

CLAREMONT PRESBYTERIAN CHURCH

MANUAL of OPERATIONS

February, 2023

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Claremont Presbyterian Church Manual of Operations

March, 2023

Claremont Presbyterian Church
Manual of Operations

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I. Bylaws of Claremont Presbyterian Church

A Unicameral Church

PREAMBLE

The Claremont Presbyterian Church is governed by and operates with a unicameral form of government wherein its Session also functions as its Board of Trustees. All meetings of the Session are also considered to be meetings of the Trustees. The following Bylaws shall provide for and govern the church and its unicameral governing bodies.

In the event these procedures may be inconsistent with the Form of Government of the Presbyterian Church (U.S.A.) that Form of Government shall prevail.

1. The Claremont Presbyterian Church of Claremont, California, being a particular congregation of the Presbyterian Church (U.S.A.) recognizes that the Constitution of said Church is, in all its provisions, obligatory upon it and its members.
2. There shall be three Stated Meetings of the Congregation each year: a Fall Meeting shall be held during the month of October to review a proposed budget for the ensuing calendar year and to transact any and all business that may properly come before it. The Annual Meeting shall be held in February for the purpose of receiving annual reports from the Session-Trustees and church organizations, including financial reports, approve Pastoral Terms of Call, and to transact any and all business that may properly come before it. A Spring meeting shall be held in April for the purpose of electing Elder-Trustees, Deacons, and other officers and to transact any and all business that may properly come before it.
3. Special meetings of the congregation may be called by the Session or the Presbytery. Such calls shall state clearly the purpose of such special meetings, and no other matter save that specified in the call may be considered.
4. Public notice of the time, place and purpose of all meetings of the congregation shall be given from the pulpit on the two Sundays preceding the meetings and/or through written or electronic communication to the membership.
5. The congregation may meet by electronic means if congregants have reasonable notice of the electronic meeting and the ability to discuss and vote on business items. The quorum for such a meeting shall be the same as an in-person meeting. (See #13 below).
6. The Pastor as a Moderator shall preside at all meetings of the congregation and the Session. If the office of Pastor is vacant, or if the Pastor and the Elders agree that the subjects to be discussed require it, or if the Pastor is ill or otherwise unable to be present, an Associate Pastor, or an Elder with the consent of the Session, or a minister of San Gabriel Presbytery shall be invited by the Session to preside. Such invitation shall be cleared through the Committee on Ministry of the San Gabriel Presbytery. All congregational meetings may deal with both corporate and ecclesiastical affairs.
7. The Clerk of Session shall be Secretary of the meetings of the congregation. In case of inability to attend, the Session shall designate a Secretary.
8. The Clerk of Session and Treasurer shall be elected annually by the Session and may be re-elected at Session's discretion.
9. The members of the church shall be active members in good standing as defined by the usages and rules of the Presbyterian Church (U.S.A).
10. Active members shall be eligible to vote upon all matters that come before the congregation. The Session shall determine the active membership.
11. Meetings shall be conducted in accordance with Roberts Rules of Order.
12. All meetings shall be opened and closed with prayer.
13. A quorum for a congregational meeting shall be as follows: 25 members or one-tenth of the members, whichever is greatest.

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14. There shall be between nine and fifteen Elders, divided into classes of no fewer than three, one class being elected each year at the Spring Meeting for a three-year term. In addition, when possible, there may be, one Elder under the age of 25 who shall be elected for a one-year term at the Spring meeting or at a Special Meeting.
15. Ruling elders shall be elected to serve terms of no more than three years on the session or board of deacons, and may be eligible for reelection according to congregational rule. However, no ruling elder shall be eligible to serve more than six consecutive years, and a ruling elder who has served six consecutive years shall be ineligible for election to the same board for at least one year. Election shall be to classes as nearly equal in number as possible, with the term of only one class ending each year. The presbytery may, upon written request and by majority vote, grant a congregation a waiver of this limitation on terms.
16. An Elder having been elected to fill an unexpired term is eligible to serve an additional consecutive three-year full term. The Elder under the age of 25 elected for a one-year term shall not serve consecutive one-year terms, but an Elder under the age of 25 elected to fill an unexpired one-year term is eligible to serve an additional consecutive one-year term.
17. The Board of Deacons shall be comprised no fewer than nine Deacons divided into three classes elected at the Spring Meeting for a three-year term. In addition, when possible, there may be one Deacon under the age of 25 who shall be elected for a one-year term at the Spring Meeting. Deacons shall be elected to serve terms of no more than three years on the Board of Deacons, and may be eligible for reelection according to congregational rule. However, no deacon shall be eligible to serve more than six consecutive years, and a ruling elder or deacon who has served six consecutive years shall be ineligible for election to the same board for at least one year. Election shall be to classes as nearly equal in number as possible, with the term of only one class ending each year. The presbytery may, upon written request and by majority vote, grant a congregation a waiver of this limitation on terms.
18. Vacancies on the Session, Trustees, and Board of Deacons may be filled at a special or stated meeting of the congregation as the Session may determine.
19. The numbers and terms of office of trustees will conform to the numbers and terms of office of Elders. However, if for reason of citizenship, age, or for any other reason, persons elected to the Session cannot legally qualify as Trustees under the laws of the State, they shall not be considered to be elected, nor shall they serve as Trustees, but as members of the Session only, and the number of Trustees, in such case, shall stand at fewer than the elders, and no vacancy shall be treated as existing. Only persons elected to terms on the Session shall be eligible for election for terms as Trustees and when such qualified persons are elected as Trustees, they shall serve only for the duration of their elected terms as members of the Session.
20. 18.The officers of the Trustees shall be elected annually by the Trustees or as necessary if a vacancy occurs. Officers shall be President, Secretary and Treasurer and, at the discretion of the Trustees, other officers. All officers shall be members of the Trustees.
21. A quorum for Session meetings shall be the Pastor or other presiding officer and one-third of the Elders, except for the reception and dismissal of members when the quorum shall be the Pastor and two members of the Session.
22. The Session or Deacons may meet by electronic means if all active Elders or Deacons have reasonable notice and ability to discuss, deliberate, and vote on business items. The quorum for such a meeting shall be the same as for an in-person meeting.
23. Any Commission, Committee, or Task Force constituted by the Session may meet by electronic means as long as reasonable notice is given and members have the ability to discuss, deliberate, and vote on business items.
24. Nominations for elective church officers shall be made by a representative Nominating Committee of active members of the church, which shall itself include women and men, giving fair representation to

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persons of all age groups and of all racial ethnic members of the congregation. The Pastor shall be a member of this committee ex-officio. This committee shall bring to the Spring Meeting of the congregation, or to a Special Meeting of the congregation where election of officers shall be noted in the call. Nominations from the floor may be made by any eligible voter; however, any person nominated shall have given his or her consent to be nominated. Public notice of the names of nominees shall be given at least one week prior to election. No member of the committee shall serve more than three years consecutively.

25. These bylaws may be amended subject to the Charter of the Corporation, the laws of the State of California, and the Constitution of the Presbyterian Church (U.S.A.) at any stated meeting or at any special meeting (of the congregation) by a two-thirds (2/3) vote of the voters present provided that a full reading of the proposed changes or a printed distribution of the same shall have been made in connection with the call of the meeting.
26. These bylaws or the charter of the Corporation may not be amended contrary to, or so as not to include the provisions of, the Constitution of the Presbyterian Church (U.S.A.).
27. The above bylaws of the Claremont Presbyterian Church of Claremont, California, were adopted by the Session and by the Congregation.
28. Adopted by vote at Congregational Meeting, February 6, 2022

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II. Organization for Ministry

A. The Church's Polity

The system of rules that governs a church is called its "polity." Presbyterian polity, as distinct from Congregational and Episcopal polities, is distinguished by at least three fundamental characteristics: It is *representative* in the sense that the church is governed by groups of presbyters elected by the people. It is *constitutional* in the sense that the Presbyterian Church puts its beliefs and polity into writing in the forms of the *Book of Confessions* and the *Book of Order*. And it is *relational* in the sense that Presbyterian polity is rooted in our belief in the unity of the church as expressed in our ecumenical commitments.

B. Session Responsibilities

The *representative* governing body of a particular Presbyterian church is the Session. In a "unicameral" governing body like that of Claremont Presbyterian Church, the members of Session also function as Trustees. The Session consists of the pastor or co-pastors, the associate pastors, and the elders in active service. All members of the Session are entitled to vote. According to G-10.0102 of the *Book of Order*, the Session has the responsibility and power:

1. To provide opportunities for evangelism to be learned and practiced in and by the church, that members may be better equipped to articulate their faith, to witness in word and deed to the saving grace of Jesus Christ, and to invite persons into a new life in Christ;
2. To receive members into the church upon profession of faith, upon reaffirmation of faith in Jesus Christ, or upon satisfactory certification of transfer of church membership, provided that membership shall not be denied any person because of race, ethnicity, gender, age, sexual orientation, marital status, social or economic status, physical or mental challenge, or any other reason not related to profession of faith;
3. To lead the congregation in participation in the mission of the whole Church in the world;
4. To provide for the worship of the people of God, including the preaching of the Word, the sharing of the Sacraments, and for the music program, in keeping with the principles in the *Directory for Worship*.
5. To provide for the growth of its members and for their equipment for ministry through personal and pastoral care, educational programs including the church school, sharing in fellowship and mutual support, and opportunities for witness and service in the world;
6. To develop and supervise the church school and the educational program of the church;
7. To lead the congregation in ministries of personal and social healing and reconciliation in the communities in which the church lives and bears its witness;
8. To challenge the people of God with the privilege of responsible Christian stewardship of money and time and talents; developing effective ways for encouraging and gathering the offerings of the people and assuring that all offerings are distributed to the objects towards which they were contributed;
9. To establish the annual budget, determine the distribution of the church's benevolences, and order offerings for Christian purposes, providing full information to the congregation of its decisions in such matters;
10. To lead the congregation continually to discover what God is doing in the world and to plan for change, renewal and reformation under the Word of God;
11. To engage in a process of education and mutual growth of the members of the Session;
12. To instruct, examine, ordain and install, and welcome into common ministry elders and deacons on their election by the congregation and to enquire into their faithfulness in fulfilling their responsibilities;

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13. To delegate and to supervise the work of the board of deacons and the board of trustees and all other organizations, committees and task forces within the congregation, providing for support, report, review, and control;
14. To provide for the administration of the program of the church, including employment of non-ordained staff, with concern for equal employment opportunity, fair employment practices, personnel policies, and the annual review of the adequacy of compensation for all staff, including all employees;
15. To provide for the management of the property of the church, including determination of the appropriate use of church buildings and facilities, and to obtain property and liability insurance coverage to protect the facilities, programs, and officers, including members of the Session, staff, board of trustees and deacons.
16. To maintain regular and continuing relationship to the higher governing bodies of the church;
17. To establish and maintain those ecumenical relationships necessary for the life and mission of the church in its locality;
18. To serve in judicial matters in accordance with the *Rules of Discipline*;
19. To keep an accurate roll of the membership of the church.

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C. Session Organization

This long list of responsibilities makes clear that the Session is responsible for the *total* program of Claremont Presbyterian Church. It involves a demanding and complex set of tasks requiring effective organization and coordination.

1. **Officers:** The stated officers that all governing bodies of the Presbyterian Church (USA) must have are moderator and clerk (G-9.0201). These offices are functional, not honorary, and their rather modest titles reflect the clear teaching of our polity that Christ alone is head of the church. The moderator of the session is usually the pastor of the congregation. He or she is the presiding officer of the session. It is his or her responsibility to see that meetings are orderly and that the business of the body is conducted with efficiency and fairness. The clerk of session works closely with the moderator to organize the session and make meetings run smoothly. He or she serves as the session's parliamentarian, records and preserves the minutes of meetings, and keeps rolls of church membership and attendance.
2. **Meetings:** Presbyterian polity has always insisted that church government is best exercised by groups of people who meet together to seek the guidance of the Holy Spirit on matters before them. Thus decisions are best made in meetings accountable to the session. *Stated meetings* are those that are scheduled in advance and generally held on a regular basis. In such meetings, the body can act on any business, including new business that arises. *Special meetings* are held to deal with special items that have been made clear beforehand; no new business, or business other than that stated in the call, can be transacted.
3. **Parliamentary Procedure:** The *Book of Order* recommends use of *Robert's Rules of Order* in session decision-making. To be sure, there are plenty of occasions when parliamentary procedures are out of place. Too much order easily can stifle the vitality of life's experience. But in session meetings, where differences of opinion often crop up, parliamentary authority usually should be used to assure fairness in deliberations and to resolve conflicts. Our covenant with one another to "preserve the unity of the body" must be tenacious and patient as common grounds are sought among differing points of view.
4. **Commissions and Committees:** Most business coming before the session originates in bodies charged by the session to oversee particular operations of the life of the church, as enumerated in the *Book of Order's* list of session responsibilities. *Commissions* normally meet at a time preceding the regular monthly session meeting, so that their recommendations for approval and action may be adequately interpreted for the session in advance. Commissions are authorized to make standard financial decisions within their annual or designated budget and programmatic decisions. *Committees* often meet less frequently in order to carry out specific assignments by the session. Committees, teams and taskforces shall report to either a commission or session for approval of programmatic and financial business. Unlike commissions, committees may be disbanded when assignments have been completed or priorities change. The primary focus of particular commissions and committees at Claremont Presbyterian Church is as follows:
 - a. **Evangelism & Nurture Commission:** To provide opportunities for evangelism and to coordinate the receipt and nurture of new members (session responsibilities *a, b*) and provide opportunities for ongoing fellowship.
 - b. **Mission Commission:** To encourage participation in the mission of the whole Church at home and in the world (session responsibilities *c, g*)
 - c. **Worship & Music Commission:** To provide for the worship of the people of God, including the music program (session responsibility *d*)
 - d. **Education & Leadership Commission:** To equip members for ministry through education and witness, to foster leadership development, and to develop and supervise the educational program of the church (session responsibilities *a, e, f, k*)

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- e. **Claremont Presbyterian Children's Center Commission:** To oversee the programmatic and financial operations of the Children's Center and to provide communication between the session and the center.
- f. **Stewardship Commission:** To challenge members to be responsible Christian stewards of money, time and talents (session responsibility *b*)
- g. **Special Gifts and Endowment Committee:** To manage the church's endowment and to encourage significant contributions through special gifts, planned giving, bequests and memorials.
- h. **Property & Finance Commission:** To establish the annual budget, to oversee church finances, and to manage the church's property (session responsibilities *i, o*)
- i. **Personnel Committee:** To provide for the administration of the church program, including employment, review, and compensation of non-ordained staff (session responsibility *n*)
- j. **Committee of the Whole:** To instruct, examine, ordain and install officers; to supervise the Board of Deacons; to maintain regular relationships with presbytery, synod and General Assembly; and to serve in judicial matters (session responsibilities *l, m, p, r*)

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D. Board of Deacons Responsibilities

1. “The office of deacon as set forth in Scripture is one of sympathy, witness, and service after the example of Jesus Christ. Persons of spiritual character, honest repute of exemplary lives, brotherly and sisterly love, warm sympathies, and sound judgment should be chosen of this office.
2. It is the duty of deacons, first of all, to minister to those who are in need, to the sick, to the friendless, and to any who may be in distress both within and beyond the community of faith. They shall assume other duties as may be delegated to them from time to time by the session, such as leading the people in worship through prayers of intercession, reading the Scriptures, presenting the gifts of the people and assisting with the Lord’s Supper.” Book of Order, G-6.0401, G6-0402
3. There shall be no less than 9 Deacons divided into three equal classes, one class of whom shall be elected each year at the Spring Meeting for a three-year term and may include one Deacon under the age of 25 who shall be elected for a one-year term at the Spring Meeting.
4. Participation in worship and other activities are other responsibilities for the Deacons.

E. Board of Deacons Organization

1. Parishes: Each member of the Board of Deacons takes responsibility for staying in touch with members of a smaller parish group in order to convey timely information about needs within the parish and to be responsive when unforeseen situations arise.
2. Nomination Executive Board.
 - a. At the April Board of Deacons Meeting the moderator shall appoint a committee to meet and recommend nominees for moderator, vice-moderator, secretary and treasurer for the next year. The committee shall consist of the current moderator, one member of the outgoing class, and one continuing member.
3. Election of Officers:
 - a. The moderator shall report on the nominating committee’s recommendation and ask if there are any additional nominations. An election will be held at the Deacon’s Meeting in May.
4. Officers And Committees
 - a. The offices and committees of the Board of Deacons are:
 - i. Moderator
 - ii. Assistant Moderator/ Service Coordinator
 - iii. Secretary
 - iv. Treasurer
5. MODERATOR
 - a. Preside at regular and special meetings of the Board of Deacons
 - b. Set up committees with a chairperson as necessary.
 - c. Supervise the activities of the committee chairpersons.
 - d. Represent the Board of Deacons in its official capacities.
 - e. Refer requests for services to the concerned committee chairpersons.
 - f. Submit an annual report of the Board of Deacons by the deadline required by the church office, including a statement of existing officers, committees, parishes, and major accomplishments.
6. ASSISTANT MODERATOR/SERVICE COORDINATOR
 - a. In the absence of the Moderator, preside at regular and called meetings of the Board of Deacons.
 - b. Assist the Moderator as requested.
 - c. Set up the schedule for Patio Hosts, sympathy leaders, flowers and communion servers.
7. SECRETARY

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- a. Maintain minutes of regular and called meeting. Copies of the minutes shall be sent to the Moderator who will distribute them to all active deacons, ministerial staff, Clerk of Session and bookkeeper.
 - b. Correspondence received is to be recorded in the minutes.
8. TREASURER
- a. Oversee financial records as maintained by the church bookkeeper, including receipts, disbursements, and balance in the Deacons Fund. Communicate with bookkeeper for updated financial report and any clarifications. Report this information to the Board of Deacons at each regular meeting.
 - b. See that the church bookkeeper completes the financial report for the Board of Deacons as of December 31 for inclusion in the church Annual Report.
9. PARISH MINISTRY
- a. Upon beginning service on the Board of Deacons each Deacon will receive an assignment to serve one of the parishes of Claremont Presbyterian Church members and friends.
 - b. After receiving this assignment, each Deacon will send a letter or a note introducing themselves to each member of the parish.
 - c. Deacons will make a contact (by phone or visit) with members of their parish to inquire after the life, health, and hopes of the family/household.
 - d. Each Deacon should check the white board in the church office to see the names of the church members that need a card, visit, or phone call.
 - e. Should a crisis occur in the family or household of a parish member and the Pastor(s) & Congregational Care Coordinator have not yet been informed, the Deacon will contact the Pastor(s) & Congregational Care Coordinator.
 - f. When a member of the congregation is in need of assistance, the Deacon shall inform the Moderator of the Board of Deacons, Congregational Care Coordinator, and the Pastors. When there is a financial distress, the Moderator or Deacon will inform the pastors and Congregational Care Coordinator.
 - g. Deacons will serve as relay points should information need to be disseminated quickly throughout the congregation.
10. DEACON COMMITTEES
- a. COMMITTEE MEMBERSHIP
 - i. Regardless of committee responsibility, all members of the board of Deacons shall be considered assistants to other board committees.
 - b. Bag It Sunday- Coordinators will organize and facilitate making and delivering hygiene kits for the homeless. Following this the committee will write up notes to be placed in the Deacon handbook.
 - c. Adopt a Family- Coordinators will contact Uncommon Good for families to “adopt” for Christmas. They will create a committee to help with the ornaments for the tree, the collection of gifts or gift cards, the timeline of this project and delivery of gifts. They will write up their notes to be added to the Deacon handbook.
 - d. Back to School Drive- Coordinators will provide a year long program that provides supplies to Mt. View School. This program provides the school with school supplies at the beginning of the school year and throughout the school year to students in need.
 - e. Parish Sunday- Organize the set-up, activities, and clean-up. The coordinator will also let the know of the set up needed by the custodian at least a week prior to the event.
 - f. Food Drive- Coordinate with ministers, CPCC and any community organizations to plan a date and provide information. Coordinator will contact IVHP for pick up date and time and get a list of foods and supplies needed at the time. Committee will also provide publicity for the event.
11. Board of Deacons Duties

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- a. Two Deacons will be assigned by the Assistant Moderator/Service Coordinator each month to coordinate memorial service needs.
 - b. Deacons and Elders are called upon to serve communion. Two Deacons will be assigned by the Assistant Moderator/Service Coordinator each month to assist in setting up, cleaning up and serving communion.
 - c. Each month the Assistant Moderator/ Service Coordinator will assign one Deacon per Sunday to be the Patio Host.
 - d. Policies and instructions for the above Deacon duties can be found in the Deacon Handbook.
12. Amendments to Functions and Duties
- a. Upon determination by a majority of the Board of Deacons that these functions and duties are to be amended, the moderator shall cause amended pages to be changed, reproduced, and printed. He/She shall provide each member of the board with a copy.

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F. Organization for Pastoral Care

1. Weekday Office Hours:
 - a. Determine and note who is calling.
 - b. Determine and note person for whom call is being made.
 - c. Note phone number and other contact information of person to be contacted.
 - d. Notify pastoral staff and congregational care coordinator/parish associate by e-mail, text message or phone. Notify moderator of deacons, individual deacon and/or clerk of session if appropriate.
 - e. In case of death, notify clerk of session and appropriate office staff.
2. Nights, weekends or holiday:
 - a. Person receiving information will coordinate pastoral care and notify appropriate people.
 - b. The person who learns of pastoral care needs shall:
 - c. Determine if pastoral call or hospital visit is needed.
 - d. Determine if the information is to be kept confidential.
 - e. Determine if the person's deacon is to be notified.
 - f. Write information on the white board in the office if appropriate

G. Coordinating Council

Issues of Session concern often require the wisdom and work of more than one commission or committee. The principal concern of the Coordinating Council, now composed of the Pastor, Associate Pastor and Clerk of Session, is to make sure issues are thoroughly vetted by all appropriate bodies before they are brought to Session for action. In addition, the Council establishes the agenda for Session meetings; assists in the education and mutual growth of the members of Session; maintains continuing relationship with higher governing bodies of the church (session responsibilities *k, p*); prepares annually statistical and other information according to the requirements of the presbytery; and coordinates elder assignments to commissions, committees and the Presbytery.

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H. Staff Organization

1. CPC STAFF POSITIONS

a. Full-time Positions - 3

- i. Pastor
- ii. Associate Pastor
- iii. Custodian

b. Part-time Positions - 11

- i. Administrative Assistant, Finance and Personnel
- ii. Congregational Care Coordinator
- iii. Facilities Manager
- iv. Communications/Publications Coordinator
- v. Director of Music/Organist
- vi. Children's Choir Director/Assistant Organist
- vii. Sunday & Special Setup Worker
- viii. Sunday Nursery Workers - 2
- ix. Wedding Hostess

x. Worship Tech Coordinator

c. Children's Center – 27 Full-time Positions

- i. Children's Center Director
- ii. Children's Center Assistant Directors – 2
- iii. Children's Center Teachers – approximately 24 as of 11-16-21

d. Contract Service Providers

- i. Auditor
- ii. Landscapers
- iii. Others as needed

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III. Policies and Procedures

A. Policies Concerning Members, Officers and Records

1. **Minutes:** The clerk of session shall keep a full and accurate record of the session's proceedings. These minutes must accord with presbytery guidelines and the *Book of Order*. The clerk also serves as secretary to meetings of the congregation and records its minutes. Both sets of minutes are subject to approval by the moderator and session. The moderator and clerk shall submit them at least once each year to the presbytery for its general review and control. When the clerk of session cannot be present at a meeting of the session or the congregation, the session shall elect one of its members to serve as clerk pro tem.
2. **Members:** Persons may enter into active church membership by profession of faith, reaffirmation of faith in Jesus Christ, or transfer of certificate from some other church. In all cases, the church shall offer prospective new members the opportunity to learn about what it means to be Christian and Presbyterian and how they may connect with this particular congregation. The session also shall examine them on questions of faith, trust, discipleship and membership before receiving them into membership. The clerk of session shall maintain a full and accurate roll of members of the congregation, including baptized members, active members, inactive members and affiliate members (see G-5.0201-4 and G-10.0302 of the *Book of Order*). All changes in the membership rolls, including transfers from one roll to another and deletions, must be approved by session.
3. **Records:** The clerk of session shall preserve all minutes of the session and congregation in the Minute Book and all membership rolls in the Membership Register, and provide for their safekeeping. At the end of each calendar year, the clerk, with the assistance of appropriate church staff, prepares a report to the General Assembly summarizing changes in the number and composition of church membership and attendance and key financial information. Each commission and committee maintains its own record of activities and actions proposed to session.

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B. Policies on Sexual Abuse Prevention

Policies: CHILD/YOUTH/VULNERABLE ADULT PROTECTION POLICY

Claremont Presbyterian Church
Education and Leadership Commission
Adopted November 15, 2020

Preamble

Sexual misconduct is the betrayal of a relationship of trust. It is a violation of the role of pastors, employees, volunteers, counselors, supervisors, teachers, youth, and advisers of any kind who are called upon to exercise integrity, sensitivity and caring in a trusting relationship. Such conduct may also be illegal.

In some instances, misconduct may be as subtle as a hug or embrace that becomes too familiar. Misconduct may be in the form of suggestive jokes, language, or glances that are disturbing or provocative. These subtle forms of misconduct may lead to more explicit sexual involvement. Factors that influence how one interprets the actions of another include one's family experience and traditions, each individual child/youth's comfort level, and cultural norms or traditions. Sensitivity to these and other factors is expected of all Claremont Presbyterian Church (CPC) staff and volunteers.

Relationships that contain the potential for sexual misconduct include relationships between pastors and parishioners; relationships between adults and children or youth; relationships between volunteers of any age and child or youth program participants; relationships between youth; relationships between a counselor and counselees; and relationships between supervisors and employees or volunteers. This document specifically relates to the appropriate relationships that staff and volunteers have with our young people and vulnerable adults.

1. Introduction

- a. As an organization committed to developing strategies for the prevention of child abuse in the church, the Session of Claremont Presbyterian Church is determined that any and all adults who serve on behalf of the church with any children or youth will be properly selected, screened, trained, and supervised to minimize the risk of child abuse at the church by volunteers or employees. We seek to raise awareness and recognition to protect children/youth, protect adults, and to protect from lawsuits. This policy is designed to protect children as defined as those in infancy through age 11, youth as those age 12 through age 17, and/or any vulnerable adults.
- b. To implement these goals, the Session of Claremont Presbyterian Church adopts the following Child/Youth/Vulnerable Adult Protection Policy and a separate Sexual Harassment Policy.

2. Applicability

- a. These guidelines apply to all church staff and volunteers who, on a regular basis, work with children or youth. This includes, but is not limited to:
 - i. All CPC salaried and paid personnel, including pastors, and the pastoral staff, office, grounds, and janitorial staff,

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- ii. All religious education directors, church school teachers and aides, nursery attendants, choir directors, and volunteers working in each of these venues
- iii. All youth ministers and volunteers working with youth ministers
- iv. All mentors working with confirmands

b. Separate policies govern the staff and volunteers of the CPC Children's Center.

3. **Volunteer Requirements**

- a. All persons who volunteer to work with children or youth in any capacity related to the work of Claremont Presbyterian Church must be a member or regular attendee of this church for a period of at least six months.
- b. Persons with less than six months' association with CPC may be allowed to volunteer to work with children or youth with the approval of the Director of Christian Education, Head of Staff, Associate Pastor and/or the Christian Education and Leadership Commission, pending the completion of a volunteer application and on-line criminal background check.
- c. Guest speakers will not have direct contact with children and youth without an approved person present and therefore are not required to complete an application and background check.

4. **Screening, Training, and Background Checks**

- a. Anyone serving with children/youth, whether as a paid staff member, contractor, or volunteer, shall be subject to:
 - i. CPC's receipt of a completed, signed, and approved application and background check authorization forms. The application should include a minimum of two references.
 - ii. Anyone serving children must be at least four years older than the oldest child whom they are serving. If the volunteer is younger than 18 years of age, then the second volunteer with that group must be age 18 or older.
 - iii. Anyone serving youth must be at least eighteen years old and four years older than the oldest youth whom they are serving.
 - iv. The applicant's consent to a criminal background check, the cost of which is covered by CPC.
 - v. Participation in training once every three years. The training is to be provided by CPC and shall cover this policy thoroughly as well as methods of abuse prevention and a detailed plan of reporting. These trainings shall further cover:
 - (1) What constitutes child/youth/vulnerable adult abuse and neglect.
 - (2) How to recognize signs and symptoms of abuse and neglect
 - (3) The importance of volunteers not investigating allegations of abuse (e.g., not asking questions of the alleged victim or perpetrator)
 - (4) State laws concerning definitions of abuse and reporting
 - (5) Explanation of the importance of the application and screening processes
 - (6) Applicable Claremont Presbyterian Church policies and procedures
 - (7) The importance of active listening and providing support
 - (8) Appropriate boundaries with children and youth, especially regarding adult/child/youth ratios, transportation, and use of technology
 - (9) Other related topics
- b. Anyone with a known incident of physical or sexual child abuse, child neglect, child exploitation, or other forms of sexual misconduct may be excluded from working with children or youth in any capacity. (For more information, see Appendix A.)
- c. This process may need to be completed again after a year of lapsed employment or volunteer status. Associate Pastor will annually review the Sex Offender Registry to ensure the safety of our children and youth. A new application and background check, as listed above, may be required every three years.

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5. Confidentiality of Records

- a. Claremont Presbyterian Church shall maintain all volunteer/employment applications, results of background checks, and related information in confidential, secured files.

6. Reporting

- a. Claremont Presbyterian Church will train all staff and volunteers on the adopted procedure for reporting any prohibited actions. Anyone suspecting or having knowledge of a violation of child abuse must report the violation to two of the following: the CPC Head of Staff, Associate Pastor, and either the chair of the Education and Leadership Commission or the chair of the Board of Deacons. One of the pastors, as a mandated reporter, would then report to the appropriate agency. Any child or youth who suspects or has knowledge of any type of minor abuse is invited to share the knowledge with any adult leader of the CPC sponsored event who will immediately share that information with one of the pastors.

7. Safe Child Response Team

- a. If an allegation of abuse or neglect is made, a Safe Child Response Team will be formed in accordance with guidelines from the General Assembly as outlined in Appendix B.

8. Mandatory Rules for Working with Children and Youth - Claremont Presbyterian Church shall ensure that the following measures be in place and actions taken for each event or activity involving children and youth:

- a. Two-adult rule: Two non-related adults should be present in groups of children and youth. All child and youth workers and volunteers must be a minimum of four years older than the age group they lead or supervise. One adult and one youth is acceptable as long as the youth is at least four years older than the children in the group they are leading or supervising. Exceptions to this may be:
 - i. One-on-one mentoring (for example, during the confirmation process)
 - ii. Situations where it is unavoidable (for example, the scheduled second adult being unable to attend and no substitute is present)
 - iii. When exceptions take place, interactions should be held with open doors or in an outdoor or otherwise public setting whenever possible.
- b. Minimum ratios:
 - i. The minimum adult-to-child ratio for all child-related events/activities is 2:10. The minimum adult-to-youth ratio for all youth-related events/activities is 2:17.
 - ii. There shall also be one adult of each gender when there is one or more minors of each gender in a group.
 - iii. Only in emergency situations may the ratios and gender diversity be compromised.
- c. View windows and open doors: When minors and adult staff or volunteers are in a room, the door may only be closed if it has a view window.
- d. Respect for privacy: Adult staff and volunteers must respect the privacy of the children to whom they provide care. Responsible use of digital devices and cell phones is required in all situations (e.g., taking only age-appropriate photographs and videos, not taking photographs of minors who are not fully clothed). Adults and minors are always required to wear attire that is appropriate to the activity/situation.
- e. Age-appropriate training: Children and youth may be provided age-appropriate training regarding behavior that should be reported to a trusted adult.
- f. Transportation:
 - i. All adult drivers at child/youth events must have proper licensure and insurance on file with CPC.
 - ii. All vehicles used must have seat belts for the driver and each passenger.
 - iii. No minor under age 8 may sit in the front seat of any vehicle.

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- iv. Current state laws for car seats and booster seats must be followed.
- v. All drivers transporting minors and vulnerable adults must be over the age of 25 and must be informed that if their vehicle is used, their insurance would be primary if an accident occurs.
- vi. If a charter bus is rented, or any outside carrier is contracted, the company hired must ensure criminal background checks on their drivers.
- vii. Each vehicle must follow the ratio rules noted in #8 above. Minimum Ratios” are in this section.
- viii. There should not be less than two children/youth in each car.
- g. Overnight events: If an overnight event is planned, discussions of boundaries involving appropriate sleeping arrangements and restroom/shower facilities use shall be discussed. For example:
 - i. Children/youth and adults must maintain different showering and grooming hours at events in which bathrooms and shower rooms are shared in housing.
 - ii. When possible, adults should never share sleeping quarters with children or youth. Any exception should be discussed and approved beforehand by the Education and Leadership Commission.
 - (1) An exception to this rule is for the occasional legal caregiver/child situation or parent/child situation. If a child/youth requires a caregiver/parent, written permission must be given and kept on record from the child/youth’s parent/legal guardian.
- h. First aid/CPR: All paid employees working directly with children or youth at any CPC-sponsored events must be certified in first aid and CPR.
- i. Forms: The legal guardians of each minor must provide the appropriate information and medical forms for each activity/event. The information form should include all contacts for legal guardians and the medical form must include a copy of the minor’s health insurance card. Further consent forms must be signed by legal guardians for any off-campus events. Any photos at the event that are used in social media or published material by CPC must be released by a signed consent form from a participant’s legal guardian as well as the minor. All such forms must be stored in a secure place with restricted access.
- j. Each event/activity rules: As appropriate, participants should be informed of rules and expectations at each event/activity. These rules may include but are not limited to a code of conduct specific to the event/activity, as well as a list of prohibited and expected behaviors.
- k. Code of conduct: All volunteers and employees must also abide by a code of conduct that emphasizes the following prohibited behaviors. Some of these prohibited behaviors include but are not restricted to:
 - i. Display of sexual affection toward a child
 - ii. Use of profanity or off-color jokes
 - iii. Discussion of sexual encounters with or around children, or in any way involving children in personal problems or issues
 - iv. Dating or becoming “romantically” involved with children (under the age of 18)
 - v. Using or being under the influence of alcohol or illegal drugs in the presence of children
 - vi. Possessing sexually oriented materials—including printed or online pornography— on church property or property being utilized for a church event
 - vii. Having secrets with youth/children
 - viii. Staring at or commenting on children’s bodies
 - ix. Engaging in inappropriate or unapproved electronic communication with children
 - x. Working one-on-one with children in a private setting
 - xi. Abusing youth/children in any way, including, but not limited to, the following:
 - (1) Physical abuse: hit, spank, shake, slap, unnecessary restraint

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- (2) Verbal abuse: degrade, threaten, or curse
- (3) Sexual abuse: inappropriately touch, expose oneself, or engage in sexually oriented conversations
- (4) Mental abuse: shame, humiliate, act cruelly
- (5) Neglect: withhold food, water, shelter
- (6) Permit children or youth to engage in the following: hazing, bullying, derogatory name-calling, ridicule, humiliation, or sexual activity.

9. Social Media Policy

- a. No minister, employee, contractor, or volunteer of Claremont Presbyterian Church shall create or use a media site (Web, Facebook, YouTube, or similar) in the name of or purporting to represent the Claremont Presbyterian Church without the explicit permission of the Pastor or Associate Pastor of Claremont Presbyterian Church.

10. Social Media Communications

- a. Persons who create public pages on behalf of Claremont Presbyterian Church are responsible to monitor communications and to ensure that employees and volunteers do not have private (and possibly inappropriate) conversations with children and youth.
- b. Adults should not have any technological contact with a child or youth that is not either pre-approved by the child/youth's legal guardian with a signed waiver, or the contact is on an open public medium, such as a church website or other social media program.

11. Social Networking Code of Conduct

- a. A social networking code of conduct is included in Appendix D.

12. Signing of Policy and Application to Serve

- a. Each adult engaged in the leadership of a Claremont Presbyterian Church event shall acknowledge receipt of the Claremont Presbyterian Church Child/Youth/Vulnerable Adult Protection Policy and its procedures by signing an application to be employed, volunteer, or supervise. In addition, each person engaged in the leadership of a CPC event shall consent to all comprehensive background checks required and shall comply with any consequences of a reported violation of this policy.

