

# Christ Presbyterian Church Policies and Procedures

February 28, 2017

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## **“Who is Christ Presbyterian Church (CPC) and what’s going on here?”**

CPC is located at 1720A University Avenue in Oxford, Mississippi, and our mailing address is P.O. Box 921, Oxford 38655. Our phone number is 662-234-3399 and our website is [www.christpresoxford.org](http://www.christpresoxford.org). Our elders are Johnny Barrett, Clay Dabbs, Franck Dayan, Toby Griggs, Steve Redding, Doug Sanford, Ward Toler, Lee Tyner, and Curt Presley (pastor). Our deacons are Peyton Atchley, Andy Edwards, Kevin Gardner, Wayne Irby, Colbert Jones, Joey Jones, Errol Sayre, Brian Simmons, and Shannon Singletary. Melvin Manickavasagam is our Director of Men’s and International ministry. Scott Byrd is our youth programs director and our youth interns are Cici Rutherford and Reed Harrison. Whitney Reese serves as our Communications Coordinator and Children’s Ministry Coorinator. Our Nursery Coordinator is Margaret Neely, our coordinator of women ministry is Susan Tyner, and our office administrator is Katrina Colston. Margaret Neely is our Nursery Coordinator, and Bill Brown & Homer Harris are our Church Administrators.

\*\*I recommend re-writing this section as a chart/list.

### **Denominational Affiliation**

CPC is a part of the Presbyterian Church in America (PCA). Please visit the PCA website at [www.pcanet.org](http://www.pcanet.org) and our own church website to learn more about us. Could add some language from their website on beliefs etc.

### **Family Worship and Discipleship**

We desire for CPC ministries to complement, not replace, the equipping ministry that takes place in the home. To that end, we encourage CPC members to worship – study God’s Word, pray, sing - as individuals and as families. We cannot overemphasize the importance of individual and family worship and discipleship.

### **Sunday Morning Worship**

In general, we desire for all CPC worshippers to come *prepared* and ready to *participate* in our worship services. Sunday morning worship begins at 10:30 a.m. We celebrate the Lord’s Supper every first Sunday morning (and, as given below, every third Sunday evening). It is our general practice to preach through books of the Bible. Occasionally, topical sermons will be preached. We encourage our families here to make corporate worship a priority (see Hebrews 10:24-25).

### **Sunday Evening Schedule**

First Sunday:	5:30-6:30 p.m.	Worship
Second Sunday:	5:30-7:00 p.m.	Shepherding Groups, Youth Group and Kids Café
Third Sunday:	5:30-6:30 p.m.	Worship; Lord’s Supper
Fourth Sunday:	5:30-7:00 p.m.	Shepherding Groups, Youth Group and Kids Cafe
Fifth Sunday:	5:30 p.m.	Fellowship Meal and Congregational Meeting

NOTE: Nursery is provided for ages 0-2 for Sunday worship (including during Sunday night worship). . We believe that evening worship provides good opportunities for parents further to train

children to participate in corporate worship as they transition out of nursery and Children's Church. Parents should feel free to take children in and out as necessary during these times as they train our youngest church family members.

**Children's Church** We desire for our covenant children to worship with the whole Body as soon as they are able to do so. For some, that takes longer than for others. In an effort to help our families here, CPC offers an optional Children's Church for children ages 3 and 4 (as of September 1). This includes worker-friendly directions and is staffed by different church members each Sunday. Children attending Children's Church are dismissed from Sunday morning worship before the corporate prayer and led back into worship before the closing hymn. This is an ideal way to transition children from nursery to corporate worship. For those transitioning into staying a full service, "children's worship bags" are available to use during the service. These provide materials to help your child participate in worship.

### **Children's Christian Education<sup>1</sup>**

**Children's Sunday School** Children's and youth Sunday school classes are held from 9:15-10:15 a.m. each Sunday morning. We encourage parents to take advantage of these additional opportunities for your children to study and apply the Scriptures. For those who have had children baptized in a PCA church, attending Sunday school (for you and your child) can be another way for you faithfully to keep the promise you made at your child's baptism "... to set before him/her a godly example, ... [to] teach him/her the doctrines of our holy religion, and [to] strive, by all the means of God's appointment, to bring him/her up in the nurture and admonition of the Lord."

**Sunday Evening Kids' Café** Kids' Cafe takes place on the 2<sup>nd</sup> and 4<sup>th</sup> Sunday evenings from 5:30-7:00 p.m. for children ages pre-K through 6<sup>th</sup> grade. This ministry includes supper (prepared at the church) and other various activities. A nursery is available for younger children.

**Wednesday Night M&M** Music & Memory Work (M&M) takes place on Wednesday evenings in the Fall and Spring from 5:30-6:45 for ages 3K-6<sup>th</sup> grade. This ministry provides ways to teach Bible verses with music, fun, and M&Ms!!

**Vacation Bible School** One week each Summer (the first full week of June), we hold a Vacation Bible School here at the church. This is a great opportunity to teach our children about God's Word as well as invite friends, and introduce kids who may not attend church (and their parents) to the gospel.

### **Adult Christian Education**

**Adult Sunday School** Generally, we have two or three adult Sunday school classes each Sunday morning from 9:15-10:15 a.m. We typically study an OT or NT book in the Fall and an OT or NT book in the Spring. During the winter quarter, we offer classes on specific issues of theology (e.g., the doctrine of Scripture, etc.). In the summer, we offer 3 or 4 shorter studies that address topical life issues like Christian marriage, evangelism, finances, parenting, etc. This rotation may have changed in the last year.

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<sup>1</sup> We generally see *all* "Christian education", indeed *all* ministry at CPC, as directed toward equipping saints of all ages for the work of ministry (Eph 4) in accordance with the Great Commission (Matt 28) and Great Commandments (Matt 22). For the sake of clarity, we have divided up the ministries in this handout.

We would like to expand the number and subject matter of our classes as teachers and additional space becomes available. Each of the classes offered provide additional opportunities to study the Scriptures which alone are “God-breathed and profitable for doctrine, reproof, correction, for instruction in righteousness . . .” (2 Tim 3:16-17).

**Women’s Ministry** CPC Women’s Ministry is primarily focused on equipping our women so that they may serve in other areas within our church, the Oxford community and beyond. We enjoy several opportunities of teaching and fellowship:

***Bible Studies*** Each fall and spring on Wednesday mornings (9:15-11:00 am) and Wednesday evenings (5:30-6:45 pm), women from the Oxford community gather to fellowship, study Scripture, and pray. This is a *great* way to not only meet new people and build relationships centered on God’s Word, but also to introduce people to the Bible. Both the morning and the evening studies are held at the church (nursery provided for both).

***Annual Events*** Hibernation Retreat in early February, a Christmas party and our Spring Lunch all provide teaching or testimonies focusing on our Women’s Ministry theme for that year as well as provide time to get to know other ladies in the community and CPC.

***Discipleship*** “Women to Women” discipleship groups and one-on-one discipleship are ongoing at CPC. Please ask if you are interested in joining a group or if you are looking for discipleship partner.

