

# **COTE BRILLIANTE PRESBYTERIAN CHURCH**

## **MANUAL OF ADMINISTRATIVE OPERATION**

### **1. ORGANIZING COVENANT**

Cote Brilliante has a rich history dating from 1870. The church takes its name from the early French Settlers, who looked up a hill that once existed at the corner of Kingshighway and what is presently known as Dr. Martin Luther King, Jr. Drive. The Indians living on the hill lit campfires at night that made the hill shine; therefore, the French settlers called it Cote (hill) Brilliante (shining). The church was reorganized by former pastor Reverend. William G. Gillespie, Ph.D. in 1956. Under his leadership the church constantly grew stronger and its strength was recognized through the Presbytery of Giddings-Lovejoy and Synod of Mid America. The strength of the church can be attributed to its full complement of officers: Elders, Deacons and Trustees, and the various services and organizations, including but not limited to: Adventurers, Altar Guild, Artist Series Guild, Boosters, Dorcas Circle, Esther Circle, J-O-Y (Jesus, Others, and Yourself), Men's Council, Pilots, Ushers, Women's Gathering and Youth Fellowship. Our Ministries are: Bus Ministry (for worship services), Media Ministry inclusive of the Radio with KXEN on Sunday from 9:30-10:10AM, Congregational Wide Bible Study, Golden Go-Getters, Men's Bible Study, Mentoring Program, Summer Program, Sunday School, Toastmaster's Ministry, Vacation Bible School, Women's Bible Study, Women's Support Group, and Youth Fellowship.

Cote Brilliante is a proud and friendly church that practices what we truly believe through our involvement in the community. Consequently, our church has received many community awards for outreach and leadership. We take pride in the successful development and current operation of a 202 HUD Housing unit for seniors, named William G. Gillespie Village. Harris Stowe University named its first campus dormitory after Reverend William G. Gillespie.

#### **I. CHARTERED MEMBERS**

The first worship service was held on September 16, 1956. Seventeen members signed a document on December 22, 1957 requesting that the Presbytery install The Reverend William G. Gillespie, who had been serving as stated supply, as the official pastor. The installation ceremony took place on January 19, 1958.

#### **II. BYLAWS (refer to revised Bylaws)**

##### **A. Statement of Purpose or Mission**

As a Church called into being by God and led by the Holy Spirit, we are a community of believers aspiring to exhibit the kingdom of Heaven to the world. Our core values and the watchwords of our call by God are: Loving, Caring, Serving, and Sharing. We strive to provide

all ages with opportunities for spiritual growth in the reformed tradition through witness, worship, education, and fellowship.

## **B. Relation to the Presbyterian Church (U.S.A.)**

Cote Brilliance Presbyterian Church of St. Louis is a member of Giddings-Lovejoy Presbytery, Synod of Mid America and the General Assembly of the PC (U.S.A.).

## **C. Governance of the Church**

This church shall be governed in accordance with the *Constitution of the Presbyterian Church (U.S.A.)*. Consistent with that *Constitution*, these bylaws shall provide specific guidance for this church. *Robert's Rules of Order (Newly Revised)* shall be used for parliamentary guidance.

## **III. Congregational Meetings of the Church**

All meetings of the church shall open and close with prayer.

There shall be an annual meeting of the congregation in the church sanctuary on a designated Sunday in January, at which at least the following business shall be presented: annual reports from organizations and the Session (information only) financial report for the preceding year, budget for the current year (information only), changes in the terms of call for the pastor(s), nominating committee report for church officers (Book of Order G-1.05), electing members to serve on the nominating committee.

Special meetings may be called by the Session. Such calls shall state clearly the purpose of such special meetings, and business shall be restricted to that which is specified in the call. (*Book of Order G-1.0501*)

## **IV. Notice of Congregational Meetings**

Meetings of the congregation are called by the Session or when requested in writing by one fourth of the active members on the roll of the congregation. Adequate public notice of the meetings shall be given in printed and verbal form on at least two successive Sundays prior to the meeting. (*Book of Order G-1.0502*)

## **V. Moderator**

The Pastor shall moderate the meetings of the congregation. When the church is without a pastor, the Moderator appointed by the Presbytery shall preside. If it is impractical for the pastor to preside, he or she shall invite another teaching elder who is a member of the presbytery or a person authorized by the presbytery to serve as moderator. If there is no installed pastor, or the installed pastor is unable to moderate and/or to name another moderator, the presbytery shall make provision for a moderator. (*Book of Order G-1.0504*)

## **VI. Nominating Committee**

The composition of the Nominating Committee shall consist of:

There shall be seven (7) voting members on the Nominating Committee.

