

**SECTION C**

**STANDING POLICIES  
ADOPTED BY SESSION**

**REQUEST FOR USE OF CHURCH FACILITIES  
HOPE PRESBYTERIAN CHURCH  
1100 ENTERPRISE ROAD  
MITCHELLVILLE, MARYLAND 20721  
301-249-7774 OFFICE  
301-249-9609 FAX**

Please complete and return to church secretary one month prior to expected date of use.

Name of Group: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ E-mail address: \_\_\_\_\_

Date of Event: \_\_\_\_\_

Nature of Event: \_\_\_\_\_

Time Event Begins: \_\_\_\_\_ Time Event Ends: \_\_\_\_\_

Number of People Attending: \_\_\_\_\_

Facilities Requested: \_\_\_\_\_

We have read and understand the Hope Presbyterian Church Facility Use Guidelines and agree to their provisions.

Signature (s) \_\_\_\_\_ Date \_\_\_\_\_ Title \_\_\_\_\_

Print Signature \_\_\_\_\_ Date \_\_\_\_\_ Title \_\_\_\_\_

**FOR CHURCH OFFICE USE ONLY:**

*Date Request Received:* \_\_\_\_\_ *Date Request Reviewed:* \_\_\_\_\_

*Approved By:* \_\_\_\_\_ *Title:* \_\_\_\_\_ *Date:* \_\_\_\_\_

*Fees:* \_\_\_\_\_ *Date Contact Person Notified* \_\_\_\_\_ *Fees Received:* \_\_\_\_\_

*Deposit:* \_\_\_\_\_ *Received:* \_\_\_\_\_ *Deposit Returned:* \_\_\_\_\_

*Space Assigned:* \_\_\_\_\_

## HOPE PRESBYTERIAN CHURCH FACILITY USE GUIDELINES

- All activities conducted within the building and on church property must conform to all safety and fire codes. Activities that endanger people or are likely to damage or deface the property are prohibited.
- Hope Presbyterian Church cannot be responsible for valuables that you or your group brings into the building or onto church property.
- Please use **ONLY YOUR ASSIGNED SPACE**. Respect any other group (s) that may be in the building or on the church property.
- A nursery is available for the care of infants and small children. Your group should plan on providing toys, books, etc., rather than using those present from Hope Presbyterian Church's regular programs.
- You are responsible for any damage to the building, any of the equipment therein, or to the grounds. Any damage must be reported to the secretary. If such an occurrence is after office hours, you should leave a note for the secretary or leave a voice-mail on the answering machine.
- Please close windows, turn off lights, and leave the room(s) as clean as they were when you found them. Lock all doors when leaving the building.
- Smoking is prohibited within the building. Smoking outside the building, but on church property is discouraged.
- Possession or use of alcohol, illegal drugs or weapons of any kind is prohibited anywhere on church property.

- Any special equipment to be used at your meeting or event must be brought to the facility for each meeting.
- A key may be obtained at the church office (Monday thru Thursday, 9 AM to 2 PM) one business day prior to the event. A key deposit of \$10.00 will be requested at the time of pick-up. The key deposit will be refunded upon return of the key on the next business day following the event.
- Use of church facilities by “**for profit**” organizations is not permitted.
- Hope Presbyterian Church reserves the right to refuse the use of the church facilities to any person or organization.
- Those events that are already scheduled on the church event calendar will be first served, whether it is an outside group or a church group, however, the session will have final authority in case of conflict.
- Weddings and receptions have their own policy, as do funerals. The church office will provide these policies.
- The cooking or preparation of food is not permitted within the church building.
- If the congregation is dissolved, this agreement shall no longer be in effect 90 days from the date of dissolution. The session will give written notice 90 days or more in advance of the dissolution.

