



DAVIE STREET PRESBYTERIAN CHURCH
ORGANIZATIONAL, POLICIES, AND BYLAWS MANUAL

Vision Statement: *We open our doors to all God's people by:*
**Demonstrating the love of God*
** Growing Spiritually*
** Serving the Community*

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Davie Street Presbyterian Church
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SECTION I INTRODUCTION

Purpose:

The Manual of Operations of Davie Street Presbyterian Church of Raleigh, NC, Inc., adopted by the session, defines the policies and procedures of the church. These are adopted to provide for the orderly operation of the mission of the Church.

Mission Statement

Spiritually Invite, Inspire, Teach, and Serve

Book of Order

This Manual of Operations exists under the authority of the Constitution of the Presbyterian Church (USA). References to the Book of Order follow the document's indexing system. The letters in the prefix of references stand for the following:

F-- Foundations of Presbyterian Polity

G-- Form of Government

W-- Directory for Worship

D-- Rules of Discipline

SECTION II ORDERED MINISTRIES

Session

A council for the congregation, the Session is composed of active ruling elders, who serve together with all installed pastors and associate pastors. The pastor serves as the moderator of Session, and the Session does not meet without the pastor or an assigned moderator. The Session is responsible for, and empowered to “a) provide that the Word of God may be truly preached and heard, ...b) provide that the Sacraments may be rightly administered and received, ... and c) nurture the covenant community of disciples of Christ” (G- 3.0201).

The Session authorizes Baptisms of both infants and unbaptized adults (G- 3.0201b). Programs in preparation for both types of Baptisms are provided by the pastor. Celebration of the Lord’s Supper occurs on the 1st Sunday of each month, the Sunday closest to Easter, and the Sunday closest to Christmas if it does not fall on the actual day. Special additional celebrations of the Lord’s Supper are occasionally authorized by the Session as well.

Regarding corporate and financial responsibilities, the Session obtains property and liability insurance coverage for church facilities, programs, staff, and elected and appointed officers (G-3.0112). The Session is responsible also for preparing and adopting a budget for the church, and for ensuring that there is a full financial review of all financial books and records yearly by either a committee of members with appropriate accounting expertise, or by a public accountant (G- 3.0113). “Those in charge of various congregational funds shall report at least annually to the Session and more often as requested” (G-3.0205).

The Session ensures that Davie Street is fully participating in the life of the whole church through work in other councils of the church, such as the Presbytery of New Hope (G-3.0202). The Session selects two (2) commissioners to the presbytery from ruling elders in the congregation each year, and receives reports from those commissioners regarding presbytery actions. The Session is responsible for ensuring that “...guidance and communication of presbytery, synod, and General Assembly are considered, and that any binding actions are observed and carried out...” (G-3.0202c). The Session remains responsible as well for submitting to both the Presbytery of New Hope and the General Assembly requested statistical and other information, as well as financial support for the mission of the larger church.

The Session of Davie Street Presbyterian meets for its regularly stated meeting on the fourth Tuesday of each month, starting at 7 p.m. and as called.

Elders

As there were in Old Testament times elders for the government of the people, so the New Testament church provided persons with particular gifts to share in discernment of God’s Spirit and governance of God’s people. Accordingly, congregations should elect persons of wisdom and maturity of faith, having demonstrated skills in leadership and being compassionate in spirit. Ruling elders are so named not because they “lord it over” the congregation (Matt. 20:25), but because they are chosen by the congregation to discern and measure its fidelity to the Word of God, and to strengthen and nurture its faith and life. Ruling elders, together with ministers of the Word and Sacrament, exercise leadership, government, spiritual discernment, and discipline and have responsibilities for the life of a congregation as well as the whole church, including ecumenical relationships. When elected by the congregation, they

shall serve faithfully as members of the session. When elected as commissioners to higher councils, ruling elders participate and vote with the same authority as ministers of the Word and Sacrament, and they are eligible for any office (G-3.0201).

Here at Davie Street, the office of Elder is one of great importance to the life and health of our congregation. In addition to the above, Elders are responsible to:

1. Serve as moderator, co-moderator or liaison to a church committee. Our current standing committees are; Personnel, Church Anniversary/Homecoming, and Church Nominating committees. Ruling elders also serve on ad hoc committees of the Session as called. In addition, ruling elders may serve on one of the church's ministry teams (Worship, Finance, Technology, Outreach, Floral, Fundraising or Christian Education).
2. Serve as Liturgist with the Pastor in the pulpit on an assigned month and as called.
3. Serve Communion every first Sunday to the Congregation and also serve homebound persons with the Pastor and elected class four (4) times a year. Communion is also served the Sunday closest to Easter (if not Easter) and Christmas (if not Christmas day).
4. Attend all Session Meetings. Our Session meets on the Fourth Tuesday of every month at 7 p.m. and as called.
5. Serve as Church representatives to our presbytery meetings. The Presbytery of New Hope meets three (3) times a year and as called.
6. Be an active participant in the life and worship of Davie Street Presbyterian Church.

Deacons

The ministry of deacon as set forth in Scripture is one of compassion, witness, and service, sharing in the redeeming love of Jesus Christ for the poor, the hungry, the sick, the lost, the friendless, the oppressed, those burdened by unjust policies or structures, or anyone in distress. Persons of spiritual character, honest repute, exemplary lives, brotherly and sisterly love, sincere compassion, and sound judgment should be chosen for this ministry (G-2.0201).

Deacons may be individually commissioned or organized as a board of deacons (G-2.0202). In either case, their ministry is under the supervision and authority of the session. Deacons

may also be given special assignments in the congregation, such as caring for members in need, handling educational tasks, cultivating liberality in giving, collecting and disbursing monies to specific persons or causes, or overseeing the buildings and property of the congregation. Deacons shall assume other duties as may be delegated to them by the session, including assisting with the Lord's Supper. (W-3.0414).

Here at Davie Street, the office of Deacon is one of great service to the congregation as well as the community. In addition to the above, Deacons have the following responsibilities:

1. To regularly visit and communicate with sick and shut-in members. Members may also receive greeting cards or telephone calls from members of the Deacon Board.
2. To attend all meetings. The Deacons meet at least quarterly per year and as called.
3. To assist church members during periods of extended illness or bereavement.
4. To administer to the needs of the less fortunate throughout the year with a special emphasis during holidays, natural disasters, or other community emergencies.
5. To prepare Communion on a monthly basis through a class rotation schedule. In addition to Communion preparation, a member of the Deacon board will be available to help serve Communion to the sick and shut-in members when requested by the session.
6. To provide water in the pulpit for the minister and/or pulpit guests each Sunday.
7. To assume other duties as may be delegated from time to time by the Session.

Trustees

Where permitted by civil law, each congregation shall cause a corporation to be formed and maintained. If incorporation is not permitted, individual trustees shall be elected by the congregation. Any such individual trustees shall be elected from the congregation's members in the same manner as those elected to the ordered ministries of deacon and ruling elder. Terms of service shall be governed by the provisions of G-2.0404.