- Two members shall be active elders chosen by the session. One of these elders shall serve as the moderator of the committee.
- One elected deacon shall serve on the committee.
- One elected trustee shall serve on the committee.
- Three church members shall be elected by the congregation.

The pastor shall serve as an ex-officio member without a vote.

3 Members at large:

- One member from the Women's Gathering
- One member from the Men's Fellowship
- One member from the Youth Fellowship

A majority of the presbytery is needed to elect officers.

### Duties of Nominating Committee:

- To recommend names of members who support the ministries of the church.
- To recommend names to the congregation to fill vacancies for Elders, Deacons, and Trustees.
- To recommend names to fill vacancies of any church wide positions.
- To recommend names at a special meeting for a vote of the congregation to fill vacancies of unexpired terms of members of the Board of Elders, Board of Deacons, and Board of Trustees.
- To interview potential nominees.
- To conduct training/workshops for new members on the boards.
- To recommend names for a Bylaws Committee to review the current bylaws.

The Bylaws Committee shall consist of one deacon, one trustee, two elders, and three members from the congregation.

## **VII. Eligibility of Nomination**

The opportunity shall be given for nominations from the floor in the congregational meeting, provided those nominated from the floor are present and agree to serve if elected. Members of the Congregation shall be urged to submit in writing and sign a list of members whom they feel qualified for office. Any member nominated for church office must have attended officer training and pledged to the current expenses, general mission, and Building Fund budgets of the Church. Service and church attendance will also be standards for nominations.

## **VIII. The Session**

The Session at its first meeting, following the annual meeting, shall elect an elder to serve as clerk and shall form such committees as necessary to carry out its work. At that same meeting of the session, the session shall annually elect a treasurer. A quorum for the Session shall be the Pastor/Moderator or other presiding officers and a simple majority of Elders.

The duties and responsibilities of the Session are as follows:

- a. Oversee and approve all public worship in the church in accordance with the Book of Order with the exception of those responsibilities delegated to the pastor.
- b. Authorize all observances of the Lord's Supper in the church.
- c. Assist the Pastor in the Sacrament of the Lord's Supper.
- d. Administer the Lord's Supper to the sick and shut-in
- e. Maintain registers of authorized baptisms of active members, ruling Elders and Deacons with dates of ordination and service, marriages and deaths of members.
- f. Oversee and provide direction for the ministry of Deacons, Trustees, and organizations of the church.
- g. Provide programs through committees on Budget and Trustee Relations, Christian Education, Evangelism, Stewardship and Interpretation, Worship and Personnel and Outreach
- h. Share in the ministry of the church in councils higher than the Session and in ecumenical relationships.
- i. Elect, as commissioners to presbytery, ruling Elders from the congregation, preferably for at least a year and receive their reports.
- j. Call annual meetings of the congregation.
- k. Call a congregational meeting to elect a pastoral nominating committee that will be representative of the congregation.
- l. Meet once a month to conduct the business of the church.
- m. Meet once a year with the active Deacons and Trustees.
- n. Prepare and adopt a budget in consultation with the Board of Trustees and determine the distribution concerning its decisions in such matters.
- o. Restore members to active participation and provide written notice before deleting names due to member inactivity.
- p. Authorize the signing of contracts over \$5,000.
- q. Elect the church Treasurer from the Board of Trustees.
- r. Review all financial transactions of the Trustees.
- s. Ruling elders serve as chair or co-chair of only one standing committee.

