undue delay” and will admit to baptism children of believers who are members of the congregation, after appropriate instruction and discussion with the parents of ones rightly exercising parental responsibility, acquainting them with the significance of what God is doing in this act, and with the special responsibilities on parents and congregations for nurturing the baptized person in the Christian life. (Session may consider a request for the baptism of a child from a Christian parent who is an active member of another congregation, notifying the other church of the Sacrament performed.)

Session will authorize for baptism, after appropriate instruction and examination, those not yet baptized who come making public their personal profession of faith.

The parents of the child presented for Baptism should delegate an Elder (active or inactive) to present the child for Baptism during the worship service.

The service used for a Baptism will be from the Directory for Worship and will occur during a regular Sunday worship service. The mode of Baptism may be pouring, sprinkling or immersion (if this method is feasible at the location).

Session will make certain that those baptized are nurtured in understanding the meaning of Baptism, of the Lord’s Supper, and of their interrelation, and that they are surrounded by Christian encouragement and support.

The congregation as a whole, on behalf of the Church universal, assumes responsibility for nurturing the baptized person in the Christian life. The Session may charge a member to have special responsibility for nurturing the baptized person as a “sponsor.”

Session will place all baptized persons on the appropriate role as members of the congregation.

Membership Policies

Session shall welcome and receive all baptized persons who respond in trust and obedience to God's grace in Jesus Christ and desire to become part of the membership and ministry of this church upon profession of faith, upon reaffirmation of faith in Jesus Christ, or upon satisfactory certification of transfer of church membership, provided that membership shall not be denied any person because of race, economic or social circumstances, or any other reason not related to profession of faith. Each member must seek the grace of openness in extending the fellowship of Christ to all persons.

When persons state a desire to join the church, the moderator will have a conversation with them about the significance of this decision and will plan an appropriate time for the Session to authorize their membership. The Session will meet with the person(s) prior to the service to welcome them to the congregation and the person(s) shall publicly affirm/reaffirm their profession of faith in Jesus Christ or join by transfer of certificate from some other church during a regular Sunday service.

Persons requesting membership should have appropriate preparation in the meaning of this profession of faith, the responsibilities of membership and the faith and order of the Presbyterian Church. This preparation or training may occur prior to the join date or may occur in regularly scheduled classes for new members as the pastor deems appropriate.

Personnel Policies

(Revised June 2024)

Introduction

1. As a member of the Staff of the First Presbyterian Church, Dalton, Georgia, you are part of the ministry of bearing witness to Jesus Christ, nurturing His people, and building His Kingdom. You have been selected for your position because you have been judged to possess appropriate qualifications of ability, character and spirit to carry out the responsibilities of your position.
2. This handbook was prepared for your personal use, and hopefully will answer most of your questions concerning Church policy relating to personnel matters. The information is based on official policies of the Session which assures the Staff of fair treatment and equal opportunity and benefits according to their position.
3. These personnel policies apply to all Full-Time, Part-Time and Temporary Church Staff, as hereinafter defined. In the event of a conflict between these policies and the terms of a call or written contract, the terms of the call or contract shall prevail.
4. All Staff Members of the Church are employees at will. These personnel policies are not intended to be, and are not, a binding contract between the Church and the Staff Member, but are intended solely for the purpose of setting forth the personnel policies pursuant to which the Church expects to act.

Equal Employment Opportunity

The First Presbyterian Church, Dalton, Georgia, will recruit, hire, call, train and promote all persons in all job classifications without regard to race, color, national origin, sex, age, marital status, religious affiliation (except when, after careful study, religious affiliation is determined to be a bona fide occupational qualification), or physical, mental or medical disability unrelated to the ability to engage in activities involved with the job (including blindness).

Process of Employment

1. A written position description that accurately reflects the job functions will be developed by the Pastor and the Session Staff Team, subject to approval by the Session.
2. Any prospective member of the church staff shall agree in writing with a complete position description and list of all forms of recompense previously approved by the Staff Team.
3. The Equal Employment Opportunity policy of the Church shall be followed in consideration of applicants for interviews and employment.

Classification of Staff Members

Staff Members shall be classified for purposes of wages, salary and benefits as follows:

1. “Full-Time:” Those Staff Members who are regularly scheduled to work thirty (30) hours per week or more, twelve months per year. Full-Time Staff Members are entitled to all benefits provided herein.
2. “Part-Time:” Those Staff Members who are regularly scheduled to work less than thirty (30) hours per week, twelve months per year. Part-time Staff Members are eligible for some of the benefits offered by the Church subject to the terms, conditions and limitations of each benefit program.
3. “Temporary:” From time to time the Church may hire Staff Members for specific projects or periods of time. Temporary Staff Members may work either part-time or full-time, but generally are scheduled to terminate by a certain date. Temporary Staff Members who remain on duty past the scheduled termination remain classified as temporary. Participation in benefits programs for temporary Staff Members is limited to eligibility for workers’ compensation.

Work Week

The standard work week for Staff Members will be agreed upon at the time of employment. If the standard work week for a Non-Exempt Staff Member is less than 40 hours a week, all hours worked up to 40 hours a week will be paid at the regular rate.

An Exempt Staff Member is not paid any overtime for hours worked in excess of the weekly hours for which the person is employed. Such Staff Members are expected to manage their schedules to provide them with a minimum of one day off each week.

Benefits Holidays

Full-Time Staff Members are eligible to receive certain holidays with pay. The following are scheduled holidays observed by the Church:

New Year's Day - January 1

Martin Luther King, Jr. Day -Third Monday in January Monday
after Easter

Memorial Day - 4th Monday in May

Juneteenth – June 19

Independence Day - July 4

Labor Day- 1st Monday in September

Thanksgiving - Thursday and Friday

Christmas - Christmas Day plus one additional day

(When a holiday falls on a Saturday or Sunday, the Friday preceding, or the Monday following will be observed.)

Vacation

Staff Members who work more than a 15 hour work week are eligible for paid vacation.

Our “vacation year” is based upon your calendar year of employment. Vacation days are earned on the first day of the calendar year. Full-time Staff Members shall be entitled to vacation with pay as follows:

1. First year of service but less than nine years of service, two weeks (80 hours) of vacation per year.
2. Nine years or more of service, three weeks (120 hours) of vacation per year.
3. During the first year of employment, the vacation will be prorated for the first calendar year.

Part-time Staff Members earn vacation pro-rated based on their normally scheduled hours compared to a regular 40 hour work week. For example, a part-time Staff Member who usually works 20 hours per week would earn half the vacation time available to a full-time Staff Member (i.e., 40 hours as opposed to 80 hours for two weeks of vacation).

Vacation time must be used within the calendar year and may not be carried over to succeeding years. Unused earned vacation days shall be forfeited by the Staff member. The Staff Member shall not be entitled to any compensation for the forfeited vacation days.

Vacations will be scheduled based on seniority, and shall be arranged with the concurrence of the Pastor.

When a Staff Member leaves the Church’s employ, voluntarily or involuntarily, he or she will not be paid for unused earned vacation time.

Inclement Weather

In the event of church closure due to inclement weather, hourly employees will be compensated as if they had worked the hours scheduled.

Leave of Absence with Pay

1. Staff Members who are leading or assisting in a Church activity away from the Church such as a retreat, camp, tour, etc. as a part of their work will not be charged vacation time for that work.
2. Staff Members may be granted time off, with pay, to attend a seminar, workshop or course of study that would enhance the Staff member's job performance. A request must be made in advance and approved by the Pastor.

Leave of Absence without Pay

Additional leave without pay when required may be authorized with the approval of the pastor.

Sick Leave

Full-Time Staff Members are entitled to sick leave. Sick pay will be equal to regularly scheduled hours. Staff Members will not be paid for unused sick leave.

