



*COTE BRILLIANTE
PRESBYTERIAN
CHURCH*

**MANUAL
OF
OPERATIONS**

Revised: November 2017

COTE BRILLIANTE PRESBYTERIAN CHURCH MANUAL OF OPERATIONS

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Cote Brilliante Presbyterian Church USA

MANUAL of OPERATIONS

ORGANIZING COVENANT

Cote Brilliante has a rich history dating back to 1870. The church takes its name from the early French Settlers, who looked up and saw a hill that once existed at the corners of Kingshighway and Dr. Martin Luther King, Jr. Drive. The Native Americans 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 the 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, Synod of Mid-America, and National Church (PCUSA). The strength of the church can be attributed to its leadership, 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 broadcast at KXEN 1010 AM on Sundays at 9:30 am, Community Men's Bible Study, Congregational Wide Bible Study, Food and Clothing Pantry, Golden Go-Getters, Mentoring Program, Music Ministry, Summer Program, Sunday School, 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, the church has received many community awards for outreach and leadership. The church takes pride in the successful development and current operation of a 202 HUD Housing unit for seniors, named William G. Gillespie Village, located directly across from the sanctuary at 4682 Labadie Avenue – additionally, Harris Stowe State University named its first campus dormitory after Reverend William G. Gillespie, former member of its Board of Regents.

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, Sharing, and Serving. 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 Brilliante Presbyterian Church of St. Louis is a member of Giddings-Lovejoy Presbytery, Synod of Mid-America and 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)* with the elected Session as the governing body. Consistent with the *Constitution* and Cote Brilliante Presbyterian Church bylaws, the **Manual of Operations** shall provide specific guidance for the church- pastor, officers and congregants. *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 the Session and organizations (information only), financial report for the preceding year, approved 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*), and election of members at large to serve on the nominating and by-laws committees. Additionally, there shall be quarterly Session Updates to share information from the eight standing Session committees

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, presbytery, or by the Session when requested in writing by one fourth of the active members of the congregation. Adequate public notice of the meetings will be communicated in print through a mailing via the United States Postal Service and weekly bulletin, verbally, and/or electronically on at least two successive Sundays prior to the meeting. (*Book of Order G-1.0502*)

V. MODERATOR

The pastor shall moderate the Session, meetings of the congregation and Session Updates to the congregation. If there is no installed pastor, or the installed pastor is unable to moderate and/or name another moderator, the presbytery shall make provision for a moderator (*Book of Order G-1.0504*). If it is impractical for the pastor to preside, he or she shall invite another **minister of the word and sacrament** who is a member of the presbytery or a person authorized by the presbytery to serve as moderator

VI. THE SESSION

The Session at its first meeting, following the annual meeting, shall elect a Ruling Elder to serve as Clerk of Session to perform the following duties:

- Record and preserve transactions from Session and Congregational meetings
- Keep and preserve the rolls of membership and attendance
- Maintain registers – baptisms, ordination and installation of the Minister of the Word and Sacrament, Ruling Elders and Deacons with dates of ordination/installation and service and also marriages and deaths of members (*Book of Order G-3.0104*)

The Session shall form committees to carry out its work. At that same meeting, the Session shall annually elect a Treasurer. A quorum for the Session shall be the Pastor/Moderator and a simple majority of Elders.

DUTIES and RESPONSIBILITIES of the SESSION:

1. 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.
2. Provide for the ordination/installation of Elders, Deacons and Minister of the Word and Sacrament.
3. Provide that the sacraments are rightly administered and received.
4. Authorize all observances of the Lord's Supper in the church.
5. Assist the Pastor in the Sacrament of the Lord's Supper.
6. Administer the Lord's Supper to the sick and shut-in.
7. Approve persons desiring membership by: Letter of Transfer, Reaffirmation of Faith or Profession of Faith.
8. Oversee and provide direction for the ministry of Elders, Deacons and organizations of the church.
9. Provide programs through committee on Christian Education, Evangelism/Outreach, Finance, Nominations, Personnel, Properties, Stewardship and Interpretation and Worship.
10. Share in the ministry of the church in councils higher than the Session and in ecumenical relationships.

