

**Memorial Drive Presbyterian Church
Policy and Operations Manual**

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Memorial Drive Presbyterian Church

Loving God. Proclaiming Christ. Living Generously. Engaging All.

Policy and Operations Manual P&O

Approved by Session: December 16, 2019

Section 1 - Introduction

1.1 Introduction

Memorial Drive Presbyterian Church (henceforth MDPC) is committed to fulfilling the Great Commission of Jesus Christ (Matthew 28:18-20), by being effective and efficient in how the church carries out its mission. We strive for a culture of excellence, authenticity and consistency. To that end, MDPC is committed to conducting its ministry according to a set of policies and operational procedures that reflect our commitment to integrity and excellence. We urge all MDPC officers and staff to be informed and guided by these policies and procedures.

1.2 Philosophy

It is impossible to create policies and procedures to cover every imaginable situation or event that MDPC may face. This Policy and Operations (P&O) Manual is intended to capture the essential policies and procedures, and provide a witness to the unique spirit and culture of MDPC. On issues where the P&O Manual is silent, we will rely on the teaching of Scripture, the Reformed Confessions, and MDPC's approved goals to provide guidance. The Senior and/or Executive Pastor will present such issues to the Advisory Council for consideration.

Furthermore, MDPC is affiliated denominationally with A Covenant Order of Evangelical Presbyterians (ECO). ECO's Constitution provides significant policy and procedure guidance for ECO congregations. In all matters of church governance, the ECO Constitution has authority over MDPC's P&O Manual. To avoid redundancy, MDPC's P&O Manual will not include sections of the ECO Constitution. Rather, a copy of ECO's Constitution is attached to MDPC's P&O Manual and will be referenced as needed in the P&O Manual.

Furthermore, MDPC is a *Presbyterian* congregation. There is a long-standing denominational commitment to *parliamentary procedure* in decision making, as

outlined in the most current edition of Robert's Rules of Order. Therefore, all meetings and business will be conducted at MDPC according to *parliamentary procedure*. To avoid redundancy, MDPC's P&O Manual will not include sections of Robert's Rules of Order. Rather, a summary outline of this procedure is attached to MDPC's P&O Manual for reference purposes.

1.3 Approval of Revisions

The Session (elders and pastors) has the authority for approving all revisions to MDPC's P&O Manual. Every two years, beginning in 2022, the Advisory Council (Clerk elders, Treasurer elders, Personnel Moderator, Senior Pastor and Executive Pastor) will initiate a P&O review process. This process will include input from all MDPC ministries, along with a comprehensive overview by the Clerk elders and the Executive Pastor.

Every two years, substantive P&O revisions will be presented to Session for approval. Non-material and non-controversial revisions may be approved by the Advisory Council when they convene as trustees. Suggested revisions are to be submitted in writing to the Executive Pastor for review and forwarded to the Executive Ministries Coordinator for filing and management.

1.4 Publication

MDPC's P&O Manual will be stored and backed up on the church's server, and a current copy will be placed on the MDPC's website, www.mdpc.org. Each active elder and current employee will be asked to read MDPC's P&O. MDPC's P&O Manual will be made available to other churches and ministries when requested.

Section 2 – A Brief MDPC History

2.1 Early History

On July 14, 1954, an organizational meeting of thirteen people was held in a Memorial neighborhood home. From that day, Memorial Drive Presbyterian Church (though not yet named) was a reality. Six acres of land at the corner of Blalock and Memorial Drive - a perfect place for a new church - became available for purchase, and the Church Extension Committee of Presbytery was so notified.

Beginning in the fall of 1954, the *Women of the Church* was the first group to hold regular meetings. The first worship was held in Memorial Drive Elementary School on January 9, 1955. The church was formally organized on February 13, 1955, and by April 1955, there were 111 members on the rolls.

The newly formed Memorial Drive Presbyterian Church had a clear commitment to the Lordship of Jesus Christ and sought to be led by the Holy Spirit in all its endeavors. Two foundational decisions were made in the early years. The first was the courageous decision to be a Dollar-for-Dollar church. This meant that the church would be committed to matching every dollar it spent on itself with a dollar to be given to help others outside of the church. The second was the conviction that MDPC would be a house of prayer, and that every member would be prayed for by another member.

Early on Sunday morning in those first years, men of the church rolled large wooden bins down the school hall - equipment for the morning service and church school. Afterwards it was repacked and stored at the school until the following Sunday. The altar and the lectern, handmade by a friend of the church, were brought from behind the backdrop on the stage, and flowers at the pulpit came from members' gardens. Everyone sat in folding chairs.

2.2 Building the Church

In February 1956, we had outgrown Memorial Drive Elementary School and services were moved to Spring Branch Junior High School. The first worship service at 11612 Memorial Drive was held February 22, 1959 with 1,044 worshipping in a multipurpose space that served as the Sanctuary and Fellowship Hall (now the choir rehearsal room). An all-church dinner was served to 600 people that same night. MDPC now consisted of a Sanctuary/Fellowship Hall, first kitchen and several classrooms.

Phase II of construction was completed in July 1963, and included the Missions Parlor, Chapel, Upper Room, and all education facilities north of the Sanctuary/Fellowship Hall. By this time membership had reached 1,700. Property expansion followed. Six acres north of the original site were purchased in 1967 when members numbered 2,400. This area was soon converted into additional parking space and the athletic field. The Rowe House on the property became the MDPC Nursery School in September 1974.

Ground was broken on November 29, 1970 for a Sanctuary to seat 1,200, which was completed for our first service on April 16, 1972. By Dedication Sunday, Easter, April 23, 1972, the membership had grown to 3,852.

In 1973, the remainder of the McNitt property, including the McNitt House, was purchased. Approximately one acre had been purchased earlier to provide a west entrance to the church. The house was soon put to use for meeting space for special groups within the church or those sponsored by the church. Membership had now reached 4,300. The property provided additional parking and space for the most recent structure, the Scout House, in February 1984.

In late 1989, the Session appointed a Facilities Study Committee to determine the physical needs of the church. A Master Plan was being developed, four lots on Bylane and a contiguous property facing Memorial Drive on the west were acquired. In 1990, the Master Plan, calling for phased construction, was approved by Session and the congregation (and by the City of Bunker Hill Village). The church now owns approximately 18 contiguous acres of land, enough property to complete the Master Plan.

In early 1991, construction commenced on Phase I of the Master Plan and in January 1993, the new facility was dedicated. Phase I of construction included the addition of approximately 54,000 square feet of space to our existing facility and the remodeling of approximately 21,000 square feet of space that had been built in 1963. New facilities include 16 new classrooms, a 210 seat Chapel (with organ), a 5,700 square foot Fellowship Hall, a 3,400 square foot kitchen, and a Parlor and bride's room. Additional parking was also added. Total square footage of our building is now approximately 131,000.

The church's Master Plan called for the following:

- Phase II - Addition of a new educational and recreational center, with new classrooms (many devoted to youth) and a gymnasium facility, to be built directly west of Fellowship Hall.
- Phase III - Renovation of the Sanctuary and present education building that would result in increased Sanctuary seating, removal of all church offices to the present education building and remodeling of the present gym to accommodate the music department; also, a new organ would be required for the Sanctuary.

In 1996, the Master Plan Review Committee was reconvened to assess the current space needs for the church as reflected by programs and staff. The committee spent many hours in discussion with program leaders in the church and visited churches in and out of Houston. The goal of our building program was to enable us "to build a strong community where more and more people can experience a transforming encounter with Jesus."

In 1999, the capital campaign, “A Future with Hope” raised \$21.3 million to continue with the approved and adjusted Master Plan. August 2000 saw groundbreaking for the facilities. New construction included:

- Church Life Center (CLC): This 40,000 square foot facility houses a gymnasium, amphitheater, youth facilities, multipurpose classrooms, Pastoral Care and Youth department offices. (completed in September 2001).
- Ministry Center: Most administrative functions and pastors’ offices are located in this 20,000 square foot building. In addition, there is an improved reception area, a bride’s room for the Chapel, classrooms, prayer Chapel and conference room (completed in August 2001).
- Sanctuary Renovations: This provided improved sound, light and technical capabilities, an expanded chancel, a new Shantz organ, new pews and side aisles (completed in September 2002).
- Other remodeling relocated the music program to the ground floor, expanded the library, provided new classrooms and updated older ones, added a new bride’s room for the Sanctuary and provided adequate storage and air conditioning (completed in 2002).
- New Yellow (Nursery) School (completed in 2002).

In 2004 the church library was renovated and MDPC Books was established.

In 2007 MDPC received a gift from the Gretchen Rayzor Estate that was designated to be used for capital expenditures only. The Master Plan Committee convened to determine the initial uses of this gift which have resulted in the following construction projects:

- Expansion and renovation of the Chapel to allow for greater seating capacity and enhanced worship experience (completed in 2008).
- Creation of a new and relocated large children’s worship and gathering space and breakout room above Fellowship Hall as well as the renovation of the associated elementary classrooms (completed November 2009).
- Renovation of the Middle School and High School large worship and gathering spaces and the creation of additional office space and classrooms in the Church Life Center (CLC) building (completed November 2009).

In 2012, the Session approved the next Capital Campaign entitled, “Good Housekeeping.” The base campaign amount was \$5 million dollars to address numerous capital items on campus, with the challenge campaign amount totaling \$6.5 million

dollars. The additional \$1.5 million would be devoted to an approved Outreach capital project and to a Property Acquisition and Maintenance fund. The Good Housekeeping campaign was divided into three areas: Restore, Refresh and Renew. The items addressed included:

- Increased Sanctuary chancel design and space, choir seating, and related renovations.
- Reconfigure rooms into more efficient and effective classrooms and fellowship space.
- Redecorate the Parlor.
- Create a Columbarium at the south end of the campus and refurbish the prayer garden.
- Replacement of HVAC equipment.
- Creating and updating new playgrounds for children.

Section 3 – Bylaws of Memorial Drive Presbyterian Church

The Session of Memorial Drive Presbyterian Church approved the following bylaws on February 25, 2019 and were subsequently approved by the congregation on March 24, 2019. These bylaws replace any bylaws previously adopted and approved by the Session and congregation.

Section 1. Statement of Purpose. Memorial Drive Presbyterian Church (“MDPC”) is a Texas nonprofit corporation organized under the laws of the State of Texas with principal place of business in Houston, Texas. MDPC is organized exclusively for charitable, religious, educational and scientific purposes, including, for such purposes, the making of distributions to organizations that qualify as exempt organizations under section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code.

Section 2. Relation to ECO. MDPC is a member congregation of ECO: A Covenant Order of Evangelical Presbyterians, a church denomination (“ECO”), and of the ECO Presbytery exercising ecclesiastical jurisdiction over MDPC pursuant to the *Constitution* (the “Presbytery”). As such, MDPC abides by the ECO *Essential Tenets* and is governed by the ECO *Polity* and *Rules of Discipline* (collectively referred to as the “ECO PAD”). The *Essential Tenets* and ECO PAD, as amended from time to time, collectively constitute the ECO Constitution (the “*Constitution*”), which is incorporated into and made a part of this document.

This corporation shall constitute the corporation through which MDPC shall act legally through this corporation as described in the ECO PAD. The following bylaws set forth provisions for the governance and operation of the corporation. These bylaws shall at all times be subject to the provisions of the *Constitution*, and the applicable provisions in the *Constitution* shall take priority over any inconsistent provisions in these bylaws. These bylaws are also subject to the Texas Business Organizations Code (the “TBOC”) and the Articles of Incorporation of MDPC.

Section 3. Policy and Operations Manual. These bylaws contain provisions for the regulation and management of MDPC. While the governance of MDPC is covered in both the ECO PAD and these bylaws, a number of details are not addressed in those documents. The Policies and Operations Manual (“P&O”) is intended to provide more specificity regarding day-to-day practices of MDPC. Substantive changes to the P&O may be approved at any time by a majority vote of the Session.

Section 4. Meetings of the Congregation. Meetings of the congregation shall be called by the Session, or when requested in writing by one fourth of the active members on the membership roll of the congregation. An annual meeting of the congregation shall take place on the MDPC campus each year at a time designated by the Session, at which meeting the congregation may hear reports and plans from the Session and other church organizations, and transact business as appropriate, including an informational report on the revised terms of call for the MDPC pastors previously

approved by the Session, as prescribed in the ECO PAD . Special meetings may be called by the Session for purposes appropriate to an annual meeting or such other business as may be proper for congregational consideration, e.g., matters related to electing officers, calling pastors, pastoral relationships, buying, selling, or mortgaging real property, and permissive powers of a congregation. The business to be transacted shall be restricted to that which is specified in the call.

Section 5. Notice of Congregational Meetings. Public notice of the meetings shall be given in printed and verbal form on at least two successive Sundays prior to the meeting, which can take place following worship on the second Sunday. When the meeting is called for the purpose of electing a pastor, the notice shall be given in printed and verbal form at least ten days in advance, which shall include two successive Sundays.

Section 6. Moderator of Congregational Meetings. The moderator of Session (or his/her designate) shall moderate the meetings of the congregation, and may make such rules for the conduct of congregational meetings as he or she regards as reasonable. When MDPC is without a senior pastor, the executive pastor (or his/her designate) shall preside. If it is impractical for the moderator of the Session or other pastor to preside, a member of the session may be invited to preside. Congregational meetings shall be conducted following Roberts Rules of Order.

Section 7. Secretary. A clerk of the Session shall serve as secretary of meetings of the congregation. If a clerk is not present or is unable to serve, the congregation shall elect a secretary.

Section 8. Minutes of Congregational Meetings. The minutes of the congregational meeting recorded by the secretary shall be attested by the moderator and the secretary and recorded in the minute book of the Session.

Section 9. Quorum for Meetings of the Congregation. The quorum of a meeting of the congregation shall be the moderator, the secretary, and at least 10% of the active members of the congregation. The secretary shall determine that a quorum is present. Only active members may vote, regardless of age.

Section 10. The Nominating Committee. The congregation shall form one or more nominating committees for the purpose of electing elders, deacons, and pastors. Each nominating committee shall be elected by the congregation, with a slate of nominees proposed by the prior nominating committee. The policies and procedures for the nominating committee are set forth in MDPC's P&O.

Section 11. The Session. The congregation shall elect elders normally divided into three classes, one class of whom shall be elected each year for a three-year term. Although the normal practice of MDPC is to elect elders for one three-year term, under special circumstances an elder may be elected for a second consecutive term. Normally once the three-year term has expired an elder is ineligible for re-election for at least

twelve months. The Session shall form such committees as necessary to carry out its work, as set forth in MDPC's P&O. A quorum for a Session meeting shall be the moderator of Session or other presiding officer and at least one- third of the elders actively on Session, except for the reception and dismissal of members when the quorum shall be the moderator and two members of the Session, and except for the serving of the elements of the Lord's Supper to those isolated from the community's worship which can be extended by two or more ordained officers of MDPC. Vacancies of the Session may be filled at a special meeting of the congregation or at the annual congregational meeting, as the Session may determine.

Section 12. Dissolution and Distribution. Upon the dissolution of the corporation, assets shall be distributed for one or more exempt purposes within the meaning of section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code, or shall be distributed to the federal government, or to a state or local government, for public purpose. Any such assets not disposed of shall be disposed of by the District Court of Harris County.

Section 13. Restrictions. No part of the net earnings of MDPC shall inure to the benefit of, or be distributable to its members, trustees, officers, or other private persons, except that MDPC shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in the purpose clause hereof. No substantial part of the activities of MDPC shall be the carrying on of propaganda or otherwise attempting to influence legislation, and MDPC shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of any candidate for public office. Notwithstanding any other provision of this document,-MDPC shall not carry on any other purposes not permitted to be carried on (a) by an organization exempt from the federal income tax under section 501(c) (3) of the Internal Revenue Code, or corresponding section of any future federal tax code, or (b) by an organization, contributions to which are deductible under section 170(c) (2) of the Internal Revenue Code, or corresponding section of any future federal tax code.

Section 14. Amendment to the Bylaws. The Session of MDPC adopted these bylaws on February 25,2019. These bylaws shall become effective immediately upon their approval by the congregation in a regularly constituted congregational meeting, to be held March 24, 2019, and shall supersede the pre-existing bylaws. Amendments to these bylaws, subject to the Certificate of Formation and the laws of the State of Texas, require adoption by a majority vote of the Session members present, provided that the proposed changes in printed form shall have been distributed at the same time as the call of the meeting at which the changes are voted upon, and subsequently approved by the congregation in a regularly constituted congregational meeting.

Section 4 – The MDPC Congregation

4.1 Introduction

Since its incorporation as a church in 1955, MDPC has been committed to the foundational principles of (1) fulfilling the Great Commission of Jesus Christ (Matthew 28:18-20), (2) praying for every church member every day, and (3) practicing radical generosity through outreach. These same principles are in effect today, as we seek to interpret and define them for future generations.

4.2 Church Governance

As a Presbyterian congregation, we are neither *congregational* nor *hierarchical* in our governance. Rather, we enjoy a system of *shared leadership* between ordained officers and the congregation. Simply put, each entity of (1) the congregation, (2) the Session and (3) the pastoral staff has well-defined areas of authority.

4.3 Quorum

Consistent with ECO polity, MDPC has established its quorum to be ten percent of the active church membership.

4.4 Congregational Meetings

Congregational Meetings may be called to conduct business as outlined in the ECO Constitution. An annual Congregational Meeting is required by ECO polity, and MDPC intends to conduct that meeting normally on the last Sunday of January each year. In addition to appropriate business, the agenda will normally include for informational purposes (1) a summary of the previous year's ministry, (2) presentation of the current year's budget, (3) presentation of the compensation packages for MDPC's ordained staff, and (4) presentation of the vision and goals for the current year's ministry.

4.5 Membership

4.501 Baptism and Church Membership

Baptism and church membership are distinct yet related responsibilities of the local church. "Baptism is a sign and seal of the covenant of grace, a mark of entrance into the visible church" (ECO Essential Tenets, III.C.), which is to be administered to individuals who profess their faith in Christ and to the children of those who profess faith in Christ (WLC, Q. 166). "Through covenant partnership an individual is joined to the local congregation and is able to be fully involved in its mission to the local community and the world" (ECO Constitution, 1.0301).

4.502 Baptized Member

“A baptized member is a person who has received the Sacrament of Baptism, but **either** has not yet made a profession of faith in Jesus Christ as Lord and Savior **OR** has not become a covenant partner” (ECO Constitution 1.0401, emphasis added). Once a baptized member has reached 18 years or older, they are encouraged to become an active member of MDPC by participating in the New Member class, if they have not gained membership through confirmation. Anyone who has been baptized at MDPC may request a baptism certificate through the administration office.

4.503 Active Member

An active member (covenant partner in ECO nomenclature) is a person who has made a profession of faith in Christ, has been baptized, has been received into the membership of the church, has voluntarily submitted to the government of Memorial Drive Presbyterian Church, and participates in the church’s worship and work. All new members of MDPC must attend and actively participate in the New Member classes offered several times a year or have previous approval from MDPC’s pastoral staff and be willing to actively participate in the life of MDPC. Members are eligible to vote in Congregational Meetings. In addition, members participate in the governance of the church and may be elected to ordered ministry. Members shall regularly, after prayerful consideration, recommit themselves to the disciplines and responsibilities of membership outlined in the ECO Constitution.

4.504 Receiving Active Members

A member will be received through one of the following ways:

- a. Profession of Faith: Public professions of faith are made after the regenerating work of the Holy Spirit yields personal faith in Christ. The Sacrament of Baptism is required for those not previously baptized and is a part of the new member process. Most members of the annual Confirmation Class will be received in this manner.
- b. Certificate of Transfer: For persons who are currently members at another Christian church, they may join MDPC by transferring their membership by vote of the Session.
- c. Restatement of faith: For persons who have previously publicly professed their faith, have been previously baptized and are not members of another Christian church, they may become active members at MDPC by vote of the Session.