***All of our women’s ministry opportunities are available online at [www.christpresoxford.org/women](http://www.christpresoxford.org/women).***

**Men’s Ministry** There are weekly opportunities at CPC for men to get together for fellowship, prayer, and study. Some of the opportunities are as follow:

***Prayer Luncheon*** For men who desire mid-week encouragement, CPC hosts a prayer luncheon at the church every Wednesday from 12-1 where men come together for fellowship and prayer in small groups.

***Brown Bag Theology Luncheon*** For men who desire to go deeper into theological discussion and training. Tuesdays from 12 -1 pm at CPC.

***Bible Studies*** On various mornings during the week and one evening each week, there are men’s Bible studies meeting at the church. On Friday mornings, from 6:00-6:30 a.m., the men visit and eat breakfast. From 6:30-7:30 a.m., the men divide up into small groups to study Scripture and pray together.

**Bible Conference** Every other year, CPC hosts a weekend “Bible Conference”. During these weekends, we enjoy being fed from God’s Word through the ministry of gifted teachers and preachers. Changing?

### **Youth Ministry**

As a general rule, youth ministry at CPC (1) is intended to be Word-centered; (2) is not intended to replace but to supplement or come alongside parents in the raising and training of covenant children (thus our focus on family worship and discipleship); (3) is part of an overall discipleship process at CPC; and (4) is based on a broad Biblical picture of discipleship (see footnote 1).

As with other age groups, Sunday school is offered for youth from 9:15-10:15 a.m. on Sunday mornings. On second and fourth Sunday evenings from 5:30-7:00 p.m., the youth meet for fellowship at various church members’ houses. At other times, there are small group studies where the Bible is applied to relevant youth topics.

On Wednesday evenings from 5:30-7:00 p.m., the junior and senior high youth meet for supper, fellowship, and Bible study. These evenings are focused on outreach to the Oxford and Lafayette county community. We encourage CPC youth to invite young people who do not have a church home and to understand that ministry, indeed the entire Christian life, has an outward as well as an inward focus. We also desire for our youth to engage in ministry work projects from time to time so that they can put feet on their love for Christ and others.

### **Missions**

**Missions supported** Seeking to witness in “Jerusalem, Judea, Samaria, and the end of the earth “ (see Acts 1:8), CPC supports a number of missions and missionaries both locally and around the world. Currently, we support: Jason and Susie Sterling (Reformed University Fellowship at Ole Miss); Les and Ginger Newsom (Reformed University Ministry in the Mid-South); Way and Amy Rutherford (Reformed University Fellowship at University of Louisville); Sal Pelicano (Beginning Again in Christ prison ministry); Steve and Sheryl Froelich (New Life Church in Ithaca, NY); Don and Fran McNeill (Uganda); Tony and Tracy Boyd (East Asia); David and Stacy Bergmark (Sweden); Roger and Abi Lowther (Japan); Wycliffe Bible Translators; Streets Ministries (Memphis); Uganda Bible Institute; Third Millennium Ministries (international seminary training; Richard Pratt); Nelly Vos (France); Suzy Triplett (Thailand); Jim and Karan Romaine (New York City). Ricky Kroeger?

**Mission Trips/Mission Work** CPC has sent mission teams to places inside and outside the US.

**Mercy Ministry** Every 2<sup>nd</sup> and 4<sup>th</sup> Wednesday at 7:00 p.m., CPC’s Benevolence Committee meets with people in the Oxford/Lafayette County area who have various needs. CPC also is involved with the Oxford Pantry and “More than a Meal” which provides food and other assistance to people in the area.

**English Language Learners’ (ELL) Luncheon and English as a Second Language (ESL) Classes** God has given us relationships with several members of the international community here in Oxford and at Ole Miss. Among other things, we enjoy fellowship together through ELL luncheons and our ESL classes which meet two days a week.

**Missions Conference** CPC has a Missions Emphasis Sunday every other year during which we consider, in a unique way, Christ’s call to “go and make disciples of all nations” (Matt 28:18).

### **Shepherding and Fellowship**

**Shepherding Groups** Shepherding groups meet on the second and fourth Sunday evenings from 5:30-7:00 p.m. These groups give us time and opportunity to cultivate relationships, to build community in smaller group settings, and to foster a climate in and out of which we can look after and hold one another accountable. In addition, these groups help CPC elders better shepherd the flock entrusted to their care. Currently, there are six shepherding groups at CPC, each of which includes at least one elder and his wife, and one deacon and his wife. These groups generally include times of eating/fellowship, sharing news/prayer requests, and prayer. While all CPC members are members of a shepherding group, these groups are open to visitors as well.<sup>2</sup>

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<sup>2</sup> Church *visitors* cannot, however, receive the shepherding/oversight benefits afforded church *members* because church visitors have not vowed to submit themselves to the government and discipline of the church.

**Sunday Evening Youth Fellowship** As noted, CPC youth enjoy their own fellowship times from 5:30-7:00 on 2<sup>nd</sup> and 4<sup>th</sup> Sunday nights. As is true of adult shepherding groups, these are times for Junior and Senior High students to meet together for eating/fellowship, sharing, and prayer.

**Corporate Fellowship Meals/Congregational Meetings** On fifth Sunday evenings, we have fellowship dinners/congregational meetings to help people get to know one another in informal settings, to keep people up to date on what is going on here, and to give people opportunities to ask questions and give input/feedback.

**Summer Wednesdays at CPC** In June and July, we get together on Wednesday nights for supper and corporate prayer. There is no nursery on these nights because we want everyone, no matter how old or young, to be together as we eat and pray.

**Other Fellowship Opportunities** At the beginning of each school year, we host a Welcome Back Ice Cream Social for returning college students. At the end of each school year, we invite college students to a Bye Bye Crawfish Boil. On occasion, we have visitors' luncheons immediately following morning worship. Toward the end of October each year, we celebrate Reformation Day with a cookout and games for children. We also have other get-togethers throughout the year.

### CPC "Nuts and Bolts"

**Elders and Deacons** As noted, in the PCA, there are two kinds of church officers, elders and deacons. These officers meet at regular times throughout the year. We encourage member interaction with officers about issues important to the members.

**Ministry Teams** The ministry of Christ Presbyterian Church of Oxford is organized and planned in such a manner as to utilize church members and their gifts in some meaningful part of ministry. It is our desire that all members find meaningful involvement in one of the areas of ministry listed above in this pamphlet. According to Scripture, every believer has at least one gift and every gift is a gift to the church.

**Inquirer's and Communicant's Classes** Every Spring and Fall, CPC holds an Inquirer's Class for people interested in joining CPC or learning more about CPC and/or the Presbyterian Church in America. A Communicant's Class also is held each year for young people who are interested in learning how and what it means to be a member of CPC and the PCA.

## Teacher Qualifications

*“Not many of you should become teachers, my brothers, for you know that we who teach will be judged with greater strictness” (James 3:1)*

A teacher at CPC must: (1) be an active member of CPC in good standing (or be otherwise approved by the Session) (2) believe that the Scriptures of the Old and New Testaments, as originally given, are the inerrant Word of God, the only infallible rule of faith and practice; and (3) receive and adopt the Westminster Confession of Faith, and the Larger and Shorter Catechisms as containing the system of doctrine taught in the Bible.

