

Manual of Operations

for

Unity Presbyterian Church
Fort Mill, SC

Approved and Adopted by Session

August 24, 2020

Manual of Operations for Unity Presbyterian Church Fort Mill, SC

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INTRODUCTION

This Manual of Operations contains policies and procedures that are in place for Unity Presbyterian Church to do the work of ministry. This is a manual of the Session of Unity Presbyterian Church and can be modified or amended at their discretion. Policies and procedures that require action of the Congregation of Unity Presbyterian Church or of the Church Corporation are found in the *Bylaws of Unity Presbyterian Church* (see Appendix A) and the *Corporate Bylaws of Unity Presbyterian Church* (see Appendix B). This Manual of Operations supersedes and replaces any and all previous operating manuals for Unity Presbyterian Church of Fort Mill, SC. References to paragraphs in the *Book of Order* are based on the 2019-2021 Edition of the *Book of Order, Presbyterian Church (U.S.A.)*.

The Appendices cited in this Manual of Operations are for reference only. They are stand-alone documents with their own requirements for amendment or modification. Any reference to an Appendix document in this Manual of Operations shall refer to the most recent approved version of that document. Amendment or modification of any of the Appendix documents does not in and of itself necessitate or require an update to this Manual of Operations.

MISSION

“Almighty God, who raised Jesus Christ from the dead and set him above all rule and authority, has given to him all power in heaven and on earth, not only in this age but also in the age to come. God has put all things under the Lordship of Jesus Christ and has made Christ the Head of the Church, which is his body. The Church’s life and mission are a joyful participation in Christ’s ongoing life and work.” (*Book of Order*, F-1.0201)

“The great ends of the church are:

- the proclamation of the gospel for the salvation of humankind;
- the shelter, nurture, and spiritual fellowship of the children of God;
- the maintenance of divine worship;
- the preservation of the truth;
- the promotion of social righteousness; and
- the exhibition of the Kingdom of Heaven to the world.” (*Book of Order*, F-1.0304)

In response to this calling, Unity Presbyterian Church has adopted the following Mission Statement:

United in Christ’s love, we glorify God through worship, nurture, and service to all people.

AUTHORITY

Unity Presbyterian Church is a member congregation of the Presbyterian Church (U.S.A.), Synod of South Atlantic, and Providence Presbytery. In the Presbyterian Church (U.S.A.) or PCUSA, the council (governing body) of the local church is the Session. The Session is made up of Ruling Elders, elected by the congregation, and all installed pastors (Teaching Elders) of the church. The Senior Pastor of the church is the Moderator of the Session. There is also a Clerk of Session, elected annually by the Session, who is an ordained Elder, but not necessarily a current elected member of the Session. The Session is responsible for all activities and ministries of the church in accordance with the *Book of Order*, G-3.02. The Session shall govern the church in accordance with the *Book of Order* and under the guidance of the higher councils of the church (presbytery, synod, and General Assembly).

ORGANIZATION

Session

The Session of Unity Presbyterian Church is organized for mission into ministry teams. Each of these ministry teams is tasked with a particular aspect of Unity's mission. Members of Session are assigned to each of these teams and provide communication between the ministry team and Session. Typically, an Elder currently serving on Session chairs the ministry team, but that is not required. To accomplish their tasks, each ministry team may further organize into subcommittees, working groups, or task forces. The current ministry teams of Session are listed below:

- Administration (temporary)
- Adult Discipleship
- Children's Ministry
- Human Resources
- Outreach
- Safety
- Stewardship & Finance
- Worship & Music
- Youth Ministry

Guidelines for Elders

Elders of Unity Presbyterian Church, ordained for service to Christ and Christ's Church, should strive to:

- Maintain a close, personal walk with Jesus Christ through prayer and Bible study.
- Carry out the duties of the office in a spirit of love that brings unity and harmony to the Body of Christ.
- Attend worship regularly and actively participate in the other ministries and programs of the church.
- Be good stewards of time, talents and treasure.
- Actively participate on a ministry team of the Session and faithfully share in the other duties and responsibilities of the Session.

- Actively participate in the pastoral ministry of the church, including participation in the sacraments, providing communion to homebound members, visiting the sick and shut-ins, and attending funerals.
- Be attentive to the needs and concerns of the people and inform the pastors of those with special needs.
- Participate in continuing education and spiritual growth opportunities.
- Participate in the higher councils of the church – presbytery, synod, and general assembly.
- Cultivate the ability to teach the Scriptures.
- Witness for Christ in word and deed.

Guidelines for Session Meetings

- All meetings will begin and end with prayer. (*Book of Order*, G-3.0105).
- Meetings shall be conducted in accordance with the most recent edition of *Robert's Rules of Order Newly Revised*, except when in contradiction to the *Constitution of the Presbyterian Church (U.S.A.)*. (*Book of Order*, G-3.0105)
- The Moderator will set a reasonable agenda for each meeting.
 - Stated meetings of the Session will normally last no longer than two hours.
 - Board and ministry team work will not be done during the Session meeting. Only recommendations requiring Session action will be discussed.
- All Session members will attend Session meetings and be on time.
 - Session members are expected to attend all stated and called meetings and will notify the Clerk of Session in advance if they know they will be absent.
 - In a time of emergency, when in-person meetings are not feasible, Session may meet and vote via video conferencing.
 - Session members who find they are no longer able to meet regularly should step down from active service.
- The Clerk of Session will provide minutes of the monthly stated meeting and called meetings one week following the meeting.
- When necessary, the Session may take action based on an electronic (E-mail or other method) polling. This should generally be non-controversial business that is time critical and cannot wait for the next stated meeting. The Clerk of Session or Moderator will send the motion to all Session members (via E-mail or other method) who will cast their vote via reply to the clerk only. Votes must be cast within 48 hours of the Clerk or Moderator of Session's request for votes. The results of these electronic votes will be affirmed at the next stated meeting and will be recorded in the minutes of that meeting. If two or more members of Session object to the electronic polling and wish to discuss the matter, the Moderator will either delay the matter until the next stated meeting or call a special meeting to address the matter.

