

## **PROCESS AND POLICY FOR CALENDAR ACTIVITIES**

**All meetings, events, and activities to be held at North Como Presbyterian Church (NCPC) are to be scheduled through the Church Administrator in the church office.**

The administrator will check the date and time request to verify availability and add the event to the church master calendar posted in the atrium.

The process of priority and availability for an event is based upon the following:

1. Memorial or funeral services for members, family, or friends of North Como shall have precedence over other events when need be, in consultation with pastoral leadership. This includes the use of the sanctuary, atrium and great room as needed. Previously scheduled activities for these areas may be moved to other accommodations within the building.
2. Events scheduled on Sundays will **not** run simultaneously with the set education and worship service times. Music groups and other programs needing Sunday morning preparation for worship should strive to have this preparation take place outside the education hour. Exceptions may need to be made when multiple groups are preparing for the same worship service; are unable to prepare in different locations; and/or it is impractical for them to prepare outside the education hour (i.e. due to equipment set-up time needed, personnel unable to attend at other times).
3. Pre-set meetings for committees of Session and the Board of Deacons shall have priority on date and room preference. Individuals of these groups should not be requested to attend other meetings/activities which conflict with the pre-set times.
4. Fellowship Groups and music programs/rehearsals shall be given priority based upon the pre-set posted date by the church master calendar in the atrium.

The Presbytery Annual Calendar will be reviewed each year for activities which may need to be rescheduled due to Easter, Pentecost, Christmas, and other important Presbyterian holidays and priority dates.

Prime time scheduling for meetings/activities, i.e. Saturdays or Sundays following worship, shall be reviewed carefully for availability based upon annual/session/congregational events.

Other requested events and activities will be scheduled after consideration of the above stated priorities.

Weddings and personal celebrations will be scheduled on a “first come” request basis. Individuals who are not members are required to make a non-refundable deposit to confirm and hold the date a maximum of one year prior to the proposed event.

Should a requested date conflict with a pre-set date of a NCPC meeting or activity, the administrator will work with both parties toward a compromise that is agreeable to all.

**NORTH COMO PRESBYTERIAN CHURCH  
CANDLE USE POLICY**

- Candle placement should be such that flames cannot burn any part of an individual (including hair or clothing) or any other material. This would include something not normally expected to be directly above a flame but that could be ignited should a candle tip over.
- Candles shall carefully be placed on fabric or other materials in such a way to prevent movement of the material, which could cause the candle to tip over.
- Candles must not be placed on the floor.
- Lighted candles should not be left unattended in any space.
- Scented candles should not be used in a public space of the facility. Private office areas are excluded, with the consideration of staff members or others that may be affected.
- Whenever there is a proposed use of candles for a purpose that may raise a question in respect to safety, the Roseville Fire Inspector shall be consulted beforehand.

Session Approved 12-19-2002

## NORTH COMO PRESBYTERIAN CHURCH DATA CONFIDENTIALITY AND DATA ACCESS POLICIES

### DATA CONFIDENTIALITY

The data of North Como Presbyterian Church are current and historical records about members and friends of the church. This includes names, addresses, phone numbers, e-mail addresses, family relationships, attendance records, financial records of pledges and donations, and correspondence with the church. The members and friends of the church expect and are entitled to the utmost privacy in these records, which requires those having access to the data to keep all of it in strict confidentiality. This applies to all forms, in which the data is kept, be it paper records, audio recordings, or computer databases.

Persons who have access to North Como data are to use the data only for church business and only for purposes for which the data is necessary, all within the scope of their staff or volunteer roles. North Como data is not to be disclosed to or discussed with spouses, family members, staff, church members, or other persons that do not have legitimate reason to access the data. North Como data may be shared with Civil Authorities if and only if they present a legitimate legal order requiring disclosure.

All church data will be housed at North Como, in secure storage for papers and physical media, and on computer equipment owned by the church and located at North Como for Computer records and data bases. Copies of data, be it paper, media or computer records may be removed from the North Como Church building by staff and church officers for use in their official capacity, and returned when use is completed.

Any person having access to North Como data in any form must sign a confidentiality agreement acknowledging that they understand this policy and will abide by it. Anyone who discloses confidential data in violation of this policy shall be subject to disciplinary action up to and including dismissal.

Data which has been published by authorization of the session and staff of North Como in authorized or sanctioned channels shall be considered public data and may be accessed by any member of the church. These authorized channels include, but are not limited to, the Church Annual Report, the newsletter (North Como Notes), Sunday worship bulletins and bulletin inserts, direct mailings from the church to the congregation as a whole, and announcements made during church services.

## DATA ACCESS

The individuals serving in the following roles shall have specific access to church data.

### 1. Treasurer

The treasurer will have full access to individual and identifiable financial data for church financial management, including control, analysis, review, and reporting.

### 2. Administrator

The administrator will have full access to individual and identifiable financial data, attendance, and membership data for data entry, financial posting, attendance tracking, analysis and reporting, and skill/talents data to identify individuals who may assist in the repair, upkeep, and maintenance of the church.

### 3. Database Coordinator

This individual shall have full access to computer data base records for purposes of correction, database administration, financial and data analysis and summarization, and report generation.

### 4. Clerical Staff

The support staff may access, but not update or modify, membership and attendance information to generate mailing lists and contact lists.

