

First Presbyterian Church
of Delaware, Ohio

Operations Manual

Operations Manual

First Presbyterian Church of Delaware
73 West Winter Street
Delaware, Ohio 43015

Presbytery of Scioto Valley

Synod of the Covenant

Presbyterian Church (U.S.A.)

Originally Adopted: *December 10, 2024*
Last Officially Amended: *November 10, 2026*

Cover photo by Chuck Stringham

Name

The name of the congregation shall be: First Presbyterian Church of Delaware.

It shall be incorporated under the State of Ohio as: First Presbyterian Church of Delaware, Inc.

Contact Information

Public Facebook Group page:	https://www.facebook.com/delfpc
Private Facebook Group page:	https://www.facebook.com/groups/93357756502/
Church website:	https://delfpc.org/
Email address:	delfirstpres@midohio.twcbc.com
YouTube	https://www.youtube.com/@DelawareFPC
Office phone:	(740) 363-1205
Street Address:	73 West Winter Street Delaware, Ohio 43015

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Mission of First Presbyterian Church of Delaware

"Living out the gospel of Jesus Christ through unconditional Love"

An Open and Affirming Congregation

The First Presbyterian Church of Delaware has declared itself an "Open and Affirming Congregation."

A Matthew 25 Church

The First Presbyterian Church of Delaware has declared itself a "Matthew 25" Church.

A Matthew 25 church in the PCUSA is committed to three areas of focus:

- Dismantling structural racism: This involves breaking down systems, practices, and thinking that lead to discrimination, bias, prejudice, and oppression
- Eradicating systemic poverty: This involves working to change laws, policies, and structures that perpetuate economic exploitation of people who are poor.
- Building congregational vitality

The Matthew 25 vision is based on the Bible's Matthew 25, which says that at the end of time, all nations will be judged by how they treat the least of these. The passage calls for people to act compassionately and boldly, and to serve those who are poor, imprisoned, oppressed, or hungry

An Earth Care Congregation

The First Presbyterian Church of Delaware was officially certified as a "Presbyterians for Earth Care Congregation" by PCUSA in February 2015 and has been recertified annually ever since. It was the first church in Scioto Valley Presbytery to receive this recognition. The award was for outstanding environmental stewardship achievements in worship, education, facilities and outreach in the life of the church.

Congregational Covenant for First Presbyterian Church

Adopted by Session 7/11/2023

Who we are

Because First Presbyterian Church of Delaware desires to be a community based on our love of God and neighbor, and expresses this love by worshipping God, studying Christ's teachings, and discovering the work of the Holy Spirit, we respond to God's call by striving for nurturing, vital, Christian relationships. Further, we go out to spread God's love and justice in our diverse community and world. [FPC's mission statement]

Who we intend to be

We strive to be in community by welcoming and listening to each person respectfully, with kindness and without judgment, seeing all as loved and blessed by God the moment we encounter them. We appreciate the diverse gifts of everyone, while expressing ourselves transparently, kindly, and honestly when we disagree, with room for growth and creativity. We seek to be faithful together even in tough times, sensitive to feelings and circumstances. We share empathy, open-mindedness, and hopeful, positive attitudes because we are a faithful people.

Stumbling blocks and accountability

As we accept this way of being together, we are mindful that conflict is a part of life. To foster a healthy community we avoid assumptions, gossip, secrecy, exclusion, sabotage, disrespect, cliquishness, condescension, coercion, manipulation, threats, and polarization. When we encounter unhealthy behavior that cannot be resolved by the parties involved, we will call in our Conflict Response Team. They will strive to deal with the behavior by addressing the situation directly, asking clarifying questions, asking about intentions, and considering different perspectives. The Team will work toward repentance and reconciliation between/among the parties. If repentance and reconciliation are not possible at the time, the Team will turn to Session for further actions and decisions.

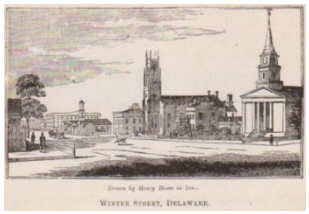
Commitment

We, the people of First Presbyterian Church in Delaware, Ohio, live in the love of God and with the love of neighbor. We are human beings who covenant to live together in the ways we have stated above. So be it.

Historical Summary

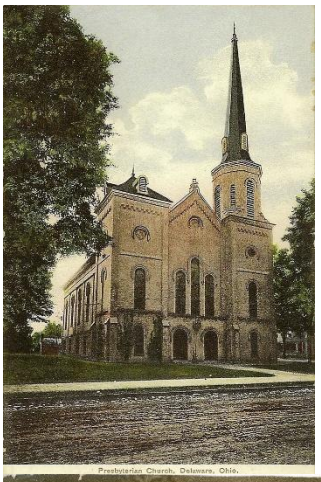
The First Presbyterian Church of Delaware was organized in 1810 by Joseph S. Hughs, a Presbyterian licentiate from Pennsylvania. In the beginning, there were 14 members. The frontier church pastor Hughs ministered over three communities of Delaware, Liberty and Radnor (now Old Stone). All three congregations still exist. The Delaware congregation began using worship facilities provided by the county in their new courthouse. When President James Monroe toured the Western States in 1817, he attended worship service on July 23, 1817, led by Reverend Hughs. Reverend Hughs baptized future President Rutherford B. Hayes in 1823. Hughs died during the epidemic of 1823 after having served 13 years, and was succeeded by another Pennsylvanian, Henry Van Deman, a full-fledged Presbyterian minister.

In 1825 a small stone church was erected at the present site. In 1841, after a history of problems on both the national and local level, 54 members left to organize an officially recognized Second Presbyterian Church of Delaware.



Sketch of 1840's building

In 1843 a new brick structure replaced the stone church. Van Deman's eventful 34-year Delaware pastorate ended in 1859. Eleven years later, in 1870, the dissident group was happily reunited with this, the parent church, and a new era began. The 1870's also allowed for growth and community involvement with an addition to the front of the church for meeting rooms, a bell tower, and a steeple.



The 20th century allowed for expanded ministries and comforts. Additions to the church provided Sunday School rooms, as well as central heating and indoor bathrooms.

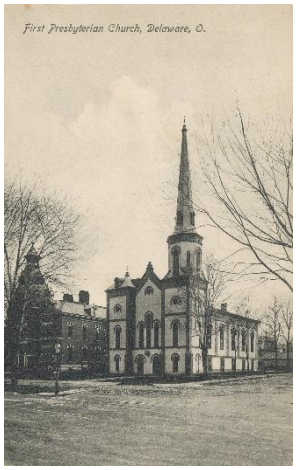
First Presbyterian is generous with its space to many community groups. A modern kitchen allows for community meals. Technology upgrades have made the ability to share worship on Sunday to the world through the internet. Something that the small band of faithful in 1810 would find astounding.

Today this over 200-year-old congregation continues to play a highly visible and influential role in Delaware's religious, educational, and community life.

Left and right: early 1900's postcards of the church



Left: Earliest photo of the church sanctuary, prepared in mourning after President's James Garfield's assassination in September 1881.



Korean Sister Church

An important piece of the history of First Presbyterian Church includes Dr. Horace Newton Allen and his wife, Frances Ann Messenger Allen. Both were graduates of Ohio Wesleyan University and members of FPC. In 1883 the pair left Delaware as medical missionaries landing for a brief time in China before making their home in Korea.

Dr. Allen founded the Presbyterian Church of Korea and became U.S. ambassador to the country. Dr. Allen was instrumental in bringing modern medical care to the Korean people and establishing its health care system. He also translated the Bible from English into Korean.

In 2007, at the invitation of the Namdaemun Presbyterian Church, 3 members of our congregation traveled to Seoul, South Korea. There they celebrated the 120th anniversary of the founding of the Namdaemun Church and the close connection our two congregations share because of the faithful mission work completed by Dr. Horace and Frances Allen.

In February of 2011, 21 representatives from the Namdaemun Presbyterian Church traveled to Delaware, Ohio, to participate in the celebration of our congregation's 200 th anniversary. Our Korean brothers and sisters participated in our Sunday Worship Service, prepared and hosted a traditional Korean congregational meal, and attended a play written by FPC Elder Paul Kostyu about Dr. Horace Allen. During their visit, the group also toured Ohio Wesleyan University, exploring its collection of Horace Allen documents and artifacts. They then traveled to Toledo to visit the gravesite of Dr. Allen and toured the U.S. Air Force Museum in Dayton.

In 2015, another group from First Presbyterian Church traveled back to Seoul, South Korea. The Rev. Deb Patterson was invited to preach at the morning worship services (with the assistance of an interpreter). In the afternoon, FPC organist Dr. Joe Musser performed an organ piece he had composed for the Namdaemun celebration. Our visit was filled with very interesting tours, delicious food and time for fellowship.

Both congregations feel blessed by the relationship they share in Jesus Christ.

By-Laws
Of the First Presbyterian Church
Delaware Ohio

Adopted 26-January-2014
UPDATED -added new Mission Statement 9/21/21

As disciples of Jesus Christ, this congregation is organized for the purpose of proclaiming God's Word in worship, education, fellowship and mission according to the Constitution of the Presbyterian Church (U.S.A.).

Our Mission
"Living out the gospel of Jesus Christ through unconditional love."

1. The First Presbyterian Church of Delaware, Ohio being a particular congregation of Presbyterian Church (U.S.A.) recognizes that the Constitution of said Church is in all its provisions, obligatory unto it and its members.
2. There shall be an annual meeting of the congregation in the church building during the month of January or at any other time set by the Session for the transaction of any business properly coming before such meeting.
3. Special meetings may be called by the Session or the Presbytery. Such calls shall state clearly the purpose of such special meeting, 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 publicly announced from the pulpit on the two successive Sundays preceding the day of the meeting
5. The pastor shall preside over all meetings of the congregation. If the church has no pastor, or if the ruling Elders agree that the subjects to be discussed require it, or if the pastor is ill or is otherwise unable to be present, a minister of Scioto Valley Presbytery shall be invited by the Session to preside. This invitation shall be cleared through the Committee on Ministry of Scioto Valley Presbytery.
6. The Clerk of Session shall be secretary of the meetings of the congregation. If unable to attend, the Session shall designate a secretary in his/her stead.
7. All active members in good and regular standing shall be entitled to vote at congregational meetings. Only active members of this particular church shall be entitled to vote at meetings of the church corporation.
8. Voting by proxy is not allowed.
9. Meetings shall be conducted in accordance with the most recent edition of Robert's Rules of Order Newly Revised, except when it is in contradiction to the Constitution of the Presbyterian Church (U.S.A.).
10. All meetings shall open and close with prayer.
11. A quorum shall consist of the moderator, secretary and 20% of the members of the congregation or 50 members, whichever is larger.
12. There shall be twelve (12) ruling Elders divided into three equal classes, one class of whom shall be elected each year at a called meeting of the congregation to take place during the month of May. Elders are elected for a three-year term. No ruling Elder shall serve on the Session for consecutive terms, either full or partial, aggregating more than six years, but shall be ineligible to be elected to a new term until one year shall have elapsed. Unexcused absence for three (3) consecutive meetings or four (4) meetings in any calendar year shall constitute automatic resignation as an Elder. In addition, one Youth Elder position with a term of one (1) year may be added. A member elected

for this additional Elder position may be re-elected for additional one (1) year term(s), up to a maximum of three (3) consecutive years, and then cannot be re-elected until one year shall have passed.

13. There shall be twelve (12) Deacons divided into three classes, one class of whom shall be elected each year at a called meeting of the congregation to take place during the month of May. Deacons are elected for a three-year term. No Deacon shall serve on the Board of Deacons for consecutive terms, either full or partial, aggregating more than six years; but shall be ineligible to be elected to a new term until one year shall have elapsed. Unexcused absence for three (3) consecutive meetings or four (4) meetings in any calendar year shall constitute automatic resignation as a Deacon. In addition, up to two (2) Youth Deacon Positions with a term of one (1) year may be added. A member elected for one of these additional Deacon positions may be re-elected for additional one (1) year term(s), up to a maximum of three (3) consecutive years, and then cannot be re-elected until one year shall have passed.
14. There shall be nine (9) Trustees divided into three equal classes, one class of whom shall be elected each year at a called meeting of the congregation during the month of May. Trustees are elected for a three-year term. No Trustee shall serve on the Board of Trustees for consecutive terms, either full or partial, aggregating more than six years, but shall be ineligible to be elected to a new term until one year shall have elapsed. Unexcused absence for three (3) consecutive meetings or four (4) meetings in any calendar year shall constitute automatic resignation as a Trustee.
15. Installation of Elders, Deacons and Trustees shall take place prior to July 1.
16. Vacancies on the Session, Board of Deacons or Board of Trustees may be filled at a special meeting of the congregation or at the annual meeting, as the Session may determine.
17. There shall be a representative Nominating Committee chosen in accordance with the Book of Order. The Committee shall announce its nominations with the call for the meeting at which the elections will be held. This Committee shall bring to the meeting nominations of one eligible person only for each office to be filled. Additional nominations of qualified persons may be made from the floor by an eligible voter.
18. The Session shall report annually to the congregation the receipts and payments for the previous fiscal year and an estimate of expenses and income for the year ahead. Session shall arrange for an annual audit of all financial accounts.
19. These by-laws may be amended subject to the Constitution of the Presbyterian Church (U.S.A.) at any annual meeting, or at any special meeting, by two-thirds vote of the eligible 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.

