



Federated Church

Church Governance And Policy Book

The Federated Church
Chagrin Falls, Ohio

Revisions

Version #	Date	Revision
1.00	7/2/2013	Approved
1.01	7/2/2013	Deleted C.4.b Coffee Served policy
1.02	8/6/2013	<ul style="list-style-type: none"> Grammar and punctuation changes as identified by Bill Kenneweg Revised B.3 “Ministry Teams” to an additional point (b) Replaced the C.2.f. “Photograph Consent and Release” policy Revised C.5.d “Fundraising” policy to have an addition point (6) Removed Appendix 7: The ABC of Safe Snacks
1.03	9/3/2013	<ul style="list-style-type: none"> Revised A.5.a.1 for Church Council meetings
1.04	11/5/2013	<ul style="list-style-type: none"> Corrected the mistaken omission in B.2.a of requiring a financial pledging commitment for commissioners Added the formation of the Membership Standing Committee: A.2 Structure; A.4.d; A.6.c; B.2.c.3 and B.2.c. 5; E.2 Corrected inconsistencies with the naming of the Nominating and Leadership Committee
1.05	11/2013	<ul style="list-style-type: none"> Corrected Table of contents Correct edA.6.a.1 to include Membership Committee Changed A.6.a.2 to be not less than three and no more than 5 members
1.06	1/21/14	<ul style="list-style-type: none"> Changed A.6.C.5 points g and i -clarification of N&L responsibilities New B.1.b.1 - “Confirmation Policy” New B.1.b 2&3 – “Officiating Clergy at Weddings & Funerals Policy” Changed B.2.C.5 - TOS Specific Purpose and Objectives: Revised and renamed “Pledge Policy” in C.6.b to be the Pledge and Extraordinary Receipts Policy” New C.2. I “Petition Policy”
1.07	3/9/14	<ul style="list-style-type: none"> Changed C.2 (a-j) Care for Staff since Employee Handbook was adapted Incorporated Staffing Organization chart (Appendix item 7) as of Annual Meeting 2/9/14
1.08	2/29/2016	Added references to the Constitution. Deleted language that was now redundant. Made changes to the Constitution language adopted in the Annual Meeting 21 Feb 2016. Updated Appendix 3 to contain the Legacy By-Laws adopted 18 May 2014. Minor formatting changes.
1.09	2/7/2017	Deleted redundant language that was in attached appendices. Changed the alcohol policy to allow at FLC with Council permission. Changed wording in Wedding policy at FLC. Deleted Deaconess delegate reference and added in task forces.

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A. Purpose and Introduction

The Constitution of The Federated Church, adopted May 18, 2014 and amended February 5, 2016, states:

Excerpts from the Constitution

Article VIII – Governance Structure

Section 1 – Church Council

[Church Council] Maintains and keeps current a Policy Book containing approved policies and procedures for governance, finances, operations, human resources, etc. for lay leaders, staff, and members.

- Policies reflect prudent, ethical, and lawful conduct that is consistent with the Church’s United Church of Christ principles.
- Policies can be proposed by Church Council, Commissions, Committees, Members and staff and are approved by Church Council.
- This Constitution takes precedence over the Policy Book.

Article XIII – Revisions and Amendments

Section 3 - Policies

Policies to carry out the provisions of the Constitution may be enacted at any duly called business Meeting of the Church Council.

This Church Governance and Policy Book (“Policy Book”) is a collection of the policies that have been defined and enacted by Church Council to carry out the provisions of the Constitution. The Constitution is a separate document, but excerpts from it are included in this document for reference, however, not all of the text of the Constitution is included, so please reference the Constitution for a full understanding of an issue. In any conflict between the Constitution and Policy Book, the Constitution governs. Other documents referenced in this Policy Book, shall be incorporated into the appendix and considered a part of the Policy Book.

The Policies in this document are intended to complement the Constitution and provide guidance and clarification for Church leaders and Church staff in carrying out aspects of Church business. The Policy Book is also referenced in the Constitution, including:

Excerpt from the Constitution

Article VIII – Governance Structure

Section 8 – Church Policy Book

The Policy Book will be made available to all lay leaders and all staff members, who are expected to be familiar with and to follow its content. Any Church Member may request the Policy Book from the Clerk or Senior Director of Operations.

B. Governance

1. Philosophy of Governance

The Federated Church is a congregational church that operates with the participation of its members in governance according to its constitution. It is our belief that each person who is elected has answered the call to be a servant leader and therefore is also called as a Deacon.

The philosophy of the governance structure, which this document is based on, is to:

- Organize around supporting the “work of the church” instead of “church work,” and focus on ministry instead of maintenance.
- Focus lay leadership on the support of Ministry Teams that do God’s work in the congregation, the community, and the world. Work to help create, support, and sustain ministry teams, and help members and participants find their calling in ministry. Our goal is a church filled with ministers. The structure created five Commissions focused on specific areas to do this work.
- Streamline the number of lay leaders who are focused on operations, management, and maintenance. These functions are critical and must be handled efficiently, but should not be the focus of the entire lay leadership. The structure calls the Church Council and its committees to do this work.
- Facilitate Federated Church in realizing its vision of ministry.

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2. Governance Structure

The governance structure consists of Church Council, five Commissions, standing Council Committees, Council-appointed committees, and delegates. Each is described in more detail later in the document, but are introduced here:

Excerpt from the Constitution

Article VIII – Governance Structure

Section 1 – Church Council

Church Council consists of:

- Moderator
- Vice Moderator
 - Liaison to Nominating and Leadership Committee
 - Liaison to Commission Councilors
- Past Moderator
 - Liaison to active Ad-Hoc Committees and Task Forces
 - Liaison to Membership Committee
 - Liaison to proposed and existing Ministry Teams
- Treasurer
 - Liaison to Finance Committee
 - Liaison to Legacy Committee
 - Liaison to Stewardship Committee
- Clerk
- Five (5) Commission Councilors
 - Each is a liaison to one Commission
- Administrative Councilor
 - Liaison to Human Resources Committee
 - Liaison to Properties Committee
- Senior Pastor
 - Liaison to all staff as Head of Staff
 - Liaison to Stewardship Committee
 - Liaison to Legacy Committee
- Senior Director of Operations (or equivalent)
 - Liaison to staff for finance and operations
 - Non-voting member

a) Commissions

- **Worship and Music** – responsible for worship experiences, music programs, and the worship spaces

- **Congregational Care** – responsible for programs which address the needs of the congregation and its members
 - **Spiritual Formation** - responsible for programs which enhance the spiritual growth of members and participants of all ages, including children’s and youth programs
 - **Mission and Service** – responsible for Federated’s impact on the community, greater Cleveland, and the wider world through monetary gifts and hands-on service
 - **Telling Our Story** – responsible for publicizing programs and activities at Federated, with an end of increasing awareness and attracting participants in our community.
- b) Standing Church Council Committees**
- **Federated Legacy** – responsible for promotion and management of endowment fund known as Federated Legacy Fund
 - **Finance** – responsible for annual budget and financial oversight
 - **Human Resources** – responsible for creating HR procedures and policies
 - **Membership** – responsible for programs for inquirers and assimilating new members into active membership , monitoring member attendance trends, and keeping membership roll current
 - **Nominating and Leadership** – responsible for discerning individuals to serve in leadership and provide orientation and leadership training events
 - **Properties** – responsible for the prioritization and expenditures of properties-related activities
- c) Council –Appointed Committees**
- **Stewardship** – responsible for ongoing stewardship and an annual stewardship campaign
- d) Ad-Hoc Committees, Task Forces and Delegates**
- Delegates, including those to Ohio Conference, Western Reserve Association
 - Ad-Hoc Committees and limited-time Task Forces, which may be established by Church Council for a specific purpose and for a limited time

3. Church Council

As the early church began to grow, pastors couldn't do all that needed to be done. Paul wrote to the church in Corinth about apostles, prophets, teachers, healers, workers of miracles, helpers, administrators, and speakers in tongues (1 Corinthians 12:28). Of those, administrators might be considered early Church Council members.

a) Church Council Members Covenant

We, the Church Council of the Federated Church, covenant to focus upon God, serving the Congregation's mission as well as the members of the congregation. We shall create an atmosphere of compassionate candor and confidentiality by presuming good faith, actively listening, and staying in relationship with one another, even in conflict. We shall respect our time together by honoring our commitments, being prepared for meetings, and handling non-meeting business outside of Church Council meetings. We shall focus on governance. We shall stand by our group decisions and speak with one voice. We shall continually learn as a Council and deepen our faithful response to God.

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Excerpt from the Constitution

Article VIII – Governance Structure

Section 1 – Church Council

A. Church Council Organization

Church Council functions as the Board of Trustees of The Church and is the governing body of Federated Church when the Congregation is not in session/meeting. The Moderator, Vice-Moderator, Past Moderator, Treasurer, and Clerk are officers of Federated Church. All members of Church Council are voting members except the Senior Director of Operations. Most members of Church Council are also liaisons or representatives to other Commissions, Committees, or church staff.

Church Council consists of:

- Moderator
- Vice Moderator
 - Liaison to Nominating and Leadership Committee
 - Liaison to Commission Councilors
- Past Moderator
 - Liaison to active Ad-Hoc Committees and Task Forces
 - Liaison to Membership Committee
 - Liaison to proposed and existing Ministry Teams
- Treasurer
 - Liaison to Finance Committee
 - Liaison to Legacy Committee
 - Liaison to Stewardship Committee
- Clerk
- Five (5) Commission Councilors
 - Each is a liaison to one Commission
- Administrative Councilor
 - Liaison to Human Resources Committee
 - Liaison to Properties Committee
- Senior Pastor
 - Liaison to all staff as Head of Staff
 - Liaison to Stewardship Committee
 - Liaison to Legacy Committee
- Senior Director of Operations (or equivalent)
 - Liaison to staff for finance and operations
 - Non-voting member

Church Council shall meet at least four times during the year, with the regular meetings at times and places fixed by it or by the Moderator. Special meetings may be called by the Moderator, the Senior Pastor or upon petition of five members of the Church Council. Adequate notice of special meetings, including time and location, must be given to each member.

Excerpt from the Constitution

Article VIII – Governance Structure

Section 1 – Church Council

B. Church Council duties and responsibilities

1. Church Council collective duties and responsibilities

- a) Discerns God’s will for the mission and well-being of the Congregation.
- b) Initiates and formulates long range policy and objectives and conducts periodic strategic planning for growth and change.
- c) Maintains and keeps current a Policy Book containing approved policies and procedures for governance, finances, operations, human resources, etc. for lay leaders, staff, and members.
 - Policies reflect prudent, ethical, and lawful conduct that is consistent with the Church’s United Church of Christ principles.
 - Policies can be proposed by Church Council, Commissions, Committees, Members and staff and are approved by Church Council.
 - This Constitution takes precedence over the Policy Book.
- d) Creates, maintains, promotes, and abides by statements of Mission, Vision, Purpose, and Core Values which serve as guidelines for all behaviors, actions, and policies. Statements are maintained in the Policy Book.
- e) Is ultimately responsible for the Senior Pastor, which includes conducting an annual review of performance.
- f) Executes oversight to meet its fiduciary and property management responsibility to the Congregation.
- g) Supports the work of Standing and Appointed Committees, and the work of Commissions and Ministry Teams.
- h) Provides the congregation with an Annual Financial Report, and an Annual Report on church activities.
- i) Communicates its activities to the Congregation, and provides for input from the Congregation.
- j) Collaborates with the Pastors and staff collectively and in individual Church Council roles.
- k) Manages endowment fundraising and stewardship activities either directly or through its delegated committees.

b) Church Council’s Duties

The Church Council’s focus shall be on God and on the long-term mission and well-being of the Congregation.

- 1) Discerning and articulating Federated’s Mission and Vision of Ministry 3-5 year strategic plan encompassing:
 - (a) Program development
 - (b) Membership development

- (c) A comprehensive financial plan
 - (d) A staffing plan
- 2) Engaging in continuous strategic planning practices by setting goals annually and making strategic choices and monitoring its success in achieving the goals.
 - 3) Ensuring that the Mission of the Church, the Vision of the Church , and the Strategic Plan for Federated remain consistent with its Core Values which serve as guidelines for all of Federated’s behaviors and actions.
 - 4) Ensuring that Federated’s Mission, Vision, Core Values are periodically reviewed with the Church leadership, Congregation, and staff and that the vision and the strategic plan for the Church are consistent with the core values, and ensure that the core values remain consistent with what (or who) Federated is.
 - 5) Executing oversight to meet its fiduciary and property management responsibility to the Congregation in keeping with Federated’s Core Values.
 - 6) Directing and inspiring through the careful establishment of broad written polices the Congregation’s values, mission, and vision. All policies must be adopted by Church Council and incorporated into the Church Policy Book.
 - 7) Securing, developing and evaluating Federated’s leadership.
 - 8) Supporting its Congregational Commissions and fostering the development of Ministry Teams.
 - 9) Ensuring that Federated Church is a responsible employer by, at least annually, reviewing and discussing the working relationship between Church Council and the Senior Pastor, and ensuring that staff performance is evaluated annually.
 - 10) Conversing with the Congregation, the Pastoral Team and staff.
 - 11) Developing practices and procedures that specify how the Church Council conducts its own business. Such practices and procedures must be designed to ensure:
 - (a) Prudent, ethical, and lawful conduct that is consistent with the Church’s United Church of Christ principles
 - (b) The discipline needed to govern with excellence, including regular discussion to identify opportunities for improvement in its governance progress and performance
 - (c) A Church Council communication process that keeps all Council members informed and does not disadvantage any member.
 - 12) Monitoring and protecting the external community based image of the Federated Church, to ensure its name, image, brand, leaders and congregants are appropriately addressed and respected within the greater community that Federated Church serves. Protecting its reputation and preventing the inappropriate and unauthorized use of its name, image and brand.

c) **Church Council's Approvals**

Excerpt from the Constitution

Article VIII – Governance Structure

Section 1 – Church Council

2. Church Council Approval Authority

The following matters must be approved or affirmed by Church Council, subject to current policies:

- a) Church budget
- b) All pastors' terms of call
- c) All church policies, including those proposed by Commissions, Committees, Members and staff
- d) Inclusion of or modification of policies in the current Policy Book, including the creation and modification of approval authority
- e) Nominations for lay leadership that occur between Annual Meetings of the Congregation
- f) Staffing plans and substantive changes to staff
- g) New staff position descriptions and corresponding compensation ranges and or adjustments
- h) Non-budgeted expenditures
- i) Affiliations with other organizations
- j) All Church-related fundraising events.

The following are areas that must be reviewed and approved or affirmed by Church Council when submitted, or at least annually unless otherwise stated:

- 1) All pastors' terms of call, annually
- 2) Budget, annually
- 3) Fundraisers
- 4) Commission, committee and staff policies and all fees
- 5) Approve mid-term elected commissioners and standing committee members
- 6) Affiliations of Federated Church with other organizations, and related actions such as setting contribution levels, appointing delegates, and voting in elections of affiliated bodies
- 7) New staff position descriptions and corresponding compensation ranges and or adjustments

- 8) Financial or relationship commitments that would unduly commit or burden the Federated Church or position the Federated Church in conflict with its Constitution, Mission, Vision or Values
- 9) Review and amend the Church Council policies at least every three (3) years from dated of last approval.

4. Church Council Roles

The Church Council consists of 10 or 11 elected lay leaders as well as the Senior Pastor and Senior Director of Operations. The Moderator, Vice-Moderator, Past Moderator, Treasurer and Clerk are officers of Federated and as such are legal representatives of the Church.

a) Terms of Office

- 1) Nominees for Church Council must be active members of Federated Church
- 2) Lay leaders of the Church Council are proposed by the Leadership and Nominating Committee and the Senior Pastor and elected by the congregation at the Annual Congregation Meeting
- 3) Terms of office for all lay Church Council members are 3 years with a maximum of 2 consecutive terms
- 4) Terms will be staggered to ensure continuity of leadership
- 5) In the event that a Church Council member is unable to complete the term of office, the Nominating and Leadership Committee shall nominate a replacement to be voted on by Church Council
- 6) The Vice-Moderator shall serve one year in that position, one year in the Moderator position, and one year in the Past Moderator position, to complete a three-year term.

b) Church Council Member's responsibilities

- 1) Being a spiritual leader, by attending and participating in worship, other Church functions, and encouraging other congregants to participate
- 2) Carrying out his or her duties with undivided loyalty to Federated Church and its mission by adhering to the church's Constitution and policies and asking "How faithful and effective are we?"
- 3) Attending all Council meetings, visioning/strategic planning retreats, leadership training events, and annual and special congregational meetings
- 4) Committing adequate time, energy and attention to understanding the Mission of Federated Church and the issues before the Church Council
- 5) Preparing for meetings by reading advance materials and doing assigned tasks
- 6) Carrying out decisions made by the Church Council, and representing such to the congregation

- 7) Evaluating new program proposals and relating them to existing program and budget capabilities
- 8) Maintaining confidentiality
- 9) Pledging financial support to the Federated Church, including, but not limited to, participation in the Church's annual stewardship campaign
- 10) Serving as a positive voice to the congregation and community on issues of leadership in regards to Federated Church.

c) Moderator

Excerpt from the Constitution

Article VIII – Governance Structure

Section 1 – Church Council

3. Church Council individual duties and responsibilities

a) Moderator

- The Moderator is the lay leader of Federated Church. The Moderator or her/his designated representative is the only person authorized to speak for Church Council.
- The Moderator or designated representative is empowered to chair Church Council and Congregational meetings.
- The Moderator ensures that the Church Council, Commissions, and Committees behave consistently with the Constitution and Policy Book.
- The Moderator works in collaboration with the Senior Pastor and the Senior Director of Operations.

The job of the Moderator is to assure the integrity of the Church Council process.

d) Vice-Moderator

Excerpt from the Constitution

Article VIII – Governance Structure

Section 1 – Church Council

3. Church Council individual duties and responsibilities

b) Vice Moderator

- In the absence of the Moderator the Vice Moderator shall assume all the duties of the Moderator.
- The Vice Moderator serves as liaison between the Nominating and Leadership Committee and Church Council to ensure consistency and two-way communication.
- The Vice Moderator attends the meetings of and collaborates closely with the members of each assigned committee.
- The Vice Moderator serves as liaison to the Commission Councilors when coordination is required.

Working with the Nominating and Leadership Committee chairperson, the Vice Moderator shall prepare a written report for the Annual Meeting highlighting the previous year's activities.

e) Past Moderator

Excerpt from the Constitution

Article VIII – Governance Structure

Section 1 – Church Council

3. Church Council individual duties and responsibilities

b) Past Moderator

- The Past Moderator is the contact person for a proposed ministry team and determines the assignment of ministry teams to Commissions.
- The Past Moderator is a liaison between all active Ad-Hoc Committees and Task Forces and Church Council to ensure consistency and two-way communication.
- The Past Moderator is a liaison between the Membership Committee and Church Council to ensure consistency and two-way communication.

Working with the Membership Committee chairperson, the Vice Moderator shall prepare a written report for the Annual Meeting highlighting the previous year's activities.

f) Clerk

Excerpt from the Constitution

Article VIII – Governance Structure

Section 1 – Church Council

3. Church Council individual duties and responsibilities

d) Clerk

- The Clerk assures the integrity and distribution of the Church Council's records, meeting minutes and Congregational meeting minutes.
- In the absence of the Clerk, any voting member of Church Council may serve as the Interim Clerk of Church Council.

- 1) The Clerk will maintain and update all documents in the central repository of Church Council.
- 2) The Clerk will serve as the 13-Month Calendar Coordinator.
- 3) The Clerk will coordinate the development of the monthly and annual reports of all commissions and standing committees.

g) Treasurer

Excerpt from the Constitution

Article VIII – Governance Structure

Section 1 – Church Council

3. Church Council individual duties and responsibilities

c) Treasurer

- The Treasurer assists Church Council in its oversight of the Church's finances and ensures that the financial operations are in line with prudence, best practices and the Church's mission.
- The Treasurer collaborates with the Finance Committee in developing an annual budget ensuring the compliance with that budget on a monthly, quarterly and annual basis.
- The Treasurer or designee presents an Annual Financial Report to the congregation
- The Treasurer has responsibility for investing the surplus funds of Federated.

- 1) The Treasurer collaborates with the Finance Committee and the Senior Director of Operations in fulfilling the responsibilities of the office.

- 2) The Treasurer shall provide a monthly written report to Church Council showing the overall financial performance compared to budget, and, when applicable, highlighting significant financial, operational or risk issues. This report may be available to any Congregation member wishing to see the report.
- 3) The Treasurer oversees a periodic external examination of the books and records of the Church.
- 4) The Treasurer has responsibility for investing the surplus funds of Federated Church in order to obtain the highest yield, with appropriate risk as determined by the Finance Committee.
- 5) The Treasurer is the liaison to the Finance Committee and to The Federated Legacy Committee and to the Stewardship Committee.

h) Administrative Councilor

Excerpt from the Constitution

Article VIII – Governance Structure

Section 1 – Church Council

3. Church Council individual duties and responsibilities

f) Administrative Councilor

- The Administrative Councilor serves as liaison between the Properties and Human Resources Committees and Church Council to ensure consistency and two-way communication.
- The Administrative Councilor attends the meetings of and collaborates closely with the members of each assigned committee.

- 1) The Administrative Councilor is elected to serve as liaison between the Properties and Human Resources Standing Committees and Church Council to ensure each committee’s activities are in keeping with Federated’s Mission.
- 2) The Administrative Councilor collaborates with the Senior Director of Operations and the Lead Custodian (or similar position).
- 3) The Administrative Councilor collaborates closely with the chairperson for each assigned committee.
- 4) The Administrative Councilor regularly attends the meetings of the assigned committees.
- 5) The Administrative Councilor submits a monthly summary to the Church Council on the work of these standing committees.
- 6) The Treasurer may serve as Administrative Councilor or a lay leader may be elected from the congregation.

- 7) Working with their respective committee chairpersons, the Administrative Councilor shall prepare a written report for the Annual Report highlighting the previous year's activities for each standing committee.

i) Commission Councilors

Excerpt from the Constitution

Article VIII – Governance Structure

Section 1 – Church Council

3. Church Council individual duties and responsibilities

e) Commission Councilors

- Each Commission Councilor serves as a liaison between their respective Commission and Church Council to ensure consistency and two-way communication.

- 1) Each Commission Councilor is elected to serve as a liaison between his/her respective congregational commission and Church Council to ensure the commission's activities are in keeping with Federated's Mission and Vision of Ministry.
- 2) Each Commission Councilor collaborates closely with the Chairperson and Commission members.
- 3) Each Commission Councilor attends the Commission meetings.
- 4) Each Commission Councilor provides a monthly written summary of Commission work to the Clerk.
- 5) Working with their respective commission chairpersons, the Commission Councilors shall prepare a written report for the Annual Report highlighting the previous year's activities.

5. Church Council Meetings

The goal of Church Council is to reach a common ground that can be supported by all.

