Policies

Approved Policies as of the October 2015 Session Meeting.
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Administration & Personnel

Decision Making

1. The Clerk of Session will refer all requests for Session approval to a standing or ad hoc committee for study and recommendation.
2. Except in special circumstances, all matters brought before Session for approval are to have been vetted by a committee of Session.
3. Recommendations relating to policy are to be drafted by the committee with oversight authority.
4. No policy will be adopted without first appearing on the agenda of two consecutive Session meetings.
5. Proposals for hiring or appointing persons to work in MPC are to include a general statement of the work to be performed, all compensation, and the nature of the at-will employment.
6. The Administration Committee will be responsible for maintaining a current file of all Session-approved policies.

Approved 2013-11-26
Reviewed 2018

Liaison Program

Purpose

To provide encouragement and support to the members of the Media Presbyterian Church staff in the performance of their duties and ministry for the Church of Jesus Christ.

Jesus never calls us into ministry alone. He called 12 disciples. He sent the disciples out in pairs and teams to teach, preach, and to perform miracles. The Bible tells us that as Christians we are to support, counsel, advise, instruct, and encourage one another in our various ministries, and to correct and rebuke with love, when necessary.

Our staff at Media Presbyterian Church – including program and non-program, each have their own ministry as staff members and representatives of the larger Church, both within our congregation and in the community.

Staff need liaisons to the Administration Committee to help with the communication of issues to Session and to address areas of concern in connection to the staff member's ministry.

Guidelines

1. Each staff member will be assigned to a member of the Admin Committee to serve as his/her liaison in an ombudsman-like capacity. These assignments will be revisited on an annual basis to address any conflict, dissatisfaction, departures from service, etc. At any time, either the staff member or Admin Committee member can go to the Chair of the Admin Committee to seek re-assignment, which may or may not be granted at the discretion of the Committee.
2. When an Admin Committee member leaves or goes off Session, the remaining members of the Admin Committee will assign staff to the incoming Admin Committee member.

Role of Liaison

1. To meet or speak outside of MPC at least four times a year to check in on any concerns and/or difficulties in the workplace or in programming needs.
2. To maintain the confidences of the staff members to whom he/she is assigned, unless given permission by the staff member to speak about the issue to others.
3. The liaison should not be a conduit for advocating or negotiating salary on behalf of the staff member, but he/she will have input into the staff member's performance review. The liaison can be a conduit for discussing role/duties, expectations and functions of the staff member.
4. The liaison is not to be used to "gang up" on the head of staff or others in positions of authority in the church office. The liaison system does not replace the staff structure and "chain of command" established by Session.
5. While the staff should feel confident and comfortable in sharing needs and concern with the liaison, the liaison is primarily responsible to the Admin Committee and to Session, and should make that clear to his/her staff member(s).
6. The liaisons need to be generally familiar with Presbyterian polity and policies.

Procedure

1. A staff member shall first present his/her concerns about problems and questions in the workplace to his/her immediate supervisor, or to the head of staff.
2. If the staff member, for whatever reason, cannot discuss the matter with his/her supervisor or head of staff, he/she should discuss the matter with his/her assigned liaison.
3. In situations of intra-staff conflict, the respective liaisons for the staff members involved should meet together to discuss the issues and to set parameters for discussion of the issues between the staff members. Parameters should include approaching dispute resolution from a Biblical perspective, including what is laid out in Matthew 18:15-17; in short, the matter should first be addressed privately so as to clarify the facts and issues involved, to avoid embarrassing any party to the conversation, and to maintain the dignity of our brothers and sisters. The liaisons should then plan a meeting between themselves and the staff members involved to resolve the conflict. In addition to the above, the CALM method should be attempted during the meeting:

   C - Clarify the Issue --> Answer logical questions that clarify what is really going on

   A - Address the Problem --> Communicate directly with person in conflict with

   L - Listen to the other side --> Hear what the other point of view has to say

   M - Manage your way to Resolution --> Explore solutions and decide on a course of action

4. In situations involving staff-congregant conflict, the liaison should discuss the matter with one or more pastoral staff and try to schedule a meeting between themselves, the staff member, and the congregant(s) in question to resolve the conflict.
5. Other issues: the liaison should gauge whether the issue(s) is one that should be brought to the Admin Committee, as a whole. To make this determination, look to whether it is an item addressed in MPC policies and/or procedures, the Book of Order, or otherwise addressed in policies of the Philadelphia Presbytery. If so, and after making sure he/she has the permission of the staff member to do so, contact the Chair and request time on the agenda to raise specific issues. The Committee will discuss the matter and any resolution, or whether the matter needs to be presented to Session.
   If the staff member refuses to give his/her permission to present the matter to the Admin Committee, and it is an issue that has the potential to negatively impact MPC as a whole and/ or the congregation, the liaison must inform the staff member that he/she has a duty and obligation to bring the matter to the larger body. In such case, pseudonyms and/or other methods of anonymity can be used to protect confidentiality, as appropriate.
6. If the liaison becomes aware of matters involving his/her staff member from a third party or parties, he/she should first raise the matter with the staff member involved, privately. To the extent possible, matters that can be resolved privately should be so resolved. If the issue cannot be resolved privately and is a matter appropriate for the Committee, it should be brought to the Committee in the manner set forth, above. If it is not a matter for the Committee, the liaison should seek the assistance of a trusted friend of the staff member to meet together with the staff person.

Approved 2014-01-14
Reviewed 2018

Resolving Conflicts

Conflicts tend to arise on a variety of matters, both church-related and non-church-related, between members of the faith within the church community, and out in the world. Our purpose in creating this policy is to guide our church community in resolving conflicts as instructed by Jesus Christ in Matthew 18, and in various other parts of scripture.

> *"If your brother sins against you, go and tell him his fault, between you and him alone. If he listens to you, you have gained your brother. But if he does not listen, take one or two others along with you, that every word may be confirmed by the evidence of two or three witnesses. If he refuses to listen even then, tell it to the church; and if he refuses to listen even to the church, let him be to you as a Gentile and a tax collector . . . Then Peter came up and said to Him, 'Lord, how often shall my brother sin against me, and I forgive him?' Jesus said to him, 'I do not say to you seven times, but seventy times seven . . . '"*
>
> *Matthew 18: 15-17, 21-22 (RSV)*

Policy

Knowing that community flourishes when a variety of viewpoints are shared, we at MPC strive to create the most healthy environment possible for that to happen. The Apostle Paul consistently urged his churches towards this end through his teachings, which were often expressed in the interest of unity, not uniformity. For that express purpose we offer invitations to disagreement. This helps to expose those things within us that God is calling us to reform, and at other times enlightens us to the viewpoints of others that God wants us to grow into, but always in a manner that values the integrity and faith of seekers and members alike. We offer the following guidelines:

In order to improve understanding and increase communication among our community, Session has adopted the policies set forth in "Seeking to be Faithful Together: Guidelines for Presbyterians During Times of Disagreement", as adopted by the 204th General Assembly (1992) of the PCUSA. See Appendix.

When

These Guidelines should be followed in times of individual conflicts and disagreements, during committee and Session meetings, congregational meetings, and at any other times that conflicts arise involving all or a part of the Body of Christ. However, the matter should be significant, and not a petty dispute or disagreement (Jesus uses "sins against you" as the trigger).

How

Attempt personal and private face to face contact first, so long as personal safety is not an issue. Be respectful and humble. If the disagreement is with a program, committee or other group, take the concern directly to that program, committee or group.

Personal contact helps to make sure you heard and understood the circumstances correctly and are not mistaken in what you believe to be a sin against you. Remember that tone, intent and meaning can be

easily misinterpreted through email and social media. Seek to hear, understand and resolve, with the overall goal to be to keep the family together.

In the spirit of reconciliation, it is helpful to do the following:

- Avoid circulating rumors.
- Avoid publicly humiliating another.
- Avoid anonymous attacks.
- Avoid mass email.
- Avoid ganging up.

Who

Any person in the church community is encouraged to seek the guidance and assistance of the Teaching Elders, Ruling Elders, Deacons, or others who are spiritually mature to facilitate and carry out the policy. It is preferable that only one facilitator should be selected for a personal meeting, and not more than two. This should not be a "gang up", but rather, should be spiritually faithful and responsible intervention presented with love. If a church leader does not feel he/she could be objective and impartial in the matter, he/she should decline to participate.

Why

Jesus also teaches us to treat others the way you would like to be treated under the same circumstances.

> *"Therefore, as God's chosen people, holy and dearly loved, clothe yourselves with compassion, kindness, humility, gentleness and patience. Bear with each other and forgive one another if any of you has a grievance against someone. Forgive as the Lord forgave you. And over all these virtues put on love, which binds them all together in perfect unity."*
>
> *Colossians 3:12-14 (NIV)*

Approved 2014-11-11
Reviewed 2018

Seeking to be Faithful Together:

Guidelines for Presbyterians During Times of Disagreement

In a spirit of trust and love, we promise we will…

Give them a hearing… listen before we answer *John 7:51 and Proverbs 18:13*	**1 Treat each other respectfully so as to build trust, believing that we all desire to be faithful to Jesus the Christ;** – we will keep our conversations and communications open for candid and forthright exchange, – we will not ask questions or make statements in a way which will intimidate or judge others. **2 Learn about various positions on the topic of disagreement.** **3 State what we think we heard and ask for clarification before responding, in an effort to be sure we understand each other.**
Speak the truth in love *Ephesians 4:15*	**4 Share our concerns directly with individuals or groups with whom we have disagreements in a spirit of love and respect in keeping with Jesus' teachings.** **5 Focus on ideas and suggestions instead of questioning people's motives, intelligence or integrity;** – we will not engage in name-calling or labelling of others prior to, during, or following the discussion. **6 Share our personal experiences about the subject of disagreement so that others may more fully understand our concerns.**
Maintain the unity of the spirit in the bond of peace *Ephesians 4:3*	**7 Indicate where we agree with those of other viewpoints as well as where we disagree.** **8 Seek to stay in community with each other though the discussion may be vigorous and full of tension;** – we will be ready to forgive and be forgiven. **9 Follow these additional guidelines when we meet in decision-making bodies:** – urge persons of various points of view to speak and promise to listen to these positions seriously; – seek conclusions informed by our points of agreement; – be sensitive to the feelings and concerns of those who do not agree with the majority and respect their rights of conscience; – abide by the decision of the majority, and if we disagree with it and wish to change it, work for that change in ways which are consistent with these Guidelines. **10 Include our disagreement in our prayers, not praying for the triumph of our viewpoints, but seeking God's grace to listen attentively, to speak clearly, and to remain open to the vision God holds for us all.**

Adopted by the 204th General Assembly (1992) of the Presbyterian Church (U.S.A.) for use by sessions and congregations

Staff Performance Review Policy

1. In January of each year each member of the MPC staff will propose not less than one nor more than three goals for improving the mission of MPC for which he/she will be responsible.
2. Proposed goals will be submitted in writing to one's supervisor for review and approval.
3. At least twice each year each member of the staff will meet with his/her supervisor to review work on approved goals.
4. As a result of these meetings, a performance sheet (see attached) will be completed by the supervisor and issued as follows: one copy issued to the person being evaluated, one copy retained by the issuing supervisor, and one copy forwarded to the Chairman of Session's Administration Committee.
5. Persons wishing to may attach a commentary to his/her performance appraisal. Such commentaries will be attached to the performance appraisal and retained.
6. Copies of all performance appraisals will remain on file.
7. This performance appraisal system shall be implemented upon the approval of Session.
8. At least once each year a second performance appraisal will be completed for each member of staff who provides staff assistance to a committee of Session. This appraisal will be completed by an elder associated with the committee for which the staff member serves as a resource. Copies of these appraisals will be distributed as follows: copy to the person being evaluated, copy to staff member's supervisor, copy to Administration Committee of Session.
9. In January of each year, the Admin Committee will publish a listing of staff members and the names of those who will evaluate them.

