

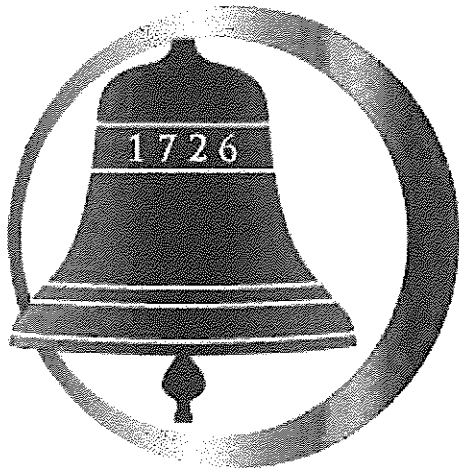
Policy and Procedure Document

Updated June 16 2019 by Congregational Vote

Policy and Procedure Document

Update June 16 2019

by Congregational Vote



GROVELAND

C O N G R E G A T I O N A L

CHURCH

Temporary changes may be applied to the document by The Leadership given that the congregation is notified and the change is approved at the next congregational meeting.

Policy and Procedure Document

Updated June 16 2019 by Congregational Vote

Table of Contents

Overview		2
Absentee Ballots	(us)	
Building Usage (B/G) - Stewardship		
Rental		
Not For Profit		
Alcohol		
Smoking		
Communication		
Pastor Parish -Pastor		
Minutes -Jenn		
Covenants		
Communication Covenant	-Done	
Open and Affirming Covenant	-Done	
Employees - (Trustees)		
Job Descriptions		
Personnel Policies		
Payroll		
Gifts	(Trustees)	
Marketing	(Jenn and PC)	
Members and Partnership (Done)		
Missions Organizations	(Kim)	
Faith Circle	(Loretta)	
Scouts BSA	(Laurel)	
Yoga	(Linda Niles & Sue)	
Fair	(Barb & Amy)	
Perry Park	(Jenn, PC, Marie)	
Thrift Shop	(Kim)	

Policy and Procedure Document

Updated June 16 2019 by Congregational Vote

Office Administration

(Jenn)

Mail

Phone

Office

Bulletin

Email

Miscellaneous

Keys

Bell

Other Elected Positions - Descriptions

(individuals)

Pastoral Office

(PC)

Safe Church

(Laurel)

Cori

Safety Plans

(Dave, Laurel, Bob, PC)

Emergency

Social Media

(Jenn, PC, Trustee)

Snowflake Fair

(Barb & Amy)

Teams

(?)

The work of Trustees

(Bylaws Team)

Investments

Policy and Procedure Document

Updated June 16 2019 by Congregational Vote

Overview

Policy and Procedures are a set of principles, rules, and guidelines formulated and adopted by Groveland Congregational Church used for organized and effective Ministry. This document is designed to influence and determine all major decisions and actions, and all activities take place within the boundaries set by them.

Procedures are the specific methods employed to express policies in action in day-to-day operations of the organization. Together, policies and procedures ensure that GCC lives within our Mission Statement to the best of our ability.

Page Format:

Title of Policy From Table of Contents

Policy...

Value and Theological principles guiding the work.....

Procedures

How to do it.. The practical

Passwords should be included in the electronic copy of this document, but are highlighted in black so that they do not appear in printed copy. Electronic copies shared must be protected so that contents are secure.

Policy and Procedure Document

Updated June 16 2019 by Congregational Vote

Office Administration:

Policy:

It is the duty of the Office Administrator to manage the business operations of the church. Duties include office management (mail, telephone, email), communicating with members of the church as well as the greater community (via newsletter, social media and the weekly worship program), maintaining church records and personnel files, ordering and stocking office supplies, maintaining the church calendar, keeping computer files backed up and maintaining office equipment and assisting with financial management of the church.

Procedures:

Mail

Incoming mail generally falls into the following categories:

- bills →bookkeeper mailbox
- donation or other type of income→bookkeeper via the locked wall safe in the middle office
- solicitation for support→Minister of Outreach mailbox
- anything specifically addressed to the Pastor should go into his/her mailbox
- anything aimed at youth (Sunday School, youth group, VBS, etc) → Minister of Faith Formation or Youth Coordinator mailbox

Telephone

The church telephone number is 978-372-3463. Call that number to retrieve messages by using the code [REDACTED]. You can also use this system to update the outgoing message.