4.505 Active Members Roll

A member will remain on the active members roll until that person transfers their membership to another church, they choose to be removed from the rolls, or they cease

participation at MDPC. MDPC makes an exhaustive attempt to keep in contact with all of its members. When a member ceases their active participation within the life of MDPC it is the responsibility of the church to make a due and diligent effort to contact the member. A member is regularly notified of their membership status in order to be given the opportunity to review their status and their contact information. A member may be placed on the inactive roll (or moved to an inactive status) at MDPC if one of the following criteria is met:

- a. They have ceased to actively participate in the life of MDPC for a period of two years.
- b. Participation has ceased, and their contact information has become invalid and we have no way to make contact.

4.506 Transfers and Removal from the Rolls

- a. A request by any member for removal of his/her name from the roll of the church or for transfer to another church should be in writing by letter or email. Letters of transfer received from another church are also considered a valid request. These requests are compiled each month in a report by Membership Services, upon satisfaction that the request is sincere and not the result of temporary pressure or temptation. This report is presented to the Session at its regular monthly meeting for approval prior to removal or transfer of the requesting member.
- b. Continued attempts are made to contact members placed on the inactive roll (or inactive status). If after a year those attempts have failed, a member may be removed from the rolls by a vote of the Session.

Section 5 – The Nominating Committee

5.1 Purpose

The purpose of the Nominating Committee is to represent the congregation by leading the process of selecting leaders to serve Jesus Christ through different roles and ministries at MDPC. These leadership roles include pastors, elders, deacons, trustees, Nominating Committees, and Pastor Nominating Committees when needed.

5.2 Accountability

The Nominating Committee is a committee of and accountable to the congregation. Members are nominated by the Nominating Committee and elected by the congregation for a one-year term beginning in January.

5.3 Membership

The congregation will elect the Nominating Committee members during a stated Congregational Meeting, normally in the Fall of each year, at the same meeting when nominees for elders, deacons and trustees are presented. The Nominating Committee consists of: Clerk Elect (Moderator), Clerk Elect-elect, Immediate Past Clerk, six at-large members who represent several of the principal ministries at MDPC, and the Executive Pastor/Head of Staff (no vote). One person will be selected by the Moderator to serve as Secretary.

5.4 Procedures

5.401 Spiritual Giftedness

Because the Bible instructs that all Christians are given at least one spiritual gift, and that gifts are to be used for building the Body of Christ, MDPC nominates and elects both male and female officers to serve in ministries in accordance with their calling and spiritual giftedness. MDPC intentionally recruits volunteers to serve in ministry areas, according to their giftedness, and as a means of grooming people into leadership positions.

5.402 Nominations

The Nominating Committee will devise a system for soliciting nominees from the congregation and staff. This will normally include (1) the purpose of the ordained office, (2) the criteria for eligibility, and (3) ministry vacancies to be filled. The congregation and staff will be encouraged for several weeks to submit nominations.

5.403 Eligibility

MDPC has established the following criteria for a person to be considered as a nominee:

- a. Personal and growing relationship with Jesus Christ as Savior and Lord;*
- b. Commitment to a lifestyle of Christian holiness which includes fidelity in marriage between a man and a woman, or chaste if single;*
- c. Personal and spiritual maturity, integrity and character;*
- d. Willingness to receive, adopt and be bound by the Essential Tenets of ECO;*
- e. Minimum of one year as an active MDPC member;*
- f. Regular worship service attendance at MDPC;*
- g. Identifiable pattern of financial stewardship to MDPC; and*
- h. Willingness to fulfill the duties of the office to which he/she will be elected, which includes Session or Diaconate meeting attendance, serving Communion, and investing in the ministry area to which he/she has been called.*

5.404 Ineligibility

In addition to not being able or being willing to satisfy the qualifications defined above, the following additional conditions will normally disqualify a person from serving:

- a. Spouses of current MDPC employees are ineligible;*
- b. Family members of current MDPC officers are ineligible; and*
- c. Nominating Committee members are ineligible.*

Note: The Nominating Committee reserves the right to deviate from ineligibility reasons if they deem it to be in the best interest of MDPC and of the specific ministry for which a nominee is being considered.

5.405 Invitation to Serve

The Nominating Committee will develop a list of gifted candidates to serve in the ministry roles. Nominating Committee members will make personal contact with each nominee to discuss this opportunity for service and invite the nominee to serve. Once the slate of nominees is complete, it is presented to the membership at a Congregational Meeting.

5.406 Congregational Election.

Notification of the Congregational Meeting will be given to the MDPC congregation for two Sundays, the second of which may be the date of the meeting. The business of this

meeting will normally be limited to the election of elders, deacons and trustees, and the following year's Nominating Committee. The Moderator will invite the Clerk Elect to present the nominees to the congregation. The Moderator will ask if there are any nominations from the floor. If there are none, the Moderator will proceed with the vote.

If there are nominations from the floor, the Moderator will suspend the Congregational Meeting in order to properly vet the new nomination(s). Floor nominations are only valid if the nominee agrees to be nominated, and that they are nominated for a specific ministry in place of a nominee made by the Nominating Committee. The Congregational Meeting will be reconvened on the next Sunday in order to complete the business.

Section 6 – Trustees

6.1 ECO Polity and Discipline

The ECO Constitution, chapter four on *Civil Authority and Property*, provides denominational instruction regarding a congregation's trustees.

6.2 Trustees of Corporation

MDPC is incorporated under the laws of the state of Texas. The charter provides that the directors of the corporation are denominated as trustees. There are seven trustees and any four of them have the authority to conduct business on behalf of the corporation. Trustees are nominated by the Nominating Committee and elected by the congregation. Ordinarily the Nominating Committee nominates the Clerk, Clerk Elect, Clerk Elect-elect, Treasurer, Treasurer Elect and Treasurer Elect-elect and Personnel Committee Moderator to serve as trustees.

6.3 Authority of Trustees

The trustees of the MDPC church corporation shall have all the powers of a nonprofit corporation under Texas law including the power specified in the ECO Constitution Section 4.0101. In buying, selling, and mortgaging real property, the trustees shall act solely in accord with the authority granted to them in a duly constituted Congregational Meeting.

6.4 Memorials and Honors Gift Oversight

Trustees review and approve appropriate projects and purchases to be funded by Memorial Gifts and In-Honor of ("Honor") gifts as governed by the Restricted Gift Policies (Section 12.204) and consistent with the MDPC Memorial and Honor Gifts Policy (Section 12.205).

6.5 Use of Memorial Funds

- a. Memorial funds are available for distribution by the Board of Trustees in response to capital requests made by MDPC committees or department directors.
- b. Requests will be submitted to the Business Administrator, who will prepare requests for presentation to the Board of Trustees.
- c. Requests should be consistent with the MDPC mission statement and strategic plan.
- d. The Board of Trustees will meet as needed to review funding requests. Meetings may be in person, via email, or teleconference.

Section 7 – Session

7.1 ECO Constitution

The ECO Constitution contains a comprehensive description of the purpose, composition, required meetings and responsibilities of the Session. This is found in section 1.06.

Though comprehensive, the ECO Constitution does not include the individual culture and nuances of each congregation related to how the Session functions in each individual church. What follows is MDPC's interpretation and application of that polity.

7.2 Role of the Session

As the official representative of the congregation, the Session is responsible for dynamic leadership in governance, spiritual health, and implementation of the mission and vision of MDPC. In addition to the responsibilities listed in section 1.0603 of the ECO Constitution, it is important that the Session:

- a. Creatively focus on the policy aspects of its responsibilities and avoid micromanagement.
- b. Stay informed of the needs of the congregation, as well as provide appropriate pastoral and spiritual care.
- c. Respond to the concerns of the congregation.
- d. Expand the use of the laity to facilitate the governance and operation of MDPC.

7.3 Term of Service

Whereas ECO polity allows the congregation to establish the size and composition of the Session, including the length of term of service, MDPC continues its long-standing tradition of having three classes of elders, who serve for a three-year term. MDPC's practice is, that upon completion of one three-year term, the elder is ineligible for election to a second term until at least one year has lapsed. An exception to this practice is when a person is elected to fill an unexpired term. The elder is then eligible to be elected for a full, three-year term. The Nominating Committee may also deviate from this practice if it's determined to be in the best interest of the congregation that an elder serves two consecutive terms. The term of service begins at the time of ordination and installation, normally the first or second Sunday in January.

7.4 Elder Training

To ensure MDPC's elders are adequately equipped to serve as leaders, a training course is required for all new elders. Training will occur between the time of election by the congregation and the beginning of the term of service in January. Training will normally include (1) the biblical model for elders, (2) ECO Constitution (3) ECO Ordination Vows, (4) Spiritual Giftedness, (5) MDPC's vision and goals, and (6) general orientation to MDPC's structure, processes and procedures.

7.5 Elder Responsibilities

There are two major responsibilities for MDPC's elders: (1) to represent the larger congregation, and (2) to lead the congregation. More specifically, MDPC's elders are called by God to lead by example by:

- a. Attending worship services regularly;
- b. Participating in some form of Sunday School and/or small group;
- c. Praying regularly for MDPC's participants, staff and ministries;
- d. Supporting MDPC through faithful and generous stewardship;
- e. Working with pastors and staff to discern God's will for MDPC;
- f. Serving faithfully in the ministry to which the elder has been elected to serve;
- g. Preparing for and attending stated and called meetings of Session. Absences must be reported to the Clerk of Session or the Executive Ministries Coordinator;
- h. Attending the annual officer retreat, usually scheduled for the fourth Friday and Saturday in January;
- i. If needed, serving as presbytery or synod commissioners during their term on Session;
- j. Serving communion at least three times per year;
- k. Participating in the examination of the annual Confirmation class;
- l. Providing leadership and vision for MDPC Programs;
- m. Attending ministry area committee meetings and executing programs by working with the staff, elders and laity;
- n. Monitoring conformance to budget in area of ministry; and
- o. Ensuring that policies and procedures established for the ministry area are followed.

Elder position descriptions detailing ministry specific qualifications and responsibilities are maintained by the Executive Ministries Coordinator and revised yearly prior to the fall meetings of the Nominating Committee. These position descriptions are available upon request.

7.6 Session Leadership

In addition to the Senior Pastor or his/her designee serving as Session Moderator, the Session leadership will be executed by an *Advisory Council*, consisting of the three Clerk-chain elders, the three Treasurer-chain elders, and the Personnel Moderator. The *Advisory Council* has no inherent authority over church policy or practice. Rather, the *Advisory Council* helps to construct the Session agenda, and the members provide input and feedback on ministry issues facing MDPC.

The duties of the Advisory Council members are as follows:

7.601 Moderator

The Senior Pastor and/or his/her designee will serve as the Moderator for Session meetings. The Moderator's role is currently shared by the Senior Pastor and the Executive Pastor. The Moderator's duty is to manage the Session agenda to ensure an expeditious use of time and resources, while also ensuring that the Session is informed and has adequate opportunity to process and act on the business before the Session.

7.602 Clerk

The Clerk ensures that Session minutes are taken, serves as the lay spokesperson when needed, and handles the administrative functions of the Session including but not limited to correspondence. The Clerk ensures that MDPC has the required number of elders to attend presbytery and synod meetings and will provide post-presbytery/synod meeting reports to the Session. In addition to Session meetings, the Clerk serves on the Advisory Council, the Finance Committee, the Personnel Committee, and the Generosity Committee (Ex-officio).

7.603 Clerk Elect

The Clerk Elect assists and supports the ministry of the Clerk as needed and will succeed the Clerk in the following year. The Clerk Elect serves on the Advisory Council and Budget Committee, moderates the Nominating Committee, and has primary responsibility for New Elder Training Classes.

7.604 Clerk Elect-elect

The Clerk Elect-elect assists and supports the ministry of the Clerk as needed and will succeed the Clerk Elect in the following year. The Clerk Elect-elect serves on the Advisory Council, Generosity Committee, Nominating Committee and the Outreach Committee. The Clerk Elect-elect will also help lead the New Elder Training Classes.

7.605 Treasurer

The Treasurer is the primary lay leader for all MDPC's financial matters. This function is carried out in partnership with the Financial Director and includes: (1) moderating the Finance Committee, (2) assisting in developing MDPC's annual budget, (3) ensuring that all church financial matters are managed with the highest level of integrity,

transparency, and accuracy according to accepted accounting and auditing principles, (4) presenting monthly financial reports to the Session, (5) ensuring that accounts receivable and accounts payable are managed with excellence, and (6) ensuring the annual audit is conducted. In addition to moderating the Finance Committee, the Treasurer also moderates the Investment Committee and serves on the Advisory Council and Budget, Generosity and Audit Committees. The Treasurer will ensure that one member of the Treasurer chain serves on the Legacy Giving Committee each year.

7.606 Treasurer Elect

The Treasurer Elect assists and supports the ministry of the Treasurer as needed and will succeed the Treasurer in the following year. The Treasurer Elect has primary leadership over the processing of all cash offerings received during Sunday worship services, which includes recruiting, training and scheduling offering counters. The Treasurer Elect also has responsibility to recruit, train and schedule check signers each week. The Treasurer Elect serves as the Moderator of the Budget Committee and serves on the Advisory Council and the Generosity, Audit, Finance and Investment Committees.

7.607 Treasurer Elect-elect

The Treasurer Elect-elect assists and supports the ministry of the Treasurer as needed and will succeed the Treasurer Elect in the following year. The Treasurer Elect-elect serves on the Advisory Council, and the Budget, Audit, Outreach, and Finance committees.

7.608 Personnel Moderator

The Personnel Moderator reports all MDPC personnel matters to the Advisory Council and serves on the Finance Committee.

7.609 Table of Leadership Assignments

Position	Nominating	Advisory Council	Budget	Finance	Generosity	Personnel	Outreach	Audit	Investment	Legacy
Personnel Elder		X		X		MOD				
Personnel Elder-E			X	X		X				
Personnel Elder –E-E			X			X	X			
Past CLERK	X									
CLERK		X		X	Ex-officio	X				
CLERK-E	MOD	X	X							
CLERK-EE	X	X			X		X			
TREASURER		X	X	MOD	X			X	MOD	*
TREASURER-E		X	MOD	X	X			X	X	*
TREASURER-EE		X	X	X			X	X		*

* A member of the Treasurer chain will serve on the Legacy Giving Committee each year as assigned.

7.7 Organization

The ministry of the Session is organized around the major ministries of MDPC. Organizational charts are available from the Communications Director. Each ministry will normally have at least one elder, and working in partnership with the staff, will seek to develop and implement ministries to advance the goals of that department and MDPC.

7.8 Meetings

MDPC's Session normally meets on the fourth Monday of each month, from 6:30-8:00 p.m. Exceptions to this include: (1) no July meeting, and (2) meetings moved to the 3rd Monday to accommodate holidays, typically May and December. Called meetings may occasionally be scheduled per the guidelines set forth in the ECO Constitution.

7.9 Quorum

For stated and called meetings, the Session's quorum is one-third of Session members (active elders and installed pastors). For new member receptions, the Session's quorum is two elders and the moderating pastor.

7.10 Session Committee Overview

Each ministry will be comprised of various committees and work groups. The Senior Pastor is a member of certain committees and is an ex-officio member of all committees. Any church participant may serve on a ministry or Session committee. Ministry moderators are encouraged to obtain the assistance of others outside the Session to serve on their committees. If such additional persons are needed, the ministry moderators will present their names to the ministries for approval before their appointment is effective. The Session, Session Moderator, or ministry may create special committees or special assignments as needs arise for specific studies or tasks outside the responsibility of permanent committees.

All asked to serve on a committee, except staff members, will be voting members of that committee. Committees are not required to have staff advisors but are encouraged to do so to the extent that it benefits the committee and the staff members.

Committee votes may be taken only when a quorum (a majority of the members of the committee) is present. Email solicitation of votes for non-controversial issues is acceptable.

Composition and responsibilities for each committee are described in detail in subsequent sections of this document.

Section 8 - Advisory Council

8.1 Introduction

The Advisory Council provides a vehicle for advice and coordination of MDPC's ministries to achieve the church mission. It does not serve as a surrogate for the Session and does not have authority to establish policy on behalf of the Session.

8.2 Membership

Members include: Clerk, Clerk Elect, Clerk Elect-elect, Treasurer, Treasurer Elect, Treasurer Elect-elect, and Personnel Moderator.

Staff: Senior Pastor and Executive Pastor.

8.3 Responsibilities

The responsibilities of the Advisory Council are described below.

- a. Coordinate and facilitate the ministries and committees to ensure that programs and activities are consistent with and further the vision and mission of MDPC.
- b. Serve as a focus for current operational guidance and problem solving.
- c. Provide policy interpretation/prioritization of ministry and committee activities.
- d. Clarify and resolve issues of overlap among ministries and committees.
- e. Identify special needs that may require creation of a group to investigate and bring to the Advisory Council and the Session recommendations for addressing issues facing MDPC.
- f. Finalize the agenda for upcoming Session meetings;
- g. Facilitate a flow of communication across all the ministry and administrative areas of MDPC that are represented on Session.
- h. Direct and/or review any changes to the P&O Manual.

The role of the Advisory Council is not to review details of ministry plans, budgets, or personnel plans, as these remain the role of the Finance and Personnel Committees.

Section 9 – Diaconate

9.1 MDPC Diaconate History

Early in MDPC's history the church had a Board of Deacons. The role of the deacon followed the Presbyterian Church in the United States (PCUS) model of providing care for the church through oversight of finances and facilities.

In light of some confusion and conflict over roles and authority, MDPC decided to become a unicameral system, and effectively folded the Diaconate into a much larger Session. This unicameral system had been in effect for more than 20 years.

Upon further review, MDPC's Session approved the reinstatement of the Diaconate, but to change the ministry focus from finance and facilities to ministries of compassion and caregiving, following the biblical example found in Acts 6:1-7.

9.2 Biblical Model for Deacons

The biblical model for the office of deacon is found in Acts 6:1-7:

Now in these days when the disciples were increasing in number, a complaint by the Hellenists arose against the Hebrews because their widows were being neglected in the daily distribution. And the twelve summoned the full number of the disciples and said, "It is not right that we should give up preaching the word of God to serve tables. Therefore, brothers, pick out from among you seven men of good repute, full of the Spirit and of wisdom, whom we will appoint to this duty. But we will devote ourselves to prayer and to the ministry of the word." And what they said pleased the whole gathering, and they chose Stephen, a man full of faith and of the Holy Spirit, and Philip, and Prochorus, and Nicanor, and Timon, and Parmenas, and Nicolaus, a proselyte of Antioch. These they set before the apostles, and they prayed and laid their hands on them. And the word of God continued to increase, and the number of the disciples multiplied greatly in Jerusalem, and a great many of the priests became obedient to the faith.

9.3 ECO Constitution

The ECO Constitution contains a description of the purpose, qualifications and scope of ministry for ordained officers (pastors, elders and deacons). This is found in the ECO Constitution, chapter two.

Though comprehensive, the ECO Constitution does not include the individual culture and nuances of each congregation related to how the Session and Diaconate function in each individual church. What follows is MDPC's interpretation and application of that polity.

9.4 Congregational Nominating Process

The nomination of people to serve as deacons shall follow the same procedure as for the nomination and election of elders and trustees. The Nominating Committee shall solicit names from the congregation using a single nomination process, which includes electronic and print nomination forms. A section of that nomination process will be devoted to explaining the unique giftedness required to serve as a deacon and opportunities for service within the Diaconate.