Bereavement

Full-Time Staff Members are entitled to three (3) consecutive days off with pay, which may be taken in the event of a death in the immediate family.

Court Duty

Staff Members are excused from work to respond to court summons for jury or witness duty. Full-Time Staff Members shall be paid for judicial time away from work.

Social Security

All personnel are covered by the Federal Old Age and Survivors Benefits Act (Social Security). The Staff Member's share of the tax is withheld from the wages.

Workers' Compensation Insurance

Workers' compensation insurance provides coverage to Staff Members who receive job related injuries or illnesses. If a Staff Member is injured or becomes ill as a result of his or her job, it is the Staff Member's responsibility to immediately notify a supervisor of their injury. Report every illness or injury to a supervisor, regardless of how minor it appears.

Grievances

Any problems arising from employment or conditions of employment are to be directed to the Minister. In those cases where the solution to a problem has not been resolved in discussion with the Minister, the Staff Member may appeal to the Staff Team.

Employee Conduct and Discipline

An employee conduct and discipline procedure has been established to ensure fair treatment for employees and to provide a permanent record of disciplinary action taken. Disciplinary action is taken in the case of two types of offenses:

Simple Misconduct: Simple misconduct is defined as unsatisfactory performance or behavior that reflects negatively on the image of the church and other actions of a similar nature.

Gross Misconduct: Gross misconduct is defined as behavior that places the health and safety of others in jeopardy, violation of expected confidence, lack of respect for other people or the property of others and other actions of similar serious nature.

Disciplinary action may take the form of an oral warning, written warning, imposed probation, disciplinary leave, disciplinary transfer, demotion, suspension or discharge depending upon the seriousness of the offense, the Staff Member's total work record and the facts and circumstances involved in each case. The above list for grounds of discharge is not all inclusive.

Separation of Employment

1. **Resignation:** Although we hope your employment with us will be a mutually rewarding experience, we understand that varying circumstances cause Staff Members to voluntarily resign employment. Resigning Staff Members are required to provide two weeks' notice, preferably in writing, to facilitate a smooth transition out of the organization.
2. **Termination:** Staff Members of First Presbyterian Church are employed on an at-will basis. At-will employment is for an indefinite duration and may be terminated by either the Staff Member or the Church, at any time, with or without notice, with or without cause, for any reason that is not prohibited by law.

Annual Staff Performance Review

Every Staff Member shall have a performance review annually, with the participation of the Minister, the Staff Member, and a member of the Session Staff Team.

Employee Performance Improvement Plan

Staff Member's Name: _____ Job Title: _____

Supervisor: _____ Date: _____

This Plan is being implemented in response to the following:

Incident Date: _____ Time of Incident: _____

Describe the nature of the incident (If applicable):

Name of Witness(es) (If applicable):

Corrective Action:

Staff Member's Comments:

This form is intended to help direct the Staff Member onto a successful path in the work place. It is important to make immediate and sustained improvement and the failure to do so could result in further disciplinary action, up to and including termination of employment.

Staff Member's Signature

Print Name

Date

Supervisor's Signature

Print Name

Date

Witness's Signature

Print Name

Date

New Hire Orientation

Staff Member Name: _____

Supervisor Name: _____

Hire Date: _____

To be completed within first week of the employee's start date.

Introduction to the Church

- Organization overview
- The Trellis
- Church mission
- Organizational chart

New-Employee Paperwork

- W-4 and GA withholding forms
- I-9 form (*completed on Staff Member's first day of work*)
- Direct Deposit authorization form
- New Employee Information form

Benefits and Compensation

- Full time / Part time benefits
- Pay procedures, time sheets
- Performance review process
- Paid and unpaid leave

Administrative Procedures

- Office/desk/workstation
- Computer username and password
- E-mail
- Key fob and alarm system
- Office mail (incoming and outgoing)
- Purchase requests
- Telephone

Key Policy Review

- Anti-harassment/discrimination
- Vacation and sick leave
- Leaves of absence
- Overtime
- Progressive discipline
- Security
- Safety and Injury reporting
- Emergency procedures

Introductions and Tours

- Staff and key personnel
- Tour of facility, including:
 - Restrooms
 - Office copy machine, printer, fax machine
 - Parking
 - Office supplies

Kitchen

Emergency exits

ACKNOWLEDGMENT: *(to be signed upon completion of all orientation items)*

Staff Member: _____ Date: _____

Supervisor: _____ Date: _____

Sexual Harassment Policy

(Revised February 2018)

Harassment and Complaint Procedure

Sexual and other unlawful harassment is a violation of Title VII of the Civil Rights Act of 1964 (Title VII), as amended, as well as many state laws. Harassment based on a characteristic protected by law, such as race, color, ancestry, national origin, gender, sex, sexual orientation, gender identity, marital status, religion, age, disability, veteran status, or other characteristic protected by state or federal law, is prohibited.

It is First Presbyterian Church's policy to provide a work environment free of sexual and other harassment. To that end, harassment of First Presbyterian Church's Staff Members by management, supervisor, coworkers, or non-employees who are in the workplace is absolutely prohibited. Further, any retaliation against an individual who has complained about sexual or other harassment or retaliation against individuals for cooperating with an investigation of a harassment complaint is similarly prohibited and will not be tolerated. First Presbyterian Church will take all steps necessary to prevent and eliminate harassment.

Definition of Prohibited Harassment. "Prohibited harassment" is conduct that has the purpose or effect of creating an intimidating, hostile, or offensive work environment; has the purpose or effect of substantially and unreasonably interfering with an individual's work performance; or otherwise adversely affects an individual's employment opportunities because of the individual's membership in a protected class.

Prohibited harassment includes, but is not limited to, epithets; slurs; jokes; pranks; innuendo; comments; written or graphic material; stereotyping; or other threatening, hostile, or intimidating acts based on race, color, ancestry, national origin, gender, sex, sexual orientation, marital status, religion, age, disability, veteran status, or other characteristics protected by state or federal law.

Definition of Sexual Harassment. "Sexual harassment" is generally defined under both state and federal law as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature where:

- Submission to or rejection of such conduct is made either explicitly or implicitly a term or condition of any individual's employment or as a basis for employment decisions; *or*
- Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment.

Other sexually oriented conduct, whether intended or not, that is unwelcome and has the effect of creating a work environment that is hostile, offensive, intimidating, or humiliating to workers may also constitute sexual harassment.

While it is not possible to list all those additional circumstances that may constitute sexual harassment, the following are some examples of conduct that, if unwelcome, may constitute sexual harassment depending on the totality of the circumstances, including the severity of the conduct and its pervasiveness:

- Unwanted sexual advances, whether they involve physical touching or not;
- Sexual epithets, jokes, written or oral references to sexual conduct, gossip regarding one's sex life, comments about an individual's body, comments about an individual's sexual activity, deficiencies, or prowess;
- Displaying sexually suggestive objects, pictures, inappropriate email, or cartoons;
- Unwelcome leering, whistling, brushing up against the body, sexual gestures, or suggestive or insulting comments;
- Inquiries into one's sexual experiences; *and*
- Discussion of one's sexual activities.

All Staff Members should take special note that, as stated above, retaliation against an individual who has complained about sexual harassment and retaliation against individuals for cooperating with an investigation of sexual harassment complaint is prohibited and will not be tolerated at First Presbyterian Church.

Complaint Procedure. Any Staff Member who believes he or she has been subject to or witnessed discrimination, including sexual or other forms of prohibited harassment, is requested and encouraged to make a complaint. You may, but are not required to, complain first to the person you feel is discriminating against or harassing you. You may complain directly to the Minister or a member of the Staff Committee with whom you feel comfortable bringing such a complaint. Similarly, if you observe acts of discrimination toward or harassment of another Staff Member, you are requested and encouraged to report this to one of the individuals listed above.