Excerpt from the Constitution

Article VIII – Governance Structure

Section 7 – Meetings and Minutes

- A. Church Council, Commissions, and Committee meetings shall be scheduled by the chair. Meetings will follow the normal meeting protocols as described by Robert's Rules of Order. Any decision determined by vote requires a majority of voting members be present. A majority vote of those present is sufficient to render a decision, unless specified otherwise herein.
- B. Church Council, Commission, and Committee meetings shall be open to any Member of the church. Any church Member who wishes to attend must notify the chair in advance of the meeting. Any church Member can attend a meeting when invited by the chair. The Chair may call a recess for the purpose of discussion in a closed executive session consistent with the confidentiality policy in the Policy Book.
- C. Church Council and Commissions shall keep minutes of their meetings. Any Member of the church may have access to the minutes of meetings, subject to the confidentiality policy.

a) Management

- 1) Church Council shall meet at least ten times during the year (the Constitution specifies at least 4 times per year), with the regular meetings at times and places fixed by it or by the Moderator. Special meetings may be called by the Moderator, the Senior Pastor or upon petition of five members of the Church Council. Notice of special meetings, including time and location, must be given to each member of Church Council.
- 2) Voting members of Church Council are: Senior Pastor, Moderator, Vice Moderator, Past Moderator, Treasurer, Clerk, and all Councilors. As staff representative the Senior Director of Operations is a non-voting member of Church Council.
- 3) The goal of Church Council is to reach common ground that can be supported through reaching consensus.
- 4) Any decision determined by vote of Church Council shall require the presence of at least six voting members or such vote will be tabled until the following meeting.

- 5) Only the Moderator or designee may initiate a time-sensitive item. Electronic email voting may be done and is considered as an official meeting and will be included in the minutes of the next meeting. Any voting member of Church Council who believes more discussion is required before voting on the motion only needs to state such in an email and the motion is automatically tabled until the next Church Council meeting. Otherwise, a simple majority Yes/No vote prevails providing a quorum of six voting members has responded. If a quorum does not respond by the time requested, the motion is tabled until the next Church Council meeting.
- 6) If a Church Council member must be late or absent from a previously announced Church Council or Congregational meeting, that member is expected to notify the Moderator prior to the meeting.
- 7) All meetings of Church Council shall be open to the Congregation. Council may, however, recess for the purpose of discussion in a closed executive session of any human resources, financial or other matter of a sensitive nature as determined by the Moderator. Formal action or vote of Church Council shall only be taken in an open meeting.
- 8) All minutes of Church Council meetings are considered open minutes and are available for any member of the congregation.

b) Church Council Meeting Agendas and Supporting Materials

- 1) Church Council empowers the Moderator, in conjunction with the Senior Pastor, to create an agenda and Church Council packet which shall contain all reports, the Church Council agenda and supporting materials.
- 2) The liaisons to commissions, standing committees, Senior Pastor, and Senior Director of Operations shall create a written summary of the work of their respective groups for inclusion in Church Council pre-reading packet. The Treasurer will provide a written financial update monthly.
- 3) Church Council shall not hear oral reports except when they are related to major items on Council business.
- 4) If a written summary contains a proposed Church Council action, it must be stated in the form of a motion and placed at the top of the report.
- 5) The Senior Pastor (Head of Staff) shall be responsible for regular written reports from the Staff to Church Council which may include progress on priorities set by the Church Council through the Annual Vision of Ministry, and on compliance with Council policy.

6. Conflict of Interest

A conflict of interest exists whenever a Council member or a close relative has interests or duties that may interfere with the Church Council member's duty of loyalty to Federated Church and its principles. The conflicting interest may be financial, moral, political, theological or otherwise.

- a) Conflicts of interest arise when a Church Council member:
 - 1) Stands to have a personal financial gain or loss because of a Council action
 - 2) Has a fiduciary duty or close personal or business relationship to any person or corporation that stands to gain or lose because of a Council action
 - 3) Holds a substantial property interest in a corporation or business, or serves as an officer or board member of another organization that stands to gain or lose because of a Council action
 - 4) Cannot set aside his or her personal preferences as an individual consumer of the congregation's services to vote on behalf of the whole Congregation and its mission
 - 5) Faces any other situation that creates or appears to create divided or conflicting loyalties.
- 6) The Church Council shall annually require its members to disclose in writing all existing or foreseeable conflicts of interest. Disclosures shall be kept by the Moderator and made available to any member of the Congregation who requests to see them.
- 7) If an issue to be decided by Church Council involves potential conflict of interest for a Council member, it is the responsibility of the Council member to do all the following:
 - (a) Identify the potential conflict of interest
 - (b) Not participate in discussion of the issue being considered
 - (c) Not vote on the issue.
- 8) It is the responsibility of Church Council to record in the Minutes of the Church Council Meeting the potential conflict of interest, and the use of the procedures and criteria of this policy.
- 9) Church Council reserves the right to re-open a decision, and re-address if it is determined at a later date that a decision was made where a conflict of interest was present and not recused.

7. Discipline and Removal of Church Council Members

Excerpt from the Constitution

Article VIII – Governance Structure

Section 6 – Discipline and Removal of Lay Leaders

Any lay leader may be removed from their elected or appointed position by vote of Church Council. Such action can be initiated by any member of Church Council or the Chair of any Commission or Committee. The following reasons may be considered:

1. Violation of policy as defined in the current Policy Book
2. Commission of an action that jeopardizes the Church's tax-free status
3. Missing three (3) or more meetings annually, for which appropriate prior notice was not given
4. Engaging in conduct or behavior which is detrimental to the functioning of or impedes the progress of the work of the group to which the lay leader belongs

1) Any Church Council member may be removed from the Church Council by vote of Church Council for the following reasons:

(a) Violates the Church Council's Conflict of Interest policy

(b) Commits an action that jeopardizes the Church's tax-free status

(c) Misses three (3) or more meetings annually, for which appropriate prior notice is not given to the Moderator

(d) Engages in conduct or behavior which is detrimental to the functioning of the Church Council or impedes the progress of its work.

2) The member must be notified by the Moderator and/or Senior Pastor. Should the disciplinary action involve the Moderator, the Vice-Moderator is responsible for acting in the stead of the Moderator for initiating the disciplinary action.

8. Church Council Committees

Even the early Church found a need for committees. In Acts 6, when people were muttering against the Hebrews for not taking care of their widows, a committee of seven was appointed to do this work, so that the disciples could get on with preaching. This division of labor worked, for we are told "The word of God continued to spread; the number of the disciples increased greatly in Jerusalem..." (Acts 6:7)

There are two general types of committees reporting to Church Council: Standing Committees and Council-Appointed Committees

a) Standing Church Council Committees

Excerpt from the Constitution

Article VIII – Governance Structure

Section 2 – Standing Church Council Committees

Each of the six Standing Church Council Committees is responsible for a crucial aspect of the church's business or operation. Each Committee consists of no less than three and no more than five members. Each Committee has at least one liaison who serves on Church Council, and at least one staff representative. The liaison is non-voting except for ties, and the staff representative is non-voting. The Committees are:

- Legacy Committee
- Finance Committee
- Human Resources Committee
- Membership Committee
- Nominating and Leadership Committee
- Properties Committee

Committees serve Church Council, and provide recommendations to Church Council in their areas of responsibility. Council may grant Committees specific responsibilities and powers, as defined in the Policy Book.

Committee members collaborate with liaisons from Church Council, staff representatives, and other staff members and lay leaders as required.

Each Standing Committee shall meet monthly or at the discretion of the chairperson.

Standing committee positions are elected. The terms shall be for three (3) years with a maximum of two (2) terms of continuous service. The terms should be staggered to ensure continuity of leadership.

Committee Chairpersons shall be selected annually by the members of the committees.

- 1) There shall be at least three members but not more than five members, proposed by Nominating and Leadership Committee and the Senior Pastor and elected by the congregation. In the event that a committee member is unable to complete their term of office, the Nominating and Leadership Committee shall nominate a replacement to be voted on by Church Council.
- 2) Each committee shall keep minutes of the meetings. The minutes of the meeting shall be shared with Church Council, upon request.
- 3) Any decision determined by vote of the committee shall require the presence of at least two voting members or such vote will be tabled until the following meeting. In the event of a tie vote, the council liaison may vote.

- 4) Only the Chairperson or designee may initiate a time-sensitive item. Electronic email voting may be done and is considered as an official meeting and will be included in the minutes of that month. Any voting member of the committee who believes more discussion is required before voting on the motion only need to state such in an email and the motion is automatically tabled until the next committee meeting. Otherwise, a simple majority Yes/No vote prevails providing a quorum of two voting members has responded. If a quorum does not respond by the time requested, the motion is tabled until the next committee meeting.

b) Responsibilities of all Committee Members

- 1) Be an active member of Federated Church
- 2) Express commitment to the Church's Mission and ministry
- 3) Understand the purpose of the group
- 4) Regularly attend meetings
- 5) Prepare for meetings by reading advance materials and doing assigned tasks
- 6) Listen to suggestions from all members of the Church
- 7) Maintain confidentiality
- 8) Attend worship services and participate in Church activities
- 9) Pledge financial support to the Federated Church including but not limited to participation in the Church's annual stewardship campaign
- 10) Attend all committee meetings, visioning/strategic planning retreats, leadership training events, and annual and special congregational meetings
- 11) Commit adequate time, energy and attention to understanding the Mission of Federated Church.

c) Federated Legacy Committee

Excerpt from the Constitution

Article VIII – Governance Structure

Section 2 – Standing Church Council Committees

A. Legacy Committee

1. Manages The Federated Legacy Fund, which is a permanently restricted fund established to support Federated Church by being a receptacle for gifts, devises and bequests to be held in trust in perpetuity, and to be invested and distributed according to The Federated Legacy By-Laws.
2. Operates according to The Federated Legacy By-Laws, which are included in the Policy Book.
3. Presents a report on the Fund to the congregation at the Annual Meeting.

- 1) The Federated Legacy Fund is a permanent autonomous fund, established to support the ministries and charitable activities of the Federated Church by being a receptacle for gifts, devises and bequests to be held in trust in perpetuity, and to be invested and distributed according to The Federated Legacy by-laws.
- 2) The Legacy Committee shall operate according to the By-laws included in Appendix 2 of this document.
- 3) On a monthly basis, the Federated Legacy Committee shall submit financial reports to the Treasurer.
- 4) The Senior Pastor and the Treasurer are the liaisons to the Federated Legacy Committee.

d) Finance Committee

Excerpt from the Constitution

Article VIII – Governance Structure

Section 2 – Standing Church Council Committees

B. Finance Committee

1. Prepares an annual budget for Federated Church, and submits it to Church Council for approval. The budget must be approved by the Congregation at the Annual Meeting.
2. Develops and maintains financial operating policies and procedures to ensure the smooth financial operations of the Church.

- 1) Annually seeks input from staff, clergy, Church Council and commissions and standing committees and prepares and submits to the Church Council for approval a budget for the forthcoming year. The budget shall then be presented to the congregation for final approval at the Annual Meeting.

- 2) Reviews the budget monthly and alert the Church Council to special concerns.
- 3) In collaboration with the Stewardship Committee, develops a program of continuous financial support including acquainting the whole Church constituency with stewardship needs to finance the operation of Federated Church.
- 4) Arranges for an independent examination of the Annual Report of the Treasurer, conducted in accordance with procedures approved each year in advance by the Church Council and presented to Church Council by the end of the program year.
- 5) Coordinates with the Treasurer and collaborates with the Senior Director of Operations.
- 6) Develops and revises financial operating policies to be approved by Church Council.
- 7) Develops and revises financial procedures to be followed by ministry, staff, Church Council, Commissions and Committees for the purpose of ensuring the smooth financial operations of the church.

e) Human Resources Committee

Excerpt from the Constitution

Article VIII – Governance Structure

Section 2 – Standing Church Council Committees

C. Human Resources Committee

1. Ensures that Federated Church is a responsible employer.
2. Reviews staffing levels, staff compensation and benefits annually and recommends changes as needed.
3. Consults on job descriptions and salary ranges for new or changed positions.
4. Reviews and affirms staff hires, reorganizations and terminations.
5. Ensures that an up-to-date Employee Manual of human resource policies and practices is provided to every Church employee and is adhered to by all the staff.
6. Ensures members are available for confidential contact by an employee or a Church member in accordance with the procedure established in the Employee Manual.
7. Reviews the terms of call for the Senior Pastor and the Associate Pastors annually and recommends any changes to Church Council.

- 1) Reviews staffing plan annually with the Senior Director of Operations to ensure staffing costs are within budget and staff positions support the overall vision and mission of the Church.
- 2) Oversees the evaluation process for staff by ensuring evaluation tools are in place and performance is measured at least annually.
- 3) Reviews and affirms staff hires and terminations.
- 4) Reviews compensation annually and approves compensation changes assuring that they are within budget.
- 5) Reviews and affirms any staff changes to ensure that costs are within budget and changes support the overall mission and vision of the Church.
- 6) Coordinates with the Administrative Councilor and the Senior Director of Operations.

f) Membership Committee

Excerpt from the Constitution

Article VIII – Governance Structure

Section 2 – Standing Church Council Committees

D. Membership Committee

1. Provides classes for prospective new members in collaboration with the Pastoral staff.
2. Develops programs for assimilating new members into the life of the church.
3. Studies and provides leaders with information on attendance, activity, retention and attrition of members and makes recommendations in light of this information.
4. Keeps the membership rolls of the church current with regard to active vs. inactive members.

- 1) To develop special programs for assimilating new members into the life of the church during their first year of membership.
- 2) To coordinate efforts with the Congregational Care and Telling Our Story Commissions on membership growth and retention.
- 3) The Past Moderator shall be the liaison to the Membership Committee.

g) Nominating and Leadership Committee

Excerpt from the Constitution

Article VIII – Governance Structure

Section 2 – Standing Church Council Committees

E. Nominating and Leadership Committee

1. Prepares a slate of all nominees for Church Council, Commissions, and Standing Council Committees to present at the Annual Meeting for congregational approval.
2. Creates and implements programs for the development of the leadership of Federated Church.
3. If a lay leadership vacancy occurs, identifies and nominates candidates to fill the vacancy. All mid-year vacancy candidates shall be confirmed by the Church Council.

- 1) Creates a program for the development of the leadership of Federated Church in consultation with the Senior Pastor and the Vice Moderator.
- 2) The Vice Moderator shall be the liaison to the Nominating and Leadership Committee.
- 3) Nominating and Leadership Committee members shall make themselves aware, throughout the year, of individual congregational members' talents and capabilities and sense of call to serve; one way is to tap in to the Church's "GPS" records to determine the gifts of members.
- 4) Nominees shall be contacted personally to determine if their gifts, passions and skills are in keeping with responsibilities and talents that are required for the office. Nominating and Leadership Committee members are to regard the discussion and nomination process as confidential information.
- 5) The nominee will be invited to answer the call to serve and be placed in nomination after they agree to serve in this capacity.
- 6) Training and orientation for the newly elected members of commissions and committees shall occur as soon as possible after their mid-term election or the annual meeting.
- 7) If a vacancy occurs during the year, the Nominating and Leadership Committee shall identify and nominate candidates. All mid-year candidates must be confirmed by Church Council vote. If the mid-year replacement is to serve six (6) months or less of the uncompleted term, then the mid-year replacement may be proposed for a full, three-year term to be elected by the Congregation at the Annual Meeting.

- 8) Provides bi-annual leadership retreats, in collaboration with Church Council. The first shall be held as soon after the Annual Meeting as possible to focus the work of commissions and committees in setting goals aligned to Church Council’s identified priorities. The second shall be held in the fall to deepen connections among leadership and the ministry teams.

h) Properties Committee

Excerpt from the Constitution

Article VIII – Governance Structure

Section 2 – Standing Church Council Committees

F. Properties Committee

1. Is responsible for the long-term care and maintenance of Church buildings, grounds, and vehicles.
2. Manages a maintenance and improvement schedule, prioritized project list, and budget, consistent with current policies.

- 1) Creates a vision for the care and usage of all facilities.
- 2) Develops a schedule for maintenance and improvements in collaboration with the Lead Custodian (or similar position) to ensure all properties are safe, secure and well maintained.
- 3) Works with the Lead Custodian (or similar position) to ensure the overall maintenance of buildings, grounds, and vehicles, while operating within the constraints of the Budget.
- 4) Works with staff to ensure that scheduling and priorities for usage of facilities and vehicles support the Church’s mission.
- 5) Sets and monitors rental rates and guidelines for all properties.
- 6) Coordinates with the Administrative Councilor and collaborates with the Senior Director of Operations.

i) Council-Appointed Committees, Delegates and Ad-Hoc Committees

Excerpt from the Constitution

Article VIII – Governance Structure

Section 3 – Council-Appointed Committees and Delegates

Council-appointed committees and delegates are appointed by Church Council. The numbers of members/delegates is subject to change and there are no specific terms or term limits. Nominations for these positions will originate from Church Council.

j) Stewardship Committee

Excerpt from the Constitution

Article VIII – Governance Structure

Section 3 – Council-Appointed Committees and Delegates

A. Stewardship Committee

1. Fosters joyful stewardship as an integral part of Christian discipleship.
2. Implements an annual stewardship program to raise financial support for the Church and its work.

- 1) In collaboration with the Finance Committee, develop a program of continuous financial support including acquainting the whole Church constituency with stewardship needs to finance the operation of Federated Church as well as endowments (as distinct from The Federated Church Legacy) to be held in trust in perpetuity.
- 2) The liaisons for this committee are the Treasurer and Senior Pastor.
- 3) Members of the committee are appointed for annual terms.

k) Delegates

Excerpt from the Constitution

Article VIII – Governance Structure

Section 3 – Council-Appointed Committees and Delegates

B. Delegates

Church Council may call upon individuals to serve as its representative; for example:

1. Western Reserve Association Delegates
2. Ohio Conference Delegates

l) **Ad-Hoc Committees and Task Forces**

Excerpt from the Constitution

Article VIII – Governance Structure

Section 3 – Council-Appointed Committees and Delegates

C. Ad-Hoc Committees and Task Forces

Church Council may establish an Ad-Hoc Committee or a Task Force for a specific purpose and for a limited time. The make-up of each Committee will be determined by Church Council, and may include hired consultants. Such Committees will submit their work and recommendations to Church Council for consideration.

- 1) An Ad-Hoc Committee or time-limited Task Force may be a special project team or a hired outside consultant to help carry out Church Council’s responsibilities, or inquire into specific questions of policy compliance, organizational concerns, or other issues.
- 2) The Past Moderator shall be the liaison to Ad-Hoc Committees and Task Forces.

9. Church Council-Staff Relationship

Excerpt from the Constitution

Article IX – Ministry

Section 2 – Staff

D. The relationship between the Church Council, which sets policy, and the Staff, which determines means and manages the Church’s operation is defined here.

1. The official connection to the staff is through the Senior Pastor (Head of Staff).
2. All Church Council authority delegated to the staff is delegated through the Senior Pastor so all the authority and accountability of the Staff, as far as the Church Council is concerned, is considered to be the authority and accountability of the Senior Pastor.
3. Church Council is responsible for ensuring that the policies implemented in the Employee Manual are implemented consistently.

- a) Church Council is responsible for ensuring that staff performance is evaluated annually. Performance will be monitored to determine the extent to which:
 - 1) The Church’s mission and Annual Vision of Ministry goals are being met.
 - 2) The Staff operates within the boundaries set by Church Council policies.

C. Church Ministries

Martin Luther called for the “priesthood of all believers.” It wasn’t enough for clergy to minister, he said. Ministry is the work of all the people.

1. Rites of the Church

a) Sacraments

(1) Baptism

Reapproved at Church Council 2/28/2013

Baptism at Federated Church is a sacrament (or sacred celebration) signifying God’s gift of love and grace to everyone. It is the sign and seal of God’s never-ending care for the ones being baptized. As such, it is open to all people.

Because baptism is also our human response to that divine grace, it is expected that those being baptized, or their parent(s), will display a commitment to Federated Church. Faith is developed through practice in Christian community. Thus it is vital that those requesting baptism here be active in the life of the church and regularly present in worship at Federated.

(2) Communion

Approved by Church Council 2/28/2013

In communion at Federated Church, we celebrate the love of God in the life, death, and resurrection of Jesus Christ, a love known as we join together in the sacrament (or sacred celebration). At the communion table, we give thanks for God’s grace, remember the blessings of Christ, confess our sin, and receive the assurance of God’s never-ending love. Both solemn and joyful, communion conveys the mysterious grace that we can never earn and nourishes us with the love of God.

Communion at Federated is open to all who seek to walk the way of our Savior, Jesus Christ. You need not be a member to share. You need not be successful or accomplished or happy or perfect. Simply know that you are welcome. It is a meal, a sacrament, of pure grace. Freely receive at the communion table a gift from God. And may that meal strengthen you for ministry in Christ’s name.

Children are welcome to share communion, and while we don’t require prior education about the sacrament, we do offer communion classes for fifth graders and older to enhance their experience of the meal.

In order to remove any obstacles to receiving communion, we use grape juice, and we have gluten-free bread available.

b) Special Services

(1) Confirmation

Confirmation is the process of acknowledgement by which a young person at Federated becomes prepared for church membership. It is open to any youth interested in learning more about Federated and the UCC. If what the youth learned and experienced is

suitable to where s/he currently is in life, s/he would have the opportunity to join the church. Confirmation is open to all high school youth beginning in their freshman year and others who desire this experience.

(2) Officiating Clergy at Weddings and Funerals

Weddings and funerals at Federated Church, conducted at the Bell Street facility, should have a Federated Clergy person involved. These services may be co-officiated with visiting clergy when appropriate and approved by the Federated clergy person conducting the service. Example—inviting a Catholic Priest or a Jewish Rabbi to participate when the occasion warrants.

Exceptions on a case-by-case examination may be considered by the Federated clergy involved when a family member or someone with a close relationship to the family is UCC clergy or clergy of another Mainline Protestant denomination.

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2. Commissions

Excerpt from the Constitution

Article VIII – Governance Structure

Section 4 – Commissions

Each of the five Commissions is responsible for a crucial facet of church life, and for the Programs and Ministry Teams that serve that facet. Each Commission consists of nine (9) members, one Councilor who serves on Church Council, and at least one staff representative. The Councilor is non-voting except for ties, and the staff representative(s) is non-voting. The Commissions are:

1. Worship and Music Commission
2. Congregational Care Commission
3. Spiritual Formation Commission
4. Mission and Service Commission
5. Telling Our Story Commission

The Commissions are focused on the support of Ministry Teams that do God’s work in the Congregation, the community, and the world. They work to help create, support, and sustain Ministry Teams in their particular areas, and help church members and participants find their calling in ministry. The goal is a church filled with active ministers. Staff-led programs are also considered Ministry Teams.

Commissions will collaborate and coordinate with staff, through the staff representative, and with staff whose duties are aligned with the Commission’s area of responsibility.

