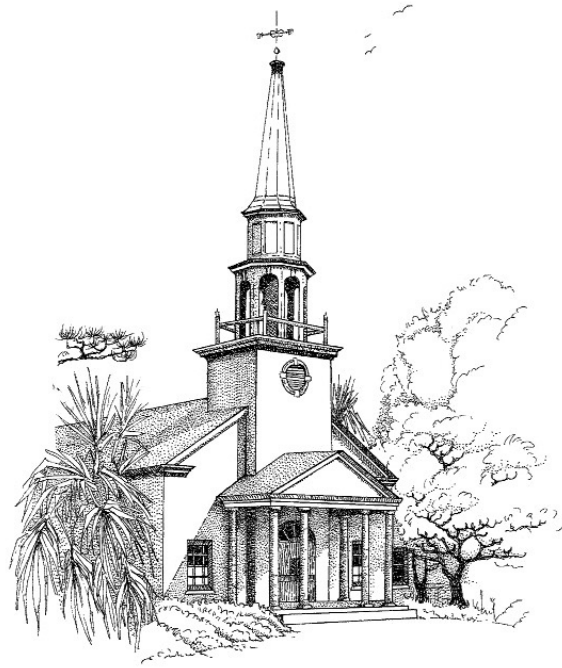




SSPC LEADERSHIP HANDBOOK

2024-2025

Mission: To love others as God loves us

Leadership Handbook revised June 2024

PRESBYTERIAN CHURCH (USA)

SYNODS IN AMERICA

1. Synod of Alaska-Northwest
2. Synod of Boriquen (Puerto Rico)
3. Synod of the Covenant
4. Synod of Lakes and Prairies
5. Synod of Lincoln Trails
6. Synod of Living Waters
7. Synod of Mid-America
8. Synod of the Mid-Atlantic
9. Synod of the Northeast
10. Synod of the Pacific
11. Synod of the Rocky Mountains
12. **Synod of South Atlantic** – 15 Presbyteries
 - a. Central Florida
 - b. Charleston-Atlantic
 - c. Cherokee (GA)
 - d. Flint River (GA)
 - e. Florida
 - f. Foothills
 - g. Greater Atlanta (GA)
 - h. New Harmony
 - i. Northeast Georgia (GA)
 - j. Peace River
 - k. Providence
 - l. St. Augustine
 - m. **Savannah** (GA) – 33 churches
St. Simons Presbyterian
 - n. Tampa Bay
 - o. Trinity
13. Tropical Florida
14. Synod of Southern California and Hawaii
15. Synod of the Southwest
16. Synod of the Sun
17. Synod of the Trinity

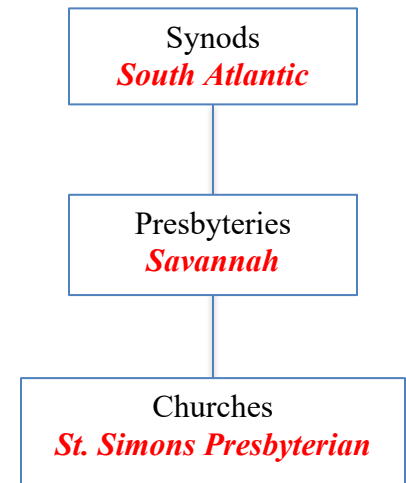


TABLE OF CONTENTS

DEACON	1
Definition	
Duties	
• Congregational Care Ministry	1
○ Flower Ministry	
○ Hands & Heart Ministry	
○ Meal Ministry	
○ Muffin Ministry	
○ Sonshine for the Soul Nursing Home Ministry	
○ Hand-Written Notes	
○ Phone Call/Visits	
○ Transportation	
○ Grief Group	
• Welcoming Ministry	1
• Greeters/Usher Responsibilities (8:30 & 10:30)	2
○ Directions for Counting the Offering	4
○ Sanctuary Lights.....	5
ELDER	7
Definition	
Duties	
• Lead & Assist - Worship Duties	8
• Lead & Assist - Funeral Duties	9
○ Sanctuary Lights	10
• Communion	11
○ CUPS	12
○ INTINCTION: Preparation	13
○ INTINCTION: Cutting Bread	14
○ INTINCTION: Setting Table	17
○ INTINCTION: Serving Communion	18
TRUSTEES	21
Definition	
Duties	

continued on next page

ADDENDUM	23
Organizational History	26
Ministry Councils	27
Officer Lists	29
• Classes of Officers with Contact Information	
Deacons	31
• Deacons Meeting Dates	
• Opening & Closing Prayer List	
Elders	33
• Communion Dates	
• Session Meeting Dates	
• Presbytery Meeting Dates	
• Closing Prayer List	
• Lead & Assist List	
• Communion Schedule	35
Sexual Misconduct Policy	37
Staff & Volunteer Code of Conduct	38
Emergency Procedures	39
Church Emergency Exit Diagram	40

DEACONS

DEFINITION

The Book of Order (G-2.0201)

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.

Deacons

Deacons meet the 3rd Monday of each month and are expected to attend the monthly meetings. There is no meeting in July and December. Deacons oversee ministries of care and compassion to members of our church family and beyond as well as a ministry of welcome to all worshipers.

Reach out to your fellow Deacons if you need help!

DUTIES

1. **CONGREGATIONAL CARE:** Deacons coordinate and oversee with the help of at-large members, the following ministries of care and compassion.
 - a. **FLOWER MINISTRY:** Teams are scheduled to break down and deliver worship flowers on the 2nd and 4th Sunday of each month.
 - b. **HANDS & HEART MINISTRY:** Lap blankets and quilts are sewn and gifted to church members and the community to express the warmth, love, and presence of God amidst trying times.
 - c. **MEAL MINISTRY:** Casseroles & soups are prepared at church and frozen for immediate delivery and individual and/or individual or meals needed for longer period of time are scheduled and provided.
 - d. **MUFFIN MINISTRY:** Homemade muffins/sweets are delivered to designated members.
 - e. **SONSHINE FOR THE SOUL NURSING HOME MINISTRY:** small inspirational gifts and cards are personally delivered monthly to members and nonmembers who reside in long term nursing or under hospice care. Face to face regular visits are scheduled with these folks to form relationships and a connection to their church family.
 - f. **HAND-WRITTEN NOTES**
 - g. **PHONE CALLS/VISITS**
 - h. **GRIEF GROUP:** coordinated and led by Rev. Laurie Bentley twice a month.
2. **WELCOMING MINISTRY:** Deacons lead and coordinate rotating teams of Deacons and at-large members who serve as greeters/ushers to welcome worshipers on Sunday morning services.

OFFICER INFORMATION ON CHURCH WEBSITE

*www.sspres.org

- CLICK ON "About" tab
- CLICK ON "Resources" tab
 - Leadership Handbook

8:30 GREETER - USHER CHECKLIST

BEFORE SERVICE

- ☐ Mark your calendar for assigned Sundays. Check emails for reminders/changes.
- ☐ Arrive at 8:00 am & check in with team leader.
- ☐ **OPEN OUTSIDE AND INSIDE GLASS DOORS IMMEDIATELY** (make sure doors are unlocked).
- ☐ Wear nametag located on board and locate bulletins.
- ☐ Place 1 wooden offering box each on table in narthex and 1 box at the Gathering Space door.
- ☐ Verify there is **CLEAN** water in the pitcher under the baptismal font. If not, fill pitcher about 1/3 of the way from plastic jug. **BE SURE THE DRAIN IS CLOSED** (test it!)
- ☐ 8:15 - Light candles in chancel area. Check the wick, ask Anne Marie to check for oil.
- ☐ Verify friendship pads are in pews.
- ☐ Know location of large print hymnals/Bibles.
- ☐ Be familiar with emergency procedures. Know location of AED, first aid kit, fire extinguisher.
- ☐ Greet worshipers saying "Welcome, my name is _____" and give them a bulletin.
- ☐ Assist guests getting out of a car and up the stairs; assist those in wheelchairs or on walker.
- ☐ Walk or direct worshipers to nursery area if needed.

BEGINNING OF SERVICE

- ☐ Close inside glass doors & transept doors open at beginning of Welcome & Announcements.
- ☐ Leave the outside front doors open; stay outside to welcome late arrivers.
- ☐ Close the outside front doors when 1st hymn begins.
- ☐ LATE COMERS: (they may be visitors) Welcome them quietly, give them a bulletin and assist them in finding a seat.

DURING SERVICE

- ☐ Pay attention to any worshippers or worship leader's needs (water, hymnal, etc.).

