

Manual of Operations

United Presbyterian Church

326 South Main Street

Harrodsburg, KY 40330

Presbytery of Transylvania

Synod of Living Waters

Presbyterian Church (U.S.A.)

Adopted: May 4, 2008
Revised: December 2018

Name

The name of the congregation shall be: United Presbyterian Church.

It shall be incorporated under the State of Kentucky as: Harrodsburg United Presbyterian Church, Inc.

Mission of United Presbyterian Church

The mission of United Presbyterian Church is to proclaim the good news of Jesus Christ and to demonstrate the love of God to others. As we have received, we are to share. We seek to strengthen our Christian relationships with one another, with the community, and with God's world, in order to meet the challenges of the future.

United Presbyterian Church of Harrodsburg, Kentucky is a congregation of the Presbytery of Transylvania, the Synod of Living Waters and the Presbyterian Church in the United States of America. Membership in this congregation is open to any person who professes faith in Jesus Christ and who receives baptism in his name. We invite you to join with us in worship and service.

Historical Summary

In 1782, David Rice, a Presbyterian preacher from Virginia came to Kentucky. He had heard of opportunities for settlement and was seeking land for his family. While he was in Kentucky some of the settlers invited him to preach.

The minutes of Hanover Presbytery, as it was in session on May 20, 1783, record a call to the Rev. Rice from the three congregations of Cane Run (Harrodsburg), Danville and the Salt River Settlement (New Providence). He accepted the call and returned to Kentucky in October 1783 to serve these congregations as a triple charge for nearly fifteen years.

The first house of worship for the Cane Run congregation was a small log cabin erected in 1784 on land owned by Captain John Haggin about three miles east of Harrodsburg. Two years later a frame building was erected. This was used during the tenure of the Rev. Rice and his successor, the Rev. Samuel Robertson. By 1816, the building was in need of major repair and was inconveniently located for the majority of the congregation. Dr. Thomas Cleland was now the Pastor of the congregation. A decision was made to move the church to Harrodsburg, changing the name to Harrodsburg Presbyterian Church.

A 40x30 foot frame building was erected in Harrodsburg on the site of the present church. That building was soon outgrown by the increasing membership of the congregation. Dr. Cleland wrote, "the difficulty was providentially remedied, for on March 9, 1818, the Lord sent a strong northwester which overturned the whole building and razed it to the ground." On November 26, 1820, a large brick building 70x45 feet was dedicated.

In 1828 the first Sunday School was held in Harrodsburg. It was sponsored jointly by the Presbyterians and Methodists and held in the Court House.

The Rev. John Montgomery was called as the first full-time Pastor of Harrodsburg Presbyterian Church in 1840. In 1853, the church building, which had been constructed in 1820, was razed. The new building measured 90x50 feet, and its brick walls are included in the walls of the present sanctuary.

In addition to serving as Pastor, the Rev. Montgomery was Principal of the Harrodsburg Female Academy. "The Academy" was built next to the Church in 1847.

The ministry of the Rev. James V. Logan was filled with stress from the Civil War. Many of the wounded from the Battle of Perryville, October 12, 1862, were brought to Harrodsburg. The Presbyterian Church was converted into a temporary hospital, with many women from the congregation serving as nurses.

The Clerk-of-the-Session records in the minutes that the congregation was about equally divided in regards to the two parties of the war. During this same time, the Synod of Kentucky found itself to be divided. In October 1866 it was split into two Synods, one representing the north, the other the south. The Harrodsburg congregation was represented in committees organizing both new Synods. The congregation in Harrodsburg was likewise divided, becoming two separate congregations, the Assembly Presbyterian Church under the U.S.A. (northern) Synod and the First Presbyterian Church under the U.S. (southern) Synod.

From October 30, 1866, to February 1868, each congregation used the building every other Sunday for worship. On February 24, 1868, the U.S.A. members of the church held a congregational meeting and voted to negotiate a property settlement with the U.S. members, and to worship in another place.

It was at this time that the U.S.A. members voluntarily relinquished one-half interest in the Church and Academy properties. On January 1, 1872 the property settlement was completed by a public sale. The U.S. congregation purchased the Church property, and the U.S.A. congregation purchased the Academy property and proceeded to build a brick building on East Poplar Street.

Seventeen years after the division of the Presbyterian Church in Kentucky into two separate Synods, both groups were willing to claim and celebrate a common heritage. A jointly planned Centennial Day celebration (1883) was held in churches, which had invited David Rice to Kentucky. The southern Synod met in Harrodsburg, the northern Synod in Danville. Fifty years later, the 150th celebration of Presbyterianism in Kentucky was held in Harrodsburg by both synods.

At the beginning of the Twentieth Century some of the leaders of both Presbyterian Churches in Harrodsburg began to think of the possibility of reunion. The Sessions of both churches drew up a “memorial” which read in part, “the energies and wealth of the once united church have been wasted in maintaining competitive churches. After mature deliberation we have concluded it is both desirable and necessary that the two Presbyterian churches of Harrodsburg should be united into one church.”

In 1913, the First Presbyterian Church and the Assembly Presbyterian Church of Harrodsburg reunited, 47 years after the division of 1866. Congregations in border states, separated by the Civil War but later reunited, were called United Presbyterian. The two Presbyterian Churches in Harrodsburg were the very first in the country to affect such a union.

The first major accomplishment of United Presbyterian Church was the addition of an educational building and changes in the arrangement of the sanctuary of what had been First Presbyterian Church. This was completed in 1915 and was used until 1964 when the educational wing was razed and replaced with the present addition to the building. It was the 1915 remodeling which moved the tower from the center of the building to a position at the right of the building.

For many years the congregation had a relationship with both Presbyterian denominations, U.S.A. and U.S. The membership was equally divided for statistical purposes, as were all benevolences. Because of the complexities involved in the life of united congregations, a plan was proposed by both denominations for congregations to become part of one denomination or the other. In 1959 the Harrodsburg congregation voted to become exclusively a part of the Presbyterian Church U.S. (southern). This was with the hope that the 2 denominations would eventually reunite.

Union presbyteries were established in 1970. These presbyteries were related to both the U.S.A. and U.S. denominations, and divided membership and benevolences equally to each. Many Presbyterians feel that the work of Union Presbyteries helped enabled the vote for reunion of the two denominations to be approved. Reunion occurred in 1983 with the formation of the Presbyterian Church (U.S.A.).

A printed program from 1917 lists leaders for Wednesday prayer meetings in July, August and September. Ten of the fourteen weeks show women to be leaders. However, it would be another forty-eight years (1965) before Carolyn Grimes would be the first women to be ordained as an Elder. At the celebration of the 95th anniversary (2008) of United Presbyterian Church, 33 of the 55 living elders of the congregation were women.

In 1961, the Session recognized the need for additional space. It was decided to remove the educational wing, which had been added in 1915 and replace it with enlarged and modernized facilities. The new building was dedicated on September 12, 1965, and is in use today.

To enhance the worship experience of the congregation, the chancel area was completed redesigned in 1974. The pipe organ was removed, giving more depth to the choir loft. The new organ, which was the first electronic organ in Mercer County, was installed on each side of the choir. At this time the dark woodwork in the sanctuary was painted white, giving a more open and lighter feel to the sanctuary.

In the latter part of the twentieth century several things were vital to the ministry of the congregation. In 1959 the church sponsored the first of some 13 annual camps for children ages 9-11. Mr. Bill Dean served as Director for each of the camps. As the program grew, the counselors for the camp were previous campers who passed on to new campers what had been meaningful to them.

The Academy was re-purchased from private individuals in 1961. The building is used as apartments, with the church overseeing their rental. The building was completely renovated and upgraded in 2006. A tornado in February 2008 blew out the southwest corner of the building. Major repair was then completed on the building.

Lad and Lassie was established in 1965 by Mrs. Pierce Roach. The new educational building was a perfect place for a Kindergarten. Conchita Grall purchased the school in 1978. Upon her retirement, it was operated by the church until the public schools established a kindergarten program in 2000. Lad and Lassie offered the best in early childhood education, providing a positive environment for the church's children, and an outreach to the families of the community.

In October 2008 the congregation celebrated its 225th Anniversary. While reflecting on its long ministry within the community, and by extension throughout the world, the congregation is anticipating an equally long service to God as it worships and serves in the coming years.

Brief Summary, History of United Presbyterian Church Harrodsburg, KY 1783 - 2008

The history of Harrodsburg Presbyterian Church begins with the minutes of Hanover Presbytery recording a call to the Rev. David Rice from the three congregations of Cane Run (Harrodsburg), Danville and the Salt River Settlement (later New Providence). He accepted the call, beginning in October 1783, to serve the three congregations.

A small log cabin, three miles east of Harrodsburg, was the first House of Worship. In 1816, it was decided to move to town, changing the name to Harrodsburg Presbyterian Church. A frame building on the present site was replaced in 1820 with a brick structure. A larger House of Worship was erected in 1853. The walls of that structure are part of the present sanctuary.

The first Sunday School was held in Harrodsburg in 1828. It was sponsored jointly by the Presbyterians and Methodists and was held in the Court House.

The congregation's first full-time Pastor was the Rev. John Montgomery. During his ministry, "The Academy" a large Gothic structure was built next to the Church. This 1847 structure became the "Harrodsburg Female Academy." The church has recently renovated the building and uses it for apartment rental.

During the Civil War, many of the wounded from the October 12, 1862 Battle of Perryville were brought to Harrodsburg. The Presbyterian Church was converted into a temporary hospital, with women from the congregation serving as nurses. The Clerk-of-the-Session records in the minutes that the congregation was about equally divided in regards to the two parties of the war. In October 1866 the Synod of Kentucky voted to

divide. Soon afterwards the church divided and became two separate congregations, the Assembly Presbyterian Church under the U.S.A. (northern) Synod and the First Presbyterian Church under the U.S. (southern) Synod.

With the beginning of the Twentieth Century some of the leaders of both Presbyterians churches in Harrodsburg began to think of the possibility of reunion. The Sessions of both churches drew up an agreement, which read in part, “the energies and wealth of the once united churches have been wasted in maintaining competitive churches. It is both desirable and necessary that the two churches should be united into one church.” In 1913 the First and Assembly Presbyterian Churches of Harrodsburg reunited, 47 years after the division of 1866. The two Presbyterian Churches in Harrodsburg were the very first in the country to affect such a reunion.

In 1917, probably no one foresaw the ordination of women as church officers. However, a list of leaders for Wednesday Prayer meetings shows that ten of fourteen speakers were women. Forty-eight years later, in 1965, Carolyn Grimes was the first women ordained as an Elder. In 2008, on the 95th anniversary of United Presbyterian Church, 33 of the 55 living elders of the congregation were women.

Recognizing the need for additional space, the Session in 1961 decided to remove the educational wing, which had been added in 1915, and replace it with enlarged and modernized facilities. This was dedicated on September 12, 1965, and is in use today.

The establishment of United Presbyterian Church May 11, 1913.

Excerpts from memorial drawn up and signed by members of both sessions of the First and Assembly Presbyterian Churches:

“Until about the year 1868, when our beloved church in Kentucky divided into two separate churches, the Presbyterian Church was in the front rank in numbers and influence, and was used of God, conspicuously in the accomplishment of his great purposes” ...

We are as confident today, as our fathers were fifty years ago that our interpretation of God’s Work is the truth and that its acceptance by the children of men makes man the most Godlike; it is generous and charitable to other evangelical faiths, and adapted to all classes of people. It is a heritage from our fathers, transmitted to us through the centuries since the reformation, with a glory of achievement in the emancipation of conscience, in giving an open Bible, education and freedom to mankind, that it is not excelled, if equaled by any other form of faith.

The energies and wealth of the once united church have been wasted in maintaining competitive churches. After mature deliberation we have concluded it is both desirable and necessary that the two Presbyterian churches of Harrodsburg be united into one church.

Impelled and constrained by these considerations we the First Presbyterian Church and the Assembly Church of Harrodsburg, Kentucky jointly and separately by vote of the Sessions and congregations agreed to ask the respective Presbyteries to sanction the union.

Signed: Bunyon McLeod, MVP Yeaman, John Man, W. C. Rue, J.W. Davenport, J. E. Stagg, W. B. Davis
Geo. W. Edwards, G. A. Curry, E. H. Davis, L. D. Brewer, M.W. Curry, M.L.Forsythe, N. L. Curry,
Frank Curry

Constitution of the Presbyterian Church (U.S.A.)

The Constitution of the Presbyterian Church (U.S.A.)

The Book of Order

Form of Government
Directory for Worship
Rules of Discipline

The Book of Confessions

The Nicene Creed
The Apostles' Creed
The Scots Confession
The Heidelberg Catechism
The Second Helvetic Confession
The Westminster Confession of Faith
The Larger Catechism
The Shorter Catechism
The Theological Declaration of Barman
The Confession of 1967
A Brief Statement of Faith – Presbyterian Church (U.S.A.)

This constitution shall provide the basis upon which United Presbyterian Church carries out its mission and professes its beliefs. All parts of the Constitution are binding upon United Presbyterian Church.

Harrodsburg United Presbyterian Church, Inc. shall also carry out its mission under the laws of the State of Kentucky, through its *Articles of Incorporation*.

If there are conflicts between the Articles of Incorporation (the Corporation or the Foundation) and this Manual, concerning dates or other implementations, this Manual shall take precedence.

Articles of Incorporation Of The United Presbyterian Church, Inc.

In filing the annual report to the Commonwealth of Kentucky Secretary of State, the Current Registered Agent shall be the Clerk-of-the-Session. The Principal Officer shall be the Chair of the standing Committee responsible for financial issues. The list of Directors shall be the middle of the three classes of Elders serving on the Session.

(The duty of the “Registered Agent” is to receive summons, which may be issued by the Secretary of State.)

KNOW ALL MEN BY THESE PRESENTS: We the undersigned, desiring to form a corporation pursuant to the non-profit corporation laws of the State of Kentucky under KRS Chapter 273 A, and other applicable law, do hereby make, subscribe, and acknowledge these Articles, as follow:

ARTICLE I

The name of the non-profit organization shall be the Harrodsburg United Presbyterian Church, Inc.

ARTICLE II

The principal office of the corporation shall be located at 326 South Main Street, Harrodsburg, County of Mercer, State of Kentucky, and the name of its resident agent in charge thereof is Ralph Davenport, 798 Beaumont Avenue, Harrodsburg, Mercer County, Kentucky.

ARTICLE III

The nature of the business of the Corporation and the object and purposes to be transacted, promoted, or carried on by it are as follows:

(a) The purposes for which said corporation is formed is to promote the cause of the Christian religion; to provide a place of worship for its members to be conducted in accordance with the rules and regulations of the United Presbyterian Church; to receive, hold, and disburse gifts, bequests, and other funds for said purpose; to own and maintain suitable real estate and buildings for its purpose; the acquisition by purchase or otherwise of real estate, and interests therein, or stock in corporations situated anywhere within the United States, the, the exchange, lease, sale and conveyance of real estate; upon such terms and for such consideration as may deem advisable, to build, reconstruct, alter, furnish, equip and maintain offices, apartment houses, buildings, and structures of all kinds for others on commission or otherwise.

(b) The corporation is formed exclusively for purposes for which a corporation may be formed under the non-profit corporation laws of the State of Kentucky and not for pecuniary profit or financial gain. No part of the assets, income, or profits of the corporation shall be distributable to, or inure to benefit of, its members, directors, or officers except to the extent permitted under the non-profit corporation law of the State of Kentucky, and other applicable law. The corporation shall not operate or take steps, which will serve to facilitate the transaction of specific business by its members or promote the private interest of any member.