Each Commission has the authority to approve new actions and programs that occur within its area of responsibility, including the use of budgeted funds assigned to the Commission. Major changes or actions, which impact the whole Church or the community at large, must be submitted to Church Council for approval. The Policy Book provides additional guidance on the matters that require such approval.

Commissioner positions are elected, except for staff positions. Terms of office for all lay Commissioners are three (3) years with a maximum of two (2) consecutive terms. The terms should be staggered to ensure continuity of leadership.

In collaboration with the current Chairperson, the Commission Chairperson will be proposed by the Nominating and Leadership Committee and the Senior Pastor and voted on by the Congregation at the Annual Meeting. Vice chairs and secretaries shall be selected annually by the members of the Commissions as needed.

a) Commissions: Roles and Responsibilities

- 1) Each commission member must be an active member of Federated Church.
- 2) Each commission shall meet monthly or at the discretion of the chairperson.
- 3) Each commission member is expected to attend Annual and Special Congregational Meetings, and the Leadership Training Retreats.
- 4) Each commission shall define goals with annual action plans and initiatives within its area of ministry to enable the congregation to achieve Federated's overall Annual Vision of Ministry.
- 5) Commission members are responsible for maintaining confidentiality.
- 6) Each commission shall facilitate the creation and/or development of ministry teams and support existing ministry teams in order to achieve the Commission's goals.
- 7) Each commission member shall serve as a liaison to one or more ministry teams assigned to the commission.
- 8) Each commission shall provide input into the creation of the Church's budget. It shall also set priorities for the use of its portion of the final budget.
- 9) Each commission shall appoint a secretary to keep minutes of its meetings that will be shared with Church Council upon request.
- 10) Each commission shall have a Staff member assigned to it.
- 11) Any decision determined by vote of commission members shall require the presence of at least five voting members or such vote will be tabled until the following meeting.
- 12) Only the chairperson or designee may initiate a time-sensitive item. Electronic email voting may be done and is considered as an official meeting and will be included in the minutes of that month. Any voting member of the commission who believes more discussion is required before voting on the motion only needs to state such in an email and the motion is automatically tabled until the next commission meeting. Otherwise, a simple majority Yes/No vote prevails providing a quorum of five voting members has responded. If a quorum does not respond by the time requested, the motion is tabled until the next the commission meeting.
- 13) Each commission member shall pledge financial support to the Federated Church, including, but not limited to, participation in the Church's annual stewardship campaign.

b) Church Commissions Terms of Office

- 1) Members of Commissions (9 per Commission) are proposed by the Nominating and Leadership Committee and the Senior Pastor and elected by the congregation at its Annual Meeting. In the event that a commission member is unable to complete the term of office, the Nominating and Leadership Committee shall nominate a replacement to be voted on by Church Council.
- 2) The Commission Councilor and staff representative are non-voting members of the commission. However, in the case of a tie vote, the Councilor may vote.
- 3) Members are expected to notify the Chairperson of the Commission if they cannot attend a meeting.
- 4) Commission members who miss three (3) or more meetings annually, for which prior notice has not been given to the chairperson, can be asked to resign by the Chairperson and be replaced by the Nominating and Leadership Committee.
- 5) A Commission member who engages in conduct or behavior which is detrimental to the functioning of the Commission or impedes the progress of its work may be asked by the Commission Chairperson to resign.

c) Worship and Music Commission - *Glorifying God in Worship*

Excerpt from the Constitution

Article VIII – Governance Structure

Section 4 – Commissions

A. Worship and Music Commission

1. In cooperation and consultation with the Pastoral and Music staff, works to glorify God and to coordinate and enhance the spiritual life of Federated Church through the conduct of public worship, the ministry of music, and the care of the Sanctuary and furnishings.
2. Prepares the elements and assists with the serving of Communion, makes provisions for ushering, and provides for altar flowers and temporary decorations for regular and special worship services.

d) Spiritual Formation Commission - Encouraging being Shaped in the Christian Gospel

Excerpt from the Constitution

Article VIII – Governance Structure

Section 4 – Commissions

B. Spiritual Formation Commission

1. Assists members of the Congregation to grow in their Christian development, to enlarge and strengthen their Christian witness and to help them understand and participate in the whole work of the Church.
2. Initiates and support programs and activities that foster the Church’s ministry of spiritual growth and fellowship for adults, children, youth and families.

- 1) Has overall responsibility for adult education in the Church and initiates special programs, classes, discussion groups and other activities that will foster the Church’s ministry of spiritual growth and fellowship
- 2) Promotes development of spiritual formation and fellowship programs of children, youth (through college or age 22) and families including setting policy, approving programs and making periodic evaluations of long-range goals for Church School
- 3) Involves young people of junior and senior high school age in the life of Federated Church in such ways that they may serve and be served.

e) Congregational Care Commission - Bonding in Community

Excerpt from the Constitution

Article VIII – Governance Structure

Section 4 – Commissions

C. Congregational Care Commission

1. Fosters attendance at Church services and fellowship opportunities for the Congregation.
2. Provides compassion, personal visitation, and service in response to needs of the Congregation.

- 1) Provides fellowship opportunities for a variety of groups.

f) **Mission and Service Commission** - *Encouraging Involvement in Mission and Service*

Excerpt from the Constitution

Article VIII – Governance Structure

Section 4 – Commissions

D. Mission and Service Commission

1. Fosters and oversees a mission and benevolence program and budget, giving special consideration to the programs of the United Church of Christ.
2. Assesses opportunities for mission, partnership and service at local, national, and international levels and proposes action for giving and/or service.
3. Provides opportunities for individuals and Ministry Teams to serve the larger community.
4. Educates the Congregation concerning social and political issues morally relevant to Christians.

- 1) Assesses missions and opportunities from local to international levels and propose action regarding mission projects and social issues
- 2) Educates the congregation concerning social and political issues morally relevant to Christians and acts as an information clearing-house regarding them.
- 3) Educates and provides opportunities for people to serve the larger community.

g) **Telling Our Story Commission** - *Sharing Our Faith*

Excerpt from the Constitution

Article VIII – Governance Structure

Section 4 – Commissions

E. Telling Our Story Commission

1. Communicates the Church’s mission, purpose and many ministries within Federated and with the community beyond Federated Church.
2. Develops and manages the Federated Church “brand” within the Congregation and the community.

- 1) The mission of the Telling Our Story Commission is to share our faith through effective and diverse communication strategies with our Federated family and with the wider community.

- 2) In collaboration with staff, creates and implements a plan which publicizes and makes known Federated's purpose.
- 3) Communicates the Church's mission, purpose and Annual Vision of Ministry.
- 4) Shares the many ministries of Federated Church with the community beyond Federated.
- 5) Equips members to tell Federated's story.

h) Ministry Teams

Excerpt from the Constitution

Article IX – Ministry

SECTION 4 - MINISTRY TEAMS

A. Purpose

The “work of the Church” is accomplished by groups of people working together as Christians who feel called to serve as their gifts and passions lead them. Federated Church strives to enable everyone to serve and/or grow in ways that are fulfilling and in which each person may feel supported in his or her efforts.

B. Process

The Federated Church Ministry Team Manual, included in the Policy Book, describes how Ministry Teams are created, how they connect to Commissions and how they are supported.

For more information, please see the document **Ministry Team Manual** which describes this concept and is included in the Appendix.

D. Management

1. Delegation to Staff

a) Delegation to Senior Pastor

The Senior Pastor of the Federated Church serves as pastor and teacher, pastoral care leader, program leader, and Head of Staff. Reference the current Terms of Call and job description for more detailed explanation of duties.

b) Delegation to Others

1) Associate Pastors

Reference the current Terms of Call and job description for more detailed explanation of duties of each Associate Pastor.

- 2) **The Senior Director of Operations**
The Senior Director of Operations will have primary responsibility for the administrative, financial, physical, and organizational health of the Federated Church. This position will be a strategic ministry partner with the Senior Pastor and other clergy by providing counsel and support in the areas of finance, properties, office support, IT, communications and human resources. See job description for duties.

2. Care for People

Church Council and its designees shall be responsible for taking care to prevent harm to the members and guests who take part in congregational activities or use the property, and shall have the power to take all necessary steps to deal with situations where such persons are at risk.

a) Children/Youth Health and Safety

- 1) **Child Protection Purpose and Policy**
Because of our special responsibility for children and youth in the congregation's care, the Senior Pastor in conjunction with Senior Director of Operations shall ensure the development and maintenance of clear, written procedures for the selection training and supervision of all paid and unpaid staff who work with persons eighteen (18) and younger.
- 2) **Two Youth Worker Policy (those working with persons under 18)**
Where reasonable, and absent unusual circumstances, at least two Youth Workers must be present at each Federated function, activity, event, class or program involving minors. In cases where a Youth Worker is a minor, an adult Youth Worker shall also be present.
- 3) **Health and Safety Purpose and Policy**
Because of our special responsibility for children and youth in the congregation's care, the Senior Pastor in conjunction with Senior Director of Operations shall ensure the development and maintenance of clear, written procedures for protecting the health and safety for persons 18 and younger.

b) Confidentiality Agreement

As a condition of employment or lay leadership with Federated Church, staff and lay leaders are obligated to protect and not disclose confidential information. Confidential information may only be used for the benefit of the church. Confidential information includes any information designated as confidential or which relates to church, church member/friend, or employee information, including personal, financial, salary, or benefit information. Confidential information includes all forms of information including verbal, written, or electronic.

c) Emergency Planning

1) Emergency Plan and Drills

- (a) The Lead Custodian (or similar position) shall maintain a written plan for responding to medical emergencies, fire and toxic conditions, weather problems, threatening communications, power outages, natural disasters and other circumstances that create or threaten dangerous conditions.

(b) A staff member shall be designated as the emergency planning officer responsible for preparing emergency response procedures and conducting drills and training as required.

d) Nondiscrimination and equal opportunity

See Employee Manual

e) Open and Affirming Statement

We, the members of The Federated Church of Chagrin Falls, Ohio believe that God is still speaking and we seek prayerfully to discern God's plan for us today. Acknowledging God's acceptance of us and Jesus' commandment to love our neighbors as ourselves, we affirm our belief that we are one body in Christ.

We welcome people of all races and ages, mental and physical abilities, marital status, gender or sexual orientation. We invite those from different backgrounds of economic class, ethnicity, and varieties of thought, expression and religious tradition to join us in our worship and to participate in the full life and ministry of our church.

We celebrate the diversity of God's creation and believe that every person is uniquely made in God's image. We embrace the joy of being accepted and affirmed by God and by one another.

We strive for justice and inclusiveness following Jesus' example of love.

f) Information Privacy Policy

Federated Church does not share contact information or mailing lists with any organization outside of the church and asks that its congregation honor that intention as well. (Adopted by Church Council 4/10/2013)

g) Photograph Consent And Release

Families and others in attendance at a Federated Church functions acknowledge that they may be photographed and their image used in church publications and/or promotional materials.

h) Social Media Policy – to be developed by staff

i) Universal Access

Amended 3/2013

The congregation intends to make its premises and activities accessible to persons with the widest possible variety of disabilities. To this end it will meet and attempt to exceed all legal requirements, and engage in continual examination of its properties, practices and attitudes.

j) Petition Policy

Anyone seeking to solicit signatures for a petition to place an issue on a national, state or local ballot at a Federated-sponsored function on Federated property, or to publicize the effort in a Federated publication, must obtain prior approval. Rental functions are exempt, provided the petition activity is sanctioned by the renter. The

Mission and Service Commission shall be the approving body, in consultation with the Senior Pastor as needed, and may approve, reject, or restrict the activity. A factor in the decision will be the alignment of the issue with the values of the United Church of Christ and Federated Church. In no case will election laws be knowingly violated.

3. Care for Staff

The Senior Pastor shall ultimately be responsible for maintaining a productive and effective staff team, for ensuring that its efforts are directed toward fulfilling the congregation's mission and vision of ministry, and for compliance by the staff with all Council policies.

a) Employment Categories

Definitions are contained in the Employee Handbook in Appendix 7

- 1) Clergy
- 2) Full-time lay employees
- 3) Part-time lay employees
- 4) Temporary

b) Compensation and Benefits

- 1) Compensation for staff shall be competitive with comparable positions in local or denominational markets, and will comply with guidelines for fair compensations as approved by the United Church of Christ.
- 2) All staff members employed for thirty (30) hours or more per week shall be eligible to receive, after completing a probation period, a benefits package as outlined in the Employee Handbook. Other benefits for those working less than thirty (30) hours a week are set forth in the Employee Handbook.

c) Creating and Filling Staff Positions

The hiring process shall be conducted in the manner approved by the Human Resources Committee, consistent with the Federated Church Constitution and Employee Handbook.

d) Disciplinary Action and Discharge of Staff

- 1) In general, Federated Church endorses a policy of progressive discipline by providing employees with notice of deficiencies and an opportunity to improve. See Employee Handbook for details.
- 2) Discipline and separation of Clergy will be handled as provided in the Church Constitution.

e) Whistle-blower protection

The Senior Pastor and Senior Director of Operations shall enforce the Ohio Whistle-blower Statute by ensuring Federated Church takes no retaliatory action against employees for reporting a suspected "criminal offense that is likely to cause an imminent risk of physical harm to person or a hazard to public health or safety, a felony, or an improper solicitation for a contribution."

f) Employee Complaints

Federated Church provides a reasonable procedure to ensure that fair and prompt consideration is given to the handling of misunderstandings and employee concerns.

- 1) A complaint can include a specific concern brought by an employee about discipline received or alleged discriminatory treatment.
- 2) Employees are assured freedom from reprisal in any form for using or participating in the employee complaint procedure.

g) Employee Conflicts

- 1) Employees in conflict are encouraged to resolve disagreements directly and informally.
- 2) If unsuccessful, employees should bring to the attention of their supervisor any dissatisfaction they may have concerning conditions of employment or treatment by management, supervisors or other employees.
- 3) There may be times, however, when an employee is not satisfied with the supervisor's response or when an employee does not feel that they can discuss the problem with their supervisor. In such cases, employees are free to contact any level of management or a member of the Human Resource Committee for assistance in resolving the complaint.

h) Safety and Health

It is the Federated Church's policy to conduct all of its activities in a manner that ensures a healthy and safe work environment for all employees. We will comply with the requirements of all applicable laws and regulations, conforming to the highest ethical standards and good management practices. All employees and representatives of Federated Church will be aware of this policy and responsible to carry out its principles.

We will hold supervisors accountable for the health and safety of employees under their supervision. We will provide supervisors with the training, assistance and support needed for them to fulfill this responsibility.

Employees must protect their own health and safety and that of others by following safety rules, and by using our safe work practices and procedures.

We are committed to returning injured workers to productive work as soon as possible by providing a transitional work program.

i) Substance Abuse Policy

The Federated Church is committed to providing a safe work and church environment free from substance abuse. This Policy is intended to deter and detect the use and abuse of drugs and alcohol in the workplace, and to take aggressive steps to rid the workplace of the effects of substance abuse. This includes educating our staff and assisting staff members who feel they have a substance abuse problem.

j) Employee Handbook

The Human Resources Committee in collaboration with the Senior Director of Operations shall be responsible for maintaining an up-to-date employee handbook covering employment related practices and procedures not fully detailed in Federated Church Policy Book. If there is any inconsistency between this Policy Book and the Employee Handbook, the Employee Handbook shall govern.

4. Care of Resources

a) Alcohol Policy

Alcoholic beverages will not be served at programs or functions taking place at the Bell Street facility.

Alcoholic beverages, including beer, wine and liquor may be served at events at the Family Life Center, provided, however, that any Federated Church event at the Family Life Center which will include alcoholic beverages must have the prior written approval of Church Council. No Federated Church funds may be used to purchase alcoholic beverages.

No sales of alcoholic beverages shall be permitted at events held at the Family Life Center unless the host of the event has obtained authority from the Ohio Liquor Control Commission to allow any such sales, has provided evidence of insurance coverage for the service of alcoholic beverages at the event and has provided evidence of that authorization and coverage at the time of entering into the host's FLC Event Rental Agreement, or such later date as the Senior Director of Operations may otherwise permit.

b) Cancellation of Church programs

When it is necessary to close any Church facilities and cancel the programs due to weather conditions, the closing of either facility will be listed on appropriate communication media.

c) Facility Scheduling

All programs requesting space at the Federated Church Family Life Center and the Federated Church Bell Street facility will be considered on a case by case basis depending upon which facility is most appropriate for the program and the costs related to it, as determined by the Senior Director of Operations, in consultation with staff.

d) Federated Church Programs

Programs of the Federated Church must first come under the review and approval of an elected Commission of the Federated Church. It is recommended that the event coordinator submit a request to the Commission Chairperson as well as to the Senior Director of Operations.

Once the program has been approved by an elected Commission, that program comes under the direct supervision of that commission. Commission programs must conform to FLC guidelines for safe and appropriate use. These guidelines are as follows:

- 1) A *designee* of the commission must be present during the program event. These persons have direct responsibility for the safety of the participants and of the security of the property.
- 2) A reasonable ratio of adults to youth must be observed, with a minimum of 2 adults per 10 youth participants. The ratio of adults to youth may be modified at the discretion of the originating commission based upon the type of activity and the age of youth involved in the activity.
- 3) Our facilities are non-smoking and drug-free and places of peace. No weapons of any kind are permitted.
- 4) It is the responsibility of the program's commission to assure appropriate set-up and clean-up of the facility. This is to be coordinated with the Lead Custodian (or similar position) at least 2 weeks before the scheduled event. Rooms must be returned to the state in which they were found.
- 5) Equipment, including pianos, microphones, kitchen appliances, media players, temperature and fireplace controls may only be used with the direct approval of the Lead Custodian (or similar position) or a representative thereof.

e) Facility Rental Agreement and Fee Schedule

The Properties Committee in collaboration with the Senior Director of Operations is responsible for maintaining rental agreements and fee schedules for the use of any Federated facility. These agreements and schedules will be reviewed annually. Changes will be prepared by the Properties Committee and approved by Church Council.

f) Member

If a member is renting room for a personal event (birthday party, baby shower, etc.) a 20% discount will be given off the published room rental rate.

If the member is using the room for a profit-making event (music lessons, etc.), there is no discount.

g) Safety Forces and School Groups

The Federated facilities will be available for use by groups that promote the safety of the larger community at no charge to these groups. These groups include police departments, fire departments and other community groups charged with the task of emergency services in the event of calamity.

Scout Troops chartered by Federated and school groups requesting the limited use of the Federated facilities will be considered as a no-fee rental, with oversight by appropriate staff.

Exceptions to this policy include recreational events or any event for which an admission fee is charged.

h) Norling Prayer and Memorial Gardens.

1) MEMORIAL SCATTERING OF THE ASHES

Ashes of Federated members and friends and their immediate families may be scattered in the Prayer & Memorial Gardens. A gift equivalent to the price of a paver would be welcomed prior to the scattering of ashes. This gift can be made at any time during the life of the family member or just prior to the service for scattering of ashes. Scattering of human ashes is permitted in the garden area only; not on the water or the labyrinth. Ashes may not be stored in urns, special vessels or any container either above or below ground. Pet ashes are not permitted in the Gardens, but may be scattered on the Nature Trail.

2) WEDDINGS

Wedding Ceremonies are encouraged in the Prayer and Memorial Gardens and will be subject to the guidelines currently set forth in the Wedding Guide:

- No food or drink is allowed in the Prayer and Memorial Gardens
- Rubber tipped chairs only may be set up on the labyrinth
- Absolutely no rice, bird seed, rose petals or other materials may be thrown in the Gardens; however, bubbles will be permitted.

3) PHOTO SESSIONS

Photo sessions are permitted in the Prayer and Memorial Gardens but must be scheduled through the Church Office. Use of the Gardens for this purpose will be free to members and available to non-members for a donation (suggested \$50 minimum).

4) INSTALLATION OF MEMORIAL STONES

Stones will be installed after the frost annually.

5) PERMISSION AND SCHEDULING OF SERVICES

Permission and scheduling of Weddings and Memorial Services must be made through the Church office and Federated Church clergy in adequate time to allow for all necessary arrangements to be made for the service. Any special equipment or special services requested beyond what is normally provided will be subject to additional charges in accordance with church use fees as set forth in the Wedding Guide and the Memorial Guide.

6) CHURCH RECORDS

The Federated Church office will keep a record of all members who contribute to the Prayer and Memorial Garden Fund including records detailing the name of the deceased whose ashes were spread and date.

7) WHEELED VEHICLES

While wheelchairs and maintenance vehicles are permitted in the Prayer & Memorial Gardens, all other wheeled vehicles are prohibited. (The vehicles prohibited include, but are not limited to rollerblades, skateboards, wagons, go-carts, bicycles, tricycles, motorcycles, etc.)

8) SPECIAL REQUESTS

Senior Pastor, the Senior Director of Operations and the Moderator of Church Council may consider situations or requests not covered by these rules &

guidelines or minor variations from these rules. Their unanimous agreement will govern what action is taken or denied. No one for lack of funds will ever be denied the opportunity to scatter ashes.

9) **LAW COMPLIANCE**

Local, State or Federal laws, which may be enacted to regulate the scattering of human ashes, will take precedence over these rules and guidelines.

5. Financial Administration

Excerpt from the Constitution

Article X – Financial Administration

SECTION 1 - BUDGET

The operating budget shall be prepared by the Treasurer in collaboration with the Finance Committee and the Senior Director of Operations and shall be approved annually by Church Council and the Congregation.

SECTION 2 - REAL AND PERSONAL PROPERTY

Except as otherwise provided in Section 3 hereof, Church Council has the authority for all purchasing, holding, controlling, leasing, encumbering, selling and disposing of real and personal property of the Church.

SECTION 3 - APPROVAL OF CONGREGATION REQUIRED

The following financial transactions require the prior approval by vote of the Church Congregation at a meeting duly called as provided by Article XI:

- A. Any unbudgeted expenditure that is greater than \$100,000 that Church Council deems to materially increase the Church's financial risk.
- B. Any sale, lease or encumbrance of Church property in an amount greater than \$100,000.
- C. Expenditures for improvement or purchase of Church plant, property and equipment in an amount greater than \$100,000.
- D. Any increase in the Church's debt obligation greater than \$100,000.
- E. Any advance under the Church's line of credit greater than \$100,000.

In order to perform our responsibility of stewardship for our resources, to be faithful to Federated's vision, and to be in continuing discernment of how God is calling us to use our resources, Church Council adopts policies which provide for the appropriate care for all of our resources, and reserves for itself certain financial powers.

a) Financial Control Policy

Church Council shall be responsible for maintaining proper financial controls.

1) Financial & Risk Practices Guidelines: The Financial & Risks Practices Guidelines document supplements the Care of Resources policies by providing guidelines on best practices for staff and lay leadership, to ensure the church operates within its stated policies. These guidelines will help the Church maintain fiscally appropriate procedures and manage important financial and risk matters. The document shall be kept current by the Finance Committee and used by Church Council, Senior Pastor, Senior Director of Operations, staff and lay members as a resource for making decisions.

