

## **Policies and Operations Manual**

### **P&O**

#### **Section 1 - Introduction**

##### **1.1 Purpose and Scope**

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. The Policies and Operations Manual establish the foundational principles and procedures that govern MDPC's day-to-day and strategic operational standards for the church. This manual outlines foundational practices, inclusive of some detailed provisions, and may also reference more detailed procedures, governance documents and/or standalone policies that are maintained separately. All employees of MDPC are expected to be familiar with and adhere to the policies relevant to their roles. A current Organizational Chart of Reporting Relationships is available by contacting the Executive Ministries Director. Job titles in the current organizational chart will supersede any job titles and/or job descriptions in this manual.

##### **1.2 Governance and Approval of Revisions**

In all matters of church governance, the ECO Constitution has authority over MDPC's P&O Manual. A copy of the ECO Constitution is found on the MDPC website and will be referenced as needed in the P&O Manual. We follow parliamentary procedure in decision making, as outlined in the most current edition of Robert's Rules of Order.

The Session (elders and pastors) has the sole authority for approving all revisions to MDPC's P&O Manual. This process will include input from all MDPC ministries, along with a comprehensive overview by the Clerk elders, COO, and Executive Ministries Director.



## **Section 2 – Bylaws and Incorporation of MDPC**

### **2.1 Bylaws**

A copy can be found by contacting the Executive Ministries Director.

### **2.2 ECO Polity and Discipline**

The ECO Constitution provides denominational instruction regarding the formation of a nonprofit corporation.

### **2.3 Powers of the Corporation**

The nonprofit corporation of the MDPC congregation shall have all the powers of a nonprofit corporation under Texas law including the power specified in the ECO Constitution. The Session acts as the governing board of the corporation.

## **Section 3 – The MDPC Congregation**

### **3.1 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.

As a Presbyterian congregation, we are neither congregational nor hierarchical in our governance; we are a shared leadership between ordained officers and the congregation. Each entity of (1) the congregation, (2) the Session (3) the Deacons and (4) the pastoral staff have well-defined areas of authority.

### **3.2 Covenant Partner/Member**

ECO defines a member of the congregation as a covenant partner. For purposes of this document, a Covenant Partner is a congregational member (member), and these terms can be used interchangeably.

### **3.3 Membership**

#### **3.301 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).

#### **3.302 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.

#### **3.303 Member**

An active member 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 MDPC, 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.

### **3.304 Receiving 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.

### **3.305 Membership Roll**

MDPC strives to maintain an accurate membership roll. A member will remain active on this roll until that person transfers their membership to another church, they request to be removed from the rolls, or they cease to actively participate in the life of MDPC, generally after five or more years. Participation includes, but is not limited to, attendance in worship, Bible studies, small groups, youth, special events, financial giving, etc. When a member ceases participation within the life of MDPC it is the responsibility of the church to make a due and diligent effort to contact the member. Such efforts can be pastoral or lay leader contact. A member may be removed from the rolls only by a vote of the Session.

### **3.306 Transfers and Removal from the Rolls**

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 presented to the Session at its regular monthly meeting for approval prior to removal or transfer of the requesting member.

### **3.4 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. 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.

### **3.5 Quorum**

Consistent with ECO polity, MDPC has established its quorum to be ten percent of covenant partnership.

## Section 4 – Session

### 4.1 ECO Constitution

The ECO Constitution contains a comprehensive description of the purpose, composition, required meetings and responsibilities of the Session. What follows is MDPC's interpretation and application of that polity.

### 4.2 Role of the Session

As the official representative of the congregation, the Session is responsible for leadership in governance, spiritual health, and implementation of the mission and vision of MDPC. These responsibilities are found in the ECO Constitution.

### 4.3 Organization

The Session is organized around the major ministries of MDPC. 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.

### 4.4 Meetings

MDPC's Session normally meets on the fourth Monday of each month with a few exceptions. Called meetings may be scheduled per the guidelines set forth in the ECO Constitution.

### 4.5 Quorum

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

### 4.6 Session Leadership/Advisory Council

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 Clerks, the three Treasurers, the Personnel Moderator, the COO, and invited pastors. 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. They provide a vehicle for advice and coordination of MDPC's ministries to achieve the church mission. 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 related ministries. It is the responsibility of this group to direct and/or review changes to the Policies and Procedures Manual (P&O) when necessary.

## **Moderator**

The Senior Pastor and/or his/her designee will serve as the Moderator for Session meetings. 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.

## **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, and the Personnel Committee. The Past Clerk (fourth year, not an active Elder) serves for one year on the Nominating Committee.

## **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, moderates the Nominating Committee, and works in conjunction with the Executive Ministries Coordinator when necessary, preparing New Officer Training.

## **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.

## **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 Generosity Committees. The Treasurer will ensure that one member of the Treasurer chain serves on the Legacy Giving Committee each year.

## Treasurer Elect

The Treasurer Elect assists and supports 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 include 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 on the Advisory Council, Generosity, Finance, Personnel, and Investment Committees.

## 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, Outreach, and Finance committees.

## Personnel Moderator

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

**Table of Leadership Assignments**

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

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

## 4.7 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. After the elder fulfills the

commitment, 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 in January.

#### **4.8 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) an introduction to the ECO Constitution (2) ECO Ordination Vows, (3) MDPC's vision and goals, and (6) general orientation to MDPC's structure, processes and procedures.