The corporation so formed, or the individual trustees, shall have the following powers: to receive, hold, encumber, manage, and transfer property, real or personal, for the congregation, provided that in buying, selling, and mortgaging real property, the trustees shall act only after the approval of the congregation, granted in a duly constituted meeting; to accept and execute deeds of title to such property; to hold and defend title to such property; to manage any permanent special funds for the furtherance of the purposes of the congregation, all subject to the authority of the session and under the provisions of the Constitution of the Presbyterian Church (U.S.A.). The powers and duties of the trustees shall not infringe upon the powers and duties of the session or the board of deacons.

Where permitted by civil law, each presbytery, synod, and the General Assembly shall cause a corporation to be formed and maintained and shall determine a method to constitute the board of trustees by its own rule. The corporation so formed, or individual trustees, shall have the following powers: to receive, hold, encumber, manage, and transfer property, real or personal, for and at the direction of the council.

Here at Davie Street, the Trustees Board is an integral part of the financial and property aspects

of the church. In addition to the above, the Trustees are responsible for the following:

1. The financial matters of the church. The Trustees review the Financial Reports from the Church Treasurer and Financial Secretary in which receiving, recording, and maintenance of funds are completed. In addition, the Trustees are also responsible for assisting the Church Treasurer in counting and recording the funds from our worship services each Sunday.
2. Maintenance and upkeep of the church and other property. This is done in the following sub-committees; Building and Grounds, Parking, and Transportation. The Trustees are responsible for the security of the church building with ADT, our current alarm system vendor as church contacts in the event of an alarm activation.
3. Attend all Trustee meetings. Our Trustees meet on the fourth Monday of every month at 7 pm and as called.

Section III

Organization for Mission

The congregation will organize where practical and desirable to work through ministry teams. Each ministry team shall strive to be comprised of at least 5-7 members. Members of the congregation will be encouraged to join and work within the ministry team or teams where their talents and interests take them. Ministry teams shall be led by one or more non-session members, but each team will have one or more session members as its liaison, who will keep the session informed of the ministry's work.

Ministry Team Descriptions

Worship Ministry Team

- Regular 11:00 a.m. Worship Service
- Special Worship Services
- (Advent, Christmas, Lent, Easter, Pentecost, Funerals, Weddings, Confirmation)
- Mid-Week Prayer Services
- Music in coordination with pastor and musician
- Holy Communion (in coordination with Deacons)
- Spiritual Formation (in coordination with Education and Equipping, Ordination and Installation of Officers)

Comprised of members to include the Director of Music and a member of the church choirs. The team plans, coordinates, oversees, and sets the direction of worship with the coordination and collaboration with the pastor or person acting on behalf of the pastor and musician. The team coordinates and facilitates the various entities involved in worship to include liturgist, musician (s), acolytes, guest ministers or speakers, and coordinates ecumenical worship with other congregations.

Education and Preparation Ministry Team

- Children's Sunday School
- Youth Sunday School
- Adult Sunday School
- Small Group Conversations
- Vacation Bible School
- Officer Training
- New Member Training
- Book Studies
- Children and Youth Education and Recreational Activities
- Sunday School or Alternative Christian Education Model

Comprised of members who are dedicated to planning, coordinating, and delivering a ministry that attends to the Christian Education needs of children, youth, single adults, couples, and seniors. The team will be responsible for establishing curricula, working out logistics, and ensuring the church provides quality educational and spiritual development for all ages. Part of the mission will include identifying learning opportunities such as workshops, symposiums, and conferences sponsored by the presbytery or other agencies that will supplement opportunities offered by the church. Explore the possibility of an intern (where applicable) to ensure that the goals set by the ministry team are being achieved in a systematic and efficient manner. Explore new and innovative methods of delivering educational opportunities for new members, confirmation classes, Sunday School, VBS, and officer training, including Presbyterian Church polity and Davie Street Church Organizational, Policies, and Bylaws Manual. Explore and organize recreational/educational outings for all age groups.

Mission and Outreach Ministry Team

- Community Outreach
- Food Pantry or other in-house ministry
- Mission Initiatives (local, national, and international Matthew 25)
- Presbyterian Engagement
- Partnerships with other Congregations, non-profits, and other entities
- Social and Political Action (justice, voting, census, etc.)

Comprised of members who have a heart for people and their well-being. The objectives of this team are to coordinate the church's mission and outreach efforts which begin with a deep and abiding belief in the value of all humankind. Discerning how God is calling Davie Street Presbyterian Church to go forth in the world to join in the work that God is already doing. The purpose of this team is not to attract members to the church but to proclaim the gospel of Jesus Christ through modeling the work of Jesus Christ as it relates to the least of these. Coordinate the delivery of services and the interaction of members with the community. Coordinates activities and experiences to engage members in missional and evangelical development and awareness.

Congregational and Community Care Ministry Team

- Bereavement/Flower Committee
- Sick and shut-in visitation (under the direction of the Deacon Board)
- Calling Tree (in coordination with Secretary & Media and Technology Ministry Team)
- Congregational/Community Meals (in coordination with Mission & Outreach)

Comprised of members to include representatives from the Deacon Board, Presbyterian women, and the Men's Council, the Congregational and Community Care Ministry Team focuses on the well-being and support of members who are facing life challenges, and where appropriate, advising the members of illness and/or death of members and family members. The team will plan and coordinate with the Deacons visitation to homes, hospitals, assisted living communities, nursing homes, and rehabilitation centers, and wherever there is a need for support. Under the Deacon Board's guidance, the team will coordinate with and support the Deacon Board to ensure that every member is assigned a deacon who is willing and able to be in touch with the individual or family at a minimum of once each month, preferably more often. Where there is a need beyond visitation and additional services are required, the liaison will bring the matter(s) to the attention of the session and the Pastor, so that referrals or emergency assistance may be provided. The team may enlist members and non-members to send cards and other correspondence to individuals and families in the case of accident, death, or other casualties. These should be recorded and reported to the Deacon Board. There may be instances where there is a community concern that impacts the Davie Street family adversely and the team may coordinate services/programs to address such concerns in coordination with the Deacon Board and the pastor.

Technology Ministry Team

- Website
- Live Streaming
- FACEBOOK
- YouTube
- Apps
- Blogs
- Podcasts
- Instagram
- Church Newsletter
- Twitter
- Webinars
- Online Giving
- Marketing and Public Presence (Logo Signages etc.)

Comprised of members who will coordinate the church's media ministry which is the primary method of sharing information about the mission and ministry of Davie Street Presbyterian Church through social media and other platforms. Initially, the team will need to do a comprehensive assessment of all existing media resources, including the website, streaming, and FACEBOOK. After the assessment, the team will determine how best to deploy the various technological innovations which we currently have as well as new ones. The team will coordinate with all who are interested in learning how to use social media for delivering media services. The team will develop a coordinated and concise message that will inform and inspire members and visitors to hear and live the gospel of Jesus Christ.

Floral Ministry Team

Comprised of members who are interested in providing flowers/floral arrangements in the sanctuary for Sunday morning worship service. In conjunction with the Deacons, distribute the flowers/floral arrangements to members of the congregation or the community.