### 5. Attendance Volunteer

The attendance volunteers will gather attendance records in paper form for specific events and will have data entry access, to perform data entry for this data.

### 6. Collection Counting Teams

The Collection Counting volunteers will access and record individual donor names and donation amounts directly from the collection plates for the event or service for which the collection was taken. Paper record access only.

### 7. Check Signers

Check Signers will have access to individual checks that will identify individual payee names and disbursement amounts, necessary to approve and sign the checks.

### 8. Auditors

Auditors may access, but not update or modify, individual and identifiable financial data as well as summary financial data for purposes of financial review, analysis, and audit.

#### 9. Corporation Committee

Corporation Committee members may access, but not update or modify, financial reports so long as this data is not identifiable to individuals. Corporation Committee may access expense data and historical maintenance records of the church as necessary for maintenance and upkeep of the church.

#### 10. Stewardship

Stewardship Committee members may request reports on membership data as well as summary financial data for the purposes of planning financial campaigns and for approaching members for campaign follow-up.

#### 11. Deacons

Deacons may access zone and membership data for communicating with church members.

#### 12. Congregation Life & Growth

Congregation Life & Growth Committee members may access church membership data for contacting church members, but may not update or modify data.

#### 13. Shared Ministries Resource Committee

The members of this committee may access ministry services of the database, which includes skills/talents, attendance, and membership data. The ministry services module is the only area of the database available to this committee for updating or modification.

#### 14. Stephen Ministers

Each Stephen Minister will have access to private information told to him/her by those under their care. No other persons may access this information.

#### 15. Clerk of Session

The Clerk will have access to database/membership information as requested of church staff, for reporting and recordkeeping accuracy.

#### 16. Ministerial Staff

The ministerial staff will have access to attendance and membership data, as well as data concerning the well being of church members for pastoral care purposes. The ministerial staff will have access to private concerns expressed by members, and no other persons at North Como may access this data.

**NORTH COMO PRESBYTERIAN CHURCH  
POLICY FOR USE OF SANCTUARY DROP LINES  
BANNERS AND DRAPING CROSS**

Prepare pieces for hanging by securing the cord/ties of the piece to both ends of the pole (a hole through the pole, hollow rod, is best or “invisible” tape may be used) Always use materials that will bear the weight of what is being hung. Be careful of any rough edges that may fray. Place piece on the floor when it is intended to hang.

Do not hang banners without help. A team of four people is best, two on ladders and two spotters to judge the evenness of the piece after it is raised to the desired level.

Use the aluminum extension ladders with the yellow pads. They are kept in the electrical/janitor’s storage room which requires a key for entry. It is best to have two people carry a ladder into the sanctuary in order to avoid hitting walls and woodwork when moving them.

Place the ladders against the south side of the beam where the drop line that will be used is located. Double-check that each ladder is flat on the floor, that the yellow pads are on the beam, (this will avoid damage to the beam and will also help stabilize the ladder. Extend the ladders as needed to get as close to the drop lines as possible

Lower the drop lines to a comfortable level in order to attach the piece. Carefully undo the fishing line clips that hold the lead sinkers. It is very important not to remove the sinkers. The lines are held in place by hook-eye screws in the ceiling and the weight is necessary to make sure that the lines will always descend from that point. The higher the lines, the more weight is needed to bring down the lines. If the lines are pulled back up to the ceiling without weights, it will be dangerous and possibly expensive to retrieve lines that are not coming down from their spot on the ceiling. Generally, we do not remove any weights from the line clips when we place the pole ties inside the clip with the weights. It is also possible to use the extra line loop provided at the end of the drop lines. (Wrap and tape the extra line to the pole for a double safety measure.)

Both people on the ladders must unwind the drop line from a cleat. The longest line usually has its own cleat that should be the cleat closest to the wall. Tug on the lines to be sure you are lowering the right line. Drop to a comfortable working level and attach the poles to both drop lines. After carefully securing the poles to the lines, raise the drop line slowly from both sides of the sanctuary to the desired height. After agreeing on the evenness of the piece that is being hung, wrap the excess line back onto the cleat. Be sure to wrap the line so each turn around the cleat is taught, not tight, but just a snug wrap around.

It is not necessary to use extension ladders in the chancel area. Those drop lines can be reached from the floor or with a step stool.

Ladders are not to be placed on the chancel cross or on the fabric and metal grillwork surrounding the cross. When the cross is to be shrouded or draped, special reaching equipment will be used.

Other things to remember when hanging pieces from the drop lines are: be sure the pulpit and other chancel presentations will be visible from all areas of the sanctuary; that banners or other liturgical art pieces are hung evenly and in an attractive way not to obstruct speakers and microphones that have been placed above or near the drop lines.

Return the ladders to the electrical/janitor's storage room. Put all supplies away.

If you are not a member of the regular Drop Line Crew, please contact someone before using the lines. Call Toni Watt at 612-788-6981 or the church office at 651-488-5581.

Session Approved 12-19-2002

## **Fixed Assets Policy**

North Como Presbyterian Church

July 1995

It is the policy of North Como Presbyterian Church to capitalize its fixed assets and to depreciate such assets over their estimated useful lives.

Fixed assets include all property, buildings, improvements, furnishings, and equipment with a useful life of more than 1 year and a purchase price of more than \$500. The purchase price of an asset includes any charges such as transportation or installation that are required to bring the asset into service. Repairs, which keep an asset working at its original level of service, are considered operating expenses and are not subject to this policy. Improvements, which extend the useful life of an asset or expand its level of service, are considered capital expenses and are subject to this policy.