**If you have any questions regarding these rules, please contact the church secretary during regular church office hours.**

<b>FEE SCHEDULE FOR USE OF HOPE PRESBYTERIAN CHURCH</b>	
<b>Occasional Non-commercial or Non-profit Meetings</b>	<b>Cost per Meeting</b>
Organization Meeting Less Than (4) Times per Year *	\$75.00
Organization Meeting (4) to (20) Times per Year *	\$60.00
Organization Meeting (21) to (52) Times per Year *	\$20.00
* One building location plus light kitchen use	
<b>Yearly Use Meetings</b>	
	<b>Cost per Week</b>
Central Seventh Day Baptists	\$175.00
AA	What they can afford
<b>Weddings</b>	
	<b>Fee Schedule</b>
<b>Use of Sanctuary</b>	
Members	\$500.00
Non-members	\$1000.00
<b>Musician</b>	
Members or Non-members	\$300.00
<b>Minister Honorarium</b>	
Members	Optional at their discretion
Non-members	\$400.00
<b>Use of Custis Hall for Reception (Includes kitchen)</b>	
Members	\$500.00
Non-members	\$1000.00

<b>Single Social Events</b>	<b>Fee Schedule</b>
<b>Use of Sanctuary: Not Permitted</b>	
<b>Use of Custis Hall (Includes kitchen)</b>	
Members	\$200.00
Non-members	\$400.00
<b>Funerals</b>	<b>Fee Schedule</b>
<b>Use of Sanctuary</b>	
Members	No Cost
Non-members	Minimum of \$150.00 donation
<b>Musician</b>	
Members or Non-members	\$150.00
<b>Minister</b>	
Members or Non-members	As desired
<b>Repast Reception</b>	
Members	No cost
Non-members	\$400.00
<b>All uses of the Hope Presbyterian Church building must conform to the published rules accompanying the application requesting building use</b>	

## **WEDDINGS AT HOPE PRESBYTERIAN CHURCH**

### **Building Use:**

- The sanctuary of Hope Presbyterian Church can safely accommodate only 150 guests. If it is anticipated that a larger number is to be invited a different venue should be found.
- The pastor, in consultation with the session, will decide who may use the church for a wedding ceremony. For Saturday weddings, the church is not available for the ceremony until 4 PM as there is another church that worships there until early afternoon.
- When a ceremony is approved, those individuals will be provided with the procedures they will need to follow at a scheduled meeting with the Worship Committee. The meeting should be scheduled for a Sunday following a worship service, and needs to involve the bride, the groom, and family members who will be planning the wedding.
- From that point on, the individual (s) will deal with the Worship Committee member on call for the month of the wedding with regard to church use.
- All arrangements for the wedding rehearsal should be made with the pastor.
- Rehearsal will usually take place the evening prior to the day of the ceremony.

### **Building Access**

- You may have access to the church building for rehearsal which will begin promptly on the agreed upon time and last for one hour. For pre-wedding preparations, the church will be available two hours prior to the ceremony.

### **Decorations**

- Unless extremely simple, submit your plans for decorations one month prior to your wedding to the pastor for review by Worship Committee contact.
- No hanging decorations may be used in the foyer or sanctuary. Floral arrangements and stand-alone decorations (e.g., an arch or standing candelabra) are

allowed. No masking tape or nails may be used. A runner is required if rose petals are to be dropped in the aisle.

- Limited decorations will be allowed in Custis Hall if approved ahead of time.
- Flowers may be delivered to the church only on the day of the wedding. Someone from one of the families should be available to receive the flowers and secure them. Make arrangements with the Worship Committee contact to make certain the building is open for the flower delivery.
- The only candles that can be used are a unity candle on the communion table or electric candles. These need to be provided by the bride and groom.

### **Parking**

- A trustee from the church will be assigned to supervise the parking lot, and guests should only park in assigned spaces as directed by the trustee on duty.

### **Photography**

- Photographers, upon entering the church building, should find the Worship Committee contact for the wedding to discuss where the photographers can be during the ceremony.
- In the planning meeting with the photographer, the family should make clear the church policy regarding wedding photography.
- Photographers need to be at the church 30 minutes before the ceremony to get their instructions about placement. Photographers are not free to roam the sanctuary prior to the wedding ceremony, and should not be on their cell phones in the sanctuary at any time.
- There will be no flash photography during the ceremony, and photographers are not to be in the front of the sanctuary during the ceremony.
- Videography (one person) is allowed from the back of the sanctuary.
- Photographs may not be taken from the center of the aisle until after the recessional.
- Staged photographs may be taken in the sanctuary after the ceremony.
- Photographers who are not adhering to the above policies will be asked to leave the sanctuary until after the ceremony when pictures will be allowed to be taken.