Resource Development Ministry Team

- Capital Campaign
- Fundraisers
- Every Member Canvas
- Estate Giving
- Grant Writing

Ad Hoc Committee (s)

History and archives Ministry Team

- Photographs
- Written History
- Artifacts
- Audio/video recordings
- Signage/Posters

Comprised of members who will curate printed materials, photographs and other materials and artifacts that trace the church's history and community involvement. Determine how and where to store information, and how to share the information with members and others. Determine how to record and store and display current church records, artifacts, newsletters,

SECTION IV MEMBERSHIP AND CHURCH NOMINATING PROCESS

Membership at Davie Street Presbyterian Church

There are responsibilities and privileges associated with membership in this body of Christ, Davie Street Presbyterian Church, as is true with other such bodies. All members of the body are important and needed as all are called to contribute to the overall well-being and success of the body. Faithful membership in Davie Street involves members' responsible involvement in the ministry of Christ's Church. That involvement includes the following responsibilities as outlined in [G-1.0304] of the *Book of Order*:

- proclaiming the good news in word and deed,
- taking part in the common life and worship of a congregation,
- lifting one another up in prayer, mutual concern, and active support,
- studying Scripture and the issues of Christian faith and life,
- supporting the ministry of the church through the giving of money, time, and talents,
- demonstrating a new quality of life within and through the church,
- responding to God's activity in the world through service to others,
- living responsibly in the personal, family, vocational, political, cultural, and social relationships of life,
- working in the world for peace, justice, freedom, and human fulfillment,
- participating in the governing responsibilities of the Church, and
- reviewing and evaluating regularly the integrity of one's membership, and considering ways in which one's participation in the worship and service of the church may be increased and made more meaningful.

Categories of Membership in Davie Street Presbyterian Church

Consistent with the PCUSA Book of Order, we recognize the following three categories of membership:

Baptized Member [G-1.0401]

"...a person who has received the Sacrament of Baptism, whether in this congregation or elsewhere, and who has been enrolled as a baptized member by the session but who has not made a profession of faith in Jesus Christ as Lord and Savior. Such baptized members receive the pastoral care and instruction of the church, and may participate in the Sacrament of the Lord's Supper."

Active Member [G-1.0402]

"...a person who has made a profession of faith in Christ, has been baptized, has been received into membership of the church, has voluntarily submitted to the government of this church, and participates in the church's work and worship. In addition, active members participate in the governance of the church and may be elected to ordered ministry (see G-2.0102). Active members shall regularly, after prayerful consideration recommit themselves to the disciplines and responsibilities of membership outlined in G-1.0304. The session shall have responsibility for preparing those who would become active members of the congregation."

Affiliate Member (G-1.0403)

“...a member of another congregation of this denomination or of another denomination or Christian body, who has temporarily moved from the community where the congregation of membership is situated, has presented a certificate of good standing from the appropriate council or governing body of that congregation, and has been received by the session as an affiliate member. An affiliate member may participate in the life of the congregation in the same manner as an active member except that an affiliate member may not vote in congregational meetings or be elected to ordered ministry or other office in the congregation.”

Entry into Membership

Davie Street welcomes all persons who profess their faith in the triune God. Persons wishing to become active members of Davie Street may do so in either of the following three ways as applicable to them:

- a. Public profession of faith, made after careful examination by the session in the meaning and responsibilities of membership; if not already baptized, the person making profession of faith shall be baptized;
- b. Certificate of transfer, when a person is a member of another Christian church at the time of transfer;
- c. Reaffirmation of faith, for persons previously baptized in the name of the triune God and having publicly professed their faith” [G-1.0303].

Persons wishing to join Davie Street can either come forward during the Invitational Hymn or ask to meet with the Session. Once the person wishing membership in Davie Street has met, been examined, and approved by the Session for membership one of the three conditions for membership entry cited above, he or she will receive the Right Hand of Fellowship during a regular Sunday worship service. After this, the person(s) will participate and complete a series of New Member classes. These classes consist of learning about Davie Street, what it means to be a Presbyterian, and what it means to be a disciple of Jesus Christ.

The membership process is designed to prepare new members with the information and support needed to carry out the ministry of members (G-1.0304). Modifications to the process occur periodically in response to reviews conducted by Session, consistent with Session’s “...responsibility for preparing those who would become active members of the congregation” [G1.0402].

Membership Roll

The membership rolls (baptized, active, affiliate) of Davie Street Presbyterian Church are maintained by the Clerk of Session on behalf of the Session and utilized in determining church membership status when needed (G-3.0204).

The Session will delete names from the active roll of the congregation upon notification of that member's death, admission to membership in another congregation or presbytery, or renunciation of jurisdiction. The Session will delete names from the active roll of Davie Street when the member so requests, or when the member moves or otherwise ceases to participate actively in the work of the congregation for a period of one year. Members who do not actively participate in church ministries and/or contribute financially to the church's budget for a period of one year will not be considered "members in good standing", and thus will not be eligible for member rates for church facility rentals, etc. Members on the church's sick and shut-in list are EXEMPT from this requirement for maintaining membership in good standing.

The Session will seek to restore members to active participation before deleting the name of the member from the roll. A minimum of two attempts will be made by the designated Session member to contact the inactive member, using the address or other contact information available in church records, before written notification is sent to the member informing them of roll removal.

Church Officers - Responsibilities and Training

Elected officers of Davie Street Presbyterian Church are Elder, Deacon, and Trustee. Elections for each office are held annually during the Fall Congregational meeting held the fourth Sunday of October. Officers are elected to a three-year term and can be renominated for a second three-year term for a total of six years. After the two consecutive terms totalling six years, the person has to rotate off and are ineligible to be elected again for one year. If a vacancy occurs, the Church Nominating Committee will seek a nomination and bring that person's name before the members at a Congregational meeting and hold an election to fill the vacancy. ALL active members of the congregation are eligible for election to any office. There are no restrictions related to spouses or other related individuals serving on the same elected body at the same time or age, as long as other requirements are met. As per F-1.0403, Davie Street is committed to ensuring that the diversity represented in its membership is reflected in the church's decision-making processes, as well as in the church's employment processes.

The Session reviews the implementation of its commitment to ensuring the diversity of congregational representation in decision-making as part of its charge to the Nominating Committee each year, as well as in its yearly review of the report of officer nominees received from that group (G-3.0103).

Nominating Committee

The Nominating Committee is elected each year during the congregation's annual Winter Congregational meeting the fourth Sunday of January. electoral. This committee is responsible for preparing the slate of officers brought to the congregation at its annual Fall Congregational meeting the fourth Sunday in October per the guidelines for these officers and the accompanying process found in the denomination's *Book of Order*. The Nominating Committee's membership must be representative of the membership of Davie Street, and in the conduct of its responsibilities is charged to ensure that the slate presented expresses the diversity of the church's membership. The Nominating Committee is made up of the following representatives from the congregation:

- Two elders designated by the Session, one of whom is currently on the Session and who will serve as committee co-chairpersons
- At least one member from the Deacon Board as designated by that body
- Five members from and elected by the congregation who are not active members either of the Session or Deacon Board
- The Pastor is an ex-officio member of the committee without vote (G-2.0401).