The Thrift Shop phone number is 978-372-6617.

Perry Park Preschool phone number is 978-374-6678.

Email

The church's email address is gccucc@gmail.com. It is set up currently on Microsoft Outlook. To access the church's google account use the email and password [REDACTED]

Policy and Procedure Document

Updated June 16 2019 by Congregational Vote

Church Communication

The Bell - currently the church's newsletter, The Bell, is published on a quarterly basis in March, June, September and December with submission deadlines of the 15th of the previous month (2/15, 5/15, 8/15 & 11/15). It is a Microsoft Word document found in "documents and settings/gccucc/mydocuments/Bell" and then arranged by year.

The Bell is currently formatted to be printed (double sided flip on the short side) on tabloid sized paper (11X17). The newsletters are folded in half and then in half again. The post office requires that they be sealed on the right hand edge (with one wafer tab) as well as the top (two wafer tabs). The mailing list is located in the CDM program and directions for printing the labels can be found in the "Outgoing GCC mailings" procedure.

Weekly program - the program/bulletin is located in Microsoft Word "documents and settings/gccucc/mydocuments/bulletin" and then arranged by year. Each week the updated information can be found on the google drive under "Groveland Themes".

- The pastor inputs the weekly scripture reading, the Call to Worship, Prayer of Confession & Assurance, sermon title (if any), offering invitation, prayer of dedication and any other pertinent details about the weekly worship service to be included.
- The Music Director and/or Choir Director input the hymns, the organ prelude/offertory/postlude, the anthem and any other special music to be included.
- The lay leaders and lay reader schedule can be found on google drive "worship schedule".
- The flower dedications are emailed to the office on the monthly basis by the Flower Coordinator. If there isn't room for this on the program/bulletin, it can go on the weekly announcement insert.

The program is printed at the end of the week and compiled along with the weekly announcements insert. The number printed is based on current attendance trends. Generally 4 or 5 oversized copies are printed on tabloid sized paper for vision impaired worship attendees.

Weekly announcements - the announcements document is located in Microsoft Word "documents and settings/gccucc/mydocuments/bulletin" and then arranged by year, with the weekly bulletin. Generally folks will email announcements that they wish to have included in the insert. This is also where the most up to date prayer list is.

Weekly email - at the end of each week, the announcements are sent via email to the congregation via mailchimp. The login is username: gccucc@gmail.com password:

Policy and Procedure Document

Updated June 16 2019 by Congregational Vote

██████████. By using a “campaign” from the previous week’s email, duplication of efforts can be avoided. The date will need to be changed and the prayer list updated. Old messages with dates that have passed should be deleted. By using information from the weekly announcements, new messages can be created. The email can be scheduled to go out whenever the sender wishes it to arrive in the recipients’ inboxes.

Other email - the entire church mailing list is kept on mailchimp. Whenever an email needs to go out to the entire group, use this website.

GCC Social Media - currently the church uses facebook and instagram. Currently the admins on the facebook account are the Minister of Faith Formation, the church’s Historian and the Office Administrator. The church’s Social Media policy can be found elsewhere in this document.

Church Record Maintenance

Membership - Groveland Congregational Church’s membership records are kept in a couple places. The Church Clerk maintains written record of members, baptisms, deaths, etc. In the church office records are also kept in the CDM program. The login password for CDM is “master”. This is where pledge data is recorded, weekly deposits are processed and records of membership are maintained.

Personnel - all church personnel files are kept in the church office in a locked file cabinet.

Financial - the church’s financial records are kept in the church office. The bookkeeper is responsible for bill payment and payroll processing (to include payroll tax payment and submission of necessary state and federal reports). The financial secretary (currently the same person), is in charge of receiving all income for the church to include donations, pledges, payments of rent (from Verizon cell tower). The financial secretary also keeps records related to all of those either on Quickbooks or CDM. The FS provides the church membership with giving notices for the previous tax year each January which are generated by the CDM program.

Church Supplies

Staples: Most of the church office supplies are ordered through Staples. The account is under the email address (gccucc@gmail.com) and the password is ██████████. This includes paper (of several different sizes and colors), pens, envelopes, staples, tape, etc.