## **Rehearsal**

- The bride and groom should appoint a wedding coordinator who must attend the rehearsal and assist with the wedding procession.
- The bride and groom need to notify the Director of Music regarding the date and time of the wedding and the rehearsal. It is expected that the musician will attend the rehearsal.
- All members of the wedding party, including the parents of the bride and groom and the ushers are expected to attend the rehearsal. This includes any children who are in the wedding party.

## **Wedding Ceremony**

- The wedding ceremony is a service of Christian worship, and is supervised by the pastor.
- The bride and groom should select two ushers for the wedding ceremony. These ushers must attend the rehearsal.
- The ushers need to be in place 30 minutes before the ceremony. The ushers for the ceremony should be different than the ushers for the reception. The ushers for the reception should be seated among the guests at the wedding.
- The music will begin thirty minutes prior to the start of the ceremony.
- The ceremony begins exactly at the time agreed upon. For this to occur, the groom and groomsmen are to be at the church 30 minutes prior to the ceremony. They should wait in Custis Hall. The parents of the bride and groom should be in the narthex ten minutes prior to the processional beginning. The bride and her attendants should arrive 15 minutes before the ceremony is to begin, and wait in the car or limousine in the back parking lot until one of the ushers alerts them to come inside and prepare for the processional.
- Lateness is not tolerated, and the bride and groom run the risk of having the ceremony cancelled. The time for which the church is contracted should be the time listed on all invitations.

- Latecomers to the ceremony will wait in the narthex until an appointed time for seating. There is to be no random seating once the ceremony has begun.
- An additional payment to the musician will be assessed if he/she is required to play past the allotted time.

### **Receiving Line**

- The receiving line should form in Custis Hall or preferably, outside if weather permits in order to allow for adequate flow of guests.
- Following the ceremony, guests should go directly to the receiving line or immediately exit the building and go to their cars for the reception.

### **Custis Hall/Kitchen**

- The kitchen may be used as a staging area for food.
- No cooking is allowed. You may mix punch, if desired.
- There are no dishes or utensils in the kitchen for public use. Bring in all serving dishes and utensils you will need as well as plastic bags for food storage and trash disposal.
- Use of the refrigerator is allowed. Remove all your food afterwards.

### **Clean Up**

- All decorations, food items and displays must be removed the same day as the wedding and prior to the building being locked up. The wedding party should select a person to remove the decorations and make sure that person is available after the ceremony. The name of that person is given to the Worship Committee contact. The sanctuary will be available for pictures up to 30 minutes following the wedding. Clean-up and removal of all decorations should be done within the hour following the wedding ceremony. After the Worship Committee has put the sanctuary back in order for worship, there will be no further access to the sanctuary.
- All tables (if used) should be placed where they were prior to the event.

- All trash must be in plastic garbage bags and set out for trash removal, not left in the kitchen area. The bride and groom and their families should designate someone to remove trash.
- If used, Custis Hall must be vacuumed, and the kitchen should be cleaned.
- Check the sanctuary to see if it needs to be vacuumed.
- Trash in the bathrooms should be removed, and the bathrooms should be left in a presentable manner.
- An additional fee of \$200.00 will be assessed if proper cleaning does not take place.

**Restrictions/Prohibitions**

- No smoking is allowed in the church building.
- No alcoholic beverages are allowed during rehearsals or prior to the wedding ceremony. If a reception following the ceremony is held in Custis Hall, wine or champagne may be served at the event.
- No rice, birdseed or confetti may be thrown in the church and parking areas.
- The facility should be vacated within an hour and a half of the end of the wedding ceremony.
- Cell phones should be silenced during the

ceremony. **Fees**

- Sanctuary fee is payable when the church is scheduled for the wedding. Should the wedding be canceled, 50 % if the money shall be reimbursed.
- All other fees (Musician, Pastor) are due at the time of the rehearsal.