No individual committee member shall serve on the committee for more than **three** consecutive years, without at least one year of non-service on the Nominating Committee.

Once the Church Nominating Committee is elected, the members will undergo a series of two training sessions that will occur in late spring or early summer. They will be trained in the following - Biblical Leadership examples, Book of Order references to officers' duties and responsibilities, and composing a process timeline from the day of training until the Fall Congregational meeting.

Officer Election Process/Annual Fall Congregation Meeting

The annual congregational meeting of Davie Street Presbyterian Church occurs ordinarily in October of each year. At this meeting, congregation members receive the slate of officers for the following year from the Nominating Committee, although additional items may be considered as well when appropriate. Additional nominations may be received from the floor when offered by any active member of the congregation. For the conduct of business at this or other meetings of the congregation, a quorum must be established. The quorum required for the conduct of business at this and all other meetings of the Davie Street congregation is the moderator, the secretary, and one third of the worshipping congregation on the day of the meeting (G-1.0501).

If there are no nominations from the floor for the class of officers presented on the written slate presented, the Moderator can proceed with the election of persons on the slate. However, when nominations are made from the floor, the election will be held using written ballots.

Officer Training

The Session of Davie Street Presbyterian Church is responsible for providing officer training for newly elected Elders, Deacons, and Trustees according to G-2.0402. Officer training is an important precursor to effective service, and thus is an essential requirement for active service. The Session shall provide studies in doctrine, government, duties of the ministry, and discipline contained in the Constitution of the church, to the officer-elect following each election by the Congregation. The officer-elect shall stand for examination by the Session on personal faith, doctrine, discipline contained in the Constitution of the church, and the duties of the ministry to which they are elected before they shall be ordained or installed to office.

No individual elected by the congregation whether for the first time or reelected to a second term, will be able to serve actively on the elected board until the completion of the officer preparation process, including examination by the Session (G-2.0104b).

Newly elected officers will be notified of the Officer Training class dates and times in a timely manner after their election. Classes will be scheduled to allow completion of training prior to January of the following year when newly elected officers are to begin their term of office the first Sunday of the new year.

Davie Street Presbyterian Church

Child Protection Policy

Policy Statement and Purpose

The members of Davie Street Presbyterian Church (DSPC) are committed to providing children a safe, secure environment for their physical, emotional and spiritual nurture while participating in our church programs.

The Child Protection Policy has been created to prohibit sexual misconduct by staff and volunteers, and to help minimize the risk of abuse and false allegations of abuse. This policy describes standards of conduct and procedures designed for the protection of children who interact with Davie Street Presbyterian Church. Careful adherence to these standards also protects staff and volunteers.

For the purpose of this policy, “child” or “children” shall refer to a person any age from birth through eighteen (18) years old or any person of any age who is legally unable to consent to sexual interaction. The policy is in effect anytime while on church property or at any church sponsored activity, including transportation to and from such activity.

The Child Protection Policy applies to ALL employees and volunteers of Davie Street Presbyterian Church.

What is Sexual Misconduct?

Sexual misconduct is the sexual exploitation of a child, Sexual exploitation of a child includes, but is not limited to, intentional actual or attempted touching or viewing of a child’s body, and in particular a child’s intimate body parts, for reasons other than ordinary care or comfort; intentional and inappropriate exhibition to a child of an adults’ body and in particular intimate body parts; discussions with children about sexual matters or intimate boy parts for reasons other than teaching or other appropriate reasons for the child’s benefit; or any contact or interaction between a child and an adult in which the child is being used for the sexual stimulation of an adult person or persons. Any of the above behaviors by an adult is always considered forced, whether or not the child has consented.

Sexual exploitation of a child may include: sexually oriented jokes or humor; sexually demeaning comments; verbal suggestions of sexual involvement or sexual activity; questions or comments about sexual behavior; unwelcome or inappropriate physical contact; inappropriately intimate comments, whether degrading or complimentary, about an individual’s physical appearance; express or implied sexual advances or propositions; inappropriate revelations of one’s own sexual behavior or desires; display of sexually suggestive objects or pictures; or repeated requests for social engagements after an individual refuses.

Standards of Conduct

- Paid and volunteer adults and youth helpers shall not engage in acts of sexual misconduct

Sexual misconduct breaches Christian ethical principles by misusing a trust relationship, and is never permissible.

- Common expression of affection (hugs), affirmation (pats on the back), support (prayer), or physical caretaking (diapers, etc.) are appropriate in this community of caring Christians. Care must be taken that physical expressions of affection are not excessive or unwelcomed. Extreme care should be taken when adults engage in physical expressions of affection toward teens. Ordinarily, such expressions shall occur only when other adults are also present.
- Two or more church teachers, youth advisors, and childcare providers will work together whenever possible. Adults may work alone in a room with an individual non-family member child only if there is another adult in the building AND there is visual access (e.g. door with unobstructed window, open door). If no other adult is present in the building, then the activity or meeting must be changed to a time when other adults will be present, or take place in a public location.
- Children and youth should be transported in groups. An unaccompanied adult should not drive a single child in a church-sponsored activity without written permission from the child's parent or guardian.
- Adults communicating through email or social media with children must exercise care to communicate in a friendly, but not intimate manner. If it is important to engage in a personal conversation with a child by e-mail or on social media, a second adult generally should be copied.

Adults and youth helpers should generally refrain from allowing children access to their personal social media accounts. Paid and volunteer adult and youth helpers who opt to communicate with children through social media must be mindful of their posts, photos, comments, and all forms of communication they or other individuals may place on the social media account.

Implementation of Policy

- The Pastor(s), elders, and the personnel committee will ensure that employees, volunteers and the congregation at large are aware of and educated with regard to the Policy. The Policy will be presented in New Members' Classes, posted in the church, and on the church website. A printed copy shall be available upon request.
- Prospective employees and volunteers will be subject to a criminal records and reference checks before they begin working for the church.
- All employees and volunteers who interact with children or youth will sign a statement of receipt of the policy, agreement with it, and affirmation that they have never resigned or been terminated from a position for reasons related to sexual misconduct.
- Volunteer workers will be affiliated with the congregation for at least six months before becoming involved in a program with children or youth. The Church reserves full discretion to determine when and if a volunteer or employee may work with its children.

- Training on the issue and prevention of sexual misconduct will be presented for supervisory employees and those who work with children or youth.
- This policy will be communicated to and reaffirmed annually by volunteers and employees who work with children.

Reporting Policy Violations

Any person witnessing or informed of or suspecting an incident of sexual misconduct should immediately report this to the staff person supervising the activity and to one of the following: Pastor(s), elder(s), or clerk of session. Reports of possible sexual misconduct involving children associated with the church should be made regardless of whether the sexual misconduct is believed to have occurred in connection with a church activity.