Rev. 2013-12-10

Bulletin Board

1. It shall be the policy of MPC to only post church-related items on its bulletin boards or those items deemed to be of interest and benefit to congregants. Such items might include:
    a. Meeting or event notices
    b. Presbyterian-related college information posters
    c. Posters from Presbytery, Synod, or General Assembly
    d. Mission-related information
    e. Announcements from area churches that do not conflict with MPC programs
2. Appropriateness of Postings
    a. Nothing of a partisan political nature shall be posted.
    b. Items that may be deemed considerably controversial by congregants shall not be posted.
3. Authorization for posting:
    a. Church program staff members and Committee/Task Force Chairs may post materials directly related to a church event without prior authorization.
    b. Project "champions" must have the appropriate Committee/Task Force Chair authorize postings.
    c. Congregants may provide the Office Administrator with items that s/he would like posted on the bulletin board. The item shall be posted at the discretion of the Office Administrator. The Office Administrator may consult with appropriate staff members in deciding if something shall be posted.
    d. Sunday School bulletin boards are restricted to Sunday School subjects and information. Director of Children's Ministry must authorize any information being posted.
4. Those posting an item shall take responsibility for removing the item in a timely fashion. When posting an item, do not remove another item unless it is clearly outdated or the Office Administrator has been consulted.

Approved 2015-04-14
Reviewed 2018

Inclement Weather

In the event of potentially dangerous weather conditions, postponement/cancellation of church activities will follow the procedure below:

1. Decisions regarding worship will be made by the Senior Pastor no later than two hours before the scheduled start time for the service.
2. Decisions about other programs will be made by the appropriate staff person no later than two hours before the scheduled start time for the program.
3. Committee chairs will decide if a meeting is to be canceled no later than two hours before the scheduled start time of the meeting.
4. Staff members and/or committee chairs who decide to cancel or reschedule an event will contact the Office Administrator.
5. The Office Administrator will notify the congregation of any cancellation through the church telephone greeting and posting on the church website.
6. Staff members and/or committee chairs may also contact participants via other methods such as phone, email, and/or text messaging.

Approved 2015-04-14
Reviewed 2018

Baptism

Baptism

Baptisms will be performed in accordance with the Book of Order. W-3.04

“Baptism is the sign and seal of our incorporation into Jesus Christ. In his own baptism, Jesus identified himself with sinners – yet God claimed him as a beloved Son, and sent the Holy Spirit to anoint him for service.”

“Both believers and their children are included in God’s covenant love. The baptism of believers witnesses to the truth that God’s gift of grace calls for our grateful response. The baptism of our young children witnesses to the truth that God claims people in love even before they are able to respond in faith. These two forms of witness are one and the same Sacrament.” (W-3.0402)

For baptism of children, the parent(s) or one(s) rightly exercising parental responsibility shall ordinarily be an Active Member or Active Participant of the congregation. If the child’s parents are not Active Members or Active Participants of the congregation the Session may consider a request for baptism on a case by case basis.

Baptism shall be authorized by the Session, administered by the pastor and celebrated in a service of public worship. Extraordinary circumstances may call for the administration of baptism apart from the worship of the whole congregation. In such circumstances, the pastor should follow the Book of Order per section W-3.0403.

The procedure for arranging a baptism:

1) Approval by the pastor, including education about the significance of baptism and the responsibility of nurturing the baptized person in the Christian life
2) Entry on the church calendar by the Office Administrator, pending Session approval
3) Approval by the Session

Approved 2014-11-11
Revised 2019-01-08

Children & Youth

Children and Youth Safety Policy

Purpose

This policy is intended to establish clear standards of oversight and care to all children and youth who attend Media Presbyterian Church (MPC) programs, and help ensure that capable, responsible, ethical leaders minister to our children and youth. Our goal is that caregivers and children/youth will be able to see Jesus' words lived out in the ministry of our congregation.

A. Volunteer Requirements

A1. Background Screening

MPC welcomes volunteers to become involved in the programs offered as part of our ministries. Volunteers should generally be at least five years older than the youth or children with whom they work.

All volunteers and staff members who serve in the nursery, children/youth ministry classes, meetings and events, or on overnight trips are required to complete the Volunteer Information Form and a Background Check Screening Form with information necessary for MPC to obtain a background report available through IntelliCorp.net, Social Security Verification and Criminal SuperSearch (including the Nationwide Sex Offender Registry). All reports are maintained in a secure/locked location in the MPC main office. No individual shall be in service until a background check is complete. These checks will be conducted every three years by the business administrator at the expense of the church. Reimbursement from the volunteers to the church is acceptable.

Anyone convicted of a felony or a misdemeanor in the first degree, with child or elder abuse, whether physical, emotional or sexual, will not be considered, under any circumstances, for a volunteer position at MPC.

A2. Training and Acknowledgment of Policy

All staff members, teachers and youth leaders who work with youth and children more than four hours per month are required to have training on safe church policies and procedures:

- Training sessions will be offered every year at the beginning of each church school term (late August/early September) and are required for new volunteers.
- Records of attendance will be kept.
- Training will include a review of the MPC Children/Youth policy.
- Each person will review the policy every three years.

Staff and ALL volunteers in the nursery and children/youth programs at Media Presbyterian Church (MPC) must receive, read and acknowledge receipt of this policy by signing the last page of the policy and turning it in to Director of Children's Ministries or Director of Youth Ministries.

B1. Permission/Information Requirements

At the beginning of each academic year, parents/guardians of children and youth will complete an Emergency Contact form. The form will cover parental/guardian permission for MPC activities held on site. Parents/guardians are required to disclose any known allergies on the form so that MPC staff may make appropriate programmatic changes to accommodate those allergies.

Permission for off-site and overnight youth events will require a completed Youth Ministry Permission and Release Form for the current school year.

C. Child/Youth Supervision

C1. Minimum Number of Adults

A minimum of two adults will be present at all children/youth classes, meetings and events for the duration of the gathering. Youth may count as the second adult in some cases so long as they are an active attendee of MPC for a minimum of six months and agree to be held to the same standards and conduct of those of an adult staff member or volunteer.

C2. Worker/Child Ratios

In order to provide adequate supervision in all children/youth programs, the following worker to child/youth ratios will be observed:

Program	Workers	Student
Nursery	2	8
Preschool, 2 and 3-years-old	2	12
Preschool, 4 and 5-year-old	2	18
Elementary (age 6-12)	2	20
Youth (age 13-17)	2	25

If a worker is out of ratio, it is his or her responsibility to immediately notify a staff member (preferably the Director of Children's Ministries or Director of Youth Ministries), who will make diligent efforts to immediately bring staff member/volunteer to student ratios into compliance with this policy.

C3. One-to-One Contact

Staff members and volunteers should never conduct one-to-one, unobserved meetings or interaction with children/youth while participating in ministry programs. Another adult who has completed the child/youth safety training and screening process should always be present.

It is noted that meeting the emotional needs of some children may require staff and volunteers to minister to them on an individual basis. Staff members and volunteers should conduct one-to-one meetings with an individual student at a time when others are present and where interactions can be easily observed. If you are left alone with a child, find another adult or take the child to a room or building occupied by others, or to a location easily observed by others.

C4. Unstructured/Free Time

Staff members and volunteers should circulate and watch children during free time, giving particular attention to the areas which are not easily seen from all viewpoints.

Any two minors together in an unseen or less easily viewed area should be redirected to another more open area.

C5. Bathroom Supervision and Assistance

Nursery children

See

Nursery Policy & Procedures.

School Age Children

School age children may be accompanied to the restroom for supervision and assistance when needed, however, they should receive the minimum amount of assistance needed based upon their individual capabilities. If a staff member or volunteer must go into the restroom to check on an individual child, he or she should prop open the exterior bathroom door. If the child requires assistance, the worker should leave the exterior bathroom door open when entering the bathroom area and try to verbally assist the child in completing their activities, while the child remains behind the door of the bathroom stall.

C6. Open Door Rule

Doors to areas where children and youth activities are being held should be unlocked with the ability for an adult to freely walk in at any time. Doors should remain open unless there is a window in the door or beside the door; the shade must be kept open.

D. Health and Safety

D1. Illness

MPC endeavors to provide a healthy and safe environment for all. Parents/guardians are encouraged to be considerate of others when deciding if a sick minor should participate in an MPC activity or event. Minors who are observed to be ill by volunteers or staff will be separated from other minors and the parents/guardians will be contacted and asked to pick the minor up from the activity.

D2. First Aid Training

First Aid and CPR training (for Adults & Pediatrics) is required for all Program Staff personnel and paid nursery attendants. This may be completed outside of the church by furnishing a certificate of completion or via opportunities offered through the Children's ministry. First aid training is optional for Sunday School teachers and other volunteers.

D3. Administering First Aid

A first aid kit is available in the following locations: nursery, resource room, youth room, kitchen, main office, back of the sanctuary and will be available at all activities/outings. If available, a staff member or volunteer with first aid training will be present at activities and meetings.

D4.Administering Medication

MPC will only administer prescription or non-prescription medication to minors in cases where a parent/guardian has completed a signed Emergency Contact form and indicated in the Medical and Allergy Information section instructions for prescription drug administration, current medical insurance information and current family doctor information.

D5. Emergency Care

In the event of a medical emergency while at the church, the parents should be found immediately, a staff member contacted, and 911 called as warranted. At off-site events, MPC staff and volunteers will

make the best effort possible to obtain medical attention for minors and will contact the parents immediately.

D6. Incident Report Forms

Any event resulting in the need to use First Aid requires that an Incident Report form be completed by the staff member or volunteer who is involved in the event. That form is located at the end of this policy document. Hard copies are also available in the MPC Office.

D7. Fire and Emergency Procedures

Poison control information, fire safety information, emergency evacuation routes and meeting place will be clearly posted in every classroom, along with emergency numbers for the church (including staff cell phone numbers), police and fire departments.

Emergency procedures, including evacuation plans, will be reviewed at each teacher orientation.

E. Check-in/Out Procedures

E1. Nursery

See

Nursery Policy & Procedures.

E2. Children/Youth Activities

For children ages pre-school through fifth grade, parents/guardians are expected to pick up their children or identify the person to whom the minor is to be dismissed. If there is a restriction on who may pick up the child, the parent/guardian is responsible for alerting the activity leader(s). It is presumed a person who drops off a child or student has authority to pick up the child.

Staff and volunteers are not to leave the activity site, including the classroom, until all youth/children have been dismissed or picked up. At least two chaperones should wait with youth being picked up after an offsite event. In the event that an adult is alone with a youth waiting to be picked up, they should wait in a public space.

E3. Post-Event Space Check

After last child leaves every programming event, staff members and volunteers must ensure every room and restroom is checked prior to leaving (children gone, lights out, doors locked, basic security checks).

F. Discipline

Discipline will be administered in a loving way that will maintain order and a safe environment.

F1. Communicating Expectations

At the beginning and periodically throughout the Sunday school year, teachers should clearly and respectfully communicate expectations of appropriate behavior to their class. A covenant of conduct and class expectations may be posted in each classroom.

F2. Disruptive Behavior

The teacher is instructed to address disruptive behavior with the child directly. Should the behavior be repeated, the teacher will contact a staff member who is overseeing the program, who will follow up with the parents/guardians as necessary.