Use of sanctuary:	Active Member:	\$500.00
	Non-member:	\$1000.00 (Payable to Hope Presbyterian Church when the reservation is made)
Musician	Members or Non-members	\$300 for ceremony and rehearsal
Minister:	Honorarium (Non-member)	\$400.00

Honorarium (Member)

Optional at couples' discretion

Custis Hall Use for Reception (plus light kitchen use):

Member	\$500.00
Non-member	\$1000.00

## **POLICY FOR FUNERALS AT HOPE PRESBYTERIAN CHURCH**

### **INTRODUCTION**

The resurrection is a central doctrine of the Christian faith and shapes Christians' attitudes and responses to the event of death. 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 Holy Spirit and the community of faith. W-4.10001 The church offers a ministry of love and hope to all who grieve. W-6.3006

### **GUIDELINES**

There are several guidelines for proceeding with the planning of a funeral or memorial service based on the above convictions.

- After a death has occurred, the family should notify the minister as soon as possible so that she/he can begin to assist the family in planning an appropriate Christian funeral service.
- Except for unusual circumstances, the service should be held in a place of worship in order to join the service to the community's continuing life and witness to the resurrection. This does not mean that there is inflexibility on the issue as to where the service occurs.
- The worship service is under the direction of the pastor. Others may be invited to participate at the discretion of the pastor. The service may be observed on any day. The pastor will contact the musician to make certain that he/she is available to provide music for the day and time specified for the service. It is recommended that an honorarium of \$100 be paid to the musician by the family.

- Family members should plan a time to meet with the pastor to make plans for the service.
- The service is to include: hymns, psalms or other spiritual songs, scripture readings, a sermon or other exposition of the word, prayers. Aspects of the life of the one who has died may be recalled through a eulogy. The service ends by commending the one who has died to the care of the eternal God.
- Family members may decide to hold a viewing of the body at the church prior to the service of worship. The viewing can take place one hour prior to the beginning of the worship service.
- Once the worship service begins, if there is an open casket for the viewing, it should be closed for the service.
- Displays of status in this world are inappropriate. Therefore elaborate displays of flowers or signs of accomplishment are inappropriate for the worship service. Picture and personal displays reflecting the life of the deceased may be set up for viewing in a separate area for friends and family to view following the worship service.
- The service of worship may take place before or after the committal of the body. If the body is present, the service is called a “funeral.” If the service takes place after the committal, the service is called a “memorial” service.
- Cremation is a matter of personal preference. The Christian faith affirms that people, after death, return to dust. Whether this takes place slowly or rapidly is not of great Christian significance. Family members can decide whether or not to have the urn present at the service.
- Following the worship service, a service of committal may take place where family and friends gather at the graveside or the crematorium for a service of farewell, to be conducted with simplicity and dignity and brevity. The service is to include scripture and prayers, words of committal and a blessing.
- If fraternal and civic rites are desired, they should take place separately from the service of worship.
- If the family would like to host a repast following the worship service at the church, they may consult with the pastor who may request that a Building Use

Request form be completed. Fees for the use of the facility for a repast can be found in the Building Use Policy.

## **HOPE PRESBYTERIAN ENDOWMENT FUND INVESTMENT POLICY**

### **INTRODUCTION**

The Hope Presbyterian Endowment Fund began with the bequest of Mrs. Grace May Schaffer and will include future funds bequeathed to Hope Presbyterian Church.

### **Purpose of the Endowment Fund:**

- To be faithful to Christ and glorify God.
- To provide a designated percentage of the growth and income for the ministry and mission of Hope Presbyterian Church and to support/fund special projects.
- To maintain the principal of the Endowment Fund.
- To reinvest a designated percentage of the growth and income from the Endowment Fund back into the Endowment Fund to provide steady growth to the principal.