9.5 Responsibilities of Deacons

Discipleship—to be strengthened for church leadership, deacons must abide in Christ and grow in His likeness. Therefore, deacons are called to practice the spiritual disciplines more faithfully than ever and to:

- a. Worship regularly;
- b. Participate in some form of Sunday School or small group;
- c. Pray for the spiritual health of the church, the congregation, and its leaders;
- d. Give faithfully and systematically—percentage giving with a goal of tithing;
- e. Fellowship—support church programs and activities, particularly small groups;
- f. Serve and care for others with love and humility;
- g. Share God’s love and the Good News of Jesus Christ;
- h. Be part of MDPC's Communion serving team;
- i. Provide prayerful leadership for MDPC Ministries;
- j. Attend deacon team meetings—scheduled for first Sunday of each quarter, with the possibility of a rare called meeting;
- k. Prepare for meetings by prayerfully considering where God is at work in MPDC, reviewing meeting docket, and committee minutes distributed in advance; and
- l. Attend the Annual Officer Retreat.

9.6 Diaconate Size and Configuration

By 2022, the Diaconate will be at full size and comprised of 21 deacons. The first seven deacons will begin serving in 2020, seven more will be added in 2021, and the third class will be added in 2022.

The Diaconate will need to be flexible and adapt to the reality of emerging needs. At the onset, the first class of seven deacons will serve in the following areas: Calls & Cards, End of Life Concerns, Hospitals & Home Bound, Intercultural, Prayer Ministries, Senior Adults, and Support Ministries. These responsibilities may be adjusted as needed depending on the emerging caring needs of the congregation.

9.7 Meeting Schedule

It is anticipated that the Diaconate would meet quarterly or on an as-needed basis. MDPC will retain at least one Caring Ministry elder on Session in order to provide continuity. A joint meeting of Session and the Diaconate will likely be conducted once a year. The joint meeting will be led by the Moderator of Session.

9.8 Organization

While in no case a ministry of lesser value, the deacons will conduct their ministry under the authority and guidance of the Session. Staff support will come from Caring Ministries. The Diaconate will elect its own Moderator who will serve for a one-year term, and who may be reelected to subsequent terms.

Section 10 - Pastor Nominating Committee

10.1 Purpose

When a pastoral vacancy exists, a Pastor Nominating Committee (PNC) will be elected by the congregation to conduct a search for a suitable candidate for the positions of pastor or associate pastor.

10.2 Membership

Nominees for the PNC will be identified by the Nominating Committee following the same procedures and guidelines used to select elder, deacon and trustee nominees. The Nominating Committee will present nominees for the PNC to the congregation for approval at a Congregational Meeting.

10.3 Calling Pastors and Associate Pastors

In accordance with the ECO Constitution section 2.0401, the Pastor Nominating Committee will present recommended candidates to the congregation for approval at a Congregational Meeting. Candidates must adhere to the ECO Essential Tenets.

10.4 Pastor Candidate Terms of Call

Terms of call for pastor and associate pastor candidates are recommended by the Personnel Committee, approved by the Session and provided to the congregation at a Congregational Meeting for information.

10.5 Categories of Pastors Not Requiring PNC Recommendation

10.501 Transitional Pastor

The Session may create an ad hoc committee to select an ordained pastor candidate to fill a position on an interim basis. If the interim position is Senior Pastor, the Moderator of the Worship and Music Committee shall participate in the process. Transitional pastors are called by Session (see section 2.0401(d) of the ECO Constitution) and their terms of call approved by Session.

10.502 Assistant Pastor

Under certain circumstances, the Personnel Committee may recommend that a particular position would be best filled by an Assistant Pastor. According to the ECO Constitution 2.0401(c), Assistant Pastors are called by the Session and their compensation approved by Session.

Section 11 - Personnel Committee

11.1 Purpose

To attract, reward, evaluate and retain the personnel needed to achieve MDPC's vision and mission.

11.2 Membership

Members include: Personnel Elder (Moderator), Personnel Elder Elect, Personnel Elder Elect-elect, Clerk of Session, and one at-large member which cannot be a spouse of an MDPC employee, and will serve for a one-year renewable term.

Staff: Executive Pastor, Human Resources Director.

11.3 Responsibilities

The Personnel Committee is charged with the following responsibilities:

11.301 Performance Assessments

The Executive Pastor will inform the Personnel Committee of the process and calendar by which annual reviews are conducted with MDPC staff. The Personnel Committee Moderator may review and sign off on all completed performance reviews for employees at Level 6 and higher.

11.302 Compensation

Approve salary ranges established to ensure externally competitive and internally equitable pay for MDPC staff.

11.303 Salary Budget

Works with the Executive Pastor, HR Director and Business Administrator to recommend to the Budget Committee and Session a salary increase "pool" as part of the overall MDPC operating budget process. Establish a bonus "pool" and criteria for distribution in conjunction with the Executive Pastor.

11.304 Terms of Call

Recommend to the Session revised terms of call for pastoral staff. In collaboration with the Pastor Nominating Committee, recommend to the Session terms of call for new pastoral staff.

11.305 Job Descriptions

Approve all new employee job descriptions and associated salary levels; review and approve all those employee job descriptions where the content has been changed by 25% or more.

11.306 Human Resource Policies

- a. Review the Employee Handbook on a biennial basis and recommend changes, if needed, for presentation to Session for approval. The Employee Handbook is kept in the Human Resources Department and is also available to employees on the shared drive of the MDPC server.
- b. Conduct an annual review of the Child Protection Policy found in section 14.3 and the Sexual Misconduct Policy. Both policies are available on the MDPC shared drive and are given to new employees if applicable.

11.307 Terminations

Ensure procedures are in place to identify potential turnover and to understand causes. The Personnel Moderator should be informed of the discussions in which termination of an employee at Level 6 or above is being considered. The Personnel Moderator may also review the employee's personnel file in advance of any termination discussion. Participation by the Personnel Moderator in the termination meeting with the employee will be at the discretion of the Executive Pastor.

11.308 Benefits

Review and approve new benefit plans or significant changes to existing plans in conjunction with the Budget and Finance committees.

11.309 Hiring, Orientation and Training

Review the recruiting and orientation processes and the status of open positions.

11.310 Other Responsibilities

Review significant exceptions to policy and any problematic employee grievances.

11.4 Committee Processes and Operating Principles

11.401 Operating Principles

Operate according to principles and roles described in the documents *Partnership Goals and Values* and *Roles of the Primary Partners* kept in the Human Resources department.

11.402 Ministry Liaisons

When needed, assign Personnel Committee members to serve as liaisons to assist ministries with personnel matters, including early involvement with search committees.

11.403 Meeting Schedule

Meet on a monthly basis unless the Moderator decides there is not enough business to justify a meeting.

11.404 Quorum

A quorum for committee action is a majority of the members (excluding staff). A quorum shall include those members who would participate through conference calls.

Section 12 – Finance, Budget and Accounting

12.1 Lifestyle Generosity Principle

As detailed in this section, the principle of Lifestyle Generosity controls the accounting and budget policies for MDPC's Ministry.

MDPC exists to *"see to it that no one fails to obtain the grace of God"* (Hebrews 12:15). Growing in God's grace occurs through evangelism, discipleship, and community impact. In each of these areas, a commitment to lifestyle generosity is one of the unifying and fundamental building blocks. The principle of Lifestyle Generosity intends that for every dollar spent on operations for the benefit of church members, a dollar is spent on outreach. Outreach is joining God in ministry to the world through a combination of our time, talent, and treasure. As people participate in God's Kingdom work, they will grow in their own walks with Jesus. This commitment to giving is carefully managed and regularly measured.

Lifestyle Generosity is intended to provide a discipline which promotes careful stewardship of funds received by MDPC, and encourages the maximum use of volunteer workers in assisting and performing the work of the church.

12.2 Finance Committee and Accounting Policies

12.201 Finance Committee

a. Membership

Treasurer (as Moderator); Treasurer Elect; Treasurer Elect-elect; Clerk, Generosity Moderator, Personnel Elder; Personnel Elder Elect; Outreach Moderator and up to three at-large members who serve for a one-year term and may be invited for additional one-year terms, not to exceed three years total. See Section 7.6 for description of the Treasurer position responsibilities.

Staff: Business Administrator and Finance Director.

b. Responsibilities

- i. Monitor expenditures to ensure adherence to the Employee Accounting Policies and Procedures Guide, and generally accepted accounting standards.
- ii. Review monthly financial performance in comparison with budget and with prior year performance and provide analysis, interpretation, and recommendations to Session, as appropriate.
- iii. Evaluate and approve measures to meet monthly cash needs of the church.
- iv. Support the Budget Committee in the development of the annual budget.

- v. Evaluate and recommend for Session approval any material changes to the annual budget as needed at any time during the year.
- vi. Review and approve Authorization for Expenditure (AFE) requests that are not otherwise being reviewed and approved by another committee.
- vii. Ensure the completion of an annual audit by an established independent firm to examine the financial records and procedures of MDPC. Approve changes in accounting policies, procedures, and practices if a recommendation by the auditors is deemed necessary.
- viii. Periodically evaluate the performance of the current audit firm and should a new firm be required, oversee the selection process and report to Session.
- ix. Ensure that program and support ministries have timely and accurate information to monitor and guide their expenditures in compliance with budget.
- x. Recommend changes to accounting systems, procedures, and equipment to the Business Administrator.

12.202 Operational Accounting Policies

The annual church operating, capital, and outreach budgets must be maintained in accordance with and follow the accounting policies as established by the Finance Committee of the Session. These policies include:

- a. Annual financial statements are prepared in accordance with generally accepted accounting principles, policies, and procedures.
- b. The church maintains its accounting records on the accrual method of accounting.
- c. Operating, capital, and benevolence net assets are classified as Unrestricted, Temporarily Restricted, or Permanently Restricted.
- d. As monies are collected, they are classified into the categories referenced above. Since the Session is the governing body of the church and will have the final approval of the annual operating, capital, and outreach budgets, members are encouraged to make unrestricted contributions to the church so that all ministries will be adequately funded. During the times of special needs, such as a major capital funds drive, Temporarily Restricted Funds will be established to meet those needs. Subject to guidelines promulgated by the Finance Committee, a donor of funds may also place Temporary or Permanent Restrictions on the use of the funds given, and the Finance Committee will have the authority and obligation to accept or reject such gifts. See the Restricted Gifts Policies in section 12.204 of this manual.

e. Non-Cash Gifts

- i. Gifts to Support Operating Expenses – Operating expenses are generally accounted for on a cash basis, so an in-kind (non-cash) donation for work done free of charge or a donation of books, paper, craft materials, etc. is not entered into the accounting records. Correspondingly, no contribution credit is given to the individual for such donations, and no matching of outreach dollars is required.
- ii. Outreach Gifts – Appropriate in-kind gifts of food, clothing, furniture, etc. are welcomed by the church. Contributions credit is not reflected on the donor's contribution statement, but a signed acknowledgment of the gift will be given to the donor.
- iii. In-Kind Capital Gifts – Appropriate in-kind capital gifts may be accepted by the church through Financial Services. A signed acknowledgement of the gift will be given to the donor, but the contribution statement of the donor will not show any dollar value of the gift. The donor has the responsibility to obtain the necessary appraisals for valuing the gift in the donor's records.
- iv. Exception for Listed Securities – The gift to the church of publicly-traded securities listed on the various stock exchanges will be recorded at the average of the high and low value of the stock on the date the gift is formally received by the church. While the value of this type of gift cannot be shown under current IRS regulations on the contributions statement of the donor, a letter acknowledging the gift will be sent to the donor, designating the average of the high and low value of the stock on the date the gift is formally received by the church. The church will sell the securities as quickly as possible so that the gift will approximate the value that the donor intended.

12.203 Policy on Financial Statements Accounting for Generosity Goal

a. Guiding Principles

MDPC wishes to balance the goals of strong ministries for its members, outreach funding, and long-term financial soundness. At the same time, MDPC believes that through the faithful stewardship of our informed members, God will provide for the needs of His church.

b. Statement of Policy

The Finance Committee regularly reviews the financial status of the church. If a majority of the Finance Committee concludes that the church's unrestricted income in a given fiscal year will not or is reasonably likely not to equal an amount sufficient to cover the total of (a) church operating expenses, (b) an equal amount for benevolences, and (c) other non-matched expenses, including property Insurance and capital expenditures from unrestricted funds, but excluding depreciation, then

the Finance Committee will recommend to Session what action should be taken to rebalance the budget. Such recommended action or actions may include expense reductions, reduction of benevolence payments by the amount of the projected deficit, or other actions.

c. Example Calculation of Outreach Budget

Total revenue	\$1111
Less capital and nonmatching expenses	<u>\$111</u>
Subtotal	\$1000

Ministry Operating Expense

Gross expenses	\$667
Less 25% allocated to Outreach	<u>\$167</u>
Net ministry expenses	\$500

Outreach

Expense allocation as above	\$167
Ministry partners and sponsored budget	<u>\$333</u>
Total Outreach	\$500

12.204 Restricted Gift Policies

This policy applies to gifts not intended for the Legacy Gift Fund. Gifts to this Fund are governed by the Legacy Giving policies and procedures.

a. Receipt of Restricted Gifts

Financial gifts to the church include unrestricted and restricted gifts. Unrestricted gifts are used to fund the budgeted operating expenses of the church including support for Outreach partners and activities.

Restricted gifts are given for a purpose specified by the donor and must be consistent with the vision, mission and objectives of the church and are subject to approval by both the Finance Committee and the Session of the church when necessary.

i. Honors and Memorial Gifts

See 12.205 below.

ii. Outreach Gifts

Designated benevolence collections are for established Outreach partners and include Palm Sunday, Mission Market and Christmas Eve collections. Designated benevolence accounts shall be restricted upon receipt regardless of amount and

promptly given to the designated recipient. These collections are part of the Outreach annual allocation and included within the Outreach annual budget.

On occasion, it is appropriate to take special collections for agencies for unanticipated needs, generally for natural disasters. These amounts will be restricted upon receipt regardless of amount and promptly given to the designated recipient. These collections will be paid in addition to the Outreach annual budgeted amounts.

All other Outreach gifts shall be subject to the same requirements as all other temporarily restricted gifts described in the next sections. MDPC's ongoing commitment to lifestyle generosity helps ensure that restrictions for smaller checks designated for Outreach are met through the annual Outreach budget. These checks will be added to the general operating fund and not be restricted upon receipt. Gifts to mission partners or other outside group must be made directly to that specific organization.

iii. Temporarily Restricted Gifts

Temporarily restricted gifts are given for a specific, short-term need in the life and ministry of the church. The minimum amount of a temporarily restricted gift (other than Honors and Memorials and Outreach designated benevolence collections) is \$10,000. The gift will generally be spent within the same fiscal year in which it is received. These gifts should be made known to the Finance Committee prior to their receipt for review. Gift recommendations may be forwarded to the Session for approval, based on this review.

Other temporarily restricted gifts received below the threshold and consistent with MDPC's ongoing needs will be added to the general operating fund and not be restricted upon receipt. They will be used for the purpose given through the normal budget process.

iv. Permanently Restricted Gifts

The church currently has a small number of permanently restricted gifts. These will continue to be administered in accordance with donor wishes. It is anticipated that most future gifts of this nature will be part of the Legacy Giving Fund and will be subject to its policies. Gifts not part of the Legacy Giving Fund and exceeding \$250,000 may have the principal restricted. Every effort should be made to have the donor agree that the principal may be used over a period not to exceed ten years. Such gifts require Finance Committee and Session approval before being accepted.

b. Authorization of Restricted Gifts for Use

- i. Each account has a designated account owner as set forth in the Account Owners table below. Account owners will recommend how restricted funds are used and ensure gifts are used timely.

- ii. Planned expenditures from restricted assets require the endorsement of the Finance Director prior to the execution of the check to ensure cash is available.
- iii. Capital expenditures should be authorized in accordance with Section 12.409 Capital Budget Procedures and Policies. This includes capital expenditures approved by the trustees as noted in Section 6. The Executive Pastor has been designated owner of the Capital Account since all ministry areas are impacted. All capital purchases budgeted, or contingency must be endorsed by the Executive Pastor, to ensure expenditures are in keeping with church priorities.
- iv. Expenditures from the Senior Pastors Discretionary Account may be authorized by the Senior Pastor or Executive Pastor.
- v. For all other accounts, "Account Owner" department heads can authorize up to \$1,000 in keeping with the terms of the restriction. All other expenditures from restricted assets in excess of \$1,000 require approval of the Business Administrator.

c. Oversight of Restricted Gifts

- i. The Finance Director shall provide a quarterly report of the current status of restricted assets to the Finance Committee, such that availability of funds is known to the account owners.
- ii. The Finance staff shall conduct an annual review of restricted assets to ensure all journal entries are current and balances are accurately stated.

d. Restricted Account Owners Table

Acct #	Account Name	Description of Restriction	Account Owner (Administrator)
310050	Administration Special Gift	Administrative expenditures	Finance Committee
310100	Alpha Special Gift Fund	Alpha Pastor Salary	Executive Pastor
310115	Hurricane Harvey Relief	Hurricane Harvey Assistance	Business Administrator
310130	Children's Special Gift Fund (Do Not Use)		Children's Pastor
310190	Memorials and Honoraria Fund	Capital items	Board of Trustees
310230	Outreach Special Gift Fund		Outreach Committee
310240	Caring Ministries Special Gift	Caring Ministries Expenditures	Caring Ministries Committee
310310	Christmas Offering Temp Rest. (Do Not Use)	Christmas Eve services specified	Outreach Committee

310320	Mission Market Temp Rest. (Do Not Use)	Mission Market specified	Outreach Committee
310350	Senior Pastor Discretionary Fund	Discretionary Use by Senior and Executive Pastor	Senior and Executive Pastor
311020	Ruffin Trust	Scholarship for Seminary Students	Outreach Committee
312040	Minister's Retirement	Supplement minister's retirement	Finance Committee
312060	Youth Trust- Temp. Restricted	Youth ministry expenditures	Youth Ministries
312080	Designated Benevolence	Special collections – Super Bowl of Caring, Palm Sunday, Mission Market, Christmas Eve, Disaster Relief	Outreach Committee
312100	Capital- Temp. Restricted	Capital Purchases	Finance Committee
312110	Columbarium Income Temp Restricted	Columbarium maintenance expenses. Portion of income annually used to offset Church upkeep expenses.	Columbarium Committee
340110	Legacy Giving Capital	Capital	Legacy Giving Committee
340120	Legacy Giving Pastors' Endowment	Pastor's Initiatives	Legacy Giving Committee
340130	Legacy Giving Speakers	Guest Speaker series	Legacy Giving Committee
340140	Legacy Evangelism and Worship	Per Legacy Giving policies	Legacy Giving Committee
340150	Legacy Scholarships	Per Legacy Giving policies	Legacy Giving Committee

12.205 Memorial and Honor Gifts Policy

These are small gifts usually given in honor or memory of a special person or life event. Gifts in this category are a type of temporarily restricted gift managed by the Board of Trustees per Section 6.

- a. MDPC will not accept Memorial or Honor Gifts of less than \$10,000 - when such gifts include donor restrictions for usage.
- b. For Memorial or Honor Gifts of at least \$10,000 – but, with donor restrictions - the Board of Trustees will determine the acceptability of the gift to ensure consistency with MDPC's ministry. Such gifts will be utilized consistent with donor restrictions, and according to the guidelines outlined in the MDPC Restricted Gifts Policy.
- c. Plaques or other identification of gifts will not be permitted except with approval of the Session.

12.206 Employee Accounting Policies and Procedures Guide

The accounting guide assists MDPC employees in planning financial transactions and preparing proper paperwork, along with required supporting documents. The complete guide, available upon request, is kept in the MDPC Human Resources department and given to new employees. The policy is reviewed annually by the Business Administrator.

12.3 Audit Committee

12.301 Membership

The Audit Committee members are the Treasurer, Treasurer Elect and Treasurer Elect-elect.

Staff: Finance Director and Business Administrator.