F3. Physical or Verbal Discipline

No child will be disciplined by the use of any form of physical contact or verbal abuse.

F4. Managing Youth Behavior

If a youth is unruly or fails to comply with written contract, instructions from staff/volunteers, and verbal warnings, that student will be asked to leave (if not endangered by doing so) and the student's parent will be contacted to pick up the student. In the event of a fight or physical altercation, staff/volunteer will verbally redirect students involved and will try to avoid physical intervention.

G. Physical Contact

The purpose of a 'physical contact policy' is to promote a positive, nurturing environment for ministry while protecting children and youth. Physical contact should be for the benefit of the child/youth, and never be based upon the emotional needs of a staff member or volunteer.

Physical contact and affection should be given only in observable places or when in the presence of other students, staff members and volunteers. It is much less likely that touch will be inappropriate or misinterpreted when physical contact is open to observation.

Staff members and volunteers are responsible for protecting children/youth under their supervision from inappropriate or unwanted touch by others.

G1. Unacceptable Behavior (including, but not limited to)

- Any form of sexual contact or contact perceived as sexually stimulating
- Intimate kissing
- Private massages
- Lying down or sleeping beside children/youth
- Tickling or wrestling
- Hugging from behind
- Discussing any inappropriate or explicit information about your own personal relationships, dating or sexual activities
- Showing affection in isolated areas such as closets or private rooms
- Comments of a sexual nature that relate to physique or body development
- Patting on the thigh, knee or leg
- Inappropriate or lengthy embraces
- Forcing physical contact, touch or affection on a reluctant child. A child/ youth's preference not to be touched must be respected

G2. Acceptable Behavior (including but not limited to)

- Holding hands during prayers or when a person is upset
- Side hugs
- Holding hands while walking small children
- Handshakes
- High fives and hand slapping
- Verbal praise
- Arms around shoulders
- Pats on the back or shoulder

H. Electronic Communication, Internet Usage and Social Media

H1. Email and Texts

Staff and volunteers are encouraged to be as transparent as possible when communicating electronically with minors. They should adequately document their correspondence and, whenever possible, parents/guardians should be included in electronic communication to minors.

H2. Church Computers/Internet Access

Staff, volunteers and minors are prohibited from using the Internet to view or download any sexual or graphic materials on the church property or off-site in the presence of children or youth.

H3. Social Media

Adults should not submit "friend" requests to minors or youth. Youth may request friendships with adults and adults should discern the level of contact they want to maintain with the youth, prior to responding to these requests.

If an adult chooses to accept friend requests from minors or youth associated with the youth group, it is recommended that all correspondence be public.

All youth and adults should be informed that any communication that is sent via digital means is not confidential and may be reported or shared with others, including their parents.

Adults should archive or save all email correspondence with youth.

I. Off-Site and Overnight Trips

I1. Approval and Attendance

All overnight and off-site trips must be approved by session and attended by a staff member or volunteer placed in leadership role to oversee youth/children programming.

It is recommended that all leaders, teachers and chaperones/drivers for youth activities or off site events be at least five years older than the oldest participant in the class, group or activity.

I2. Permission Requirements

At the beginning of the school year, parents may sign a permission form for youth in sixth grade and above that covers all off-site and overnight trips. Parents can revoke permission at any time, or if they prefer, may determine permission for each individual event or trip. The permission form will include emergency contact information and medication consent form. These forms will be brought on all youth off-site events by the adult leader.

At the beginning of the year, all youth will develop and sign a covenant with their leaders.

I3. Sleeping Arrangements

In the event an activity requires sleeping arrangements, staff members and volunteers will strictly observe the following rules:

The two adult rule must be followed. The two adult leaders present must have previously completed children/youth safety training and screening.

As long as any students are awake, one of the leaders must also be awake and monitoring students to ensure safe behavior.

Appropriately modest sleeping attire must be worn.

In the event a sleepover involves both boys and girls, boys and girls must sleep in separate rooms when possible, properly supervised by student leaders of the same gender.

Staff and volunteers will monitor sleeping students by periodically conducting visual bed checks to ensure that sleeping students remain in designated sleeping spaces.

Whenever possible, at least one staff or volunteer (same gender) will sleep in the same room as students or in an adjoining room with the door between the rooms kept open.

In the event that overnight arrangements do not include standard beds, each staff, volunteer and student will use single sleeping bags or blankets. A "one-person to one-bag or blanket" rule will be observed.

I4. Transportation/Vehicle Use

When transporting children/youth, they should be transported directly to their destination. Unauthorized stops to a non-public place must be avoided. Parents must give verbal or written authorization for transport. Staff members and volunteers should avoid transportation circumstances that leave only one child in transport.

Only approved drivers who are covered under the church's insurance policy will be allowed to operate the church van.

When a personal vehicle is used to transport minors during a church outing, the following requirements apply to the driver and the vehicle:

- The driver must have a current license
- The driver must have current automobile insurance and permission to use the vehicle
- The vehicle must be in good working condition with a valid inspection sticker
- The driver must be at least 21 years of age and shall operate the vehicle in accordance with all applicable laws and rules of the road
- Seat belts must be used by all passengers at all times
- No cell phone use while driving except for a true emergency and then the driver is encouraged to pull off the roadway to a safe spot

J. Drugs, Alcohol, Tobacco and Weapons, Items of a Sexual Nature

J1. Drugs and Alcohol

Any kind of illegal drugs or alcohol is prohibited for all participants during children/youth activities. Staff members and volunteers are prohibited from the using, possessing, or being under the influence of alcohol or any illegal drugs while performing ministry duties, while traveling with children/youth, or while working with or supervising children/youth.

J2. Tobacco

The use of tobacco products by youth is prohibited. Adults who choose to use tobacco products must do so outside and away from view of children/youth.

J3. Weapons

All weapons, knives, firearms and fireworks are strictly prohibited from any child/youth activity.

J4. Sexually Oriented Materials

Staff members and volunteers are prohibited from possessing any sexually-oriented materials (magazines, cards, images, videos, films, etc.) on church property or in the presence of children/ youth.

K. Reporting Abuse of Children/Youth

Staff and Volunteers must make an immediate and direct report of suspected child abuse to ChildLine either electronically at www.compass.state.pa.us/cwis or by calling 1-800-932-0313.

Following this report, the Staff Member or Volunteer must also report this information to the Senior Pastor and file an incident report.

I, _____ acknowledge that I have received, read and understand the
Print Name The Media Presbyterian Church Children/Youth Safety Policy

_____ _____
Signature Date

Rev. 2015-09-27

Media Presbyterian Church – Children and Youth Ministries
Volunteer Information Form

Name: _____
(First) (Middle) (Last)

Current Street Address: _____

City, State, Zip Code: _____

Social Security Number: _____

Date of Birth: _____
(Month/Day/Year)

Telephone: _____ _____
(Home) (Cell)

Email Address: _____

Driver's License State and Number: _____

Automobile Insurance Agency: _____

Automobile Insurance Policy: _____
(Policy Number) (Effective Date)

Medical Insurance Agency: _____

Medical Insurance Policy: _____

List any Health Concerns: _____

_____

_____

Emergency Contact Name:_____

Emergency Contact Phone Number: _____

Media Presbyterian Church – Children and Youth Ministries
Incident Form

Complete this form whenever first aid is administered to a child/youth at MPC.

Date of the incident (month/day/year) _____
Name of the children/youth involved in the incident:
_____

_____

_____

_____

Names of the MPC staff member(s) and volunteer(s) involved in the incident:
_____

_____

_____

Description of the incident, including where it happened (location in or outside the church, name of the event/program, type of injury observed, reason for the injury, type of first aid that was administered, contact made with the emergency contact, etc.):

_____

_____

_____

_____

_____

_____

Name of the person completing the incident report:

_____
(Last name) (First name)

Signature and date:

_____

Nursery Policy & Procedures

MPC Kids Snack Policy

- Due to allergies and choking hazards no snacks will be distributed by MPC nursery attendants or volunteers. NO food will be allowed in the nursery area.
- All bottles and sippy cups MUST be clearly labeled with the child's name. Sippy cups will only be given to the child when he or she is sitting at the toddler table. This will allow us to take every precaution to help children avoid drinking out of someone else's sippy cup.

Health Policy

Children who have had any of the following symptoms in the previous 24 hours will not be admitted into the nursery:

- Diarrhea
- Vomiting
- Fever
- Rash
- Open Sores
- Eye Discharge

Any child being treated with antibiotics should have received treatment for at least 24 hours before coming to the nursery.

If your child develops a fever or other illness symptoms, you will be asked to take your child home.

No medication will be given to any child in the nursery by the nursery attendants or volunteers.

Parents should report allergies to nursery staff.

In a case of a true emergency 911 will be called and parents will be paged.

Nursery must be cleaned at the end of each session in the following manner:

- disinfect toys, tables, changing station, doorknobs, and light switches with Clorox Anywhere
- spot clean any spots or "spit ups"
- change sheets in crib if used

Caregiver Procedure

- Nursery Attendants/Volunteers must never be alone with children.
- There must be at least two adults present in the nursery at all times.

- All caregivers must have submitted a Volunteer Application to the MPC Children's Ministry staff and must allow MPC to obtain required Pennsylvania background clearances.

Diapering & Toileting Procedures

- Diapers will only be changed by paid nursery staff and those approved by MPC's Children's Ministry staff who have submitted and passed a state background check. Nursery door/any church door must be open to the area or have a second adult present.
- If toddlers need to use the bathroom, they will be escorted by the paid nursery staff. Bathroom door to nursery must remain open.
- Non-latex rubber gloves must be worn while changing all diapers.
- Diapers must be placed in the Diaper Genie.
- Hands must always be washed with soap and water after diapering.

Drop - Off and Pick - Up Procedures

- When dropping child off at the nursery, be sure to sign them in on the sign - in sheet. Be sure to answer ALL questions on this sheet, including a cell phone number.
- Please leave a well labeled diaper bag and any specific instructions for caregiver.
- If leaving bottles for infants please clearly label bottles and bottle bag. Hand diaper bag and bottle bag directly to caregiver.
- Parents are encouraged to refrain from visiting their children until they are ready to pick them up, as this might upset them, and others.
- Children must be signed out on the discharge sheet upon pick - up. Only a parent, guardian or authorized adult can pick up a child from the nursery. Children will not be allowed to take their siblings from the nursery.

Toddler Toileting Policy

- Prop the main bathroom door open. No adult is ever to be alone in a closed bathroom with a child at any time.
- If child is able to complete toileting alone, adult must wait outside of the stall for the child. Assist in hand washing as needed.
- If child requires help, stall door is to remain open the entire time.

Responsibilities of the Nursery Volunteers/Staff:

- Submit a Volunteer Application to be kept on file in the church office.
- Participate in a brief first aid training session (staff members only).
- Complete and pass required state background checks.
- Be aware of posted nursery volunteer schedule.
- Arrive 15 minutes before start of scheduled time
- Pray, read, sing bible lesson with children, and engage in playful activities.

- Supervise children for safety.
- Assist paid nursery staff in clean up after all children have departed from the nursery. This includes picking up all the toys, and disinfecting the surfaces in the nursery according to posted procedures.
- Leave after the nursery is clean and the children have all gone.

Substitute Policy

Volunteers are responsible to find a substitute if unable to make it to church on the scheduled Sunday, or to contact Director of Children's Ministries.

Teen Volunteers

We welcome teens to volunteer in the nursery. When a teen is serving in the nursery, he/she will be given the same responsibility as the adult volunteers. He/she should be actively involved with children.