### **Management of the Endowment Fund:**

- Oversight and management of the Endowment Fund shall be handled by the Endowment Fund Committee (Endowment Committee). This Endowment Committee shall consist of the treasurer, the assistant treasurer, the chair of the Stewardship Committee and four at-large members. The at-large members shall serve staggered three-year terms and shall be nominated by the Nominating Committee and elected by the congregation. The Endowment Committee may appoint non-voting members to assist in the administration and execution of its responsibilities.

- The Endowment Fund is currently invested in one account, an MML Investors Services Inc. Account, to be managed by the committee with advisory services of Charles O’Connell RIA.
- The principal of the Endowment Fund will not be used for on-going expenses. Growth and dividends may be used for on-going expenses with the approval of the Endowment Fund Committee. Any other exceptions would require session approval.

**Investment Objectives of the Endowment Fund:**

The Endowment Committee meets quarterly to review the progress of the Endowment Fund and Planned Investment Allocation of the Fund. The goal of the Endowment Committee is moderate growth with the preservation of capital through a diversified portfolio of mutual funds across equities and bonds. Mutual Funds offer some degree of safety through investment in the stocks of hundreds of companies across different parts of the economy. Further, the diversification of the portfolio across stocks of growth companies, companies that are large and offer dividends and bonds adds another degree of safety.

At the end of 2010, the planned investment allocation of the Endowment Fund was the following:

Growth & Income Funds	54%
Income (Bond) Funds	34%

**INVESTMENT OBJECTIVES AND PERFORMANCE EXPECTATIONS**

The current objective of the Endowment Fund is income with low to moderate risk and volatility. Given that future performance is not guaranteed, the Endowment Committee will look to invest in mutual funds with low costs (compared to peer funds) and strong performance over 3, 5, and 10 year periods (compared to peer funds).

Benchmarks will be provided for each mutual fund. Returns are expected to equal or exceed the returns of a composite benchmark based upon target allocations.

## **STATEMENT OF RESPONSIBILITIES**

The Endowment Committee is responsible for the oversight, review, and direction of the investment assets. This includes:

- Reviewing short and long term needs for funds;
- Selecting qualified investment professionals as necessary to advise, manage, or direct investments; and
- Monitoring the performance of investment portfolios and reviewing the performance evaluations provided by investment professionals to assure that investment goals are being met and taking appropriate action if they are not being met over a reasonable period of time. Monitoring will occur at least quarterly by the Committee and will be summarized to the Session.

### **Endowment Committee: Duties and Responsibilities**

- Make investments through an advisor in accordance with this investment policy.
- Oversee investment professionals.
- Review and update this investment policy at least annually.
- Communicate these goals and objectives in writing to the investment professionals in a timely manner.
- Select benchmarks for evaluating the investment portfolios.
- Assure that the organization is in compliance with this investment policy.
- Meet periodically to deliberate such topics as economic outlook, portfolio diversification, cash flow forecast, potential risks and the target rate of return on the investment portfolios.
- Monitor investment transactions to assure that proper controls are in place to ensure the integrity and security of the investment portfolio.
- Conduct a review and assessment of the portfolio balance and make recommendations for re-balance on a quarterly basis.
- Conduct a review and assessment of sector balance by industry and make recommendations for changes.
- Inform the investment professionals of significant changes in investment needs or business performance in a timely manner.



### **Treasurer: Duties and Responsibilities**

- Update the Endowment Committee on the status of the investment accounts monthly.
- Report to the Endowment Committee conclusions of the investment professionals.
- Serve as a liaison between Hope Presbyterian Church and the investment professionals.

### **Custodians of Hope Presbyterian Endowment Fund Assets: Responsibilities**

- Preserve the Endowment Fund's assets.
- Account for the assets on a daily basis.
- Ensure that all transactions are properly executed in a timely fashion.
- Provide daily account information on an as needed basis.
- Provide monthly account information in writing.
- Provide access via check or wire transfer of the Endowment Fund's assets.