The person reported to shall alert the congregation's personal committee who then shall take necessary actions to investigate the incident. The pastor(s), Session members and other church officers shall be advised about the incident. Any incident shall be investigated and taken seriously. Appropriate incidents will be reported promptly to legal authorities according to North Carolina statute-state law. If necessary, the next higher governing body of the church may be notified. All persons involved with the report or investigation shall keep the information in confidence. The congregation will be informed of any founded complaints.

Sexual misconduct shall be grounds for dismissal of an employee and removal from an elected or appointed position.

Appendix A

If you suspect a child is being abused or neglected, contact Wake County Human Services (<http://www.wakegov.com/humanservices/Pages/default.aspx>)

Mandatory Reporting

North Carolina law makes it illegal to not report child abuse. If you have reason to suspect that a child is abused, neglected or dependent, or died as the result of maltreatment, you must report it to North Carolina's child protection agency, or the Director of the Department of Social Services in the county where the juvenile resides.

Sexual Abuse

Sexual abuse can come in many forms. North Carolina's child abuse law specifically mentions rape, unlawful sale, surrender, or purchase of a minor, incest, preparation of obscene photographs, disseminating obscene material to the juvenile, sexual exploitation of the juvenile, promoting prostitution, and taking "indecent liberties" with the juvenile.

Code Section	7B-101, et seq.
What Constitutes Abuse	Inflicts or allows to be inflicted or creates a substantial risk of injury other than by accidental means or commits, permits, or encourages any type of sexual abuse or creates or allows serious emotional damage to juvenile or does not provide proper care or necessary medical care or abandons child uses inappropriate devices or procedures to modify behavior or encourages, directs, or approves of delinquent acts involving moral turpitude
Mandatory Reporting Required By	Any person or institution
Basis of Report of Abuse/neglect	Cause to suspect that juvenile is abused, neglected, or dependent, or has died as the result of maltreatment
To Whom Reported	Director of Department of Social Services in county where juvenile resides
Penalty for Failure to Report or False Reporting	<p>NCGS 7B-301(b) states that Any person or institution who knowingly or wantonly fails to report the case of a juvenile as required by subsection (a) of this section, or who knowingly or wantonly prevents another person from making a report as required by subsection (a) of this section, is guilty of a Class 1 misdemeanor. This law came into effect in October 2013.</p> <p>In Reporting Child Abuse and Neglect in North Carolina, Janet Mason succinctly defines both “knowingly” and “wantonly.” According to Mason, a person acts “knowingly” if they “know what he or she is about to do and, with that knowledge, proceeds to act.” A person acts “wantonly” if they act “with conscious and intentional disregard of an indifference to the rights and safety of others.” Courts have said that “wantonly” basically means “willfully.”</p>

Davie Street Presbyterian Church
Congregational Rules Agreement Paper

I. Relationship to the Presbyterian Church (U.S.A.)

The Davie Street Presbyterian Church is a congregation of the Presbytery of New Hope in the Synod of Mid-Atlantic of the Presbyterian Church (U.S.A.)

II. Governance of the Congregation (G-1.0103)

The Congregation shall be governed by the Constitution of the Presbyterian Church (USA) which consist of two parts: (1) *The Book of Confessions* and (2) *The Book of Order*. *Roberts Rules of Order (Newly Revised)* shall be used for parliamentary guidance, except when it is contradiction to the Constitution.

III. Meetings of the Congregation

There shall be two meetings of the Congregation. The winter meeting will be held on the fourth Sunday in January. At this meeting, the following business will be transacted:

1. Annual reports of the preceding year of church organizations
2. Election of Church Homecoming/Anniversary Committee and Church Nominating Committees.
3. Corporation meeting for the financial report of the previous year.

The second meeting of the Congregation will be held on the fourth Sunday in October. At this meeting the following business will be transacted:

1. Annual projections of the coming year by church organizations
2. Election of Ruling Elders, Deacons, and Trustees.
3. Corporation meeting to present next year's proposed church budget

IV. Notice of Meetings (G-1.0502)

Proper notice for Congregational meetings shall be announced on 2 consecutive Sundays prior to the meeting.

V. Quorum for the Meeting (G-1.0501)

The quorum for a Congregational Meeting shall be 30% of the active membership of the congregation present. No proxy voting is allowed.

VI. Moderator and Secretary of the Meeting (G-1.0504; 1.0505)

The Moderator of the Congregational Meeting shall be the Installed Pastor or the Teaching Elder so designated by the Presbytery. The Secretary of the Congregational Meeting shall ordinarily be the Clerk of Session. If the Clerk is not able to serve, the Congregation shall elect a Secretary for the particular meeting.

VII. Minutes of the Meeting

Minutes of the Congregational Meeting shall be approved by the Congregation at its next Stated Meeting.

VIII. The Session (G-1.0503a; 2.0401)

There shall be nine elders divided into three equal classes, one class of whom shall be elected each year at the fall congregational meeting for a three year term. No elder shall serve on the session for a consecutive term, either full or partial, aggregating more than six years; but shall ineligible to be elected to a new term until one year shall have elapsed.

IX. The Deacons (G-2.0202; 2.0401)

There shall be nine deacons divided into three classes, one class of whom shall be elected each year at the annual meeting for a three-year term. No deacon shall serve on the board of deacons for consecutive terms, either full or partial, aggregating more than six years; but shall be ineligible to be elected to a new term until one year shall have elapsed.

X. The Trustees

There shall be nine trustees divided into three equal classes, one class of whom shall be elected each year at the annual meeting for a three-year term. No trustee shall serve on the board of trustees for consecutive terms, either full or partial, aggregating more than six years; but shall be ineligible to be elected to an new term until one year shall have elapse.

XI. The Nominating Committee (G-2.0401)

The Church Nominating committee shall be elected by the congregation annually at the Winter meeting. Members of the Church Nominating Committee should be from the active-member roll. The congregation shall elect five members to the nominating committee, none of whom may be in active service on the session or active service on the Board of Deacons. At least two members shall be ruling elders designated by the session, one of whom shall be currently on the session and serve as moderator of the committee. At least one member shall be designated by and from the Board of Deacons. No member of the committee shall serve more than three years consecutively.

XII. Amendments to the Congregational Rules

These Rules may be amended by a two-thirds vote of the members present and voting, providing that the proposed changes shall have been distributed at the same time as the call of the meeting at which the changes are voted upon.

Davie Street Presbyterian Church

Funeral Policies

Introduction

The resurrection of Jesus Christ is a central doctrine of the Christian faith and shapes our attitudes and responses to the event of death. Death brings loss, sorrow, and grief to all. In the face of death we affirm with tears and joy the hope of the gospel. We do not bear bereavement in isolation but are sustained by the power of the Spirit and the community of faith. The church offers a ministry of love and hope to all who grieve.

Arrangements

Because it is difficult under emotional stress to plan wisely, church members are encouraged to discuss and plan in advance the arrangements which will be necessary at the time of death. A family or individual does well to make arrangements with a funeral director prior to the need for the director's services. The pastor is available for consultation and support at the time of these arrangements. A family or individual may also meet with the pastor to establish preliminary plans for the funeral or memorial service. All plans should provide for arrangements which are simple, which bear witness to resurrection hope, and in which the Christian community is central. Our Christian faith supports burial, cremation, or donation of the body of the deceased for medical purposes.