AFTER SERVICE

- ☐ Open glass doors to the narthex at the beginning of the Benediction.
- ☐ Open the outside doors and transept doors at the end of the benediction.
- ☐ Retrieve 2 offering boxes and count money (see specific directions). Keys to unlock boxes are in usher closet drawer.
- ☐ Collect friendship pad sheets and make sure pad is ready for the 10:30 service.
- ☐ Count money. Place money and friendship pad sheets in plastic bag. Put plastic bag in safe.
- ☐ Return boxes to usher closet; get 4 offering plates out in ushers closet for 10:30 service.
- ☐ Extinguish chancel candles. Check the wicks.
- ☐ Drain the font into the pitcher, make sure pitcher is aligned with the bowl drain. **CLOSE THE DRAIN**, leave pitcher with water under font.
- ☐ Put bulletins in recycle bins. Tidy up Bibles/hymnals and pews.
- ☐ Return name tag to board in ushers closet.

10:30 GREETER - USHER CHECKLIST

BEFORE SERVICE

- ☐ Mark your calendar for assigned Sundays. Check emails for reminders/changes.
- ☐ Arrive at 10:00 am & check in with team leader.
- ☐ **OPEN OUTSIDE AND INSIDE GLASS DOORS IMMEDIATELY** (make sure doors are unlocked).
- ☐ Wear nametag located on board and locate bulletins.
- ☐ Verify there is **CLEAN** water in the pitcher under the baptismal font. If not, fill pitcher about 1/3 of the way from plastic jug. **BE SURE THE DRAIN IS CLOSED** (test it!)
- ☐ Verify friendship pads are in pews and sanctuary rows are neat.
- ☐ Confirm location of 4 offering plates.
- ☐ Know location of large print hymnals/Bibles.
- ☐ Be familiar with emergency procedures. Know location of AED, first aid kit, fire extinguisher.
- ☐ Greet worshipers saying "Welcome, my name is _____" and give them a bulletin.
- ☐ Assist guests getting out of a car and up the stairs; assist those in wheelchairs or on walker.
- ☐ Walk or direct worshipers to nursery area if needed.

BEGINNING OF SERVICE

- ☐ Close inside glass doors & transept doors open at beginning of Welcome & Announcements.
- ☐ Leave the outside front doors open; stay outside to welcome late arrivers.
- ☐ Close the outside front doors when 1st hymn begins.
- ☐ LATE COMERS: (they may be visitors) Welcome them quietly, give them a bulletin and assist them in finding a seat.

DURING SERVICE

- ☐ Pay attention to any worship leader's needs (water, hymnal, etc.).
- ☐ Collect offering at designated time (work as a team): 4 people bring plates forward; 2 collect from each transept (pause until both transepts are finish), than all 4 collect from sanctuary.
- ☐ When finished, 2 people walk filled plates up to chancel for pastor's blessing. Then return filled plates to usher closet.
- ☐ Count money (see specific directions).; place offering in money envelope along with any friendship pad sheets with collection and deposit in safe. If the collection boxes were not brought in after the 8:30 service, bring them back during or after the 10:30 service, count the collection
- ☐ SEPARATELY tally, bag, and put in safe.

AFTER SERVICE

- ☐ Open glass doors to the narthex at the beginning of the Benediction.
- ☐ Open the outside doors and transept doors at the end of the benediction.
- ☐ Put bulletins in recycle bins; tidy up Bibles/hymnals and pews.
- ☐ Make sure friendship pad sheets are collected; place them in safe.
- ☐ Drain the font into the pitcher make sure pitcher is aligned with the bowl drain. CLOSE THE DRAIN. Check the water for clarity and any odor, pour back into jug or discard if not clear. Clean up any spills. **Clean and dry the pitcher and font bowl** with paper towels (found under the font).
- ☐ Return name tag to board in ushers closet.
- ☐ Turn off light and lock all doors (see directions) from Social Hall to Kings Way entrance. (Frieda turns off lights and locks preschool).

DIRECTIONS FOR COUNTING THE OFFERING

Two persons (not relatives) count money together.

You will find plastic bag and yellow slip in middle drawer of ushers closet.

1. **OFFERING ENVELOPES:** Do not open envelopes. Place envelopes in plastic bag.
2. **CHECKS:** Gather loose checks and stamp top back of each check with the deposit stamp. Place checks in plastic bag.
3. **CASH/COINS:** Count cash/coins and write the total amount on the cash count slip. Place slip (initialed by 2 officers) and money in plastic bag.
4. **FRIENDSHIP PAD:**
 - Offering gather during the service (money and friendship pad slips) is counted during the service.
 - Any friendship pad slips gathered after the service are put in the safe.
5. **SAFE:** Deposit the plastic bag into the church safe located in the ushers closet.
6. **OFFERING PLATES:**
 - **8:30 service** - Leave plates in the ushers closet so they will be ready for the 10:30 service.. There should be 4 plates.
 - **10:30 service** - Place all 4 offering plates in the ushers closet.

SANCTUARY LIGHTS

Sanctuary lights are operated from a pad at the top of the ramp just outside the entrance to the chancel. Keypad code: 1954 (*date on the cornerstone at the front of the church*).

1954

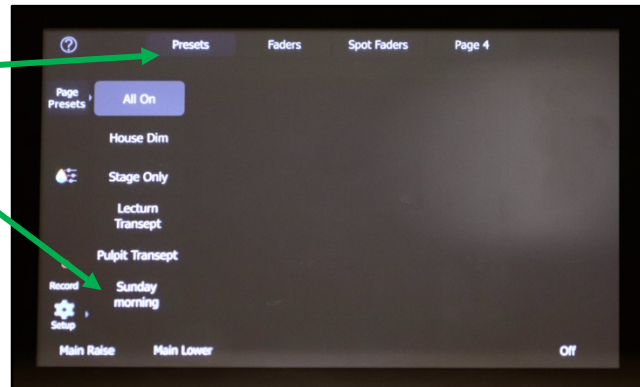


TURNING LIGHTS ON

STEP 1

Tap **PRESETS**

Tap **SUNDAY MORNING**



STEP 2

Tap **SPOT FADERS**

Tap **RAISE SPOTS**
until bars reach 85%

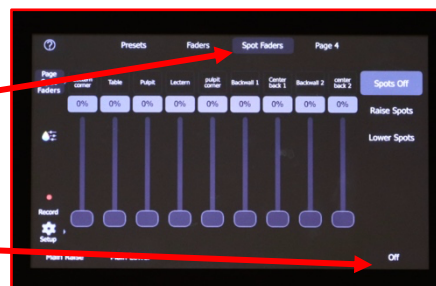


TURNING LIGHTS OFF

STEP 1

Tap **SPOT FADERS**

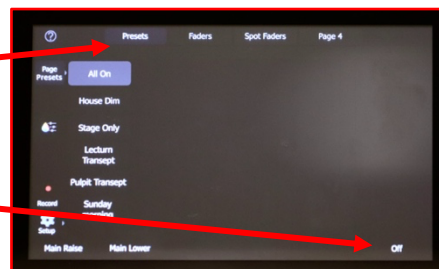
Tap **OFF**



STEP 2

Tap **PRESETS**

Tap **OFF**



ELDERS

DEFINITION

The Book of Order (G-2.0301)

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.

Session

The Session is comprised of three classes of elders. As one class rolls off the Session, a new class is ordained/installed. A Session meeting can be "called" at any time but "stated" meetings are held monthly (generally the 3rd Tuesday of each month). The Session does not have a stated meeting during the months of July. And December

DUTIES

Elders are assigned duties on a rotating monthly basis. The duties are grouped as (1) leadership duties and (2) worship duties. Specific directions for each duty are outlined in this handbook.

1. LEADERSHIP DUTIES

a. SESSION

- i. attend stated & called Session meetings
- ii. serve as elected "Elder Representative at Stated Presbytery Meetings"

b. COMMITTEES

- i. take a leadership role on a committee
- ii. participate on a council (see organizational chart in Addendum)
or serve as you feel called

2. WORSHIP DUTIES

a. LEAD & ASSIST (serves throughout the assigned month)

- i. assist with Sunday worship: see duties on pg. 8 of the Handbook
- ii. usher at funerals: see checklist on pg. 9 of the Handbook

b. COMMUNION

- i. prepare communion: see directions beginning on pg. 11
- ii. check communion schedules located in Addendum



OFFICER INFORMATION ON CHURCH WEBSITE (www.sspres.org)

- CLICK ON - "About" tab
- CLICK ON - "Resources" tab
 - Leadership Handbook

LEAD & ASSIST: MONTHLY WORSHIP DUTIES

Reach out to your fellow Elders if you need help!

- Before serving, the lead elder contacts the assist elder to determine which person will serve each Sunday during the month.
- Once a monthly schedule is made, notify the director of communications as this information is printed in the Sunday bulletin.

10:30 AM Worship

1. Lay Reader - Call To Worship & Old Testament Reading

- a. Call To Worship
 - i. The introduction script is on the lectern.
 - ii. Call To Worship script is in the bulletin.
- b. Scripture Reading:
 - i. During the week, contact the director of communication for the scripture reading. Ask pastor for help with pronunciations.
 - ii. A script (see below) with suggested language for introducing the scripture reading is on the lectern.