#### **4.9 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 regular and faithful stewardship, aspiring to pledge by Covenant Sunday for budgetary purposes.
- e. Participating with pastors and staff to discern God's will for MDPC while serving faithfully in the ministry to which the elder has been elected to serve.
- f. Preparing for and attending all meetings of Session. Attendance is expected, tracked, and reviewed. Any required absences must be reported to the Executive Ministries Director.
- g. Attending the annual officer retreat.
- h. Serving as presbytery or synod commissioner at least once during their term on Session; Registration, transportation, and lodging may be reimbursed.
- i. Serving communion at least three times per year.
- j. Participating in the annual Confirmation class examination.
- k. Providing leadership and vision for MDPC Programs.
- l. Attending ministry area committee meetings and executing programs by working with the staff, elders and laity.
- m. Monitoring conformance to budget in area of ministry.
- n. Completion of mandatory background checks, child protection training, and acknowledgement of all MDPC policies.

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

#### **4.10 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 is eligible to serve on a ministry or Session committee in an at-large capacity. 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. 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 of each committee is described in detail in subsequent sections of this document.

At-large committee member recommendations will be reviewed by Session and must successfully complete a background check.

## Section 5 – The Deacon Board

### 5.1 ECO Constitution

The ECO Constitution contains a comprehensive description of the purpose, composition, required meetings and responsibilities of the Deacon Board. What follows is MDPC's interpretation and application of that polity.

### 5.2 Role of the Deacon Board

The Deacon Board is responsible for the ministries of compassion and caregiving, following the biblical model for Deacons found in Acts 6:1-7.

### 5.3 The Deacon Board Size and Configuration

The Deacon Board will be comprised of up to 21 deacons. Their responsibilities may be adjusted as needed depending on the emerging caring and connective needs of the congregation.

### 5.4 Deacon Lead Team

#### **7.401 Membership**

Caring Ministries Pastor, Staff Liaison, Elder Liaison, Moderator, Secretary.

MDPC will retain at least one Caring Ministry elder on Session acting as a liaison to the Deacon Lead Team. Staff support will come from Caring Ministries. The Deacon Lead Team will select its own Moderator and Secretary who will serve for a one-year term, and who may be reelected to subsequent terms.

### 5.5 Deacon Responsibilities

- 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 regular and faithful stewardship, aspiring to pledge by Covenant Sunday for budgetary purposes.
- e. Participating with pastors and staff to discern God's will for MDPC while serving faithfully in the ministry to which the deacon has been elected to serve.
- f. Preparing for and attending all meetings of the Deacon Board. Attendance is expected, tracked, and reviewed. Any required absences must be reported.
- g. Attending the annual officer retreat.
- h. Serving communion at least three times per year.
- i. Providing leadership and vision for MDPC Programs.
- j. Attending ministry area committee meetings and executing programs by working with the staff, deacons, and laity.

- k. Completion of mandatory background checks, child protection training, and acknowledgement of all MDPC policies.

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

## **Section 6 – Nominating Committee**

### **6.1 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, Nominating Committees, and Pastor Nominating Committees when needed.

### **6.2 Membership and Accountability**

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 and deacons are presented. The Nominating Committee consists of: Clerk Elect (Moderator), Clerk Elect-elect, Immediate Past Clerk, six at-large members, one rotating pastor (no vote), and the Executive Ministries Director (no vote).

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

### **6.3 Nominating Committee Responsibilities**

#### **6.301 Nominations**

The current Nominating Committee will review the elder and deacon nominees submitted by the congregation and staff based on the criteria for eligibility, spiritual giftedness and experience, and ministry vacancies to be filled. Nominees will be considered based on the following qualifications:

- a. Personal and growing relationship with Jesus Christ as Savior and Lord.
- b. Commitment to a lifestyle of Christian faithfulness as outlined in scripture and in our ECO Constitution.
- c. Personal and spiritual maturity, integrity, character and calling for service in area of assignment.
- 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.
- 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.

- i. Nominated individuals will be presented for pastoral review for any confidential information that might preclude them from serving at this time; and successful completion of a mandatory background check.

### **6.302 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.
- 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.

### **6.303 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.

### **6.304 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 (or the Moderator's designee) will invite a Clerk of Session 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 to properly vet the new nomination(s). Floor nominations are only valid if the nominee agrees to be nominated, and 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 to complete the business.

## **Section 7 - Pastor Nominating Committee**

### **7.1 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.

### **7.2 Membership**

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

### **7.3 Calling Pastors and Associate Pastors**

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 and be ordained or ordainable in ECO.

### **7.4 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.

### **7.5 Categories of Pastors Not Requiring PNC Recommendation**

#### **7.501 Transitional Pastor**

Transitional pastors are called by Session in accordance with the ECO Constitution, and their terms of call approved by Session.

#### **7.502 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, Assistant Pastors are called by the Session and their compensation is approved by Session.

## Section 8– Finance, Budget, Accounting and Insurance

### 8.1 Finance Committee and Accounting Policies

#### 8.101 Finance Committee

##### a. Membership


Treasurer; Treasurer Elect; Treasurer Elect-elect; Clerk, Generosity Elder, Personnel Elder; an Outreach Elder; and up to three at-large members who serve a one-year term and may serve a one-year renewable term up to three years total.

**Staff:** Finance Director and COO.

##### b. Responsibilities

- i. Monitor expenditures to ensure tracking against budget.
- ii. Review monthly financial performance in comparison with budget and with prior 3year 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. Evaluate and recommend for Session approval any material changes to the annual budget as needed at any time during the year.
- v. Review and approve Authorization for Expenditure (AFE) requests.
- vi. Oversee 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.
- vii. Periodically evaluate the performance of the current audit firm and should a new firm be required, oversee the selection process and report to Session.
- viii. Ensure that program and support ministries have timely and accurate information to monitor and guide their expenditures in compliance with budget.
- ix. Recommend changes to accounting systems, procedures, and equipment to the Finance Director and COO.

