

OFFICE POLICIES & PROCEDURES

- 1.) **Pastor's Office Hours** The pastor's office hours are Friday & Saturday 10 a.m. - 1 p.m. and by appointment. In case of an emergency the Pastor can be reached at 913-908-9627 (cell phone) or 913-831-8555 (manse).
- 2.) **Sickness/Hospitalization** It is the responsibility of those who are sick or who are to be hospitalized (or their caretakers) to notify the Pastor or Stewards whether or not to list their name on the sick and shut-in list.
- 3.) **Death** In the event of the death of a congregant, the family of the deceased should notify the pastor *prior* to completing final arrangements with the mortuary. Unless otherwise requested by the family, the pastor will be the Officiant and/or the Eulogist when a member dies. In addition, the Church will provide a repast for the family (if requested). Condolences will be sent on behalf of the church for relatives of church members. A \$50 token of bereavement will be sent in the event of the passing of immediate family members (i.e. spouses, children, grandchildren, siblings, parents and/or grandparents). The fee for *non-members* to utilize our church for a funeral is \$300 (\$100 for the sanctuary, \$100 for the kitchen, and \$100 for the fellowship hall).
- 4.) **Weddings** *Weddings* are to be arranged through the church office. Pre-marital counseling is MANDATORY for all congregants who are married by the Pastor. The cost to utilize our organist/pianist is not included and would need to be negotiated with the musician. Family member's immediate family members who wish to utilize the church for their wedding will be charged a nominal fee of \$200. The fee for *non-members* to utilize our sanctuary for a wedding is \$500 and the cost to utilize our fellowship hall is \$50. The fee to have the pastor perform the wedding for *non-members*, which includes two (2) mandatory pre-marital counseling sessions, is \$200. SPECIAL NOTE: THE PASTOR WILL NOT PERFORM, NOR WILL GRANT CHAPEL BE THE HOST FACILITY FOR ANY SAME-SEX UNIONS.
- 5.) **Baptisms** *Baptisms* will be celebrated on the Sunday of the month mutually agreed upon between the pastor and the candidate(s) during the morning worship service. At least ONE pre-baptismal counseling session is REQUIRED for all candidates and their parent(s)/legal guardian(s).
- 6.) **Full Membership Certificates** Certificates of Full Membership will be presented on the Sunday of the month mutually agreed upon between the pastor and the candidate(s) during the morning worship service after completing New Members Training.
- 7.) **Announcements** ALL announcements *must* be pre-approved by the pastor. nouncements to be printed in the bulletin must be received by Wednesday. Announcements will be edited for length. At the discretion of the pastor, some announcements will be posted and/or *not* read.