Board of Deacons

The Board of Deacons, under the authority of the Session, are responsible for certain tasks delegated to them by the Session in accordance with the *Book of Order*, G-2.0202. The Board of Deacons annually elects a moderator and other officers, as needed. Like the Session, the Board of Deacons is also organized into ministry teams to perform the tasks for which it is responsible. Current members of the

Board are assigned to these teams and may serve as the chair of the ministry team, although this is not a requirement. The Board of Deacons has a handbook of how it operates entitled “Deacons Instruction Book”. The current ministry teams of the Board of Deacons are listed below:

- Buildings & Grounds
- Communications
- Congregational Care
- Health
- Hospitality & Evangelism
- Ushering

Ministry Team Membership

Elders and Deacons are assigned annually to each of the ministry teams based on staff recommendations and approval by Session. Each ministry team is assigned one or more Staff Resource Persons to support their work. Chairpersons of the ministry teams are elected by the ministry team. Ministry team members are recruited from the congregation by the team chair and staff resource person(s). Every effort should be made to enlist participation in the various ministry areas of the church from as wide and deep a cross-section of the congregation as possible. Special care should be taken to not overload individuals.

Congregation’s Nominating Committee

The Congregation’s Nominating Committee is elected by the congregation in accordance with the *Bylaws of Unity Presbyterian Church* (see Appendix A) and annually (or when needed to fill vacancies) proposes a slate of candidates to the congregation for election to the offices of Elder and Deacon. The committee also nominates members of a Pastor Nominating Committee (PNC) when the congregation decides to call a new pastor or associate pastor. (*Book of Order*, G-2.0401).

Unity Endowment Board

The Unity Endowment Board manages the Unity Endowment Program, which seeks to encourage contributions that will build a perpetual resource to support ministry projects that are outside the church’s operating budget. The Endowment Board is made up of seven voting members of Unity Presbyterian Church including one or more current members of the Session. Membership is approved by the Session. The board elects its own Chair, Vice Chair, and Secretary. The Senior Pastor and Financial Manager of Unity Presbyterian Church serve as non-voting, ex-officio members of the Board. The Endowment Board is guided by two documents approved by the Session: *The Unity Endowment Program Policies and Procedures* (see Appendix C) and the *Investment Policy Statement (IPS) for the Unity Presbyterian Church Endowment Program and Program Legacy Accounts* (see Appendix D).

Primary Mission: The purpose of the Endowment Program is to expand and enrich the long term mission of the Unity congregation by providing support beyond normal operating budget and capital fund giving.

Goals/Objectives:

- The Program seeks to attract a full range of giving options including cash, securities, real estate, valuable tangibles, life insurance, annuities, that can be invested prudently for the long term benefit of Unity ministries,
- The Program intends to make annual distributions for requests that are not connected to normal budget or capital support.

Staff Resource – Senior Pastor, Financial Manager

Unity Preschool Advisory Board

The Unity Preschool Advisory Board manages Unity Preschool, an outreach and educational ministry of Unity Presbyterian Church. The Advisory Board consists of seven members including the Preschool Director, Preschool Representative, Unity Presbyterian Church Financial and Facilities Manager, one member from Unity’s program staff, and three at-large members. The at-large members are nominated by the Board and approved by the Session. They typically include members of the Session, Board of Deacons, Christian Education Program, or Unity staff. The Advisory Board annually elects one of its members to be Chairperson. The Advisory Board is guided by the *Unity Preschool Advisory Board Bylaws* (see Appendix E). These bylaws are approved by the Session.

GENERAL BOARD AND MINISTRY TEAM POLICIES

Empowerment

All boards and ministry teams work under the authority of the *Constitution of the Presbyterian Church (U.S.A.)*, the *Bylaws of Unity Presbyterian Church* (see Appendix A), the *Corporate Bylaws of Unity Presbyterian Church* (see Appendix B), and the Session. In general, boards and ministry teams are empowered to do the work of ministry assigned to them as long as it is within the ministry description of that board or ministry team, it is within the approved budget, and it is not contrary to the *Book of Order of the Presbyterian Church (U.S.A.)*, or any Session or church policies.

Meetings

Boards and ministry teams set their own schedule of meetings to effectively conduct business relative to their ministry area. Each board or ministry team shall set its own quorum for meetings unless otherwise stipulated by policy. Said quorum must be no less than three members.

Guidelines for Meetings of Boards and Ministry Teams

- All meetings must be scheduled through the Church Office to avoid conflicts in meeting times and locations.
- All meetings will begin and end with prayer.
- The Chair will set a reasonable agenda for each meeting.
- Meetings should normally last no more than two hours.

- Boards and ministry teams are responsible to keep written minutes of each meeting that include all actions and decisions.
- Boards and ministry teams shall regularly report to Session regarding their activities, actions, and decisions.
 - Recommendations/motions to the Session should be clearly noted in the report.
 - An electronic copy of the report shall be provided to the Clerk of Session no later than the Monday prior to the next Stated Session Meeting. Session currently meets the fourth Monday of each month.
- All members are expected to attend meetings and be on time.
 - Members should notify the Moderator/Chair in advance if they know they will be absent.