Amendments to the Operations Manual

Amendments (additions/subtractions/changes/corrections) to this Manual of Operations shall be presented to the Delaware First Presbyterian Church Session. A majority vote of the Session members present at such a meeting is sufficient to approve amendments.

11/10/2026:

- Removed reference to Maryhaven, Inc. from the Mission Committee's description on page 32
- Removed the following statement from description of the history of Helen House on page 42: "Payments for the lease are sent by the Delaware-Morrow Mental Health & Recovery Services Board, on behalf of Maryhaven, Inc., to the Del FPC Financial Coordinator. "
- Also modified the history of Helen House to note that the lease to Maryhaven ended in June, 2026
- Modified the long-term goals of Helen House to remove references to Maryhaven, Inc.
- Added the Board of Trustees to the boards and committees that interact with Helen House.
- Added new Outreach Committee to list of "Current Staff and Members of Boards and Committees"
- Added a new section "Outreach Committee" (page 38) under Session and Committees.

Current Staff and Members of Boards and Committees:

As of 10/20/2026

Pastor:	
Office Manager:	Wenda Smith
Financial Coordinator:	Douglas Buck
Media Specialist & A/V Tech:	Taylor Smith
Music Director & Organist:	Dr. Joe Musser
Christian Education Coordinator:	Madeline Herzog
Director of Hand Bell Choirs & Children's Music:	Madeline Herzog
Custodian:	John McDaniel
Nursery Attendant:	Kendra Napier
Intertwine Pastor	Rev. Kara Jones

Session Members	Class of 2027	Carol Evans (Clerk)
		Jack Flury (Finance/Stewardship)
		Karen McNeal (Nominating)
		Wayne Moore (Human Resources)
		Teri York (Mission)
	Class of 2028	Jeff Easterday (Human Resources)
		Dave McCauslen (Christian Education)
		Susan Short (Fellowship)
		Dick Zechiel (Membership/Stewardship)
	Class of 2029	Keith Abernathy (DEI)
		Chuck Stringham (Worship & Music/ Operations Manual)
		Dick Thayer (Outreach)
		Jim Wasil (Outreach)

Board of Trustees:	Class of 2027	Bryan Dunham	Paul Kostyu
	Class of 2028	Kathy Davis	Scott Fisher
		Dave Johe	
	Class of 2029	Delia Herzog	Tricia Shaw
		Brenda Walter, President	
		Jim York	

Deacons:	Class of 2027	Sue Bauer	John McNeal
		Louise Musser	Beth Zechiel, Moderator
	Class of 2028	Nancy Gefvert	Nancy Nungesser
		Peggy Stringham	
	Class of 2029	Linda Gaffey	Diane Reimer
		Jennifer Shaw	Diane Welker

Christian Education Chair:	Dave McCauslen
Adult Study Group	Peggy and Chuck Stringham
	Bob Gaffey
Conflict Response Team Chair:	Delia Herzog

Church Historian:	Steve Shaw
Diversity/Equity/Inclusion (DEI) Chair:	Keith Abernathy
Fellowship Committee Chair:	Dick Thayer
Finance Committee Chair:	Jack Flury
Mission Committee Chair:	Teri York
Community Meal (aka Kitchen Ministry) Coordinator:	Emily Hinton
Laundry Love Coordinator:	Jim Dietz
Human Resources Chair:	Wayne Moore and Jeff Easterday
Membership and Outreach Chair:	Nancy Nungesser
Nominating Committee Chair:	Karen McNeal
Outreach Committee Chair:	Dick Thayer
Usher Coordinator	Bill Rietz
Wedding Coordinator:	(none)
Worship & Music Chair:	Chuck Stringham and Delia Herzog

Abigail Circle	Jane Sprague
Gatherings at Willow Brook:	Cathy Courtice
Scouts	John McDaniel
Presbyterian Pickers contact:	Delia Herzog
Presbees coordinators:	Chuck and Peggy Stringham

Eugene and Elizabeth White Scholarship: Teri York

Board of Trustees

BYLAWS OF THE CORPORATION OF THE FIRST PRESBYTERIAN CHURCH DELAWARE. OHIO

Adopted 26-January-2014

It shall be the duty of the corporation of First Presbyterian Church through its Board of Trustees to receive, hold encumber, manage, and transfer property, real or personal, for the church; to accept and execute deeds of title to such property; to hold and defend title to such property; and to manage any permanent special funds for the furtherance of the purposes of the church, all subject to the authority of the Session and under the provisions of the Constitution of the Presbyterian Church (U.S.A.).

1. The by-laws of the congregation of the First Presbyterian Church of Delaware, Ohio as a corporation shall always be subject to the Constitution of the Presbyterian Church (U.S.A.).
2. There shall be an annual meeting of the Corporation during the month of January or at any other time set by agreement of the Session and Board of Trustees for the transaction of any business properly coming before the Board.
3. Special meetings may be called by the Trustees and shall be called by the Trustees at the request of the Session. Presbytery may call a special meeting or authoritatively direct the Trustees to do so. All such calls shall state clearly the purpose of such meeting, and no other matters save that specified in the call may be considered.
4. Public notice of time, place, and purpose of all meetings of the Corporation as prepared by the Trustees (or the Presbytery) shall be publicly announced from the pulpit on the two successive Sundays preceding the day of the meeting.
5. The president of the Board of Trustees or another member of the Board designated by it shall convene meetings of the Corporation and shall preside unless by majority vote the Corporation shall elect another of its membership in his/her place.
6. The secretary of the Board of Trustees shall be secretary of meetings of the Corporation. In his/her inability to serve, the Board of Trustees shall designate a substitute.
7. Only active members of the church shall be permitted to vote at meetings of the Corporation. A quorum shall consist of the moderator, secretary and 20% of the members of the congregation or 50 members, whichever is larger.
8. Voting by proxy is not allowed.
9. At meetings of Board of Trustees, a quorum shall consist of the President of Board of Trustees and two other members.
10. There shall be nine (9) Trustees, divided into three equal classes, one class of whom shall be elected each year at a called meeting of the congregation during the month of May. Trustees are elected for a three-year term. No Trustee shall serve on the Board of Trustees for consecutive terms, either full or partial, aggregating more than six years; but shall be ineligible to be elected to a new term until one year shall elapse. Unexcused absence for three (3) consecutive meetings or four (4) meetings in any calendar year shall constitute automatic resignation from the Board of Trustees.
11. Active members of the church are eligible for election to the Board of Trustees.
12. Vacancies on the Board of Trustees by reason of death or resignation shall be filled at the next annual or special meeting of the Corporation, unless the Trustees decide by resolution to call a special meeting for the purpose.
13. Trustees shall be nominated one only for each vacancy, by the Nominating Committee of the church charged with this responsibility by the Constitution, which provides that a representative of the Board of Trustees shall be on such Nominating Committee. Additional nominations may be made by any eligible voter.

14. The duties of the Trustees shall be only those delegated to them by the laws of the State of Ohio, the Constitution of the Presbyterian Church (U.S.A.), the Session of this church, and by formal actions at a meeting of this corporation.
15. The Trustees shall divide themselves into appropriate committees for the efficient pursuit of the duties properly designated to the Trustees.
16. The Trustees shall report annually to the Corporation:
    a. The receipts and payments for the previous fiscal year from the permanent special funds.
    b. An estimate of expenses and income for the year ahead from the permanent special funds.
    c. New business necessary to be undertaken for the welfare of the Corporation.
    d. An exhibit of the real property, trust funds, and other resources of the Corporation.
17. These by-laws may be amended subject to the charter of the Corporation, the laws of the state of Ohio, and the Constitution of the Presbyterian Church (U.S.A.) at any annual meeting, or at any special meeting, by two-thirds vote of the eligible 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.

Deacons

- Responsibilities: Care and nurture of church members, celebrating both the good and the difficult times in life with sympathy witness and service. Specifics include:
  - New Deacons should send a note, card or letter of some kind introducing themselves to their caring teams
  - Keeping periodic contact with members of their caring team via phone, cards, letters or visits
  - If requested, provide or plans meals during times of illness, surgery birth or death of family members or family hardship (separate from the actual funeral meal on the day of the funeral)
  - Send cards for birthdays, holidays (Easter and Christmas) and congratulations cards when appropriate
  - Provide occasional transportation for caring team members
  - Help prepare for coffee hour during the month of July.
  - Serve as Deacon of the Month. (See Some Detailed Deacon Duties)
  - Help with meal delivery on 4th Thursday meal.
  - Participate in preparation and clean-up for baptism receptions and funeral meals.
  - Serve as representative on Nominating Committee (one Deacon)
  - Deliver Sunday flowers as needed – The Office Manager will let Deacons know when this occurs.
  - Serve communion to home bound members.
  - Join with other ordained members of the congregation to distribute the elements during the Sacrament of Communion.
  - Prepare care packages for college students.
  - Oversee the Prayer Shawl project.
- Accountable to: The Congregation and the Pastor
- Current number of members: 12
- Optimal number of members: 12
- Task assignment method:
  - Each Deacon has a Caring Team of church members (between 10-13 per Deacon) whom they stay in touch with by sending cards when appropriate and helping out when needed.
  - Each Deacon helps deliver 4th Thursday meals twice a year.
  - Specific Deacons agree to chair the annual poinsettia project (delivering small poinsettias to selected church members) and the college student care package project.
  - The Moderator provides Christmas and Easter cards to the board to be sent to all church members
  - The Deacons oversee the Funeral Meal Committee and all Deacons share in these tasks as needed.

- The Deacons oversee the Prayer Shawl project and their distribution to members and friends in need.

- Interacts with: The Deacons work with the Membership and Outreach Committee in keeping track of regular visitors to the church, trying to stay in touch with non-member regular visitors. The Deacons traditionally have met with Session once a year.
- Benefits to FPC/community:
  - A steady and regular contact person for each church family member who is someone readily available as needed.
  - A caring connection for each family to the church and community
- Obstacles:
  - Reaching out to members and getting no response. The Deacons do not hassle people so if they don't respond after several tries, The Deacons take that as non-interest in the church.
  - Knowing that some people have needs that Deacons as individuals cannot help with. The Deacons try to pass along situations to the appropriate people as they arise.
- Long-term goals: None. The Deacons' work is centered in the here and now and helping folks get through the tough times as best they can. And to celebrate their joys!

Session and Committees

From the Presbyterian Book of Order: Session is the council for the congregation.

The role and responsibilities of Session are stipulated by the Presbyterian Book of Order and by the By-Laws of this church.

The standing committees of the Session are determined by the Pastor annually, as needed in the administration and mission of the congregation. Each active member of the Session shall serve on one of the standing committees. Members-at-large from the congregation shall be added as needed.