2) Bookkeeping and Accounting: Management of financial accounts and recording of general ledger entries shall follow generally accepted practices for congregations of Federated's size. The church's financial systems, both computer-based and paper-based, shall properly record financial activity and provide accurate and timely reporting of the Church's financial condition.

3) Annual Examination: An annual examination of the books and performance of agreed-upon procedures shall be conducted by an independent financial advisor. The financial advisor shall report its findings and recommendations directly to the Treasurer who will submit the report and recommendations to Church Council by the end of each program year (June). It shall be the responsibility of the Treasurer, in consultation with the Finance Committee to arrange this Annual Examination.

b) Document Security, Privacy and Retention

The Church shall strive to maintain appropriate controls, protection, confidentiality, retention, storage, and destruction of both electronic and physical documents, in compliance with standard security and privacy practices and applicable laws.

c) Designated Individuals

The Treasurer, or designee, shall be responsible for appointing certain lay members and staff as Designated Individuals to perform certain financial activities.

1) Chart of Accounts: The Chart of Accounts is a document containing a list of every general ledger account and Designated Fund, a description including any applicable designations, and its assigned Designated Individual(s). The Designated Individual(s) provide oversight and guidance on financial activities, decisions and budgeting for their respective account or fund.

- 2) **ACS System:** The ACS system and QuickBooks Online (or other subsequent systems) are the Church's primary software systems and are the repository of critical and confidential information including personal and financial information. Designated Individuals with access shall include appropriate staff, and may include certain lay members for special circumstances and subject to time limits.
- 3) **Corporate Resolutions:** Certain business or financial transactions may require a Corporate Resolution or other form of legal documentation requiring an institution's Board of Directors to grant or affirm Designated Individuals the authority to execute a transaction. Church Council is Federated Church's equivalent body, and has the authority to appoint Designated Individuals and grant them certain financial powers.
- 4) **Bank Account Policy:** The Senior Director of Operations, Finance Committee Chairperson and Treasurer and one additional designee assigned unanimously by those three, shall be authorized to be an account owner, to sign checks and make withdrawals from bank deposit accounts associated with Operating Fund and Designated Funds. All bank account debit transactions greater than Twenty thousand dollars (\$20,000.00) require the authorization of two signatories. The processing of payroll and other transactions conducted in the normal course of operations (consistent with the Operating Budget) shall be exempt from the two signatory requirement.

d) Fundraising

- 1) The Church Council has the authority to review and approve all Church related fundraising events.
- 2) Legacy and Stewardship fundraising activities shall be directly managed by Church Council or its delegated committees.
- 3) To better facilitate and encourage members and non-members to participate and financially support Church Ministries and other qualified organizations, fundraising events require a Sponsor. A Sponsor, consisting of a Commission or a Standing Committee shall complete a Fundraising Plan Form, report the event to Church Council, and provide responsible oversight.
- 4) Third-party organizations conducting fundraising events on Church property for purposes that do not directly benefit a Church Ministry will comply with the Church's Rental Policies.
- 5) A member or staff who wants to have a fundraiser for another charitable organization will be subject to a Building Use Fee. The member or staff may ask the Mission and Service Commission to sponsor the event and underwrite some or all the costs.
- 6) Items cannot be sold for personal profit unless the sales are part of an event sponsored by Federated Church.

e) Real and Personal Property Donations

- 1) Prior to acceptance and transfer of ownership, non-cash donations of real and personal property shall first be assessed to determine that the gift is consistent with the Church Mission, provides economic utility to Federated, and does not unreasonably increase the risk of liability.
- 2) All real estate and any other questionable gifts shall be approved by Church Council, prior to acceptance.
- 3) The church may provide gift receipts to donors, but shall not provide a monetary value of the gift.
- 4) Investment securities donated and received by the church for use in the operating fund shall be sold for cash as soon as practical to avoid market risk.

f) Designated Gifts

- 1) Monetary gifts may be directly contributed to any eligible Designated Fund.
- 2) Church Council has the authority to approve gifts and to ensure that the funds are from sources that are consistent with the Church Mission.

g) Real and Personal Property

- 1) Church Council has the authority for all purchasing, holding, controlling, leasing, encumbering, selling and disposing of real and personal property of the Church. This responsibility may be designated to the Senior Director of Operations upon a motion approved by Church Council.
- 2) All necessary documents to accomplish property transactions shall be executed by the Moderator (or the Vice Moderator in the absence of the Moderator) and the Treasurer (or the Clerk in the absence of the Treasurer). Execution authority may be designated to the Senior Director of Operations upon a motion approved by Church Council.

h) Insurance

The Federated Church shall carry adequate commercial insurance.

i) Tax Exempt Status and Prevention of Private Inurement Policy

No person affiliated with the Church shall take any action that will jeopardize the Federated Church's tax-exempt status under local, state, or federal law.

The Internal Revenue Code specifically states that non-profit entities, such as the Church, may not use their tax-exempt earnings to create a direct benefit in whole, or in part, to any private individual. This policy preserves The Federated Church's (the Church) tax-exempt status.

Fundraising by church members is encouraged for any cause the Church supports. It is imperative that these fundraising efforts avoid being beneficial to any one member or single recipient. Fundraising efforts must fund the church generally, or a specific program within, or be supported by, the Church but cannot fund salaries or other forms of direct payment to staff members or independent contractors of the Church

6. Operating Budget Policy

Church Council is responsible for operating a financially responsible organization and monitoring the Church's financial condition in order to achieve a financial result that is consistent with the Operating Budget plan.

a) The Operating Budget

The Operating Budget shall consist of a line item financial report in which the annual anticipated receipts are approximately equal to the annual anticipated expenditures, and should contain an Operating Budget Appendix consisting of the Deferred Maintenance Project Budget and a list of the Financial Policies and Controlling Limit amounts. Designated Fund Account receipts and expenditures are not included in the Operating Budget. The Operating Budget shall be prepared by the Treasurer in collaboration with Finance Committee and Senior Director of Operations and shall be approved annually by Church Council and the Congregation.

b) Pledge and Extraordinary Receipts Policy

The congregation of the Federated Church seeks to dynamically utilize the church's pledges and other income to further the Mission and Vision, and to encourage tithing, proportional pledging and giving from all members of the congregation. The church's leadership has the responsibility to utilize pledge income and other receipts in ways that facilitate the church's effectiveness.

- 1) Pledge Commitments are unrestricted financial gifts promised from individuals to be given to the church for purposes of funding the operations of the church. Pledge Commitments shall be accounted for in the Operating Budget as Pledge Receipts. When a pledge is collected, it shall be deposited to an Operating Fund account.
- 2) A Large Pledge is defined as a pledge commitment in an amount that exceeds 5% of the previous year's Operating Budget. The portion of a Large Pledge that exceeds 5% is defined as an Excess Pledge, and the portion below 5% is considered a Pledge Commitment.
- 3) An Extraordinary Receipt is defined as an Excess Pledge, or any unrestricted receipt, received or scheduled to be received in a calendar year, in an amount of \$10,000 or greater, including but may not be limited to, a donor bequest, a plate collection receipt or unbudgeted proceeds from the sale of a church asset.
- 4) An Extraordinary Receipt shall be accounted for in the Operating Budget financial results upon its collection, recorded in the Miscellaneous Income revenue account, and shall be promptly transferred from the Operating Fund to a Designated Fund(s), subject to the Extraordinary Receipt Designation (ERD).
- 5) Extraordinary Receipt Designation (ERD) is defined as a one-time, non-recurring distribution to one or several of the following Designated Funds, as recommended by the Finance Committee and approved by Church Council:
 - (a) Debt Principal repayment

- (b) Reserve Fund
 - (c) Legacy Fund
- 6) The Extraordinary Receipt Designation (ERD) distribution shall be governed using the following proportions:
- (a) The first \$25,000 of receipts shall not be subject to the ERD.
 - (b) Any remaining amount in excess of \$25,000 and up to \$100,000 must have at least 50% designated to the ERD.
 - (c) Any remaining amount in excess of \$100,000 must have at least 75% designated to the ERD.
- 7) All Extraordinary Receipt amounts not subject to the ERD shall be distributed to any existing or new Designated Fund(s) as determined by the Finance Committee and approved by Church Council.

c) Financial Approval Policies and Controlling Limits

The Financial Approval Policies identify certain financial activities and circumstances that require the approval of Church Council or the Congregation. Controlling Limits are the dollar threshold limits that govern the approval requirements.

1) Unbudgeted Receipts and Expenditures

- (a) Any unbudgeted or unexpected receipt of money that is identified and has no explicit designation or restriction shall be recorded as revenue in the Miscellaneous Income General Ledger account.
- (b) Any expenditure in any amount that is deemed to cause its respective budget line to result in a year-end deficit in amount greater than \$2,500 or 10% of the respective budget whichever is greater shall require the prior approval of Church Council. If no respective budget exists for the expenditure, then it should be assumed to be a \$0 budget limit.
- (c) Any unbudgeted expenditure that is greater than \$100,000, or that Church Council deems to materially increase the church's financial risk, requires the prior approval of the Congregation.

2) Property transactions

- (a) Any sale, lease or encumbrance of Church property of amounts greater than \$2,500 shall require the prior approval of Church Council and amounts greater than \$100,000 shall require the prior approval of the Congregation.

- (b) Expenditures for improvement or purchase of Church plant, property and equipment in an amount greater than \$25,000, or in an amount in excess of \$2,500 of its respective budget limit contained in the Deferred Maintenance Projects Budget, shall require the prior approval of Church Council, and any amount greater than \$100,000 shall require the prior approval of the Congregation.
- (c) Expenditures on maintenance repair and operations (MRO) including contractor and third party providers, in an amount greater than \$5,000 per annum require a Request for Proposal (RFP), consisting of the receipt of at least three written proposals. A selected bid above \$10,000 shall require the approval of Church Council, prior to any contractual commitment.
- (d) Third party provider expenditures in an amount greater than \$5,000 per annum require an RFP re-bid at least every five years, consisting of the receipt of at least three written proposals. A selected bid above \$10,000 shall require the approval of Church Council, prior to any contractual commitment.

d) Debt transactions

- 1) Any modification, increase or material change to the Church's debt obligations shall require the prior approval of Church Council, and any debt increase greater than \$100,000 shall require the prior approval of the Congregation.
- 2) The line of credit is a source of liquidity to provide temporary support for urgent expenditure needs that are not able to be funded through existing cash sources. Advances under the line of credit of any amount shall require the prior approval of Church Council, and amounts greater than \$100,000 shall require the prior approval of the Congregation.

e) Budget Deficits

A Budget Deficit occurs when the actual year-end receipts minus the actual year-end expenditures are less than the Operating Budget plan. If this occurs, the Operating Fund shall receive a credit transfer from another source of funds, in an amount equal to the Budget Deficit, on or before the Congregational approval of the following fiscal year's Operating Budget.

f) Budget Surpluses

A Budget Surplus is when the actual year-end receipts minus the actual year-end expenditures is greater than the Operating Budget plan. If this occurs, the Budget Surplus Fund shall receive a transfer credit from the Operating Fund, in an amount equal to the Budget Surplus, on or before the Congregational approval of the following fiscal year's Operating Budget. The Surplus may also be referred to as Savings.

7. Monetary Funds Policy

a) Monetary Funds

- 1) Church Council shall be responsible for the oversight of the Church's many pools of money, referred to as Monetary Funds.
- 2) The Chart of Accounts document lists each Monetary Fund, its respective Designated Individual(s) providing oversight and guidance on financial activities and decisions.
- 3) There exist three Monetary Fund categories - Unrestricted Funds, Designated Funds, and Permanently Restricted Funds.
- 4) Funds from different Monetary Fund categories shall be held in separate bank accounts, not comingled. Funds of the same Monetary Fund category may be comingled in the same bank account but managed on an accounting system or spreadsheet for purposes of tracking each fund's receipts, expenditures and balances.
- 5) Funds shall not incur a negative balance.
- 6) Funds consisting of cash shall be maintained in FDIC insured demand deposit accounts held at a U.S. Commercial Bank or AAA-rated money market funds managed by a reputable financial institution.

b) Unrestricted Funds

- 1) Unrestricted Funds consist of various pools of money organized to support the operations and ministries of the church.
- 2) The bank account(s) that holds these funds is referred to as the Operating Account(s).
- 3) **Church Operating Fund:** This Unrestricted Fund is the primary, day-to-day fund, available to support the operations and ministries of the Church, as provided in the Operating Budget, or as directed by Church Council. It is funded primarily through the collection of pledge and worship offerings, rental income and the annual Legacy Fund transfer.

c) Designated Funds

- 1) Designated Fund consists of a pool of money organized to support a designated mission or special purpose.
- 2) Church Council has the authority to approve new and review existing Designated Funds to ensure their purpose is consistent with the Church mission.
- 3) Each Designated Fund shall be published in the Chart of Accounts and have a written description of the fund purpose, any applicable designations, and administration guidelines.

- 4) Church Council encourages the establishment of Designated Funds because it supports and fosters the work of the Church's ministries. However these funds are owned by the Congregation and shall not have explicit permanent restrictions prohibiting the use for general purposes of the Church, if deemed necessary by Church Council.
- 5) Church Council shall have the authority to re-characterize Designated Funds to Unrestricted Funds.
- 6) Church Council reserves the right, from time to time, to establish Council Designated Funds, which are available for use at the discretion of Church Council.

a) Reserve Fund:

This is a Council Designated Fund established to support the Operating Fund for any year-end Budget Deficit or unanticipated and urgent expenditures not previously budgeted. It shall not be used to balance the Operating Budget plan at the beginning of a fiscal year. A target balance may be established by Church Council. It shall be funded opportunistically through the Budget Surplus Fund, Operating Budget, congregational giving and other means as determined by Church Council. Balances in excess of any target balance shall not have restrictions.

(b) Budget Surplus Fund:

A Council Designated Fund, funded with a transfer from the Operating Fund in an amount equal to the prior year-end Budget Surplus. It may be used to balance the Operating Budget plan at the beginning of a fiscal year if necessary.

d) Permanently Restricted Funds

- 1) Permanently Restricted Funds include endowment/foundation funds, including the Legacy Fund.
- 2) Church Council shall have the oversight of all Permanently Restricted Funds, and has placed the Legacy Fund under the supervision of the Legacy Fund Standing Committee.

E. Oversight

1. Monitoring

a) Monitoring and Evaluating

The staff, clergy team, commissions, committees, and the Church Council shall engage in a continual process of monitoring and evaluating.

- 1) To foster excellence in ministry work by encouraging open communication and regular feedback among all whose work contributes to achieving the Church's mission

- 2) To help Federated Church to focus on its goals as adopted by the Church Council
- 3) To ensure that all Church leaders adhere closely to Church Council policies.

b. Written Reports

Church Council may call upon the staff, commissions and committees on a planned basis throughout the year to prepare a written report to:

- 1) Articulate more fully the Church's work in a given area
- 2) Contribute expertise, information, and leadership
- 3) Support the Church Council's learning and reflection on major areas of the Church's mission such as
 - (a) Worship
 - (b) Religious education
 - (c) Social justice
 - (d) Membership development
 - (e) Community outreach
 - (f) Stewardship of Congregational property and wealth

2. Evaluation

a) Program Evaluation

As part of discerning the Annual Vision of Ministry, the Church Council and the Senior Pastor shall review progress on the prior year's Annual Vision of Ministry and related goals.

b) Church Council and Senior Pastor Evaluation

At least once a year, Church Council members and the Senior Pastor shall evaluate their own and one another's contributions to the Church's mission.

c) Staff Evaluation

The Senior Pastor, Head of Staff, shall be responsible for working with the Senior Director of Operations and the Human Resources Committee to ensure that staff evaluations are completed annually.

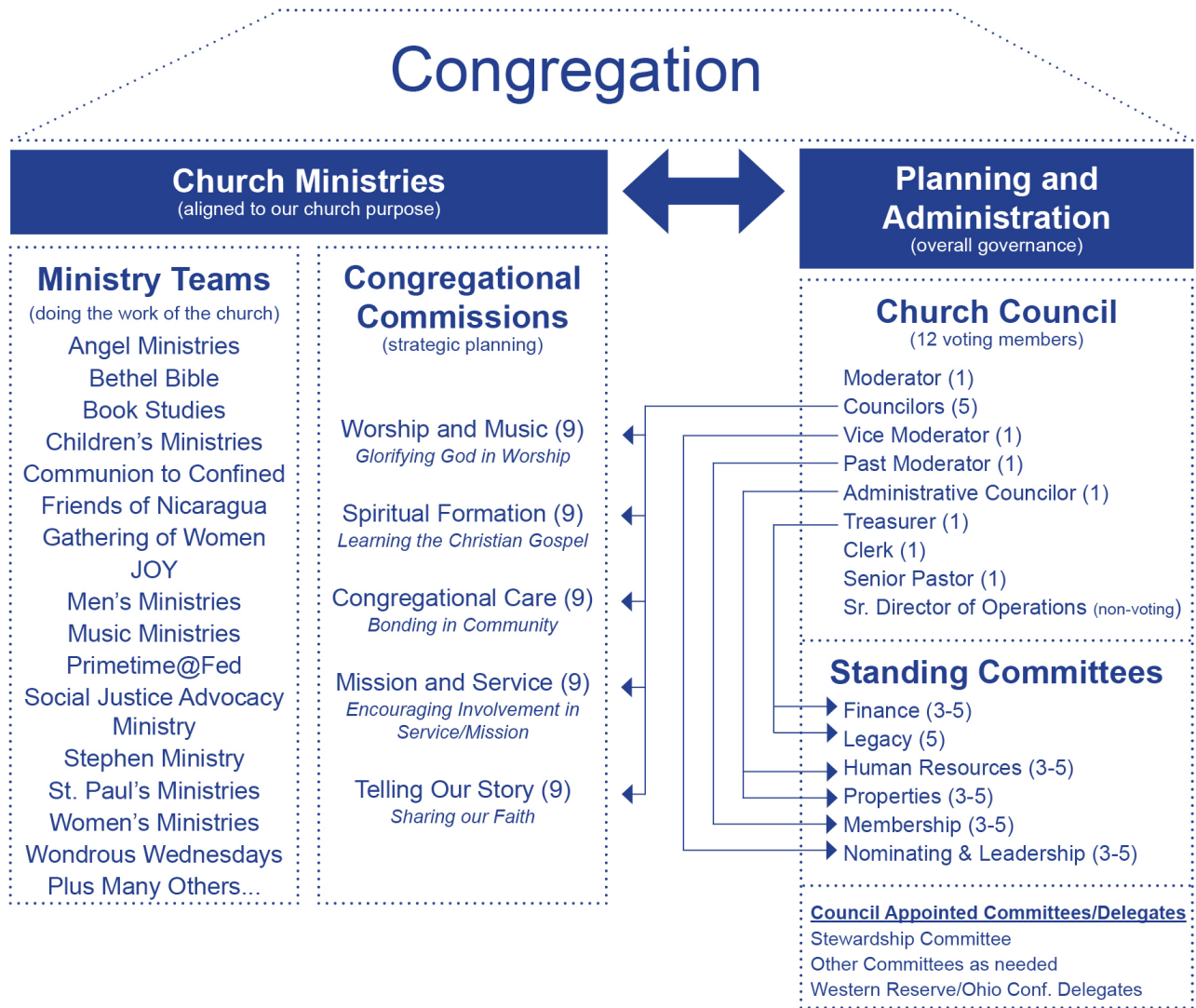
d) Senior Pastor Evaluation

- 1) Every year the Human Resources chairperson shall lead and facilitate the Senior Pastor's performance review along with the current Church Council Moderator, the Vice Moderator, the Past Moderator, and one member at large.
- 2) Criteria of the review may include items such as
 - (a) Worship leadership
 - (b) Congregational care
 - (c) Mission
 - (d) Covenant with the congregation
 - (e) Annual Vision of Ministry
 - (f) Strategic goals
 - (g) Staff management

- (h) Areas identified as needing to be strengthened as per the previous review.
- 3) The goals of the evaluation are to:
- (a) Call attention to the mutual relational nature of ministry and the respective responsibilities of all who contribute to its success
 - (b) Assist the Senior Pastor to remain motivated, creative, and flexible
 - (c) Equip the Senior Pastor and Church Council to
 - i. Correct any problems
 - ii. Maintain an effective partnership in the future.

Appendix 1

New Leadership and Governance Structure



Appendix 2

Legacy Bylaws By-laws of The Federated Legacy

Approved by the Congregation
18 May 2014

Article 1. Purpose and Membership

1. Federated Legacy (hereinafter referred to as the “Fund”) is a fund established to support Federated Church by being a receptacle for gifts, devises and bequests to be held in trust in perpetuity, and to be invested and distributed according to these by-laws.
2. Members of the Fund (hereinafter referred to as “Members”) are active members of Federated Church as defined in Article VII of the Constitution.

Article 2. Directors

1. The Fund shall be managed by five Legacy Committee members (hereinafter referred to as “Directors”) elected to serve three-year overlapping terms. No Director of the Fund may be an officer, employee, council member, commission member or member of any other committee of Federated Church. For voting purposes, a quorum is established by the participation of four out of the five Directors.
2. All actions, financial transactions, policy and decisions of the Legacy Committee shall, unless otherwise directed hereinafter, require a majority vote to pass (i.e. three out of five Directors). All votes, actions and activities of the Directors must be documented by way of meeting minutes.
3. The Senior Pastor and Treasurer are liaisons to the Federated Legacy Committee, and either shall have voting authority as ex-officio directors only to break a tie vote among Directors.
4. Elections of the Directors shall be conducted at the Annual Meeting of the Members. Director nominees shall be proposed by the Church’s Nominating and Leadership committee pursuant to the rules of that entity and the Church Constitution. In the event of the creation of a vacancy during a Director’s term, the Church’s Nominating and Leadership Committee after consultation with the remaining Directors shall nominate a candidate to fill the vacancy, the new position to be confirmed by a majority vote of Church Council.
5. The Directors shall have the authority to solicit gifts, devises and bequests to the Fund and to prudently administer the investment of the assets of the Fund in a manner favoring growth over income.
6. The management, investment and disbursement of proceeds, assets, income, etc., of the Fund shall be at the discretion of the Directors maintaining the best interests of the integrity of the Fund and the income benefit to Federated Church and/or the beneficiaries thereof.
7. The Directors shall account to the members of Federated Church, the Finance Committee, and Church Council all Fund transactions, income and expenditures at least once each fiscal year at the Annual Meeting of the Members. On a quarterly basis, the Directors shall submit financial reports to the Treasurer.

8. The Directors may request other members of Federated Church or other professionals to assist them and, at the reasonable expense of the Fund, may retain such professionals on investment, accounting, or legal matters as they deem appropriate so long as such retention is in accordance with the then-current policies and constitution of the Federated Church.
9. The Directors shall formulate their rules of procedure, not inconsistent with the terms herein, and shall elect a Chairperson, Secretary and Treasurer.
10. No Director shall be liable for acts, judgment or other service performed in good faith, unless such action or inaction is the result of gross negligence, or willful misconduct, or constitutes fraud as defined by Ohio law.
11. A Director may be removed in accordance with Article VIII, Section 6 of the Constitution.