(c) The corporation is a non-profit corporation under Kentucky Revised Statutes, Chapter 273A.

(d) The corporation shall have the power, either directly or indirectly, either alone or in conjunction or cooperation with others, to do any and all lawful acts and things and to engage in any and all lawful activities which may be necessary, useful, suitable, desirable or proper or the furtherance accomplishment, fostering or attainment of any or all of the purposes for which the corporation is organized, and to aid or assist other organizations whose activities are such as to further, accomplish, foster or attain any such purposes. Notwithstanding anything herein to the contrary, the corporation shall exercise only such powers as are in furtherance of the exempt purposes of organizations set forth in the internal Revenue Code and the regulations hereunder as the same now exist or as they may hereafter be amended from time to time.

ARTICLE IV

The duration of the Corporation shall be perpetual.

ARTICLE V

The names and residences of the incorporators are as follows:

Ralph Davenport	798 Beaumont Avenue	Harrodsburg, Kentucky 40330
Ed Davis	323 South Main Street	Harrodsburg, Kentucky 40330
Hunter Coleman	113 East Poplar	Harrodsburg, Kentucky 40330

ARTICLE VI

The number of directors shall be neither less than three nor more than seven, and the initial Board of Directors shall be made up of the following:

Ralph Davenport	798 Beaumont Avenue	Harrodsburg, Kentucky 40330
Ed Davis	323 South Main Street	Harrodsburg, Kentucky 40330
Hunter Coleman	113 East Poplar	Harrodsburg, Kentucky 40330

ARTICLE VII

The Corporation hereby reserves the right to amend, alter, change or repeal any provision contained in its Certificate of Incorporation in the manner now or hereinafter prescribed by the laws of the State of Kentucky.

ARTICLE VIII

In addition to the powers and purposes set out aforesaid, this corporation shall have all of the powers enumerated in KRS 272.161 through 273.390, which powers are incorporated herein by reference as if fully copied herein

IN WITNESS WHEREOF, we have hereunto set our hands, this the 8th day of September 1972.

(SIGNED) *Ralph Davenport*

(SIGNED) *Ed Davis*

(SIGNED) *Hunter Coleman*

STATE OF KENTUCKY
COUNTY OF MERCER

BEFORE me a Notary Public in and for the State and County aforesaid there appeared personally Ralph Davenport, Ed Davis, Hunter Coleman who acknowledged the foregoing instrument of writing to be their free act and deed, which together with the fact that my commission expires August 25, 1976, is hereby certified to the proper office of record.

Given under my hand and seal this the 11th day of September 1972.

(SIGNED) *W. A. Wickliffe*

Original Copy Filed Secretary of State of Kentucky, Frankfort, Kentucky, September 19, 1972

(SIGNED) *Thelma Stovall*
Secretary of State

By-Laws
Harrodsburg United Presbyterian Church, Inc.

1. The Annual Meeting and all special meetings of the Corporation shall be called by the Session in accordance with the Manual of Operations of United Presbyterian Church and the Constitution of the United Presbyterian Church (U.S.A.)
2. The Annual meeting of the Corporation shall be held in conjunction with the Annual Meeting of United Presbyterian Church.
3. The Principal Officer of the Corporation shall serve as Moderator of all meetings of the Corporation.
4. The Clerk-of-the-Session shall serve as Secretary of the Corporation.
5. All active members of the congregation 18 years of age or older shall be eligible to vote in meetings of the Corporation. A quorum shall consist of 10% (ten) of those eligible to vote. A majority vote of those present shall be sufficient to approve actions of the Corporation.
6. The Trustees of the Corporation shall be the active members of the Session – serving as a unicameral system of government.
7. The responsibilities of the Trustees shall be those assigned by the Manual of Operations of United Presbyterian Church, the laws of the Commonwealth of Kentucky, and the Constitution of the United Presbyterian Church (U.S.A.).

These Bylaws may be amended at any Annual Meeting of the Corporation or any special meeting duly called for such purpose.

United Presbyterian Church

Each of the following topics can be addressed by reference to the Constitution of the Presbyterian Church (U.S.A.). Statements included in this document are in reference to the particular situation of United Presbyterian Church.

Nominating Committee

The Session shall elect two of its members to the Nominating Committee, designating one as Chair of the Committee. Upon nomination by the Nominating Committee, the congregation shall elect three of its members (not currently serving on the Session) to serve as a majority of the Committee. Election shall be for a one-year term and nominating committee members shall not be eligible for a consecutive one-year term.

Election of Elders

The Congregation shall meet, usually in the month of October, to elect a class of Elders which shall be ordained/installed by the following January.

Election of Foundation Board members and the Nominating Committee shall take place at the annual meeting.

Elders

Elders shall be elected for a three-year term, eligible for a consecutive second three-year term.

The Session

The Session shall consist of 6 (six) active Elders. They shall be elected in three classes, one of which expires each year.

The Congregation voted to adopt a unicameral system of government, effective February 26, 1978.

Committees of the Session

The standing committees of the Session shall be determined by it annually, as needed in the administration and mission of the congregation.

Each active member of the Session shall serve on one of the standing committees, with an active Elder being designated as Chair. Members-at-large from the congregation shall be added so as to comprise at least a majority of the committee.

The responsibilities of each standing committee is detailed in Appendix “A”

Included under the standing committees in Appendix “A” are two policy documents:

Christian Marriage (Wedding)

Service In Witness to the Resurrection (Funeral).

The Session shall also establish a Personnel Committee. Membership shall be composed of the Chair of each of the standing Committees of the Session, plus the Clerk-of-the-Session, who shall serve as Chair.

A Position Description for each staff member is in Appendix “B”. The benefits provided to each staff member are detailed in the Position Description.

The Session has adopted as of (date) the “Policy and Procedures on Sexual Misconduct,” approved by the Presbytery of Transylvania. This is available on the Presbytery website or from the Presbytery Office.

As soon after the close of the year as the Treasurer(s) provides information, the Audit Committee (elected by the Session) shall conduct a financial review of the congregation, the Academy, and the Foundation.

Meetings of the Congregation

The Session shall call an Annual Meeting of the congregation, as soon after the first of the calendar year as shall allow for the preparation of all reports.

A quorum for all congregational meetings shall be 10% (ten) of the active members of the congregation.

The Academy

The Academy, located at 101 Mooreland Ave. Harrodsburg, KY, is property owned by United Presbyterian Church. Various portions of the building are rented to tenants through a signed lease agreement. A copy of the Lease document is in Appendix "C".

Regarding the Academy, the standing committee of the Session, which oversees the physical property, shall be responsible for obtaining insurance, maintaining the facility, and securing new tenants. It recommends new tenants, as well as major repairs and maintenance (not covered by funds held in the Academy bank accounts), to the Session for approval. In all financial matters, the committee works closely with the standing committee of the Session responsible for financial issues in making recommendations to the Session.

The Academy Historical Summary

"The Academy" is located at 101 Mooreland Avenue in Harrodsburg, KY. It is a two-story, three-bay Greek Revival building erected in 1847. Brick pilasters separate the bays and a massive two-story Doric portico, supported by four Doric columns, projects from the façade. The main entrance door surround is topped with a crowning Greek fret design.

The history of the building begins on June 18, 1845 when Dr. Christopher Columbus Graham deeded the property on Mooreland Avenue to the Trustees of the Presbyterian Church, located at 326 South Main Street. The property had originally been deeded to Dr. Graham by Mercer County in 1833. Dr. Graham was the proprietor of the famous Graham Springs, known as the Saratoga of the south.

The Presbyterian Church was established in October 1783 on a site at Cane Run 3 miles east of Harrodsburg. The church moved to Harrodsburg in 1816. The lot on which the church still stands was purchased from Lewis Rose, an elder in the church and one of the leading men in the educational and religious life of the community. The original idea was to establish a church and a college under the same control. The concept of a female college was approved by the Session of the church in 1826. Under the supervision of the Rev, John Montgomery, the Presbyterian Church hired James Curry to build the Harrodsburg Female College. This College for young ladies was constructed in 1847. A history of Mercer County states that young ladies from the

Deep South and as far away as California attended. The Rev. Montgomery served as the first President of the College, in addition to being Pastor of the Church.

After the Rev. Montgomery's death, it was necessary to have a full-time President, as the school had grown significantly in size. Dr. John Hancock was the next President.

The school experienced great difficulties because of the dissensions and strife of the Civil War. Some records indicate that it did indeed close for a time during the war. Following the Battle of Perryville, October 12, 1862, the College and the Church were both used as a temporary hospital. In 1867, the Rev. W. T. Cooke, a son-in-law of Dr. Graham, took charge of the school, putting new life into it.

The church was divided by the War. A vote was taken on February 24, 1868 to negotiate a property settlement between what as then the Presbyterian Church U. S. (southern) and the Presbyterian Church U. S. A. (northern). On January 1, 1872 the U. S. congregation purchased the Church building and the U. S. A. congregation purchased the College property. The U. S. A. congregation became known as the Assembly Presbyterian Church and continued to operate the Harrodsburg Female College.

It was in August 1878 that the Trustees of the Assembly Church sold the College to the Hon. Daniel J. Curry in satisfaction of a mortgage held by him on the church edifice, which had been constructed at 113

East Poplar Street. The Presbyterian Church would not be involved with the Academy building for the next 83 years.

Mr. Curry brought Professor John J. Hogsett to serve as Principal in 1883. He purchased the building and operated a school for boys, known as Hogsett Academy. Princeton University and other leading universities recognized the quality of graduates from Hogsett Academy by allowing them to bypass all entrance exams. Having completed Hogsett Academy was qualification enough for university entrance. In 1890 the Academy was leased to Mr. Crossfield, who operated the school until Mr. Hogsett's death.

Mr. Hogsett's heirs sold the Academy (1895?) through the commissioner of the Boyle Circuit Court to Col. Isaac Pearson of Harrodsburg who acted as agent for a corporation known as the Harrodsburg Academy Company. It was soon apparent that the Academy would not be a success under the control of the corporation.

Mr. G. R. Boyer and Mr. Robert Hill bought the Academy (1899?) to undertake the task of establishing a good preparatory school for boys and girls. These gentlemen sold the Academy to Mr. J. C. Acheson. In 1902 he was elected President of Caldwell College in Danville, and the Academy came under its control.

It was in 1902 that Mr. William W. Ensminger became the principal. By 1909 it was one of the largest private schools in Kentucky. Harrodsburg Academy now described itself, "as a classical high school for boys and girls. The faculty is composed entirely of college graduates, all of whom are teachers of experience. The curriculum includes a course of study which will prepare students for a higher education and, at the same time, form the basis for a business or professional career for those who do not contemplate a collegiate course." The Academy

continued to exist until 1910 when a public High School was established in Harrodsburg. Mr. Ensminger later became the first Superintendent of the public school system.

Following its use as a school, it was operated for a period of time as Avalon Inn (also known as, Old Avalon). The proprietors were Mr. And Mrs. Jessie and Mary Rose Cotton. In addition to serving meals, the Inn was available for receptions and special functions. The building was also used as a private residence by Mrs. Hill who then deeded it to family members (Irene and Anne) who then sold the property to the church.

The church re-purchased the property in 1961 from Mr. and Mrs. L. W. and Irene B. Ingram and Mr. and Mrs. Gilbert and Anne B. Vansant for the sum of \$40,000. The building was used as apartments and was remodeled in 2002, to bring it up to building code standards. On February 5, 2008 a tornado blew out the southwest brick corner of both the first and second floors, and raised up a portion of the roof on the same corner. After being restored, the Academy was reopened on August 1, 2008. It consists of 2 apartments on each of the two main floors, and one apartment in the basement facing Chiles Street.

This classic building has been designated a Kentucky Landmark by the Kentucky Heritage Commission.

FOUNDATION BY-LAWS

APPROVED AND ADOPTED JUNE 10, 2014.

1. The Foundation of the United Presbyterian Church is a perpetual corporation formed for the sole purpose of holding gifts and disbursing income for the charitable educational purposes connected with the church.
2. The Foundation aims to distribute gifts from the income generated from investments. 70% for grants within the church stated committees requests, 25% for missions, 5% for administering expenses. The amount of funds available for gifts/grants will be determined in January based on the previous year's income. Funds may be dispersed at any time during the calendar year. Income may vary from year to year.
3. Decisions relating to grants/asks can be relayed and voted on by email if a "quorum" responds.
4. The directors will not be authorized to distribute any part of the principal (sell stocks) without the approval of the members of the Corporation (congregation) which shall be approved by majority vote of the congregation.
5. By-laws can be amended at any regular meeting when a quorum is present.

CURRY FUND BY-LAWS

APPROVED AND ADOPTED JUNE 10, 2014

1. The Curry Fund of the United Presbyterian Church is a perpetual corporation formed for the sole purpose of holding gifts and disbursing income for the charitable missions of the church.
2. The Curry Funds aims to distribute gifts from the income generated from investments. 95% of the will be spent on local or global missions and 5% for administration costs. The amount of funds available for gifts will be determined in January based on the previous year's income. Funds may be distributed at any time during the calendar year. Income may vary from year to year.
3. Decisions on requests/asks can be voted on by email if "quorum" responds.
4. The director's will not be authorized to distribute any part of the principal without permission of the members of the Corporation which shall be approved by the majority vote of the congregation.
5. By-laws can be amended at any regular meeting when a quorum is present.

Presbyterian Church Foundation of Harrodsburg, Inc.

**ARTICLE I
OFFICES**

Section 1. Registered Office. The Presbyterian Church Foundation of Harrodsburg, Inc. shall at all times maintain in the Commonwealth of Kentucky a registered agent, whose business office shall be the registered office of the **Presbyterian Church Foundation of Harrodsburg, Inc.**

**ARTICLE II
PURPOSES**

Section 1. Nature of Corporation. The **Presbyterian Church Foundation of Harrodsburg, Inc.** nonprofit corporation formed under the Kentucky Revised Statutes, Chapter 273, which is organized and shall be operated in accordance with the meaning and provisions of Section 501(c)(3) of the Internal Revenue Code and the regulations issued thereunder.

Section 2. Primary Purposes. The **Presbyterian Church Foundation of Harrodsburg, Inc.** is organized for the purposes set forth in its Articles of Incorporation which are filed with the **Commonwealth of Kentucky.**

**ARTICLE III
BOARD OF DIRECTORS**

Section 1. General Powers. The Board of Directors shall have the general power to manage and control the affairs and property of the **Presbyterian Church Foundation of Harrodsburg, Inc.,** and shall have full power, by majority vote, to adopt rules and regulations governing the action of the Board of Directors.

Section 2. Number, Election, and Term of Office. The Board of Directors shall consist of eight (8) members. Election to the Board of Directors shall be by majority vote of the members of the **United Presbyterian Church Harrodsburg,** which shall occur, except in the case of filling vacancies, at each annual meeting thereof. Each Director shall hold office for a term of **four (4) years** and thereafter until his successor is elected and qualified.

Section 3. Officers. The Board of Directors may designate from among its members a President, Vice-President, Secretary, Treasurer and such other officers as it may consider appropriate with such duties as it may prescribe.

Section 4. Vacancies. Any vacancy occurring on the Board of Directors prior to the expiration of a term shall be filled by such person as shall be elected by the members of the **United Presbyterian Church Harrodsburg.** A Director so elected to fill a vacancy shall hold office for the unexpired term of his predecessor in office.

Section 5. Annual and Regular Meetings. The Board of Directors shall hold an annual meeting at such time and place as the Board of Directors shall by resolution prescribe. The Board of Directors may by resolution prescribe the time and place of such other regular meetings.