12.302 Responsibilities

The Audit Committee meets to receive and review the final annual audit report from MDPC's auditors prior to the presentation of that report to the Finance Committee.

12.4 Budget Committee and Budget Preparation

12.401 Budget Committee

- a. **Membership:** Treasurer Elect (Moderator), Treasurer, Treasurer Elect-elect, Clerk Elect, Generosity Moderator Elect, Generosity Elder, Personnel Elder Elect, Personnel Elder Elect-elect, Outreach Moderator Elect plus two at-large members as needed and determined by the Moderator.

Staff: Senior Pastor, Executive Pastor, Business Administrator, Finance Director and Outreach Director.

b. Responsibilities

- i. Establish the annual calendar for budget preparation.
- ii. Review receipts expected through lifestyle generosity, stewardship, and related programs.
- iii. Review budget requests for expenditures (operating, outreach, and capital) from program and support ministries.
- iv. Develop a consolidated annual budget of receipts and expenditures needed to implement church programs aligned with the MDPC vision.
- v. Prepare a presentation to recommend the annual budget for Session review and approval.

12.402 Budget Administration

The financial well-being of MDPC is the responsibility of the Session and the staff. Individual ministry budgets are clearly defined in accordance with those responsibilities and in support of the MDPC vision.

12.403 Purposes of the Annual Operating, Capital and Outreach Budgets

- a. Define the expected needs of the various ministries to achieve their programmatic and operating goals in support of the MDPC vision.
- b. Identify the funds to support the programs of the Outreach ministries.
- c. Serve as the basis for expenditure controls so that each ministry can operate in accordance with its plans.
- d. Budgets are prepared with estimates of the church's expected financial needs to support each of its approved initiatives and are administered with enough flexibility to accommodate unforeseen additional requirements. To accomplish these goals, elders of the Session should participate with staff leadership to develop sound budget commitments and expenditure controls.

12.404 Budget Preparation Procedures

The following procedures have been adopted to guide preparation of the annual operating, capital, and outreach budgets under the direction of the Business Administrator or his/her designee. The accounting or fiscal year is the calendar year. Ministry Moderators and staff will submit operating, capital and outreach budgets to the Finance Director for consolidation and analysis in preparation for review and approval by the Budget Committee which then submits a recommended budget to the Session for approval.

- a. By August (approximately five months before the beginning of a new accounting year), Financial Services prepares ministry budget worksheets. These worksheets contain current year-to-date financial data, including personnel and Ministry Sponsored Outreach, blank spaces for expected actuals for the current year, and blank spaces in which to enter budget requests for the coming budget year.
- b. A Budget Committee member is assigned to support each ministry area's budget preparation.
- c. By September 30, ministries return the completed budget worksheets to Financial Services as budget proposals for the coming year. These proposals are then compiled and organized for review by the Budget Committee. The ministries may be called to appear before the Budget Committee or its

appointees to explain major changes in budget categories or ministry priorities, including major differences between expenses proposed in the budget and expected actuals for the current year.

- d. During October, the Personnel Committee provides to Financial Services its recommended provision for salary and benefits adjustments to be incorporated in the budget for the following year. This provision is allocated during December and early January in sufficient time to recognize compensation changes in the first payroll distribution of the new fiscal year.
- e. During October the directors of Communications and Media, Technology and Facilities departments submit requests for funds for capital expenditures for the next fiscal year to the Business Administrator.
- f. The proposed budget for the upcoming year is presented to the Session in December as a first reading.
- g. The Session is then asked to approve the budget in January when the Generosity Campaign is completed, and the actual financial results of the previous year are known.
- h. Financial statements are prepared monthly by the Finance Director and reviewed monthly with the Finance Committee, where variations are clearly noted and explained.

12.405 Outreach Budget Preparation

MDPC's outreach giving is managed by the church's Outreach Ministry under guidelines established by the direction of the Session. Expenses for church operations exclude capital expenditures, debt service, operating income or loss from the Yellow School or The Little School, property insurance, legal fees, and net restricted and enrichment expenses. Our financial books reflect these policies:

- a. Cash payments for qualified and Session-approved outreach are recorded as outreach expense on the monthly operating income statement. Each recipient or program supported by MDPC outreach is listed in the church's annual report.
- b. Outreach expense: A target for each year is based on the church's Ministry Operating Expense (the total of the combined operating expenses of Pastoral and Support Ministry) for the current year (excluding capital expenditures, debt service, operating income or loss from the Yellow School or The Little School, property insurance, legal fees, and net restricted and enrichment expenses).
- c. The Outreach budget amount is determined by the Budget Committee as a calculation of the overall church budget and is adopted in the coming year. The

Outreach budget is approved by Session as part of the annual budget approval process.

- d. Outreach Ministry submits an annual Outreach budget proposal to the Budget Committee that allocates the outreach expense across two categories: Local and Global Outreach (955) and Ministry Sponsored Outreach (950).
- e. The Ministry Sponsored Outreach budget (950) is comprised of the program expenses incurred by church departments for programs considered to be outreach in nature, as well as the Outreach Ministry department's operating expenses. The Executive Pastor is the approver of departmental proposals prior to the Outreach Director aggregating all proposals into a single Ministry Sponsored Outreach (950) budget proposal to the Budget Committee. The Ministry Sponsored Outreach budget proposal is submitted annually for Session approval.
- f. The Local and Global Outreach (955) budget is determined by considering the overall Outreach budget amount minus the Ministry Sponsored Outreach (950) budget amount. Local and Global Outreach partner gifts are determined based on recommendations from Local and Global Outreach subcommittees. Partner gifts are recommended and voted on by the subcommittees, then elevated to the Outreach Ministry Committee elders and Outreach staff for review and approval before going to Session for final approval, equaling a three-step approval flow.
- g. Session considers recommendation of specific gifts and new programs that are recommended for approval by the Outreach Committee on a monthly basis.
- h. Monthly, the Ministry Sponsored (950) line items are reviewed by the Outreach Director for activity. During the second half of the year, Ministry Sponsored dollars that the ministry areas believe will not be utilized during the fiscal year can be moved to the Partner Funding Outreach budget (955) and used per the Outreach partner funding process.
- i. MDPC's Outreach programs are individually budgeted for the year and no line item may exceed the budget limit unless approved by the Outreach Committee.
- j. Special offerings are estimated in the budget and totals are adjusted as special offerings are received. Receipt and payment of these gifts do not increase or decrease the total amount of Outreach expenses during the year.

12.406 Outreach Allocation

The Outreach allocation is the share of total operating expenses (staff and facilities) used in providing outreach to others. The amount of this share is approximated in the following process and approved by Session as part of the annual budget process.

- a. Based on a 2011 study, the time devoted by the entire staff of the church on Outreach activities was estimated to be 25% of its total time. The estimate of 25% will be used until amended by Session.
- b. This 25% is calculated against the total Outreach budget to determine the allocation expense amount. The allocation amount is subtracted from the Outreach budget, resulting in the budget available to be used for Outreach expenses. This includes Ministry Sponsored Outreach, Local and Global Outreach and other Outreach expenses, e.g. Fuente.

12.407 Outreach Expense and Outreach Allocation Budget Changes

- a. Ordinarily, changes are not made during the year in the Outreach expense or the Outreach allocation budget amounts unless operating expenses vary significantly from budgeted amounts.
- b. If any changes in the total of the Outreach expense or Operating Outreach are believed necessary by the Finance Committee, these changes must be approved by Session.
- c. Changes within the Outreach budget, within Ministry Sponsored Outreach budget lines or between Ministry Sponsored Outreach and the Local and Global Outreach budgets are usually executed by the Outreach Ministry, but if any changes are material, they should be reported to Session.

12.408 Resolving Differences Among Operating, Capital, and Outreach Expenditures

Any questions concerning the classification of expenditures among Operating Expense, Capital Expenditure, or Outreach Expense should be referred to the Finance Director. Appeals may be submitted to the Finance Committee for resolution. The classification of expenditures as Operating or Capital will be in accordance with provisions set forth below in Section 12.409.c.iii.

12.409 Capital Budget Procedures and Policies

a. Funding sources.

Funding for capital projects can come from one of three sources:

- i. Operating Income: During the annual budget process a portion of the Operating Income can be allocated for the capital budget.
- ii. Donor Restricted Gifts: The Restricted Gift Policy establishes the Executive Pastor as the account owner.
- iii. Legacy Giving Funds: Pursuant to the Legacy Giving Policies and Procedures.

b. Capital Restricted Account

The Capital Restricted Account is the designated account for funds approved in the annual budget for capital reserve.

c. Documents and Procedures Used in Capital Budget Process

- i. Capital expenditure requests are due from each Ministry and Department in October during the annual budgeting process and for any new project at other times.
- ii. AFE requests submitted for approval to delegated committees, prior to the commitment of funds and are subsequently reported to the Finance Committee. The AFE form is available in the Finance Department and is incorporated here by reference.
- iii. Expenditures that qualify as a capital investment are defined as any expenditure that is:
 1. Tangible property (a building or a truck, for example) exceeding \$1000.
 2. Expected to have a useful life of three years or more.
 3. A major repair to tangible property, which extends the useful life of that property by three or more years.
 4. Includes purchased materials, equipment, software and labor, both outside contract church labor and church staff labor.
- vi. Following endorsement by the appropriate parties involved in capital projects, delegated project approval limits, which may change from time to time with Session approval, are as follows:

Delegated Approval Authority	Capital Approval Limits	Capital Budget Projects Requiring Session Approval
Business Administrator	Up to \$10,000	
Finance Committee	Up to \$100,000	Over \$100,000, but may submit projects of lesser value if appropriate
Legacy Giving	Up to \$25,000	Over \$25,000

1. \$1,000 is the minimum monetary value at which an expenditure is classified as a capital asset in the church's accounting records.
2. Any addition of software, peripheral, or other hardware must be approved by Technology staff for connectivity and compatibility, prior to financial commitment, regardless of approval limit.
3. Buying, mortgaging, or selling real property requires congregational approval.

12.5 Generosity Committee

12.501 Membership: Generosity Elder (Moderator), Generosity Elder Elect, Generosity Elder Elect-elect, Clerk (Ex Officio) Clerk Elect-elect, Treasurer, Treasurer Elect, Outreach Moderator-Elect, Worship & Music Elder.

Staff: Senior Pastor, Executive Pastor, Business Administrator, a representative from the Financial Services office, Communications & Media Director.

12.502 Responsibilities

- a. Educate all church members and participants on the meaning of Christian stewardship and the responsibility of each person to pledge time, talent, and treasure to God's work with a goal of tithing.
- b. Plan and execute the annual Generosity campaign to help prepare the MDPC operating budget. When deemed necessary, execute a follow-up campaign to solicit additional pledges.
- c. Coordinate the development of revenue projections for the church budget with the Business Administrator and the Budget Committee Moderator.
- d. Publish and distribute an Annual Report to the congregation in conjunction with the Finance Committee, Outreach Committee, and Communications & Media Director.
- e. May complete and implement a long-range plan, in cooperation with the Business Administrator, to stimulate a growing year-round level of giving and serving by an expanding core of participants who have chosen to become actively engaged in stewardship.
- f. Develop and continue to update a compelling section on mdpc.org with the section title of Giving. This website will be designed to educate and motivate participants to incorporate biblical stewardship into their personal spiritual growth.

12.503 Generosity Committee Policies:

- a. Encourage all members and participants to respond to God's grace through percentage giving with a goal of tithing.
- b. Educate all members and participants to understand that they are making a covenant between themselves and God.
- c. Work continually to move MDPC toward becoming a tithing church.

- d. Responsible for the MDPC goal to increase the number of financial pledges to 1000 annually and annual income by 5%.
- e. Maintain a generosity educational program on a year-round basis through messages from the pulpit, newsletters, posters, church school presentations, and other media.
- f. Design the annual covenant card.
- g. Selectively contact church officers, staff, church school classes, fellowship groups, and other MDPC groups periodically to determine the impact of the current Generosity campaign. Gather suggestions for changes, challenge all members and participants to increase their involvement in God's work at MDPC, and ask each member and participant to reach out to others to nurture greater involvement in MDPC ministries and missions.
- h. Work directly with the financial staff to conduct analysis of projected giving, to improve the efficiency and effectiveness of the Generosity campaign, and to keep church officers informed of significant developments or trends.
- i. The amounts of giving by individual members shall remain strictly confidential and be known only by the Accounts Receivable Accountant and Senior Pastor.

12.6 Legacy Funds Ministry

12.601 Legacy Giving Committee

- a. **Membership:** Legacy Giving Elder (Moderator), Moderator or Moderator Elect of the Generosity Committee, one member of the Treasurer chain, and three members at large selected by the Session serving three-year terms.

Staff: Ex officio members are the Senior Pastor, Executive Pastor, Business Administrator and Communications and Media Director.

- b. **Responsibilities:**

- i. To lead a permanent focus on encouraging MDPC members and other interested parties to consider sharing their treasure with the church, using the MDPC website, face-to-face meetings, printed materials, messages and testimonials from the pulpit, and other means as appropriate. To equip select Committee members and MDPC staff (including key staff in each designated Ministry area) with a familiarity with gift options in order to assist prospective donors, but no legal or professional advice will be offered or given. The program will offer an extra dimension of generosity to the congregation to make special gifts to the church.
- ii. To participate with the Finance Committee and the Investment Committee in the management of the assets contributed in accordance with a set of

guidelines to be established by the Investment Committee.

- iii. To provide definite directions for the use to which the principal and/or income of special or deferred gifts will be applied and to make decisions regarding the application of such funds.
- iv. To administer the outright and deferred gifts of assets which require special administration and processing so as to fully carry forth the intent of the donor.
- v. To establish a formal Gift Acceptance Policy ("GAP") that includes review and analysis of the donor's wishes, if any, for any intended gift. (The GAP is set forth in Section 12.603.) As a general proposition and subject to the GAP, if a gift is offered to the Legacy Giving Program that Session deems not within the existing policies of the church and its commitment to further the work of Jesus Christ, and the Session is unable to convince the donor to bring the purpose of the gift within said policies and commitment of the church, the Session may decline the gift and return same, without interest or accruals. Additionally, if in the opinion of the Session, the purpose for which a gift was made has over the years become inconsistent with the policies of the church and its commitment to further the work of Jesus Christ, the Session shall proceed as provided in the GAP.

12.602 Legacy Funds Ministry Policies and Procedures

These policies and procedures were first adopted by Session January 1, 2017 and revised October 28, 2019. These policies have been structured to fit the formatting of this P&O Manual. The original document is kept in the Administration department and is available upon request.

a. Gift

As used herein, the term "gift" shall extend to and include inter vivos transfers, and testamentary dispositions, as well as other forms of asset transfer as described in the GAP. Although it is contemplated that the majority of gifts made through the program will be in the form of cash or other liquid assets, the Session realizes that some gifts may take another form, and in such cases, the Session reserves the right to decline any such gift under the circumstances described in the GAP.

b. Funds

- i. General Legacy Fund. Unrestricted gifts will be applied by the Legacy Giving Committee to the programs, missions and capital needs of MDPC. All unrestricted gifts will be pooled in one fund, and the Legacy Giving Committee will make distributions of (i) principal and (ii) earned income from the fund, in amounts determined in the Legacy Giving Committee's discretion, based on proposals from MDPC Elders and staff for specific new projects and initiatives in specific ministry areas.

- ii. Capital Legacy Fund – Capital funds will be applied by the Legacy Giving Committee to the needs of the church in facilities, technology and media as proposed by elders or staff.
- iii. Designated Ministry Gifts Fund – Gifts may be directed by the donor to a specific category as listed in Section c of the policy document. Funds will be maintained for each category listed in Section c below. The Legacy Giving Committee will make distributions from each fund, in amounts determined in the Legacy Giving Committee’s discretion based on proposals from MDPC elders and staff for specific new projects and initiatives in specific ministry areas.
- iv. Special Gift Funds – Each gift of at least \$250,000.00 (“Special Gifts”) that is directed by the donor to be spent for a specific purpose and/or over a specific period of time, will be placed in a separate fund, and the Legacy Giving Committee will make distributions from the fund in accordance with the purposes and the distribution scheme designated by the donor of the gift provided the designation conforms to the vision and strategy of the church.

c. Designated Ministry Categories

- i. Evangelism and Worship (for example Alpha, hospitality and witnessing Initiatives).
- ii. Speakers (for example Congregational Meetings/initiatives, church retreats or ministries)
- iii. Scholarships (for example seminary students and mission trips for adults and youth)

Proposals for new programs, projects or initiatives not covered by the General Fund, Capital Fund of one of the above categories may be submitted for approval in accordance with the application process in part d.

Note the examples listed above are not all inclusive and other new programs or initiatives may be submitted for consideration.

d. Administration

This Legacy Giving Program (the “Program”) will be overseen by the Session. The Legacy Giving Committee shall have administrative responsibility for the Program, and will consider requests for disbursement of Legacy Funds from pastors or ministry directors based on the application process noted below.

- Application reviewed by the Senior Pastor, Executive Pastor & Business Administrator. The application process will include, without limitation, a description of how the proposed expenditure furthers the church’s policies and commitments, how the funds will be specifically used, and “return on

investment” of the legacy funds.

- Application submitted to Session for final approval if approved by the Legacy Giving Committee except if the project or initiative is less than \$25,000. Projects or initiatives for less than \$25,000 do not require Session approval.

The total cost of any project or initiative must be presented for approval. Projects or initiatives may not be staged in order to be under \$25,000. All projects or initiatives of less than \$25,000 approved by the Legacy Giving Committee will be reported to Session members for their information. Projects or initiatives presented for approval for funding by the Legacy Giving Program will not be approved unless the funds have already been received.

All Legacy gifts of any amount less than \$250,000 must be given to the General Fund, Capital Fund or one of three categories noted in part c above without any designation for specific areas or ministries within the fund or category.

Donors and MDPC members may meet with staff and/or elders to develop proposals for specific initiatives or projects and present the proposals as noted above for consideration. All proposals should be for new initiatives or projects. Ongoing programs will not be funded by Legacy gifts.

The Treasurer will cause financial reports of the Program to be presented to the Session from time to time, but not less than semi-annually.

e. Loans

The church, through the Session, may borrow Legacy Funds for short-term emergency needs provided a written repayment obligation including a term of no more than one year and a market interest rate is provided by the church.

f. Church Consolidation, Merger or Dissolution

If at any time the church shall be lawfully merged or consolidated with any other church, all of the provisions hereof in respect to the Program shall be deemed to have been made for and in behalf of such merged or consolidated church which shall be entitled to receive all of the benefits of said funds and shall be obligated to administer the same in all respects in accordance with the terms hereof. In the event of the dissolution of the church, the Session shall have the responsibility for the final disposition of all assets of the Program in keeping with all rules, policies and guidelines of A Covenant Order of Evangelical Presbyterians.

g. Amendments

The provisions of the Legacy Giving Policies and Procedures may be amended by the Session. Amendments will be affected by such vote after two readings of the

proposed amendments. The first reading shall be conducted at its regularly scheduled (stated) meeting. The second reading and vote thereon shall be conducted at the next regularly scheduled (stated) meeting. Any amendments shall not affect any gifts made to the Program prior to such amendment. All such gifts made to the Program will be administered in accordance with the provision of this Program in effect at the time the gift was made.