2. After Reading

- a. After the scripture reading, you are free to stay in the lectern area or return to a seat in the sanctuary to join your family, etc.

3. After service

- a. Circulate and greet worshipers saying, "Welcome, my name is _____."

SUGGESTED LANGUAGE FOR LAY READERS

CALL TO WORSHIP

**"I invite you to join me as we call ourselves to worship using the responsive Call to Worship found printed in your bulletin.
Please stand as you are able."**

[Lay reader begins Call to Worship]

SCRIPTURE READING

"Our first scripture reading comes from the Book of _____ and can be found on page _____ of your pew Bible. Let us listen now for a word from God."

[Reading... at the conclusion of the reading, the elder reader says...]

Lay Reader - "This is the word of the Lord."

Congregation - "Thanks be to God."

FUNERAL DUTIES

Ushers take care of the guests and the sanctuary.



Before the Service

1. Turn on sanctuary lights (see directions).
2. Place reserved banners on the front pews (banners are in ushers closet). Ask pastor how many rows should be reserved for family and friends.
3. Place a box of Kleenex in reserved pews.
4. Unlock doors the church doors (Kings Way, Ashantilly, Gathering Space, Memorial Garden and Office).
5. Get programs from director of communications office (unless they are already in the ushers closet).
6. Place guest book and pen (located in ushers closet) on pedestal.
7. Usher #4 (see "Greet Guests" below) place programs in the parlor for the family.
8. 15 minutes before service begins: Light candles on chancel table - lighter should be on the shelf under the lectern.

Greet Guests

1. Give guests a bulletin.
2. Usher #1 - Greet guests as they come into the church.
3. Usher #2 - Invite guests to sign the guest book (see "Guest Book" below).
4. Usher #3 - Greet guests at the "office" transept. Close doors 5 minutes before the service.
5. Usher #4 - Greet guests at the "gathering space" transept. Close doors 5 minutes before the service.
6. Usher #4 - FAMILY
 - a. Before family arrives, place bulletins for the family in the parlor.
 - b. Pastor leads the family to the gathering space just before the funeral.
 - c. Have extra bulletins ready to give family members if they need them.
 - d. When pastor signals you, open the door to the transept so the family can enter the sanctuary.

Guest Book: Usher #2

1. If there is a reception after the service, an usher takes the guest book to the social hall DURING THE SERVICE so it will be available for those who didn't have an opportunity to sign before the service.
2. If there is no reception, then give guest book to the family after the service.

After the Service

1. Extinguish candles.
2. Straighten hymn books and Bibles in pew racks.
3. Remove litter from pews and pew racks.
4. Lock doors (Kings Way, Ashantilly, Gathering Space, Memorial Garden and Office).
5. Turn off lights (see directions).

SANCTUARY LIGHTS

Sanctuary lights are operated from a pad at the top of the ramp just outside the entrance to the chancel. Keypad code: 1954 (*date on the cornerstone at the front of the church*).

1954

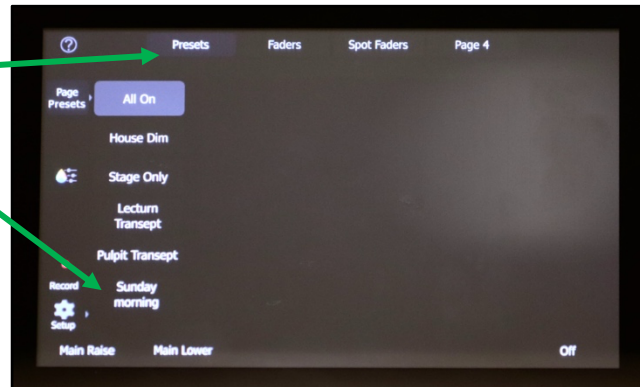


TURNING LIGHTS ON

STEP 1

Tap **PRESETS**

Tap **SUNDAY MORNING**



STEP 2

Tap **SPOT FADERS**

Tap **RAISE SPOTS**
until bars reach 85%

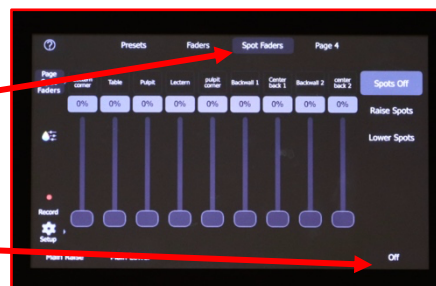


TURNING LIGHTS OFF

STEP 1

Tap **SPOT FADERS**

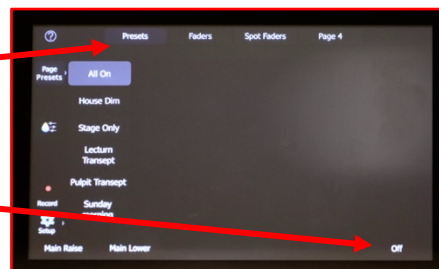
Tap **OFF**



STEP 2

Tap **PRESETS**

Tap **OFF**



COMMUNION



OVERVIEW

Communion by CUPS

See directions on page 12.

Communion by INTINCTION

PREPARING COMMUNION *(see Handbook pg. 13)*

Duties are assigned based on the communion schedule (see addendum). Two people are assigned to preparation duties. The team prepares for the communion, sets the table for each service and cleans up afterwards.

Elders purchase the bread, rolls and juice but can be reimbursed through the office (give receipt to church administrator).

SERVING COMMUNION *(see Handbook pg. 18)*

- If you are unable to serve, it is your responsibility to find a substitute (perhaps trade dates with another elder) and notify Anne Marie Stirewalt (2annemarie@comcast.net) of the change as she assigns places prior to entering the sanctuary on Communion Sunday.
- COMMUNION SUNDAY: Elders meet in the Memorial Garden hallway. Duties (placement) are assigned and the pastor leads the elders in prayer.
- Elders sit on the front pews of the sanctuary.

WORDS SPOKEN DURING COMMUNION

- Pastor (bread): ***"This is Christ's body broken for you."***
- Elder (cup): ***"This is Christ's blood shed for you." or "The cup of salvation."***



CUPS

REPARING AND SERVING COMMUNION

Communion needs to be prepared **BEFORE** Sunday as some members for the congregation arrive early.

PREPARING COMMUNION

MATERIALS – located in credenza in Gathering Space

1. BOX OF CUPS: in credenza
2. BASKETS: 3 baskets



PREP DIRECTIONS (Friday or Saturday)

1. Put communion cups (enough for both services) in 3 baskets.
2. Place baskets in the usher's room in the narthex.
3. "Score" the bottom of the bread. Place on the table with the "score" facing the front of the church so pastor can pick bread up and pull it apart easily.
4. Prepare the table in the chancel by placing (1) a cup in the goblet, (2) round bread on the plate, (3) communion cups on the table for each pastor (both service), (4) 10:30 - cup for elder reader, (5) 10:30 - cups for choir
5. Plastic pew bags are used by congregation to dispense of their used communion cup. Place a plastic bag at each end of the pew.
6. SUNDAY: after the 8:30 service (1) make sure the baskets contain enough cups for the 10:30 service and (2) replace used plastic pew bags for the 10:30 service.

SERVING COMMUNION

1. Servers stand at the front door and both transept doors.
2. Offer each member of the congregation a communion cup.
3. Just before the worship service begins, the server walks throughout the sanctuary to make sure everyone has a communion cup.
4. During the service, the pastor will ask if everyone has a cup. Be ready to give a cup to anyone who raises their hand in the main sanctuary and transepts.

8:30 & 10:30 - Make sure communion cups for the pastors are on the table.

10:30 - Give a communion cup to (1) elder reader and (2) members of the choir.

SUMMER service is one service at 10:00 AM. Follow procedures for 10:30 service.

INTINCTION

PREPARING AND SERVING COMMUNION

PREPARING COMMUNION

MATERIALS – credenza in Gathering Space

1. plate: 1 plate used for demonstration
2. large baskets: 6 baskets
3. small baskets: 2 lined baskets for gluten free bread
4. goblet: 7 goblets
5. tablecloth: 1 tablecloth (there is an extra tablecloth in the credenza)
6. napkins: 6 napkins
7. signs: table signs indicating elements for each server
8. 4 cardboard dividers – used for baskets with ½ bread & ½ gluten free bread



MATERIALS – kitchen

1. 2 Round breads (one for each service)
2. Communion bread
3. Gluten free bread
4. Juice

PREP DIRECTIONS (Friday or Saturday)

1. Follow directions for cutting bread
2. “Score” the bottom of the bread so the pastor can easily tear it apart during the instructions.
3. Put tablecloth on table

PREP DIRECTIONS (Sunday Morning)

1. 8:30

- round bread on the plate with the “score” facing the front of the church so pastor can pick bread up and pull it apart easily
- juice in 3 goblets
- napkins in 2 large baskets for pastors
- bread in 2 large baskets for pastors (**overflowing**)
- gluten free bread in small lined basket
- Follow directions for setting table

2. 10:30

- replace round bread on the plate with the “score” facing the front of the church so pastor can pick bread up and pull it apart easily
- juice in 7 goblets
- napkins in 2 large baskets for pastors
- bread in 2 large baskets for pastors (**overflowing**)
- napkins in 4 large baskets with cardboard dividers
- ½ bread and ½ gluten free in 4 large baskets with cardboard dividers
- gluten free bread in small lined basket
- Follow directions for setting table

DIRECTIONS FOR CUTTING BREAD FOR COMMUNION BREAD



Use honey bread as the body of Christ should taste sweet.



