



Orange Park
Presbyterian Church
Administrative Manual

Revised: January 27, 2015
Reformatted: June 3, 2015

ORANGE PARK PRESBYTERIAN CHURCH
ADMINISTRATIVE CALENDAR

Revised August 27, 2013

January

New class begins term – New Year day

Clerk and Treasurer appointed

Budget presented to session

One member of the Memorial Garden Committee Elected

March

Incoming Treasurer and Clerk take office

Two members of Administrative Manual Committee Elected

June

Nominating Committee chair and assistant chair nominated by session

Size of new incoming class determined

August

Congregation elects nominating committee

October

Congregation elects new class of Ruling Elders.

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MEETINGS

Parliamentary authority for meetings is *Roberts Rules of Order, Newly Revised*. The Clerk of the Session will be the parliamentarian for session and congregational meetings.

A quorum for congregational meetings is 10 percent of active members.

A quorum for session meetings will be the moderator, clerk (or designate), and 50% of serving ruling elders, including the Clerk if appropriate. An exception is that a quorum for a called session meeting whose only purpose is to accept new members will be the moderator, the clerk (or designate) and two additional serving ruling elders.

Minimum notice for congregational meetings is announcements from the pulpit at worship services for two Sundays, as well as two weeks written and electronic notice (e – mail for those with that capability). A meeting may be held the Sunday of the second pulpit announcement, provided it is held after all services for that day and provided that the required written notice requirements have been met.

OFFICERS

The Session at its first stated meeting in January shall appoint a ruling elder as Clerk, and a treasurer. The Clerk may also be a member of the session. Both officers will take office at the first stated meeting in March. The Clerk shall normally serve for a 3 year term, and may be re-appointed for one additional term. The treasurer shall serve for a 1 year term and may be re-appointed for two additional terms.

The Congregation shall elect Deacons as necessary. No serving member of the session may also serve as Deacon. A Deacon shall normally serve a term of not more than 3 years and may be re-elected for one additional term.

Ruling Elders shall be elected by the Congregation at a congregational meeting to be held during the month of October. The number of Ruling Elders in the incoming class shall be between 5 and 8, with the exact number to be determined by the session at the June stated meeting.

Ruling Elders will normally be elected to the session for a 3 year term. No Ruling Elder shall serve for consecutive terms, full or partial, aggregating more than 6 years. The term of service for a class of Ruling Elders shall start the first day of the calendar year.

Any officer of the church who has reached the limit of continuous service for a position, may not again be appointed or elected to that position for a period of at least one year after the expiration of his or her latest term of service.

NOMINATIONS

The nomination of Deacons and Ruling Elders to the session shall be done by a nominating committee. A member of the session shall be nominated by the session to serve as chair of the committee. One other session member shall be nominated by the session to serve as assistant chair. These nominations shall be done no later than the June stated session meeting. The chair and assistant chair of the committee shall recruit 4 to 6 active members of the congregation to serve on the committee, taking care to choose a representative cross section of the congregation. Other Ruling Elders who are serving on the session may be included as part of the committee. A congregational meeting shall be called no later than the end of August for the purpose of electing the members of the nominating committee. The Clerk of the Session shall present the nominees to the congregation for consideration at that meeting. The Moderator of the Session shall serve on the Nominating Committee in an ex-officio status without vote.

VACANCIES

Should a position on the session become vacant, or the need become known for a Deacon, the nominating committee shall present candidate(s) for the position(s) at a congregational meeting for election to the vacant position(s). This should be done as rapidly as prudently possible, but in any case in not more than 3 months from the recognition of the vacancy.

ADMINISTRATIVE MANUAL COMMITTEE

Revised September 28, 2014

The Administrative Manual Committee shall consist of 3 members elected by the session. The election will take place at the March stated session meeting and the members will serve for two year terms, starting the first of June. Members to be considered by the session for membership on the committee will be recommended by the committee. The moderator of the Committee will be a member of the session. If the session term of the moderator expires before his or her term as moderator ends, he or she will continue to serve as moderator until the following June.