Article 3. Meetings of the Members

1. The Directors, as part of the Church's Annual Meeting, shall report on the status of the Fund, as provided in Article 2, Section 7.
2. Additional or special meetings of the Members may be called at the discretion of the Directors and Church Council pursuant Article XI, Section 2 of the Constitution.

Article 4. Assets

1. Except as is otherwise provided for herein, the assets of the Fund shall be held in trust in perpetuity. It is the intended investment purpose of the Fund to recognize capital preservation and the protection of assets from the long term damaging effects of inflation. It is recognized that risk, volatility, and the possibility of loss of principal are present to some degree in all asset classes. While high levels of risk are to be avoided, the assumption of a moderate degree of risk in the equity markets is acceptable and encouraged to provide the potential for above-average, long-term results and protection from inflation.
2. In addition to using assets of the Fund to defray reasonable expenses of the Fund, and if the growth, value and income of the Fund warrants, an amount up to, but not to exceed 5% (or other measure as required by law) of the average market value, as determined in good faith by the Directors, of the net assets of the Fund at the last day of the prior eight fiscal quarters of the Fund may be paid to the Church general fund during the succeeding fiscal year of the Fund to support Federated Church. It is the intention that the annual payment under this provision will be 5% of fair market value so long as the long term viability and existing value of the Fund is not compromised.
3. Fund Directors are the sole authority for the disbursement of Fund assets/proceeds. No other commission, person or entity is authorized to disburse Fund assets, income or proceeds.
4. Notwithstanding for the first three paragraphs of Article 4, only in the event of an emergency may all or part of the restricted assets of the Fund be used for any Federated Church purpose, provided such emergency use is first approved by four of five Directors, two-thirds vote of Church Council, and two-thirds of the Members present at a duly-called meeting to vote on such emergency use and a provision is incorporated in the motion to repay the Legacy Fund the borrowed funds.

Article 5. General

1. The Directors shall have the discretion to reject any gift, devise or bequest to the Fund if, in their judgment, such gift, devise or bequest is inconsistent with the purposes of the Fund or for any other reason.
2. Absent special circumstances as determined by a majority of the Directors, the Fund is not to accept specifically designated or otherwise restricted gifts. The purpose of the Fund is to grow both through direct, unrestricted donations, and investment income with annual payments for the general benefit Federated Church, the allocation of which is at the discretion of the Church.
3. If the terms of any specific gift, devise or bequest to the Fund are inconsistent with any of the provisions herein, the terms of such specific gift, devise or bequest shall govern. If it is determined by the Directors that it is impossible to carry out the specific request of any donor, the gift shall be turned over to the Finance Committee to apply the gift, devise or bequest in a way most consistent to the specific request as they judge reasonably possible.
4. At any time notice is required within these by-laws to be “mailed,” e-mail may be used as a supplemental or replacement notification service so long as those Members without e-mail addresses are provided notice via regular U.S. Mail.
5. The Constitution of Federated Church takes precedence over these by-laws where there is a conflict between the by-laws and the Constitution.

Article 6. Memorial

1. The Directors shall maintain a Permanent Record Book in which shall be recorded the name of each person making a gift, devise or bequest to the Fund, the nature of the gift and the date it is given, together with any special requests or conditions attached.
2. When a gift is made in the name of someone other than the donor, the name of the person memorialized shall also be recorded.

Article 7. Accounting

1. Each year, prior to the annual meeting of the Fund, the record of receipts, disbursements and all transactions involving the Fund shall be prepared as a Financial Statement by an accounting professional selected by a majority of the Directors.
2. Upon reasonable request by Church Council, the transactions of the Fund may be subject to examination by an independent accounting professional not more than once a year, unless special circumstances exist as determined by, and with the approval of a majority of the Directors.

Article 8. Fiscal Year

1. For the purpose of record keeping and reporting, the fiscal year for the Fund shall be the calendar year, or a different measure to comport with the fiscal year of Federated Church.

Article 9. Amendments

These by-laws may be amended only as follows:

(A) The terms of any amendment must be approved by two-thirds of the Directors and two-thirds of the Church Council members; and

(B) At a meeting of the Members duly called with at least 100 Members present; and

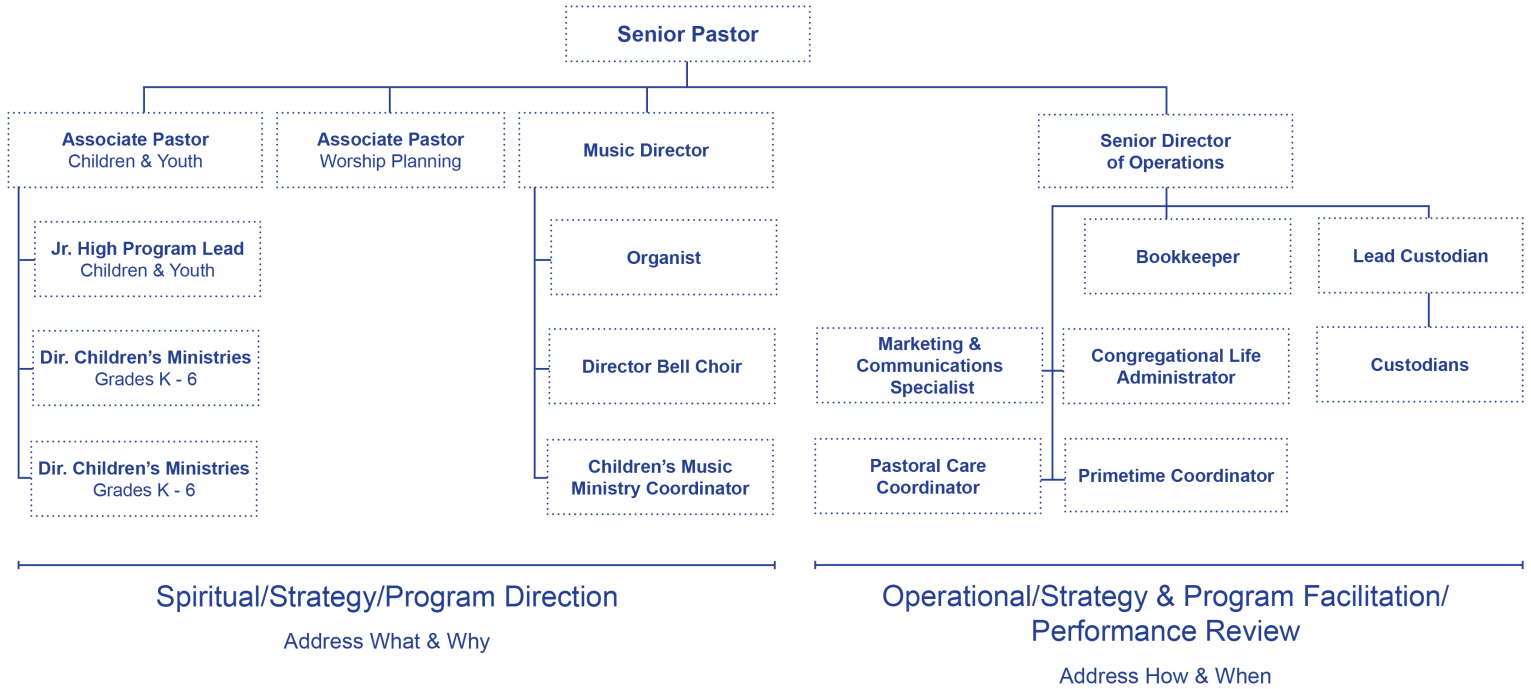
(C) Two-thirds of those Members present vote in favor of the amendment; and

(D) Only those revisions or amendments provided to Members at least two weeks in advance of the meeting may be considered. Electronic notification or inclusion in a Church publication is acceptable.

Appendix 3

Federated Church – Organizational Chart

February 2017



Appendix 4

THE FEDERATED CHURCH

Ministry Team Manual

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Joining a Ministry Team

Whatever you feel called to do... You can do it!

Ministry teams are all around you and they have a seat at the table waiting for you! Whether or not you are a member of The Federated Church, you can join a ministry team. All you have to do is find one. Or, if you think that you have an idea or are already engaged in activities that seem like a ministry, then you may be on the path to creating a new ministry team! Participating on a ministry team is a rewarding experience. So let's set you up.

How do I Know it is Right for Me?

At The Federated Church it is important that you contribute to God's and the Church's purpose. As you consider how to contribute you should reflect on what you see as your "calling". Everyone is endowed with strengths and skills. Even if you think yours are not terribly notable, it is likely they can help you understand your calling. Still, you may not have a skill or strength in a certain area but you may feel personally compelled to participate in a ministry for other reasons. By supporting call-based ministry The Federated is hoping that you are not doing this as a pure obligation. Simply "filling a slot" on a commission or committee is often not compelling to either you or to God. The best way to find out is to experience in contributing to God's and the Federated Church's mission. (seek, don't just wait for your call to come....seek)

Sometimes it's hard to know your calling. Please check the appendix where you can take an inventory of your strengths. This might help you understand your calling.

Locating ministry teams

Finding a ministry team is easy. Table 1. The Federated Church Ministry Teams in the appendix shows you a list of the current ministry teams as of December 31, 2011. The list of ministry teams is also posted on the Church's website at www.fedchurch.org. On the Church's website you can find more current detail on each ministry's mission, the team leader, and the team objectives.

How to join a Ministry Team?

After you have located a potential existing ministry team you are half way there. You will need to contact the respective ministry team leader and express your interest in potentially joining the ministry. The leader will provide you with the information appropriate to the context of your participation with the team. If, upon discernment, you decide to join the team then simply let the leader know your final decision. The expectation is that you will stay with the team for at least a year. The ministry team leader is obliged to accept you as a team member in good standing.

Modes of participating on a ministry team vary widely. Some teams need to meet regularly, some do not. Some teams have to work as a group to accomplish their mission, some require individuals to work on their own. And some of this can also be determined by you through discussion with the team leader. Ministries want you to participate! If you have questions you may contact the Past Moderator for support.

The team leader has certain responsibilities (outlined further in the manual). It would be helpful for you to read those sections of the manual to understand more about ministry teams and how they operate.

Keep in mind that you do not have to be a member of the Church in order to join a ministry team. Also there are no term limits. You may participate on the team as long as you want.

Forming a Ministry Team

Forming a ministry team is one of the most important activities at The Federated Church. Ministry itself is a foundational element for the Church's purpose. Forming a ministry may require more effort than simply determining in which ministry to participate, but, the process for forming a ministry team is straightforward.

How do I Know it's a "Ministry"?

Ministry teams have many of the following characteristics. When you participate on a current ministry team you should recognize many of these qualities. If you are considering forming a ministry team then you will want to review this list to make sure that your new team has the characteristics of a Federated Church Ministry Team:

- Foster God's mission
- Foster The Federated Church's mission and purpose
- Support faith formation and spiritual growth...
- ...to embrace people
- ...to transform lives
- ...to empower people to love and serve the world through Jesus Christ

Starting a Ministry Team

There is no limit to the number of ministry teams, as there is no limit to the world's needs. But you may want to make sure that a current ministry team does not already exist by consulting Table 1. The Federated Church Ministry Teams in the appendix. If you are still unsure, you should contact the ministry team leader of any ministry that looks similar to one you may already be considering creating. It is quite possible that an existing ministry team with similar objectives has members or related activities that can spin off into a new ministry team. Whether or not you have a brand new ministry team concept or are spinning off of another ministry team, the process to get a new ministry team approved is the same.

There are only two requirements for starting a ministry team. First, there must be at least two members on the team. Second, one of team members must be a member of The Federated Church.

Gaining Ministry Team Approval

A few formalities are required to gain approval from The Federated Church for a new ministry team. A form called “New Ministry Team Formation Application”, stipulating information required for gaining approval can be found in the Appendix, or on www.fedchurch.org. Upon completion of this application you will forward it on to the Church Council Past Moderator.

Ministry Approval

The Past Moderator plays a key role in forming and communicating with ministries. The Past Moderator will determine to which Congregational Commission or Committee your ministry team would be tied. (Please see the appendix for Figure 1. Organizational Structure to view the list of Congregational Commissions and Committees.) Then the Past Moderator will discuss the application for your new ministry team with the chosen Congregational Commission’s leader.

Upon completion of the review with the Congregational Commission, the Past Moderator reviews the new ministry formation with the Church Council. Typically approval can come within a two-month timeframe, depending upon Church Council meeting times. Upon receipt of the application the Past Moderator will advise you on the timing it will likely take to review the submission for approval.

Ministry Team Management

Teamwork is key to the successful functioning of ministry teams. Ministry teams are intended to require little oversight so that they can focus on their key mission – doing God’s Work! The ministry team itself is tied to one of the five Congregational Commissions or one of the six Standing Committees shown in the appendix, Figure 1 Organizational Structure. Ministry teams are expected to be self-managed. But there are some rules! These rules are set in place to ensure that teams function well, communicate and interact with the congregation, and support the overall purpose of The Federated Church.

Team Member Roles and Responsibilities

There are two roles on Ministry Teams, the leader and team members. Because the teams are self-managed the interaction amongst a team’s members can be accomplished in whatever way the team sees fit. But the team in general does have some responsibilities. The responsibilities of the team are:

- to hold community as a key focus within the team. This means dedicating time with each other within the team to share your lives. Sharing and a time of prayer are expected at the beginning of any team meetings.
- communicating the ministry team’s progress to the wider congregation through personal stories and interaction with the team leader
- always maintaining an open chair for new members and accepting new members into the ministry team. Actively recruit new members to the team.

- addressing intra-team conflict; involving the team leader in doing so.
- acting in a financial, moral, and ethical, manner consistent with The Federated Church
- telling the story of the ministry team within and outside of the Church.

A team member must understand the mission of their ministry team and be able to carry it out. Other team member responsibilities, in terms of division of labor, are generally determined by the team itself. But, the team leader has a few responsibilities that team members will not. The team leader is responsible for the following:

- formally accepting new members and assisting the team to actively recruit new members
- ensuring healthy teamwork within the team and reaching outside of the team for assistance, if needed
- interfacing with the Congregational Commission or Committee to which it is tied
- communicating potential changes in the ministry team's mission and or functioning to both its Congregational Commission or Committee and the Church Council's Past Moderator
- ensuring the ministry team's story is told, including helping team members tell their story and including a brief summary of the ministry's year's activities in the Annual Report, (which should be in the office by January 15th each year).
- comply with financial and accounting requirements, if applicable

Ministry Team Communication – Telling the Story

One of the standing Congregational Commissions is “Telling Our Story”. General direction from this Congregational commission to ministry teams can be expected to occur. The request from this commission seeks to fulfill the requirement and purpose of educating those outside of your ministry about the mission, status, and hopes and plans of your ministry.

Ministry Team Communication and Organizational Alignment - The Federated CHURCH

Organizational Needs

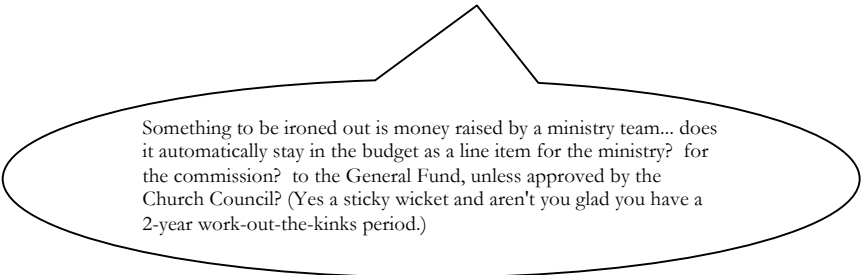
Ministry Teams are “assigned” to one of the strategic Congregational Commissions. Ministry team leaders communicate regularly with their associated Congregational Commission or Committee leader. The Commission or Committee leader interfaces regularly with the corresponding counselor on the Church Council for all matters affecting their assigned ministries. This includes providing specific updates, as needed, regarding financial needs, social needs, and the specific mission of the ministry teams.

Offshoot Ministry Teams

As mentioned previously in the manual, a current ministry team may turn into two ministry teams. In the event the current ministry team forms a new mission, or certain current or new members have a mission that warrants formation of a new ministry team, then the formal process for forming a new ministry team needs to be followed to establish that ministry.

Ministry Team Budgeting

Financial matters affecting ministry teams can be significant. If money flows into or out of the ministry team there are requirements for financial accounting. Many teams require little to no support financially and teams also may only need financial support sporadically. Due to the varying degrees of need, guidance on financial requirements are provided to the ministry team leader at the time of ministry team formation, or upon significant changes in need after team formation. Through regular communication between the ministry team leader, the Commission or Committee leader and the Past Moderator, any changes and/or adjustments to financial needs can be determined. Accounting requirements are provided directly to the ministry team leader from the staff financial function at the direction of the Past Moderator.



Something to be ironed out is money raised by a ministry team... does it automatically stay in the budget as a line item for the ministry? for the commission? to the General Fund, unless approved by the Church Council? (Yes a sticky wicket and aren't you glad you have a 2-year work-out-the-kinks period.)

Closing Down a Ministry

Ministry teams have to have vitality and support. In the event a team's mission is completed or membership wanes to the point that the team cannot function, then we have to let it go.

Change in mission does not go through the Process? I would suggest that if the mission changes that the old one close and the new starts up. Annual Report Summary is another way to spt a change in focus.

Deciding to cease a ministry team is always an emotional decision. But there are times when the ministry team either needs to cease or has such a significant change in its mission that the old ministry team ceases to exist. In order to ensure the efficient functioning of the church the following needs to be done to officially close down a ministry team. If the mission is simply changing, then the team leader can communicate this to their Congregational Commission leader and the Past Moderator without formality.

How Do You Formally Cease a Ministry Team?

The formal step to close down a ministry team is comprised of a documented declaration to the Commission Chair, Commission Counselor and Past Moderator . Ideally this should come from the ministry team's leader. However, in that person's absence a team member may also document the declaration. All known members of the ministry team must be copied on the declaration. There are no unilateral declarations. It should be a team decision and an opportunity provided to team members to continue to carry out the team's ministry so long as the team can fulfill the requirements in this manual. Communication via email is acceptable.

APPENDIX

The content within this appendix can change over time. You are advised to visit the website directly for the most up-to-date information at www.fedchurch.org.

Figure 1. Organizational Structure (Interim Structure- Feb 22, 2012)

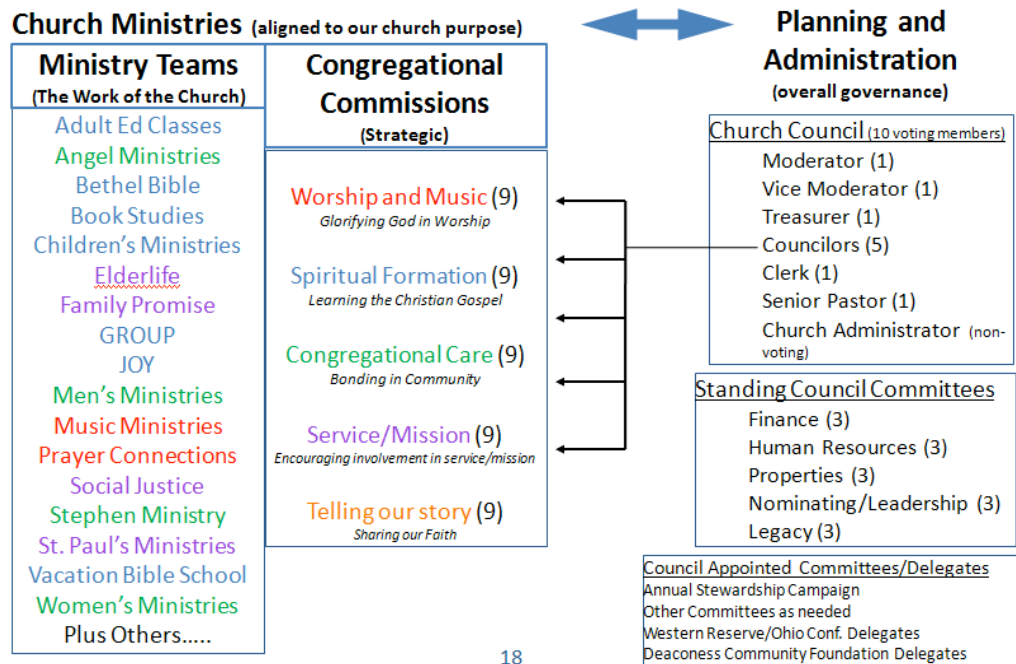


Table 1. The Federated Church Ministries

IN DEVELOPMENT

Taking An Inventory to Find Your Calling...

There are 2 ways to discern your calling. One way is to complete the Gifts, Passions and Skills survey either online or obtain a paper copy from the church office. The second is to complete a Spiritual Gifts Inventory.

GPS Survey

You can take an inventory of your GPSs by visiting the Church website and searching for Gifts, Passions, and Skills. There you will find an online link to the survey or ask the church office for a paper survey. When you complete the GPS you should receive a "Thank You:" email within a week. Based upon your responses you may be contacted by the GPS ministry or a Ministry Team Leader to discuss areas of ministry that may interest you. By having the information in the church database, others are given an opportunity to potentially match you to future ministry teams. Go to www.fedchurch.org/gps.

Spiritual Gifts Inventory

Then again, you may have taken the time to consider the gifts God has given you. We can help. We have developed a Spiritual Gifts Inventory that has been used by many of your Federated family members. It takes about 30 minutes to complete with some "amazing results" (to quote many who have take it). Contact FedGPS@gmail.com for more information. Even if you have taken a Spiritual Gifts inventory in the past, if it has been awhile, and/or your life changed significantly, please consider taking this on.

New Ministry Team Formation Application (page 1 of 2)

Proposed Ministry Name: _____

Prepared by: _____ Application Date: _____

Mission Statement:

The mission of
Is to provide
So that

Typical activities performed by the Ministry members:

--

Key result from the activities performed (i.e., happy people, educated, people, healthy community, etc):

--

New Ministry Team Formation Application (page 2 of 2)

Description of how this ministry fits with the purpose of The Federated Church

- Support faith formation and spiritual growth...
- ...to embrace people
- ...to transform lives
- ...to empower people to love and serve the world through Jesus Christ

Will this ministry have needs for money to function? If so, please explain:

Congregational Commission (if known, or if you seek alignment to a specific one):

People who are already on, or are interested in being on the team.

Date sent to Past Moderator: _____

For OFFICE use ONLY

Past Moderator Determination: Approved. Remanded. Denied (give reason below)

Appendix 5

Federated
Church
Employee
Manual

3-1-2015

Federated Church of Chagrin Falls, Ohio

Employee Manual

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1. Introduction and Welcome

We are grateful that you are a part of our ministry at the Federated Church of Chagrin Falls, Ohio, United Church of Christ. It is a privilege to work together in service to the Lord and in support of our mission.