Exceptions to the confession or catechisms will be taken on a case-by-case basis. Not every exception will disqualify a person from teaching. Often, persons with exceptions are permitted to teach so long as they do not teach personal beliefs that are contrary to the standards. Someone generally who does not agree with the system of doctrine contained in the standards cannot teach. All potential teachers must fill out the following statement:

*After careful, prayerful consideration of the gifts and abilities that I believe have been given to the Church through me, by my Lord and Savior Jesus Christ, I seek to serve Christ Presbyterian Church in the teaching ministry of the Word of God.*

*I am an active member of Christ Presbyterian Church in good standing.*

*I believe that the Scriptures of the Old and New Testaments, as originally given, are the inerrant Word of God, the only infallible rule of faith and practice.*

*I have read, and I receive and adopt, the Westminster Confession of Faith as containing the system of doctrine taught in the Bible, and have the following exceptions (please list):*

*As I evaluate my gifts, I believe I am best suited to teach the following ages (circle all that apply): pre-school, elementary, Junior High, Senior High, Young Adult, Older Adult, Women, Men, no preference.*

*I also believe I am best suited to teach in the following contexts (circle all that apply): Sunday School, discipleship (one-on-one or small group), Bible studies, lecture, inductive, other (specify).*

*Previously, I have taught the following subjects or books of the Bible in the following churches in the following contexts (please list):*

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

### **Children's Church at CPC**

As a general rule, the primary focus of Children's Church (CC) should be worship and, in particular, training in worship. CC exists as an accommodation and training ground for young children who are learning to worship.

We believe that corporate worship is a participatory activity of the covenant community in which we come as God's people to worship Him in Spirit and in truth. Because our children are members of the covenant community, we believe that it glorifies God and spiritually is healthy for our children and families for children to worship with the larger Body in corporate worship as soon as possible. Thus we desire to get our children into corporate worship as soon as possible rather than keep them out as long as possible.

Finally, because the purpose of CC is to teach children about worship, CC should be designed at least in part to reflect what goes on in corporate worship. In this regard, we have asked the Exaltation Committee to take this vision and make recommendations concerning the "hows" of CC. Is this still true? Seems to fall under CMT

## **Policy for General Conduct for the Protection of Children and Youth**

The following guidelines are intended to assist staff and volunteers in monitoring and supervising behaviors and interactions between staff and/or volunteers and children and youth in CPC's programs or activities. These guidelines are intended to assist in identifying and stopping those behaviors that may be inherently harmful to children or youth. Some of these behaviors are the types used by child molesters to groom children, youth and their parents, or that may create the conditions where abuse can occur more easily. These guidelines are not designed or intended to address interactions within families. When exceptions to these guidelines must be made, they should be reported to the supervisor of the staff member or volunteer.

1. All staff and volunteers who work with children or youth must agree to comply with the Guidelines for Appropriate Affection with Children and Youth.
2. No person will be allowed to volunteer to regularly work with children or youth until the person has been known by the elders and the congregation for at least six months. All employees and volunteers that work with children will sign a release form authorizing the church to do a background check. Serving in the nursery during worship is not considered regular work with children and does not require the release form.
3. Programs for infants and children under twelve (12) years old will have procedures to ensure that children are released only to their parents or legal guardians or those designated by them.
4. An adult should never be alone with a child in semi-public or closed spaces. If a male teacher is left alone with a classroom of children, he should err on the safe side and leave door open.
5. Same gender adult as child should accompany child to the restroom where the child does not need assistance going to the bathroom and the adult can stand outside the door.
6. Only female adults can accompany children to the restroom who need assistance using the bathroom.
7. Never allow a college or high school volunteer to be alone with a child during a church ministry event, unless that person has been background checked and/or is a hired nursery staff.
8. In more high-risk situations, such as the playground, there should be at two adults per group. Ideally, in high-risk situations, it is better to have three adults so one can always be able to leave when needed (e.g., bathroom trips, band-aid trips, time-out trips) leaving 1:4-8 ratio (depending on the age of the children).
9. Never leave young children unattended.
10. Staff and volunteers are prohibited from the use, possession, distribution, or being under the influence of alcohol, illegal drugs, or the misuse of legal drugs while participating in or assisting with programs or activities involving children or youth.
11. Parents or guardians must complete written permission forms before staff or volunteers transport children and youth for a church sponsored program or activity. Driving alone with a youth should be avoided as much as reasonably possible, with particular care extended to trouble teens.
12. Staff and volunteers will respond to children and youth with respect, consideration, and equal treatment, regardless of sex, race, religion, sexual orientation, culture or socio-economic

status. Staff and volunteers will portray a positive role model for children and youth by maintaining an attitude of respect, patience and maturity. They will avoid any appearance of favoritism.

13. One-to-one counseling with children or youth will be done in an open or public place where conversations are possible but occur in full view of others.
14. Staff and volunteers are prohibited from dating or becoming romantically involved with a child or youth.
15. Any verbal or non-verbal sexual behavior with a child or youth is prohibited. Staff and volunteers are prohibited from having sexual contact with a child or youth, making sexual gestures or making sexual comments to or in the presence of any child or youth. Discretion should be used since innocent gestures may be misinterpreted.
16. Staff and volunteers are prohibited from possessing any sexually explicit materials (magazines, cards, videos, films, clothing, etc.) on CPC property, in any CPC's program or activity or otherwise in the presence of children or youth except as expressly permitted as part of a pre-authorized educational program.
17. Staff and volunteers are prohibited from using the Internet to view or download any sexually explicit materials on CPC property, in any CPC program or activity or otherwise in the presence of children or youth.
18. Staff and volunteers are prohibited from discussing their own sexual activities, including dreams and fantasies, or discussing their use of sexually oriented or explicit materials such as pornography, videos or materials on or from the Internet, with children or youth.
19. Staff and volunteers are prohibited from sleeping in the same beds, sleeping bags, or alone with a student in tents, hotel rooms or other rooms with children or youth unless the adult is an immediate family member (parent or sibling) of all children or youth in the bed, sleeping bag, tent, hotel room or other room. It is acceptable to have multiple adults sleep with all the children or youth participating in one open space such as a church basement or camp lodge.
20. Staff and volunteers are prohibited from dressing, undressing, bathing, or showering in the presence of children or youth.
21. Staff and volunteers are prohibited from using physical punishment in any form as behavior management of children and youth. No form of physical discipline is acceptable. This prohibition includes spanking, slapping, pinching, hitting, or any other physical force. Physical force may only be used to stop a behavior that may cause immediate harm to a child, youth, the individual involved or others. In the event of unusual circumstances, behavior management must be conducted in the presence or view of others.
22. Staff and volunteers are prohibited from using harsh language, degrading/shaming punishment, or mechanical restraint such as rope or tape for behavior management.
23. Staff and volunteers are prohibited from participating in or allowing others to conduct any hazing activities relating to children or youth.

## Child Abuse Prevention Policy

**Policy:** It is the policy of Christ Presbyterian Church (CPC) to prohibit any form of child abuse by anyone in CPC's sponsored programs or activities or in CPC's facilities. CPC will implement appropriate practices to prevent child abuse in all of CPC's sponsored programs and activities and in CPC's facilities; and where CPC has a basis for believing child abuse has occurred or may occur, CPC will report its concerns to the State of Mississippi or appropriate local authorities. Whether any such concern exists of child abuse in CPC sponsored programs or activities or in CPC's facilities, CPC will also take steps to prevent and/or stop any such concerns of child abuse.