12.603 Legacy Funds Ministry Gift Acceptance Policy

a. Introduction:

i. Names:

1. "Memorial Drive Presbyterian Church", hereafter called **MDPC**.
2. "Memorial Drive Presbyterian Church Legacy Giving Committee", hereafter called **Committee**.
3. MDPC Session, hereafter called the **Session**.
4. This document is the "Gift Acceptance Policy", hereafter called the **GAP**, and forms a part of the MDPC Legacy Funds Ministry. Capitalized terms used in this document and not specifically defined shall have the same meaning as set forth in the Legacy Giving Policies and Procedures.

ii. Purpose:

In 2016, the MDPC Session adopted Legacy Giving Ministry Policies and Procedures ("Policies") of which this GAP is a part.

iii. Acceptable Roles of Pastors, Session and Staff:

1. Pastors, Session and Committee members and MDPC staff, who have been designated by the Committee, have the authority to receive unsolicited gifts or bequests, as well as to solicit gifts from qualified donor prospects (including individuals, family foundations, trusts and corporations) on behalf of MDPC to secure the future growth and mission of MDPC.
2. This GAP governs the acceptance of legacy gifts by MDPC and provides guidance to prospective donors and their advisors when considering legacy gifts to MDPC.

iv. Guidelines:

1. Communications to MDPC members about legacy giving, by written or web site materials or from the pulpit, should be limited to awareness building, with a soft invitation to voluntarily opt-in for more information from the Committee.
2. Solicitation of legacy gifts should be primarily through small group meetings and one-on-one sessions.

3. The Committee will consider each gift according to its intended use, restrictions, liabilities, and financial impact on the mission of MDPC.
4. Donor prospects should be encouraged to place no restrictions upon their anticipated gift to MDPC beyond those permitted by the Legacy Funds Ministry Policies and Procedures.
5. The Committee shall have the responsibility for determining whether or not proposed gifts should be accepted and shall have the authority to secure outside counsel with expertise that may be needed in order to make a decision about specific gifts.
6. If a proposed gift is declined, the Committee or Session may recommend an alternative agency with a mission that more closely matches the donor's intent.

b. Use of Outside Counsel:

The Committee may seek the advice of outside counsel in matters relating to acceptance or rejection of gifts. Review by counsel is recommended for:

- i. Closely held stock transfers that are subject to restrictions or buy-sell agreements.
- ii. Gifts involving contracts requiring MDPC to assume an obligation.
- iii. Transactions with a potential conflict of interest.
- iv. Repurposing restricted testamentary gifts with the consent of all affected parties.
- v. Other instances in which use of outside counsel is deemed appropriate.

c. Conflict of Interest:

To avoid any appearance of conflict of interest or potential legal liability, MDPC will encourage prospective donors to seek personal assistance from their own legal and financial advisors in matters relating to their gifts, including possible tax and estate planning benefits or consequences.

d. Gift Acceptance Guidelines:

Gift acceptance decisions will be made by the Committee, based on the following criteria:

- i. Gifts that are explicitly designated by the donor for the church normal operating budget or are, because of past gift patterns or other circumstances,

determined to be for the normal operating budget, will not be subject to this policy.

- ii. MDPC will accept restricted gifts, and can consider gifts for specific programs and purposes, provided that such gifts are not inconsistent with the stated mission, purposes, and priorities of MDPC. Legacy gifts that are restricted in ways that do not conform to the foregoing and that cannot be changed may be accepted as legacy gifts upon the concurrence of the Committee and the Session and if accepted will be managed accordingly.
- iii. MDPC will not accept gifts that have potential financial or legal liability. Final decisions on the existence of financial or legal liability shall be made by the Session.
- iv. If, at a later date, the intended goal of a restricted gift no longer exists, and if the donor has not authorized the reallocation of the gift as described in Section f below, and if the donor or his successors is not available to authorize a reallocation, MDPC shall follow applicable Texas statutes and return the unused portion of the gift to the donor.

e. Unrestricted Gifts

Unrestricted gifts that are designated as legacy gifts by the donor or are otherwise determined by the Committee to be outside the normal operating budget, will be allocated to the General Fund.

f. Restricted Gifts

Gifts restricted in use by the donor may be accepted by MDPC, and the restrictions will be honored subject to the following guidelines:

- i. Whenever possible, a donor will be asked to express in writing his or her restrictions, if any, on the use of a legacy gift prior to the gift being made. If for any reason these instructions are not made or cannot be found, the legacy gift will be administered as set out in “e, Unrestricted Gifts” above.
- ii. Gifts will be allocated to the General Fund, the Designated Legacy Gifts Fund, the Designated Ministry Gifts Fund, or the Special Gifts Fund, based on the donor’s directions and the profiles of the Funds. Sub-funds may be created as set forth in the policies to accommodate gifts.
- iii. MDPC shall ask donors of restricted gifts to sign a statement acknowledging that if in the future, the restricted purpose of the gift no longer fits the mission of MDPC, the Session may use the donated resource in a manner consistent with the present-day objectives and mission of MDPC, in a manner most closely matching the original donor’s intent as possible.

g. Types of Gifts

The following gifts to MDPC may be acceptable within the governing criteria stated below. All gifts should be made payable to, or otherwise transferred, delivered or directed to, "Memorial Drive Presbyterian Church Legacy Gift Funds, Houston, Texas", along with any donor restrictions.

- Cash
- Tangible Personal Property
- Securities
- Real Estate
- Remainder Interests in Property
- Oil, Gas, and Mineral Interests
- Life Insurance
- Life Insurance Beneficiary Designations
- Charitable Gift Annuities
- Charitable Remainder Trusts
- Charitable Lead Trusts
- Retirement Plan Beneficiary Designations
- Bequests
- Promissory Notes

h. Gift Acceptance Criteria:

- i. **Cash** - Cash is acceptable in any form. Checks shall be made payable to MDPC Legacy Gift Funds and shall be delivered to MDPC (11612 Memorial Drive Houston, Texas 77024).
- ii. **Tangible Personal Property** - All other gifts of tangible personal property (art, coins, equipment, cars, etc.) shall be examined in light of the following criteria:
 1. Does the property fulfill the mission of MDPC?
 2. Is the property marketable?
 3. Are there any undue restrictions on the use, display, or sale of the property?
 4. Are there any carrying costs for the property?

The Committee shall make the final determination on the acceptance of tangible property gifts valued at more than \$25,000. Every effort will be made to sell all gifts of tangible property as soon as possible.

- iii. **Securities** - MDPC can accept both publicly traded securities and closely held securities. If potential problems arise on initial review of the security, further review and recommendation by an outside professional may be sought before

making a final decision on acceptance of the gift. MDPC and legal counsel shall make the final determination on the acceptance of closely held securities when necessary.

1. **Publicly Traded Securities** - Marketable securities may be transferred to an account maintained at one or more brokerage firms or by certificates delivered physically with the transferor's signature or signed stock power attached. As a general rule, all marketable securities shall be sold upon receipt. In some cases, marketable securities may be restricted by applicable securities laws; in such instance, the final determination on the acceptance of the restricted securities shall be made by MDPC.
2. **Closely Held Securities** - Closely held securities, which include not only debt and equity positions in non-publicly traded companies but also interests in limited partnerships and limited liability companies, or other ownership forms, can be accepted subject to the approval of the Committee. However, gifts must be reviewed prior to acceptance to consider:
 - a. whether there are restrictions on the security that would prevent MDPC from ultimately converting those assets to cash within a reasonable time;
 - b. whether the security is marketable; and
 - c. whether the security will generate any undesirable consequences for MDPC.

- iv. **Real Estate** - Gifts of real estate may include developed property, undeveloped property, or gifts subject to a prior life interest. Prior to acceptance of real estate, if potential donations of real estate have ongoing use by MDPC and it is anticipated that it should be retained, the Committee will work with the donors prior to acceptance of the real estate to have the gift made directly to MDPC rather than to the Legacy Gift Funds.

Every effort will be made to sell real estate accepted by MDPC as quickly as is reasonable, unless the gift is directly related to Session's approved strategic plan, or expansion plans.

When appropriate, a title binder shall be obtained by MDPC prior to the acceptance of the real property gift. The cost of this title binder shall be paid by the donor.

Prior to acceptance of real property for the use of MDPC, the gift shall be approved by Session. Criteria for acceptance of the property shall include:

1. Is the property useful for the purposes of MDPC?
2. Is the property marketable within a reasonable period?

3. Are there any restrictions, reservations, easements, liabilities, or other limitations associated with the property?
4. Are there carrying costs, which may include insurance, property taxes, mortgages, or notes, etc., associated with the property?
5. Does the environmental audit reflect that the property is not subject to unacceptable environmental conditions?

v. Remainder Interests in Property - MDPC may accept a remainder interest in a personal residence, farm, or vacation property subject to the provisions of #4 above. The donor or other occupants may continue to occupy the real property for the duration of the stated life. At the death of the donor or lifetime occupant, MDPC may use the property or reduce it to cash. Where MDPC receives a gift of a remainder interest, expenses for maintenance, real estate taxes, and any property indebtedness are to be paid by the donor or primary beneficiary.

vi. Oil, Gas, and Mineral Interests – MDPC may accept oil and gas property interests, including working interests, subject to the same or similar considerations and due diligence that apply to real estate as set out in Section iv, above.

vii. Life Insurance - MDPC Legacy Gift Funds should be named as both beneficiary and irrevocable owner of an insurance policy before a life insurance policy will be recorded as a gift. The policy is valued at its interpolated terminal reserve value, or cash surrender value, using IRS guidelines, upon receipt. If the donor contributes future premium payments, MDPC will include the entire amount of the additional premium payment as a gift in the year that it is made.

If the donor does not elect to continue to make gifts to cover premium payments on the life insurance policy, MDPC may:

1. continue to pay the premiums;
2. convert the policy to paid up insurance; or
3. surrender the policy for its current cash value.

The Committee will review any life insurance gifts offered that names MDPC as partial owner of the policy.

viii. Life Insurance Beneficiary Designations - Members and supporters of MDPC may be encouraged to name MDPC Legacy Gift Funds as beneficiary or contingent beneficiary of their life insurance policies. Such designations shall not be recorded as gifts until such time as the gift is irrevocable. Where the gift is irrevocable, but is not due until a future date, the present value of that gift may be recorded at the time the gift becomes irrevocable. (See xiii **Bequests.**)

- ix. **Charitable Gift Annuities** - Charitable gift annuities may be arranged with MDPC Legacy Gift Funds as recipient of the remaining principal after payments have terminated.
- x. **Charitable Remainder Trusts** - MDPC Legacy Gift Funds may accept designation as remainder beneficiary of a charitable remainder trust with the approval of the Session. MDPC should not accept appointment as trustee of a charitable remainder trust.
- xi. **Charitable Lead Trusts** - MDPC Legacy Gift Funds may accept a designation as income beneficiary of a charitable lead trust. MDPC should not accept an appointment as trustee of a charitable lead trust.
- xii. **Retirement Plan Beneficiary Designations** - Members and supporters of MDPC can be encouraged to name MDPC Legacy Gift Funds as beneficiary of their retirement plans. Such designations will not be recorded as gifts to MDPC until such time as the gift is irrevocable. When the gift is irrevocable, but is not due until a future date, the present value of that gift may be recorded at the time the gift becomes irrevocable.
- xiii. **Bequests** - Members and supporters of MDPC can be encouraged to make bequests to MDPC Legacy Gift Funds under their wills and trusts. Such bequests will not be recorded as gifts to MDPC until such time as the gift is irrevocable. When the gift is irrevocable, but is not due until a future date, the present value of that gift may be recorded at the time the gift becomes irrevocable.

i. **Types of Funds**

At the time a gift is accepted by MDPC, the gift will be placed in one or more approved funds as provided in the MDPC Legacy Funds Ministry Policy and Procedures. The manner in which such funds are invested, valued, and other accounting and investment matters, shall be more specifically established in, and pursuant to, the policies and procedures established by the MDPC Investment Committee.

j. **Miscellaneous Provisions**

- i. **Securing appraisals and legal fees for gifts to MDPC** – When necessary or proper it will be the responsibility of the donor to secure an appraisal and independent legal counsel for all applicable gifts made to MDPC.
- ii. **Valuation of gifts or pledges for tracking purposes** – MDPC will record pledges and gifts received at its valuation for gift tax purposes on the date of gift.

- iii. **Recognition of irrevocable gifts or pledges** - Gifts received by MDPC may be acknowledged through appropriate venues during the course of each year. Public recognition is meant to express appreciation to individuals and institutions who have committed themselves to supporting the mission and programs of MDPC, and to expose radical generosity to other like-minded donor prospects. MDPC will honor the donor's wishes as to how published credit should appear and will honor those who wish for their contributions to be credited anonymously.
- iv. Acknowledgement of all pledges and gifts made to MDPC will be made to the donor promptly, under the joint signatures of the Senior Pastor and Clerk of the Session, and in compliance with the current IRS requirements.
- v. **Responsibility for IRS Filings upon sale of gift items** - MDPC is responsible for filing the appropriate IRS form or forms upon the sale or disposition of any legacy contribution of property.

k. Expenses

In addition to the places in these policies where it is provided that a donor shall be responsible for certain expenses in connection with a gift, MDPC may request reimbursement from the donor for costs for necessary outside professional services and other expenses incurred in connection with the review or acceptance of the gift.

l. Administrative Issues

- i. No Pastor or MDPC staff should act as an executor or personal representative for a donor's estate.
- ii. For restricted funds, if future circumstances change, or the donor fails to fulfill the pledge obligation, or the purpose for which the fund is established becomes illegal, impractical, or no longer meets the needs of MDPC, the provisions of Section d.iv shall apply.

m. Changes to Gift Acceptance Policies

The Committee and Session must approve any changes to, or deviations from these policies at a regular meeting with advance notice to all members of the proposed change. Except as provided in Section l.ii, limitations or restrictions that were in effect when a legacy gift was made or accepted are not affected by subsequent changes.

12.7 Investment Committee

12.701 Membership: Treasurer (Moderator), Treasurer Elect, Legacy Giving Elder, and three at large members. At large members are appointed by the Treasurer for up to

three-year terms and may be reappointed for a second three-year term after which they will not be eligible for reappointment until after the lapse of one year.

Staff: Business Administrator, Senior Pastor and Executive Pastor.

12.702 Responsibilities

The Committee will work with the Finance and Legacy Giving Committees to ensure that church assets are appropriately invested. The Committee is responsible for establishing policies for investing all church assets, approving asset allocation, selecting investment managers and custodians, and authorizing them to manage the actual investments. The Committee, will retain one or more professional investment managers and will delegate to those managers full discretionary authority to invest, reinvest and manage the assets of the church. The investment managers are responsible for meeting or exceeding investment return objectives within the established policies.

The allocation and management of the church assets should be designed to produce returns for each fund or account within the church assets, commensurate with time horizons over which principal withdrawals will be needed from such funds or accounts. In a broad sense, the investment goal is to invest church assets to preserve and enhance the principal and, in addition, provide a reliable stable source of income.

12.703 Meeting and Reporting

The Committee shall meet at least quarterly to review the investment positions. They will also meet either in person or telephonically with the investment advisors at least semi-annually to review their performance.

The Committee will be expected to give a report on investments to Session at least semi-annually.

12.704 Managers and Custodian

The Committee will appoint one or more investment advisors to manage all or designated portions of the church investments. Such investment manager shall be a non-profit organization authorized by law to provide investment management services to other non-profit organizations, a licensed independent investment advisor or investment manager, a licensed broker, a bank, or a trust company.

The Committee shall engage a custodian which may be one of the organizations described in the preceding sentence.

Each investment manager shall be entitled to reasonable compensation and/or reimbursement of expenses for its services.

12.705 Asset Allocation

The Committee will work with the Finance and Legacy Giving Committees to determine the likely time horizons for withdrawal from each account or fund within the church. The investment advisors will take into account such horizons in investing such funds.

In general, assets not likely to be withdrawn in less than three years will be managed and invested in a balanced diversified portfolio. The objective is to produce a total rate of return from a blend of equity and fixed income securities, as well as several alternative investments (including but not limited to real estate assets and securities, infrastructure securities, and commodity-related investments), which provide a stable, predictable and growing source of income while preserving the inflation-adjusted purchasing power of the principal over time.

Assets likely to be withdrawn in less than three years will be invested in a portfolio which provides a reasonable rate of return while minimizing volatility and risk to the portfolio. This will generally be a blend of insured cash deposits and combined equity and fixed income securities. The proximity of use of the funds will be taken into account in determining the appropriate blend for each asset.

12.8 Fundraising Policies

12.801 Introduction

Fundraising events for individual projects have long been discouraged and rarely permitted at MDPC. Rather, the church has relied upon promoting good stewardship through systematic, regular giving by participants to support all the work of the church. There are, however, times when the sales of items may be acceptable. For example, invited outside speakers may request the opportunity to sell books or other media. There are also certain fundraising projects that have been carried out for many years at MDPC which are permitted (Ex: Boy Scout Greenery and Mission Market).

12.802 Approval of Fundraising Events

Fundraising events may be approved by the Executive Pastor as projects in compliance with guidelines approved by Session. Any fundraising project sponsored by any group (apart from the annual congregational stewardship program) shall be defined as a special project. It is the responsibility of any group considering such a project to submit a request to the appropriate ministry for approval before proceeding. The ministry must seek approval of the Executive Pastor for the special project. This step is to ensure overall consistency of policy, but approval by the ministry or Session does not financially obligate the church in any way to underwrite the cost of producing the project. The decision of the Ministry and the Executive Pastor shall be based on the following limitations:

- a. That the activity promotes Christian fellowship and growth.

- b. That the activity be constructive in nature.
- c. That the funds further the program and/or vision for the church.
- d. No sales of merchandise, product, ticket, or solicitation of same may be made at the church on Sunday, except in the area designated for such activity by the Executive Pastor. A table in that designated area will be made available for this purpose.
- e. No more than five groups may be at their respective tables on any Sunday, and these groups must have already received approval and reserved space at that table with the Coordinator, Front Office/Scheduler.
- f. Advertising will not be permitted in the Sanctuary/Lobby areas unless approved by the Worship Committee.
- g. Sales tax must be collected and remitted to the State of Texas for Advent and Lenten flowers, CDs and DVDs, T-shirts, study books, etc.
- h. This policy does not apply directly to specific charges for materials and services related only to participation in unique events. Such charges are approved in a separate process.

Section 13 – Caring Ministries

13.1 Purpose

Caring Ministries seeks to offer ministries of compassion and prayer through hospital, home and telephone visitation; congregational prayer ministries; care for the grieving; home communion; and educational events and ministry opportunities for those in need of support.

13.2 Caring Ministries Areas:

- a. **Columbarium:** The Coordinator for Memorial Service Ministries oversees the initial presentation and all the details necessary to prepare the urn to be placed in the Columbarium niche, including transferring the ashes. The Coordinator for Memorial Service Ministries works together with the Columbarium Committee and the Caring Ministries Pastor in making any decisions regarding exceptions to the Columbarium Policies and Procedures approved and adopted by the Session of MDPC. For further information, contact the Caring Ministries Office, or visit www.mdpc.org/ministries/caring/columbarium/.
- b. **Deacons:** Deacons are MDPC's lead caregivers, the hands and feet of Jesus in the community. The office of the deacons as set forth in Scripture is one of sympathy, witness, compassion, and service after the example of Jesus Christ.
- c. **The Memorial Service Ministry** prepares, serves, ushers and assists with memorial services. For more information, see the Memorial Service guide available in the Caring Ministries Office or at: www.mdpc.org/ministries/caring/memorial-services/. Staff Contact: Coordinator for Memorial Service Ministries.
- d. **Prayer Ministry:**
 - i. PRAYER CHAIN consists of a group of volunteers who pray for the special needs and requests of members and friends of MDPC as they are received by the Caring Ministries department. Staff Contact: Caring Ministries Pastor and Coordinator for Memorial Service Ministries.
 - ii. PARTNER IN PRAYER is a ministry that helps carry out one of MDPC's founding principles - that every member is prayed for every day. Staff Contact: Caring Ministries Pastor and Caring Ministries Administrative Coordinator.
- e. **Visitation Ministry** trains and supervises volunteers in visitation. By making monthly visits to those who can no longer come to church or participate in on-campus activities, they are able to stay connected and a part of the MDPC family. Staff Contact: Caring Ministries Pastor and Caring Ministries Member Care Director.
- f. **Support Ministries** include various staff and volunteers trained and commissioned to provide tangible support to those who are caregiving, grieving, homebound, lonely, or ill. Please contact the Caring Ministries Office for more information.