## 8.102 Operational Accounting Policies

- 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 should be 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 Restricted Gifts Policies  in 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.
  - iii. In-Kind Capital Gifts – Appropriate in-kind capital gifts may be accepted by the church through the Finance Department. A signed acknowledgement of the gift will be given to the donor if requested, 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 in a prompt and responsible manner so that the gift will approximate the value that the donor intended.

### 8.103 Policy on Financial Statements Accounting for Outreach Budget

a. Statement of Policy

The Finance Committee regularly reviews the financial status of the church including the ability for the church’s unrestricted income in a given fiscal year to cover the total of (i) church operating expenses (A below), (ii) an equal amount for benevolences (B below), and (c) other non-matched expenses, including property insurance and capital expenditures from unrestricted funds, but excluding depreciation (C below). If a majority of the Finance Committee concludes it is reasonably unlikely that the unrestricted income will be sufficient, the committee will recommend to Session possible actions including, but not limited to, reductions of expense and/or benevolence payments to cover the projected deficit.

b. Example of Radical Generosity /Dollar for Dollar Calculation

#### Radical Generosity Calculation Figures from 2026 Budget

		Reference
Total Operating Expenses	18,339	
Less:		
Total Outreach Expense	(4,720)	A
Total Other Operating Expenses	(670)	B
Total Ministry Operating Revenue	(3,510)	C
Net Operating Expense	9,439	
Outreach Allocation		
25% of Net Operating Expense	(2,360)	
<b>Adjusted Operating Expense</b>	<b>7,079</b>	

Total Outreach Expense	4,719	A
Outreach Allocation	2,360	
<b>Adjusted Outreach Expense</b>	<b>7,079</b>	

Numbers illustrated are tied to the 2026 Budget which can be found here.

#### 2026 Budget Annual

<b>OPERATING INCOME</b>	
Contributions	14,728,728
Ministry Events Revenue	3,510,278 C

Other Operating Income	100,000	
<b>TOTAL OPERATING INCOME</b>	<b>18,339,006</b>	
<b>Total Ministry Operating Expense</b>	<b>12,949,430</b>	
<b>Total Outreach Expense</b>	<b>4,719,576</b>	<b>A</b>
<b>Total Other Operating Expense</b>	<b>670,000</b>	<b>B</b>
<b>TOTAL OPERATING EXPENSES</b>	<b>18,339,006</b>	

#### 8.104 Restricted Gift Policies

This policy applies to gifts not intended for the Legacy Gift Fund.

##### 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. 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 gifts designated for Outreach are met through the annual Outreach budget. These gifts 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.

## ii. **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 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.


## iii. **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.

## **Authorization and Oversight of Restricted Gifts for Use**

Each account has a designated account manager who will recommend how restricted funds are used in a timely manner. Planned expenditures from restricted assets require the endorsement of the Finance Director.

Capital expenditures should be authorized in accordance with Capital Budget Procedures and Policies. This includes capital expenditures approved by the Finance Committee. The COO 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 COO, to ensure expenditures are in keeping with church priorities.

Expenditures from the Senior Pastor's Discretionary Account are authorized by the Senior Pastor and approved by the Finance Director or COO. 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 all other accounts, the account manager authorizes all expenditures in keeping with the terms of the restriction. All expenditures require approval of the Finance Director or COO.

The Finance Director shall provide a quarterly report of the current status of restricted assets to the Finance Committee.

The Finance staff shall conduct an annual review of restricted assets to ensure all journal entries are current and balances are accurately stated.

### **8.105 Memorial and Honor Gifts Policy**

These are small gifts usually given in honor or memory of a special person or life event. These funds will be moved to Capital Legacy Fund on 12/31/25. Beginning January 1, 2026, all of these gifts will be deposited directly into the Capital Legacy Fund and fall under the supervision of the Legacy Giving Committee.

## **8.2 Budget Preparation**

### **8.201 Budget Preparation Procedures**

Preparation of the annual operating, capital, and outreach budgets fall under the direction of the Finance Committee, Finance Director, and COO. The accounting or fiscal year is the calendar year. 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 on the Session should participate with staff leadership to understand their respective budgets.

- a. The proposed budget for the upcoming year is presented to the Session in December as a first reading.
- b. 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.
- c. Financial statements are prepared monthly by the Finance Director and reviewed monthly with the Finance Committee, where variations are clearly noted and explained.

### **8.202 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, Sports, REACH, property insurance, legal fees, and net restricted and enrichment expenses. Our financial books reflect these policies:

- a. 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, The Little School, Sports, REACH, property insurance, legal fees, and net restricted and enrichment expenses).
- b. Outreach expenses are allocated across two categories: Local and Global Outreach and Ministry Sponsored Outreach.
- c. The Ministry Sponsored Outreach budget is comprised of the program expenses incurred by church departments for programs considered to be outreach in nature. The COO is the approver of departmental proposals in conjunction with the Outreach Director, aggregating all proposals into a single Ministry Sponsored Outreach budget.
- d. The Local and Global Outreach budget is determined by considering the overall Outreach budget amount minus the Ministry Sponsored Outreach 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.
- e. Session considers recommendation of specific gifts and new programs that are recommended for approval by the Outreach Committee.
- f. Monthly, the Ministry Sponsored 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 and used per the Outreach partner funding process.
- g. 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.
- h. 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.