**Purpose:** By the implementation of this Child Abuse Prevention Policy, it is the purpose and intent of CPC to provide a safe, secure environment for the teaching and care of children and youth and specifically to protect them from child abuse. CPC is establishing practices (1) to educate parents, families and other person involved or interested in CPC's children and youth programs and activities in the appropriate steps to prevent or to identify and stop any child abuse, (2) to screen all persons involved in any way with CPC's children and youth programs and activities, (3) to supervise the children and youth programs and activities for acceptable practices and conduct, and (4) to provide for reporting unacceptable conduct, including child abuse, investigating any such conduct and taking appropriate action to protect the children and youth at CPC.

**Application:** This policy applies to all persons who interact with, have supervision or teaching responsibilities for, or have custody of any minor as part of CPC's children or youth programs or activities.

**Definition of Child Abuse:** Child abuse can consist of any one or more of the following: neglect, emotional abuse, physical abuse and/or child sexual abuse.

**Neglect** means the failure to supply or child with adequate food, clothing, shelter, education, supervision or healthcare.

**Emotional abuse** typically consists of a pattern of behavior that can seriously interfere with a child's positive emotional development.

**Physical abuse** consists of harm or a threat of harm to a child's physical health or welfare arising from the infliction of physical harm or pain.

**Child sexual abuse** "is the exploitation or coercion of a child to perform or otherwise engage in sexual activity. It can be committed by an adult, an adolescent or another child. It includes touching and non-touching offenses."<sup>3</sup>

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<sup>3</sup> *Child Abuse Is Never a Child's Fault, a Prevention and Intervention Guide for Professionals*, p. 3 (Memphis Child Advocacy Center 2006).

**Definition of a minor:** For the purposes of this policy, a minor is an individual under 18 years of age.

**Implementation:** The implementation of this policy will address the areas that are critical for the protection of the children, our employees, and our church, education in the appropriate steps to prevent child abuse or to detect and stop it, screening persons involved with CPC children and youth programs and activities, setting out acceptable conduct and practices for person involved in CPC children and youth programs and activities, supervising children and youth programs for acceptable practices and conduct, reporting unacceptable conduct, including child abuse, the investigation of any such conduct, and determining appropriate action to protect the children and youth at CPC.

**Reporting Procedures:** Anyone who has information that reasonably indicates that a child has suffered child abuse based on the information available at that time must also report this immediately to one of the following: the juvenile court judge having jurisdiction over the child; the Mississippi Department of Human Services; the sheriff of the county where the child resides; or the chief law enforcement official of the municipality where the child resides. Failure by an individual to make a report to one of the appropriate authorities is a Class A misdemeanor under Mississippi law. The person having knowledge of the child abuse has an obligation under Mississippi law to make their own report to the appropriate governmental authority. CPC educational materials will provide information on how to make such a report. Failing to report child abuse can have severe consequences to a child at risk.

Further, anyone who has information that reasonably indicates that a child has suffered child abuse based on the information available at that time should report this immediately to the appropriate age group minister or staff person. CPC educational materials will provide information on how to make such a report. CPC will take immediate action to report and address the issues raised and will specifically consider what steps could be taken to protect the child. Reports will be taken seriously, and church staff will take appropriate action in accordance with the laws of the state of Mississippi, CPC Policy, and the advice of legal counsel.

## **Guidelines for Appropriate Affection with Children and Youth**

Christ Presbyterian Church believes it is important to establish what types of affection are appropriate and inappropriate in interactions between adults and children or youth and interactions between and among children and youth. Stating which behaviors are appropriate and inappropriate allows staff and volunteers to comfortably show positive affection in ministry, and yet identify individuals who are not maintaining safe boundaries with children or youth. These guidelines are based, in large part, on avoiding behaviors known to be used by child molesters to groom children or youth and their parents for future abuse. The following guidelines are to be carefully followed by all staff and volunteers working around or with children or youth in CPC programs and activities.

1. Love and affection are part of church life and ministry. There are many ways to demonstrate affection while maintaining positive and safe boundaries with children and youth.

Some positive and appropriate forms of affection are listed below:

- Brief hugs
  - Pats on the shoulder or back
  - Handshakes
  - High-fives and hand slapping
  - Verbal praise
  - Touching hands, faces, shoulders and arms of children or youth
  - Arms around shoulders
  - Holding hands while walking with small children
  - Sitting beside small children
  - Kneeling or bending down for hugs with small children
  - Holding hands during prayer
  - Pats on head when culturally appropriate
2. The following forms of affection are considered inappropriate with children or youth in a ministry setting because many of them are the behaviors that child molesters use to groom children or youth and their parents for later molestation or can be, in and of themselves, considered forms of sexual abuse.
    - Inappropriate or lengthy embraces
    - Kisses on the mouth
    - Holding children over three years of age on the lap
    - Touching bottoms, chests or genital areas other than for appropriate diapering or toileting of infants and toddlers
    - Showing affection in isolated areas such as bedrooms, closets, staff-only areas or other private rooms
    - Occupying a bed with children or youth
    - Wrestling with children or youth

- Tickling children or youth
- Piggyback rides
- Any type of massage given by a child or youth to an adult
- Any type of massage given by an adult to a child or youth
- Any form of unwanted affection
- Comments or compliments (spoken, written, or electronic) that relate to physique or body development. Examples would be, “You sure are developing,” or “You look really hot in those jeans.”
- Snapping bras or giving wedgies or similar touching of underwear, whether or not it is covered by other clothing
- Giving gifts or money to individual children or youth
- Private meals with individual children or youth

## **Child Protection Policy Acknowledgment**

### ***Code of Conduct***

As a condition of my involvement in any manner with Christ Presbyterian Church's children's and youth programs and activities, I make the following acknowledgements and agree to abide by the following Code of Conduct:

\_\_\_\_\_ I have received a copy of, read and agree to comply with Christ Presbyterian Church's Child Abuse Prevention Policy.

\_\_\_\_\_ I agree to do my best to prevent abuse and neglect of, by or among any of the children and youth involved in Christ Presbyterian Church's programs, activities, and services.

\_\_\_\_\_ I agree not to physically, sexually or emotionally abuse or neglect a child or youth.

\_\_\_\_\_ I have received a copy of, read and agree to comply with Christ Presbyterian Church's Policy for General Conduct for the Protection of Children and Youth.

\_\_\_\_\_ I have received a copy of, read and agree to comply with Christ Presbyterian Church's Guidelines for Appropriate Affection with Children and Youth.

\_\_\_\_\_ In the event that I receive a complaint or report of a possible violation of, or observe any inappropriate behavior or possible violation of, or otherwise learn of anything in any manner that gives me concern of a possible violation of (1) Christ Presbyterian Church's Child Abuse Prevention Policy, (2) Christ Presbyterian Church's Policy for General Conduct for the Protection of Children and Youth, and/or (3) Christ Presbyterian Church's Guidelines for Appropriate Affection with Children and Youth, I agree immediately to report the complaint, report observation or other information to the appropriate church leader in accordance with Christ Presbyterian Church's Child Abuse Prevention Policy and Mississippi law.