The Church uses the straight-line method of depreciation with the following estimates of useful life:

Kind of Asset	Estimated Useful Life
Buildings and Improvements	70 years
Furnishings and Equipment	10 years
Computer Equipment	5 years

The Corporation Committee can declare a different estimated useful life for any specific asset without amending this policy.

This policy was approved by the Corporation Committee of the Church.

# **North Como Presbyterian Church Internet Policy**

North Como Presbyterian Church has many things to gain from Internet usage, from effectively marketing our programs and activities to improving the efficiency of operations. But a prime consideration is to maintain a positive image of the church to all in the Internet community, be they members, visitors, neighbors, denomination officials, employees, or the general public. By properly following this policy, you can help strengthen the church image by creating a consistent and professional presence on the Internet.

This document establishes North Como Presbyterian Church policy for use of our internal intranet and the external, global Internet. These policies and procedures were specifically developed to cover:

- what is considered as acceptable use of Internet services
- what precautions must be observed for remote access to church facilities
- guidelines for content of the church Web site

## **1. Use Policy**

North Como Presbyterian Church provides access to the Internet to help the church achieve its religious purposes. This policy is intended as a guide on appropriate use of the Internet.

### **1.1 Definitions**

**Users** are defined as all permanent and temporary personnel, including church employees, church-managed contractors and consultants, and volunteers, who are authorized by the church to access the Internet via the church networks.

Internet access includes viewing Web sites, sending and receiving e-mail, transmitting and receiving files, and running Internet applications.

### **1.2 Acceptable Use**

Church-provided access to the Internet is intended and encouraged to be used as a tool to enhance the church operation and help Users accomplish church-related tasks. The church has the right to monitor and otherwise control access to the Internet from its networks and computers. Users should have no expectation of privacy with respect to information transmitted or received via the church provided Internet/intranet facilities; hence, Church confidential information will not be transmitted.

### **1.3 Unacceptable Use**

Users may not use their Internet access privilege to:

- Engage in either viewing or communicating materials of an obscene, hateful, discriminatory, or harassing nature.
- Engage in or solicit any private business for personal gain or profit.
- Engage in any illegal activities, including gambling or uploading or downloading of software in violation of its copyright and/or software that may be subject to export controls of the US or other countries.
- Intentionally interfere with the normal operation of any church computing or networking equipment, or that of another site.
- Attempt to gain unauthorized access to another site.

- Send and/or receive unusually large e-mails or electronic "chain letters."
- Engage in any activity that violates other church policies or that would be contrary to the church's best interest.
- Download files without the proper virus scanning measures in place.
- Disclose confidential or proprietary information by any means.
- Share account numbers, passwords, or user identification.

#### **1.4 Sanctions**

Any users found to be in violation of the Acceptable Use Policy may be subject to restricted access, loss of access, or termination of employment and/or criminal prosecution.

#### **2. External Access**

Access from external locations or devices into the church intranet is not permitted for security reasons. Access to the Internet, using church funded equipment and/or infrastructure, from a location external to the church facilities, is not permitted for security reasons.

#### **3. Auditing and Validation**

A critical part of maintaining a secure environment is ensuring that the church intranet and all of its connections to the global Internet maintain high standards of security. All computers and network devices connected to the church intranet are periodically reviewed, tested, or audited.

#### **4. North Como Presbyterian Church Web Site**

North Como Church publishes a church web site to further its mission, programs, and activities. The web site must adhere to this policy regarding acceptable usage. The web site may not contain any material of a commercial, political, or personal nature.

# **North Como Presbyterian Church Investment Policy**

## **I. Introduction**

The Corporation Committee (the "Investment Manager") manages the investments of North Como Presbyterian Church, by delegation of responsibility from and reporting to the Session of the Church. The purpose of the investments is to support the mission and ministry of North Como Presbyterian Church.

## **II. Objectives**

The primary objectives for short-term investments are safety of principal, liquidity, return, and ease of management.

The primary objectives for long-term investments are: to preserve the investment capital and its purchasing power, to generate sufficient total return to meet spending needs, and to attain reasonable capital appreciation through prudent acceptance of risk to enhance the future purchasing power of the investment capital.

An additional objective is to make investments consistent with social-witness principles adopted by the General Assembly of the Presbyterian Church (U.S.A.). These principles include, among others, certain limitations on investments in military contractors, distillers of alcoholic beverages, tobacco companies, gambling companies, and manufacturers of gambling equipment. The Investment Manager may choose to sell otherwise profitable investments in companies which have been identified as being in conflict with the established social-witness principles of the Presbyterian Church (U.S.A.).

## **III. Portfolio Investment Policies**

The Investment Manager recognizes that risk, volatility, or the possibility of loss in purchasing power, exist in all types of investment vehicles. High levels of risk are to be avoided, but the assumption of a prudent level of risk is warranted and encouraged in order to allow the opportunity to achieve superior long-term results consistent with the stated objectives.

## **IV. Reporting Requirements**

Written summary reports of account transactions, month end market values, and monthly rates of return are to be recorded as early as practical after the close of each month's business activity.

Any material change in investment philosophy, strategy, or policy will be subject to approval by the Corporation Committee and the Session.