Needed for preparation:

- electric knife
- 3-4 packages of honey wheat bread



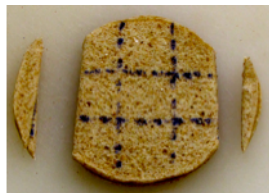
- Bread tends to stick together so separate sandwich halves.



- Stack individual slices back to front.
- Entire package can be "stacked" before cutting.



- Cut off sides to help "square" bread.



- Cut bread as shown.
- Each slice of bread = 9 pieces
- Each package = 144 pieces

LARGE ROUND BREAD

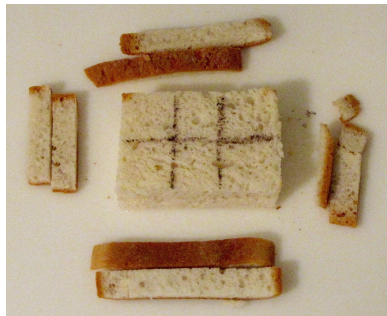


- This bread is used by the pastors during the demonstration. Lightly score the bottom of the bread so pastor can easily tear it apart.

GLUTEN FREE BREAD



- CANYON BAKEHOUSE gluten free is the best tasting gluten free bread. People prefer Honey Whole Grain.
- Left over bread must be bagged and frozen as the bread is made without preservatives.



- Cut off crusts.
- Cut bread into 6 pieces.

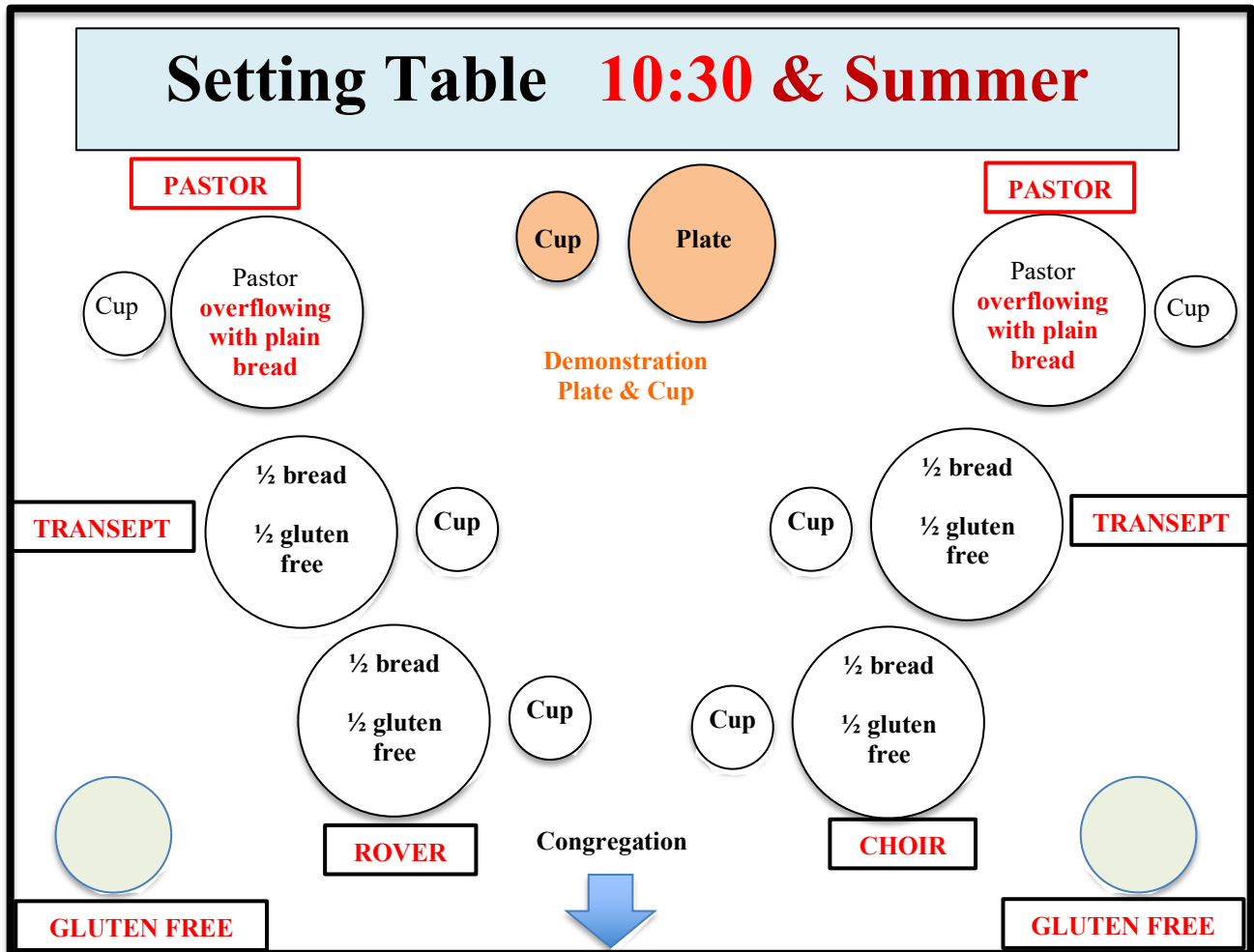
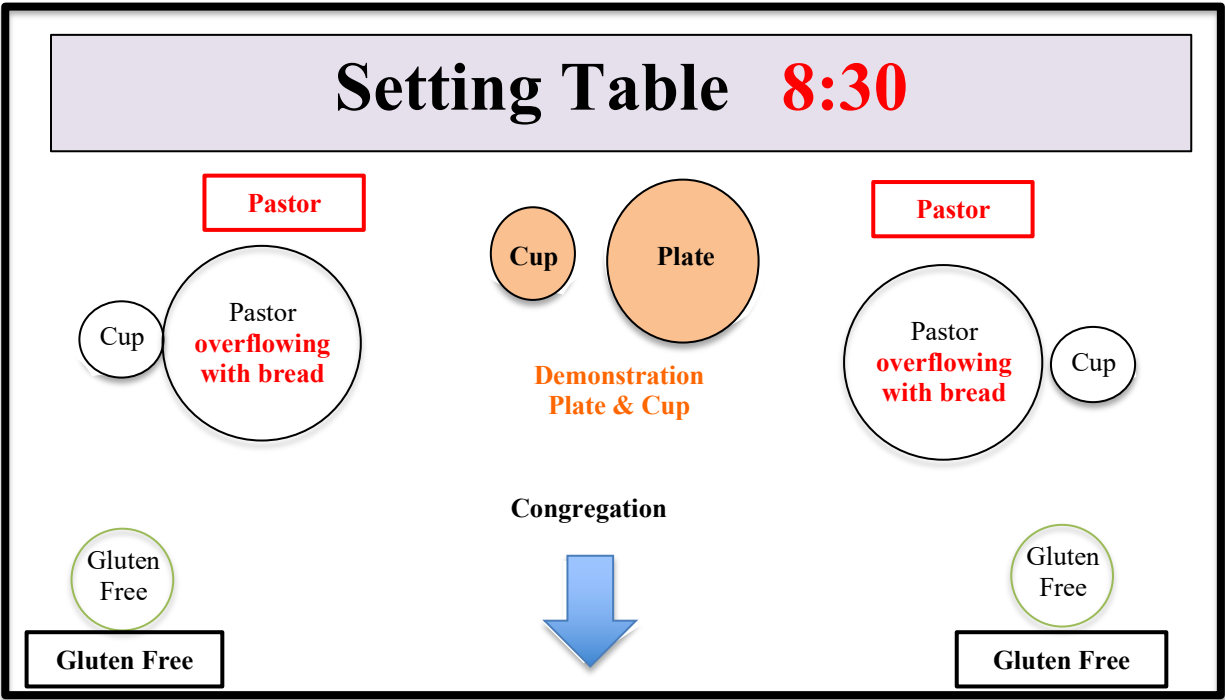
COMMUNION FOR THE WORSHIPERS WANTING GLUTEN FREE COMMUNION.

- Place bread in a basket (use small basket) and place on pedestal. Parishioners can reach for the bread or ask the pastor of bread.