For the year 2013, the current members of the committee will continue to serve. Two will start one year terms in June and two will start two year terms starting in June. Subsequently, two members of the committee will be elected every year as stated above.

BUSINESS, FINANCE & STEWARDSHIP

Revised December 17, 2013

Approval Process/Procedures for Expenses and Credit Card Usage Effective January 1, 2014

PURCHASES:

1. Purchases with budgeted monies in excess of \$150 are required to be brought to session for discussion and approval prior to being made. This includes purchases made with private funds with the intention of being reimbursed.
2. If a purchase is made with personal funds in any amount and reimbursement is desired a request for reimbursement with the receipt must be supplied and it must be approved/signed by two current session members, one of which must be the elder responsible for that mission area. After approval the individual responsible for disbursing funds may issue a check. A teaching or ruling elder is encouraged to advise the session of planned purchases for which he/she wishes to be reimbursed.
3. If a purchase or expenditure is deemed to be an emergency or urgent, a verbal and or email approval by a teaching elder or the sitting elder responsible for that ministry area is acceptable. This disbursement should be brought to the attention of the entire session by the approving elder as soon as practical and should not wait for the next stated or called session meeting. Receipts are still required, but a notation that this purchase was deemed an emergency should be made and signed by the approving sitting or teaching elder and the individual who made the purchase.

CREDIT CARDS:

Orange Park Presbyterian Church will have one (1) credit card issued in its name.

If a teaching or ruling elder wishes to make a purchase with the OPPC credit card, the purchase is subject to the requirements in paragraph 1 under "Purchases" and all other policies pertinent to use of the OPPC credit card.

When not in use the OPPC credit card will be secured in a locked area at all times. Only currently serving ruling and teaching elders may use the credit card.

A written list of approved credit card users will be maintained by the bookkeeper. The list will be approved by the session each year as a part of the budget process.

The use of the credit card does not negate the requirement of paragraph 1 under "Purchases" or any other restrictions in this or other OPPC policies.

DONATIONS TO MINISTRY AREAS:

When donations, including gift cards, cash, and material, are received by individuals for specific purposes these items are to be reported to the bookkeeper.

In the case of cash and gift cards the bookkeeper will make an entry that the donations were received and a letter will be sent to the individual who made the donation thanking them and listing what was donated.

In the case of material he/she will send a letter listing the material donated and the fair market value as ascertained by the ruling elder of the area for which the donation was received.

Unless it was not the case, the letter should contain the statement that no goods or services were provided in return for the donation.

The donation will be kept and accounted for by the individual who received it.

When the material is used a note will be made as to what was used, when it was used, and for what specific project. The elder for that ministry area is responsible for including when the gift was received and when the gift was used in their monthly session report.

When donated monies/gift cards are used a receipt for the purchase will be delivered to the book keeper with a clear annotation that the receipt is for previously donated monies. If possible the entry will be cross referenced to the individual who made the gift.

STOCK DONATIONS:

Any donations of stock to the OPPC Merrill-Lynch Brokerage Account will follow the guidelines approved at the August 26, 2014 Stated Meeting of the Session. The guidelines are as follows:

- the broker will be instructed to convert stock to cash or cash equivalent immediately
- funds from this account will only be transferred to the operating account of the church
- funds from the Merrill-Lynch account will not be transferred without prior approval of Session
- upon Session approval, either the Elder of Business & Finance or the Clerk of Session is authorized to communicate to Merrill-Lynch to transfer funds to the operating account and see that the transaction occurs

**Policy of the Orange Park Presbyterian Church Regarding
The Memorial Garden**

Revised July 2, 2013

The Memorial Garden Committee is a sub-committee of Buildings & Grounds. The Memorial Garden Committee shall consist of 3 members nominated by the committee and elected by the session. The election shall take place at the January stated session meeting. The committee members shall serve a term of three years, starting January 1. Membership shall be arranged such that the term for one committee member shall end each year, with a new 3 year term starting each January 1. The moderator of the committee shall be the buildings & grounds elder. To arrange rotating terms as stated above one current member shall serve a 1-1/2 year term, one member a 2-1/2 year term and one member a 3-1/2 year term. Starting in January 2015 a new member will be elected to a new 3 year term as stated above.