Section 6. Special Meetings. Special meetings of the Board of Directors may be called by or at the request of the President or any two Directors. The person or persons authorized to call special meetings of the Board of Directors may fix any reasonable date, hour, and place, either within or without the **Commonwealth of Kentucky**, as the date, hour, and place for holding any special meeting of the Board called by them.

Section 7. Notice. Notice of any special meeting of the Board of Directors shall be given at least fifteen (15) days previously thereto by written notice delivered personally or sent by mail, telegram, facsimile or other means of electronic transmission to each Director at his address as shown in the records of the **Presbyterian Church Foundation of Harrodsburg, Inc.** If mailed, such notice shall be deemed to be delivered when deposited in the United States mail in a sealed envelope so addressed, with postage prepaid. If notice be given by telegram, such notice shall be deemed to be delivered when the telegram is delivered to the telegraph company. Any Director may waive notice of any meeting. The attendance of a Director at any meeting shall constitute a waiver of notice of such meeting, except where a Director attends a meeting for the express purpose of objecting to the transaction of any business because the meeting is not lawfully called or convened. The business to be transacted at, and the purpose of, any annual meeting of the Board of Directors need not be specified in the notice or waiver of notice of such meeting.

Section 8. Quorum and Proxies. A majority of the total number of Directors in office shall constitute a quorum for the transaction of business at any meeting of the Board of Directors; but, if less than a majority of the Directors are present at said meeting, a majority of the Directors present may adjourn the meeting from time to time without further notice. Proxies shall not be permitted.

Section 9. Manner of Acting. The act of a majority of the Directors present at a meeting at which a quorum is present shall be the act of the Board of Directors, unless the act of a greater number is required by law or by these Bylaws.

Section 10. Compensation. Directors as such shall not receive any stated salaries for their services but may be reimbursed for reasonable expenses. Nothing herein shall be construed to preclude any Director from serving the **Presbyterian Church Foundation of Harrodsburg, Inc.** in any other capacity and receiving compensation therefor.

Section 11. Informal Action. Any action may be taken without a meeting of the Directors if a consent in writing setting forth the action so taken shall be signed by all of the Directors.

Section 12. Resignation; Removal. (a) A Director may resign from the Board of Directors at any time by giving notice of his resignation in writing addressed to the President or Secretary of the **Presbyterian Church Foundation of Harrodsburg, Inc.** or by presenting his written resignation at an annual, regular, or special meeting of the Board of Directors. **(b)** Except as otherwise provided by law, at any meeting of the Board of Directors called expressly for that purpose, any Director may be removed, with or without cause, by the vote of a majority of the Directors then in office.

ARTICLE IV REGULAR COMMITTEES

Section 1. Purposes. The Board of Directors may establish such regular committees to assist it in the performance of its duties as it considers appropriate.

Section 2. Number, Election, and Term of Office. The number of members of each regular committee shall be determined by the Board of Directors. Members of each regular committee shall be elected by the affirmative vote of a majority of the Board of Directors and shall serve until resignation or removal by the affirmative vote of a majority of the Board of Directors.

Section 3. Officers. The President may designate from among the members of each regular committee a Chairman and Vice Chairman of such committee, and such other officers as the President may determine. The Chairman, Vice Chairman, and any other officers of each such committee shall have such duties as the President prescribes.

Section 4. Vacancies. Vacancies in the membership of any committee shall be filled by the members of the **Presbyterian Church Foundation of Harrodsburg, Inc.**

Section 5. Quorum. Unless otherwise provided in the resolution of the Board of Directors designating a committee, a majority of the whole committee shall constitute a quorum and the act of a majority of the members present at the meeting at which a quorum is present shall be the act of the committee.

Section 6. Rules. Each committee may adopt rules for its own government not inconsistent with the Bylaws or with rules adopted by the Board of Directors.

Section 7. Powers. Each regular committee shall have such powers as the Board of Directors may grant it consistent with law, the Articles of Incorporation, and the Bylaws.

ARTICLE V OFFICERS

Section 1. Officers. The Officers of the **Presbyterian Church Foundation of Harrodsburg, Inc.** shall be a President, Vice President, Secretary, Treasurer, and such other Officers as may be elected in accordance with the provisions of this Article. Not more than one office may be held simultaneously by the same person.

Section 2. Election and Term of Office. The Officers of the **Presbyterian Church Foundation of Harrodsburg, Inc.** shall be elected by a majority vote of the members of the Board of Directors at the organizational meeting and at every annual meeting of the Board thereafter, except that new offices may be created and filled at any meeting of the Board of Directors. Each Officer shall hold office for a term of one (1) year and thereafter until his successor shall have been duly elected and qualified.

Section 3. Removal. Any Officer may be removed upon an affirmative vote of two-thirds of the entire Board of Directors, whenever in its judgment the best interests of the **Presbyterian Church Foundation of Harrodsburg** would be served thereby.

Section 4. Vacancies. A vacancy in any office because of death, resignation, removal, disqualification or otherwise, may be filled by the Board of Directors for the unexpired portion of the term.

Section 5. President. The President shall be the chief executive officer of the Presbyterian Church Foundation of Harrodsburg, Inc. and, in general, shall supervise and control all of the business and affairs of the **Presbyterian Church Foundation of Harrodsburg, Inc.** He/she may sign, with the Secretary or any other proper Officer of the Presbyterian Church Foundation of Harrodsburg, Inc. authorized by the Board of Directors, any deeds, mortgages, bonds, contracts, or other instruments or documents which the Board of Directors has authorized to be executed; and he shall perform all such other duties as may be prescribed by the Board of Directors from time to time.

Section 6. Vice President. In the event the death, resignation or removal of the President, the person who serves as Vice President shall assume the office of President until the Board of Directors elects a successor to the President and shall perform all such other duties as may be prescribed by the Board of Directors from time to time.

Section 7. Secretary. The Secretary shall keep the minutes of the meetings of the Board of Directors; see that all notices are duly given in accordance with the provisions of the Bylaws or as required by law; be custodian of the corporate records and seal; and perform such other duties as from time to time may be assigned to him by the President or by the Board of Directors.

Section 8. Treasurer. The Treasurer shall be responsible for all funds and securities of the **Presbyterian Church Foundation of Harrodsburg, Inc.**; receive and give receipts for monies due and payable to the **Presbyterian Church Foundation of Harrodsburg, Inc.** and deposit all such monies in the name of the **Presbyterian Church Foundation of Harrodsburg, Inc.** in such banks, trust companies or other depositories as shall be selected in accordance with the provisions of the Bylaws; and perform such other duties as from time to time may be assigned to him/her by the President or by the Board of Directors. If required by the Board of Directors, the Treasurer shall give a bond for the faithful discharge of his/her duties in such sum and with such surety or sureties as the Board of Directors shall determine.

ARTICLE VI CONTRACTS, CHECKS, DEPOSITS AND FUNDS

Section 1. Contracts. The Board of Directors may authorize any Officer or Officers, agent or agents of the **Presbyterian Church Foundation of Harrodsburg, Inc.**, in addition to or in place of the Officers so authorized by the Bylaws, to enter into a contract or execute and deliver any instrument or document in the name and on behalf of the **Presbyterian Church Foundation of Harrodsburg, Inc.**, and such authority may be general or confined to specific instances.

Section 2. Checks, Drafts, and Similar Documents. All checks, drafts or orders for the payment of money, notes or other evidences of indebtedness issued in the name of the **Presbyterian Church Foundation of Harrodsburg, Inc.** shall be signed by such Officer or Officers and/or agent or agents of the **Presbyterian Church Foundation of Harrodsburg, Inc.** and in such manner as shall from time to time be determined by resolution of the Board of Directors.

Section 3. Deposits. All funds of the **Presbyterian Church Foundation of Harrodsburg, Inc.** shall be deposited from time to time to the credit of the Presbyterian Church Foundation of Harrodsburg, Inc. in such banks, trust companies or other depositories as the Board of Directors may select.

Section 4. Gifts and Contributions. The Board of Directors may accept on behalf of the **Presbyterian Church Foundation of Harrodsburg, Inc.** any contribution, gift, bequest, or devise for the general purposes or for any special purpose of the **Presbyterian Church Foundation of Harrodsburg, Inc.** Such contributions, gifts, bequests, or devises shall be in conformity with the laws of the United States, the **Commonwealth of Kentucky**, and any other relevant jurisdiction.

Section 5. Distribution of income. In disbursing the income of the Fund for educational and religious purposes, it shall be according the directions of each fund.

ARTICLE VII BOOKS AND RECORDS

The **Presbyterian Church Foundation of Harrodsburg, Inc.** shall keep correct and complete books and records of account and also shall keep minutes of the proceedings of its Board of Directors and committees having any of the authority of the Board of Directors.

ARTICLE VIII FISCAL YEAR

The fiscal year of the **Presbyterian Church Foundation of Harrodsburg, Inc.** shall begin on the first day of January and end on the last day of December in each year.

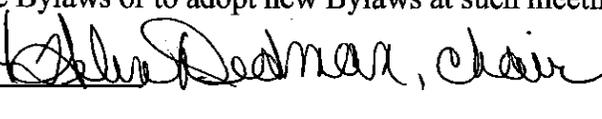
ARTICLE IX WAIVER OF NOTICE

Whenever any notice is required to be given under the provisions of the law of **Commonwealth of Kentucky** or under the provisions of the Articles of Incorporation or the Bylaws of the **Presbyterian Church Foundation of Harrodsburg, Inc.**, a waiver thereof in writing signed by the person or persons entitled to such notice, whether before or after the time stated therein, shall be deemed equivalent to the giving of such notice.

ARTICLE X AMENDMENTS TO BYLAWS

The Bylaws may be altered, amended or repealed and new Bylaws may be adopted by majority vote of the Board members present at any annual, regular or special meeting, if at least fifteen (15) days written notice is given of intention to alter, amend or repeal the Bylaws or to adopt new Bylaws at such meeting.

Adopted at regular meeting

10/2/2014  , Chair



Request for Assistance

United Presbyterian Church
326 South Main Street
Harrodsburg, KY 40330
(859) 734-4710 Fax (859) 734-4719

DATE: _____

REQUESTOR: _____

OBJECTIVE: _____

CIRCUMSTANCES AND/OR EVENT: _____

CHAIRPERSON AND/OR CONTACT: _____

OTHER PARTICIPANTS:

NOTES: _____

Amendments to the Manual of Operations

Amendments (additions/subtractions/changes/corrections) to this Manual of Operations shall be presented at the Annual Meeting of the Congregation, or any special meeting of the congregation called for such a purpose. A majority vote of the congregation present at such a meeting shall be sufficient to approve actions.

Additions/subtractions/changes/corrections to the various appendices of this Manual of Operations shall be made by action of the Session in the administration and mission of the congregation.

United Presbyterian Church
Position Description
Custodian

- I. **TITLE:** Custodian
- II. **FUNCTION:** The Custodian is responsible for keeping all areas of the church building and ready for the congregation's use. As it becomes evident that repairs/maintenance are needed, these shall be reported to the Property Committee.
Additional custodial duties incurred due to special functions such as weddings, receptions, dinners (other than direct congregational activities) are to be arranged for and paid for by the engaging party as detailed in other church policies.
- III. **ACCOUNTABILITY:** The Custodian is accountable to the Pastor, who is the Head of Staff. The Custodian shall submit a time sheet to the Church Treasurer once every month.
- IV. **RELATIONSHIPS:** The Custodian works closely with the Pastor, and the representative from the Property Committee.
- V. **EVALUATION:** A performance review shall be conducted annually by the Session Personnel Committee with the Head of Staff. The Personnel Committee shall annually review the adequacy of compensation and make recommendations to the Budget Committee and to the Session for approval.
- VI. **RESPONSIBILITIES:**
- 1.) Work on the first floor:
 1. Pick up bulletins and straighten up in sanctuary.
 2. Empty waste cans including restrooms and replace plastic liners.
 3. Dust mop or vacuum all rooms and wet mop as needed (move furniture).
 4. Straighten furniture in all rooms.
 5. Dust windowsills and furniture and check for cobwebs in corners, etc.
 6. Clean commodes, urinals, and sinks in restrooms.
 7. Clean mirrors in restrooms.
 8. Replenish paper supplies.
 9. Sweep restroom floors – wet mop with lemon odor cleaner, as needed.
 - 2.) Clean entrance halls and stairs down to basement level:
 1. Dust mop and wet mop as needed.
 2. Dust windowsills, woodwork, and stair rails.
 - 3.) Go to second floor (when in use):
 1. Empty waste cans.
 2. Dust mop all rooms and wet mop as needed.
 3. Straighten furniture.
 4. Dust windowsills and furniture and check for cobwebs in corners.
 5. Dust mop hall and wet mop as needed.
 6. Clean sink as needed.
 - 4.) Clean stairs from second floor down to first floor:
 1. Dust mop and wet mop as needed.
 2. Dust windowsills and stair rails.
 - 5.) Clean dining room, stage and kitchen:

1. Empty garbage cans in kitchen
 2. Dust mop and wet mop or scrub as needed.
 3. Dust windowsills, tables, piano, etc.
 4. Straighten furniture as needed.
- 6.) Clean remaining restrooms:
1. Use same procedures as in others above.
 2. Check paper supplies in all restrooms.
- 7.) Clean Flower Room (as needed)
1. Sweep floor.
 2. Empty waste can and replace liner.
- 8.) Work in Sanctuary:
1. Dust mop floor under pews and wet mop as needed.
 2. Dust windowsills, piano, etc.
 3. Vacuum carpet in entranceways, sanctuary floor and choir loft.
- 9.) Miscellaneous and periodic cleaning:
1. Scrub floors when wet mop does not clean.
 2. Clean waste cans.
 3. Keep Janitor closets clean.
 4. Set up and tear down chairs/tables (requesting help if needed) for Church sponsored programs.
 5. Other duties as assigned.

VII. **BENEFITS:** The Church is responsible for the employer share of the F.I.C.A. payment. There are no other benefits provided for this position.

The Pastor or Secretary shall be notified of requested days off at least two days prior to the requested days (except in emergencies). Vacation time of four days or more shall be arranged for one week in advance.

VIII. **TERMINATION:** Two weeks notice shall be given by either party for termination of employment.

IX. **HIRING:** The Custodian is a part-time employee of the Church, hired by the Session upon recommendation of the Property and Personnel Committees.

I. **RESPONSIBILITIES FOR CLEANING THE ACADEMY**

A. **Twice monthly**

1. Sweep / mop / dust the entrance hall, stairway and second floor landing.
2. Sweep front porch and clean windowsills.
3. Pick up trash near the front porch.

United Presbyterian Church
 326 South Main Street
 Harrodsburg, Kentucky 40330
Daily Record Sheet for Hourly Employees

NAME _____ PAY PERIOD _____

“Time In” and “Time Out” must be recorded to the nearest minute by the employee whenever work begins and whenever work ends.

DATE	DAY	TIME IN	TIME OUT	# HRS
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				
21				
22				
23				
24				
25				
26				
27				
28				
29				
30				
31				

TOTAL HOURS WORKED _____

I certify that this information is correct, that I completed this form, and that I worked no additional hours other than those recorded on this sheet.

