

## **Trustees Handbook**

The First Religious Society in the Town of Homer, New York  
Handbook for the Officers and Committee Chairperson of the Board of Trustees

These policies are guidelines and have no authority. See the By-laws of the First Religious Society in the Town of Homer, New York (FRS) for detailed governing rules and authorities. The structure and activities of the Homer Congregational Church (HCC) are specified by the HCC Constitution. The FRS and HCC are separate, but interdependent entities.

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### **Authority of the Board of Trustees.**

As specified by the By-laws of the First Religious Society in the Town of Homer, New York, the Board of Trustees has the authority to conduct the business of the FRS such that the responsibilities outlined below are fulfilled. The voting members of the FRS endow the members of the Board of Trustees with the ability to identify issues and problems associated with the mission and effective function of the FRS, develop solutions to those problems, and implement those solutions. The Board of Trustees may act without the need of full FRS meetings, except in the case of sale or other disbursement of FRS real property (such as the Green and Church buildings), calling or dismissal of called clergy, or expenses that exceed 10% of the FRS annual operating budget.

### **Board of Trustees Responsibilities**

The duly elected members of the Board of Trustees have the responsibility to conduct business and make decisions that are in the best interest of the First Religious Society in the Town of Homer, New York and the Homer Congregational Church, such that the FRS and HCC may continue to prosper and carry out God's mission according to the teachings of Jesus the Christ. Any FRS member who has the best interest of the FRS and HCC at heart can serve as a member of the FRS Board of Trustees. All that is required is that each member does their best, with the help of God, to work with the other members of the board and other church leaders to make decisions that are in the best interest of the FRS and HCC.

### **Board organization and Officers**

The Board of Trustees consists of nine members; five board members are required for a quorum. No official votes may be taken without a quorum, but issues may be discussed. Each member serves a three year term with the option to renew once; a member serving a partial term to fill-out a vacancy, may serve two subsequent full 3-year terms. At the February Board meeting (or a brief meeting immediately after the Annual Meeting), the Board elects a Chair, a Vice Chair, and a Secretary from among its members. In addition, the following officers serve the Board of Trustees for three year terms: Moderator, Financial Secretary, Treasurer, Auditor, Stewardship Chair, and Endowment Fund Auditor.

### **General Responsibilities of each Board Member**

- Know and follow the By-Laws of the FRS. Also, read the HCC Constitution and the Mission Statement.
- Always behave and make decisions that are in the best interest of the FRS and the HCC. After the best interest of the FRS and HCC has been considered, always attempt to accommodate the needs and interests of the Homer-Cortland community and governments. Always maintain appropriate confidentiality of Board deliberations and decisions.
- Always respect the Call of the pastor of the HCC. Always show respect for the church pastor, and other church leaders, and give serious consideration to their advice and guidance. The pastor should provide the primary guidance within the context of the FRS By-Laws. However the FRS is the ultimate authority and must make decisions that are in the best interest of the FRS and the HCC, regardless of other urgings (if those other urgings are contrary to the best interest of the FRS).
- Meet monthly to deal with routine and unusual problems and accept reports from each of the committees and any comments and advice from the pastor and other religious leaders, staff, volunteers, and FRS/HCC members. Only clergy and duly elected board members should routinely attend Board of Trustees meeting. FRS staff or other interested parties may attend at the invitation of the chair and/or to provide report of important information to the Boards; they will usually withdraw from the meeting after providing that information. Nominated board members likely to be elected at the next Annual Meeting of the FRS are encouraged to attend at least one board meeting before assuming official duties as a duly elected member.
- Participate in the Annual meetings of the FRS and HCC and all other FRS meetings

- Foster effective communications between the Board of Trustees for the FRS and the Board of Deacons of the HCC, other boards, committees, and missions of the FRS and HCC; the general congregation of the HCC; and the Homer-Cortland community.
- All members of the board are to be available to the general membership of the FRS to provide information and accept issues to be brought to the board for discussion and potential action. However, the chair has a special responsibility to represent the Board of Trustees.
- Work with the Board of Deacons and others to support the Stewardship Committee, encourage stewardship of the HCC and FRS, and foster volunteers to serve on the boards, committees, and missions.
- Each year prepare a fiscally responsibly budget, while recognizing that faith in God and the FRS members is required to sustain the facilities, staff, and missions of the FRS and HCC. Maintain fiscal discipline while sustaining staff and facilities, such that the HCC may prosper.
- Take advantage of the talents and resources available to maintain FRS facilities.
- Prepare an Annual Report of the activities and status of the FRS for the Annual Meeting, including details of income and expenses and the proposed budget for the following year. The Annual report must be completed and submitted to the Annual Report compiler (usually the Church Secretary) for copy and distribution before the deadline for compilation.
- The Chairperson of the Board of Trustees must work with the Church Clerk and Church Secretary to update the official copy of the By-laws as soon as possible, whenever an amendment is made to those by-laws by affirmative vote during an official meeting of the FRS.

#### Chairperson's Responsibilities

- Develop agenda (see Appendix A for example) and preside over monthly Board of Trustees meetings and any special meetings called by the Board of Trustees (exclusive of official FRS meetings, which are run by the Church Moderator). Ask the secretary to e-mail the minutes to members a week in advance of the monthly meeting so that they can remember to do the tasks assigned at the last meeting; also send reminder with agenda a day or two before the meeting and have paper copies available at the meeting. Generally follow Robert's Rules for conduct of meetings, but participates in discussions and debate (attempting to balance the discussion on both sides of the issue).
- Raise issues that need the Board's attention, especially the difficult, sensitive ones. Communicate frequently with the HCC clergy, other members of the Board of Trustees, and other officials and members of the FRS. Check with Board members ~two weeks before the next meeting for progress on assignments, if no communications have been received. Be aware of deadlines for newsletter articles and other things.
- Serve as the spokesman for the Board of Trustees. The Chairperson is the representative of the Board of Trustees to the Church Council and should participate in Church Council meetings
- Work with the Chair of the Deacons to conduct annual reviews of clergy (the Church Moderator may be invited to participate).
- Sign legal documents for the FRS. This includes signing the Call for new clergy and contracts for hired staff. Also, compose and send official correspondence, as needed.
- Provide orientation and mentoring of new board members, in conjunction with guidance from Pastor(s) and assistance from other board members.

#### Other Officers' Responsibilities

##### - Vice-Chair

- Serves as the Chairperson at official meetings when the Chairperson cannot be present. The Vice-Chair also helps the Chair and Clergy with annual review of all paid staff and review of staff

contracts. The Vice-Chair works with the Personnel Committee and the staff to update job descriptions and contracts (usually in conjunction with the annual staff review) and get revised contracts signed.

- Secretary

- Record minutes from each meeting thoroughly and accurately, distribute minutes to all board members for review before the next monthly meeting, and ensure that minutes are added to the FRS Archives. Keeping a record and complete description of each official vote is critical for legal, as well as historic, reasons. A copy (paper and electronic record on durable, permanent medium [e.g., CD-ROM]) of all minutes for monthly meetings and all other official FRS meetings, activities, and events must be compiled and stored in a retrievable location in the Church Archives at the end of each Church year (typically at the time that the Annual Meeting Report is submitted for copy and distribution).

- Treasurer

- Pays bills and keeps an accurate accounting of all transactions and the budget status. Present and discuss (as needed) the monthly report of income and expense and general financial status of the FRS. Provide reports of the income and expense status of the FRS for the Annual Report of the Board of Trustees.

- Moderator

- Moderates annual meetings of the First Religious Society in the Town of Homer and the Homer Congregational Church. The Moderator also convenes Church Council meetings at least twice annually. The Church Council consists of the Moderator, the Chair of the FRS Board of Trustees, the Chair of the HCC Board of Deacons, the Clergy, the leaders of each major Ministry, and any one whom the boards determine should participate in a Church Council meeting. One of the primary purposes of Church Council meetings is to facilitate communications between the boards and all of the groups and individuals caring for the proper operation of the Homer Congregational Church.

- Financial Secretary

- Maintains a confidential accounting of the pledges made by members of the FRS, reports pledge fulfillment to the Board of Trustees (as needed), and provides reports to pledging members for their personal records.

- Auditor—convert to external contract

- Provides official independent auditing of the financial accounts of the FRS, working with the Board of Trustees as needed, and reports those findings to the full First Religious Society at the Annual Meeting.

- Stewardship Chair

- Maintains a sense of the stewardship needs of the FRS throughout the year by convening meetings of the Stewardship Committee, working with the committee to develop informative stewardship activities, and executing those activities. Duties and calendar of dates (ask Bill?)

- Endowment Fund Auditor

- Provides official independent auditing of the FRS Endowment Fund and its activities, working with the Endowment Committee as needed, and reports those findings to the full First Religious Society at the Annual Meeting.

### **Committees of the Board of Trustees**

Trustees have committees specified by the By-Laws and may form and dissolve ad-hoc committees as needed.

**- Budget and Finance**

Purpose

- Manage and report on the FRS finances in accordance with the budget established at the Annual

## Meeting

### Responsibilities

- Work with the Board of Trustees Chairperson and Treasurer to develop a budget for the next fiscal year. The new budget is usually developed by modifying the present budget.
- Work with the Treasurer to maintain an accurate and up-to-date accounting of income and expenses.
- Work with the Treasurer to generate and present reports of the income and expense status for each monthly meeting and the Annual Report.
- Work with the Board of Trustees to adjust spending and enhance income to follow established budget as closely as is practical.

### Calendar

- Budget preparation should begin as soon as most pledges have been received in November.

## - **Building and Grounds**

### Purpose

- To affect necessary repairs and improvements to the Green and HCC infrastructure

### Responsibilities

- Monitor the conditions of the Green and HCC infrastructure (including the church building and the Manse) and maintain a prioritized list of needed repairs and improvements. Work with the full Board of Trustees, volunteers, and contractors to affect repairs and improvements, while staying within budgetary constraints. Maintain tools and equipment needed for routine church maintenance.
- Management of the Church Green, including maintenance of agreements with the Village of Homer and our neighbors on the Green. There are three simple prohibitions on the Green: no alcohol, no solicitations, and no political campaigning. See Appendix B for Policies and Rules for Use of the Green.

### Calendar

- In May, weed and tidy the Memorial Garden.
- In December, review Building and Grounds needs, develop or revise the short-term and long-term strategy to address those needs, and present those recommendations to the Board.

## - **Personnel**

### Purpose

- Manage hired staff of the FRS to support the mission and goals of the FRS and HCC.

### Responsibilities

- Recommends hiring and, if necessary, firing of FRS staff to the Board;
- Reviews activities of present staff; and helps organize search committees when necessary.
- Annual review of Senior Pastor; Senior Pastor reviews other staff annually. Conference Guidelines should be followed in hiring and maintaining salaries and benefits

Calendar: Conduct annual reviews with staff to provide feed-back and listen to their needs and ideas for improvements.

## - **Holiday in Homer**

### Purpose

- Maintain communications between the Holiday in Homer Committee and the Board of Trustees.

### Responsibilities

- Attend committee Meetings, inform the committee of pertinent Board activities, and report back to the Board.

## - **Calendar**

- **Communications** (established April 15, 2016)

The Memorial and Endowment Committees make provide updates to the Trustees as appropriate.

**Comparisons and Contrasts with the Board of Deacons**

- Responsibilities shared jointly with the Board of Deacons

The boards share the general responsibility for the well-being of the Homer Congregational Church and to further the church's mission.