Staff Relationships

Staff personnel are resources available to boards and ministry teams. They are not employees of boards and ministry teams. All boards and ministry teams must work in a spirit of cooperation with staff members assigned to their ministry areas. Boards and ministry teams are not empowered to modify job descriptions or counteract instructions from a staff member's supervisor. Concerns about a staff member's performance or job description should be discussed first with the staff member's supervisor, then with the Pastor, who is the Head of Staff, and then with the Human Resources Team. Unity's employee benefits and policies are published in the *Unity Presbyterian Church Employee Manual* (see Appendix F).

Current staff positions at Unity Presbyterian Church are:

- Senior Pastor, Head of Staff
- Associate Pastor for Youth
- Director of Christian Education
- Director of Music
- Church Administrative Officer
- Financial Manager and Facilities Manager
- Coordinator of Outreach & Hospitality
- Administrative Assistant
- Administrative Assistant for Data Base and Program Support
- Communications Specialist
- Nursery Coordinator
- Nursery Caregivers
- Children in Worship Coordinator
- Sexton
- Kitchen Manager
- Preschool Director
- Preschool Teachers and Support Staff

Budget

All boards and ministry teams operate under the approved budget for each fiscal year. The Session is responsible for approving the annual budget after receiving the recommended draft budget drawn up by the Church Treasurer and the Stewardship and Finance Ministry Team. Input for the draft budget is solicited from all boards and ministry teams and church staff. Once approved, the budget becomes financial policy for Unity Presbyterian Church; Session may make changes as needed throughout the year based on recommendations from the Stewardship and Finance Ministry Team and the Church Treasurer.

The budget is an annual plan that sets our priorities for how we use the financial gifts of God's people. The budget addresses income and expenses for the church's General Operating Fund. In addition to this fund there are three types of restricted funds. Pass-Through Funds are those funds collected as fees and/or donations to pay for specific events or activities, such as youth mission trips. Donor Restricted Funds are funds donated to support particular areas of ministry, such as the music program. Church Designated Funds are funds designated by Session for specific needs, including the General Operating Reserve, Maintenance Reserve, Insurance Settlement Fund, and Audit Fund. Pass-Through Funds are available for use by the appropriate ministry team. Some Donor Restricted Funds are available to the appropriate ministry team while others require higher approval, typically from Session. Use of Church Designated Funds requires Session approval. Boards and ministry teams should consult with the Church Treasurer to determine what approvals are required. All fees and donations received by the church must be used for the purpose for which they were given.

Expenses

Boards and ministry teams will occasionally incur expenses related to their ministry. These expenses will be paid or reimbursed from the Operating Account of Unity Presbyterian Church through the use of an Expense Voucher. Blank Expense Vouchers are available in the Church Office. A check made payable to the proper supplier will be provided. When it is necessary for an individual to make a purchase and then be reimbursed, an Expense Voucher and a receipt are required for reimbursement. Each Expense Voucher must be properly executed with a description and amount of the purchase, the account from which payment is to be made, the name and address of the company/person to be paid, and an authorizing signature of the board or ministry team chair or staff person assigned to that ministry. When appropriate, the account to be charged and the approval sign-off may be made directly on the invoice. All expenses to be reimbursed by the church must have prior approval of the related ministry team or responsible staff person.

Other Responsibilities for Boards and Ministry Teams

- All activities on the Unity campus must be scheduled through the Church Office to avoid conflicts of time or location. This should be done as far in advance as feasible.
- All board and ministry team chairs should be trained in the use of the church data base system to facilitate communications with board and team members.
- All boards and ministry teams should seek to keep the congregation informed of their ministries through effective use of the church newsletter, social media, announcements, Minutes for Missions, etc.
- All boards and ministry teams shall prepare an annual report that will be published for the Annual Meeting of the Congregation. The report shall include as a minimum the following information:

- Board or team membership
- Accomplishments from the previous year
- Goals and objectives for the coming year
- Opportunities for volunteer support
- All boards and ministry teams are encouraged to compile and maintain a handbook of how they operate. Such a handbook will provide a valuable reference for team members and an orientation tool for new board/team members.

SAFE PLACE POLICY

At Unity Presbyterian Church, we take very seriously our moral and legal responsibility to provide a safe sanctuary for children and youth and support for those who work with them. This is an expression of our faith as we seek to be united in Christ's love, glorifying God through worship, nurture, and service to all people.

Unity maintains a commitment to extending the hospitality of Christ to all persons, regardless of race, gender, age, ability, or sexual identity. We also recognize that communities of faith are places where persons come for sanctuary, for a visible witness to God's mercy and healing, and to participate in a community through which the Holy Spirit can inspire them toward service. Therefore, we likewise recognize the need for all persons within our congregational life to work together to create an environment at Unity that is a safe haven for all – physically, emotionally, spiritually, etc. Child safety must therefore be a collective effort – a partnership between parents/caregivers, Unity staff, Unity volunteers, congregation members, and staff and volunteers of outside agencies who utilize Unity's space for events and programs.

We believe that parents, volunteers, and employees prefer a church with an established, caring protection program. Therefore, Unity commits to provide a safe environment and affirms the rights of children, youth, and adults to be protected from inappropriate treatment whether through neglect, discrimination, emotional, physical, spiritual or sexual abuse.