## **IX. Session Committees**

- **Christian Education Committee** provides oversight and leadership for the Sunday School program, Youth Fellowship, Vacation Bible School, Tutoring, Scouting, Summer program, and other interrelated activities.
- **Evangelism Committee** is charged to spread, through words and deeds, that Jesus Christ is Lord. To that end, God calls us as Christians to: reach out and motivate men, women, boys, and girls to know the saving grace of the Lord; repent of their sins and seek God's forgiveness. We are to join the church family and actively participate in the struggle for justice and human dignity,

- **Stewardship Committee** is responsible for part of the mission and the government of Cote Brillante Presbyterian Church. The committee is faced with challenging the people of God with the privilege of responsible Christian Stewardship, including their time, money and talent. It is the duty of this committee to interpret for the congregation the meaning of Christian giving and living a life of stewardship.
- **Nominating Committee** has the responsibility to fill vacancies on continuing offices; Deacons, Trustees, Elders, Sunday School Superintendent, and Youth Fellowship Coordinators. They also have the responsibility to provide training for the new officers.
- **Outreach Committee** represents the church within the community. The members of the committee serve as Commissioners for the Presbytery, Synod, other church and related community organizations. The session will elect commissioners for the Presbytery of Giddings-Lovejoy from the Outreach Committee.
- **Worship and Personnel Committee** enhances the ministry of the church through the provisions of Christian service and advice to the leadership and congregation.
- **Budget/Trustee Relation** ensures that the church is fiscally sound. The committee is comprised of at least one elder (chairperson), the treasurer or assistant treasurer, chairperson of Stewardship and Interpretation, chairperson or vice-chairperson of the Board of Trustees and one member at large.

## X. Board of Deacons

The Board of Deacons, at its first meeting following the annual meeting, shall elect a moderator, secretary, and treasurer from among its members and shall form such committees as necessary to carry out its work. The pastor shall be an advisory member of the board of deacons. A quorum for the board of deacons shall be one third of the members, including the moderator.

The duties and responsibilities of the Deacons are as follows:

- Visit bereaved families, sick and shut-in members of the church and send appropriate condolences.
- Recognize and provide a forum activity for college and service personnel in the month of December.
- Provide a reception following Youth Sunday services.
- Prepare Holy Communion on the first Sunday and other services as approved by the Session.
- Prepare repasts for families and friends of deceased church members.
- Distribute weekly pulpit flowers to sick and shut in members.
- Greet members and visitors during worship service and other services.
- Prepare and distribute Thanksgiving baskets.
- Prepare and distribute Christmas baskets for sick and shut-in church members.
- Prepare the baptismal for baptism.
- Prepare and present certificates of baptism.
- Meet jointly with the Session at least once a year.
- Prepare an annual budget to meet the responsibilities of its work as a Board.

## **XI. Board of Trustees**

The Board of Trustees, at its first meeting following the annual meeting, shall elect a Moderator, Vice-Moderator, Recording Secretary, and Corresponding Secretary from among its members and shall form such committees as necessary to carry out its work. The Pastor shall be an advisory member of the Board of Trustees. A quorum for the Board of Trustees shall be one third of the members, including the Moderator.

The powers and responsibilities of the Trustee Board are as follows:

- a. Receive, hold, encumber, manage, and transfer property, real or personal property for and at the direction of the Session.
- b. Manage and payroll records for all church employees and contractual workers.
- c. Review and award all church contracts.
- d. Secure three bids for contracts of \$1,000 or more, except in the case of emergencies, and seek Session approval for contracts of \$5,000 or more.
- e. Maintain church property.
- f. Annually maintain and update records of church property.
- g. Annually implement the procedures for an outside independent audit or review of church finances.
- h. Provide monthly financial reports to the Session.

## **XII. Vacancies**

The nominating committee shall publicize annually, solicit, and submit names of qualified candidates and receive such nominations from the congregation. The committee has the responsibility to provide training for the nominees and current members of each board. Annual workshops shall be conducted for nominees and current members on the board. Election of these candidates will be voted on by the congregation at the annual meeting, in January. Nominations can also come from the floor at this meeting.

When there is a vacancy on the Board of Elders, Trustees or Deacons, the Nominating Committee has the responsibility for filling vacancies at a special call called meeting or at the annual meeting. The clerk of session shall immediately advise to the Nominating Committee of the existence of an unexpired term(s) and announce resignations upon approval of the Session.

If a resignation occurs sixty days (60) prior to the annual meeting, the committee can leave the seat vacant until the election at the annual meeting.

## **XIII. SEXUAL HARASSMENT**

Sexual abuse of another person is any offense involving sexual conduct in relation to

- (1) any person under the age of eighteen years or anyone over the age of eighteen years without the mental capacity to consent; or

- (2) any person when the conduct includes force, threat, coercion, intimidation, or misuse of **ordered ministry** or position.