- Specific responsibilities shared by the boards include: stewardship; effective cooperation and coordination of board activities; communication of concerns from church members to the appropriate board, mission, or committee; and wise and compassionate treatment of all clergy, staff, and church members; present an appropriate, respectful image to the larger Homer-Cortland Community.

- Relationship to the Church Council

The Moderator, the Chair of the FRS Board of Trustees, the Chair of the HCC Board of Deacons, the Clergy, and the leaders of each major Ministry are members of the Church Council.

- The Pastoral Relations Committee deals confidentially with the HCC Clergy, providing a forum to wisely and compassionately discuss any issues associated Clergy status or behavior. Any member of either board (any other member of the FRS or HCC) may approach a member of the Pastoral Relations Committee with concerns about the Clergy and Clergy may choose to address difficulties with either board through the Pastoral Relations Committee.

**Communications**

There is a great need for regular communication with the full Society (FRS). Communication mechanisms include, but are not limited to: person-to-person word of mouth, Annual Meeting Report, special meeting presentations and discussions, monthly newsletter, weekly bulletin, and announcements associated with the weekly worship service (as needed); a mid-term meeting of the FRS may occur in June or July each year, as the issues require. Members of the Board of Trustees must maintain regular, and sometimes rapid communications among themselves. Each Board member's electronic mail address and telephone number should be shared with all others at the first meeting after the Annual Meeting; each member should check their e-mail and phone messages at least once per day and respond to messages in a timely manner – make it clear (usually with the Subject line) that the e-mail is official Board business. Board members should also check their church mailbox frequently. A monthly note published in the newsletter is important.

Communication with the Board of Deacons and the major ministries is critical. Four joint meetings annually are recommended; more as needed. Representation on the Church Council and attendance of all Church Council meetings called by the Church Moderator is also important to maintain open communications of activities and problems being addressed. Work with Board of Deacons to help the FRS and HCC members appreciate the need to support FRS and HCC both financially and with other personal resources.

Communicate (both Trustees and Deacons) with the larger Homer-Cortland community about the facilities and missions of the HCC and FRS. This communication is critical to the continued sustenance and growth of the HCC.

**Electronic Mail Voting Policy for the Board of Trustees**

The Board of Trustees may take action by electronic mail provided the following conditions are satisfied: (a) all members of the Board shall have been provided with the opportunity to vote by electronic mail, (b) each member will receive confirmation by return communication that their votes were received and recorded, and (c) all decisions of the Board by electronic mail shall be by unanimous vote; if the decision is not unanimous or any member requests in-person discussion, then the issue will be deliberated at an official Board meeting instead of by email. *(This policy was adopted by the Trustees on April 15, 2016.)*

## **Calendar**

### Typical Calendar of Events

January - monthly meeting to prepare for Annual meeting; make any last minute changes to budget; invite incoming board members, if possible. Attend Annual meeting and give summary of events. Hold brief Trustees meeting to change board members and officers after Annual Meeting.

February - evaluate major issues for year, plan annual events, re-assess insurance plan.

March –

April –

May –

Other Spring activity is the Chicken & Biscuit Dinner

June –

July – Holiday in Homer

August --

September – December – Stewardship presentations and activities.

October --

Other Fall activity is Roast Pork Dinner

November – Stewardship Sunday; conduct annual review of clergy & all paid staff?

December –

### **The Church Council**

The Church Council is a body of church leaders, representing both governing boards and the church clergy. The Church Council meets periodically throughout each year to foster communications among the boards and with church staff. The Church Council has no governing authority, but is an important mechanism for effectively using the human resources of the church to solve church problems. The core members of the Church Council consist of the Chair of the Board of Trustees, Chair of the Board of Deacons, Senior and Associate Pastors, Church Moderator, and Church Clerk. These members determine Church Council meeting times and places, as well as the agenda for each meeting. These people should attend each Church Council meeting or provide a representative substitute. Any issue (and possible solution) may be brought to the attention of the Church Council core membership. However, final debate about the best solution to church problems (particularly for sensitive issues) occurs during Board of Trustees or Board of Deacons meetings. The FRS staff are encouraged to attend Church Council meetings to help inform the boards of problems they are familiar with and offer potential solutions to other problems presented at these meetings.



## **APPENDIX A: OPERATIONAL DOCUMENTS**

### Example of Monthly Meeting Agenda:

Prayer

Attendance: present, excused, absent

Acceptance of last month's minutes

Treasurer's Report

Minister's Report

Old Business (list topics)

New Business (list topics)

Committee Reports

Schedule next month's meeting

## BUILDING USE REQUEST AND POLICIES

The Homer Congregational Church extends the use of our facilities to community groups for meeting space. Use of the building is granted and fees are set at the discretion of the Board of Trustees. We realize that some groups will use the building for a “one time” event, while others will request continuing use for weekly or monthly meetings. Fees listed below help cover some of the costs of maintenance and utilities, as well as labor for the church sexton. In order to maintain safety and security of the building, we ask that all groups observe the following guidelines:

1. Your group must assign a contact person with whom we can communicate and who will be responsible for the group’s use of the building.
2. Church staff or a church member will typically meet the group to unlock the building. Smoking and alcohol are not permitted on church premises.
3. *Do not leave children unattended at any time.* Please do not allow children to wander in the building.
4. Please treat the building with respect; place trash in wastebaskets, clean up spills, report any damage to the building, and take your personal belongings with you when you leave.

All events require extra work on the part of the church sexton. The sexton’s fee covers simple set-up and clean-up for one-time, non-church events (*including family reunions, baby showers, etc.*). If you do require any set-up of tables and chairs, please notify the church office at least two weeks in advance of the event. Additional fees will be charged for set-up which involves extra time or furnishings other than basic tables and chairs.

5. Please lock and pull closed all external doors as you leave, and make certain all lights are turned off, especially in the rest rooms.

\*\*\*\*\*

I (we) have read and agree to these building use guidelines. Date of request: \_\_\_\_\_

Contact Name(s): \_\_\_\_\_

Phone/email: \_\_\_\_\_

Group & Event: \_\_\_\_\_

Date of Event: and Time \_\_\_\_\_ Number of People: \_\_\_\_\_

Room(s): Russell Fellowship Room\_\_ Kitchen\_\_ Boardroom\_\_ Other \_\_\_\_\_

Payments received: \_\_\_\_\_

Notes: \_\_\_\_\_

**BUILDING USE FEES**

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**Fees for "One Time" Events**

*Check which rooms you are requesting below. These fees are for "one-time" events. Make check payable to Homer Congregational Church, for the following:*

- Use of the Russell Fellowship Room for up to 80 people \$50
- Use of the Library/Boardroom for up to 12 people \$25
- Use of the kitchen\* \$25

*\*You may furnish your own serving utensils and disposable paper goods and use the sink at no extra charge. The kitchen fee is for use of the oven, stove, refrigerators, utensils and/or coffeemakers. You must wash and put away all kitchenware used.*

**Sexton Fee \$40**

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**Fees for Ongoing, Non-Profit Groups**

*As a service to the community, non-profit community-based groups are generally welcomed to use building space at no charge. We do appreciate any donation from groups to help defray the costs of maintenance and utilities. We also require that each group annually complete a building use request form, and assign a contact person and abide by the policies for building use.*

\*\*\*\*\*

**Fees for Church Members**

*Church members are welcome to use the building for personal, non-church events, such as baby or wedding showers, or other family gatherings. There is no fee for use of the building for members. However, for events with more than 10 people, and/or which require any set-up or clean-up, please pay the **Sexton fee of \$40**, by check to the sexton directly, and leave it in the office. You must also complete the building use request form to schedule your event on the church's calendar.*

Revised by Board of Trustees 06-16-15

## POLICIES AND RULES FOR USE OF THE GREEN

- The Green may be used by any individual or group **after** securing permission from the Homer Congregational Church office.
- The Green Committee reserves the right to refuse use to any individual or group based on the intended use. Each request is evaluated individually.
- The Green Committee will permit only one event at any given time.
- The use of the Green includes use of the bandstand and the power located on the bandstand and throughout the property.
- There is a use donation, payable in advance to the Homer Congregational Church, of \$75.00.
- There may be a damage deposit required, depending on the event. Each event is evaluated to determine if such deposit will be required.
- User agrees to hold harmless the First Religious Society, the Homer Congregational Church, and the Village of Homer.
- Upon completion of the event, the user is responsible for leaving the property in the same condition as it was found.
- There will be **no** alcoholic beverages on the Green at any time, for any reason.
- There will be **no** solicitations, such as selling of raffle tickets or other games of chance.
- There will be **no** political campaigning, fundraising, or solicitations of any kind by any candidate for any office, including the handing out of handbills or posting of signs.

*Please note: This list may not cover every event and may be modified or changed without notice. The Homer Green Committee operates under the authority of the Board of Trustees of the First Religious Society in the Town of Homer (d.b.a. The Homer Congregational Church). The Green is privately owned by the First Religious Society.*

----- Return this portion with check for donation -----

I (we) have read and agree to these guidelines for using the Green.

Date of request: \_\_\_\_\_

Contact Name(s): \_\_\_\_\_

Phone/email : \_\_\_\_\_

Group & Event : \_\_\_\_\_

Date and Time of Event: \_\_\_\_\_ Number of People \_\_\_\_\_

\_\_\_\_\_  
*Signature*

## HOMER CONGREGATIONAL CHURCH

28 South Main Street, P.O. Box 221  
Homer, NY 13077, 607-749-2604

### WEDDING POLICIES AND FEES

#### INTRODUCTION

We hold that marriage is a sacred and joyous covenant ordained of God from the beginning of creation. We support and honor New York's marriage equality law, enacted in 2011, and we strive to do all we can approach your wedding with reverence, to encourage you in the fulfillment of your marriage vows, and provide a beautiful setting for the occasion. To these ends, we offer the following policies and guidelines for weddings held in the Homer Congregational Church.

#### BUILDING USE

Reserve the date and time of your wedding with the Church Office as soon as possible by filling out and returning the *Wedding Information Sheet*. No dates are confirmed until we receive the *Wedding Information Sheet* and *deposit* (if applicable). Your submission of the *Wedding Information Sheet* signifies your willingness to follow the church's wedding policies.

The wedding rehearsal is usually held the evening before the ceremony, and will be scheduled with the minister. The rehearsal will normally take no more than one hour, after which time the church will be closed.

Wedding ceremonies are most often held in the sanctuary. In some cases, the wedding may be held in the Russell Fellowship Room or the Memorial Garden. The church will be closed and locked 1 ½ hours from the scheduled start of the wedding. The wedding party may choose to dress for the wedding at the church—speak with the minister about this option. Receptions may also be held in the Russell Fellowship Room or the Memorial Garden. Separate policies and fees apply to receptions. **Alcoholic beverages and smoking are not permitted on the premises.** Speak to the pastor if you are interested in holding a reception at the church.

#### PRE-MARITAL COUNSELING

The pastor will work with you to not only plan your wedding, but also to help you prepare for the partnership of marriage. All couples married at this church by the pastor are required to meet with the pastor for pre-marital counseling prior to the wedding. *It is your responsibility to be available and make arrangements to meet with the pastor.* Except under extremely rare circumstances, the requirement of pre-marital counseling holds as much importance as obtaining the marriage license.