11. Elect, as commissioners to presbytery, ruling Elders from the Session, preferably for at least a year and receive their reports.
12. Call the annual meeting of the congregation, Session Quarterly updates and other congregational meetings as requested or needed.
13. Participate in Session Quarterly updates through committees - sharing information and answering questions of approved Session actions.
14. Call a congregational meeting to elect a pastoral nominating committee that will be representative of the congregation.
15. Meet once a month to conduct the business of the church.
16. Meet once a year with the Board of Deacons.
17. Prepare and adopt an annual proposed budget.
18. Restore members to active participation and provide written notice before deleting names due to member inactivity.
19. Authorize the signing of contracts over \$5,000.00.
20. Elect a church Treasure annually.
21. Review all financial transactions.
22. Chair only one standing committee while serving on the Session.

VII. SESSION COMMITTEES

A. Christian Education

Purpose:

Provides oversight and leadership for the Sunday School program, Youth Fellowship, Vacation Bible School, Scholarship Committee, Tutoring, Scouting, Summer program, Camps and Conferences and other interrelated activities - along with, organizing and facilitating classes for perspective new members and inquirers.

Responsibilities:

1. Coordinate annual church picnic, Vacation Bible School, Summer Youth program, Camps and Conferences and other related Christian education activities.
2. Coordinate annual Fall Family Gathering and Reception.
3. Oversee the church's Sunday School classes – youth and adult.
4. Provide education for inquirers/seekers and new members.
5. Oversee and facilitate the William G. Gillespie Scholarship program.
6. Submit an annual proposed budget to the finance committee.
7. Provide a written report to the Session monthly.

B. Evangelism - Outreach

a) Evangelism

Purpose:

The purpose of the Evangelism Committee is to organize the congregation to reach out into the community so that all might know and experience the love of Christ and be invited to live the life of faith through the congregation.

Responsibilities:

1. Reach out to the community to invite people into the congregation.
2. Develop and maintain an active church membership roster.
3. Oversee the ongoing update of the website.
4. Use technology - website, radio programs and phone tree- for the communication of the gospel and the church's ministries.
5. Coordinate and plan publicity and marketing campaigns to attract new members.
6. Provide peacemaking and conflict training.

b) Outreach**Purpose:**

The purpose of the Outreach Committee is to communicate the mission causes of Jesus Christ to the congregation, friends and visitors. The committee will utilize the church bulletin, newsletter, website and bulletin boards. The committee is to serve as a liaison between the church and the world and to celebrate the efforts of the members in service to the community, nation and world.

Responsibilities:

1. Represent the church as its elected commissioners at the Presbytery of Giddings – Lovejoy Gatherings and report to the Session.
2. Work through the Session to identify, interpret and encourage the congregation's involvement in local, national and international mission projects. Actively seek out, review, and communicate to the congregation issues relevant to Christian witness in the world and assume the leadership role in the church's participation in the greater community.
3. Submit a proposed budget annually to the chairperson of the Finance Committee including expenditures for local, national, and international mission projects.
4. Determine what mission and social witness communications shall appear in church communications – provide interpretation when such communications may be controversial.
5. Provide communication of mission projects and activities through the newsletter, bulletin, website and “minute for mission”.
6. Oversee other events in cooperation with other congregational committees.
7. Provide a written report to the Session monthly.

C. Finance

Purpose:

The purpose of the Finance Committee is to assume responsibility of the church's finances. This shall include developing and monitoring a church budget, financial recordings, reporting of all revenue collections and disbursements, and auditing of financial records.

Responsibilities

1. Manage and oversee member's weekly church contributions.
2. Provide monthly information to the congregation via the weekly bulletin of past month's giving.
3. Collect, account and disburse monies for all benevolent offerings.
4. Annually collect Per Capita and disburse the amount designated by the Presbytery prior to the end of March of the current fiscal year.
5. Collect income/contributions for all church organizations, disburse monies upon request and maintain an accurate accounting record for all income and disbursements.
6. Manage and oversee payroll records for all church employees and contractual workers.
7. Develop and monitor policies for the handling of all funds within the church.
8. Review and monitor all line items and committee budgets to maintain compliance with the allocated amount for the current fiscal year.
9. Annually implement the procedures for an outside independent audit or review of church finances.
10. Provide monthly written financial reports to the Session that includes revenue & expense reports and bank reconciliation.
11. Oversee the responsibilities of the contracted accountant/bookkeeper.
12. Provide quarterly written investment reports to the Session with possible recommendations for increasing growth of assets.
13. Provide annual contribution statements to the membership.
14. Develop and provide an annual proposed budget to the Session for approval no later than September of the current fiscal year.
15. Oversee the treasurer's duties and responsibilities.