Session

- Responsibilities:

The Session is responsible for governing the congregation and guiding its witness to the sovereign activity of God in the world, so the congregation is and becomes a community of faith, hope, love, and witness. Specifically, as per the Book of Order:

1. Session will provide that the Word of God may be truly preached and heard by
    a) Providing a place where the congregation may regularly gather for worship, education and spiritual nurture, and have responsibility for the arrangement of the worship space, the use of special appointments (flowers, candles, banners, paraments and other objects), and the ministries of music, drama, dance and visual arts
    b) Providing for regular preaching of the Word by a minister of the Word and Sacrament or other person prepared and approved for the work
    c) Planning and leading regular efforts to reach into the community and the world with the message of salvation and the invitation to enter into committed discipleship
    d) Planning and leading ministries of social healing and reconciliation in the community'
    e) Initiating and responding to ecumenical efforts that bear witness to the love and grace of God

2. Session will provide that the Sacraments may be rightly administered and received by
    a) Authorizing the celebration of the Lord's Supper at least quarterly and the administration of Baptism as appropriate
    b) Exercising pastoral care among the congregation in order that the Sacraments may be received as a means of grace

3. Session will nurture the covenant community of disciples of Christ by
    a) Providing programs of nurture, education and fellowship
    b) Training, examining, ordaining and installing those elected by the congregation as ruling elders and deacons

c) Encouraging the graces of generosity and faithful stewardship of personal and financial resources
d) Managing, in coordination with the Board of Trustees, the physical property of the congregation for the furtherance of its mission
e) Directing the ministries of deacons, trustees and all organizations of the congregation
f) Employing the administrative staff of the congregation
g) Leading the congregation in participating in the mission of the whole church
h) Warning and bearing witness against error in doctrine and immorality in practice within the congregation and community
i) Serving in judicial matters in accordance with the Church Discipline
j) Receiving and dismissing members
k) Reviewing the roll of active members at least annually and counseling those who have neglected the responsibilities of membership
l) Distributing the elements to the congregation during the Sacrament of Communion.

- Accountable to: Congregation, Pastor, Presbytery, By-laws, Book of Order
- Current number of members: 12
- Optimal number of members: 12
- Task assignment method: Each active member of the Session serves on one of the standing committees as assigned by the Pastor
- Interacts with: Board of Trustees, Deacons, Pastor, all standing committees, Congregation, and Presbytery
- Benefits to FPC/community: Governs and guides the congregation
- Obstacles: Being an aging congregation; being a mainline Protestant Church in a time when membership in conservative, Evangelical church is growing.
- Long-term goals: Promotion of the great ends of the Church:
  1. The proclamation of the gospel for the salvation of humankind
  2. The shelter, nurture, and spiritual fellowship of the children of God
  3. The maintenance of divine worship
  4. The preservation of the truth
  5. The promotion of social righteousness, and
  6. The exhibition of the Kingdom of Heaven to the world.

Christian Education Committee

- Responsibilities: Oversee Christian Education as it relates to family ministry.
- Accountable to: Pastor
- Current number of members: 4
- Optimal number of members: 6
- Task assignment method: The committee discusses what its current tasks are and how they can be shared among committee members
- Interacts with: Music and Worship most often, occasionally Fellowship too
- Benefits to FPC/community: Enriching and supporting families with children in FPC
- Obstacles: Delaware FPC does not have many young families but does have a plan to try to bring more families into church. The largest challenge is that FPC needs a family ministry coordinator/associate pastor.
- Long-term goals: To be in a place with full time ministry (or 32 hours) support and a dozen families with children middle school or younger as members of FPC.

Intertwine

SUMMARY: To respond to the spiritual and faith needs of youth in grades 6-12 in the Delaware, OH, community who call William Street United Methodist Church, First Presbyterian Church of Delaware, Zion United Church of Christ, or Asbury United Methodist their home church, these four churches are collaborating to offer a joint Youth Ministry, named by the youth and adult leaders as Intertwine Youth Ministry Collective. The purpose of the group is the integration of life and faith as well as relationship building with others in the body of Christ (and persons of other faiths, as opportunity allows).

Gatherings take place in a rotating format between the four partner churches, with the full group (grades 6-12) meeting together when meeting at William Street UMC or Asbury UMC. When the group meets at First Presbyterian or Zion UCC, the group meets with middle schoolers first and then high schoolers at a later time.

FOCUS: The primary focus for Intertwine Youth Ministry is relationship-building with God, one another, the Youth Pastor, and other adults. Utilizing an adult team approach enables youth to connect with multiple adults. Not only does this approach broaden the youth's connections with faith communities, but it also offers a wider support system of adults to celebrate joys and to embrace challenges. The Youth Pastor provides the structure for Intertwine and leads the programming; adult volunteers are counted on for consistency in presence and support. Intertwine encourages ongoing participation in worship and other activities at each youth's respective home churches, while striving toward unity within the Youth Ministry. Conversations include diverse theological perspectives and beliefs. Conversations, while being respectful of that diversity, also challenge one another to grow in faith through questions, discussions, and exploration.

HISTORY: Intertwine Youth Ministry Collective began as a partnership between William Street United Methodist Church and Terra Nova Community Church in fall of 2016. These two churches worked in collaboration with the Rev. Kara Jones, Youth Pastor (a fully ordained Deacon in the United Methodist Church), to make this dream and calling a reality. First Presbyterian Church of Delaware joined in fall of 2018. Zion United Church of Christ joined in fall of 2019 while Terra Nova merged with a church in Powell, OH, and exited the partnership. Asbury United Methodist Church added to the Intertwine partnership in spring of 2022.

Adult Study

- Responsibilities: Leader chooses discussion book, promotes the study to the congregation, coordinates purchase of books, schedules class dates on church calendar, provides discussion materials and questions to participants, leads discussions during classes.
- Accountable to: Christian Education
- Current number of members: 2 leaders, 12-18 participants
- Optimal number of members: 2 leaders,
- Task assignment method: Study leaders coordinate tasks
- Interacts with: Christian Education, the office (calendar)
- Benefits to FPC/community: Provides participants an opportunity to share faith experiences and explore questions and doubts while learning more about their Christian faith.
- Obstacles:
- Long-term goals: Continue to provide meaningful discussion topics to enhance participants' faith understanding

Conflict Response Team

- Responsibilities: To be point persons for staff and/or congregation members to approach when a medium- or high-level conflict occurs among persons serving/attending FPC when the parties involved cannot reach resolution
- Accountable to: Session and the Pastor
- Current number of members: Three or four persons who are not paid in any way at FPC for service and who do not have conflicts of interest as committee chairs and who are relatives of the persons in conflict (conflictees) at the time of appointment to the Team by the two Boards (Session, Deacon). Members of the Team shall be made up of Elders, including one sitting Elder, and Deacons. Service on the Team is for three years, renewable for one additional term. Consideration and training will be given to those serving for a shorter length of time.
    a) Team members will undergo conflict management and conflict resolution training within a month of coming on board. (Resources will be provided.)
    b) Team members must attempt to remain as neutral as possible during a conflict scenario. When neutrality is not possible or where a conflict of interest exists, members need to recuse themselves from involvement.
- Optimal number of members:
- Task assignment method:
- Interacts with: The Pastor
- Benefits to FPC/community: Provides a method of conflict resolution
- Obstacles:
- Long-term goals:
- Process:
    1. Team member names and a description of purpose will be made available to the staff and congregation at least once per year.
    2. When approached with a scenario, Team members will make sure to listen to each party carefully, asking open-ended questions without judgment or assumption.
    3. Team members receiving a stated concern will immediately inform the pastor, gap pastor, or interim pastor in general terms, including the names of conflictees, and may request resources particular to the conflict. The pastor will also keep this information confidential as necessary. If the pastor is a conflictee, a designated Session member will need to notify the Presbytery Church Liaison, and the Session will need to be informed.
    4. One designated Team member will request written information about the conflict from all parties involved, with a deadline by which these documents must be turned in. These documents will be held confidential through a shared system available only to the Team or several others by permission.
    5. This information (verbal and written) is to be kept confidential within the Team, unless it causes potential and/or immediate harm to the church. Further, parties involved also will be asked to keep their written material and conversations with the Team confidential moving forward.
    6. Team members will determine "level" of conflict – low, medium, high – and discern if the conflict is a presenting issue with something deeper going on, or if it is what it appears to be, based on written data and conversations with conflictees.

7. If conflict is high, Team members in consultation with the pastor will either invite mediation or coaching from an external source. If conflict is medium, Team members may have listening sessions with both/all parties, employing tools for conflict management or resolution during the discussion. Assurance that conflict is uncomfortable and opportunity for growth at each listening session is important.
8. At the close of the Team members' involvement, they will invite the conflictees to co-create a covenant about stated intention and hoped-for impact as a framework for their communication with each other. Celebration of resolution, if one occurs, is always appropriate. If there is no resolution, conflictees will be invited to name how they wish to move forward in ways that do not cause harm.
9. Team members remain available to each party.
10. If management or resolution cannot occur within six months, and harm continues, the Conflict Response Team needs to forward the situation to the Session, at which time Session conflict protocol will be put in place.

DEI Committee

- Responsibilities: Promotion of Diversity, Equity, Inclusion and Justice and Accessibility within the congregation and in the community. We work with groups such as the Delaware African American Heritage Council, Unity Community Center and the Delaware Pride Festival. As of Spring, 2025, activities have included:
  - Sponsoring at least one table at the annual MLK Jr. Celebration breakfast at Ohio Wesleyan University. FPC has been participating in the MLK Celebration for over 32 years.
  - Sponsoring kits for the annual Hair Love Project for four years. These kits are distributed in our booth at the Juneteenth Celebration in June.
  - Sponsoring various studies, including book studies, that open to our congregation throughout the year. For example, DEI hosted a Poverty Simulation for the congregation in early 2025.
  - Sponsoring a booth at the Delaware Juneteenth Celebration for three years.
  - Sponsoring a booth at the Delaware Pride Celebration for four years.
  - Participating in the Delaware Kwanzaa celebration for two years.
  - Participating in the Delaware African American Heritage Council (DAAHC) Scholarship Fund for four years.
- Accountable to: Session, the Pastor, the Congregation and the Community
- Current number of members: TBD
- Optimal number of members: TBD
- Task assignment method: Mutual agreement
- Interacts with: Session, Christian Education, Mission, Worship & Music committees
- Benefits to FPC/community: The committee promotes diversity, inclusion, equity, accessibility and justice within the congregation of First Presbyterian Church and in the city of Delaware.

Fellowship Committee

- Responsibilities: This committee strives to provide social events that allow for the church family to have opportunities to gain a closer relationship with each other in fun and relaxed environments. Events are selected to appeal to a broad spectrum of interests and ages. The committee's goal is to have at least one event per month.

  The committee chair also coordinates in arranging workers for the Sunday Coffee Time after the service and providing instructions inventories and purchases the common use Kitchen supplies.

- Results: Past events have included chili cookoffs, spaghetti nights, Karaoke nights, hayrides, trips to "The Wilds" and plays and musicals, and annual Veterans Recognition. In addition, the committee coordinates the Diners' Club, which forms groups of six to eight people who meet for roughly monthly meals together.

- Accountable to: Session
- Current number of members: 6 to 8
- Optimal number of members: 6 to 8
- Task assignment method: Everyone contributes ideas, and everyone works to achieve success for each event.
- Interacts with: Membership and Outreach committee, Kitchen Ministry
- Benefits to FPC/community: Providing events for all ages that allow the church family to gain closer relationships with each other.
- Obstacles:
- Long-term goals: Encourage more diverse participation on the committee.

Finance Committee

- Responsibilities: Works with Finance Coordinator to monitor expenditure of funds, improve accounting/reporting practices, prepare annual budget and prepare and report financial results. Assists, as needed, in preparation of grant requests. Works with pastor to conduct stewardship drives. Oversees and reports on investment portfolio. Makes church deposits, records contributions in Church Windows, and generates and distributes periodic giving statements.
- Accountable to: Session
- Current number of members: 5
- Optimal number of members: 6 to 7
- Task assignment method: Assign specific committee members to various duties (Stewardship, Laundry Love, FPC weekly deposits). Work collaboratively in small groups on specific projects (new financial report to congregation, for example). Committee chair works one-on-one with Financial Coordinator to monitor/modify accounting practices, review financial reports.
- Interacts with: All boards and committees.
- Benefits to FPC/community: The committee keeps its fingers on all things financial, which typically doesn't come naturally to most people. As with any organization, the function of the financial people is to make sure the church is making good decisions and to help leaders and members understand church finances and respond to financial concerns.
- Obstacles: Experience has been that the "sure, let's go ahead purchase, spend, hire that item or person," mentality is pervasive among church leaders. That's a tough nut to crack. This is probably contributed to by the relatively large endowment the church has (and spends from prolifically to the peril of the long-term financial health of FPC).
- Long-term goals: Maintain the key ministries, continue to assist FPC to grow and prosper while keeping the financials sound for the long term. The committee's primary concern, both long and short term, is to do whatever is possible to maintain a mission-oriented, relevant, spiritually prosperous church that is run on a financially sound basis.

Human Resources Committee

- Responsibilities: The committee is charged with overseeing church employment practices subject to approval by the Session and Book of Order. The committee is tasked with making hiring and firing recommendations to Session, providing confidential annual performance and compensation reviews and making salary recommendations to Session for all employees. For the Pastor's compensation, HR makes recommendations to the Session, which then presents it to the congregation for approval.