#### FLOWERS AND DECORATIONS

You are responsible for arranging for floral decorations, and flowers for the wedding party. Please do not tape bows to the pews; use bow hangers supplied by the church instead. The church does not own an aisle runner. Aisle runners can usually be purchased from a florist or wedding supply store. No rice or birdseed may be thrown inside the building; and outdoors please use *birdseed only*. We prefer that you use bubbles, keeping them outdoors. Bubbles are available from florists or wedding suppliers.

## PHOTOGRAPHY, VIDEOTAPING, AUDIO TAPING

Guests are asked to not take digital and flash photographs during the ceremony. A designated photographer may take photos from the rear of the sanctuary during the service, and may photograph from other locations during the processional and recessional marches, as well as before and after the service. The pastor can be available for photos briefly after the ceremony.

You may videotape the ceremony with a camera in a stationary position in the balcony at the rear of the sanctuary, or from the outermost aisle, under the balcony.

## BULLETINS

Information for the bulletin including, order of service, names of participants, music titles, scripture readings must be reviewed by the pastor and submitted two weeks prior to the wedding. Wedding bulletins can be printed in the church office free of charge. Couples may supply the bulletin covers and paper.

## STAFF

### **Pastor**

The pastor is ultimately responsible for the wedding ceremony, and will preside at all weddings which take place in this church, unless other arrangements are approved by the pastor. The pastor's services to the couple include pre-marital counseling, assistance in planning all aspects of the wedding service, conducting the rehearsal and officiating at the wedding, travel within ten miles for the wedding, and availability for conversation and counsel after the wedding day. If you want to invite another minister to co-officiate at your wedding, this must be discussed with the pastor of the Homer Congregational Church. In addition, the pastor must be contacted by the other minister out of professional courtesy and for the benefit of all concerned.

### **Wedding Coordinator**

The wedding coordinator is an extremely valuable resource person for the couple. She will be in contact with the couple prior to the wedding date, and is present at both the rehearsal and the wedding. She assists the wedding party the day of the wedding. She directs the ushers in their duties and makes sure the bridal party is in place. She is also available to answer any questions concerning etiquette or proper procedure and customs.

### **Organist**

The church organist plays at all weddings in this church, unless other arrangements are approved by the minister. The couple should discuss musical requests with the minister and may be contacted by the organist to plan the music for the ceremony. Notify the pastor if you wish to have additional musicians or vocalists. The organist helps plan the service music, attends the rehearsal, rehearses with other musicians or vocalists when appropriate and plays at the wedding.

### **Sexton**

The sexton is responsible for setting up the church for the wedding and cleaning and re-setting it up afterwards. The sexton will open and close the church for the rehearsal and the ceremony, turn on heat, fans and lights, and clear snow as needed.

FEE SCHEDULE

Building Use Fees for Weddings

(Building use fees are for non-church members only.)

Wedding in the Sanctuary	\$200.00
Wedding in the Russell Fellowship Room	100.00
Wedding in the Memorial Garden	100.00

Staff Fees

Staff fees apply to all weddings.

Pastor	\$ 250.00
Organist	125.00
Organist rehearsal with soloist	50.00
Sexton	50.00
Wedding Coordinator	50.00

Pastor's fees are to be paid to the pastor no later than the third meeting. All other fees and honoraria are to be paid prior at the time of the rehearsal. You may pay with cash or individual checks made out to each staff person.

Weddings scheduled for holiday weekends will add 50% to all fees and honoraria.

Couples will be billed extra for any damages done to church property or facilities by the wedding party or guests.

Church Staff:

Pastor: the Rev. Vicki Burtson

Sexton: Gary Harrington

Organist: James N. Shultes

Wedding Coordinator: Shirley Osterhoudt

Contact Information:

Church Office: 749-2604, office email: [office@homercc.org](mailto:office@homercc.org)

## GETTING MARRIED IN NEW YORK STATE

Complete information about getting married in New York is available online at the New York State Department of Health website. Below is some general useful information.

### **Marriage License**

Marriage licenses are issued by town or city clerks in New York State at a cost of \$40. The marriage ceremony cannot take place for 24 hours after the license is issued. The marriage license is valid for 60 days.

***You must bring your marriage license to the wedding rehearsal. The minister will take the license, complete it and return it to the town or city. About two to four weeks after the wedding, the issuing clerk will send you a Certificate of Marriage Registration, which ensures that your marriage is on file with the state. Couples who do not receive a Certificate of Marriage Registration within four weeks of the wedding should contact the town or city clerk who issued the license.***

### **Requirements**

No premarital physical examination or blood test is required in New York State.

If both applicants are at least 18 years of age, no consents are required.

Applicants must establish proof of age with at least one of the following: Birth Certificate, Baptismal Record, Naturalization Record, Census Record.

Applicants must also establish proof of identity with one of the following: Driver's License, Passport, Employment Photo ID, Immigration Record.

For information on changing names, previous marriage records, familial restrictions, and more, see the NY State Health Dept website.

*(revised 2-15-16)*



HOMER CONGREGATIONAL CHURCH

United Church of Christ

P.O. Box 221, 28 South Main Street, Homer NY 13077 607-749-2604, email: office@homercc.org

WEDDING INFORMATION FORM

After you have spoken with or met with the pastor, please complete and return this form to the church as soon as possible. A deposit of \$200 for non-members is required with this form to reserve the church for your requested wedding date.

Requested Wedding Date & Time: \_\_\_\_\_ (Rehearsal will be scheduled with minister)
Meeting Dates (Minister will complete): \_\_\_\_\_

PARTNER INFORMATION

Full legal name before marriage: \_\_\_\_\_

Name after marriage: \_\_\_\_\_
Date of Birth: \_\_\_\_\_
Church Affiliation: \_\_\_\_\_
Baptized: yes o no o
Home address: \_\_\_\_\_

Home tel: \_\_\_\_\_
Work tel: \_\_\_\_\_
Cell: \_\_\_\_\_
Email: \_\_\_\_\_
Number of this marriage: \_\_\_\_\_
Names of previous spouses: \_\_\_\_\_

Children's names, ages, other parent name: \_\_\_\_\_

Your parents / step-parents: \_\_\_\_\_

Wedding Party: \_\_\_\_\_

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

- o Flower Girl: \_\_\_\_\_
o Readers: \_\_\_\_\_
o Aisle Runner
o Musicians/Vocalist other than church organist:
o Officiant requested other than HCC pastor: \_\_\_\_\_

PARTNER INFORMATION

Full legal name before marriage: \_\_\_\_\_

Name after marriage: \_\_\_\_\_
Date of Birth: \_\_\_\_\_
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Cell: \_\_\_\_\_
Email: \_\_\_\_\_
Number of this marriage: \_\_\_\_\_
Names of previous spouses: \_\_\_\_\_

Children's names, ages, other parent name: \_\_\_\_\_

Your parents / step-parents: \_\_\_\_\_

Wedding Party: \_\_\_\_\_

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

- o Ring Bearer: \_\_\_\_\_
o Readers: \_\_\_\_\_
o Unity Candle
\_\_\_\_\_

(updated 7-12-16)

## **HOMER CONGREGATIONAL CHURCH**

28 South Main Street, P.O. Box 221  
Homer, NY 13077, 607-749-2604

### **FUNERAL AND MEMORIAL SERVICE POLICY AND FEES**

#### **WORSHIP, THANKSGIVING, AND MEMORY**

The Christian funeral or memorial service is a service of worship in which we thank God for the gifts of life and for this special person who lived among us and who now, even in death, continues in God's love and care, and lives on in our memory. We encourage you to consider having the funeral or memorial service at the church. In doing so we are both commending the deceased to God and affirming our own faith.

#### **FUNERAL OR MEMORIAL SERVICE**

A *Funeral* is one in which the body of the deceased is present in a casket. The casket is closed throughout the service; the service may be held in a church, funeral home, or cemetery chapel. A *Memorial* service is similar to a funeral, but without the body of the deceased present. It may be held at any time after the day of death, but is usually held within a week or so following the death. Cremation or burial may precede or follow the service.

#### **VISITATION AND RECEPTION ARRANGEMENTS**

Homer Congregational Church can offer the sanctuary or the Russell Fellowship Room for visitation prior to the service or following; both spaces provide a warm and familiar setting. The family may choose to provide refreshments following the service.

#### **MEMORIAL GIFTS**

It is appropriate for the family to invite friends to donate memorial gifts of money to the church, especially for a person who has been active in the church during his or her life. You may discuss the use of memorial funds given to the church with the Memorials Committee or pastor.

#### **FLOWERS**

The flower is a symbol of the resurrection and appropriate for a funeral or memorial service, as for every worship event in the church. Typically, the family and friends will furnish the arrangement of flowers for the service.

#### **PLANNING THE SERVICE**

The pastor will contact you to arrange a visit to talk with you about the service, the choices of readings, and to offer consultation with the organist about the selection of hymns and service music. If any fraternal, civic, or military rites take place, these rites shall be conducted apart from the service and place of worship. We will offer to have a printed order of service which may be similar to this sample order.

## SCRIPTURE READINGS

The Scriptures are a rich source to which Christians and Jews alike have turned for comfort and assurance in times of grief. The pastor will guide the selection of scripture passages, and would welcome suggestions of those with particular meaning for the family or the deceased. Some suggested passages have been provided:

## BULLETINS

Information for the bulletin including, order of service, names of participants, music titles, scripture readings can be created in consultation with the pastor and printed in the church office free of charge.

## FINANCIAL ARRANGEMENTS WITH THE CHURCH

If a family wishes to have a funeral or memorial service at the church they should speak with the pastor to set the date and time. The following is a list of the various fees for room usage and the professional services of church staff.

<u>Room Usage</u>	Members	Non-members
Use of Sanctuary	\$0	\$ 100
Use of Russell Fellowship Room	\$0	\$ 100
<u>Church staff</u>		
Pastor	\$150*	\$ 150
Organist	\$125	\$ 125
<i>(additional rehearsals @\$25)</i>		
Sexton	\$ 50	\$ 50

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\*Typically there is no fee for church members; the Board of Trustees suggests an honorarium of \$150.

Individual checks should be written to the pastor, organist, sexton by name. Checks for the use of the sanctuary and reception should be made out to "Homer Congregational Church" and side-marked for "Church Use" and given to the pastor after the service, or the Church Administrator.

### Church Staff:

Pastor: the Rev. Vicki Burtson  
Sexton: Gary Harrington  
Organist: James N. Shultes

### Contact Information:

Pastor: 607-749-2604 | pastor@homercc.org  
Church Office: 607-749-2604, office email: office@homercc.org

Approved by the Board of Deacons: June 7, 2016  
Approved by the Board of Trustees: June 21, 2016

## APPENDIX B: TREASURER AND FINANCIAL SECRETARY JOB DESCRIPTIONS

### First Religious Society of Homer Homer Congregational Church Homer, NY

#### Treasurer

#### **Purpose:**

To carry out the decisions of the Board of Trustees regarding the finances, keep accurate and detailed records, disburse funds as approved, and further its overall mission and ministry.

#### **Term & Accountability:**

The Treasurer is elected by the Religious Society for a term of three years and receives instruction from the Board of Trustees. This position is also the “World Service Treasurer” and receives instruction from the Board of Deacons. Assistant may be appointed by the Treasurer with the consent of the Board of Trustees.