**ORANGE PARK PRESBYTERIAN CHURCH
MEMORIAL GARDEN**

November 2006

- I Permitted use as determined by Florida Statue Chapter 497, Section 497.260, for Churches as follows:
 - A. Area to be used is less than 5 acres.
 - B. No caskets, permanent containers, etc. Ashes may be scattered or buried in a biodegradable container.
 - C. City of Orange Park has no restrictions.

- II Design and Location
 - A. Design and layout of the garden will be as approved by the session.
 - 1. Proposed design would consist of a memorial head stone, no more than 96 inches wide and 70 inches in height with a base no more than 30 inches longer than the head stone and 12 inches in height. The name of the

deceased will be inscribed on the first line, with birth and death dates inscribed below the name. The head stone will accommodate approximately 40 names. Additional stones may be added as needed in the future. Proper inscription of our church will appear on the upper area of the head stone. A bible verse shall be added below the church inscription.

2. The garden layout will contain appropriate benches (2 to 4) situated within the garden.
3. Landscaping to define the garden area will consist of shrubs, and sod or appropriate ground cover.
4. Located on the east side of the sanctuary, no larger than 50 by 70 feet.

III Use of the memorial garden is as follows:

- A. The space designated is to be used for the cremated remains of the Deceased to be spread or interred. If interred, then a ground opening would be arranged by the grounds-keeper (sexton) then properly covered with sod. The church should be notified 48 hours prior to use. Ashes placed on or in the ground are permanent and as such shall not be available for future removal.
- B. Inscriptions shall be made on the head stone in chronological (sequential) order. The name and dates to appear on the head stone are to be approved by the family or designated family representative, in writing, prior to the inscription of the head stone. A signed document to this effect shall be permanently filed in the church records.
- C. The first line inscription (name of the deceased) on the stone may not exceed 20 spaces. The type size of the second line of inscription (birth and death dates of the deceased) is smaller and may not exceed 24 spaces. Once selected, the type style (font) and type size shall be consistent for all inscriptions.
- D. Stone inscriptions and use of the garden is restricted to church members only who meet the following criteria:
 1. Member of the church for a minimum one (1) year.
 2. Regular church attendee (unless unable to attend for good cause).
 3. Completed a pledge card and are faithfully fulfilling their pledge.
 4. Have received the sacrament of baptism and are recorded members of this church.
 5. Have accepted and practice the mission of our church.
 6. Minor children residing in the household of a qualified adult church member.
 7. Paid the required inscription and garden maintenance fees as set forth by the session. The maintenance fee will be set aside in a designated reserve account for the continued care, upgrade and use as determined by the Memorial Committee.

IV Memorial Committee

- A. Consist of three (3) OPPC members appointed by the session, each to serve a term of 3 years but not more than 2 consecutive terms. The initial committee will be organized whereby one person will serve 1 year, one person 2 years and the third person 3 years.
- B. Responsibilities:
 1. Oversee the maintenance of the garden.
 2. Determine and approve all plantings within the garden.
 3. Monitor that no items are placed in the garden such as flowers, vases, markers or any other personal items.
 4. Determine when garden will be used for spreading or burying ashes.
 5. Determine eligibility for inclusion and procurement of monument engraving.
 6. Oversee that fees are paid properly, expended and accounted for in a designated restricted fund and wisely invested.
 7. Inform church members about the garden and the memorial designated fund.
 8. Set fees that will be adequate to maintain and upgrade the garden, and purchase future additional memorial head stones and benches as required.
 9. Determine any special circumstances that may develop regarding garden use and collection of fees. We must always keep in mind the welfare of our devoted members as we determine any and all exceptions.
 10. Record this document in the church records so that this space is designated as a perpetual memorial garden, and is to be maintained as such.