For the full text of Unity Presbyterian Church's Safe Place Policy, please see Appendix G. Responsibility for implementation of and compliance with this Safe Place Policy resides with the Director of Christian Education and the Associate Pastor for Youth Ministries.

MINISTRY TEAMS OF THE SESSION

Administrative Ministry Team

Mission: The Administrative Ministry Team (AMT) is a temporary team of the Session organized to draft a Manual of Operations for Unity Presbyterian Church and to update the Bylaws of Unity Presbyterian Church.

Membership: The AMT is comprised of five elders currently serving on Session and appointed by the Moderator of Session.

Goals/Objectives:

- Draft a Manual of Operations for Unity Presbyterian Church that defines policies and procedures for Session, Diaconate, staff, ministry teams, and all other organizations of the church. The manual will include the *Bylaws of Unity Presbyterian Church* (see Appendix A and Appendix B), the *Unity Presbyterian Church Employee Manual* (see Appendix F, documents of the church corporation, and other documents as needed.
- Review the current organization, mission, and responsibilities of ministry teams and recommend any changes for incorporation into the Manual of Operations.
- Review the *Bylaws of Unity Presbyterian Church* and draft an update as needed.
- Review the requirements of the State of South Carolina pertaining to incorporation of Unity Presbyterian Church and determine if any actions need to be taken to bring UPC into compliance. Ensure that the Bylaws are applicable to both the Church and the Church Corporation.
- Ensure that the draft Manual of Operations and Bylaws are in accordance with the *Book of Order of the Presbyterian Church (U.S.A.)*.
- Present the draft Manual of Operations to Session for approval.
- Present the draft update of the Bylaws for approval by Session and subsequent approval by the congregation of Unity Presbyterian Church and the members of the Unity Presbyterian Church Corporation.
- Ensure that the approved Manual of Operations and all associated documents are readily available and accessible to all staff, officers, ministry teams, and other organizations of Unity Presbyterian Church.

Staff Resource: Associate Pastor for Youth Ministry

Staff Support: Church Administrative Officer

Adult Discipleship Ministry Team

Primary Mission: The ADMT seeks to invite and inspire all adults to explore their faith and find their connection to God with continued flexibility and creativity to provide quality faith formation and enrichment.

Goals/Objectives:

- To seek to invite and inspire all adults to explore their faith and find their connection to God, in order to transform their lives through the Living Word
- To provide adults opportunities to experience, share, relate, and deepen their faith journeys in creative, informative formats in various size groups
- To plan and coordinate Christian educational programs for adults
- To explore ideas, needs and concerns for adult spiritual formation

Responsibilities:

- To plan, organize, implement and evaluate the Christian education programs for adults, which include but are not limited to, the following: Sunday school, Sunday Night Live opportunities, weekday Bible study groups, and short-term study groups
- To review new curricula, books, and other material for adult study
- To consider and respond to requests for new Bible study groups
- To recruit and train teachers and leaders of small groups
- To approve curriculum for Sunday school classes, small Bible study groups, Sunday Night Live enrichment classes and seasonal studies (Advent, Lent) as well as all-church reads and submit such material to Session for approval
- To monitor the level of participation by adults in spiritual formation activities and Christian education
- To develop and submit an annual budget to support the ADMT programs for adults
- To provide publicity for ADMT activities

Staff Resource – Director of Christian Education (DCE)

Children’s Ministry Team

Primary Mission: Create a nurturing environment where children (birth – 5th grade) and their families experience God in all areas of the life of the church and are empowered to live as disciples of Christ.

Goals/Objectives/Principles:

- We believe that God loves all people and calls us to do the same
- We believe in establishing a Christ centered foundation for children & their families
- We believe that, as followers of Christ, we are always growing, learning & serving
- We believe in fostering relationships that lead to a greater sense of community
- We believe the church is a safe place that is welcoming & inclusive

Sub-Committees:

- Children in Worship
- Disabilities Ministries
- Grands Camp
- Nursery
- Vacation Bible School

Responsibilities:

- To plan, organize, implement and evaluate the Christian education programs for children, which include but are not limited to, the following:
 - Sunday School (through 5th grade)
 - Children in Worship (4 years through 1st grade)
 - Sunday Night Live (2nd and 3rd grades)
 - Growing Christians (4th and 5th grades)
 - Vacation Bible School
 - Grands Camp
 - Passport Kids! Camp

- Early Childhood Events, such as:
 - Easter Egg Hunt
 - Birthday Party for Jesus
- To recruit and train teachers and leaders for children's programs
- To select curriculum for children's Christian Education programs and submit such material to Session for approval
- To develop and submit an annual budget to support the children's programs
- To provide publicity for children's activities
- To coordinate the New Baby Welcoming Team
- To coordinate the Nursery
- To provide Worship Bags for children

Staff Resource: Director of Christian Education (DCE)

Human Resources Ministry Team

Primary Mission: To support, advise, and direct the church staff on behalf of the Session.

Goals/Objectives:

- Serve Unity Presbyterian Church and its ordained ministers, professional staff and administrative staff carrying out the personnel responsibilities of Session.

Responsibilities:

- Recommend position descriptions for all staff.
- Review and recommend to session compensation packages for all staff.
- Periodically review and recommend personnel policies to the session.
- Encourage professional growth and development for all staff.
- Act as a support group for the pastor and other members of the staff.
- Confer with the pastor on any important issues of concern.
- Ensure annual staff evaluations are performed.
- Conduct annual evaluation of Pastor/Head of Staff.
- Approve "leave time" for staff on behalf of the Session.
- "Trouble shoot" issues with staff on behalf of the Session.
- Maintain an up-to-date Employee Manual that defines benefits and policies.