Responsibilities of the Teen Nursery Volunteers:

- Complete Volunteer Application, which will be kept on file. If under the age 18, must have parent or legal guardian sign the application.
- Be aware of posted nursery volunteer schedule.
- Arrive 15 minutes prior to start of scheduled time.

Confidentiality

All information about the children in MPC nursery program and their families shall remain confidential unless it is determined that harm may come to the child and in that event, the MPC Children's Ministry staff should be notified immediately and actions will be taken in line with MPC Children & Youth Safety Policy.

General Policies and Discipline

Age limits

Only children of the appropriate age for the nursery are allowed [infants through 3 years of age (not potty trained)]. No child over the age of 4 should be in the nursery. For special events where a wide range of children are present, the children should be separated into similar age groups and appropriate activities provided to keep them occupied.

Inconsolable children

Workers should make every effort to engage unhappy children in play or nurture. If a child is inconsolable (15 minutes of non-stop crying), the parents are to be texted or notified immediately. Under no circumstances should you let a child "cry it out". This policy will help to fortify the trust between our parents and our nursery staff.

Discipline

The safety of all the children in the nursery must be maintained. All disciplinary action will follow guidelines of the MPC Children and Youth Safety Policy.

Rev. 2015-09-27

Emergency

Emergency Policy

It is the responsibility of appropriate staff/program directors to ensure that the following individuals have received this information and have been properly trained.

- All MPC employees
- All Sunday School teachers and volunteers
- All Youth Group Leaders and volunteers
- All individuals who use the kitchen for events or approved activities
- Ushers
- Other persons as needed

Fire

The individual who discovers the fire should implement the acronym RACE which means Rescue-Alarm-Contain-Extinguish

- **Rescue** – Direct, assist, or remove any individuals who are in immediate danger from the fire source.
- **Alarm** – Activate the 911 emergency system by pulling one of the emergency alarm pull stations and place a 911 call.
- **Contain** – Contain the fire by closing doors and windows. Closing doors and windows will slow the spread of the fire as well as deprive it of oxygen.
- **Extinguish** – Use a fire extinguisher to extinguish the fire, making sure an exit path is available from the fire location.

The location of the fire extinguishers are marked on the evacuation map. In those situations, the individual should implement the acronym PASS for fire extinguisher use. PASS stands for – Pull-Aim-Squeeze-Sweep

- **Pull** – Remove the safety pin from the fire extinguisher
- **Aim** - Aim the nozzle at the base of the flames
- **Squeeze** – Squeeze the handle of the extinguisher to start the flow of fire suppressant
- **Sweep** – Sweep the nozzle along the base of the flames until the fire is out or until the extinguisher is empty

Fires in the kitchen may need special consideration.

- Water should not be use in the case of a grease fire.
- A lid on a grease fire may be an effective way to suffocate and extinguish a grease fire.
- A multi-use fire extinguisher should be the extinguisher of choice in the kitchen.

Upon activation of the central fire alarm and calling 911, all staff and leaders should direct all individuals to leave the building as quickly as possible.

- Individuals should not waste time collecting personal belongings.
- Individuals should be directed to the nearest exit when possible and safe.
- Upon exiting, windows and doors should be closed if possible.

Evacuation routes are posted throughout the building.

- In order to quickly evacuate the sanctuary, ushers and staff should direct worshipers to the following: both center aisle pew sections to rear/main entrance to Baltimore Pike; left pew sections to left side rear door; right pew sections to right side rear door; balcony will egress using right or left stairs and either right or left side door.
- Staff and leaders should direct and/or assist in the evacuation of individuals with disabilities. This may include pushing wheelchairs, carrying people, or directing to a handicap accessible route.
- All individuals evacuating the building should meet in the TD Bank parking lot and no one should re-enter the building until cleared by the Fire Marshall or a representative of the fire company.

Sunday School Evacuation

Staff, teachers and volunteers who are responsible for minor children should direct and escort the children to exit via the exits outlined on the evacuation route map. Each group of teachers will be responsible for their own students.

- One teacher from each room should take the attendance list/binder.
- Staff, teachers, and volunteers who are exiting past the nursery and pre-K room should offer assistance to carry any child who is unable to walk, who walks slowly or who is too scared to follow directions.
- One teacher from the fifth grade classroom will go the nursery to assist nursery attendants.
- Staff, teachers, and volunteers will provide physical assistance for any child who cannot ascend the steps quickly and independently.
- Sunday School Director(s) will have responsibility to monitor safe evacuation procedures.
- After exiting the building, staff, teachers and volunteers should escort children to the parking lot of the TD Bank on the east side of the building.
- If the parking lot of the TD Bank is too close to the building, children should be escorted across Monroe Street into the Wawa parking lot.
- Upon arrival in the parking lot, one staff member or teacher from each classroom should complete a head count to ensure all children are present and accounted for.
- Children may only be released to their parent or guardian.

- In the event that a child requires medical attention and the parent guardian is unavailable, every effort should be taken to have an adult who knows the child escort him/her to the hospital.
- Parents must be advised to refrain from coming down to the Sunday School area to retrieve their own children.

Procedures specific to the nursery

- Nursery attendants will place babies in the "fire crib" (specially constructed on a metal frame with castors) and wheel the infants to the correct stairwell per the evacuation plan.
- Nursery attendants will provide additional direction to any able-bodied adult in the area who is available to assist transporting infants up the stairs.

Youth Room evacuation

- The Youth Room will be evacuated through the outside entrance door leading directly to Franklin Street.
- One teacher should take an attendance sheet/binder.
- Youth should proceed as a group to the TD Bank parking lot, or if impeded by fire equipment, the Citizens Bank parking lot, and await information from the Fire Marshall.

All children and youth will participate in a fire drill once a year. Pre-K and Kindergarten classes will practice before the execution of a school-wide drill. All children and youth will be required to practice total silence during the drill to ensure communication of any verbal direction.

This policy, accompanied by the Fire Marshall Fire Safety, Evacuation and Lockdown Plan; evacuation routes; fire extinguisher locations; and fire alarm locations are available in the Emergency Binder in the administrative office. Evacuation routes are posted as necessary.

Weather Related Emergencies:

The senior staff member on site will determine a course of action. Options include:

- Evacuation and closure of the building in advance of the weather event
    - Any decision to close the building should be made in sufficient time that allows all individuals the time to safely return home or to another safe environment.
    - If time permits, notification to members and other anticipated users of the church should be made aware of the church closure. This may include, but is not limited to,

changes in the outgoing phone message, phone calls, emails, website, social media, and/or media outlets.

- Sheltering in place for the duration of the weather event
    - As possible, preparations for food and water should be made for the duration of the anticipated event.
    - Additional supplies such as batteries, flash lights, blankets and first aid supplies should be brought to a central location. (stored in basement of Kesel House)
    - A count of the number of individuals sheltering in the church should be made.
    - Individuals should shelter in areas where they are most protected. This includes interior rooms, away from windows, and away from areas that have the potential to flood.
    - The senior staff member or designee will coordinate with the authorities as needed.
- Evacuation of the building
    - In the middle of a weather emergency, evacuation of the building should only occur if the building is unsafe, there is a medical emergency, or instructed by the authorities to do so.

Intruder in the building:

In the case of an intruder or other threat in the building, everyone needs to determine actions based on the situation and overall safety.

- When it is safe to do so, every effort should be made to call 911 quickly and quietly.
    - There are land-line phones throughout Kesel House as well as in the kitchen and the nursery.
    - Emergency services can also be notified via a cell phone. Please ensure to report the church's name and address.
- <u>Run</u>
    - Individuals who can safely evacuate the building should do so.
    - Individuals should move quickly and quietly. Personal belongings should be left behind.
    - Individuals should keep hands visible at all times especially if law enforcement is on site.
    - If the church is occupied, the evacuation procedures listed above should be followed.
- <u>Hide</u>
    - Individuals should find a place to hide. This can include but is not limited to: under objects such as pews and furniture, behind locked doors and furniture, in closets, etc. Windows may need to be covered and blinds drawn in order to fully secure the location. Turn off all lights and keep everyone quiet.
    - Teachers and volunteers responsible for minors should remain calm and assist children in finding a hiding space. Infants should be placed on the floor in a protected position.

- Parents should shelter in place and make no attempt to reach their children.
- Individuals should stay quiet until rescued or until it is safe to move out of hiding.
- Contact 911. If unable to talk, the line should be left open so operators can hear what is happening and inform law enforcement.

- Fight
  - If absolutely necessary, individuals may choose to confront an intruder. This may be a distraction technique or to disarm the intruder.
  - Strategies may include yelling, throwing objects or attacking the intruder directly.

Additional resources are available from the Department of Homeland Security:
http://www.dhs.gov/active-shooter-preparedness

Rev. 2015-05-21

Finance

Expense Reimbursement Policy

The Media Presbyterian Church maintains a fully accountable expense reimbursement plan for its pastors and employees in accordance with the rules and regulations of the Internal Revenue Service (IRS). These regulations provide that an employee "need not report on his/her tax return" expenses paid or incurred by the employee solely for the benefit of the church for which such employee is required to and does account to the church and which are charged directly or indirectly to the church. Accordingly, all property, goods and services purchased under this accountable expense reimbursement plan belong to the church, not the individual. A fully accountable expense reimbursement plan requires receipts be provided for all expenses.

Purpose

This policy has been prepared as guidance in identifying legitimate travel and business related expenses incurred in carrying out necessary, authorized business of the church. Pastors and employees may obtain reimbursement within the limitations set forth below by submitting an approved Expense Reimbursement Request to the Business Administrator.

Scope

Good stewardship of the congregation's contributions is of prime importance. This policy outlines what is allowed in regard to business expenses for all employees of the church.

I. Use of Church Credit Card

Employees who are issued church credit cards should use them whenever possible when incurring church business expenses. Personal items must never be charged to this credit card. All items charged to the card must be accounted for on the credit card statement form submitted at least monthly. Receipts are required for all items. Credit card expenses must be reconciled monthly.

II. Daily Expenses for Church Business

Employees using their personal cars will be reimbursed at the current IRS rate for miles traveled on church business. In addition, related tolls and parking charges will be reimbursed. Mileage shall be judged in light of the most logical route with no excess mileage allowed. Only one mileage allowance per car is allowed. If two or more persons are traveling to the same meeting or event, carpooling is encouraged. Mileage from the employee's home to the church offices is never permitted.

Meetings on church business which include a meal (breakfast, lunch or dinner) expense will be reimbursed to employees provided a listing is made on the Expense Reimbursement Request as to the purpose of the meeting and the persons attending. Alcohol expenses are not permitted.

Expense Reimbursement Request and credit card statement forms must be completed within 30 days of the expense, approved by the immediate supervisor, and submitted to the Business Administrator. The Business Administrator will have final approval on all Expense Reimbursement Requests except that of the Senior Pastor which is approved by the Chair of Finance.

Items such as morning coffee, donuts, newspaper, car wash, gasoline, laundry and snacks or the purchase of sundry items for personal use are not legitimate business expenses. Office supplies must be ordered through the Office Administrator.

III. Expenses Related to Overnight Travel

Employees attending out-of-town meetings must obtain approval from the Senior Pastor and the Administration Committee. Reimbursements can only be made for approved travel expenses. As a general rule, these travel expenses will be limited to training, study leave and convention/meeting expenses provided for in the budgeting process in advance of the travel.