  The committee is also tasked with handling grievances arising from employment or conditions of employment that cannot be solved satisfactorily by the Pastor (as Head of Staff). The HRC may seek the advice of the Presbytery's Executive Presbyter or the chairperson of the Committee on Ministry.
- Accountable to: Session
- Current number of members: 2
- Optimal number of members: 4 to 6
- Task assignment method: With so few members it was difficult to assign responsibilities. Previously, when the committee had more members, one or two members handled a certain topic or assignment.
- Interacts with: Most other committees, especially Finance, and any committee or Board that would have a job opening (for example Trustees when the church had an opening for a custodian).
- Benefits to FPC/community: Provides confidential, professional-level employment services.
- Obstacles: The inability to fill the HR Committee Chair role and expanding the number of committee members.
- Long-term goals: To be determined once an HR Committee Chair is in place and up to speed

Membership and Outreach Committee

- Responsibilities: To track attendance numbers, reach out to visitors, assist with new members joining, schedule Sunday service greeters, assist with data gathering for outreach events such as Homecoming.
- Accountable to: The Pastor and Session
- Current number of members: 5
- Optimal number of members: 5 to 7
- Task assignment method: Rotation between committee members of the collection of pew attendance pads month-to-month. One member is assigned to schedule Greeters. As projects present themselves (such as collecting lists of members not in attendance), members volunteer.
- Interacts with: Session, Fellowship Committee
- Benefits to FPC/community: 1) Being the friendly face of FPC by scheduling Greeters and reaching out to visitors by communicating a welcome after their visit.
  2) Helping with the welcoming of new members with a welcome bag.
  3) Having available information concerning attendance numbers and (as much as is possible) names.
- Obstacles: Being an aging, mainline Protestant church in an increasingly secular world.
- Long-term goals: To continue providing the services currently provided, while designing and implementing strategies for church membership growth.

Mission Committee

- Responsibilities: Mission at FPC is about community involvement. Looking at the needs of the church's wider community and figuring out a way the church and its membership can help.
  - The church has sponsored Laundry Love since 2017. The church typically serves 50 to 60 families twice a month. Other churches also send volunteers to help with laundry.
  - FPC's Kitchen Ministry began in 2007. In 2023 the church served 3,642 meals and is set to serve even more families with meals in 2024).
  - The Mission Committee has sponsored Scarf the Town (along with CE) for several years. Scarves are donated and they are taken to various places around town, usually in November or early December for anyone who needs them.
  - FPC is owner of and landlord to the Helen House which is intended to be leased by for a residential addiction recovery program.
  - The church makes donations to various local non-profit organizations.
  - The church also sponsors Presbyterian Special Offerings four times each year including Peace and Global Witness (World Communion Sunday), Christmas Joy, One Hour of Sharing and Pentecost Offering.
- Accountable to: Session, the Pastor and the Congregation
- Current number of members: 9
- Optimal number of members: 9
- Task assignment method: The Community Meal (aka Kitchen Ministry) and Laundry Love are each headed by a different member of the committee.
- Interacts with: Finance Committee and the Board of Trustees
- Benefits to FPC/community: The committee provides FPC with exposure to the community and its needs. By providing the congregation with information about its mission work, it allows members of the congregation to see where their money is being spent and gives them the opportunity to become involved where they feel called. Another benefit is to the individuals and groups that the church serves and to which it donates.
- Obstacles: Funding is one of the church's biggest obstacles. The church continues to look for donations of time and money from the congregation as well as outside sources. The church is fortunate that God has provided and continues to provide resources to do this work for the most part. The church has turned in two grants for next year and may look at other grants to help continue its work for the community. Occasionally the church has to work to find volunteers, but that is rare.

  Another obstacle is educating/sharing with the congregation and the community about what the church does and how it is responding to God's commandment to "love thy neighbor." Answering the questions "How do we help our members get out of their comfort zone when it comes to loving their neighbors? How do we engage our whole community and encourage others in our church community to

share their gifts and listen to their calling from a mission's standpoint?"

- Long-term goals: The committee's long-term goal is to continue to provide the church community with the support and means where there is a need.

Community Meal aka Kitchen Ministry

History:
Delaware FPC's Community Meal began in 2007 after a major renovation of its kitchen stirred church members to commit to using the kitchen for positive effect in our community.

The response to the first meal offered was a great disappointment, as no one showed up. But slowly the word circulated about the meal and community people began showing up.

The church's meals from 2007 until March 2020 were a sit-down, served meal in the Social Room, complete with white table clothes, real plates and silverware, and often with background music supplied by church members. The number of meals served averaged between 30 and 40.

The lockdown for COVID 19 forced FPC to change the format of the meal. The church began to distribute meals from its back door and to deliver meals directly to members of the community. By the end of 2023, the church was serving 150-170 meals, some distributed curbside and most delivered to church members and to residents at White Sands, London Town Apartments and, occasionally, Family Promise or Helen House.

- Responsibilities: Addressing the food insecurity issues in the community and church family by fixing and distributing two free meals a month. Meals are available curbside at the church for walk- or drive-ups and also taken directly to people on a list. Meals are also distributed in two different low-income housing complexes.
- Results: During the summer of 2024, an average of 180 meals were delivered at each bi-monthly event with an average cost per meal of $1.80.
- Accountable to: Mission Committee
- Current number of volunteers: 32
- Optimal number of volunteers: 35 or more
- Task assignment method: All meal planning, volunteer coordinating, budgeting, communicating with the congregation and general supervision of the meal are provided by a single meal coordinator. For meal preparation and delivery, responsibilities are split between planning, purchase of ingredients, meal preparation, packaging, clean-up, and delivery.
- Interacts with: Fellowship, Mission, Trustees, Deacons
- Benefits to FPC/community: Add
- Obstacles: The biggest obstacle is being able to have enough volunteers to run a meal service successfully. Volunteer burnout is also a concern.
- Long-term goals:
  1. Expand food service options, for example, a lunch meal service, weekend/summer food staples for school age kids
  2. Improve and develop partnerships with other local business and organizations

Laundry Love Committee

History:
Laundry Love began in 2017 when two church members discovered a need in the community for help with laundry. It was discovered that there is only one laundry facility in Delaware and that there are many families who do not have access to a washer and dryer where they live. Starting with these two members, the program has grown and adapted to its present form, which hosts two sessions a month with assistance from numerous sources. The church is grateful for the ongoing volunteer and financial support of William St. UMC, Old Stone Presbyterian Church, Asbury UMC, Sourcepoint, the Kindness Project, the Delaware Lions, and many others.

- Responsibilities: The church sponsors two Laundry Love sessions per month, one during the day and one in the evening. Prior to each session, the committee is responsible for securing volunteers for each session, obtaining laundry supplies and quarters, and advertising the sessions. During each session, the committee and/or volunteers are responsible for registering guests, dropping quarters into the machines, and enforcing load limits. Volunteers also serve a meal and fruit at each session.
- Results: At the last LL date, the total number of guests signed in was 49 and the total number of loads of laundry done was 132.
- Accountable to: The guests who use the Laundry Love service; the churches and community groups that supply volunteers and financial support; and the Mission Committee and Session
- Current number of members: 4 plus many volunteers
- Optimal number of members: Same
- Task assignment method: A step-by-step instruction sheet and job descriptions for each position are supplied to the people volunteering. Responsibilities are split by a coordinator between registration, quarter people for washers, quarter people for dryers, and a money person (hands money only to the washer & dryer quarter persons).
- Interacts with: Finance Committee, Missions Committee
- Benefits to FPC/community: The average cost per load of laundry is between $10 and $11. Clearly these prices represent a challenge to many people living on fixed incomes who typically have difficulty allocating their limited resources among housing, food and medical expenses. In addition, the meal that is served can also help guests stretch their resources.

  As well as providing the community with exposure to Delaware FPC, the committee provides FPC with exposure to the general community and its needs. By providing the congregation with information about this mission, the committee allows members of the congregation to see where their money is being spent and gives them the opportunity to become involved where they feel called.

- Obstacles:

  Funding is one of the committee's biggest obstacles. The committee continues to look for donations of time and money from the congregation as well as outside sources. The committee has turned in two grant proposals for next year and may look at other grants to help continue its work for the community.

  Occasionally the committee has to work to find volunteers but that is rare.

  The other obstacle is educating/sharing with members of the congregation and with the general community about what PFC does and how it is responding to God's commandment to love thy neighbor. Answering the questions: How do we help our members get out of their comfort zone when it comes to loving they neighbor, and how do we engage our whole community and encourage others in our church community to share their gifts and listen to their calling from a mission's standpoint?

- Long-term goals:

  Looking ahead, the committee anticipates a growing need for laundry services such as Laundry Love. The committee's goal is to continue to provide the general community the support and means where there is a need.

Nominating Committee

- Responsibilities: Develop a list of candidates for each board with the input of the pastor and recommendations form the respective boards.
- Accountable to: Pastor, Session and the Congregation
- Current number of members: 7 members; Bylaws require following appointments to the Nominating Committee
  - Trustees appoint 1 trustee representative
  - Deacons appoint 1 Deacon representative
  - Session appoints 1 active and 1 inactive elder as representatives
  - The congregation elects 3 at-large members at the annual congregational meeting
- Optimal number of members: 7 as mandated by the Bylaws
- Task assignment method: Active elder serves as chairperson. The committee determines which positions will be open (those with ending terms and ineligible to continue or those that are vacant). The committee develops a list of candidates for each board and then divides up the names and begins the calling process to obtain permission to nominate the individuals.
- Interacts with: Pastor, Session, Board of Trustees, Deacons
- Benefits to FPC/community: Presents a slate of nominees to the congregation for approval
- Obstacles: Current obstacles include:
  - fewer active members than prior years
  - the same people volunteer for everything
  - the requirement that one has to be a member of Session or the Deacons
  - a conflict and uncertainty in church (improving greatly)
  - the need for new younger families so the church can meet their family needs
- Long-term goals: To keep the boards filled with willing volunteers
- Annual Timeline: - Meet in November or December to recruit at-large members which are approved at the congregational meeting in January
  - Meet in April to recruit Elders, Deacons and Trustees which are presented at a congregational meeting called for this specific purpose in May or June.

Outreach Committee

Note: The Outreach Committee is new as of fall of 2026 and is still in the process of formation.

- Responsibilities: Grow the membership of Delaware FPC through advertising, signs, participation in community events and follow-up on visitors.
- Accountable to: Pastor, Session
- Current number of members: 2 members
- Optimal number of members: More
- Task assignment method: Mutual agreement.
- Interacts with: Pastor, Session, and others TBD
- Benefits to FPC/community: TBD
- Obstacles: TBD
- Long-term goals: TBD

Worship & Music Committee

- Responsibilities:
    - Help plan special worship services and related events, including finding and contracting with special musicians or artists. Special worship events can include Blue Christmas, Jazz Sunday, Sensory Friendly Service
    - Evaluate the creativity and effectiveness of worship services and components of worship services
    - Organize Communion preparations (schedule set-up person and clean-up people; arrange for bread and juice).
    - Arrange and assist in decorating the sanctuary, including changing the paraments according to the Liturgical season or event, or decorating for Advent/Christmas
    - Identify and schedule Liturgists (Lay Readers)
    - Identify and schedule people to provide the Children's Moment during worship
    - Facilitate instrument repairs and update related equipment
    - Keep track of community events to attempt to reduce conflicts with the church's events
    - Monitor the appearance and safety of the chancel.
    - Oversight of the Ushers

- Accountable to: The Pastor, Session
- Current number of members: The Pastor and all music staff, an elder, and 3 to 5 members of the congregation who have an interest in planning worship or integrating music into worship.
- Optimal number of members: Same
- Task assignment method:
- Interacts with: Christian Education Committee, Fellowship & Outreach Committee, A/V staff, Office Manager, Ushers Coordinator
- Benefits to FPC/community:
- Obstacles:
- Long-term goals:

Ushers

- Responsibilities:
    - Assist in seating members and visitors before services
    - Hand out worship bulletins and any special hand-outs
    - Collect the offering
    - Help respond to any emergency in the congregation
- Accountable to: The Pastor, Session, Worship and Music Committee
- Current number of members: Fluid
- Optimal number of members: Fluid
- Task assignment method: The Usher Coordinator solicits volunteers, usually via a monthly email, and volunteers select the Sundays they can work. For special events, the Office Manager contacts the Usher Coordinator, who reaches out for help. The Coordinator also seeks volunteers to be added to the Usher Crew list.
- Interacts with: A/V staff, Office Manager, Pastor
- Benefits to FPC/community: With the Greeters, the Ushers create a welcoming and inviting environment, assist those with special needs, and provide a sense of belonging by providing individual attention and support. Ushering can provide opportunities for personal growth and spiritual development through service to others and to the church's ministry. Ushers contribute to the smooth and effective functioning of the church service, making it a more enjoyable and meaningful experience for all.
- Obstacles:
- Long-term goals:

Unassociated Groups

The following groups are active but not officially sponsored or overseen by any board or committee.