 Signature of Employee

 Date

 Confirmed by supervisor

United Presbyterian Church
Position Description
NURSERY ATTENDANT

- I. **TITLE:** Nursery Attendant
- II. **FUNCTION:** To care for children during the Church School time, when they are too young to participate in the program, and kindergarten age and younger during the Worship Service.
- III. **ACCOUNTABILITY:** The Nursery Attendant is accountable to the Pastor, who is the Head of Staff. The Nursery Attendant shall submit a time sheet to the Church Treasurer once every month.
- IV. **RELATIONSHIPS:** The Nursery Attendant works closely with the Pastor, and the representative from the Christian Education Committee.
- V. **EVALUATION:** A performance review shall be conducted annually by the Session Personnel Committee with the Head of Staff. The Personnel Committee shall annually review the adequacy of compensation and make recommendations to the Budget Committee and to the Session for approval.
- VI. **RESPONSIBILITIES:**
1. To express a loving concern for all the children.
 2. To know parents, assuring them that their children will be cared for.
 3. To limit the Nursery's use to the appropriate age children, or to work with the representative of the Christian Education Committee to do this.
 4. To encourage children to use age appropriate toys and equipment as they have been provided.
 5. To encourage children to put away all toys and equipment (puzzles should be put together) after each "nursery time," so that the room will be ready for the next use.
 6. To obtain consumable supplies of diapers, wipes, crayons, paper (use supply room), crackers, etc., being reimbursed for the cost – or to obtain these things through the representative of the Christian Education Committee assigned to the Nursery.
 7. To clean crib sheets, or to work with the representative of the Christian Education Committee to do this.
 8. To be present 15 minutes before the start of events where the Nursery is scheduled.
 9. To be available for special events where a Nursery is scheduled, as time permits.
- VII. **BENEFITS:** . The Church is responsible for the employer share of the F.I.C.A. payment. There are no other benefits provided for this position.
- VIII. **TERMINATION:** Two weeks notice shall be given by either party for termination of employment.
- IX. **HIRING:** The Nursery Attendant is a part-time employee of the Church, hired by the Session upon recommendation of the Christian Education and Personnel Committees.

United Presbyterian Church

326 South Main Street

Harrodsburg, Kentucky 40330

Daily Record Sheet for Hourly Employees

NAME _____ PAY PERIOD _____

“Time In” and “Time Out” must be recorded to the nearest minute by the employee whenever work begins and whenever work ends.

	DATE	TIME IN	TIME OUT	# HOURS
1 st Sunday				
2 nd Sunday				
3 rd Sunday				
4 th Sunday				
5 th Sunday				

ADDITIONAL DAYS WORKED

DATE	TIME IN	TIME OUT	# HOURS

TOTAL HOURS WORKED _____

I certify that this information is correct, that I completed this form, and that I worked no additional hours other than those recorded on this sheet.

Signature of Employee

Date

Confirmed by supervisor

United Presbyterian Church
Position Description
ORGANIST / DIRECTOR OF MUSIC

- I. **TITLE:** Organist / Director of Music
- II. **FUNCTION:** Music is a vital aspect of the worship of God. In congregational singing, in anthems and special music by the choirs, in organ preludes, interludes, and postludes, and in using a variety of musical forms, God's people celebrate and rejoice when we gather for worship.
- The Organist / Director of Music occupies a crucial position in setting the tone of the church's worship life. The ability to play and direct church music, the commitment to variety in style and historical setting, and an openness to new forms and patterns are vital in an Organist / Music Director as that person seeks to nurture, enrich, and foster the development of the music program of United Presbyterian Church in Harrodsburg, Kentucky.
- III. **ACCOUNTABILITY:** The Organist / Director of Music is accountable to the Pastor, who is Head of Staff. It is anticipated the Organist / Director of Music will work 8 to 12 hours per week.
- IV. **RELATIONSHIPS:** The Organist / Director of Music works closely with the Pastor and the Worship Committee
- V. **EVALUATION:** A performance review shall be conducted annually by the Session Personnel Committee with the Head of Staff. The Personnel Committee shall annually review the adequacy of compensation and make recommendations to the Budget Committee and to the Session for approval.
- VI. **RESPONSIBILITIES:**

Primary

1. Recruit participants, conduct rehearsals, and direct choir(s for all ages)
2. Act as organist for all worship services of the Church as scheduled by the Session
3. Select and order music used by the choir(s)
4. Attend meetings of the Worship Committee as an advisory member and, in consultation with the pastor and the Committee, offer input regarding the worship and music ministry of the Church.

Secondary

5. Schedule visiting soloists and arrange for special music
6. According to approved policies, participate in and help with special events at the church, such as weddings and funerals.
7. Plan, with the Pastor and Worship Committee) special events, which will enrich the music life of the congregation, and the community.
8. Oversee any maintenance for the organ, and schedule regular tunings for the pianos.
9. Be responsible to secure a substitute for any time of absence.

VII. **BENEFITS:** Vacation shall be arranged according to the following schedule:

- After one year's employment – one calendar week of vacation.
- Two to five year's employment – two calendar weeks of vacation.
- Over five year's employment – four calendar weeks of vacation.

According to the above schedule, compensation for a substitute Organist / Music Director shall be the responsibility of the Church.

The Church is responsible for the employer share of the F.I.C.A. payment. There are no other benefits provided for this position.

VIII. **TERMINATION:** Four weeks notice shall be given by either party for termination of employment.

IX. **HIRING:** The Organist / Music Director is a part-time employee of the Church, hired by the Session upon recommendation of the Worship and Personnel Committees.

United Presbyterian Church
Position Description
Secretary

- I. **TITLE:** Secretary
- II. **FUNCTION:** The Secretary shall provide secretarial, administrative and receptionist services to the Pastor and the Congregation.
- III. **ACCOUNTABILITY:** The Secretary is accountable to the Pastor, who is Head of Staff. The Secretary works under the direct daily supervision of the Pastor and shall notify the Pastor in advance of any need to be absent from the regular office schedule. Any job related concerns should be taken up with the Pastor, as Supervisor, and then with the Personnel Committee, if further discussion and / or action is necessary. The Secretary shall submit a time sheet to the Church Treasurer every two weeks.
- IV. **RELATIONSHIPS:** The Secretary works closely with the Personnel Committee and the Pastor.
- V. **EVALUATION:** A performance review shall be conducted annually by the Session Personnel Committee with the Head of Staff. The Personnel Committee shall annually review the adequacy of compensation and make recommendations to the Budget Committee and to the Session for approval.
- VI. **RESPONSIBILITIES:**
- Secretarial
1. Retrieve mail daily from Church mailbox, distributing it to the Pastor, Treasurer and appropriate mailboxes in the Conference Room.
 2. Receive packages delivered to the Church, putting a notice in the appropriate mailbox that a package addressed to an individual is available in the Church Office.
 3. Prepare, proof and print weekly Worship bulletin, including any necessary inserts, with information provided by the Pastor and Organist / Director of Music.
 4. Prepare, proof, print and mail monthly newsletter.
 5. Complete all correspondence, documents, and other records, as required by the Pastor and Clerk of the Session.
 6. Maintain the master Church calendar for activities and use of the building.
 7. Update the outdoor sign board as early as possible each week (sermon title) and the sanctuary boards upon completion of the bulletin.
 8. Maintain the Church's web pages, keeping it current and up-to-date.
 9. Provide secretarial services to Committee Chairpersons and organizations of the congregation, as time allows.
- Administrative
1. Assist the Pastor in general administrative tasks.
 2. Maintain an accurate and current Church Directory database.
 3. Maintain an accurate and current mailing database.
 4. Maintain the Church files in an orderly and current manner.
 5. Maintain a record of the use of office equipment. Arrange for and keep a record of all maintenance performed on the equipment.
 6. Keep office supplies stocked at all times.
 7. Order supplies for the Custodian and Kitchen, as requested.

Receptionist

1. Greet visitors, answer telephone and direct calls.
2. Provide a timely and accurate communication flow.

General Comments:

1. The matter of confidentiality is crucial to the position. Phone calls, persons coming to the office, documents and records must be treated with utmost confidentiality in regards to both members and visitors of the congregation.
2. Computer data should also be treated with utmost confidentiality, and should be safeguarded with appropriate security precautions.
3. Personal appearance should be commensurate with a business office setting.
4. Work in the Church can be a rewarding and fulfilling job, but it is also an opportunity to be part of the ministry of the congregation.
5. Other duties as assigned.

Qualifications: The Secretary shall have, but not limited by, the following:

1. Christian faith commitment
2. Ability to maintain confidentiality
3. Computer ability: word processing, database management, electronic communication (including web page), Microsoft Office including Publisher, etc.
4. Secretarial experience
5. Detailed oriented
6. Ability to meet deadlines.
7. Ability to multi-task.
8. Ability to relate well to and serve the congregation and visitors.
9. Ability to work independently, but also be part of the staff team.

VII. **BENEFITS:** The Secretary shall have six paid holidays per year (24 hours), as well as five sick or Personal days (20 hours) per year and two weeks paid vacation (40 hours). The Church is responsible for the employer share of the F.I.C.A. payment. There are no other benefits provided for this position.

VIII. **TERMINATION:** Two weeks notice shall be given by either party for termination of employment.

IX. **HIRING:** The Secretary is a part-time employee of the Church, hired by the Session upon recommendation of its Personnel Committee.

*United Presbyterian Church
326 South Main Street
Harrodsburg, Kentucky 40330
Daily Record Sheet for Hourly Employees*

NAME _____ PAYPERIOD _____

“Time In” and “Time Out” must be recorded to the nearest minute by the employee whenever work begins and whenever work ends.

FIRST WEEK

Date	Time In	Time Out	Holiday	Personal	Vacation	Total Hours
					TOTAL	

SECOND WEEK

Date	Time In	Time Out	Holiday	Personal	Vacation	Total Hours
					TOTAL	

Total FIRST Week Hours _____

Total SECOND Week Hours _____

Total for PAY PERIOD _____

I certify that this information is correct, that I completed this form, and that I worked no hours other than those recorded on this sheet.

Signature of Employee

Date

Confirmed by Supervisor

United Presbyterian Church
Position Description
TREASURER

- I. **TITLE:** Treasurer
- II. **FUNCTION:** Maintain a confidential and accurate record of all pledged contributions made to the Church, and maintain financial records, write checks, make financial reports, and provide investment services for the Stewardship and Finance Committee and Congregation.
- III. **ACCOUNTABILITY:** The Treasurer is accountable to the Pastor, who is Head of Staff.
- IV. **RELATIONSHIPS:** The Treasurer works closely with the Stewardship and Finance Committee and the Pastor.
- V. **EVALUATION:** A performance review shall be conducted annually by the Pastor, with a report to the Session's Personnel Committee. The Personnel Committee shall annually review the adequacy of compensation and make recommendations to the budget committee and to the Session for approval.
- VI. **RESPONSIBILITIES:**
1. At all times, has sole possession of, and access to, the pledge records made to the Church.
 2. Sets up individual records for all pledges.
 3. Assigns offering envelope numbers according to pledges.
 4. Together with one other person, designated annually by the Session, counts the weekly offering and makes bank deposit.
 5. Posts weekly offering on individual pledge records.
 6. Prepares, and mails, quarterly and year-end pledge records to those who pledge, or make contributions.
 7. Makes quarterly reports to the Session, through the Stewardship and Finance Committee, as to the cumulative totals of all pledges and contributions.
 8. Writes and distributes all checks, as directed by approved Vouchers, the Stewardship and Finance Committee, and the Session.
 9. Keeps track of investments and invests monies, as directed by the Stewardship and Finance Committee.
 10. The Church Treasurer shall deposit contributions, and maintain all current accounting records for Memorials and other specially designated funds.
 11. The Church Treasurer shall prepare a financial report to be submitted monthly to the Session.
 12. Shall prepare at the close of each calendar year, a complete financial report to be included in the Annual Reports.
 13. Shall keep all records necessary for an annual audit, and submit these to the Auditors at the close of each fiscal year.
 14. Shall reconcile bank statements monthly.
 15. Shall execute workman's compensation payroll form.
 16. Post and compile reports for Social Security and withholding tax.
 17. Post and compile reports for the Commonwealth of Kentucky for withholding tax.
 18. Post and compile reports for the County of Mercer, and City of Harrodsburg, for withholding tax.
 19. Provide financial information as requested by the Session.
 20. Performs other duties, as assigned by the Stewardship and Finance Committee.

21. Attends Stewardship and Finance Committee meetings as ex-officio member (without vote).

- VII. **BENEFITS:** The Church is responsible for the employer share of the F.I.C.A. payment. There are no other benefits provided for this position.
- VIII. **TERMINATION:** Four weeks notice shall be given by either party for termination of employment.
- VIII. **ELECTION:** The Treasurer shall be elected annually by the Session for a one (1) year term, and shall be eligible for re-election.

Christian Education Committee Description

United Presbyterian Church

2018

- Provides for a Church School, as needed
- Arranges for a children's program during worship
- Maintains children's bags for Sunday Worship Service
- Provides for Youth and Children's programs / activities – including sponsoring Easter Egg Hunt
- Promotes Camp Burnamwood
- Provides for a Confirmation Class, as needed
- As needed, works closely with the Nursery Attendant, reporting to the Personnel Committee
- Vacation Bible School
- Graduation/Teacher Recognition
- Provides "These Days"

Hospitality Committee Description

United Presbyterian Church

2018

- Coordinates with Kate Riker Circle Bereavement activities. Kate Riker will arrange for “finger foods” such as sandwiches, chips, relish tray and cookies for the event. Hospitality will be sure all necessary supplies are available and necessary personnel present to monitor receiving food, serving, clean-up.
- Coordinates the Easter Breakfast
- Coordinates receptions such as for pastors
- Organizes 4 events per year for the Church, if possible.
- Assures that juice, donuts and coffee are provided for Sunday morning fellowship in the Conference Room

Kitchen Responsibilities

1. The kitchen shall be stocked with the following items:
 - Regular and decaffeinated coffee and tea
 - Individual packets of sugar, substitute sweetener and creamer
 - Salt and pepper
 - Liquid Dishwashing Soap
 - Dishwater soap
 - Biodegradable, when possible, paper napkins, dinner plates, dessert plates, soup bowls, cold cups and hot cups
 - Plastic knives, forks and spoons (medium weight, or better, quality)

The Church Office will be glad to assist in ordering these items from the supplier who has been approved by the Property Committee.

2. The Hospitality Committee shall be in communication with the Chairperson of other Committees / Organizations when events are scheduled, so that they will know they are responsible for cleaning the kitchen after their event, and for laundering the tablecloths and dish towels if they have been used. They shall also report back to the Hospitality Committee if items usually stocked in the kitchen (see #1, above) need to be re-supplied. The Committee / Organization using the kitchen shall be responsible for leaving the kitchen in as good as, or better, condition than they found it before using it.

3. The Hospitality Committee shall be in communication with a responsible person from an outside group that has been given permission by the Session to use the kitchen. The Hospitality Committee shall report any problems with an outside group to the Session, through the Property Committee.

4. The Hospitality Committee shall periodically schedule “cleaning days” for the Kitchen and Fellowship Hall. Volunteers from the congregation shall be recruited to help. All damaged, unused, outdated or broken equipment shall be disposed of in an appropriate manner.

5. The Hospitality Committee shall make recommendations to the Session, through the Property Committee, when items, equipment and/or furnishings need to be purchased for the Kitchen and Fellowship Hall.