## **Initiation of Preliminary Procedures**

### Procedure Preliminary to a Disciplinary Case

Procedure preliminary to a disciplinary case is initiated by submitting to the clerk of session or the stated clerk of the presbytery having jurisdiction over the member a written statement of an alleged offense, together with any supporting information. The statement shall give a clear narrative and allege facts that, if proven true, would likely result in disciplinary action. Such allegations shall be referred to an investigating committee.

The written statement may be submitted by

- a. a person under jurisdiction of a council of the Presbyterian Church (U.S.A) making an accusation against another;
- b. a member of a council receiving information from any source that an offense may have occurred which should be investigated for the purpose of discipline; or
- c. a person under jurisdiction of a council of the Presbyterian Church (U.S.A) coming forward in self-accusation.

Upon receipt of a written statement of an alleged offense, the clerk of session or the stated clerk of presbytery, without undertaking further inquiry, shall then report to the council only that an offense has been alleged without naming the accused or the nature of the alleged offense, and refer the statement immediately to an investigating committee.

When a member is accused of an offense by a written statement presented to a council other than the one having jurisdiction over the member, it shall be the duty of the clerk of that session or the stated clerk of that presbytery to submit the written statement to the clerk of session or that stated clerk of the presbytery having jurisdiction over the member. The involved councils shall proceed cooperatively with judicial process.

A session shall not grant a certificate of transfer to a member, nor shall a presbytery grant a certificate of transfer to a teaching elder, while an inquiry or charges are pending. The reasons for not granting transfer may be communicated by the clerk of session or the stated clerk of the presbytery to the appropriate persons.

## **Administrative Leave**

When a written statement of an alleged offense of sexual abuse toward any person under the age of eighteen, or who it is alleged lacked the mental capacity to consent, has been received against a teaching elder, the stated clerk receiving the allegation shall immediately communicate the allegation to the permanent judicial commission. The moderator of the permanent judicial commission shall within three days designate two members, who may be from the roster of former member of the permanent judicial commission shall be placed on a paid administrative leave during the resolution of the matter. The cost of such shall be borne by the employing entity whenever possible or be shared by the presbytery as necessary. While administrative leave is in effect, a teaching elder may not perform any pastoral, administrative, educational, or supervisory duties, and may not officiate at any function such as baptisms, funerals or weddings.

a. The designated members of the permanent judicial commission, after giving the accused the opportunity to be heard, shall determine whether the risk to the congregation and to potential victims of abuse, when considered in light of the nature and probable truth of the allegations, requires administrative leave or other restrictions upon the teaching elder's service.

b. If the designated members of the commission determine that no administrative leave or restriction is required, the investigation committee appointed to investigate the allegations shall be free at any point in its investigation to present additional evidence to the designated members supporting the imposition of administrative leave or other restrictions.

## **Investigation**

An inquiry shall be made by an investigating committee designated by the council having jurisdiction over the member to determine whether charges should be filed.

a. An investigating committee shall have no more than five but no less than three members, any may include members from another council. A session shall not appoint members of the session as members of the investigating committee.

b. A presbytery may provide by rule for appointment of an investigating committee.

c. The expenses of an investigating committee shall normally be paid by the council having designated it. If, however, the written statement results from information presented to a council other than the one having jurisdiction over a member, the council within whose bounds the alleged offense occurred shall pay for the expenses of investigating within its bounds.

## **Investigating Committee Responsibilities**

The investigating committee shall

a. provide the accused with a copy of the statement of the alleged offense.

b. provide the person making the accusation with a statement of the investigating committee procedures;

c. determine whether the accusation repeats allegations previously made against the accused, and if so, report to the council having jurisdiction over the accused that it will not file charges unless the accusation contains new information warranting investigation or is the subject of an investigation that has not been concluded.

d. make a thorough inquiry into the facts and circumstances of the alleged offense;

e. examine all relevant papers, documents, and records available to it;

f. ascertain all available witnesses and inquire of them;

g. determine whether there are probable grounds or cause to believe that an offense was committed by the accused;

h. decide whether the charge(s) filed—on the basis of the papers, documents, records, testimony, or other evidence—can reasonably be proved, having due regard for the character, availability, and credibility of the witnesses and evidence available;

i. initiate, if deemed appropriate, alternative forms of resolution, ordinarily after the investigation has been completed, probable cause has been determined, but before the charges have been filed. The purpose of alternative forms of resolution will be to determine if agreement can be reached between investigating committee and the accused concerning any charges which may be filed.