### **Investment Professionals: Duties and responsibilities:**

- Make investment recommendations based upon Hope Presbyterian Church's needs and risk tolerance including reviewing and explaining investment recommendations to the Endowment Committee.
- Execute investment transactions and recommendations approved by the Endowment Committee, on behalf of the session.
- Fully disclose all expenses and compensation at the time of the recommendations, prior to action by the Endowment Committee.
- Provide an accounting of annual expenses and compensation to the Endowment Committee.
- Provide an assessment of the performance of the investments comparison to benchmarks, and outlooks on a quarterly basis.
- Provide an assessment of the diversification of the portfolio and sector holdings on a quarterly basis.

- Provide background research used to make investment recommendations.
- Comply with all rules, regulations, codes and procedures of the appropriate federal and state securities commissions, firm, and industry self-regulatory bodies.
- Maintain errors and omissions coverage.
- Attend all meetings required by the Endowment Committee
- Inform the Endowment Committee of any material changes in the investment professional's staff or operations within 30 days.

## **INVESTMENT POLICIES**

### **Investment/Cash Assets**

- Must be invested in compliance with this Investment Policy and the Attachments.
- Shall be invested in a manner consistent with generally accepted prudent investor standards.
- Must have readily ascertainable market values from commonly accepted market resources and be easily marketable. Securities that do not meet these restrictions are not permissible.
- The following list of investments and transactions are prohibited:
  - Futures of any variety
  - Hedge Fund investments
  - Initial Public Offerings
  - Real and non-tangible assets (Investments include but is not limited to derivative, intellectual or physical properties except as part of a mutual fund or unit trust)
  - Venture capital investments
  - Real Estate, except as part of a REIT
  - Commodities
  - Collectibles
  - Obligations of foreign governments or corporations (except as part of a mutual fund or unit trust)

- Foreign currency (except as part of a mutual fund)
- Options
- Variable annuities or life insurance
- Selling short
- Margin trading

### **Portfolio Liquidity**

All funds must be accessible within a reasonable period of time (3 business days). The investment portfolios shall be managed at all times with sufficient liquidity to meet all daily and seasonal needs as well as special projects and other operational requirements either known or which might be anticipated.

### **Capital Loss/Capital Gains/Dividend Taxation**

The organization has no capital loss carry forward. The organization is a 501(c)(3) institution; matters such as estate, corporate, capital gains and income tax are not applicable in the management of the corporation's assets.

### **Equity Investments**

The following equity investments are acceptable within mutual funds:

- Domestic equities including convertible securities.
- Foreign equities including convertible securities.

Donations of assets to the organization will be sold immediately.

### **Fixed Income Investments**

The following fixed income securities are acceptable:

- US Treasury obligations and obligations of the US government-sponsored enterprises and federal agencies
- Domestic investment grade corporate bonds
- Non-convertible preferred stocks of domestic companies, and of international companies, which trade on a domestic exchange.

- Investment interest bearing obligations should have a minimum rating of Moody's Baa or the individual bonds equivalent by Standard and Poor's.

## **Ethics**

- The investment professional should not be a member of Hope Presbyterian Church. Endowment Committee members, organization officers, session members, and employees (collectively, "trusted officers") involved in the investment process shall refrain from personal business activity that could conflict with the proper execution and management of the investment program, or that could impair their ability to make impartial decisions.
- Trusted officers shall disclose any material interest in financial institutions with which they conduct business; disclose any personal, financial/investment positions that could be related to the performance of the investment portfolios; and disclose undertaking personal investment transactions with the same investment professionals with whom business is conducted on behalf of the organization.
- The Endowment Committee will determine if the above-mentioned disclosures disqualify the trusted officer and or member from participation on the Endowment Committee. Removal of a trusted officer from participation on the Endowment Committee is the purview of the Endowment Committee and session.

## **HOPE PRESBYTERIAN CHURCH CHILD PROTECTION POLICY**

### **POLICY STATEMENT AND PURPOSE**

Hope Presbyterian Church abides by the highest principles, guidelines and policy expectations in providing a Christian environment of love, safety and nurture for the children and youth of the church. Implicit in this policy is the protection of children from physical, sexual or emotional misconduct. Hope Presbyterian Church cannot, nor can any other institution or organization, absolutely guarantee that no harm will befall a child

entrusted to its care.