Retaliation. No reprisal, retaliation, or other adverse action will be taken against a Staff Member for making a complaint or report of discrimination or harassment or for assisting in the investigation of any such complaint or report. Any suspected retaliation or intimidation should be reported immediately to one of the persons identified above.

All complaints will be investigated promptly and, to the extent possible, with regard for confidentiality.

If the investigation confirms conduct contrary to this policy has occurred, First Presbyterian Church will take immediate, appropriate, corrective action, including discipline, up to and including immediate termination.

Child Protection Policy

(Revised February 2018)

First Presbyterian Church, Dalton, GA

1.0 OVERVIEW.

1.1 Mission. First Presbyterian Church (hereafter "First Presbyterian") believes that God has called us to create a safe haven for all persons in our care, to empower them through faith and trust, and to protect the powerless. As a result, First Presbyterian makes the following commitments:

1.1.1 Commitment to Members. First Presbyterian is committed to its members of every age. During the baptism of each person into our community of faith, First Presbyterian pledges to uphold, teach, and strengthen that person in Jesus Christ and to support that person's relationship with the Body of Christ.

1.1.2 Commitment to Children. First Presbyterian is especially committed to the safety, welfare, and protection of all minor children, ages 0-17, and those who are developmentally, mentally, or physically disabled, regardless of age, participating in First Presbyterian's activities.

1.1.3 Commitment to Teachers and Volunteers. First Presbyterian is committed to the safety, welfare, and protection of all persons involved in the care and nurture of children. First Presbyterian recognizes that certain people have gifts for teaching, growing, and developing children and wants to encourage them to use these gifts. At the same time, however, the church places certain criteria on those adults who choose to serve in this capacity.

1.2 Purpose. The purpose of this Policy is to protect children from neglect, abuse, or harassment, whether physical, mental, sexual, or verbal, while on First Presbyterian's property or while engaged in First Presbyterian-sponsored activities or programs. Additionally we are called to stand not in judgment, but in 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 child of God.

1.3 Contents. To accomplish this purpose, this Policy suggests guidelines and procedures for working with children in First Presbyterian-sponsored activities that comply with the mission and commitments outlined above. In particular, this Policy addresses the following areas:

1.3.1 Prohibited behavior.

1.3.2 Eligibility and training requirements for paid staff and volunteers.

1.3.3 Guidelines for working with children's programs.

1.3.4 Rules for special activities.

1.3.5 The designation and operation of a Safeguards Committee.

1.3.6 The designation and operation of a Response Team.

1.3.7 Procedures for handling alleged violations of this Policy.

2.0 PROHIBITED ACTIVITIES.

- 2.1 All individuals working with children at First Presbyterian-sponsored activities are representatives of First Presbyterian, and should avoid engaging in any activities that undermine First Presbyterian's mission as a safe haven for children, especially those that are in violation of law.
- 2.2 Examples of circumstances that individuals should avoid include, but are not limited to, the following:
 - 2.2.1 Threatening or inflicting physical injury to a child.
 - 2.2.2 Engaging in any sexual contact with a child.
 - 2.2.3 Making any kind of sexual advance to a child.
 - 2.2.4 Requesting any form of sexual favor from a child.
 - 2.2.5 Possessing any obscene or pornographic materials at any function of First Presbyterian Church, on-site or off-site.
 - 2.2.6 Being under the influence of or in the possession of any illegal or illicit drug or alcohol (or representing any substance or material of the same); or under the influence of a legal or prescription drug while leading or participating in a First Presbyterian-sponsored children's activity.
 - 2.2.7 Carrying any type of weapon on First Presbyterian's property.
 - 2.2.8 Engaging in any type of behavior that is inconsistent with First Presbyterian's mission and this Policy.

3.0 WORKER ENLISTMENT AND SCREENING.¹

Work Requirement. Prior to working in the children and youth areas of ministry (to include graded choir programs, the youth program, Sunday School, midweek activities, and any other position which involves contact with children), any volunteer must have the necessary training, background check, and abide by the child protection policy.

- 3.1 **Age Requirement.** All workers must be 18 years of age or older. Persons under 18 years of age may be employed by First Presbyterian, or assist adult workers, but they may not take the place of adult workers and must be under the direct supervision of an adult worker.
- 3.2 **Paid Staff/Volunteer Information Form.**
 - 3.2.1 All persons volunteering and being paid in these positions are required to complete a *Paid Staff/Volunteer Information Form*.
 - 3.2.2 By signing and submitting the *Paid Staff/Volunteer Information Form*, the applicant acknowledges receipt of First Presbyterian's *Child Protection Policy*, and that the applicant has read it, understands it, and will comply with it.
 - 3.2.3 All *Paid Staff/Volunteer Information Forms* must be returned to the First Presbyterian church office by the first Sunday in October for individuals serving during the current programmatic year. Any volunteers who have not completed this form by the first Sunday in October will be asked not to volunteer until this form has been completed.
 - 3.2.4 All *Paid/Staff Volunteer Information Forms* will be controlled and maintained as required by law. See O.C.G.A. § 34-2-11 (2007). All information contained therein will not be disclosed to third parties, other than the Pastor (Head of Staff) and the Chair of Christian Education, without the written permission of the applicant.

¹ In this document, the term "worker" refers to both paid staff *and* volunteers.

3.3 Security Background Check.

- 3.3.1** All paid staff and volunteers who work with children are required to pass a security background check.
- 3.3.2** Applicants will be denied unsupervised access to children prior to the completion of the security background check.
- 3.3.3** Information provided in the *Paid Staff/Volunteer Information Form* will be used to perform a security background check on all applicants.
- 3.3.4** In addition to the *Paid Staff/Volunteer Information Form*, applicants may also be required to submit their fingerprints to facilitate the security background check.
- 3.3.5** Policy Administrators will conduct security background checks on all applicants with the assistance of necessary third party companies/agencies.
- 3.3.6** The Policy Administrators and appropriate program staff will review the results of security background checks when necessary.
- 3.3.7** Applicants may obtain a copy of their security background check and may challenge the accuracy and completeness of any information contained in any such report before a final determination is made by the authorized agency. *See* 42 U.S.C.S. § 5119(a)(b)(2) (2007).²
- 3.3.8** No employee shall be dismissed from such employee’s job due to any information provided in a records check until First Presbyterian obtains a certified copy of the original documents upon which the charges identified in the records check are based. O.C.G.A. § 49-5-113 (2007).
- 3.3.9** All security background check documents will be controlled and maintained as required by law. *See* O.C.G.A. § 34-2-11 (2007). All information contained therein will not be disclosed to third parties, other than the Policy Administrators and appropriate staff, without the written permission of the applicant.

3.4 Disqualification.

- 3.4.1 Specific Indictments and Convictions.** Any indictment or conviction for the following crimes will automatically disqualify an applicant from leading or sponsoring any First Presbyterian-sponsored children’s activity:
 - 3.4.1.1**
 - 3.4.1.2** Any crime of violence against another person such as, but not limited to, the following: homicide, aggravated assault or family violence.
 - 3.4.1.3** Any sexual crime against another person such as, but not limited to, the following: rape, aggravated sexual assault, or incest.
 - 3.4.1.4** Any crime of violence against a child such as, but not limited to, the following: injury to a child, harmful employment of a child, abandonment or endangerment of a child.
 - 3.4.1.5** Any sexual crime against a child such as, but not limited to, the following: child molestation, aggravated child molestation, enticement of child for indecent purposes, statutory rape, indecency with a child, eliciting sexual conduct or sexual performance from a child, possession or promotion of

² “[T]he term ‘authorized agency’ means a division or office of a State designated by a State to report, receive, or disseminate information under this subchapter.” 42 U.S.C.A. § 5119(c)(1). Georgia’s “authorized agency is the Georgia Crime Information Center (“GCIC”). *See* O.C.G.A. § 35-3-31 (2007).

child pornography, or the sale, distribution, or display of harmful material to a child.