Staff Resource – Senior Pastor/Head of Staff, Church Administrative Officer

Outreach Ministry Team

Primary Mission: To coordinate and organize mission and outreach opportunities, empower and equip team members with appropriate resources, and develop contacts for new programs

Goals/Objectives:

- Supports current ministries for mission and outreach
- Demonstrates good stewardship of allocated funds, manages funding for assorted agencies
- Advocates for tithing of Unity Presbyterian's general operating budget to support local and global mission efforts.

Outreach Partners:

- Second Harvest
- Habitat for Humanity
- Fort Mill Care Center
- Family Promise
- Classroom Ready
- Living Waters for the World
- Presbytery Outreach
- Honduras missions
- Haiti missions
- Red Cross Blood Drive
- Presbytery Hunger Action Team

Responsibilities:

- Lead Unity's efforts in support of ministries, coordinating resources and staffing
- Provide liaison between Unity and various ministry agencies and individuals
- Plan mission trips
- Prepare and submit annual local and global mission budget
- Manage general budget fund allocation and monitor disbursement
- Periodically review missions supported for needed changes, additions and deletions.
- Coordinate annual approved special offering schedule and advertising
- Coordinate with other committees on schedule, resources, advertising, and facility needs
- Advertise and promote greater involvement by the congregation in the mission of the Church (Minute for Mission, newsletter articles, website, bulletin boards)
- Coordinate with Presbytery and other outside agencies in accomplishing Outreach objectives

Staff Resource – Coordinator of Outreach and Hospitality

Safety Ministry Team

Primary Mission: The mission of the Safety Ministries Team is to ensure the safety and security of the Unity Presbyterian Church including staff, members and visitors.

Goals/Objectives:

- Establish a routine program to evaluate and monitor safety and security risks at Unity Presbyterian Church
- Develop mitigating plans, execute those plans, and provide ongoing monitoring of effectiveness.

- Develop and implement an Emergency Action Plan (addressing fire, medical, and severe weather emergencies).
- Develop mitigation and emergency plans for an intruder.
- Develop a pandemic response plan.

Responsibilities: The Safety Ministries Team is responsible for the life safety and security programs for the church. The Safety Ministry Team collaborates with Buildings & Grounds, the Health Ministry Team and others to oversee and maintain the following components of the safety and security programs:

- Automated External Defibrillators – Health Ministry Team has lead
- First Aid Kits – Health Ministry Team has lead
- Fire Alarm System (integrated)
- Burglar System
- Camera System (with monitors in church office and narthex)
- Fire Extinguishers
- Floor Plans (with locations of AED, First Aid, Fire Extinguishers)
- Keyless Access Door
- Door Protocol (weekdays vs. weekends)
- Panic Button System (for police only)
- Elevator(s) Telephone Access
- Telephone System (throughout buildings)
- Emergency and Evacuation Posters
- Exterior Door Identification
- Evacuation Plan
- Pew Cards (in 2010 Sanctuary)

Staff Resource - Church Administrative Officer

Stewardship and Finance Ministry Team

Primary Mission: To provide direction, emphasis, and oversight for all facets of individual giving, church development, and spiritual growth within the church through the use of our time, talents and treasures.

Goals/Objectives: Members of this ministry team have responsibility for keeping the issue of being good stewards of all church resources before the congregation throughout the year.

- Financial:
 - Develop fiscal year balanced budget.
 - Coordinate Annual Stewardship campaign that encourages members to financially support the mission of the church.
 - Protect long-term solvency of church through prudent budget planning, appropriate levels of operating and major maintenance reserves, and conservative investment policy.
- Time and Talent:

- Develop and implement Annual Stewardship campaign that obtains needed levels of volunteers to staff all Ministry Committees and volunteer roles of the church.
- Encourage a culture of year-round Stewardship.

Responsibilities:

- Plan and implement annual stewardship campaign.
- Support special offerings and projects.
- Coordinate and facilitate ministries fair.
- Oversight of annual budgeting process.
- Oversight of financials throughout the year.
- Facilitate the maximization of our time, talents and treasures.
- Develop a culture of generosity.
- Provide Governance of financial function (monthly bank statement review; external audits, etc.).
- Provide transparent communication of financial position to Session and congregation.
- Protect long-term solvency of church (General Operating and Major Maintenance reserves)
- Oversight of Restricted Giving accounts.
- Management of Building Debt balance.

Staff Resource – Senior Pastor, Financial Manager

Worship and Music Ministry Team

Primary Mission: To provide worship experiences that meet the needs of all church members. This encompasses all worship and musical activity in the church, including special services, communion preparation, all choirs, special music, sanctuary decorations, and worship leadership.

Goals/Objectives:

- Working with the Pastors and Director of Music to ensure that worship is fully supported behind the scenes and that participants are available and properly trained to serve:
 - Choir members
 - Acolytes
 - Lay leaders
- Prepare and/or update necessary written policies and procedures to support worship and music.
- Recommend the communion schedule to Session. Monitor spending to budget.
- Provide for care and maintenance of organs, pianos, bells, and any other musical instruments.