Funeral or Memorial Service

The Christian funeral service (with remains present) or memorial service (without the remains present) is a service of worship. The service ordinarily should be held in the church sanctuary in order to join this service to the church's continuing life and witness to the resurrection. This service may be observed on any day. The service shall be under the direction of the pastor. Others may be invited to participate as leaders in the service at the request of the family and at the discretion of the pastor. The pastor will ordinarily meet with the family of the deceased prior to the funeral to speak together of the life of the deceased, to discuss plans for the service, and to pray.

The funeral liturgy seeks to meet the stark fact of death head-on while giving an undaunted witness to resurrection. The scripture, hymns (if desired by the family), and other service elements will affirm God's power over death, our belief in the resurrection to life everlasting, and the assurance of the communion of the saints. Aspects of the life of the one who has died may be recalled, as appropriate.

This service may be observed before or after the committal of the body. In order that attention in the service be directed to God, when a casket is present it ordinarily is closed.

Committal

Members and friends of the family of the one who has died should gather at the graveside or crematorium for a service of farewell, which is to be conducted with simplicity, dignity, and brevity. The service includes readings from Scripture, prayers, words of committal, and a blessing, reflecting the reality of death, entrusting the one who has died to the care of God, and bearing witness to faith in the resurrection from the dead.

Reception Following Services

The Fellowship Hall of the church is available for a reception following the funeral, memorial service, or graveside committal. It is ordinarily at such a reception, when everything else has been tended to and all public services have been completed, that the family can take its first steps toward recovery.

All Are Welcome

Pastoral care and use of the sanctuary shall be made available to all, regardless of church affiliation or lack thereof.

Fees

If the deceased is a non-member the funeral directors will pay \$250.00 to the church for the use of the sanctuary and an additional 20% for custodial services. **Fees are due and payable with the Application for Use of Facility Form.** If you need a musician for your services, you are responsible for contacting our church organist. **There is an additional fee for use of the organist services which is due and payable on the day of the funeral.**

Memorials

Memorial gifts in the name of the deceased will be gratefully received by the church. Gifts received will be acknowledged to both the donor and the family of the deceased to Davie Street Presbyterian Church.

DAVIE STREET PRESBYTERIAN CHURCH

A SESSION MANUAL OF ADMINISTRATIVE OPERATIONS



Composition of Session (G1.0503a; 2.0404)

By Congregational action, the Session is ordinarily composed of the Teaching Elder(s) and 9 Ruling Elders. Ruling Elders are elected to a 3 year term. A Ruling elder may serve an aggregate of six year before being required to take one year off the Session.

Quorum of the Session (G-3.0203)

The quorum for Stated and Called Meetings of the Session shall be 33% of the Ruling Elders serving plus the Moderator. Called meetings to receive new members require a quorum of 2 Ruling Elders and the Moderator.

Stated Meetings of the Session (G-3.0203)

The Stated Meeting of the Session shall be on the 4th Tuesday of the month at 7:00pm. The Clerk and Moderator shall develop a proposed Agenda for the meetings which will be distributed before the meeting.

Training and Examination of Ruling Elders and Deacons (G-2.0402)

When persons have been elected to the ordered ministry of ruling elder or deacon, the session shall provide a period of study and preparation, after which the session shall examine them as to their personal faith; knowledge of the doctrine, government, and discipline contained in the Constitution of the church; and the duties of the ministry. The session shall also confer with them as to their willingness to undertake the ministry appropriate to the order. If the examination is approved, the session shall appoint a day for the service of ordination and installation.

Sacraments

The Sacraments of the Lord's Supper and Baptism are to be administered in the life of this congregation.

The Lord's Supper (G3.0201b)

The Lord's Supper shall be administered in accord with the Directory for Worship in the Book of Order on the following occasions:

- Public worship on the 1st Sunday of each month
- Maundy Thursday
- Easter Sunday
- Sunday immediately preceding Christmas Day / or Christmas Day when it falls on a Sunday
- Other times: weddings and funerals as requested

The Lord's Supper may be administered at other times as approved by the Session.

The Extended Table cf: **Directory for Worship, W-3.3616(e)** shall be provided after the Lord's Supper on the 1st Sunday of the month to any person requesting it who is unable to attend public worship and on any Sundays listed above that Communion is served, except Maundy Thursday.

Baptism

The Sacrament of Baptism shall be administered in accord with the Directory for Worship in the Book of Order with approval given by the Session. (The Pastor may schedule baptism for an active church member's child and report to the next Stated Meeting of the Session.)

Clerk of Session (G-3.0104)

The Clerk of Session shall be a member of the congregation who is also a Ruling Elder though does not have to be an active Ruling elder. The term of the Clerk shall be 3 years and the Clerk is elected by the Session. The Clerk may be elected by the Session for no more than 5 consecutive terms.

Mission of the Church

The Mission of Davie Street Presbyterian Church

Vision Statement:

We open our doors to all God's people by:

*Demonstrating the love of God
Growing Spiritually
Serving the Community*

Adopted by the Session 2019

Membership in the Congregation (G-1.04)

The Session is responsible for receiving members into the life and ministry of the congregation. Part of the plan for assimilating members into the congregation includes the following requirements:

- Profession of belief of Jesus Christ [see worship book]
- Intention to be his disciple, to obey His word, and to show his love.

Finances (G-3.0113; 3.0205)

The Session shall ensure that a biennial audit will be conducted by a certified public accountant. A financial review will be conducted by the Trustees annually. Liability and fire insurance coverage shall be maintained by the Session with annual review of the coverage done by the Trustees. The Session shall also ensure that coverage includes the Presbytery as additionally insured.

Church Treasurer (G-3.0205)

The Church Treasurer is elected by the Session for a term of 5 years. The Church Treasurer may serve 5 consecutive terms.

Records (G-3.0107, 3.0204)

The Clerk of Session shall ensure that adequate records are kept of all Session and Congregational Meetings. These records shall be reviewed by the Presbytery annually.

The Clerk of Session shall keep the following membership rolls:

1. Baptized Members
2. Active Members
3. Affiliate Members

The Clerk of Session shall also keep the following registers:

1. Baptisms
2. Ruling Elders and Deacons
3. Installed Pastors with dates of service
4. Marriages
5. Deaths of Active Members

Church Policies

The following policies have been approved by the Session for the operation of the Congregation:

1. Building Usage Policies
2. Child Protective Policy
3. Endowment Policies
4. Financial Policies
5. Wedding policies
6. Funeral Policies
7. Memorial Fund Policies
8. Personnel Policies
9. Sexual Misconduct Policy (required)

The Session will review the policies every 3 years.

RENTAL POLICY

Space Rental Rules and Regulations

1. **BOOKING:** To obtain availability and pricing information, please complete the Rental Inquiry Form and submit it to: daviestreetpc@raleigh.twcbc.com or contact us at 919-834-8855. Submission does not guarantee a confirmed reservation. All completed inquiry forms are processed in the order received by the Church. Incomplete forms will not be processed. The minimum amount of time that the church may be rented for any social event is four (4) hours. Meetings may rent for a minimum of two (2) hours.