APPENDIX A – Definitions

For the purpose of this policy:

Child: A child will be defined as a person between the ages of 0 and 11.

Youth: A youth will be defined as a person between the ages of 12 and 17.

Minor: A minor is any child or youth 0–17 years old.

Vulnerable Adult: Any person eighteen years old or older without the developmental or cognitive capacity to consent.

Vulnerable Adult Abuse: Any act or failure to act that results in the physical, sexual, psychological, or emotional mistreatment, neglect, or exploitation of a vulnerable adult.

Child/Youth Abuse: Any act or failure to act that results in the physical, sexual, psychological, or emotional mistreatment, neglect, or exploitation of a child or youth.

Sexual Abuse: The *Book of Order* (D-10.0401c) defines sexual abuse as follows: “Sexual abuse of another person is any offense involving sexual conduct in relation to (1) any person under the age of eighteen years

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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.”

Misuse of Technology: The use of technology that results in the harassing or abusing of a child/youth. This includes using technology to send suggestive messages or images to a child or youth.

APPENDIX B – Disqualifying Offenses

A person who has a conviction on his/her record of certain felonies or misdemeanors (including, but not limited to, the list that follows) is usually disqualified from serving as a volunteer with children/youth. Exceptions in rare circumstances may be considered via a confidential conversation with a pastor and a church elder.

- Criminal homicide
- Aggravated assault
- Crimes related to the possession, use, or sale of drugs or controlled substances
- Sexual abuse
- Sexual assault
- Injury to a youth
- Incest
- Indecency with a youth
- Inducing sexual conduct or sexual performance of a youth
- Possession or promotion of child pornography
- The sale, distribution, or display of harmful material to a minor
- Employment harmful to youth
- Abandonment or endangerment of a youth
- Kidnapping or unlawful restraint
- Public lewdness or indecent exposure; and enticement of a youth
- Any crime that involves sexual misconduct or sexual abuse, particularly if it involves misconduct or abuse with a minor
- Any crime that involves misuse of technology for sexual purposes, such as collecting or distributing photographs of minors who are naked or in sexual or inappropriate poses (child pornography)
- Any crime that involves the use of force, such as assault or endangerment
- Any crime that involves abduction and kidnapping

In addition, if a CPC staff member is aware that a volunteer has a prior conviction for one of the aforementioned crimes or a related crime, the volunteer shall automatically be ineligible to attend a child/youth event in any capacity.

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- Any crime that involves drinking and driving, such as driving while intoxicated, disqualifies a volunteer/staff member from driving for any Claremont Presbyterian Church child/youth event
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APPENDIX C – Safe Child Response Team

The Safe Child Response Team should be comprised of at least three members (staff or CPC members) appointed by the Personnel Committee. An attorney shall be on call, if needed. The response team will familiarize itself with the terms of this policy as well as established procedures under the Rules of Discipline, *Book of Order of the Presbyterian Church (U.S.A.)* for responding to complaint(s) of alleged child/youth abuse against any teaching elder, ruling elder, employee, or volunteer in a leadership position(s) with Claremont Presbyterian Church.

The Safe Child Response Team shall have the following responsibilities in response to allegations of child/youth or vulnerable adult abuse or neglect incurred against any volunteer, staff member, or event participant:

1. Immediately provide for the safety of the alleged victim(s) involved.
2. If the report alleges abuse or harassment of a minor, the response team will:
 - Immediately ensure the allegation is reported to the civil authorities under state law
 - Immediately notify the parents or guardian of the minor
 - Notify the insurance company of the allegation and that no investigation has yet occurred
3. Make immediate decisions concerning the temporary removal of the individual accused from any contact with children or youth pending an investigation and/or removal of the accused from the event until a resolution of the allegations has occurred.
4. Any possible media requests will be handled by the Pastor with advice from an attorney, taking care to safeguard the privacy and confidentiality of all involved.
5. Consult local entities (for example, Tri-City Mental Health, police departments, and hospitals) about resources available for victims of the alleged abuse. This will provide victims and their families immediate resources that may aid in the particular spiritual, psychological, or emotional needs and trauma that arise from the devastation of abuse.
6. If the report is against a teaching elder, the response team shall send a written statement of allegation to the stated clerk of the presbytery that holds the teaching elder's membership. This written statement of allegation shall trigger the formation of an investigating committee under the Rules of Discipline of the *Book of Order: The Constitution of the Presbyterian Church (U.S.A.) Part II*.
7. If the report is against a ruling elder, the response team will notify the Claremont Presbyterian Church Session that an allegation of offense has been received against an elder that triggers the formation of an investigating committee under the Rules of Discipline of the *Book of Order: The Constitution of the Presbyterian Church (U.S.A.), Part II*.
8. Offer to provide pastoral counseling for the principal parties involved (accuser(s), possible victim(s), accused, family members).
9. Any person bringing a report of abuse or assisting in investigating will not be adversely affected in terms and conditions of employment, church membership or affiliation, or otherwise discriminated against or discharged.

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APPENDIX D – Social Networking Code of Conduct

Each person who leads using the resources of social media shall apply this Social Networking Code of Conduct:

- Prohibit comments that are, or could be construed by any reasonable observer to be harsh, coercive, threatening, intimidating, shaming, derogatory, demeaning, or humiliating
- Prohibit sexually oriented conversations or discussions about sexual activities
- Prohibit private messages between employees and volunteers and children or youth
- Prohibit posting inappropriate pictures (for example, sexually suggestive, exploitive, or voyeuristic) or inappropriate comments on pictures
- Make a Social Networking Code of Conduct available to children, youth, and their parents.
- Encourage parents to play a role in monitoring their children’s and youth interactions with employees and volunteers
- Continually remind children and youth how to interact appropriately through social networking sites
- Deny participation by individuals who repeatedly violate the code of conduct

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C. Policies and Procedures for Facility Use and Financial Management

Property and Finance Commission is chaired by a session elder who reports activities of the commission in all session meetings. The commission is composed of members of the church that are approved by session. Pastor, treasurer, and Facilities Manager are ex-officio non-voting members. The primary focus of the commission is to manage church property, oversee church finances and to establish the annual budget.

1. Policies on Use of Church Facilities and Equipment

1. **Authority:** The Property & Finance Commission is responsible for establishing policies concerning the management and usage of church facilities and equipment. In addition, it:
 - a. Obtains property and liability insurance to protect the facilities, programs and officers;
 - b. Maintains and repairs the church buildings and grounds;
 - c. Develops plans for future facilities as needs arise.
2. Statement of Policy
 - a. The intent of the Session of the Claremont Presbyterian Church is that the buildings, grounds and equipment of the Church will be used for the advancement of the goals, programs, philosophies, beliefs and concepts of the Presbyterian Church (U.S.A). Church facilities may also be rented by individuals and community non-profit organizations for a fee recommended annually by the Property and Finance Commission to Session. The Property and Finance Commission has the responsibility to:
 - i. Regulate the use of Church facilities
 - ii. Investigate persons and organizations requesting the use of said facilities
 - iii. Provide an appropriate response to the request for use of Church facilities
 - iv. Report its actions to Session.
3. Guidelines for Use of Church Facilities
 - a. By Church-Sponsored Organizations
 - i. Continuous or Extended Use requires the submission of a Facility Use Request at least sixty (60) days prior to the requested start date to the Chair of the Property and Finance Commission and/or the Facilities Manager for consideration by the Property and Finance Commission. Forms may be obtained in the Church Office, (or contact Facilities Manager at the church website.)
 - ii. One-Time Use requires submission of a Facility Use Request at least thirty (30) days in advance of the event to the Chair of the Property and Finance Commission and/or the Facilities Manager. Forms may be obtained in the Church Office (or contact Facilities Manager at the church website.)
 - b. By Non-Church Sponsored Organizations for Nonprofit organizations and Individuals.
 - i. All requests for use require the submission of a Facility Use Request at least sixty (60) days prior to the event start date to the Chair of the Property and Finance Commission and/or the Facilities Manager for consideration by the Property and Finance Commission. Forms may be obtained in the Church Office (or contact Facilities Manager at the church website.).
 - ii. An organization's certificate non-profit status must be furnished with a completed request at least sixty (60) days prior to the start date of the event. Final approval cannot be granted until such a certificate has been received and reviewed.
 - iii. An Organization's Certificate of Liability Insurance with limits acceptable to the Property and Finance Commission must be furnished with a completed contract at least thirty (30) days prior

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to the requested start date. This requirement may, at the discretion of the Property and Finance Commission, be waived upon presentation of a written request with an explanation of circumstances to the Chair of the Property and Finance Commission and Facilities Manager at least thirty (30) days prior to the requested start date of the event. Final approval cannot be granted until a Certificate of Liability Insurance or a request for a waiver has been received and reviewed. In cases where the requirement for a Certificate of Liability Insurance is waived additional restrictions on a group's activities may be imposed by Claremont Presbyterian Church.

- iv. Fees for use are assessed according to the schedule set forth by the Property and Finance Commission and must be paid thirty (30) business days prior to the scheduled start date. This fee may be reduced or waived provided a written request with an explanation of circumstances is presented to the Chair of the Property and Finance Commission and the Facilities Manager at least thirty (30) days prior to the requested start date of the event. Organizations whose membership include members of Claremont Presbyterian Church may qualify for fees assessed to individual members of the Church.
 - v. A security deposit is required for the use of facilities and must be paid at least thirty (30) business days prior to the scheduled start date. The amount of this deposit is determined according to the schedule established by the Property and Finance Commission and the facilities used. Return of this deposit is concomitant upon the facilities being left clean and undamaged after the scheduled use and any keys to the facilities being returned.
4. Basic Rules and Regulations Governing the Use of Church Facilities and Equipment
- a. All required payment of fees and deposits and certificates must be presented in advance.
 - b. No smoking is allowed in any building.
 - c. No illicit drugs are allowed. Alcoholic beverages can be served, consumed, or brought upon the premises under certain conditions. Refer to consumption of alcoholic beverages policy in church facilities established August 29, 2018.
 - d. No food or beverages are allowed in the Sanctuary or the Chapel, except drinking water.
 - e. Church-owned audio-visual equipment is available for church activities only, unless express permission is granted by a pastor or the Facilities Manager. Sanctuary sound and video system may require a paid staff member to operate.
 - f. The Kitchen and its equipment may not be used by a non-church sponsored organization unless prior approval has been given.
 - g. All meetings or gatherings of minors will, at all times, have at least two (2) adult chaperones. Chaperones must be twenty-five (25) years of age or older.
 - h. The responsible party of any group or organization using the facilities will see to it that all windows and doors are secured and locked before leaving the Church campus and will return all keys on the current or next business day.
 - i. No Church property shall be removed from the Church campus except for Church activities and events and after obtaining written approval from church staff or the Property and Finance Commission. Any equipment so removed shall be checked out by the responsible party of the activity or event by signing out the equipment.
 - j. Computer use is restricted to authorized personnel only. WIFI is available on campus. Password access to WIFI is available with permission.
 - k. All activities of any group using the facilities of Claremont Presbyterian Church will be lawful and reasonably considered safe.
5. Outdoor stage use, addendum and fees
- a. Claremont Presbyterian Church' Outdoor Stage is a wonderful venue for outdoor worship services, small weddings, concerts by individuals or small ensembles, or similar events. Though events do not have to be religious in nature, they should be appropriate for our neighborhood and community.

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- b. Claremont Presbyterian Church's Outdoor Stage is available for rental by community groups and organizations.
 - i. Those wishing to reserve the Stage should fill out a Facility Use Request form with "Outdoor Stage" addendum and return it to CPC's Facilities Manager.
 - ii. The application will be considered by the CPC Properties and Finance Commission at the meeting after the application is received. If the application is approved, users will sign a standard CPC Facility Use Contract.
- c. Addendum:
 - i. Will this event be open to the public?
 - ii. Do you plan to use any sound amplification? If so, please describe your sound amplification equipment.
 - iii. Do you plan to use additional lighting? If so, please describe your lighting equipment?
- d. Addition to our standard contract:
 - i. For events at our outdoor stage, a church custodian or other staff member must be present.
 - ii. Outdoor events must end by 9pm.
 - iii. No alcohol at all at outdoor events. (This includes picnic items brought by guests)
- e. Costs:
 - i. Costs: Standard Security Deposit: \$200
 - ii. Stage only: \$400 minimum for up to 4 hours, \$100 for each additional hour
 - iii. stage plus church chairs, tables: add \$150
 - iv. Church sound equipment: add \$300
 - v. Church members: ½ cost)
 - vi. Emmanuel and GPIB do not need to pay for their events, but do need to schedule them in advance with CPC Facilities Manager
- 6. **Key and Deposit Policy**
 - a. Outside groups using Claremont Presbyterian Church facilities and requiring the issuance of a key or keys to campus buildings will be required to pay a fifty dollar (\$50.00) key deposit before any key is issued. Payment is to be made by check made out to Claremont Presbyterian Church and have the memo, "key deposit." See "Forms at end of this section."
 - i. The check will not be immediately cashed by the church.
 - ii. If all keys are returned to the church within one (1) week of the end of scheduled use, the check will be returned to the individual or group checking out the keys.
 - iii. If all keys are not returned within one (1) week of the end of scheduled use the check will be cashed.
 - iv. If keys are returned after this one (1) week period, forty dollars (\$40.00) will be returned to the individual or group.
 - v. Groups with ongoing use which have already been issued keys will not be charged a deposit for those keys.
 - vi. It is the responsibility of the individual or group using the church's facilities to return keys to the church. The church recommends and requests that keys not be given to other individuals to return to the church.
 - vii. Failure to return keys in a timely manner will be taken into account when considering applications for future use.
- 7. Consumption of Alcoholic Beverages in Church Facilities Polict
 - a. The General Assembly of the Presbyterian Church (U.S.A.) does not advocate the prohibition of alcohol, a policy which would appear to attribute the entire problem to alcohol itself. Responsible and non-problematic uses of alcohol have been part of human experience and the Judeo-Christian heritage since the beginning of recorded history. The considerable risks and immense suffering that

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follow from excessive and unwise uses of alcohol do, however, impose upon all Christians individually and corporately the responsibility to make and encourage judicious and well-informed choices regarding personal and social uses of alcohol. (Minutes of the 198th General Assembly (1986), Presbyterian Church (U.S.A.), p. 452.)

- b. Therefore, the serving and consumption of alcoholic beverages on Claremont Presbyterian Church (Church) property is permitted only under the following conditions and restrictions:
 - i. A request to serve wine and beer at an event on Church property shall be approved by the Property & Finance Commission and subsequently approved by the Session prior to the event.
 - ii. Only wine or beer shall be served, no other alcoholic beverage is permitted.
 - iii. While wine and beer may be served they shall not be sold on Church property.
 - iv. Wine or beer shall only be served in Fellowship Hall and shall not be taken outside of that building.
 - v. At an approved event, non-alcoholic beverages shall be equally accessible.
 - vi. Non-drinking supervisors shall be available at all times during the event to assume responsibility for any intoxicated persons' means of transportation.
 - vii. Serving alcoholic beverages at a Church event where minors are present is not permitted.
 - viii. At a non-church event where minors are present, beer and wine shall be served at a separate station monitored by non-drinking supervisors.
 - ix. No alcoholic beverages shall be served at an event organized primarily for children or youth.
 - x. Food shall be served when beer and/or wine is served.
 - xi. The original container of any food or beverage containing alcohol shall be clearly labeled.
 - xii. The offering of alcohol shall not be advertised or promoted in any way and shall not be the primary purpose of the event.
 - xiii. At a church event, where wine or beer is served, no Church business shall be presented or any action on church business taken.
 - xiv. All empty alcohol containers shall be removed from Church property and shall not be left in church trash cans.
 - xv. No permanent bar shall be set up anywhere on Church property and no alcoholic beverages shall be stored anywhere on the Church property.
8. Bidding for Capital Improvement or Repair Projects Policy
 - a. The awarding of contracts for capital improvement projects, repair projects, or interim services shall be conducted in a fair and transparent process and in the light of good stewardship of Church resources. To that end the following policy is established:
 - b. In June of each calendar year the Chair of the Property and Finance Commission shall appoint a three-member Bid Committee
 - c. Any project or interim service with an estimated cost greater than \$1999 must be submitted first to the Bid Committee.
 - d. For each project or interim service, the Property and Finance Commission or its designee(s) will establish a statement of the work to be completed as the request for bids
 - e. Requests for bids shall be open for twenty-one (21) days
 - f. Church staff and members of the Property and Finance Commission Bid Committee may solicit bids
 - g. When a bid is advertised the work to be completed, the opening date for bids, and the closing date for bid submission shall be clearly stated
 - h. Only parties holding appropriate licensure for the nature of the work described, if needed, may submit bids.

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- i. Church members who are qualified to perform the work described in the request for bids may submit a bid proposal. However, church members who submit bids shall be recused from all deliberative processes in the awarding of the bid
 - j. Bid submissions shall include: the name of the responsible party, the contractor's license number of the responsible party (if required), the proposed scope of work, proposed beginning and ending dates for the work, and the cost of the work including reserves if any
 - k. Sealed bids shall be submitted to the Church Facilities Manager prior to the stated deadline and held under seal. No late bids shall be accepted
 - l. A minimum of three bids shall be required to initially proceed with the bid acceptance process. If three bids have not been submitted by the stated deadline the bid process will be reopened for an additional fourteen (14) day period and additional bids will be solicited. Original timely bids do not need to be resubmitted but will continue to be held under seal until the conclusion of the additional fourteen (14) day period. Parties who submitted original timely bids shall be informed of the delay by the Facilities Manager. If at the end of the additional bidding period, there are still fewer than three bids, the Chair of the Property and Finance Committee shall be informed, and the acceptance process shall proceed.
 - m. On the first work day following the completion of the bid submission period, the Church Facilities Manager shall inform the members of the bid committee of the availability of the bids
 - n. The Bid Committee shall establish a time and place to open and consider the bids. The other members of the Property and Finance Commission shall be informed of the time and place of the meeting
 - o. Using the standard of "lowest responsible bidder" the Bid Committee shall recommend an award of bid to the Property and Finance Commission for consideration. In its consideration of the recommended bid, all bids shall be available to the Property and Finance Commission for review. If approved by the Property and Finance Commission the bid award shall be submitted to the Session for approval
 - p. If no acceptable bids have been obtained, the Property and Finance Commission shall reconsider the nature and scope of the project at its next regularly scheduled meeting following the Bid Committee meeting
 - q. For capital improvement projects that are large in scope, the Session may delegate the powers herein granted to the Property and Finance Commission to a designated project committee.
9. Facilities Manager Duties overseen by Property and Finance Commission:
- a. Provide overall supervision of the maintenance and upkeep of all church facilities and grounds through supervision of the custodians and regular inspections of all church grounds.
 - b. Provide liaison with the landscape contractor to ensure that all landscaping is properly maintained.
 - c. Assure that all HVAC equipment, water heaters and fire extinguishers are regularly inspected and maintained.
 - d. Arrange for the work of outside contractors.
 - e. Solicit bids from appropriate contractors on behalf of Property and Finance Commission Bid Committee, and meet with committee to provide advice as requested.
 - f. Supervise the work of outside contractors, inspect projects on completion to ascertain compliance with the contract.
 - g. Ex-Officio member of Property and Finance meetings providing updates on needed repairs, progress on any current maintenance, repair or facility improvement projects.
 - h. Receives Facility use requests. Bring requests to commission for approval. Handles contracts for approved requests.

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- i. Provide advice and guidance to the Church Property and Finance Commission as requested.

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March, 2023

2. Financial Management Policies and Procedures

1. Authority: The Property & Finance Commission is responsible for maintaining the financial records of the church, overseeing the activities of the Church Treasurer and Administrative Assistant, Finance and Personnel, establishing the annual budget, and reporting financial results to the session monthly and to the congregation as necessary. In addition, it:
 - a. Determines the amount for distribution of the church's benevolences;
 - b. Supervises the counting and recording of all offerings;
 - c. Renders financial advice to other session bodies.
 - d. Arranges for the annual review of financial records.
2. Administrative Assistant Duties overseen by Property and Finance Commission:
 - a. Assist the Church Treasurer and Chair of Property and Finance in the preparation of annual church budget.
 - b. Coordinate with Church Treasurer to create and publish all necessary monthly financial reports.
 - c. Record all payables and receivables in a timely manner.
 - d. Prepare monthly bank account reconciliations.
 - e. Record all pledges, bequests, and special offerings.
 - f. Compile and interpret budget and expenditure data.
 - g. Accurately prepare detailed financial reports.
3. Handling of Collected Offering. Upon the recommendations of our audit firm, Property and Finance Commission has adopted the following guidelines for handling the offering after it has been collected:
 - a. There will be two people designated by the Head Usher to pick up the offering plates from the Chancel or Narthex, take the offering plates to the office, sort the offering and put it away in the safe.
 - b. The only persons authorized to handle the collected offering are Ushers and Members of Session.
 - c. The two designees cannot be related (i.e. husband & wife, father & son or daughter, siblings, etc.).
 - d. At the end of the service, one designee may stand in the wings and watch while the other picks up the offering plates from the Chancel.
 - e. The offering must be taken directly to the office without delay. Do not wait outside for additional offerings. At Communion or special services when the offering is not carried forward; the offering should be taken directly to the office.
 - f. The two designees must stay together at all times; as the offering is transferred from the sanctuary to the office; and as the offering is sorted and placed in the bank bags.
 - g. Do not count the offering, sort it into even stacks and place it in the bank bags.
 - h. Both designees must be present and watch as the bank bags are put into the safe.
 - i. Note: Please remember that all offering information is confidential.
4. Expenditure of Funds Without Session Action
 - a. Commissions or groups having budgeted funds are expected to confine their spending to the approved budget. To this end, each Commission and budgeted group is to receive a monthly statement of expenditures and budget status. The Property and Finance Commission may authorize extra-budgetary expenditures for the operation, maintenance, repair or replacement of those aspects of the Church's buildings and equipment within its purview. For all other Commissions and groups, the Property and Finance Commission may authorize extra-budget expenditures, as required, in sums not to exceed a total of one thousand dollars (\$1000) per annum per Commission or group without prior approval of the Session. Any such action by the Property and Finance Commission will be reported in a timely manner to the Session.
5. Check Signatures on Church Accounts

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- a. The Property and Finance Commission shall recommend to the Session members of the church that it feels are both suitable and willing to serve as signers of checks for the various accounts of the church. The Property and Finance Commission may also recommend members of the staff it feels appropriate for listing as a check signer for the operation of the church.
6. Disposal of Gift Securities
 - a. The Church Treasurer is authorized to immediately liquidate donations of securities as allowed by Session.
7. Petty Cash Account
 - a. A Petty cash account shall be maintained with a maximum balance of five hundred dollars (\$500.00). The Pastors, Facilities Manager, and bookkeeper may sign checks on this account and only one signature shall be required.
8. Deacon's Fund
 - a. Offerings dedicated to the Deacon's Fund are collected on Communion Sundays from donations placed in the special Deacon's Fund envelopes and from donations otherwise designated for the Deacon's Fund.
9. Purchasing of Equipment by Commissions and Groups
 - a. Commissions wishing to purchase equipment must first give notice of such intent to the Facilities manager and in cases of computer, audio-visual, or other major equipment this notice will be given to the Property and Finance Commission for review prior to the purchase of the equipment.
 - b. Purchases of equipment and materials should, whenever possible, go through the Facilities Manager.
 - c. Requests to the Property and Finance Commission for the purchase of equipment and materials must be made in writing and clearly and completely describe the equipment and material requested as well as its intended use.
 - d. The purpose of this review process is to ensure that:
 - i. unnecessary duplication of equipment is avoided
 - ii. the Property and Finance Commission is able to coordinate the purchase of such equipment to maximize its utility to the Church
 - iii. to avoid the purchase of incorrect or inadequate items.
10. Oversee and manage expenditures of New Covenant Endowment Funds.
 - a. There are 6 endowment funds with their principal and interests invested. Three of the funds are restricted. The following shows how these funds are managed and how the money is disbursed under the supervision of Property and Finance Commission.
 - i. Capital Maintenance Fund: Primary purpose is to cover cost of major improvements, and refurbishment of Church Property. Balances can only be used by vote of session. Currently, 80% is invested in income producing venues and 20% in Growth producing venues.
 - ii. Endowment Fund: This is a partially restricted fund. Balances above \$87,322.00 may be used by vote of session. Fund is designed to increase the permanent endowment to the Church. Currently, 65% invested in income producing venues, and 35% in growth producing venues.
 - iii. Quasi Endowment Fund: This is a restricted fund. Purpose of the fund to increase the permanent capital structure of our church and to supplement funds available to Mission and other Church Operations. Principle can only be used by vote of the Congregation at a called meeting. Currently, 100% invested in income producing venues. Dividends paid in cash are divided equally between Mission Interpretation (Designated fund #3158) and Property Maintenance (Designated Fund #3506).
 - iv. Reserves Fund: Purpose is to cover significant budgetary shortfalls due to extraordinary circumstances. Balances can only be used by vote of session. Currently, 60% invested in income producing venues, and 40% in growth producing venues.

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- v. Smale Fund: This is a restricted Fund. Balances above \$100,000.00 may be used for designated guest speakers and educational programs/special events. Currently, 54% invested in income producing venues and 46% invested in growth producing venues.
- vi. Faith M Jones Fund: Purpose of this fund is to extend and deepen Church participation in Global Mission. 5% of Balance of Prior Year can be used by Mission Commission for global outreach. Currently, 68% invested in income producing venues and 32% in growth producing venues.

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3. Facility Use Forms

Facility Use Form for Nonprofit Organization

Claremont Presbyterian Church
1111 N. Mountain Ave.
Claremont, CA 91711
909-624-9693

Facility Use Request

for Nonprofit Organizations

Office Use Only

*****Note: Completed Requests must be received at least sixty (60) days before requested use. *****

PLEASE TYPE OR PRINT CLEARLY

Name of Nonprofit Organization _____

Address _____

City _____ State _____ Zip Code _____

Phone Number _____

Contact at Organization (Responsible Party) _____

Please provide a brief description of this organization and its work. Use back if necessary.

A copy of the organization's Certificate of Nonprofit status must accompany a completed contract.

Can you provide a copy of the organization's Certificate of Liability Insurance? Yes No

If Yes, then a copy must be received at least thirty (30) days before requested use.

If No, then a written request for a waiver must be received at least thirty (30) days before requested use.

ONE TIME USE: Date of Requested Use _____

CONTINUING USE: Beginning _____ and every _____ until _____

Start Time: _____ **End Time:** _____ **Number of attendees:** _____

Please describe how you intend to use Claremont Presbyterian Church's facilities. Use back if necessary.

Facility	Cost per use	Facility	Cost per use		
<input type="checkbox"/> Sanctuary	\$ _____	<input type="checkbox"/> Room 7	\$ _____	<input type="checkbox"/> Key Deposit	\$ _____
<input type="checkbox"/> Fellowship Hall	\$ _____	<input type="checkbox"/> Room 1	\$ _____		
<input type="checkbox"/> Kitchen	\$ _____	<input type="checkbox"/> Chapel	\$ _____		
<input type="checkbox"/> Southwest Room	\$ _____	<input type="checkbox"/> Deposit	\$ _____		

Signed _____ Date _____

Cost \$

Deposit

\$ _____

*This is NOT a contract. This form is to provide information to determine if the intended use meets the criteria of the Claremont Presbyterian Church's facilities as set forth by the Property and Finance Commission and the Session of Claremont Presbyterian Church. If your request is approved a contract will be drawn up and sent to you. **The signed contract must be returned at least thirty days before the approved date of use.***

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Facility Use Request for Individuals Facility Use Request

Office Use

Claremont Presbyterian Church
1111 N. Mountain Ave.
Claremont, CA 91711
909-624-9693

for Individuals

*******Note: Completed Requests must be received at least sixty (60) days before requested use. *******

PLEASE TYPE OR PRINT CLEARLY

Responsible Individual(s) Requesting Use :

Name _____

Name _____

Address _____

Address _____

City _____ State _____

City _____ State _____

Zip Code _____

Zip Code _____

Phone Number _____

Phone Number _____

Claremont Presbyterian Church Member

Claremont Presbyterian Church Member

Emmanuel Presbyterian Church Member

Emmanuel Presbyterian Church Member

Please provide a brief description of your intended use. Use back if necessary.

One Time Use: Date of Requested Use _____

Continuing Use: Beginning _____ and every _____ until _____

Time: _____ Number of Attendees: _____

Facility Cost per use

Facility Cost per use

Sanctuary \$ _____

Room 7 \$ _____

Key Deposit \$ _____

Fellowship Hall \$ _____

Room 1 \$ _____

Kitchen \$ _____

Chapel \$ _____

Southwest Room \$ _____

Deposit \$ _____

Office Use Only

Cost \$ _____

Deposit \$ _____

Signed _____ Date _____

Signed _____ Date _____

*This is NOT a contract. This form is to provide information to determine if the intended use meets the criteria of the Claremont Presbyterian Church's facilities as set forth by the Property and Finance Commission and the Session of Claremont Presbyterian Church. If your request is approved a contract will be drawn up and sent to you. **The signed contract must be returned at least thirty days before the approved date of use.***

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Contract agreement document
Claremont Presbyterian Church
1111 N. Mountain Ave.
Claremont, CA 91711
(909) 624-9693

AGREEMENT, between Claremont Presbyterian Church **and**

	Sanctuary		Classroom# 7		Chapel
	Fellowship Hall		Nursery		Southwest Room
	Kitchen		Classroom# 1	***	Angel Courtyard
	Music Room				

CPC grants User permission to use such facilities for the following purpose:

A Fee of \$ dollars for use and a Deposit of \$. Security Deposit is **refundable** after the use of the Facility and no damage occurs.

On the following day and time:

.This permission is granted upon these additional terms and conditions and is non-assignable.

1. User shall leave the facilities in a clean and orderly condition and will be held responsible for any excessive cleaning that is required.
2. User shall be responsible for any damage arising out of the use of the facilities under this agreement. Any damage to property should be reported immediately to the office at 909-624-9693.
3. Alcoholic beverages and illicit drugs are prohibited on the premises. Failure to adhere could result in the cancellation of the agreement and/or forfeiture of the Security Deposit.
4. Food or beverages are not allowed in the Sanctuary or the Chapel.
5. No smoking in the buildings. Dispose of cigarette butts in the containers provided outside.
6. At all assemblies of minors, responsible adults must be present in numbers sufficient to adequately supervise the group.
7. Users will provide their own kitchen supplies (food, coffee, paper goods, etc.). Please do not use church supplies unless permission is obtained in advance.
8. All lights (except those on timers), heaters and air conditioners shall be turned off when CPC facilities are vacated.
9. All additional equipment, tables and chairs are to be returned to the original location where they were obtained.

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10. Materials and/or supplies shall not be stored on the property without permission.
11. All doors and windows shall be locked upon exiting. It is the user's responsibility to check every door to make sure the room is locked and secured.
12. The custodian will not be available during your event unless special arrangements are made in advance with the office.
13. All activities should be discontinued by 9 pm, if possible. Special permission is required if your group is unable to vacate our campus by 10 pm.
14. User agrees to indemnify and hold harmless CPC from and against all liability, loss or damage from any cause whatever, including the negligence (active or passive) of CPC, its officers, agents or employees, arising from the use of the facilities or activities in and about the same time by User or its representatives or invitees.
15. User represents that it is organized and operates as a non-profit organization, and that such facilities shall be used exclusively for religious and/or charitable purposes, or for use incidental thereto.
16. User shall provide a certificate of liability insurance naming Claremont Presbyterian Church as additional insured for this event.
17. CPC may terminate this agreement, and permission to use such facilities, at any time without obligation, except to refund any amount that User has donated or paid in advance.
18. The refund of a Security/Cleaning deposit will be based on adhering to the terms of use.
19. Any change in terms by the User requires a 30 day notice.

Accepted By: _____
Signature

Date: _____

Print Name: _____

Address _____

Phone _____

Accepted by Claremont Presbyterian Church

By: _____

Date: _____

Approved 11-22-2021

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Key and Deposit Form

Outside groups using Claremont Presbyterian Church facilities and requiring the issuance of a key or keys to campus buildings will be required to pay a fifty dollar (\$50.00) key deposit before any key is issued. Payment is to be made by check made out to Claremont Presbyterian Church and have the memo, "key deposit."

1. The check will not be immediately cashed by the church.
2. If all keys are returned to the church within one (1) week of the end of scheduled use, the check will be returned to the individual or group checking out the keys.
3. If all keys are not returned within one (1) week of the end of scheduled use the check will be cashed.
4. If keys are returned after this one (1) week period, forty dollars (\$40.00) will be returned to the individual or group.
5. Groups with ongoing use which have already been issued keys will not be charged a deposit for those keys.
- 6. It is the responsibility of the individual or group using the church's facilities to return keys to the church. The church recommends and requests that keys not be given to other individuals to return to the church.**
7. Failure to return keys in a timely manner will be taken into account when considering applications for future use.

BUILDING _____ KEY# _____

BUILDING _____ KEY# _____

Accepted By: _____ Date: _____

Signature

Print Name: _____

Address: _____

Accepted by Claremont Presbyterian Church

By: _____ Date: _____

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D. Policies to Encourage Stewardship

Authority: The Stewardship Commission challenges members to be responsible Christian stewards of money time and talents. In addition, the commission:

1. Develops effective ways to encourage and gather the offerings of the people and to assure that all offerings are distributed to the objects towards which they were contributed;
2. Oversees the annual pledge drive;
3. Works closely with the Special Gifts and Endowment Committee to encourage large gifts, planned giving, bequests and memorials.

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E. Special Gifts and Endowment Policies and Procedures

Bylaws

1. Purpose and Responsibilities
 - a. The Special Gifts and Endowment Committee (the "SG&EC") has two missions:
 - i. To promote Special Gifts (whether in the form of [1] outright non-budgetary capital gifts made during lifetime, or in the form of [2] bequest gifts), and
 - ii. To monitor the performance of CPC's endowment accounts in the Presbyterian Church's New Covenant Funds portfolio.
2. Organization and Representation
 - a. The SG&EC shall consist of the CPC Head of Staff and the CPC Treasurer (both ex-officio) and generally four to six members of CPC appointed by the Head of Staff, one of whom shall be designated as Chair.
 - b. The regular members of the SG&EC shall serve, without specific term limits, at the discretion of the Head of Staff. These members shall be chosen for their financial management and fundraising familiarity and their knowledge of CPC and its capital needs. They will often be current or former members of the CPC Session, the Property and Finance Commission, or the Stewardship Committee.
 - c. The SG&EC meets quarterly, typically on or near the first Wednesday of September, November, February, and May. At each meeting, it reviews the prior calendar quarter's financial reports, as presented by the Treasurer, and takes up such other business as may be set forth in the agenda circulated in advance by the Chair.
 - d. Following each meeting, the Chair provides the Minutes thereof to all SG&EC members (ex-officio and regular), other CPC staff as appropriate, and the Clerk of Session. The Clerk, in turn, sends the Minutes in due course to all members of the Session, thus enabling the Session to exercise its full power of oversight over the actions of the SG&EC.
3. Special Gifts
 - a. Outright Non-Budgetary Capital Gifts Made During Lifetime. On request from the Property and Finance Commission (the "P&FC"), the SG&EC may assist the P&FC in its work to:
 - i. Identify, prioritize, and publicize CPC's capital needs, and
 - ii. Raise the necessary funds.
4. Bequest Gifts
 - a. As it has for many years, the SG&EC sponsors the Loaves and Fishes Society (the "L&FS"), the bequest program of CPC. This is a quiet, low-key, and steady undertaking to explain the importance of bequest gifts and to urge all members and friends to consider the inclusion of CPC as they establish or update their own estate plans.
 - b. The bequest program has the following components:
 - i. Providing regular information about the L&FS in CPC publications.
 - ii. Preparing and sending, to all members and friends, the annual mailing of the L&FS brochure, cover letter, and response card.
 - iii. Sponsoring the presentations, and preparing the related publicity, for the Annual Special Gifts and Bequests Sunday, typically held in the Spring.
5. Monitoring of the Endowment
 - a. The prior calendar quarter's New Covenant Funds report, as presented by the Treasurer at each SG&EC meeting, clearly shows the following:
 - i. The investment performance of each CPC account and its comparison to prior periods.