### **8.203 Outreach Allocation of Total Ministry Operating Expenses**

The Outreach allocation is the share of total ministry operating expenses (staff and facilities) used in providing outreach to others. The dollar 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 internal 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. Please refer to section 8.103 for sample calculation.

#### **8.204 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.

#### **8.205 Capital Expenditure Procedures and Policies**

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

- a. Capital Restricted Account: During the annual budget process a portion of the Operating Income can be allocated for the capital budget.
- b. Donor Restricted Gifts: The Restricted Gift Policy is overseen by the Finance Committee.
- c. Legacy Giving Funds: Pursuant to the Legacy Giving Policies and Procedures.

#### **8.206 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.

### **8.3 Generosity Committee**

**8.301 Membership:** Three Generosity Elders, Legacy Giving Elder, Clerk Elect-elect, Treasurer-Elect, and up to four at-large members.

**Staff:** Senior Pastor, COO, a representative from the Finance department, Communications & Media Director

#### **8.302 Responsibilities**

- a. Educate church members and participants on the responsibility of each person to pledge time, talent, and treasure to God's work with a goal of tithing. The Giving section of the MDPC website will be designed to aid in this education.
- b. Plan and execute the annual Generosity campaign to help prepare the MDPC operating budget.
- c. Coordinate the development of revenue projections for the church budget with the COO and Finance Director.
- d. Produce a report to the congregation in conjunction with the MDPC Annual Meeting.

### **8.303 Generosity Committee Policies:**

- a. Encourage all members and participants to respond to God's grace through percentage giving with a goal of tithing. Educate all members and participants to understand that they are making a covenant between themselves and God.
- b. Maintain a generosity educational program on a year-round basis through messages from the pulpit, newsletters, posters, church school presentations, and other media.
- c. Design the annual covenant card.
- d. A Generosity representative will present at every New Member class.
- e. 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.
- f. The amounts of giving by individual members shall remain strictly confidential and be known only by the Accounts Receivable Accountant and Senior Pastor.

## **8.4 Legacy Funds Ministry**

### **8.401 Legacy Giving Committee**

**Membership:** Legacy Giving Elder, a Generosity Elder, one member of the Treasurer chain, and up to four at-large members who serve a one-year term and may serve a one-year renewable term up to three years total.

**Staff:** Senior Pastor, COO, Finance Director, Facilities Director, and Communications and Media Director.

A Formal Legacy Funds Gift Acceptance Policy is available upon request by contacting the COO.

### **8.402 Responsibilities:**

- a. To lead a permanent focus on encouraging MDPC members and other interested parties to consider sharing their treasure with the church, ; no legal or professional advice will be offered or given. The committee will offer alternative ways of giving to support non-operational activities.
- b. To participate with the Finance Committee and the Investment Committee in the

management of the assets.

- c. To participate with the Finance Committee and the Investment Committee in the management of the assets.
- d. 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.

To administer the outright and deferred gifts of assets which require special administration and processing, to carry forth the intent of the donor.

### **8.403 Legacy Funds Ministry Policies and Procedures**



#### **a. 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.

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

### **c. Administration**

Plaques or other identification of gifts will not be permitted except with approval of the Session.

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

- Applications are reviewed by the Senior Pastor or COO. - 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.
- Applications are submitted to Session for final approval if necessary. 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 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 Finance Director will present a financial summary of the ministry to the Session at least semi-annually.

### **d. Loans**

The church, with approval by 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.

#### **e. 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 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 in keeping with all rules, policies and guidelines of A Covenant Order of Evangelical Presbyterians.

#### **f. 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.



### **8.5 Investment Committee**

#### **8.501 Membership:**

Immediate Past Treasurer, Treasurer, Treasurer Elect, and up to four 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. In the event a Treasurer or Treasurer Elect have a conflict of interest, additional at large members would need to be added to the Investment committee

**Staff:** Finance Director, Senior Pastor, and COO.

#### **8.502 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 goal is to invest church assets to preserve and enhance the principal and, in addition, provide a reliable stable source of income.

### **8.503 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.

### **8.504 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.

### **8.505 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 consider 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 considered in determining the appropriate blend for each asset.

## **8.6 Fundraising**

Fundraising events are discouraged and rarely permitted at MDPC and require the approval of the COO.

## **8.7 Insurance**

The COO 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 the amount of funds to be included in the annual operating budget sufficient to provide prudent insurance coverage.

## **8.8 Employee Accounting Policies and Procedures**

This accounting guide assists MDPC employees in planning financial transactions and preparing required supporting documentation. This guide, available upon request, is kept in the MDPC Human Resources department and given to new employees. The policy is reviewed annually by the **Finance Director**.

## **Section 9- Personnel Committee**

### **9.1 Membership**

Members include Personnel Elder (Moderator), Personnel Elder Elect, Personnel Elder Elect-elect, Clerk of Session, Treasurer Elect and at least one at-large member which cannot be a spouse of an MDPC employee and may serve for a one-year renewable term, up to three years.

**Staff:** Senior Pastor/Head of Staff, COO, Human Resources Director.

The membership will establish a regular meeting schedule that enables the Personnel Committee to effectively support MDPC.

### **9.2 Responsibilities**

#### **9.201 Human Resource Policies**

Ensure MDPC provides appropriate HR policies and practices which are outlined in the Employee Handbook which is available upon request.

#### **9.202 Hiring, Orientation and Training**

Ensure that recruitment and hiring practices are conducted fairly, legally, and with prayerful discernment.

#### **9.203 Performance Reviews**

Support an annual process to evaluate performance equitably and consistently.