#### **Primary Responsibilities:**

##### *Weekly*

- Posts all deposits as received from Financial Secretary
- Receives all invoices and reimbursement requests (with completed vouchers) through the Church Office
- Reviews vouchers, prepare when necessary, and notes account number and class
- Places completed voucher packets (voucher and invoices) in the Board/Committee Designee’s mail box for approval and signature
- Prepares checks for approval and signatures by Board Designee
- Distributes approved checks
- Enters approved vouchers and appropriate account/class into the accounting system

##### *Monthly*

- Prepares preliminary reports by class (Deacons, Society, CEM, Global Connectors, Ringers, and Youth) including, but not limited to, budget to actual, profit and loss statements, checks written during the month and the month end cash balance
- Emails reports to respective Board members for review prior to the monthly meetings
- Monitors expenditures and adherence to the budget, informing the Boards as appropriate
- Reviews and record bi-weekly payroll information
- Ensures an individual, to be determined by the Board of Trustees, reconciles bank statement and provide the reconciliation to both Board Designee for review and approval no later than the second Friday following the end of the previous month

##### *Quarterly*

- Verifies employer tax payments

##### *Annually*

- Produces financial statistical information for congregation and denomination
- Ensures financial records are maintain according to an established retention schedule
- Works with the Boards and Finance Committee to create annual budget

- Provides yearend reports and close
- Assists with preparations for yearly audit/review

*As needed*

- Facilitates transfer of funds as authorized by Boards/Committees
- Prepares forms and personnel documents as requested
- Maintains supplies for the finance office and obtain computer support when necessary
- Communicates with outside vendors and organizations, such as payroll services, insurance, and others as requested
  
- Supplies the congregation with regular updates of income and expenses
- Provides financial information to church staff, committee members, and others as requested

Approved by Board of Deacons: February 9, 2016  
Approved by Board of Trustees: February 16, 2016

**First Religious Society of Homer  
Homer Congregational Church  
Homer, NY**

Financial Secretary

**Purpose:**

To receive, record, and deposit all funds received by the First Religious Society or Homer Congregational Church and further its overall mission and ministry while maintaining confidentiality.

**Term & Accountability:**

The Financial Secretary is elected by the First Religious Society for a term of three years and receives instruction from the Board of Trustees. An assistant may be appointed by the Financial Secretary with the consent of the Board of Trustees.

**Primary Responsibilities:**

*Weekly*

- Verify and record all contributions and deposits
- Record, process, and acknowledge (when requested) all benevolence income
- Provide “thank you” letters for donations when requested
- Maintain pledge documentation information
- Send notice to the Treasurer with deposit information

*Periodically*

- Produce and distribute statements which reflect year-to-date giving and pledge information
- Provide feedback to the Treasurer, Stewardship Committee, and Board of Trustees as to giving patterns with respect to yearly pledges
- Verify that the total of the funds recorded corresponds with the totals indicated in the reports produced by the Treasurer; reporting discrepancies to the Treasurer.

*Annually*

- Prepare and distribute annual contribution statements
- Ensure financial giving records are maintained according to an established retention schedule
- Work with the Treasurer and Finance Committee of the Board of Trustees to create an annual budget
- Provide information and advice to the Boards for the annual audit, as requested
- Obtain and prepare contribution envelopes
- Confirm the amount of each pledge in writing, the period over which it is to be paid (weekly, monthly, annually) and the beginning date of the pledge.

*As needed*

- Maintain supplies for the finance office and obtain computer support when necessary
- Maintain records of payment for building usage
- Supply the congregation with regular updates of income
- Provide income information to church staff, committee/board members, and others as requested

Approved by Board of Trustees: November 15, 2016

## **APPENDIX C: PROCEDURES FOR HANDLING CASH AND OFFERING MONEY ON SUNDAYS**

### **First Religious Society in Homer, NY d/b/a Homer Congregational Church Offering Count Procedures**

**In order to safeguard the assets of the Church and protect volunteers who handle cash, the following procedures related to the weekly offering are recommended.**

Two individuals will double count the weekly offering immediately after each service.

All pledge and special offering envelopes should be opened and the amount in the envelope noted on the outside of the envelope. Donations should remain with the envelopes.

Items in pew envelopes should be removed and pew envelopes placed in the front of the deposit box in the Church office.

The entire amount collected, including checks and cash, should be counted.

All deposits should be noted on the deposit spreadsheet, noting the date of collection, verifiers, and amount collected, cash & checks combined.

Once the total deposit has been verified, all pledge envelopes with contribution inside, loose checks and cash is to be placed in the black deposit box in the Church office.

All checks received in the mail should also be noted on the deposit spreadsheet before being placed in the deposit box.

Weekly, the Financial Secretary will deposit the assets in the deposit box and verify them against the deposit spreadsheet.

At least semi-annually, a random comparison of the deposit spreadsheet to the deposit that went into the bank should be performed.

**Presented by the Treasurer but not yet approved.**

**Procedures for Handling Contributions**  
(updated by Financial Secretary, September 2016)

On Sundays loose money is counted and verified then entered into book in Church Administrator's office, by Board of Trustee Members.

Cash is put in envelope and that envelope and weekly offering envelopes are put through slot in locked mail drop box behind door in Church Administrator's office.

Contributions received by the Church Administrator during the week are placed in the locked mail drop box.

Financial Secretary picks up offering from drop box Monday mornings following Sunday church. After verifying the Loose Plate offering, all donations are entered by Financial Secretary into Excel program for logging church members' offerings and miscellaneous donations by category (i.e., Operating Expense, Programs and Missions, Special Offerings, Homer Nursery School, Other donations, CEM, Youth, Endowment Fund, etc.)

Communion Sundays and Christmas Eve Service the Loose Plate Offering goes to Deacons' budget, all other Sundays to Board of Trustees' budget.

Upon balancing with Cash and Check received, deposit slip is completed.

Information is then entered into the Power Church Plus program, which keeps ongoing individual totals for each pledged member, which produces statements when needed.

Information is sent via email to Church Treasurer by categories on a weekly basis.

Deposit is taken to NTB Bank upon completion of all reports and filing them.



**First Religious Society in Homer, NY  
d/b/a Homer Congregational Church  
Credit Card Policy**

Use of church credit card(s) is authorized only for purchases for which the vendor will not maintain an account for the Church. This includes, but is not limited to, online purchases, recurring charges (Constant Contact, Homestead) and emergencies.

Purchases using credit cards to be for items for the Church only. Purchases of items for personal use not related to Church functions is prohibited.

Users of credit card(s) are reminded that purchases for the Church are tax-exempt. For vendors new to the Church, the purchases should verify the procedure for communicating the Church's tax exemption so that tax is not included on the credit card charge.

At the time of purchase, an expense voucher should be completed with documentation attached (receipt/online confirmation and package slip if applicable). Vouchers should be forwarded to the Treasurer as soon as purchase is made so that timely payment can be made and finance charges are not incurred. For any later adjustments/returns/refunds, another voucher should be completed and filed with the Treasurer with documentation identifying the item company, amount of adjustment, etc. These vouchers do not generate a payment but are used for information purposes by the Treasurer for reconciliation and payment of the monthly credit card statement and proper reporting.

A Card will be available in the name of the pastor. Purchases using the credit card for anything other than recurring charges require **prior** verbal authorization by the First Religious Society or Board of Deacons chair.

Cards will be kept in a locked cabinet in the Church office. Users must sign the card out and in on the form in the filing cabinet. This form includes the name of the user, date out and in, purpose of purchase and estimated charge.

The monthly statement will be forwarded to the Treasurer immediately upon receipt for reconciliation and payment.

Approved by the Board of Trustees, December 20, 2016

## **APPENDIX D: EMPLOYEES JOB DESCRIPTIONS**

### **First Religious Society of Homer Homer Congregational Church Homer, NY**

#### **Church Administrator Job Description**

##### **Purpose:**

To provide administrative support to the staff, boards, committees and membership of the church to further the overall mission and ministry of Homer Congregational Church.

##### **Accountability:**

The Church Administrator is accountable to the Pastor, in consultation with the Personnel Committee

##### **Requirements:**

Extensive knowledge of Microsoft Office and the ability to learn and use current computer applications; competent in the use of social media; aptitude to efficiently use office resources; ability to multitask and prioritize responsibilities within the guidance of the Pastor; have excellent organizational and communication skills; can handle sensitive information in a confidential manner; valid driver's license; comfortable with working in a Christian environment and willing to learn the governance of the United Church of Christ.

##### **Primary Responsibilities:**

###### ***Hospitality & Communication***

- Act as primary receptionist for the church office
- Respond to door, telephone, mail, email, and web inquiries
- Support the wide-ranging communication within the congregation and greater community regarding the mission and ministry of HCC
- Update information on the web site on a regular basis (in consultation to the web master)
- Ensure information for Weekday Words and Worship services is disseminated

###### ***Administration Support***

- Provide administrative support to the pastor and staff as requested
- Track weekly member and visitor worship attendance
- Produce church bulletins, church newsletters, annual reports, church directories, and other official church documents
- Maintain current contact database for use in church mailings and electronic communication
- Oversee the preparation and submission of the church's annual reports to New York Conference
- Maintain files (paper or electronic) of minutes, directories, membership, policies, reports, and official church records which will permit easy retrieval
- Ensure archival material are appropriately stored and preserved

###### ***Office Management***

- Create and maintain effective office procedures
- Create and maintain the church calendar of events and building usage
- Oversee bulletin board postings
- Coordinate office activities and supervise work of office volunteers

- Oversee use and maintenance of all office equipment and maintain office supplies
- Ensure licenses are renewed as approved by various boards and committees
- Recommend budget expenditures for office administration

***Building Coordination***

- Coordinate building usage in conjunction with the Board of Trustees
- Serve as liaison to staff, church groups, and outside groups that use building space

**Schedule:**

The typical weekly schedule will be four days a week with flexibility for regular staff meetings and other events that may arise.

**Professional Growth and Development:**

It is understood that new skills may be needed and require additional training. Such training can be coordinated with the pastor in consultation with the Personnel Committee.

**Terms and Conditions:**

This is a nonexempt, part-time position (~ 12 hours per week). Normal duties are performed in the church facility but some duties may require travel to the post office, bank, and other locations. The primary guide for performance is this Job Description and other duties as assigned by the pastor. The Church Administrator needs to request approval from the pastor for time away and make arrangements for substitute coverage.

Approved by Personnel Committee: April 12, 2016

Approved by Board of Deacons: April 24, 2016

Approved by Board of Trustees: April 19, 2016

**First Religious Society of Homer  
Homer Congregational Church  
Homer, NY**

**Church Sexton Job Description**

**Purpose:**

To provide for the cleaning of the physical facilities and the set-up of meeting rooms for scheduled events. To further the overall mission and ministry of Homer Congregational Church.

**Accountability:**

The Sexton is accountable to the Pastor in consultation with the Personnel Committee of the Board of Trustees.

**Requirements:**

Have good organizational and communication skills; handle sensitive information in a confidential manner; pleasant demeanor and cooperative spirit; proven experience in janitorial work and in the operation and maintenance of janitorial supplies and equipment; valid driver's license and transportation for church related errands; comfortable working in a Christian environment.

**Primary Responsibilities:**

***Sunday Cleaning and Set Up***

- Unlock all doors before morning service, turn on all lights and check heat;
- Shovel and salt if needed (may be covered by an outside contractor);
- Following the service straighten, take out garbage, pick up litter, vacuum, check all doors, lights and thermostat.

***Regular Daily Cleaning and Set up***

- Empty waste baskets and place all trash in church trash closet for Tuesday trash pick up;
- Dry/wet mop and vacuum floors, thoroughly clean and stock the restrooms (on first floor in Jones Hall per contract with Homer Children's Center, September – June);
- Ensure facility is set up for scheduled events.