13.3 Caring Ministries Committee

13.301 Membership: At least one active elder and one active deacon.

Staff: Caring Ministries Pastor, Caring Ministries Member Care Director, Coordinator for Memorial Service Ministries, and Caring Ministries Administrative Coordinator.

13.302 Responsibilities

Oversee ministry area programming and assist with volunteer recruitment. Participate as needed as ushers and hosts for memorial services. Support the visitation ministry and homebound communion. Participate in prayer ministry and educational events.

13.4 Caring Ministries Policies

13.401 Memorial Services Funerals and inurnments

All requests for funerals and/or memorial services or inurnment services should be referred to the Caring Ministries Department, which will make the appropriate arrangements with the family for the pastor, facilities reservations, musicians, sound technician, greeters, and program. The Coordinator for Memorial Service Ministries will also serve as liaison between the funeral home and the church and will arrange for a reception to follow the service if requested by the family.

13.402 Reporting Pastoral Care Needs

All information relating to accidents, serious illnesses, hospitalizations, births, upcoming surgeries, or death of any church member or within a church member's family should be reported immediately to the Director or Administrative Coordinator of Caring Ministries or to the Caring Ministries Pastor. Information also may be left on the Prayer and Care Line (713-953-2558) which is monitored throughout each weekday.

13.5 Columbarium Committee

13.501 Membership

The committee consists of three classes of two members each, with no term limits, but members of a class shall be considered for approval and continued service by the Session every three years.

Staff: Associate Pastor-Caring Ministries, a member of the Caring Ministries staff, Business Administrator, and a representative of the Legacy Giving Committee will serve as ex-officio, non-voting members of the Committee.

13.502 Responsibilities

Oversees the process utilized by Caring Ministries and the Business Office for managing the sale of niches, memorial designations and for maintaining the Columbarium property.

13.6 Columbarium Policies and Procedures

These policies and procedures are kept in the administrative offices of MDPC and the Caring Ministries Department and are available upon request.

Section 14 – Children’s Ministries

14.1 Introduction

MDPC’s Children’s Ministry is a loving, safe, creative and fun community, guided by the Holy Spirit, as we prayerfully study and embrace the ways of Christ. It is our goal to engage and equip our children and families, and to be compassionate in service and generous in blessing others.

14.101 Children’s Ministries Responsibilities:

- a. Provide ministries and programs for the Christian spiritual development of children, from birth through 5th grade.
- b. Provide Sunday School curriculum and classes which nurture Christian faith in children.
- c. Lead children’s special events such as Summer Celebration, Christmas Family Festival, Journey to the Cross etc.
- d. Provide weekday education and spiritual development for ages 3 months to 6 years at The Little School and Yellow School.
- e. Coordinate outreach events and prayer opportunities related to children’s ministry.
- f. Provide childcare for various MDPC ministry events through the Child Care Plus Program.
- g. Ensure that all Sunday School and other ministry program leaders and volunteers complete the screening process outlined in the Child Protection Policy.

14.2 Children’s Ministry Lead Team

14.201 Membership: Preschool elders, Elementary elders, two at-large parent representatives from The Little School and Yellow School.

Staff: Children’s Pastor, Preschool Ministries Director, Elementary Ministries Director, Child Care Plus Director, Special Blessings & Safe Haven Director, Yellow School / Little School Director, Child Care Plus Assistant Coordinator, and Children’s Ministry Administrative Coordinator.

14.202 Children's Ministries Lead Team Responsibilities:

- a. Support the Nursery, Preschool, and Elementary Sunday morning curriculum; actively participate in Sunday morning activities during regular Sunday morning term (August to May).
- b. Pray for the staff, volunteers, children, and families in the ministry area.
- c. Attend committee meetings pertaining to Children's Lead Team meetings.
- d. Participate in programs and events of Children's Ministry that include festivals, family nights and special events, and outreach opportunities.
- e. Support the coordination with other Children's Ministry areas and collaborate with efforts of Children's Ministry areas.
- f. Communicate on behalf of the Children's Ministry to the Session as needed.
- g. Take an active role and continually invite participants to serve in Children's Ministries and support ongoing leader training for Children's Ministries.

14.3 MDPC Child Protection Policy

Memorial Drive Presbyterian Church believes that we are called by God to create a safe haven for all children in our care, protecting those who are powerless, and empowering them through faith and trust. In addition to the general policies covering a work environment free of harassment, discrimination, and abuse found in the Employee Handbook, the following specific policies apply to protection of children (those under 18 years of age, yet to graduate from high school, or adults with intellectual disabilities):

- a. MDPC is dedicated to providing a safe and nurturing environment for its children. Conduct toward a child that is in any way sexually, emotionally, or physically inappropriate, is prohibited and will not be tolerated.
- b. Child abuse and child sexual abuse are defined in the Texas statutes. Child abuse includes any form of non-accidental injury to the detriment of a minor's physical, emotional, or mental well-being. Child sexual abuse includes any contact or interaction between a minor and an adult when the minor is being used for the sexual stimulation of the adult or a third party, even if consensual.
- c. The following policies apply to personnel (staff, independent contractors, and volunteers) who work in MDPC program activities involving children:
 - i. Applications will be required, including releases to check criminal background, and personal and professional references.

- ii. Criminal background checks, usually conducted by Human Resources, are mandatory except in the case of independent contractors. Independent contractors will be allowed to submit evidence of a satisfactory background check.
 - iii. Reference checks are mandatory for staff, volunteers, and independent contractors.
 - iv. Annual training of all persons covered under the policy is mandatory. Verification of policy compliance is evidenced by completion of a form stating when training took place and signed by the trainer.
 - v. A waiting period may be required before service in program activities involving children is permitted, if deemed necessary by the Ministry Head.
- d. Third-party contractors who provide services to MDPC will be required to adhere to section *c.iii* above.
- e. The following policies apply to MDPC program activities involving children:
 - i. Church facilities will be reviewed on an ongoing basis by the various Department Heads in keeping with our goal to provide meeting spaces that have open access and the visibility for others to observe the activities.
 - ii. Two (2) adults should be present at all activities. When this is not practical due to the nature of the activity, the activity will be conducted in open facilities and parental permission will be required. For the purposes of counseling in any of the ministry offices, open facilities will include offices with interior windows that are accessible to public view. Due to the nature of counseling, only one (1) pastor or therapist usually will be present with the child.
 - iii. Parental permission will be required for all off-campus activities.
- f. More detailed procedures to implement the Child Protection Policy will be developed and maintained by the ministry areas, based on their circumstances and needs. Such procedures are to be endorsed by the Human Resources Director and approved by the appropriate Pastor.
- g. The Child Protection Team (CPT) is responsible for the administration of this policy. The Children's Pastor leads the CPT, and selects other members to participate. The CPT will meet at least annually to review the effectiveness of the Child Protection Policy and the associated procedures, as well as to review any incidents during the prior year.
- h. Texas Family Code of Child Abuse and Neglect requires reporting of allegations of child abuse within forty-eight (48) hours, whether or not the abuse occurred in an

MDPC program. The individual who observes or has knowledge of the incident should make this report. This is not optional and must proceed irrespective of MDPC activities or investigation.

14.4 Children's Ministries Safety Plans

a. General Safety Overview

- i. **Fire Alarms:** Volunteers, staff and children leave the building by the nearest exit towards the west side of the building. Before leaving, a head count of children will be done. Parents may gather with the class, but children do not leave until everyone has returned to the classroom and a final count has been made. Rooms 117 and 118 leave the building according to the route posted on the classroom door, at the nearest exit by Blalock Road.
- ii. **Other Safety Emergencies:** The Children's Ministry follows the church-wide procedures of MDPC.
- iii. **Medical Emergencies:** If a child has any medical concerns, parents are to note at registration and verbally inform the Children's Ministry staff. We will do our best to meet the needs of the child. If an emergency happens when a child is in our care, the procedures we follow are to find medical assistance, find the parent, and follow the instructions of the doctor. If it is a severe emergency, 911 will be called immediately and then follow their procedures.
- iv. **Healthy Child Policy:** The expectation is that parents will bring healthy children to attend the programs. If a child is not feeling well or gets sick during their time at MDPC, a member of the Children's Ministry staff or Leadership team will notify the parents.

b. Galaxy – Elementary Ministry

- i. **Gathering Location: Kindergarten** – After kindergarten age children are checked in at the kiosks by their parents, they will proceed to their designated classrooms. **First through fifth grade** – After first through fifth graders are checked in at the kiosks by their parents, they will proceed to the Galaxy for a large group gathering. Upon conclusion of the activities in the Galaxy, the children will proceed to their small group classrooms.
- ii. **Pick up Process: Kindergarten to third grade** – Parents will give their printed security tag that they received that morning at check in to the classroom leader when they pick up their child from their small group classroom. (An older sibling, middle school age or above, may also pick up but they must have the security

tag.) **Fourth through fifth grade** – These children are the only age that may meet their parent in a different location of the church and will be released from their small group classroom (i.e. Welcome Center).

- iii. **Late Pick Ups:** Children that have not been picked up by the end of the worship hour will gather in “The Zone” where they will be supervised until their parent/guardian picks them up. Their name tags will remain on them.
- iv. **Attendance for Volunteers:** If a situation arises on Saturday or Sunday that prohibits a volunteer from serving, please call the Elementary Ministry Director at the church number to leave a message or send an email before 7:30 am on Sunday morning.

c. Ark Adventures – Preschool Ministry:

- i. **Gathering Location:** After the preschooler is checked in at the kiosk, and receives a name tag and security tag, they will proceed with their parent to the room number listed on the name tag they are wearing. Preschoolers are divided into rooms based on age.
- ii. **Sign In:** When both the parent and the preschooler arrive at the designated classroom listed on the name tag, the parent will sign in their child on the sign in sheet, located just outside the room, stating their location during both service hours.
- iii. **Pick up Process:** Parents will give their printed security tag that they received that morning at check in to the classroom leader when they pick up their child from their classroom.
- iv. **Attendance for Volunteers:** If a situation arises on Saturday or Sunday that prohibits a volunteer from serving, please call the Preschool Ministry Director at the church number to leave a message or send an email before 7:30 am on Sunday morning.
- v. **Nut Free Area:** The Preschool/Nursery area is a nut free zone.
- vi. **Security Gates:** Since the Preschool and Nursery classrooms are located on busy hallways, security gates are used at the doorways of classrooms that minister to children two and younger.

d. Special Blessings (Ministry to Children with Special Needs):

- i. **Gathering Location:** After the child is checked in at the kiosk, receives a name tag and security tag they will proceed with their parent to room 207.

- ii. **Sign In:** When both the parent and child arrive at room 207, the parent will sign in their child on the sign in sheet, located just outside the room, stating their location. The parent will receive a pager while their child is in Special Blessings.
- iii. **Pick up Process:** Parents will give their printed security tag that they received that morning at check in to the classroom leader when they pick up their child from their classroom along with the pager that they received.
- iv. **Attendance for Volunteers:** If a situation arises on Saturday or Sunday that prohibits a volunteer from serving, please call the Special Blessings Ministry Director at the church number to leave a message or send an email before 7:30 am on Sunday morning.
- v. **Bathroom Procedures:** Special Blessings aids in bathroom breaks but does not engage in any diapering process.

e. Nursery Adventures – Child Care Plus Ministry:

- i. **Gathering Location:** After the child is checked in at the kiosk, receives a name tag and security tag they will proceed with their parent to the room number listed on the name tag they are wearing. Babies and toddlers are divided into rooms based on age.
- ii. **Sign In:** When both the parent and the preschooler arrive at the designated classroom listed on the name tag, the parent will sign in their child on the sign in sheet, located just outside the room, stating their location during both service hours. Parents of babies and younger toddlers will receive a pager while their child is in the nursery.
- iii. **Pick up Process:** Parents will give their printed security tag that they received that morning at check in to the classroom leader when they pick up their child from their classroom along with the pager they received.
- iv. **Labels:** Parents are asked to label everything that comes in the child's bag.
- v. **Security Gates:** Since the Preschool and Nursery classrooms are located on busy hallways, security gates are used at the door ways of classrooms that minister to children two and younger.

14.5 CCP and Ark Adventures Employee Handbook

This handbook is kept separately in the administrative offices at MDPC and is available upon request. Other copies are located in the Children's Ministry area. The handbook is updated yearly per licensing standards.

14.6 The Little School and Yellow School at MDPC

14.601 Introduction

The Little School and Yellow School at MDPC are extensions of the Christian Education ministry of MDPC. Fully realizing that the early years of life are the most important for laying the foundations of faith and for social, emotional and cognitive development. Understanding the importance of parental involvement in the schools, MDPC maintains two advisory committees charged with the responsibilities outlined below.

14.602 The Little School Parent Advisory Committee

- a. **Membership:** Nine members which must include two-thirds MDPC members.

Staff: The Little School Director and Children's Pastor.

- b. **Responsibilities**

The responsibilities of The Little School Parent Advisory Committee are:

- i. Creation and implementation of policies and oversight of daily operation of The Little School.
- ii. Ensure that The Little School meets the State of Texas licensing standards and the criteria of the National Academy of Early Childhood Programs.

14.603 The Yellow School Parent Advisory Committee

- a. **Membership:** Nine members which must include two-thirds MDPC members.

Staff: The Little School Director and Children's Ministries Pastor.

- b. **Responsibilities**

The responsibilities of The Yellow School Parent Advisory Committee are:

- i. Creation and implementation of policies and oversight of daily operation of The Yellow School.
- ii. Ensure that The Yellow School meets the State of Texas licensing standards and the criteria of the National Academy of Early Childhood Programs.

14.604 The Little School and Yellow School at MDPC Parent and Teacher Handbooks

These handbooks are kept separately in the administrative offices at MDPC. Other copies are located in the Children's Ministry office and the office of The Little School and Yellow School. They are available upon request. These handbooks are updated yearly per licensing standards.

14.605 The Little School and Yellow School Bylaws

Separate bylaws for The Little School and Yellow School are available in the MDPC administrative offices, the Children's Ministry office and the office of The Little School and Yellow School. The Parent Advisory Committees periodically review the bylaws and any recommended revisions must be approved by Session.

Section 15 – Communications and Media

15.1 Church Spokesperson

This function will be performed by the Senior Pastor, Executive Pastor, Business Administrator, or their designee.

15.2 Live Stream

The 9:45 and 11:15 services are live streamed through the MDPC website. This may be accessed via the homepage of the website or going directly to livestream.mdpc.org.

15.3 Mailings

Print bulk mailings (500+ recipients) are administered by the Communications Department, and outsourced to a local mail house.

Emails to 500 or less may be sent out by the ministry departments, generally under the graphic assistance of Communications and Media. For emails 500+, coordination with Communications is required in order to avoid multiple bulk emails on any given day.

15.4 MDPC Newsletter

The development, content, and publication relating to MDPC's quarterly publication (FOCUS) are administered by the Communications & Media Director. Ministries are invited to submit promotional content by a pre-posted schedule, sent out in advance by the Associate Director Communications.

The newsletter is made available around campus. A pdf copy of recent issues is posted at publications.mdpc.org. No external advertising or any item that could be construed as advertising will be accepted. Only news about events, activities, or programs sponsored or supported by the Session, and related to the MDPC Strategic Goals will be published.

15.5 Media Requests

All media requests (microphones, recordings, and media techs) should be included in the room request for the event using the church scheduling software. Media will attempt to accommodate late changes and requests, but it is often not possible, so these items should be considered well in advance of the event.

15.6 Printing and Copying

All materials to be duplicated for committees or programs of the church should be submitted to the administrative coordinator in the responsible program area. Small jobs may be copied immediately and, in some cases, printed in the respective ministry area. Large jobs must be scheduled for production with the Communications & Media

Department. They will analyze the cost implications for in-house and outsourced printing before determining the best course of action.

15.7 Social Media

Social media posts (including Facebook, Twitter, and Instagram) are administered by C&M, with the exception of private Facebook pages*. Following events, ministries are encouraged to send photos and text for posting. As a general rule, MDPC does not post photos of our children on social media unless they are at a family event sponsored by MDPC.

Occasionally, events will be posted via Facebook Live, and may be requested via a C&M work order well in advance of the event (approximately ten days).

*Private FB groups are recommended for individual groups as opposed to separate Facebook pages. Private groups allow users to have private posts and conversations about mutual interests (ex: Women's Ministry), and will notify members when new information is posted. At this writing, Children's Ministries and Sanctuary Choir have their own Facebook pages.

15.8 Sunday Worship Guide and Screens

The Sunday worship guide is coordinated and prepared by Communications & Media. Music and Worship provides accurate Orders of Worship to be included in the Sunday bulletin. Additionally, the worship guide contains select announcements and advertisements of MDPC activities and events, appropriate generosity messaging, and other announcements of general church interest. Any separate insert in the worship guide must be scheduled through Communications. The sponsor of the insert is asked to provide volunteers to insert their promotional pieces inside the worship guide on the Friday before.

A promotional graphic may be added to our campus monitor screens. This request is made via the C&M Work Order.

15.9 Video/Photography

Photography and/or video by C&M may be requested via a work order. When using outside vendors, C&M should be apprised of these plans beforehand. Video and audio recordings require production time, and must be requested well in advance of the air date.

Section 16 – Equipping Ministries

16.1 Purpose

To provide classes, small groups, programs and resources that help people explore, develop and live out their faith as followers of Jesus Christ.

16.2 Equipping Committee

16.201 Membership: Elder Moderator, plus one other Equipping elder.

Staff: Equipping Ministries Associate Pastor, Equipping Ministries Administrative Coordinator, and Teacher in Residence.

16.202 Equipping Committee Responsibilities:

- a. Develop, resource, publicize, support, and evaluate Sunday Adult Bible Study classes.
- b. Develop, resource, publicize, support, and evaluate The Spoken Word.
- c. Develop, resource, publicize, support, and evaluate MDPC small groups.
- d. Develop, resource, publicize, support, and evaluate special study and spiritual growth opportunities, including seasonal and Wednesday evening programming.
- e. Develop, resource, publicize, support, and evaluate Word and Worship (formerly Bible Study Discussion) Bible study.
- f. Develop criteria for curriculum selection and approve teachers and small group leaders.
- g. Partner with the New Member and Connections ministry in contacting new members and visitors with the purpose of inviting them to adult classes and groups.
- h. Maintain the Equipping Ministries webpage, ensuring current and applicable information.
- i. Maintain the East Gallery Library and the Curriculum Resource Library.
- j. Partner with Young Adults and Relationships Ministry to serve the young adults, both married and single, with resources, support, and pastoral care.
- k. Form a Sunday School Resource Team, consisting of the Equipping Ministries Associate Pastor, one Equipping elder and other lay leaders to:

- i. Attend Adult Sunday School classes to be familiar with the class demographics, class dynamics, study content, and location.
- ii. Meet with the class leaders to discuss growth strategy.

Section 17 - Facilities

17.1 Facilities Responsibilities

The Facilities Department is responsible for:

- a. The cost-effective use, maintenance (physical and custodial), repair, modification, and construction of all existing and new church properties, including structures, equipment, roads and grounds, security, buses and other vehicles, and all internal and external signage, bulletin boards, and other wall-mounted or ceiling hung objects;
- b. Preparing Authorization for Expenditure (AFE) requests in support of facilities related capital expenditures in accordance with established procedures;
- c. Reporting to Session the progress on major new projects and programs; and
- d. Providing for physical assistance in support of special events.

17.2 Facilities Ministries Policies & Procedures

17.201 Catering and Food Service

See section 18, Food Service Ministries.