Approved by Session 7-23-02

# **North Como Presbyterian Church Memorial Fund Usage Policy**

## **Overview**

### **Purpose**

Memorial gifts are occasionally made to North Como Presbyterian Church. It is important that these gifts be used in accordance with the wishes of the donor(s). It is also important that these gifts be used to further the mission of the church. The procedure described in this policy for requesting use of these funds is intended to meet these needs.

### **Procedure for Requesting Use of Memorial Funds**

#### **Proposal of Proposed Usage of Funds**

The first step is to create a detailed description of the item/project/program activity for which funds requested are to be used. Memorial funds should generally be requested for one-time expenditures. On-going activities should be funded by the operating budget. In addition to describing how funds will be expended, the proposal must include any demands for use of church facilities and/or modifications in the church building.

#### **Determine Availability of Memorial Fund(s)**

##### **5. Request for Potential Availability of Memorial Funds**

When memorial funds are donated, the church requests input from the donor(s) on acceptable uses for the donated funds. These uses are recorded for consideration at the time funds are approved for use by the Session. A person or committee looking for funding of a one-time expenditure may contact the church office and request memorial funds be reviewed for potential funding/partial funding for a proposed use. The church will provide, if usage would be appropriate, the memorial fund name(s) and amount(s).

##### **6. Notification to Corporation Committee of Memorial Fund Request**

The church administrator shall provide Corporation Committee information on the request for memorial fund usage.

#### **Approval of Proposed Usage by Appropriate Session Committee**

The Session has multiple committees that report to it. These committees cover day-to-day operations of the church. All items/projects/program activities are to be approved by the committee(s) covering the area to which the proposed usage of funds is to apply. The Session is the final authority for approving any item and expenditures.

#### **Request Approval of Memorial Fund Use by Corporation Committee**

Corporation Committee is charged with general administration of all funds as well as reviewing impacts of proposals on church facilities. In accordance with this charge, any request for memorial fund usage is reviewed with respect to other pending potential requests for those same funds and the degree to which church facility expenditures may be affected if the proposed fund usage occurs.

Possible outcomes of review by Corporation Committee may include; (this list is intended to present examples and does not represent possible actions):

- a. Approval as requested and forwarding of approval recommendation to Session
- b. Return of proposal with a change recommendation
- c. Rejection of proposal with reasons for rejection
- d. Tentative approval based on approval by the Session committee(s) to which the proposal is forwarded for further review
- e. Proposal is tabled until other pending requests for the same funds are received

## **Present Approval Request to Session**

Corporation Committee will present a recommendation to Session for memorial fund usage approval. This recommendation for fund use is presented to Session along with the funds use proposal. Should a proposal be presented to Session despite being rejected by Corporation Committee, Corporation will generally present its reasons for proposal rejection at the time the proposal is presented to Session.

Session Approved 12-19-2002

## **North Como Presbyterian Church Dedicated Fund Usage Policy**

North Como Church accounts noted as *Dedicated funds* are specific accounts (those with 2 digit account numbers, i.e. 16, 38, 77, etc.) that have been set-up for a designated event, offering, ministry, etc. These accounts can be used for their designated purpose only, and at the discretion of the group or committee who oversees the dedicated account. The Corporation Committee does not have fund usage oversight for dedicated fund accounts, and therefore, Session is not required to provide approval for fund use.

The Corporation Committee requires each group or committee with oversight of a dedicated funds account to review the account annually by December 15, and request of the finance office any transfers or disbursements to offset or close the account.

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## NORTH COMO PRESBYTERIAN CHURCH PROCEDURE FOR MEMORIAL/FUNERAL SERVICES

When the church is contacted requesting preparations for a service, the following procedure will be followed:

1. **Pastor** will speak with the family or mortuary contact and determine:
  - a. The preferred date and time for the service.  
(Checking the calendar with the Administrator re: other events.)
  - b. Schedule a time to meet with the family to prepare the service.  
(Readings, prayers, hymn preference, order of service, ushers, and preferred reception arrangements.)  
Caskets may or may not be present at the discretion of the Pastor, at the request of the family. North Como practices discourage having an open casket at any time in North Como facilities.
  - c. The church organist/accompanist shall have the right of first refusal to play for memorial services/funerals. When special circumstances apply, an outside musician may be used with the approval of the Music Ministry Director. Fees will be consistent with AGO guidelines.
  - d. Prepare Service bulletin for the secretary to complete and copy.
  
2. **Administrator** will contact the family and determine:
  - a. The preference for a luncheon or reception, Flower delivery, possible visitation needs, and contact the Deacon Luncheon Coordinator with the reception information and projected attendance.
  - b. Contact the sound coordinator to obtain a sound tech for the service.
  - c. Contact members of the congregation to provide as ushers for the service.
  - d. Work with the custodial team to prepare Great room and Sanctuary.
  - e. Speak with the family and prepare letter re: honorariums and reception cost.
  
3. **Deacons Luncheon Coordinator** will complete the following:
  - a. Contact congregation members to provide assistance with purchasing, preparing, and serving the luncheon or reception.
  - b. Speak with the Service Coordinator for any special instructions.
  - c. Provide final reception cost receipt to Service Coordinator.
  
4. **Church Secretary** completes the following:
  - a. Prepares the service bulletin.
  - b. Assists in arranging flowers in the sanctuary.
  - c. Places memorial box with envelopes from usher's closet on table in atrium.