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- ii. The restrictions, if any, on the availability of the funds in each account, either as established by the donor(s) or by prior action of the Session.
 - iii. Such additional information, contained in explanatory notes, as the Treasurer deems necessary for the SG&EC to understand fully the CPC endowment picture.
 - iv. The total endowment funds available to the Session, as of the quarter-end, for unrestricted use.
 - v. As a general rule, the SG&EC endeavors to maintain a conservative balance among CPC's investment allocations within the New Covenant Funds, as follows:
 - vi. Such minimal amount in the Money Market account as the Treasurer and Head of Staff think appropriate to meet current cash-flow needs.
 - vii. Of the remaining overall New Covenant Fund balances, approximately 55% to 60% in the Income Fund and 40% to 45% in the Growth Fund.
6. Amendments
- a. These Bylaws may be amended at any time by action of the Session.
 - i. Approved by Session 11-22-2021

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F. Policies Governing Worship Life

1. Authority:
 - a. The Worship & Music Commission works in partnership with the pastors to provide for the worship of the people of God, including the preaching of the Word, the sharing of the Sacraments, corporate prayer, and the offering of praise to God in song. Drawing especially from the Directory for Worship and the Book of Common Worship, the Commission strives to identify the essential elements of worship in the Christian and Reformed community and to incorporate them into the worship life of the congregation.
 - b. This worship life is rich and varied. In addition to regular Sunday services, the Commission helps organize special services highlighting the liturgical season and special worship experiences like the Temple Exchange and Youth Sunday. The Commission is assisted in its work by support groups for:
 - i. Communion
 - ii. Ushers
 - iii. Flowers
 - iv. Paraments
 - v. Acolytes
 - vi. Weddings and Memorial Services
 - vii. Arts
 - viii. Music
 - ix. Service Streaming
2. Functions:
 - a. The Worship and Music Commission is normally chaired by a session elder who reports the activities and recommendations of the commission to all session meetings. The commission is composed of members of the church that are approved by session, the Pastors, and the Director of Music.
 - b. The responsibilities of the Worship and Music Commission are to provide for the worship of the people of God, including the preaching of the Word, the sharing of the Sacraments, corporate prayer, and the offering of praise to God in song. It may appeal to the Presbytery for a duly trained and authorized Elder in those extenuating circumstances where an ordained minister of the Word and Sacrament is not available to meet the needs for the administration of the Lord's Supper and baptism.
 - c. Worship is the central action of the church's life. All else that the church does, both in its life together and in its ministry in the world, is rooted in the worship of God. Both the preaching of the Word, and the music of the organ and the choirs, as we are led by the Holy Spirit, help us to praise God and discern God's will for us.
 - d. The Worship and Music Commission focuses on supporting worship and the persons involved in the leading of the worship services. The Pastors and the Director of Music are the central concern, and support for their needs and wishes comes first as they carry out the planning for and conducting of worship.
 - e. In addition to our regular Sunday services, special services are offered throughout the year highlighting either the liturgical season, such as Ash Wednesday, Lent, Maundy Thursday, Good Friday, Easter, Pentecost, World Communion, Christ the King Sunday, Advent and Christmas, or services of special concerns or interest: Temple Beth Israel Interchange, the joint service with Emmanuel Presbyterian Church, Jazz Sunday, Kick-off Sunday, Youth and Confirmation Sunday.
 - f. The Commission must always have a vision for the future. This would include a commitment to reforming worship regularly so that we include worship and music is included that keeps up with the

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changing needs of our the congregation and is supportive of variety and innovation in the services of Claremont Presbyterian Church.

3. MANUAL OF OPERATIONS FOR WORSHIP AND MUSIC

a. COMMUNION

- i. Elders and Deacons sign up at their respective meetings to serve communion.
- ii. In addition to current Elders and Deacons, anyone who has ever been installed in either capacity may serve communion. The Deacons prepare the elements on the first Sunday of every month, after deciding their method of doing this at their first meeting of the year. It can be one person who does the preparation all year, or a divided responsibility.
- iii. A Communion chair, designated by the Pastor, sends an instruction sheet and a map showing service station to each server each month. On Sunday morning, the chair meets with the servers outside the sanctuary at 9:45 a.m. fifteen minutes before the service to line them up and to insure that every server is present. The chair needs to adjust to any special services such as Maundy Thursday, World Wide communion with inclusion of the Hispanic Church, and changes to serve communion by intinction, or fewer servers due to closure of the balcony in the summer. A brief instruction for serving communion has often been are given to new Elders and Deacons in January in the sanctuary.

b. USHERS

- i. The lead usher keeps track of the scheduling of teams of ushers and communicates to the teams via email on any special instructions or schedule changes throughout the year. Ushers are divided into four teams, one for each Sunday. For the months with five Sundays, a rotating schedule is in place. For example, the Week 1 team may be scheduled to work the first month with five Sundays, the Week 2 team the next five Sunday month, etc. The schedule continues through year-to-year. The lead usher sends reminders each month with five Sundays to the team involved. Ushers are responsible for finding their own substitutes for weeks when they are unavailable. If ushers are needed for special services, emails will be sent asking for volunteers.
- ii. Prior to the service:
 - (1) Arrive at the church approximately 20 minutes before the service begins.
 - (2) Set out bulletins for pickup and hand them to arriving worshippers.
 - (3) Greet worshippers as they arrive. If there are visitors, offer them gift bags if available.
 - (4) Inform worshippers of policies regarding any public health measures currently in effect (masks, etc.) and offer them masks if needed.
- (5) During the service:
 - (6) At least one usher should remain in the Narthex to greet latecomers or assist if an emergency should develop.
 - (7) Take a headcount of attendees, including choir and children. This usually works best if the person who counts the east side pews also counts the choir, since they have the better line of sight, and the person counting the west side pews counts the Pastors and other participants in the Chancel. Don't forget to count the balcony! Note the total on the clipboard in the Usher's closet for that Sunday's worship. The Clerk of Session gathers this information for reports to Presbytery.
- (8) Following the service:
 - (9) Collection Plates will be kept in the Narthex, for churchgoers to drop offering in before and after the service. After the service, two ushers will take the offering to the office and drop it into the safe (Church bylaws state that this should be done by two ushers who are not related to each other). Offerings are to be sorted by type (bills, checks, pledge envelopes), put into a bank bag and dropped into the safe.
- (10) Cleanup after service:

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- (11) Collect the attendance sheet from the Friendship pads in each pew (don't forget the balcony). Leave the sheets in the office. Straighten the hymnals in the pews, pickup any leftover trash, bulletins, etc.
- c. FLOWERS:
- i. Individuals who want to donate flowers for the chancel or narthex for display during worship services must contact the Parish Care Coordinator, or other individual designated by the Pastor to coordinate flower donations. The Parish Care Coordinator shall advise the donor the procedures for donating flowers and making a dedication.
 - ii. The donor may keep the flowers after the service or have the Deacons deliver them to members or designated recipients, or leave the flowers for the service, of the Emanuel Church.
 - iii. Members must call the Church office for a new baby's rose so that it can be ordered and noted in the Bulletin.
 - iv. Donors may arrange for their own flowers or call Sherwood Florists who will deliver to the church.
 - v. Donors can phone in their order and have them Sherwood Florist bill the church. The church office will in turn bill the donor so that if the flower donation is deductible listed with other donations to the church on their annual statement from the church. Donors may opt to or pay on their own without a deduction. They can also choose another florist. In that case the donor is responsible for seeing that the flowers are delivered to the church by the last day the church office is open before the service.
 - vi. Bright colors show up best, and large or bright greenery add height and width. If, for any reason, an arrangement is missing there is a silk arrangement for emergencies in the Sacristy.
 - vii. The church uses donations for Easter and Christmas plants.
 - viii. Following these services, the plants will be distributed to members unable to attend regularly. The Flower committee often coordinates with the Arts committee on such special occasions.
- d. PARAMENTS:
- i. The person responsible for banners, communion table covers (other than the white communion ones), and hangings for pulpit and lectern is in charge of "Paraments". He or she makes sure that all banners and hangings are clean and in good repair. In consultation with the leader of worship, this person puts up the appropriate banner and paraments for the particular Sunday and/or the season of the Church year. CPC has many beautiful banners and paraments that are used only on special occasions, such as the silk paraments and the communion banner for World Communion Sunday.
 - ii. As it becomes necessary and if there is a dedicated donation, this person also arrange for new paraments and hangings.
- e. WEDDINGS:
- i. A Weddings at Claremont Presbyterian Church shall be conducted in accordance with the procedures found in the Claremont Presbyterian Church "Wedding Brochure". A copy of the brochure is attached to these procedures as "Appendix A". A schedule of fees for weddings is available in the church office.
- f. MEMORIAL SERVICES
- i. Memorial services shall be conducted in accordance with the procedures described in the document "Memorial Services at Claremont Presbyterian Church" which is available, on request in the Church office.
- g. ARTS:
- i. The Arts Committee works with both the Flower Committee and the person in charge of Paraments to coordinate art work in the Sanctuary for special services such as Christmas, Easter, and Pentecost.

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h. ACOLYTES:

- i. If there are sufficient youth of the appropriate age to serve as acolytes and it is determined that the services of acolytes are needed or desirable, the following procedures shall be followed. Otherwise, a staff member designated by the Pastor shall light the chancel candles before services.
- ii. The Acolytes are young people at CPC in grades 3 to 8. Two Acolytes assist in the service every Sunday under the supervision of a committee of parents who take turns each Sunday. The parent on duty makes sure that matches are at hand, that vestments have been put on- neatly and correctly, and then oversees the lighting of the candles at the beginning of the worship service. The Acolyte may provide a chair for the Pastor during the Children's sermon, and both Acolytes take the offering after it is brought forward by the ushers and take it to the Altar.
- iii. Acolytes are much more than just candle lighters and offering receivers however. They are part of a long tradition in the Christian church, and therefore they need to have careful preparation and give their best efforts without carelessness or sloppiness. They know that God is being served and praised at worship.
- iv. There is an Acolyte Handbook in the Worship and Music notebook that is passed from Elder to Elder who chairs the Worship and Music Commission. This notebook also lists Paraments and church banners, and Liturgical colors of the Christian seasons, holds forms for the Flower Committee and the Wedding coordinators. Much of this is also in the Church office.

i. STREAMING SERVICES

- i. Since the Covid Pandemic started in 2020 the streaming of our worship services has become an important element of our worship together. Streaming has allowed CPC to reach those that are in isolation and to stay connected with congregants who have mobility challenges. It has extended CPC's outreach to people beyond the walls of the sanctuary who live in other states and countries or away traveling.
- ii. Streaming services are provided for all worship services unless otherwise indicated. Upon request streaming services can be provided for weddings, memorials, and special events for a fee. All services are streamed and recorded to YouTube and Facebook unless directed otherwise. Services can be recorded, edited, and placed on a USB drive for personal use for a fee. There is a fee schedule in the church office.
- iii. Streaming of worship services takes place from the Tech Booth at the back of the Sanctuary where there are two computers, a video editor, a digital soundboard, and several wireless microphones for use by the pastors and guest speakers. These pieces of equipment are maintained and controlled by members of the StreamTeam who are responsible for streaming the services and events. The StreamTeam members should be in the sanctuary by 9:15 to be sure that:
 - (1) they have an understanding of the flow of the service
 - (2) microphones and projectors are available, positioned, and working, and that batteries for the wireless mics are charged
 - (3) the projector is up and running
 - (4) review of the slides in ProPresenter to check that it is programmed correctly and showing on the screen
 - (5) set the master lighting level
- iv. Considering the number of monitoring points the streaming service requires prior to and during the service the optimal staffing of the StreamTeam for services is as follows:
 - (1) ProPresenter Operator - One person is responsible for running the slides in ProPresenter on the large 27" computer. The slides are usually prepared by the graphic designer employed by

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- the church the week prior to the service but certain members of the StreamTeam need to be trained to do this as a backup.
- (2) Camera Operator - A second person is responsible for controlling the 4 remote cameras with the video editor to create a good experience for viewers on the stream
 - (3) Audio monitor and stream setup - A third person is responsible for managing the audio in house and on the streamed content using the digital soundboard. This person is also responsible for setting the master light level, starting the streaming in OBS and Restream, creating the titles for the service in both Facebook and YouTube, and editing the two streams after the service.
- v. The church employs a part time Worship Tech Coordinator who supports the volunteers in the Tech Booth during the services and he/she can stand in at any of the positions depending on who is available to assist. Running the streaming content can be done with two people who are well trained in the system. For simple services where only the video is required one person can generally manage the stream.
 - vi. Volunteers in the tech booth need to be comfortable with technology and be trained in running the equipment. The Stream Team maintains an Operations Manual for the streaming system which gives instructions on how to start up and operate the streaming system. Training is provided by the Stream Team for new recruits and it is imperative that the church maintain a well-trained pool of streaming volunteers to be sure the service continues uninterrupted. An online spreadsheet calendar is used by the Stream Team volunteers to sign up for the various positions for certain dates (link: <https://bit.ly/3e2YAER>).
 - vii. The job description of the Worship Tech Coordinator and list of responsibilities is kept in the church office. The Operations Manual for the streaming system is online and printed copies are available and is a thorough training guide. Training can take place anytime at the convenience of the StreamTeam members and the new volunteer.
- j. **POLICY FOR DISPLAY OF THE AMERICAN FLAG, AND NATIONAL AND SECULAR HOLIDAYS**
- i. Display of the American Flag: The Presbyterian Church (USA) has stated: "While affirming that within the Christian tradition the cross is a sufficient symbol for loyalty to God, General Assembly also recognized the generally accepted Christian Flag, not as something important to itself but as a symbol of the Kingdom of our Lord, sanctions its use, on appropriate occasions ... and urges that whenever it is used, should have the place of honor, worthy of the Kingdom for which it stands."
 - ii. The church is universal. It transcends any one nation, since people of every nation on earth are embodied in the Church of Jesus Christ. The use of a flag of any one nation tends to conflict with this conviction of the universality of the Christian faith. For this reason, the display of a national flag in the sanctuary, dedicated to the worship of God, is discouraged by many church leaders, and here at Claremont Presbyterian Church.
 - iii. The established code for placement of the American flag is basically a military rule, and is secular in nature. It is not binding for civilian use. However, at Claremont Presbyterian Church, the American flag may be displayed in the narthex.
 - iv. National holidays: Presidents' Day, Memorial Day, Independence Day, Labor Day and Veterans Day, and secular holidays, such as Mother's and Father's Day, may be recognized during worship with a special prayer, a special hymn or anthem, a flower display, or a mention of the holiday during the sermon. However, the pastors of Claremont Presbyterian Church have complete authority to preach according to the Lectionary or a topic of their choosing without recognition of these holidays since they are not Christian holidays.

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G. Children's Center Commission Policies and Procedures
Policies AND PROCEDURES

1. MISSION
 - a. To provide quality childcare and age-appropriate education in a loving Christian environment, in which children and their families can experience comfort, security, belonging, connection, and community regardless of race, creed, or religion.
2. PHILOSOPHY
 - a. We believe that each child is a unique individual with developmental needs and interests of their own, therefore we design our programs in which children can learn at their own pace in an environment of play. We strive to care for the whole person (child, parents, staff and teachers).
3. GOALS
 - a. We strive to provide a rich variety of experiences, which promote the total growth of the child in all areas of development: spiritual, intellectual, social, physical and emotional, in a safe and developmentally appropriate environment.
 - b. For the child:
 - i. To provide an environment of security and loving basic physical care for each child as an individual, in a group setting.
 - ii. To provide a stimulating environment, including toys and activities as well as personal interaction that will facilitate language, social-emotional, motor and cognitive development.
 - iii. To provide appropriate play experiences that contribute to the developmental needs of the individual child, in a loving group setting; to provide opportunities and activities that help children develop a healthy self-esteem, curiosity, imagination and creativity, appropriate language and motor skills, an appreciation of nature, and a developing sense of wonder.
 - iv. To provide group activities that will help children develop social-emotional skills, such as self-regulation and getting along with and respecting others.
 - v. To instill in children a love for lifelong learning.
 - vi. To help the children of CPCC learn from and respect the cultural, religious and ethnic richness within our community.
 - vii. To have fun!
 - c. For parents:
 - i. To provide loving care for the child while the parent pursues his/her own work and interests.
 - ii. To provide opportunities to grow in the understanding of child development through communication, daily personal contact with teachers and director, newsletters, and other information- sharing that may be appropriate.
 - iii. To encourage communication from families so that we may work together to provide continuity between home and the Children's Center.
 - iv. To build trusting relationships with families, and to provide support without judgment for opportunities for involvement (scholarship funds, parent meetings, fundraisers, and other special events).
 - d. For staff:
 - i. To help provide a fulfilling and supportive work environment and to encourage and support the professional growth of the teachers through opportunities for continuing education and professional development.
 - ii. To help support personal growth and overall well-being of the staff and teachers at the Children's Center.
 - e. For Claremont Presbyterian Church:

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- i. To provide childcare and early childhood education as a ministry of the church and mission to Claremont and surrounding communities, and as an expression of the church's outreach.
- ii. To support the church's intention for the Children's Center as an inclusive community open to children, families, and staff from many national, cultural, religious, and racial backgrounds to celebrate the richness of our community.

4. AUTHORITY

- a. CPCC Oversight – Session and Commission
 - i. The Session, the governing body of the Claremont Presbyterian Church, has oversight of all organizations and programs within the church. The Claremont Presbyterian Children's Center ("Children's Center" or "CPCC") is one of these programs, not a separately incorporated agency.
- b. To serve as liaison between the Session of CPC and the Children's Center, reporting directly to the Children's Center Commission.

5. Responsibilities of the CPCC COMMISSION

- a. To ensure that, by intentional practice, the Children's Center reflects the ministry of CPC and affirms the diversity of God's family.
- b. To work together with the Children's Center Director to maintain accountability through clearly defined decision-making procedures.
- c. To set policy for the work of the Children's Center and to recommend all changes in policy to the Session for approval.
- d. To adopt procedures to implement policies following Session's approval.
- e. To counsel the Director in the administration of the Children's Center.
- f. To monitor the financial status of the Children's Center through the monthly financial statements.
- g. To approve the Children's Center annual budget, including tuition, fees, staff wages and benefits, and recommend it to the Session for its approval.
- h. To work with the CPC Personnel Committee to develop personnel policies appropriate for the staff of the Children's Center as well as the CPC office staff. The CPC personnel policy manual approved by the Session will govern personnel policies of the Children's Center.
- i. To review annually all Children's Center publications, information sheets and policy manuals, keeping them up to date.
- j. To support the Children's Center in its efforts to maintain its accreditation by the National Association for the Education of Young Children.

6. ORGANIZATION OF THE CHILDREN'S CENTER COMMISSION

- a. The commission shall be comprised of up to nine (9) voting members and up to four (4) non-voting members, for a total of up to thirteen (13) members.
- b. Voting members shall include:
 - i. A minimum of two (2) and maximum of four (4) parents/guardians of children enrolled in the Center.
 - ii. A minimum of three (3) and maximum of four (4) members of CPC and the CPC Session.
 - iii. One (1) specifically designated Session representative as chair of the commission.
 - iv. Non-voting members shall include:
 - v. The Children's Center Director
 - vi. A pastor of CPC
 - vii. Children's Center teacher (a minimum of one (1))
- c. Selection of Commission members
 - i. Parent/Guardians
 - (1) Children's Center parent/guardians shall indicate their willingness to serve by submitting applications to the chair of the CPC Children's Center Commission when there are

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vacancies. The Commission shall select as many parent/guardian representatives as are needed for appropriate parent/guardian representation. Selection of parent/guardian members of the Commission shall be done in consultation with the Director of the Center. Nominations of the parent/guardian representatives will be forwarded to the CPC Session for approval and formal appointment.

- ii. CPC Representatives
 - (1) CPC representatives on the Commission, in consultation with the pastor representative, shall nominate new CPC representatives as needed, to be approved by the Commission and then forwarded to the Session for approval and formal appointment.
- iii. Session Representatives
 - (1) The CPC Session and/or CPC Head of Staff shall appoint the designated Session representative as chair of the commission and any other church representative who is a member of Session to serve on the Commission.
- iv. Pastoral Representative
 - (1) The CPC Head of Staff shall appoint the pastor representative.
- v. CPCC Teacher Representatives
 - (1) The CPCC Teacher representatives are voluntary positions, generally held by the Assistant Directors.
- d. Terms of Membership
 - i. Parent/guardian representatives and CPC representatives who are not members of Session shall normally serve terms of two years from the date of appointment, even if they are appointed to fill an unexpired term. Members may succeed themselves. Terms shall be staggered to ensure continuity of membership.
 - ii. Session members shall serve as assigned by the CPC Session.
 - iii. Non-voting members of the Commission serve ex officio.
 - iv. A member incurring three consecutive unexcused absences shall be deemed to have resigned and shall be replaced.
- e. CPC Children's Center Commission Officers and Duties, Subcommittees
 - i. Officers shall be Chair, Vice-Chair, and Secretary.
 - ii. Officers shall be elected at the January meeting of each year.
 - iii. The Chair shall be a member of CPC, normally the designated Session representative, and shall conduct meeting, prepare agendas in consultation with the Director and pastor representative, sign letters and documents generated by the Children's Center Commission, and act as a representative of the Children's Center at public functions.
 - iv. The Vice-chair shall serve in the absence of the chair.
 - v. The Secretary shall prepare and maintain a record of minutes for the Commission meetings, keep attendance and term-of-service records of members, and shall write correspondence as directed by the Commission.
 - vi. The Director shall store minutes from past years and maintain, and make available to the Commission, up-to-date records of Children's Center and Commission policies.
 - vii. The Director shall bring the monthly financial statement to the Commission meetings.
 - viii. The Director shall prepare, in consultation with the Commission chair and the pastor representative, a yearly budget proposal for the Commission's approval by October of each year. The budget will then be recommended to Session for approval.
- f. General policy rules of CPC Children's Center Commission
 - i. Spouses may not serve as alternates for one another.

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- ii. A simple majority of members present at a regularly scheduled meeting shall constitute a quorum.
 - iii. The Commission shall meet monthly. A regular time, date, and place shall be designated by the chair and Commission members. A scheduled meeting may be cancelled by the chair in consultation with the Director, but a minimum of ten meetings a year is required.
 - iv. Commission meetings shall begin with a prayer and, if desired, an appropriate inspirational meditation.
 - v. Commission agendas shall make provision for reports from the Director, the CPC pastoral representative, the CPCC teacher(s), the Session representative and parents.
7. **CHANGES IN THE COMMISSION BY-LAWS:**
- a. By-laws can be amended by the Commission as needed. Proposals for changes must be submitted in writing to the Commission and discussed when submitted, but no action may be taken at the meeting when they are introduced. At the following meeting (one month later) action may be taken to approve the proposals for change. If approved by the Commission, the proposals shall be recommended to Session for formal approval.

Revised 11/02/21

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H. Policies and Procedures for Christian Education and Leadership

1. Authority: The Education and Leadership Commission develops and supervises the educational program of the church. This includes learning opportunities for children, youth and adults; small group discussions; Bible studies; adult education offerings; and other programs for families of the church. The commission shares responsibility to encourage potential leaders to deepen their faith commitments through study, witness and service.
2. Responsibilities of the Education and Leadership Commission
 - a. To provide educational opportunities for children, youth and adults of Claremont Presbyterian church.
 - b. To provide activities for the church family and community for Advent, Lent and at other times as needed.
 - c. To oversee these educational opportunities and activities.
3. Organization of the Commission
 - a. The Education and Leadership Commission chairperson will be a current Session member.
 - b. There will be one church staff member on this commission
 - c. The rest of the Commission will be composed of the Chairperson of the Adult Education Committee and additional church members (generally 4-6).
4. Suggested Responsibilities of Library Committee Members
 - a. Acquisitions and Selection
 - i. Identify recognized book review sources (sacred and secular) and consult regularly for potential additions to the library.
 - ii. Maintain a list of possible acquisitions based on considerations such as congregational interests and new books available from respected and/or popular religious writers and thinkers.
 - iii. Be aware of CPC's ongoing programming, sermon series, etc. and determine if the library collection has resources to supplement specific classes or events.
 - iv. Be alert to new book offerings published around major dates in the liturgical calendar.
 - v. Place book/resource orders and submit invoices for reimbursement when order is received. (Note: The long-standing practice is that members of the Committee have made the purchases for the Library. Fortunately, we continue to have a member willing to do this, but the process should be evaluated.)
 - vi. Be conscious of budgetary limitations and track expenditures against the budget.
 - b. Cataloging
 - i. Classify books utilizing the Dewey Decimal system.
 - ii. Maintain the CPC subject heading authority file.
 - iii. Produce and file in the card drawers (at minimum) a main entry/author and a shelf list card for each resource. Note: The possibility of converting to an electronic catalog is being explored.
 - iv. Processing and Circulation
 - v. Affix a CPC Library ownership stamp to all books and materials.
 - vi. Generate book pockets, check out cards, spine labels, etc. based on how specific resources are processed.
 - vii. File signed check-out cards.
 - viii. Reshelve returned items, replacing the check-out cards in pockets.
 - c. Library Maintenance

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- i. Dust books and shelving monthly.
 - ii. Establish a shelf reading schedule.
 - iii. Weed the collection, as time permits, to remove outdated resources, books in poor condition, and unnecessary duplicates. This process includes pulling catalog cards and marking items as withdrawn before gifting or discarding
- d. Promotion
- i. Change Library shelf displays regularly to highlight seasonal themes or specific programming, and to feature new acquisitions.
 - ii. Determine opportunities to publicize Library offerings in the Communicator or “This Week.”
 - iii. Compile and distribute lists of new acquisitions throughout the year via the bulletin, et al.

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I. Policies for Mission at Home and in the World

1. Authority: The Mission Interpretation Commission is called on to lead the congregation towards participation in the mission of the whole Church in the world. Thus the Commission must help all members continually to discover what God is doing in the world and to plan for change, renewal, and reformation under the Word of God.
2. Policies:
 - a. To allocate local mission monies according to the needs of neighboring organizations, and to maintain those ecumenical relationships necessary for the life and mission of the church in this locality.
 - b. To lead the congregation in ministries of personal and social healing and reconciliation in the communities in which the church lives and bears its witness.
 - c. To lead the congregation continually to discover what God is doing in the world and to plan for change, renewal, and reformation under the Word of God.
 - d. To propose to the presbytery and, through it, to synod and the General Assembly such measures as may be of common concern to the mission of the whole church.
 - e. To support groups from the congregation that form to address particular issues of social concern (Refugee Concerns Team, Anti-Racism group, etc). Such groups will function as working groups that report regularly to the commission about their plans and activities.
 - f. To continue spending undesignated funds to fulfill the congregation's Presbytery, Synod and General Assembly mission quotas.
 - g. To provide and encourage the use of denominational material, such as the Mission Yearbook for Prayer and Study, to groups and individuals within the congregation.
 - h. To promote and receive annual offerings which keep the congregation connected with the denomination.
 - i. To acknowledge and use as resources, those persons in our congregation connected with the denomination.
 - j. To host international visitors into the congregation, providing hospitality and facilitating educational opportunities as they educate us about our responsibilities to the world-wide mission of the denomination.
 - k. To send members of the congregation, as representatives, to serve elsewhere in the world.
3. Membership:
 - a. Commission membership is open to any interested member of CPC. There is no prescribed number of members, nor is there a set period of membership. Youth should be included in commission membership.

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J. Policies for Evangelism and Nurture

1. To provide opportunities for the learning and practice of evangelism in and by church members who may be better equipped to articulate their faith, to witness in word and deed to the saving grace of Jesus Christ, and to invite persons into a new life in Christ.
2. To facilitate the reception of members into the church by professions of faith, reaffirmation of faith in Jesus Christ, or satisfactory certification of transfer of church membership.
3. Assure that all persons are welcome into full membership regardless of race, ethnicity, gender, age, sexual orientation, marital status, social or economic status, physical or mental challenge.
4. To work closely with the Board of Deacons and other church commissions and committees providing support for those in need.

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K. Policies Governing Relations with other churches on the CPC
campus

1. Authority: To establish and maintain those ecumenical relationships necessary for the life and mission of the church in its locality.
2. Maintain an effective relationship with the pastor of the Emmanuel Hispanic Presbyterian Church and the GPIB Indonesian Fellowship.
 - a. The Head of Staff is responsible for maintaining an effective relationship with the pastors of the Emmanuel Hispanic Presbyterian Church and GPIB.
 - b. The three pastors facilitate communication and cooperation between the three congregations
 - c. The three pastors coordinate joint worship services as desired.
 - d. They work to coordinate use of facilities and programs.
3. Policies regarding development and cultivation of interfaith relationships.
 - a. Develop and maintain ecumenical and interfaith contact with varied local, national and world bodies.
 - b. Encourage ecumenical and interfaith awareness by members of the session and congregation through educational programs, worship emphases, fellowship events, mission partnerships and Youth group activities;
 - c. Work closely with the Emmanuel Liaison Committee to promote deeper and healthier relationships;
 - d. Coordinate the annual exchange between CPC and Temple Beth Israel;
4. Establish contact with national and world ecumenical bodies, such as the National Council of Churches, the World Alliance of Reformed Churches, and the World Council of Churches, in order to interpret for our congregation the excitement of their programs and interests.

L. Policies Concerning Relations with Higher Jurisdictions

1. Authority:
 - a. The Session is required by the Book of Order to maintain regular and continuing relationship to the higher governing bodies of the church. These governing bodies represent the unity of the church beyond the level of the particular congregation. Indeed, it is the duty of both elders and ministers to serve not only their particular congregation but also the church at large (G-6.0302)
2. Policies:
 - a. All Session members are eligible to serve as commissioners or alternates to attend the Presbytery of San Gabriel. Session shall elect all members of session to serve as commissioners and alternates to the Presbytery of San Gabriel;
 - b. Commissioners who are unable to attend a particular meeting of Presbytery are responsible to arrange for an elected alternate to take his or her place;
 - c. A full complement of CPC commissioners should be present at every Presbytery meeting;
 - d. Session shall offer to host a meeting of presbytery from time to time.
 - e. Session should encourage members of the congregation to consider standing for election to a Presbytery committee;
 - f. Whenever possible a CPC representative should attend every General Assembly and report their experience to the congregation;
 - g. Session shall observe and carry out the instructions of the higher governing bodies consistent with the church's Constitution;
 - h. Session shall welcome representatives of the Presbytery on the occasion of their visits;

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- i. Session is free to propose to the Presbytery and through it, to the Synod of Southern California and Hawaii and the General Assembly, such measures as may be of common concern to the mission of the whole church;
- j. Session shall send annually to the stated clerk of the Presbytery statistical and other information according to the requirements of the presbytery.

M. Policies for Session

1. All materials to be distributed on the patio must contain clear identification as to its source. This material shall be presented for approval to the church office prior to the weekly Wednesday staff meeting. Approved materials and copies will be posted on the patio kiosk. Representatives wishing to speak about the materials may do so at the kiosk. (Minutes 9-27-00)
2. Since we profess God as sovereign, claiming our highest allegiance, and since God's realm extends beyond the bounds of any one nation, embracing all nations, it is preferable that no national flag be displayed in a Christian place of worship. General Assembly policy statement, reaffirmed by Session. (Minutes, 6-26-02)

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N. Policies for Conflict of Interest

Claremont Presbyterian Church
Conflict of Interest Policy

**Article I
Purpose**

The purpose of the conflict of interest policy is to protect Claremont Presbyterian Church's ("CPC") tax-exempt interest when it is contemplating entering into a transaction or arrangement that might benefit the private interest of an officer or director of the Church or might result in a possible excess benefit transaction. This policy is intended to supplement but not replace any applicable state and federal laws governing conflict of interest applicable to nonprofit and charitable organizations.

**Article II
Definitions**

1. Interested Person
 - a. Any member of session, or any member of a committee with the power to bind CPC to a contract, or an employee with the power to bind CPC to a contract, who has a direct or indirect financial interest, as defined below, is an interested person. Members of session or committees with decision making power which can initiate programs or projects which would generate commercial opportunities are also Interested Persons.
2. Financial Interest
 - a. A person has a financial interest if the person has, directly or indirectly, through business, investment, or family:
 - b. An ownership or investment interest in any entity with which CPC has a transaction or arrangement,
 - c. A compensation arrangement with CPC or with any entity or individual with which the Organization has a transaction or arrangement, or
 - d. A potential ownership or investment interest in, or compensation arrangement with, any entity or individual with which CPC is negotiating a transaction or arrangement. Compensation includes direct and indirect remuneration as well as gifts or favors that are not insubstantial. A financial interest is not necessarily a conflict of interest. Under Article III, Section 2, a person who has a financial interest may have a conflict of interest only if the appropriate governing board or committee decides that a conflict of interest exists.

**Article III
Procedures**

1. Duty to Disclose

In connection with any actual or possible conflict of interest, an interested person must disclose the existence of the financial interest and be given the opportunity to disclose all material facts to the session or members of committees with decision making powers who are considering the proposed transaction or arrangement. A material fact is one which would significantly affect the decisions of the members of a committee or session.
2. Determining Whether a Conflict of Interest Exists

After disclosure of the financial interest and all material facts, and after any discussion with the interested person, he/she shall leave the session meeting or committee meeting while the determination

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of a conflict of interest is discussed and voted upon. The remaining board or committee members shall decide if a conflict of interest exists.

3. Procedures for Addressing the Conflict of Interest

- a. An interested person may make a presentation at session or a committee meeting, but after the presentation, he/she shall leave the meeting during the discussion of, and the vote on, the transaction or arrangement involving the possible conflict of interest.
- b. The chairperson of the session or a committee shall, if appropriate, appoint a disinterested person or committee to investigate alternatives to the proposed transaction or arrangement.
- c. After exercising due diligence, session or a committee shall determine whether the Organization can obtain with reasonable efforts a more advantageous transaction or arrangement from a person or entity that would not give rise to a conflict of interest. Before any decision is reached the following procedure must be followed:
 - (1) A minimum of two other bids or proposals will be obtained for the same contract or other agreement which the member is seeking to obtain.
 - (2) The member will not be allowed to vote on any item that would provide an economic advantage to the member, or to vote on any item which would authorize an action which might lead to opportunities for economic benefit to the member.
 - (3) For example, a member of session or of the Worship and Music Commission who was a florist seeking to enter into a business relationship with CPC would not be allowed to vote on a motion to authorize the expenditure of funds on elaborate floral displays on the end of each pew. Nor would the member be allowed to vote on a motion to contract with the member's business to provide a rose to each Mother in the Congregation on Mother's Day. The member could bid for the contract, but could not vote, authorizing the member's own enrichment.
 - (4) Any member presenting a bid is allowed to present information regarding the services or goods provided in said bid for the purposes of clarifying the bid.
 - (5) No preference is to be given to any member who presents a bid or other offer to contract with CPC. The standards used to evaluate all other bids or offers to contract must be applied in the same manner.
- d. If a more advantageous transaction or arrangement is not reasonably possible under circumstances not producing a conflict of interest, session or a committee shall determine by a majority vote of the disinterested members whether the transaction or arrangement is in CPC's best interest, for its own benefit, and whether it is fair and reasonable. It will then make a decision that is consistent with the determination of whether or not the transaction or arrangement is in the best interests of CPC.

4. Violations of the Conflicts of Interest Policy

- a. If the session or any committee has reasonable cause to believe a member has failed to disclose actual or possible conflicts of interest, it shall inform the member of the basis for such belief and give the member an opportunity to explain the alleged failure to disclose.
- b. If, after hearing the member's response and after making further investigation as warranted by the circumstances, session or the committee determines the member has failed to disclose an actual or possible conflict of interest, it shall take appropriate disciplinary and corrective action. This may include terminating any contract or arrangement, but is not limited to termination of the contract. If session or the committee determine that continuing a contract or an arrangement that was entered into despite the failure to reveal a conflict of interest is in the best interests of CPC at the time the conflict of interest is discovered then session or the committee shall have the power to do so despite

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any conflicting interpretation of this policy. Session and CPC has the power to pursue other corrective action in accordance with the appropriate state and federal laws.

Article IV

Records of Proceedings

1. The minutes of the session and all committees with the power to enter into contracts or arrangements shall contain:
 - a. The names of the persons who disclosed or otherwise were found to have a financial interest in connection with an actual or possible conflict of interest, the nature of the financial interest, any action taken to determine whether a conflict of interest was present, and session's or the committee's decision as to whether a conflict of interest in fact existed.
 - b. The names of the persons who were present for the discussions and votes relating to the transaction or arrangement, the content of the discussion, including any alternatives to the proposed transaction or arrangement, and a record of any votes taken in connection with the proceedings.