Policy of the Orange Park Presbyterian Church Regarding Sexual Misconduct

Revised August 28, 2012

The Orange Park Presbyterian Church hereby adopts the Sexual Misconduct policy of the General Assembly of the Presbyterian Church (USA). This policy is available at:

<http://www.pcusa.org/resource/presbyterian-church-us-sexual-misconduct-policy-an/>

An exception to the adoption of this policy is appendix B, provisions of which will be part of the OPPC Human Resources policy manual.

In addition, the Orange Park Presbyterian church reminds all persons of the requirements of Florida statutes regarding sexual, and other abuse of children. In particular, the State of Florida

REQUIRES any person with knowledge of abuse of a child to notify the proper civil authorities. The specific requirement, and penalties for non-compliance, may be found at:

<http://www.flsenate.gov/laws/statutes/2012/0039.201> and
<http://www.flsenate.gov/laws/statutes/2012/0039.205>

WEDDING POLICIES AND PROCEDURES

Revised January 27, 2015

Christian Marriage in the Presbyterian Church (USA)

“Marriage is a gift God has given to all humankind for the well-being of the entire human family. Marriage is a civil contract between a woman and a man. For Christians marriage is a covenant through which a man and a woman are called to live out together before God their lives of discipleship. In a service of Christian marriage a lifelong commitment is made by a woman and a man to each other, publicly witnessed and acknowledged by the community of faith.”

Directory For Worship, Presbyterian Church USA (W-4.9001)

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We are pleased with your desire to be married in the sanctuary of Orange Park Presbyterian Church and provide this policy as one means of ensuring that your wedding ceremony will be one that reflects the best of our Christian tradition. We are delighted to share with you your expectations and we pray God’s rich blessings on your wedding and throughout your life.

Weddings are a worship service which the church endorses for people who have committed themselves to love each other for life. Marriage in the Presbyterian Church is an act of worship in which the participants covenant with God, one another, and with the church that they will endeavor to maintain relationships of trust, respect, honor and understanding. While a wedding is not considered a sacrament, it is recognized as a very significant event in the fulfillment of life. Because of our commitment to Christian discipleship, only those who are committed to the Christian faith will be considered for marriage at Orange Park Presbyterian Church.

Although the Lord’s Supper (Communion) is not typically celebrated during a wedding, there may be times when the bride and groom make this request. In such instances, it is understood that the Lord’s Supper is a sacrament in the Presbyterian Church (USA), and any celebration of the Lord’s Supper shall have prior approval from the Session [Church Elders] (W 4.9003). The Lord’s Supper is understood to be a sacrament and that the Invitation to the Table shall be extended to all baptized persons present (W 4.9003) and will not, in any circumstances, be shared only by the bride and groom.

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The following guidelines are to enable weddings at Orange Park Presbyterian Church to contribute to the dignity and beauty of your wedding service.

WEDDING GUILD

- The OPPC Wedding Guild is a group of volunteers who coordinate weddings held at Orange Park Presbyterian Church. Once your date has been placed on the church calendar, a meeting with the Guild will be set to discuss the details of this guide and to help you plan for your rehearsal and wedding. The Guild can help clarify and answer any questions.
- A member of the Wedding Guild will direct the rehearsal and the wedding and must be on site at all times. (If you have an outside wedding coordinator they must work closely with the Wedding Guild).
- Any on-site visits pertaining to your wedding must be coordinated with a member of the Wedding Guild and not OPPC staff.