3.4.2 General Indictments and Convictions. All other convictions or indictments for crimes not described above will be reviewed by the Pastor (Head of Staff) and Chair of Christian Education. They will determine whether an applicant is eligible for service in the children's ministry.

3.4.3 Notification.

3.4.3.1 When an applicant is disqualified, the Pastor (Head of Staff), will notify him or her.

3.4.3.2 In accordance with O.C.G.A. § 35-3-34(b) (2007), when an adverse hiring decision is made on the basis of information obtained from a security background check, the applicant will be informed by First Presbyterian of all information pertinent to that decision. This disclosure shall include information that a record was obtained from the GCI C (Georgia Crime Information Center) and the NCIC (National Crime Information Center) the specific contents of the record, and the effect the record had upon the decision.

3.5 Training Requirements. All workers are required to comply with the training requirements contained in Section 4.0.

Reporting Requirements.

3.5.1 All workers at First Presbyterian are required to know their reporting obligations under this Policy so that First Presbyterian can maintain a safe environment for children.

3.5.2 All workers at First Presbyterian should report any questionable circumstance, observation, act, or situation thought to be in violation of this Policy according to Section 9.0.

3.5.3 Willful failure to report a Prohibited Act or other act inconsistent with this Policy will be grounds for termination or exclusion from all future children's activities at First Presbyterian and such may constitute a misdemeanor under O.C.G.A. § 19-7-5(h) (2007).

3.6 Recommitment and Re-screening.

3.6.1 All workers must review the current *Child Protection Policy* and sign a *Paid Staff/Volunteer Information Form* by the first Sunday of every October.

3.6.2 All paid staff must pass a security background check annually.

3.6.3 All continuing volunteers must pass a security background check every three years. In the intervening years, if a worker has committed any violation including, but not limited to, those in section 2.0 and 3.5 of this Policy, such may result in termination of worker status.

3.7 Exemptions. The following persons are exempt from the above requirements except as stated below:

3.7.1 Guest speakers are exempt from submitting a *Paid Staff/Volunteer Information Form*, the security background check, and all training requirements in Section 4.0.

4.0 TRAINING.

4.1 Training for Adults.

4.1.1 All adult persons caring for and nurturing children at First Presbyterian, except for those persons listed in Section 3.9, are required to attend initial and annual training sessions.

Training sessions will either be in-person or by video.

4.1.2 Training sessions will cover topics such as, but not limited to, the following:

4.1.2.1 First Presbyterian's Child Protection Policy.

4.1.2.2 Definitions, conditions, and warning signs of child abuse, sexual abuse, and inappropriate conduct.

4.1.2.3 Procedures for reporting concerns, misconduct, or accusations of crimes involving children.

4.1.2.4 Civil and criminal penalties for individual misconduct involving children.

4.1.2.5 Relevant Georgia statutes regarding Child Protective Services.

4.2 Training for Children.

4.2.1 First Presbyterian recognizes that parents are a child's primary teachers of protection and safety.

4.2.2 First Presbyterian is committed to teaching children about protection and safety, and after parental notification, may offer First Presbyterian -sponsored, age-appropriate educational programs about protection and safety.

4.2.3 Examples of topics First Presbyterian may cover include, but are not limited to, the following:

4.2.3.1 First Presbyterian's Child Protection Policy.

4.2.3.2 The right to be free from inappropriate touching or remarks.

4.2.3.3 How to report inappropriate touching or other incidents to First Presbyterian authorities.

5.0 GUIDELINES FOR PAID STAFF/VOLUNTEERS IN CHILDREN'S PROGRAMS.

5.1 General Guidelines.

5.1.1 At all times a minimum of one adult, but preferably two, will supervise or lead children's activities.

5.1.2 While activities are taking place, the doors to classrooms will be kept open or, in the case of rooms with Dutch doors, the top half of the door will be kept open. Doors to the classroom may be closed only if there are windows from the classroom into the hallway with an unobstructed view of the classroom.

5.1.3 Children kindergarten-age and younger will not leave a class or activity unattended.

5.1.4 On occasion, a worker may need to remove a child from a group for behavioral or social reasons. If the child and the worker move to a separate room, the door will remain open as described above.

5.2 Restroom Supervision.

5.2.1 Children Kindergarten-Age and Younger.

5.2.1.1 Workers will ensure that suspicious or unknown persons are not occupying the restroom prior to children using the restroom.

5.2.1.2 Workers will stand in the doorway while children are using the restroom.

5.2.1.3 If workers are assisting younger children, doors to the facility will remain open.

5.2.1.4 Workers will supervise children when using public bathrooms to ensure their safety.

5.2.1.5 Workers may change diapers if done on the changing tables provided.

5.2.2 Elementary Age Children. Whenever possible, children in the first and second grades should be sent to the restroom in pairs.

5.3 Accounting for Children Kindergarten-Age and Younger at Events.

5.3.1 When attending class or other activities, children should be checked-in by a parent, guardian, or other person designated by the parent or guardian.

5.4 One-On-One Meetings.

5.4.1 General. Any one-on-one meeting involving a child, either planned or unplanned, should be done in accordance with this Policy.

5.4.2 Prohibited Activities. Examples of activities that are prohibited by this Policy include, but are not limited to, the following:

5.4.2.1 Any activity in violation of law.

5.4.2.2 Dating relationships between workers and children.

5.4.2.3 Back rubs, neck rubs, massages, kissing, or similar contact between workers and children.

5.4.3 Lunch Activities. Planned one-on-one lunches should be held in public places and may only occur if the following:

5.4.3.1 Parents are notified and approve.

5.4.3.2 Lunches and one-on-one meetings conducted in conjunction with the Confirmation Elder Partner Program should be documented by the Chair of Christian Education.

5.5 Parental Consent.

5.5.1 A signed *Parent/Guardian Permission Form* must be completed and signed for all programs and activities that are outside of regular classes and meetings on campus. Examples of these activities include, but are not limited to, the following: overnight lock-ins, off-campus service trips, off-campus fellowship activities, and out-of-town trips.

5.5.2 A signed *Parent/Guardian Permission Form* must be completed any time a minor and individual adult are in a recurring situation where a second adult is not present, such as, but not limited to, a tutoring situation or the elder-friend program.

6.0 RULES FOR SPECIAL ACTIVITIES.

6.1 Overnight Trips.

6.1.1 Consent. Parents must complete a *Parent/Guardian Permission Form* and *Medical Consent Form* prior to all overnight trips.

6.1.2 Chaperones. The total number of adults on each trip correspond to the requirements of a particular activity. Under no circumstances will one adult take or accompany children on an overnight outing.

6.1.3 Sleeping Arrangements. Sleeping arrangements should provide for youth of the same sex to sleep together and adults of the same sex to sleep together. Under no circumstances will one child and one adult share a room or accommodation.