2. **DECORATIONS:** Nothing may be taped, stapled, tacked, nailed or attached to the walls, doors or windows. The following decorations are specifically prohibited at Davie Street - glitter, stickers, spray paint, liquid paint, burning objects, helium balloons, rice, streamers or poppers. Bubbles and flower petals may be used outside of buildings only. Balloons are allowed in approved areas. Confetti – not glittered confetti - is allowed inside the building but not outside the church walls.

All decorations and equipment must be delivered and set up on the same day as the event and removed at the conclusion of the event unless additional time is pre-arranged with the Church.

As the renter, you are responsible for removing any decorations, personal items or food. The Church is responsible for emptying garbage, putting away the tables and chairs, mopping and vacuuming. Both set-up and breakdown time must be included in your rental. Factor this into your reservation time when determining the length of your rental.

3. **START TIME:** The venue booking start time begins when you, your relatives, friends, staff or any vendors access the facility for any event preparation. **Please include the setup time in your request.**

4. **END TIME:** The booking end time is identified as the time when you, your relatives, friends, staff or any vendors have vacated the facility. You must remove all signs, decorations, equipment and other items by the end of the scheduled move-out time. All events must end no later than midnight (EST). **Please include the time to remove decorations and equipment in your rental request time.** The Church reserves the right to bill you the cost to remove any items that are left at the end of the event.

5. **DELIVERIES AND PICK-UPS:** The Church is not responsible for receiving or returning any equipment or other items that may be used for your event. If a delivery is made and you or representatives are not present when packages are delivered, the Church will not sign for or receive the delivery. Please inform your vendors that all pick-ups and delivery of goods must be coordinated by you or a designated representative to ensure your vendor has access to the rented space.

6. **FOOD AND BEVERAGES:** Food and beverages may be consumed in designated areas only. Other than communion, absolutely no food or drink is allowed in the Church sanctuary.

7. **INSURANCE:** A Certificate of Insurance (COI) is a document that proves that the applicant has Comprehensive General Liability insurance to cover any liability claims, whether personal or damage, which may occur during use of the church for a minimum limit of \$1 million per occurrence, including coverage for fire damage of at least \$300,000 per occurrence. The policy must be valid for the date(s) and time(s) of the event. Davie Street Presbyterian Church must be named as an additional insured on the policy.

8. **TAXES:** For non-church-sponsored events, state sales tax will be charged unless a tax-exempt 501c3 certificate is received prior to the start of your event.

9. **EQUIPMENT:** The Church will provide up to 14 round tables, 16 rectangular tables, and 250 chairs for use inside the facility only at no additional cost. Extension Cords can be

provided at \$5.00 per cord. You are responsible for ordering and renting any additional equipment needed for the event. This includes audio-video equipment, ice machine, etc. Additional equipment must comply with all building codes and requirements subject to approval of the church representative. Example: No frayed cords.

10. **KITCHEN USE:** No meals may be cooked from scratch in the kitchen. Access to the warming/prep kitchen is available at an additional cost. (See the Rental Price Sheet).

11. FEE PAYMENT SCHEDULE:

- a. ***Non-Refundable Application Fee*** - \$25.00 which will be applied to the total cost of the rental
- b. ***Signed Contract*** - 50% of total cost is due. Note: The contract must be signed at least twenty-one days (three weeks) before the event is scheduled to begin.
- c. ***Balance Due*** - 14 business days prior to your event

12. **DAMAGE FEE:** A \$100 (one hundred dollars) damage fee will be placed on your credit card until the final walkthrough has been completed. This fee will be returned to you if there are no damages. Please note that any items that are broken by your caterer or guests will be charged to you. If damages exceed \$100, the additional costs to repair the damage will be applied to your credit card.

13. **PARKING:** All vehicles on site must display a valid parking permit issued by the Church. Permits must be valid for the date, time, and specific parking lot where the vehicle is situated. You have the option to prepay for parking in the church parking lots for your event at a discounted rate. (See price list). Otherwise, your guests will be charged the regular per hour fee for all cars parked in the church parking lot. **Please be sure to discuss parking options with the church's event manager when identifying the event requirements.**

14. **ACCOMMODATIONS FOR THE PHYSICALLY CHALLENGED:** It is imperative that you inform the Church if any guests or potential guests are in need of specific physical/medical accommodations. In some cases, the Church may request additional information from the guest in order to determine appropriate measures.

The Church offers accessibility accommodations for guests which include entry and restroom availability for physically-challenged individuals. If necessary, the Church can provide you with a list of providers of assistive services.

15. **ANIMALS:** Only Service Animals trained to assist the disabled are allowed in the church facilities.

16. **SECURITY:** Security is provided at an additional cost by our professional church security team. Immediately after booking the space, you will be contacted by one of our security members, listed below, to discuss the security requirements.

Mr. Michael Pollard 919-264-7225

Mr. Raymond Harris 919-451-8818

17. **SMOKE-FREE POLICY:** The Church is 100% smoke free. Smoking is not allowed indoors or on church property. This does not apply to sidewalks or other public areas surrounding the church. Note: The parking lot is private.

18. **CANCELLATION:** For a full refund with the exception of the \$25 application fee, your event must be cancelled within three (3) weeks of the event. Half (50%) refund will be returned for cancellations made within two (2) weeks of the event. No refund will be given for any event cancelled with less than two weeks' notice. **Exception:** Cancellations that result in full refunds include the occurrence of an event which is outside the reasonable control of a party and which prevents that party from performing its obligations under the contract. Examples include

natural disasters like earthquakes, pandemics, government requirement, immediate family or host death, severe weather as designated/declared by the weather service and floods.

19. **ALCOHOL PERMIT (OPTIONAL):** With permission of the Church, you may serve wine and champagne **once you obtain the required One-Time Limited Special Occasion Permit from the NC ABC Commission.** No spirits or liquors are permitted.

You must provide the written alcohol permit at least 3 weeks prior to the event which authorizes you to bring fortified wine in the Church's Fellowship Hall, and to serve the alcoholic beverages to your guests who are 21 or older at a reception, wedding, party or special occasion. No alcohol can be sold on the premises.

Renters who intend to serve wine or champagne must complete the Application for the Limited Special Occasion Permit and submit it with the required Alcohol Permit fee.

<https://abc.nc.gov/Permit/QualificationLSO/>.

20. Rental Fees

Non-DSPC Members - Private Events	Sunday - Thursday	Friday & Saturday
Sanctuary	\$200.00	\$300.00
Fellowship Hall	\$800.00	\$1,000.00
Each Classroom	\$100.00	\$200.00
Use of Kitchen (warming only - no cooking)	\$200.00	\$250.00
For Profit Organizations with Ticket Sales Open to the Public	Sunday - Thursday	Friday & Saturday

Sanctuary	\$300.00	\$500.00
Fellowship Hall	\$1,200.00	\$1,500.00
Each Classroom	\$250.00	\$400.00
Use of Kitchen (warming only - no cooking)	\$300.00	\$400.00
Presbyterian-Affiliated Organizations	Sunday - Thursday	Friday & Saturday
	Donations Accepted	Donations Accepted

Pre-paid Parking is optional

Maximum capacity seated at tables is 180 people or 245 auditorium style

All facility rental prices are for 4 hours. Each additional hour is \$200.