GENERAL INFORMATION

- Before employing any vendors, the bride should contact the church office to confirm that the date and time desired for the wedding and rehearsal is available. The church office will contact the Wedding Guild, and a wedding is not considered “on the calendar” until the Wedding Guild has also confirmed the time and date.
- If the couple wants a guest pastor to officiate or participate in the service, that participation must be approved by the pastor of Orange Park Presbyterian Church. If a guest pastor officiates, the required marriage consultations will be with the guest pastor.
- No weddings will be scheduled during Advent (the four weeks leading up to and including Christmas Eve and Christmas Day), Holy Week (Palm Sunday- Easter Sunday), Thanksgiving weekend, or New Year’s Eve/Day.
- No wedding shall be scheduled after 6:00 pm.
- Weddings can be scheduled on Sunday afternoons.
- Any marriages scheduled for Sunday mornings must be performed by the OPPC pastor and in the context of the liturgy of the worship service. Marriages performed during the context of Sunday worship are understood as an integral part of worship and not as a “stand alone” service. Sunday morning marriages during worship must have prior Session approval and all elements of the service will be directed by the pastor in consultation with the Session.
- Wedding reservations are for the sanctuary building only and other activities in other buildings on the church campus might coincide with your wedding service.
- OPPC facilities will be available to you for up to three hours before the time of the ceremony and no more than one hour following the conclusion of the wedding service. If

needed, arrangements can be made to use church facilities for dressing by the bridal party.

- For safety and environmental reasons, the throwing of rice, release of doves or butterflies, or use of sparklers are not permitted on church property. Any requests for the use of unusual elements in the service must be approved by the wedding guild prior to the service.
- The use of alcohol or tobacco products are not permitted on church premises.
- No food or beverages are allowed in the sanctuary. Food and non-alcoholic beverages may be consumed in the Gathering Place by prior arrangements at the meeting with the Wedding Guild.
- Items belonging to the wedding party and guests are the sole responsibility of the parties and not OPPC.
- OPPC is not responsible for arrangements with third parties for wedding services, accessories or related concerns.

Payment for the use of the facility and for all services is payable to the church office within one week of the rehearsal time. Additional information will be provided at time of date confirmation.

MUSIC

- Only music which honors God may be played or sung during the wedding service. If there is a question about music choice, the wedding guild will consult with the church pastor for final approval.
- Music for the wedding service is an important part of making the entire event as worshipful as possible.
- If the church organ is used, it must be played by an OPPC organist.
- You may elect to provide your own musicians or you may consult with church staff musicians for their availability. This can be coordinated through the Wedding Guild.
- Piano, organ, choir chairs and all praise band equipment cannot be moved.

FLOWERS AND DECORATIONS

- The OPPC sanctuary is beautiful in its simplicity.
- Aisle runners may not be used for safety reasons.
- The church does not provide the Unity Candle or holder.
- Care must be taken that wax does not drip on the carpet and only dripleless candles may be used.

- No pins, tacks, or adhesives may be used on the pews or other furnishings in the Sanctuary.
- Florists may preview the facility with a member of the Wedding Guild only during a mutually prearranged time.
- Flowers are to be in proper holders.
- Florist arrival time needs to be determined during the meeting with the Wedding Guild prior to the rehearsal date.
- All items must be removed by the wedding party after the ceremony and pictures.
- The Sanctuary must be left in condition for services on Sunday.

PHOTOGRAPHY AND VIDEOGRAPHY

- It is the responsibility of the bride and/or groom to inform the professionals that no flash pictures are to be taken during the wedding service. The Wedding Guild will reiterate this rule with the professionals. Guests should be informed of this regulation at the beginning of the service by the officiating pastor.
- Wedding photographers may take digital photographs during the processional and recessional from any location, but during the ceremony only one stationary photographer can be in the front of the sanctuary; other photographers must remain in the back of the sanctuary or in the balcony.
- Pre-ceremony photographs in the sanctuary must be completed 30 minutes prior to the service.
- The sanctuary is available for pictures one hour immediately following the wedding service.
- Videography may be made from the balcony.
- Video cameras may be placed unobtrusively in the sanctuary prior to the beginning of the service music. After that time, video cameras must be manned from the balcony only.