#### **9.204 Terminations**

Ensure appropriate termination policies are in place and consistent with legal and ethical standards.

#### **9.205 Salary Budget**

Work with the Lead Team and HR Director to ensure that compensation decisions align with the church's goals and financial resources.

#### **9.206 Compensation and Benefits**

Ensure MDPC provides externally competitive and internally equitable compensation to attract, motivate, and retain qualified employees. Ensure MDPC is utilizing a fair and consistent job classification and pay grade system. Approve the overall benefits plan to ensure it aligns with MDPC's mission, values, and financial stewardship.

#### **9.207 Terms of Call**

Review recommended Terms of Call from the Pastor Nominating Committee and the Lead Team for new pastoral staff. All Terms of Call for current pastors should be reviewed annually. Pastor Housing Allowances are voted on annually by Session for the upcoming year.

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

## **Section 10 – Facilities**

### **10.1 Facilities Committee**

**10.101 Membership:** Facilities Elder, and up to five at-large members serving for a one-year term that is renewable for up to three years total.

Staff: COO, Facilities Director

### **10.2 Facilities Responsibilities**

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

### **10.3 Facilities Ministries Policies & Procedures**

#### **10.301 Facilities Use General**

- a. Reservations for use of MDPC buildings or properties are made by the staff responsible or the Scheduling Director.
- b. Events can be scheduled for up to one year in advance.
- c. The Scheduling Director may revoke permission for use of MDPC facilities for cause or otherwise, with the approval of the Facilities Director or COO.
- d. Non- MDPC Youth and children's groups using facilities must always have a responsible adult present.
- e. MDPC is a drug-free workplace, and enforces a firm, zero-tolerance, substance-abuse policy. Substances, in the context of this policy, include, but are not limited to, alcohol, illegal drugs, prescribed and over-the-counter medications (including medically prescribed marijuana or its derivatives and any other substance(s) that may be inhaled, injected, or taken by mouth, which may impact an individual's performance or judgement.
- f. Private parties are approved by the Scheduling Director.
- g. Facility usage will be granted in the following order:  
MDPC programs, other Christian organization or activities, non-profit organizations, all other groups.

#### **10.302 Facilities Use-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 by the Session and/or the COO.

The Scheduling Director ensures that those making use of MDPC facilities are familiar with guidelines and conditions of usage. All people or groups requesting use of MDPC facilities must complete a *Facilities Use Agreement* form for approval. A certificate of insurance is required unless otherwise advised by the Scheduling Director

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 request, which must be approved by Session.

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 Committee. 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 COO.

### **10.303 Room Use Guidelines**

Please see Scheduling Director for Room Use Guidelines.

### **10.304 Catering, Food Service, Kitchen, Dining Room and Kitchen Equipment**

See section 21, Food Service Ministries.

### **10.305 General Equipment Use**

Church-owned equipment is intended for use on church property. Equipment may be needed offsite in support of a church-sponsored ministry activity. All use of church equipment is requested through the Scheduling Director.

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.

### **10.306 Keys and Building Access**

**Definitions:** This section applies to the issuance of any object, code, combination, password, or authority which admits a person to a locked or otherwise secured building, office, area, enclosure, or vehicle.

Access privileges include metal keys, numeric or alphanumeric codes, combinations, and electronic cards and fobs. Privileges are for access to doors, gates, key boxes, vehicles, safes, and other similarly secured spaces or objects.

**Management of Privileges:** The manner of access and the issuance of privileges will be determined and documented by the Security Director. The Security Director will issue privileges based on need with some consideration for convenience. In the event of a conflict, security will be the determining factor.

Those granted an access privilege agree to retain it at all times and not loan or transfer it to others without approval from the Security Director. They further agree not to attempt duplication, to promptly report loss, and to return it immediately upon request.

**Staff, Employees, and Contractors:** Access privileges will typically be granted for the duration of their employment or contract and may be withdrawn at any time and without notice.

**Volunteers and Covenant Partners:** Access privileges will typically be granted for the term of office for which the need is associated (e.g., elder).

### **10.307 Scout House**

The MDPC Scout House is intended for use by the MDPC Scouting program. General rules for use of Scout House will follow the facilities use guidelines, and all events must be scheduled by contacting the Scheduling Director. Adult leaders must always be present with youth.

### **10.308 Playgrounds**

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 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 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 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.

### **10.309 Pickleball Courts and Outdoor Fields**

General rules for use of these facilities are available upon request by contacting the Executive Ministries Director.

**10.310 Lost and Found**

Lost and Found can be found at the Security Office located in the Community Life Center (CLC).

**10.4 Security**

The security of the MDPC buildings and grounds is the responsibility of the Facilities Director. A Security Policies and Procedures document is available upon request.

**10.5 Technology Policies & Procedures**

MDPC maintains a Technology Policies and Procedures Manual which is available upon request by contacting the Executive Ministries Director.

## **Section 11– Communications and Media**

### **11.1 Church Spokesperson**

This function will be performed by a member of the Lead Team or their designee.

### **11.2 Live Stream**

Worship and memorial services are live streamed as well as other various events throughout the year.

### **11.3 Mailings**

Print bulk mailings (500+ recipients) are managed by the Communications Department. Emails to 500 or less may be sent out by the ministry departments. For emails 500+, coordination with Communications is required.

### **11.4 MDPC Publications**

MDPC sends a weekly All- Church Email.

MDPC produces a Weekly Bulletin distributed at all Sunday worship services. Content is managed by the Communications Team with input from Worship Ministries and the Lead Team.