***Regular Weekly Cleaning and Set up***

- Vacuum and/or dust all surfaces (storage room excluded);
- Spot clean carpets;
- Thoroughly clean and stock the restrooms;
- Dry and wet mop all tiled floor surfaces (kitchen, connecting link hallways, church office, Board Room, Russell Fellowship Room foyer, elevator and stair landings and second floor and basement of Jones Hall);
- Vacuum all carpeted floors (Russell Fellowship Room, second floor Jones Hall, connecting link and staff offices);
- Ensure outside stairs and walks are cleared for Sunday mornings.

***July and August Cleaning and Set up***

- Set up and support needs of Holiday in Homer, Chautauqua and Vacation Bible School;
- Bring up from cellar, clean and set up outdoor furniture for various activities;

- Ensure outside stairs and walks are cleared for special events;
- Conduct special cleaning during the summer months;
- Work with outside contractors to have carpets cleaned and floors waxed.

### ***Maintenance & Security***

- Complete building and grounds minor repairs not handled by a contract service or volunteers, this includes plunging and clean up toilet overflows, replacing light bulbs, switching water bottles, setting heat for organ, resetting clocks, turning lights on during holidays;
- Maintain all equipment and tools, notify the Trustees for needed repairs, replacement or to request purchase of any additional equipment;
- Maintain adequate quantities of cleaning supplies, paper products, etc.;
- Maintain and keep storage areas and supply closets in neat and orderly fashion;
- Exterminate mice and spray for insects;
- Ensure all doors and windows are secure;
- Respond to elevator and fire alarm issues.

### ***Communication***

- Daily check message box and master schedule for communication from the Church Secretary and others;
- Provide regular information to the Pastor, Staff, Trustees and the congregation regarding building issues (report serious issues to the Trustee chair within 24 hours);
- Attend meetings of the Board of Trustees as requested by the Pastor and/or Trustees chair;
- Attend meetings of the HCC staff as requested by the Pastor;

### **Professional Growth and Development:**

It is understood that new skills may be needed and require additional training. Such training can be coordinated with the Pastor in consultation with the Personnel Committee of the Board of Trustees.

### **Terms and Conditions:**

This is a nonexempt, regular part-time position (~ 22 hours per week). Any time beyond 25 hours per week must have pre-approval by the Pastor. Honorariums for special events such as weddings and funerals may be received in accordance with the Building Use policy. Normal duties are performed in the church facility but some duties may require travel to pick up supplies. A typical onsite weekly schedule will be required with flexibility on Saturday, Sunday and as other events may require. The Sexton needs to request approval from the Pastor for time away and make arrangements for substitute coverage. The primary guide for performance is this Job Description and other duties as assigned by the Pastor.

Approved by Board of Trustees: May 17, 2015

**First Religious Society of Homer  
Homer Congregational Church  
Homer, NY**

**Organist Job Description**

**Purpose:**

To provide appropriate liturgical music during scheduled services of worship; and to further the overall mission and ministry of Homer Congregational Church.

**Accountability:**

The Organist is accountable to the Pastor and works closely with the Director of Music and the Board of Deacons.

**Requirements:**

Knowledge of the role and use of music in worship; competency in playing the organ; strong planning and organizational skills; an ability to work well with volunteers.

**Primary Responsibilities:**

- To provide a variety of liturgically sensitive music appropriate to each worship service
- To submit to the church office titles of musical selections, and also include, when requested, other information for inclusion the worship bulletin no later than Wednesday of each week
- To accompany the Adult Choir and/or soloists, quartets, instrumentalists, etc. in regularly scheduled and special worship services
- To rehearse sufficiently for optimum performance at the instrument
- To oversee the maintenance of the organ.

**Professional Growth and Development:**

It is understood that new skills may be needed and require additional training. Such training can be coordinated with the Pastor in consultation with the Personnel Committee of the Board of Trustees.

**Terms and Conditions:**

This is an exempt, regular part-time position with presence required on Sunday mornings, other times of worship, and weekly practices. In addition, occasional attendance at meetings with the Pastor, Director of Music, staff, and Music and Worship Committee may be requested. Normal duties are performed in the church facility. The primary guide for performance is this Job Description and other duties as assigned by the Pastor.

The Organist has the right of first refusal to provide music for weddings, funerals, memorials services, etc. Honorariums for these events such may be received in accordance with the policies of the church. The Organist needs to collaborate with the Pastor and Director of Music to coordinate time away and make arrangements for substitute coverage.

Approved by Board of Deacons: September 22, 2015

Approved by Board of Trustees: October 20, 2015

**First Religious Society of Homer  
Homer Congregational Church  
Homer, NY**

**Director of Music Job Description**

**Purpose:**

To oversee and coordinate the music ministry of Homer Congregational Church and to further the overall mission and ministry of Homer Congregational Church.

**Accountability:**

The Director of Music is accountable to the Pastor and works closely with the Organist and the Board of Deacons.

**Requirements:**

A strong Christian character, knowledge of the role and use of music in worship, competency in directing choirs utilizing a variety of musical styles; strong planning and organizational skills; have excellent interpersonal and team building skills; an ability to recruit and work well with volunteers and call forth musical gifts in others.

**Primary Responsibilities:**

***Direct Music Program:***

- Recruit and promote musical participation through Adult Choir, Small groups, soloist and other ensembles
- Prepare and direct the Adult Choir for participation in both regularly scheduled and special worship services (rehearsals usually held Thursday evenings)
- Plan special programs (cantatas, hymn sings, etc.)
- Choose a variety (i.e. traditional and contemporary) of liturgically sensitive music appropriate to both regularly scheduled and special worship services. This selection of music to be coordinated with the Pastor and the Organist

***Collaboration with the Pastor and Board of Deacons:***

- Participate in pastor/staff meetings and worship related committees when requested
- Submit to the church office titles of musical selections, and other information for inclusion the worship bulletin no later than Wednesday of each week
- Serve as an ex-officio member of the Board of Deacons, reporting to them plans and issues pertaining to the music program
- Participate, when possible, in the life of the congregation

***Administrative:***

- Maintain the Music Library
- In consultation with the Board of Trustees, arrange for the tuning and maintenance of the church's pianos
- Ensure compensation for guest musicians is provided
- Submit an annual report for the Annual Meeting

***Summer:***

- Arrange for special music during the summer schedule

- Attendance will not be required during summer months with arrangements for special music being completed

***Connect with the Greater Church and Community:***

- In collaboration with the Pastor and Board of Deacons, support ecumenical opportunities with other congregations in the area of music

**Professional Growth and Development:**

It is understood that new skills may be needed and require additional training. Such training can be coordinated with the Pastor in consultation with the Personnel Committee of the Board of Trustees.

**Terms and Conditions:**

This is an exempt, regular part-time position (~ 10 hours per week, 40 weeks), September through June, with presence required on Sunday mornings, other times of worship, and weekly practices. In addition, occasional attendance at meetings with the Pastor, Organist, staff, and Music and Worship Committee may be requested. Normal rehearsal and performance duties are performed in the church facility, though preparation and planning may be done off-site. The primary guide for performance is this Job Description and other duties as assigned by the Pastor.

The Director of Music needs to collaborate with the Pastor and Organist to coordinate time away and make arrangements for substitute coverage.

Approved by Board of Deacons: September 22, 2015

Approved by Board of Trustees: October 20, 2015



**First Religious Society of Homer  
Homer Congregational Church  
Homer, NY**

Director of Christian Education Job Description

**Purpose:**

To nurture and enhance the educational ministries of Homer Congregational Church and further its overall mission and ministry.

**Term & Accountability:**

The Director of Christian Education is accountable to the Pastor in consultation with the Christian Education Ministry Committee of the Board of Deacons.

**Requirements:**

A strong Christian character, commitment to fostering the faith of our children, youth and adults; knowledge of current trends and resources in Christian Education, proven experience in children and youth education, computer based learning skills are desirable; ability to multitask and prioritize tasks; have excellent interpersonal and team building skills; handles sensitive information in a confidential manner; valid driver's license; willing to promote the *Open and Affirming* policy of the church; willing to learn the polity of the United Church of Christ.

**Primary Responsibilities:**

1. Direct Church School Program
  - Along with the Christian Education Ministry (CEM) Committee, research and provide ideas and material for curriculum
  - Recruit and lead teachers; provide initial training and ongoing development/feedback of teachers
  - Order and organize curriculum materials and supplies for Church School
  - Ensure the Christian Education classrooms are maintained and bring any facility requests to Trustees
  - Maintain the roster of those involved in the Children and Youth ministries
  - Coordinate Church School opening worship
2. Coordinate safe church policy and training for all teachers and volunteers who interact with children
3. Collaborate with the pastor to arrange for Children's Moment messages during Sunday worship service
4. Coordinate Vacation Bible School program
  - Recruit and lead teachers and volunteers
  - Order and organize supplies
  - Organize Family Fun night
5. Collaborate with Christian Education Ministry (CEM) Committee and provide leadership for special activities, including, but not limited to:

- Rally Day breakfast and Church School registration
  - Christmas pageant
  - Children's Day program and picnic
6. Oversee the Church Nursery program which includes supervising the Child Care staff and volunteer scheduling.
  7. Promote and publicize Christian Education programs to current and prospective parents, the congregation, and community; provide monthly submissions to the Church newsletter
  8. Communicate regularly with parents and guardians of children; seek input on issues and needs of children of the congregation
  9. Act as a visible, welcoming presence to children, youth, parents and others.
  10. Coordinate the Youth Fellowship program
    - To work with youth and their parents to develop, coordinate, and lead youth fellowship service projects and activities
    - To take part in planning special programs and activities such as Youth Sundays, Brewster House worship services, and youth involvement in worship
    - To communicate with families of present and prospective youth fellowship members to increase awareness of youth activities
    - To write articles and notices about youth fellowship for church newsletters and bulletins.
  11. Coordinate opportunities for adult nurture and education. Opportunities may include:
    - The Senior Fellowship Club
    - The Well
    - Periodic forums on pertinent topics

**Professional Growth and Development:**

The DCE may attend Christian Education events and conferences as deemed appropriate and approved by the Pastor in consultation with the Board of Deacons.

**Terms and Conditions:**

This is an exempt, part-time position with presence required on Sunday mornings, regular staff meetings, Christian Education Ministry Committee meetings, occasional retreats, mission trips, and other meetings/events as needed. The position may require approximately 20 hours per week with the possibility of expanding hours. The balance of work time may be fulfilled on a flexible basis in consultation with the Pastor. Any time beyond 30 hours per week must have pre-approval by the Pastor. Normal duties are performed in the church facility but some duties may require travel. The primary guide for performance is this Job Description and other duties as assigned by the Pastor.

The Director of Christian Education needs to collaborate with the Pastor and Trustees to coordinate time away and make arrangements for substitute coverage.

Updated by Board of Deacons: December 13, 2016

Updated by Board of Trustees: December 20, 2016

**First Religious Society of Homer  
Homer Congregational Church  
Homer, NY**

**Child Care Coordinator Job Description**

**Purpose:**

To provide care for the children in the nursery and further overall mission and ministry of Homer Congregational Church.

**Accountability:**

The Child Care Coordinator is accountable to the Pastor in consultation with the Board of Deacons.