AUDIO-VISUAL PRESENTATIONS

- Any presentations, including Power Point, CD's, DVD's etc. that are to be played during the service must be approved by the Information Technology Elder or the OPPC Sound and Electronic Technician for compatibility with the church's equipment at least 30 days before the wedding date. A final copy of any such presentation must be provided to the Information Technology Elder or the OPPC Sound and Electronic Technician at least 2 weeks before the service. This will allow thorough testing to ensure the presentation will operate properly on the church equipment.

We will cooperate with your desire to take the most complete wedding video possible. We ask that you, in turn, be willing to honor our rules to ensure the sacredness and dignity of a wedding in our church.

Arrival times for any outside professionals needs to be determined during the meeting with the Wedding Guild prior to the rehearsal date.

Wedding Fees

A deposit of \$250, made out to Orange Park Presbyterian Church, must be received in the church office a week after approval in order to save the wedding and rehearsal dates. Deposits will be applied toward the sanctuary fee and are non-refundable. Fees must be paid 7 days prior to the wedding ceremony and should be made payable to those providing the service. The names can be obtained from the Wedding Guild member.

Sanctuary Fee

Sanctuary Fee Includes: Electricity, air, heat, use of the piano for qualified person, services of wedding coordinator for rehearsal and day of wedding.

Members - \$250

To qualify for the member's fee; the bride, groom or one of their parents must be an active member of Orange Park Presbyterian Church for at least 1 year.

Active Military - \$600 (Non-Member)

To qualify for the member's fee; the bride, groom or one of their parents must be an active member of Orange Park Presbyterian Church for at least 1 year.

Non-Members - \$800

With use of OPPC's sanctuary, it is mandatory to use our Sexton, Sound/Electronic Technician, and Wedding Coordinator.

Additional Fees Required

OPPC Sexton - \$150

Custodial fee before and after wedding service

OPPC Sound & Electronic Technician - \$150

Operates Lighting, speakers, electronic music, etc. for rehearsal and wedding service

Additional Fees
(as needed)

OPPC Minister - \$300

If organ is requested OPPC's organist must be used. Includes: initial consultation, rehearsal and wedding ceremony. Outside soloist or musician must be arranged by the wedding party and approved by OPPC wedding guild.

OPPC Organist - \$200

Operates Lighting, speakers, electronic music, etc. for rehearsal and wedding service

Additional rehearsal with a soloist: \$25.00

Contact Information

Orange Park Presbyterian Church
1905 Park Avenue,
Orange Park, FL 32073
904-264-0536 Office

Rev. Susan Takis
Interim Pastor
904-264-0536
susan@oppresby.com

Pam Frame
Administrative Assistant
904-264-0536
pam@oppresby.com

Cindy Ezell
Wedding Guild Coordinator
904-778-0656 home
904-403-7351 cell
cynthiaezell@aol.com

Sonja Lewis
Organist
904-477-8884

Electronic Social Media Guidelines

Presbytery of St. Augustine

Committee on Ministry

Approved: May 28, 2014

Approved for adoption into the OPPC Administrative Manual by the Session on August 26, 2014

Social media has been a part of our lives for a long time - as individuals, in church, and in society. The church newsletter - long printed on paper but now more often emailed or posted on a website - is a form of social media. At this point, 25 years after the creation of the “the Web” and 10 years after the rollout of Facebook, use of electronic social media continues to increase, including Twitter, Facebook, Google+, Instagram, YouTube, Pinterest, LinkedIn, blogging, posting to websites, texting, email, electronic newsletters, and many others.

Social media is a great way to share ideas. It connects people, encourages dialogue, and builds community. It can be a valuable means of sharing a life of discipleship and giving witness to the Good News. It is an aid in pastoral care, in letting people know about current and upcoming events, and in crisis communication. It helps many church professionals avoid isolation by staying in touch with friends and colleagues from around the world.