Mission and Outreach Committee Description

United Presbyterian Church

2018

- Monitors budgeted mission giving items:
 - Designated Mission Giving (Local and Other Needs)
 - Unified Mission Giving (Benevolences)
- Promotes any special church offerings such as One Great Hour of Sharing, Pentecost, Peacemaking and Joy Gift
- Regular mission projects in the community by the church
- Hunger Offering
- Minutes for Mission
- Provide opportunities for evangelism to be learned and practiced in and by the church
- Seeking out and responding to local needs (Feed my Sheep)
- Advertises our church information in *The Harrodsburg Herald*
- Profiles New Members in the newsletter “Good News”
- Creates and distributes church information to New Members
- Send cards, notes or make phone calls to Members on the Prayer List in the weekly bulletin.
- Outreach to Inactive Members
- Providing for Personal and Pastoral care by the Session to all members
- Maintains the church bulletin boards – Activities, Church Family, and Church Triumphant

Nominating Committee Description

United Presbyterian Church

2018

The Session shall elect two of its members to the Nominating Committee, designating one as Chair of the Committee. Upon nomination by the Nominating Committee, the congregation shall elect three of its members (not currently serving on the Session) to serve as a majority of the Committee. Election shall be for a one-year term and nominating committee members shall not be eligible for a consecutive one-year term.

Election of Elders

The Congregation shall meet, usually in the month of October, to elect a class of Elders which shall be ordained/installed by the following January.

Election of Foundation Board members and the Nominating Committee shall take place at the annual meeting.

(from the By-Laws, pages 10-11)

Personnel Committee Description
United Presbyterian Church
2018

- Responsible for hiring / dismissing / or receiving resignations of all staff. In the case of hiring a Pastor, the PNC makes recommendation to the Session.
- Conducts an annual review with each staff member (or work with the committee responsible for the daily / weekly oversight of the staff member).
- Makes recommendations to the Stewardship and Finance Committee for the annual salary of each staff member.
- Works with the Pastor in his / her responsibility as “Head of Staff.”
- Makes recommendations to the Session for a benefits package for each staff member.
- Upon resignation of a Pastor, works with the Session to determine the need for an Interim Pastor, and conducts a search for same, making a recommendation to hire to the Session.
- Works with the Church Secretary
- Works with the Pastor.
- Obtains pulpit and organ supplies when Pastor or Organist is unable to attend.

Property Committee Description
United Presbyterian Church
2018

- Provides for care and upkeep of Congregation’s facility / grounds.
- Provides for care and upkeep of Academy building / grounds.
- Arranges for lawn care and snow removal
- Secures Insurance coverage – maintain relations with insurance agent
- Considers long-range planning for buildings.
- The Chairperson of the Committee, or in his or her absence, the Clerk- of- the-Session grants permission for Church members to borrow tables, chairs, ect. (white-topped in Fellowship Hall cannot be borrowed.)
- Keeps copies (in Church Office) of keys to all locks (for church building and Academy) determining who needs to have keys.
- Recommends to the Session the use of the Church building for “outside” groups, suggesting any fees that may be charged, making sure they have access to the building and are aware of their responsibility for the building.
- Works closely with the Custodian, who reports to the Personnel Committee

Stewardship and Finance Committee Description
United Presbyterian Church
2018

- Generates an understanding of Stewardship with the Congregation
- Plans and implements an Annual Pledge Program
- Works closely with the Treasurer, reporting to the Personnel Committee
- Coordinates development of an Annual Budget
- Reviews the financial statements and advises the Session of trends, discrepancies, and anticipated problems.
- Recommends an auditor for reviewing the church account records.
- Oversees financial issues related to the Academy, including Mortgage

Worship Committee Description
United Presbyterian Church
2018

- Changes pulpit and table paraments according to the Liturgical season
- Provides for materials and items used in worship and in the sanctuary
- Arranges for Greeters each month
- Appoints servers for communion (elders – preferably active members of session)
- Arranges for volunteers to set up and cleanup communion
- Secures juice/wine and bread for Communion
- Has Communion table cloths cleaned
- Replaces sanctuary candles
- Keeps sanctuary brass, silver, and glass clean
- Recommends and monitors policies for Weddings / Funerals (attached)
- Enables Congregation to understand “Worship”
- Reviews, annually, the “Guide for Elders as Usher / Hosts” (attached).
- Works closely with the Organist / Director of Music, reporting to the Personnel Committee
- Provides rosebud vase for new babies
- Provides recognition for women on Mothers’ Day, for men on Fathers’ Day
- Oversees flowers for sanctuary each Sunday
- Oversees and provides for elements of regular and special worship services, working with the Pastor(s), Choir Director, and Session.
- Organizes donations of lilies at Easter and poinsettias at Christmas
- Enlists families for participation in Advent
- Maintains church pew racks: visitors, offering, Get Involved at UPC cards

Guide for Elders as Ushers / Hosts
(Revised Fall 2018)

- **Term of Service:** Each Sunday or special Worship service (wedding, funeral, ecumenical), that occurs during the month of assignment.

- **Absences:** If you are unable to serve on a given event, provide a substitute. Any Elder, active or inactive, may serve. Please notify the Church Office of the change Monday through Friday 9:30am – 1:30pm.

- **Elder On Call:** During the month in which you serve as Elder Host, be available to provide additional pastoral care or outreach to members in need of care.

- **Arrival time / duties:** Plan to arrive by 9:30 a.m. Open front doors, turn on the Sanctuary lights, electric candles in front of the pulpit, and the choir / platform lights (located on the white fence beside the organ). At 10:30, turn on the red amplifier switch in the hall closet beside the front door in the vestibule at the East end of the Sanctuary. Plug in the lapel microphone in the choir loft for Pastor. Check that the microphones and heating or air-conditioning are operating. Controls are on scheduled timers and should not be changed if working properly. See Harold Davis or Property Committee member if you need help. Light candles at 10:30 a.m. (Butch Woodard currently does this if he is present.)

- **Elder / Hosts:** should welcome worshippers, hand out bulletins, and recruit persons to receive the offering. If there are special speakers or performers scheduled, the Elder Host should welcome these persons when they arrive and provide any services needed.

- **Elder / Hosts:** Should greet visitors and provide a “Visitor’s Card” before the service begins. You are encouraged to introduce visitors to Church members who are similar in age, with children, etc. This will help them to feel more welcome and comfortable. Lock all except front doors at 10:40 a.m. If possible, sit at back of sanctuary during worship in

case of emergency or other need. Remain at the doors following the Benediction to greet people as they leave.

- **Be sure that worshippers** are greeted and receive bulletins at both front entrances to the Sanctuary.
- **In the absence of Harold Davis**, ring the church bell at 10:40 **eleven** times. The bell rope is in the closet to the left facing the front vestibule door.
- **At 10:45**, when the Morning Worship starts, close the vestibule doors.
- **Record attendance** on Attendance forms found with the bulletins on tables at the back of the sanctuary. Place this completed form on the Secretary's desk in the Church Office after the service.
- **Close up Church**
 - Turn off all lights.
 - Turn of the amplifier.
 - When locking front doors, lock the 2 locks on each door.
 - Ensure all candles are extinguished.
 - All bathroom doors must be left open.
 - Check each floor to be sure all lights are off and windows closed.
 - Check toilets are flushed and no water is running.
 - In the basement, check the side and back doors are locked and lights off
 - Ensure the Pastor's Office and the Church Office doors are locked before leaving.
 - If people remain, ensure that there is a person on notice to lock the last door. If not, lock the door when you leave.

- **Choir members who host should find** a responsible individual to assist during Worship. Opening and closing duties remain as assigned.
- **All Elders** will be assigned keys.
- **Thank you for your service.** It is very important to the value of the Worship experience.
- **In CASE OF EMERGENCY:** Dial 911 for fire, police or ambulance emergency. There may be trained medical persons in the Congregation to assist when needed. **CALL 911 FIRST.**

Restricted Funds
United Presbyterian Church
2013

Jan Hylen Fund- Christian Education Committee

The total amount in the fund is available to support the Youth Ministry of the congregation. Expenditures are to be coordinated by the Christian Education Committee.

Coleman Duke Flower Fund-Worship Committee

The total amount in the fund is available to provide Christmas and Easter flowers for the sanctuary, in memory of members of the Coleman family. Expenditures are to be coordinated by the Flower and/or Worship Committees.

Gertrude Reed Brown Trust Fund-Outreach

The total amount in the fund is available to assist persons within the community who are in financial need. Expenditures are to be coordinated by the Pastor with the Director of the Christian Life Center, in consultation with Gertrude Reed.

Pastor Housing Reserves-General Fund

An amount equal to the Housing Allowance paid to the Pastor annually (as set forth in the Terms of Call) will be deposited into this account each year from the reserve account(s) holding the proceeds of the sale of the Manse. Each month an amount equal to the Housing Allowance paid to the Pastor will be drawn down into the General Fund checking account.

Flower Fund-Worship Committee

The total amount in the fund is available to provide flowers for worship services in the sanctuary and/or flowers for special occasions, i.e. receptions or dinners. Expenditures are to be coordinated by the Flower and/or Worship Committees.

Music/Choir Fund-Worship Committee

The total amount in the fund is available to provide special music (including guest musicians), supplies or equipment to the music program of the congregation. Expenditures are to be made by the Worship Committee working with the Director of Music.

Memorial Trust Fund-Stewardship and Finance Committee

Only the interest from this fund can be used – the principle is to be preserved. Expenditures are to be for special one-time expenditures not covered in the annual budget and are to be coordinated by the Stewardship and Finance Committee upon requests from the standing Committees of the Session, and approved by the Session.

Undesignated gifts to the church in memory of a deceased person will be used in the following manner:

- Undesignated gifts in memory of a particular member of the congregation will be accumulated for 90 days. At that time a family member will discuss an appropriate use of the funds with the Pastor and/or representative of the Stewardship and Finance Committee. Any funds not expended for a particular purpose will be added to the Memorial Trust Fund.
- All other undesignated memorial funds that are received will be added to the Memorial Trust Fund.

Bill Dean Music Fund – Worship Committee

Only the interest from this fund will normally be used. The available funds will be used to provide special music programs that will be of particular interest to children and their parents (i.e. to sponsor a touring children's choir concert, or other program). Expenditures are to be coordinated by the Worship Committee working with the Director of Music.

The principle of the fund may be used to support the replacement of the sanctuary organ or piano if and when that becomes necessary.

Endowment Fund

This fund was begun with gifts from members of the Dedman family and others, with the hope that it would grow into an endowment for the congregation. Only the income will be used in support of the General Fund checking account.

*UNITED PRESBYTERIAN CHURCH
Harrodsburg, Kentucky
Wedding Policy*

This guide will help you make your way through the important considerations about a wedding service at United Presbyterian Church. We also offer to you our personal assistance, and our prayers, as you prepare for your wedding celebration.

THE CHURCH AND YOUR WEDDING

United Presbyterian Church believes marriage is a gift God has given to humankind for the well being of the entire human family. In civil terms marriage is a contract made between a man and woman and entails certain legal rights and obligations protecting both parties. The covenant in the church, on the other hand, is an agreement with a much deeper perspective in that God has taken the initiative in Christ to enter into this “new estate” and will strengthen and bless the human promises made to each other.

Such an important, meaningful and happy occasion should be celebrated in the context of the presence of God and with the assurance of God’s blessing.

THE WEDDING IS A WORSHIP SERVICE

A wedding is a worship service of the congregation. As a service of Christian worship, the marriage service is under the direction of the Pastor and the supervision of the Session (the governing Board of the Church). A marriage ordinarily takes place in a special service, which focuses upon marriage as a gift of God, and as an expression of the Christian life.

Music suitable for the marriage service directs attention to God and expresses the faith of the church. Flowers, decorations and other special appointments should be appropriate to the place of worship, enhance the worshippers’ consciousness of the reality of God, and reflect the integrity and simplicity of Christian life.

Agreement for A Wedding Service

Wedding date: _____

Bride’s name: _____ Phone: _____

Groom’s name: _____ Phone: _____

1. **Agreement:**

This Agreement shall be entered into at least sixty days prior to the date of the wedding. Completing, and signing the Appendix to this Agreement, "Wedding Information," constitutes a contract for a wedding service to be conducted at United Presbyterian Church.

2. **Fees**

The schedule for fees is as follows:

Members of United Presbyterian Church:

there is no charge for the use of the sanctuary and rooms for dressing

Pastor's fee: there is no set fee, but a honorarium/gift should be given in appreciation for his/her services

Organist's fee: \$125 includes planning with the bride and groom and providing music for the service. The organist is not expected to teach soloist or other musicians the music. If extra time is needed for working with them, an additional fee may be charged.

Custodian's fee: \$50

Non-members: There is a charge of \$550

(this includes use of the sanctuary and rooms for dressing [225], Pastor's fee [150], Organist's fee [125] see note about soloist and musicians, above, and Custodian's fee[50]).

Rehearsal Dinner:

For all weddings, if the kitchen and/or Fellowship Hall are used for a dinner, there is a fee of \$75, plus a Custodian's fee of \$35.

Reception following the wedding:

For all weddings, if the kitchen and/or Fellowship Hall are used for a reception, there is a fee of \$125, plus a Custodian's fee of \$50.

Deposit:

A \$100 non-refundable deposit is due when this Agreement is signed.

Balance:

The balance is due 14 days prior to the wedding date.

3. **Pastor of United Presbyterian Church**

The Pastor of United Presbyterian Church shall conduct the wedding service. It is possible, with his/her consent, for a minister from another church to participate in the service, or to conduct the service. The guest minister must meet with the Pastor of United Presbyterian Church prior to the rehearsal/service.

4. **Premarital Counseling**

The Pastor of United Presbyterian Church shall meet with the bride and groom prior to the service to engage in conversation on Christian marriage. The bride and groom are responsible for making an appointment with the Pastor.

The counseling conversations will cover areas such as: expectations in marriage, legal requirements, communication within marriage, and resources for fulfilling of vows and commitments. An important aspect of these meetings is the planning of the actual wedding service.

5. **Rehearsal**

The Pastor of United Presbyterian Church shall lead the rehearsal.

Because the time of many people is involved, it is very important that everyone be prompt, ready to begin at the appointed time of the rehearsal.

Please note that “wedding coordinators,” florists and photographers arranged for by the bride and groom, are not in charge of the wedding rehearsal.

6. **The Wedding Service**

The Pastor will be robed and will use a service in keeping with the Presbyterian *Book of Common Worship*. This will have been agreed to the Pre-marital Counseling appointments.

Because persons present at the wedding may not be familiar with this, a printed “Order of Service” can be used, after having been approved by the Pastor of United Presbyterian Church.

7. **Music**

The church’s Organist / Director of Music is a trained professional musician who will assist the bride and groom in selecting music for the wedding service. The church’s Organist plays the church’s organ for wedding services. No CDs, tapes or other prerecorded music shall be used during the wedding service. Any soloist or other musician is under the direction of the Organist / Director of Music. Music approval

can be determined by the Director of Music and Pastor.

Familiar, contemporary music, which the bride and groom may desire, and which is not suitable in a Christian wedding service, may be used at the time of the reception or other occasions connected with the wedding.

8. **Decorations**

All furniture on the dais (pulpit platform) and on the floor in the front of the sanctuary shall remain in place during the wedding service. In addition, be aware that at certain times during the year (such as Advent or Lent) the church’s seasonal décor shall remain in place. Any decision regarding wedding decorations should take this into consideration.

The bride and groom through a florist of their choice can arrange for floral decorations. Such arrangements should not be unduly elaborate. Excessive expense and ostentation should be avoided.

Candelabra, kneeling bench, pew candleholders, and a non-paper isle runner (even though its use is discouraged for safety reasons) can be furnished through a florist. The church does have 2 black wrought iron candelabra, which can be used. Only spring-loaded candles are permitted to be used.

Thumbtacks, tape, wire and other fasteners shall not be used anywhere within the building.