It is the policy of the church to reimburse employees for the following actual out-of-pocket expenses incurred while away from home on an overnight business trip:

1. Lodging at a motel or hotel. A receipt for the lodging is required.
   Items not reimbursable are mini-bar, alcohol, laundry, and in-room movies.
2. Meals (including gratuities) - Receipt required for all reimbursements. If a guest is being entertained or a business meeting held, the guest's name, affiliation, place of meeting, or entertainment and business reason must be included.
3. Transportation:

   Personal Auto – mileage log required listing to and from locations and number of miles driven. Mileage is reimbursed at the current IRS mileage allowance.

   Air fare - Standard coach accommodations unless otherwise approved. Receipt required.

   Car rental – Appropriately sized automobiles only. Receipt required.

   Cab fares, car services, limousines, porters – Receipt preferred.

4. Because staff has access to church credit cards, cash travel advances will be issued only on a limited basis. Requests must be made to the Business Administrator.

Expenses reimbursed under these allowances must be supported by receipts and fall under the guidelines of the fully accountable expense reimbursement plan.

IV. Reimbursements for Ministerial Called Positions

In certain circumstances, a pastor's call may include one or more of the following elements: Personal Allowance, Study Allowance, Educational Allowance, Automobile Allowance or Travel Allowance. If any of the allowances are paid without supporting receipts, the entire amount becomes reportable income on a W-2 to the individual.

Approved 2013-12-10
Revised 2018-09-11

Endowment/ Designated/Memorial Funds Policies

5300 – Endowment Fund (principal of fund kept in perpetuity)

By policy, earnings are calculated at 4% of the principal and distributed annually (usually mid-year) as follows:

- 50% to 3100 Local – Benevolence Mission
- 25% to 3099 Miscellaneous Missions
- 25% to 3001 Capital Reserve

Approved 1997-06-10

Designated Funds (donations given for or set aside for a specific purpose)

See Appendix for Designated Funds

3399 – Memorial Funds (donations in honor/memory of persons who have died)

Balance of the fund is distributed at end of each fiscal year as follows:

- 45% to 3001 Capital Reserve
- 45% to 5300 Endowment Fund
- 10% to 3099 Miscellaneous Missions

Approved 1997-06-10

Mission Committee Usage of Designated Funds

Every calendar year the Mission Committee has the ability to spend up to 20% of the balances, as of January 1st of that year, of the following designated funds:

- 3100 Local – Benevolence Mission
- 3099 Miscellaneous Missions

The purpose of this is to supplement the mission portion of the annual operating budget.

A list of all active restricted funds are kept by the Finance Committee indicating their intent and purpose. When the balance drops to zero, the fund is dropped from the list. The list of funds will be reviewed by the Finance Committee on an annual basis.

Approved 2014-03-11
Revised 2018-09-11

DESIGNATED FUNDS Media Presbyterian Church

3001 – Capital Reserve
Purpose – Major capital expenses related to church property
Control – Property & Technology Committee
Funding Sources – A) Individual donations, B) special designation by Session, C) 25% of the annual earnings on the Endowment Fund [5300] and D) 45% of the Memorial Funds [3399] balance at year-end.

3006 – Sunday School
Purpose – A) Mission related contributions from Sunday School Children, B) Expenses related to Sunday school
Control – Children's Committee, Director of Children & Family Ministries
Funding Sources – Sunday School offerings and donations.

3007 – Communion Offering
Purpose – Pass through account to collect funds before distribution to Deacons Account. Balance on account is zero at the end of each month.
Control – Business Administrator
Funding Sources – Monthly Communion offerings

3010 – Deacons Account
Purpose – Fund Deacon activity.
Control – Board of Deacons
Funding Sources – A) Monthly Communion offerings, B) Individual contributions.

3011 – Vacation Bible School Donations
Purpose – Support VBS or VBS Mission contributions
Control – Children's Committee
Funding Sources – Individual donations.

3018 – Food Cupboard
Purpose – Purchase of needed food and supplies
Control – Board of Deacons
Funding Sources – A) Individual donations, B) Board of Deacons account.

3021 – All Church Family Retreat
Purpose – Pass through account for expenses related to the February retreat
Control – Business Administrator
Funding Sources – Registration fees collected for the retreat from members.

3022 – Library Memorials
Purpose – Fund Library expenses
Control – Chris Hanaman
Funding Sources – Individual donations.

3025 – Youth Ministry Christian Education
Purpose – Support Youth Christian Ed activities
Control – Youth Committee, Director of Youth Ministries
Funding Sources – Individual donations.

3027 – Summer Mission Trip
Purpose – Pass through account for expenses related to Banner Elk Mission Trip
Control – Business Administrator, Mission Committee
Funding Sources – Individual donations and registration fees for trip.

3028 – Women's Ministries Life Members
Purpose – Expenses related to women's events
Control – Betsy Podrebarac
Funding Sources – Individual donations.

3032 – Children's Ministry Funding
Purpose – Support of Children's Ministry or education expenses
Control – Children's Committee, Director of Children & Family Ministries
Funding Sources – Individual donations.

3040 – Christian Education Programs
Purpose – Support of Christian Education – all ages
Control – Spiritual Formation Committee
Funding Sources – Individual donations.

3042 – Youth Scholarships
Purpose – Scholarships to allow children and youth to participate retreats, mission activities and related activities based on financial need
Control – Children's Committee, Youth Committee
Funding Sources – Individual donations.

3050 – Senior Craftsmen Projects
Purpose – Fund projects related to work undertaken by Senior Craftsmen group
Control – Walt Koenig
Funding Sources – A) Individual donations and B) Charges for projects undertaken for non-members.

3057 – Pilates/Yoga Fitness Class
Purpose – Pass through account for expenses related to the class
Control – Business Administrator
Funding Sources – Fees for class. At year-end, any excess revenue over expenses is transferred to the operating budget.

3072 – Alternative Gifts
Purpose – Pass through account for donations related to Alternative Gift Program
Control – Missions Committee
Funding Sources – Individual donations.

3073 – Lenten Loaves of Love
Purpose – Pass through account for donations related to Lenten loves of love offering
Control – Missions Committee
Funding Sources – Individual donations.

3080 – Indian Orphan Support
Purpose – Pass through account for donations to "adopt" a child in India
Control – Mission Committee
Funding Sources – Individual donations.

3084 – Liberia Account
Purpose – Pass through account for donations to support orphanage in Liberia
Control – Mission Committee
Funding Sources – Individual donations.

3099 – Miscellaneous Missions
Purpose – To supplement Missions operating budget. Authorized to spend 20% of balance annually.
Control – Missions Committee
Funding Sources – A) Individual donations, B) 25% of the annual earnings on the Endowment Fund [5300] and C) 10% of the Memorial Funds [3399] balance at year-end.

3100 – Local Benevolence Mission
Purpose – Supports local missions and benevolence causes. Authorized to spend 20% of balance annually.
Control – Missions Committee
Funding Sources – A) Individual donations, B) 50% of the annual earnings on the Endowment Fund.

3399 – Memorial Funds
Purpose – Holding account for funds contributed in honor/remembrance of those who died. Balance is distributed annually to: Endowment Fund [5300] – 45%, Capital Reserve [3001] – 45%, Miscellaneous Missions [3099] – 10%.
Control – Finance Committee
Funding Sources – Individual donations.

3416 – Sally Macky Fund
Purpose – Provide need based scholarships for children and youth to attend camps, retreats, mission trips or church related activities
Control – Children's Committee, Youth Committee, Directors of Youth and Director of Children & Family Ministries
Funding Sources – Individual donations from the Macky family.

3429 – Clement Fund
Purpose – Funding for Urban Missions
Control – Mission Committee
Funding Sources – Funded through a gift from the estate of John Clement.

3430 – Campbell Anniversary Fund
Purpose – Church liturgical expenses
Control – Sandra Campbell, Business Administrator
Funding Sources – Funded through a gift from the Campbell's

3447 – Dunn-Cherry Fund
Purpose – Mission work in the City of Chester, PA
Control – Mission Committee
Funding Sources – Funded through a gift from the estate of the Dunn's.

3555 – Surplus Funds 2016-2017
Purpose – Holding account for excess income over expenses for 2016 and 2017
Control – Finance Committee, Session
Funding Sources – Funds transferred into account from surplus.

3562 – Transportation Fund
Purpose – Accrue for the cost of a new church bus
Control – Property & Technology Committee
Funding Sources – Individual donations.

3563 – Taylor Fund
Purpose – designated for specific improvements to the sanctuary
Control – Property & Technology Committee
Funding Sources – Funded by a gift from Bill Taylor.

3564 – Private Donor Fund
Purpose – expenses related to church property
Control – Property & Technology Committee
Funding Sources – Funded by an anonymous donor.

3565 – Kalemkarian Fund
Purpose –expenses related to church property
Control – Property & Technology Committee
Funding Sources – Funded by Art Jr.

3569 – Per Capita for
Purpose – Holding account for donations to Per Capita
Control – Business Administrator
Funding Sources – individual donations.

3581 – F. Private Donor Fund
Purpose –expenses related to church property
Control – Property & Technology Committee
Funding Sources – Funded by an anonymous donor.

3585 – Edward Arters Fund
Purpose – Fund scholarships for higher education among congregation members. Scholarships awarded annually based on an application process set up by committee
Control – Arters Scholarship Committee
Funding Sources – Funded a gift from the estate of Edward Arters.

3586 – Youth Ministry Pie Sale
Purpose – holding account for proceeds from sale
Control – Director of Youth Ministries
Funding Sources – Funded by the sale of pies baked by youth.

3588 – Art Sales Proceeds
Purpose – to fund expenses related to renovation of Kitchen
Control – Property & Technology Committee
Funding Sources – Funded by share of proceeds from June 2018 Art Sale & Show.

Donor Restricted Endowments

4001 – Chester Area Mission – restricted endowment established in 1995.

4004 – Griggs Principal – restricted endowment established in 1986 by Ralph & Janet Griggs top support youth program, seminary student, music program. Griggs live in NJ.

Note: these two small endowments were established several decades ago. The income they generate doesn't total enough to fulfil their purpose. The Griggs were contacted several years ago to see if they would be open to letting the principal be used consistent with the funds purpose with no success. No known documentation on source of 4001. At some point these small endowments should probably be rolled into the endowment fund.

Loans To Employees

The Media Presbyterian Church does not provide personal loans for its employees.

All employee compensation is to be paid in full as it is earned.

The one exception to this policy is that Session may consider a loan to an incoming ordained pastor for the purpose of assisting with the purchase of a primary residence. The terms of such a loan must be approved by Session. If approved, the loan must follow and be documented in accordance with Presbytery guidelines for such loans.

Approved 2013-12-10
Revised 2018-09-11

Offering/Counting Procedures

1. The church office will periodically distribute a list scheduling two unrelated counters for each worship service that includes an offering. The counters must be on a list approved by the Finance Committee and Business Administrator.

2. When an offering is collected at the worship service, two ushers will bring the offering to the front of the church to be blessed and then together take the collection plates directly to the designated counting room and give the funds to the counters.
    a. If two counters are not available when an offering or other monies are collected, the ushers will give the monies to the Business Administrator to secure until counters are available.
    b. If neither counters nor the Business Administrator are available when an offering or other monies are collected, the ushers or other designated persons collecting the money will –
        i. place the money in an envelope located in the "safe"
        ii. seal the envelope
        iii. write a brief description of the source of the funds (e.g., "Jan.5, 2018 9:30 Worship Service", "April 26, 2018 Men's Breakfast") on the envelope
        iv. sign the envelope
        v. lock it in the safe
    c. Whenever possible, two unrelated people (ushers, etc.) should perform this task together.
    d. If there are monies in the locked safe, the Business Administrator may ask scheduled counters to complete the count. The Business Administrator will unlock the safe in the presence of at least one counter and they take the envelope(s) containing the monies to the counting room to be counted.