Abigail Circle

A women's Bible study and fellowship group that meets monthly during the school years in members' homes.

- Responsibilities: Provide an opportunity for women to gather in an informal setting for spiritual conversation and fellowship
- Accountable to:
- Current number of members: 10-12
- Optimal number of members:
- Task assignment method: Mutual consent
- Interacts with:
- Benefits to FPC/community:
- Obstacles: Lack of formal chain of command/support.
- Long-term goals: Continue meeting

Crafters

Description: This group was formed out of conversations had by many in the church who share a love of crafting: knitting, crocheting, quilting, sewing, any type of craft. The group is open and welcomes anyone who wants to join it on any given day. The Crafters group meets the first and third Thursdays of each month. The group's focus is to share members' various talents with one another and build relationships among participants. The group incurs no expenses to the church; individuals cover the expenses of any projects they work on.

- Responsibilities: No formal responsibilities
- Accountable to: Not a part of any governing body of the church
- Current number of members: Varies
- Optimal number of members:
- Task assignment method:
- Interacts with: Deacons
- Benefits to FPC/community: Group members have contributed prayer shawls for the Prayer Shawl Ministry of the Deacons and donated scarves for Scarf the Town.
- Obstacles:
- Long-term goals: To continue with the group as long as possible.

Gatherings at Willow Brook

Because there are a number of FPC members and friends who live at Willow Brook Delaware Run, a former pastor began hosting monthly gatherings at those facilities to maintain contact with those persons. The meetings still continue to gather folks together for conversation and a time of reflection on faith topics. The Gatherings are not, at this time, formally accountable to any board or committee or the Pastor. In late 2024, the number of attendees at the Christian Village Gathering had dwindled to the point where the session was discontinued. It may be re-initiated if and when sufficient interest is expressed. The Gathering at Willow Brook Delaware Run continues to meet as of March, 2026.

- Responsibilities: Provide spiritual leadership for a gathering of members who reside at the Willow Brook Senior Living communities; provide a connection with FPC, and provide a space for conversation and connection
- Accountable to: The Pastor
- Current number of members: Two
- Optimal number of members: Four to provide for alternate convenors
- Task assignment method: Mutual consent
- Interacts with: The Pastor
- Benefits to FPC/community: Provides an outreach to members who might otherwise not have a way to physically connect with Delaware FPC.
- Obstacles: Lack of formal chain of command/support.
- Long-term goals: Continue to serve residents of the Willow Brook facilities

Helen House

The Helen House is located across the street from Delaware FPC at 35 N. Washington Street. All decisions regarding general use of the Helen House are made by the Session, with all maintenance overseen by the Board of Trustees with approval of expenses by Session.

History:
The property was purchased by Warranty Deed on 12/30/1999 for $125,000 and consists of .1306 acres with a 2-story house with 1836 square feet and a wood frame garage with 336 square feet.

The property was originally used as a Youth House. At some time during this period, the house was formally named "Helen House." In 2017 it was leased to Jacob's Way to operate a women's sober house under the name Unity House. In 2024, the lease was terminated and a new lease was signed with Maryhaven, Inc., to provide a women's sober house. The convention of calling the property "Helen House" was restored at that time. The lease to Maryhaven, Inc., ended in June, 2026.

The Board of Trustees has responsibility for the maintenance and upkeep of the property. Proceeds from the lease payments are used to offset maintenance and property improvements. Any profits from the lease of the property will be used toward mission projects such as, but not limited to, Laundry Love and the Community Meal.

- Responsibilities: Provide a safe living space for women enrolled in a residential mental health and addiction counseling program
- Accountable to: Session and the Board of Trustees
- Current number of members:
- Optimal number of members:
- Task assignment method:
- Interacts with: Mission Committee, Laundry Love, Community Meals, Financial Coordinator, Board of Trustees
- Benefits to FPC/community: Provides a safe space for women entered in a residential mental health and addiction counseling program; provides a source of income to sustain property maintenance and improvement of the site; potentially provides a source of income for the church's mission projects.
- Obstacles: The costs of providing maintenance and property and the impact on the Board of Trustees in terms of time and effort
- Long-term goals: Continue to lease Helen House to provide the benefits enumerated above to the community and to FPC.

The Presbyterian Pickers

A Bluegrass-style musical group formed around 2012 that provides occasional music for worship and works closely with the Worship and Music Committee. The group is not supported by the church but consists solely of church members. As of 2024, the group is comprised of a fiddler, two banjo players, an upright bass player and 4 guitarists. Besides playing in worship at Delaware FPC, the group has played at other Presbyterian churches, such as Old Stone and Ostrander, for community events and for the church's annual Christmas Party.

- Responsibilities: Provide music for services and other events
- Accountable to:
- Current number of members: 8
- Optimal number of members:
- Task assignment method: Mutual consent
- Interacts with: Worship and Music Committee, the Pastor
- Benefits to FPC/community: Provides a more informal style of music for service; provides an outreach to other churches and the community
- Obstacles: Sore fingers and broken strings
- Long-term goals: Keep on pickin'

Presbees

Presbees is a periodic meeting of members and visitors for a low-cost lunch, lots of fellowship, and an interesting presentation. Although it is open to people of all ages, in reality, because it meets at noon, attendance generally consists of retirees.

- Provides a time and space for members and visitors to socialize and feel connected
    - Presbees generally meets the 3rd Wednesday of the months of September, October, November, March, April, and May.
- Provides attendees with a nutritious, low-cost meal. Attendees pay for the prepared meals or can provide their meals. Presenters and their guest(s) are provided with a free meal.
- Provides an entertaining and/or educational presentation on a topic of interest. Past topics have included:
    - Chief Joseph Trail Ride
    - Trip to Scandinavia
    - Tree House Transitional Housing (program for people aging out of foster care)
    - Stories and facts about President Rutherford B. Hayes and his connection with Delaware
    - PIN (People in Need)
    - The Death of Journalism
    - Delaware County Preservation Parks
    - Gap Pastor
    - One-Tank Trips in Ohio
- Coordinators of Presbees have the following duties:
    - Arrange for persons to provide a presentation
    - Develop a meal plan, shop and serve the meal
    - Arrange for assistants to set up tables and serve the meal and clean up afterward
    - Arrange for projection of presenter's graphics, if needed, and use of the microphone
    - Arrange for someone to ask grace before the meal
    - Introduce the presenter
    - Serve as good hosts

- Responsibilities: Provide lunch, fellowship and a presentation for those who can attend (generally senior citizens)
- Results: An average of about 30 persons at luncheons in 2024
- Accountable to: Not currently formally attached to any board or committee
- Current number of volunteers: Two coordinators; 2 to 6 assistants
- Optimal number of volunteers: One or two coordinators; 2 to 6 assistants
- Task assignment method: Assigned by coordinators
- Interacts with: Office Manager for reservation of Social Room.
- Benefits to FPC/community: Nutrition, education, fellowship.
- Obstacles: No formal path for succession of leaders; no budget line-item to subsidize cost of lunches or pay for speakers
- Long-term goals: Continue as is for as long as possible

Position Descriptions

Pastor

Head of Staff (exempt)

Updated 9/27/2006

Definition: The Pastor is concerned with providing for the spiritual needs and growth of the members and friends of the First Presbyterian Church. The major role-functions fulfilled by the Pastor are Preacher and Worship Leader, Pastoral Counselor, Religious Program Coordinator, and Church Administrator.

Supervision Exercised

Is administratively responsible for all Church Staff.

Areas of Responsibility

1. WORSHIP LEADER
   - A. Conducts worship services. Prepares and delivers sermons, seasonal observances and other occasions of worship and study.
   - B. Provides a program of biblical preaching, instructed by the Reformed Confessions, and responsive to the needs of the people.
   - C. Plans and organizes worship in conjunction with the Worship and Music Committee.
   - D. Administers sacraments of Baptism and Holy Communion including Communion to shut-in persons.
   - E. Conducts weddings and funerals as requested.
   - F. Provides opportunities for guests to fill the pulpit in appropriate circumstances.
   - G. Determines, with Session, policies regarding worship and sacraments.

2. PASTORAL MINISTRY
   - H. The Pastor will provide pastoral care and counseling to those in need.
   - I. Develops a plan for the visitation of members in cooperation with staff and church officers.
   - J. Maintains a program of visitation with the hospitalized, sick, shut-in, bereaved, and others in special need in cooperation with staff and deacons.

3. RELIGIOUS PROGRAM COORDINATOR
   - A. Conducts/coordinates communicant classes.
   - B. Teach Adult Education classes when requested.
   - C. Lead Inquirers and New Members classes.

4. CHURCH ADMINISTRATOR
   - A. Assumes responsibility for the fiscal, organizational and institutional program administration. Coordinates the operation of standing, special and ad hoc church committees.
   - B. Serves as Session Moderator. Assists Session members in the exercise of the constitutional duties in governing the church. Conducts training sessions for new elders, deacons and trustees.
   - C. Coordinates planning, goal setting, and evaluation activities with each Session committee.
   - D. Develops a set of personal and professional goals in consultation with Session.
   - E. Oversees the maintenance and security of church records.
   - F. With the Session, assumes responsibility for maintaining an active relationship with Presbytery and other judicatories, consistent with the

requirement of the Book of Order.

G. Participates in Delaware Ministerial Association and other community interests.

5. PERSONAL DEVELOPMENT

The Pastor shall not neglect his/her spiritual development, relationship with family, or his/her personal health.

Continue professional and spiritual development through ongoing continuing education.

Session Arrangements with Pastor

A. The Personnel Committee shall evaluate the Pastor's performance annually on the basis of job description and mutually agreed upon goals.

B. Session's Personnel Committee shall meet annually with the Pastor for the purpose of salary adjustment and other position modifications.

C. The Session shall remain open to the Pastor's suggestions for improvements in program and operation of the church.

D. The Session shall provide an office in the church for the Pastor.

E. The Session's Personnel Committee shall act as a resource to the Pastor in matters of staff authority and performance.

F. The Session shall support Pastor's continuing education by providing professional leave time and financial resources for pastoral education.

Director of Music/Organist

Created 4-12-2022

JOB TITLE: Director of Music/Organist

STATUS/HOURS: Part Time Exempt

ACCOUNTABILITY/REPORTS TO: The Pastor

JOB DESCRIPTION: To direct the Chancel Choir, prepare and provide instrumental music as needed for worship services and to oversee the musical life of the church.

MAJOR AREAS OF RESPONSIBILITY:

- Rehearses the Chancel choir preparing music for regular worship services and for special seasonal services, i.e. Maundy Thursday and Christmas Eve.
- Recruits members for the Chancel choir.
- Provides instrumental music (organ/piano etc.) for worship services
- Provides music for funerals, memorial services and weddings when available and for additional compensation
- Arranges for substitute organists/pianists as needed
- Consults with the pastor regarding themes of worship services and coordinating the church calendar in order to choose appropriate music for the choir to perform.
- Works with the Music and Worship Committee as an ex-officio member to plan enhancements for worship including special music, drama, readings, and guest artists.
- Supervises music staff both paid and volunteer. This includes the adult and youth handbell directors, the Presbyterian Pickers, and occasional instrumental groups.
- Selects choral and instrumental music appropriate for worship services.
- Recruits soloists, and small groups to provide special music during the summer and at other times when the Chancel choir is on a break.
- Participates in workshops and continuing education experiences for development of sacred music leadership skills.
- Organizes and maintains the church's music library, purchases music within the church budget, supervises the use and maintenance of the church's musical instruments, and arranges for the care and cleaning of choir robes.
- Oversees the music budget and expenditures
- Plans and coordinates music for special events.
- Represents FPC in the Delaware music community.