**Requirements:**

Exhibit love for children, maturity, high moral character and personal conduct appropriate to work with children. Display ability to communicate well with children and families of all ages. Be experienced in care of infants, toddlers, and young children. Skilled in supervising volunteer assistants. Have excellent interpersonal and team building skills. Current certification in CPR and First Aid (verified with copy of CPR and First Aid cards). Participated in “Reduce the Risk” training as well as successful background check. Willing to promote the *Opening and Affirming* policy of the church.

**Primary Responsibilities:**

1. Offer and provide for the emotional, physical and social needs of young children during the time they are in the church nursery
2. Interact with the children and encourage their involvement in activities
3. Prepare and maintain a warm, safe environment that is orderly, clean and appealing
4. Provide light custodial services (i.e. clean up spills, wipe counters, sweep floor) as needed
5. Monitor condition of toys, books, nursery equipment and supplies and alert the Board of Deacons of any needs
6. In collaboration with the Board of Deacons, coordinate schedule and supervise adult and youth volunteer assistants
7. Maintain updated attendance and registration records. Ensure compliancy with Nursery policies, as established by the Board of Deacons.
8. Promote and publicize availability of the nursery to current and prospective parents, the congregation, and community; provide periodic submissions to the Church newsletter
9. Communicate regularly with parents and guardians of children; seek input on issues and needs of children of the congregation
10. Act as a visible, welcoming presence to children, youth, parents and others.

**Professional Growth and Development:**

The Child Care Coordinator may attend education events and conferences as deemed appropriate and approved by the Pastor in consultation with the Board of Deacons.

**Terms and Conditions:**

This is a non-exempt, part-time position (~ 3-4 hours per week) with presence required on Sunday

mornings and during other events as requested. Any time beyond 10 hours per week must have pre-approval by the Pastor. Normal duties are performed in the church facility. The primary guide for performance is this Job Description and other duties as assigned by the Pastor.

The Child Care Provider needs to collaborate with the Pastor and Trustees to coordinate time away and make arrangements for substitute coverage.

Approved by Board of Deacons: September 22, 2015

Approved by Board of Trustees: October 20, 2015

**First Religious Society of Homer  
Homer Congregational Church  
Homer, NY**

**Pastor**

**Purpose:**

To provide effective pastoral leadership of and for the Church and Society. To further the mission of both institutions in the service of Jesus Christ (see Covenant of the Homer Congregational Church, Article IV of the Constitution.)

**General Duties:**

1. Preach and teach the Gospel of Jesus Christ as inspired by the Holy Spirit and recorded in the Word of God, the Holy Bible
2. Administer the sacraments and rites of the church.
3. Exercises pastoral care and leadership.

**Pre-requisites:**

1. Ordination in the United Church of Christ.
2. Christian character and enthusiastic commitment to leading God's people into fuller understanding and practice of Christian discipleship.
3. Show leadership qualities, organizational skill and initiative,.
4. A caring personality, respecting and showing concern for all people equally, undertaking to minister impartially according to God's grace.

**Specific Duties:**

**A. Worship and Education**

1. Plan, coordinate and/or lead services of worship, working with the Board of Deacons and the Worship and Music Committee of that Board.
2. Primarily responsible for preaching during services, and/or making certain that the pulpit is filled, working with appropriate boards, committees or church organizations. Deacons are responsible for arranging pulpit supply when the pastor is away.
3. Initiate and/or coordinate plans for special and/or additional services of worship, working in conjunction with and with approval of the Board of Deacons and the Worship and Music Committee.
4. Teach, plan and/or coordinate Bible studies, prayer groups, seminars, or other educational opportunities for the church family in coordination with appropriate staff, boards and committees as schedule permits.
5. Perform the rites and sacraments of the church with policies and rules set in conjunction with the Board of Deacons.

**B. Pastoral Care**

1. Make a concerted effort and plan to make regular visits or phone calls to members in hospital and nursing homes and those who are housebound.
2. Contact prospective members and offer church membership classes.
3. Make pastoral visits and/or contacts with church members with special needs and as requested.

4. Coordinate efforts of the Caring Committee in helping lay members of the church family visit/contact housebound and hospitalized members as well as those in nursing homes.
5. Provide initial pastoral counseling for church members according to abilities and time constraints, and to make appropriate referrals to other professionals.

### **C. Administration**

1. Act as the head of staff, participating in hiring and evaluation and in coordinating work load and assignments.
2. Be available to all boards, committees and organizations of the Society and Church, acting as resource, guide and servant. The pastor is expected to attend Trustees and Deacons meetings, but is not expected to regularly attend all other meetings and activities of the Church and Society.
3. Take special care to initiate and follow through on a consistent program of goal setting and planning, working in coordination with the appropriate boards, committees and organizations with the approval of the Society and Church.
4. Work closely with elected lay leadership in administering the programs and ministries of the Society and Church with special attention to budgeting, stewardship, worship, evangelism, church growth and promotion and mission.

### **D. Parish, Church and World**

1. Take special care to work cooperatively with churches of other denominations, taking an active role in promoting the work of the Cortland County Council of Churches, and ecumenical services and mission in the community.
2. Participate in the denominational work of the United Church of Christ through the Susquehanna Association and the New York Conference, as time and schedule permit.
3. Maintain a collegial relationship with other clergy and congregations.

### **E. Continuing Education**

1. Keep abreast of modern trends in church life, theology and pastoral care through a discipline of personal reading, as well as through attendance at various seminars, retreats and/or mission trips as appropriate to the life of the church.
2. Plan periodic sabbatical leaves in conversation with and at the approval of appropriate boards and committees of the Church and Society.

April, 2005

**First Religious Society of Homer  
Homer Congregational Church  
Homer, NY**

Homer Nursery School Director Job Description

**Purpose:**

To provide a safe and developmentally appropriate preschool program in accordance with all relevant local and church policies and procedures of the First Religious Society and Homer Congregational Church and further its overall mission and ministry.

**Accountability:**

The HNS director is accountable to the Pastor in consultation with the Personnel Committee of the Board of Trustees and Board of Deacons. The HNS director will work closely with the Nursery School Committee.

**Requirements:**

The HNS director is required to have proficient knowledge in child development and early education practices while demonstrating effective communication, supervisory and problem solving skills. They must be able to maintain strict confidentiality in performance of their duties.

**Responsibilities:**

1. Develop and implement a developmentally appropriate preschool program to meet the physical, emotional, intellectual and social needs of the students.
2. Oversee all staff and volunteers involved in the program.
3. Ensure the safety of the students at all times by providing a safe, secure environment in which all students feel comfortable.
4. Communicate with parents through monthly newsletters and parent meetings. Inform parents of program expectations, activities and student progress.
5. Maintain program administration by developing daily activity plans, maintaining accurate and confidential student files, monitoring the program budget, ensuring a clean facility. The director will also contact the sexton concerning facility issues when they arise.

**Professional Growth and Development:**

The HNS director may attend educational events and conferences as deemed appropriate and approved by the Pastor in consultation with the HNS committee.

**Working Conditions:**

Caring for students is physically demanding. The director will be required to work in an extremely busy, noisy environment while supervising children at all times. The director must be able to handle issues pertaining to illness and toiletry. They also must be able to maintain control in any accident and/or emergency situation should they arise.

**Term:**

This is an exempt, part-time position requiring approximately 12 hours per week in school and approximately 1 – 2 hours per week outside of school.

Approved by the Board of Deacons: September 13, 2016

Approved by the Board of Trustees: September 20, 2016

**First Religious Society of Homer  
Homer Congregational Church  
Homer, NY  
Homer Nursery School Teacher's Aide**

**Purpose:**

To support the Homer Nursery School (HNS) teachers as they provide a safe and developmentally appropriate preschool program and to further the overall mission and ministry of Homer Congregational Church.

**Accountability:**

The Teacher's Aide is accountable to the HNS Director in consultation with the Pastor and Personnel Committee of the Board of Trustees and Board of Deacons.

**Requirements:**

The HNS Teacher's Aide must be willing to be a team player and support the needs of the teaching team in a positive and helpful manner.

**Responsibilities:**

1. Supervise students
2. Help students with different difficulties, i.e. make sure they wash their hands before snack. If dirty and after using facilities. Help with clothing if needed and sometimes help with changing into new clothes after accidents.
3. Clean up and ready students for Circle and snack time in 3 year old room.
4. Ready snack for both rooms. Make sure there is pitcher of water for each room, whatever drink provided if not water, and enough snack for everyone in each room.
5. Put out books for rest time.
6. Clean up after snack (tables, chairs, rugs). Put leftovers together for parent to take home and leave on desk next to door in appropriate room.
7. Help students get ready to go outside or into next room by making sure mail goes into backpacks, backpacks on chairs and coats, hats, etc. on if necessary.
8. Supervise students outside play or inside game as necessary.
9. Supervise students into building and maintain proper seats until dismissed to parents.

**Professional Growth and Development:**

The HNS Teacher's Aide may attend educational events and conferences as deemed appropriate and approved by the Pastor in consultation with the HNS committee.

**Working Conditions:**

Caring for students is physically demanding. The HNS Teacher's Aide will be required to work in an extremely busy, noisy environment while supervising children at all times. The HNS Teacher's Aide must be able to handle issues pertaining to illness and toiletry. They also must be able to maintain control in any accident and/or emergency situation should they arise.

**Term:**

This is an exempt, regular part-time position (~ 9 hours per week).

Approved by the Board of Deacons: October 4, 2016  
Approved by the Board of Trustees: October 18, 2016  
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**APPENDIX E: PERSONNEL FORMS**

**Homer Congregational Church Bi-Weekly Time Sheet**

Employee Name: \_\_\_\_\_ Pay Period Beginning Date: \_\_\_\_\_

Pay Period Ending Date: \_\_\_\_\_

Record worked hours using the codes below:

- |                         |                              |             |
|-------------------------|------------------------------|-------------|
| R- Regular              | M-Misc. paid time (explain)  | OS-On-site  |
| O-Overtime              | (ex. Jury duty, bereavement) | OF-Off-site |
| CE-Continuing Education | P-Personal/Sick              |             |
| H-Holiday               | V-Vacation                   |             |

Day/Date	Start Time	End Time	Total Time	Code	Other Paid Time	Code	Unpaid Time
Sunday							
Monday							
Tuesday							
Wednesday							
Thursday							
Friday							
Saturday							
			Total		Total		

Total paid hours this week: \_\_\_\_\_

Day/Date	Start Time	End Time	Total Time	Code	Other Paid Time	Code	Unpaid Time
Sunday							
Monday							
Tuesday							
Wednesday							
Thursday							
Friday							
Saturday							
			Total		Total		

Total paid hours this week: \_\_\_\_\_

Total paid hours for two week period: \_\_\_\_\_

Employee Signature: \_\_\_\_\_ Supervisor Signature: \_\_\_\_\_

Time card must be submitted and approved prior to paycheck being issued.

**Homer Congregational Church  
Staff Coverage Time Sheet**

Name: \_\_\_\_\_ Pay Period Beginning Date: \_\_\_\_\_  
Pay Period Ending Date: \_\_\_\_\_

(option 1) If the substitute is to be paid based on an hourly rate please indicate hours worked below. An hourly rate must have approval prior to service.

(option 2) If the compensation amount has been pre-approved indicate that amount instead.

Day/Date	Start Time	End Time	Total Time
Sunday			
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			
Saturday			
			Total hours worked

(Option 1) Total hours worked \_\_\_\_\_ @ \$ \_\_\_\_\_ per hour: \_\_\_\_\_

(Option 2) Total amount of compensation: \_\_\_\_\_

Signature: \_\_\_\_\_ Staff Signature: \_\_\_\_\_  
(Substitute providing coverage) (Staff receiving coverage)

Supervisor Signature: \_\_\_\_\_

Comments: Compensation request should be completed, approved, and submitted to the Treasurer for payment.