Article V

Compensation

1. A voting member of session or a committee who receives compensation, directly or indirectly, from CPC for services is precluded from voting on matters pertaining to that member's compensation.
2. A voting member of any committee whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from CPC for services is precluded from voting on matters pertaining to that member's compensation. c. No voting member of the governing board or any committee whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from CPC, either individually or collectively, is prohibited from providing information to any committee regarding compensation.

Article VI

Annual Statements

Each session member and or any member of a committee with the power to bind CPC to a contract, shall annually sign a statement which affirms such person:

1. Has received a copy of the conflicts of interest policy,
2. Has read and understands the policy,
3. Has agreed to comply with the policy, and
4. Understands that CPC is charitable and in order to maintain its federal tax exemption it must engage primarily in activities which accomplish one or more of its tax-exempt purposes.

Article VII

Periodic Reviews

To ensure that CPC operates in a manner consistent with charitable purposes and does not engage in activities that could jeopardize its tax-exempt status, periodic reviews shall be conducted. The periodic reviews shall, at a minimum, include the following subjects:

1. Whether compensation arrangements and benefits are reasonable, based on competent survey information, and the result of arm's length bargaining.
2. Whether partnerships, joint ventures, and arrangements with management organizations conform to CPC's written policies, are properly recorded, reflect reasonable investment or payments for goods and services, further charitable purposes and do not result in inurement, impermissible private benefit or in an excess benefit transaction.

Article VIII

Use of Outside Experts

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When conducting the periodic reviews as provided for in Article VII, the Organization may, but need not, use outside advisors. If outside experts are used, their use shall not relieve the governing board of its responsibility for ensuring periodic reviews are conducted.

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O. Policies for Church Related Travel

CLAREMONT PRESBYTERIAN CHURCH
Church Sponsored Travel

1. PREAMBLE
 - a. In establishing a policy for youth travel, the Session has in mind two principal considerations. The first and most important is the well-being and safety of the children and young people of Claremont Presbyterian Church. In the absence of any other reason, this concern alone would demand that the Session outline a clearly defined policy.
 - b. The second consideration is the need to protect the Church and its membership from the legal action that could follow if a young person or persons should be injured or killed while traveling as a participant in a church-sponsored youth activity. This consideration demands legal compliance with insurance requirements and sound legal advice.
 - c. The Session does not wish to place any unnecessary restrictions on youth travel or impede in any way the plans, programs, and activities of the Church's young people. Rather, it is the Session's desire to continue its full support of the excellent programs and activities carried out by the youth and youth leadership. For these reasons, and in a spirit of cooperation, encouragement, and support, the Session has established the following policy.
2. STATEMENT OF POLICY
 - a. The preferred mode of travel is by bus, operated by a properly licensed driver.
 - b. When bus transportation is economically unfeasible, travel may be accomplished by private automobile, provided that all five of the following conditions are met:
 - c. The operator of the automobile must be 25 years of age or older.
 - d. The operator must have a valid California Driver's License.
 - e. The operator must give evidence of liability insurance coverage of not less than
 - f. \$100,000 per person and \$300,000 per accident, and property damage coverage of \$50,000.
 - g. The number of persons occupying a vehicle must not exceed the number of seat belts in the vehicle.
 - h. The parent or guardian of each minor rider must execute an appropriate consent form.
 - i. All applicable policies from the Safe Church Policy will be followed.
 - j. No minor under age 8 may sit in the front seat of any vehicle.
 - k. Current state laws for car seats and booster seats must be followed.
 - l. All drivers transporting minors and vulnerable adults must be over the age of 25 and must be informed that if their vehicle is used, their insurance would be primary if an accident occurs.
 - m. If a charter bus is rented, or any outside carrier is contracted, the company hired must ensure criminal background checks on their drivers.
 - n. Each vehicle must follow the ratio rules noted in "2. Minimum Ratios" in this section. (Two-adult rule: Two non-related adults should be present in groups of children and youth. All child and youth workers and volunteers must be a minimum of four years older than the age group they lead or supervise.)
 - o. There should not be less than two children/youth in each car.
 - p. CPC has liability coverage for volunteers driving a rental car. The volunteer needs to add the comp and collision coverage with the rental agreement. If the volunteer uses his own credit card, the agreement should be noted somewhere that it is for CPC use. We need up be sure this is still the case with CPC insurance.
 - q. If the volunteer uses their own personal car, then their insurance is primary. If damage exceeds the limits of the policy or if CPC is named in a lawsuit, then CPC insurance kicks in.

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- r. As of August 12, 2022, Hired and Non-owned Automobile Liability Provides liability protection for your organization when you rent or borrow a vehicle for use on official business and when vehicles owned or driven by your employees or anyone else are used on the job or on behalf of your organization. Your clergy, officers, employees, and volunteers are also protected. This coverage is "excess," meaning that it applies after any other valid and collectible insurance is paid.
- s. Liability: \$2,000,000 each occurrence:
- t. \$5,000,000 annual aggregate
- u. Damage to the vehicles you rent is covered for up to \$250,000 each consecutive annual period.
- v. There is a \$250 deductible for each covered auto.
- w. Medical expense: \$15,000 each person;
- x. \$25,000 annual aggregate

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P. Policies for Memorial Garden

Claremont Presbyterian Church

MEMORIAL GARDEN OPERATING POLICIES

The Memorial Garden of Claremont Presbyterian Church is provided for the scattering or interment of cremains (ashes) of present and past members of Claremont Presbyterian Church and Emmanuel Church and their immediate families (parents, spouses, partners, descendants, and siblings) at the fees established by the Claremont Presbyterian Church Session. Others may request a Memorial Garden License by applying to the Property and Finance Commission. Fees for those who are neither present nor past members of the Claremont Presbyterian Church or Emmanuel Church will be 15% above the fee scale established for present and past members.

1. Policies

- a. The Garden and its policies shall be administered by Property and Finance Commission
- b. In addition to these general operating policies, all other stipulations regarding use and control of the Memorial Garden are stated in the documents entitled Policy & Information, License & Interment Permit, Use Authorization, and Garth Permit & Agreement (see below). These policies including Memorial Garden Fees may be amended by the Session upon recommendation of the Property & Finance Commission. Complete control of the Memorial Garden shall remain with the Session of Claremont Presbyterian Church.
- c. The Garth is provided for the scattering of ashes or the burial of ashes in a biodegradable manner. The name, date of birth, and date of death will be engraved upon the Garth Cenotaph for each person so memorialized in the Garth. A key to the Memorial Garden will be provided with each license. (Cenotaph engraving requires at least 2 weeks' notice.)
- d. Urns for cremains are provided by the church at no extra cost. At the time of death, the Licensee should obtain the urn from Claremont Presbyterian Church and make arrangements for cremains to be placed in it. Licensee may have the name of the deceased placed on the urn at his/her own expense.
- e. Persons who purchase licenses and later determine to make different plans may relinquish their rights and receive a refund of the non-tax- deductible portion of the fee without interest on said sum. The tax-deductible donation will not be refunded.
- f. Once a person has been interred, the cremains may be removed by the approval of the Property and Finance Commission based upon a written request from the Licensee. If the request is approved, no refund shall be made.
- g. Memorial decorations or tributes such as pictures, flags, and the like may not be placed in the Memorial Garden except during the time of a Service of Committal. Small arrangements of fresh flowers in a disposable container may be placed at other times.
- h. In the event that Claremont Presbyterian Church should either determine to relocate the Memorial Garden or should cease to exist as a church, cremains may be removed and relocated at a place determined by the church. In such an event, no refund shall be made. Cost of said relocation shall be borne by the church.
- i. A permanent record book of all scatterings and interments shall be maintained by the Facilities Manager. It shall include the names and addresses of all Licensees and decedents, the License number, burial plot location, and the date of interment or scattering. The book shall be available for inspection by interested parties during the regular office hours of the church. Any question or dispute will be resolved by reference to this record book.

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- j. The Session, Claremont Presbyterian Church, or any member thereof shall have no liability due to the operation, damage or destruction of the Memorial Garden, except in circumstances of gross negligence.

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Memorial Garden Forms

CLAREMONT PRESBYTERIAN CHURCH
CLAREMONT, CALIFORNIA
Memorial Garden License and Interment Permit

THIS AGREEMENT made this _____ day of ____ may _____, between Claremont Presbyterian Church, a non-profit religious corporation duly organized and existing by virtue of the laws of the State of California (hereinafter called the “Licensor”

or the “Church”), and _____

whose present address is _____

County of _____ (hereinafter called “Licensee”):

In consideration of the sum of \$_____ (individual/couple) of which \$_____ constitutes a non-refundable tax deductible donation to the church, the receipt of which is hereby acknowledged, the Licensor hereby GRANTS to the Licensee the privilege to inter the cremated remains of the Licensee and/or designated persons of the Licensee in the spaces situated in the MEMORIAL GARDEN of the CLAREMONT PRESBYTERIAN CHURCH , CLAREMONT, LOS ANGELES COUNTY, CALIFORNIA, described on the plat of said MEMORIAL GARDEN now on file in the Church Office as (spaces)_____.

The licensor covenants that said MEMORIAL GARDEN as designated on said plot has been appropriated by the Licensor for use in perpetuity for the interment of cremated remains of the Licensees and such other persons as the Licensee shall designate or cause to be designated on the Use Authorization or any amendment thereto: the Use Authorization is attached hereto and incorporated herein as if set out in full. Any amendment shall be placed in front of this license. The term “persons” shall include the parents, spouse(s), partner(s), descendants (including those children who are after born and those children who are adopted). The privilege of interment shall not extend to any person other than the Licensee or members of the Licensee’s family (as defined above) , without the written consent of the Licensor. Licensor shall not unreasonably withhold consent.

The Licensor agrees to maintain in good condition the said MEMORIAL GARDEN, the grass and foliage therein, walls, gates, fences, and the Licensee’s memorial plaque.

It is understood and agreed upon between the Licensor and the Licensee that no monument or headstone may be placed upon or near any other spaces in the MEMORIAL GARDEN, except that plaque or other suitable memorial which has been approved by Licensor’s MEMORIAL GARDEN COMMITTEE. The cost of the memorial plaque shall be borne by the Licensor.

The Licensee, and on behalf of the Licensee’s nominees as shown on the Use Authorization, and the heirs, executors, and assigns of the Licensee, covenant with Licensor that they will comply with all rules and regulations which are now or may hereafter be established by the Licensor governing the use and administration of the MEMORIAL GARDEN.

It is understood and agreed between the Licensor and Licensee that a Use Authorization form must be executed and delivered by the Licensee. The Use Authorization form must be approved by the Licensor,

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and thereafter shall be attached hereto and made a part of this License. The Use Authorization may be amended from time to time as changed conditions warrant. All Use Authorization amendments must be in writing, signed by the Licensor and the Licensee, and must bear a date subsequent to the date first written above.

The License to any space which is the subject of this License, upon use by interment, shall become an exclusive License in perpetuity. This License may not be assigned, except by reversion back to the Licensor of any unused space. All right, title, and interest in any space shall revert to the Licensor upon the happening of any of the following:

- (1) In every case if any such space granted under the terms of this License has not been used for interment following the death of the last person to die of all parties named in the Use Authorization or the most recent amendment to the Use Authorization;
- (2) After the lapse of twenty (20) years from the date of the License and/or the date of the most recent amendment thereto which equals twenty (20) years; and, after the Licensor has exercised due diligence in attempting to locate the Licensor and/or those persons identified on the Use Authorization or the most recent amendment to the Use Authorization, and in the further event that such persons cannot be located after Licensor , who in turn may re-issue a new License under the terms and conditions existing at the time of reissuance; and,
- (3) Notwithstanding the foregoing the Licensor and Licensee may terminate the License by a writing dated subsequent to the License and Use Authorization and the most recent, if any, amendment thereto. Upon the happening of the events described in this sub-paragraph (3), the licensee shall only be entitled to a refund of the consideration paid that is not attributable to tax deductible gift to the Church as described above. No interest shall accrue on any sum whatsoever for money paid over in consideration of the granting of this License and Interment Permit. The Licensor and Licensee understand and agree that Licensor, in consideration of the payment made upon the execution of this License and Use Authorization Permit, expressly reserves and will withhold from all other eligible persons those spaces which are identified in this License, and as such is precluded from granting any license for the same price.

THE BURDEN OF MAINTAINING CONTACT WITH THE LICENSOR RESTS EXCLUSIVELY UPON THE LICENSEE, THE SUCCESSORS, HEIR, ADMINISTRATORS, OR ASSIGNS OF THE LICENSEE.

The Church as licensor, retains the exclusive right to re-locate the Memorial Gardens to such other location within the then existing property boundaries of the church. IN ADDITION, the Church also retains the exclusive right to re-locate the Memorial Garden and the remains of those persons interred therein to such other location as this Church may select as a new real property site of the Church, or in such circumstance(s) where the Claremont Presbyterian Church ceases to exist as a religious entity and non-profit religious corporation.

In the event of any such re-location, or cessation of existence, the licensor shall be solely responsible for the cost of re-location of interred remains to such other location(s) as may be appropriate in the absolute discretion of the Church. Notwithstanding the foregoing provision, the Licensee, or the Licensee's appointee, or successor appointee(s) retain the right to re-locate cremains from the Memorial Garden upon sixty days (60) written notice to the Licensor. However, if the Licensee, or the successor(s) elect to remove and re-locate the cremains, the entire cost of such re-location shall be borne entirely by

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the Licensee's successors. Re-location costs may include, but not be limited to, restoration of the burial plot to that condition which existed prior to the licensing agreement.

IN WITNESS WHEREOF, the Licensor has caused this License and Interment Permit with the completed Use Authorization attached hereto and incorporated herein by reference to be signed and sealed by the Senior Pastor, or such other representative as designated by the church, and the Licensee has accepted the same as of the date and year first above written.

CLAREMONT PRESBYTERIAN CHURCH
OF CLAREMONT
BY:

LICENSOR

LICENSEE

DATE

LICENSEE

AMOUNT PAID : _____

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CLAREMONT PRESBYTERIAN CHURCH

CLAREMONT, CA

USE AUTHORIZATION FORM AND/OR AMENDMENT THERETO

This document when completed shall be attached to and made a part of the License and Interment Permit between the CLAREMONT PRESBYTERIAN CHURCH , (Licensor) and the Licensee.

Licensor, and _____
Licensee, attach this completed Use Authorization to the Memorial Garden License dated _____, 20____ relating to space(s)_____of the plot of the Memorial Garden on file in the Church Office. The following named persons, whose current addresses are set forth below, are deemed eligible to be interred in the above spaces(s) in the following order of priority:

RESERVED UNTIL DEATH FOR:

NAME, ADDRESS AND DATE OF BIRTH	RELATIONSHIP TO LICENSEE
---------------------------------	--------------------------

(1)_____	(1)_____

(2)_____	(2)_____

PRIVILEGE IN ORDER OF DEATH AFTER ABOVE RESERVATIONS:

(1)_____	(1)_____

(2)_____	(2)_____

(3)_____	(3)_____

(Attach additional page(s) if necessary. Check here _____ if additional page(s) attached)

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CLAREMONT PRESBYTERIAN CHURCH

CLAREMONT, CA

GARTH PERMIT AND AGREEMENT

THIS PERMIT AND AGREEMENT made this _____ day, of _____, 20____,

by the Claremont Presbyterian Church, Claremont, Los Angeles County, California

(herin after "Church") and _____

whose present address is _____

County of _____, California (hereinafter "Permittee.")

In consideration of \$_____ (individual/couple) of which \$_____ represents a tax deductible gift to the Church, the permittee named above, is permitted to spread the cremated remains of (deceased) in the Garth section of the Memorial Garden located upon the church property.

The above amount includes the inscription of the deceased's full name, date of birth, and date of death on the Garth Cenotaph, as follows:

(1)Name_____

Date of birth_____

Date of death_____

(2)Name_____

Date of birth_____

Date of death_____

(Note: If this is a prearrangement agreement made prior to death, the date of death will be filled in by the Church.)

The permit to scatter ashes in the Garth is subject to the published rules and regulations of the Memorial Garden, Claremont. A copy of the Rules and Regulations is available for review in the Church Office.

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Permitee

_____ For Claremont
Presbyterian Church

This Use Authorization may be amended from time to time by the Licensee or released by the Licensee to the Licensor; and the following named individual(s) (in the order of priority listed) shall have the right, after the death or incompetence of the Licensee, to amend this Use Authorization from time to time or to release to the Licensor all right, title, and interest of all parties in the said space(s) which have not been used for interment:

It is understood that, after the death of all eligible parties named herein, or in any amendment hereto, if the licensed space(s) remain in respect to which no interment has or could be made under the terms and conditions of the License to which this Use Authorization is attached, all right, title, and interest in any such space(s) shall revert to the Licensor and any such space thus reverted by thereafter may be re-licensed by the Licensor.

DATED: _____, 20____ AT CLAREMONT, CALIFORNIA

LICENSEE OR LICENSEE'S SUCCESSOR

If this is an amendment to the original license, the following information must appear:

This is the ___ amendment to the License given by Licensor to Licensee on _____. (If applicable) It supersedes and replaces the ___ amendment OR THOSE ITEMS CONTAINED IN THE ORIGINAL LICENSE dated _____, 20_____.

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**Claremont Presbyterian Church Memorial Garden
Wall of Remembrance**

If you are interested in having the name of a loved one who is buried elsewhere engraved on a plaque in the Claremont Presbyterian Church Memorial Garden, please complete this form. The plaque will be entitled "Wall of Remembrance."

The fee for this service will be \$150.00 per name. Please make your check out to CPC and note in the memo section "Wall of Remembrance."

Name as you wish it to appear. **Please print carefully.** No titles, please.

Name _____

Year of birth _____ Year of death _____

Name #2 _____

Year of birth _____ Year of death _____

Your Name _____

Address _____

Phone # _____

Return to: Claremont Presbyterian Church
1111 N. Mountain Avenue
Claremont, CA 91711

Please note "Memorial Garden" on the outside of envelope.

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Claremont Presbyterian Church
1111 N. Mountain Ave
Claremont, CA 91711
909-624-9693

Date _____

We would like to add the following name(s) to the Claremont Presbyterian Church Memorial Garden. The name(s) is/are to be engraved as follows.

_____ GARTH/ INTERMENT/ WALL OF
REMEMBRECE

_____ GARTH/ INTERMENT/ WALL OF
REMEMBRECE

_____ GARTH/ INTERMENT/ WALL OF
REMEMBRECE

_____ GARTH/ INTERMENT/ WALL OF
REMEMBRECE

_____ GARTH/ INTERMENT/ WALL OF
REMEMBRECE

_____ GARTH/ INTERMENT/ WALL OF
REMEMBRECE

_____ GARTH/ INTERMENT/ WALL OF
REMEMBRECE

_____ GARTH/ INTERMENT/ WALL OF
REMEMBRECE

_____ GARTH/ INTERMENT/ WALL OF
REMEMBRECE

_____ GARTH/ INTERMENT/ WALL OF
REMEMBRECE

Please contact the office at 624-9693 if there are any questions and to set up a date to complete the etching.

Thank you.

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Garth (Garden for scattering ashes)

Individual

Cenotaph costs	\$90.00
Key to Garden	\$10.00
License & Permit Fee (\$200 tax-deductible)	\$300.00
Total Garth Fee	\$400.00

Couple

Cenotaph costs	\$180.00
Key to Garden	\$10.00
License & Permit Fee (\$210 tax-deductible)	\$410.00
Total Garth Fee	\$600.00

Burial Garden

Individual

Custodial Fee	\$20.00
Cenotaph costs	90.00
Key to Garden	\$10.00
License & Permit Fee (\$580 tax-deductible)	\$680.00
Total Interment Fee	\$800.00

Couple

Custodial Fee	\$40.00
Cenotaph costs	\$180.00
Key to Garden	\$10.00
License & Permit Fee (\$880 tax-deductible)	\$1080.00
Total Interment Fee	\$1200.00

Custodial Fee	\$40.00
Cenotaph costs	\$180.00
Key to Garden	\$10.00
License & Permit Fee (\$880 tax-deductible)	\$1080.00
Total Interment Fee	\$1200.00

WALL OF REMEMBRANCE

Individual name	\$150.00
------------------------	-----------------

FEES FOR NON-MEMBERS

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After the first three years of the Memorial Garden's operation, licenses will continue to be available to persons who are neither present nor past members of Claremont Presbyterian Church at a fee of 15% greater than present and past members:

Garth	\$400.00 + 15% = \$460.00
Burial Garden	\$800.00 + 15% = \$920.00

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Q. Personnel Policies and Procedures

For

Ordained Ministers, Church Staff, and Children's Center Staff

Approved by The Session
January 25, 2023

RECEIPT AND ACKNOWLEDGMENT

(For New Employees)

The undersigned employee hereby acknowledges receipt of a copy of the manual, Claremont Presbyterian Church Personnel Policies and Procedures for Ordained Ministers, Church Staff, and Children’s Center Staff, hereafter called “CPC Personnel Policies”, and certifies that he or she has read it, or will read it during the first week of employment, and is responsible for knowing its contents.

The undersigned further acknowledges that the aforesaid manual does not constitute an expressed or implied employment contract between the employee and Claremont Presbyterian Church (CPC.) Employment with Claremont Presbyterian Church is voluntarily entered into and employees are free to resign at any time. Similarly, CPC is free to terminate an employment relationship at any time, with or without cause or notice.

Employee Signature

Date of Receipt

Employee Name (Printed)

*The original of this Receipt and Acknowledgment shall be retained by the Church and a copy provided to the employee who signs it.

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INTRODUCTION

To promote a professional and efficient work environment and to ensure consistent, fair, and equitable treatment of its staff, Claremont Presbyterian Church (CPC) sets forth in this manual its Personnel Policies and Procedures for Ordained Ministers, Claremont Presbyterian Church Staff (CPC), and the Children’s Center Staff (CPCC.) This manual does not constitute an expressed or implied contract of employment. Employees are free to resign at any time. Similarly, CPC is free to terminate an employment relationship at any time, with or without cause or notice.

All personnel policies and procedures set forth in this manual are subject to modification. All changes in these policies shall be discussed by the CPC Personnel Committee in consultation with the CPCC Commission, as appropriate, and a proposal shall be submitted to the Session for approval. The Session reserves the right to revise, supplement, or rescind any of the provisions of this manual from time to time as it deems appropriate.

A notice of any changes made to the manual shall be given to employees.

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Head of Staff Signature

Date

Chair of Personnel Committee Signature

Date

Effective Date of Policies _____

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Policies covering employees who are ordained ministers: Employment, termination, and retirement processes are determined by the Book of Order, General Assembly, and Presbytery procedures; terms of call determine salary, standard benefits and other sorts of benefits not offered to other employees.

Policies covering all employees who are not ordained ministers: Unless otherwise noted, the policies below apply to all Church employees (CPC and CPCC.) Certain differences in policies concerning employees at the CPC and those related to CPCC are necessary because of different functions and different budgets. They are noted at the appropriate places.

CHAPTER I: EQUAL EMPLOYMENT OPPORTUNITY

A. Policy

Claremont Presbyterian Church is an equal opportunity employer. Staffing, programs and activities shall be free from discrimination based on gender, age, religion, color, race, ancestry, national origin, ethnic group identification, marital or parental status, physical or mental disability, sexual orientation or the perception of one or more of such characteristics.

Applicants for employment will be requested to complete appropriate application forms. Only qualified applicants shall be hired and retained for employment of the Church. Selection shall be governed by established selection procedures, including relevant behavior displayed in the search process. Retention shall be governed by established evaluation procedures and objective measures of each employee's job performance, including assessment of relevant behavior displayed in the workplace.

B. Program

CPC's Employment Policy encourages diversity among staff and shall govern: (a) staff recruitment, (b) selection and hiring, (c) training and supervision, (d) evaluation of employee's performance, and (e) fair and equitable compensation.

With respect to hiring, established recruitment sources, sites and contacts shall be reviewed and expanded (where necessary) in order to ensure a diverse pool of applicants.

Hiring shall be based on: (a) the match between an applicant's stated and/or demonstrated qualifications for a given position and the requirements specified in the job description; and (b) the hiring personnel's overall assessment of the applicant's capabilities and prospects for success in the position. Training and supervision shall be provided to new staff to assist them in becoming acclimated to the culture of the Church, and in becoming effective and productive members of the staff.

Evaluation of job performance shall be twofold: ongoing, so as to support and keep the employee informed of what is expected in terms of performance and team cooperation; and periodic, as scheduled by the supervisor in accordance with policies established by the Personnel Committee and approved by the Session.

CHAPTER II: EMPLOYMENT

A) Legal Distinction Between Exempt and non-Exempt Employees

It is the policy of CPC to adhere to all applicable federal and state laws which regulate the wages, hours and working conditions of employees. Each employee's status of exempt or non-exempt shall be determined by the Head of Staff for CPC and the Director of CPCC for CPCC in accordance with Cal. Code Regs., tit. 8, § 11040.

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Exempt employees are not eligible for overtime pay and non-exempt employee's overtime provisions and rates are covered by California Labor Code section 510(a.)

Refer to Cal. Code Regs., tit. 8, § 11040 for exempt categories and exceptions. The overall responsibility of ensuring appropriate status assignment of all employees rests with the Head of Staff.

B. Hiring Procedures for CPC and CPCC

1. Non-Clergy Staff

When a staff position becomes available or a new position is created, candidates shall be interviewed by a committee composed of the Head of Staff, or designee, and at least one other person selected from the appropriate program committee.

The Director of CPCC will be selected by the CPCC Commission in consultation with the Head of Staff. The Search Committee for a new Director will consist of the Chair of the CPCC Commission, a representative of the Personnel Committee, 2 members of the CPCC Commission (1 parent and 1 church representative), and the designated Pastor. The outgoing Center Director does not sit on the Search Committee. The CPCC Director is considered a member of the CPC staff, an exempt employee entitled to the same benefits as program staff of CPC.

The Children's Center Director, with the Head of Staff, or another Pastor designated by the Head of Staff, will recommend teachers and other staff members for the Center. After the Director has selected a candidate for a staff position, the designated Pastor will conduct a second interview. The Director will perform a detailed background check.

2. Clergy Staff

Employment is determined by the Book of Order, General Assembly, and Presbytery procedures, including Presbytery required background checks.

C. Selection of Employees

Employees are selected on the basis of their qualifications, education and experience to fulfill the specific duties of the job. Previous-employment checks will be made, and references will be reviewed as part of the process described in section B above.

Children's Center: - Special criteria for teachers include education, experience, mental capacity, physical ability, teaching skills, adult/child interaction skills, knowledge of given age-group, positive discipline procedures, and early childhood education philosophy. CPCC personnel who are in contact with children must meet all state requirements and other appropriate regulatory bodies.

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The terms of employment for each new hire shall be communicated in writing to the employee by their supervisor and will become a part of the employee's permanent file. Each new employee shall receive an updated copy of the position description.

The Church shall establish a personnel file for each employee which shall include the application for employment, the terms of employment, starting salary, benefits and FICA payments. The Personnel Committee shall review the evaluations of all personnel presented/conducted by the Head of Staff and other supervisors as part of its annual review process. After approval of the budget each year, all staff members shall receive a letter signed by the Head of Staff (in the case of CPC office employees), or the Children's Center Director (in the case of CPCC employees), indicating salary and benefits for the coming year. Such a letter shall also include the name of the current Chair of the Personnel Committee and their contact information.

D. New Employees

1. Orientation

The employee's supervisor shall have the responsibility for orienting each new employee (a) to the expectations of the job as detailed in the position description, (b) to the evaluation procedure as related to work performance and interpersonal relations, and (c) to employee benefits and compensation as well as to the culture of the Church. New employees are required to become familiar with the CPC Personnel Policies and Procedures.

2. Probationary Period

All new employees, except ordained ministers, are required to serve a 180 day probationary period, with a review after 90 days, before achieving Regular status. The Session views this period of employment as a time for which a supervisor will determine the employee's suitability for the position and whether the employee's services will be retained. There shall be no extension of the probationary period unless approved by the Head of Staff, on recommendation of the employee's supervisor.

3 Evaluation

- a. The supervisor has the discretion to evaluate an employee at any time during the employee's initial 180 days of employment. Assuming an employee has not been terminated, at minimum, there will be one evaluation, no later than 90 days after onset of employment, and one subsequent evaluation prior to the 180th day.
- b. The immediate supervisor shall prepare a written evaluation of any employee who is to be dismissed because of failure to complete the probationary period successfully. The evaluation shall be completed prior to the dismissal.
- c. At least one week prior to the end of the probationary period, the immediate supervisor shall first confer with, and then shall prepare a written evaluation of any employee who is to be retained on the payroll. The employee should also be notified by letter.
- d. Standards of Conduct (CPCC)
- e. The CPCC Standards of Conduct document (12/02), approved by the CPC Session and Children's Center Commission, explains the criteria by which an employee's conduct is held to standard. This document is the standard for the CPC and CPCC staff. Each new employee will be given a copy to read and will sign the return portion, which will be held in the employee's his/her file.
- f. In addition, CPCC staff will adhere to the most current NAEYC's (National Association for the Education of Young Children) Code of Ethical Conduct. All CPCC employees will be given a copy

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to read and will sign a notice indicating it has been read. This return portion will be held in the employee's file.

CHAPTER III: WORK HOURS AND ATTENDANCE

The CPCC normally operates from 7 A.M. to 6 P.M., Mon.-Fri. Each employee is entitled to an unpaid lunch break (either half hour or full hour depending upon total scheduled hours to work that day), and a paid (15) fifteen-minute break during the morning and afternoon. Scheduling of all breaks are to be flexible and mutually agreed upon by employees and their supervisors.

The regular work-week for full-time staff is forty (40) hours. This is not, however, a commitment that any minimum number of hours will be assigned and hours assigned may be altered at the discretion of each supervisor. The overtime policy is outlined in Chapter II, Section A.

Employees may leave the Church grounds during their unpaid lunch and, with prior approval of their supervisor, during paid break time. During such approved times the employee shall be regarded as attending to personal business and not acting on behalf of the Church. The Church accepts no responsibility or liability for the actions of employees who leave the grounds during their unpaid lunch or paid break time.

CHAPTER IV: BENEFITS

CPC provides the following legally mandated benefits:

A. Social Security

All non-clergy staff are covered by OASDI (Social Security or the Federal Old Age and Survivors Benefits Act) and FICA (Federal Insurance Contributions Act.) The employee's share of these taxes are withheld from the employee's wages. Ordained ministers can be covered if coverage is requested in the terms of call.

B. Worker's Compensation

All employees shall be covered by worker's compensation laws. In the event of an injury on the job, an employee is required to notify the direct supervisor of that injury immediately. The appropriate action, i.e. completion of forms, and transportation to an approved medical center, will be taken at that time.

Additional benefits to CPC Regular employees are provided as follows as long as the benefit policies are consistent with the goals and financial capacity of the Church: health and disability insurance, 401K participation, holiday pay, vacation time and pay, and regular and special leaves.

All non-clergy employees who regularly work twenty (20) hours per week or more and are employed twelve months per year will qualify for benefits as described below upon completion of a 180-day probationary period. Benefits are not available during the 180-day probationary period (unless specifically noted below) but personal and vacation leave will be calculated retroactively to the date of employment upon completion of the probationary period. Other benefits begin at the completion of the probationary period. Temporary employees as well as permanent employees who regularly work fewer than twenty (20) hours per week are not entitled to benefits.

C. Private Disability Program

Disability is considered to be a temporary separation from employment due to a physical or mental inability. The decision to grant a leave shall be based on recommendations of a physician or physicians. Eligible

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employees will be covered by short and long-term disability insurance purchased by the Church at no cost to the employee. This program is in lieu of the state disability program. In the event of a disability claim, employees should confer with the Administrative Assistant for Finance for details of coverage, policy, and vendor. Policies will be reviewed annually.

D. Health Insurance

Eligible employees may elect to receive health and or dental insurance. The Church shall pay 90% of the individual's monthly health-care premium through the Church's designated plan; the employee will pay the remaining 10% to qualify for full health care benefits. If elected, the church shall pay 100% of the designated dental plan premium.

New employees become eligible for health and dental insurance on the first day of the month following the month in which they are employed.

Once an employee becomes eligible for Medicare, it is expected the employee will apply for medical coverage through Medicare at which time, for which the church will pay 90% of the standard Medicare premium as well as 90% of the IRMAA wages arising directly from employment within CPC or CPCC. The remaining 10% will be the employee's responsibility. This ratio matches our current medical provider's guidelines. Employees hired prior to Session's adoption of this revision of the policy manual are exempt from this policy.

Medical benefits, as provided by the Board of Pensions, are to be offered to pastors and their eligible family members.

E. Retirement Savings Plan – Salary Reduction 403(b)

Eligible employees may elect to participate in the 403(b) Retirement Savings Plan of the Presbyterian Church through salary-reduction agreements up to the maximum benefit as allowed by law. Plan eligibility and contribution limits are defined by the Board of Pensions and the IRS. The church (CPC) will contribute \$1 for every \$2 contributed by the employee up to a maximum of \$100 per month contributed by the church (CPC.)

NOTE: Unemployment Insurance - Due to the exempt status of CPC, Unemployment Insurance is not available for its employees, either at CPC or CPCC.

CHAPTER V: TIME OFF

After satisfactory completion of the 180-day probationary period, all employees who regularly work at least twenty (20) hours per week, and who are employed twelve (12) months per year, are eligible for time off as described below, with differences between CPC and CPCC as noted.

In the case of eligible part-time employees regularly working at least twenty (20) hours per week, the compensation for vacation time and personal leave are prorated in accordance with the number of hours part-time employees work per day.

Employees who work less than twenty (20) hours per week, or who are not paid twelve months per year, are not eligible for holiday pay, personal leave, or paid vacations but are eligible for 24 hrs of sick leave after ninety (90) days of employment according to the [HEALTHY WORKPLACE FAMILIES ACT OF 2014 \(AB1522.\)](#)

If a part-time employee that is working less than twenty (20) hours per week is later placed on a regular twenty (20) hours or more/week position, prorated credit will be given from the first day of initial employment for personal leave and vacation benefits.

A. Vacation

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Each eligible CPC ~~and CPCC~~ employee shall be granted ten (10) vacation days each calendar year. Vacation days shall accrue to each eligible employee on January 1st of each year. Eligible employees who begin service with the church after January 1st shall receive the prorated amount of annual vacation on a percentage of calendar year basis.

The granting of the use of vacation days by a probationary employee (less than 180 days of service) shall be solely at the discretion of the Head of Staff.

Employees are encouraged to use their vacation time during the year it is awarded. A maximum of twenty-five (25) days, however, may be carried over to the following year. Any days in excess of this amount must be used prior to the end of the calendar year or they will be forfeited. All arrangements for vacations should be made in advance and in consultation with the supervisor. Employed staff members leaving employment before the end of a calendar year shall have that year's vacation prorated according to the portion of the year they were employed and departing staff will be paid for any earned but unused vacation time already accrued. Part-time staff regularly working twenty (20) hours or more will earn prorated vacation time. Vacation days shall not be taken before they are earned. Earned but unused vacation will only be paid out upon termination of employment. CPC and CPCC recognize the value of vacations and expect staff to make arrangements to take them within the suggested time period.

A. Vacation Accrual:

1. CPC non-clergy staff

Upon completion of one (1) year of service, eligible employees may receive ten (10) working days of vacation. One day will be added after each year of service up to twenty-two (22) days for twelve (12) or more years of service.

New Hire: After successful completion of the probation period, a new hire will earn vacation time @ 3/5 day per month for the balance of the year. Starting in January of the next year the employee will earn the full ten (10) days of vacation time.

The Director of Music, after a year of service, is entitled to one month of paid vacation. If the organist is an individual other than the Director of Music, that individual is eligible for the same terms of vacation.

2. CPC Clergy staff

The number of vacation days for clergy shall be determined by the terms of their Call, as negotiated by the Session, and in accordance with Presbytery requirements. Pastors shall advise the Session of the dates which they wish to use as vacation.

3. CPCC Director

The Director of the Children's Center is eligible for ten (10) working days of vacation following one year of service. One day will be added for each year of service up to twenty-two (22) days for twelve (12) or more years of service.