III. Clean Up

- a. Clean Up (after 1st Service)
 - i. Take bread baskets and plate to kitchen.
 - ii. Replace round bread.
 - iii. Refill bread baskets.
 - iv. Take any goblets with breadcrumbs floating in juice to kitchen, rinse, refill.
 - v. Return communion supplies to communion table.
- b. Clean Up (after 2nd Service)
 - i. BREAD - Place bread in freezer bag, label and put in freezer.
 - ii. PLATE & GOBLETS - Wash/dry serving pieces and return to communion cabinet in gathering space.
 - iii. NAPKINS - Fold napkins, place in plastic bag and return to communion cabinet in gathering space.
 - iv. TABLECLOTH - Fold tablecloth and return to communion cabinet in gathering space.
 - v. Return brass chalice, brass plate and brass cross to communion table.

***If napkins or tablecloth need to be cleaned,
please take them home, wash & iron them and return to church.***



SERVING COMMUNION BY INTINCTION

COMMUNION

Elders sit on front row
 (8:30) 1 2
 (pastor gives elders bread basket and cup)

 (10:30) 1 2 3 (aisle) 4 5 6
 (pastor gives elders bread basket and cup)

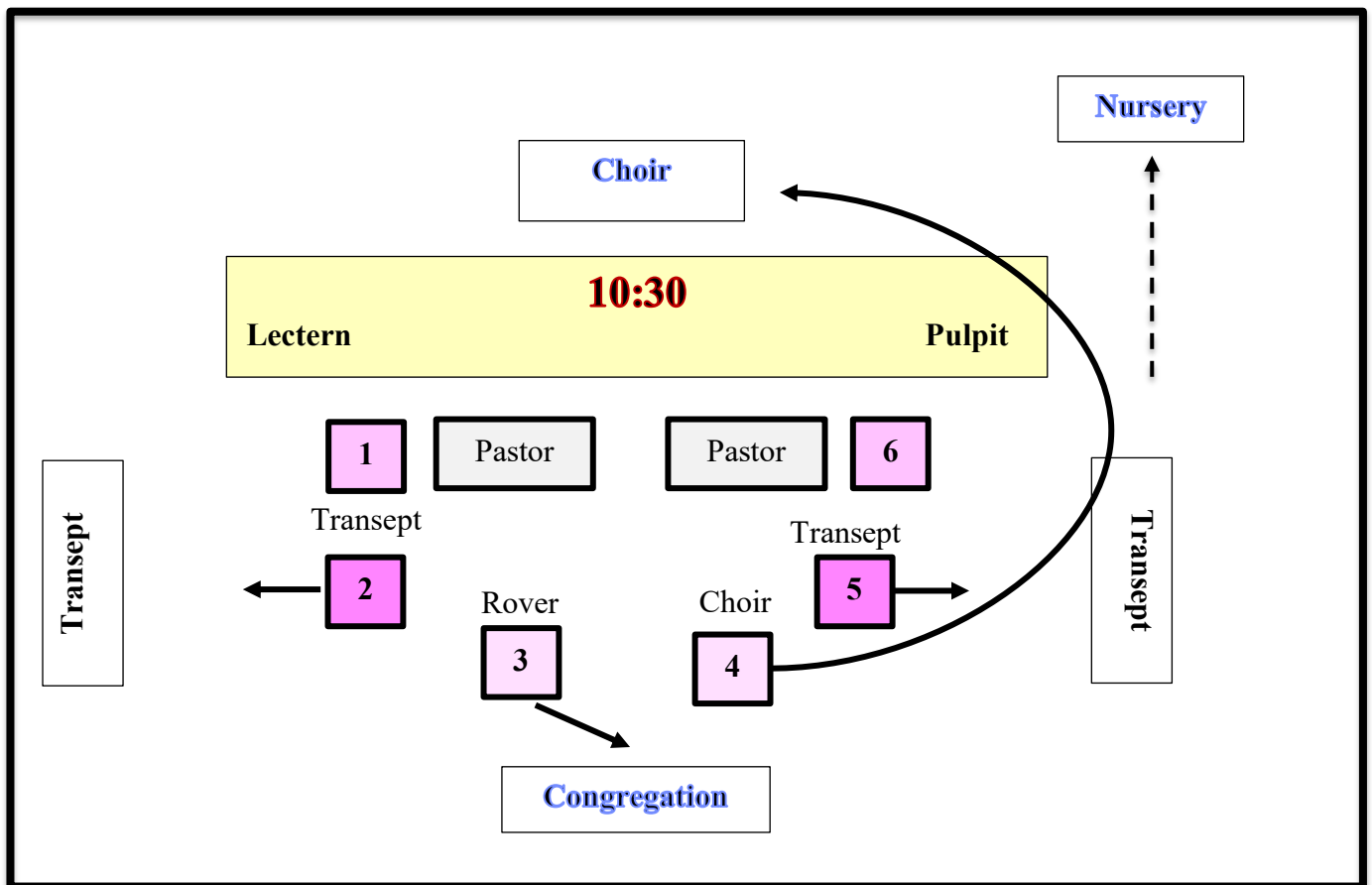
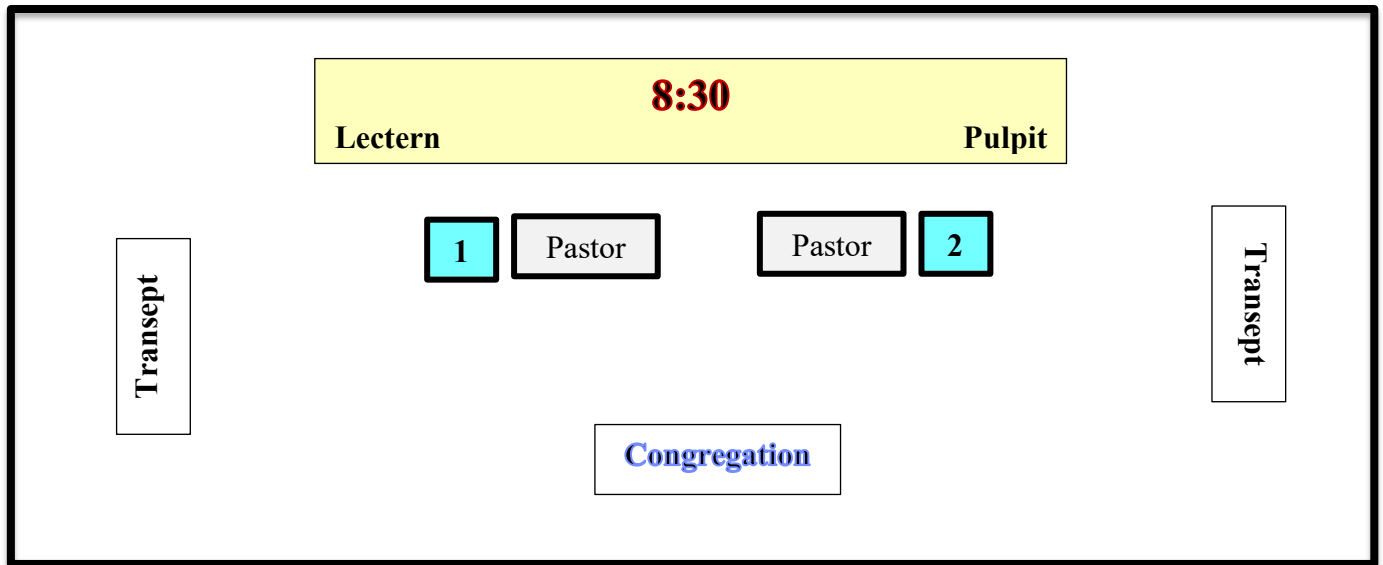
DUTIES BY POSITION

8:30 Service	10:30 & Summer Service
2 pastors & 2 elders - Pastor hold bread baskets - Serve transepts before main sanctuary #1 - (lectern) assist pastor by holding cup #2 - (pastor) assist pastor by holding cup - If someone is unable to come forward, the pastor and elder will serve them at the end of communion.	2 pastors & 6 elders - Pastor hold bread baskets #1 – (lectern) assist pastor by holding cup #2 - serve left transept choir #3 - rover invites congregation to come forward, serves those unable to come forward and serves AV person #4 – serve choir (organist, front row and stand for the rest of the choir) #5 – serves right transept and nursery #6 - (pulpit) assist pastor by holding cup

WORDS SPOKEN DURING COMMUNION

- Bread: ***“This is Christ’s body broken for you.”***
- Cup: ***“This is Christ’s blood shed for you.” or “The cup of salvation.”***

SERVING COMMUNION BY INTINCTION



BOARD OF TRUSTEES

DEFINITION

The Book of Order (G-4.0101)

The Trustee shall 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.

DUTIES

1. Trustees are the legal signatory for the church.
2. Trustees are a part of the committee manage the church's investments

NOTE: While the Board of Trustees recommends the amount given to benevolences, the Session make the final approval.