(1) Any mediation shall be completed within 120 days unless a continuance is allowed by the session or permanent judicial commission.

(2) The investigating committee shall report any settlement agreement to the session or permanent judicial commission for its approval.

(3) The session or permanent judicial commission shall convene to receive the settlement agreement; vote to approve it by at least two thirds of the members eligible to vote.

(4) The investigating committee shall provide an advocate for the accused throughout settlement negotiations, and may provide any advocate for other interested persons at its own discretion.

(5) If a settlement satisfactory to both the investigating committee and the accused in the alternative form of resolution is not reached, the investigating committee shall designate a prosecuting committee and the case shall proceed on the charges filed.

j. report to the council having jurisdiction over the accused only whether or not it will file charges; and

k. if charges are to be filed, prepare, file and designate one or more persons from among its membership to prosecute the case.

### **Rights of the Accuser**

The investigation committee shall inform the person making the accusation of the right to be accompanied by an advocate at each and every conference between the person making the accusation and the investigating committee, the prosecuting committee, and the session or permanent judicial commission. The role of the advocate is to provide support consultation.

### **Rights of the Person Alleging Harm**

If the statement of accusation is submitted on behalf of another person who is alleged to have been harmed by the offense, the investigating committee shall notify the person of the right to be accompanied by an advocate at each and every conference with the investigating committee, the prosecuting committee, and the session or permanent judicial commission.

### **Rights of the Person Alleged Against**

At the beginning of each and every conference with an investigating committee or any of its members, the person against whom an allegation has been made shall be informed by the investigating committee or its members of the right to remain silent, to be represented by counsel, and if charges are later filed, to have counsel appointed if unable to secure counsel.

## **Communicate Determination**

If the investigation committee initiates an alternative for of resolution, it shall notify the council through its clerk of session or stated clerk.

If the investigating committee has decided to file charges, it shall promptly inform the accused in writing of the charges it will make, including a summary of the facts it expects to prove at trial to support those charges. It shall ask the accused if that person wishes to plead guilty to the charges to avoid full trial and indicate the censure it will recommend to the session or permanent judicial commission.

If no charges are filed, the investigating committee shall file a written report of that fact alone with the clerk of session or stated clerk of the presbytery, and notify the person who submitted the written statement.

a. Within 30 days of receipt of the report, that person may petition the session or the permanent judicial commission to review the decision of the investigating committee not to file charges. The petition shall allege those instances in which the investigating committee has not fulfilled their duties.

b. The investigating committee shall submit a written response to the facts alleged in the petition.

c. The designated members of the permanent judicial commission shall consider the petition and the response, giving attention to their duties and to the question of whether the principles of church discipline will be preserved by the decision of the investigating committee not to file charges. The decision of the designated members of the commission upon the petition and response shall be rendered within ninety days.

d. If they sustain the petition, a new investigating committee shall be appointed by the session or presbytery.

e. If once again no charges are filed, the matter is concluded.

f. If charges are filed, consideration shall be given to the possibility of reference.

If no charges are filed, the disposition of the investigation committee's records shall be in accordance with session or presbytery policy.

*For specific details regarding Sexual Harassment, Definitions, Charges, Policies and Procedures can be found in The Book of Order 2011/2013.*

Revised: September 2013

## **XIV. Church Policies**

### **Media Ministry**

The Media Ministry of Cote Brilliante Presbyterian Church operates as a ministry of provision and service to preserve the worship and special programs through recordings (CD and DVD) which allows those who are unable to attend worship regularly to enjoy the service and to participate by listening, viewing, and remaining in contact with the congregation's work and progress. In so doing, Cote Brilliante continues to honor those who have given of themselves and their service for many years. Even though they may not be able to physically participate, they may continue their spiritual development and now be served by others.

The Media Ministry requires operation by people who have experience, special skills, and the ability to learn the procedures and operation of special sound and recording equipment. A special committee that is appointed and approved by the Session will advise and provide leadership for the completion of CDs on Sunday mornings.