This Employee Manual (“Manual”) is for all Federated Church staff members. It is intended to acquaint you with Federated Church and to provide you with information about our mission, employee benefits and responsibilities, and other policies affecting your employment. The terms Federated Church and the Church are used interchangeably in this Manual.

We hope to provide a work environment that will foster personal and professional growth and promote respect and understanding among our staff. We value open communication and cooperation, and we expect team work. We hope that you will find your employment here to be interesting, challenging, and rewarding.

This Manual is not a contract, express or implied, but simply summarizes many of our policies. It is not intended to be all-inclusive. Policies may be changed, deleted, or added at any time, without prior notice, upon the recommendation of the Human Resources Committee with the approval of Church Council. Interpretation of the policies is reserved to the Human Resources Committee in consultation with the Senior Pastor and the Senior Director of Operations. The policies in this Manual supersede all prior policies. Finally, this Manual should not be construed as a promise that your employment will continue for any period of time. Both you and the Church may terminate the employment relationship “at will.” This means your employment can be ended by you or the Church for any reason, with or without cause, at any time. Nothing in this Manual should be considered as altering this at-will employment relationship.

You are expected to read and comply with the policies in this Manual. Any questions concerning the policies and procedures should be directed to the Senior Director of Operations, then to the Human Resources Committee if further interpretation is required.

2. Our Mission

All Federated Church staff members are employed to provide dedicated, quality and faithful service in support of the Church’s mission. Federated Church’s mission is:

God accepts me just as I am
and loves me too much to leave me that way.

Federated accepts all people as they are
and supports them in the spiritual journey.

With Christ we offer hope and healing
to change our world.

3. Communication Philosophy

The following guidelines have been adopted to foster personal and professional growth and promote respect and understanding among staff.

1. We will ground ourselves in the depths and riches of God
2. We will care for each other and pray for each other and enact the love that we hope for in the larger church.
3. We will each live life in a healthy and whole manner, seeking nourishment physically and spiritually, taking time for prayer, and honoring our family life.
4. We will be honest with each other and be willing to express our disagreements, not pretending that all is well to protect a false peace.
5. We will communicate directly with each other. We will not triangulate. When something comes between us, we will convey this directly to the one(s) concerned instead of talking about the matter to others. We will not try to draw others (staff or other congregants) to our side in conflicts we are having. We will not listen to complaints of one staff member against another, knowing that that does everyone a disservice. Instead we will encourage the person with a complaint to go directly to the one with whom that person has a concern.
6. If we have concerns or criticisms, we will communicate these honestly, openly, and in reference to specific incidents. We will talk only about particular behaviors and not dismiss to a colleague with broad generalizations, or attacks on character, or denunciations of integrity (for example, "I have some disagreements with that sermon" is far better than, "You are a lousy preacher"). We will confine ourselves to "I" statements, focusing on our own feelings rather than on the perceived shortcomings of the staff member in question.
7. We will give each other respect, care, and loyalty. Even if we have private misgivings, and even when we inevitably disagree, we will always publicly support each other and the direction of the staff and the congregation. We will not publicly criticize another staff member or congregant.
8. We will focus on what we can give as we serve God at Federated, trusting that we will also be cared for in or need.
9. We will recognize and appreciate that other staff members have different styles and different abilities. We will celebrate the diverse gifts that are needed to fulfill the purpose of God and to do the work of the church.
10. We will live by a vision of the Dominion of God that moves us to offer God our thanks and praise and build up the body of Christ, in the staff and in the congregation.

4. Church Governance

The Federated Church of Chagrin Falls, Ohio is a nonprofit corporation formed under the Ohio Nonprofit Corporation Law. The Church is governed by its members who exercise the right of control in all its affairs. Church Council is the governing body of the Church when the congregation is not in session. You will be provided with a copy of the Church Constitution upon request.

The Human Resources Committee reports to Church Council. The Constitution and/or Policy Book vests the Committee with the following responsibilities:

- To review staffing plan annually with the Senior Director of Operations to ensure staffing costs are within budget and staff positions support the overall vision and mission of the Church.
- To oversee the evaluation process for clergy and staff by ensuring evaluation tools are in place and performance is measured at least annually.
- To review and affirm terminations.
- To be available for confidential contact by an employee or a Church member in accordance with the procedure established in the Employee Manual. (See page 20 - Employee Complaints)
- To review compensation annually and approve compensation changes assuring that they are within budget.
- To review and affirm any staff changes to ensure that costs are within budget and changes support the overall mission and vision of the Church.
- To annually review the terms of call for the Senior Pastor and the associate pastors and recommend any changes that should be made to the Church Council.

You should follow the guidelines set forth in this Manual to report concerns or make complaints. In general, you should contact your supervisor, followed by the Senior Director of Operations, and the Senior Pastor at any time with concerns. You may always contact the Human Resources Committee and the Church Council if you feel it is necessary or appropriate given the nature or seriousness of the concern. Each year, the members of the Human Resources Committee and Church Council are listed in the Annual Report and in the Connections directory.

5. Equal Employment Opportunity

Federated Church is an equal opportunity employer. We affirm our moral and legal commitment to support and implement an equal employment opportunity program which, in accordance with applicable federal and state laws, does not discriminate against any applicant or employee because of race, color, national origin, sex, sexual orientation, gender identity and expression, age, disability, or religion (except when religion is a bona fide occupational requirement). Any complaints relating to discrimination should be promptly reported to the Senior Pastor, the Senior Director of Operations, a Human Resources Committee member or Church Council Moderator. Complaints will be promptly investigated and appropriate action will be taken.

6. No Harassment Policy

The Federated Church is committed to maintaining a work environment in which all persons are treated with dignity and respect and that is free from harassment. Discrimination or harassment based upon race, color, national origin, gender, sexual orientation, gender identity and expression, age, disability, or religion (except for a bona fide occupational requirement) is prohibited by the Church in all employment practices, including conditions of employment.

Sexual or discriminatory harassment means unwelcome sexual advances, request for sexual favors and other verbal, visual or physical conduct of a sexual nature or that denigrates or shows hostility or aversion toward a person because of race, color, national origin, gender, sexual orientation, gender identity and expression, age, disability or religion under any of the following conditions:

- 1) submitting to the conduct is an explicit or implicit term or condition of a person's employment;
- 2) submitting to or rejection of the conduct is the basis for any employment decision affecting that person; or
- 3) the conduct has the purpose or effect of unreasonably interfering with a person's work performance or create an intimidating, hostile or offensive working environment.

The Church will not condone or tolerate acts of discrimination or sexual harassment by any employee, church member, visitor, or church volunteer under any circumstances. Any employee who feels that he or she has been subjected to discrimination or sexual harassment must promptly contact one or more of the following: Senior Director of Operations, Senior Pastor, a member of the Human Resources Committee, or the Church Council Moderator.

In addition, employees who observe or are aware of conduct of a discriminatory or harassing nature must report the conduct to one of the above individuals. Employees who knowingly fail to report harassment may be subject to discipline.

Reports of discriminatory or sexual harassment will be held confidential to the extent possible. *Retaliation against an employee for bringing a complaint or participating in an investigation is strictly prohibited.*

All complaints and concerns will be promptly investigated by the Human Resources Committee or its delegates. Employees are required to cooperate in the investigation. This includes being open, honest and not misleading. The failure to do so or withholding knowledge of harassing behavior may result in disciplinary action, up to and including termination of employment.

Following investigation, appropriate corrective action will be taken if required. Any employee who is found to have sexually harassed or discriminated against a person in violation of this policy is subject to disciplinary action, which may include immediate termination of employment. The severity of the disciplinary action will be based upon the

circumstances. The individual who suffered the harassing conduct will be informed of the corrective action taken.

7. Disability

Federated Church does not discriminate against applicants or employees in hiring or on the terms, conditions and privileges of employment due to physical or mental disability. When the Church is aware of a disability that prevents an otherwise qualified applicant or employee from performing the job, it will voluntarily assess whether a reasonable accommodation would enable the person to perform the job before refusing employment or making a distinction in the terms, conditions or privileges of employment because of the disability. An accommodation which creates an undue hardship on the Church or which endangers health or safety is not a reasonable accommodation.

An otherwise qualified applicant or employee with a disability who requires reasonable accommodation should confidentially inform the Senior Director of Operations of the nature of the disability and the accommodation required. To assess whether a reasonable accommodation is required, a post-offer or post-employment physical examination may be required to determine fitness for duty and required accommodations. Church employees with access to such information shall maintain the confidentiality of the information to the extent reasonably possible and shall not release the information to anyone who does not have the right or need to know.

8. Employment Categories and Overtime

A. Exempt and Non-Exempt

Each employee will be designated by Federated Church as either non-exempt or exempt in accordance with applicable law. Non-exempt employees are hourly and will be paid overtime pay as set forth in this Manual. Exempt employees are salaried and do not receive overtime pay.

Exempt Employees are generally salaried and include supervisors, professional staff and those with substantial responsibility and discretion in carrying out their duties. Exempt employees are expected to work the hours needed to complete their duties.

Non-Exempt Employees are paid by the hour and will be paid an overtime premium for hours worked in excess of 40 hours per work week. All overtime work must be approved in advance by the Senior Director of Operations. Non-Exempt employees will be responsible for using the time clocks at the beginning and end of their scheduled working hours, in addition to lunch breaks as set forth on page 8.

An employee's exempt or non-exempt classification may be changed only upon written notification by Federated Church.

B. Other Employment Categories

Each employee will also belong to one of the following employment categories. The employment category affects eligibility for benefits programs, as described in Section 13.

CLERGY are called by the congregation. The terms and conditions of employment are negotiated individually and agreed upon in a call agreement. The terms of a call agreement may be modified by mutual written agreement of the Pastor and the Church.

FULL-TIME LAY EMPLOYEES are regularly scheduled to work at least 32 hours per week 12 months per year in a non-Clergy position. An ordained Pastor may be employed by the church as a lay employee if the primary responsibilities are not ministerial in nature.

PART-TIME LAY EMPLOYEES are those who are not assigned to a temporary status and who are regularly scheduled to work less than 32 hours per week or less than 12 months per year.

TEMPORARY employees are clergy or lay employees who are hired as interim replacements, to supplement the work force, are “on call” or will assist in the completion of a specific project. The duration of the employment is limited and should not exceed 12 months. Extension of the initial employment period does not change the employment status. Temporary employees retain that status until they are notified of a change.

C. Overtime

Overtime is scheduled and approved by the Senior Director of Operations.

- a) Overtime is defined as hours worked above 40 hours per 7-day week.
- b) The Church pays 1.5 times the regular pay rate for all overtime. All overtime must be approved in advance by the Senior Director of Operations prior to being worked.

D. Breaks and Meals

1. **Entering time** – Non-exempt employees (hourly) are responsible for entering his/her shift information, including job code, start time and end time on each day they are scheduled to work.

2. Lunch and Rest **Breaks** –Full Time employees will be paid each day for a half hour lunch. Part Time hourly employees will not be paid a half hour lunch break unless scheduled to work more than 6 hours in a work day. All hourly staff is responsible for clocking in and out of the time clock system when on lunch.

The Federated Church has no official rest periods that apply to all employees. However, all staff may take breaks when needed. At the discretion of your supervisor, each work area has its own way of allowing employees to take a break. Special consideration is given to the nature of the work being performed in the area when determining these practices. Employees should not leave the church premises during rest breaks.

9. Personnel Files

A personnel file for each employee is securely maintained by the Senior Director of Operations. The personnel file generally includes the employment application, current W-4 form, payroll changes, and a current job description. Employee evaluations and related performance correspondence may also be included in the file. Records of personal leave days, vacation days, and sabbatical leaves are also kept.

An employee may view his or her own file with the Senior Director of Operations on a reasonable basis with prior notice. Copies of documents in an employee's file will be copied for the employee at his or her request.

Employees must report a change in personal status within ten days to the Senior Director of Operations (for example, address change, number of dependents, marital status, etc.)

10. Hiring Process

The hiring process shall be conducted in the manner approved by the Human Resources Committee, consistent with the Federated Church Constitution and Policy Book.

A new paid position, created either by expansion or reorganization, requires a written job description to be prepared by the Senior Director of Operations for approval by the Human Resources Committee. Prior to proceeding with a search, the Finance Committee must review the range of compensation to understand the budget impact. The position is then forwarded to Church Council for approval.

Positions may be posted at the discretion of the Senior Pastor or Senior Director of Operations. A search committee for lay positions may be appointed upon the recommendation of the Human Resources Committee. Search committees for clergy positions shall be approved pursuant to the Constitution.

Applications for employment must be in writing, provide an adequate description of prior experience, and list three personal or professional references. There are no restrictions on rehiring a former employee whose record was satisfactory and who is qualified to fill an available position.

Applicants for program and administrative positions will be interviewed at a minimum by the supervisor of the job for which the applicant is considered. A representative of the Human Resources Committee (or its delegate, which may be the Senior Director of Operations) will be present when either the initial or final interview is conducted.

Federated Church complies with the Immigration Reform and Control Act of 1986 and is committed to employing only United States citizens and those persons who are authorized to work in the United States.

11. Hiring and Orientation

A. Conditional Offer

Offers of employment are conditioned upon the applicant successfully completing a post-offer pre-employment drug screen, any required fitness for duty medical examination, and a background check. For details about the drug test, please see Federated Church's Substance Abuse Policy, which is an appendix to this Manual.

B. Orientation and Introductory Period

Federated Church provides orientation and training for new employees. This includes an orientation to the Church, review of position duties and performance expectations, and a

review period.

Each new employee and transferred or promoted employee is under an initial review period. During this time, necessary training and support is provided and performance is closely monitored. This is a particularly important time as it allows the new employee to determine if the position fits his or her career goals and allows the Church to assess the employee's performance and suitability for the position.

The review period is usually ninety days. However, employment may be ended earlier by either the Church or the employee. In general, near the end of the review period, the employee will be evaluated and a decision will be made, in the Church's discretion, to grant regular employee status or, upon approval of the Human Resources Committee, either extend the review period or terminate employment. Successful completion of this review period does not change the employment at-will relationship.

12. Compensation

Compensation will be initially established for each employee by the Human Resources Committee and reviewed with the Finance Committee for budget purposes. Compensation will be based upon the job duties, the experience of the individual filling the position and an analysis of competitive compensation data.

The Human Resources Committee will annually review general employee wage levels. In doing so, the Committee will coordinate with the Senior Director of Operations to determine individual wage levels based on performance. The Committee will make recommendations on employee compensation, generally, or each employee specifically, as may be appropriate, to the Finance Committee for budget purposes. Annual wage increases may be granted and will normally take effect in the first pay period in March. Employees will be eligible for an annual wage increase or a bonus if they were employed at least six months in the preceding year.

The Federated Church pays all its hourly employees biweekly, on Friday. The Federated Church pays all of its salaried employees bimonthly, on the 15th and 30/31st of the month. If the payday falls on a holiday, then the payday will be moved forward to the business day immediately before the holiday.

13. Benefits

The benefits an employee is offered depends upon their classification. Waiting periods for benefits may apply.

- Benefits for **Clergy** are negotiated in the call agreement or, if not provided for in the call agreement, as set forth below for Clergy subject to the terms and conditions of each benefit plan and any applicable waiting period. In the event of a conflict between the call agreement and the benefits set forth in this Manual, the terms of the call agreement apply.
- **Full-Time Lay Employees** are eligible for the benefits set forth below subject to the terms and conditions of each benefit plan and any applicable waiting period.

- **Part-time Lay Employees and Temporary Employees** are not eligible for benefits, except as set forth herein.

A. Health Insurance Benefits

Contributions for health and dental coverage may be available for eligible Clergy and Full-time Lay Employees and their eligible dependents, or others based upon individual agreements with employees.

Contribution rates are determined by the Human Resources Committee in conjunction with the Finance Committee during the annual budget process.

B. Disability and Life Insurance

Disability and life insurance is provided for Clergy pursuant to the terms of their call agreement.

Disability and life insurance is provided for Full-time Lay Employees according to the terms of insurance policies as approved by the Human Resources Committee and the Finance Committee.

C. Pension and Retirement Savings Fund

Clergy will participate in the annuity retirement program of the Church through the United Church of Christ Pension Board.

Full-time Lay Employees have the option of participating in the annuity retirement program of the Church through the United Church of Christ Pension Board or Fidelity Investments 403(b) Plan after the first year of full-time employment. Federated will pay a percentage contribution to either the UCC Pension Board or the Fidelity Investments 403(b) plan, as designated by the employee. The Church's percentage contribution is determined by the Human Resource and Finance Committees. An employee forfeits the Church's contribution by leaving employment, whether voluntarily or through termination of employment, prior to the first anniversary of full-time employment. After one year of continuous full-time employment, employees may also establish regular payroll deductions which are invested into the applicable 403(b) plan.

Information about the plans will be provided separately to eligible employees.

D. Automobile Reimbursement

With the Senior Director of Operations prior approval, Federated will reimburse employees for the use of their personal automobile when used for church business at the then-current IRS mileage rate. An employee seeking reimbursement must submit written mileage records, detailing the church business conducted on each trip.

Where the call agreement for an Ordained Pastor provides for a leased vehicle, the following policies will apply. The pastor will use a church-issued credit card or submit receipts for fuel, oil, and other maintenance items not covered by the lease. Employees using leased vehicles will submit a statement of personal use of the vehicle annually for inclusion on their W-2 form.

14. Vacation, Sick Leave and Other Leaves of Absence

A. Vacation

Federated grants annual paid vacations to full-time employees and part-time employees who are regularly scheduled to work 20 or more hours a week. The vacation year is the calendar year, January 1st through December 31st.

Vacation pay is earned as you work during the year. For example, if you are eligible to earn 15 days (120 hours) of vacation per year, you will earn 10 hours of vacation per completed calendar month. Federated Church permits you to take your vacation in advance of “earning” it during the year. In the event you take vacation in advance of earning it and later voluntarily resign, pay for vacation taken but not yet earned will be deducted from your final pay.

Vacation Days Earned

Vacation days are determined as follows

Clergy: Eligible for the number of vacation days specified in the call agreement.

Full-Time Lay Employees: Eligible for the number of vacation days per calendar year set forth below. Vacation is based upon an employee’s uninterrupted length of service as follows:

<u>Service as of January 1</u>	<u>Days (hours)/ year</u>
6 months - 3 Years Service	10 days (80 hours)
4-10 Years Service	15 days (120 hours)
11 or more Years Service	20 days (160 hours)

Part-Time Lay Employees: Part-time Lay Employees who are regularly scheduled to work 20 or more hours a week are eligible for a pro-rated number of vacation hours per calendar year. The pro-ration is calculated by dividing the number of hours per week an employee is regularly scheduled to work into 40. In the case of hourly employees with varying hours worked per week, the pro-ration will be calculated using the average number of hours worked per week in the prior calendar year (annualized if the employee worked only a part of the preceding year.)

Example: An employee is regularly scheduled to work 20 hours per week and has 5 years of service. The employee is eligible for 50% of the full time vacation allotment or 60 hours of vacation.

Temporary Employees: Temporary employees are not eligible for vacation days.

Other Negotiated Agreements: In cases where years of service/experience with previous employers (including Federated Church) are recognized, additional vacation time may be granted upon hire. This will be negotiated and approved by the Senior Director of Operations.

Scheduling and Taking Vacation

In order to ensure efficient Church operations, vacation time must be requested in writing and approved by your supervisor, with adequate lead time provided. Conflicts in requests for vacation time will be determined on a seniority basis if a voluntary resolution is not reached.

Vacations for all employees must be taken in no less than 4 hour (1/2 day) increments, unless the remaining number of vacation hours is less than 4 hours.

If a paid holiday falls within an employee's vacation period, the holiday will not be charged as a vacation day. No allowance will be made for sickness or other compensable absence occurring during a scheduled vacation.

Vacation is not cumulative from year to year, and may not be carried over. You will receive pay for any earned, unused vacation time upon termination of employment for any reason.

Vacation time is tracked for legal purposes to properly account for earned time not taken at the time of termination and to ensure that terminating employees receive pay for earned, unused vacation time as set forth below.

B. Holidays

Federated Church recognizes and grants certain days during the calendar year as paid holidays. Paid holidays are granted to Clergy, Full-Time Lay Employees and Part-Time Employees that would otherwise be scheduled to work on the holiday:

- New Year's Day
- Martin Luther King, Jr. Day
- President's Day
- Good Friday or Easter Monday (as determined by the Senior Director of Operations)
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Day after Thanksgiving
- Christmas

When a holiday listed above falls on a Saturday or Sunday, the following Monday will generally be designated as the holiday. There may be times when the church chooses to close the facility (extended holiday) these days will be treated as Holidays as well.

Should a paid holiday occur within the period of an employee's scheduled vacation, it will be counted as a paid holiday and not as a vacation time.

C. Illness & Personal Leave

Clergy will be paid personal/illness leave as provided for in their call agreement.

Federated will provide paid illness/personal leave of up to 8 days per year for full-time employees and pro-rated number of days for part-time employees based on a 40 hour work week.

New employees will be granted illness/personal leave on a prorated schedule based on start date.

Illness leave may be used for the employee's personal illness, pregnancy complications or recovery from childbirth. *Personal leave* may be used for the following:

- Death in the immediate family (if additional days needed beyond bereavement leave)
- Attendance at funerals
- Medical and dental appointments (employee or family)
- Religious observances
- Emergency family illness
- Personal business
- Absences of an emergency nature including the inability to get to work because of snow

Illness and personal leave can be taken as half day or full day increments. Time less than a half a day is not permitted. No more than half of the days available may be used as personal leave days. Illness/personal leave may not be accumulated from year to year and any unused leave will not be paid out upon termination.

Employees who are unable to work due to their personal illness beyond the amount of paid days provided for by this Manual may be granted an extended paid leave (generally not to exceed thirty days) upon the recommendation of the Senior Director of Operations and the approval of the Human Resources Committee. Federated may require certification, initially and on a periodic basis, of an employee's continuing illness by the employee's physician and/or a physician selected by the Church.

D. Parental Leave

Parental leave for Clergy is governed by the terms of their call agreement.

Unpaid parental leave is permitted for Full-time Lay Employees and Part-time Lay Employees for a period of up to six continuous weeks immediately following the birth or adoption of a child, as approved by the Senior Director of Operations and the Human Resources Committee. Extended leave will be considered upon request.

Employer paid insurance contributions will be continued only during the initial period of leave on the same basis as it is provided during regular employment.

E. Personal Leave of Absence for Family Illness

Federated Church will consider requests of all employees (other than Temporary Employees) for up to 12 weeks of unpaid leave for personal leaves. Requests will take into consideration length of service, nature of need, and hardship to the Church. This leave may be granted for any one of the following reasons, subject to appropriate medical or other documentation:

- To care for a spouse, child or parent of the employee who has a serious health condition and requires the employee's care.
- The employee's own serious health condition that prevents the employee from performing the functions of the job.
- Any other reason beyond the employee's reasonable control that requires a temporary leave of absence from employment.