ADDENDUM

CONTENTS

• Organizational History	26
• Ministry Councils	27
• Officer List	29
○ Classes of Officers with Contact Information	
• Deacons	31
○ Deacons Meeting Dates	
○ Opening and Closing Prayer List	
• Elders	33
○ Communion Dates	
○ Session Meeting Dates	
○ Presbytery Meeting Dates	
○ Closing Prayer List	
○ Lead & Assist List	
○ Communication Schedule	35
• Sexual Misconduct Policy	37
• Staff & Volunteer Code of Conduct	38
• Emergency Procedures	39
• Church Emergency Exit Diagram	40

ORGANIZATIONAL HISTORY

1946 - early 2000s

PW COUNCIL

In the early days, after St. Simons Presbyterian Church was established in 1946 (just after WW II), the pastor was assisted by a secretary (church administrator) and a choir director. The elders and deacons were all men and the Women of the Church (WOC) organized the operation of the church. This included establishing schedules for greets and ushers, planning worship and music, providing flowers and bulletins and completing any other duties pertaining to worship. The WOC also provided congregational care and planned fellowship activities. Eventually "WOC" was renamed "Presbyterian Woman" and the planning organization became the PW Council. The PW Council remained the primary organizational structure of the church for 60 years.

Early 2000s - 2019

MINISTRY TEAMS (elder & deacons led)

In the early 2000s, the PW Council was replaced by Ministry Teams. Some teams were elder led while other were deacon led. It was discovered that the success of the teams was directly correlated to the team leader. Ministry Teams were the organizational structure of the church for approximately 15 years.

2019 - Present

7 Councils (elder led)

In June 2019 Rev. Alan Dyer introduced the current structure which was passed by the session in June 2019. The current organizational structure for the church replaced the elder-deacon led ministry teams with 7 elder-led councils. Before this organization could be initiated, the church was impacted by the COVID pandemic. After church life resumed in a more normal fashion, the current elder led councils began. Shortly after that Rev. Dyer was called to another church in January 2022.

2022

Congregational/Church Self-Study

In the summer and fall of 2022, the church completed a Congregation Self Study. Through their input, the congregation identified 10 areas for future growth. One suggestion was to review the organizational structure of the church.

MINISTRY COUNCILS 2024-2025				
COUNCILS	OFFICERS	SSPC STAFF	RESPONSIBILITIES	PURPOSE
Business Affairs	Chris Bone (2025) Kevin Lokey (2026) _____ (2027)	Pastor Jeannine Torbert Ada Owens	Finance & Budget Stewardship Personnel Endowment Barnabas Society Building & Grounds Communication	• Guide all areas of church administration • Oversees church staff • Give session monthly update of finance & budget • Coordinate stewardship campaign • Manage & maintain church property • Maintain church technology
Education & Formation	Jeff Roberts (2025) Bryan Neill (2026) _____ (2027)	Frieda Warner	Adult Youth Children	• Guide Christian Education & programming for all ages (child – adult)
Worship & Music	Anne Marie Stirewalt (2025) (Daryl Rabert) (2026) _____ (2027)	Pastor Rhonda Hambright Amy Bishop Suzanne Morrison	Establishes guidelines for worship and music. Decorates the church for World Communion & Christmas. Determines date and coordinates Kirkin' service. Structures communion procedures.	• Works closely with pastors & worship staff to support & guide the worship life of our congregation
Nominating	Mary Bryson (2025) Lee Malone (2026) _____ (2027)	Pastor	Church officers representing the congregation search committees	• Discerns, identifies and nominates a new slate of deacons, elders & trustee each year • Nominates a slate of members for search committee when appropriate
Mission & Outreach	Will Tsai (2025) Tate Simpson (2026) _____ (2027)	Madelynne Risi	Local Missions: HAT, PAL mentoring, Angel Tree, Day of Service, Manna House, community missions World Mission BRIDGE	• Supervises funds going to local and global missions and agencies • Oversees mission opportunities for our church • Conducts fund raisers (SERRV, Hefer International, Mother's & Father's Day cards)
Congregational Life	Mary Gash (2025) (Carrie Wessell) (2026) _____ (2027)	Pastor Nat Scott	Pastoral care of congregation Congregational Fellowship, WOW dinners, Try Something New, Events Presbyterian Women Hospitality Ministry Team	• Monitors congregational needs and coordinates pastoral care • Nurtures connection across all ages of the congregation through fellowship, food and spiritual development opportunities
Membership	Philip Saussy (2025) Sandi Goeldner (2026) _____ (2027)	Pastor	New Member Development, Sanctuary clean up, visitor tracking New member dinners Snowbird luncheons	• Welcomes and connects visitors and new members into the life of the congregation

Rationale/Goals:

The Taskforce's proposed organization seeks to accomplish five goals...

1. Lift up Session's role as the strategic and spiritual leaders of the congregation.
2. Empower more decision making at the committee/team level.
3. Emphasize Deacon's role in leading congregational care and compassion ministries.
4. Clarify lay and staff leadership of specific ministry areas.
5. Foster deeper congregational involvement and participation across all SSPC ministries.

Councils and Ministry Teams:

The proposed organizational chart calls for two layers of organization. First, the creation of seven councils (displayed as large boxes on chart — Business Affairs, Education and Formation, Worship and Music, Nominating, Mission and Outreach, Congregational Life, and Membership), which will constitute the "umbrella" organizations. Our existing ministry teams will then be organized under each council. Each elder will be assigned to serve on a specific council throughout their three year term of service. Ministry teams will continue to be open to any and all church members who desire to serve on them.

Council Leadership:

Each council will be led by three elders serving in a rotating leadership capacity over their three year terms on session:

- Elder 1 (first year of term): Secretary
- Elder 2 (second year of term): Vice Chair
- Elder 3 (third year of term): Chairperson

Elder Responsibilities for Councils:

While the specific ministry teams within each council may meet regularly throughout the year, many councils may only need or choose to meet 1-2x per year. As such, the elders role of leading councils will consist of three key responsibilities:

1. Know what is happening in the individual ministry teams of their council. Stay in contact with the leadership of ministry teams, identify ways they need support, etc.
2. Know what is happening in the overall work of the council. Be aware of the "big picture" and help lead overall strategic thinking for the council's overall ministry area.
3. Write monthly report for session. Be the primary communicator to session about the ministry happening within assigned council.

Elder and Deacon Service on Ministry Teams:

Elders are welcome (and encouraged) to also serve on individual ministry teams — regardless of whether it is a team within their council or not. For example, the chair of the Business Affairs Council may have a real heart for serving on the Hunger Action Team or writing cards for congregational care. Additionally, deacons will continue to be encouraged to provide officer participation in and leadership of individual ministry teams.

Ongoing Taskforce Work:

The following items still need to be worked out:

- Write "job descriptions" for each Council as well as elder responsibilities.
- Assign existing elders to "fully staff" each council.
- Check with each elder re: willingness to serve extended term (see nominating process)

Officer Terms and Nominating Process:

One of the key recommendations of the Taskforce is to approve a change in the timeframe that church officers serve. Currently, deacons and elders serve January-December terms. This presents a number of challenges:

1. We nominate, elect, and train new officers during one of the busiest times of the year (fall/winter).
2. Our most experienced church leaders (i.e., officers in third year of term) roll out of leadership in the middle of the program year.
3. Officer nominations and training periods are very condensed into short amount of time.

As a result of these challenges, the Taskforce recommends making the following changes:

- First, adjust terms of service for church officers to run from July-June (rather than Jan.-Dec.). *Note: This will require all current officers to agree to serve an extra six months on their term. With sessions approval, this change would go into effect and the congregation would be kept fully informed. Seats for officers who are unwilling/unable to serve an extra six months would be kept open for those six months until the nominating committee fills the seat with new class.
- Second, nominating process and training adjusted to a new timeline (see below).

Nominating Team

January

Nominating Team Elected

Meeting #1 — Get to know one another; overview of tasks; list key officer characteristics

February

Attend Diaconate Meeting — Focus on attendance, demographics, dynamics, etc.

March

Attend Session Meeting — Focus on attendance, demographics, dynamics, etc.

April

Meeting #2 — Compare notes, begin to develop vision for what/who is needed to serve.

May

Meeting #3 — Meet w/ current Clerk of Session and Chair of Diaconate to suggest ideas; Elders and Deacons suggest nominees.

June

Meeting #4 — Develop list of nominees.

August

Solicit nominees from congregation, staff/pastors, current council/MT leadership
Meeting #5 — Compile names of nominees

September

Meeting #6 — Develop list of A, B, C nominees taking into consideration demographics, gifts, etc.

New Officer Training

January

New Officers Elected

January-June

New Officer Training Sessions — review church history, theology, polity, officer responsibilities (Leadership Handbook), and visit respective session/diaconate meetings.

May/June

Install New Officers During Worship

July

Officer term officially begins; no meeting.