The Media Ministry is responsible for the following:

- All microphones and sound equipment to be turned on each Sunday morning by 9:15 a.m. in preparation for Sunday Worship Service, which begins at 9:30 a.m. Upon opening welcome and Call to Worship the microphones will have been tested and tuned so that all who are gathered for worship can hear the Liturgist, any Speakers, Choirs, and the Pastor.
- When the sound technician is unable to be present in order to operate the equipment, that person shall contact the pastor and the chairperson of the Media Ministry Committee. The entire Media Ministry Committee shall be trained to operate all of the equipment, the operations of the Sound room, and shall know every aspect of the Media Ministry and Sound room in order to operate the ministry at its optimum when the lead person cannot be present.
- The Media Ministry shall provide CDs and/or DVDs each Sunday following worship and on special occasions (concerts, special worship services, and other events as required and requested). The Media Ministry Committee shall confer with the Worship and the Personnel Committee so that when all proper equipment is purchased and placed in the sound room/studio, no less than 50-100 CDs and/or DVDs will be prepared and complete for sale by the end of the Fellowship hour; if more than 100 CDs and/or DVDs are being prepared, they shall be complete at least by the end of the Sunday School hour. For special events the CDs and/or DVDs will be complete by the end of the fellowship time following the event and if there is no fellowship time following a special event, then the CDs/DVDs shall be ready by the end of the special event for sharing with those who have attended.
- No sound equipment, microphones, hand bells, keyboards, organs, etc. or other musical or sound equipment shall be removed from Cote Brilliante Presbyterian Church and transported to other locations, churches, businesses, or any place without consent and approval from the Session of Cote Brilliante Presbyterian Church through its Moderator. The request shall be made in writing, presented to the Moderator of the Session, shared with the Session, discussed and approved. All musical instruments, sound equipment, microphones, keyboards, pianos, organs, and stands, including sheet music and drums, are the express property of Cote Brilliante Presbyterian Church. If there is a need to lock such equipment for safety purposes, the Head of Staff of Cote Brilliante Presbyterian Church shall determine how and what kind of locks shall be placed on the doors and

cabinets. Access to the equipment (hand bells, keyboards, drums, organs, pianos, etc.) shall be provided for those who have permission to use them. All equipment shall have access by approved personnel.

### **Use of Cote Brilliante Presbyterian Church for Media Activities**

The Session of Cote Brilliante Presbyterian Church adopted a policy on March 28, 2011, which states as follows: “it was properly moved and seconded that use of facilities for recording purposes, receipt of finances for recording projects and use of Cote Brilliante Presbyterian Church equipment, facilities, and premises for recording projects be approved by the Session and proceeds come directly to the Church. The Session will determine how funds are to be used.” All requests to utilize the building, equipment, rooms, and any property owned by Cote Brilliante Presbyterian Church will be approved by the Session or approved by the Head of Staff in consultation with the Session. No employee, committee, organization, group, or individual may move or remove, allow to be borrowed, or borrow anything from Cote Brilliante Presbyterian Church without approval as outlined above.

(At the time these policies are being developed, the Worship and Personnel Committee is working with the appropriate staff and committee to provide CDs and DVDs as requested by members, in order to provide an opportunity for those who are unable to attend worship as well as those who wish to listen to or view the worship services.)

## Wedding Policy

Cote Brilliante Presbyterian Church holds marriage in high esteem. We believe that God has created marriage for the strength and foundation of family, for raising children, and for the beauty of the relationship itself. When two people prayerfully discern that they want to live their lives together, the Church celebrates this step in the relationship through assisting the couple in making the commitment to live together in life.

For planning purposes, the couple should adhere to the following procedures. Questions or concerns should be directed to the Church Office at (314) 381-2770 to speak with the church's Administrative Assistant or the Pastor.

- As soon as a date has been determined, contact the Church Office so the Church calendar may be researched for confirmation.
- Contact the pastor for a meeting and to schedule pre-marital counseling sessions.
- Receive a general outline for marriage ceremonies.
- Tour the facilities-sanctuary, fellowship hall
- Discuss music with Minister of Music
- The Minister of Music or his designee shall play for the wedding; unless otherwise approved during planning.

### Fees

Use of sanctuary:	Members:	\$ 0.00
	Non-members:	\$400.00
Pastoral Services	Members:	Honorarium
	Non-members:	Honorarium
Musician (s)	Members:	Honorarium determined between couple and musician (s)
	Non-members:	\$100.00

The wedding ceremony is a worship service, which gives honor and praise to God for the couple that prayerfully chooses to share a life together.