**HOMER CONGREGATIONAL CHURCH**  
**INITIAL STAFF SELF-EVALUATION**

**Name and Position Title** \_\_\_\_\_ **Date of Hire** \_\_\_\_\_

**Review Period** \_\_\_\_\_

When completing this form, take into consideration your position description.

Evaluation of past three months:

1. Are there any particular aspects of your work that you especially enjoy or find rewarding? If so, what are they?
  
2. Are there any particular aspects of your work that you do not especially like? If so, what are they? What changes would you like to see with regard to these concerns?
  
3. Does your current position description/contract adequately match the work which you are required to do? If not, how should the job description be changed?
  
4. Are there ways in which your supervisor and/or Board of Trustees could be of better help to you in your work? If so, please describe.
  
5. What do you need to do to improve your work skills for this position?

Planning for the next nine months:

1. What measurable goals and objectives would you like to set for the next nine months?
  
2. What skill training and/or continuing education would you like to pursue in the next nine months?

*Thank you for completing this form!*

Staff Signature \_\_\_\_\_ Date \_\_\_\_\_

**HOMER CONGREGATIONAL CHURCH**

**ANNUAL STAFF SELF-EVALUATION**

**Name and Position Title** \_\_\_\_\_ **Date of Hire** \_\_\_\_\_

**Review Period** \_\_\_\_\_ **Date of Last Review** \_\_\_\_\_

Complete this evaluation on other sheets of paper and attach this sheet as the cover sheet.

Evaluation of past twelve months:

1. What have been your accomplishments and success in the past year?
2. Are there any particular aspects of your work that you especially enjoy or find rewarding? If so, what are they?
3. Are there any particular aspects of your work that you do not especially like? If so, what are they? What changes would you like to see with regard to these concerns?
4. Does your current position description/contract adequately match the work which you are required to do? If not, how should the job description be changed?
5. Are there ways in which your supervisor, Board of Trustees/Deacons or the Personnel Committee could be of better help to you in your work? If so, please describe.
6. Is there any way in which your fellow staff members and lay leadership could be of better help to you in your work? If so, please describe.
7. What do you need to do to improve your work skills for this position?
8. What measurable goals and objectives would you like to set for the next year?
9. In general, how would you assess your ministry service over the past year? To what extent were your last year's goals met?
10. What skill training and/or continuing education would you like to pursue in the next year?

Is there anything in particular which you would like to discuss with the supervisor? If so, please describe. *Thank you for completing this form!*

Staff Signature \_\_\_\_\_ Date \_\_\_\_\_

**HOMER CONGREGATIONAL CHURCH**  
**SUPERVISOR'S EVALUATION OF STAFF**

**Name** \_\_\_\_\_

**Date** \_\_\_\_\_

**Position** \_\_\_\_\_

**Years of service** \_\_\_\_\_

1. Does the current job description/contract adequately describe the work expected of the staff person? If not, how should the job description be changed?
  
  
  
  
  
  
  
  
  
  
2. To what extent were last year's goals met?
  
  
  
  
  
  
  
  
  
  
3. What are the areas of strengths?
  
  
  
  
  
  
  
  
  
  
4. What are the areas of challenge?

Recommendations:

*Thank you for completing this form!*

Supervisor Signature \_\_\_\_\_

Date \_\_\_\_\_

**HOMER CONGREGATIONAL CHURCH**

**STAFF INDIVIDUAL WORK PLAN**

*(to be completed by staff person following meeting with the pastor)*

**Name** \_\_\_\_\_

**Date** \_\_\_\_\_

**Position** \_\_\_\_\_

**Mutually agreed upon goals for our ministry together in 2015/16 based on priorities established through the Review Process:**

*Thank you for completing this form!*

Staff Signature \_\_\_\_\_ Date \_\_\_\_\_

Pastor's Signature \_\_\_\_\_ Date \_\_\_\_\_

**HOMER CONGREGATIONAL CHURCH**

**EXIT INTERVIEW FOR STAFF**

**Name:** \_\_\_\_\_ **Date of interview:** \_\_\_\_\_

**Position Held:** \_\_\_\_\_ **Date of service:** \_\_\_\_\_

Staff Person's comments (use additional paper if needed):

1. What have been your greatest satisfactions as you served in this position?
2. What were your greatest disappointments? Why?
3. What suggestions do you have for changes?
4. What "loose ends" need attention?
5. What adjustments to the job description do you recommend?

Is there anything else which you would like to discuss? If so, please describe.

Staff Signature: \_\_\_\_\_ Date \_\_\_\_\_

Comments from Interviewers:

Interviewers' Signatures: \_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_

## **APPENDIX F: REDUCE THE RISK POLICY**

### **Homer Congregational Church United Church of Christ Homer, NY**

#### **Reduce the Risk Policy**

##### **PURPOSE**

Our congregation's purpose for establishing this policy and accompanying procedures is to demonstrate our absolute and unwavering commitment to the physical and emotional safety, as well as spiritual growth of all our children and youth.

##### **STATEMENT OF COVENANT**

As a Christian Community of faith and a congregation of the United Church of Christ, we pledge to follow reasonable safety measures in the selection and screening of volunteers and staff workers; we will implement prudent supervision and safety measures in all programs and events, we will train our volunteers regarding the use of appropriate procedures and we will have a clearly define steps for reporting a suspected incident of abuse that conforms to the requirements of the New York State law.

Worker Selection and Screening: We will follow a progressive screen approach recommended for use by the United Church of Christ. The first phase requires a completion of a primary screening form by all volunteers and staff working with our children and youth (Appendix A). The second phase requires a criminal history background check performed on all staff and volunteers working with children and youth, unless such individuals can produce verifiable criminal history background check from their current place of employment. Adults who have been convicted of either child sexual or physical abuse should not volunteer service in any church sponsored activity.

The pastor, or their designee, will collect and review the completed screening materials and will coordinate criminal history background checks. All materials will be kept in a locked, confidential file.

Supervision and Safety Procedures: Homer Congregational Church will use the "two-adult rule." The two-adult rule is this: Except in unusual circumstances, there shall be two adults (persons over the age of 18) supervising any church-sponsored children and youth activity. If there is an occasion for only one adult to be present during an activity with children and youth a door shall remain open. Use of any form of corporal punishment is prohibited. All disciplinary incidents shall be reported to the parents/guardians of the child/youth involved and to the DCE and pastor.

Written parental release forms are required for any field trips and/or overnight events. A volunteer or staff member may not transport a child or youth from an event without parental permission. All adults providing transportation for a church-sponsored activity shall have a valid driver's license, registered and insured vehicles, and have completed both phases of the progressing screening process. Copies of these documents shall be made and filed with the application and screening materials. (See Appendix B)

Social Media and Electronic Communications must follow an outlined protocol between church staff/volunteers and the youth with whom they interact. This expectation is outlined in the Homer Church Safe Church Internet and Electronics document (Appendix D).



All adults involved in child or youth events shall know where first aid supply kits are located and be able to respond to an injury if needed. All injuries requiring first aid measures shall be reported to the parent or guardian using the Homer Church Injury Report Form (Appendix C).

Training: The necessity of observing simple precautions and how to handle special situations regarding youth safety (including first aid, discipline, and child abuse reporting procedures) will be communicated to all volunteers and staff. Each staff or volunteer shall receive a procedure list (Appendix C) and a copy of this policy.

Abuse or Neglect Reporting Procedures: A child or youth has the right to receive assistance in reporting any incident of abuse, neglect, or inappropriate behavior displayed towards them by a pastor, staff member, or volunteer.

If a case of child abuse or neglect by the pastor is known or suspected, the staff/volunteer has a responsibility to direct the child/youth and his/her parents or guardians to the Personnel Committee of the Board of Trustees in order to file a complaint. Any incidents of such behavior must be reported to the Personnel Committee regardless of whether the child/youth or parent/guardian decides to file a complaint. Appropriate confidentiality must be maintained without fostering a climate of secrecy and denial around uncomfortable situations.

If a case of child abuse or neglect by a staff member or volunteer is known or suspected, the person having such knowledge shall contact the pastor with all information on which their knowledge or suspicion is based. This information shall include specific behaviors observed, name of possible witnesses, as well as alleged victim response. The pastor will then accompany the person having such knowledge (including, but not limited to, mandatory reporters) as they report the situation to Child Protective Services (CPS) or to the police, depending on the nature and severity of the circumstances. The pastor will then decide from among a range of responses, which include but are not limited to: (1) relieving alleged perpetrator of their responsibilities in working with children and youth, either on a temporary or permanent basis; (2) providing pastoral care response to the alleged victim and/or perpetrator, (3) making referrals to appropriate outside agency supports for the alleged victim, and/or alleged perpetrator

Child Protective Services must be notified whenever a clear disclosure of abuse or neglect is made. The pastor, or their designee will also consult with the church's legal counsel and/or with the Board of Trustees. Regarding any such incident, the church is not in a position to decide whether the allegation of abuse is true or false, and must be clear about its responsibility to offer pastoral support to all parties involved. All inquires from any third parties shall be directed toward the pastor, or their designee. If a formal or public statement needs to be made; only the pastor, or their designee or legal counsel shall be the ones to make this statement. Only the pastor, or their designee or legal counsel shall respond to any media inquires.

Approved by the Board of Deacons: July 12, 2016

Approved by the Board of Trustees: July 19, 2016

(Appendix A)  
**Authorized Children & Youth Volunteer  
Application and Disclosure Form**

NAME:

LAST FIRST MIDDLE

ADDRESS:

STREET CITY STATE ZIP CODE

DAYTIME PHONE

EVENING PHONE

EMAIL

**References: One reference must be related to you and the other references must not be related to you.**

**NAME (1)**

RELATIONSHIP

ADDRESS

CITY

STATE ZIP CODE

TELEPHONE

EMAIL

**NAME (2)**

RELATIONSHIP

ADDRESS

CITY

STATE ZIP CODE

TELEPHONE

EMAIL

**NAME (3)**

RELATIONSHIP

ADDRESS

CITY

STATE ZIP CODE

TELEPHONE

EMAIL

I have been a member of this church since

I have been a friend of this church since

**APPLICANT:**

---

**I have never been convicted of, nor pled guilty or no contest to, a crime.** *(Exclude convictions that*

- True       Not true

**No civil lawsuit alleging actual or attempted sexual discrimination, harassment, exploitation, or misconduct; physical abuse; child abuse; or financial misconduct has ever resulted in a judgment being entered against me, been settled out of court, or been dismissed because the statute of limitations has expired.**

- True       Not True

**I have never terminated my employment, professional credentials, or service in a volunteer position or had my employment, professional credentials, or authorization to hold a volunteer position terminated for reasons relating to allegations of actual or attempted sexual discrimination, harassment, exploitation, or misconduct; physical abuse; child abuse; or financial misconduct.**

- True       Not True

**Do you have a valid drivers' license?**

- Yes       No

**With respect to my driving record, I have not had my license suspended or revoked within the last five years due to reckless driving or driving while intoxicated and/or under the influence of a controlled substance.**

- True       Not True

**Is there any fact or circumstance involving you or your background that would call into question your being entrusted with the responsibilities of the position for which you are applying?**

- Yes       No

**APPLICANT:**

The covenants between persons seeking authorized volunteer positions in the church require honesty, integrity, and truthfulness for the health of the church. To that end, I attest that the information set forth in this application is true and complete. I understand that any misrepresentation or omission may be grounds for rejection of consideration for, or termination of, the position I am seeking to fill. I acknowledge that it is my duty in a timely fashion to amend the responses and information I have provided if I come to know that the response or information was incorrect when given or, though accurate when given, the response or information is no longer accurate.