3. Upon receipt of the offering from the ushers, the counters follow the counting procedure using the Counters' Sheet provided by the Business Administrator. Procedures include –
    a. Separate counts should be made for cash vs check as well as loose plate items vs regular offering envelopes vs special envelopes such as communion, building fund, missions, and holidays. Separate amounts should be listed for coffee hour or Sunday School when present.
    b. The amount in each donor’s envelope should be recorded on the front including a notation of cash vs check. This is to ensure the donor is properly credited for the donation.
        i. Additional notation is required for checks that are designated for multiple purposes (aka “split check”).
    c. Endorse all checks with the “For Deposit Only” stamp.
    d. The counters prepare a separate Counters' Sheet for each offering or event. They should complete all totals on the Counters' Sheet and sign the form in ink.
    e. For each service or event, a bank deposit slip should be prepared in ink and signed.

f. When the count is completed, counters will wrap the money, the Counters' Form, and the original deposit slip in a rubber band. The entire packet will be given to the Business Administrator. If the Business Administrator is unavailable, the packet will placed in the safe and the safe locked.

4. There should be at least two counters, or one counter and the Business Administrator, with the monies being counted at all times.

5. The Business Administrator should review and process the funds as soon as he/she is available. Any questions or concerns should be directed to the counters.
    a. The Business Administrator or his/her designee will deposit the funds prepared by the counters in the bank as soon as practical.
    b. The Business Administrator or his/her designee will record donations by individuals in the church database.

6. The Business Administrator should keep the bank's receipt for each deposit in his/her records and make the receipts available to the Finance Committee upon request.

7. The Finance Committee should periodically compare their copies of the bank receipts and bank statements that the bank provides to the Business Administrator to assure that all collected funds have been recorded and deposited into the church's bank account.

8. The Business Administrator is responsible for maintaining supplies for the counting process. Counters are encouraged to indicate when supplies are getting low.

9. The safe should remain unlocked when there are no funds in it.

10. The church's insurance includes a fidelity bond coverage limit of $25,000 which covers volunteers and employees.

Approved 2014-09-23
Revised 2018-09-11

Funeral Services

Funeral Services

Funeral services will be performed in accordance with the Book of Order.

The memorial/funeral service is a Witness to the Resurrection of Jesus Christ.

Services may be held for decedents who were Active Members or Active Participants of the congregation. Services for non-member decedents are at the discretion of the Pastor. It is expected that a minister of this church will officiate/preside at the service. The family may choose to hold the service in another suitable place such as a home, a funeral home, a crematorium, or at graveside. Requests for other arrangements must be made of the Pastor. Others may be invited to participate as leaders in the service at the discretion and under the supervision of the Pastor.

In order that attention in the service be directed to God, when a casket is present it is to be closed. Viewing of the body prior to the service or receiving of those paying respects may be arranged through the church office and is typically done in Hassler Chapel.

Procedure for Arranging a Funeral

1. Contact the Pastor and the Church Administrator to arrange the date and time of the service.
2. If music is desired, contact the Church Administrator who will provide contact information for the desired musicians(s). Musicians other than those from MPC must be approved by the Director of Music Ministries.
3. Floral arrangements should be completed and in place one hour before the service begins. The church office should be advised in advance if flowers will be left for distribution to hospitalized or house-bound church members.
4. Audio CDs of the service may be arranged by request through the church office.
5. A Sexton must be present for any required set up, clean up, and operation of the sound system.
6. Fees are determined and approved by Session each year. Honoraria for pastors are usually at the discretion of the family and music fees are negotiated with the participating musician(s).
7. If a reception is desired in Dale Hall, non-members will be charged a fee.
8. Usage of the church's premises will be governed by the Building Use Policy. This policy is available from the Church Administrator.

Rev. 2015-03-10

Membership

Membership

Membership in the Church of Jesus Christ is a joy and a privilege. It is also a commitment to participate in Christ's mission. Media Presbyterian Church expects its members to fulfill two charges:

- sincerely confess Jesus Christ as Lord and Savior
- participate in the life of the church wherever God leads

A faithful member accepts Christ's call to be involved responsibly in the ministry of His Church which includes the following:

- Growing in faith through prayer and the study of Scripture
- Attending worship regularly and taking part in the common life of the congregation
- Supporting the work of the church through the giving of time, talents, and money
- Endeavoring in word and deed to proclaim the good news and bear witness to Christ
- Caring for each other in the family of faith, extending the fellowship of Christ to all persons, and responding to God's activity in the world through service to others
- Reviewing and evaluating regularly the integrity of one's membership, and considering ways in which one's participation in the worship and service of the church may be increased and made more meaningful

Entry into membership

Persons may enter into active membership of Media Presbyterian Church in the following ways:

Public profession of faith, made after careful examination by the Session in the meaning and responsibilities of membership; if not already baptized, the person making profession of faith shall be baptized

Certificate of transfer, when a person is a member of another Christian church at the time of transfer

Reaffirmation of faith, for persons previously baptized in the name of the triune God and having publically professed their faith

Categories of membership

The membership of Media Presbyterian Church includes baptized members, active members, affiliate members, inactive members, and active participants.

Baptized Member

A baptized member is a person who has received the Sacrament of Baptism in this congregation or elsewhere and has been enrolled as a baptized member by the session, but who has not made a

profession of faith in Jesus Christ as Lord and Savior. Baptized members receive the pastoral care and instruction of the church and may participate in the Sacrament of the Lord's Supper.

Active Member

An active member is a person who has made a profession of faith in Christ, has been baptized, has been received into membership of the church, has voluntarily submitted the government of this church, participates in the church's work and worship, and receives its pastoral care and instruction. In addition, active members participate in the governance of the church and may be elected to ordered ministry. The session has responsibility for preparing those who seek to become active members of the congregation.

Affiliate Member

An affiliate member is a member of another congregation of this denomination or of another denomination or Christian body, who has temporarily moved from the community where the congregation of membership is situated, has presented a certificate of good standing from the appropriate council or governing body of that congregation and has been received by the Session as an affiliate member. An affiliate member may participate in the life of the congregation in the same manner as an active member except that an affiliate member may not vote in congregational meetings or be elected to ordered ministry or other office in the congregation.

Inactive Member

An inactive member is member who no longer participates fully in the life and worship of this church. These members may receive the church's pastoral care and instruction, but may not vote in congregational meetings or be elected to ordered ministry or other office in the congregation. Active members may be moved to this category upon request or by the Session after a two year period of inactivity.

Active Participant

An active participant is a person who is not a member of the church. Active participants may participate fully in the life and worship of this church and receive its pastoral care and instruction. The invitation to the Lord's Supper is extended to all who have been baptized. These participants may not vote in congregational meetings or be elected to ordered ministry or other office in the congregation.

Membership roll

The Session shall maintain rolls of baptized members, active members, and affiliate members.

The Session shall delete names from the roll of the congregation upon the member's death, admission to membership in another congregation, or renunciation of jurisdiction. The Session may delete names from the roll of the congregation when a member so requests, or has moved, or following two years of inactive status. The Session shall seek to restore members to active participation and shall provide written notice before deleting names due to member inactivity.

Rev. 2014-10-21

Mission

Mission Committee Policies

Small Group Sponsorship

Any small group can sponsor a mission project without Mission Committee approval provided the project does not get advertised or go outside its group.

Mission Partner Disclosure

Any mission partner receiving money from MPC is required to disclose to any congregation member that they are part of the mission budget if they solicit extra money from members. This would apply to written or verbal appeals.

Rev. 2013-12-10

Mission Committee Usage of Designated Funds

Every calendar year the Mission Committee has the ability to spend up to 20% of the balances, as of January 1st of that year, of the following three designated funds:

- 3100 Local Mission
- 3099 Miscellaneous Missions
- 3417 Special Mission Needs

Rev. 2014-03-11

Nominating Commitee

Nominating Committee Guidelines

Committee Composition

- Chair of the Nominating Committee is an elder currently serving on Session. The chair is appointed by Session in September. The Nominating Committee consists of at least two elders designated by Session, one serving as the Chair and one serving as Vice-Chair; at least one deacon; other members chosen by the congregation sufficient to constitute a majority. The Senior Pastor serves as an ex-officio member, with no vote.
- The Chair and Vice Chair, in consultation with the pastoral staff, recommends a slate of four at-large committee members. The slate must be approved by the Session.
- The slate of congregation members recommended for the Nominating Committee should be established by May 31st. The committee is elected annually. No member may serve more than two terms consecutively. The committee is approved at a congregational meeting, ideally when the slate of officers is elected.

Procedures for Selection of Officers

- Beginning in October, the committee works to select nominations for elders and deacons. The chair will consult with the Clerk of Session to determine those officers eligible for a second term. Nominations may come from committee members, from the congregation (notices may be posted in the bulletin and/or newsletter), or from committee chairs. Self nomination is acceptable. Alternates will be nominated in case persons are unable to serve.
- The Nominating Committee needs to be informed of the areas in which outgoing officers have been working. An effort will be made to prayerfully select new officers who can best fill those vacancies.
- Once decisions have been made about candidates for open officer positions, letters will be sent to those identified asking them to serve, explaining the office, defining the responsibilities of officers of the church, and encouraging them to consider and pray about serving. Candidates will be contacted by a member of the Nominating Committee approximately one week after the letters are sent to further discuss the office, answer questions, and determine if they agree to serve.
- After follow-up phone calls are made, if a candidate is unable to serve, the next alternate on the list will be contacted. The process is to be completed, with the required number of candidates secured, no later than May 31st. Once the slate is finalized, candidates will be provided with a biographical and statement of faith form to be completed.

Election of Officers

- A Congregational Meeting will be called for the second or third Sunday in June for the purpose of electing new officers as well as the incoming Nominating Committee. The meeting will be announced in the church bulletin for two weeks prior to the meeting. The names of those to be elected officers will be listed in the bulletin so the congregation will know in advance who they will be electing and, if need be, ask any questions or express any concerns. A brief biographical

and faith statement will also be made available. Contact information for the Nominating Committee will also be provided for any members who wish to discuss any nominees.

- At the Congregational Meeting, the Chair of the Nominating Committee presents the slate of officers and at-large members of the Nominating Committee for a vote. The Chair of the Nominating Committee will present the elected officers to Session for their examination and approval.

Timeline

September

Chair, Vice-Chair, and Deacon representatives are selected by their respective boards

October

Committee organizing meeting

November through May

Development of the slate of officers and slate of congregational members to serve on the committee

June

Slates are published two weeks prior to the congregational meeting; congregational vote for both Nominating Committee at-large members and the incoming class of Deacons and Elders

Rev. 2013-12-03

Property & Technology

Building Usage

Introduction

Media Presbyterian Church welcomes the use of its facilities by MPC members and other individuals or groups who support the mission of the congregation. The use of our building becomes an extension of our mission to share the gospel of Jesus Christ through worship, education, service and fellowship. We actively seek ways to utilize our building in fulfillment of our mission.

The building, equipment, furnishings and supplies are the property of the congregation and shall not be used by any group or individuals without prior written approval or for any meeting or activity for personal gain.

Individuals or groups wishing to reserve the church should contact the Business Administrator or his/her designee, who will review requests for single or multiple use events and forward to Session for approval. A minimum of 30 days advance notice is required. In all cases, Session reserves the right to refuse the use of church facilities or cancel all usage agreements at any time without prior notice.