# OFFICE AND BUILDING POLICIES OF NORTH COMO PRESBYTERIAN CHURCH

## NORTH COMO CHURCH OFFICE POLICIES

### A. Timelines/Due Dates:

- 1) Information for the Sunday bulletin: service format, hymns, prayers, announcements, and calendar items are due to the church secretary by Wednesday at 12:00 noon.
- 2) Articles, event information and other submissions for the monthly newsletter *North Como Notes*, are due to the Notes mail drawer the 15<sup>th</sup> of the month, i.e. May 15 for June issue.
- 3) Meeting minutes, agendas, flyers, bulletins, and general typing projects for the church secretary to complete are to be submitted with a minimum two-day turn-around time.
- 4) Committee reports to Session will be submitted to the office for copying and placement in Session packets for mail drawers by 12:00 noon the Friday prior to the scheduled Tuesday Session meeting.
- 5) Special requests for materials and equipment for the weekend will be submitted to the church secretary by 12:00 noon on Wednesday.

### B. Monthly Reminders:

- 1) Session agenda item information is due to the Clerk of Session the Friday morning prior to the scheduled Session meeting by 9:00 am. Items not provided may not be listed on the agenda, and may not be reviewed based upon time constraints.
- 2) Reminder postcards and/or e-mails for committee meetings, special events, or activities will be prepared by the church secretary upon request. A minimum of two days for preparation is required. A list of the individuals to send information to must be provided.

### C. Office Equipment and Supplies:

- 1) The computers in the office are for use by staff. The desk next to the atrium window is the *VOLUNTEER DESK*. This desk is available to North Como members to use. A variety of supplies are located in the multi-drawer beige cabinet behind this desk. The computer at the volunteer desk may be used with the assistance of staff during regular office hours.
- 2) The telephone located on the small table in the reception area is available for use by the congregation. The main telephone on the secretary's desk should not be used to insure the phone system's recorded time, message, and voice mail settings are not disturbed.
- 3) The small copy machine in the reception area is available for congregation use to make copies during unstaffed office hours. The large copiers and equipment in the workroom are not available during unstaffed hours due to the high demand placed on these machines, the need for their consistent availability, and the importance of knowledge on how to operate each one to avoid breakdown, jams, etc.

The staff encourages members to drop off flyers, bulletins, minutes, etc. that need to be copied to the church secretary during the workweek. Colored paper and special clip art can be added to enhance your document. Materials will be labeled and placed on the back counter or in the appropriate mail drawer for easy pick-up.

**D. NCPC Forms - Disbursement/Receipt of Income/Wednesday Worker Request**

Three forms are located in the drawers underneath the mail center in the hall.

- ◆ *Green form - Receipt of Income*  
This form should be attached with any funds received for an event, or activity; noting the account to credit; and placed in the Church Administrator's drawer for deposit and posting.
- ◆ *White form - Disbursement*  
This form should be filled out to request payment of an invoice, or reimbursement to an individual for items purchased. A cashier's receipt must be attached for individual reimbursements. The account to be charged, and an authorized signature are required on the form prior to submitting to the Church Administrator for payment.
- ◆ *Blue form - Wednesday Worker Request*  
This form should be filled out and placed in the Wednesday Worker mail drawer when maintenance needs are noted within the building.

**E. Office Hours and Holidays:**

CHURCH OFFICE HOURS: 8:30 am to 4:00 pm Monday through Friday

The church secretary is scheduled to be in the office from 8:30 am - 4:00 pm. The Pastor, Administrator, CE Director, and other staff maintain their own schedules due to meetings and other appointments. Please contact each personally to schedule a meeting.

CHURCH HOLIDAYS - THE OFFICE IS CLOSED:

New Years Day	Independence Day
Presidents Day	Labor Day
Good Friday (1/2 day)	Thanksgiving Day
Easter	Friday following Thanksgiving
Memorial Day	Christmas Day

These holidays will be celebrated on the date recognized as the National Holiday. The church office will be closed on that date. Should the holiday fall on a weekend, the following Monday will be declared the church holiday and the office will be closed.

**F. Maildrawers:**

In the church office are maildrawers for each member of staff. They are located on the corner of the volunteer desk closest to the atrium window. A maildrawer for the church treasurer is also located there. Memos, mail and communications should be placed in maildrawers.

Elders, Deacons, committees of session, and special groups have maildrawers located in the mail center in the hallway outside the office. Please check maildrawers on a regular basis for communications from staff, members of the congregation, and mail received.

Session Approved 12-19-2002  
Revised 11-2003

# NORTH COMO CHURCH BUILDING POLICIES

## A. Scheduling Building Access:

- 1) To request a key for an activity or meeting at the building during non-staffed office hours, you must contact the Church Administrator. Keys will be picked up during regular office hours, Monday-Friday, 8:30 am - 4:00 pm. Keys will be returned within 24 hours after use. Keys may be checked out based upon availability.
- 2) Scheduling a meeting or activity in the building should be coordinated with the Church Administrator. The date will be added to the church calendar, a room assigned, and equipment needs noted. See *Process and Policy for Calendar Activities* (attached). Regular review of the quarterly church calendar located across from the mail center and the Monthly Meeting/Events list is recommended. The calendar is updated weekly.
- 3) Use of North Como facilities requires the following:
  - a. Individuals will clean-up the room/area upon their completion.
  - b. Table tops will be wiped clean, tables and chairs arranged neatly.
  - c. Windows closed and locked.
  - d. Lights turned off and meeting room doors closed.