4. CPCC staff

Upon completion of one year of service, eligible full-time employees shall receive five (5) working days of paid vacation. With each year of service, one day will be added up to a maximum of ten (10) working days of paid vacation. Vacations must be approved by the Director, with two weeks' notice. Where possible, the vacation should be taken during periods of low enrollment, such as summertime.

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B. Paid Holidays

If full-time regular employees are in paid status on the day before or the day after any of the holidays listed below, these will be paid holidays for them. Regular part-time employees working at least twenty (20) hours per week will be paid for their normal hours if the holiday falls on their regularly scheduled working days. Below are the paid holidays for all CPC and CPCC staff:

B.	New Year's Day	C.	Independence Day
D.	Martin Luther King Day	E.	Labor Day
F.	Presidents' Day	G.	Thanksgiving Day
H.	Memorial Day	I.	Day after Thanksgiving
J.	Juneteenth	K.	Christmas Day

1. C. CPC staff

In addition to the ten (10) paid holidays listed above, eligible employees will also receive ½ day on Christmas Eve, ½ day on New Year's Eve and ½ day on Good Friday as paid holidays.

2. CPCC staff

In addition to the ten (10) paid holidays listed above, eligible employees will also receive Good Friday as well as the days when the Children's' Center is closed between the Christmas and New Year's holidays as paid holidays.

C. Illness/ Injury/ Bereavement and Personal Business

Eligible employees shall be paid for time off due to illness/ injury/ family bereavement and personal business. Such leave shall be used for the following, but not limited to, family illness, attending the birth of a child, adoption, business, and personal business matters that cannot be attended to during off-work hours. Eligible employees will be paid according to the following guidelines:

1. CPC Staff

Employees will receive a total of (ten) 10 days annually each January 1st. CPC permits accrual up to thirty (30) days, but does not pay for unused days.

A CPC employee may, at the sole discretion of the Head of Staff, be advanced yet to be accrued sick leave, up to ten (10) days annually in extraordinary circumstances. Should the employee separate from with CPC before advanced sick leave has accrued and been applied, the advanced, and yet to be accrued sick leave will be calculated and deducted from the employee's final warrant.

2. CPCC staff

Employees earn one and one-fifth (1 1/5) days per month up to a total of ten (10) days annually. Absence for personal business requires 48 hours' advance notice.

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The Children's Center will not pay for unused days at the end of the calendar year, but will permit as an alternative that up to 5 unused days can be accrued and rolled over.

D. Maternity

Disability due to pregnancy and childbirth is covered according to the disability policy in effect at the time of such leave according to the state of CA and US Department of Labor. See the FMLA guidelines as well as guidelines from the CA EDD.

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E. Leave of Absence without Pay

1. Where required by personal circumstances, such as family responsibilities or military obligations, leave of absence without pay may be granted at the discretion of the Head of Staff in consultation with the Session (CPC), or the Director in consultation with the Head of Staff and the Session (CPCC.) Benefits do not continue to accrue during unpaid the leave. The Church shall comply with CFRA (California Family Rights Act), if the CPC/CPCC staff totals 50 or more, as required by the Act.
2. Employees on leave of absence without pay may, as part of the leave approval process, request to continue participation in the Church's designated health insurance plan during the unpaid leave at their own expense. An agreement as to the length of the continued participation in the plan, the cost to the employee and a schedule of payments shall be agreed upon and reduced to writing. The agreement shall be signed by the employee and the Head of Staff. A copy of the agreement shall be placed in the employee's personnel file. The employee shall be invoiced for payment according to the agreed schedule. Failure by the employee to remit payment to an invoice within a reasonable time as proposed by the Head of Staff shall result in termination of participation in the health insurance plan and may result in disciplinary action as set forth in Section VIII of these policies and procedures.

F. Armed Forces Training

Military leave is granted to employees who are members of a Reserve or National Guard Unit which is called to active duty, or are otherwise legally entitled to leaves to perform military duties. Employees are required to provide advance notice to the Supervisor and Head of Staff, unless giving notice is precluded by military necessity, or is otherwise impossible or unreasonable. Leave of absence with pay up to two (2) weeks (ten (10) working days) annually, is provided for this purpose if the employee has worked for one (1) full year. The employee's benefits will also continue during this leave.

G. Jury Duty

Year-round CPC and CPCC employees who regularly work twenty (20) hours or more per week shall be granted leave of absence to serve on jury duty, or to appear in court to comply with a subpoena or other court order to appear as a witness. Employees should provide reasonable advance notice to the Supervisor or to the Head of Staff for this leave. Employees must also provide their supervisor with documentation that the employee was actually required to appear in Court to participate in court proceedings. Employees required to perform this civic duty will receive their regular rate of pay for normal hours worked up to a maximum of five (5) working days. Employees will be allowed to retain any compensation paid by the respective court jurisdiction for mileage and meals.

H. Compensatory Time

1. Non-Exempt

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Compensatory time for hours worked in excess of a normal schedule, may be granted but must be taken within five (5) working days. For employees who regularly work thirty (30) hours or more per week, compensatory time will be granted at one and a half (1.5) times the normal time. All other hourly employees will be granted compensatory time at an hour per hour ratio. California's rules on compensatory time off are set forth in Labor Code section 204.3.

2. Exempt

Exempt staff are not subject to compensatory time. Refer to Chapter II, A. 1.

I. Study Leave

Normally, up to ten (10) working days of annual Study Leave with pay, plus specially allowed expenses, shall be granted to ordained ministers, depending on the terms of Call. For program staff, Study Leave may be granted at the discretion of the Session.

J. CPCC Policy on Continuing Education for Teaching Staff Members

All teaching staff members are: 1) expected to meet state licensing requirements by working steadily towards certification as a fully qualified early-childhood teacher, and 2) also encouraged to continue further professional development.

Therefore, CPCC will offer assistance as follows:

CPCC will cover the cost of tuition, required books, and parking fees at local community colleges for necessary courses leading to certification as a fully qualified early-childhood teacher and also those leading to the AA degree in early childhood education, provided that these costs are not covered by another funding agency and that CPCC funds are available. For those who hold the AA degree or a higher degree, more advanced courses in child development or other courses judged by the CPCC Director to be directly relevant to the Center's work may also be covered if funds are available. Staff members must apply for this benefit by contacting the CPCC Director before enrolling.

These costs are normally reimbursed when the course has been completed and the staff member brings the Director a grade report of C or better, for which a copy will be placed in the employee's file. If necessary, however, CPCC may advance a staff member the funds required for the semester's course(s). In such a case, in advance, with the understanding that if the course is not completed with a grade of C or better, the staff member shall repay the full amount advanced through salary deduction, within three (3) months, or a longer time period determined at the discretion of the CPCC Director, of the ending date for the course, all funds advanced for that course. A written agreement will be signed in the case of such an advance loan.

If the staff member is unable to take evening courses because of family responsibilities and no online option is available, an effort may be made by the Director to accommodate taking a daytime course by adjusting the working schedule.

Staff members' academic achievements or successful completion of appropriate training efforts to meet the requirements for certification as a fully qualified early-childhood teacher and to continue their professional development will result in advancement on the salary schedule. See Appendix A.be taken into account as salaries are determined.

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Staff members who receive their state certification as Associate Teacher will receive a \$100 one-time bonus; as Teacher, a \$150 one-time bonus; and, as Master Teacher, a \$150 one-time bonus.

K. Emergency Closing

This section creates an authorized paid absence when the CPC or CPCC schedules must be curtailed because of an emergency condition. When the Head of Staff (to the extent possible, in consultation with the CPCC Director) determines that the facilities must close, all staff on duty will be notified, and CPCC children will be cared for according to established procedures. Full-time staff will be paid for that day as if the facilities remained open; part-time staff will be paid only if they had been scheduled to work during the closed hours. Temporary staff will not receive compensation.

When CPC and CPCC remain open, a staff member who is absent from work because of a natural disaster should notify the Head of Staff or Supervisor at the start of the workday or as soon as possible. Granting approval of absence excuses for the absence will be at the discretion of the Head of Staff, CPCC Director, or the Supervisor.

If an earthquake or other disaster damages make it impossible to operate the facility, the Head of Staff and the Session must consult to make arrangements for the continuation of operation(s) in other locales.

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CHAPTER VI: STAFF EVALUATION & COMPENSATION

Ordained ministers and other employees

Employment and increases in compensation will always be subject to the availability of funds.

A. CPC staff and CPCC Director

1. Compensation determinations are based on budgetary feasibility and annual individual performance evaluations. Such evaluations are to be fair, balanced, thorough and forthright, using the procedures and forms, or equivalent procedures and forms, established over the past few years for such purpose. For each staff member, the designated individual charged with evaluating the employee shall be the employee's supervisor assigned by the Personnel Committee. Additional input may be obtained at the discretion of the supervisor. The evaluations are always to be maintained in strict confidence and placed in the employee's personnel file. Only the Head of Staff or Supervisor, the staff member and the Personnel Committee may review the evaluations without the written release of the employee.
2. Session shall establish a salary schedule for each position.
3. All individuals included on the payroll are evaluated annually.

B. CPCC Teachers

Annual raises are granted by the CPCC Commission, based upon budgetary feasibility, progress in continuing education, and individual performance. The CPC Session approves the CPCC overall annual budget. The individual employee's performance will be documented by a performance evaluation. This evaluation will include: a) employee self-evaluation, b) employee evaluation by the Director, and c) classroom observation. The Director's report of the annual evaluation will be placed in the employee's personnel folder.

CHAPTER VII - Termination of Employment

A. Resignation

Exempt employees desiring to leave employment are requested to give four (4) weeks advance written notice to the Head of Staff for CPC employees and the Director for CPCC employees. Upon receipt of written notification, the Head of Staff or Supervisor will schedule and conduct an exit interview. Non-exempt staff are requested to give at least two (2) weeks' notice in writing. Employees are to remain working their regularly scheduled hours until the effective date of resignation unless a different agreement is reached in coordination with Head of Staff or the CPCC Director. Either the Head of Staff or the Director may shorten the notice period and/or provide pay in lieu of some or all of the notice period. The Personnel Committee will be notified of any pending resignation at the earliest convenience.

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B. Resignation by Mutual Agreement

When CPC or CPCC and a staff member agree that separation is in the best interests of both employee and employer, the separation will be considered to be a “resignation by mutual agreement.” and no advance notice is required. Such a separation usually occurs when assessment by the employer indicates the staff member has failed to meet required standards of performance of the job after having received appropriate training, supervisory assistance and an opportunity to perform satisfactorily. The date of separation shall be arrived at by mutual agreement, and the staff member shall remain at work until the agreed-upon date. The Personnel Committee shall be notified at the earliest convenience.

C. Involuntary Separation: Reduction of Work Force/ Termination for Cause

If the Session reasonably concludes that a reduction in force is necessary for financial or organizational considerations or circumstances or other administrative necessities or adjustments, CPC or CPCC may have to lay off one or more employees. According to the [CA Department of Industrial Relations](#), if a recall to work is initiated, laid off employees will have five days to respond and return to work. After five days the employee will be considered terminated. An employee who is laid-off and not called back to work within a year will be considered terminated. It is the responsibility of the employee to keep the Church informed of current address and telephone number.

CPC or CPCC reserves the right to terminate employment at any time for any reason. The state of CA is an [at will](#) employment state. Please reference the [CA Department of Industrial Relations](#).

An employee may also be discharged without advance notice or compensation. Failure to report to work for three consecutive days without notification to the Head of Staff, Supervisor or CPCC Director will be considered [job abandonment](#) and reason for discharge. Reference [CA EDD](#).

D. Severance or Termination payments

At the discretion of Session, severance or termination payments may be granted to employees with more than six months’ service where CPC has taken the initiative to terminate the relationship. The final check will include payment for unused vacation days. In granting severance payments, Session should not exceed the following schedule:

Six months service or less	None
Six months to one years’ service	One week’s pay
One to three years’ service	Two week’s pay
Three to five years’ service	Three week’s pay
Five years’ service or more	One month’s pay

Not Eligible for Severance Pay:

1. Employees terminated for cause
2. Temporary employees
3. Employees retiring under an established plan
4. Employees resigning

E. Retirement

In accordance with current California law, no mandatory age requirement has been established. Employees may continue to work at any age as long as they can demonstrate their ability to perform their jobs adequately and their supervisors are satisfied with the quality of the work performed.

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All employees wishing to retire are asked to give four (4) weeks' written notice to the Head of Staff, the CPCC Director, or the Session, as appropriate.

CHAPTER VIII: DISCIPLINE AND GRIEVANCE PROCEDURE

The employer must retain the ability to discipline employees where it determines that such action is warranted by the circumstances. Although all employment relationships are terminable at will, at any time, either at the employee's option or at the option of CPC or CPCC, the employer may exercise its discretion to administer a system of progressive discipline in cases where it deems appropriate to do so. Progressive discipline, however, is not mandatory or binding. CPC and CPCC reserve the right, in their discretion, to deviate from any formal system of discipline. CPCC's Standards of Employee Conduct and Corrective Action are attached as Appendix I.

The following Grievance Procedure has been established to allow employees an opportunity to voice any concerns they may have regarding the terms or conditions of their employment. The purpose of this policy is to provide an avenue for the identification and resolution of differences between an employee and CPC. CPCC employees should refer to the Grievance Procedure in Appendix I of this handbook.

The following steps are provided to all employees for the settlement of a grievance:

Step 1: An employee should first raise any problem or grievance verbally with the immediate supervisor, within five days of the incident or occurrence that gives rise to the problem. The verbal grievance shall be documented by both the employee and the supervisor.

Step 2: If the grievance is not settled at step 1 of this process, an employee should consult verbally with the Head of Staff, in the case of CPC employees, or the designated pastor in the case of CPCC teachers. If the immediate supervisor is the Head of Staff, the employee should confer with the chair of the Personnel Committee. The employee may file a written grievance within 10 days of the occurrence with that same person, who will provide the employee with a response within seven calendar days, unless it is determined that additional time is required under the circumstances. In this instance, the reason for the delay should be communicated to the aggrieved.

Step 3: If the employee is still dissatisfied after receiving that decision, the employee may file a written grievance with the Personnel Committee within three working days. This Committee will hear the grievance and provide the employee with a written response within five working days, unless additional time is required under the circumstances. The aggrieved will be notified in writing if this is the case.

Any decision rendered by the Personnel Committee, acting for the Session, must be regarded as final and binding on all parties.

Termination, evaluations and salaries are not grievable issues.

APPENDIX I

Revision approved by Commission Dec. 5, 2002

Approved by Session Dec. 18, 2002

Claremont Presbyterian CHILDREN'S CENTER

IV. CPCC Standard of Employee Conduct and Corrective-Action Guidelines

The standards listed below are intended to be illustrative but not all-inclusive of the type of conduct expected of CPC and CPCC employees. They are interpreted below for use by the CPCC employees.

A. Timely and Regular Attendance

Dependability and regular attendance are critical in the child-care field. Unexpected absence or tardiness almost always lessens the quality of care that children are receiving. Planned time off must be arranged in advance with the Center Director.

B. Dependable Application of Time

Employees are expected to apply themselves to their assigned duties during the complete time they are scheduled for work, except for reasonable break times, within the current [California Labor Law](#).

C. Satisfactory Work Performance

Employees are expected to provide LOVING care to children within the guidelines of their job description and are expected to follow the guidelines of the [National Association for the Education of Young Children](#), which are set out in its accreditation criteria. Employees are also expected to be familiar with and observers of the [California State Department of Social Services regulations \(Title II\)](#) and the federal [OSHA health and safety regulations](#). Conditions or circumstances which will prevent employees from performing effectively or from completing their assigned tasks should be reported to the Director as soon as they become known.

D. Appropriately Representing Claremont Presbyterian Church

Each employee is a representative of the CPC while at work. Professional conduct and appropriate behavior are normal expectations of each employee. Professional conduct includes observance of the CPCC Dress Code.

E. Corrective-Action Guidelines

The following guidelines are designed to establish a fair and objective process for correcting or treating unacceptable conduct, to distinguish between less serious and more serious misconduct, and to provide corrective action accordingly. Unacceptable conduct is divided into four categories, according to severity.

- 1. First-Group Offenses** are less serious in nature but require correction in the interest of maintaining a productive and well-managed work force. First-group offenses are usually dealt with first by discussing the need for corrective action with the employee. Repeated first-group offenses of any type will result in oral and then written notices, followed by written probation, and then dismissal.
- 2. Second-Group Offenses** are more serious. Corrective action usually begins with an oral warning backed up by a written notice in the employee's personnel file. Additional offenses will result in a written notice of warning, probation, and then dismissal.

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3. **Third-Group Offenses** will usually result in a written notice of probation for the employee, with dismissal for additional offenses.
4. **Fourth-Group Offenses** are those serious enough that a first incidence would normally result in immediate dismissal.

Each situation will be handled appropriately by management; and while these guidelines may be applied in certain situations, at management's discretion, other solutions may be the management's remedy. However, every incident of corrective action shall be reported by the CPCC Director to the CPC Associate Pastor or current supervisor.

1a. Group One Offenses –Oral Warning

Usually, two oral warnings would result in a written warning; further warnings would then lead to probation and dismissal, regardless of the type of offense from this group.

1. Inadequate or unsatisfactory job performance.
2. Unsatisfactory attendance or excessive tardiness.
3. Inability or unwillingness to work cooperatively and respectfully with other employees and/or parents.
4. Failure to adhere to the Center Dress Code **as defined in the CPCC Staff Handbook**.

2b. Group Two Offenses –Written Warning

The first offense should result in a written warning. Probation and dismissal may follow for additional offenses.

1. Leaving the work site without permission during working hours.
2. Failure to report to work without proper notice to the Director.
3. Failure to follow the Director's instructions, failure to perform assigned work, or failure otherwise to comply with applicable established written policy.
4. Recording time for another employee's time record, or requesting another employee to record time on one's own time record.

3c. Group Three Offenses –Written Notice of Probation

The first offense will result in a written notice of probation. Another offense will result in dismissal.

1. Threatening a child with physical punishment or punishment prohibited by licensing standards.
2. Threatening or intimidating other employees or parents.
3. Disclosing confidential information.
4. Encouraging parents to enroll children elsewhere or other actions that, in the judgment of the Director, represent a clear conflict of interest.

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4d. Group Four Offenses–Immediate Dismissal

The first offense will normally result in immediate dismissal.

1. Administering physical punishment of any kind to a child.
2. Possession or use of alcohol or unlawful use or possession of controlled substances while on the job. Reporting to work under the influence of alcohol or illegal drugs. If your personal conduct suggests such influence, you may be required to be tested immediately by a physician. Failure to receive a negative test report will result in dismissal. The employee will be suspended without pay until the medical report is received.
3. Arrest and/or conviction of a crime, on or off the job that is plainly related to job performance or representation of the CPC or CPCC. An employee arrested and bound over for trial on any felony charge will be suspended without pay until a verdict is reached. If convicted, the employee will be dismissed.
4. Falsifying records of CPC or CPCC.
5. Physical violence or the use of foul or abusive language while on CPC or CPCC property or on the job.
6. Theft or unauthorized possession or removal of CPC or CPCC records or property or those of parents or employees.
7. Leaving a child or classroom unattended, or permitting a child to wander from the Center or its playground.
8. Violating safety rules where there is a serious threat of injury or danger to life.
9. Failure to report to work without notice or satisfactory explanation for more than one day (being absent without permission.)
10. Possessing firearms or weapons at the Center or bringing them to the Center.

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F. Grievance Procedure CPCC

It is the intent of the Claremont Presbyterian Children's Center to maintain and preserve a good working environment. However, whenever a group of people works together, personal problems and complaints may occasionally arise. The important thing is that these problems and issues be discussed so that a solution can be reached. All employees are encouraged to use the following procedures:

- A. If any employee has a complaint or suggestion, it should first be discussed with the Center Director. Most day-to-day problems can be resolved through this kind of communication.
- B. If the matter is not satisfactorily resolved at that level by the Director, the employee may contact the Claremont Presbyterian Church Associate Pastor or other ordained staff.
- C. If still not satisfied, the employee may submit the problem in writing, to the Chairperson of the Claremont Presbyterian Church Personnel Committee. The decision of the Church Personnel Committee, acting for the Session, will be final.

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U. CPC Staff Position Descriptions

Job Description Pastor

Purpose

The position of Pastor is to minister the Word and Sacrament to members, friends and visitors of the Claremont Presbyterian Church. Expectations include strong preaching and worship leadership, love and care for congregants. Additionally, he/she will serve as head of staff by providing for the personnel management of the staff.

Accountability

The Pastor is accountable to the presbytery through the Committee on Ministry and the session through the chair of the Personnel Committee. Endorsement of his/her annual review is by the clerk of session.

Responsibilities

1. Provide regular worship, frequent preaching, administration of the Sacraments, creative leadership and working collaboratively with staff and lay leaders to move CPC toward realizing goals set in the Ministry Study.
2. Articulate and interpret the gospel in relation to social justice issues and enable local and global mission work.
3. Oversee an active children and adult Christian education program, connecting to a theologically diverse congregation.
4. Teach upon occasion-weekly education classes, both children and adult, new member classes, confirmands, other special educational events and to be ultimately responsible for the multi-faceted programs of CPC.
5. Moderate the session.
6. Provide for church governance with standing commissions/committees, task forces, Support for CPC mission giving and doing.
7. Provide administrative leadership including supervising and evaluating the staff.
8. Oversee and participate in ecumenical and interfaith activities including the annual Temple Exchange, the relationship with Emmanuel Hispanic Presbyterian Church, the Claremont Ecumenical Council, the Pomona Inland Valley Council of Churches and possibly the Mobilization for the Human Family and Covenant Network of Presbyterians.
9. Maintain the congregation's high profile in the Presbytery of San Gabriel, the synod and General Assembly.
10. Provide for financial leadership including the administration of the operating budget as well as insuring management of Long-term fiscal matters.
11. Oversee and participate in home and hospital visitations, as well as other pastoral care duties.
12. Oversee facilities and church Campus.

Evaluation

There is an annual review as determined annually by the Personnel Committee.

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Job Description

Associate Pastor for Outreach/Director of Outreach

1. Outreach to younger generations

Build relationships with individuals and organizations in our community in order to identify opportunities for ministry with generations that are under-represented in our congregation.

Effectively employ social media to engage with people and groups within the community who are not currently engaged with our congregation or its ministries.

Develop a plan to identify and respond to the spiritual needs of this segment of our community.

2. Children and Youth ministries

Build relationships with individuals and organizations in our community in order to identify opportunities for ministry with youth and children in the wider community and explore potential for creative collaboration and partnerships.

Build relationships with children, youth and their families within our congregation. Evaluate our current models for children's and youth ministry and work toward models that better respond to the needs and challenges of 21st century families.

Recruit and train volunteers for working with children and youth ministries.
Facilitate curriculum planning for children and youth.

3. Equipping CPC members for outreach

Help members be articulate about their vision for the church and its mission.
Guide members in networking and accepting invitations in the community so the church is present in community life.
Be alert to ways the church can add value to the community through outreach.

4. Children's Center chapel/supervise director

Be the primary staff contact with the Claremont Presbyterian Children's Center. Lead weekly chapel for pre-school classes. Develop relationships with parents. Supervise Children's Center Director. Build awareness and enthusiasm for the work of our Children's Center among members of the congregation.

5. Shepherding new ministries related to younger generations (Waffle Church, Youth Micro-grants, etc.)

During its 60th Anniversary Capital Campaign, Claremont Presbyterian Church established a fund for New Initiatives in Ministry and Mission. The Associate Pastor for Outreach/Director of Outreach will look for creative ways to use some of these funds for outreach to younger generations and shepherd new ministries that develop.

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Claremont Presbyterian Church

JOB TITLE: ADMINISTRATIVE ASSISTANT, FINANCE AND PERSONNEL

CLASSIFICATION: Part time, exempt

BASIC FUNCTION:

Under the direction of the Head of Staff maintain the financial and personnel records of the Church in accordance with generally accepted standards which comply with requirements of reporting to the Session, the congregation, the Presbytery and the General Assembly

REPRESENTATIVE DUTIES

When in the Church office, answer the phone and greet visitors E

Assist the Church Treasurer and the Chair of the Property and Finance Commission in the preparation of annual church budget E

Coordinate with the Church Treasurer to create and publish all necessary monthly financial reports E

Execute all payables in a timely manner and properly record payments in the accounting system E

Accept receivables and properly record the payments in the accounting system E

Receive the weekly deposit report from the volunteer counters and properly record the receipts in the accounting system E

Prepare monthly bank account reconciliations E

Record all pledges, bequests, special offerings and stock transfers and inform the pastor for bequest acknowledgement E

Maintain the confidential current and historical pledge records E

Accurately prepare and distribute quarterly and annual giving statements E

Provide clerical support to the Stewardship Committee during the pledge campaign E

Maintain the Church's confidential personnel records E

Coordinate with the Head of Staff and Personnel Committee to place ads for employment, answer inquiries regarding available positions, collect and review applications, and schedule and participate in employment interviews E

Ensure that new employees complete all required employment paperwork including the completion of a criminal record check before their first day of service E

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Administrative Assistant, Finance and Personnel (Cont.)

Compile and interpret budget and expenditure data
Accurately prepare detailed financial reports
Follow technical or complex written and oral instructions
Establish and maintain cooperative and effective working relationships with others.
Meet schedules and time lines.
Add, subtract, multiply and divide quickly and accurately.
Communicate effectively both orally and in writing.
Work independently with little direction.
Maintain records and prepare reports.
Work confidentially with discretion.
Operate a computer terminal and other office machines.
Maintain work pace appropriate to given work load.

EDUCATION AND EXPERIENCE

Coursework at a college or university with an emphasis in business administration, accounting, auditing or a closely related field. Two years of experience in the preparation and analysis of fiscal operating and budget data preferred. Five years of documented successful experience in an accounting, personnel or business administration position may be substituted for the coursework requirement..

WORKING CONDITIONS:

Environment:

Work requires being in an office environment .
Work is subject to interruption by emergent needs at the site.
Subject to working under inflexible deadlines
Occasional contact with difficult individuals or individuals in distress

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Publications/Communications Coordinator Part-Time, Non-Exempt Position

Under the direction of the Head of Staff, the Publications/Communications Coordinator works with the staff and appropriate church committees to present CPC to the congregation and to the community through both print and online media.

Responsibilities

- Maintain, update, and improve website
- Create print media, including weekly and special worship bulletins, monthly newsletter, postcards, brochures, etc.
- Manage social media accounts such as Facebook, Instagram, etc.
- Produce weekly e-newsletter
- Work with staff and appropriate Commissions to strategize around internal and external communications, and implement strategy
- Work with Stewardship Committee to create and distribute annual stewardship materials

- Recruit and manage volunteers for office help, such as large mailings
- Other tasks related to Communications as assigned

Skills/Qualifications

- Ability to manage multiple tasks at once
- High level of organization and time management
- Ability to create publications for internal (eg. bulletin, postcards) and external (eg. web content, newspaper releases, banners) uses
- Attention to detail, including strong writing, proofreading, and fact checking abilities
- Strong interpersonal skills, and an ability to collaborate with coworkers and volunteers
 - Experience with office technology and an ability to do basic troubleshooting
- Familiarity with (need list of programs Jo uses)
- Proficiency with social media platforms (e.g. Flickr, Instagram, Twitter, Facebook)
- Ability to meet weekly deadlines
- Ability to work creatively and strategically as a self-starter in concepts and projects

Relationships

The Publications/Communications Coordinator is supervised by the Head of Staff. S/he works collaboratively with other staff members and church volunteers

Evaluation: After the probationary period, there is an annual Review directed by the Personnel Committee

Hours and Compensation: Determined by Personnel Committee and approved by Session

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Claremont Presbyterian Church Manual of Operations March, 2023

Claremont Presbyterian Church

JOB TITLE: FACILITIES MANAGER

CLASSIFICATION: Part time, exempt

BASIC FUNCTION:

Under the direction of the Head of Staff provide overall supervision of the maintenance and upkeep of all church facilities.

REPRESENTATIVE DUTIES

Provide direct supervision to the church custodians. Direct the daily work and schedule of the custodians to keep all building neat and clean. E

Regularly inspect all church grounds and buildings and identify needed cleaning, upkeep, and maintenance. E

Provide liaison with the landscape maintenance contractor to ensure that all landscaping is properly maintained. E

Assure that all HVAC equipment, water heaters, and fire extinguishers are regularly inspected and maintained in working order. E

Provide advice and guidance to the Church Property and Finance Commission as requested. E

Consistent with Church policy arrange for the work of outside contractors to provide minor or emergency repairs. E

Solicit bids from appropriate contractors on behalf of the Church Property and Finance Commission Bid Committee E

Meet with the Bid Committee to provide advice and guidance as requested. E

Provide technical guidance to the Bid Committee on project contracts. E

Supervise the work of outside contractors and inspect all projects on completion to ascertain compliance with the contract. E

Attend the monthly Church Property and Finance Commission meetings and provide updates to the Commission on needed repairs and progress on any current maintenance, repair or facility improvement projects E

May prepare related written reports as requested or directed. E

Performs related duties as assigned.

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Facilities Manager - Continued

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- General facilities maintenance and cleaning
- Scheduling of custodial work to maximize efficiency and cleanliness
- Scheduling and completion of site and equipment inspections
- Sufficient knowledge of trades to supervise the work of outside contractors
- Personal supervision of subordinates to maximize effectiveness

ABILITY TO:

- Learn and apply laws rules specific to the area of supervision
- Instruct and train others on cleaning and light maintenance procedures
- Evaluate the work of custodians and contractors
- Supervise effectively
- Communicate effectively in oral and written English
- Function as a member of a team in the maintenance and cleaning of the church facilities

EDUCATION AND EXPERIENCE

High school graduate or equivalent. Evidence of at least five years of successful employment in maintenance supervision may be substituted for high school graduation. Prior experience in custodial and maintenance fields preferred.

WORKING CONDITIONS:

Environment:

Work requires being in both an office environment and outdoors. Work is subject to interruption by emergent needs at the site. Subject to responding to emergency situations.

Claremont Presbyterian Church Manual of Operations March, 2023

Claremont Presbyterian Church

Custodian/Maintenance Full-time Non-Exempt Position

Purpose

The position of Custodian is to provide custodial services to the members and guests of the Claremont Presbyterian Church.

Accountability

The Custodian is accountable to the Session through the Property and Finance Commission with daily supervision by the Office Manager. Endorsement of his/her annual review is by the Head of Staff.

Responsibilities

1. Keeps the buildings and grounds clean and in good repair. Including minor electrical and plumbing repairs.
2. Alerts the Office Manager to maintenance needs that are beyond his/her ability or are more time consuming than the job allows.
3. Sets up rooms for weekday and weeknight events.
4. Monitors building security and ensures that rooms are locked at the end of each business day.
5. Monitors and purchases janitorial supplies as directed by the Office Manager.
6. Works approximately one hour each day in the Claremont Presbyterian Children's Center with tasks determined by the Children's Center Director in consultation with the Office Manager.
7. Ability to lift 50 pounds.

Relationships

The Custodian works with all members of the staff and many members of the congregation and community. All requests for services must go through the church office and be coordinated by the Office Manager. Custodian reports to the Office Manager at the beginning of each work day to be alerted to special needs and to prioritize tasks.

Evaluation

After the 90 day probation there is an annual review as determined by the Personnel Committee.

Compensation

Compensation shall be determined by the Personnel Committee of the Session and approved by the Session.

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Regular Service and Maintenance

Checklist to Review Daily

- Ensure that all doors to rooms not in use are locked.
- Check to make sure that all exterior doors on the campus are locked at the end of the day.

Checklist to Review Weekly

- Check to see if there are holes in floors, sidewalks or other walking surfaces and notify Office Manager to get repaired.
- Check to see that aisles and passageways are clear in buildings.
-
- Check to see that all ladders, and other custodial tools and equipment are in good working condition. Make sure that they are stored in a secure location.
- Ensure that hazardous substances are identified as such (those items which may cause harm by inhalation, ingestion, skin absorption or contact).
- Check to see that church property is stored in such a way that it minimizes the risk of catching on fire.
- Ensure that electrical enclosures have tight-fitting covers or plates.
- Look over grounds to note if any sprinklers are not in working order.

Monthly

- Check for any blockage of landscape drains.

Quarterly Inspections

- Check to see if any locks need lubricating.
- Check smoke alarms in church buildings and in the Children's Center.

Three Times a Year

- Change furnace filters (when completed, please report to Office Manager for record-keeping purposes).

Twice a Year

- Check rain gutters for debris and clean out if necessary.

Annually

- Check toilet seals, faucets in all sinks, drain pipes under all sinks, and water pipes both inside and outside for signs of leaking.

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Regular Cleaning

Daily

- At the beginning of each morning except Friday when the gardeners come, blow Children's Center playground to clear leaf debris. Collect any trash that might be on ground.
- Collect trash (both regular trash and trash for recycling) throughout the church campus on a daily basis.

Once Per Week

- Clean floor in Fellowship Hall.
- Vacuum and dust the sanctuary and clean the bathrooms in the sanctuary.
- Vacuum classrooms (PYG room, Room 7, Room 1, Southwest Room, Chapel)—this can be done once per month during the summer.
- Clean bathrooms in Music Building, dust, and clean the floor.
- Sweep sidewalks on interior of the campus (the regularity of doing this may be dependent on the season).
- Clean the kitchen (wipe counters, cabinets, clean the floor, and check the refrigerators for expired food).
- Touch up cleaning on windows in Children's Center.
- Clean tables used for set ups (when being used regularly).

Once a Quarter

- Clean windows in all buildings.
- Turn cushions in pews over, dusting and cleaning as necessary.

Twice a Year

- Treat floor in chancel area of sanctuary.
- Treat pews.
- Clean cushions on pews.

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Claremont Presbyterian Church

Weekend Set-up/Custodian Part-Time Non-Exempt Position

Purpose:

The position of Weekend Set-up/Custodian is to provide services to the members and guest of the Claremont Presbyterian Church.

Accountability:

The Weekend Set-up/Custodian is accountable to the Session through the Property and Finance Commission with weekly supervision by the Office Manager. Endorsement of his/her annual review is by the Office Manager.

Responsibilities:

1. Keeps the building and grounds clean.
2. Sets up rooms for weekday, weeknight and weekend events.
3. Sets up for Sunday Coffee Hour.
4. Sets up Welcoming Center are on Sundays

Relationships:

The Weekend Set-up/Custodian works with all members of the staff and many members of the congregation and community. All request for services must go through the church office and be coordinated by the Office Manager.

Evaluation:

After the 90-day probation period there is an annual review as determined by the Personnel Committee.

Compensation:

Compensation shall be determined by the Personnel Committee of the Session and approved by the session.

Claremont Presbyterian Church Manual of Operations March, 2023

Claremont Presbyterian Church

Job Title: Children and Youth Ministries Coordinator

Classification: Part time, non-exempt

Basic Function: Under the direct supervision of the Associate Pastor for Outreach provide the coordination for the implementation of plans and activities supporting the spiritual formation of children and youth.

Representative Duties:

Weekly Spiritual Formation

- Recruit teachers and assistants for weekly Sunday classes
- Select, submit for approval, and order curriculum
- Schedule teachers and send email reminders to them about their teaching responsibilities
- Help teachers, as needed, to plan and implement lessons and activities

Vacation Bible School (VBS)

- Select, submit for approval, and order curriculum
- Recruit, train, and plan with volunteers
- Coordinate the registering children to be part of the VBS program
- Coordinate the implementation of the VBS program

Advent/Christmas

- Organize, recruit and purchase materials for the Advent Workshop
- Assist as needed with the Christmas Pageant

Waffle Church/Village Dinner Church/ Family Activities

- Recruit and coordinate meal crews
- Assist, as directed, in the planning and implementing of events

Youth

- Assist, as directed, with the organization and implementation of a Junior High youth program

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Children and Youth Ministries Coordinator – cont.

- Promote youth attendance at camps and Tapestry activities

Other

- Attend monthly Education and Leadership Commission Meetings
- Attend meetings with Associate Pastor and with the church staff as directed
- Keep the resource room organized

Other duties as reasonably assigned.