The church must engage in social media, but it has to engage in a way that is safe and responsible. Therefore, the Committee on Ministry of the Presbytery of St. Augustine recommends the following guidelines for consideration by our presbytery’s pastors and other church leaders, congregations, and other Christian communities and groups:

1. Choose the appropriate form(s) of electronic social media based on the purpose of the communication and the audience to be reached. Remember to communicate in alternate ways (e.g., postal mail or a phone call) with individuals who do not or cannot receive electronic communications. In addition, be aware that once something is shared by electronic means, control of re-transmission to other persons and groups is out of the hands of the original communicator. For example, surveys have confirmed that many non-Facebook users who live with an account holder look at posts or pictures on the user’s account.
2. The content of electronic social media should honor Jesus Christ and the mission of Christ’s church. Be thoughtful, truthful and respectful toward your audience. If you have made a mistake, correct it at the earliest opportunity. Be sensitive to the possibility that linking to other websites and social media might bring with it words or images that are offensive or disturbing to your audience.
3. For ordained teaching and ruling elders, the content and tone of the communication should be consistent with his or her ordination vows, whether the social media is used on a personal basis or as a spokesperson for a congregation or other group.

4. All communications and use of social media should be guided by principles of healthy boundaries and safe church. Avoid “over-sharing.” Consider carefully whether personal conflicts should be shared online or by a group email. Apply appropriate privacy settings when using media such as Facebook.
5. Do not share confidential or sensitive information, such as health concerns of others.
6. Use caution and obtain appropriate consent when sharing images of youth and children. Always protect names and identifying information regarding children and youth, and follow all laws relating to the protection of minors, including the Federal Trade Commission’s Children’s Online Privacy Protection Rule.
7. Electronic social media shared with children and youth should be shared with their parents or guardians. If the parents/guardians don’t Tweet or use Facebook (for example), share the communication with them another way. While electronic social media ministry with youth has potential for being positive, the possibility of inappropriate communications is also present. Guidelines for relating to children, youth, and vulnerable adults in other contexts should be applied carefully to electronic social media.
8. Consider wisely who should be appointed as the authorized spokesperson for a congregation, community or church group. Consider appointing a separate small group of conscientious individuals with good judgment to monitor the use of social media.
9. When a church professional leaves his or her community, changes to his/her social media contacts and communications may be required to comply with other guidelines relating to leaving a ministry setting.
10. Ensure that all content complies with copyright, fair use, and any other pertinent laws.

Use social media for the glory of God and never to do harm. In the words of the Apostle Paul: “‘All things are lawful.’ but not all things are beneficial. ‘All things are lawful,’ but not all things build up ... So, whether you eat or drink, or whatever you do, do everything for the glory of God. Give no offense to Jews or to Greeks or to the church of God, just as I try to please everyone in everything I do, not seeking my own advantage, but that of many, so that they may be saved.” 1 Corinthians 10:23, 31-33.

In summary, electronic social media is a powerful tool for community and connecting. It builds and encourages a web of relationships that can be nurturing, bless others, and share the Good News. But it has potential for harm, whether that harm comes from use of the social media or avoidance of “in person” relationships.

These guidelines are not meant to cover everything, especially in light of the rapidly evolving world of electronic social media. Rather, the Committee on Ministry shares them in order to

raise awareness as to issues raised by the use of such media. Church communities should consult professionals - including legal professionals - with regard to the use of electronic social media.

If you have suggestions relating to these guidelines or other ideas about the use of social media by our presbytery, congregations, communities and church professionals, please contact the Moderator/Co-Moderator of the Committee on Ministry or the Stated Clerk at any time.

REVISIONS AND EXCEPTIONS

This manual may be amended by a majority vote of those present at any stated meeting of the Session, provided the proposed amendment was presented in writing to a quorum at a previously called or stated Session meeting. Any part of this manual may be temporarily suspended by a 3/4 vote of those present at a stated or called Session meeting.