D. Nominating

A basic principle of Presbyterian polity is the right of every congregation to elect its own installed leaders. This right is exercised when the congregation chooses some of its membership to serve as ruling elders, deacons and members of the nominating and by-laws committee.

The process of electing officers begins with the Nominating Committee. There are five (5) voting members on the committee. The committee is comprised of:

- One ruling elder chosen by the Session who will serve as moderator

- One active deacon chosen from their board
- Two members at large elected by the congregation
- One youth elected by the congregation
- The pastor as an ex-officio member without a vote

A. 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.

B. 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, or Deacons, the Nominating Committee has the responsibility for filling vacancies at a special called meeting or at the annual meeting. The Clerk of Session shall immediately advise 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.

Purpose:

The Nominating Committee has the responsibility to fill vacancies on continuing offices –Elders, Deacons, Sunday School Superintendent, and Youth Fellowship Coordinators – and provide training for all new and current officers

Responsibilities:

1. Review the eligibility requirement for each office to be filled.
2. Seek willing members of the congregation for candidates who actively support the ministries of the church through attendance, financial contributions and service.
3. Interview potential candidates for nomination.
4. Conduct mandatory training workshops for potential officers.
5. Determine a nominating slate for Session approval.
6. Present the nominating slate to the congregation at its annual meeting for vote by ballot and seek nominations from the floor.
7. Recommend members at large for the Nominating Committee annually and the By-Laws Committee bi-annually (The by – laws committee shall consist of a deacon, two elders and two members at large)
8. Prepare certificates for newly ordained Elders and Deacons.
9. Submit an annual proposed budget to the Finance Committee.
10. Provide written reports to the Session monthly.

E. Personnel**Membership:**

The Personnel committee shall consist of three (3) elders elected by the Session, with an elder currently serving on the Session appointed as chair. The remaining elders may not be currently serving on the Session.

Purpose:

To provide the Session the means to build a safe and equitable work environment with the ministerial staff and church employees.

Responsibilities:

1. Develop and maintain an updated written Personnel Handbook for the church staff, including conditions of employment, salary, benefits, professional growth and grievance procedures.
2. Develop and maintain written job descriptions/expectations for all church staff – paid and unpaid.
3. Coordinate annual reviews of all church staff/employees.
4. Maintain employee files for all staff.
5. Arbitrate disagreements between staff and staff, staff and committees, staff and church members.
6. Act as a support for the pastor and other members of the staff.

7. Recommend hiring and dismissal of employees, other than the pastor, to the Session after consultation with the pastor.
8. Provide written reports to the Session monthly.
9. Submit an annual budget to the Finance committee.

F. Property

Purpose

The Property Committee is charged with managing the buildings, grounds, and physical assets of the church's property.

Responsibilities

1. Receive, hold, encumber, manage, and transfer property, real or personal property for and at the direction of the Session.
2. Review and award all church contracts.
3. 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.
4. Maintain church property.
5. Facilitate and monitor building usage.
6. Ensure proper insurance coverage is in place for all church assets.
7. Annually update records of real and personal church property.
8. Submit an annual proposed budget to the Finance Committee.
9. Provide monthly written reports to the Session.

G. Stewardship and Interpretation

Purpose:

The work of the Stewardship and Interpretation Committee is both spiritual and practical. It is spiritual in the sense that the committee has the responsibility of placing before the congregation the Christian basis for disciplined financial response to God. It is practical in the sense that the committee needs to challenge the congregation to respond clearly to articulated, specific financial goals that are designed to meet and advance the mission goals of the congregation and support the work of the more inclusive governing bodies.

Responsibilities:

1. Oversee and manage:
 - i. Annual pledge campaign to begin no later than October of the current fiscal year and end the 2nd Sunday in December of the current fiscal year;

- ii. Special offerings: One Great Hour of Sharing, Pentecost, Peacemaking, and Christmas Joy;
 - iii. And special gifts.
- 2. Gather and maintain information on the time and talents of the congregation.
- 3. Plan ways to encourage church members to share their time and talents, as well as other resources, with the church.
- 4. Interpret the mission and ministry of the church in ways that challenge members to respond generously.
- 5. Educate the congregation annually on Per Capita responsibilities.
- 6. Provide communication of activities to the congregation through the newsletter, website, bulletin and “minute for mission”.
- 7. Assist the Finance Committee in developing the annual proposed budget based upon the projected income from the pledge campaign.
- 8. Oversee other events in cooperation with other congregational committees.
- 9. Submit an annual proposed budget to the Finance Committee.
- 10. Provide monthly written reports to the Session.