Personal leave of absence time is unpaid, unless continuing pay is approved by Church Council upon the recommendation of the Senior Director of Operations and the Human Resources Committee. An employee must use all accrued vacation, personal or paid illness leave prior to or concurrent with the unpaid leave.

Federated Church will continue to pay its share of insurance contributions (when applicable) for a maximum of 12 weeks while an employee is on a documented and approved leave of absence.

F. Bereavement Leave

Clergy may take bereavement leave as approved by the Human Resources Committee with the approval of Church Council.

Full-time Lay and Part-time Lay employees regularly scheduled to work 20 or more hours per week are entitled to take up to three (3) scheduled work days with pay to attend the funeral and attend to personal matters related to the death of an immediate family member.

G. Jury Duty

Clergy, Full-time Lay and Part-Time Lay employees regularly scheduled to work over 20 hours per week (Monday through Friday) who serve on jury duty will receive full pay at the regular rate of pay for the first five (5) regularly scheduled work days missed for jury duty. Should additional time off be required, the difference between what an employee receives for serving for jury duty and the employee's regular pay will be paid by Federated Church. Verification of attendance at jury duty and/or juror pay may be requested. On any day or half-day employees are not required to serve, the employee must return to work.

15. Work Performance, Training & Development and Sabbatical Leaves

A. Work Performance

Federated is committed to providing employees an opportunity to receive feedback on their job performance and encourages two-way discussions between supervisors and employees regarding present and future goals and expected performance results. The Human Resource

Committee oversees the evaluation process for clergy and works with the Senior Director of Operations to ensure evaluation tools are in place for lay staff and that performance is measured at least annually.

B. Training and Development

Continuing education and development for Clergy and Lay Employees may consist of the following, with the prior approval of the Senior Director of Operations, the Senior Pastor and the concurrence of Human Resources Committee, if so requested:

- In-Service Training: Denominationally or non-denominationally sponsored training or development activities focused specifically on an employee's job description.
- Personal Growth: Experience in education, theological or spiritual areas outside the employee's job description.

C. Sabbatical Leave

Sabbatical leave is a paid leave of absence for the purpose of spiritual and/or intellectual enrichment and shall be provided to Clergy pursuant to the call agreement.

A request for sabbatical leave and a written sabbatical leave plan must be approved by the Senior Pastor and the Human Resources Committee, and a report must be submitted following the conclusion of the sabbatical leave.

Sabbatical leave may not be accrued for termination pay purposes. Pastors taking advantage of a sabbatical leave are required to remain employed by Federated Church for at least one additional year upon return from the sabbatical leave. In the event the pastor does not remain employed for one year after return from sabbatical leave, the pastor will repay the Church for the cost of the sabbatical leave.

16. Employment Separations

Termination of employment is an inevitable part of personnel activity within any organization, and many of the reasons for termination are routine. Below are examples of some of the most common circumstances under which employment is terminated:

- Resignation or Retirement – voluntary employment termination initiated by an employee.
- Discharge – involuntary employment termination initiated by the Church.
- Reduction in Force – involuntary employment termination initiated by the Church for non-disciplinary reasons.

Clergy are required to give notice of resignation or retirement as required by their call agreement. In the absence of a stated time period, sixty days prior notice shall be provided. Employees in programming related positions are requested to provide at least thirty days notice prior to retirement or resignation, and notice should be provided to the Senior Director of Operations. All other employees may resign or indicate their intention to retire

by submitting a letter of resignation to their immediate supervisor with at least two weeks advance notice requested.

Severance pay for discharge or reduction in force may be provided at the discretion of the Finance Committee upon the recommendation of the Senior Director of Operations and the Human Resources Committee. **FEDERATED CHURCH IS EXEMPT FROM OHIO AND FEDERAL UNEMPLOYMENT COMPENSATION COVERAGE.**

Employees are responsible for all Church property, materials, or written information issued to them or in their possession or control. Employees must return all property promptly upon request or upon termination of employment. You agree that Federated Church may withhold the replacement cost of any unreturned property from the final pay.

17. References

Upon request, Federated Church may, in its sole discretion, provide a reference to potential employers, depending upon the circumstances of your termination, your employment history, etc. However, you must first sign a “reference release” waiver, authorizing the Church to release information about the quality of work in addition to position title and length of employment.

Employees must not respond to requests for information regarding another employee unless it is part of one’s assigned job responsibilities. Please forward reference requests to the Senior Director of Operations.

18. Standards of Conduct

Misconduct can give rise to immediate termination, based upon an investigation by or at the request of the Senior Director of Operations or the Human Resources Committee and an assessment of all relevant factors.

The following is a non-inclusive list of examples of conduct for which disciplinary action may be taken, including immediate termination of employment:

- Violation of any Federated Church policy
- Violation of Federated Church security or safety rules or failure to observe safety rules or safety practices; failure to wear required safety equipment; tampering with equipment or safety equipment
- Insubordination
- Negligence or any careless action that endangers the life or safety of another person
- Being intoxicated or under the influence of any detectable level of alcohol or controlled substance/drug while at work; use or possession or sale of alcohol or controlled substance/drugs in any quantity while on Church premises, except for medications prescribed to the employee by a physician which do not impair work performance
- Conviction of a misdemeanor, felony or other serious crime which, in the Church’s judgment, impairs the suitability of the employee to continue employment or which reflects unfavorably upon the Church

- Possession of dangerous or illegal firearms, weapons or explosives on Church property or while on duty
- Violence or threats of violence
- Physical or verbal harassment
- Sexual or discriminatory harassment or misconduct, or disrespect toward other employees, Church members, visitors or the public
- Failure to immediately report any injuries sustained on Church property or in connection with work
- Failure to comply with overtime policies and/or requests
- Theft, dishonesty, or falsification of records
- Violation of confidentiality
- Malicious gossip and/or spreading rumors; engaging in behavior designed to create discord and lack of harmony
- Any other behavior that is, in the Church's sole discretion, detrimental to our operations and mission

19. Progressive Discipline

Unsatisfactory performance may result in termination. In general, Federated Church endorses a policy of progressive discipline by providing employees with notice of deficiencies and an opportunity to improve.

Employees will be counseled regarding unsatisfactory performance and, depending upon the nature and seriousness of the deficiencies, may be provided with a period of time (generally thirty to sixty days) to improve their performance. Separation for unsatisfactory performance may occur upon documented unresolved performance issues and with the approval of the Senior Director of Operations, Senior Pastor and Human Resources Committee, who shall together determine the terms of the separation.

The following steps will be encouraged to be followed:

1. **Corrective Counseling (verbal):** Supervisor will discuss the problem or situation, and provide guidelines for needed improvement or behavioral changes. Formal documentation from the Corrective Counseling discussion may be taken and retained for reference.
2. **Written Warning:** The supervisor will issue a formal Written Warning on the problem performance or behavior. The warning will also contain specific timelines and actions required for improvement and retention. Written Warnings and any notes taken during the Warning session become a permanent part the Personnel File.
3. **Suspension (optional step):** Such time away from the job is intended to allow the employee time to think about whether or not they wish to continue employment with the Federated Church. This will also allow time to think about past behavior, and commit to ways of improving conduct or performance. Notice of Suspension documentation and any notes taken during a Suspension discussion become a permanent part of the Personnel File.

4. **Termination:** If progress is not satisfactory, and poor performance or behavior continues, termination may result.

This Progressive Discipline policy does not alter the at-will nature of your employment and the Church's right to terminate your employment for any lawful reason. Federated reserves the right to bypass progressive discipline if the nature and/or severity of the unsatisfactory performance warrants immediate termination, in the Church's sole discretion. In addition, unsatisfactory performance coupled with any violation to the church's Standards of Conduct (see page 17 – Standards of Conduct) may bypass the steps of progressive discipline and result in immediate termination.

Discipline and separation of Clergy will not follow the above procedures but will be handled as provided in the Church Constitution.

20. Employee Complaints

Federated Church's intent is to provide a reasonable procedure to ensure that fair and prompt consideration is given to the handling of misunderstandings and employee concerns. A complaint can include a specific concern brought by an employee about discipline received or alleged discriminatory treatment. Employees are assured freedom from reprisal in any form for using or participating in the employee complaint procedure.

Employees are encouraged to bring to the attention of their supervisor immediately any dissatisfaction they may have concerning conditions of employment or treatment by management, supervisors, other employees, church members, or other individuals encountered during their employment.

Employee Complaint Procedure:

- 1) An employee with a complaint should first attempt to resolve the matter informally through discussion with the other party and their supervisor. All parties should attempt in good faith to resolve the problem.
- 2) If the matter is not resolved, the employee should promptly discuss the problem with the Senior Director of Operations (or, if the complaint involves the Senior Director of Operations, then with the Senior Pastor).
- 3) If the matter is not resolved, the employee may submit a written complaint to the Senior Director of Operations (or, if the complaint involves the Senior Director of Operations, to the Senior Pastor) for referral of the complaint to the Human Resources Committee for further inquiry and determination.
- 4) The joint decision of the Human Resources Committee, the Senior Director of Operations, and Senior Pastor will be communicated to the employee. If the employee is still dissatisfied, he or she may request to discuss the matter with Church Council, consistent with the Constitution.

21. Substance Abuse Policy

The Substance Abuse Policy of the Church is attached as Appendix A and may be updated

without revising this Manual.

22. Other Policies

There are a number of other policies listed here and in the Church Policy Book that allow for the safe and efficient operation of Federated Church. Among them:

Confidential Information

As a condition of your employment with Federated Church, you are obligated to protect and not disclose confidential information you have learned in the course of your employment, even after you leave Federated Church's employ. Confidential information may only be used in the course of your employment and for the benefit of the Church. Confidential information includes any information designated as confidential or which relates to church, church member/friend, or employee information, including personal, financial, salary or benefit information. Confidential information includes all forms of information including verbal, written or electronic.

Because of its seriousness, unauthorized use or disclosure of confidential information can lead to discipline, up to and including immediate termination of employment.

Media

Any requests from, or contact by, anyone from the media regarding Federated Church must be referred to the Senior Director of Operations.

Professional Appearance

Federated Church employees are expected to dress and groom themselves in a professional and safe manner, in accordance with accepted social and business standards. Questions about appropriate appearance should be referred to the Senior Director of Operations.

Credit Cards

Employees may be given a Church credit card for use in purchasing items for Church operations. All purchases must have prior approval of the Senior Director of Operations and receipts must be promptly submitted. Under no circumstances may the credit card be used for personal or non-Church purchases, even if you intend to reimburse the Church for the purchase.

Expense Reimbursement

Employees will be reimbursed for pre-approved, necessary job-related expenses, such as travel and off-site parking. Expense reports must be promptly submitted to the Senior Director of Operations. Receipts, or other proof, are required for all reimbursement and payments are made according to the schedule established by the Senior Director of Operations.

Internet and Email Usage

The Internet and e-mail, available to certain employees, are for the purpose of church-related activities. Occasional use of the email and internet for personal use is permitted, but such use cannot interfere with your work responsibilities. Federated Church reserves the right to monitor Internet access, usage, and e-mail correspondence to ensure appropriate usage.

Employees may not use their Federated Internet access or their computer to gamble, view illicit or inappropriate material, or for any non-work related activity beyond occasional personal use.

All materials composed, sent, received, retrieved or stored via Federated Church E-mail, Internet, Computer Network, Phones, Voice Mail, Intranet, Facsimile Systems, Copiers and Computer and Electronic systems and devices are and remain the property of Federated Church and employees should have no expectation of privacy or confidentiality when any information they create, send, receive, retrieve or store using Federated Church owned systems or devices.

The Church reserves the right to monitor, audit, search, review, intercept, access and disclose any of these materials.

Cell Phones – Safety Issues for Cell Phone Use, Including Texting

Employees whose job responsibilities include driving and who are issued a cell phone for business use are expected to refrain from using their phone while driving. Safety must come before all other concerns.

Employees may not use their cellular phone or similar device to receive or place calls, text messages, surf the Internet, check phone messages, or receive or respond to email while driving if they are in any way doing activities that are related to employment with Federated Church.

Prohibiting the use of cell phones, while driving, is one way to minimize the risk, for our employees, of accidents. Therefore, you are required to stop your vehicle in a safe location so that you can safely use your cell phone or similar device.

Health and Safety/Workers' Compensation

Federal law referred to as OSHA laws require the Church to keep records of all illnesses and accidents that occur during the workday. The Ohio State Workers' Compensation Act also requires that employees report any illness or injury on the job, no matter how slight.

If you hurt yourself or become ill, you must contact your supervisor or the Senior Director of Operations immediately to report the incident and seek assistance. If you fail to report an injury, you may jeopardize your right to collect worker's compensation payments and health benefits and may be subject to disciplinary action. OSHA also provides for your right to know about any health hazards that might be present on the job. Questions or concerns about workplace safety should be referred to the Senior Director of Operations.

Federated provides workers' compensation insurance program through the Ohio Bureau of Workers' Compensation. This program covers injury or illness sustained in the course of employment that requires medical, surgical, or hospital treatment. Subject to applicable legal requirements, workers' compensation insurance provides benefits after a short waiting period or immediately if the employee is hospitalized.

Whistle-blower protection

The Senior Pastor and Senior Director of Operations shall enforce the Ohio Whistle-blower Statute by ensuring Federated Church takes no retaliatory action against employees for reporting a suspected “criminal offense that is likely to cause an imminent risk of physical harm to person or a hazard to public health or safety, a felony, or an improper solicitation for a contribution.”

Computer Software and Unauthorized Copying of Copyrighted Material

Federated does not condone the illegal duplication of software or other copyrighted material. The only exception is the users’ right to make a backup copy of software programs for archival purposes. Federated employees may use software only in accordance with license agreements. Violations will result in disciplinary action, up to and including termination of employment.

Property and Equipment Use

You are responsible to understand how to safely operate the machines and vehicles needed to perform your duties. If you find that a machine or vehicle is not working properly or in any way appears unsafe, please notify your supervisor immediately so that repairs or adjustments may be made.

Donated items (for example, household items) are intended for the benefit of the donee. You may request permission to take a donated item and permission will be obtained by the donor, if possible. You may not take a donated item without prior written permission from the Senior Director of Operations.

Federated Church equipment and vehicles are for the sole use of Church-related activities and are not for personal use. Equipment and vehicles may not be borrowed or used for your own purposes without prior written permission of the Senior Director of Operations.

Laptop Security

Occasionally an employee may be provided with a Church laptop for business purposes and will be responsible for the physical security of the laptop. All laptops acquired for or on behalf of the Federated Church are the property of the Church. The Laptop must be locked up and stored in a secure location when it is not in the immediate possession of the authorized user. If the laptop is lost, stolen, misplaced, or damaged please notify your immediate supervisor immediately. The laptop must be used in a manner that complies with all company policies including the Internet and Email Usage Policy.

Outside Employment

Employees must meet the same performance standards and are subject to Federated Church’s scheduling expectations, regardless of any outside work requirements. If the Church determines that an employee’s outside work interferes with performance or the employee’s ability to meet the Church’s requirements, the employee may be asked to terminate the outside employment if he or she wishes to remain employed by the Church.

Outside employment will present a conflict of interest if in the judgment of the Human Resources Committee and the Senior Director of Operations it has an adverse impact on Federated.

Appendix A

SUBSTANCE ABUSE POLICY

Purpose of Policy

The Federated Church of Chagrin Falls is committed to providing a safe work and church environment free from substance abuse. The use and abuse of drugs and alcohol can jeopardize the health, safety, and wellbeing of Federated employees, members and visitors. In addition, substance abuse negatively impacts many aspects of the work environment.

This Policy is intended to deter and detect the use and abuse of drugs and alcohol in the workplace, and to take aggressive steps to rid the workplace of the effects of substance abuse. This includes educating our staff and assisting staff members who feel they have a substance abuse problem.

This Policy is supported by Church Council and the leadership and management of the Church. This Policy applies to all paid Federated staff members, including clergy and management employees. All staff members are expected to read and understand this Policy and to attend the educational programs and training provided for by this Policy.

No Drugs or Alcohol Policy

It is violation of this Policy for you to use, possess, manufacture, distribute, sell or purchase alcohol, drugs or drug paraphernalia on Federated premises, while you are on Federated business, or while you are representing Federated as a staff member.

It is a violation of this Policy to be under the influence of drugs or alcohol while you are working for Federated, while you are on Federated business, and while you are representing Federated as a staff member.

Definition of Drugs and Being Under the Influence

For purposes of this Policy, "*drugs*" means:

1. Illegal drugs and controlled substances
2. Legal drugs that you illegally obtain
3. Legal drugs that are not prescribed to you or are not used in the amount or in the manner in which it was prescribed or intended
4. Any other substance or compound that is capable of creating an adverse effect on a person's physical, mental, or emotional state.

"Being under the influence of a drug" (as defined above) means having a concentration of the drug in your system equal to or greater than the drug cutoff concentration recommended by the U.S. Department of Health and Human Services.

"Being under the influence of alcohol" means having a blood or breath alcohol test result of .04 or above when tested.

Application of Policy

1. Education

Federated will educate staff members annually about the health, emotional, and spiritual consequences of substance abuse. Initial and refresher training will be for at least one hour annually. New staff members will receive training within the first six weeks of employment.

The Senior Director of Operations is designated as the coordinator of this Policy, and is responsible for obtaining knowledgeable presenters to educate our staff about substance abuse. The Senior Director of Operations is also responsible for confidentially arranging drug and alcohol testing, as needed, and will have a list of medical and community resources for staff members to contact for substance abuse assistance.

2. Self-Referral to Rehabilitation Program

Staff members are encouraged to voluntarily seek assistance and referral for substance abuse rehabilitation. If you voluntarily seek help, you will receive support and assistance in finding assessment and treatment services. Staff members will not be disciplined or terminated for voluntarily seeking assistance for a substance abuse problem.

Self-referral due to the threat of or expectation of drug or alcohol testing is not considered a voluntary self-referral. A staff member in this circumstance will still be required to comply with drug or alcohol testing and will be subject to discipline under this Policy for a positive result.

3. Reporting to Work Fit for Duty

Staff members must report to work in a fit condition to safely and productively perform their duties. Being under the influence of drugs or alcohol will result in discipline up to and including termination of employment.

4. Testing

A. Testing Procedures

Federated may require the testing of employees for the presence of drugs or alcohol. The purpose of testing is to advance the objectives of this Policy and to protect the safety and health of our staff, members, and visitors. All testing will be conducted in compliance with applicable state and federal law, using accepted professional and technical standards, and in a manner that respects and recognizes the dignity and privacy of our staff members.

Collection of urine specimens and breath testing will be done at a designated medical clinic. Urine drug test specimens will be analyzed by a laboratory certified by the federal government. A medical review officer, called an MRO, is a trained physician responsible for discussing a positive test result with the staff member and determining whether there is valid reason for the presence of a substance in a staff member's system.

Testing may be done for:

- Alcohol
- Amphetamines (speed, uppers)
- Cocaine

- Marijuana
- Opiates (codeine, heroin, morphine)
- Phencyclidine (PCP, angel dust)

Refusal or failure to submit to testing when asked, adulteration of a specimen for testing, or the confirmed presence of masking agents in a test sample may result in termination of employment.

Federated may suspend a staff member, with or without pay, pending the results of a substance abuse test. In the event the suspension is without pay and the test result is later found to be negative, the staff member will be reimbursed for unpaid time.

B. Reasons for Testing

Pre-Hire Testing

Federated will not hire applicants who fail to pass a post-offer drug test. An offer of employment depends upon the satisfactory completion of and negative results of a post-offer drug test.

Reasonable Suspicion Testing

Federated may require, as a condition of continued employment, that a staff member submit to an alcohol or drug test when there is “reasonable suspicion” to believe that there is a violation of this Policy or that the staff member's job performance or behavior may be affected by the use of alcohol or drugs.

Reasonable suspicion examples include, but are not limited to:

- physical, behavioral, or performance indicators of use
- a credible report of use
- involvement in an incident causing, or a near-miss incident that could have caused, injury or property damage
- violation of a Federated policy or safety rule that threatens the health or safety of staff members, church members, friends, visitors, or the public

Reasonable suspicion also exists when illegal drugs (including odor or other indicia of use), alcohol, or drug paraphernalia is found on Federated premises. In such a case, staff members who have access to the area in which the items were found may be required to submit to testing.

Where reasonable suspicion is the basis for testing, the supervisor shall document in writing the basis for reasonable suspicion and shall obtain the approval, either written or verbal, of the Senior Pastor or a Human Resources Committee member before requiring the suspected staff member to submit to testing.

Last Chance Agreement Testing

A staff member who tests positive for drugs or alcohol may be offered a “last chance” agreement. A last chance agreement may be offered to a staff member instead of discipline or termination for a Policy violation. To avoid discipline or termination, the staff member must agree to submit to a substance abuse evaluation by a qualified medical provider and to fully comply with the recommended course of treatment. In addition, the staff member must consent to the release of

information to a designated Federated official that confirms his or her compliance with the treatment program.

Once released to return to work, the staff member must submit to a return to duty drug and alcohol test. In addition, the staff member may be required to submit to random drug and alcohol testing for a reasonable period of time following return to duty.

C. Test Results

If the initial screening test is positive, a second test is conducted by the laboratory on the same sample. The Medical Review Officer will inform the involved staff member that there is a positive test result and will determine if there is valid reason for the presence of a substance in a staff member's system.

A confirmed positive drug or alcohol test will lead to discipline, up to and including unpaid suspension, termination of employment, or a requirement that you undergo, fully comply with, and successfully complete a treatment program as recommended by a qualified physician or substance abuse professional.

Employees who failed a previous test may be required as a condition of employment to submit to random follow-up testing for a period of up to twenty-four months after return to duty, unless prohibited by law.

7. Confidentiality

Requests for assistance, test results, medical and treatment procedures, and similar information will be kept strictly confidential. All related records will be kept separate from general personnel records under lock and key, by the Senior Director of Operations. *Information will be shared within Federated only with those with a specific and genuine need to know.* Violation of confidentiality rights is subject to disciplinary action.

8. Compliance with Laws

Federated will comply with the requirements of all applicable federal and state laws and regulations relating to substance abuse in the workplace.

9. Violation of Policy

Staff members are required, as a condition of their employment, to comply with this Policy. Violations will result in disciplinary action, up to and including unpaid suspension or termination, even for a first offense. Discipline will depend upon the facts and circumstances and need not be determined with reference to actions taken in any other situation.

10. Responsibility of Supervisors

All supervisors are responsible to report suspected substance abuse and to uniformly apply this Policy. Supervisors will be provided with additional training on an annual basis to detect the signs of possible substance abuse.

11. Policy Interpretation and Reservation of Rights

Final interpretation of this Policy is the responsibility of the Human Resources Committee in consultation with the Senior Pastor, and approved by Church Council. Questions about this Policy should be directed to the Senior Director of Operations or a member of the Human Resources Committee.