## **EXPLANATION OF TERMS**

- Child Abuse is defined by the legal codes of Maryland as physical or medical injury of a child by a parent or other person(s) who has permanent or temporary care or custody or responsibility for supervision of the child. Corporal punishment including but not limited to slapping, spanking, pinching or shaking shall not be employed. Punitive techniques that cause physical pain are not appropriate.
- Physical restraint of children or youth should only be used when someone's safety is at risk. Derogatory remarks or comments that humiliate or frighten shall not be used.
- Sexual abuse is defined as any act that involves the sexual molestation or exploitation of youth by any person. Sexual abuse or misconduct includes touching or non-touching interaction for the purpose of sexual stimulation between a child and an adult. Such behavior is always considered forced when the interaction involves a child and an adult, even if the child has consented. Inappropriate sexual behavior includes touching, fondling and possibly kissing. Other inappropriate behavior may include sexual remarks, showing pornography, obscene phone calls, exhibitionism or watching sexual activity.
- A "child" or youth is a person considered a minor under the laws of the state of Maryland.
- "Employee" is the comprehensive term used to cover individuals who are hired or called to work for the church for salary or wages.

## **STANDARDS OF CONDUCT**

- Employees and volunteers who undertake the special responsibility of working with children and youth of Hope Presbyterian Church shall not violate the trust and responsibility of engaging in acts of sexual misconduct or child abuse.
- All persons working with children and youth shall respect the integrity of each child and maintain behavior that supports growth in the Christian faith and

emotional stability. Adults shall behave at all church functions in ways that are not sexually stimulating. Physical expressions of affections shall not be imposed on an individual. Common expressions of affection (hugs), affirmation (pats on the back, support (prayer) or other physical care taking (diaper changing) are appropriate in this community of Christians as long as respect for others' personal wishes are honored.

- Discipline shall be administered with kindness with the goal of helping the child develop a sense of responsibility and self-control. Appropriate discipline establishes clear expectations, may provide rewards as incentives and uses redirection, verbal disapproval, and loss of privileges.
- Sunday School teachers, youth advisors, and child-care providers should work in pairs if at all possible. They may work alone when there is visual access to the room (a door with a window or an open door).
- Adults participating in children or youth ministries in any fashion shall be provided a copy of this document and will be required to sign the covenant statement.
- When children or youth are transported for church activities, there should be two adults in the vehicle if at all possible. The child or youth's parent or guardian may give permission for their child to travel with one adult. No child or youth will be transported to or from the church activities by anyone under the age of 21.
- Permission slips for church activities shall incorporate the requirements of this policy.
- Any person(s) who has been convicted of child abuse, either physical or sexual, may not serve in any church sponsored activity for youth and children. The signing of the "covenant" is the affirmation of not having such a conviction and not having resigned or been terminated from any volunteer or paid position for reason relating to child abuse or sexual misconduct.

## **REPORTING**

A person who has reason to believe that misconduct governed by this policy has occurred shall immediately report such information to the pastor, the chair of the Personnel Committee, the chair of the Education Committee, or the clerk of session. It is Hope

Presbyterian's policy to report all allegations of child abuse or sexual misconduct to the appropriate authority as required by law. Hope will cooperate fully with investigations. By law, reports of abuse are strictly confidential. Every reasonable effort is made to protect the privacy and rights of all person(s) involved. All parties will be requested not to discuss the matter until a resolution is reached.

**CHILD PROTECTION POLICY COVENANT**

I accept the responsibility to nurture the Christian faith and well being of children and youth of Hope Presbyterian Church and to care for them as Christ cares for me. "I...will tend the flock of God that is in my charge exercising the oversight...willingly as God would have me do it". (I Peter 5: 2)

I agree to submit to the authority of the session of Hope Presbyterian Church in all matters of nurture and Christian education.

I have read, understand, and agree to abide by the Child Protection Policy and the Covenant of Hope Presbyterian Church.

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Signature and Date