\_\_\_\_\_ I acknowledge my obligation and responsibility to protect children and youth and agree to report known or suspected abuse of children or youth to appropriate state authorities in accordance with Mississippi law.

\_\_\_\_\_ I understand that Christ Presbyterian Church will not tolerate any abuse of children or youth and agree to comply in spirit and in action with CPC's policies and guidelines identified above.

\_\_\_\_\_ I certify to Christ Presbyterian Church that the information I have given as part of my application and interview for consideration as a volunteer or worker with the children and youth with Christ Presbyterian Church is true and complete and that I have not omitted any information that is responsive to the questions I have been asked or that otherwise would in my opinion be important in determining my fitness to be involved in Christ Presbyterian Church's children's and youth programs and activities.

\_\_\_\_\_ If at any time after my application and interview referenced above, I have information that in my opinion would reasonably be important in determining whether I should be involved in Christ Presbyterian Church's children's and youth programs and activities, I will promptly advise the CPC Administrator of this information or will remove myself from Christ Presbyterian Church's children's and youth program.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
(Print Name)

\_\_\_\_\_  
Date

## **Child Behavior Guidelines**

At Christ Presbyterian Church, we heartily agree with Psalm 127:3-5 that “*Children are a gift of the Lord; the fruit of the womb is a reward...how blessed is the man whose quiver is full of them.*” We have been greatly blessed at CPC with many children and see each of them as a gift from the Lord. We are building kingdom disciples who will tell the next generation about the great God whom we serve. As believers, we take our responsibilities seriously and want to do all we can to build faith into our children and to encourage one another. These thoughts inspire and form the principles and guidelines for behavior at Christ Presbyterian.

### *Three Fundamental Convictions*

First, and most importantly, discipline is an important part of nurturing faith in our children. To follow Jesus is lovingly to obey Him and submit to His authority. Cultivating a loving, obedient spirit in our children and teaching them to yield to God-given authorities in their lives helps to prepare their hearts to obey Christ and to bend their wills toward His (John 14:15).

Second, children who are well-disciplined and under control honor the Lord and their parents, and serve as “salt and light” in a decaying and dark world (see Matthew 5:13-16; Proverbs 29:15, I Timothy 3:4-5).

Third, it is important for certain boundaries to be in place for the sake of “family.” Stewardship of church property, the safety of others, and the safety of our children are at stake. A child running through the church may not be a concern to most people, but for an elderly woman who is shaky on her feet and terrified of a broken hip, a running child poses a serious threat.

### *Guiding Principles*

Although it is possible to control the outward actions of a child and produce a desired behavior, the goal of CPC’s ministry to young people is to direct their hearts to Christ and cultivate a spirit that is responsive to Him. True obedience and discipline flow from a new heart that loves and is responsive to the Lord; it is not merely conformity to an external set of rules. We believe, therefore, that the most important thing parents and teachers can do is seek prayerfully, by God’s grace through the work of His Spirit, to nurture hearts of faith out of which acts of righteousness will flow (Galatians 5:6, 22).

While we must maintain high standards for behavior at CPC, we also recognize the need to be fair and realistic. If a child had only six hours of sleep the night before, we should not be surprised if he has difficulty sitting still in church. If there are 45 minutes of unstructured time between a social event and a worship service, we should not be surprised if children get into mischief. We must do our best to consider children and their limits and try to accommodate their needs as much as possible.

Because parents ultimately are responsible for the behavior of their children, parents must be expected to keep their children under control during public gatherings and to know what their children are doing while on the premises.

When, in keeping with our covenant family model and the vows we make at the baptisms of our covenant children, a child is under the supervision of another adult here at CPC, that adult will be

expected to maintain order and appropriate behavior with regard to the children in his/her care. If a child is not responsive to any of the permissible forms of classroom management, the child will be taken to his parents.

As members of this church family, all of us gladly must stand with one another in the raising of the children God has placed in this church. We must be eager to do all we can to support and encourage one another in parenting responsibilities. We must consider it a serious responsibility to teach the full counsel of God and inspire children in faith, in love, and in righteousness. Because some children will struggle with behavior problems more than others, we will want to pray, strategize, and work with one another to find solutions to problems and help children and parents grow together in Christ. We specifically will want to be on guard against gossip and/or pride as we come alongside one another in discipline situations (Galatians 5:19-26).

When we must approach one another about issues of behavior, let us do so with grace and tact, knowing that *“pleasant words promote instruction”* (Prov 16:21b). Moreover, when someone approaches us with problems concerning our own children, let us not be defensive. To the contrary, let’s remember that God considers correction to be a good and positive thing. As we read in Hebrews 12:5-6, *“My son, do not regard lightly the discipline of the Lord, nor be weary when reproved by Him. For the Lord disciplines the one He loves, and chastises every son whom He receives.”* Our goal must *not* be to protect our idol of perfect parenting, but to glorify Christ and His gospel in the raising of our covenant children.

### *Expectations of Children*

Although the behavioral boundaries vary depending on the age of the child, the activity they are involved in, and where that activity takes place, most rules will fall under one of four basic teaching goals we have for children at CPC.

Respect for Property Children will be expected to treat the church building, furnishings, and equipment in a way that honors the Lord and to use those things in the way that they were intended. Specifically, children will be encouraged to walk on floors, not on chairs or tables. Sheets of paper, not walls or furniture, is an appropriate medium for artistic expression. Trash belongs in trash containers, not on the floor. Space and equipment should be left in the same or better condition than it was found.

Respect for Adults We want our covenant children to honor the adults in the church with respectful speech and behavior. Sassing or defying instruction or correction from an adult are examples of what is considered disrespectful (Exodus 20:12).

Respect for Others We will endeavor to provide a physically, emotionally, and spiritually safe environment for every child at CPC. Children will be encouraged to think before they speak and find encouraging things to say to others. Therefore, mean, crude or hurtful speech or actions toward others is not acceptable (Ephesians 4:29). As children have conflicts among themselves, we must model Scriptural ways to resolving those conflicts (2 Timothy 3:16-17).

Respect for Themselves We will encourage children not to act in ways that will put their bodies or faith at risk (1 Corinthians 10:31).

### *A Word About Correction*

Discipline should be both negative and positive. Thus we encourage parents and those who

work with children to be quick to encourage and affirm positive behavior. We also encourage immediate and consistent response to negative behavior before it escalates into a serious problem. If the parents are present, we will expect them to correct their children when they misbehave. We also will encourage other adults not to ignore a behavior problem when they see it. Again, if one of your brothers or sisters in Christ corrects your child, please do not be offended or insulted (Romans 15:14).

If parents are not present in a discipline situation, the adult in charge may respond by (1) speaking to the child and issuing a warning; (2) denying a privilege or isolating the child from the group; if this happens, the teacher will be expected to tell a parent at the earliest convenience; (3) taking the child to the parent so he/she may handle the situation privately and with less disruption to the classroom; and/or (4) in rare cases, the parent will be asked to accompany his/her child to the class.