17.202 Equipment Use

- a. In general, church-owned equipment is intended for use on church property. Its use at the church is requested through the scheduling software, generally in conjunction with other resources needed for room set-up.
- b. On occasion, church-owned equipment may be needed offsite in support of a church-sponsored ministry activity. Use of this equipment must be arranged through the Scheduling Director, using the scheduling software or the Equipment Check-Out form.
- c. Communications & Media is responsible for all equipment related to the production of audio/visual resources including cameras, sound equipment, and designated ministry computers. These resources, when being used off-site, must be managed and handled by approved media staff. Contact the Media Technical Director for additional details.
- d. Kitchen Equipment – See Food Services, section 18.
- e. All other items: Contact the Scheduling Director.

17.203 Keys and Building Access

Facilities Access Control Policy approved by Facilities Committee, May 1, 2003:

- a. **Definitions:** This section applies to the issuance of any object, access code, combination, password or authority which admits a person to a locked or otherwise secured area or enclosure. A “key” is a metal object used to open a lock, however, within the context of this document, the term “key” will include brass keys, magnetic cards, access codes, alarm codes, combinations, and passwords. A “card key” is a magnetic card used to open an electric lock controlled by a remote computer. A change key typically only opens one lock. A sub-master key (SMK) will typically open a small grouping of several locks in one department. A group master key will open a larger grouping of locks in one department. A department master key (MK) will open all locks associated with or assigned to a single department. A grand master key (GMK) will open all locks in a large grouping, typically every lock except those which access high security areas. A great grand master key (GGMK) will open all locks in a system.
- b. **Management of Keys:** Keys and key cards will be held and issued by the Facilities Director. The Facilities Director will have the ultimate responsibility of managing and securing the keys and key cards. The Facilities Director will issue keys based on the policies contained within this document or by a written directive from the Business Administrator, Executive Pastor, or Senior Pastor. Whenever the option exists to issue a key or a card key, a card key will be issued. Keys will be issued at the lowest level and in the fewest number possible. Lost keys should be promptly reported to the maintenance supervisor immediately. When a question exists, security will be the deciding factor.
- c. **Issuance of Keys:** The issuance or transference of any key will be documented in every instance and acknowledged in writing by all parties.
- d. **Members and Volunteers:** Keys are issued on a basis of need with some consideration given to convenience. Need will be defined by the staff representative or employee responsible for or associated with that ministry. Keys and key cards will be issued to church members for a period of one year or for the term of office for which the need is associated (e.g., elder), whichever is shorter. Members and volunteers who receive keys will be asked to sign a covenant in which they agree to retain possession of their key at all times and not to loan it or transfer it to others, agree not to duplicate the key (some keys cannot be duplicated), and accept responsibility for its loss. A fee may be required to replace lost keys. Keys may be revoked at any time and without notice by the Facilities Director, Business Administrator or Executive Pastor.
- e. **Staff, Employees, and Contractors:** Keys will be issued to staff members, employees, and semi-permanent contractors for the duration of their employment

or contract and may be revoked at any time and without notice by that person's supervisor, the Facilities Director, Business Administrator or Executive Pastor. Keys will be issued based on need with some consideration given to convenience. Need will be defined by the position description/areas of responsibility. Staff members, employees, and contractors who receive keys will be required to sign a statement acknowledging receipt of the key or keys in which they agree to retain possession of their key at all times and not to loan it or transfer it to others, agree not to duplicate the key (some keys cannot be duplicated), and accept responsibility for its loss. A violation of this policy could constitute a breach of employee policies and procedures. A fee will be required to replace lost keys, but may be waived under certain circumstances. Keys may be revoked at any time and without notice by the Facilities Director, Business Administrator or Executive Pastor.

17.204 Lost and Found

Any items of a personal nature, which may appear to have been lost by another person on or about MDPC premises, should be placed promptly with Lost and Found located at the Front Office.

17.205 Facilities Use General (All Groups)

- a. Church buildings are open weekdays from 7:00 A.M. until 9:30 P.M.; Saturdays and Sundays from 7:00 A.M. until the end of the last scheduled event (not to exceed 9:30 P.M.).
- b. Reservations for use of MDPC buildings or properties must be placed in the MDPC room scheduling software by the responsible staff person by completing the appropriate form (electronic or other).
- c. Use of the facilities should be scheduled as early as possible to avoid conflicts.
- d. Scheduling for the next calendar year will begin in July of the current calendar year for the following year only.
- e. All groups are expected to provide a responsible contact person through whom arrangements and changes can be communicated by the Scheduling Director.
- f. The Scheduling Director may revoke permission for use of MDPC facilities for cause or otherwise, with the approval of the Business Administrator or Executive Pastor.
- g. Participation in activities making use of MDPC facilities shall not be denied to anyone because of race, color, or national origin.
- h. Leaders of groups using MDPC facilities are responsible for the care of the property and should make sure that the rooms are left in essentially the same arrangement and condition as before their use. Trash containing food waste should be placed in

the hallway for pick-up by the custodial staff, and lights are to be turned off prior to leaving the room/meeting location.

- i. Youth and children's groups using MDPC facilities shall have a ministry-approved sponsor present with them at all times.
- j. Smoking is not permitted in any MDPC building, courtyard, or on the grounds.
- k. The serving, use, sale, or gift of any form of alcoholic beverages on church property is prohibited.
- l. MDPC program usage of MDPC facilities, for which fees are charged and which generate income or profit for an individual or group, will be carefully evaluated to ensure that the fees are reasonable and that such activities are in keeping with MDPC's role as a benevolent institution providing a needed community service. Session approval is required.
- m. In common areas nothing is to be fastened to walls, doors, trim, or windows without proper approval. Posters created or approved by Communications & Media may be posted on permanent bulletin boards only. No tape, nails, staples, glue, other adhesives, etc. are to be used elsewhere for placing signs, pictures, or other items. Improperly fastened or unapproved signs will be removed without notice.
- n. Standing sign holders (available for reservation through the Front Office) and/or grip strips located outside doors may be used for temporary (1 day or less) directional signs.
- o. Permanent bulletin boards refers to either:
 - i. Ministry-specific boards (identified by the ministry name printed vertically on the left side). Only posters/information relating to the particular ministry (or approved by that ministry) may be posted here.
 - ii. General, all-church boards (e.g. - two large boards, one across from the Parlor entrance, one by the Grand Staircase). Only posters/information approved by the Communications Director may be posted here.
- p. Private parties: Ordinarily, no private parties unrelated to the mission of MDPC (such as birthday, anniversary celebrations, etc.) are permitted. Exceptions to this rule will be considered if submitted in writing to the Scheduling Director.
- q. Facility usage will be granted in the following priorities:
 - First Priority: MDPC programs.
 - Second Priority: Other Christian organization or activities.
 - Third Priority: Non-profit organizations.
 - Fourth Priority: All other groups.

17.206 Non-MDPC Groups

In addition to the foregoing policies, the use of MDPC facilities by non-MDPC groups and for all non-MDPC program activities shall be governed by the following guidelines, with any exceptions approved only by the Session and/or the Business Administrator.

- a. Scheduling the use of MDPC facilities for non-MDPC program activities must not conflict with the scheduling of MDPC program activities.
- b. Non-MDPC program activities must be in harmony with the Christian faith and the vision of MDPC.
- c. Non-MDPC program usage of MDPC facilities, for which fees are charged and which generate income or profit for an individual or group are mostly discouraged. No sales of merchandise, product, ticket, or solicitation of the same may be made at the church without a written proposal at least two months in advance and MDPC Session's approval.
- d. The Scheduling Director ensures that those making use of MDPC facilities are familiar with guidelines and conditions of usage.
- e. The Scheduling Director may revoke permission for use of MDPC facilities for cause.
- f. All persons requesting use of MDPC facilities must complete a *Facilities Use Agreement* form and submit it to the Scheduling Director for approval. A certificate of insurance is required unless advised otherwise by the Scheduling Director.
- g. Non-MDPC program activities making use of MDPC facilities on a long-term basis are coordinated with the Scheduling Director to ensure an understanding of facilities use priorities and availability. The Scheduling Director will ensure that those making use of MDPC facilities are familiar with the guidelines and conditions of use of the facilities.
- h. Fees for use of MDPC facilities for non-MDPC program activities will be assessed according to the current Schedule of Fees. This Schedule is approved by the Session, upon recommendation by the Facilities Director. The Scheduling Director may assess fees less or greater than those listed, if circumstances of usage warrant, with the approval of the Facilities Director or the Business Administrator.
- i. All persons requesting use of MDPC facilities for an overnight stay must complete a *Facilities Use Agreement* form and submit it to the Scheduling Director.

17.207 Room Use Guidelines

a. Fellowship Hall:

Fellowship Hall is recommended for use as a classroom(s) or meeting space(s) for church events, church meals, receptions, and non-church events. Fellowship Hall may not be used for athletic activities. Nothing is to be attached to the walls without prior approval by the Facilities Director. When privacy is required, schedule rooms 101, 102, and 103 in conjunction with Fellowship Hall.

b. Sanctuary and Chapel

- i. The Sanctuary may be used for religious and spiritual services, weddings, funerals, memorial services, baptisms, and other MDPC-related activities, as approved by the Scheduling Director. Use of the Sanctuary by organizations not affiliated with MDPC must be approved by the Scheduling Director.
 - ii. The Chapel is recommended for the following uses: Worship services, weddings, funerals, memorial services, baptisms, concerts, classes, and other MDPC-related activities.
 - iii. **Media/Sound support in the Sanctuary and Chapel:** Normally, sound is provided in the Sanctuary and Chapel for worship services, weddings, funerals, and memorial services only. For other events that require sound or media, the request must be made as a part of specifying resource requirements at the time the event request is scheduled in the church scheduling software system and coordinated with the Media team. A specific request must also be made if staff is needed to work an event. Follow-up should take place directly with the Media Coordinator.
- c. The Sanctuary Lobby: Food or beverages may be served only for funerals, memorial services, during Sunday Worship, and special events. Special event requests and arrangements for these events must be approved by the Worship & Music Committee.
- d. The Prayer Chapel: The Prayer Chapel is to be used primarily for prayer and meditation, but may be used periodically for weddings, funerals, memorial services, and baptisms as approved specifically by the Scheduling Director.
- e. The Gymnasium: No food or beverages, except water, may be served or taken into the gymnasium, except in the case of major events that provide for protective floor covering. No items are to be attached to the walls, doors, or windows in the gymnasium. The gymnasium is intended to be used by MDPC ministries for athletics and other events. Rental of the gymnasium is for the purpose of providing a place for children, youth, and adults to engage in sports while enjoying Christian fellowship in a nonprofit environment. Sports camps, clinics, private leagues and

lessons, or any kind of sporting event that generates profit to an individual or organization is not allowed. Rental of the gym must not interfere with MDPC programs or activities. Sports commissioner schedules the gym for all MDPC leagues and/or MDPC sporting events. Inquiries that require payment are scheduled by the Scheduling Director. "Open gym" is available on a first come, first serve basis as long as the gym is not in use and a MDPC staff person is overseeing. Adult supervision is required.

- f. The Parlor: The Parlor is recommended for the following uses: receptions, fellowship group activities, study sessions (which are not held on a regular basis), family room for weddings, funerals and memorial services, and small meetings. Nothing may be attached to the walls, doors, or windows of the Parlor. No furniture may be removed from the Parlor. Food and beverages may be served for special events, as approved by the Scheduling Director.
- g. The Sanctuary Bride's Room: The Sanctuary Bride's Room is used primarily as a dressing area for bridal parties, a gathering area for the pastors on Sunday mornings, and a pre-concert gathering place for performers. It is also available during the week for meetings. Nothing is to be attached to the walls, doors, or windows of these rooms.
- h. The Chapel Bride's Room: The Chapel Bride's Room is used as a dressing area for bridal parties in preparation for weddings in the Chapel and for such uses as classes, small groups, and committee meetings. Nothing is to be attached to the walls, doors, or windows of these rooms.
- i. Classrooms (all buildings): Classrooms in all buildings are recommended for the following uses: classes, committee and group meetings, and other MDPC-related events. Items may be posted only on the permanent bulletin boards. No items are to be attached to the walls, doors, or windows of these rooms.

17.208 Playgrounds

As we value the importance of children's play and safety, MDPC has designed age-appropriate areas for outdoor play for both preschool and elementary-aged children. Below are the policies and procedures for use of these outdoor play facilities:

- a. The Preschool Playground: Preschool-aged children are invited to enjoy the courtyard playground located between the Ministry Center hallway and the preschool classrooms. This playground is available for use on weekday afternoons and weekends. This playground is designed for children 12 months through 5 years of age. All children must be accompanied and supervised by an adult while on the playground.
- b. Licensing Requirements prohibit public use of this playground during Little School operating hours.

- c. The Elementary Playground: Elementary-aged children are invited to enjoy the playground located at the north end of the property between the Church Life Center and the Fellowship Hall. This playground is designed for children ages 5 through 12 years and is available for public use during church hours of operation. Adult supervision is required.
- d. The Yellow School Playground: The playground at the Yellow School is designed and maintained by the Yellow School and is reserved for Yellow School and church-sponsored preschool activities only. Public use of this facility is prohibited.

17.209 Scout House

- a. The MDPC Scout House is intended to be used for MDPC activities with priority given to all activities serving the MDPC Scouting program.
- b. General rules for use of the Scout House will follow the building use guidelines defined in sections 17.205 and 17.206 above, plus the following:
 - 1. All events must be scheduled using the church scheduling software.
 - 2. Adult leaders must be present with youths at all times.
 - 3. All groups are responsible for paying for repairs due to damage caused while using MDPC facilities outside of normal wear and tear.
 - 4. Groups are required to leave the Scout House arranged and as clean as they found it before their use. Equipment must be stored away, and personal items removed from the meeting rooms.
 - 5. No material or equipment (other than Scout equipment) may be stored in the building. Scout equipment is to be stored only in the garages and attic area.
 - 6. Nothing shall be placed, taped, attached, or tacked to any wall or ceiling of the Scout House. Permanent decorations are limited to those belonging to the Scout program.
 - 7. No smoking or alcoholic beverages are allowed in the Scout House.
 - 8. Few non-MDPC groups are anticipated to use the building. In the event that such use is requested and approved, an appropriate fee from the *Schedule of Fees* will be charged.

17.210 Kitchen and Dining Rooms

See section 18 – Food Service Ministries.

17.211 Security

The security of the MDPC buildings and grounds is the responsibility of the Facilities Director. A comprehensive Security Policies and Procedures document is available in the Administrative Department and on the shared drive of the server in the P&O file.

Section 18 – Food Service Ministries

18.1 Food Service Committee

18.101 Membership: Not more than three elders, one serving as Moderator, and four to six at-large members serving for a one-year term that is renewable.

Staff: Food Services Director, Scheduling Director, and Business Administrator.

18.102 Responsibilities

- a. Work in partnership with the Business Administrator and Food Services Director to ensure the effective functioning of the kitchen and all other food preparations and services.
- b. Establish and review the policies of the Food Service Ministry.
- c. Recruit, support and encourage volunteers in the ministry.
- d. Perform other appropriate tasks which may facilitate the work of the Food Services Director.

18.2 Food Service Policies

18.201 Catering and Food Service

- a. As a service to the congregation and an outreach to the community, soup and other food items may be offered for sale from the kitchen.
- b. “Potluck” events may be held with the permission of the Food Services Director when properly scheduled with the Scheduling Director. The group having the event must pay the related costs (such as disposable goods, beverage service, clean up, dish room labor, table settings, linens, extra custodial services, etc.).
- c. An outside caterer, with the approval of the Food Services Director, may cater approved events. The caterer must have all items prepared prior to arrival. None of the church equipment can be used, including refrigeration, ovens, holding boxes, etc. A representative of Food Services must be present, and payment must be made prior to the event. The fee is \$80.00 for the first three hours, and \$25.00 for each additional hour.
- d. The Food Services Director is permitted to cater wedding receptions at MDPC provided the wedding is at MDPC and the party making arrangements pays the entire cost for the services. A 25% down payment is required at the time the event is booked, and payment in full is required on the day before the event.

18.202 Kitchen and Dining Rooms

- a. The kitchen and dining rooms are intended to be operated by the Food Services Director without expense to the church, except for the salary and benefits of the Director, staff, and the costs of regular custodial help, which are approved annually as a part of the budget. Meals or refreshments including, but not limited to, costs of food, disposable goods, cleanup, table settings, extra custodial help, etc., will be paid for by those served or by the group making the request for service. Volunteers participating in the preparation or service of meals will be invited to share the meal in fellowship at no cost. Fees charged to non-MDPC groups are expected, at a minimum, to fully recover costs of all food service, including those of the Director and any paid help.
- b. The dining rooms are available for use only to church groups, except in specific cases when approved by the Food Services Director and the Scheduling Director. These facilities shall be used only for functions consistent with the principles of MDPC and only at times not conflicting with any church-related functions.
- c. All reservations for food service and the use of the dining rooms must be made through the scheduling software by the responsible staff person. Requests for use by a non-MDPC group will follow the normal procedure as outlined in other sections of this MDPC P&O Manual.
- d. The kitchen is under the supervision of the Food Services Director at all times. The Food Services Director or his/her designated representative will be present at all times the kitchen is in use.
- e. No one shall be allowed to use the kitchen facilities or any kitchen equipment except the Food Services Director and those working under her/his supervision. The equipment and furnishings may not be borrowed or removed from the kitchen. By special arrangement, centerpieces may be borrowed by church-sponsored groups.
- f. Only the Food Services Director; members of the Food Service Staff; the Scheduling Director; the Facilities Director; the Executive Pastor; and the Business Administrator will hold keys to the kitchen area. At the discretion of the Food Services Director, keys may also be given to Food Service Ministry elders; Food Service Committee members; Memorial Services Coordinator; and custodial staff; but the intent is to minimize the number of keys issued. Only the Food Services Director, the Finance Director and one committee member shall have keys to the safe.
- g. The general ledger of the church provides receipt and expenditure accounts for Food Service Ministry. All receipts and expenditures will be charged to these accounts, with the approval of the Food Services Director. The Finance Office provides a monthly accounting for receipts and expenditures, which is available electronically

to the Food Services Director, and through the Director to the Food Service Committee.

- h. All kitchen volunteers must attend training sessions as scheduled by the Food Service Director.

Section 19 - Intercultural Ministries

As part of MDPC's approved strategic goals, we aspire to expand the diversity of our congregation to better reflect the diversity of Houston. As God provides, MDPC will consider opportunities to welcome non-English language worshipping communities to conduct ministries at MDPC, and possibly finding ways to collaborate toward a greater sense of Christian unity. Currently, MDPC features two non-English language worshipping communities in Spanish and Portuguese.

19.1 Spanish Language Ministries

19.101 Committee Membership: Fuente Associate Pastor, Fuente elder, lay leadership from both Fuente and the MDPC congregations.

Staff: Fuente Associate Pastor, Fuente Administrative Assistant, Fuente Youth Director, and Fuente Music Director.

19.102 Responsibilities

Oversee and develop the Fuente Ministry to the Hispanic community, coordinate its activities within the life of MDPC, and provide a link between the Fuente Ministry and the Session.

19.2 Portuguese Language Ministries

19.201 Committee Membership: Brazilian Associate Pastor, lay leadership from both Brazilian and the MDPC congregations.

Staff: Brazilian Associate Pastor.

19.202 Responsibilities

Oversee and develop the Brazilian Ministry to the Brazilian community, coordinate its activities within the life of MDPC, and provide a link between the Brazilian Ministry and the Session.

Section 20 – Outreach Ministries

The Outreach Ministries department includes the programs of Local Outreach, Global Outreach, Connections, New Members, Community Services, and ALPHA.