August

Attend first meeting as officer

October

Nominating Committee meets face-to-face with nominees.

November

Continue Recruiting Process — complete slate of officers by Thanksgiving and give thanks!

December

Publicize slate to congregation with biographical information for each nominee.

CHURCH OFFICERS: Elders, Deacons and Trustees
2025-2027

ELDERS

2025	Anne Marie Stirewalt	217 Sandcastle Way	(912) 399-2749	2annemarie@comcast.net
	Chris Bone	112 Sea Palms Lane	(708) 955-0244	bonec@att.net
	Jeff Roberts	1226 George Lotson Ave.	(912) 547-6972	jhroberts@fbi.gov
	Mary Bryson	611 6 th Ave.	(912) 230-1865	mary.v.bryson@gmail.com
	Mary Gash	249 Abbott Lane	(912) 638-8639	jmgash@comcast.net
	Philip Saussy	218 Kings Way	(912) 337-0076	psaussy64@gmail.com
	Will Tsai	258 St. James Ave	(706) 564-1464	tsaiwill@hotmail.com
2026	Bryan Neill	96 Foxcreek Blvd, BWK	(912) 254-8454	mckinley_21@hotmail.com
	Carrie Wessel	32 Black Banks Drive	(917) 714-3311	Carrie.wessel@gmail.com
	Daryl Rabert	702 Hamilton Landing Drive	(912) 580-9139	vonzipper@gmail.com
	Kevin Lokey	510 Vassar Point Drive	(912) 223-6437	kevincllokey@gmail.com
	Lee Malone	346 Major Wright Road	(912) 638-8340	lee.lmalone.malone@gmail.com
	Sandi Goeldner	102 Newfield Street	(912) 230-3852	sandi.goeldner@gmail.com
	Tate Simpson	56 Dorsey Circle	(770) 330-8542	tater56@bellsouth.net
2027	Becky Livingston	105 Gascoigne Ave Unit 105	(912) 690-6060	blivingston@ncfgiving.com
	Bettye Russell	117 Gascoigne Ave Unit 105	(770) 380-8276	betskyloo@gmail.com
	Doug Tingle	1100 Floyd Street Unit 202	(770) 564-5881	dtingle@1888mills.com
	Fred Griffith	156 Banks Drive, BWK	(912) 266-1777	efgriffith3@gmail.com
	Mary Margaret Shiver	129 Pine Valley	(404) 285-8557	marymargaretshiver@gmail.com
	Molly Macaulay	111 Newfield Street	(912) 223-6514	mmmpr@bellsouth.net
	Taylor Brooks	505 Ashantilly	(912) 270-2476	tbrooks1989@gmail.com

DEACONS

2025	Anna Henry	100 Druid Oaks	(912) 324-9552	Anna@goldenislestouring.com
	Graham Owens	108 Sandcastle Way	(404) 549-1012	graboyee@yahoo.com
	Joe Wills	104 Meadow Brook	(912) 223-4630	willsjoe@gmail.com
	Kelsi Brooks	505 Ashantilly Ave.	(832) 279-7344	kelsibrooks52@gmail.com
	Sandy Kilgore	412 Holly Street	(912) 230-1867	sandykilgore@gmail.com
	Vacant			
	Vacant			
2026	Anne Aspinwall	2330 Ocean Road	(912) 399-1101	anneaspinwall@gmail.com
	David Keen	119 Shadow Wood Bend	(678) 910-3062	davidleekeen@comcast.net
	Jackie Griffin	253 Moss Oak Lane	(843) 714-8814	jp011954@yahoo.com
	Judy Benjamin	102 Prestwick	(912) 638-2149	judybenj@gmail.com
	Katie Rossiter	128 St. Clair Drive	(678) 793-2575	myer.km@gmail.com
	Linda Seierstad	406 Brewster Lane	(912) 571-9039	lse17579@gmail.com
	Lowell Korb	116 Peppertree Crossing Rd, BWK	(912) 222-8980	Lnkorb@comcast.net
2027	Bunnie Lynn	127 Barkentine Court	(912) 634-4594	ssilynn@bellsouth.net
	Drew Holland	423 Colley Lane	(912) 399-8882	kandrewholland@gmail.com
	Judy Scarlett	2005 Sea Palms West Drive	(912) 266-7401	judyscarlett@hotmail.com
	Kathy Wade	131 Wall Street	(912) 638-1091	kwade3555@comcast.net
	Pattie Boykin	4315 11 th Street	(912) 638-5505	PSBoykin@aol.com
	Portia Hendrik	23 Brackin Court	(404) 695-4835	hendrickportia@gmail.com
	Randy Ellis	102 Chambless Lane	(229) 561-7613	randyellis418@gmail.com

TRUSTEES

CLASS OF 2025	CLASS OF 2026	CLASS OF 2027
Barbara Dieterman	Dee Davis	Bob Harper
Jim Farrish	Bob Killian	Jack Hartman
John Matthews	Sally Miles	Tadd Wessel

2024-2025

CLERK OF SESSION

Leslie McCracken (912) 506-0550

LEAD DEACON

Anne Aspinwall (912) 399-1101

DEACONS

Deacons Meeting Dates

July 2024	DIACONATE DOES NOT MEET		
August 19, 2024	3 rd Monday	5:30	Upper Room
September 16, 2024	3 rd Monday	5:30	Upper Room
October 21, 2024	3 rd Monday	5:30	Upper Room
November 18, 2024	3 rd Monday	5:30	Upper Room
December 2024	DIACONATE DOES NOT MEET		
January 20, 2025	3 rd Monday	5:30	Upper Room
February 17, 2025	3 rd Monday	5:30	Upper Room
March 17, 2025	3 rd Monday	5:30	Upper Room
April 21, 2025	3 rd Monday	5:30	Upper Room
May 19, 2025	3 rd Monday	5:30	Upper Room
June 16, 2025	3 rd Monday	5:30	Upper Room

Prayer List

Opening Prayer

Closing Prayer

July 2024	DIACONATE DOES NOT MEET	
August 19, 2024	Anna Henry	Graham Owens
September 16, 2024	Joe Wills	Kelsi Brooks
October 21, 2024	Sandi Kilgore	Anne Aspinwall
November 18, 2024	David Keen	Jackie Griffin
December 2024	DIACONATE DOES NOT MEET	
January 20, 2025	Judy Benjamin	Kate Rossiter
February 17, 2025	Linda Seierstad	Lowell Korb
March 17, 2025	Bunnie Lynn	Drew Holland
April 21, 2025	Judy Scarlett	Kathy Wade
May 19, 2025	Pattie Boykin	Portia Hendrik
June 16, 2025	Randy Ellis	Anna Henry

ELDERS

Communion Dates

July 7, 2024	November 3, 2024	February 2, 2025
August 4, 2024	December 1, 2024	March 2, 2025
September 1, 2024	December 24, 2024	April 6, 2025
October 6, 2024	January 5, 2025	May 4, 2025
		June 1, 2025

Session Meeting Dates

July 2024	SESSION DOES NOT MEET		
August 20, 2024	3 rd Tuesday	4:00	Upper Room
September 17, 2024	3 rd Tuesday	4:00	Upper Room
October 15, 2024	3 rd Tuesday	4:00	Upper Room
November 19, 2024	3 rd Tuesday	4:00	Upper Room
December 2024	SESSION DOES NOT MEET		
January 21, 2025	3 rd Tuesday	4:00	Upper Room
February 18, 2025	3 rd Tuesday	4:00	Upper Room
March 18, 2025	3 rd Tuesday	4:00	Upper Room
April 15, 2025	3 rd Tuesday	4:00	Upper Room
May 20, 2025	3 rd Tuesday	4:00	Upper Room
June 17, 2025	3 rd Tuesday	4:00	Upper Room

Savannah Presbytery Meeting Dates

DATE	LOCATION
October __, 2024 (fall Stated Meeting)	TBA
February __, 2025 (winter Stated Meeting)	TBA
May __, 2025 (spring Stated Meeting)	TBA

ELDER DUTIES 2024-2025

Closing Prayer	
July	No Meeting
August 20	Bryan Neill
September 17	Carrie Wessel
October 15	Daryl Rabert
November 19	Kevin Lokey
December	No Meeting
January 21	Lee Malone
February 18	Sandi Goeldner
March 18	Tate Simpson
April 15	Becky Livingston
May 20	Bettye Russell
June 17	Leslie McCracken

LEAD & ASSIST

1. lay reader during worship
2. usher at funerals

	LEAD	ASSIST
July	Anne Marie Stirewalt	Kevin Lokey
August	Chris Bone	Lee Malone
September	Jeff Roberts	Sandi Goeldner
October	Mary Bryson	Tate Simpson
November	Mary Gash	Becky Livingston
December	Philip Saussy	Bettye Russell
January	Will Tsai	Doug Tingle
February	Sandi Goeldner	Chris Bone
March	Tate Simpson	Jeff Roberts
April	Becky Livingston	Mary Bryson
May	Bettye Russell	Mary Gash
June	Doug Tingle	Philip Saussy