Because we believe that parents are the appropriate persons to employ corporal punishment when needed (and this is best carried out privately), any physical form of correction by a non-parent is considered unacceptable. Of course, those working with children and youth are permitted to gently restrain a child to keep him from hurting himself or others.

Thank you for taking the time to read this information. We so desire for our covenant children to grow up glorifying and enjoying God in every area of their lives! Please discuss these things with your children and, if you have any questions or concerns, get in touch with your shepherding elder.

## CPC Team Guidelines

1. Teams should consist of CPC communing members in good standing. A quorum, the minimum number of members needed in order to conduct business, shall be the greater of 3 people or 1/3 of the number of team members.<sup>4</sup> A suggested meeting agenda:
  - a. Open with Scripture reading and prayer
  - b. Amend/adopt docket; approve minutes of previous meeting
  - c. Old business (including consideration of responses from the session/diaconate to previous motions/recommendations from team)
  - d. New business (including new motions/recommendations from team to session/diaconate)
  - e. Close in prayer
  
2. It is the responsibility of team chairmen to make sure that team members (a) understand the purposes and procedures of the respective teams; and (b) fulfill their own responsibilities as team members.
  
3. Team should submit minutes/reports to the session or diaconate as appropriate for information and, where necessary, approval of team plans, proposals, or recommendations. These reports should be sent to the recording clerk of the session (Clay Dabbs) by the Monday before the third Wednesday of each month (regular business meeting of the session) or to the chairman of the deacons (Andy Edwards) by the Thursday before the second Wednesday of each month (regular meeting of diaconate).
  - a. These minutes/reports should contain a list of all action(s) the team recommends be taken by the church and thus approved by the session or diaconate.
  - b. Specifically, all curricula, speakers, teachers, preachers, missionaries/ministries, team chairmen, nursery supervisors, classes, events, dates of events, schedule of events, plans, etc. (i.e., all substantive recommendations of teams), should be submitted to the session or diaconate for approval *before* choosing, asking, scheduling, supporting, publicizing, or implementing.
  
4. With regard to scheduling events, teams should check the church calendar to see if there are any scheduling conflicts. *Once it is determined that there are no conflicts and the session has approved the event, the event should be placed on the church calendar and a church-wide email sent out via our Coummunications Coordinator giving notice of the event.*<sup>5</sup>

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<sup>4</sup> The intent here is to have more input from more people and thus avoid having one or two man teams making recommendations that affect the whole church.

<sup>5</sup> Please send to [announce@christpresoxford.org](mailto:announce@christpresoxford.org)

## **Delegation of Duties for Bible/Mission Conferences**

1. Chairman (or Co-Chairmen<sup>6</sup>) appointed by Session to oversee entire conference. This person will be responsible (a) for overseeing the conference<sup>7</sup>; (b) for submitting to the Session a proposed schedule of events for the conference (with times and places for each speaker, meal, event, etc.); and (c) for delegating responsibility for the different aspects of the conference,<sup>8</sup> as follows:
2. Someone in charge of prayer. This person is responsible for coordinating prayer for the conference, for producing and distributing bookmarks or refrigerator notices, etc., dealing with the conference's themes and ideas agreed upon by the relevant team and session. Also, with regard to mission conferences, this person is responsible for producing and distributing to the congregation a list of then current missionaries and their families who are supported by CPC.
3. Someone as liaison between speakers and the church. This person is the church's contact person with the speaker(s). It will be the responsibility of the liaison to ensure that the speakers:
  - a. Have copies of the conference schedule and theme well in advance of the conference.
  - b. Know when and how long they will speak.
  - c. Know where they will stay (if the speakers stay at a motel, which some speakers will prefer, the liaison will make the reservations and communicate that information to the speakers).<sup>9</sup>
  - d. Understand where they are supposed to be at all times, including where, when and with whom they will be eating.
  - e. Have all necessary transportation to and from conference sessions/events (this includes being picked up and taken back to the airport)
  - f. Are given their honorarium/mileage/travel/food expenses before they leave Oxford.
4. Someone to coordinate non-Sunday services or meetings. This person will oversee non-Sunday morning services or meetings that comprise the conference.
  - a. Potential questions to consider here: What will each service/meeting include? What will be the order of each service/meeting? Will we follow a worship format? Will the meetings be opened in prayer or with a Scripture reading? Will bulletins be needed/printed? Who will open/lead/facilitate the services/meetings? Will there be songs? If so, who will choose them, who will lead them, and who will play instruments?
5. Someone in charge of publicity. This person is responsible for making sure that the conference (and schedule) is publicized within the body at CPC well in advance of the conference (bulletin announcements, posters, flyers, bookmarks, mailouts, etc.). Moreover, this person is responsible for publicity in the community (local papers, flyers to local

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<sup>6</sup> Two co-chairmen with a division of duties may work better at times than one chairman.

<sup>7</sup> The theme of the conference may be suggested to the speaker by the Session or to the Session by the speaker.

<sup>8</sup> **A copy of this delegation of duties should be given to those to whom the various areas of responsibility are delegated.**

<sup>9</sup> The liaison also will be responsible for making dinner reservations and for getting "Welcome Baskets" made up for the speakers before they arrive.

churches and to University, etc.) and beyond (area PCA churches, etc.).

6. Someone in charge of meals. This person will be in charge of meals served during the conference.
7. Someone in charge of setup and cleanup. This person will coordinate setting up and taking down tables and chairs and whatever else needs setting up and taking down. This person also will coordinate cleanup after the conference is over. This will include (1) covering tables with tablecloths or paper; (2) where necessary, cleaning and putting up table cloths; and (3) getting tables and chairs and rooms back where they belong.
8. Someone in charge of children's activities. This person will coordinate all activities for children, youth (whenever those activities take place, including Sunday school) and nursery to ensure that the conference themes appropriately are presented to them. Where necessary, this person also will coordinate games, fun time, and separate children's meals.
9. Someone in charge of decorations. This person will make sure that, throughout the conference, the conference theme visually is presented throughout the physical plant of the church. This person may want to work with the speaker liaison to find out if the speakers are bringing any displays. This person also may want to work with the person in charge of meals to make sure that the tables festively are adorned in keeping with our celebration of God's work and the theme of the conference.

**Each of the people listed above will need to recruit helpers from the CPC body!** The Chairman periodically will need to check/meet with these workers to make sure that the things needing to get done are getting done in a timely fashion.

## **Weddings at Christ Presbyterian Church: Perspectives and Policies**

### In General

Marriage is a creation ordinance of God (Genesis 2:24). The chief end of a Christian wedding is to bring glory and honor to God (1 Corinthians 10:31); the central figure in a Christian wedding is the triune God - Father, Son, and Holy Spirit (Romans 11:36); the central imagery of a Christian wedding is the union and relationship between the Bridegroom, the Lord Jesus Christ, and His Bride, the Church (Ephesians 5:22-33).

Because of these things, the church must take very seriously any marriage that is to be performed on its property or by its ministers. Because marriage is sacred, and Christian marriage implies a distinct life-style, the church must protect and promote the great spiritual values surrounding a Christian wedding and marriage. In addition, because a wedding is a worship service, the church must guard the sanctity of the service against worldly intrusions. A non-Christian wedding need not and should not take place in a church building.