Beginning such relationships with an open exchange of relevant information builds the foundation for a continuing and healthy covenant between volunteers and the church they seek to serve. To that end, I authorize Homer Congregational Church and/or its agents to make inquiries regarding my character and qualifications, including all statements I have set forth above. I also authorize all entities, persons, former employers, supervisors, courts, law enforcement, and other public agencies to respond to inquiries concerning me, to supply verification of the statements I have made, and to comment on and state opinions regarding my background, character, and qualifications. To encourage such persons and entities to speak openly and responsibly, I hereby release them from all liability arising from their responses, comments, and statements.

Homer Congregational Church authorized volunteer recruitment process involves the sharing of information regarding applicants with those persons in a position to recruit, secure, and supervise both the position I am seeking to fill and program I am seeking to participate in. To that end, I authorize Homer Congregational Church and its agents to circulate, distribute, and otherwise share information gathered in connection with this application to such persons for these purposes. I understand that Homer Congregational Church will share with me information it has gathered about me, if I request it to do so.

If I am offered and accept employment or volunteer service with the church, I agree to comply with its published policies and rules, including those related to harassment of employees, reporting known or suspected child neglect or abuse and similar requirements. If requested to do so, I will cooperate with any church investigation of a possible violation of church policies and rules by providing complete and truthful information in an oral and/or written statement. I recognize that Homer Congregational Church will not keep confidential any instances in which I have been found unfit to work with children from future employers or volunteer organizations. I hereby release Homer Congregational Church of any legal liability should any information disclosed prevent me from securing a sought after employment or volunteer opportunity.

I acknowledge my receipt and understanding of the Homer Congregational Church’s Reduce the Risk Policy.

\_\_\_\_\_  
PRINT NAME & SIGN

\_\_\_\_\_  
DATE

\_\_\_\_\_  
PRINT NAME & SIGNATURE PARENT OR GUARDIAN FOR APPLICANTS UNDER 18

\_\_\_\_\_  
DATE

**Background Investigation Results**

Reference inquiries completed by \_\_\_\_\_

\_\_\_\_\_ date

A criminal background check was conducted on the candidate using the following sources:

- € National multi-state criminal records search
- € National sex offender registry search
- € Social security number trace and alias search
- € County criminal records search for every county where the applicant has lived or worked over the past ten years
- € Motor Vehicle Record
- € Other (Identify)

€ The pastor has reviewed the criminal history of Applicant and determined, based on the information available at this time, the applicant would be **acceptable** for the position.

€ The pastor has reviewed the criminal history of Applicant and determined, based on the information we had available at this time, the applicant is **not acceptable** for the position

Pastor \_\_\_\_\_

Signature

\_\_\_\_\_ Date

(Appendix B)

## Homer Congregational Church, Homer, NY Authorization to Conduct Background Check

(Please Read Carefully Before Signing)

*The items of personal information requested below are needed to process your background check. This information is intended solely for that purpose and will not be used in a discriminatory manner in the making of appropriate decisions.*

---

Full Name \_\_\_\_\_ Last \_\_\_\_\_ First Middle \_\_\_\_\_

---

Street Address \_\_\_\_\_ City/State \_\_\_\_\_ Zip \_\_\_\_\_

Social Security Number \_\_\_\_ - \_\_\_\_ - \_\_\_\_ Date of Birth \_\_\_\_ - \_\_\_\_ - \_\_\_\_

Driver's License Number \_\_\_\_\_ State of Issue \_\_\_\_\_

Other or former Name (AKA, Maiden Names, Married Names, Surnames, etc.)

---

\_\_\_\_\_ Last \_\_\_\_\_ First \_\_\_\_\_ Middle \_\_\_\_\_

List all your addresses for the past ten (10) years, starting with the most recent: (Must include present address)

<i>Street Address</i>	<i>City</i>	<i>County</i>	<i>State</i>	<i>Zip</i>	<i>From Mo./Yr.</i>	<i>To Mo./Year</i>
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*I authorize Praesidium, Inc. and their agents to investigate my background as it pertains to employment, appointment or volunteering considerations. This may include information contained in public records which could include credit history, criminal files at the county, state and federal jurisdiction levels, motor vehicle records and investigations of employment history and performance and educational credentials. I hereby release all persons, companies or corporations furnishing such information from liability and responsibility. A photostatic copy of this document can be substituted for the original. This document shall be valid for a period of one (1) year from the date of my signature.*

Signature \_\_\_\_\_

Date \_\_\_\_\_

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

(Appendix D)  
**Homer Congregational Church, Homer, NY**  
**Policy for social networking**

Being developed.

## APPENDIX G: EMERGENCY INFORMATION

(Appendix C - Reduce the Risk form)

### **Procedure for Reporting Injury Homer Congregational Church, Homer, NY**

This procedure should be used in the event of any accident or injury occurring either inside the church building, on the property of Homer Congregational Church, or on an outing sponsored by HCC. This pertains to any injury at a meeting of church members, those involved with the Children's Center, and group using the building for any reason.

1. First, make the victim as comfortable as possible. **DO NOT ATTEMPT TO MOVE THE VICTIM.** Keep him or her warm. Administer first aid only if you have the proper training.
2. Next, call an ambulance and the police or fire departments as necessary. Where available, call 911. Otherwise, it's best to call directly, rather than dialing the operator. Don't forget to give the address clearly and distinctly.
3. Get the names and telephone numbers of any witnesses.
4. Notify the victim's family. Avoid undue panic — calmly explain the situation. Tell the family that you have called an ambulance and that help is on the way. If the ambulance has already arrived, tell the family which hospital the victim will be taken.
5. Cooperate with police and fire department investigators. If you are a witness, you can answer questions about the accident. Provide investigators with your list of witnesses.
6. As soon as possible after the victim has been cared for, and a preliminary investigation has been made, complete the Injury Notification Form and inform the pastor and chair of the Board of Trustees. The pastor or chair of the Board of Trustees will inform the church's insurance agent.

#### Emergency Telephone Numbers:

Police: Homer Police: 607-749-2022  
New York State Police: 607-756-5604  
Fire: Homer Fire Department: 607-749-3121  
Ambulance: TLC Emergency Medical Service: 607-756-7564  
Hospital: Cortland Regional Medical Center: 607-756-3500  
Upstate Hospital (Syracuse): 315-464-5540  
Poison Control Center: 800-222-1222  
Pastor: Vicki Burtson, 607-624-9940  
Insurance: DK Conklin Insurance Company: 315-799-8422

**Notification of Injury Report Form  
Homer Congregational Church, Homer, NY**

**Injured person:** \_\_\_\_\_

**Name:** \_\_\_\_\_ **Age** \_\_\_\_\_ **Gender** \_\_\_\_\_

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

**City** \_\_\_\_\_ **State** \_\_\_\_\_ **Zip** \_\_\_\_\_ **Phone** \_\_\_\_\_

**Date and Time of Incident:** \_\_\_\_\_

**Location of Incident:** \_\_\_\_\_

**Describe how the incident occurred:**  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**How or when was parent or guardian notified?** \_\_\_\_\_

**Nature of Injury:** \_\_\_\_\_

**Where was injured party taken?** \_\_\_\_\_

**By Ambulance?** \_\_\_\_\_

**Name, address and phone of any witness:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Additional Comments:**  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Report Completed by:** \_\_\_\_\_  
**Submitted to Staff Member:** \_\_\_\_\_  
**Give copy to:** \_\_\_\_\_

Approved by the Board of Deacons \_\_\_\_\_  
Approved by the Board of Trustees \_\_\_\_\_



## **Emergency Procedures During A Worship Service Homer Congregational Church, Homer, NY**

If a medical or other emergency occurs in worship, people will probably look to the pastor for leadership. The pastor will look to any deacon present for assistance. At other event, deacons and trustees should be ready to respond.

The safety of all present is the first priority. We will address the immediate situation, and attend to others in the building - as in the nursery and other areas. We should be familiar with which church members have medical or special training.

### **In General:**

We will assist the person(s) in distress

Call 911 with accurate information for ambulance, fire department or police

Direct bystanders and congregation as to what to do

Continue with activities, wait, or evacuate

### **In a natural disaster:**

If we lose power or incur storm damage or fire:

Pastor and deacons will direct people to exits

Call 911

Safety first, then property

### **In a threatening situation:**

The safety of all present is the first priority:

Direct people to evacuate the scene

Call 911 with accurate information

Get description of person involved, including witnesses

### **When calling 911, tell the dispatcher:**

We are a 28 South Main Street, Homer

Large brick church

The probably entrance is around the back

Enter off Main Street or off the Cayuga Street exit

Our phone number is 749-2604

## **Weather or Emergency Cancellation Information**

In the event of a severe weather forecast which would make traveling hazardous, HCC worship services and events may be cancelled and rescheduled for another date. A decision to cancel will normally be communicated no later than three hours before the time when the service/event is scheduled to begin. Information regarding a cancellation will be disseminated through a congregation email, the church's outgoing phone message and through local television news. In addition, individuals can call the to confirm a cancellation plan.

To have closing placed on television contact WSYR-TV by calling 315-446-3333. The password is WHITE 1113. The local radio station (WXHC) can also be contacted at 607-749-942).

## **Vendor Contact List**

### **Contractors**

Plumbing/Heating	K&B Plumbing & Heating (Mark Baranello)	756-7077
Electrical:	Heath & Warren (Lou Heath)	749-2920
Fire Alarms:	PACS Security (Tom Majka) (Account # 2W1505) Security code: if Security Company calls for password, it is "749"	753-8986
Elevator:	Vertical Technology (email: verticaltechno1@aol.com)	315-452-1500
Plan First	Levi Davis (email: levi@p1tech.net)	756-9347
Trash Collection:	Blue Moose Sanitation	849-6436

### **Church Contacts**

Pastor:	Vicki Burtson	624-9940
Sexton:	Gary Harrington	342-8604
Trustees:	Jim McKenna	345-9863
Nursery School:	Lisa Clark email: lclark82@tweny.rr.com	749-6753

Elevator keys: #H2394 works Light and Off  
#DH 2389 works Hold/Fire  
#H1846 works Stop/Run

### **Groups Using Space at Church**

Al-Anon (Monday evenings):	John Finn (w) 753-0812, (c) 745-1480 or Mary Reif (w) 753-0812, (h) 749-5432
Homer Brass rehearsal (Tuesday evenings):	Dr. Cheri White (h) 299-4154, (c) 738-7925, email: whitec121@yahoo.com
Girl Scouts (One Saturday/month school year):	Deanna Pace (w) 753-6781,x 127, (c) 345-5614

Updated January 18, 2017

## **APPENDIX H: INSURANCE INFORMATION**

### **Insurance Information**

Insurance Board  
700 Prospect Ave.  
5th Floor  
Cleveland, OH 44115

The issuing agency for the Insurance Board is Willis of Ohio, Inc.,  
1001 Lakeside Ave.  
Suite 1600  
Cleveland, OH 44114

Our sub-agent is David Conklin  
DK Conklin Insurance Agency  
1150 Holcomb Street  
Watertown, NY 13601  
Telephone: 315-749-8422