## B. Building Security:

All activities/meetings shall end by 10:00 pm for building lock-up and security purposes. The building alarm system is set nightly around 10:00 pm and disengaged each morning when staff arrive. Access to the building between 10:30 pm and 8:30 am must be coordinated with the Church Administrator.

The church has a group of individuals in charge of building lock-up. These people are responsible for securing the building and engaging the alarm on week nights, and disengaging and setting the security system on weekends. The security system is not accessible to all church key holders. The building is generally accessible during the hours: 8:30 am to 10:00 pm daily. When the security system is falsely triggered a call must be made immediately to the alarm monitoring company, providing the required needed information, and the security system physically disarmed at the alarm box.

## C. Outside Organizations and Events:

North Como's facility is open for use to outside organizations, community meetings, and other non-profit entities. A *North Como Presbyterian Church Facility Use Agreement* will be prepared by the Church Administrator and will provide the detailed agreement between North Como Church and individuals for the use of the facility. For Weddings see the *Wedding Information* document approved by Session.

## D. Building Cleaning and Maintenance:

Custodial services are contracted. All requests for custodial services including room set-ups and special cleaning should be given to the Church Administrator to provide instructions to the custodial team.

Building upkeep and simple maintenance will be completed by the volunteer Wednesday Workers. A blue *Job Request* form located in the drawer beneath the mail center should be completed and placed in the Wednesday Worker maildrawer.

**E. Kitchen Use:** Proper use of the kitchen and dishwashing areas of the church are required for any group to utilize this facility.

- 1) All food and beverages placed in the refrigerator or freezer **MUST** be labeled by name of individual or group. See *Kitchen Use Memo* posted in the kitchen.
- 2) All utensils and dishes must be washed and properly put away after each use. If there is not a significant amount of dishes to run the dishwasher, liquid dish soap is located under the sink in the kitchen, and dishes should be washed and dried by hand, and put away properly - **not** left in the dish drainer. The custodial service does **not** do daily dishes.
- 3) Posted dishwasher instructions located in the dishwashing area must be followed to ensure thorough cleaning and sanitizing of dishes. All dishes should be properly put away. Dishes are not to be left sitting in dishwasher trays.

**F. Posting of Flyers and Upcoming Events:**

Bulletin boards and a wooden kiosk for posting upcoming events are located in the atrium. Flyers are **not** to be taped to walls throughout the building. Communications or materials to be posted should be brought to the office to be posted by staff. Special artwork may be posted in hallways when approved by Corporation Committee. Classroom posters and art may be posted by education teachers using appropriate wall tack removable adhesives. **DO NOT USE MASKING OR SCOTCH TAPE ON WALLS.** Different groups and committees have assigned bulletin boards. Please be respectful of each designated area.

**G. Physical Changes to the Building:**

Pursuant to Session adopting the following motion in February 2002; this is the practice to follow regarding building changes:

*The Liturgical Arts subcommittee of Celebration and Worship Committee will be responsible for placing appropriate art pieces that are intended to enrich our worship experience in the sanctuary and other areas of North Como that have been designated as space for worship. In addition the Liturgical Arts subcommittee will be responsible for decorating the atrium for the seasons of Advent, Christmas, Lent, and Easter.*

*The Corporation Committee, including Wednesday Workers, is responsible for the maintenance and care of the NCPC physical plant. The Corporation Committee is responsible for establishment of policies regarding materials and installation methods.*

*It is also responsible for coordinating competing requests for plant usage such as storage space. Program committees are responsible for selecting, installing, removing, and returning to storage, decorations consistent with their programs.*

**H. Recycling/Trash:**

Throughout the building are blue bins for disposing of recyclables. Cans, glass, and paper can be recycled by placing items into the bins. White paper recycling boxes are also located in the office and classrooms for paper recycling only. The kitchen area has large barrels for recycling glass, cans, plastics, etc. There is no need to separate items into different bins - our waste hauler does the separating. The outside fenced area off of the kitchen holds two dumpsters. The blue dumpster is for trash only. The green dumpster is for recycling. Place all bagged trash or recycling inside the appropriate dumpster. Do not throw bags over the fence or place them outside or on top of the dumpsters. All boxes are to be flattened and placed inside the green dumpster.

Session Approved 12-19-2002  
Revised 11-2003

**North Como Presbyterian Church  
Sexual Misconduct  
Risk Management Policy**

**A. General**

Insurance liability guidelines set precedence for the policy stated below. Problems related to sexual abuse of children, sexual exploitation by professional counselors, and sexual harassment in the workplace is on the rise. When this occurs in a church it is especially shocking, violating the trust as well as an abuse of power and authority. Each employee, officer, and volunteer of North Como will receive a copy of this Policy.

**B. Sexual Abuse of Children**

This is an area of special concern because of the power imbalance between adults and children. Children are by their very nature more vulnerable and less able to protect themselves. Employees, volunteers, members and nonmember participants should all conduct themselves with care around children. State law has reporting requirements for suspected abuse incidents in certain situations and all required reports will be made. Those working with children should also be alert to sexual abuse by one child against another child.

Child sexual abuse includes any contact or interaction between a child and an adult when the child is being used for sexual stimulation of the adult person or a third person. The behavior may or may not involve touching. Sexual behavior between the child and an adult is always considered force whether or not consented to by the child.

