

Local Policies

Scheduling

1. The various committees and groups of the church are discouraged from scheduling activities on campus during normal Saturday and Sunday worship times. (Adopted October 2010; Reviewed June 2012, reviewed October 27, 2015)
2. Any activities by the youth or children of the church that are held off the church campus require prior approval by session. (Adopted May 2012, reviewed October 27, 2016)

Vision

3. No third-party submissions will be included in the *Vision* newsletter without written permission of the author. (Adopted January 2004; Reviewed June 2012, reviewed October 27, 2015)
4. A financial report will be included in each issue of the *Vision*. (Adopted April 2004; Reviewed June 2012, reviewed October 27, 2015)

Employment

5. Should a personnel matter, or issue, come up before the session involving an employee of the church and there is a relative on session, that relative will excuse him/herself during that discussion at the session meeting. (Adopted June 2002 - Reviewed May 2012, reviewed October 27, 2015)
6. Session shall approve all hiring of staff. Session relies on the Personnel Committee to screen applicants and present one or more candidates for a job opening. (Adopted December 2003; Revised June 2012, reviewed October 27, 2015)

Sexual Misconduct:

7. It is the policy of Green Valley Presbyterian Church that all church members, church officers, employees and volunteers shall maintain the integrity of ministerial, employment and professional relationships at all times. Sexual misconduct is a violation of the principles set forth in Scripture and is never permissible. See Appendix B for the details of this policy. (Revised August, 2012, reviewed October 27, 2015)

Session

8. The Book of Order charges the session with the responsibility of governing and guiding the congregation in its witness to the sovereign activity of God

in the world. As a part of this responsibility each activity of the church will be assigned to a committee of session for oversight and to assure there will be an avenue of communication between session and that particular activity. The list of church activities and the committees to which they are assigned is found in Appendix C. (Reviewed June 2012, reviewed October 27, 2015)

9. All session meetings are open to members of the congregation; if a matter of sensitive nature needs to be discussed, the session may vote to enter "executive session". Only members of session and its clerk may be present in executive session. (Adopted June 2012, reviewed October 27, 2015)

Review

10. All policies shall be reviewed every 3 years (Adopted May 2012, reviewed October 27, 2015)

Session/Trustee Coordination

11. Trustees (Board of Directors)

The duties and responsibilities of the Trustees (Board of Directors) are defined at G-4.0101 of the Book of Order and by the laws of the State of Nevada. The Book of Order specifically charges the trustees with responsibility for acquiring, holding and disposing of real property with the approval of the congregation. Other responsibilities typically include decisions on issues of a financial or legal nature that involve non-church parties. Examples include: approving contracts, appointing check signers, entering into leases, utility service, etc.

Pre-meeting and meeting procedures: It is expected that most (but not all) issues that require Trustee decisions will be identified by the Administration Committee. Occasionally issues may be identified to the moderator by other committees or staff. The chair of the Administration Committee and the moderator both should notify the president of the Trustees of these issues. The president will prepare the Trustee portion of the agenda and forward it to the moderator for inclusion in the agenda of the monthly session meeting.

At the appropriate point during the monthly meeting, the moderator will adjourn the session meeting and the president will convene the meeting of the trustees. A separate set of minutes will be kept by the secretary of the trustees. These minutes will be presented for approval at the next scheduled meeting of the session; if the trustees have no business at that meeting, the minutes will be approved by the session. Approved minutes of trustee meetings will be appended to the session minutes of the same date.

(Adopted 28 May 2013, reviewed October 27, 2015)

Fund Raising

12. All fund raising, either on or off site, by groups belonging to the church, requires prior approval of session. Individuals or groups not affiliated with, sponsored by, or supported by the church will not be allowed to use the church facilities for fund raising.

Authority has been delegated to the Christian Education Committee to authorize two fund raisers per year by the Boy Scouts. Authority has been delegated to the Administration Committee to authorize two fund raisers per year each for the Girl Scouts, the Gingerbread Fair Committee and the First Pilipino American Presbyterian Church**

(Adopted 28 June 2016)

(**Revised 24 January 2017)

Memorials and Honorifics

13. On occasion individuals or groups may wish to memorialize an individual or honor them for their service to the congregation of Green Valley Presbyterian Church. In order to maintain the look and feel of the church grounds and facilities the appropriate means and place for such recognition or memorial is a brick in the Family Walkway. The wording on the brick must be approved by the Property Committee.

(Adopted 28 August, 2018)