JOB REQUIREMENTS: Applicants for this position should have extensive background in sacred choral conducting, and musical performance with emphasis on organ and piano proficiency. They should be familiar with the historical range of Christian hymnody, psalmody, and liturgical music, including (but not limited to) medieval chant, Protestant chorales and hymns, folk hymns, spirituals, and gospel music. They should also be familiar with a varied repertoire of organ, piano, choral, and instrumental music written or suitable for worship. They should have good verbal communication skills and the willingness to encourage various skill levels in an all-volunteer music program. They should keep current with music for Christian worship through workshops and other educational experiences. The applicant needs to be willing to expand the scope of this position in the

future as FPC determines a need.

EDUCATION AND EXPERIENCE: Applicants for this position should possess a music degree or equivalent experience in choral conducting., and organ/piano performance. Experience in service playing and accompanying are desirable. They should have strong verbal skills.

EVALUATIONS: The incumbent will be reviewed at least annually using a set of objectives agreed upon by the Director of Music/Organist and the Pastor.

Christian Education Coordinator

Updated 12/10/2024

JOB TITLE: Christian Education Coordinator

STATUS / HOURS: Part Time Salaried

ACCOUNTABILITY / REPORTS TO: Pastor

POSITION DESCRIPTION:
This position is one of creating, implementing, fine tuning, and responding to the congregation and community in ways that foster opportunities for the church to live into the mission of Jesus Christ in the world.

MAJOR AREAS OF RESPONSIBILITY:

- Work with the Christian Education, Worship and Music, and Mission Committees to plan and facilitate programming for ages Pre-K through Adult Education and Confirmation, including volunteer recruitment and training.
- Participate in the planning and execution of Vacation Bible School annually.
- Develop connection outside, and inside the church
- Connect the congregation to the greater community in meaningful ways. Create partnership opportunities for our ministries (I.e., 'Laundry Love').
- Serve as the staff coordinator with the Christian Education, Worship and Music, and Mission Committees.

JOB REQUIREMENTS:
This position requires an individual who possess the following knowledge, skills, abilities, and attributes:

- A strong faith in God and a desire to share that faith.
- Prior experience engaging and supporting children, youth, and families in a positive environment.
- Good multi-generational communications skills.
- Strong organizational and planning skills.
- Demonstrated networking experience.
- Is a creative self-starter.
- Exhibits a fun, upbeat, positive approach.

EDUCATION AND EXPERIENCE:
Bachelor level degree majoring in Education, Counseling, Social Services, or related subject area and one (1) or more years of related work experience.

Or an Equivalent Amount of Education and Experience, including working with one or more youth and family-oriented organization(s) in an interactive environment is essential.

EVALUATIONS: The incumbent will be reviewed at least annually using an agreed upon set of objectives.

Director of Hand Bell Choirs and Children's Music

Updated 12/07/2022

JOB TITLE: Director of Hand Bell Choirs and Children's Music

STATUS/HOURS: Part Time Exempt

ACCOUNTABILITY/REPORTS TO: The Director of Music

JOB DESCRIPTION: To direct all hand bell choirs and children's music activities

MAJOR AREAS OF RESPONSIBILITY:

- Rehearses all hand bell choirs preparing music for worship services
- Rehearses the adult hand bell choir preparing music for the annual community hand bell festival
- Selects and directs children's musical activities including but not limited to Children's Musicals and musical presentations in worship services.
- Recruits members for the hand bell choirs and arranges for substitutes as needed
- Selects music appropriate for worship and for the hand bell festival.
- Coordinates hand bell performances in worship with the Pastor and the Director of Music
- Develops a regular weekly method of communication with the families of children involved in handbells and/or musical activities (e-mail, text, etc.)
- Works with the Music and Worship Committee as an ex-officio member
- Participates in workshops and continuing education experiences for development of sacred music leadership skills
- Organizes and maintains the hand bell music library, purchases music within the church budget, supervise routine maintenance of the bells and recommend repair / maintenance to the Director of Music when needed

JOB REQUIREMENTS: Applicants for this position should have extensive background in hand bell and musical conducting and performance. They should have good verbal communication skills and a willingness to encourage various skill levels in an all-volunteer music program. They should participate in workshops and other educational experiences to keep current with music for sacred hand bell performance.

EDUCATION AND EXPERIENCE: Applicants for this position should possess a strong musical experience in hand bell and musical directing or performance. They should have strong verbal skills.

EVALUATIONS: the incumbent will be reviewed at least annually using an agreed upon set of objectives.

Office Manager

Updated: 10.08.23

JOB TITLE: Office Manager

STATUS / HOURS: Exempt / 40 hours per week

ACCOUNTABILITY / REPORTS TO: Pastor

JOB DESCRIPTION: The purpose of this position is to provide administrative services to the Pastor, church staff, boards and committees. The incumbent oversees the daily operations of the church buildings and ensures that church events are coordinated and scheduled. Incumbent is responsible for duties outlined below.

MAJOR AREAS OF RESPONSIBILITY:

- Supervise Custodian
- Co-edit Church Newsletter
- Provide administrative assistant functions to the Pastor and church staff
- Maintain FPC calendar and coordinate room scheduling
- Type and make copies, such as for the weekly worship service and weekly bulletin
- Coordinate with volunteers
- Take and maintain meeting minutes as required by the Presbytery
- Keep records - including items borrowed from church
- Maintain contact lists for vendors and maintenance suppliers
- Corresponds with internal membership and external partners
- Purchase office and janitorial supplies and equipment
- Maintain membership documentation and list
- Works with Financial Coordinator to reconcile fiscal documents
- Works with individuals in need and coordinates with partners for disbursement of financial aid
- Collect rent and facilitate maintenance for FPC buildings - coordinates with vendors and trustees Make necessary orders for events, such as flowers
- Maintain hospitality beverage station in waiting room
- Other duties as assigned by Pastor

JOB REQUIREMENTS:
Incumbent should be familiar with standard office equipment (copier/scanner/printer/fax, telephones and computers). Additionally, he or she should be proficient with software programs such as the Microsoft Office Suite. He or she will have excellent verbal and oral communication skills.

EDUCATION AND EXPERIENCE:

EVALUATIONS: The incumbent will be reviewed at least annually using and agreed upon set of objectives

Financial Coordinator

Approved: 10.20.20

JOB TITLE: Financial Coordinator

STATUS: Part-time Non-Exempt Hours: This position typically will work 12-15 hours per week, depending on necessary activity in a given week.

PURPOSE: To oversee and assist in the proper maintenance of all financial transactions and related activities, including appropriate interactions with our outside accounting firm for First Presbyterian Church

ACCOUNTABILITY: To the Pastor and the Chairman of the Finance Committee

RESPONSIBILITIES:

Weekly:

- Assist with record keeping related to donations, including Sunday collection, money received via mail and walk-in donations.
- Review all bills, assigning budget codes or determine appropriate payment avenues, prepare 'communications vehicle' (pouch or spreadsheet) for accounting firm, deliver in a timely manner.
- Sign all checks and send out to appropriate vendors; write letters to accompany checks as appropriate.
- Watch bank account balances and pending expenses to manage cash flow; coordinate transfers from investment accounts to cover expenses.
- Answer questions from church office staff and officers.

Monthly:

- Coordinate payroll on the 15th and end of the month, including collecting staff work hours and forward to the outside payroll service; maintain payroll records.
- Collect information (month-end bank statements, ad hoc deposits and/or withdrawals, rent income, etc.) and forward to outside accounting firm.
- Review prepared monthly financial statements and distribute them to Session, Finance Committee, and Trustees
- Prepare written financial summary for Session meetings if requested.
- Attend Session meetings as needed or requested by Pastor or Finance Committee chair.
- Work with Committee Chairs to manage committee budgets and provide guidance on best options for covering expenses; insure the receipt of, and maintenance of, proper record keeping.
- Participate in Finance Committee meetings as needed or requested.

Annually:

- Collect information and requests from church staff and Committee Chairs and work with Finance Committee to prepare budget.
- Support and assist in annual Stewardship Campaign.
- Update annual pension and medical expenses for Pastor (and other eligible employees) if necessary.
- Set-up the ACH electronic pledges through the Church's operating account; assist

members who request help with setting up pledging through VANCO.

- Assist Finance Committee in writing report for Annual Meeting
- Attend Annual Meeting to answer questions on year-end financial statements and proposed budget if requested.
- Deliver financial package (next year's budget) to outside accounting firm and answer questions for clarification. Review budget input for accuracy.
- Maintain an awareness of events or programming of the church and consider what the financial impact this will have.

Job Requirements: Applicants for this position should possess strong verbal and written communications skills and have a strong accounting and financial skills.

Education and Experience: Applicants should possess a combination of education and experience to meet the requirements of this position and the ability to expand this position as FPC should require in the future.

Evaluations: The incumbent will be reviewed at least annually using an agreed upon set of objectives

Media Specialist

JOB TITLE: Media Specialist

STATUS / HOURS: PT Hourly

ACCOUNTABILITY / REPORTS TO: Pastor

JOB DESCRIPTION:
Provides leadership and oversees all AV / Media activities for the church. Plans and leads these activities in concert with the Pastor, staff members, and committees. Provides technical expertise and leadership of the church's sound, media, video, and lighting for church services. Handles all social media and website work for the church. Create, assemble, and distribute monthly digital and printed newsletter. Assists with technical issues that are encountered by the staff including both hardware and software. Create and design various materials for digital and printed content. Establish creative direction for the church's visual identity. Examine existing processes, identify flaws, and create solutions that improve capabilities of the church's internal and external communication.

MAJOR AREAS OF RESPONSIBILITY:

- Develop creative strategies to communicate desired messages with the church's congregation, organizations, and public audiences.
- Create a wide range of graphics and video content for church media, events, online platforms, website, and printed materials with software such as Adobe Creative Suite (Photoshop, Illustrator, Premiere, After Effects), Pro-Presenter, and Canva.
- Develop weekly announcements in collaboration with Office Manager. Create and manage media, announcements, and graphics utilized during regular services and events.
- Operates, supervises, and manages lighting, sound, video, and communications equipment during services and events. Regularly maintains, updates, and creates safeguards for technical assets of the church.
- Collaborate with the Audio Coordinator to ensure the optimal performance of live streamed events and equipment.
- Create, assemble, and distribute monthly digital and printed newsletter using Microsoft Word/Apple Pages software.
- Manage all social media work for the church, including but not limited to our website, Facebook, YouTube, curated email content and future online platforms.
- Convert, edit, and distribute video content online from services, events, and programs.
- Administering Google Workspace platform for staff, committee and external email communication, productivity applications, and file sharing applications. Manage front end of online/mobile donation platform (Vanco).
- Examine existing processes, identify flaws, and create solutions that improve capabilities of the church's internal and external communication in collaboration with staff and committees.
- Assists in correcting any computer hardware and software issues encountered by the staff.

JOB REQUIREMENTS: Applicants for this position should possess strong knowledge of computer and audio/visual operations including Graphics editing programs (Adobe Creative Suite), social media platforms, online media broadcasting (Pro Presenter), basic computer hardware and

software troubleshooting

Applicants should possess knowledge of operating audio/video and broadcasting equipment including Audio equipment/mixing hardware and interfaces, multi camera/live production equipment and interfaces.

EDUCATION AND EXPERIENCE: Applicants should possess a combination of education and experience to meet the requirements for this position and the ability to expand this position as FPC should require in the future.

EVALUATIONS: The incumbent will be reviewed at least annually using an agreed upon set of objectives.

Job Description
First Presbyterian Church of Delaware, Ohio
Audio Visual Technician

Status/Hours: Part-Time Hourly
Hours Per Week: 3 + on Sunday mornings, special worship, and events (165 hours per year)
Accountability/Reports To: Pastor/Head of Staff

Job Description:
An Audio-Visual Technician (A/V Tech) is responsible for setting up, operating, and maintaining audio-video and visual equipment/software during a worship service or event. First Presbyterian Church operates both in-house and live stream audio/visuals for in-person and online participants. The church also operates multiple outdoor live streams per year.

Major Areas of Responsibility (Job Tasks)

A/V Tech (Worship Services & Church Events)

A/V Tech operates the following hardware:
Audio mixer, video feed switcher, rack-mounted audio/video modules, external video monitors, external computer monitor, MacBook Pro computer, iPad for camera/video/projector controls. Handheld wireless/dynamic/lapel microphones, stands, and cables. Choir Loft Cross light controls.

A/V Tech operates the following software:
Pro Presenter presentation software, Facebook/Facebook Live platform, Zoom communication platform, online presbyterian hymnal, MacOS operating system, Custom Crestron application interface on iPad.