A 20% cleaning fee/setup plus a separate security fee will be added to all facility rentals.

501c3 organizations may qualify for a reduced rate.

All Events Have Access to:

14 round tables, 16 rectangular tables, 225 chairs

EVENT SECURITY FOR NON-MEMBERS

Event Security has the broad objective of keeping *everyone and everything* at the event secure in addition to ensuring the overall integrity of the event and enabling event hosts and participants to achieve their goals. The security team will have diverse security backgrounds.

In terms of space and time, event security practitioners are focused on the entire venue for the entire duration of the event. This includes everything from build-up to breakdown, access control to, and the physical security of the venue:

- Outer perimeter, e.g., controlling traffic for vehicle-based and other needs
 - Patrol site and parking lot
 - Assist with exiting event
 - Escort guests to vehicles, as needed

Middle perimeter, controlling access to the venue via credentialing, physical searches, etc.

Inner perimeter, controlling access to areas off-limits to the general public, (reserved areas)

Davie Street Presbyterian Church will provide security for all non-member events.

There are two types of security that may be required for non-member events depending on the type of event:

1. **Event Security:** The temporary teams brought in to provide security for a particular event, contracted and paid for by the event organizers
2. **Local Law Enforcement and First Responders:** Whenever events are scheduled, Head of Security will determine how and when to involve local police and emergency medical teams

Event	# of Guests	# of Security	Hourly Price*
Public	>26	Up to 3	\$60 - \$85
Public/Private	26-40	Up to 4	\$90 - \$110
Public/Private	41-70	Up to 5	\$115 - \$135

Public/Private	71+	Up to 8	\$160 - \$210
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***The price of security is added into the total rental fee and is payable as outlined in the *Fee Payment Schedule*.**

Security will contact you at least two weeks prior to the scheduled event to review the security requirements.

If you have questions about security, please contact Mr. Michael Pollard (919-264-7225) or Mr. Raymond Harris (919-451-8818).

Marriage

is not a federation of two sovereign

states. It is a union -

domestic

social

spiritual

physical.

It is the fusion of two hearts -

the union of two lives -

the coming together of two tributaries,

which, after being joined in marriage,

will flow in the same channel in the

same direction ...

carrying the same burdens of responsibility

and obligation.

- *The Rev. Peter Marshall*

Welcome!

The pastor, elders, and members of the Davie Street Presbyterian Church welcome you who wish to be married in the sanctuary of our church. All who trust in Jesus Christ, regardless of church affiliation or prior marital history, are welcome to request that their marriage ceremony be held in our church.

A wedding ceremony is a service of worship and is, therefore, subject to these policies established by the session (i.e., board of elders) of our church and to the requirements of the Directory of Worship as found in the Book of Order of the Presbyterian Church (U.S.A.) These policies and requirements are intended to insure that the service is as reverent, dignified, and meaningful as possible for the couple being married and those who witness the wedding.

Setting the Date of the Wedding

As soon as you begin formulating plans for your wedding, you should confer with the pastor at (919)834-8855. Our pastor is the only one authorized to schedule a wedding in our sanctuary.

Meeting with the Pastor

Our pastor will be eager to know you and help you in any way to prepare for this important step. At least four meetings with our pastor after the initial meeting will be required prior to the wedding. One meeting will be used for planning your wedding ceremony. At least one other meeting will be used to offer you the opportunity to learn more about yourself and the relationship you are seeking to seal in marriage.

If our pastor is convinced that Christian commitment and responsibility are lacking, and that the marriage is not one that offers the promise of being blessed by God, he shall not officiate at the service.

Music

Our church's organist shall ordinarily be engaged as the organist or pianist at all weddings held in our sanctuary. If an organist or pianist other than our church's organist is requested, the prior approval of both our church's organist and pastor shall be required. You are responsible for contacting our church organist. An additional fee will be charged for our organist's rehearsing with soloists or additional musicians. Any soloists or additional musicians are to arrange to practice with the organist. All music must be in keeping with the religious nature of the wedding service and special care needs to be taken to assure that the music is suitable and reverent. All plans for music are to be discussed with the organist and approved by the pastor.

Flowers and Candles

The beauty of our sanctuary is enhanced by simple, tasteful floral arrangements.

If a wedding or unity candle is to be lit during the ceremony, you are responsible for providing the candles to be lit. Chancel furnishings, par- aments, and the national and denominational flags in the sanctuary may not be moved.

Pictures

Flash pictures may be taken during the processional or recessional. No flash pictures are to be taken during the ceremony itself, either by guests or by professional photographers. A designated photographer may discreetly photograph the ceremony with existing light from the back of the sanctuary or the choir loft.

Videotaping of the ceremony utilizing natural light is permissible. Video cameras are to remain stationary during the service. Pictures may be taken in the sanctuary either prior to or immediately following the service of worship.

Sanctuary Capacity

Our sanctuary will hold 150 guests with an additional overflow capacity of 50 people in the old adjoining fellowship hall. The new fellowship hall has a capacity of 249 people auditorium style.

Throwing of Birdseed

Birdseed may be thrown outside as the couple leaves the church following the ceremony. Throwing of birdseed inside the church building is prohibited. The throwing of rice is prohibited.

Guest Ministers

If you desire another minister to participate in and/or officiate at the service of worship, you should discuss this with our pastor. Our pastor is the only one authorized to extend to another minister an invitation to assist or officiate within our sanctuary.

Private Weddings

All weddings will ordinarily take place within the church sanctuary. If there are unusual circumstances involved, other arrangements will be considered by the pastor.

Fees

Members and their children are not charged for the use of the building or for the pastor's time and services.

Non-members

If neither you nor your parents are members of the Davie Street Presbyterian Church, the following are applicable:

A deposit of \$250 for use of the sanctuary is due upon acceptance of your reservation request. The deposit will be applied to the total fees due. If you cancel your reservation within 30 days of your reservation date, your deposit will be refunded in full. Your written cancellation notice must be received 30 days prior to your scheduled event. If written notice of your cancellation occurs within 29 days of your event, you must pay a cancellation fee of \$50.00.

Payment of Fees

Honoraria for the pastor, organist, custodian, and soloist (if any), as well as fees for the use of the building are due at the time of the rehearsal.

License

The marriage license should be given to the pastor on the night of the wedding rehearsal.

Reception Hall

You are welcome to hold your wedding reception in Fellowship Hall, our church's parish hall. To inquire about the use of Fellowship Hall for your reception, speak with the pastor. Smoking is prohibited in all church buildings. Consumption of alcohol is only allowed in the new fellowship hall with the proper one-time use permit.

Renters who intend to serve wine or champagne must complete the Application for the Limited Special Occasion Permit and submit it with the required Alcohol Permit fee.