Communion Servers & Lead/Assist (July 2024 - June 2025)

FIRST	LAST	CLASS	7/7/24	8/4/24	9/1/24	10/6/24	11/3/24	12/1/24	12/24/23	1/5/25	2/2/25	3/2/25	4/6/25	5/4/25	6/1/25
Anne Marie	Stirewalt	25	Lead	10:00	10:30		10:30							10:30	10:00
Chris	Bone	25	Prep	Lead							Assist	10:30	10:30	10:30	
Jeff	Roberts	25		Prep	Lead						Prep	Assist	10:30		10:00
Mary	Bryson	25			Prep	Lead					10:30	Prep	Assist	10:30	10:00
Mary	Gash	25	10:00			Prep	Lead					10:30	Prep	Assist	10:00
Phillip	Saussy	25	10:00		8:30		Prep	Lead					10:30	Prep	Assist
Will	Tsai	25	10:00	10:00		8:30		Prep		Lead				10:30	Prep
Bryan	Neill	26	10:00	10:00	10:30	10:30	8:30	8:30		Prep					
Carrie	Wessel	26	10:00	10:00	10:30	10:30	10:30	8:30		8:30					
Daryl	Rabert	26	10:00	10:00	10:30	10:30	10:30	10:30		8:30					
Kevin	Lokey	26	Assist	10:00	10:30	10:30	10:30	10:30		10:30					
Lee	Malone	26	Prep	Assist	10:30	10:30	10:30	10:30		10:30					
Sandi	Goeldner	26		Prep	Assist	10:30	10:30	10:30		10:30	Lead				
Tate	Simpson	26			Prep	Assist		10:30		10:30	Prep	Lead			10:00
Becky	Livingston	27				Prep	Assist	10:30		10:30	8:30	Prep	Lead		
Bettye	Russell	27					Prep	Assist		10:30	8:30	8:30	Prep	Lead	
Doug	Tingle	27						Prep		Assist	10:30	8:30	8:30	Prep	Lead
Fred	Griffith	27					8:30			Prep	10:30	10:30	8:30	8:30	Prep
Mary Margaret	Shiver	27			8:30				10:00 PM		10:30	10:30	10:30	8:30	
Molly	Macaulay	27				8:30			10:00 PM		10:30	10:30	10:30	10:30	
Taylor	Brooks	27							Prep		10:30	10:30	10:30	10:30	10:00

*holiday

SEXUAL MISCONDUCT POLICY

Volunteer Guidelines

ST. SIMONS PRESBYTERIAN CHURCH

Steps to Ensuring a Safe Church Home for Children, Youth, and Volunteers/Staff:

1

SCREENING:

- A criminal history check will be done on all SSPC staff and volunteers working with children and youth under the age of 18 in an ongoing unsupervised capacity.
- No person with a past conviction or pending proceeding addressing an allegation of child abuse or neglect can work with children and youth at SSPC.

2

SUPERVISING:

- *Two Adult Policy* – At least two adults should be present with children and youth at all times and remain in sight of one another except in emergency situations.
- *Open Door Policy* – Doors to rooms in which children and youth are present are to remain open at all times. If the noise level disturbs others, the door may be shut as long as there is clear unobstructed glass in the door and two adults in the room.
- *Six Month Policy* – Any volunteer working with children or youth under the age of 18 in an ongoing unsupervised capacity must have been a member of SSPC for at least six months.
- *Training* – Any person working with children or youth under the age of 18 in an ongoing unsupervised capacity must complete “Sexual Misconduct Training” every three years and sign a recommitment form every year. Training includes information about why child and youth protection guidelines are needed, components of SSPC’s Sexual Misconduct Policy, how to recognize signs of abuse, how to report, how the church will respond and appropriate skills for supervising and chaperoning children and youth.
- *Code of Conduct* – All staff and volunteers working with children or youth under the age of 18 are expected to follow the Code of Conduct (see next page).

3

REPORTING:

- Staff and volunteers are required to report any situation which presents suspicion that child abuse may have occurred or concerns related to child or youth protection and safety.
- Allegations and concerns shall be made to either the Director of Christian Education, Associate Pastor, or Pastor.

4

RESPONDING:

- Every allegation is taken seriously.
- Adequate care, respect, and confidentiality must be offered to both alleged victims and perpetrators until the allegation is substantiated or cleared.
- SSPC staff and volunteers will cooperate fully with authorities and will avoid denial, minimization, or blame in dealing with the allegation.

Staff and Volunteer Code of Conduct

ST. SIMONS PRESBYTERIAN CHURCH

The **Staff and Volunteer Code of Conduct** applies to all all employees and volunteers working with children and youth ages 18 and under at St. Simons Presbyterian Church. The code of conduct is consistent with and governed by the revised church-wide Sexual Misconduct Policy adopted by Session on August 12, 2014.

The purpose of the staff and volunteer code of conduct is as follows:

1. To be faithful to our *baptismal vows* as we seek to welcome and nurture young people.
2. To provide a safe and secure environment for children and youth at SSPC.
3. To protect children and youth from sexual, physical, emotional, and spiritual abuse while participating in SSPC activities.
4. To provide a mechanism to deal with reported concerns and subsequent actions.
5. To prevent incidents and allegations of child abuse and to guide SSPC as a church in the conduct of staff/volunteers.
6. To protect adult staff/volunteers from unwarranted allegations of child abuse.

Recognizing that our young people are the most important gifts God has entrusted to us, I promise to follow the rules and guidelines in this Code of Conduct as a condition of my providing services to the children and youth at St. Simons Presbyterian Church.

As a staff/volunteer, **I will:**

- Treat everyone with respect, loyalty, patience, integrity, courtesy, dignity, and consideration.
- Use positive reinforcement rather than criticism, competition, or comparison when working with children and youth.
- Observe the two-adult policy and open door policy in all interactions with children and youth except in emergency situations.
- Provide proper supervision and exercise sound judgment in providing a safe environment at all times.
- Respect the rights of children and youth not to be touched in ways that make them feel uncomfortable.
- Report suspected abuse to the Christian Education Director, Associate Pastor, or Pastor understanding that failure to report suspected abuse to civil authorities is against the law.
- Cooperate fully in any investigation of abuse of children and/or youth.

As a staff/volunteer, **I will not:**

- Smoke or use tobacco products in the presence of children and/or youth.
- Use, possess or be under the influence of alcohol at any time during church working hours or church sponsored programs where youth and/or children are present.
- Use, possess or be under the influence of illegal drugs at any time.
- Verbally, emotionally, physically, or sexually abuse children.
- Discipline youth and/or children in any manner that frightens or humiliates them.
- Share inappropriate details of my personal life or ask children to share inappropriate details through any form of communication: written, verbal, or electronic.
- Give gifts to individual children and/or youth without knowledge and permission of parents and SSPC pastor or associate pastor.
- Date program participants under the age of 18.



Please sign the provided sheet acknowledging that you have received, understand, and agree to abide by the St. Simons Presbyterian Staff and Volunteer Code of Conduct.

EMERGENCY PROCEDURES

Emergency Procedures

- **Calling 911 is always the first step** (EMTs are fast but they are not quick); it takes approximately 7 minutes for nearest EMT to get to the church.
- Ushers should know the location of the AED and the medical first aid kit.
 1. Located in hallway outside social hall.
 2. Located near Youth Suites elevator.
- Ushers should know the location and use of all fire extinguishers.

Steps to take in a medical emergency:

1. To be efficient and eliminate confusion, one person (aka “leader”) gives directions.

2. Call 911

- To reduce confusion, the leader asks a specific person to call 911 and designates entrance for emergency personnel (Kings Way, Delegal or Ashantilly).
- Person calling GIVES THE CHURCH ADDRESS (205 Kings Way).
- Person tells 911 designated entrance for emergency personnel (EMT)
 - (a) Kings Way (front of church) or
 - (b) Delegal Street side of church or
 - (c) Ashantilly side of church.

3. **Doctors** – The leader asks for doctor’s assistance -

If doctors are present they will probably automatically move to the emergency.

4. **AED (Automated External Defibrillator)** – leader asks for AED.

5. **Ushers** – leader asks ushers to go outside to direct emergency vehicle.

- An usher stands on Kings Way to direct EMT to the designated entrance.
 - (a) Front of church - usher stands outside front doors of sanctuary or
 - (b) Delegal - usher stands at the bottom of the ramp and directs EMT to the Memorial Garden door or
 - (c) Ashantilly -usher stands in kitchen parking lot and directs EMT to door to Gathering Space or door to Ashantilly Wing.
- Ushers keep hallways clear to make sure the path for the EMT is open.

St. Simons Presbyterian Church

205 Kings Way