Responsibilities:

- Manage all video and audio start-up procedures.
- Set and monitor audio levels, camera positions, live stream information (Facebook/ ProPresenter).
- Set up and adjust microphones for talent. Check device battery levels.
- Adapt to day of worship and music changes before service/events start time included on the fly changes to ProPresenter graphics package. Communication with Pastor, Worship &; Music members, and organist.
- Start live-stream and video sequences, audio/visual, and camera tech during duration of service/event.
- Monitor live stream participants and comments on Facebook Live.
- End live stream/video sequences.
- Manage all audio/video equipment shutdown procedures.
- Gather all on-floor audio/video equipment.
- Performs routine maintenance, installation, and updates to equipment/ software.
- Diagnose and remedy equipment/software issues (during worship and special events)
- Monitor and implement changes based on observations and peer feedback.
- Communicate changes or observations to Worship & Music Committee and staff members as

needed.

- Oversee, outdoor worship, and event equipment and equipment usage (portable speakers, wireless microphone and stands).
- Operate outdoor live stream (mobile phone live stream on Facebook Live).

Nursery Attendant

Revised 3/8/2012

JOB TITLE: Nursery Attendant

STATUS / HOURS: Part-Time

ACCOUNTABILITY/REPORTS TO: Leader of Family Ministry/Christian Education Committee

JOB DESCRIPTION: Provide staffing to the church Nursery to provide a high level of care and safety for children 5 years of age and younger during Sunday services and other weekday events as necessary.

MAJOR AREAS OF RESPONSIBILITY:

- Greet Parents or Alternative Care Givers (ACG) at the door to the Nursery in a friendly and welcoming manner
- Complete information card for each child (if not previously completed)
- Inquire about any Special Needs for the child(ren) on that day
- Sign each child in and out of the Nursery on the Sign-in Chart using information provided on the information card
- Verify Parent / ACG identity (photo ID if not a person who is familiar to the Nursery Attendant)
- Provide Parent(s) or ACG feedback on the child(ren) at time of pick-up regarding the child(ren)'s stay in the Nursery that day
- Clean and sanitize all toys and other equipment used during that day's period of child care
- Provide the Leader of Family Ministry a minimum of two (2) weeks' notice in the event of an anticipated absence of church events

JOB REQUIREMENTS:

- Refer to Child Safety Policy for direction in providing a safe environment for children in the Nursery at all times
- The Nursery Attendant is to be in the Nursery area from 9:15 a.m. to 12:15 p.m. on Sundays; and at least 15 minutes before and after the scheduled start / end time for Special Events
- Provide church Administrative Assistant with total hours worked for the month on the last Sunday of the month

EDUCATION AND EXPERIENCE: Must be at least 18 years of age and have prior experience providing safe and effective care for young children and babies

EVALUATIONS: The incumbent will be reviewed at least annually using an agreed upon set of objectives

Custodian

Updated 9/27/06

JOB TITLE: Custodian

STATUS / HOURS: Non-exempt / 20 hours per week; additional hours when requested

ACCOUNTABILITY/REPORTS TO: Office Manager

JOB DESCRIPTION: The purpose of this position is to maintain the buildings and grounds in a safe, sanitary and attractive condition. This position supports FPC administration by assisting in preparations prior to special events and cleaning afterwards. Incumbent and Office Manager will establish a cleaning and maintenance schedule pertaining to the responsibilities outlined below. Some light repair and maintenance functions are required.

MAJOR AREAS OF RESPONSIBILITY:

- Clean and sanitize restrooms
- Dust mop and wet mop non-carpeted areas
- Vacuum and spot treat carpets
- Sweep and dust, clean woodwork, and clean nursery
- Fill candelabra in Sanctuary with oil and check wicks
- Empty wastebaskets and trash removal/recycling; place at curb on collection day
- Clean interior and exterior glass (doors and windows)
- Organize janitorial closet and ensure inventory of cleaning/maintenance supplies
- Clean kitchen and replace filters
- Sanitize door knobs, light switches, railings, etc.
- Set up, tear down and clean up for special programs/events (tables, chairs, etc.)
- Adjust thermostats, clocks, timers, and replace light bulbs
- Replace HVAC/furnace air filters semi-annually (NOT roof top unit)
- Check items requiring regular maintenance (filters, etc.)
- Ensure building security, close interior doors and lights off, ensure locked exterior doors
- Assist in maintaining safe and clean sidewalks (use snow melt on sidewalk by back doors when needed)
- Additional duties as assigned

JOB REQUIREMENTS:
Incumbent must be knowledgeable with repair and maintenance functions, able to lift 40-50 lbs. and able to use a ladder.

EDUCATION AND EXPERIENCE: A high school diploma or GED is preferred, but not required. Incumbent should have at least one year of experience in maintenance and cleaning.

EVALUATIONS: The incumbent will be reviewed at least annually using and agreed upon set of objectives.

Church Policies
Child Protection Policy

Updated 10/04/2018

Outline

- Purpose
- Definitions
- Guidelines for First Presbyterian Church Staff and Volunteers
  1. Two Adult Policy
  2. Bathroom Policy
  3. Overnight Accommodations
  4. Release of Children
- Qualifications of Staff and Volunteers
  1. Background Checks
  2. Drivers Licenses and Insurance
  3. Orientation and Training
- Suspected Abuse or Neglect
  1. Reporting
  2. Receiving Reports
  3. Investigating Allegations
  4. Documentation and Confidentiality

Purpose

As Christians, we are called to provide a safe and nurturing place for all of God's people. This policy is designed to protect children and youth from abuse or inappropriate behavior in the programs and activities of the First Presbyterian Church of Delaware, Ohio. This policy is also designed to protect First Presbyterian Church Staff and Volunteers from allegations of abuse or neglect.

The maintenance and revision process of this document shall be conducted by the Pastor, Director of Family Ministry, the Chair of Human Resources and the Chair of Christian Education. Session will be asked for approval of revisions.

Definitions

Child is any person younger than the age of 13.

Youth is any person at least 13 years of age but younger than the age of 18.

Adult is any person at least 18 years of age.

First Presbyterian Church Staff includes the Pastor, all paid employees, and any contractor working for or on behalf of the First Presbyterian Church of Delaware, Ohio.

Pastor's Designee includes any person designated by the Pastor, and approved by the First Presbyterian Church Session, as someone who may receive a report of suspected abuse or neglect on behalf of the Pastor.

Volunteer includes any person, in an unpaid capacity, who supervises or assists with any First Presbyterian Church sponsored activity involving children or youth.

Verbal Abuse includes statements that humiliate, belittle, or threaten any child or youth.

Physical Abuse includes non-accidental physical injury or threat of physical injury to a child or youth.

Sexual Abuse includes any sexual contact or activity that occurs (1) between an adult and a child or youth or (2) that occurs between a child or youth and another child or youth.

Physical/Emotional Neglect is the failure to provide adequate physical or emotional comfort, security, or supervision to a child or youth.

Guidelines for First Presbyterian Church Staff and Volunteers

1. Two Adult Policy

Whenever reasonably possible, two adults shall be present during any First Presbyterian Church sponsored activity involving children or youth.

This rule shall not apply in the following instances:

- If two adults are not available to lead Sunday School, then one adult shall act as a "roamer", moving regularly between each class that has only one adult leader.
- When the Pastor or the Director of Family Ministry is providing confidential counseling to a child or youth. A reasonable effort shall be made to meet where the session is audibly private but visibly public.
- When the teacher of a class needs to remove a child or youth from the classroom to calm or redirect the behavior of that child or youth, the classroom door shall remain open.

2. Bathroom Policy

Children shall be directed to use bathrooms in the following ways:

- During Worship Services, children shall be directed to use the single stall bathrooms in the upstairs nursery hallway.
- During Sunday School, children shall be directed to use the single stall bathrooms located nearest to their classrooms.

3. Overnight Accommodations

- One adult shall not share a room with only one child or youth.
- Adults shall sleep in separate beds from children or youth.
- If there are male and female children/youth on the overnight outing, then there will be both a male and a female chaperone.

4. Release of Children

- Whenever reasonably possible, Volunteers and First Presbyterian Church Staff shall release children only to the parent, guardian, or other individual authorized by the parent or guardian.

- Whenever reasonably possible, Volunteers and First Presbyterian Church Staff shall make a reasonable effort to contact a child's parent, guardian, or other individual authorized by the parent or guardian prior to driving a child home after an activity.

Qualifications of Staff and Volunteers

1. Criminal Background Checks

All adult volunteers who will be working with the children or youth in any Church-sponsored activity shall complete a Release Authorization Form, allowing the Church to complete a criminal background check.

- Each volunteer shall satisfactorily pass a criminal background check initially and every five years thereafter. First Presbyterian Church reserves the right to recheck at any time.

- The Pastor, the Director of Family Ministry, and the Chair of the Human Resources Committee will be responsible for overseeing criminal background checks and updates.

- The Release Authorization Form, the results of any background check, and any information regarding a discussion or decision about a background check will be kept confidential, except as required by applicable law.

- Criminal background checks shall be governed by the First Presbyterian Church Criminal Background Check Policy.

2. Driver's Licenses and Insurance

Drivers must have a valid driver's license and must meet Ohio requirements for automobile insurance coverage to drive any child or youth in a First Presbyterian Church event.

3. Orientation and Training

Each year the Church will offer a required orientation and training session, concerning the Child Protection Policy, for all First Presbyterian Church Staff and Volunteers who work with children and youth.

First Presbyterian Church Staff and Volunteers who work with children and youth are required to attend the orientation and training every five years.

All First Presbyterian Church Staff and Volunteers who work with children and youth shall sign, every year, the Child Protection Policy Agreement to indicate that they have reviewed the First Presbyterian Church Child Protection Policy and agree to adhere to it.

Suspected Abuse or Neglect

1. Reporting

Anyone who sees that a child or youth is in immediate danger should contact the police immediately by calling 911.

Anyone who knows or reasonably suspects that a child or youth has suffered or faces a threat of suffering abuse or neglect must report that knowledge or suspicion immediately to the Pastor, the Director of Family Ministry, or the Pastor's Designee(s).

It is important to discuss the suspected abuse or neglect only with the proper authorities, which include the Pastor, the Director of Family Ministry, the Pastor's Designee(s), the Police, and/or Child Protective Services, except as required by applicable law.

2. Receiving Reports

After receiving any report of suspected abuse or neglect, the first steps should emphasize the safety of the child or youth.

All parties who receive or respond to reports of suspected abuse or neglect will:

- Take reports of suspected abuse or neglect seriously.
- Handle any report discreetly and tactfully.
- Not prejudge the situation.
- At all times, maintain confidentiality.

The Pastor, Director of Family Ministry and the Pastor's Designee(s) shall complete appropriate Reporter & Investigative Training regarding the proper treatment of a report of suspected abuse or neglect.

3. Investigating Allegations

The Pastor shall select a Response Team to assist in the investigation of any report of suspected abuse or neglect. This Response Team shall include, at a minimum, the Director of Family Services and a Church member who is not a First Presbyterian Church Staff member. If the Pastor is suspected of causing abuse or neglect, then the Presbytery of Scioto Valley shall lead the investigation. If the First Presbyterian Church staff member is suspected of causing abuse or neglect, then the Response Team shall include the Chair of the FPC Human Resources Committee. An individual may not be a member of the Response Team if the investigation involves that individual or a member of his/her family.

Reporting to the police or child protective service agencies:

- At any point in the investigation, if the Response Team or individual members believe abuse or neglect has occurred, then a report must be made immediately to the police or child protective service agencies.

- Any investigation by the Church shall not interfere with any formal investigation by the police or child protective service agencies, in accordance with applicable law.

4. Documentation & Confidentiality

As far as reasonably possible, the Church will maintain documentation of any information, statements, identities, or details about a report and investigation of suspected abuse or neglect. All information, identities, and documentation regarding any report or investigation of suspected abuse or neglect shall be kept confidential, except as required by applicable law.

Conflict of Interest Policy

Adopted 08/20/2021

Purpose:

To define the issue of Conflict of Interest and provide guidance to any church leader that may encounter such a situation.

Definition:

Conflict of Interest is a situation in which a person or organization is involved in multiple interests, financial or otherwise, and serving one interest could involve working against another.

Examples:

- An Elder / Member of Session is involved in the Session's consideration of pay increases for church employees and said Elder is related to one of the employees.

- The Trustees are considering bids from several companies for repairs to the church building, and one of the Trustees is the parent of an owner of one of the companies that has submitted a bid for the project.