Policy and Procedure Document

Updated June 16 2019 by Congregational Vote

Cameron Office: The church has a contract with Cameron Office for the printer toner. Call 1-800-783-2674 and give them the machine number. It is suggested that there be a backup toner cartridge on hand whenever possible.

Other: Supplies for special events can be ordered from anywhere. There are several companies that sell special holiday bulletins. Typically these are ordered for Thanksgiving, the 4 weeks of Advent, Christmas and Easter. The companies include Christian Book Distributors, Concordia, Hermitage Art, and Cokesbury.

Church Calendar

The working calendar is on google. This is available to all members of the church via the church member website. All church events and church usage is recorded on the calendar. The pastor records his/her schedule on here as well. All requests for church use need to come through the office to ensure no overlap of space.

Use of Facilities - if a person or group would like to use space in the church for a private event, once the date has been determined to be open, a "Use of facilities" form should be completed with all the pertinent details. (should be updated)

Key Receipt - if someone needs access to the church building during off hours, they will need to borrow a church key. In this case, a "Key Receipt form" should be completed. Once they are no longer in need of access, the key should be returned to the church office.

Policy and Procedure Document

Updated June 16 2019 by Congregational Vote

Safe Church

CORI

Two certified CORI officers assist in the safety review process for all church employees and authorized volunteers (those who work with children and youth) including:

- A. Implementing and confidentially maintaining CORI reports. A CORI report is a record of an individual's criminal court appearances in Massachusetts, including arrests, convictions, dismissals, and serious violations. Completed CORIs are secured in a locked file cabinet in the Office Administrator's Office and are kept for no more than seven years. CORIs are renewed at least every three years
- B. Verifying completion of reference checks.
- C. Verifying completion of required training.

Policy and Procedure Document

Updated June 16 2019 by Congregational Vote

Trustees

The Trustees are volunteers made of two groups The Ministers and The Shepherds; both equal but have distinct responsibilities.

Policy

Trustees will function as Christian stewards of property God has entrusted to the congregation and as leaders who seek to empower the congregation for mission while remembering that “The governance of this church is vested in its members”.

Duties and Responsibilities

1. Act on all requests from the Office Administrator for the use of church facilities. (see Office Administrator).
2. Accept and manage all funds of the church, including the planning and raising of funds for the church program, and shall keep the church informed of its finances.
3. Prepare a proposed expense budget for the ensuing church fiscal year, based upon the proposals by the various Ministries and the prospective income for the coming year, and publish the same at least one (1) week prior to the Annual Meeting.
4. Approve disbursements by the Treasurer of funds for the budgeted expenses of the church.
5. Authorize the Treasurer to execute a note or loan in the name of the church whenever necessary.
6. Invest and reinvest all legacies prudently as described in state law for non-profit organizations with an emphasis on preservation of principle following the Uniform Prudent Management of Investments Funds Act (UPMIFA), unless otherwise stipulated by the donor
7. Name a Trustee as an alternate signatory for all church checking accounts.
8. Make an annual survey of all church properties, maintaining an inventory of the same for insurance purposes.
9. Supervise, and complete performance evaluations and salary recommendations of personnel.
10. Contract on behalf of the church.

Policy and Procedure Document

Updated June 16 2019 by Congregational Vote

Procedure:

Gifts

Investments

Employees

Policy and Procedure Document

Updated June 16 2019 by Congregational Vote

Pastoral Office

- a. Be available to person/s who may need pastoral support.
- b. Seek to know the membership of the church. through visitation and consider a priority those who are confined at home, in the hospital or in a nursing home.
- c. Assist the church in fulfilling its Christian responsibility to the wider Church. General Synod United Church of Christ, the Massachusetts Conference United Church of Christ, the Northeast Association and the Greater Haverhill Clergy Association.

Policy and Procedure Document

Updated June 16 2019 by Congregational Vote

Membership Status

Policy

Article IV in the bylaws outlines Membership. In 2019 we created 2 types of membership. We want all the people of our community to feel like this is their church. We strive to make sure that the terms in the bylaws “Stewards” and “Partners” are never a barrier to relationship with Groveland Congregational Church.