7.0 OVERSIGHT COMMITTEE.

- 7.1 Composition.** The *Safeguards Committee* is a Session committee composed of three Session-appointed members.
- 7.1.1 Chairperson.** The committee members will elect a chairperson annually.
- 7.1.2 Terms.** Members of the *Safeguards Committee* will serve three-year “staggered” terms and may serve a maximum of two consecutive terms.
- 7.1.3 Eligibility.**
- 7.1.3.1** To be eligible, all proposed members of the *Safeguards Committee* must comply with the worker enlistment and screening requirements outlined in Section 3.0.
- 7.1.3.2** No person who is currently working with children at First Presbyterian, or who serves on the Christian Education Committee, may serve on the *Safeguards Committee*.
- 7.2 Duties.**
- 7.2.1 Policy Compliance.** The *Safeguards Committee* assures compliance with this Policy through recordkeeping and interaction with appropriate staff members.
- 7.2.2 Other Duties.** When necessary, the *Safeguards Committee* will secure an attorney and counselors for the *Response Team* and disseminate the *Response Team’s* contact information to appropriate staff and workers.

8.0 RESPONSE TEAM.

- 8.1 Composition.** The *Response Team* should be comprised of qualified individuals who understand the issues of confidentiality.
- 8.1.1** The *Response Team* shall include the following persons:
- 8.1.1.1** The Pastor (Head of Staff).
- 8.1.2** Examples of other qualified individuals include, but are not limited to the following:
- 8.1.2.1** An attorney for the church.
- 8.1.2.2** Health care professionals with child treatment specialties.
- 8.2 Duties.** The *Response Team* will respond to any allegation involving a violation of this Policy.

9.0 REPORTING POLICY VIOLATIONS.

- 9.1 Responding to a Violation.** After a person witnesses a suspected violation of this Policy, the following steps should be taken for the safety and security of all persons involved:
- 9.1.1** Secure the child’s safety while complying with the following:
- 9.1.1.1** Do not leave the child unsupervised when reporting the incident.
- 9.1.1.2** Do not give an accused person access to the child.
- 9.1.2** Notify the child’s parents.
- 9.1.3** Report the incident immediately to a member of the *Response Team*.
- 9.1.4** Do not confront the person accused of violating this Policy.
- 9.2 Prohibited Acts.** Any person witnessing a prohibited act should report it by completing a *Suspected Abuse Incident Report* as soon as practicable.³
- 9.3 Inconsistent Acts.** Any person witnessing an act inconsistent with this Policy should report it by completing a *Suspected Abuse Incident Report* as soon as practicable.

³ Suspected Abuse Incident Report forms are available from the Pastor.

- 9.4 Recording Reports by Children.** Any person receiving a minor's report of child abuse should complete a *Suspected Abuse Incident Report* noting his or her conduct and demeanor, and recording his or her original words as closely as possible.
- 9.5 Church Communications.** When a Policy violation has been reported, the Pastor (Head of Staff) will make all communications on behalf of First Presbyterian
- 9.5.1** Church communications will include, when necessary, reporting the incident to appropriate legal authorities in accordance with O.C.G.A. § 19-7-5 (2007).
- 9.5.1.1** Pursuant to O.C.G.A. § 19-7-5(g) (2007), and the PC(USA) Book of Order, G-6.0204(b), ministerial staff 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; or (2) even if revealed in the context of confidential communications, she or he reasonably believes that there is risk of future physical harm or abuse.
- 9.5.2** After reporting an incident to the Senior Pastor, the reporter has a reasonable expectation that the pastor will act in accordance with O.C.G.A. § 19-7-5 (2007), and in accordance with O.C.G.A. § 19-7-5(c)(2) (2007), and is discharged of further reporting responsibility. However, should the reporter obtain clear and convincing evidence that no report has been made, nothing herein shall be deemed to supersede the reporting obligations created by O.C.G.A. § 19-7-5 (2007), and PC (USA) *Book of Order* Sections G-6.0204 (Minister's Duty to Report), G-6.0402 (Deacon's Duty to Report), and G-14.0732 (Christian Educator's Duty to Report).

10.0 VIOLATIONS.

10.1 Responding to Accusations.

10.1.1 Notification. The Pastor (Head of Staff), or Clerk of Session will notify any individual accused of violating this Policy.

10.1.2 Temporary Relief of Duty. Any individual accused of violating this Policy will be temporarily relieved of his or her duties until the accusation has been investigated by an appropriate authority such as the church, law enforcement, or a child protection agency.

10.2 Substantiated Accusations.

10.2.1 Any person found to have committed a Prohibited Act will be prohibited from future participation in all First Presbyterian-sponsored children's activities.

10.2.2 Any person found to have committed an act inconsistent with this Policy may be prohibited from future participation in all First Presbyterian -sponsored children's activities.

10.2.3 If a person is a paid staff member, violation of this Policy may result in termination of employment.

10.3 Unsubstantiated Accusations. In the event of an unsubstantiated allegation, the Pastor (Head of Staff) will work with the parties involved to determine the best course of action.

11.0 EXCEPTIONS TO THIS POLICY. Any exception to this Policy must be approved by the Session of First Presbyterian after consultation with legal counsel.

**CORPORATE BYLAWS
OF
FIRST PRESBYTERIAN CHURCH OF DALTON, INC.**

First Presbyterian Church of Dalton, Inc., (the “corporation”) is the corporation of and formed by First Presbyterian Church of Dalton (P.C.U.S.A.), (the “church”), which is a particular church of the Presbyterian Church (U.S.A.), and which is organized under the authority of the Presbyterian Church (U.S.A.). The corporation was organized to further the Great Ends of the Church in accordance with the Constitution of the Presbyterian Church (U.S.A.); to receive, hold, encumber, manage, and transfer the real and personal property of the church as a tool for the accomplishment of the mission of Jesus Christ in the world; and to facilitate the management of the civil affairs of the church in such a manner as may be directed by its session from time to time and in accordance with the Constitution of the Presbyterian Church (U.S.A.) as it now exists or may hereafter from time to time be amended. The corporation was incorporated as a not-for-profit corporation under the laws of the State of Georgia.

ARTICLE ONE. BYLAWS SUBJECT TO OTHER LAWS

Bylaws of First Presbyterian Church of Dalton, Inc., shall always be subject to the constitution and laws of the State of Georgia, and also to the Constitution of the Presbyterian Church (U.S.A.) as it now exists or may hereafter from time to time be amended (the "Constitution"). [O.C.G.A. § 14-3-180] The most recent edition of *Robert's Rules of Order, Newly Revised*, shall be used for parliamentary guidance. [Constitution G-1.0103]

ARTICLE TWO. MEMBERS

The Active Members of the Church as defined at Section G-1.0402 of the Constitution are the members of the corporation. [Constitution G-1.0501]

ARTICLE THREE. MEETINGS OF THE MEMBERS

(a) There shall be an annual meeting of the members of the corporation, who are the Active Members of the church, immediately following adjournment of the annual ecclesiastical meeting of the church congregation each year, for the transaction of any business properly coming before such meeting. At such meeting, the president and chief financial officer shall report on the activities and financial condition of the corporation. [O.C.G.A. §14-3-701, Constitution G-4.0102]

(b) Special meetings of the members may be called by the trustees and shall be called by the trustees upon the written request of twenty-five percent (25%) of the members of the corporation. Special meetings of the members may also be called by presbytery. The business to be transacted at special meetings shall be limited to items specifically listed in the call for the meeting.

ARTICLE FOUR. NOTICE OF MEETINGS

Notice of the time, place, and purpose of special meetings of the members of the corporation shall be given not less than ten, or if mailed or sent by overnight delivery not less than thirty, nor more than sixty days prior to the date of the meeting [O.C.G.A. § 14-3-705 (c)], and the notice shall conform in all respects to the notice requirements of ecclesiastical meetings of the congregation, and shall be publicly announced from the pulpit at two (2) regular services of worship prior to the meeting.

ARTICLE FIVE. PRESIDER

The installed pastor is the moderator of the meetings of the members and of the trustees and shall be the president of the corporation. If the installed pastor is unable to preside, the pastor may invite a person authorized by presbytery to preside, and if there is no installed pastor, the presbytery shall make provision for a moderator.