20.1 Outreach Committee:

The Outreach Committee oversees the Local and Global Missions of MDPC as well as having some broader responsibilities described in the policy statement below.

20.101 Membership: Up to six elders (Outreach Moderator plus five elders, each assigned to one of the subcommittees), Clerk Elect-elect, Treasurer Elect-elect, and Personnel Elder Elect-elect.

Staff: Outreach Ministries Director or Pastor, Local Missions Director, Global Missions Director, Community Service Director, and Administrative Assistant.

20.102 Sub-Committees:

- Discipleship & Education (DE)
- Spring Branch and Hunger (SBH)
- Healthcare & Special Needs (HSN)
- Children, Families and Housing (CFH)
- Global Missions (GM)

20.2 Outreach Ministries Policies

20.201 Philosophical Guidelines

To be Christ's sent people, with a goal of demonstrating Christ's love for the world by establishing relationships of care and ministry at points of need in the following ways:

- a. Supporting organizations offering Christian love, compassion, and mercy in areas of need throughout our community, our nation, and the world through prayer, service, relationship, and funding;
- b. Pursuing opportunities to share the Good News of Jesus Christ to and through all of our partnerships;
- c. Equipping, involving, and deploying our MDPC community of believers as representatives of Christ into a world in need;
- d. Working together with other MDPC Ministries in outreach mission and allocation of resources;
- e. Investing in partnerships where MDPC's involvement can make a difference; and

- f. Educating our MDPC community by sharing stories of MDPC outreach involvement throughout our community, our nation, and the world.

20.203 Criteria for Mission Partnership Funding

- a. Alignment with MDPC's vision.
- b. Commitment to partnership with MDPC beyond funding.
- c. Visible need being met by the organization.
- d. Organization's effectiveness in delivering its services.
- e. Type and degree of support in line with our available resources.
- f. Responsible organizational structure and finances.
- g. Current involvement of MDPC members in organization or a strategic relationship.
- h. Opportunities for relationship building, including ongoing involvement by MDPC members.
- i. Funding request in relation to other funding sources.

20.204 Basis for Denials

- a. Agencies with no IRS 501(c)(3) status (charitable agency tax status).
- b. Gift requests from individuals.
- c. Agency does not provide adequate financial disclosure.
- d. If requesting agency is well-funded or a national agency.
- e. Private foundations whose function is to disperse grants/gifts to other agencies and causes.
- f. Requests that require multi-year commitments or pledges.
- g. Agency failed to honor any previous year's designations without notification.

20.3 Connections Committee

20.301 Membership: Connections elder (Moderator), Hospitality elder, New Member elder.

Staff: Membership & Renewal Director.

20.302 Purpose

The Connections Committee is a committee of the Outreach Ministries department. Its purpose is to:

- a. Assist others to deepen and strengthen their relationship with Jesus Christ through worship, community life and service;
- b. Help visitors and new members with inquiries about life and ministry at MDPC and with our partners;
- c. Connect individuals with resources that encourage their Christian walk, identify spiritual gifts, build relationships with other believers and meet God at work in the world; and
- d. Provide connection to other church ministries for current members and support for various groups such as Partner in Prayer and other ministries who utilize the Lobby facilities.

20.303 Elder Responsibilities

a. Connections Moderator

- i. Moderate the Connections Committee.
- ii. Respond to inquiries made by people through the attendance registers and at the Connection Center.
- iii. Contact all first-time visitors to worship with letter and phone call.
- iv. Follow up people who take the New Members class but who don't join.
- v. Encourage and seek out members to serve as the "first face" of the church on Sunday mornings in the various Connections Center locations, as well for those willing to assist with follow through with visitors and new members outside of Sunday activities.

b. Connections New Members Elder

- i. Plan, schedule and facilitate New Member Classes and Discover MDPC meetings.
- ii. Track worship attendance of visitors and new members in Ministry Platform.
- iii. Follow up with New Members for six months after they join.

c. Connections Hospitality Elder

- i. Develop, staff, and manage the Connection Center.
- ii. Train volunteers.
- iii. Keep Connections Center current with literature, sign in sheets, etc.
- iv. Manage computers at the Connections Center on Sunday mornings.
- v. Recruit and train people to provide hospitality for large events as needed (conferences, Speakers Series, special worship services, etc.)

Section 21 – Relationships Ministries

21.1 Introduction

Relationships Ministries includes Men's Ministry; Women's Ministry; Weddings Ministry; REACH Ministries; and Sports Ministries.

21.2 Relationships Planning Team

21.201 Membership: Elder (Moderator), and members of the Relationships Ministry Planning Team which is composed of leaders from various components of Relationships Ministries.

Staff: Relationships Pastor, Relationships Director, Relationships Coordinator, Counselor-in-Residence, and Wedding Coordinator.

21.202 Responsibilities

- a. Plan programming for relational ministry programs.
- b. Integrate these programs with other family-oriented programming created and co-implemented with the other ministry areas of the church.
- c. Address the issues related to premarital training, marriage matters, parenting support, encouragement in single parenting, and issues concerning blended families.

21.3 Men's Ministry Team

21.301 Membership: Men's Ministry elder (as Moderator), and Men's Council Members who are representatives of various components of Men's Ministry.

Staff: Relationships Pastor, and Relationships Coordinator.

21.302 Responsibilities

- a. Equip men to follow Jesus.
- b. Focus either on evangelization, discipleship and outreach and personal encouragement.

21.4 Women's Ministry Team

21.401 Membership: Women's Ministry committee, Women's Ministry elder, and committee lay leaders.

Staff: Relationships Pastor, Relationships Director, and Relationships Coordinator.

21.402 Responsibilities

- a. Provide an inclusive, caring community in which every woman at MDPC may grow in her walk with Jesus Christ.
- b. Nurture women's faith through prayer, Bible study, and fellowship.
- c. Help women discover and use their gifts to serve others in faithful witness to Jesus Christ.

21.5 Weddings Ministry

An online guide, *Wedding Information and Policies*, is available on the MDPC website. It details the philosophy, policies, procedures, and fees for a wedding at MDPC. This booklet is available in the Front Office and Relationships Ministries. The Wedding Coordinator will work with the Scheduling Director in scheduling all wedding-related activities.

21.6 REACH Ministry

21.601 Staff: REACH Coordinator and two REACH Registrars.

21.602 Responsibilities

- a. Offer quality recreational, educational and sports activities and classes to meet the needs of the congregation and reach out to the community-at-large in Christian fellowship.
- b. Incorporate outreach components in the program.

21.603 REACH Ministry Policies

- a. Escort: The escort system is structured in a way that is clearest and easiest for the instructors, that is helpful to the families with children in the REACH program, and that is safe for the children being escorted. Escort is completely voluntary by the instructor and they may decline to do so.
- b. Scholarships: One REACH scholarship (up to \$100/year/family) per year may be awarded.

21.7 Sports Ministry

21.701 Staff: Sports Commissioner.

21.702 Responsibilities

- a. Provide a place for children, youth, and adults of all skill levels to engage in sports, while enjoying Christian fellowship with others from churches throughout West Houston.
- b. Help families get connected to MDPC through a variety of activities, including sports, with the goal of active participation and ultimately, coming into a relationship with Jesus Christ.

Section 22 - Technology

22.1 Introduction

MDPC maintains a Technology Policies and Procedures Manual which can be found on the MDPC shared drive in the P&O folder. The policy is distributed to new employees.

Technology Policy Table of Contents

- I. General Computer Use Policies
- II. Hardware Policies
- III. Software Policies
- IV. Wireless Policies
- V. General Computer Procedures
- VI. Remote Access Procedures
- VII. Cell Phone and PDA Policies
- VIII. Printers and Copiers
- IX. Technology Request Procedures
- X. Disaster Preparation Procedures

Appendix A: Standard Hardware Specifications for New Computers

Appendix B: Basic and Additional Software Products

Appendix C: Employee Acknowledgment

Section 23 – Worship & Music Ministries

23.1 Introduction

Leadership of the Worship & Music Ministry is vested in four elders, working in partnership with the pastors and staff to provide for the worship life of MDPC, and to carry out the responsibilities of the Session for worship as mandated by ECO polity summarized below:

The Session shall provide for worship and educational life of the congregation; provide a place where the congregation may regularly worship; provide for the regular preaching of the Word by persons properly approved; and oversee the planning and the ordering of the worship services of the congregation.

The Session shall authorize and provide for the regular celebration of the Lord's Supper; authorize the administration of baptism; and exercise due care and provide sufficient education to the congregation and to new believers that the Sacraments may be rightly received as a means of grace.

23.2 Worship Committee

23.201 Membership: Four worship elders (one as Moderator). One class has two elders and the other two classes have one each. All elders serve three-year terms.

Staff: Senior Pastor, Executive Pastor, Coordinating Music Director, Contemporary Music Director, Assistant Contemporary Music Director, Traditional Music Director, Communications & Media Director, Worship & Music Administrative Coordinator, and other staff and lay persons as needed.

23.202 Responsibilities

Meets as needed to review and plan for worship services and all issues related to worship spaces, decorations, ushers, concerts, personnel and budgets.

23.3 Creative Team

23.301 Membership: One or more worship elders.

Staff: Senior Pastor, Worship/Music staff, Communications and Media Director, Children's and Youth staff, other staff and volunteers as needed.

23.302 Responsibilities

Meets as needed to develop special, creative worship elements and events outside the typical liturgy in support of the major themes developed by this team and the ministry elder.

23.4 Worship Evaluation and Planning Team

23.401 Membership: One or more Worship elders.

Staff: Worship/Music staff, Senior Pastor, Executive Pastor, Media Director, and other staff as needed.

23.402 Responsibilities

Normally meets weekly to discuss previous Sunday worship and upcoming services. Reviews in detail weekly orders of worship and any special worship elements.

23.5 Duties of Worship and Music Elders

- a. The four elders attend the monthly Worship & Music Committee Meetings. One elder is elected to take and submit to Session the minutes of the meetings.
- b. At least one elder should attend the weekly planning and evaluation meetings and the monthly Creative Team meetings.
- c. At least one Worship & Music elder should attend each Sunday and special worship services. Their duties in this regard include monitoring the order of worship as it progresses, helping to anticipate and resolve any problems which may arise during worship services, and keeping a count of the persons in attendance.
- d. Worship & Music elders are also encouraged to attend any special events sponsored by the Worship & Music Ministry, particularly those held in the Sanctuary or Chapel and to make a record of the number of persons attending.
- e. The Worship & Music Elders make provision for communion elements to be prepared and set-up on communion Sundays. They communicate closely with the Communion Coordinator to ensure communion servers are recruited and adequately trained to serve the Sacrament.
- f. The Worship & Music elders support the pastors to ensure baptisms are conducted according to ECO polity.
- g. Review and develop budgets for worship, traditional music and contemporary music.
- h. Third-Year Elder: In addition to duties outlined above the third-year elder has specific duties as follows:

- i. Acts as Moderator chairing the Worship Committee meeting and prepares the agenda in conjunction with the Senior Pastor;
- ii. Lead elder on baptisms and coordinates meetings with the Senior Pastor and baptism families to familiarize them with baptism procedures ensuring that these families are given the full care and compassion of the MDPC family;
- iii. Coordinates with Worship staff regarding concerns about or changes to worship services;
- iv. Attends the Generosity Committee meetings; and
- v. Along with the Coordinating Music Director and the Contemporary Music Director, help develop the budget for the Worship & Music Ministry for the upcoming year.

23.6 The Sacraments

23.601 Baptisms

The desire of an individual to be baptized or to have one's child(ren) baptized shall be celebrated, nurtured, and supported. MDPC's Policies and Operations regarding baptism reflect our desire to welcome people into the visible church in accordance with ECO *Polity* and *Confessional Standards*: "Through baptism an individual (infant, child, youth or adult) is joined to the Church universal, the body of Christ. The sacrament of baptism shall be approved for an individual, by a session, one time and all Christian baptisms will be recognized by ECO congregations" (ECO Constitution 1.0301).

The Worship & Music Administrative Coordinator will 1) direct individuals who are interested in baptism to attend a baptism class and/or visit with a pastor and 2) assist in scheduling baptisms. Both the baptisms of adults and infants ordinarily will take place in the presence of the congregation. Rare exceptions to this procedure may be made with the recommendation of one of our Pastors and the approval of Session.

a. Guidelines for Baptism at MDPC:

- i. Any **family desiring baptism for their child(ren)** shall meet with a pastor through an individual meeting or through participating in a baptism class. Any **older child or adult** desiring baptism should meet individually with a pastor.
- ii. Meeting with a family or individual who is interested in baptism allows pastors to care for the family or individual. Pastors shall discuss faith in Jesus and the purpose of baptism, discerning together whether baptism is the appropriate next step in their faith. Professing faith in Jesus (by the individual or by a Christian parent, in the case of a young child) is necessary to receive baptism. Discretion for exceptional, non-member cases rests with the pastoral staff.

- iii. **Families desiring baptism** for their children are encouraged to participate in the life of MDPC or another local Christian community. **Older children and adults** desiring baptism are encouraged to also become a member at MDPC in order to be fully involved in the ministry and mission of the church.

23.602 Communion

Communion services are held during Sunday worship services at least once each quarter. Home communion is arranged by the Caring Ministries Pastor for homebound members who wish it, following the requirements of the ECO Constitution.

Arrangements for home communion are made through the Caring Ministries Office. Other communion services are scheduled by the Session upon recommendation of the Worship & Music Committee.

Those persons who are eligible to serve communion are active and inactive elders, deacons and church members as approved by the Worship Committee who have received training.

23.7 Sanctuary and Chapel Flowers

The enhancement of the place of Worship through appropriate floral arrangements and/or accessories is the responsibility of the Worship Committee. The flowers in the Sanctuary and Chapel are provided by anyone who wishes to donate them for a church service by paying a fee and signing the "Sanctuary Flowers" notebook, which is located at the Front Office. After use, the flowers are reused in arrangements placed around the church.

Section 24 – Young Adult Ministries

24.1 Committee Membership: Young Adult Staff, Young Adult Ministry elder, plus a team of at-large members serving 1-3 year terms as part of the Young Adult Lead Team. The Lead Team will meet throughout the year to identify and address strategic issues related to the ministry mission and execute programs and events to spur on ministry growth.

Staff: Young Adult Ministry Director, Young Adult Discipleship Director, Young Adult Outreach Director.

24.2 Responsibilities

The Young Adult Ministry of MDPC exists to help younger adults become mature, flourishing disciples of Jesus Christ. Its objectives are:

- a. Nurture and grow a community of young adults (post high school through early 30's) meaningfully connected to MDPC;
- b. Train/prepare young adults for godly leadership in the church and the world;
- c. Prepare a coordinated and varied program of events, service and Bible study opportunities, small groups, apologetics training, outreach to the unchurched, relational ministry, mentoring opportunities and other things related to achieving the objectives;
- d. Emphasize integration of young adults into the life, other ministries and leadership of MDPC and
- e. Advocate young adult integration and innovation to the broader congregation.

Section 25 – Youth Ministries

25.1 Introduction

MDPC Youth Ministry exists to nurture relationships with students and share the Gospel with teenagers while providing excellent, Christ-centered ministry programming. MDPC Youth's mission is to engage students in such a way that they will:

Connect in Christian community;
Encounter the Living God;
Grow as a follower of Jesus;
Impact in word and deed; and
Embrace God's mission in the world in a safe and secure environment.

25.2 Youth Ministries Committee

25.201 Membership: Youth Ministries Director, three elders, two youth volunteers (adult lay leaders), two parents, and two students.

Staff: Youth Ministries Director, High School Outreach Director, High School Discipleship Director, Middle School Outreach Director, Middle School Discipleship Director, Administrative Assistant, and Summer Interns.

25.202 Responsibilities

- a. Nurture love for God, equip youth to live as Jesus' disciples.
- b. Teach the Bible and basic Christian beliefs through classes, activities, and events that teach and cultivate Christian discipleship.

25.3 Youth Ministries Safety Policies

In addition to Child Protection Policies located in section 14.3, the policies below are to be followed with a goal of providing a safe and secure environment.

- a. Volunteers: Any volunteer partnering with MDPC Youth ministry in any capacity must be thoroughly vetted by staff to ensure the safety of all students.
Volunteers must:
 - Be interviewed and approved by ministry by a staff member;
 - Pass a background check (every two years) and kept on file with MDPC's Human Resources Director;
 - Complete child protection training every two years;
 - Complete an MDPC volunteer application every two years;
 - Complete an MDPC Youth Volunteer application (one time, revisited on as-needed basis);
 - Complete a safe driver form every year; and

- Complete yearly training with MDPC Youth Staff in the fall before Kick-off if engaged in discipleship ministry with students.
- b. To ensure the safety of our students, all off-campus MDPC Youth events will be conducted with a ratio of at least one adult to every six students. (Defined as a minor under the age of 18.)
- c. Adults and staff are trained to conduct themselves in a manner above reproach when relating to youth and ensuring the highest degree of faithfulness and accountability to our ministry. This includes but is not limited to:
- Never meeting privately with a student of the opposite sex one-on-one;
 - Never being alone with any student;
 - Appropriate use of communications and social media;
 - Never engaging in illegal, unwise, or dangerous activity with a student;
 - Never engaging in inappropriate conversation with a student; and
 - Communicating with parents about any activities with students as often as feasible.
- d. Trips and Events
- All students participating in a trip or event with MDPC must complete all appropriate paperwork, including a release of liability with MDPC and any paperwork requested by partnering ministries.
 - All events are attended by staff and adult volunteers, with a ratio of at least one adult to every six students.
 - All events must be vetted and approved by the youth staff.

Section 26 – Miscellaneous Policies

26.1 Firearm Policy

MDPC prohibits the open carrying of handguns on the church campus. MDPC allows the concealed carrying of handguns on the church campus for all participants, including MDPC employees, who possess a valid License to Carry permit (LTC). Employees who wish to carry a concealed handgun and have a valid LTC permit, must obtain prior approval from the Executive Pastor/Head of Staff or his/ her designee. A copy of the employee's current LTC must be provided by the employee to be included in his/her personnel file. The individual also must carry an authorization card signed by the Executive Pastor/Head of Staff or his/her designee evidencing permission to carry a handgun on the MDPC campus. MDPC will require all employees with a valid LTC who wish to carry a handgun on MDPC's campus to complete at least one additional advanced training course, the content of which must be approved by the Executive Pastor/Head of Staff or his/her designee. Failure to comply with MDPC's conceal carry rules could result in disciplinary action, including termination.

26.2 Insurance

The Business Administrator is responsible for providing appropriate insurance coverage of church assets to protect the church against reasonable liabilities and risks of damage, as well as recommending to the Finance Committee and the Budget Committee the amount of funds to be included in the annual operating budget sufficient to provide prudent insurance coverage.

26.3 Senior Pastor's Discretionary Fund

The purpose of the fund is to provide assistance in hardship cases, which may come to the Senior Pastor's attention. The use of the fund is confidential and at the Senior Pastor's discretion. For extraordinary needs, the Executive Pastor should be consulted.

26.4 Personal Information and Privacy Policy

MDPC occasionally receives requests from members involved with other ministries or from third party agency partners to provide information from our database for their non-MDPC organizations. The purpose of our database is to enable MDPC ministries to better care for our members and guests; not to provide contact lists for non-MDPC based programs. We are bound to uphold the confidential nature of the information provided to us by our congregants, whether it is an email address, a mailing address, a phone number, age, etc.

Therefore, requests of this nature are to be denied, no matter how narrow or broad the criteria for the list might be. Should a staff member feel that the request has extraordinary merit, they should submit their request through the Executive Pastor's

office for approval. Because our database is web-based and accessible to both staff and trained volunteers, this standard must be upheld in all circumstances and ministries must take extra care in making sure their volunteers uphold the same high level of confidentiality. This policy will also be applied to the distribution of printed directories generated from the database.