

FIRST PRESBYTERIAN CHURCH OF CEDAR FALLS IOWA
SESSION POLICY & OPERATIONS MANUAL
ARTICLES OF INCORPORATION AND BY-LAWS

TABLE OF CONTENTS

For Questions or to add relevant information to this Manual

Please contact: Kay Leeper Corporate Ministry Team

leeper@cfu.net

319-266-2047

TAB 2: CORPORATE STRUCTURE

Restated Articles of Incorporation

By-Laws

Tab 3: Session

Structure & Purpose

List of members of session class of 2022 – 2024

Worship and Music Work Process and Responsibilities 2021 -2022

Tab 4: Tech and Facilities Use

Facility Use Policy (2022)

Building Use Agreement & Check Out Form

Acceptable Use for Internet Access, Computers, and Electronic Devices (2020)

Tab 5: Finance

Investment Committee Policy (2021)

Financial Record Retention (2020)

Church Windows Accounting Software Audit Procedures (2013)

Tab 6: Safe Ministries Plan

Safe Ministries Table of Contents

Policy

Fire

Evacuation Routes for Fire, Violence, Gas Leakage and other Emergencies

Severe Weather

Snowstorms

Violence, Damage to Property, Suspicious Activity, Theft, Assault, Active Shooter

Medical Emergencies

Communicable Disease – Under development

COVID 19 Guidelines (Report 2019-2022)

Tab 7: Sexual Misconduct – Child Protection

Sexual Misconduct Policy and Procedures FPC-CF
Presbytery of North Central Iowa Sexual Misconduct Policy
Child Protection Policy
Resources and Forms Sexual Misconduct & Child Protection

Tab 8: Child, Youth & Families (CYF) Policy

Youth and Children's Safety Information Request
Covenant for Leaders of Children and Youth
Annual Health Form and Permission Slip – (Children and Youth)
Action/Incident Report Form

Tab 9: Personnel Policies (2022)

Purpose and Charge of the Personnel Committee
Session Authority
Management Responsibility
Equal Opportunity and Accommodation
Child Protection Policy -[Cross Ref Safe Ministry Policy](#)
Sexual Misconduct Policy [Cross Ref Safe Ministry Policy](#)
Employment
Compensation
Response to Difficult Work-Related Personal Relationships
Personnel Records and Confidentiality
Sabbatical Leave Policy for Pastor/Head of Staff

Tab 10: Hiring Processes and Resources

Introduction
Hiring Committee Responsibilities
New Hire Procedures
Job Application Form #1
Permission to Contact References #2
Confidential Employment Record of Screening #3

Employee Acknowledgement of Receipt of Sexual Misconduct Policy (#4)

Suggested Employment Questions #5

Tab 11: Position Descriptions

Pastor and Head of Staff (2022)

Minister of Administration Job Position Description (2022)

Position Description Youth and Family Ministry Leader (2021)

Custodian Job Description (2021)

Child Care Provider (2021)

Parish Associate HOLD

Chancel Choir Director (2020)

Organist-Praise Band Director (2020)

Choir Accompanist (2020)

Children's Music Director (2020)

Handbell Choir Director (2020) HOLD

Tab 12 - Funeral Policy (2022)

Tab 13 - Wedding Policy (2022)