ARTICLE SIX. SECRETARY AND TREASURER

The clerk of the session shall be the secretary of meetings of the corporation and shall be responsible for preparing minute of the trustees' and members' meetings, and for authenticating records of the corporation. [O.C.G.A. §14-3-840] If the secretary is unable to serve, the board of trustees shall designate a substitute. The treasurer elected by the Session of the church shall be the treasurer of the corporation, shall manage the financial affairs of the corporation, and shall have such other duties as the board of trustees shall delegate to the treasurer.

ARTICLE SEVEN. ELIGIBILITY TO VOTE

Only active members of the church as defined at Section G-1.0402 of the Constitution shall be members of the corporation, permitted to vote at meetings of the corporation.

ARTICLE EIGHT. VOTING BY PROXY

Voting by proxy is not allowed.

ARTICLE NINE. QUORUM

A quorum of the members shall consist of thirty percent (30%) of the members. The affirmative vote of a majority of the votes cast is the act of the members.

ARTICLE TEN. TRUSTEES

The directors of the corporation are designated trustees. In addition to the installed pastors and associate pastors of the church, there shall be nine trustees, divided into three equal classes, one class of whom shall be elected each year at the annual meeting for a three -year term. No trustee shall serve on the board of trustees for more than six years, but shall be ineligible to be elected to a new term until one year shall have elapsed.

ARTICLE ELEVEN. TRUSTEE ELIGIBILITY

The ruling elders and the installed and associate pastors on the session, who are eligible under civil law [natural persons 18 years of age or older per O.C.G.A. §14-3-802] , shall be the trustees of the corporation. Termination for any cause of the active service of a person on session shall automatically terminate such person as a trustee of the corporation.

ARTICLE TWELVE. MEETINGS OF THE BOARD OF TRUSTEES

(a). Stated Meetings. Stated meetings of the trustees shall be held without notice at such time and place as either (a) the board of trustees determines by vote, or (b) the moderator may from time to time designate. [O.C.G.A. §14-3-822]

(b) Special meetings of the trustees may be called at any time by the President, and shall be called by the President when requested in writing to do so by any two (2) members of the board of trustees. Reasonable notice of each special meeting setting the time and place of the meeting shall be given to each member of the session. In each case, such notice shall not be less than two (2) days in advance of the date of the meeting. [O.C.G.A. §14-3-822]

(c) A majority of the trustees shall be a quorum of the trustees. If a quorum is present when a vote is taken, the affirmative vote of a majority of trustees present is the act of the board of trustees. [O.C.G.A. §14-3-824]

ARTICLE THIRTEEN. TRUSTEE DUTIES AND COMPENSATION

The duties of trustees shall only be those delegated to them by the laws of the State of Georgia, the form of government of Presbyterian Church (U.S.A.), the session of the church, and by formal actions of a meeting of this corporation. Trustees shall not receive a salary for service as a trustee, but may be reimbursed for expenses incurred and may receive compensation for services rendered to the corporation in another capacity.

ARTICLE FOURTEEN. AMENDMENT

These bylaws may be amended subject to the articles of incorporation of this corporation, the laws of the State of Georgia, and the form of government of Presbyterian Church (U.S.A.), at any annual meeting, or at any special meeting, by a majority of the trustees.

ECCLESIASTICAL BYLAWS
OF
FIRST PRESBYTERIAN CHURCH OF DALTON

ARTICLE 1

PREAMBLE

1.1 Purpose. First Presbyterian Church of Dalton (U.S.A.), (the “church”), is a particular church of the Presbyterian Church (U.S.A.), and is organized under the authority of the Presbyterian Church (U.S.A.) to further the Great Ends of the Church in accordance with the Constitution of the Presbyterian Church (U.S.A) as it now exists or may hereafter from time to time be amended.

1.2 Relation to the Presbyterian Church (U.S.A.). First Presbyterian Church of Dalton is a member church of Cherokee Presbytery, of the Synod of South Atlantic, and of the Presbyterian Church U.S.A. (hereinafter referred to as “PCUSA”).

1.3 Governance of the Church. The church shall be governed by and in accordance with the Constitution of the Presbyterian Church (U.S.A.). Consistent with that Constitution, these bylaws shall provide specific guidance for this church. [Constitution G-1.0103]

1.4 Meetings. All meetings of the congregation and its councils shall be opened and closed with prayer. [Constitution G-3.0105]

1.5 Parliamentary Procedure. In meetings of the congregation and of its councils, the most recent edition of *Robert's Rules of Order, Newly Revised*, shall be used for parliamentary guidance. [Constitution G-3.0105]

ARTICLE 2

MEMBERSHIP

G-1.04

3.1 Membership. The membership of the church shall consist of “Baptized Members,” “Active Members,” “Affiliate Members,” and “Other Participants,” as defined in the Constitution of the Presbyterian Church (U.S.A.), as the same now exists or may hereafter from time to time be amended. Active Members are the only category of membership who may vote in congregational meetings or be elected to ordered ministry or other office in the congregation. [Constitution G-1.0402, G-1.0501]

3.2 Rights of Membership. Members of the church shall have all rights as provided in the Constitution of the Presbyterian Church (U.S.A.).

3.3 Withdrawal. Any member may withdraw from the church by transfer of her or his church membership to another church, upon request by the Member that his or her name be deleted from the

membership rolls, by renunciation of jurisdiction, or by any other means authorized in the Constitution of the Presbyterian Church (U.S.A.), as the same now exists or may hereafter from time to time be amended.

[Constitution G-3.0204]

3.4 Temporary Exclusion or Removal. Any member may be temporarily excluded or removed from membership in the Church only in accordance with the Constitution of the Presbyterian Church (U.S.A.).

ARTICLE 4

MEETINGS OF MEMBERS

G-1.05

4.1 Meeting. The congregation shall hold an annual meeting and may hold special meetings as necessary. [Constitution G-1.0501]

4.2 Business Proper to Congregational Meetings. Business to be transacted at meetings of the congregation shall be limited to matters related to the following:

electing members of the Church to serve on the nominating committee;

electing ruling elders, deacons, and trustees;

calling a pastor, co-pastor, or associate pastor;

changing existing pastoral relationships, including terms of call;

buying, mortgaging, or selling real property;

requesting the presbytery to grant an exemption as permitted in the Constitution; [Constitution G-1.0503]

Deciding whether to utilize the ordered ministry of deacons or leave the function of this ordered ministry to the responsibility of the ruling elders and session. [Constitution G-2.0202]

4.3 Annual Meeting. The annual meeting of the members of the church shall be held on the first Sunday of March of each year, immediately following worship, or at such other date and time as shall be designated from time to time by the Session and stated in the notice of the meeting. [Constitution G-1.0501]

4.4 Called Meetings. Meetings of the congregation shall be called by the session, by the presbytery, or by the session when requested in writing by one-fourth of the Active Members. The business to be transacted at a special meeting shall be limited to the items specifically listed in the notice of such meeting. [Constitution G-1.0502]

4.5 Notice of the time, place, and purpose of special meetings of the members shall be given in writing or by electronic transmission, and shall be given not less than ten (10), or if mailed or sent by overnight delivery not less than thirty, nor more than sixty (60) days prior to the date of the meeting, and shall be publicly announced from the pulpit at two (2) successive regular services of worship prior to the meeting.