RECEIPT AND UNDERSTANDING

- I have received and have read the Federated Church of Chagrin Falls Employee Manual.
- I understand that this Manual was prepared for the information and guidance of employees working at Federated Church.
- I have had an opportunity to ask questions and I fully understand this Manual.
- I understand that the Manual is intended to cover the policies most often applied to day-to-day work activities. It is not all-inclusive. If I have a question on something not covered by this Manual, I understand I am to contact the Senior Director of Operations.
- I understand and agree that this Manual is not an employment contract, express or implied. It may be changed at any time, without notice, by the Church.
- For non-Clergy employees: I understand that I am an at-will employee. This means that either the Church or I may terminate my employment at any time, for any lawful reason.

Employee signature: _____

Printed name: _____

Date: _____

Appendix 6

Wedding Guide

Wedding Guide



WHOM THEREFORE GOD HAS
JOINED TOGETHER
LET NO ONE PUT ASUNDER.



76 BELL STREET
CHAGRIN FALLS, OH 44022
440.247.6490 ~ FAX 440.247.2516
www.fedchurch.org



FEDERATED CHURCH

United Church of Christ
An Open and Affirming Congregation

A Message from The Ministers

A Church wedding signifies a covenanted commitment that has its foundation in the faithfulness of God's love in Christ. The presiding minister acts as a representative of the Church in asking God's blessing on the marriage. The congregation joins in affirming the marriage and in offering support and thanksgiving for the new family.

Marriage is compared by the Apostle Paul to the mystical union between Christ and the Church, a relationship of total self-giving and unconditional love. Therefore, it should not be entered into lightly or casually, but reverently, with the deepest commitment and a life-long decision to love.

Couples desiring to be married at The Federated Church will first confer with the Church Office staff who will consult the Church's calendar to be sure appropriate space is available on the desired date*. They will then meet with one of our ministers to plan the service, which will lift up the couple's relationship in the context of deep commitment before God.

This Wedding Guide is prepared to help you in planning such a wedding service.

*Non-members and inactive members are welcome to rent the Federated Church for their ceremony,. However, in order to reserve priority use of the facilities for active participants, space cannot be reserved by non-members prior to 12 months before the event. This restriction does not apply to wedding ceremonies held at the Family Life Center in conjunction with a reception there.

Venues for the Ceremony

There are several places at The Federated Church where marriage services are ordinarily performed: the Sanctuary and Chapel at 76 Bell St., Chagrin Falls, and the Family Life Center and Prayer & Memorial Gardens on Rte. 306 in Bainbridge.

- *The Sanctuary*

The Sanctuary is equipped with a pipe organ and a grand piano and seats 350 people on the main floor and 150 in the balcony.

- *The Chapel*

The Chapel is equipped with a pipe organ, a console piano and an electric piano and is especially appropriate for smaller weddings. It seats approximately 120 people.

- *The Chancel Area of the Chapel*

The chancel of the Chapel can be used for weddings when fewer than 25 guests are expected and when a less formal but reverent atmosphere is desired. Guests are seated in the choir pews, conveying a sense of intimacy and participation.

- *The Family Life Center*

- Garden Labyrinth*

- An outdoor wedding can be planned in the beautiful setting of the Family Life Center. A maximum of 100 guests are allowed on the labyrinth in the gardens. Only chairs with rubber tips on their legs are allowed and they must be rented by the family from an outside vendor.

- *Family Life Center Indoors or Grounds*

The Family Life Center has a Hearth Room and a Chapel that can accommodate a small wedding ceremony of up to 50 people. Cost will vary according to the room used and number of guests. Contact the church to discuss options.

Schedule of Ceremony Fees

Venue	Seating Capacity	Room Fee*	Sound Fee	Organist/Keyboardist Fee**	Minister's Honorarium
Sanctuary	500	\$1200	\$50	\$200/\$225	See p 4
Chapel	120	\$600	\$50	\$200/\$225	See p 4
Chapel Chancel	25	\$0 ***	\$0 ***	\$0 ***	See p 4
Family Life Center	Varies	Call for details			

*The Room Fee is waived for active church members with a personal or family history of participation in the life and ministry of Federated Church. All other couples are expected to pay the appropriate "Room Fee" in full. Organist/Keyboardist and Sound Fees apply to both members and non-members.

** Organist/Keyboardist Fee of \$200 includes one rehearsal. If a soloist or instrumentalist is involved, the fee increases to \$225.

***A very small wedding in the Chapel Chancel area requires no fees as long as there is no rehearsal and no music.

Payment of Fees

MEMBERS: Fees are due at the time of the rehearsal. Payment for the Sound Fee is to be made with a check made out to the sound technician. Payment for musical services are to be made with a check made out to the organist/keyboardist. Payment of the Minister's Honorarium is to be made with a check made out to the minister. (See page 4) All checks can be given to the Wedding Host who will distribute them.

NON-MEMBERS: For the Room Fee a deposit equaling 50% of the fee is due at the time of booking to confirm the reservation. The balance of the Room Fee is due one month prior to the wedding. The deposit is fully refundable up until one month before the wedding. Checks should be made payable to: The Federated Church. The remaining fees are due at the time of the rehearsal. Payment for the Sound Fee is to be made with a check made out to the sound technician. Payment for musical services are to be made with a check made out to the organist/keyboardist. Payment of the Minister's Honorarium is to be made with a check made out to the minister. (See page 4) All checks can be given to the Wedding Host who will distribute them.

The Officiating Clergy

It is customary and preferred that one of The Federated Church ministers officiate at any wedding held in our Sanctuary or Chapel at 76 Bell Street. If there is a desire to have a relative or close friend of the bride or groom assist at the ceremony, the officiating minister from The Federated Church should be consulted before arrangements are made with the guest minister. The invitation to assist at the ceremony should also be extended by one of The Federated Church ministers.

The Premarital Conference

The officiating minister will want at least one conference with the bride and groom prior to the wedding ceremony. Typically, several sessions are held exploring many facets of Christian marriage. An appointment for this purpose should be made soon after booking the wedding, by contacting the officiating minister directly.

The Minister's Honorarium

MEMBERS: It has long been a tradition that, for members, no fee is charged, *per se*, but rather an honorarium is given to the minister at the time of the rehearsal.

Since many people ask for help in deciding upon an appropriate honorarium, we suggest that you consider the following factors:

- The number of professional hours the minister has spent with you in premarital conferences. Different ministers and different couples work together in a variety of ways, and these individual approaches need to be considered. The time our ministers devote to marriages is usually not during hours they normally devote to performance of their regular duties.
- The hourly compensation one customarily pays to other professionals who serve in the community.
- The total cost of the wedding. Since the wedding ceremony is the most significant part of the proceedings, it sometimes helps to consider whether the honorarium reflects an appropriate percentage.

Honorariums of at least \$400 are customary and appropriate, and we hope that, using the above guidelines, you will be able to decide an amount which expresses both your appreciation to the minister for the time he or she has spent with you and your respect for his or her professional counseling which is designed to enhance the meaning of this special occasion in your lives.

NON-MEMBERS: The fee for non-members is \$400 and is due at the time of the rehearsal. Checks should be made payable to the minister and given to the Wedding Host volunteer for distribution.

Music

A wedding held in our Sanctuary or Chapel at 76 Bell Street is a Christian worship service. Therefore, the music used during the service should be appropriate and in keeping with the standards of our church. The Federated Church organist/keyboardist and the officiating minister will collaborate with the couple to select the music for the wedding.

A list of suitable suggestions for wedding music has been prepared by our organist/keyboardist. The list of music is available to all couples who choose to be married at Federated, keeping in mind the joyous solemnity of the occasion as well as the desire that the entire nuptial service, including its instrumental and vocal music, be thoroughly complementary to the reverent and God-centered spirit of worship.

To give the couple an opportunity to hear some of this music before making their choices, an audio recording of the organ music on CD is available on loan from the Church Office. Most of this music can also be played on piano or portable keyboard.

A couple who has in mind a selection which does not appear on the list must consult with the organist/keyboardist regarding its suitability for use. If the couple wishes, the organist/keyboardist will be happy to prepare a program of his or her own choosing for the proper length of time.

Our organist/keyboardist has contacts with both vocalists and instrumentalists and can make recommendations if you wish. Their use is optional. A single trumpet, trumpet trio, or trumpet quintet is available upon request.

If you would like to use your own vocalist(s) or instrumentalist(s), please discuss your choice(s) with our organist/keyboardist in order to maintain the sacred music standards we have set for weddings held in our Church. Recorded music is generally not allowed.

Any pre-recorded media must have prior approval .

The Organist/Keyboardist

It is customary and preferred that you use The Federated Church organist/keyboardist to provide music at our Church. It is necessary for you to confirm the date by contacting him or her directly. If he or she is unavailable to play, he or she will suggest suitable substitutes for you to contact.

The Organist/Keyboardist Fee

As described on page 3 the Organist/Keyboardist Fee of \$200 includes one rehearsal. If a soloist or instrumentalist is involved, the fee for the organist/keyboardist increases to \$225. That check should be made payable to the organist/keyboardist . Checks for soloists or instrumentalists should be made payable to those individuals. All checks can be given to the Wedding Host who will distribute them.

Floral Arrangements

The Chapel

The Chapel is simple, intimate and beautiful. A floral arrangement on the altar adds beauty to the service and is the most popular choice among couples and their florists. The arrangement should not extend higher than the horizontal portion of the cross on the altar which is thirty inches.

The Sanctuary

The Sanctuary has a more spacious altar than the Chapel and a higher cross. Therefore, the altar floral arrangement needs to be larger than its counterpart in the Chapel. It, too, should not extend higher than the horizontal portion of the cross which is four feet. Palms, ferns, or other decorations, although not necessary, may be used.

Additional Decorating Information

We do not permit the use of an **aisle cloth (runner)** in our Chapel or Sanctuary, because they have proven to be a safety hazard.

If you want to use **candles** for your wedding, you must use the Church's candles, which are oil-filled, wax-less candles. They look exactly like normal tapers but do not drip and cause damage to carpets and furniture. The Church has a pair of seven-branch candelabra as well as two large altar candles. All of them are available for your use. If you wish, the florist can add greenery and/or flowers to the candelabra.

If you are planning to use **pew decorations** (bows, greens, flowers, etc.) you will need to secure them with pew clips. Tape or wire cannot be used because of the damage it causes to our pews. Your florist can furnish these clips.

It is necessary that the florist deliver all the flowers to the Church and complete their work in the Chapel or Sanctuary **not later than one hour before the start of the ceremony**. It is important that the florist understands and agrees to this upon being engaged.

Photography & Videography

Because this is a religious ceremony, flash pictures are not to be taken in the Sanctuary or the Chapel during the actual wedding ceremony. It is permissible for the photographer to take flash pictures of the bridal party during the processional or the recessional but not during the ceremony. Non-flash pictures and video may be taken from the rear of the Sanctuary or the Chapel during the ceremony. **It is important that the photographers and videographers understand these guidelines upon being engaged.**

Photographers and videographers are asked to contact the officiating minister upon their arrival at the Church.

We also suggest that you use your wedding program to remind your guests that flash photography is not allowed during the ceremony. Photography by guests can be a distraction for other guests and the participants in the wedding and an impediment to the professionals hired to photograph and record your ceremony. A gentle reminder to your guests that they have been invited to witness the service, not to document it, might help with this.

Wedding Host Ministry

We wish to extend a warm Federated welcome to the families and guests of those being married at our Sanctuary or Chapel at 76 Bell Street through our Wedding Host Ministry. A volunteer lead host from this ministry will attend the rehearsal and, on the day of the ceremony, be with you from the time you arrive at the church through the departure of all guests. This ministry will also provide other volunteers on the day of the wedding to answer questions and to help your guests with parking and navigating the building. A lead host will be assigned to your wedding after it has been confirmed on the Church Calendar and will contact you about a month before your wedding. This service is free—a gift from Federated.

Other Guidelines

- **NO ALCOHOLIC BEVERAGES** are to be served or consumed in the Church building or on the grounds at 76 Bell Street.
- Alcohol (beer, wine & liquor) is allowed at wedding receptions at The Family Life Center.
- Confetti and rice may NOT be used at all.
- Bird seed and bubbles may be used outdoors only.

Weddings & Receptions at the Family Life Center

The Family Life Center at 16349 Chillicothe Road in Bainbridge Township welcomes weddings and receptions and has multiple spaces available to be considered.

Whether you have an intimate gathering of 50 or a large group of 350, your special day will be perfect in our elegant facility and gardens. The Family Life Center has Preferred Caterers or you may use a caterer of your choice at an additional fee. Alcoholic beverages are allowed.

There are several places at the Family Life Center where marriage ceremonies can be performed.

The **Grounds and Prayer & Memorial Gardens** provide beautiful settings for an outdoor wedding. A maximum of 100 guests are allowed on the labyrinth in the gardens.

The **Hearth Room** and the **Chapel** may be considered for weddings with up to 50 guests.

The **Great Hall** (pictured below) can accommodate up to 350 guests and is a popular choice for a beautiful sit-down reception.

Visit www.federatedfamilylifecenter.com for photos and more information. Contact the church to make an appointment to discuss the options, availability and costs.

Note: The policies regarding officiating clergy (page 4) and approved music (page 5) do not apply at the Family Life Center, however, we ask that you treat our gardens and facilities with appropriate respect as they are sacred spaces to our congregation.





FEDERATED CHURCH

Family Life Center

www.federatedfamilylifecenter.com
440.247.6490

16349 Chillicothe Road
Chagrin Falls, OH 44023

Revised May 2016

Appendix 7

Funeral Guide



Memorial Service Guide

I am the resurrection and the life.
Those who believe in me, even though they die, will live.
(John 11:25)



FEDERATED CHURCH
United Church of Christ
An Open and Affirming Congregation

A Message from the Pastors

The death of a loved one is one of the most difficult experiences we will face in life. We trust in the promise of God's abiding presence, and we hope in the resurrection, but we are nonetheless left with the deep pain and grief of loss.

After notifying the church, you will be put in contact with the pastor who will officiate at the ceremony. Together you will arrange for a time and place for the Memorial Service, as well as the graveside service if desired. The pastors at Federated Church are here to help you bear the pain of loss. Know that our prayers are with you, and that we will do all we can to make the service meaningful and healing.

Memorial Ministry at Federated Church

The Federated community is here to help support you in the journey, as well. Our Memorial Ministry has been created as a team of people that provides both spiritual and practical help to families who are experiencing the loss of a loved one. This ministry helps in a variety of ways:

Hosts - Memorial hosts serve before, during, and after the Memorial Service. Our Pastoral Care Administrator will put you in touch with the team leader. That person will arrange for a team of ushers and greeters to assist at the entrances and narthex. They will also coordinate volunteers to assist before and during any reception held at Bell Street or at the Family Life Center.

Companions - Church members who have been trained to help in situations of bereavement *may be available* to come to your home should you need someone there to accept deliveries, stay at the house during periods that the family will be away at services, or meet other needs that may arise through the day of the Memorial Service.

Other services - Our Angel Food Ministry *may be available* to prepare and deliver meals to the family home during the days leading up to the Memorial Service.

Our Pastoral Care Administrator coordinates between the pastors and the ministry team so that this process will be as straightforward and worry-free as possible for you.

Venues for the Ceremony

There are several places at Federated Church where Memorial Services are ordinarily performed: the Sanctuary and the Chapel at 76 Bell St., Chagrin Falls, and the Family Life Center and the Norling Prayer & Memorial Gardens on Rt. 306 in Bainbridge.

The Sanctuary - The Sanctuary is equipped with a pipe organ and a grand piano and seats 350 people on the main floor and 150 in the balcony.

The Chapel - The Chapel is equipped with a pipe organ, a console piano and an electric piano and is especially appropriate for smaller gatherings. It seats approximately 120 people.

The Family Life Center - The Family Life Center has a Hearth Room and a Chapel that can accommodate a small ceremony of up to 50 people. Contact the church to discuss options. There is also a Great Room available for a large Memorial Service. Any of these venues can be used in conjunction with the Norling Prayer & Memorial Gardens and Labyrinth, if the family desires the scattering of ashes. (See page 7).

The Officiating Clergy

It is customary and preferred that one of the Federated Church pastors officiate at any Memorial in our Church or at the Family Life Center. If there is a desire to have a relative or close friend of the family assist at the ceremony, the officiating pastor from Federated Church should be consulted before arrangements are made with the guest minister. The invitation to assist at the ceremony should also be extended by one of the Federated Church pastors.

The Organist

It is customary and preferred that you use the Federated Church organist to play at the service. It is necessary for you to confirm the date with our Pastoral Care Administrator. If our organist is unavailable to play, our Pastoral Care Administrator will find a suitable substitute for you. As a general rule, we do not allow recorded music to be played at the Memorial Service.

Pre-Service Planning

The officiating pastor will want to meet with the family to plan the service, and get to know the family and reflect on the deceased loved one. An appointment should be made by contacting the officiating pastor directly. If you would like to reflect on possible hymns and scripture verses to be used, please consider those listed below.

Scriptures

The officiating pastor will talk with you about scriptures to be used for the service. Here are some suggestions which may be meaningful to you and your family:

Old Testament:

Psalm 23

Psalm 27:7-14

Psalm 42

Psalm 46

Psalm 90:1-4, 12-17

Psalm 121

Psalm 130

Psalm 139:1-18, 23-24

Job 19:25-27

Isaiah 25:6-9

Lamentations 3:22-26, 31-33

Ecclesiastes 3:1-14

Epistles:

1 John 3

Philippians 4:8

Romans 8:9-11, 31-39

1 Corinthians 1:18-30

1 Corinthians 13

1 Corinthians 15:12-20

2 Corinthians 4:7-11, 16

2 Corinthians 5:1-5

Ephesians 3:14-21

1 Thessalonians 4:13-18

2 Timothy 1:8-13

Revelation 21:1-6

Gospels:

Matthew 5:3-10

Matthew 11:28-30

Luke 23:33, 39-43

John 6:37-40

John 11:17-27

John 12:24-26

John 14:1-3, 18-19, 25-27

Music

A Memorial Service held in a church is a Christian worship service. Therefore, the music used during the service should be appropriate and in keeping with the standards of our church. The officiating pastor will collaborate with the family to select the music for the service.

Some hymns that are typically used are listed here. Please note that these are suggestions, and that other appropriate songs and hymns may be used. The numbers listed are the page numbers in our hymnal, the *Chalice Hymnal*.

Abide with Me	636
Amazing Grace!	546
Be Thou My Vision	595
Because He Lives	562
Blessed Assurance	543
For All the Saints	637
God Is My Shepherd	79
Great Is Thy Faithfulness	86
How Blest Are They Who Trust in Christ	646
How Great Thou Art	33
I Was There to Hear Your Morning Cry	75
I Know That My Redeemer Liveth	225
In the Bulb There Is a Flower	638
In the Garden	227
It Is Well with My Soul	561
Joyful, Joyful, We Adore Thee	2
Let Hope and Sorrow Now Unite	639
My Shepherd, You Supply My Need	80
My Hope Is Built	537
Nearer, My God, to Thee	577
O God, Our Help in Ages Past	67
On Eagle's Wings	77
Precious Lord, Take My Hand	628
Softly and Tenderly	340
Swing Low, Sweet Chariot	643
There Is a Balm in Gilead	501
The Lord's My Shepherd	78
The Old Rugged Cross	548
What a Friend We Have in Jesus	585

Floral Arrangements

In the Chapel - The Chapel is simple, intimate and beautiful. A floral arrangement on the altar adds beauty to the service. The floral arrangement should not extend higher than the horizontal portion of the cross on the altar which is thirty inches.

In the Sanctuary - The Sanctuary has a more spacious altar than the Chapel and a higher cross. The altar floral arrangement should not extend higher than the horizontal portion of the cross which is four feet.

General Information - It is the responsibility of the family to order flowers for any service at the church. You are welcome to take these at the end of the service or, if desired, we offer a ministry that will rearrange the flowers and deliver them to people who are homebound.

Additional Information

If the family wishes to display a picture or memorabilia at the service, it must be appropriate. Please discuss this with the pastor.

Pews are roped off for close family members. Please let the Pastoral Care Administrator know how many people will be sitting in these reserved pews, so we can rope off an appropriate number.

Six copies of the audio CD of the service will be made and given to the family immediately following the service at no cost.

Many times a funeral home will provide a guest book. However, if you would like one from the church, we can arrange this. In most cases, a guest book is placed outside the room where the service will be held and moved to the reception area (if at the church) after the service starts.

Receptions at the Church

Smaller receptions (25-60) are frequently held in the Lounge, and larger receptions (60-200) are usually in Fellowship Hall. If a larger space is desired, a reception can be held at the Family Life Center, 16349 Chillicothe Rd. (Rt. 306 in Bainbridge Township.)

The church provides long tables for serving as well as round tables for guest seating. Burgundy fabric tablecloths are available.

The church can provide additional long tables and easels for photographs and other memorabilia.

The church provides coffee, tea, punch, cups, napkins, etc. The Memorial Food Ministry of Federated is able to provide 12 dozen cookies or baked goods if desired, free of charge. If you would like to provide something more substantial at the reception, a list of some companies that will deliver to the church follows. These are merely suggestions, and, of course you are free to find a caterer of your choice:

Yours Truly Restaurant (fruit & cheese trays, sandwiches and wraps) 440.247.3232

Trifles Catering (finger sandwiches, dessert trays and fruit trays, warm and cold entrees, full service catering) 440.247.8595

Scattering of Ashes at the Prayer & Memorial Gardens

Ashes may be scattered in the Norling Prayer & Memorial Gardens. A gift equivalent to the price of a Memorial Stone is requested prior to the scattering of ashes. This gift can be made at any time during the life of the deceased or just prior to the service for scattering of ashes. Scattering of human ashes is permitted in the garden area only, not on the water or the Labyrinth. Ashes may not be stored in urns, special vessels or any container either above or below ground. Pet ashes are not permitted in the Gardens; they may be scattered on the Nature Trail.

Installation of Memorial Stones - Memorial Stones will be installed after the frost, when sufficient quantities are obtained for engraving.

Special Requests - The Senior Pastor and the Moderator of Federated Church may consider situations or requests not covered by these rules and guidelines or minor variations from these rules. Their unanimous agreement will govern what action is taken or denied. No one for lack of funds will ever be denied the opportunity to scatter ashes.

Fees

There are various fees associated with a Memorial Service and reception at Federated Church. Please contact the Pastoral Care Administrator for information. Please know that inability to pay does not preclude you from having a ceremony or reception at the church. Discuss any circumstances with the Pastor or the Pastoral Care Administrator.

Pastors

Rev. Hamilton Throckmorton
440.247.6490 x110
hamthrock@fedchurch.org

Rev. Mark Simone
440.463.9439
msimone@fedchurch.org

Rev. Susanna Kawolics
440. 247.6490 x310
skawolics@fedchurch.org

Pastoral Care Administrator

Darlene Nichols
440.247.6490 x123
dnichols@fedchurch.org



76 BELL STREET
CHAGRIN FALLS, OH 44022
440.247.6490 ~ FAX 440.247.2516
www.fedchurch.org