Functions directly related to the work of the congregation shall have priority for building use.

Sensitivity regarding funerals is expected from all building users. For additional policies and procedures regarding weddings and funerals, please refer to MPC Wedding Policy and MPC Funeral Policy.

Building use policy

Building use events shall fall into one of the following categories:

Category 1

Congregational events scheduled by the program staff, Session, or congregational ministries. Events are without charge.

Category 2

Member events including receptions, anniversaries, wedding or baby showers, etc. Events are without charge. However, donations to offset usage costs based on the attached fee schedule would be appreciated. A $100 damage deposit is required to protect and ensure the safe keeping of all church property unless waived by the Business Administrator or Session. This deposit will be returned to the user at the end of the usage period if the property has been left in satisfactory condition.

Category 3

Individual or nonprofit public service events whose objectives are consistent with the mission of MPC and are approved by the session. A usage fee will be required to offset the cost of using the building. See attached fee schedule. In addition, a $100 damage deposit is required to protect and ensure the safe keeping of all church property. This deposit will be returned to the user at the end of the usage period if the property has been left in satisfactory condition.

All groups in categories 2 and 3 are required to sign a facilities use agreement before using the requested space. Groups using the facilities on or before the date of adoption of this policy by Session will retain their privileges as already agreed upon and will not be required to submit a new application.

Building use conditions

The acceptance of a permit issued for use of Media Presbyterian Church facilities constitutes an acknowledgment by the individual, organization or group of the following conditions:

- All organizations or individuals using MPC property will indemnify MPC against liability for injury to person(s) or damage to property. We require certificate of insurance with MPC named as additional insured.
- The individual or group representative is required to report to the Business Administrator within three (3) days any accidents, damage to property, or injuries that occur on church property during use of the property.
- Use and/or distribution of alcoholic beverages and/or illegal drugs is prohibited on MPC property.
- Smoking is prohibited both inside MPC's building and on the outside property.
- All weapons are prohibited on MPC property.
- The individual or group representative making the application must be present from the time of entry into the facility until the time of departure and is responsible for making sure all lights are shut off, windows closed, etc. No key will be issued. An individual designated by the church will unlock and lock the building.
- The use of the MPC building is limited to the area(s) requested plus rest rooms.
- The persons or groups using the facility agree to restore to the original condition any property destroyed or suffering from excessive wear and tear because of their use of the facility. Any equipment or supplies destroyed or missing will be replaced by MPC with equipment or supplies of equal quality and cost will be charged to the applicant.
- All groups and individuals are required to clean up after using the facilities. The room and facilities are required to be returned to the order of arrangement they were in before the scheduled use.
- No group or organization may sublet their use of the facilities to any other group.

General guidelines

- Equipment and property (audio/visual, furniture, chairs, kitchenware, etc.) is critical to the day-to-day operation of the church. Therefore, it is important that all equipment be available when needed. It is the policy of MPC that no church property be loaned or otherwise removed from the facility without prior approval of the Facilities Manager or Business Administrator and a record of such shall be kept in the office. Items borrowed shall be for a specific period of time and returned promptly. Any damage caused by such activity may be the responsibility of the person borrowing the equipment.

- When the kitchen will be used for actual cooking (more than just serving), the applicant will meet with a member of the church prior to the event to be instructed in the use of the kitchen and kitchen equipment.
- Food shall never be left at the church after use.
- All used dishtowels, dishcloths and tablecloths used by the group shall be put in a neat pile on the counter.
- Taping, stapling, thumb tacks, nails or any kind of adhesives shall not be applied on any papered or plaster boarded walls or on the ceiling tiles. Thumb tacks or nails shall not be used on any wood work or doors.
- Removal of church furnishings from the church premises is prohibited.
- Rearranging sanctuary furnishings is not permitted.
- The equipment in the sanctuary audio-visual booth may only be operated by an MPC trained person. This room shall only be used when staffed with the appropriately trained MPC staff.

Keys

Having a key to the church building implies shared responsibility for building security. Keys may be made available to MPC staff, committee chairs, and any other person deemed appropriate by the Business Administrator. The type of key, whether it is to the Kesel House and/or the main church building, shall be determined by the Business Administrator and recorded.

A log shall be kept of who has been given a key and when the key was given to each person. At least once each year, the log should be checked and those who have left or changed positions and no longer need use of a key shall be asked to return the key.

Rev. 2014-10-09

MEDIA PREBYSTERIAN CHURCH

FACILITIES USE AGREEMENT

Date _____

This agreement is for groups or individuals in Categories 2 and 3 of Media Presbyterian's Building Use Policy to complete when they wish to use the facilities and property of MPC.

I, _____, of _____
(Name and Position) (Organization Name)

hereby seek permission to use _____,
(Area(s) requesting to be used)

_____rooms(s) at MPC on _____,
(Date(s) requested)

between the hours of _____ and _____ for the purpose of _____

_____.

Phone number of contact person:_____.

Damage deposit submitted $_____.
(Make check payable to Media Presbyterian Church)

I (We) have received, read and understand the Building Use Policy of Media Presbyterian Church and agree to its terms and to be bound by it.

_____ (Individual representing organization)

_____ (Date)

_____(Building Administrator)

Any extraordinary janitorial services required after the premises are vacated will be charged $25.00 per hour and will be deducted from the damage deposit.

Property and Technology Approval

All building/physical plant modifications, renovations, and fixture additions must be approved by the Property and Technology Committee prior to implementation. All requests for projects are to be directed to the committee.

Rev. 2014-03-11

Responsible Use (of Technology and Information Resources)

In support of its mission, Media Presbyterian Church (MPC) encourages access to technology and information resources. This statement seeks to provide general guidelines regarding the responsible use of technology and information resources by the staff and volunteers of MPC. All users must act responsibly and ethically and must agree to be responsible for the integrity of those resources.

MPC reserves the right to restrict or deny access to its technological resources to those users who do not comply with its policies. Violations of this policy may also subject the user to appropriate disciplinary penalties. While every effort will be made to provide reliable service, MPC will not be held responsible for delays, loss of data or service interruptions.

The following represent specific examples of the responsible use of technology at MPC:

General Expectations

- All use of technology must be in support of the mission and ministry of MPC.
- A person using a computer or other technology of the church is responsible for appropriate behavior when using the technology. This includes the use of appropriate language in online communications. General church rules and policies apply to all technology use on the grounds of MPC.
- Any person using technology at MPC who does so in an intentionally inappropriate way that causes harm to the technology is responsible for the damages, including repair or replacement.
- All users of MPC technology are expected to respect copyright laws, adhere to Creative Commons license requirements, and to follow other generally accepted intellectual property practices.

System Security

- Where secure access is granted, the user is responsible for their account and should take all reasonable precautions to prevent others from being able to use it. Under no circumstance should a user give their access information to another person.
- Users should immediately notify the Church Administrator if a security problem is identified.
- Users should avoid the inadvertent spread of computer viruses by following the church virus protection procedures.
- Users are encouraged to change passwords frequently.

Software/Applications

- All software purchased in the name of MPC requires approval of the Business Administrator and the Property/Technology Committee in advance of purchase, to determine compatibility, and is to be installed by authorized personnel.
- All software on network computers requires a valid license, registered in the name of the church.

- Installation of other software or applications should be done in a responsible manner and it is recommended that it be done in consultation with the Business Administrator and/or the Property/Technology Committee Chair.

Digital Communication

- All use of digital communication including, but not limited to, email, video communication (Skype/Facetime), and instant messaging shall be appropriate and responsible and reflect the values and mission of MPC.
- Any use of MPC mailing lists/contact lists shall be for appropriate MPC activities and communication and shall not be shared with those outside MPC, unless authorized to do so.
- Remember that all digital communication is never guaranteed to be private and should be composed with the understanding the message may be spread beyond the person(s) intended and reflect on both the individual and MPC.

Personal Safety

- Users should use only their account and password and keep their password confidential. Shared passwords compromise security by limiting the ability to track and correct breaches of security.
- Those using technology with minors should ensure that no personal contact information about the minor is posted.
- Staff members who become aware of any messages that are inappropriate or makes the person using the technology feel uncomfortable should report the incident to the Business Administrator immediately.

Social Media

- MPC encourages the use of social media to spread the gospel of Jesus Christ and share the ministry of MPC. Such use should be appropriate and responsible.
- Any MPC staff member creating a blog or other social media site, whether professional or personal, is encouraged to post a disclaimer, such as the following: The posts on this site are my own personal opinions. They are not read or approved by Media Presbyterian Church before posting and do not necessarily represent the views and opinions of MPC.
- Staff members creating blogs or other social media sites in their professional role are encouraged to do so in consultation with the Pastor. It is recommended that those creating blogs for personal use also share this information with the Pastor and that the blogger remember that while the intention might be a personal blog, it may reflect on MPC and its ministry.
- Permission should be obtained from the appropriate person before reporting on conversations or meetings that are meant to be private or for internal use only. Do not disclose any information, pictures, or videos that are confidential or proprietary to MPC. This includes information that will become public, but has not yet been announced or posted.
- Pictures and videos of minors should only include first names and no other personally identifying information. Requests from others to withhold their name and/or picture from church media shall be respected.

Appropriate Notice

- MPC will cooperate fully with local, state, or federal officials in any investigation related to illegal activities conducted through MPC technology or facilities. In the event of a claim that someone has violated this policy, they will be given notice, either verbal or written, of the suspected violations and an opportunity to present an explanation to MPC. As a result of the inappropriate use of technology, restrictions to the use of the church's technology may be enforced.

Rev. 2014-10-15

Employees and Volunteers of Media Presbyterian Church

I understand that I have no expectation of privacy in my use of MPC computer technology, and that the church personnel may monitor or examine all system activities to ensure my proper use of the system. I agree to abide by the church guidelines to ensure my proper use of the system and MPC technology tools. I agree to abide by the church guidelines on software/application issues.

I have read the Responsible Use Policy and understand its outlined policies and procedures. As a user of MPC technology, I hereby agree to comply with the expectations outlined and to my commitment to use MPC technology and my own social media in a way that is appropriate and reflects the values and mission of MPC.

I hereby release MPC, its personnel, and any institutions with which it is affiliated from any and all claims and damages of any nature arising from my use of, or inability to use, the MPC system, including, but not limited to, claims that may arise from the unauthorized use of the system to purchase products or services.

Print name: _____

Signature: _____ Date: _____

Technology

The computer system of the church is an integral part of day-to-day operations and must be operated with care and under the following guidelines:

Computer Hardware

- Laptop computers and tablets may be temporarily removed from the church by the person to whom it is assigned. Unassigned laptops, tablets as well as all desktop computers, printers or other computer-related devices should not be moved or removed except as deemed necessary by the Business Administrator.
- Problems with computer hardware should be reported immediately to the Business Administrator.

Data Sharing

- Much of the data stored on the system is of proprietary nature. No data should be disseminated for use by any individual, group or organization without prior approval of the Business Administrator.
- In no case should data be used for purposes of solicitation, other than the annual stewardship campaign, unless approved by the Session, Pastor, or Business Administrator.

Data Systems

- Important data systems, such as church membership records, shall be regularly backed up in a variety of ways and on a schedule as determined by the Business Administrator.

Internet Safety

- The church's Internet connection must not be used to download, view or print any material of an objectionable nature, including, but not limited to, content of a sexual or violent nature.
- Any church network and appropriate hardware shall be protected by an antivirus system.

Technology Requests

- All requests for new technology and software/applications must be approved by the Church Business Administrator and the Property/Technology Committee.