Knowledge and Abilities

Knowledge Of:

- o Planning and organizing activities
- o Appropriate content of spiritual formation curriculum for youth
- o Supervision of children and youth
- o Appropriate use of email and social media for organizational communication
- o Effective participation in meetings

Ability to:

- o Read and follow directions
- o Read and interpret spiritual formation curriculum
- o Clearly communicate orally and in writing
- o Function as a member of a team

Education and Experience

High school graduation or equivalent

College coursework in education or related field desirable

Work experience with the teaching and/or supervision of children and youth desirable

Working Conditions

Work will require being both indoors and outdoors. Most work activities will include working with groups of adults and/or children and youth. Work may include having to deal with disagreeable or uncooperative individuals (or rather different personalities).

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March, 2023

Job Description (Original Date 03/18/2021):

- **Livestream Worship & Tech Coordinator**
- Part time: 10-15 hours per week including in-person work on Sundays and holidays.
- Reports to Senior Pastor

The role of Worship Tech Coordinator is to take the lead in overseeing the livestream and audio visual worship needs of the Church; including leadership of volunteer technical teams for Sunday Morning Services and other worship events needing production and tech support. The right candidate has sufficient technical abilities to help advance our live-stream ministry.

Claremont Presbyterian Church (CPC) is a mid-sized, mainline church with a commitment to a progressive and inclusive theological witness and high quality traditional worship. Our pastoral staff offer prophetic sermons that speak to Christ's call for the church to be agents of social justice. Our worship services are on Sundays at 10:00AM for one hour and involve all ages who participate in choral, handbell, organ, and other instrumental music. Other events such as jazz vespers, congregational meetings, adult education, and invited speakers are other events that take place on the church campus that may be recorded or live streamed.

Claremont Presbyterian Church strives to provide a work environment that is free from discrimination and unlawful harassment. We will not permit discrimination or harassment on the basis of race, color, religion, sex, pregnancy, sexual orientation, national origin, ancestry, age, marital status, military status, veteran status, disability, handicap, or any other legally protected category under applicable federal or state law.

Duties:

1. Support of Live Stream for Sunday morning worship is the number one priority of this position.
2. The Technical Coordinator will oversee all technical aspects to include but not limited to:
 - a. Sound set up and maintenance including wireless lapel microphones
 - b. Computer graphics including creating lyrics and other text in ProProducer as required
 - c. livestream and video presentation, both live and pre-recorded, of Sunday morning services.
3. Lead our tech team by training, assisting, scheduling and coordinating tech arts volunteers. Work with clergy and lay staff to identify and recruit tech team members.
4. Build a community of tech volunteers rooted in CPC's mission of hospitality, nurture, mission and inclusion.
5. Collaborate with the Pastor and Director of Music in the production and development of our worship services, and other gatherings as necessary and ensure appropriate level of media support. In addition to onsite live streaming, this may include actual production of pre-recorded service elements.
6. Research and develop new ways to broadcast/stream media via satellite, fiber, and the web to our local retirement communities and the wider online community.
7. Ensure CPC maintains audio and video archives of worship services.
8. Assist staff and volunteers in mastering AV technology, empowering and equipping our CPC team to use technology in discipleship and ministry.
9. Coordinate volunteers and assist with special services such as weddings or funerals as needed.
10. Assist the leadership team in securing equipment bids/upgrades as projects develop.
11. Understanding of preparing recorded material for linking to the church website is a plus
12. Assess future technology needs and work to implement purchase strategies and timelines in coordination with the Tech task force or committee and the business office.
13. Responsible for maintaining inventory of purchases, technology, passwords, etc.

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14. Practice excellent stewardship of church funds.
15. Ability to oversee tech interns.
16. Perform other duties as assigned.

Qualifications:

- Working knowledge of current audio, video, livestream, social media technology, lighting and video production systems in a live worship setting.
 - Experience or familiarity with running a live stream via OBS to platforms such as Vimeo, Facebook, YouTube for streaming the services and special events
 - Experience with presentation software such as ProPresenter or similar programs for creating slides and lower thirds and/or other methods of creating animated titles, displaying lyrics, etc.
 - Familiarity with Blackmagic switchers, MAC and PC computer hardware and trouble shooting including regular minor maintenance and troubleshooting. Networking knowledge would be a plus.
 - Understanding PTZ Optics cameras (or similar) and the interfaces and image influences such as SDI, USB, and HDMI connections and lighting levels.
 - Familiarity with Viewsonic projectors
-
- Ability to setup and support ZOOM meeting for live stream
 - Ability to think quickly and react/troubleshoot appropriately in high stress situations
 - Understanding of audio mixing with either an analog or digital sound system for both the in-house worship and stream.
 - May be called upon for lifting, pulling, climbing, bending, carrying, and pushing as needed to set up activities and events. Ability to lift 50 pounds preferred.
 - Understanding of video storytelling and editing experience for creating videos for broadcasting during the service (promotions, announcements, etc.)
 - Commitment to an inclusive vision of ministry that affirms all people as having sacred worth.
 - Ability to teach and lead others all aspects of online technology relevant to CPC requirements
 - Good communication and interpersonal skills.
 - Previous team oriented volunteer experience is a plus.
 - Appreciation of traditional mainline worship
 - Strong organizational skills

Other notes:

- Competitive salary based on experience and education
- CPC does not discriminate on the basis of race, color, gender, sexual orientation, gender identity, or national or ethnic origin.
- Job Type: Part-time – 10 to 15 hours per week
- Pay: \$18.00 + per hour depending on experience

Work Location: 1111 N. Mountain Ave., Claremont CA 91711

Hours per week: 10-15

Company's website: www.Claremontpres.org.org

Company's Facebook page: www.facebook.com/claremontpres

Work Remotely: Some worship preparation can be done remotely all services and events are in-house only.

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March, 2023

2017

Director of Music Part Time Exempt Position

Purpose:

The Director of Music works with the Pastors and Worship and Music Commission to create meaningful worship services that create opportunities for people to experience God's Holy Spirit at work through Word and Sacrament. Choral and instrumental music is an important element of worshipping God at Claremont Presbyterian Church.

Responsibilities:

1. Rehearse and direct the Sanctuary Choir, and, at the Director's discretion, other choral or instrumental ensembles. Choir preparation and participation includes one 90 minute rehearsal mid-week, one 30 minute warm-up prior to Sunday worship, and our 10:00 a.m. worship service itself. In addition, choir rehearses and participates in special worship services such as Christmas Eve, Maundy Thursday, etc. Additional rehearsal time may be necessary in preparation for big events or major holidays.
2. Organize music volunteers for various tasks such as: robe care, maintenance of music library, communications, planning, equipment repair, social events, trips, hospitality for visiting soloists or choral groups and ongoing recruitment of new choir members.
3. Collaborate with the pastors, other music staff, and Worship and Music Commission to make long range plans for worship themes and services. Select music appropriate for chosen themes and liturgical seasons. Allow sufficient rehearsal time for choir to sing with confidence. Assign soloists or players with enough advance notice to prepare adequately.
4. Assist in preparing annual budget for the music program. Monitor expenditures through the year to ensure the program is operating within its budget. On occasion, work with choir to present a fundraising concert to raise additional funds for music ministries.
5. Meet weekly with Pastor. Attend church staff meetings as requested. Attend regular meetings of the Worship and Music Commission.
6. Supervise other music staff.

Accountability: The Director of Music is accountable to the Head of Staff

Evaluation: At start of employment, there is a 90 day review. After the 90 day probation period, the Director is evaluated annually by supervisor and the evaluation is reviewed by the Personnel Committee.

Compensation will be determined by the CPC Personnel Committee and approved by Session Benefits and Time Off will be consistent with the CPC Personnel Policy Manual.

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2017

Organist Part Time Exempt Position

Purpose

The Organist works with the Pastors, other music staff and the Worship and Music Commission to create meaningful worship services that create opportunities for people to experience God's Holy Spirit at work through Word and Sacrament. Choral and instrumental music is an important element of worshipping God at Claremont Presbyterian Church.

Responsibilities

1. Serve as church organist/accompanist at regular choir rehearsals, Sunday morning worship services, and special worship services such as Christmas Eve, Maundy Thursday, etc. Rehearse with and accompany soloists as necessary.
2. Serve as organist/accompanist for weddings and memorial services at CPC. If not available, arrange for Assistant Organist to play, or provide list of appropriate substitutes.
3. Serve as organist/accompanist for special concert performances of the Sanctuary Choir and for any additional rehearsals associated with such performances.
4. Meet regularly with Pastor and other staff for long range planning of worship themes and services. Select appropriate music for Preludes, Postludes, and Offertories for worship themes and seasons.
5. Make recommendations to Worship and Music concerning proper maintenance of the organ and pianos as well as policies for their use, future enhancements and security. Help establish job descriptions or policies for any assistant organists, substitutes or interns.

Accountability: Organist is supervised by the Director of Music, except in cases where the two positions may be combined. In this case, the supervisor will be the Head of Staff.

Evaluation: At the start of employment, there is a 90 day review and evaluation. After the probationary period, the Organist is evaluated annually by supervisor and the evaluation is reviewed by the CPC Personnel Committee

Compensation is determined by the CPC Personnel Committee and approved by Session. Honoraria for each wedding and memorial service are paid by those requesting the service in accordance with a scale approved by Session.

Benefits and Time Off will be consistent with the CPC Personnel Manual.

Claremont Presbyterian Church Manual of Operations

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Adapted and Updated 2014

Nursery Personnel

Nursery Director

Part-time Non-Exempt Position

Purpose

This position provides childcare services to the members, friends and visitors of the Claremont Presbyterian Church as well as Christian Education for the toddlers and young children in the nursery on Sunday mornings.

Accountability

Nursery Personnel are accountable to the Director of Ministry for Children and Families and the Christian Education and Leadership Commission. The Nursery Director will work with the Commission to assure quality childcare and programming. In the event of any concern regarding nursery care, the Nursery Director should contact the chair of the Christian Education and Leadership Commission or one of the pastors as soon as possible.

Responsibilities

The primary responsibility of the Claremont Presbyterian Church Nursery Director is to insure appropriate supervision and safety of children in the CPC nursery during the Sunday morning services. This includes:

- ❖ Providing childcare for infants and children up to kindergarten on Sunday mornings and during any special church events (i.e. Vacation bible School and occasional evening services).
- ❖ Plan and lead weekly musical education (with the help and direction of the Children's Music Director) to the toddlers and young children attending the nursery during the service hour.

The **Nursery Director** is considered the primary caregiver in the facility. He/She:

1. Welcomes children and parents to the nursery, and monitors their arrival and departure.
2. Maintains a check-in and check-out roster.
3. Coordinates activities and care of children with the Nursery staff and any volunteers.
4. Leads children from *Time with the Children* in the sanctuary to the nursery in a safe and orderly manner.

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Nursery Supervisor

Part-time Non-Exempt Position

Purpose

This position provide childcare services to the members, friends, and visitors of the Claremont Presbyterian Church.

Accountability

Nursery personnel are accountable to the Pastor or Associate Pastor and the Education & Leadership Commission. The Nursery Supervisor will work with the Commission to assure quality childcare and programming.

Necessary Skills and Qualifications

1. Ability to observe and respond to children's' needs, emergencies, and conflicts.
2. Ability to lift 1-30 pounds from floor to waist three to five times in a two hour period.
3. Ability to communicate with children, staff, and parents verbally and in writing.
4. Ability to recruit, supervise, and work effectively with volunteers and a second nursery support staff member (Nursery Supervisor only).
5. Comfort teaching in a Christian Child Care environment.
6. Ability to evaluate and teach curriculum selected in consultation with the Associate Pastor for Outreach and Education & Leadership Commission (Nursery Supervisor only).
7. 21 years of age or older.

Responsibilities:

The primary responsibility of the Claremont Presbyterian Church Nursery Personnel is to create a caring atmosphere for infants and children up to second grade on Sunday mornings and other times as agreed

The **Nursery Supervisor** is considered the primary caregiver in the facility. He/She

1. Welcomes children and parents to the nursery, monitoring their arrival and departure.
2. Coordinates activities and care of children with the Nursery Attendant and any volunteers.
3. Leads nursery care children from the *Time with The Children* in the sanctuary to the nursery in a safe and orderly manner.
4. Maintains and properly stores an adequate supply of healthy snacks.
5. Clean up of nursery area after children depart.

The current schedule of worship services dictates that the hours of operation for the nursery are from 9:00am to 11:15am. The ending time may actually be sooner or later upon occasion, depending on the length of the 10:00am worship service. Staff is expected to arrive 15 minutes prior to set up and to tidy up the space once all children have been picked up by their parents. Thus, most Sundays the total hours will be 9:00am-11:30am. Any adjustments to these times and/or additional event needs will be discussed in advance with Nursery Personnel.

The Nursery Personnel should contact their immediate supervisor in the event of illness or other reason for absence as soon as possible so that arrangements for a replacement(s) can be made.

If interested, please contact Associate Pastor Brian Gaeta-Symonds brian@claremontpres.org.

Revised 01/25/2019

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Sunday School Nursery and Toddler Room Care Giver

Part-time Non-Exempt Position

Purpose

This position is to provide services to the members, friends, and visitors of the Claremont Presbyterian Church with special attention.

Accountability

The Sunday School Nursery and Toddler Room Care Giver is accountable to the Director of Children's Ministry, Christian Education and Leadership Commission and the Associate Pastor.. The Sunday School Nursery and Toddler Room Care Giver will be supervised by the Director of Children's Ministry.

Responsibilities

1. Greet parents and children, members and especially visitors, as they arrive. Make them feel welcome and comfortable.
2. Supervise children indoors and outdoors as needed.
3. Maintain a sign-in sheet and location information of each child's parent and report accidents, incidents, or injuries.
4. Treat each child and their parents with dignity and respect. Provide a "Loving" atmosphere.
5. Maintain adequate supply of snacks and drink to distribute at 10:00 hour. Report any needs to the Director of Children's Ministry. Ensure that the snack and drink are returned to the proper storage place to maintain freshness for the following week.
6. Put out the Nursery sign and parent volunteer sign-up sheet each week. Return it to the Children's Ministries office when all the children are signed-out.
7. Able to observe, see, hear and respond to children's needs, emergencies, and conflicts through the morning.
8. Able to lift 0-30 pounds from floor to waist high, 3-5 times in a 2 hour period.
9. Able to communicate to children, staff, and parents verbally and in writing. Able to work effectively with parent volunteers.
10. Able to reach a child 20-30 feet away within 10 seconds without danger to the staff person's health or that of the child.
11. Regular attendance to provide consistent supervision and evaluation of the children, and be comfortable teaching in a Christian Children's Center environment.

Relationships

This position works with members of the staff, and the congregation.

Evaluation

After a 90-day probationary period, there is an annual review as determined by the Personnel Committee.

Compensation

Compensation shall be determined by the Personnel Committee of the Session and approved by the Session.

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Sunday Nursery and Toddler Room Care Giver

Nursery Assistant

Part-time Non-Exempt Position

Purpose

This position is to provide services to the members, friends, and visitors of the Claremont Presbyterian Church with special attention to their nursery and toddler aged children.

Accountability

The Nursery Assistant is accountable to the Associate Pastor for Outreach. The Nursery Assistant will be supervised by the Nursery Supervisor.

Responsibilities

The Nursery Assistant is to work under the direction of the Nursery Supervisor. He/she assists as directed. Any questions, concerns, or absences should first be brought to the attention of the Nursery Supervisor. If further concerns exist, the Nursery Assistant may contact a member of the Education & Leadership Commission.

Duties Include:

1. Greet parents and children, members and especially visitors, as they arrive. Make them feel welcome and comfortable.
2. Supervise children indoors and outdoors as needed.
3. Maintain a sign-in sheet and location information of each child's parent and report any and all accidents, incidents, and injuries.
4. Treat each child and their parents with dignity and respect. Provide a "loving" atmosphere.
5. Report any needs to the Nursery Supervisor.
6. Put out the Nursery sign-in sheet each week. Return it to the main office when all the children are signed-out.
7. Able to observe, see, hear and respond to children's needs, emergencies, and conflicts throughout the designed work shift.
8. Able to lift 0-30 pounds from floor to waist high, 3-5 times in a 2-hour period.
9. Able to communicate to children, staff, and parents verbally and in writing. Able to work effectively with parent volunteers.
10. Regular attendance to provide consistent supervision and evaluation of the children, and be comfortable teaching in a Christian Children's program environment.

Relationships

This position works with the members of the staff and the congregation.

Compensation & Evaluation

Compensation shall be determined by the Personnel Committee of the Session and approved by the Session, which shall not be less than minimum wage. There is an annual review as determined by the Personnel Committee.

Screening

All Nursery staff will agree to an online criminal background check.

All Nursery staff will complete the Children & youth ministry application and will read and sign the CPC Safe Church Policy.

All Nursery staff must show proof of valid infant and child CPR and First Aid certification at hire or before beginning work.

Must be at least 18 years of age.

Revised: Feb. 16. 2020

V. CPCC Staff Handbook



Claremont Presbyterian CHILDREN'S CENTER

A Loving Place to Grow and Learn

STAFF HANDBOOK 2022



Year Round Program
State Licensed #191501334, 191593920

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Claremont, CA 91711
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Revision approved by Commission Sep. 25, 2018

Approved by Session Sep.26, 2018

Philosophy of CPCC

The Claremont Presbyterian Children’s Center believes in providing a safe, nurturing and challenging environment that recognizes and develops the whole child including the social, physical, creative, emotional and cognitive development of young children. Our curriculum consists of an integrated combination of NAEYC Developmentally Appropriate Practice (DAP) and an emergent curriculum. We design our curriculum to establish a “flexible curriculum framework” in all of our classrooms and outdoor environments.

1: Relationships

Positive Relationships

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Our program promotes positive relationships between and among all children and adults to support each child's sense of belonging and to foster each child's ability to be a part of a community.

Teachers and Children

The relationship the teacher has with each child provides the basis for providing individualized care and instruction to the child and being aware and sensitive to their needs and growth. Teachers' interactions with children are responsive to the individual needs of the child as they support and nurture each child's growth and development. Corrective action is considered a learning opportunity and is provided through positive and loving guidance, as described in Conscious Discipline.

Social and Emotional Learning

As Maria Montessori stated, there must be connection before correction. In our work as teachers this connection lays the foundation for the social and emotional and learning (SEL) of the children in their care. Social/Emotional learning is the foundation of all learning and growth.

Becky Bailey, the creator of Conscious Discipline, based her approach on brain science, and makes clear that only a regulated adult will be able to foster the self-regulation in a child that will enable them to learn and thrive. We all experience different brain states: survival state (am I safe?), emotional state (am I loved?), and executive state (what can I learn from this?). Children can only learn in the executive state, and a teacher's work is to ensure that children are and feel safe and loved in order for them to thrive.

Teachers need to recognize children's (and adults') behaviors to reveal their brain state and respond accordingly:

- A child in survival state may be kicking, hitting, biting, running, yelling, or withdrawing. They may avoid eye contact, resist touch and language, and may be tense in body and face. Teachers provide a structured, predictable environment and routine in the classroom. The message to the child through the environment and the teacher's language and actions is that they are safe and the teacher will help keep the child safe.
- A child in an emotional state may use social aggression, name calling, and other negative language. Teachers guide the dysregulated child through their distress with empathy, choices, encouragement, and the assurance that they can handle their emotions. The connection leads to cooperation and wires the brain for impulse control and willingness
- A child in an executive state can express themselves verbally, make choices, ask for help, reflect and plan, pivot and be ready to learn a new skill, with guidance see impact on others, and be caring and motivated. The problem-solving that is possible in this state helps to generalize social, emotional and communication skills to achieve win-win goals.

In her work, Becky Bailey explains that by using the seven powers of self-control, the adult shifts their focus from blame to solutions, from guilt to action, from punishment to teaching, from reasoning to results, and will allow the adult to look at life through a lens of love rather than a lens of fear. Becky Bailey explains that from these powers emerge the corresponding basic discipline skills that then teach values for living.

The seven powers with the corresponding discipline skills and values are:

1. The **power of perception**: no one can make you angry without your permission. The **skill of composure**: living the values you want your child to develop. This teaches **integrity**.
2. The **power of attention**: what you focus on, you get more of. The **skill of assertiveness**: being authoritative and being heard. This teaches **respect**.

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3. The **power of free will**: the only person you can make change is yourself. The **skill of making choices**: building self-esteem and willpower. This teaches **commitment**.
4. The **power of unity**: focus on connecting instead of trying to be “special.” The **skill of encouragement**: honoring children so they can honor you. This teaches **interdependence**.
5. The **power of love**: see the best in one another. The **skill of attributing positive intent**: turning resistance into cooperation. This teaches **cooperation**.
6. The **power of acceptance**: this moment is as it is. The **skill of empathy**: handling the fusses and the fits. This teaches **compassion**.
7. The **power of intention**: conflict is an opportunity to teach. The **skill of consequences**: helping children learn from their mistakes. This teaches **responsibility**.

Guidance and Discipline of Children

To help children thrive, CPCC teachers use positive guidance in order to foster each child’s social and emotional growth. Teachers respond to children’s negative emotions (hurt, fear, anger) by offering developmentally appropriate comfort, support and assistance.

Under **NO** circumstances is it permissible for staff to use any form of physical punishment, psychological abuse, or coercion when disciplining a child. Appropriate use of restraint for safety reasons is permissible.

Examples of physical punishment: shaking, hitting, spanking, paddling, slapping, jerking, squeezing, kicking, biting, pinching, excessive tickling, and pulling of arms, hair, or ears; requiring a child to remain inactive for a long period of time.

Examples of psychological abuse: shaming, name calling, ridiculing, humiliation, sarcasm, cursing at, making threats, or frightening a child; ostracism, withholding affection.

Examples of coercion: rough handling (shoving, pulling, pushing, grasping any body part); forcing a child to sit down, lie down, or stay down, except when restraint is necessary to protect the child or others from harm; physically forcing a child to perform an action (such as eating or cleaning up).

Teachers shall observe the personal rights of each child listed above and as outlined in California Department of Social Services Personal Rights document, LIC 613A.

2: Curriculum

Curriculum

NAEYC Developmentally Appropriate Practice (DAP) is applied in our curriculum by focusing on two extremely important areas of child development: age appropriateness and individual appropriateness. Our teachers use both DAP and emergent curriculum when planning, thus providing experiences that are relevant to the young child. Our teachers are trained and knowledgeable on the developmental processes that children go through, and this knowledge to prepare the environment and to plan appropriate experiences for the children in their classroom. Our teachers also acknowledge that each child is an individual. Children learn and develop at their own rate and have unique personalities, experiences, and family culture. Through observations, assessments, communication with families, and the teacher’s personal knowledge, curriculum plans are set up to meet the individual needs and developmental goals of the children. DRDP assessments are used to guide instruction. The curriculum plans are created by the Head Teacher and are planned on a weekly basis in the Preschool and a monthly basis in the Infant and Toddler programs.

Lesson Planning

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Lesson plans are to be completed each week by the teacher in charge of the classroom. Each lesson plan is to be turned in to the Director by Friday of the week prior to the week it applies to. The content of the lesson plan should follow a classroom's theme or address a question and be reflective of the children's interests. It is very important for the teachers in charge to enlist the help and cooperation of their co-teachers in the curriculum planning. Paid planning time is an hour a week during naptime or when new teacher arrives to provide extra coverage. The planning should be based on NAEYC Developmentally Appropriate Practice as well as individual children's needs.

Our monthly curriculum plans for Infants and Toddlers include eight areas: Social Interaction; Emotional Development and Self-Awareness; Language and Reading (including Language Development and Early Literacy); Large Motor Skills; Fine Motor Skills; Creative Representation; Cognitive (including Early Mathematics, Science, Technology); Family and Community (including Health and Safety and Social Studies).

Our weekly curriculum plans for the Preschool stem from a big idea, question, or theme, related to children's interests and the classroom topics of study. The lesson plan includes eleven areas: Social and Emotional Development; Physical Development (both fine and large motor skills); Language Development (verbal and non-verbal communication); Early Literacy (letters, sounds, writing, and print); Early Mathematics (numbers, operations, attributes, geometry, measurement, time, patterns, and vocabulary); Science (living and non-living, biology, earth and sky, ecology, structure and property of matter); Technology; Creative Expression in Arts (visual arts); Music and Movement (music, dance, and dramatic arts); Health and Safety; and Social Studies.

3: Teaching

Classroom Environment

The classroom should be a happy, safe and fun place. It is our practice as well as policy to do everything in our power to make it so. During activity or free play time, when toys are not being played with, they need then be put away. Before going outside for playground time, toys and activities need to be cleaned up. Tables need to be cleaned, papers put away, etc. We need to model to children that the material and equipment are important. If we as adults do not keep up the equipment and materials, the children will not.

Separation and Adjustment

It is important to acknowledge and greet all children and their families each morning. When a child is having a difficult time separating from their parent, staff should take the initiative to help in any way they are able. Parents should be encouraged to say "good-bye," and assure their child that they will return. When parents sneak out, it destroys trust between them, their child, and the new environment.

Challenging Behaviors

When a child's ongoing challenging behavior must be addressed, the following steps will be taken:

- The observed behavior will be recorded by a teacher and a plan for positive behavior support will be developed on the "Behavior Observation Plan" form. The teachers will implement the plan and follow up if needed.
- If follow up is needed, the teachers will work with the family to develop strategies to address the behavior. Such support will align with our positive guidance and help child learn self-regulation skills and include strategies for calming down, like breathing deeply or going to a cozy nook in the classroom.

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- If more follow up is needed, in consultation with the director, there will be recommendations for assessment by professionals, either in the Regional Center or the School district, depending on the child's age.
- Throughout the process, the approach will be positive and supportive of the child, and sensitive to the needs of the child and their family.

Children Entering and Leaving the Classroom/Center

Teachers and all staff are responsible for welcoming children by name when they enter the classroom in the morning, as well when they leave in the evening. Staff must be aware of adults picking up children, to ensure that children are going home with parents or other APPROVED adults. At no time is a child to leave the classroom with an underage child even if the parent is outside. Children may not be released to an adult appearing to be under the influence of alcohol or other substances. It is important to respond to each leaving child/family by name; in that way you are aware of who is leaving with whom. Children MAY NOT leave a classroom to go outside, to another building or to another classroom without the supervision of the responsible staff member. A staff member must always be present with a child going outside or inside.

Roll Call Sheet

Each classroom has a clipboard which holds the classroom attendance sheet. This attendance sheet is for the current month; it is to be marked by the teacher in charge in the morning (around 9:00am). If additional children arrive later, those also need to be marked. This is very important information; it is considered that "Master Roll" for the Center – which is required to be kept by the licensing regulations (DSS).

The attendance marks are as follows:

/ for half day, X for full day, - not scheduled, A absent.

In case of emergency evacuation of the building, this attendance sheet must accompany the teacher in charge.

Security and Safety Check

Children may only leave the Center with parents or other adults for whom the parent has given written notice as permission. Each building has an "Emergency Box", which has a card for each child enrolled. On this card are the home/work phone numbers of parents and others who may be called in case of an emergency. Also are listed the individuals who may at times be allowed to pick up their child. If persons other than the parents come to pick up a child, the teacher in charge is responsible to get the box and ask them for identification. If they seem frustrated, reassure them that this policy is for the protection of the child. They may not take the child without ID. If there is any question of their status, it must be referred to the Director/Assistant Director.

Head Count of Children

The staff of CPCC is responsible and required to take a headcount of the children in their class in accordance to their roll call sheet. Because of this, it is important for parents/guardians take the time to make sure that staff updates their roll call sheet when their children arrive. Roll is taken each time the children transition from one area to another, such as from the classroom to the playground.

Movement of Children

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When children are being moved from one part of the Center to another, they shall be organized and escorted in an orderly fashion. When going to other parts of the church campus, children should be holding a partner's hand and stay on the sidewalks.

Supervision of Children

It is essential that all teaching staff members take full responsibility for the health and safety of all the children at the Children's Center. This means being aware of the entire group of children, and making sure that ratios are maintained at all times. Support staff and volunteers may not work alone with children. They must be with, and supervised by, regularly scheduled teaching staff at all times.

Supervision of Infants and Toddlers

- A teacher/child ratio of 1:4 or better must be maintained for Infants, and 1:6 for Toddlers.
- Teaching staff must supervised by positioning themselves to see as many children as possible.
- Teaching staff must supervise infants and toddlers by sight and sound at all times.
- When infants and toddlers are sleeping, direct visual and auditory supervision is required. Moreover, the staff must be aware of, and positioned so they hear and see, any sleeping children for whom they are responsible, especially when they are actively engaged with children who are awake.
- Sides of cribs must be checked on a regular basis to ensure that they are up and locked.

Supervision of Preschool Children

- A teacher/child ratio of 1:10 or better must be maintained.
- Teaching staff must supervised by positioning themselves to see as many children as possible.
- Teaching staff must supervise children primarily by sight. Supervision for short intervals by sound is permissible, as long as teachers check frequently on children who are out of sight (i.e., children who can use the toilet independently)

Naptime Supervision

It is the duty of any staff member who is in a classroom during the naptime to do his/her best to help the children to rest. The process of getting to naptime needs to be a gradual process: children allowed looking at books, the story time, and lights off. Staff members are also expected to rub backs for children who request or who may need extra help with relaxing. These procedures apply to the preschool and toddler age group. Infants are to be rocked, given bottles, or helped by other relaxing methods which have been suggested by the parents. Infants are always placed on their backs to sleep. At no time are infants allowed to be put into a crib and "allowed to cry themselves to sleep." They are also not allowed to have bottles in their cribs. All staff must apply their time appropriately. If all is quiet during nap, find something to do. Help prepare activities for the afternoon, clean shelves or surfaces. Eating, reading a magazine or doing homework is not allowed while children are napping; the staff members should use their own break for their personal business.

Sleeping infants and toddler under two years of age must be checked every 15 minutes and observed for 1. labored breathing, 2. distress (flushed, increased temperature, or restless), and 3. sleep position other than back. Teachers must note these observations on the naptime safety notes chart of the child.

Playground Supervision

It is imperative that at all times the state-approved adult/child ratio be followed on the playground. Staff may not leave the playground for breaks, phone calls or other non-emergency reasons, leaving the group out of ratio. Before leaving the building, all staff are responsible for carrying out items which

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will be needed for enrichment play such as sidewalk chalk, paint for easels, balls, bubbles. All staff needs to be aware of the playground supervision rules and follow them. While on the playground, it is a time for children to get gross motor activity, not a time for staff to socialize. While short conversation between staff may be necessary for the free flow of activities and care, it should be very brief. The playground is a more difficult location to supervise, and more accidents happen when staff members are otherwise engaged. Staff members are to engage in activity or conversation with children or lead in activities. Staff members are not to be standing or sitting and simply “supervising” like a hawk. Being able to supervise as well as engage is the skill of an experienced Professional Child Care Provider. That is our expectation. The followings are CPCC playground safety/program guidelines:

- Groups of children are NOT to be out of ratio while on the playground, unless there is an emergency. The staff member needs to ask another staff member or the Director for help. Simple first-aid supplies are to be kept outside when children are outside to minimize the need for the caregivers to go indoors. When a staff member is taking a break, he/she should inform the other staff members to cover his/her station.
- Each classroom needs to have a balance of indoor and outdoor time. All classes, including the infants, need to have a mid-morning and mid-afternoon playground time. The actual time will vary by age group and the weather. The preschool classes also need to have an early-morning outside time. The research shows that preschool children can better settle down to learning activities if they have had a chance to run off some steam (and very active children need the sensory motor activity of swinging).
- While on the playground, the teachers should be aware of the areas where they will need to observe/interact. In the preschool yard there are four main areas; the hill side, the swing area, the play structure, and sand areas. Each of these areas needs coverage. If there are not enough children, some areas can be closed. Painting, bubbles, chalks, balls, bikes, and sand toys should be available at all times.
- Climbers and the play structures need to have a staff member near them while children are climbing. It is important not to allow children to carry sand toys or other movable items to the climbing area.
- The children should be encouraged to keep the sand in the sandbox. The sand is very costly. Allowing children to travel with the sand is throwing it away, and it stays in a place where we do not want it to be. The sidewalks need to be swept every day and every playground time.
- At the end of every playground time, have the children clean up before returning inside.

Water Play

As an important part of our play based program water play is encouraged at all ages. The following precautions must be taken to ensure that communal water play is safe and does not spread infectious disease.

- No child drinks the water.
- Children with sores on their hands are not permitted to participate in communal water play.
- Fresh potable water is used.
- The water is changed before a new group of children comes to participate in the water play activity.
- When the activity period is completed with each group of children, the water is drained.
- Alternatively, fresh potable water flows freely through the water play table and out through a drain in the table.

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Lunch and Snack Time

The children are required to have snack, lunch and drinks by sitting at the snack table. This is a good time to interact and teach children how to pass the snack, how to wait for their turn, how to pour drinks into a cup, how to count, how to spread, and how to use table manners. Staff member(s) join the children at the table to facilitate their interactions and engage them in conversation.

Transitioning Children

In an effort to make the transition from one classroom to another as smooth as possible for the children, the following plan for transitions has been established:

- Each group (or child) transitioning from one classroom to another will begin spending a few hours in their new classroom at least 3 weeks prior to the move.
- A staff member that the child is familiar with will bring the group (or child) to the new classroom, and stay during the visit. Each visit will constitute a longer stay.
- The new Head Teacher is responsible for meeting with all new families before the transition.
- The new Head Teacher is responsible for making sure there are updated Emergency forms, food-related allergies or any special needs in the classroom before the new children begin.

TV/VCR Use

The TV/VCR may only be used with the Director's permission. It is to be used very sparingly, and only as an additional activity during bad weather. At NO time is the TV to be utilized as a "babysitter" or in place of teacher interaction and developmentally appropriate activities. Whenever the TV is used, there must be other activities for children who do not wish to watch or who cannot sit still to choose from.

Field Trip Procedures

Parents shall be notified of each planned field trip in advance and provide a signed permission slip for their child's participation. The following should be taken along on the trip: attendance sheet, permission slips, and first-aid kit. Safety and security are very important on a field trip, so be cautious and alert. Children should be kept together. At NO time are children allowed to be "on their own" and away from the group. The field trip ratio is 1:6 or better.

4: Assessment of Child Progress

Assessment Procedures

Upon enrollment, parents will complete an Ages and Stages Questionnaire (ASQ-3) for their child. This developmental screening tool will help teachers get an understanding of the children in their care. In some cases, children may be tested again after a period of time to determine if there have been changes or if there are developmental concerns that may need to be investigated further. An Ages and Stages Questionnaire: Social-Emotional (ASQ:SE) is available for parents upon request.

The CPCC teaching staff will conduct assessments using DRDPs as an integral part of classroom curriculum. These assessments will be used to support children's learning, using a variety of methods such as, observations, checklists, weekly & monthly participation reports, and anecdotal records. Teaching staff will use these assessments to develop and implement curriculum that promote and

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support children's development and learning, including cognitive skills, language, social-emotional development, approaches to learning, health, and physical development. Teachers will use the DRDP measures on the Learning Genie app on the classroom iPads to record observations in writing and by taking pictures. All assessments will be kept confidential in the child's individual file, with access provided only to parents, legal guardians, and CPCC staff.

Lesson Plans

Assessment guides instruction as teachers develop lesson plans that are responsive to children's assessed, individualized needs. Lesson plans are to be completed each week by the teacher in charge of the classroom. Each lesson plan is to be turned in to the Director by Friday of the week prior to the week it applies to. The content of the lesson plan should follow a classroom's theme or address a question and be reflective of the children's interests. It is very important for the teachers in charge to enlist the help and cooperation of their co-teachers in the curriculum planning. Paid planning time for an hour a week is used during naptime or when new shift arrives. The planning should be based on NAEYC Developmentally Appropriate Practice as well as individual children's needs.

Parent/Teacher Conferences

Developmental assessments are conducted twice a year using DRDPs. CPCC teaching staff and primary caregivers will offer their families Parent/Teacher Conferences twice a year. The first conference will take place in early fall, and will be considered an informal "goal-setting" conference. This conference will introduce our assessment process, as well as gather information from our families (such as family culture, home language, and personal experiences) for curriculum development and individualized teaching. The second conference for families will be in the spring to review the assessment of the developmental progress of each child across all developmental areas.

5: Health

Child Hand-Washing

"Hand washing is the most important tool to fight against germ and disease spread in child care," According to the Atlanta Center for Disease Control Center, and the American Pediatrics Association. Children are to wash hands with soap and water and properly dry them before eating, after toileting, after sneezing and /or blowing their nose, and before using the sensory/water table. Infants and toddlers are to have their hands washed by staff before they eat and after they eat as well after having their diapers change. Staff members need to demonstrate to children *how* to wash hands and not just tell them.