### Believers are to be Equally Yoked

Because God forbids believers to marry unbelievers (2 Corinthians 6:14), our ministers will not perform a wedding between a believer and an unbeliever.<sup>10</sup> In this regard, when our ministers are asked to marry a couple, before agreeing to perform the wedding, they will want to visit with the prospective bride and groom to hear their Christian testimonies.

### Pre-marital Counseling

Because of the serious nature of the wedding ceremony and the marriage covenants, we ask that all persons whom our ministers marry meet with the officiating minister or another approved minister for pre-marital counseling. If someone other than a CPC minister will officiate at the wedding, he must first be approved by the CPC Session before use of the CPC facilities will be approved.

### Wedding Attire

While opinions vary with regard to style and taste in clothing, we ask, in keeping with the fact that a Christian wedding is part of a worship service, that members of the wedding party dress modestly, in a manner that honors Christ.

### Music

Careful thought should be given to the selection of all wedding music and songs. Said music and songs should be in accordance with the character of a Christian wedding ceremony and appropriate for use in a worship service. Our sanctuary has a music system as well as a piano, which you are welcome to use. Please do not move the piano and please communicate with ? Melvin? about your plans to use the sound system.

### Decoration/Use of Building

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<sup>10</sup> At the same time, however, please know that our ministers are happy to provide pre-marital counseling to any and all who ask, whether believer or unbeliever.

Adornment/arrangements in/of the sanctuary are welcome! After all, in a Christian wedding, we remember and celebrate the coming marriage supper of the Lamb of God. Again, as with everything else, we simply ask here that all decorations/floral arrangements be in keeping with the character of a Christian wedding/worship service. We also request that the sanctuary and rest of the building be cleaned up and put back together for worship the following day. Please use only dripless candles and take care not to damage church furniture, doors or walls with tacks, nails, and/or sticky floral-mechanics. You are welcome to leave the flowers in the sanctuary for worship the following Sunday or you may take them with you. If the flower containers are not disposable, please pick them up by the Monday after the wedding.

#### Photography

Use of camera or video is allowed, but please arrange for the photographer/videographer to be as subtle as possible. No flash photography is allowed during the worship service. Please communicate this to your photographers, family and guests.

#### Miscellaneous

Private communion for bride and groom is not permitted. Please no alcohol or tobacco on the premises. No pets except for service animals.

## Bereavement Plan and Checklist

Much like our Kids Café model, Bereavement should be a “teed up” plan for shepherding groups to walk into for ministering to our grieving church members. This will ensure a consistent and excellent course of action for those grieving while avoiding volunteer frustration.

- 1) Pastor finds out about death. If staff member finds out, let pastor know as soon as possible.
  - a. Emails Elders, especially that family’s shepherding elder, and congregation via email. EIC is reminded to pray for grieving family during next worship service.
  - b. Pastor talks to family and finds out funeral plans, family needs, etc. He relays this to shepherding elder (if needed) and Bereavement Chair.
  - c. If particular memorials are requested, he will relay that info to Bereavement Team so they can answer those questions and send donation/flowers accordingly.
- 2) Shepherding Group: Takes lead on loving family:
  - a. Informs shepherding group
  - b. Loves on member who has lost a family member
  - c. Works with Bereavement chair to set up family meals (2-3 is ideal) EX: Bereavement chair would set up [takethemeal.com](http://takethemeal.com) and elder would forward that to his group.
  - d. Suggestion: each shepherding group could have someone on the Bereavement Team.
- 3) Bereavement team takes lead on organization / formal hostess needs: *Using this general guide, chair will create a checklist (see attachment) to fit needs of family and give it to Pastor and Administrator.*
  - a. Hostess funeral meal following or preceding funeral service at church, if needed
  - b. Hostess funeral service at church (not at funeral home), if needed
  - c. Flowers sent to service or equivalent (memorial); this happens whether funeral is in town or not.
  - d. If our facility is being used, contact Administrator so he can coordinate with deacons and staff and other facility uses.
  - e. Bereavement Team will follow up with grieving family about plans for using church, etc.
  - f. Keep shepherding elder in the loop on plans.
- 4) As the need for help in this area increases, CPC’s “Bereavement Team” may actually be two teams (A & B) under one coordinator/chair ensuring the items in paragraph 3 above runs smoothly (much like a wedding facilitator does with a wedding in our building).
  - a. A & B can take turns helping with funeral needs so one group isn’t overwhelmed. *For now, we will have one team until our number of funerals grows.*
  - b. Team pre-recruits volunteers who are “on call” for bereavement needs. Team also may want to make any menu plans, kitchen & serving needs (nice matching platters, etc) to have on hand for funeral.
- 5) Bereavement Team fits in team structure directly under “Session”. Budget line is within “Member Care.”

- 6) Bereavement Team needs:
- a. Volunteer support
    - i. Start with Shepherding Elder/ Group
    - ii. If not enough help, consider asking others or catering.
  - b. Strong staff support (Administrator & Pastor)
    - i. Questions about facility / building logistics go to Administrator. Homer, do you want to add anything here about funeral home logistics? Contacting off-duty policeman to help with traffic?
    - ii. Questions about funeral, family logistics go to Pastor.
  - c. To be ready for the quick and untimely nature of this type of ministry as well as be loving, kind, and sensitive to our grieving members.

### Checklist

- Notifying email/text to shepherding elder (Curt)
- Notifying email to congregation (Curt)
- Prayer for family at next worship service (EIC)
- Meals planned for family (Shepherding Group)
- Coordination with Waller Funeral Home (Curt)
- Planning luncheon following Funeral/Memorial Service (BT)
  - Make sure foyer and kitchen area are presentable
  - Set up tables, serve, clean up
  - Prepare light lunch (including beverages)
    - If needed, order food
    - If flowers are left after the service, ask family what they would like to do with them.
- Resolve potential facility conflicts (Homer)
  - Some ministries may have to change time and location
  - Cleaning schedule may be affected

## **Use of Church Facilities, Property & Equipment**

Purpose: The Lord has blessed Christ Presbyterian Church (CPC) in many ways. Along with this He has given us many great responsibilities. One of these responsibilities is the care and upkeep of His facilities. The following is intended as a means to discern responsibilities for daily and special usage of CPC property, equipment, and facilities. These are not intended to limit the use of any facilities. They are meant to ensure that these facilities will serve us for many years to come.

### 1) General

#### a) Responsibility

- i) The responsibility for security and maintenance of the property and equipment of CPC rests with the deacons.
- ii) The Assistant Pastor or Administrative Director is the primary point of contact to coordinate usage of Church property, equipment, and facilities.

#### b) Authorizing Authority

- i) The CPC Assistant Pastor or designee has the authority to approve requests for usage of ministry activities.
- ii) The CPC Assistant Pastor or designee has authority to approve use of the facilities, property or equipment by Church members for non Church-related activities, and will coordinate with the diaconate any non-standard uses. Standard uses are birthday parties, family reunions, anniversary celebrations, and like activities.
- iii) Use of the church facilities, property or equipment by non-church members, or organized groups which may include church members requires the diaconate's recommendation and the Session's approval.