Procedures

The church has two types of membership, both are vital. Fees for church usage and services will be set the same for Stewards and Partners. Additionally the following sample letter is provided to explain the status change. It is recommended that this letter be sent annually to all Members.

Policy and Procedure Document

Updated June 16 2019 by Congregational Vote

(Sample Letter)

Greeting Friends,

The Groveland Congregational Church, maintains a historic and deeply engaged history in our community and we thank you for your participation in that ongoing legacy. As you may or may not know we have two designations that describe formal membership each having their own responsibilities; both are vital. These designations are needed for our legal protection, and the health of our organization.

Steward Duties (at least three of the following)

Pray for the well being of the Church

Attend Church Services

Tithe or provide financial support regularly

Share in the work of the church

Attend and Vote at the annual meeting and or special meetings

Partner Duties (at least two of the following)

Pray for the well being of the church

Occasional attendance

Claim Groveland Congregational of your Church

Give of your talents and treasures

Some church services (weddings, funerals, and building usage) carry a structured fee; Stewards and Partners are both vital membership titles and thus there is no difference in the fee structure for these designations. We have classified your status as a Partner. If we have made a mistake please contact us at your earliest convenience.

Blessing and Peace

**Pastor Chris Hart, Jane Holden, and Jen Peterson
(Pastor, Clerk, & Financial Secretary)**

Policy and Procedure Document

Updated June 16 2019 by Congregational Vote

Missional Organizations

Faith Circle

Policy and Procedure Document

Updated June 16 2019 by Congregational Vote

Missional Organizations

Scouts BSA

The Scouting program is delivered through civic, faith-based, and educational organizations called chartered organizations, which operate Scouting units to deliver the programs to their youth members, as well as the community at large. Responsibilities of chartered organizations include providing quality leadership and adequate meeting facilities and for the Scouting unit, as well as appointing a chartered organization representative to coordinate all Scouting unit operations within the organization.

As an organization whose objectives, mission, and methodologies are compatible with Scouts BSA, Groveland Congregational Church holds the charter for Troop 87 and Pack 113 in relationship to the Spirit of Adventure Council. These charters allows GCC to operate the Scouting program and provides them with needed literature, training, support materials, and direct professional service.

Every year the Church appoints a volunteer as its Chartered Organization Representative to represent it as a member of the district committee and as a voting member of the local council. The primary responsibilities of the Chartered Organization Representative are to help units be successful and to provide coordination between the chartered organization and Scouts BSA.

Our Pastor serves as the “Head of the Chartering Organization” sometimes called the “Scout Executive” and has the responsibility to support the Charter Representative as well as the Pack and Troop. There are position specific trainings available through Scouts BSA. The Pastor should oversee the work of the Charter Rep and maintain a relationship with scout leadership.

Missional Organizations

Yoga

Missional Organizations

Fair

Policy and Procedure Document

Updated June 16 2019 by Congregational Vote

Missional Organizations

Thrift Shop

Missional Organizations

Perry Park Preschool

Perry Park Preschool is an historic and vital mission founded and maintained by Groveland Congregational Church. The Director of Perry Park Preschool shall provide a set of Policies and Procedures that shall be stored in the Perry Park Preschool Director's office. The Perry Park Preschool Policy and Procedures Document specific responsibilities and duties of The Leadership related to the daily operation of Perry Park Preschool and shall be reviewed annually by The Leadership with the Director.

Policy and Procedure Document

Updated June 16 2019 by Congregational Vote

Bookkeeper (under Treasurer):

Policy:

It is the duty of the bookkeeper (or Treasurer in the absence of a bookkeeper) to manage the financial operations of the church. Duties include bill payment, reconciliation of church checking accounts, payroll and payment of payroll taxes to the Federal and State governments, quarterly Unemployment reporting to the State of Massachusetts (although we do not pay into the unemployment system as a non profit, we do need to report to them quarterly) and quarterly Federal tax filing. On a monthly basis the bookkeeper/Treasurer must report the church's financial position to the congregation.

Procedures:

Monthly Federal Tax payment:

EFTPS: Taxpayer EIN 04-2311442

PIN: [REDACTED]

Password: [REDACTED]

Filing form 941

Quarterly Federal reporting:

Done via Quickbooks under the Payroll heading "File Forms". Choose "Quarterly Form 941"