Adult Hand-Washing

Just as important as the child hand-washing is the hand washing procedure of the staff. Staff must wash their hands before and after feeding a child, and before and after administering medication; before passing out snacks and lunches, after diapering, wiping noses, handling garbage, and cleaning. Hands must be washed with warm soapy water, while scrubbing the hands, holding hands under water to rinse. Then get a paper towel to dry them and turn off the faucet with the towel. Apply lotion frequently to avoid dry, cracked skin which harbors bacteria, as well as hurts!

Diaper Changing Procedures

Children in diapers are checked every two hours, soiled diapers are changed as needed, and when a child wakes up from a nap. This is a great time for one-on-one conversation between the caregiver and child. Lots of conversation or songs! The caregiver should tell the child what she/he is going to do. "We are going to change your diaper." Each child's diapers are kept in baskets. The caregiver

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should wear disposable gloves before changing diaper. Remove the old diaper, clean the child with wipes, take the gloves off, and toss them into the diaper pail before putting on the clean diaper. If BM, place the diaper in a plastic bag before tossing. Then pick up the child and disinfect the changing table with bleach/water solution. Wash the child's hands and the caregiver's hands before logging the diaper chart. On the diaper chart log needs write the caregiver's initial and also whether the child was dry, wet or had a BM.

Safe Sleep Policy for Infants

Sudden Infant Death Syndrome is the leading cause of death among infants who are one month to one year old. Unless it is otherwise advised by the child's pediatrician, primary care givers will only place infants to sleep on their **backs** without the use of sleep positioners. In order to ensure safe sleep, we adhere to the following policy: pillows, blanket, quilts, comforters, stuffed toys, and other soft items will not be allowed in cribs. After being placed down for sleep on their backs, infants may then be allowed to assume any comfortable sleep position when they can easily turn themselves from the back position. If infants arrive at the program asleep, or fall asleep, in equipment not specifically designed for infant sleep, the infant is removed and placed in appropriate infant sleep equipment.

Upon enrollment, Each infant has an Individual Infant Sleeping Plan (LIC 9227) documenting the Infant's ability to roll, and an Individual Feeding & Napping Plan for Infants to be reviewed every three months or as needed.

Universal Safety Precautions:

Protecting Children's Health and Preventing Infectious Disease

It is the policy of CPCC to follow the Universal Safety Precautions recommended by OSHA. Any contact with bodily fluids must be taken seriously by a staff member, and he/she must protect him/herself by the wearing of Center-provided disposable gloves. This means whenever the staff member changes a diaper, helps a child who has vomited, soiled his/her pants, or is bleeding (even from a simple scrap. Before touching the fluid, diaper, cut, etc., the staff member MUST put on the disposable gloves. The waste from this must be put into a separate plastic bag, tied, and put into a special "Diapers-only" container. Items soiled with blood need to be wrapped and tied in a separate bag and taken out to the dumpster directly. Do not put blood-contaminated paper towels, etc. into the classroom trash can. The staff members not only need to protect themselves from cross-contamination, but also the children as well. If a child vomits or is bleeding, the staff members need to make the Director or Assistant Director aware of it.

Staff will follow the NAEYC Cleaning, Sanitizing, and Disinfection Frequency Table guidelines as posted in the kitchen of each building. Sanitizing will occur with a solution of chlorine bleach and water. Scented or unscented candles or air fresheners are not used anywhere on the CPCC campus.

Nutritional Well-Being and Food Safety

Clean water is made available to children throughout the day. Infants who are fed only human milk do not need to be offered water. Meals and snacks are offered at regular times, at least two hours apart and no more than three hour apart. Lunch is brought by parents and stored in the designated refrigerators. Snacks are provided by the center and offered in the morning and afternoon. Monthly snack menus are posted in each building and sent the each family.

Food is prepared, stored, and served in accordance with the USDA Child and Adult Care Food Program guidelines.

Staff do not offer children younger than four years the following foods: hot dogs, whole or sliced into rounds, whole grapes, tree nuts, peanuts, peanut butter, popcorn, raw peas, hard pretzels, spoonfuls of sunflower butter, or chunks of carrots of meat larger than can be swallowed whole. Staff cut foods

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into pieces no larger than $\frac{1}{4}$ inch square for infants and $\frac{1}{2}$ inch square for toddlers and twos, according to each child's chewing and swallowing capability. All fresh fruits and vegetables are thoroughly washed before eating, to avoid possible exposure to pesticides and bacteria. Staff discards food with expired dates.

Children's food or beverages heated in the microwave shall not be in plastic or Styrofoam containers, plates, or bags, or wraps.

All foods and beverages brought from home are labeled with the child's name and date if the food is kept at the center. All unused lunch items are returned to the family at the end of each day. Food that comes from home for sharing among the children must be either whole fruits or commercially prepared packaged foods in factory-sealed containers.

Food and milk consumption is recorded for each infant is communicated to the parents via the Procure app.

Medication Policy

All medications will be stored in the designated containers out of reach of children and readily accessible by staff.

Prescription Medication:

- 1) Medications must be in the original container, clearly labeled with the child's name and expiration date. Siblings cannot share medications.
- 2) All medications must have a doctor's instructions as to dosage and times when the medication is to be given. A prescription medication has this on the label.
- 3) The parents will fill out a Medication Permission Slip, which will be used to log date, time and staff's name. The medication must be stored in the locking box in the refrigerator or in the non-refrigerated medication box.

Over-the-Counter Medication

- 1) Medications must have the child's name on them, and they should be dated on the day that they are brought.
- 2) The over-the-counter medications may not be kept more than one week.
- 3) Always check the expiration date before administering any kind of medications.
- 4) The Medication slip must fill out by the parent.

Allergies

Information regarding children's allergies will be posted on the classroom information bulletin board.

First-Aid Supplies

First-aid boxes are located in each building in the kitchen area, and in the classrooms. Simple first-aid procedures are as follows: Bumps and impact injuries are to be treated with an "Owie" sponge. Frozen sponges are available in each refrigerator. Scrapes and cuts are to be washed with soapy water and a band-aid applied. If the child refuses to cooperate, enlist the help of a fellow staff member or the Director. All other injuries are to be reported immediately. Head injuries and drastic injuries require Director's assistance as well as parental notification.

Accident Reports

All accidents or injuries must have a written report. The child's accident reports are filled out in duplicate; one copy is kept in the child's file, and the other goes home to the parent. The staff member

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needs to fill out the report and have the Director or the Assistant Director sign it. If neither is available for signature, the report must still go home that day.

6: Professional Competencies and Support

NAEYC Code of Ethical Conduct

NAEYC recognizes that those who work with young children face many daily decisions that have moral and ethical implications. The NAEYC Code of Ethical Conduct offers guidelines for responsible behavior and sets forth a common basis for resolving the principal ethical dilemmas encountered in early childhood care and education. All CPCC staff will read and honor the NAEYC Code of Ethical Conduct.

Communication Among Staff

We expect our staff to treat each other with respect. We are all adults and are here as professionals. When any issues or problems come up, we need to be responsible to speak to the other staff member involved. If this does not help, the staff member should feel free to speak to the Director. Sometimes misunderstandings come about, but with communication and respect they can be worked out.

Positive Work Environment

CPCC's staff is a part of the church and as such has access to resources and counsel at the church. In order to promote positive relationships among staff, teachers working together need to be responsive to their fellow teachers and offer support or a break when indicated. The teacher's lounge is away from the classrooms and available for breaks and during lunch times, and the church campus is open to all staff, as well. The CPCC teacher's lounge has a library of professional literature as well as children's books that are available to all teachers.

Professional Growth and Identity

Regardless of previous education and experience, it is important for teaching staff to be encouraged, and/or expected, at the Director's discretion, to continue their education and training in child development. This continued study and training will at times, take place on the employee's own time outside their scheduled working hours. Trainings and in-services may include, but not limited to, in-service staff meetings at CPCC, study of current books and literature, attendance at appropriate professional trainings, conferences or workshops, membership in recommended professional organizations, or enrollment in pertinent courses offered at nearby colleges and universities.

Orientation for New Teaching Staff

During the probationary period, newly hired teachers are guided by the head teacher in the classroom(s) where they are placed. The new teachers will review the files of the children in their care. The Director and the other teachers serve as resources and will support new staff as they learn. The orientation will include the daily schedule, routines, activities, lesson plan formats, cleaning, and positive guidance and classroom management. Materials on positive discipline and guidance are made available. New teaching staff is expected to use the handbooks as resources and to adhere to the guidelines set forth therein.

Staff Meetings

Staff meetings are one of the best avenues for the exchange of ideas and the sharing of information. Attendance at staff meeting is highly encouraged, and all hourly staff will be paid for attendance.

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Suggestions for change, improvements, etc. are always welcome from the staff and interpreted as positive input. Each staff meeting will have some training aspects, and therefore is also part of Professional Development. Staff meetings are held at least monthly.

7: Families

Teachers and Families

It is our goal to develop trusting relationships between the families and teachers and staff at CPCC. Upon admission, each family fills in a Personal History form. This form helps the teachers develop an understanding of the child and their family and is the foundation for the relationship between the teachers and the family. The teachers will inform families of classroom routines, rules, and expectations. Ongoing communication between families and teachers will be in person, through the Procure Connect app, parent/teacher conferences, individual meetings, classroom and center newsletters, an annual back to school night and open house serve to promote the relationships.

Knowing the Families at CPCC

Upon enrollment, each family fills out a personal history form for their child(ren). The teachers are to read these forms and keep them in the child's file for reference, as these help inform the teacher of the family's composition, language, and culture. Teachers and families communicate directly via the Procure app, and teachers are able to send messages and photos in the course of each day. Ongoing communication further enhances the connections between the teachers and the families at the Center. It is our goal to establish a relationship of trust in order to best serve our families and strive to build a caring community.

Holiday Celebrations

Upon enrollment, the Personal History form will give families the opportunity to share any special holidays and/or traditions with their child's classroom. In order to offer a developmentally appropriate holiday curriculum that is meaningful to the members of a particular classroom, each classroom may celebrate different holidays. The Claremont Presbyterian Children's Center strives to be culturally sensitive to our families, and therefore adopts the following policies:

- Each classroom will be inclusive, and strive to validate all children and exclude no one.
- Teaching staff will concentrate on reflecting holidays in a way that is important and relevant to all of the children and their families.
- Teaching staff will provide activities that are developmentally appropriate for the ages and stages of the children in their classroom. Children will be provided with concrete, hands-on activities with simple explanations.
- Parents will be welcomed and encouraged to be involved in the planning and implementation of holiday activities and celebrations.

Teaching staff will be responsible for keeping families informed of upcoming activities and celebrations.

Sharing Information between Staff and Families

The Procure app that is downloaded on personal devices is a primary tool for sharing information between families and teachers. Daily reports, photos, and updates are shared via the app, and the app allows the families to communicate directly with the teachers.

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Parent/Teacher Communication

We encourage daily communication to keep us, and to keep families informed of on-going concerns or developments. We strive to maintain open and trusting relationships with parents and guardians, starting each day with a friendly greeting and a kind welcome of their child into the classroom. At the end of the day teachers will communicate with parents and guardians about their child's day. Daily in person communications with teachers may be kept brief, as the teacher's first responsibility is the children in their care. Teacher and parents can communicate directly using the Procure app. Teachers can send pictures and messages through the app. Parental questions regarding development, behavior and other important issues should be referred to the head teacher in classroom. The message or the question should be passed on as soon as possible. Any concerns regarding other staff members' conduct, safety, building issues or other policy concerns should be referred to the Director immediately. Each staff member must report these concerns to the Director so that the issue can be dealt with properly.

Written Communication to Parents

All communication with parents needs to be positive. If a teacher has a negative issue (child's misbehavior or other such issue), it must be discussed with the head teacher and the Director before speaking to the child's parents. This is so that we will make sure we are doing everything possible to help the child be successful, and to make sure all issues have been reviewed. Each age group has a daily written communication which goes to parents through the Procure app.

The Center sends a monthly newsletter to all the families and teachers, each classroom posts a monthly newsletter to their families, the families also receive an Early Years newsletter and the Church Communicator every month. Other communications are provided as appropriate.

8: Community

CPCC and CPC Partnership

CPCC is a mission of the church and is supported by the church in various ways. The CPCC Commission, the governing board of the Center is chaired by a church elder and is comprised of church members, parents of children at the center, with the Center Director, a CPC pastor, and a CPCC teacher as ex officio (non-voting) members. The commission meets monthly to discuss and review the budget, policies, fundraising, activities, events, and ongoing concerns.

There is a monthly Parent Group moderated by the CPC Associate Pastor to provide a forum for parents to discuss issues of interest and to get to know one another. The church staff also reaches out to CPCC families through events such as Coffee and Donuts for parents on Friday mornings at drop-off, monthly pizza and lemonade, and an annual dinner.

Over the course of the year, CPC includes and invites CPCC staff and families to participate in various activities, such as Vacation Bible School, the Christmas Pageant and other church events.

Religious Program

The Center provides a developmentally appropriate program in a Christian environment. All staff must be comfortable working in such an environment. The preschool children (3-5) will have chapel once a week, which is conducted by the Associate Pastor. This experience, using the Godly Play curriculum and materials, consists of stories, songs and finger plays exploring the concept of God as

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creator, God's unconditional love and the Christian concept of loving one another. We are sensitive to children of all faiths – we welcome and embrace all children. We want children to learn peace, love, kindness, and acceptance.

Community Connections and Resources

CPCC families are informed of ongoing activities and events at the church and in the larger community. These include open houses and registration times at the school district, and neighboring schools, local children's concerts, sports events, and other community events that might be of interest to the families at the center. Teachers and the Director will partner with families to inform them of services and resources to support health and wellbeing, nutrition, early intervention, and child care subsidies.

The CPC Director and teachers as well as the church leadership and staff will assist families in need of community resources and provide information and support. The church has a scholarship fund available for families experiencing financial setbacks.

9: Physical Environment

Safety

The physical welfare and safety of the children are of prime importance. A few ways you can make your classroom a safer place are:

- NEVER leave children unattended.
- Position yourself so you can see all the children to forestall possible accidents.
- Be alert to possible hazardous conditions and notify the Director so that they can be taken care of.
- Only teachers should open or close doors.
- Hot beverages are strictly prohibited in the classrooms.

Emergency Procedures

In case of an emergency such as fire, earthquake or other disaster, the following procedures are to be followed:

- A. Fire Drill: At the sound of the fire alarm, the teacher in charge will gather the children to exit the building according to the prearranged exit. Do not stop for jackets, shoes, or other personal items. The teacher in charge is to take the classroom Roll Call Sheet, and to make sure, by head count that all children accompany him/her to the relocation area. The relocation area is outside the playground. You are to remain in that location until a total child/adult head count is attained, and an "All Clear" is called by the Director. It is the teacher's responsibility to keep children calm, together and orderly during this process. It is best to use songs, finger plays, and /or stories to keep children calm if necessary.
- B. Earthquake: The first procedure is to get children away from the large windows. Getting under the table is the best place to go. If outside, remain still and gather together away from any windows or power lines. If outside, go to the Fire Drill Relocation area. If indoors, go outside to the relocation area until a check of the building is made and the "All Clear" is called by the Director. In the event of any of these conditions, teachers will take

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the roll sheets and children; the Director (or Assistant Director) or Teacher in charge will take an emergency box from one of the buildings as well as the “sign-in” book. The Director will also make a pass through the entire building to make sure all children/adults are out, and call “All Clear” when all is indeed clear. In even of an emergency of this nature or any other, remaining calm is of UTMOST importance. You cannot possibly remember all important procedures if you panic. The children will sense their teacher’s panic and will in turn panic themselves.

Cleaning Procedures

- All table tops and eating/food preparation areas will be wiped with a bleach solution before and after snack and lunch and activities.
- All exposed surfaces in the classrooms, such as tabletops and counters, will be wiped with a bleach solution at the end of each day, and as needed.
- All plastic and wooden toys in the infant/toddler classrooms will be scrubbed and washed with a bleach solution daily.
- The NAEYC cleaning chart is posted in the kitchens. Staff share cleaning duties throughout the day and floaters and closers make sure kitchens and classrooms are clean at the end of the day.

Proper Use of Cleaning Supplies

All cleaning supplies shall be locked and out of the reach of the children. The only cleaning material allowed to be out of the lock-up is the bleach/water solution. This must be kept up out of the reach of children when not used.

10: Leadership & Management

NAEYC Accreditation

NAEYC Accreditation represents the mark of quality in early childhood education. The teaching staff will strive to maintain the CPCC’s Accreditation status by following the 10 standards required through the National Association for the Education of Young Children.

Standards of Employee Conduct and Corrective-Action Guidelines

This document pertains to employees of Claremont Presbyterian Church (CPC) whose assignments are in the Claremont Presbyterian Children’s Center (CPCC). It should be read in relation to the CPC manual: *Personnel Policies and Procedures*. The Session of the Claremont Presbyterian Church reserves the right to modify, eliminate, or otherwise amend any of these policies at any time.

The Claremont Presbyterian Church is dedicated to its mission of providing quality child care through the CPCC. Any success is due in large part to the excellence, commitment, and competence of the employees. This document is intended to state publicly the Standards of Employee Conduct and Corrective-Action Guidelines in order to ensure fair and equitable treatment of all employees and to assist in meeting the mission.

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It is the responsibility of each employee to read and completely understand this document so that all employees will be aware of each person's responsibilities in maintaining a positive, safe, and productive work environment.

I. Standards of Employee Conduct

The standards listed below are intended to be illustrative but not all-inclusive of the type of conduct expected of CPC and CPCC employees. They are interpreted below for use by the CPCC employees.

1. Timely and Regular Attendance

Dependability and regular attendance are critical in the child-care field. Unexpected absence or tardiness almost always lessens the quality of care that children are receiving. Planned time off must be arranged in advance with the Center Director.

2. Dependable Application of Time

Employees are expected to apply themselves to their assigned duties during the complete time they are scheduled for work, except for reasonable break times, within the current Labor Department regulations.

3. Satisfactory Work Performance

Employees are expected to provide LOVING care to children within the guidelines of their job description and are expected to follow the guidelines of the National Association for the Education of Young Children, which are set out in its accreditation criteria. Employees are also expected to be familiar with and observers of the California State Department of Social Services regulations (Title 22) and the federal OSHA health and safety regulations. Conditions or circumstances which will prevent employees from performing effectively or from completing their assigned tasks should be reported to the Director as soon as they become known.

4. Appropriately Representing Claremont Presbyterian Church

Each employee is a representative of the CPC while at work. Professional conduct and appropriate behavior are normal expectations of each employee. Professional conduct includes observance of the CPCC Dress Code.

II. Corrective-Action Guidelines

A. The following guidelines are designed to establish a fair and objective process for correcting or treating unacceptable conduct, to distinguish between less serious and more serious misconduct, and to provide corrective action accordingly. Unacceptable conduct is divided into four categories, according to severity.

1. First-Group Offenses are less serious in nature but require correction in the interest of maintaining a productive and well-managed work force. First-group offenses are usually dealt with first by discussing the need for corrective action with the employee. Repeated first-group offenses of any type will result in oral and then written notices, followed by written probation, and then dismissal.

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2. Second-Group Offenses are more serious. Corrective action usually begins with an oral warning backed up by a written notice in the employee's personnel file. Additional offenses will result in a written notice of warning, probation, and then dismissal.
 3. Third-Group Offenses will usually result in a written notice of probation for the employee, with dismissal for additional offenses.
 4. Fourth-Group Offenses are those serious enough that a first offense would normally result in immediate dismissal.
 5. Each situation will be handled appropriately by management; and while these guidelines may be applied in certain situations, at management's discretion, other solutions may be the management's remedy. However, every incident of corrective action shall be reported by the CPCC Director to the Associate Pastor (or current Supervisor).
- B. Group One Offense - Oral Warning. Usually two oral warnings would result in a written warning; further warnings would then lead to probation and dismissal, regardless of the type of offense from this group.
1. Inadequate or unsatisfactory job performance.
 2. Unsatisfactory attendance or excessive tardiness.
 3. Inability or unwillingness to work cooperatively and respectfully with other employees and parents.
 4. Failure to adhere to the Center Dress Code.
- C. Group Two Offenses –Written Warning. The first offense should result in a written warning. Probation and dismissal may follow for additional offenses.
1. Leaving the work site without permission during working hours.
 2. Failure to report to work without proper notice to the Director.
 3. Failure to follow the Director's instructions, failure to perform assigned work, or failure otherwise to comply with applicable established written policy.
 4. Recording time for another employee's time record, or requesting another employee to record time on one's own time record.
- D. Group Three Offenses –Written Notice of Probation. The first offense will result in a written notice of probation. Another offense will result in dismissal. Threatening a child with physical punishment or punishment prohibited by licensing standards.
1. Threatening or intimidating other employees or parents.
 2. Disclosing confidential information.
 3. Encouraging parents to enroll children elsewhere or other actions that, in the judgment of the Director, represent a clear conflict of interest.
- E. Group Four Offenses–Immediate Dismissal. The first offense will normally result in immediate dismissal.
1. Administering physical punishment of any kind to a child.
 2. Possession or use of alcohol or unlawful use or possession of controlled substances while on the job. Reporting to work under the influence of alcohol or illegal drugs. If your personal conduct suggests such influence, you may be required to be tested immediately by a physician.

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Failure to receive a negative test report will result in dismissal. The employee will be suspended without pay until the medical report is received.

3. Arrest and/or conviction of a crime, on or off the job that is plainly related to job performance or representation of the CPC or CPCC. An employee arrested and bound over for trial on any felony charge will be suspended without pay until a verdict is reached. If convicted, the employee will be dismissed.
4. Falsifying records of CPC or CPCC.
5. Physical violence or the use of foul or abusive language while on CPC or CPCC property or on the job.
6. Theft or unauthorized possession or removal of CPC or CPCC records or property or those of parents or employees.
7. Leaving a child or classroom unattended, or permitting a child to wander from the Center or its playground.
8. Violating safety rules where there is a serious threat of injury or danger to life.
9. Failure to report to work without notice or satisfactory explanation for more than one day (being absent without permission).
10. Possessing firearms or weapons at the Center or bringing them to the Center.

III. Grievance Procedure

- A. It is the intent of the Claremont Presbyterian Children's Center to maintain and preserve a good working environment. However, whenever a group of people works together, personal problems and complaints may occasionally arise. The important thing is that these problems and issues be discussed so that a solution can be reached. All employees are encouraged to use the following procedures:
 1. If any employee has a complaint or suggestion, it should first be discussed with the Center Director. Most day-to-day problems can be resolved through this kind of communication.
 2. If the matter is not satisfactorily resolved at that level by the Director, the employee may contact the Claremont Presbyterian Church Associate Pastor.
 3. If still not satisfied, the employee may submit the problem in writing, to the Chairperson of the Claremont Presbyterian Church Personnel Committee. The decision of the Church Personnel Committee, acting for the Session, will be final.

IV. CPCC Staff Dress Code

(Approved by Session 01/95. Revision approved by Session 12/5/02)

- A. All staff members at CPCC are expected to have a good professional appearance, while dressing comfortably for the job at hand. A professional appearance communicates to parents and visitors the staff's seriousness about their work. Therefore we will provide some very specific guidelines for clothing and appearance.
 2. Clothing should be comfortable and modest, without showing cleavage or excessive skin. If skirts or dresses are worn, they should be knee length or longer to enable staff to sit on the floor and on small chairs along with the children. Shorts are acceptable when they are no shorter than three inches above the top of the knee. At no time shall staff members wear "short shorts" or "spaghetti-strap" tops. Halter-style and strapless tops are unacceptable, even when covered with a jacket.
 3. At all times, staff members will wear appropriate undergarments.

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4. Decoration of T-shirts should be appropriate for children. For example, there should be no depictions of adult themes like cigarettes or alcohol.
 5. Shoes should have flat or very low heels. At no time should staff members wear high heels or platform shoes when they are caring for children. They present a danger to the children as well as to the staff member. Backless shoes are also usually unsafe. Some “conformed bottom” or “Birkenstock”– style shoes do, however, conform to the foot, allowing a staff member to move quickly and freely; shoes of this sort are acceptable. Staff members’ shoes must allow them to run, walk quickly, and do whatever is required to play with and supervise the children in their care.
 6. Staff members shall not have tattoos showing or wear excessive make-up. These distract from our purpose.
 7. Staff members shall not wear excessive jewelry. Long dangly earrings are unsafe for the employee.
 8. Staff members working with infants and toddlers should not wear perfume or any hanging jewelry. Those working with infants will not wear shoes in their classroom. They will wear extra socks or slippers instead.
- B. If you have any questions regarding the dress code, please feel free to ask the Director. The Director will have the final word as to whether or not particular attire is appropriate. If a staff member comes to the Center dressed inappropriately, the Director will have the right to send the staff member home to change, without pay for the time lost. We hope that these detailed guidelines will help you make choices for appropriate attire.

Procedures for Staff Promotions

Any position that becomes available at CPCC will be open to all existing employees before outside applications are considered. When a Head Teacher position is open, interested employees will be required to submit a Letter of Interest, a weekly lesson plan, and a statement regarding their “vision” for the classroom. Other documents required for submission will be determined by the Director depending on the needs of the particular position. Once documents are submitted, all applicants will be observed and evaluated in the classroom by the Director and a colleague of the Director’s choice. Lastly, a final decision will be made after all applicants are interviewed by the Director.

CPCC Staff Meals and Rest Periods

All staff who work 6 or more hours in a given day are required to take at least (may be longer) a half-hour lunch break. Employees must clock in and out for their lunch break periods and should be punctual. Employees may leave the premises for their lunch periods only after they have clocked out. Lunch breaks are intended to provide employees an opportunity for rest and relaxation. Accordingly, they should be enjoyed away from the employee work areas. During the 15- minute morning and afternoon rest break, the employees need to stay on the premises. Rest periods are provided on CPCC-paid time. Employees are not allowed to leave the premises during a paid rest period. Employees may not combine paid rest periods or add them to meal periods.

Permission to Leave During Work Hours

If it becomes necessary for an employee to leave during working hours, permission to leave must be obtained from the Director and /or Assistant Director. Employees who leave the premises for personal business must clock out when they leave.

Time-Keeping Procedures

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All employees are issued a PIN to use for the employee's time-keeping. All hourly employees are required to use the iPad to clock in and out. Employees are required to clock in when beginning work, out when leaving work, out when beginning a meal period, in when returning from a meal period. Employees who clock in five (5) minutes after the scheduled time in (including meal periods) will be considered tardy. Employees who punch out later than five (5) minutes after the scheduled time out must obtain approval from the Director. Punches that are outside the employee's scheduled shift will subject the employee to disciplinary action up to and including termination. The employees should report any "missed clock-in or -outs" to the Director. Employees should not forget to clock in and out. If employees repeatedly miss clock in or outs, they will be subject to disciplinary action up to and including possible termination.

- A. Unauthorized overtime is prohibited. When employees know that overtime may be worked, they should immediately notify the Director. Employees who work any unauthorized overtime will be subject to disciplinary action up to and including possible termination.
- B. It is strictly forbidden to clock another employee in or out. Violation will result in disciplinary action up to and including possible immediate termination.

Scheduling and Overtime Practices

Employee work schedules vary by department and staffing needs. CPCC does not guarantee any particular number of hours. CPCC reserves the authority to schedule employees and to deviate from normal shifts in whatever manner is deemed appropriate in its sole and absolute discretion. CPCC can increase or decrease an employee's hours, or change the employee's schedule's starting and ending times, as CPCC deems necessary.

Pay Days

CPCC will distribute paychecks every week on Thursday. Paychecks cannot be distributed in advance. If a holiday falls on a payday, paychecks will be distributed the workday prior to the holiday.

Personal Use of Center Phone

The use of the Center phone is limited to official business. Accordingly, employees are not permitted to make or receive personal telephone calls during working hours unless there is an emergency. Friends and relatives should be discouraged from calling during working hours. Necessary calls should be made during break or meal periods. Under no circumstances should an employee make or charge a personal long distance call to the Center.

Use of Personal Cell Phone

The employees are permitted to use their cell phone during working hours only if they are using the Procure app to communicate with parents or the Learning Genie app to enter observations and notes. The personal cell phone should only be used on the employee's break time for personal calls. The Center phone is always available in case of an emergency. The cell phone ring should be on silence while the employee is working in the classroom.

Visitors

Visitors to children at the Center must be those who have been designated by the parents as allowed to visit. If persons have been identified as not allowed, yet come for a visit, at no time are they allowed to visit with the child. The Director and/or Police are to be contacted immediately. Visitors to staff or observers of the Center may only visit with the permission of the Director. Visitors need to be

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escorted by the Director or Assistant Director. It is not allowed for staff members to have personal visitors come into the classroom and visit. They may visit during a staff member's break time, away from the children. Staff relatives picking staff members up should wait in the office, staff lounge or the parking lot. This is for the safety of the staff members, CPCC and the children. Unauthorized individuals are not allowed to be around the children.

Supply and Material Request

When materials are needed for the class, notify the Director, and she will let the staff member know what the budget allows and when these materials can be purchased. It is our goal to have all the materials and supplies that we need in order to offer the best possible program for children. The staff members need to be responsible not to waste materials and to properly secure items and equipment. It is the staff's responsibility, not the children's to ensure that equipment, games, balls and toys are put away properly.

Personal Items Brought to the Center

Items such as purses need to be kept out of reach of the children. Staff members may not have dangerous items in their purse, such as medications, cigarettes, or safety products (pepper spray etc.). These types of items must be kept under lock and key, preferably out in the car. Items brought to the Center by the staff member for use with children should have his/her name on them. Teachers are not required to bring items for supplies and equipment.

Proper Bending and Lifting Guidelines

Lifting should be done with the knees bent and using leg strength rather than back. Bending should be done with the knees (and not from the waist) when bending to pick up toys, children, supplies. Lifting large infants/toddlers to the changing tables should be done with the assistance of the step stool. If children are able to walk, they can climb the step stool, with the assistance and direct supervision of the staff member, to get to the changing table. This will help keep our staff safe from unnecessary back injuries from lifting heavy children.

Child-Abuse Mandated Reporter

You have signed upon employment a document which states that all adults working in a child care setting are considered a Federally Mandated Reporter. That means that if during the course of your work or personal life, you see behavior on the part of a child or adult which indicates to you that the child is being abused, you are required by federal law to report that abuse. Staff who report suspicions of child abuse/neglect where they work are immune from discharge, retaliation, or other disciplinary action for that reason alone, unless it is proven that the report was intended to do harm. All teachers must complete the online Mandated Reporter training through the California Department of Social Services every two years and be informed of their obligations as a mandated reporter.

TB/Chest X-Ray Clearance

Staff members are responsible to keep their TB/chest x-ray clearance up to date. TB clearance is good for two years and chest x-ray for five. If an employee does not take care of his/her clearance before it expires, then he/she will be on leave of absence without pay until the Center receives the clearance. (The Director will send a reminder prior to the expiration date).

Center Staff Parking

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Parking is available for our staff in the Church along the west wall of the parking lot. The parking spaces closest to the Center need to be left open for parents. Never park in the Handicapped parking unless you have a valid permit. No idling cars are permitted.

No-Smoking Policy

Smoking is absolutely prohibited on the premises. Employees who violate this policy will be subject to disciplinary action, up to and possibly including immediate termination.

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Job Description

Title: Director of Children's Center

Full Time Exempt Position

Purpose

The position of Director of Children's Center is to provide leadership and services to the children, parents, visitors and staff of the Claremont Presbyterian Children's Center.

Accountability

The Director of Children's Center is accountable to the Pastor with endorsement of his/her annual review by the chair of the Personnel Committee. This review will be compiled based on mutually-agreed upon individual input from the parents and staff of the Center and the Church.

Responsibility

The responsibilities of the Director are many and varied. But are no less than:

1. Developing, maintaining, and implementing curricula which meet all aspects of the spiritual, intellectual, social, physical and emotional growth of the children.
2. Coordinate the Children's Center programs with other church programs.
3. Formulate annually the Center's budget for Committee review and approval.
4. Implement the personnel and operating policies of the Center and the Church.
5. Recruit, select and encourage the professional development of the Center's staff.
6. Maintain accurate enrollment and accounts payable records and reports in accordance with accreditation and licensing requirements.
7. Be a spokesperson for early childhood development issues in the Church and community.
8. Take on other occasional responsibilities as determined by the Center Committee and Session.

Relationships

The Director relates to the rest of the church staff as colleague in the congregation's multi-faceted mission. He/she relates to the Center staff as supervisor. He/she relates to the Center Committee as an *ex-officio* member with voice but not vote. The Director is welcome but not required to attend Property and Finance Commission and Session at anytime.

Evaluation

At start of employment there is a 30- and 90- day evaluation commencing from the start date. After the 90-day probation there is an annual review commencing in November of each year.

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Job Description

Title: Assistant Director

Salary: Hourly

Qualifications

- Must meet all licensing requirements.
- Minimum of 24 College units in Early Childhood Education with an additional 3 units in Administration.
- A Children's Center Permit, CDA Credential (earned through the NAEYC) or AA Degree is desirable.
- The candidate must have three years experience working in a teacher capacity in early childhood education.

Performance Responsibilities

1. Primary responsibility as Head Teacher for a given age group. Should be able to model appropriate teaching techniques and serve as a trainer for new teachers.
See Job Description for Head Teacher.
2. Be able to assume any duties of the Director as assigned, and coordinate with the Director or Church Head of Staff. To include supervision of Teachers, Aides, and provide direction as necessary.
3. Be knowledgeable about all emergency plans and provisions for the health and safety of the children and staff.
4. Be able to arrange staffing, collect payments and communicate effectively with parents in connection with the program during any absence of the Director.
5. Assist Director in maintaining emergency information on each child and submit necessary reports to the Director for accident, incident, and medication.
6. Attend and participate in planning of monthly staff meetings, attend any and all Center sponsored parent events, and occasionally the Children's Center Committee meetings.
7. Assist Director in maintaining stock and ordering necessary supplies. Plan snack menus and make purchases when needed.

Essential Function

1. Able to observe, see, hear and respond to children's needs, emergencies and conflicts that might occur in a classroom, bathroom or playground.
2. Able to lift 25-30 pounds from floor to waist high 10 times per day.
3. Able to communicate effectively with children, staff and parents verbally and in writing.
4. Able to reach a child 20-30 feet away within 10 seconds without danger to the staff person's health or that of the child.
5. Regular attendance for the purpose of providing consistent supervision and evaluation of the children.
6. Must be comfortable and willing to participate in activities which are particular to a Christian environment.

Supervision

Position is supervised by the Director.

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Work Year/Hours

This is a 12- month position, full-time position. (This is subject to the enrollment needs of the Center.)

Agreement

My signature below represents my agreement with and conditions of the above job description. I also understand that any new position or promotion is subject to a 90 day Introductory period. During which I, or Claremont Presbyterian Children's Center may determine if I am right for the position. At anytime during this introductory period, I or the Children's Center may terminate this position.

Staff Signature

Date

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Job Description

Title: Head Teacher

Salary: Hourly

Qualifications

- Must meet all licensing requirements.
- Minimum of 12 Units ECE and High School diploma or equivalent.
- Must hold current CPR Certificate.
- Must have six months' experience working with children.
- A Children's Center Permit or CDA Credential is acceptable in lieu of the above experience.

Performance Responsibilities

1. Supervise children indoor and outdoor, as assigned. Personally greet each child and perform a daily health check.
2. Assist in planning and implementing the daily program experiences for the children which are in keeping with the philosophy, goals, and curriculum objectives. Submit lesson plans to the Director each week on the Friday, prior to the week planned for.
3. Maintain emergency information on each child and submit necessary reports to the Director for accident, incident, and medication.
4. Attend monthly staff meetings, quarterly parent events and other Children's Center Functions.
5. Assume an equal share of the joint housekeeping responsibilities of the staff.
6. Treat each child with dignity and respect, providing a "Loving" atmosphere. Treat Parents with dignity and respect. Respect and protect Child, Parent and the Center's confidential information.

Essential Functions

1. Able to observe, see, hear and respond to children's needs emergencies and conflicts through the day.
2. Able to lift 25-30 pounds from floor to waist high, 10 times per day.
3. Able to communicate to children, staff and parents verbally and in writing.
4. Able to reach a child 20-30 feet away within 10 seconds without danger to the staff person's health or that of the child.
5. Regular attendance to provide consistent supervision and of the children, and be comfortable teaching in a Christian environment.