H. Worship Committee

Purpose:

The purpose of the Worship committee is to oversee worship services, music in worship, and the administration of the Sacraments, following the guidance of the *Book of Order* and *The Book of Common Worship*.

Responsibilities:

1. Create an atmosphere of reverence within the worship service.
2. Provide an opportunity for corporate and individual prayer.
3. Provide for the ordination/installation of Elders, Deacons and Minister of the Word and Sacrament.
4. Provide that the Holy Sacraments are rightly administered and received.
5. Assist in the selection of a supply pastor when needed.
6. Develop and maintain a handbook for worship in consultation with the pastor that is inclusive of the sacraments; and weddings, funerals and memorial worship services.
7. Provide a forum for sharing joys and concerns along with prayers for intercession.
8. Create new opportunities for sharing gifts and talents in the worship service.
9. Increase participation of all ages in the service.
10. Maintain a music program which enhances the worship service.
11. Celebrate the seasons of the liturgical year.
12. Schedule a liturgist for every Sunday as needed.
13. Oversee all projects, activities and programs of the Media Ministry.

14. Oversee the care and maintenance of all musical instruments of the church. This includes the organ, the hand bells, and other musical instruments.
15. Provide communication of activities to the congregation through the church newsletter, bulletin, website, and “minute for mission”.
16. Oversee other events in cooperation with other congregational committees.
17. Submit an annual proposed budget to the Finance Committee.
18. Provide monthly written reports to the Session.

VIII. BOARD OF DEACONS

The ministry of the Board of Deacons – as set forth in the Scripture is one of compassion, witness and service in sharing in the redeeming love of Jesus Christ for the congregation of Cote Brilliante Presbyterian Church as well as the poor, the hungry, the sick, the lost, and the friendless in the community.

Vision

To commit to seek God’s wisdom and His ways to care for the community, to share the love of Christ within and outside the church building, to serve one another and to love as Christ loves us.

Mission

To extend Christ’s love to the church and our community.

The Board of Deacons is organized and supervised by the Session. At the first annual meeting, active members shall elect a moderator, vice - moderator, secretary (correspondence and recording) and treasurer; and shall form such committees as necessary to carry out its work. The pastor may serve as advisory member. A quorum shall be one third of the members, including the moderator.

The ministries to the congregation and community are:

- Distribute weekly pulpit flowers, visit bereaved families, sick and shut in or homebound members of the church; serve communion to them, when requested; and send appropriate condolences to the families of deceased members.
- Serve as “greeters” for Sunday Worship Service, record name and address of visitors and provide to the liturgist; and maintain a guest book and update supplies.
- Prepare Holy Communion on the first Sunday of each month and at other services approved by the Session. Maintain and manage communion supplies and resources.
- Prepare a “repast meal” for families and friends of deceased church members when requested by the family.
- Reach out to members that have not attended church to offer assistance or support.
- Prepare meal and Holy Communion for Maundy Thursday service.

- Prepare and distribute Thanksgiving blessings to those who need assistance.
- Prepare and distribute a holiday token at Christmas to the sick and shut-in or homebound members.
- Prepare for baptisms – font, complete and present the certificate of baptism to the baptized and Clerk of Session.
- Support the Evangelism - Outreach committee in their programs and activities.

IX. 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 it deems appropriate, alternative forms of resolution, ordinarily after the investigation has been completed, probable cause has been determined, but before the charges has 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.

Specific details regarding Sexual Harassment, Definitions, Charges, Policies and Procedures can be found in The Book of Order 2011/2013. Revised: September 2013

X. CHURCH POLICIES

- **Media**

All musical instruments, hardware and software, sound equipment, stands, and sheet music purchased by the church are the sole property of the church. The Session shall determine the need for all equipment to be secured by locks and shall purchase the necessary locks to do so. Only Session approved persons will have access to all media equipment and materials.

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

The Session adopted a policy on March 28, 2011, which states as follows: "it was properly moved and seconded that the 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. No employee, committee, organization, group, or individual may move or remove, allow to be borrowed, or borrow any media equipment and materials from the church unless approved by the Session.