4.6 Moderator. The installed pastor is the moderator and shall preside. If the installed pastor is unable to preside, the pastor may invite a person authorized by presbytery to preside, and if there is no installed pastor or the pastor is unable to moderate or name another moderator, the presbytery shall make provision for a moderator. [Constitution G-1.0504]

4.7 Secretary. The clerk of the session shall be the secretary of meetings of the congregation and record the actions of the members in the minutes of the meeting. If the secretary is unable to serve, the congregation shall elect a secretary for that meeting. [Constitution G-1.0505]

4.8 Proxy. Voting by proxy is not allowed.

4.9 Quorum. A quorum of the members shall consist of thirty percent (30%) of the members. If a quorum is present, the affirmative vote of a majority of the votes cast is the act of the members.

4.10 Voting Rights. Each member shall be entitled to one vote on each matter voted on by the members at each meeting.

ARTICLE 5

SESSION/RULING ELDERS

5.1 Number, Classes and Term of Office. The ecclesiastical affairs of the Church shall be managed by the Session, which shall consist of nine Ruling Elders and the installed pastor(s) and associate pastors. The Session shall be divided by year into three (3) classes of an equal number of Ruling Elders, one class of whom shall be elected each year for a term of three (3) consecutive years. No elder shall serve for consecutive terms, either full or partial, aggregating more than six (6) years. An elder having served for a total of six (6) consecutive years shall be ineligible for re-election to the Session for a period of at least one (1) year. All Ruling Elders shall meet the qualifications required by and be elected in accordance with the Book of Order. G-3.0201, G-2.0404

5.2 Election of Ruling Elders.

Ruling Elders shall be elected from among the Active Members of the congregation, and shall be nominated by a committee representative of its membership, formed in the following manner:

5.2.1 There shall be no fewer than three (3) [Constitution G-2.0401], and no more than five (5), Active Members of the church on the nominating committee;

5.2.2 At least one of the members of the nominating committee will be Ruling Elder currently serving on the session; [Constitution G-2.0401]

5.2.3 The installed pastor, and if the Church has no installed pastor then the interim pastor, shall be a member *ex officio* of the nominating committee, without a vote; [Constitution G-2.0401]

5.2.4 Full opportunity shall be given at the meeting of the Members of the Church for Members of the Church to nominate from the floor of the meeting any Active Member to serve on the nominating committee; and [Constitution G-2.0401]

5.2.5 A majority of all Active Members present and voting at the meeting shall be required to elect the members of the nominating committee. [Constitution G-2.0401]

5.3 Moderator. The installed pastor is the moderator of the session and shall preside. If there are co-pastors, both shall be considered moderators and shall have provisions for designating who presides at a particular meeting. If the installed pastor is unable to preside, the pastor may invite a person authorized by presbytery to preside, and if there is no installed pastor or the pastor is unable to moderate or name another moderator, the presbytery shall make provision for a moderator. [Constitution G-3.0104] The session shall not meet without the pastor or designated moderator. [Constitution G-3.0201]

5.4 Officers to be Elected at First Meeting. The Session, at its first meeting following the installation of a new class of Ruling Elders, shall (a) elect a Ruling Elder to serve as Clerk of the Session, who shall record the transactions of the session, keep its rolls of membership and attendance, preserve its records, including minutes of all congregational meetings, and furnish extracts when required by another council of the church, [Constitution G-3.0104], (b) shall form such committees as may be necessary to carry out its work, and (c) elect a Treasurer [Constitution G-3.0205].

5.7 Stated Meetings. Stated meetings of the Session shall be held without notice at such time and place as either (a) the Session determines by vote, or (b) the Moderator may from time to time designate, but not less than quarterly. [Constitution G-3.0203]

5.8 Special Meetings. Special meetings of the Session may be called at any time by the Moderator, and shall be called by the Moderator when requested in writing to do so by any two (2) members of the Session [Constitution G-3.0203], and may be called by the presbytery. The business to be transacted at special meetings shall be limited to items specifically listed in the call for the meeting. [Constitution G-3.0203]

5.9 Notice of Meetings. Reasonable notice of each stated meeting setting the time and place of the meeting shall be given to each member of the session when other than routine business is to be transacted. Reasonable notice of each special meeting setting the time and place of the meeting shall be given to each member of the session. In each case, such notice shall not be less than two (2) days in advance of the date of the meeting. No notices of any stated meeting of the Session need state the business to be transacted at, nor the purpose of, any stated meeting of the Session.

5.10 Quorum. At meetings of the session, the moderator and a majority of the Ruling Elders in office shall be necessary to constitute a quorum for the transaction of business. If a quorum is present, the acts of a majority of the members in attendance shall be the acts of the Session.

ARTICLE 8

AMENDMENT

8.1 These Bylaws may be altered, amended, or repealed and new Bylaws may be adopted, by a majority of the votes of the Members of the Church cast at a meeting at which a quorum is present; provided, however, that notice of the general nature of the proposed change in the Bylaws shall have been given in the notice of such meeting. [Constitution G-1.0501, 2.0202]

ARTICLE 9

CONSTITUTION OF THE PRESBYTERIAN CHURCH (U.S.A.)

9.1 In the event of any conflict between these Bylaws and the Constitution of the Presbyterian Church (U.S.A.) , the provisions of the Constitution of the Presbyterian Church (U.S.A.) shall prevail. Any matters not specifically provided for in the Bylaws shall be governed by the applicable provisions of the Constitution of the Presbyterian Church (U.S.A.). [Constitution G-1.0103]

DUPLICATE J401875
155



I, Max Cleland, Secretary of State of the State of Georgia, do hereby certify that

"FIRST PRESBYTERIAN CHURCH OF DALTON, INC."

has been duly incorporated under the laws of the State of Georgia on the 14th day of February 1946 by the filing of articles of incorporation in the office of the Secretary of State and the law books of said State, as provided by law, and that attached hereto is a true copy of said articles of incorporation.

IN WITNESS WHEREOF I have hereunto set my hand and placed the seal of my office at the capital of the State of Georgia this 14th day of February 1946.

Max Cleland
Secretary of State

SECRETARY OF STATE IN CHIEF OF PUBLIC AFFAIRS
STATEMENT OF THE STATE OF GEORGIA

ARTICLES OF INCORPORATION OF
FIRST PRESBYTERIAN CHURCH OF DALTON, INC.

ARTICLE I:

The name of the Corporation is "FIRST PRESBYTERIAN
CHURCH OF DALTON, INC."

ARTICLE II:

The Corporation is organized pursuant to the provisions
of the Georgia Non-Profit Corporation Code.

ARTICLE III:

The Corporation shall have perpetual duration.

ARTICLE IV:

The purposes for which the Corporation is organized are
the proclamation of the Gospel for the salvation of humankind;
the shelter, nurture and spiritual fellowship of the children
of God; the maintenance of divine worship; the preservation of
the truth; the promotion of social righteousness; the exhibition
of the Kingdom of Heaven to the world; and to be a church
institution which is a member of Church Presbytery of the
Presbyterian Church (U. S. A.), or any successor Presbytery
thereof.

ARTICLE V:

No part of the net receipts or earnings of the Corporation
shall inure to the benefit of, or be distributable to, its
members, trustees, officers, or other private persons, except
that the Corporation shall be authorized and empowered to pay
reasonable compensation for services rendered and to make
payments and distributions in furtherance of the purposes set
forth in Article IV hereof. No substantial part of the

MADE BY STATE 24
10, 17 65 11 53

activities of the Corporation shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the Corporation shall not participate or intervene (including the publishing or distribution of statements) in any political campaign on behalf of any candidate for public office.