Sub-Committees and Responsibilities:

- Acolyte Coordinators – Acolytes are worship leaders who carry in the light and light the candles at the beginning of worship and carry the light out at the end of each service. They also help in other worship leadership responsibilities during special services. Acolyte Coordinators train and supervise all children fourth grade and up who would like to serve as acolytes.
- Communion Preparation – Volunteers prepare the communion elements for Sundays and special services when the Lord’s Supper is celebrated. Training is offered. Duties include preparation, clean-up, and bread baking.
- Lay Leader Coordinator – Adults, youth, and children assist in worship leadership. A training class is offered for those interested in serving in this ministry. Roles of the Lay Leader may include the Call to Worship, Call to Confession, reading of Scripture, Prayers of the People, and Prayer of Thanksgiving.
- Visual Arts (Banners) – The Visual Arts team provides banners and other artwork that enhance worship.
- Seasonal Decorations – This team enhances worship around special holidays, such as Christmas and Easter, by setting up seasonally appropriate decorations in the sanctuary and around the church campus and then taking them down and storing them after the holiday.
- Sanctuary Guild – This team assists with the monthly cleaning and buffing of brass items in the sanctuary.

Staff Resource – Senior Pastor/Head of Staff, Director of Music

Youth Ministry Team

Primary Mission: To support Youth (6th -12th graders) and their families by providing opportunities for faith development

Goals/Objectives:

- To oversee and support programming for youth and college students;
- To create opportunities for youth to develop a personal relationship with God by their own initiative;
- To provide service opportunities allowing youth to put their faith into practice;
- To encourage intergenerational opportunities that develop relationships among all ages at Unity;
- To establish for youth a spiritual foundation grounded in Scripture; and
- To establish a safe place for welcoming and inclusive fellowship/community to occur

Sub-Committees:

- College Ministry Team,
- Confirmation Planning Team,
- Middle School Planning Team,
- High School Planning Team,
- Fundraising and Finance Team,

- Scholarship Review Team (not currently active)

Responsibilities:

- Middle School Youth Group
- High School Youth Group
- High School Prayer Breakfast
- Sunday School (Middle School, Confirmation, High School)
- Youth Summer Trips (mission trips, Asheville Youth Mission, Massanetta Middle School Conference, Montreat High School Conference)
- Youth Fellowship Events (Beach Retreat, Snow Tubing, Trampoline Park, etc.)
- Youth Fundraising Efforts
- Youth Mission Events (local)
- Graduate Gifts
- College Student events
- College Care packages
- Confirmation
- SNL meals

Staff Resource – Associate Pastor for Youth Ministry

MINISTRY TEAMS OF THE BOARD OF DEACONS

Buildings and Grounds Ministry Team

Primary Mission: To collaborate with church staff in the care of our Unity campus, which encompasses more than 56,000 square feet among multiple buildings on a 6.5-acre site, that includes a Columbarium. Special work teams are organized to tackle cleaning, painting, handyman type tasks, mulching, pruning, and other related projects.

Goals/Objectives

- Maintain the beautiful appearance of Unity Presbyterian Church.
- Ensure that Unity's campus is maintained in a way that provides a safe environment for members, guests, and staff.
- Provide leadership for repair and construction projects.
- Assess long term campus needs.

Responsibilities

- Provide for grounds maintenance:
 - Weed & mulch beds biyearly
 - Prune biyearly
 - Inspect, clean mulch playground (park) as needed

- Pressure wash as needed
- Plant seasonal flowers in outdoor containers
- Plant tree near “park” fence (per Historic Review Board)
- Schedule outdoor workdays
- Conduct Facilities & Grounds Assessment
- Maintain policy and procedures for facility use/rental
- Participate in Campus Master Planning
- Develop and coordinate a deferred maintenance plan
- Develop annual budget recommendation for grounds and facilities
- Develop and coordinate a recycling program
- Assemble a calendar of routine inspections, maintenance, cleaning, landscaping etc.

Sub-Committees:

- Columbarium
 - Water and replant seasonal flowers in pots
 - Weed, mulch, fertilize and water beds and plants
 - Maintain water fountain
- Interior Design Team:
 - Recommend facilities update needs
 - Approve permanent facility needs re: art work, paint colors, floor coverings, furniture, fixtures, and donations
- Green Thumbs:
 - Determine and recommend care of shrubs, trees and plants
 - Supervise and coordinate outdoor campus workdays

Staff Resource – Church Administrative Officer

Communications Ministry Team

Primary Mission: The Communications Ministry Team supports Unity Staff and Committees on communication needs of the congregation.

Goals/Objectives:

- Provide quality online access to Unity’s worship services
- Provide timely, accurate, and attractive communications that promote Unity’s many ministries.

Responsibilities:

- Broadcast weekly church services online via livestream and video recording.
- Update systems and accounts necessary for broadcasting services online.
- Inventory, acquire, and maintain communications equipment.
- Assist all ministry committees in communicating activities and programs to the church and community.

Staff Resource: Church Administrative Officer, Communications Specialist

Congregational Care Ministry Team

Primary Mission: To coordinate member-to-member care within the church

Goals/Objectives:

- The members of this team are committed to providing love, care, and support to each member of the Unity family.
- From preparing meals to homebound visitation, the Congregational Care Team strives to continue high quality levels of caring within the church.
- This team also provides fellowship opportunities for the church family and guests.