### **11.5 Design and Print**

All graphic and print requests will be submitted to Communications. All design work must adhere to the brand guidelines to ensure consistent messaging and visual identity.

### **11.6 Media Requests**

All media needs will be included in the request for the event using the church scheduling software.

Photography and video services by Communications and Media (C&M) may be requested through our scheduling software or via work order, respectively.

### **11.7 Social Media Policy**

MDPC connects and engages through multiple social media channels. MDPC avoids posting children’s faces without parental consent. The complete social media Policy is available upon request by contacting the Executive Ministries Director.

### **11.8 Digital Screens**

MDPC utilizes interior monitors and exterior LED screens on the church campus to communicate timely messages to both members and the wider community. These screens display a variety of information, including service times, special events, Scripture, and urgent announcements.

## **Section 12 – Children’s Ministries**

### **12.1 Children’s Ministries Responsibilities:**

- a. Provide ministries and programs for the Christian spiritual development of children, from birth through 5th grade.
- b. Provide weekday education and spiritual development for ages 3 months to 5 years at The Little School and Yellow School.
- c. Provide childcare for various MDPC ministry events through the Child Care Plus Program.
- d. Provide Sunday School curriculum and classes, lead children’s special events, and coordinate outreach events and prayer opportunities.
- e. Ensure all Sunday School and other ministry program leaders and volunteers complete the screening process outlined in the Child Protection Policy, linked here.

### **12.2 Children’s Ministry Lead Team**

**12.201 Membership:** One Preschool Elder, one Preschool Deacon, one Special Needs Deacon, one Little School & Yellow School Elder, two Elementary elders, up to two at-large parent representatives from The Little School and Yellow School, 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.

**Staff:** Next Gen Pastor, Children’s Ministries Director, Preschool Ministries Director, Elementary Ministries Director, Child Care Plus Coordinator, Special Needs Coordinator, Yellow School Director, Little School Director, Child Care Plus Administrative Assistant, and Children’s Ministries Administrative and Events Coordinator, and Summer Interns.

#### **12.202 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). Support and participate in programs and events of Children’s Ministries that include festivals, family nights, special events, and outreach opportunities.
- b. Attend Children’s Lead Team meetings and report to Session as needed.

### 12.3 MDPC Child Protection Policy

MDPC provides specific policies to protect children (those under 18 years of age, yet to graduate from high school, or adults with intellectual disabilities). Our complete Child Protection Policy is available upon request by contacting the Executive Ministries Director.



### 12.4 Children's Ministries Safety Plans

- a. **Fire Alarms:** Volunteers, staff and children leave the building by the nearest exit. 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.
- b. **Other Safety Emergencies:** The Children's Ministry follows the church-wide procedures of MDPC.
- c. **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.
- d. **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.

### 12.5 The Little School and Yellow School at MDPC

#### 12.501 The Little School Parent Support Team

- a. **Membership:** The Little School/Yellow School Elder and up to six members which must include two-thirds MDPC members. The commitment is a one- year term and members may be invited for additional one-year terms, not to exceed three years total.

**Staff:** The Little School Director, The Little School Assistant Director, and Next Gen Pastor.

- b. **Responsibilities**

The responsibilities of The Little School Parent Support Team are to help with events throughout the school year and connect parents with the church and the school.

### **12.502 The Yellow School Parent Support Team**

- a. **Membership:** The Little School/Yellow School Elder and up to six members which must include two-thirds MDPC members. The commitment is a one-year term and members may be invited for additional one-year terms, not to exceed three years total.

**Staff:** The Yellow School Director, The Yellow School Assistant Director, and Next Gen Pastor.

- b. **Responsibilities**

The responsibilities of The Yellow School Parent Support Team are to help with events throughout the school year and connect parents with the church and the school.

**12.503 The Little School and Yellow School at MDPC Parent and Teacher Handbooks** are kept at each respective school. They are available upon request and updated yearly per licensing standards.

## Section 13 – Youth Ministries

MDPC Youth Ministries exists to provide Christ-centered ministry programming to middle school and high school students.

### 13.1 Youth Ministries Lead Team

**13.101 Membership:** Youth Ministries Director, three elders, and up to three at-large members who serve a one-year term and may serve a one-year renewable term up to three years total.

**Staff:** Youth Director, High School Outreach Director, High School Discipleship Director, Middle School Outreach Director, Middle School Discipleship Director, Post High School Care Director, Administrative Coordinator, and Summer Interns.

### 13.102 Responsibilities

Equip Youth to follow Jesus by rooting them in scripture and by shaping them through evangelism, discipleship, outreach, and personal growth which will aid in building community and sending them out to serve.

### 13.2 Youth Ministries Safety Policies

In addition to Child Protection Policies located in The Employee Handbook, the policies below are to be followed with the 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:
  - Pass a background check (every two years) which will be kept on file.
  - Complete child protection training.
  - Complete an MDPC Safe Driving Form.
  - Complete yearly training with MDPC Youth Staff.
- 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 eight students. (Students are defined as minors under the age of 18 or those who have yet to graduate from high school).
- 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 be alone with any student unless in an open public space with parental knowledge.
  - An appropriate use of communications and social media.

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 eight students.
- All events must be vetted and approved by the youth staff.

## Section 14 – Young Adult Ministries

The Young Adult Ministry of MDPC exists to help younger adults, post high school through early 30's, to become mature, flourishing disciples of Jesus Christ.

**14.1 Committee Membership:** Young Adult Ministry elder, plus a team of at-large members serving 1–3-year terms as part of the Young Adult Lead Team.