Supervision

Position is supervised by the Director.

Work Year/Hours

This position is a 12 month position, hours per day as needed.

Agreement

My signature below represents my agreement with and conditions of the above job description. I also understand that any new position or promotion is subject to a 90 day introductory period. At anytime during this introductory period, I or the Children's Center may terminate this position.

Staff Signature

Date

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Job Description

Title: Assistant Teacher

Salary: Hourly

Qualifications

- Must meet all licensing requirements.
- Minimum of 6 Units ECE and High School diploma or equivalent.
- Must be 18 years of age or older or currently participating in a high school or college ROP program.

Performance Responsibilities

1. Assist teachers in providing daily experiences for the children that will be in keeping with the philosophy, goals and curriculum objectives of the center.
2. Supervise children indoor and outdoor, as assigned.
3. Maintain a safe and healthy environment through assuming shared housekeeping duties, in coordination with the other Teachers and Head Teacher.
4. Attend monthly staff meetings, quarterly parent events and other Children's Center Functions.
5. Treat each child with dignity and respect, providing a "Loving" atmosphere.
6. Treat Parents with dignity and respect. Respect and protect each Child, Parent and Center Confidential information.

Essential Functions

1. Able to observe, see, hear and respond to children's needs emergencies and conflicts through the day.
2. Able to lift 25-30 pounds from floor to waist high, 10 times per day.
3. Able to communicate to children, staff and parents verbally and in writing.
4. Able to reach a child 20-30 feet away within 10 seconds without danger to the staff person's health or that of the child.
5. Regular attendance to provide consistent supervision and a sense of continuity within the program. Also to be comfortable teaching in a Christian environment.

Supervision

Position is supervised by the classroom Head Teacher and the Director.

Work Year/Hours

This position is a 12 month position, hours per day as needed.

Agreement

My signature below represents my agreement with and conditions of the above job description. I also understand that any new position or promotion is subject to a 90 day introductory period. At anytime during this introductory period, I or the Children's Center may terminate this position.

Staff Signature

Date

Claremont Presbyterian CHILDREN'S CENTER

Pay Scale 2022

Experience	1-5 years	5-12 years	12-20 years	20 plus*
Lead Teacher	15.00-17.00	15.50-18.00	16.00-19.00	16.50-25.00
Assistant Teacher	15.00-15.00	15.00-16.00	15.00-17.00	16.00-20.00
Aide	15.00-15.00	15.00-15.50	15.00-16.00	15.00-16.50
Substitutes	15.00	15.00	15.00	15.00
Teacher/Assistant Director	16.00-22.00	16.50-24.00	17.00-27.00	17.50-30.00

Premium Pay

AA Degree in ECE \$0.50

BA Degree in ECE \$1.00

*When an employee has reached the top of their salary classification, their salary remains capped. Salary cap includes premium pay.

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Acknowledgement

The undersigned employee hereby acknowledges receipt of a copy of the Claremont Presbyterian Church Children's Center Employee Handbook, and certifies that he or she has read it, or will read it during the first week of employment, and is responsible for knowing its contents.

The undersigned further acknowledges that the aforesaid manual does not constitute an expressed or implied employment contract between the employee and Claremont Presbyterian Children's Center (CPCC). Employment with Claremont Presbyterian Children' Center is voluntarily entered into an employees are free to resign at any time. Similarly, CPCC is free to terminate an employment relationship at any time, with or without cause or notice.

Employee's Signature

Date

Employee's Name (Printed)

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W CPCC Parent Handbook



Claremont Presbyterian **CHILDREN'S CENTER**

A Loving Place to Grow and Learn.....
PARENT HANDBOOK

2022



Year Round Program
State Licensed #191501334, 191593920
NAEYC Accredited

1111 North Mountain Avenue
Claremont, CA 91711
(909) 626-6261

Sacha Lord, Director
E-mail: slord@claremontpres.org

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www.claremontchildrenscenter.org

Welcome!

It is my pleasure to welcome you and your family to Claremont Presbyterian Children's Center. This handbook contains important information that will help you gain a clear understanding of our purpose, policies and procedures. After you have read the information, please sign and return the acknowledgement page (located on page 19).

If you have any questions or concerns, please feel free to call or stop by the office to see me. My goal is that we work together, as a community of education and faith, to provide the best possible environment for our children.

Sincerely,

Sacha Lord
Center Director



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About CPCC

Our Mission

The mission of the Claremont Presbyterian Children's Center is to provide quality early childhood education in a loving Christian environment where children and their families can experience comfort, security, and acceptance regardless race, creed, or religion. We strive to provide child care in a safe and healthy environment, and to provide a variety of educational experiences that promote the physical, intellectual, social, emotional and spiritual growth of a child.

Our Philosophy

We believe that each child is a unique individual, with unique developmental needs and interests. Therefore, we design our programs so that children discover and learn at their own pace in an environment of play. Our philosophy is informed by the theory of Jean Piaget, who stated that children develop and learn in sequential stages by being actively involved in their environment. Dr. Piaget once said, "A child's work is play." While many of our activities will look like play, our teachers plan each activity with a specific purpose and goal in mind. Teachers also allot ample time for free play.

As an NAEYC¹ (National Association for the Education of Young Children) accredited program, we implement the guidelines established by the NAEYC as the basis of our programs for each age group.

Goals for Our Children

- To nurture and develop children's positive self-esteem
- To provide an environment that is safe and healthy for all children
- To help children become curious, imaginative, and creative learners
- To teach children to appropriately communicate ideas and feelings
- To encourage children to appreciate nature and develop a sense of wonder
- To teach, by example, how to get along with and respect others
- To provide an environment of play and learning in which children will discover and strengthen their physical coordination and acumen
- To instill in children a love for life-long learning
- To have FUN!

Our Organization

Claremont Presbyterian Children's Center (hereafter referred to as CPCC) is a non-profit program within the Claremont Presbyterian Church (hereafter referred to as CPC). The church is dedicated to the mission of this program, which is providing an important human service to the community. CPC was established in 1955 and our Center has been in licensed operation since April 1982. The parents will receive a copy of the CPC Communicator (church's newsletter) once a month regarding church activities. The Church staff, including the Center Director, can be reached via e-mail: slord@claremontpres.org (or first initial/last name of church staff).

Governing Body

CPCC is managed by the Director, who reports to the CPC Head of Staff and the CPCC Commission. The Commission makes recommendations for approval by the Church Session (the governing body

¹ For additional information, please go to: www.naeyc.org

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of CPC). The CPCC Commission is comprised of church members, CPCC parents, and church and CPCC staff. The Commission is chaired by a church elder. The Commission meets monthly to discuss and implement the on-going business of the Center, plan fundraisers, review the monthly financial reports, determine tuition changes, and oversee the budget. A parent forum is available each month during the first half hour of each commission meeting. This is a time parents are welcome to share ideas and/or concerns. The CPCC director prepares the annual budget for review and approval by the commission and the church session (the ruling board of the church), and final approval of the church congregation. The CPCC Commission presents an annual report including an annual budget at the CPC annual meeting for review by the congregation.

Admission Policy

All children are accepted regardless of race, creed or religious affiliation. However, due to our limited enrollment capacity, we may have a waiting list for a given age group. The priorities for selection, as established by the CPCC Commission, are:

1. Children of CPCC staff
2. Children of CPC staff
3. Siblings of children currently enrolled
4. Children of CPC members
5. Children of community families

We may at times give priority to a family in need on a special scholarship plan. This plan is funded by special fundraising done through the CPC. We have a goal of always providing care for a family in need of assistance.

Programs Available

Infants	ages 6 wks-12 months
Young Toddlers.....	ages 12-20 months
Toddlers	ages 20-30 months
Young Preschool	ages 2 to 3
Young 3's.....	age 3
Preschool 3's	ages 3 to 4
Pre-K.....	ages 4 to 5

CPCC Normal Business Hours

CPCC hours of operation are from 7:00 a.m. to 6:00 p.m., Monday through Friday. We are closed to commemorate the following holidays: Martin Luther King Jr. Day, President's Day, Good Friday, Memorial Day, Independence Day (July 4), Labor Day, Thanksgiving Day and the Friday following, and Christmas Eve at noon until January 2. If a holiday falls on the weekend, it will be observed on either Friday preceding it or the following Monday.

Enrollment Procedures

In compliance with licensing regulations, registration and emergency forms must be received prior to the child's admission. All other health and immunization records shall be submitted at this time as well. Children whose forms have not been received by the designated deadline may be excluded from the classroom until such forms have been received.

Enrollment of Children with Special Needs

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It is the policy of the school that children with special needs be included in enrollment when it is determined that the staff and/or facility can provide a beneficial classroom setting for this child. At the time of registration to the Center, parents shall be required to fully disclose any known special needs of his/her child. It is the prerogative of the school to request that the child be evaluated prior to admission to the school and that any medical, education, or other pertinent records be offered to the school for consideration.

Arrival and Departure Procedures

- Arrival at school on time will help ease children into our daily routine – it is much more difficult to join an activities or group of children already in progress.
- Plenty of rest, a good breakfast, and an unhurried routine will help ensure that children function at their best.
- Children are encouraged to wash their hands as soon as they enter the classroom. This will help us keep germs at a minimum.
- Children should be sent to school in **play clothes**.
- Wearing clothes that “cannot get dirty” will inhibit a child’s interaction with materials.
- We plan to play outside every day, therefore please dress your child for the weather.
- For the child’s protection, the parent or guardian must accompany the child into the Center and must pick up the child from the Center.
- Upon arrival and departure the parent/guardian **must** sign the child in and out using the QR code on their personal devices or their PIN and signing their name on the iPad in the entry of the Infant/Toddler building.

Daily Sign/In and Out

A parent and/or guardian must sign in their child or children each day when they are dropped off at school. Likewise, parents/guardians must sign out their child or children when picking them up at the end of the day. Our Procure app can be downloaded by parents on their personal device in order to sign-in and sign-out. Family members, guardians and authorized contact persons are assigned individual PINs which are specific to each person. When dropping off or picking up one may use only one’s own PIN. Parents and/or legal guardians may choose to receive an email notification of the time of drop off and pick up. Parents may download the Procure App enabling them to sign in and out by using the QR code at the entrance of the school and the classrooms.

Relationships

Communication with Parents and Families

We encourage communication from all of our parents and families, so that together we may work toward the common goals for each child. Developmental evaluations are conducted twice a year for preschool children, and quarterly for infants/toddlers. Parent/teacher conferences will be announced in the parent newsletter. Of course, we encourage daily communication between parents and teachers to ensure that we are informed of your child’s on-going progress, as well as any concerns that you or your child’s teachers may have. Each age group has daily or weekly progress communication reports.

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The Procure app provides a direct communication tool between teachers and families. Please note that daily conferences with teachers should be kept brief, as the teacher's first responsibility is to attend the children in our care.

It is a priority to assure positive relationships between CPCC staff and families. If parents have concerns they should first address the child's teacher(s), and then the director if there needs to be further conversation. As a last resort, the head of staff or the associate pastor of the church may become involved to assist in achieving resolution.

Family Access and Release Policy

Claremont Presbyterian Children's Center has an open door policy for families, whereas known parents and family members may enter the school grounds any time during our operation hours being mindful of the children's naptime between 12:00 noon and 2:30pm. However the children will only be allowed to leave with their parents and the people that have been authorized on their emergency consent form, or by written authorization (the blue authorization form is located on the sign in/out counter). It is the responsibility of the parent to inform any person that may be unfamiliar to the staff that they will be required to present identification for the release of the child. If CPCC staff has any doubts, the parents will be called to confirm the release.

Curriculum

Curriculum

Our goal is to provide developmentally appropriate curriculum and expectations for each age group. A curriculum guideline brochure, listing specific goals, is available for each age group at the sign-in counter. We use themes such as "animals" or "all about me" as a medium for the children's learning, but the specific skills are indeed the goal. We also try to make the learning environment as culturally relevant as possible. We will request information about your family including, photos, favorite recipes, traditions, and celebrations. We work hard to create a learning environment that is comfortable, and that has cultural and family influences in all of our age groups. We also use an approach which is best described by a well known child development researcher Sue Bredecamp, as "hands-on, minds-on active learning." The teachers in each age group carefully plan each week's activities, and these lesson plans are posted in each classroom. They also do goal planning for the class and each child to ensure that the curriculum is in line with each child's needs as well as the needs of the group.

While this all sounds very serious, we also appreciate the child's need to play. The best known child development researcher of our time, Jean Piaget, found that children do work at play. They struggle with conflicts of their own to learn about the world around them through play. They discover all the wonders of life through their play and manipulation of their environment. So even though much of what you may see may look like "just play," it is important work they are doing!

At CPCC, our curriculum is.....

- **Developmental:** Children's learning and skill acquisition is by nature, but develops at the child's own pace. Each child is respected and supported at each stage of development as they progress toward their own goals and potential.
- **Play-based:** Play is the child's natural process for learning and development. Within play's natural learning environment children develop socially, emotionally, physically, and intellectually.
- **Child-directed:** Children learn best when they have some control over their learning, when activities are meaningful and relevant, and when they make choices regarding what materials they use and how

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they will use them. These choices empower children to take control of their own learning and to become intrinsically motivated—the most effective and engaging way to learn.

- **Teacher-supported:** Rather than a dispenser of knowledge, the teacher is primarily a facilitator enabling the child to learn from his/her own experiences. The teacher prepares a nurturing environment, a wide variety of material and activity, and ample opportunity to explore.
- **Integrated:** Curriculum includes all parts of the preschool day, including arrival, routines, care taking transitions, and departure, as well as planned activities and spontaneous play. Learning occurs in all areas of the classroom and is not an isolated event, drill, or activity.
- **Emergent:** Curriculum is created daily as the children's interests and ideas are freely explored. When encouraged to make their own choices, explore their own ideas, and to follow their own interests, children are involved in the real process of discovering knowledge.

Each child will always be offered the following daily activities:

- Creative Arts
- Blocks
- Dramatic Play
- Sensory Materials
- Manipulatives
- Science
- Math
- Literature
- Music & Movement
- Nutritious Snacks
- Outdoor Play

Teaching

Positive Discipline

We take a positive approach to discipline, with techniques such as intervention and re-direction rather than punishment. We strive to place emphasis on realistic expectations, setting the environment to minimize problems and to re-direct negative behavior. For example, if a child is throwing sand, we would remind the child that sand is for digging and he/she may not throw the sand. We would encourage the child to dig. If he/she continues to throw the sand, we would at that time re-direct the child to another activity – possibly one in which he/she could throw, such as playing with the balls. **Our goal is for children to learn self discipline and to respect the rights of others. We provide appropriate behavior modeling and encourage children to express themselves.**

Another major point of our discipline policy is conflict resolution. We strive to help children find a solution when coming into a conflict with another child or when in conflict with our wishes. Children who are empowered with the ability to express their needs and feelings are less likely to act out aggressively. We help them find the words to tell others their feelings and help them find solutions. We feel it is important for the adults to not always give the solutions. This helps children develop the ability to think and problem solve, skills which will be of paramount importance as they grow into older children and adults. Our teachers are well trained in positive discipline approaches, such as Conscious Discipline, and we continue to learn and grow through in-service training and

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professional conferences. If a child is having a particular difficulty, we will arrange a conference with parents, teacher and director to plan together and coordinate our efforts to resolve the problem.

Chapel Time

Each academic year at the Children's Center, the Associate Pastor of Claremont Presbyterian Church leads a simple weekly chapel time called Godly Play with the preschool children. They sing and learn about the stories in the Old and New Testaments of the Bible. They explore the deeper meaning of the religious holidays and talk about ways in which we can be better friends and family members. These weekly sessions take place in the small chapel, but on special occasions students visit the church's main sanctuary to look at the stained glass windows and talk about different things that go on in church. The chapel time lasts about 20 minutes one morning a week. We are sensitive to children of all faiths. We welcome and embrace all children.

Potty Learning

We take a positive approach to potty learning. When a child is physiologically ready, he or she will begin staying dry for longer periods of time. This is your cue that he/she is ready – each child is different. Diaper change time is used as an introduction to the potty with positive reinforcement and encouragement. Our staff will help your child by suggesting times to go to the potty and with clean up. You can discuss with your child's teachers the best ways to support your child's learning during this process. It is important to communicate often with the teachers in your child's class during this time.

Exclusion of Children

At CPCC, we are committed to the success of each child. Children with challenging behaviors will be supported through all means possible, including one-on-one guidance and referrals to outside services. We seek to work together with his or her family to provide support for the child through behavior plans, referrals, screenings, and observations. Our goal is to eliminate the use of exclusionary measures and will not consider their use until all other possible interventions have been exhausted, and only when there is agreement that exclusion is in the best interest of the child.

Assessment of Child Progress

Child Placement/Advancement Policy

Our child placement/advancement policy supports the following, as suggested in *Developmentally Appropriate Practice*, by the National Association for the Education of Young Children. Developmental interests and abilities cover a wider range than the chronological age of the group would suggest. Developmental appropriateness includes both typical and individual development. In order to maintain a developmentally appropriate program, children will be placed throughout the year (as openings occur, and as deemed appropriate by the family, teacher, and the Director), as well as the beginning of each summer and fall. Children are advanced to the next classroom or placed according to the following advancement criteria:

1. Availability
2. Developmental needs of the child
3. Child's age

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4. Special circumstances

Assessment Procedures

Upon enrollment, parents will complete an Ages and Stages Questionnaire (ASQ-3) for their child. This developmental screening tool will help teachers get an understanding of the children in their care. In some cases, children may be tested again after a period of time to determine if there have been changes or if there are developmental concerns that may need to be investigated further. An Ages and Stages Questionnaire: Social-Emotional (ASQ:SE) is available for parents upon request.

Claremont Presbyterian Children's Center Staff are trained to conduct DRDP (Desired Results Developmental Profile) assessments twice a year. These assessments will be used to support children's individual development and growth, using a variety of methods such as observations, checklists, rating scales, weekly participation reports, and anecdotal records. Teaching staff will use these assessments to develop and implement curriculum that promote and support children's development and learning, including cognitive skills, language, social-emotional development approaches to learning, health, and physical development. All assessments will be kept confidential in the child's individual file with access provided only to parents, legal guardians, and CPCC teaching staff.

Parent/Teacher Conferences

Two conferences per family will be held each year. A goal-setting will be scheduled early in the fall session; this conference will introduce parents to our assessment process, as well as gather information from families (such as family culture, home language, and personal experience) for curriculum development and individualized teaching. The second conference for families in the spring will be to formally present the assessment of the developmental progress of each child across all developmental areas and to discuss the learning and growth of each child.

Health and Safety

Health Policies

In an effort to create a healthy and safe environment, Children's Center will adhere to the following policies recommended by the State of California Department of Public Health.

1. Complete registration, emergency, health, and medical forms must be turned into the CPCC office prior to the child's first day of admission to the classroom.
2. Ensure that your child's immunizations are current.

We do not accept children who are not vaccinated into our program unless they have a medical exemption. A copy of current immunization record must be on file prior to the child's first day of admission to the classroom.

As required by the State of California Department of Public Health, all children are required to be up to date on their immunizations and must be given a health clearance from their physician prior to enrolling at CPCC.² As children grow and receive additional immunization boosters, please bring your child's shot record by the office so we may update our records.

² For additional information, please go to the California Department of Public Health's website on immunizations: <http://ww2.cdph.ca.gov/programs/immunize/Pages/CaliforniaImmunizationSchoolLaw.aspx>

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Unless indicated for medical reasons, we require that all children are up to date on their vaccinations. In the unlikely event that a vaccine-preventable disease to which children are susceptible occurs in the program, any under-immunized child will need to be promptly excluded.

We require a Physician's Report (LIC 701) upon enrollment and annually for each enrolled child. Please ask your child's health provider to print or fill out the form at your child's annual visit.

We strive to protect the wellness of the children in our care. One important way is our regular routine of disinfecting toys and surfaces and hand washing. Another is by not allowing children to attend while ill with a contagious condition. If your child becomes ill while at the Center, we will notify you immediately and provide special care until your arrival.

The following is a list of conditions which the State of California Department of Public Health considers too ill for a child to remain at the Center:

1. Fever of 100 degrees or higher (child may return 24 hours after fever subsides).
2. Stomach upset and vomiting
3. Persistent and untreated cough
4. Unexplained skin rash not associated with diapering, heat or allergies
5. Diarrhea (frequent and watery stools)
6. Profuse runny nose with discolored discharge
7. Conjunctivitis (pink eye)
8. Any evidence of lice
9. Any condition which prevents a child from participating in the regular planned activities

Often the spreading of illness occurs before severe symptoms occur (i.e., fever, vomiting, etc.) Observing your child's behavior is the key way to detect the possible onset of an illness. It is up to you to keep your child home if you believe she/he is coming down with something other than a common cold.

State of California Department of Public Health requires that you contact the Director immediately if you suspect anyone in your family has any type of contagious illness (i.e., pink eye, chicken pox, head lice, pertussis (whooping cough). The Director must also be contacted if you or your child were exposed to any contagious illness.

Be overly cautious in regard to hand washing for both adults and children at school. Hands should be washed at the following times:

1. Upon arrival at school
2. Prior to handling or eating food
3. After using the toilet or helping your child use the toilet, and after a diaper change
4. After blowing nose

Apply sun block as needed before school for everyday outside play. Staff will apply sun blocks lotion throughout the day **ONLY** if an Authorization to Apply Sun block form is filled out by parent/guardian.

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It is our policy to keep you informed of your child's wellbeing. If we have concerns we will share them with you. If you have concerns about how your child is feeling, do not hesitate to contact CPCC. If your child is too ill to come to school, please give us a call. On rare occasions, our students may have an illness that requires notification to all students, families and staff at CPCC.

Emergency Medical Treatment

Each child and each CPCC staff member will have on-file Consent for Emergency Medical Treatment form. In case of extreme need, this information will be used to "preserve the life, limb or wellbeing of each child or adult."

Medication Policy

Prescription Medication

1. Medications must be in their **original container**, clearly labeled with the **child's name** and the medicine's **expiration date**. These will be stored in locked designated medicine boxes.
2. Siblings cannot share medications.
3. Medication may not be diluted in child's drink.
4. All medications must have a doctor's instructions as to dosage and times to be given. Prescription medication must have this information on the label.
5. Parents/guardians must fill out a Medication Permission Slip, which will be used to log the date, time and staff's name. The medication must be stored in the locking box in the refrigerator or in the "unrefrigerated" medication box.

Over-the-Counter Medication

1. Medications must be in their original container and be labeled with the **child's name**. These will be stored in locked designated medicine boxes.
2. Medication must be dated on the day that it was brought to CPCC.
3. The expiration date of over-the-counter medicine will be checked by the staff members.
4. The over the counter medications may not be kept at CPCC for more than one (1) week.
5. Medication Permission Slip must completed by the parent/guardian.

Peanut and Tree Nut and Sesame Policy

We are a **peanut and tree nut and sesame aware** center. Please do not send any products containing peanuts or tree nuts or sesame to school. Items containing these items will be removed from the child's lunches. We do use sunflower butter at the center and it is a good substitute for peanut butter. We truly appreciate your efforts to help us keep your children safe and healthy.

Nutrition and Wellness

Nutritious morning and afternoon snacks including dairy, fruits and vegetables are provided by the Center for the toddler and preschool children. For the health and safety of all children at CPCC, we **do not serve peanut or tree nut or sesame products. Please do not include peanuts, peanut-based or tree nut or sesame products** in your children's lunches. We do not offer children younger than four years hot dogs, whole grapes, popcorn, raw peas and hard pretzels. The snack menus are available on the parent information bulletin boards, located in each kitchen and by the office. Refrigerators are provided in each age group for proper storage.

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We are concerned about good nutrition for each child. Please do not send “empty calorie” items such as candy, cookies, Jell-O™, cupcakes, etc. A printed hand-out with additional suggestions for healthy lunches is available to all families. For infants and toddlers, please be sure to send all bottles prepared with caps and properly labeled with child’s name (no glass bottles please). We encourage nursing mothers to schedule feedings at the Center whenever possible. Opened food and drink items cannot be stored overnight, so please plan to bring items daily. We can store unopened baby foods and formulas, so check with your child’s primary care giver for storage space.

CPCC is committed to promoting each child’s health and wellness. We include yoga and movement classes in our curriculum and provide ample time for outdoor play and physical activity in each classroom’s daily schedule.

Safe Sleep Policy for Infants

Sudden Infant Death Syndrome is the leading cause of death among infants who are one month to one year old. Unless it is otherwise advised by your child’s pediatrician, our primary care givers will only place infants to sleep on their **backs** without the use of sleep positioners. In order to ensure safe sleep, we adhere to the following policy: pillows, blanket, quilts, comforters, stuffed toys, and other soft items will not be allowed in cribs. After being placed down for sleep on their backs, infants may then be allowed to assume any comfortable sleep position when they can easily turn themselves from the back position.

If infants arrive at the program asleep, or fall asleep, in equipment not specifically designed for infant sleep, the infant is removed and placed in appropriate infant sleep equipment.

Child Picked Up After Closing

All families are asked to arrive before 6:00pm to pick up their children so that they may have time to collect their belongings. Parents/guardians who are running late should call the school so that we are able to inform the child and alleviate any concerns. Be assured that children will not be left at the school until someone has arrived to pick them up. If there is no contact by parents by the time the school is closed, we will begin calling the numbers on their emergency contact list until we have reached someone that has been authorized to be responsible for the child. In the event that no one can be reached and we have put forth sufficient effort, the Claremont police department will be notified.

Reporting of Child Abuse

Child abuse is generally defined as non-accidental, physical or mental injury caused by the acts of omission of the child’s parents or caretakers including physical abuse, neglect, emotional maltreatment and sexual abuse. As required by the State of California Child Abuse and Neglect Reporting Law, any staff member who has reasonable cause to know or suspect that a child has been subjected to abuse, as a mandated reporter must immediately report such information to Child Protective Services.

Reporting of Licensing Complaints

Claremont Presbyterian Children’s Center is a fully licensed facility subject to the California Code of Regulations, Title 22, issued by the State of California Department of Social Services. We strive to provide a program which meets or exceeds the regulations issued by the Department. Parents/Guardians who have any questions or concerns should contact the Director. Parent/Guardians who have licensing questions or complaints should file them with:

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Community Care Licensing Child Care East
1000 Corporate Center Dr. #200-B, Monterey Park, CA 91754
(323) 981-3350

Emergency Evacuation Plan

Signal to leave the building is either the sound of smoke alarm or very loud fire drill bell. (Pulls are in each building in kitchen area)

Evacuating

- *Infants:* Teachers will use Evacuation Cribs. Place infants in the cribs and wheel to the parking lot directly southwest for (Plan 1) or to the grass area out by the Sanctuary (Plan 2). Take the Roll Call clipboard to take attendance and double check to make sure all children are with you.
- *Toddlers:* Teachers escort the children out the back door through the playground to the southwest parking lot. Plan 2 exit is out front door, past the preschool building; past the music building to the grass area by the Sanctuary. Take the Roll Call clipboard to take attendance and double check to make sure all children are with you.
- *Preschool:* Teachers escort children out through the playground to the southwest parking lot grass area. Plan 2 exit is out the front door, past the preschool building; pass the music building to the grass area by the Sanctuary. Take the Roll Call clipboard to take attendance and double check to make sure all children are with you.

Upon Arrival on Grass Area

Sit children in groups. Teachers check attendance. Director will do walk through to make sure all buildings are clear of adults and children.

Signal to Return

Director will call "All Clear" and dismiss classes one at a time for orderly return to the buildings.

Earthquake Drill to Be Completed As Follows:

When returning from the Fire Drill to the classroom, Director will announce an Earthquake Drill verbally. Get children away from the windows and under the tables. The teachers will encourage and reassure the children through both processes as it can be frightening for them.

Prohibited Items

The following items are prohibited from CPCC for the safety of our children: sharp objects, firearms, drugs (including alcohol and cigarettes), and any other items that would be considered significant hazards that pose risks to children and adults.

Car Seats and Strollers

CPCC cannot be responsible for any personal items, such as car seats or strollers that are left outside the building. To remain in compliance with local and state fire codes, and to ensure the safety of our children, CPCC is also unable to accommodate these items inside the classrooms or entry way. You are welcome to leave them outside of the buildings and away from the sidewalks if you need to leave them at the Center all day.

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Staff Competencies, Preparation, and Support

Our Staff

Our teachers are selected for their educational background, their sensitivity, and their professional experiences in the field of early child education. All staff members at CPCC have been thoroughly screened, with background, health and Live Scan clearances. Our teachers are encouraged to further their continuing education through on-going enrollment in college courses and attendance at professional conferences. Our teachers are compensated at a competitive rate, with an attractive benefits package; this helps to ensure our low turn-over rate. One of the trademarks of a high quality, early childhood program, is a low staff turn-over.

Families

What to Bring:

Infants, Young Toddlers & Toddlers:

1. A fitted crib sheet and crib-size blanket. Child's blanket and sheet must be taken home on Fridays (or sooner if soiled) to be laundered.
2. Disposable diapers and wipes.
3. A complete change of clothing.
4. For children in infant classroom, please provide prepared bottles with formula or breast milk. (No glass bottles please)
5. For children in Young Toddler & Toddler class, a lunch box with nourishing food and a sippy cup.
6. Please provide any special items that will be needed by your child (i.e., special blanket, toy, or pacifier). Special items are important because they are a link between home and school.
7. Everything must be permanently labeled with your child's name, including bottles. All bottles must have a lid.

Young Preschool, Young 3's, Preschool 3's, & Pre-K:

1. A complete change of clothing: pants and shirt or a dress, shoes, socks and underwear should be labeled with your child's name.
2. If your child stays for nap, he/she will need a fitted crib-size sheet and blanket. Due to limited storage, large blankets, sleeping bags, and/or pillows are not allowed. Your child's blanket and sheet must be taken home on Fridays (or sooner if soiled) to be laundered.
3. A lunchbox filled with enough nourishing food to satisfy him/her for lunch.
4. All items must be permanently labeled with your child's name.

Clothing worn to the Center will get dirty! Please send your child to school in washable play clothes. A child who has had a busy and fun day will get dirty. Children must wear shoes that provide protection to their feet and are appropriate for running, climbing, and riding tricycles. Sandals with a heel strap may be worn, but "flip-flops" are not permitted.

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Children may bring security items (e.g., a teddy bear) when needed; these items, too, should be labeled with your child's name.

Ground Rules for Parents

- Sign your child in and accompany him/her to the classroom. You are also required to sign your child out at pick up time.
- Please inform your child's teacher of anything which might affect your child's behavior in school; lack of sleep, upset at home, loved one out of town, etc. This knowledge will help teachers to better understand your child's behavior and adjustment to the classroom.
- Please say "good-bye" to your child before leaving. Sneaking out to avoid separation issues generally magnifies the problem and can result in loss of trust between parent and child. Teachers will be happy to assist you should you have problems, or need help with separation.
- Arrival and dismissal times are generally not good times for teachers to talk at length with parents. Our place is with the children at these times. If you have questions or concerns that will take more than a few moments to discuss, please schedule a convenient conference time.
- Please check and clear out your child's parents' pockets for center communications & cubby for dirty clothes before leaving.

Head Count of Children

The staff of CPCC is responsible and required to take a head count of the children in their class in accordance to their roll call sheet. Because of this, it is important for parents/guardians to take the time to make sure that staff updates their roll call sheet when their children arrive. Roll is taken each time the children transition from one area to another, such as from the classroom to the playground.

Toys from Home

Toys from home usually become the focus of disagreement and distractions from planned activities of the day. Please have your child leave his/her toy at home or in the car to avoid this. "Share items" should only be brought when requested by your child's teacher.

Birthdays

Please contact your child's teacher prior to classroom celebrations. Parents may provide a special birthday snack, as long as it is healthy and nutritious. It is inappropriate to distribute party invitations at school, unless you invite the entire class.

Field Trips

As with all school activities, field trips are part of our educational curriculum. Teachers will plan, with advance notice, occasional field trips based on the needs and interest of the group. Trips which are meaningful and relevant to your child will be planned with safety in mind. Children will be actively supervised by a responsible adult at all times on field trips. Staff will carry a first aid kit and emergency information for each child in attendance. Our field trips are walking trips to the park, pet store or local grocery store. A permission slip will be sent home prior to the field trip that requires parent's signature. We will not be able to take the children on the field trip without the permission slip; those children without a slip will stay at the Center. Parents are encouraged to participate in the field trips.

Community Relationships

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CPCC Monthly Newsletter and Calendar

A CPCC Parent Newsletter and calendar is distributed to all families at the beginning of each month. This publication provides important information regarding school and classroom activities, important dates and newsworthy school information. Please take a few minutes each month to read our newsletter; it is our most important vehicle for communicating school activities.

Classroom Monthly Newsletters

Classroom Newsletters are distributed to families by the classroom teachers. These newsletters will keep families up-to-date on specific happenings in their child's classroom.

Special Events

The Center hosts these special events during the year: Back-to-School Night and Open House, fundraising events, Holiday Program, and Graduation. We also have a Family Night at El Rancho Restaurant on the second Monday of the month. In the past, fundraising events have included events at local restaurants, silent auctions, the Holiday Tree program, and Adopt-a-Family. All parents and families receive information regarding all fundraising events as they take place.

Leadership and Management

Financial Policies

Our Center is a non-profit organization which is funded entirely by tuition fees. Therefore, timely payment is necessary for the operation of our Center. Please note the following important financial policies that apply to all families:

1. **A registration fee, which is non-refundable**, is due at the time of enrollment and annually thereafter (in June). The fee is \$125.00 for first-time enrollments and \$100.00 for annual enrollments thereafter.
2. **Tuition fees** are due on the first of each month. You will receive a statement specifying the tuition amount on the first of the month. Payments made after the 10th of each month will be subject to a 10% late payment fee. **Any tuition not paid in full by the 15th of the month will result in discontinuing your child's enrollment.** (Note: in the event of financial crisis, talk to the Director to make special arrangements.)
3. **Sibling discounts** are offered for younger siblings of children enrolled in CPCC, at the rate of 10% for a second child and 15% third child. The discount will be applied to the lesser tuition.
4. **A returned check fee of \$15.00** will be charged in the event a payment check is returned by the bank. In the event that more than two checks are returned, a cashier's check or money order will be required.
5. **A late-pick-up fee of \$1.00** will be charged for **each child** and for **each minute** after his/her regularly scheduled program has ended for the day.
6. **A missing sign-in/out fee of \$20.00** will be charged for **each child** and **each missing sign-in/out**. This charge will be added to the following month's tuition invoice.

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7. Due to the on-going costs of the Center, **no credits or discounts** can apply for **absences** due to holidays, regularly scheduled school closures, or absences for personal reasons.
8. **Program Change: two (2) weeks' notice** is required to make changes to your child's enrollment schedule and program. This includes changes to the number of days or the days of the week your child will attend.
9. **Withdrawal from the Program:** Withdrawing your child from the program requires a **30-day notice**. Should you choose to re-enroll your child at a later date, normal registration procedures will apply.
10. A **reservation fee** to hold and enrollment space for children of families who need to take the summer months off will be charged at the rate of **two half-days per week**. If you choose not to pay this reservation fee, your child's space may be filled by someone from our waiting list.

Children's Files

Each child's file is confidential and kept in the Director's office where it is immediately available upon request to:

- Administrators and teaching staff who have consent from a parent or legal guardian to access the records
- The child's parents or legal guardians
- Regulatory authorities

Enrollment Status

Unfortunately the occasion may arise for the Center to reserve the right to ask a family to withdraw a child. The following conditions could make it necessary:

1. Submission of a false statement regarding parental/guardian on any document processed in connection with initial admission or retention.
2. Behavior demonstrated by a child or parent which causes problems that cannot be resolved by conference.
3. Unpaid tuition.

We will do everything in our power to ensure that you and your family have a positive experience with us, and to work together to resolve any difficulties.

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Acknowledgement

Please read the following statement, sign below, and return the bottom portion to the office.

I (we) have read and understand all the contents of the Parent Handbook, revision date 1/2021, provided by Claremont Presbyterian Children's Center. I (we) understand and will comply with the guidelines set forth in this handbook.

Child's name: _____

Parent/Guardian name: _____

Parent/Guardian signature: _____

Date: _____