- **Wedding ***

A wedding ceremony is a worship service, which gives honor and praise to God for the couple that chooses to share a life together. For planning purposes, the couple should adhere to the following policy:

1. Contact the church office at 314.381.2770 as soon as a date has been determined, so the church calendar may be checked for availability.
2. Contact the pastor for the initial meeting and to schedule pre-marital counseling sessions.
3. Receive a general outline from the pastor of the marriage worship service.
4. If a non – member, tour the facilities – sanctuary / fellowship hall- and receive a fee schedule (**refer to Building Usage**).
5. Discuss music with the Minister of Music.

*** Specific information for the worship service is available in the Worship Handbook**

- **Funeral or Memorial Service****

A funeral is a worship service in which the body of the deceased lies in the casket. The 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. Pictures or a portrait may be placed near the chancel steps.

The bereaved family or designee should adhere to the following policy:

1. Contact the pastor or administrative assistant at 314.381.2770 as soon as possible
2. Check availability of church calendar with pastor or administrative assistant and schedule a date and time for the service
3. Determine if a repast will be held in the fellowship hall following the internment (funeral) or memorial service. Discuss the number that possibly will be attending (**Refer to Building Usage**).

****Specific information for the worship service is available in the Worship Handbook**

XI. BUILDING USAGE

Cote Brilliante Presbyterian Church is committed to sharing our facilities – sanctuary and fellowship hall - for worship services, events and meetings with the membership and community.

The following fees will be assessed for usage:

Member:

Wedding	Sanctuary	\$0.00
Reception	Fellowship Hall	\$0.00
Funeral/Memorial Service	Sanctuary	\$0.00
Repast	Fellowship Hall	\$0.00 for 50 people (\$10.00 per person beginning with the *51 st person)
Events/ Meetings	Fellowship Hall	\$75.00 per hour

Non- Member:

Wedding	Sanctuary	\$400.00 (Inclusive of rehearsal)
Reception	Fellowship Hall	\$150.00 per hour (Caterer not included)
Funeral/Memorial Service	Sanctuary	\$200.00*
Repast	Fellowship Hall	\$200.00* (Caterer not included)
Events/Meetings	Fellowship Hall	\$150.00 per hour (Custodial fees included)
Civic Organization	Sanctuary	Monetary Donation
Churches	Sanctuary	Monetary Donation
Civic Organization	Fellowship Hall	Monetary Donation
Churches	Fellowship Hall	Monetary Donation

When interested in building usage, one is expected to adhere to the following policy:

1. Contact the church office (314.381.2770) to determine availability of date and time
2. Tour facilities if not a member
3. Complete a Building Usage Request no later than thirty (30) days prior to the service, meeting or event and provide a check* for 1/3 of the “usage fee” if applicable
4. Pay the remaining amount of the “usage fee” by check **no later than two weeks(2) weeks** prior to the service, event or meeting. If not received, the agreement will be rescinded
5. * Funeral/ Memorial Services and repast payment will be due two (2) days prior to the service

*Make checks payable to **COTE BRILLIANTE PRESBYTERIAN CHURCH**

Expectations for Usage of the Fellowship Hall

Please be a good steward of the facility by:

- Obtaining a reputable caterer for food and beverages
- Refraining from the possession and use of alcohol, illegal drugs, tobacco and fire arms by all in attendance
- Providing responsible adult supervision for all children and youth
- Washing and putting away all utensils, pots/pans and dishes if used
- Returning all tables and chairs to original positions
- Leaving the facility clean and in the order found
- Turning off all lights and closing all doors completely

Cote Brilliant Presbyterian Church Building Usage Request

Event: _____

Requestor: _____

Person, Organization, Club, Church

Location: _____

Date of Event: _____ **Number of people:** _____

Event Time: From: _____ **To:** _____ **Reserve Time:** _____ **to** _____

Start End Set up Break down

Is the event recurring? _____

Circle Frequency: Monthly Weekly Other _____

If monthly, **Circle Week in Month:** First, Second, Third, Fourth, Fifth **Circle Day:** Mon Tues Wed Thurs Fri Sat Sun

Responsible Person

I have read and agree to abide by the Building Use Policy. I understand that I will pay one – third down to secure the date and time and the remaining two – thirds of the fee is due no later than two weeks prior to the event if applicable. Failure to pay the final amount will result in the request being rescinded.

Name: _____ **Phone #:** _____

Email Address: _____

Mailing Address: _____

Signed: _____ **Date:** _____

Fee received: _____ **Balance due:** _____