The church will be happy to make use of flower arrangements, which are appropriate for a worship service, if the bride and groom wish to leave them in the sanctuary.

It is the responsibility of the bride and groom to make arrangements to have all decorations removed from the sanctuary at the conclusion of the wedding service. These can be temporarily stored in the small room to the right at the front of the sanctuary. The florist must pick up all equipment/decorations on the first business day following the wedding service.

In the event of damage to any furnishings or carpeting, the florist or the bride and groom shall be responsible for cleaning or reimbursing the church for repair or restoration.

9. **Following the wedding service**

Confetti, birdseed and rice shall NOT be used as the bride and groom depart.

10. **Photographs**

Pictures taken in the sanctuary before the wedding must be concluded 30 minutes before the wedding service is scheduled to begin.

No flash picture shall be taken at any time during the wedding service. Time exposures, video recordings and other non-distracting photos can be taken from the rear of the sanctuary during the wedding service. A pre-set video camera (without an attendant) can be set in the choir loft prior to the beginning of the wedding service.

Pictures of the processional and recessional can be taken from the rear of the sanctuary, and not from any place in the center aisle.

The wedding party may return to the sanctuary following the wedding services for additional pictures.

If the Pastor is to be included in any pictures following the wedding service he/she should be notified before the wedding service.

11. **Other**

- The Appendix to this Agreement, “Wedding Information” must be completed and given to the Pastor or Church Office 60 days prior to the wedding date.
- The church cannot be responsible during the wedding service for items left in rooms where the bride and groom and others have been dressings. All valuable items should be removed from these rooms and placed in a safe place – the trunk of a car.

- The use of alcoholic beverages or smoking is forbidden within and around the church property.
- For non-members who are using the church facilities, a certificate of insurance must be provided to the church by their insurance provider.
- Items not covered within this agreement shall be discussed with the Pastor.

“Wedding Information”

Bride: _____ DOB: _____

Address: _____ Home Phone: _____

Workplace: _____ Work Phone: _____

Parents’ names: _____ Married? _____

Groom: _____ DOB: _____

Address: _____ Home Phone: _____

Workplace: _____ Work Phone: _____

Parents’ names: _____ Married? _____

Bride’s email: _____ Groom’s email: _____

If bride and/or groom are non-members of United Presbyterian Church, state if you are related to a member of the church, and how you are related.

Obtain license and give to minister BEFORE REHEARSAL.

Rehearsal Date: _____ Time: _____ Place: _____

Rehearsal Dinner Date: _____ Time: _____ Place: _____

Ceremony Date: _____ Time: _____ Place: _____

Reception Date: _____ Time: _____ Place: _____

Do all the people involved know Church rules / customs / policies? _____

Florist: _____

Coordinator: _____

Photographer: _____

Videographer: _____

Soloist and other Musicians: _____

_____ Are you using the Church's candelabra and candles? YES _____ NO _____

Are there children participating in the service? YES _____ NO _____

(If yes, please list names, ages, and what the child will be doing.)

Other participants, such as readers or additional clergy? YES _____ NO _____

(If yes, please list names and responsibilities.)

Brides' Attendants: Maid / Matron of Honor:

2. _____

3. _____

4. _____

5. _____

Will they be dressing at the Church? YES _____ NO _____

Groom's Attendants: Best Man: _____

2. _____

3. _____

4. _____

5. _____

Will they be dressing at the Church? YES _____ NO _____

Will pictures be taken before the service? YES _____ NO _____

If yes, beginning at what time? _____

Will you have a receiving line at the church following the service? YES _____ NO _____

Has an "Order of Service" been approved by the minister? YES _____ NO _____

Anticipated number of guests _____

I have read and understood all areas of this Agreement for a Wedding Service and will abide by them. I will be responsible for communicating the items in the Agreement to all those persons listed in the previous sections of this Appendix, "Wedding Information." I likewise accept the responsibility for repair or replacement regarding any damage that may occur during my use of the building.

Signature of Bride: _____

Date: _____

Signature of Groom: _____

Date: _____

Signature of Pastor: _____

Date: _____

UNITED PRESBYTERIAN CHURCH
Harrodsburg, Kentucky
“A Service of Witness to the Resurrection”
FUNERAL POLICY

This guide will help you make your way through important considerations about a “Service of Witness to the Resurrection,” (traditionally called a Funeral Service). When death comes, the church in its pastoral care immediately offers a “ministry of presence” through:

- a sharing of loss and pain,
- a proclamation of faith and hope in the power of resurrection, and
- the ordinary acts of care and love.

The church continues special pastoral care throughout the time of grieving and adjusting.

When death occurs, the pastor and elders of the congregation should be notified as soon as possible, in order that they might provide appropriate consolation and support to the family and friends, and assist them in making arrangements for the “Service in Witness to the Resurrection.”

THE CHURCH AND DEATH

The resurrection is the central doctrine of the Christian faith and shapes a Christian’s attitude and response to the event of death. Death brings loss, sorrow, and grief to all. In the face of death Christians affirm with tears and a sense of joy the Good News of the gospel. Christians do not bear their bereavement in isolation, but are sustained by the power of the spirit and also the community of faith.

Because death calls us to draw on the resources of our faith, what is it that we believe about death?

We believe that death has been conquered by God in Jesus Christ. The central tenet of the gospel, the heart of the Good News, is that God in Christ is the victor over death.

We believe that we will share in Christ’s victory over death. What this resurrected life will be like we do not know, but our faith tells us that there will be a resurrection.

We believe that at death we enter into the presence of God. We no longer inhabit the physical body, for our soul, our real person, enters into the presence of God. Death is not able to separate us from God’s love in Jesus Christ.

THE CHURCH AND GRIEF

It has been well established that there is a process for dealing with death. There are basically, 5 (five) steps that have been identified:

Denial
Anger
Bargaining
Depression
Acceptance

This is part of the grief process. We give expression to our grief both by weeping, and by giving thanks for the person who has died. Wise, sympathetic friends help us to express our pain and our thanksgiving. Grief is a process stretched over a period of time. In God's love to us we come to know that God reaches to the depth of all of our emotions. Grief is a normal and necessary process for us. In the midst of all of this Jesus says to us, "My peace I give to you – do not be afraid." Be assured that the church offers a ministry of love and hope to all who grieve.

THE CHURCH AND THE SERVICE IN WITNESS TO THE RESURRECTION

As we plan for the "Service in Witness to the Resurrection," there are three principals that should guide our decisions:

the deceased must be honored,
the reality of death must be recognized, and
the praise and promises of God must be proclaimed.

The word "comfort" comes from the Latin meaning, "to endow with strength." The "Service in Witness to the Resurrection" should provide us with the strength to face both the death of the one whom we love, and to lead us further in the process of our grief.

The "Service in Witness to the Resurrection" should be held in the place where the deceased joined with the congregation to worship God. This is the place where faith is born and nurtured, where marriage vows are made, where children receive the sign of the covenant, and where we break the bread and drink the cup. The sanctuary reminds us of the presence of God in both life and death. The service should be held at a time when many from congregation can be present.

The Service shall be under the direction of the Pastor. The Pastor may invite others to participate as leaders in the Service. The Pastor shall work with the Funeral Director to ensure that he/she understands and complies with the policies of the congregation.

Visitation

An afternoon and/or evening may be designated by the family to receive friends. This is often held at the funeral home. The family must decide if the casket is to be open during this time. While viewing an open casket may help some people – care must be taken to restrict emphasis upon such viewing. It must be pointed out that the main purpose in this time of visitation is to greet each other, offering to the family our sympathy and our support at this time of death.

It is of utmost importance for friends to remember the importance of visiting on days and weeks following a death. This is true because our grief process is not concluded with the “Service in Witness to the Resurrection.”

Arrival at the Church

The “Service in Witness to the Resurrection” may be held before or after the interment of the body or cremains.

The church is often questioned concerning the issue of cremation. This is a matter of personal preference, and is not inconsistent with the Christian faith.

To consider having the interment first is in complete accord with our beliefs. This is usually a more private service for family and close friends. The “Service in Witness to the Resurrection” is then a more public service in the sanctuary. This practice was customary for early Christians, American Protestants, and is certainly part of our Presbyterian heritage. It enables us to place our emphasis on the worship of God, while de-emphasizing the physical remains of the person who has died. This should by no means be seen as a dishonor to the deceased or a rejection of the reality of death. When the committal occurs before the “Service in Witness to the Resurrection” we are freer to turn our thoughts to God, offering to God our praise and thanksgiving for the life that has been.

When the “Service in Witness to the Resurrection” precedes the interment of the body or cremains, the casket or urn is brought to the church. The Pastor meets the casket at the door, and the pallbearers cover it with a white pall (which is provided by the church). If there is a procession into the sanctuary as the service begins, the Pastor leads, as the congregation stands for appropriate music or the singing of a hymn. If the casket has already been brought into the sanctuary (having been met at the door and covered with the pall) for a time of visitation prior

to the service, the Pastor begins with appropriate scripture and prayer. The casket is not opened during its time at the church.¹

¹ While remembering that our Presbyterian tradition does not encourage an open casket at the church, if the visitation prior to the service at the church is the only time of visitation, the family may decide to open the casket. It will however be closed and covered with the pall no later than 15 minutes prior to the service, or immediately before the pre-service music by the organist.

If there are important reasons why the service should not be held in the sanctuary, it may be held at a funeral home, mausoleum, crematorium, graveside or other appropriate place.

The casket shall be closed for the service at any of these sites.

For non-members who are using the church facilities, a certificate of insurance must be provided to the church by their insurance provider.

Service in Witness to the Resurrection

A service that is truly Christian is one in which God's people witness to their faith in God who is Alpha and Omega, the beginning and the end. This is the "Service in Witness to the Resurrection."

The service begins with scriptural sentences. It is appropriate for worshipers to sing hymns, psalms, spirituals, or spiritual songs that affirm God's power over death, a belief in the resurrection to life everlasting, and the assurance of the communion of the saints. Scripture shall be read; a sermon or other exposition of the Word may be proclaimed; the people may make an affirmation of faith. Aspects of the life of the one who has died may be recalled.

Prayers shall be offered,

giving thanks to God

1. for life in Jesus Christ and the promise of the gospel,
2. for the gift of the life of the one who has died,
3. for the comfort of the Holy Spirit,
4. for the community of faith,

making intercessions

5. for family members and loved ones who grieve,
6. for those who minister to and support the bereaved,
7. for all who suffer loss,

lifting supplications

8. for faith and grace for all who are present,
- concluding with the Lord's Prayer.

The service ends by commending the one who has died to the care of the eternal God and sending the people forth with a benediction.

The “Word of God” is central. Nothing can give better comfort to those who seek comfort than the words of Scriptures. Interpreting the scriptures, the Pastor will share a message of life, death, and resurrection in an appropriate meditation. The personalized message in reference to the one who has died, and to those who seek comfort, speaks primarily of the Christian hope that is ours because of the victory of Christ over death.

While it is most appropriate to offer a eulogy for the one who has died, a service that only eulogizes the deceased, as a main theme is inappropriate, for it offers shallow comfort. Our hope is not based on the goodness of the one who has died; rather, our hope is based on the love of God.

We should participate in the worship service. This is one of the distinguishing marks of Presbyterian worship. We share in the responsive reading of scripture, affirmation of faith, prayers, and hymns.

“A Service in Witness to the Resurrection” is a service of worship. We gather to share our grief and to confess our faith in a living Savior. We come not to exhibit our grief but to find strength to overcome our grief in Christ our living Lord. We come to worship God!

Music

As in all worship, music is a vital part of the “Service in Witness to the Resurrection.” The music should have substance, and whether instrumental or vocal, should proclaim the love and power of God.

Pre-service music should center on substantial “Chorals” and hymn-based “Voluntaries.” Music approval can be determined by the Director of Music and Pastor.

Families and individuals have particular songs that are favorites. Types of music that should be avoided are sentimental arrangements of Gospel and folk melodies, as well as non-liturgical works.

The great hymns of the Church are most appropriate to use, for they speak a strong and hopeful message to those who seek comfort. Examples are:

“A Mighty Fortress Is Our God”

“For All the Saints”

“O God, Our Help In Ages Past”

“The Church’s One Foundation”

“The Lord’s My Shepherd”

It is most appropriate and meaningful for the congregation to share in the singing of hymns.

The church’s Organist/Director of Music plays the church’s organ for the service. No CDs, tapes or other prerecorded music shall be used. Any soloist or other musician is under the direction of the Organist/Director of Music. Because the Church does not employ a full-time Organist, a suggested honorarium to the Organist is \$75.

Flowers and Memorials

Because of the over abundance which may occur, and because of their brief duration, it is encouraged that a memorial(s) be established by the family in the name of the deceased. This can be to “United Presbyterian Church Memorial Fund,” the “Presbyterian Church Foundation of Harrodsburg, Inc.” or to some appropriate charity. These suggestions are in lieu of flowers.

Flowers are most definitely a part of God’s creation and have a place within Christian worship. The excess to which flowers can be used is what presents a problem. A room massed with flowers causes each individual bloom and each arrangement to lose its significance. Flower arrangements at the Church are to be limited to a couple on each side of the casket. The church will be happy to make use of 1 or 2 arrangements for Sunday worship if the family wishes to leave them in the sanctuary.

Displays / collages of pictures are often brought by the family. In the sanctuary it is most appropriate that these be placed with the guest registry at the entrance to the sanctuary, and not at the front pulpit/chancel area.

Service of Committal (internment)

When family and friends gather for a service at a cemetery, mausoleum or other site, it is to be conducted with simplicity, dignity and brevity. The service includes readings from Scripture, prayers, words of committal, and a blessing reflecting the reality of death, entrusting the one who has died to the care of God, and bearing witness to faith in the resurrection from the dead.

Non-Religious Ceremonies

Because the “Service in Witness to the Resurrection” for a Christian is the complete message of faith in and of itself, any fraternal, civic or military rites shall be conducted separately, at a predetermined time.

If rites, other than those of the Church, are conducted at the place of internment, they will be held prior to the Church's "Service of Committal." The final words/acts are those of God's loving benediction.

Post-service Visitation

Following any and or all the services that are discussed above, Hospitality Committee of Session will coordinate a reception/light meal for family and friends. Kate Riker Women's Group will organize "finger foods" such as sandwiches, chips, relish tray, and cookies. Hospitality will ensure that personnel will be available to receive, serve the food and clean-up following the meal. The Pastor will be happy to initiate plans for such with the family and Hospitality Committee/Kate Riker.

Any gift which the family makes to the Kate Riker Circle will enable similar events to be held in the future for other families.

Other Comments

Stewardship

In today's complex world with many legal and medical complexities, it is suggested that each person have documents such as a "Last Will and Testament," "Living Will" and "Power of Attorney" complete and up-to-date. Consultations with your Attorney, Physicians, Bankers, Funeral Director and others are part of our responsibility as God's stewards.

Part of our stewardship is to consider a final financial gift to God's Church through our "Last Will and Testament." A gift to the Endowment Trust Fund of United Presbyterian Church will support the work and ministry of United Presbyterian Church of Harrodsburg. A gift to the Presbyterian Church Foundation of Harrodsburg, Inc. will support the religious or educational mission programs of the Presbyterian Church U.S.A. Questions about how this can be accomplished can be addressed to the Pastor or to any of the Elders of the congregation.

Medical

While we have a direct responsibility for maintaining, or regaining our health, the artificial prolongation of life with mechanical and medical procedures is a decision that an individual and family must make (necessity for a "Living Will). This often involves organization such as "Hospice."