Sexual abuse is defined in Minnesota Statutes 626.556 (2) as:

- (a) "Sexual abuse" means the subjection of a child by a person responsible for the child's care, by a person who has a significant relationship to the child, as defined in section..., or by a person in a position of authority, as defined in section..., to any act which constitutes a violation of section.... Sexual abuse also includes any act which involves a minor which constitutes a violation of sections.... Sexual abuse includes threatened sexual abuse.
- (b) "Person responsible for the child's care" means (1) an individual functioning within the family unit..., or (2) an individual functioning outside the family unit and having responsibilities for the care of the child such as a teacher, school administrator, or other lawful custodian of a child having either full-time or short-term care responsibilities including, but not limited to, day care, baby-sitting whether paid or unpaid, counseling, teaching, and coaching.

A mandated reporter is a person who is required to report any suspected incidents of child abuse, including child sexual abuse, that come to their attention.

Under Minnesota Statutes 626.556 (3), a person mandated to report is defined as:

- (a) A person who knows or has reason to believe a child is being neglected or physically or sexually abused, as defined in..., or has been neglected or physically or sexually abused within the preceding three years, shall immediately report the information to the local welfare agency, police department, or the county sheriff if the person is: (1) a professional or professional's delegate who is engaged in the practice of the healing arts, social services, hospital administration, psychological or psychiatric treatment, child care, education, or law enforcement: or (2) employed as a member of the clergy

and received the information while engaged in ministerial duties, provided that a member of the clergy is not required by this subdivision to report information that is otherwise privileged under section....

### **C. Sexual Exploitation**

Minnesota state law prohibits sexual exploitation of a client by a counseling professional. Consent by the client is not a defense. This includes pastoral counseling. Since we do not currently have a specialized counseling staff as some churches do, the Pastor would be the only person covered by this requirement. State law has reporting requirements for suspected abuse incidents in certain situations and all required reports will be made.

### **D. Sexual Harassment**

This is for the protection of our employees. The Minnesota Human Rights Act, M.S. 363.01, defines sexual harassment as follows:

“Sexual harassment” includes unwelcome, sexual advances, requests for sexual favors, sexually motivated physical contact or other verbal or physical conduct or communication of a sexual nature when:

- (1) submission to that conduct or communication is made a term or condition, either explicitly or implicitly, of obtaining employment...
- (2) submission to or rejection of that conduct or communication by an individual is used as a factor in decisions affecting that individual’s employment...; or
- (3) that conduct or communication has the purpose or effect of substantially interfering with an individual’s employment...or creating an intimidating, hostile, or offensive employment...environment; and...the employer knows or should know of the existence of the harassment and fails to take timely and appropriate action.

Sexual harassment may include verbal behaviors (sexual jokes or innuendoes), touching, ogling, repeated unwelcome sexual flirtations, sexually degrading words used to describe a person, or the display of sexually suggestive objects or pictures. At the extreme, these actions would amount to criminal sexual assault.

### **E. Screening Procedures**

National background searches will be conducted for those seeking paid employment with North Como Presbyterian Church. The Church Administrator will oversee and conduct the background search process as recommended by church insurance policy guidelines. Church volunteers in ministry involved with children, youth, and in counseling services will also complete background searches. All information received will be kept in strict confidence. Should a background report be returned indicating a criminal history that affects the ministry being performed at North Como Church, the information will be shared with the individual by the Administrator, and proper action will be taken in accordance with insurance guidelines to determine if the ministry shall be continued or not. The background screening process will be done in conjunction with the terms of application, and checking reference referrals.

### **F. Procedures for Reporting an Incident**

If an incident occurs to you or you suspect a problem involving someone else and want to report your concern, you should contact the Pastor, the Chair of Personnel Committee, the Church Administrator or the Director of Christian Education. If an incident occurs to a child, it may be reported by the parent of the child or another advocate for the child. It is important that employees, officers of the Church, and members know who to call if an incident occurs.

The investigation of each incident will be done by a Committee consisting of the Pastor, the Chair of the Personnel Committee, and the Director of Christian Education. If one of those three is accused, then they would not participate in conducting the investigation. The committee will conclude their investigation as soon as possible and will have the authority to use others as resources, both inside and outside North Como Church, to the extent needed. Confidentiality will be maintained as to the identity of the accused and the complainant to the extent this is possible. Written records of each incident and its resolution will be kept for a reasonable period of time.

If the complaint is found to have merit, the Committee will have flexibility in deciding what course of action to take or recommend to other bodies either inside or outside the Church, depending on the severity of the situation. As stated above, any legally required reporting will be made.

#### **G. Additional Requirements**

- a) A minor shall not be alone with one adult on church premises or in a church activity unless it is a counseling situation.
- b) Volunteers must be involved with the church for at least six months before being allowed to interact with minors.

#### **H. Conclusion**

North Como Church has an obligation to maintain a pastoral relationship with all affected parties and not to take sides. On the other hand, we cannot ignore, dismiss, or cover up allegations of misconduct. While the church is called to offer forgiveness to all persons, it is not called to overlook acts of misconduct by any person. Justice calls for corrective action.