**Staff:** Young Adult Ministry Director, College Discipleship Director, Post High School Care Director, Administrative Coordinator.

### **14.2 Responsibilities**

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 encourage ministry growth.

## **Section 15 – Adult Discipleship Ministries**

### **15.1 Adult Discipleship Committee**

**15.101 Membership: Adult Discipleship** Elder, 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.

**Staff:** Adult Discipleship Pastor, Adult Discipleship Ministries Admin Coordinator, Adult Studies Director, Small Groups Director.

#### **15.102 Adult Discipleship Responsibilities:**

- a. Write, produce, and distribute in-house curricula for MDPC studies
- b. Design, develop, publicize, support, and review programs connected to Adult Discipleship's focus on Bible Study, small groups, and theological training.
- c. Maintain Commentary Library.

## **Section 16 – Caring Ministries**

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.

### **16.1 Caring Ministries Areas:**

- a. Columbarium
- b. Memorial Services Ministry
- c. Prayer Ministry to include Partner in Prayer
- d. Visitation and Contact Ministry
- e. Dementia and Caregiver Support
- f. Grief Support
- g. Stephen Ministry

### **16.2 Caring Ministries Committee**

**16.201 Membership:** At least one elder and one deacon.

**Staff:** Caring Ministries Pastor, Member Care Director, Memorial Services Coordinator, and Caring Ministries Administrative Coordinator.

#### **16.202 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.

#### **16.203 Caring Ministries Policies**

##### **Memorial Services Funerals and Inurnments**

All requests for funerals and/or memorial services or inurnment services should be referred to Caring Ministries, 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.

A copy of the Memorial Services Planning Guide is found on the MDPC website and is available upon request.

### **16.3 Columbarium Committee**

#### **16.301 Membership**

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

**Staff:** Caring Ministries Pastor, Memorial Services Coordinator, other members of the Caring Ministries staff, Finance Director, Facilities Director.

### **16.302 Responsibilities**

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

### **16.303 Columbarium Policies and Procedures**

These policies and procedures are kept on the MDPC website and are available upon request.

## Section 17 – Worship Ministries

### 17.1 Worship Committee

The Worship Committee provides for worship services and programming to nurture the spiritual development of MDPC congregations including the sacraments of baptism and communion.

**17.101 Membership:** Up to three Worship elders and one Worship deacon.

**Staff:** Senior Pastor, Worship Director, Contemporary Worship Director, Traditional Worship Director, Generational Worship Director, Communications Director, Media Director, Worship Administrative Coordinator, other staff, pastors, directors, and lay persons as needed.

#### 17.102 Responsibilities

Meets as needed (or quarterly) to review and plan for worship services and correlating issues including worship spaces, decorations, concerts, and other issues according to Senior Pastor and/or Worship Director.

### 17.2 The Sacraments

#### 17.201 Baptisms

MDPC's Policies and Operations regarding baptism are in accordance with the ECO Constitution.

The Children's Ministries Administrative Coordinator or Intercultural Ministries Coordinator will 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.

Guidelines for Baptism at MDPC:

- i. Any member or actively involved family 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 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 cases rests with the pastoral staff and Session.

iii. Families desiring baptism for their children are encouraged to participate in the life of MDPC. If not in Houston, we strongly encourage you to find a local Christian community. Older children and adults desiring baptism are encouraged to also become a member at MDPC to be fully involved in the ministry and mission of the church.

### **17.202 Communion**

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

Those who are eligible to serve communion are active and resting elders, deacons and church members as approved by Session who have received training.

### **17.3 Sanctuary and Chapel Décor and Visual Enhancements**

The enhancement of worship space through décor, backdrops, appropriate floral arrangements and/or other accessories is the responsibility of the Worship Committee. Décor, backdrops, and/or other enhancements accessorizing the Sanctuary or Chapel must be approved and supervised by the Worship Committee.

Flowers in the Sanctuary and Chapel may be provided by private donations pre-approved by Worship Committee and received by the Worship Ministries Administrative Coordinator.

Décor, backdrops, appropriate floral arrangements, and/or other accessories shall be repurposed, reused, discarded or donated according to the discretion of the Worship Director and/or Senior Pastor.

## Section 18- Intercultural Ministries

MDPC's Intercultural Ministries includes the Spanish-language (Fuente MDPC) and Portuguese-language (BPC Brazilian Presbyterian Church) congregations. MDPC welcomes partnership opportunities with other non-English language worshipping communities.

### 18.1 Spanish Language Ministry

#### 18.101 Fuente MDPC Steering Committee:

**Membership:** Intercultural Ministries-Fuente Elder, Intercultural Ministries-Fuente Deacon, and lay leadership.

**Staff:** Spanish-language Pastor, Fuente Children's Leader, compare to org chart

#### 18.102 Responsibilities

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

### 18.2 Portuguese Language Ministry

#### 18.201 BPC Administrative Team:

**Membership:** Intercultural Ministries Deacon-BPC, Intercultural Ministries Elder- BPC and lay leadership.

**Staff:** Portuguese-language Pastor

#### 18.202 Responsibilities

Oversee and develop the Portuguese-language Ministry, coordinate its activities within the life of MDPC, and provide a link between the Portuguese Ministry and Session.

## Section 19 – Outreach and Evangelism Ministries

The Outreach Ministries department includes Local and Global Outreach, Database Administration, and Evangelism.

**Staff:** Outreach Director, Evangelism Pastor, Evangelism Ministries Coordinator, Local Outreach Director, Global Outreach Director, Database Administrator, Administrative and Database Coordinator.