It is in keeping with the Christian spirit of concern for others, that the donation of the body for medical research, or its parts for transplant, may be considered.

A Final Note

Because it is difficult under emotional stress to plan wisely, all of us are encouraged to discuss and plan in advance the arrangements that will be necessary at the time of death. These plans should provide for arrangements which are simple, which bear witness to resurrection hope, and which place the Christian community central in all that we do.

Safe Place Policy

United Presbyterian Church

General Purpose Statement:

United Presbyterian Church of Harrodsburg seeks to provide a safe and secure environment for all who participate in our programs and activities. By implementing the below practices, our goal is to protect the children, youth and members of the United Presbyterian Church of Harrodsburg from incidents of misconduct or inappropriate behavior while also protecting our staff and volunteers from false accusations.

Definitions:

For purposes of this policy, the term “child” or “children” includes all persons under the age of eighteen (18) years. “Regular Volunteer” is one who works regularly in the church on a volunteer basis. An “Occasional Volunteer” is defined as anyone volunteering for a single occasion. Regular volunteers shall be certified as outlined below.

Safe Place Team:

United Presbyterian Church has a Safe Place Team comprised of a Church Pastor, Chairs of the Christian Education Committee, Property Committee and Personnel Committee and one active Elder appointed by the Church Session. The Session shall also appoint an alternate elder to serve on the team should one of the team members be unable to fulfill their obligations. The Safe Place Team shall convene no later than the end of February of each year, with the Chair of the Christian Education Committee serving as initial moderator and chair. At the discretion of the group, a different chair may be elected from the group for the remainder of the year. Current names and contact information for all members of the Safe Place Team along with locations of First Aid Kits shall be posted in a hallway on each floor of the building in a visible place and shall be updated whenever changes occur.

Safe Place Team members shall:

- ❖ Receive training annually on applicable laws and regulations regarding Abuse and Misconduct as covered by this policy
- ❖ Review and revise these policies as needed and at least once annually
- ❖ Periodically check to insure that First Aid kits are fully stocked with fresh supplies
- ❖ Insure all paid staff and volunteers working with children on a regular basis receive annual training on this policy and applicable laws and regulations
- ❖ Maintain a complete list of volunteers and staff who are certified to work with children

Selection of Workers

All paid staff and all persons who desire to work with the children participating in our programs and activities will be screened and complete criminal background checks and drug tests. No one working with children at church sponsored events may use tobacco products, illegal drugs or alcoholic products.

Six-Month Rule

No regular volunteer will be certified to work with children until s/he has been a member or regular attendee of the United Presbyterian Church of Harrodsburg for a minimum of six (6) months. This time of interaction between our leadership and the applicant allows for better evaluation and suitability of the applicant for working with children.

Written Application

All persons seeking to work with children must complete and sign a written application in a form to be supplied by us. The application will request basic information from the applicant and will inquire into previous experience with children, previous church affiliating, reference and employment information, as well as disclosure of any previous criminal convictions. The application form will be maintained in confidence on file at the United Presbyterian Church of Harrodsburg.

Personal Interview

Upon completion of the application, a face-to-face interview will be scheduled with the applicant to discuss his/her suitability for the position.

Reference Checks

Before an applicant is permitted to work with children, at least two of the applicant's references will be checked. These references should be of an institutional nature as opposed to personal or family references, preferably from organizations where the applicant has worked with children in the past. Documentation of the reference checks will be maintained in confidence on file at United Presbyterian Church of Harrodsburg.

Criminal Background Check

A national criminal background check is required for all employees (regardless of position) and for the following categories of volunteers:

- ❖ Those who will be involved in our nursery, child and youth activities
- ❖ Those who will be involved in overnight activities with minors;
- ❖ Those counseling minors;
- ❖ Those involved in one-on-one mentorship of minors;
- ❖ Those driving the church van

Before a background check is run, prospective workers will be asked to sign an authorization form allowing the church to run the check. If an individual declines to sign the authorization form, s/he will be unable to serve.

What constitutes a disqualifying offense that will keep an individual from working with children will be determined by the Safe Place Team on a case-by-case basis in light of all the surrounding circumstances. In general, offenses involving violence, dishonesty, illegal substances, indecency and any conduct contrary to our mission will preclude someone from being permitted to work with children. Failure to disclose a criminal conviction on the application form will also be a disqualifying event.

The background check authorization form and results will be maintained in confidence on file at the United Presbyterian Church of Harrodsburg.

Once a staff member or volunteer has been through the annual training, and background check they will be designated as “certified”.

Teenage Workers

We recognize that there may be times when it is necessary or desirable for babysitters (paid or volunteer) who are themselves under the age of eighteen (18) to assist in caring for children during programs or activities. The following guidelines apply to such workers:

- Teenage workers must be at least fourteen (14) years of age.
- Teenage workers will be screened as specified above.
- Teenage workers must be under the supervision of a certified adult and must never be left alone with children.

Supervision Policy

For any activity involving children at least one certified volunteer or staff member must be present at all times. Some youth or nursery classes may have only one adult teacher in attendance during class sessions; in these instances, doors to the classroom or nursery should remain open. Windowed doors may remain closed if all windows are unobstructed and there is a clear view into the room. Under no circumstances should one adult and one unrelated child be alone on church premises.

Responding to Allegations of Child Abuse

For purposes of this policy, “child abuse” is any action (or lack of action), which endangers or harms a child’s physical, psychological or emotional health and development. Child abuse occurs in different ways and includes:

- **Physical abuse** – any physical injury to a child, which is not accidental, such as beating, shaking, burns and biting.
- **Emotional abuse** – emotional injury when the child is not nurtured or provided with love and security, such as an environment of constant criticism, belittling and persistent teasing.
- **Sexual abuse** – any sexual activity between a child and an adult or between a child and another child at least four years older than the victim, including activities such as fondling, exhibitionism, intercourse, incest, and pornography.
- **Neglect** – depriving a child of their essential needs, such as adequate food, water, shelter, and medical care.

Childcare workers may have the opportunity to become aware of abuse or neglect of the children under our care. In the event an individual involved in the care of children suspects or learns of instances of abuse or neglect of a child or children in their care they should immediately notify a member of the Safe Place Team. Instances involving adults are to also be reported to the Safe Place Team.

Once a member of the Safe Place Team has been made aware of an alleged incident involving youth or adults the following steps should be taken immediately by the Safe Place Team:

1. The Safe Place Team member will immediately notify local law enforcement. (Harrodsburg Police – 859-734-3311.)
2. The Safe Place Team will be notified.
3. The Staff person (paid or volunteer) or the person who hears the allegation and/or suspects physical or sexual abuse must be available for the police officer and/or Cabinet for Families and Children social worker to interview.
4. The Church's Report of Alleged Abuse or Neglect form must be filled out by the person who hears or reports the allegation. It will be placed in the locked Safe Place File.
5. The care and safety of the victim is the first priority. Their safety should immediately be secured.
6. The police officer and/or the social worker only is/are responsible for investigating the allegation.
7. Document all efforts of handling the case.
8. Report the alleged incident to the Church Insurance Company.
9. Do not prejudge the situation. Take each allegation seriously and reach out to all involved with appropriate pastoral care.
10. United Presbyterian Church will make no statements to the press regarding matters under investigation.
11. Treat the accused person with dignity. If he/she is a paid staff person they will not work with minors while the allegation is under investigation. The Safe Place Team and/or the Personnel Committee will recommend to the session whether or not United Presbyterian Church will continue to pay the accused staff person's salary or wages during the investigation. If the accused is a volunteer staff person, he or she must be relieved of his or her duties with minors until the investigation is complete. Once the investigation is complete the Safe Place Team and Personnel Committee will make any further recommendations to the session.

Additional Safety Guidelines

Accidental Injuries to Children

In the event that a child or youth is injured while under our care, the following steps should be followed:

1. For minor injuries, scrapes and bruises workers will provide First Aid (Band-Aids, etc.) as appropriate and will notify the child's parent or guardian of the injury at the time the child is picked up from our care.
2. A First Aid kit must be kept stocked with current supplies and one must be located on each floor of the church building, as well as in the church van.
3. For injuries requiring medical treatment beyond simple First Aid, the parent and/or guardian will immediately be summoned. If warranted by circumstances an ambulance will be called.
4. Once the child has received appropriate medical attention, an incident report will be completed.

Sick Child Policy

It is our desire to provide a healthy and safe environment for all children at the United Presbyterian Church of Harrodsburg. Parents are encouraged to be considerate of other

children when deciding whether to place a child under our care. In general, children with the following symptoms should NOT be dropped off:

- Fever, diarrhea, or vomiting within the last 48 hours
- Green or yellow runny nose
- Eye or skin infections
- Other symptoms or communicable or infectious disease
- Children who are observed by our workers to be ill will be separated from other children and the parent or guardian will be contacted to request that the child be picked up. Staff and volunteers will not administer any medication unless specifically authorized to do so on the child authorization form. Medication, including over-the-counter, must be provided by the parents with specific dosage instructions and the child's name clearly labeled.

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- **Discipline Guidelines**

- No Children shall be disciplined by the use of spanking, hitting, slapping, or any form of physical punishment.

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- Verbal reprimands shall not include destructive criticism, insults, offensive behavior or language.

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- If a child or youth is disruptive, the supervising staff member shall contact the parent/guardian. If the disruptive behavior continues, the Christian Education committee should be apprised of the situation.

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- **Forms**

- Child Information Sheet – Must be completed for each child regularly involved in the ministries of United Presbyterian Church, including those under supervision in the nursery. Any child involved in a church activity off-site or an overnight activity must also have a completed Child Information Sheet on file. These forms will be kept confidentially in the Safe Place File. Copies of Child Information Sheets must be carried by the certified adult for each child on trips off-site.

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- Permission Slip – Permission slips must be completed for each child for each trip off-site. Without a signed permission slip for the specific event, a child will not be allowed to participate in the event.

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- Medical Release Forms – Any child requiring medication must have a completed Permission to Administer Medicine form on file. All children participating in off-site or overnight events must have a completed Permission to Administer Medicine as well as a Permission for Emergency Medical Care form. All forms should be kept in the Safe Place file, and copies must be carried by the certified adult on trips off-site.

•

- Acknowledgement of Receipt and Training – All staff and volunteers who are certified to work with children must sign an Acknowledgement of Receipt and Training, to be kept in the Safe Place file.

•

Application for Employment or Volunteering – All applicants for employment and volunteers seeking certification to work with children must complete the following forms: Application, Authorization for a Criminal Records Check, and a Reference Contact Form in addition to any other application forms required by the United Presbyterian Church or other governing bodies.

Accident Report Form – This form must be completed for all accidents

Forms for Reporting Misconduct – Reporting Form for Alleged Abuse or Neglect should be completed by any individual suspecting abuse or neglect. A Reporting Form for Misconduct shall be completed by any individual alleging sexual or other misconduct, or by the individual filing the report. These forms shall be given in confidence to members of the Safe Place Team and to the local authorities.

Safe Place File

The Safe Place File will be located in the Secretary's office in a locked filing cabinet. Ministerial Staff, Church Secretary and members of the Safe Place Team shall have access to the file.

All organizations or groups using United Presbyterian Church facilities shall be required to abide by these policies. The policies included in this document shall be effective upon approval by the Session as dated below. Current regular volunteers and staff at the time of passage of these policies will be exempt from background checks and drug testing. Upon completion of training, these individuals will be added to the list of volunteers and staff certified to work with children.

Lease

Basic Rental Agreement and / or Lease

This Rental Agreement and/or Lease shall evidence the complete terms and conditions under which the parties whose signature appear below have agreed.

Landlord/Lessor/Agent, United Presbyterian Church, shall be referred to as "Owner" and Tenant(s)/Lessee _____, shall be referred to as "Resident." As consideration for the agreement, Owner agrees to rent/lease to Resident and Resident agrees to rent/lease from Owner for use solely as a private residence, the premises located at Apartment # _____, 101 Moreland Avenue in the city of Harrodsburg, Kentucky.

1. **TERMS:** Resident agrees to pay in advance \$ _____ per month on the FIRST day of each month. This agreement shall commence on _____ and continue (check one):
a) _____ until _____, _____. Thereafter is shall become a month-to-month tenancy. If Resident should move from the premises prior to the expiration of this time period, he/she shall be liable for all rent due until such time that the Residence is occupied by an Owner approved paying Resident and/or expiration of said time period whichever is shorter.
b) _____ until _____, _____ on a month-to-month tenancy until either party shall terminate this agreement by giving a written notice of intention to terminate at least 30 days prior to the date of termination.

2. **PAYMENTS:** Rent and/or other charges are to be paid at such place or method designated by Owner as follows: United Presbyterian Church, 326 S. Main Street, Harrodsburg, KY 40330. All payments are to be made by check or money order. There will be a fee charged for non-payment or returned check, refer to Item 4. Owner acknowledges receipt of the First Month's rent of \$ _____ and a Security Deposit of \$ _____ and additional charges/fees for _____ in total payment of \$ _____. All checks or money orders shall be made payable to United Presbyterian Church.

3. **SECURITY DEPOSITS:** The total of the above deposits shall secure compliance with the terms and conditions of this agreement and shall be refunded to Resident within 30 days after the premises have been completely vacated less any amount necessary to pay Owner: a) any unpaid rent; b) cleaning costs; c) key replacement costs; d) cost for repair of damages to premises and/or common areas above ordinary wear and tear and e) any other amount legally under the terms of this agreement. A written accounting of said charges shall be presented to Resident within 30 days of vacancy. If deposits do not cover such costs and damages, the Resident shall immediately pay said additional costs for damages to Owner.

4. **LATE CHARGE/INSUFFICIENT FUNDS:** A non-refundable late of 10% of the monthly rent shall be applied to the monthly rent and shall be added to the account by noon on the 5th day of the month. A fee of 10% of the monthly lease/rental shall be assessed for any check returned by the bank for insufficient funds. Such an assessment shall be payable together with a replacement check. This fee shall be applied should the Lessee's check be returned non-payable for any reason. **RENT NOT RECEIVED BY THE 15TH DAY OF THE MONTH DUE WILL RESULT IN AN AUTOMATIC EVICTION FROM THE APARTMENT.**

United Presbyterian Church
Adopted 8/31/2014

_____ Initial

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5. UTILITIES: Resident agrees to pay all utilities and/or services based upon occupancy of the premises except: water and sewer. Garbage service is included for the use of one provided garbage container. Extra refuse/garbage charges will be applied to the Resident's balance should the fee be applied to Owner's garbage service account. RESIDENT HAS THREE (3) DAYS FROM THE DAY POSSESSION IS GIVEN TO THE APARTMENT TO HAVE ELECTRICITY PLACED IN THEIR NAME. ELECTRICITY STILL IN OWNERS NAME WILL BE DISCONNECTED ON THE FOURTH DAY OF POSSESSION.

6. OCCUPANT'S: Guest(s) staying over 15 days without the written consent of Owner shall be considered a breach of this agreement. Only the following individuals and/or animals, AND NO OTHERS shall occupy the subject residence for more than 15 days without the expressed written consent of Owner obtained in advance: _____

The apartment may not be sublet to any party. The Resident/lessee signatory to this agreement is the sole person responsible for the rental agreement and all fees associated, provided for or applied regardless of any consent by the Owner allowing an additional individual(s) to occupy the apartment.

7. PETS: Pets must not disturb or frighten Residents, their guests, or other who are required to be on the property. Dogs barking, howling, or otherwise creating noise that disturbs the peace and quiet of Residents will not be allowed. Complaints regarding pets from other Residents, Owners, or those working in the building may lead to eviction. Pets are to be kept under control at all times and pet waste is to be scooped and disposed of and is not to be left on the academy lawn or parking areas. Please see item 21 regarding insurance.