Social Media

- Currently serving ordained church officers are expected to remember that, as officers, they represent MPC both within the church and in the broader community. Officers are requested to keep this in mind when they are using social media, such as Facebook, Twitter, blog posts, etc.
- MPC staff and others using technology of the church are expected to follow the MPC Responsible Use Policy.

Responsible Use Policy

- The MPC Responsible Use Policy shall be signed by paid church staff who regularly use MPC computer technology upon hire and whenever the policy is revised.
- Church volunteers who regularly use MPC computer technology shall sign the responsible use policy on a yearly basis.
- The Business Administrator shall ensure the appropriate people sign the policy and maintain the signed documents in an appropriate place.

Rev. 2014-10-15

Sexual Misconduct

Sexual misconduct policy

I. PURPOSE

As brothers and sisters in Christ, we are called to serve together in unity, purity, and peace, bearing with one another and forgiving each other. We believe that the Media Presbyterian Church is a place where children, youth, adults, and the elderly can join together for worship, fellowship, service, and education in the name of Jesus Christ. Because of that belief and our baptismal promise, we must maintain a safe environment within our community where people of all ages can be accepted and loved.

We believe that the increase in incidents of sexual misconduct in the larger church and in our society threatens the community. We recognize that we have a responsibility to our faith, our society, and our local community to send a clear message: sexual misconduct and abuse, in any form, is not acceptable in the eyes of God.

Accordingly, sexual misconduct is strictly prohibited. This policy is intended to prevent such misconduct and to provide a procedure in the event that it does occur, and to remediate wherever possible. The policy applies to all Teaching Elders, Ruling Elders, Deacons, staff, volunteers, and congregants. The structures and procedures for responding to allegations of sexual misconduct are mandated by the Book of Order, which will be referenced where appropriate herein, and should be consulted for further guidance.

II. THE DEFINITION OF SEXUAL MISCONDUCT

Sexual misconduct is a broad term to describe an abuse of authority and power, breaching Christian ethical principles by sexually misusing a trust relationship. It is the comprehensive term used in this policy to include, but not be limited to: sexual abuse of adults (including any incapable of meaningful consent), rape or sexual assault, sexual harassment, and sexual abuse of children. Categories of sexual misconduct are described below:

1. Sexual abuse occurs whenever a person in a position of trust and/or authority engages, with or without consent, in a sexual act or sexual contact with another person to whom s/he owes a professional and/or pastoral responsibility. Such abuse shall include, but is not limited to:
    a. Any sexual act or sexual contact involving inducement, threat coercion, force, violence, or intimidation of another person.
    b. Any sexual act or contact where there is a professional relationship, including consensual physical relationships and when an inherent imbalance of power undermines consent.
    c. Any other act defined as “sexual abuse” (or its equivalent) under the criminal laws of the jurisdiction where the act occurs.

2. Rape or sexual contact by force, threat or intimidation.

3. Sexual harassment or conduct (such as offensive, obscene or suggestive language or behavior, unacceptable visual contact, unwelcome touching or fondling) that is injurious to the physical or emotional health of another, including sexual bargaining relating to the conditions of a person's employment or participation.

4. Child sexual abuse includes, but is not limited to, any interaction between an adult and a child for the purpose of sexual stimulation of the adult or of a third person, including the use of electronic media and recording devices. The interaction may or may not involve touch. Sexual interaction and/or dating between an adult and a child (a person under the age of 18) is abuse.

5. Sexual misconduct toward a child shall also mean any act, including, but not limited to, any verbal, nonverbal, written or electronic communication or physical activity, directed toward or with a child regardless of the age of the child, that is designed to establish a romantic or sexual relationship with the child. Such prohibited acts include, but are not limited to:
    a. Sexual or romantic invitations;
    b. Dating or soliciting dates;
    c. Engaging in sexualized or romantic dialogue;
    d. Making sexually suggestive comments;
    e. Self-disclosure or physical exposure of a sexual, romantic, or erotic nature; or
    f. Any sexual, indecent, romantic or erotic contact with the child.
    g. Sexually suggestive or explicit images such as photographs or videos

III. PREVENTION OF SEXUAL MISCONDUCT AND ABUSE

1. Sexual misconduct and/or abuse is/are never permissible. Both are violations of the principles set forth in Scripture, the Reformed confession, as well as of ministerial, pastoral, employment, professional and Christian relationships. Everyone needs to abide by the principles set forth in this, and other church policies.

2. All Teaching Elders and staff shall comply with the requirements of the Sexual Ethics Training Plan as approved by the Presbytery of Philadelphia on January 26, 2010. The Book of Order and the "Policy on Sexual Misconduct" established by the Presbytery of Philadelphia shall govern sexual abuse and misconduct by Teaching Elders.

3. Upon each term renewal, or when there is a change in insurance carriers or coverage, the church shall obtain from its insurance agents confirmation that its insurance policy covers sexual misconduct liability for its programs and activities.

4. Information about this policy and the procedures for identifying and reporting sexual misconduct and/or abuse shall be provided to the congregation, including by posting it on the Church's website.

5. If anyone feels that sexual harassment is occurring, the "victim" should clearly state that such advances are unwanted and inappropriate. If the harassment does not stop, the "victim" should report it described below.

6. See also, the Children and Youth Safety Policy, Section G.

IV. REPORTING SEXUAL MISCONDUCT AND/OR ABUSE

1. Anyone who becomes aware that a violation or perceived violation of this policy has occurred should promptly report it to any of the following persons: the Head of Staff (Senior Pastor), Clerk of Session, Chair of the Administration Committee, or any other Session member.

2. The person or people notified is/are obligated to initiate procedures for investigation of the allegations and taking appropriate action. If the Head of Staff is not the alleged perpetrator, the person receiving the report shall bring the complaint to the Head of Staff. If the Head of Staff is the accused, the person receiving the report shall bring the complaint to the Chair of the Administration Committee. Where a Teaching Elder is accused, the Stated Clerk of Presbytery must also be contacted with a report of same.

3. In any instances where the allegations suggest that a crime may have been committed, the civil authorities shall also be contacted.

4. An investigation shall be commenced. The investigation procedure will be guided by the "Policy on Sexual Misconduct" of the Presbytery of Philadelphia, the Book of Order, and this policy. At a minimum, the victim's statement shall be taken, any witnesses listed and interviewed, and the alleged perpetrator interviewed. All interviews shall be held in strictest confidence; all involved, including witnesses, will be informed of the confidential nature of the investigation, and their obligation to maintain the confidentiality.

5. Concealing or failing to report sexual misconduct tends to perpetuate misconduct. All persons governed by this policy who know of, or reasonably suspect, sexual misconduct on the part of individuals governed by this policy have a duty to report such sexual misconduct to any of the people listed above.

6. Any inquiries from the media regarding alleged incidents of sexual misconduct and/or abuse shall be referred to the Head of Staff, or Chair of Administration Committee if the Head of Staff is the accused, who shall consult with the Presbytery and legal counsel. Ordinarily, while any church or police investigation is ongoing, the matters involved should not be discussed publicly.

V. REMEDIES

Where possible, the Church should aim to encourage repentance, forgiveness and reconciliation after allegations of misconduct and/or abuse have been raised. However, this should never be done where the safety or security of individuals may be at risk.

1. Misconduct by Employees
    a. When a complaint of sexual harassment, misconduct and/or abuse arises involving employees, those employees shall be separated from the other party while the investigation is conducted. This may mean suspension of the accused from his/her duties for a temporary period, barring contact with the church office, temporary agreement not to attend services, meetings, and other gatherings, and/or any contact outside of the church.

    b. If, after investigation, it is concluded that harassment, misconduct or abuse has occurred, remedies should be put in place consistent with the degree and severity of the actions. Such remedies may include, but are not limited to: formal apology, re-training regarding harassment and misconduct, recommendation for counseling, further suspension or termination (for employees).

2. Misconduct by Congregants
    a. Prevent contact where possible during the investigation. This may mean barring contact with the church office and/or any contact outside of the church.
    b. If, after investigation, it is concluded that harassment, misconduct or abuse has occurred, remedies should be put in place consistent with the degree and severity of the actions. Such remedies may include, but are not limited to: formal apology, pastoral counseling, recommendation for outside counseling, stay away request, or other disciplinary or legal remedies.

3. Misconduct involving Minors
    a. Involve all parents/guardians; and
    b. Report to Senior Pastor and/or appropriate Program Staff;
    c. Report to authorities, including the Department of Human Services if child sexual abuse is suspected.
    d. If, after investigation, it is concluded that harassment, misconduct or abuse has occurred, remedies should be put in place consistent with the degree and severity of the actions. Such remedies may include, but are not limited to: formal apology, pastoral counseling, recommendation for outside counseling, stay away request, or other disciplinary or legal remedies.
    e. See also, Children and Youth Safety Policy, Section K

VI. LEGAL CONSIDERATIONS

The church will respect any legal requirements and restrictions imposed in cases of sexual misconduct or abuse that seek resolution in the criminal or civil courts. This includes, but is not limited to, providing records and information as requested/subpoenaed, providing access to witnesses, and complying with protection/restraining orders. The church reserves the right to consult with legal counsel at any time.

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Weddings

Weddings

Marriage services will be performed in accordance with the Book of Order.

Active Members and Active Participants may request to be married at the church. Non-member weddings are at the discretion of the Pastor and the Session. In preparation for the marriage service, the couple will be counseled by the Pastor.

It is expected that a minister of Media Presbyterian Church will officiate/preside at the wedding. Requests for other arrangements must be made of the Pastor. Other clergy may be invited to participate as leaders in the service at the discretion and under the supervision of the Pastor. Weddings performed off-site are at the discretion of the Pastor.

Celebration of the Lord's Supper at the marriage service requires the approval of the Session, and the invitation to the Table is extended to all baptized present.

All members of the wedding party are to be present at the rehearsal. The marriage license should be presented at this time.

Wedding Procedure

1. Contact the Pastor and the Church Administrator to arrange the date and time.
2. Use of the sanctuary must be approved by the Session.
3. The Church Administrator will contact the Wedding Coordinator. The Wedding Coordinator will be the PRIMARY contact once a wedding has been approved. The Coordinator must be present at the rehearsal and ceremony, assisting the bridal party and pastor in order to make sure that everything runs smoothly. Some couples may choose to use a wedding planner of their own; however, only MPC's Coordinator will be permitted to organize the ceremony itself.
4. If music is desired, contact the Church Administrator who will provide contact information for the desired musician(s). Musicians other than those from MPC must be approved by the Director of Music Ministries.
5. Floral arrangements should be completed and in place one hour before the service begins. The church office should be advised in advance if flowers will be left for distribution to hospitalized or house-bound church members.
6. Because a wedding is a service of worship, the use of photography or video recording should be done in a respectful manner.
    a. The use of flash photography or auxiliary lighting is not permitted during the service.
    b. Photography or videography may be done from the balcony or at the back of the center or side aisles behind seated guests.
7. Audio CDs of the service may be arranged by request through the church office.
8. The use of rice, confetti or birdseed is prohibited. Bubbles or rose petals are acceptable outside the church building, only after the bridal couple has begun to descend the church steps.

9. The Sexton must be present for any required set up and clean up and operation of the sound system.
10. Fees are determined and approved by Session each year.
    a. Fees are defined in the church wedding brochure, available from the Church Administrator or on the church website.
    b. Honoraria for pastors are usually at the discretion of the family.
    c. Music fees are negotiated with the participating musician(s).
    d. Non-members are required to pay additional fees.
11. Usage of the church's premises will be governed by the Building Use Policy. This policy is available from the Church Administrator.

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