Approved by Session: 6-22-2004

# ***North Como Presbyterian Church***

*965 Larpenteur Avenue W*

*Roseville, MN 55113*

*Phone: 651-488-5581*

*Fax: 651-488-3590*

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## **WEDDING INFORMATION**

Members are defined as “active members of North Como Presbyterian Church and their children.” Employees of the church and their immediate family will also be defined as "members" for rate purposes. Any exception to these definitions will be referred to the Session for further determination.

1. Use of **North Como Presbyterian Church Sanctuary:**

Member: \$100

Non-Member: \$200, plus \$200 non-refundable deposit

2. Honorarium for the services of the **Pastor:**

Member: at your discretion (suggested \$200)

Non-Member: \$200

3. Honorarium for the services of the **Wedding Coordinator:**

Member: at your discretion (suggested \$150)

Non-Member: \$150

4. The church organist/accompanist shall have the right of first refusal to play for weddings. When special circumstances apply, an outside musician may be used with the approval of the Music Ministry Director. The fee will be consistent with AGO guidelines. This fee is to be negotiated between the wedding party and musicians and is not the responsibility of North Como Presbyterian Church.

5. Honorarium for a **Soloist:** \$50 - \$150 (based on number of selections)

6. Fee for use of two **Candelabra** (includes candles):

Member: \$25

Non-Member: \$50

7. Fee for use of **Aisle candles** (includes candles):

Member: \$30

Non-Member: \$60

8. **Wedding Bulletin** (for members only): \$25 per 100 bulletins printed

All fees are due to the Wedding Coordinator at **the wedding rehearsal**. Honoraria should be made payable to the appropriate party listed below:

Sanctuary, Candle use, Bulletin preparation

Pastor honorarium

Wedding Coordinator honorarium

Pianist/Organist/Soloist honorarium

Payable to:

NCPC

Reverend David Maghakian

Individual providing service

Individual providing this service

(continued on reverse side)

Requirements to be followed for the use of North Como Presbyterian Church.

- No alcoholic beverages are allowed in the building for the rehearsal, wedding, or reception.
- No smoking is allowed in the building or entryways - outside only - all butts must be picked up.
- No flash pictures or video floodlights during the wedding service.  
Flash photography is permissible before or after the wedding ceremony only.
- No rice thrown in the church building or on church property.
- Flowers, palms, potted greenery, and candelabras shall be carefully placed so as not to compete with the worship setting.
- No decorations are to be placed on the communion table without approval.
- No church furniture will be moved.

The wedding ceremony is a worship service. Appropriate music should be selected. Confer with the pastor for music approval and content of service, including readings, prayers, and other elements.

Preparations to hold a reception at North Como Presbyterian Church are to be completed with the Church Administrator. There are additional fees for the use of the Great Room, separate from the wedding fees noted.

The wedding rehearsal, flower delivery, decorating of the sanctuary, photographer scheduling and pre-ceremony details must be planned and approved with the Wedding Coordinator prior to actual time scheduling.

Session Approved April 2001  
Amended August 2002  
Amended January 2004

**NORTH COMO PRESBYTERIAN CHURCH  
POLICY ON THE USE OF  
DESIGNATED WORSHIP SPACE (SANCTUARY)**

The following information regarding worship space has been taken from the Directory For Worship of the Presbyterian Church (USA):

W-1.3021  
Old Testament

“Christians may worship in any place, for the God who created time also created and ordered space. The Old Testament tells us God met with people in many different places. Yet particular locations became recognized as places where people had special encounters with God, so they arranged space in such a way as to remember and enhance that meeting....each space was ordered to invite and express God’s presence.

W-1.3023  
Early Church

“.... Whenever Christ was present among them in interpretation of the Word and the breaking of bread, that space was hallowed. Yet the Church began to set aside special places for gathering in the presence of the risen Christ and responding in praise and service.”

W-1.3024  
Arrangement  
of Space

“When a place is set aside for worship it should facilitate accessibility and ease of gathering, should generate a sense of community, and should open people to reverence before God. It should include a place for the reading of Scripture and the preaching or expression of the Word. It should provide for the celebration and proper administration of the Sacraments, with a font or pool for Baptism and a table suitable for the people’s celebration of the Lord’s Supper. The arrangement of space should visibly express the integral relation between Word and Sacrament and their centrality in Christian worship. (W-1.4004)”

W-1.4004  
Session

“In a particular church, the session is to provide for worship and shall encourage the people to participate fully and regularly in it. The session shall make provision for the regular

- a. preaching of the Word,
- b. celebration of the Sacraments,
- c. corporate prayer, and
- d. offering of praise to God in song.

(W-2.0000; W-3.0000)

The session has authority

- e. to oversee and approve all public worship

in the life of the particular church with the exception of those responsibilities delegated to the pastor alone. (W-1.4005)

- f. to determine occasions, days, times, and places for worship.

It is responsible

- g. for the space where worship is conducted, including its arrangement and furnishings.
- h. for the use of special appointments such as flowers, candles, banners, paraments, and other objects of art,
- i. for the overall program of music and other arts in the church,
- j. for those who lead worship through music, drama, dance, and other arts.  
(G-10.0102d)

The session of North Como Presbyterian Church has divided its responsibility among committees. The Celebration and Worship Committee is one of those committees (see attached Committee Description). Any requested use of the church's designated worship space for other than the Christian worship related activities by North Como Presbyterian Church community, must be presented in writing to the Celebration and Worship committee for consideration no less than 60 days prior to the event.

Session Approved 12-19-2002