8. LIQUID FILLED FURNISHINGS: No liquid filled furniture or receptacle containing more than 10 (ten) gallons of liquid are permitted without prior written consent and meet the requirements of the Owner. Resident also agrees to carry insurance deemed inappropriate by Owner to cover possible losses that may be caused by such items.

9. PARKING: There is no parking fee. The parking of one vehicle (2 axles) per Resident named in the first paragraph of this Agreement shall be allowed on the premises. There is no assigned parking space. The parking area on the premises shall not be used for the washing, painting or repair of vehicles. There is to be no parking in the church parking lot. Residents and their guests are to use the Moreland Avenue side of the building and the lower right hand side of the building for parking.

10. NOISE, DISTURBANCES, ILLEGAL ACTIVITY/SUSTANCES: Resident agrees not to cause or allow any noise or activity on the premises that might disturb the peace and quiet of other Resident's and/or neighbors. Doing so shall be considered a breach of the AGREEMENT. Any illegal substances found on property, illegal activities on property and/or repeated visits by law enforcement will be grounds for eviction.

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Adopted 6/31/2014

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11. **DESTRUCTION OF THE PREMISES:** If the premises become totally or partially destroyed during the term of this Agreement so that the Resident's use is seriously impaired, OWNER or Resident may terminate this Agreement immediately upon three day written notice to the other.

12. **CONDITION OF PREMISES:** Resident acknowledges having examined the premises before taking possession of premises, and that said premises, all fixtures, plumbing, heating, electrical facilities, are clean and in satisfactory condition except as may be indicated elsewhere in this Agreement. Resident agrees to keep the premises and all of the above items in good order and good condition and to immediately pay to repair and/or replace any portion damaged by Resident or guests. At the termination of this Agreement all of the above items in this provision shall be determined by Owner to be in clean and good condition except for reasonable wear and tear. At termination of this Agreement the premises shall be free of RESIDENT'S personal property and trash.

13. **ALTERATIONS:** Resident shall not paint, wallpaper, alter or redecorate, change or install locks, install antenna or other equipment, screws, fastening devices, large nails or adhesive materials, place signs, displays or other exhibits on or in any portion of the premises. Doing so shall be considered a breach of this Agreement.

14. **GARBAGE COLLECTION / PROPERTY MAINTENANCE:** Resident shall deposit all garbage and waste in a clean and sanitary manner into the proper collection receptacles for garbage collection and shall cooperate in keeping the garbage collection area neat and clean. Resident shall be responsible for disposing of items of such size and nature as is not normally acceptable by the garbage collection hauler. If Resident does not properly dispose of trash in addition to being an Event of Default hereunder, Owner may charge a fee of \$20.00 per hour per person to clean up Resident's trash.

Resident shall be responsible for keeping the kitchen and bathroom drains free of materials that may tend to cause clogging of the drains. Resident shall be responsible for paying for the cleaning out of any plumbing fixture that may need to be cleared of stoppage and for the expense of repairing damage to the premises caused by stoppage of waste pipes or overflow from bathtubs, wash basins or sinks.

15. **SMOKING:** No smoking is allowed in any apartment by residents or guests. Smoking in the building will be grounds for immediate eviction.

16. **CHANGE OF TERMS:** after expiration of the agreed lease period, the terms and conditions of this Agreement are subject to change by Owner, upon 30-day written notice setting forth such change. Such change shall be delivered to Resident in person, with Owner securing a signature of Resident indicating receipt of such change, or by Certified Mail requiring a signature for receipt.

17. **TERMINATION:** Upon establishment of an agreed upon termination date, the premises shall be considered vacated only after all areas including storage areas are clear of all Resident's belongings and keys are returned to Owner. Should the Resident hold over beyond the termination date or fail to vacate all possessions on or before termination date, Resident shall be liable for additional rent and damages due to Owner's loss of prospective new renters.

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If any time during this Agreement the Owner determines that the Resident has abandoned the premises, the Owner may enter the premises by any means necessary without being liable to the Resident for damages to any personal property belonging to the Resident. Further, the Owner may dispose of all such personal property and is hereby relieved of all liability for doing so.

18. POSSESSION: If Owner is unable to deliver possession of the premises to Resident on the agreed date, because of loss or destruction of the residence or because of the failure of the prior Residents to vacate or for any reason, the Resident and/or Owner may immediately cancel and terminate this Agreement upon written notice to the other and any sums paid under this Agreement shall be refunded in full within 10 days. If neither party cancels, this Agreement shall be prorated and begin on the actual date of possession.

19. INSURANCE: Resident acknowledges that Owners insurance does not cover personal property damage caused by fire, theft, rain, war, acts of God, acts of others and or any other causes, nor shall Owner be held liable for such losses.

20. SUBROGATION: Residents agree that in the event of any damage to property or injury which occurs in or around the Premises, which is not eh legal responsibility of the Landlord, they will look solely to their insurance company for coverage. Residents further agree to indemnify Owner for any loss, damage or liability Owner may sustain because of acts or omissions by Residents or other occupants, Resident's guests or invitees.

21. RENTERS INSURANCE: Residents are reminded that their personal possessions are not covered by the Owners insurance and are encouraged to carry Renters Insurance. Due to Owners insurance requirements, Residents with pets are required to provide Owner with proof of Renters Insurance before moving a pet into the apartment.

22. RIGHT OF ENTRY AND INSPECTION: Owner may enter, inspect and/or repair the premises at any time in case of emergency or suspected abandonment. Owner shall give 24 hours advance notice and may entre for the purpose of showing the premises during normal business hours to prospective renters for smoke alarm inspection and/or for normal inspections, maintenance and repairs. Owner is permitted to make all inspections, alterations, repairs and maintenance the Owner's judgment is necessary to perform.

23. ASSIGNMENT: Resident agrees not to transfer assign or sublet the premises or any part thereof.

24. AUTHORITY OT BIND Residents: The Residents understand and agree that if there is more than one signor on the lease the act or notice of, or to, or signature of, any one or more of them in relation to tenancy, termination or renewal shall be binding on each and all of the Residents signing this Lease shall have the same force and effect as if each and all of them had acted, signed or given or received such notice.

25. PARTIAL INVALIDITY: Nothing contained in this Agreement shall be construed as waiving any of the Owner's or Resident's rights under the law. If any part of this Agreement shall be in conflict with the law, that part shall be void to the extent that it is in conflict, but shall

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not invalidate this Agreement nor shall it affect the validity or enforceability of any other provision of the Agreement. The named Resident(s) are jointly and severally responsible and liable for all obligations under this Agreement.

26. NO WAIVER: Owner's acceptance of rent with knowledge of any default or breach of any item of this Agreement by Resident shall not constitute a waiver of subsequent breaches. Failure to require compliance shall not be constituted as a waiver by Owner of said term or condition and shall not affect the validity or enforceability of any provision of this Agreement.

27. ATTORNEY FEES: If any legal action or proceedings be brought by either party of this Agreement, the prevailing party shall be reimbursed for all reasonable attorney's fees and costs in addition to other damages awarded.

28. REPORT TO CREDIT/ TENANT AGENCIES: Resident is hereby notified that a nonpayment, late payment or breach of any terms of this Agreement may be submitted / reported to credit and / or tenant reporting agency, and may create a negative credit record on Resident's credit report.

29. LEAD NOTIFICATION / RADON GAS DISCLOSURE: For rental dwellings built before 1978, Resident acknowledges receipt of:
_____ (initial) EPA pamphlet

Radon gas is a naturally occurring radioactive gas that, when it has accumulated in a building in sufficient quantities, may present health risks to persons who are exposed to it over time. Levels of radon that exceed federal and state guidelines have been found in buildings in every state. Additional information can be obtained from the County Health Department.

30. ADDITIONS AND / OR EXCEPTIONS:

31. NOTICES: All notices to Resident shall be served at Resident's premises and all notices to Owner shall be served at: United Presbyterian Church, 326 South Main Street, Harrodsburg, KY 40330.

32. INVENTORY: The premises contain the following items that the Resident may use: stove, refrigerator, dishwasher, washer / dryer.

33. KEYS: Resident acknowledges receipt of:
_____ (#of keys) for the purposes of: _____

If the Resident deems it necessary (because of loss of keys, or for other reason) to have the locks re-keyed, the Owner shall be notified and shall make arrangement to have the work done, billing the Resident for all costs involved.

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34. ENTIRE AGREEMENT: This Agreement constitutes the entire Agreement between Owner and Resident. No oral agreements have been entered into, and all modifications or notices shall be in writing to be valid.

35. RECEIPT OF AGREEMENT: The undersigned Resident, as named in the first paragraph of this Agreement, has read and understands this Agreement, and hereby acknowledges receipt of a copy of this Agreement.

Residents Signature

Printed

Signed

Residents Signature

Printed

Signed

Owner's or Agent Signature: United Presbyterian Church

By: _____

Date: _____

(No representation is made as to the legal validity or the adequacy of any provision in this Agreement. If Resident desires legal advice, an attorney should be consulted.)

United Presbyterian Church
Adopted 8/31/2014

_____ Initial

United Presbyterian Church – Pet Addendum

This Addendum to a Lease Agreement dated the _____ by and between United Presbyterian Church, Owner and _____ hereinafter referred to as "Resident" is made this date _____.

1. Resident shall, upon execution of this Addendum, provide to Owner a Pet Security Deposit in the sum of \$100.00, which is refundable at the end of the term, provided there is no damage to the Premises.
2. Resident shall pay the sum of \$25.00 per month as additional rent ("Pet Rent") from the first month that the Resident obtains the pet, which shall continue so long as Resident maintains the pet in the premises.
3. Resident agrees that no more than one (1) domestic animal may be kept on premises. Wild animals, reptiles, and farm animals are not allowed. Certain dog breeds are prohibited, including but not limited to: Pit Bulls, Dobermans, German Shepherds, Bloodhounds, Rottweiler's and Chows.
4. Landlord has approved the following pet to be maintained by Residents:
__ Cat, must be spayed or neutered (written verification from veterinarian must be supplied)
__ Dog, must be spayed or neutered (written verification from veterinarian must be supplied)

Description of pet, including name, breed, age and weight:

5. Resident agrees to further adhere to the pet policies of the community.
6. Resident agrees to reimburse Owner for any damages to property.
7. Resident agrees to indemnify and hold harmless Landlord from any claim or liability for injuries or damages caused by Resident's pet.

United Presbyterian Church
Adopted 8/31/2014
_____ Initial

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8. Residents, if the pet is a dog or other animal that bites, agrees to maintain in effect at all times a general liability policy with limits of at least \$100,000 per occurrence which does not contain an exclusion for animal bites. Resident will provide Landlord with proof of that the policy is in full force and effect.
9. Residents agree to remove the pet from the premises within seven (7) days of written notification by the Landlord. Seven days after notification by the Owner, the Residence will be inspected. Any balance of the pet deposit due to Resident will be refunded and the monthly pet fee will cease.
10. No pet that has shown vicious tendencies shall be allowed.
11. No pet is permitted on the premises who is not registered whether or not that pet is owned by or visiting the Resident.
12. Resident shall not permit their pet in the hallway, or other interior public area except when in the company of the Resident and only then on the way into or out of the building.
13. All pets must be kept on a leash when outside of the leased premises or on the grounds of the premises. This provision specifically prohibits any pet from being kept on a leash run or chain attached to the building, in a ground floor patio area, except when in the presence of the Resident.
14. Proof of Rabies vaccination is required.
15. All Pet waste must be picked up and properly disposed of in the tenant's trash receptacle. Any violation of this policy is grounds for notice to remove animal from premises.
16. If Owner is required to enter premises for any instance referred to in the Lease, the Owner will attempt to provide the Resident with 24 hour notice. Resident will have pet restrained or crated during that time. Owner is not responsible or liable if pet escapes during an Owner inspection

Disclosure of Information on Lead-Based Paint and Lead-Based Paint Hazards

Lead Warning Statement:

Housing built before 1978 may contain lead-based paint. Lead from paint, paint chips, and dust can pose health hazards if not taken care of properly. Lead exposure is especially harmful to young children and pregnant women. Before renting pre-1978 housing, landlords must disclose the presence of known lead-based paint and lead-based paint hazards in the dwelling. Tenants must also receive a Federally approved pamphlet on lead poisoning prevention.

Lessor's Disclosure (initial)

(a) Presence of lead-based paint or lead-based paint hazards (check one below):

_____ Known lead-based paint and/or lead-based paint hazards are present in the housing (explain): _____

_____ Lessor has no knowledge of lead-based paint and/or lead-based paint hazards in the housing.

(b) Records and reports available to the lessor (check one below):

_____ Lessor has provided the lessee with all available records and reports pertaining to lead-based paint and/or lead-based paint hazards in the housing (list documents below): _____

_____ Lessor has no reports or records pertaining to lead-based paint and/or lead-based paint hazards in the housing.

Lessee's Acknowledgement (initial):

_____ (c) Lessee has received copies of all information listed above.

_____ (d) Lessee has received the pamphlet *Protect Your Family from Lead in Your Home*.

Agents' Acknowledgment (initial)

_____ (e) Agent has informed the lessor of the lessors obligation under 42 U.S.C. 4582(d) and is aware of his/her responsibility to ensure compliance.

Certification of Accuracy

The following parties have reviewed the information above and certify to the best of their knowledge, that the information provided by the signatory is true and accurate.

Lessor: United Presbyterian Church

Date

Lessee: _____

Date

Lessee: _____

Date

Agent: _____

Date

RENTAL APPLICATION

PERSONAL DATA

Name	Date of Birth	Social Security No.
		Drivers Lic. No. Expir. Date
Name of Co-Tenant		Social Security No.
Present Address		Drivers Lic. No. Expir. Date
City/State/Zip	Res. Phone	Bus. Phone
How long at present address	Landlord or Agent	Phone
Current Rent	Rent Paid Through	Current Lease Expires
Previous Address	How long	Landlord or Agent
City/State/Zip		Phone
Occupants	Relationships:	Pets?
	Ages:	
Car Make	Year	Model Color License No.

OCCUPATION

	PRESENT OCCUPATION*	PRIOR OCCUPATION*	CO-TENANT'S OCCUPATION
Occupation			
Employer			
Self-employed, doing business as			
Business Address			
Business Phone			
Type of Business			
Position held			
Name and Title of Supervisor			
How long			
Monthly Gross Income			

*If employed or self-employed less than two years, give same information on prior occupation.

REFERENCES

Bank Reference		Address		Phone	
CREDIT REFERENCE	ACCOUNT NO.	ADDRESS	HIGHEST AMOUNT OWED	PURPOSE OF CREDIT	ACCOUNT OPEN OR DATE CLOSED
PERSONAL REFERENCE	ADDRESS		PHONE	LENGTH OF ACQUAINTANCE	OCCUPATION
NEAREST RELATIVE	ADDRESS		PHONE	CITY	RELATIONSHIP

Have you ever filed a petition for bankruptcy? _____ Have you ever been evicted from any tenancy? _____

Have you ever wilfully and intentionally refused to pay any rent when due? _____

I DECLARE THAT THE FOREGOING INFORMATION IS TRUE AND CORRECT, AUTHORIZE ITS VERIFICATION AND THE OBTAINING OF CONSUMER CREDIT REPORT.

I agree that Landlord may terminate any agreement entered into in reliance on any misstatement made above.

DATED: _____

Applicant _____ Applicant _____