Sub-Committees and Responsibilities:

- Bereavement Guild - The Bereavement Guild is a ministry to provide food support for families in the church that has experienced a death.
- Card/Note Ministry – The Card/Note Ministry sends cards and notes to members and friends who are sick, bereaved, or other concern or celebrating the joy of a new baby or special event.
- Congregational Breakfasts – The Congregational Breakfasts Sub-Committee plans and coordinates periodic breakfasts held between services.
- Cookie Bakers – The Cookie Bakers are volunteers who bake cookies when needed for social events at the church.
- Food Teams – Food Teams take turns providing meals for persons/families with special needs, such as a family with a new baby, a long term illness or recovery, or a bereaved family.
- Grief Remembrance Team – This team sends notes and holiday cards to members who have lost loved ones in the past year or two.
- Ice Cream Social – This team plans, organizes, coordinates, and advertises the annual Ice Cream Social.
- Lunch Bunch – The Lunch Bunch is a group of people who meet once a month for lunch (typically they bring their own sandwich) and a program. This team plans the schedule, coordinates the program, advertises the programs, and provides drinks and chips, etc. to go along with sandwiches. The group typically takes an annual group day trip and has an annual cookout.
- Nursing Home & Homebound Visitation – This team assists the pastors in visiting and offering encouragement to members who are in nursing homes or are otherwise unable to attend church services.
- Prayer Chain - This team upholds in prayer anyone who has expressed a need for prayer. This could be a short term request or a long term request.
- Prayer Shawls – This is a ministry of making, blessing, and providing prayer shawls to people going through difficult times in life such as major illness, loss of family member, or broken relationship.
- Transportation - This team provides a ride to appointments, errands, and Sunday Services as needed.
- Stephen Ministry – This team is affiliated with the Congregational Care Ministry Team, but has its own organizational and operational structure, described later in this document.

Staff Resource – Coordinator of Outreach and Hospitality

Health Ministry Team

Primary Mission: To provide support and encouragement for the health, well-being, and wholeness of the congregation. This group realizes the integral relationship between body, mind, and spirit, as we strive to be the persons God calls us to be. When we are well, we help others be well.

Goals/Objectives:

- Develop and implement programs to improve the total health and well-being of Unity's members and friends.
- Provide training opportunities for Unity members, friends, and staff to recognize and effectively deal with health issues.
- Procure and maintain equipment critical to first aid, health monitoring, and care.

Sub-Committees and Responsibilities:

- Blood Pressure Checks – This team provides periodic opportunities to have blood pressure checked.
- Home Care Teams – These teams provide practical, hands-on assistance to church members who may be elderly, ill, homebound, or otherwise in need.
- CPR / AED Classes - This team arranges and provides annual CPR training classes.
- QPR Suicide Prevention Class – This team arranges and provides periodic classes.
- AED Equipment – This team monitors the AED equipment and ensures that it is up to date and ready to use, including replacing batteries and pads as necessary.
- First Aid Kits – This team checks and restocks first aid kits located in various places throughout the church campus.
- Medical Equipment Closet – This team monitors the status of the medical equipment that is available for loan to church members.
- Chair Yoga for Parkinson's – This team coordinates and advertises Chair Yoga classes held at Unity for those with Parkinson's or other conditions.

Staff Resource – Director of Christian Education

Hospitality and Evangelism Ministry Team

Primary Mission: To coordinate efforts in the area of welcome, new member ministry, evangelism, and community outreach.

Goals/Objectives:

- Encourage visitors to inquire about church membership
- Educate new members about Unity Presbyterian Church and all the opportunities for ministry

- Affirm members that they are part of a church family and encourage involvement in the life of the church.

Sub-Committees and Responsibilities:

- Connections Class Leaders – This team plans, organizes, and leads the Connections Classes for prospective new members.
- New Member Dinner Hosts – This team coordinates a dinner honoring new members twice a year.
- New Member Photography – This team takes pictures of new members so they can be used in the newsletter, in the online church directory and on bulletin boards to welcome the new members.
- New Member Shepherds – This team meets with prospective new members during the Connections Class and serve as a point of contact for information, friendship, and fellowship for new members throughout the year. They help new members assimilate into the church family and find areas where their gifts can be used to serve Christ and his church.
- Welcome Center Attendants – This team man’s the Welcome Center in the Narthex before and after each service to provide printed information, give directions, and answer questions about Unity.

Staff Resource – Coordinator of Outreach and Hospitality

Ushering Ministry Team

Primary Mission: To make sure the Sunday Services, as well as any special services are conducted with all the proper personnel and procedures. In addition, making sure that personnel are available for funeral services.

Goals/Objectives:

- Ensure that members and guests who attend services feel welcomed.
- Ensure that all services run smoothly and efficiently.
- Provide ushering and offering collection in support of worship services.

Responsibilities:

- Recruit and train volunteers to serve as ushers at all services.
- Recruit and train volunteers to serve as Greeters for worship services.

Staff Resource – Director of Music

WOMEN OF UNITY

Women of Unity is a self-funded organization that operates under the authority of the Session. Women of Unity Coordinating Team plans and implements yearly programming which includes, but is not limited to, a Ladies Luncheon, two celebration giving events, special ministries/mission outreach projects to the congregation and community, and occasional Women's Spiritual Retreats.

The mission of Women of Unity is to nurture our faith through prayer and Bible Study, to support the mission of the church worldwide, to work for justice and peace, and to build an inclusive, caring community of women that strengthens the PCUSA and witnesses to the promise of God's kingdom. Women of Unity invites participation by all women of Unity Presbyterian Church and their guests.

Women of Unity supports the mission of the PCUSA worldwide. Each year Women of Unity awards one member the *Presbyterian Women Honorary Life Membership* in recognition and celebration of her faithful service to God, Unity Presbyterian Church, her family, and the community.