ARTICLE VI:

The Corporation formed hereby shall have all of the powers conferred unto it by the Georgia Non-Profit Corporation Code which are necessary, incidental, or convenient to the purposes and objects of the Corporation as herein stated, including, but not limited to, the powers to administer the affairs of the Corporation; to receive, hold, encumber, manage, and transfer property, real or personal; to defend the title to such property; and to manage funds for the furtherance of the purposes of the Church. Notwithstanding any other provision of these Articles, the Corporation shall not carry on any other activities not permitted to be carried on (i) by a corporation exempt from federal income tax under Section 501(c)(2) of the Internal Revenue Code of 1954 (or the corresponding provision of any future United States Internal Revenue Law) or (ii) by a corporation, contributions to which are deductible under Section 170(c)(2) of the Internal Revenue Code of 1954 (or the corresponding provision of any future United States Internal Revenue Law).

ARTICLE VII:

The Board of Trustees of the Corporation shall be not less than twelve (12) in number and shall consist of all Elders in active service of the Church and the ministers of the Church (sometimes also referred to as the "Session").

which Board of Trustees shall constitute the Board of Directors of the Corporation and shall be elected to serve as provided in the By-Laws of the Corporation. The number of Trustees constituting the initial Board of Trustees shall be twenty-six (26) in number and the names and addresses of such Trustees are as follows:

WILLIAM H. TODD, JR.
1360 Azalea Drive
Dalton, Georgia 30720

THOMAS W. CURRIE
1695 West Walnut Avenue
Dalton, Georgia 30720

ROYAL T. FARROW
1901 Rena Lane
Dalton, Georgia 30720

CHARLES F. KNEISCHER
745 Starlight Drive, N.E.
Atlanta, Georgia 30342

JAMES D. MILLER, JR.
700 Miller Street
Dalton, Georgia 30720

COY H. TEMPLES
701 Ridgewood Lane
Dalton, Georgia 30720

ARTHUR WILLIAMS, JR.
1601 Dog Gap Road
Dalton, Georgia 30720

THOMAS K. JONES
609 Valley Drive
Dalton, Georgia 30720

JOHN A. HINKLE
1506 West Brookhaven Circle
Dalton, Georgia 30720

MRS. WALTER W. JONES
600 Miller Street
Dalton, Georgia 30720

W. MORRIS LITTLE
185 North Belascoy Drive
Dalton, Georgia 30720

C. ELLIS WHITEHEAD, JR.
630 South Thornton Avenue
Dalton, Georgia 30720

MRS. D. C. MALEY, JR.
1209 Peabody Drive
Dalton, Georgia 30720

CECIL W. McCLURE, JR.
Route 5, Box 367
Fallers Chapel Road
Chatsworth, Georgia 30705

KENNETH C. POSEY, SR.
1401 Braiden Road
Dalton, Georgia 30720

CARE P. HOLLINS
1402 Southmont Drive
Dalton, Georgia 30720

CHARLES S. THOMAS, JR.
402 Valley Drive
Dalton, Georgia 30720

CHARLES T. CARNICAL
2616 Dixie Road
Dalton, Georgia 30720

MRS. DAVID O. CROCKETT
1415 Dog Gap Road
Dalton, Georgia 30720

FRANK W. HOGSHEAD
1318 Dog Gap Road
Dalton, Georgia 30720

HILLIARD K. JULLY
513 Loveman Lane
Dalton, Georgia 30720

VERLIN A. BRANILL
934 Hardwick Circle
Dalton, Georgia 30720

JAMES E. BROWN
1424 Braiden Drive
Dalton, Georgia 30720

MRS. S. CLAY DYKER, JR.
423 Emmaus Drive
Dalton, Georgia 30720

ELEMENT G. SNOW
1048 East Lakeshore
Dalton, Georgia 30720

MRS. G. L. WESTCOTT
604 South Thornton
Dalton, Georgia 30720

ARTICLE VIII:

The Corporation shall have Members consisting of the "active members" of First Presbyterian Church of Dalton, as the term "Active Member" is defined in Section 6-5.0202 of the Book of Order of the Presbyterian Church (U.S.A.), as the same now exists or may hereafter from time to time be amended (which Members are also sometimes referred to as the "Congregation").

ARTICLE IX:

By-Laws of the Corporation formed hereby shall be adopted by a majority of the Trustees and may be amended only as provided therein, provided that such By-Laws and amendments thereto shall not conflict with any provision of these Articles of Incorporation or with any provision of the Book of Order of the Presbyterian Church (U.S.A.), as the same now exists or may hereafter from time to time be amended.

ARTICLE X:

No real property of the Corporation shall be purchased, sold, encumbered or otherwise disposed of except upon the approval of a majority of the Members of the Corporation present and voting at any special meeting of such members called for that purpose.

ARTICLE XI:

These Articles of Incorporation may be amended by a vote of a majority of the Trustees of the Corporation formed hereby at a special meeting thereof called for that purpose.

ARTICLE XII:

Upon any dissolution of the Corporation the Board of Trustees shall, after paying or making provision for the payment of all of the liabilities of the Corporation, dispose of all of

the assets of the Corporation, as the Presbytery of which the Church is then a member may direct, exclusively for the purposes of the Corporation or to such organization or organizations organized and operated exclusively for charitable, educational, religious, or scientific purposes as shall at the time qualify as an exempt organization or organizations under Section 501(c)(2) of the Internal Revenue Code of 1954 [or the corresponding provision of any future United States Internal Revenue Law]. Any such assets not so disposed of shall be disposed of by the Superior Court of the county in which the principal office of the Corporation is then located, exclusively for the purposes of the Corporation, or to such organization or organizations described above, as said Court shall determine.

ARTICLE XIII:

The address of the initial registered office of the Corporation is 180 Selvidge Street, Dalton, Georgia, 30720, and the name of its initial registered agent at such address is WILLIAM H. TODD, JR.

ARTICLE XIV:

The name and address of each of the incorporators is as follows:

WILLIAM H. TODD, JR.
180 Selvidge Street
Dalton, Georgia 30720

THOMAS H. CURRIE
1805 East Walnut Avenue
Dalton, Georgia 30720

JAMES G. MILLER, JR.
700 Miller Street
Dalton, Georgia 30720

IN WITNESS WHEREOF, the undersigned incorporators
have executed these Articles of Incorporation.

This the 10th day of February, 1984.


WILLIAM H. TODD, JR.


THOMAS W. CURRIE


JAMES D. MILLER, JR.

CONSENT OF REGISTERED AGENT
FOR SERVICE OF
FIRST PRESBYTERIAN CHURCH OF DALTON, INC.

GEORGIA, WHITFIELD COUNTY.

The undersigned, WILLIAM H. TODD, JR., of said
State and County, does hereby consent and agree to serve as
the Registered Agent for Service of FIRST PRESBYTERIAN
CHURCH OF DALTON, INC.

This the 8th day of February, 1984.


WILLIAM H. TODD, JR.

State of Georgia



OFFICE OF SECRETARY OF STATE

I, Max Cleland, Secretary of State of the State of Georgia, do hereby certify that

based on a diligent search of the records on file in this office, I find that the name of the following proposed domestic corporation is not

"FIRST PRESBYTERIAN CHURCH OF DALTON, INC."

is not identical with or confusingly similar to the name of any other existing domestic or domesticated or foreign corporation registered in the records on file in this office or to the name of any other proposed domestic or domesticated, or foreign corporation as shown by a certificate of the Secretary of State heretofore issued and presently effective.

This certificate is in full force and effective for a period of 4 calendar months from date of issuance. After such period of time, this certificate is void.



In TESTIMONY WHEREOF, I have hereunto set my hand and affixed the seal of my office, in the Capitol in the City of Atlanta, this 19th day of October, in the year of our Lord One Thousand Nine Hundred and eighty Three and of the Independence of the United States of America the Two Hundred and Eight.

Max Cleland

SECRETARY OF STATE, IN CHARGE CORPORATION
COMMISSIONER OF PUBLIC SAFETY, GEORGIA