### 19.1 Outreach Leadership 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. Annual training is held for Elders and at-large members once per year.

**19.101 Membership:** Outreach Director, Global Outreach Director, Local Outreach Director, five elders, Clerk Elect-elect, and Treasurer Elect-elect. Each elder is assigned to lead one of the subcommittees.

#### 19.102 Outreach Sub-Committees:

Comprised of the assigned Elder and At-large members who review partner applications and propose funding for non-profit partners. Sub-committee members are encouraged to rotate off their committees at intervals determined by each committee to allow for new participation and to help maintain objectivity in funding decisions.

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

### 19.2 Outreach Ministries Policies

#### 19.201 Criteria for Mission Partnership Funding

The funding amount for each year is determined by the Radical Generosity Calculation. See Finance Section on Outreach Allocation.

- a. Alignment with MDPC's vision.
- b. Commitment to partnership with MDPC and its members beyond funding, including strategic relationships.
- c. Visible needs 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. Funding requests in relation to other funding sources.

#### **19.202 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.

### **19.3 Evangelism Ministries Committee**

**19.301 Membership:** Evangelism Elder, New Member Elder, Welcoming Deacon, Visitor Experience Deacon, Alpha Deacon, 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.

**Staff:** Evangelism Pastor and Evangelism Ministries Coordinator.

#### **19.302 Responsibilities**

Develop and implement strategies of evangelism and hospitality, including a meaningful preparation process for new covenant partners. Connect new believers, visitors, and covenant partners with their next step of discipleship through various programs and activities.

## Section 20 – Relationships Ministries

Relationships Ministries include Men’s Ministry; Women’s Ministry; Wedding Ministry; REACH Ministries; and Sports Ministries.

### 20.1 Men’s Ministry Leadership Team

**20.101 Membership:** Men’s Ministry Elder; Men’s Ministry Deacon, and at-large members who serve for a one-year term and may be invited for additional one-year terms.

**Staff:** Relationships Pastor, Relationships Coordinator.

#### 20.102 Responsibilities

Equip men to follow Jesus through evangelism, discipleship, outreach and personal encouragement.

### 20.2 Women’s Ministry Leadership Team

**20.201 Membership:** Women’s Ministry Elder; and at-large members who serve for a one-year term and may be invited for additional one-year terms.

**Staff:** Relationships Pastor, Women’s Ministry Director, and Relationships Coordinator.

#### 20.202 Responsibilities

Equip women to follow Jesus through evangelism, discipleship, outreach and personal encouragement.

### 20.3 Weddings Ministry

An online guide, Wedding Information and Policies, is available on the MDPC website and is available upon request.

### 20.4 REACH Ministry

**20.401 Staff:** Relationships Pastor, REACH Coordinator, and two REACH Registrars.

#### 20.402 Responsibilities

Offer quality recreational, educational and sports activities and classes in Christian fellowship.

### **20.403 REACH Ministry Policies**

- a. With a goal of providing a safe and secure environment, REACH Ministry complies with MDPC's Child Protection Policy.
- b.
- a. Refer to the Policies and Procedures for REACH Instructor, REACH Instructor Contract, and the REACH Registration Form for more details. [LINK](#)
- b. A REACH scholarship may be awarded.

## **20.5 Sports Ministry**

**20.501 Staff:** Relationships Pastor, Sports Commissioner and REACH Coordinator.

### **20.502 Responsibilities**

Provide a place for children, youth, and adults of all skill levels to engage in sports in Christian fellowship.

## Section 21 – Food Services Ministry

### 21.1 Food Services Committee

**21.101 Membership:** Food Services Deacon and up to six at-large members serving for a one-year term that is renewable up to three years total.

**Staff:** Facilities Director, ECI Representative, Scheduling Director, and other staff as needed.

#### 21.102 Responsibilities

- a. Work in partnership with the Facilities Director and ECI Representative to ensure the effective functioning of the kitchen and all other food preparations and services.
- b. To establish and review the policies of the Food Services Ministry.
- c. Recruit, support and encourage volunteers in the ministry.
- d. Perform other appropriate tasks which may facilitate the work of the Food Services Ministry.
- e. Attend monthly meetings.

### 21.2 Food Services Policies

- c. As a service to the congregation and an outreach to the community, food may be offered for sale from the kitchen.
- d. Food and beverage services are provided by an independent catering services provider under contract with the church. The Facilities Director provides direction to the catering company and is responsible for the operation and maintenance of the kitchen facilities and equipment. Kitchen access is limited to those with a demonstrated need. Access privileges are assessed by the Facilities Director and assigned by the Security Director.
- e. All food services and catering events are reserved within the scheduling software.
- f. Volunteer support may be requested by the Kitchen Manager through the Food Services Deacon for large events. Volunteers must attend training sessions as scheduled by the Kitchen Manager.

## Section 22 – Miscellaneous Policies

### 22.1 Firearm Policy

Except for designated safety officers who have a license to carry, with certified firearm training, including off-duty police, MDPC prohibits the carrying and possession of handguns on the church campus.



### 22.2 Personal Information and Privacy Policy

Each officer, employee, or volunteer shall exercise care not to disclose confidential information, proprietary, or personal information acquired in connection with such status or information, the disclosure of which might be averse to the interests of MDPC, its employees, or congregants. Furthermore, an officer, employee, or volunteer shall not disclose or use information relating to the business of MDPC for the personal profit or advantage of the officer or employee or a family member of same. This policy is outlined in its entirety in the Employee & Volunteer Non-Disclosure Agreement, which each employee must read, sign, and return to the Human Resources Director.