### 2) Daily Usage

- a) Policy: Church facilities, property, and equipment are to be ordinarily used only for Church-related activities, but may, with the approval of the Session, be used for other activities which are consistent with the Church's primary mission.

### 3) Use of the Church facilities for any commercial enterprise is prohibited.

### 4) Night-time Activities

- a) An adult male will be on campus for any church-related activity occurring during the hours of darkness. It will be up to the user to inform the deacons about the need for a male, or to provide a male themselves.
- b) Youth group meetings in campus facilities at night shall be properly and adequately chaperoned. The Director of Youth Ministries will be responsible for the activities and actions of the group with regard to discipline, security, and safety of the plant and for persons attending such meetings.

5) Saturday Scheduling

- a) If activities are to be scheduled on Saturdays, proper arrangements for clean up and having the building ready for Sunday use are to be made in advance. The party making the reservation is responsible for clean up after activities.
- b) Specific plans for cleanup after any Saturday activity must be submitted in writing to CPC Assistant Pastor or designee so as to ensure adequate preparation for Sunday Services.

6) Special Events

- a) A set-up/clean-up check list will be completed by the requesting user.
- b) The checklist will include clean up requirements and identify the person responsible for the cleanup.
- c) The check list will be submitted along with the Facilities Request Form.

7) Childcare Policy for Special Events

- a) Any childcare provided for special events must comply with the CPC Nursery and Child Protection policies and must follow Special Events Nursery Guidelines (emailed to Whit)

8) Non-Member Usage

- a) Christ Presbyterian Church is glad for you to use its facilities. However, we must insist that you comply with all the rules and regulations associated with facility use. In addition, your attention is also given to the following:
  - i) The room or rooms are to be put in order before you leave.
  - ii) Make sure that all lights are out.
  - iii) There is to be no smoking in any part of any building on the church campus.
  - iv) Any damage that may occur to floors, walls, windows, furniture, fixtures, etc., in any part of the church campus is to be reported to the church office without delay.
  - v) The diaconate reserves the right to deny use of facilities to any group which fails to comply with this policy or which the Session deems inappropriate.
  - vi) If a facility is being used in a manner not approved, any officer of CPC may terminate the activity, request the facilities be cleaned as arranged, and have the users vacate the church property.

9) Facility Modifications or Changes

- a) No modifications to facilities or structures are permitted.

10) All Buildings

- a) In order to ensure our buildings maintain an attractive appearance, no signs, notices artwork, or any other items may be placed on the walls or doors (interior or exterior) of any building at any time unless approved by the Communications Coordinator.

11) Sanctuary

- a) No carpentry or special construction may be used which alters or changes the building without building committee approval.

- b) Cameras shall be excluded from use in the Sanctuary during any religious service. Any use of cameras in the Sanctuary must be cleared with the Senior Pastor or Exaltation Committee.
- c) Neither the Session nor the Diaconate will approve audio or video recording of any activities on church facilities unless those activities are sponsored wholly or jointly by Christ Presbyterian Church or receive specific approval of the Session.

#### 12) Kitchens and Dining Area

- a) If you use the kitchen, then you are responsible for cleaning it up.

#### 13) Nursery

- a) Any group requiring the nursery must schedule its use through the Nursery Coordinator. See Special Events Nursery Guidelines for policy concerning use of any Nursery Room.

#### 14) Checklists

- a) Checklist are developed between the Adiministrator and the Requester for each event and identify the items of responsibility for:
  - i) Room and building cleaning
  - ii) Room or area set up
  - iii) Building and are security (unlocking and locking building)

#### 15) Documentation

- a) Submission of Request Form
  - i) Events are to be scheduled in the proper manner through the church office as soon as practical in order to ensure a spot on the calendar.
- b) Request Form
  - i) Requests to use the church facilities, property or equipment shall be addressed in writing to the CPC Assistant Pastor or designee. A copy of the CPC Facilities Request form is included below.
  - ii) Complete the form as follows:
    - (1) Under General Information put the date the activity will begin. If the activity will happen more than once a week, month, etc., than answer Yes to Recurring Activity. The rest of the form should be self-explanatory.

#### 16) Removal of Property or Equipment

- a) No one may remove any property or equipment from the Church grounds without prior, express approval of the CPC Assistant Pastor or designee.
- b) Requests are to be submitted to the CPC Assistant Pastor or designee in writing stating the intended purpose for use of the equipment, the date and time you will pick up the equipment, and the date and time you will be returning the equipment.

Checklist: The following checklist was developed to serve as a guide for those using the church building. This list is not exhaustive. As a general rule, please leave the facilities in the same or better conditional than you found them.

All trash from the area(s) used taken to dumpster and new bag(s) placed in trash cans

Floors inspected and areas that required it were swept

All lights were turned off

Thermostat(s) returned to pre-event settings

All doors were locked

Any keys borrowed were returned to CPC office

## Facility Use Request Form

Name:

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Preferred Phone Number: \_\_\_\_\_ E-mail: \_\_\_\_\_

Address:

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Member of Christ Presbyterian Church:  Yes  No

If you are not a member of Christ Presbyterian Church, please list as a reference the name of a member:

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Date and times you wish to use the facility:

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Recurring Activity:  Yes  No

Purpose:

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Anticipated Number of guests:

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Any other particular needs or special arrangements for your usage:

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In exchange for using our facility, CPC request that you abide by the following rules:

1. Straighten up and clean up the building after you use it.
2. Make sure that all lights are turned off.
3. No smoking in any part of the building or grounds.
4. Report any damage that may occur to floors, walls, windows, furniture, fixtures, etc. in any part of the building or grounds to the Church office as soon as possible.
5. Use the building only for that purpose which you listed above.
6. Complete the checklist at the event of your event to turn into the church office.

Checklist for Users

\_\_\_ All trash from the area(s) used taken to dumpster and new bag(s) placed in trash cans

\_\_\_ Floors inspected and areas that required it were swept

\_\_\_ All lights were turned off

\_\_\_ Thermostat(s) returned to pre-event settings

\_\_\_ All doors were locked

\_\_\_ Any keys borrowed were returned to CPC office

Signature and Release:

I recognize that Christ Presbyterian Church is relying on the accuracy of the information I provide on this Application form. Accordingly, I attest and affirm that the information I have provided is absolutely true and correct.

I acknowledge that the church reserves the right to deny use of the facilities to any group which fails to comply with the church facility usage policy or for activities that the church deems inappropriate. I further acknowledge that if the facility is being used in a manner not approved, any officer or staff person of CPC may terminate the activity, request the facilities be cleaned as arranged, and have the others vacate the church property.

I voluntarily release the church, its officers, and its staff of any from liability involving the use of the building or grounds.

I have carefully read the policies and procedures of the church regarding the use of the facilities, and I agree to abide by them at all times.

Printed name:

\_\_\_\_\_

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

Note: If you fail to clean up the church facility or leave it in as good condition as you found it, the church reserves the right to charge you a cleanup fee of \$150.00. The church also reserves the right to charge a clean up fee for large groups.

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Office Use Only:

Approval: \_\_\_\_\_

By whom: \_\_\_\_\_

Date: \_\_\_\_\_

Name and phone number of person responsible for logistics of particular use (keys, setup, cleanup, lockup):

\_\_\_\_\_