Women of Unity supports two active Women's Circles that meet in small groups where faith is nurtured and growth takes place through worship, study, prayer, fellowship and outreach. New Horizons Circle meets the 1st Thursday of each month, September-May, 10:00am-11:30am. This circle supports, shut-ins and other Unity mission activities. Tony Dehler Circle meets the 1st Monday of each month, September-May, 7:00pm-8:30pm. This circle supports homebound members, while sponsoring the Christmas auction, equally benefiting the Fort Mill Care Center and the Senior Nutrition Center, as well as establishing and contributing to the Hugh White Educational Scholarship Fund.

Women of Unity seeks to serve Unity and our community by using our time, talents, and financial resources when requested by other ministries. Women of Unity distribute communication through the weekly church newsletter, Sunday announcement sheets, on the church website, a bulletin board, and through a distribution list of women of Unity.

UNITY MEN'S MINISTRY

Unity Men's Ministry is a self-funded organization that operates under the authority of the Session. All expenses are covered by donations made at the monthly breakfast meetings. 10% of the donations received each month are contributed to the General Operating Fund of Unity. Men's Ministry is led by a Moderator elected annually by the members.

The mission of Unity Men's Ministry is to provide opportunities for spiritual growth, fellowship, and service. Men's Ministry invites participation by all men of Unity Presbyterian Church and their guests.

Unity Men's Ministry gathers throughout the year at 8:00 AM on the second Tuesday of each month in the Fellowship Hall. A delicious breakfast is prepared by volunteers, a devotional is provided by a volunteer, and plans for participation in service projects are discussed.

Men's Ministry participates in many service projects, including work days at Unity, Habitat for Humanity work days, Second Harvest food distribution, the Classroom Ready Project to provide school supplies to children, and the Angel Tree Christmas project. There is also a unique ministry called ToY (Thinking of You) in which men gather four times per year and bake cookies which are delivered to men who are not able to attend church. Men's Ministry also sponsors a monthly collection and delivery of peanut butter and jelly and toiletries for the Fort Mill Care Center.

Men's Ministry seeks to serve Unity and our community by using our time, talents, and financial resources when requested by other ministries. Meeting notifications are published in the weekly church newsletter, Sunday announcement sheets, and on the church website.

STEPHEN MINISTRY

Stephen Ministry is a one-to-one Christian lay caregiving ministry. Stephen Ministers are well-trained and supervised lay caregivers who receive 50 hours of training in the skills necessary for providing distinctively Christian care to individuals experiencing a crisis or going through a difficult time in life. Stephen Ministry is "Christ Caring for People through People."

Unity Presbyterian Church enrolled in Stephen Ministry in early 2017 with the approval and full endorsement of the Session. In April 2017, four individuals from our congregation participated in a week-long Leader's Training Course in St. Louis, Missouri to become equipped and commissioned as Stephen Leaders. Unity has since sent 5 more individuals to leadership training in Orlando, FL. Funding for leader training is approved by Session. Those participating in training pay their own transportation cost. The training conferences are usually held in St. Louis, Orlando, Pittsburg, PA, Dallas, TX, and Anaheim, CA.

Stephen Ministers are individuals who have been called by God to care for others. After receiving 50 hours of training by Stephen Leaders, each Stephen Minister is then matched with a care receiver – men with men, and women with women. A Stephen Minister meets with his or her care receiver on a weekly basis to listen, care, empathize, pray, and provide emotional and spiritual support. This confidential caring relationship continues for as long as the care receiver's need persists. Stephen Ministers also participate in twice-monthly supervision sessions, and they commit to serve for a minimum of two years. Stephen Ministers pay for their own training materials. People interested in becoming a Stephen Minister must complete an application, undergo a criminal background check, provide references which Stephen Leaders contact, and be approved by the Stephen Ministry Leadership Team.

Care receivers may be individuals facing a variety of crises or life challenges – people who are experiencing grief, divorce, cancer, financial difficulties, relocation, a new baby, hospitalization, chronic illness, job loss, new job, empty nest, loneliness, a spiritual crisis, or other significant life experiences. They may just feel overwhelmed. Stephen Ministry deepens, expands and extends the caregiving capacity of their congregations. As care receivers in our congregation and community grow stronger through this confidential, Christ-centered caring ministry, we all grow in faith and hope and love.

This ministry falls under the Congregational Care Ministry Team umbrella but also works closely with the Health Ministries Team. Stephen Ministry awareness includes Minutes for Mission, articles in the newsletter, posters located throughout the campus and word of mouth. Care receiver referrals come from pastors, self-referrals, friends and relatives. Referrals may also come from Stephen Ministry, St. Louis and other Stephen Ministry congregations. Stephen Ministry at Unity primarily serves members of our church but at times has served people in our community at large.

UNITY PRESCHOOL

Unity Preschool is an outreach and educational ministry of Unity Presbyterian Church. It began in 2006 as Unity Parent's Morning Out and offered classes two days per week with two teachers and 12 students. Currently, Unity Preschool offers six classes four days per week (Monday through Thursday) and serves approximately 70 children ages two through four. There is typically a waiting list of children. Classes run from 9:00 AM to 12:15 PM. The staff currently includes a Director, 12 teaching staff members and four contract employees. The school also has a VIP (Volunteers Impacting Preschool) program with about eight volunteers doing various projects and tasks to assist the teaching staff.

Unity Preschool is located on the ground floor of the 2010 Sanctuary building. Recent expansion of the student population has led to the need to share space with the music program – the Handbell room is shared as a classroom. The school also has outside playground space and uses the Fellowship Hall for indoor activities.

Unity Preschool is governed by the Unity Preschool Advisory Board under the authority of the Unity Presbyterian Church Session. Tuition charges, set by the Advisory Board, currently range between \$170 and \$250 per month depending on the child's age.