**PICTURES WILL NOT BE TAKEN BY THE PHOTOGRAPHER OR OTHERS USING CELL PHONES DURING THE CEREMONY.**

### Recording of Wedding Ceremony for Video/DVD

A stationery recorder on a stand may be placed in an approved place in order to record the ceremony. The pastor and videographer will discuss the location of the stationery recorder and the best way to obtain the desired recording.

**All cell phones must be silenced or turned off during the worship service.**

### Wedding Rehearsal

The wedding rehearsal will be scheduled for an agreed upon time by the couple and pastor no later than one week before the wedding. All participants are expected to be present. The participating parties will



## FUNERAL POLICY

### The Funeral or Memorial Service-Suggestions

Processional (Family and designated people)

Call to Worship

Opening Hymn

Confession of Sin

Assurance of Pardon

Selection from the Choir or Soloist

Scripture Readings

Acknowledgements

Reading of the Obituary (in silence)

Selection from the Choir or Soloist

Sermon

Affirmation of Faith

Hymn

Prayers and the Lord's Prayer

Commendation, Blessing

Recession (Family and designated people recess following the direction from the Funeral Director and designated elders)

**The above order of service can be changed with agreement between pastor and family.**

### Additional Information

In circumstances when the committal takes place at the grave, the congregation will go immediately to their cars and process by auto to the cemetery. In the case of a memorial service when there is no body, the family may present pictures on a stand or portrait to be placed near the chancel steps

A funeral is a worship service in which the body of the one who has died lies in the casket. A worship service takes place to praise God for that person's life and service. A memorial service is when there is a worship service and the body may have been cremated or buried privately.

The pastor and minister of music meets with the family to review the order of worship, decide upon hymns, discuss the repast, and to make certain all plans are in place. The pastor will honor family requests if possible. If the family wishes for additional participants to be included in the funeral or memorial service, the family should discuss with the pastor at this time.

### Repast

The memorial service follows the same format as a funeral, and following the service the family and others who are gathered will be dismissed. In some instances, there may be a reception or a dinner following the funeral or memorial service. The reception or dinner is often referred to as a "repast". This is a time of fellowship and a show of continued support for the family of the departed. The congregation will cover the cost of a meal for up to 50 people. If the family of the deceased desires that a larger number of people be served, they (the family) will be responsible for the cost of the additional meals.

In all cases, Cote Brillante Presbyterian Church seeks to provide sensitive, caring, loving support for all who experience the death of a loved one. Please be assured that you have our prayers, support, well wishes, and the best of care that can possibly be given upon the death of a loved one. Your loved one

is/was precious to all of us, as is the entire family; prayers for the entire family remain in our hearts and minds.

### **POLICY ON BUILDING USE**

The Building Use Policy for Cote Brilliante Presbyterian Church allows us to share the use of the facility and provide a need for those who may desire to hold events and to meet for various purposes. This policy allows us to be good stewards of resources and to share the building with the church and community. When planning a meeting or other event, if you, your group or organization wishes to use the church building, please contact the Church Office at 314-381-2770. It is very important to contact the office for scheduling at least six (6) weeks in advance in order to allow for maximum convenience for all parties involved. The Administrative Assistant will work with you to schedule a day and time.

#### **Priorities in Scheduling Meetings and other Events**

Priorities in scheduling meetings and events will be given to those who request the date first. Cote Brilliante Presbyterian Church seeks to be fair in all scheduling; we will work with all groups in order to provide a suitable place for gathering. Wedding and funeral schedules are explained in the appropriate sections. Please refer to those sections.

Please note the following fee schedules listed below:

Fellowship Hall for events and meetings:	Members	\$200 (maximum 3 hours)
	Non-Members	\$400 (maximum 3 hours)
		Including Custodial Fee

All fees are payable by check to COTE BRILLIANTE PRESBYTERIAN CHURCH and MUST be received no later than a week prior to the event or meeting.

#### **Guidelines for Building Use**

Individuals or groups that utilize the Fellowship Hall are responsible for obtaining their own caterer and providing their food and non-alcoholic beverages. **Usage of church utensils, pots/pans, dishes, silverware, is acceptable; however they must be washed and put away after the event.**

- No alcohol on church premises
- No drugs on the church premises
- No smoking on church premises
- No weapons or firearms on church premises
- Provide responsible adult supervision for all youth and children
- Replace all tables and chairs to original position
- Leave the facilities clean and in order as found
- Turn off all lights and close all doors completely