Policy:

In any case where a member of church leadership (Pastor, Elder, Deacon, or Trustee) encounters a situation in which their participation in a decision or action would be inappropriate due to the leader having a personal or financial interest in the outcome of the said decision, the leader must recuse him/herself from the decision. In certain situations, the leader should leave the meeting during the discussion, consideration, and vote on the topic to avoid any appearance of impropriety.

Conflict Resolution Protocol

FPC Session High-level and/or Long-term Conflict Protocol

When to employ Session protocol procedures: when harmful behavior(s) move past low- or medium-level conflict or have become a pattern for many years without signs of stopping, and the situation is beyond the Conflict Response Team's ability to come to a resolution within 6 months.

Session will:

1. Gather all information provided by the Conflict Team regarding the conflict at a special meeting.
2. Review information and discuss patterns of behavior, levels of harm, timelines, and consequences based on data provided.
3. Determine next steps:
    A) Limits on participant(s) presence in particular aspects of church building and church life.
    B) Set appropriate communication with participant(s), staff, and congregation, including examples of how participant(s) are to be addressed and how any reporting will occur (and to whom).
    C) Set timelines for said limitations with appropriate conditions for participant(s).
    D) Identify consequences/accountability for participant(s), to be implemented by designated Session members.
    E) Notify Presbytery liaison.
4. If participant(s) do not comply with #3:
    A) Notify Presbytery liaison about updated situation.
    B) Remove membership and/or ability to attend worship/church functions/visitation.
    C) Inform participant(s) that they are no longer invited to church or to visit parishioners in any pastoral role for any reason.
    D) Inform participant(s) that "bad-mouthing" or vengeful acts targeted at Session, any of Session members, parishioners, staff, or FPC as a whole as a result of this decision may lead to legal ramifications through the Presbytery.
    E) Communicate with the congregation about the situation as much as is reasonably possible without breaking confidentiality. Work with a team of Deacons to frame the message. Determine how the congregation will be notified, when, and by whom within 1 week of any decision, as appropriate.

Credit Card Policy

1. PURPOSE

1. This policy applies to all employees of the Delaware, Ohio First Presbyterian Church ("DELFPC") who are assigned a Church Credit Card.
2. In addition to conditions set out in this Policy, the relevant Cardholders' Responsibility statement issued by the Bank governs the use of any Church Credit Card.
3. This church uses the First Commonwealth Bank Visa Card.
4. Cardholders and their supervisors are responsible for ensuring that they adhere to the Church Credit Card policy, thereby ensuring adequate controls are exercised to minimize the risk that Church Credit Cards are used for fraudulent or corrupt purposes.

2. SCOPE

1. This policy applies to all employees and volunteers of Delaware First Presbyterian Church.
2. This policy describes the organization's objectives and policies regarding use and payment for a corporation-issued credit card.

3. ELIGIBILITY

1. Employees are eligible to be issued with only one (1) Church Credit Card.
2. To be eligible for a Church Credit Card, an employee must meet one or more of the following criteria:
   - purchase significant volumes of minor goods and services for church use or
   - incur regular frequent expenses of a kind appropriately paid by credit card
   - travel frequently in the course of his/her duties or
   - travel overseas in the course of his/her duties or

4. CONDITIONS OF USE

1. The Church Credit Card cannot be used:
   - To obtain cash advances.
   - For expenses other than those incurred by the assigned officer named on the Card.
2. The Church Credit Card is to be used only for official Church business, not personal expenses. Charging personal transactions to Church Cards is not acceptable under any circumstance. Cardholder transactions will be reviewed monthly to ensure compliance with this policy.
3. Cardholders may not use their Church Credit Card to obtain cash advances from banks, building societies, credit unions, nor automatic teller machines. This prohibition similarly extends to cash equivalents such as bank checks, traveler's checks and electronic cash transfers.
4. Infractions of the conditions of this Policy could result in cancellation of the card and withdrawal of Church Credit Card privileges. A breach of this policy can lead to disciplinary action against the employee.

5. MONTHLY CHURCH CARD STATEMENTS

1. Church Credit Card expenditures must have a voucher with receipts within 15 days of the expense.

2. Cardholders who have not reconciled their monthly expenditure within this period will be asked to reconcile their monthly expenditure immediately by the office personnel. This procedure will ensure that cost center accounting records maintain an accurate and meaningful balance.
3. Cardholders who do not reconcile their monthly expenditures within 15 business days of the Statement Date will be sent a reminder of their obligations under this Policy. Continued or repeated non-conformance to this Policy can result in cancellation of the Card and/or such other actions as appropriate.
4. If the Card expenditures are not reconciled within 2 months of the Statement Date or a plausible explanation has not been received by the Church office, the Church Credit Card can be cancelled. Note that further action may also be taken against the Cardholder.

6. CARDHOLDER RESPONSIBILITIES

1. Cardholders are responsible for the following security measures for the use of their Card:
    - Cardholders must retain transactional evidence to support all charges. An acceptable receipt for reimbursements of claimable business expenses on the Church Credit Card is an original receipt. The more information, the better.
    - A failure to provide receipts or credible explanation for the unsupported expenditure could result in reporting of the issue to the church Finance Committee.
    - Reimbursement for return of goods and/or services must be credited directly to the Card account. No cash should be received by the Cardholder.
    - Lost or stolen Cards must be reported to the church office and cancelled immediately to First Commonwealth Bank Lost/Stolen Cards Unit (1-800-711-2265).
    - Employees issued with a Church Credit Card are in a position of trust in regard to use of donated funds. Improper or unauthorized use of the Card may result in the Cardholder being held liable for expenditures, legal/disciplinary action being brought against the Cardholder, termination of Card-use and/or termination from this Corporation.

7. RECORDS MANAGEMENT

1. All documentation associated with the payment of a Church Credit Card will be maintained within the Church office.
2. Original receipts for all Credit Card transactions will be retained in the Church office. Cardholders should keep copies of receipts and statements for audit purposes or for future questions that may arise.

8. AUDIT

1. Audits of cardholder purchases will occur at random times by finance or accounting teams at the Church. In addition, external auditors may carry out audits from time to time.

9. INTERNAL MONITORING

1. Transactions will be monitored monthly by the Church Accountant or Church Office personnel.
2. If a Cardholder has questionable purchases showing on the monthly Statement, this information will be forwarded to the respective staff or committee member for resolution.

10. LOST OR STOLEN CARDS

1. Lost or stolen cards must be reported by the Cardholder immediately to First Commonwealth Bank at 1-800-711-2265.The Cardholder must also alert the Church office about the lost / stolen card as soon as possible.

11. TERMINATION OF EMPLOYMENT

1. Prior to departure or termination of duties with this Agency, the Cardholder must reconcile all expenditures on his/her Card account since the last Statement.
2. It is the responsibility of the departing employee to ensure that his/her account is settled prior to departure.
3. The card must be surrendered upon termination of employment to their immediate supervisor or to Church Office.

DOCUMENT VERSIONING AND HISTORY:

1. (1/31/2016) Document Created by Dana Thacker, Chair of Finance Committee.

Email Voting and Electronic Meetings Policy

This policy was officially adopted 15 May 2024 by the Delaware First Presbyterian Church by Session. However, the Presbytery of Scioto Valley has subsequently ruled that Sessions may not use email as an official form of voting.

Email

Recognizing that urgent decisions are frequently necessary between regularly scheduled Session, Trustee or board/committee meetings, the Session of the First Presbyterian Church of Delaware, Ohio, adopts the following policy concerning voting via email

a) An email clearly stating the motion to be voted on must be sent to each respective board or committee member, with a CC: to the Pastor.

b) Only a single motion should be addressed in an email. Supporting details should explain the reason for the motion.

c) The email may originate from the chairperson or any member of the board or committee, or the FPC Pastor.

d) Every board member should reply to the email in writing (by reply email). The response should be clear — yes or no, recusal, or abstention.

e) The vote must be unanimous unless members recuse themselves (such as for conflict of interest) or abstentions. All votes cast must be in the affirmative for the motion to pass.

f) The board or committee must affirm each email vote at its next meeting by recording it in the minutes.

Electronic meetings

Recognizing that although attendance of board and committee members in person is preferred, there are times when electronic attendance is necessary. The Session of the First Presbyterian Church of Delaware, Ohio, adopts the following policy concerning voting via electronic meetings.

a) Boards and committees are allowed to conduct meetings through the use of Internet meeting services, provided the following information is sent to all members of the body via mail, email, text or other messaging service.
   i) Login information.
   ii) Login time.
   iii) Reason for meeting.

b) A CC: of the meeting notice must be sent to the Pastor.

c) A quorum must be established per normal requirements.

d) Each member is responsible for his or her own audio and Internet connections; no action shall be invalidated on the grounds that the loss of, or poor quality of, a member's individual connection prevented participation in the meeting.

e) Minutes of the meeting shall be kept by the applicable secretary or clerk and distributed per normal meeting requirements.

Emergency /Crisis Pay Policy

Revised 2024

In any case where there is an Emergency or Crisis that causes the interruption of the church's operation and as a result the pay of church employees and/or the Pastor are impacted, then following policy shall apply.

The Pastor and all Exempt (salaried) employees shall continue to receive their normal pay.

All Non-exempt (hourly) employees shall receive their regular pay, calculated as follows:

- If the employee works less than their Normal Number of Work Hours during a payroll period, they will also receive pay for the remaining hours not worked due to the Emergency / Crisis.

- Example: Employee A normally works 20 hours in a payroll period, but due to an interruption in the operation of the church, only works 10 hours. The employee will be paid for the 10 hours actually worked, but then would be paid for the remaining 10 hours per the guidance of this policy.

- The Chair of the Human Resources Committee, in concert with the church's Financial Coordinator and the Pastor, will determine the Normal Number of Work Hours based on the employee's total number of hours worked in the previous calendar year (pro-rated if the hourly employee worked less than the full 12 months in the previous calendar year.)

An Emergency / Crisis Pay situation can only be declared by Session through an approved and adopted motion. Once declared, this policy will be in effect for two (2) months, after which Session can approve one or more extensions of use of this policy. Session may suspend use of this policy at any time.

Endowment Funds Withdrawal Policy

Adopted 21 Jan 2025

Recognizing that FPC relies on withdrawals from unrestricted endowments to support ongoing operations and recognizing the need to strive for sustainability of such withdrawals and also recognizing that circumstances change, Session establishes, as a goal/target, that annual withdrawals from unrestricted endowments should not exceed, but not be strictly limited to, $150,000. Such goal/target will be considered when making financial decisions and budgets for the church.

FPC Reference and Criminal Background Check Policy

Created 2/07/2019

Purpose: To establish the requirements and process for conducting background checks at First Presbyterian Church of Delaware, Ohio ("FPC" or "Church"), the purpose of which is to ensure that all employment candidates and all volunteers working with youth or children who have been selected for a position are suitable for that position.

1. Reference Checks

   Employment References:

   - For all individuals being considered for hire by FPC, the Church shall complete an Employment Reference Check of at least the two most recent employers of the candidate.

   Personal References

   - FPC may consult one or more Personal References (1) as a substitute for the required Employment References, where the candidate has little or no previous employment experience, or (2) in addition to the required Employment References, where FPC finds it appropriate to consider additional information about a candidate.

2. Criminal Background Checks

   - All individuals being considered for hire by FPC must satisfactorily pass a criminal background check either (1) prior to an offer of employment being extended to the candidate, or (2) as a 'Condition of Employment' included with the employment offer.

   - All individuals that apply to be a volunteer working with children or youth at FPC must satisfactorily pass a Criminal Background Check prior to beginning work as a volunteer with children or youth at FPC.

   - All employees and volunteers working at FPC with children or youth must satisfactorily pass a Criminal Background Check every five years. FPC reserves the right to complete a recheck at any time.

   Authorization and Process:

   - All candidates for employment by FPC must complete and sign an FPC Employment Application authorizing the Church to complete Background Checks and a Criminal Background Check.

   - All individuals applying to be a volunteer working with children or youth at FPC shall complete and sign a Release Authorization Form, allowing the Church to conduct a Criminal Background Check.

   - FPC may conduct the Criminal Background Check utilizing the resources of the Delaware City Police Department, the Delaware County Sheriff's Department, or other resource(s) approved for use by the FPC Session.

   Passing the Background Check:

- For individuals being considered for hire by FPC, the Pastor and the Chair of the Human Resources Committee shall review the results of each Criminal Background Check conducted by FPC to determine whether an individual has satisfactorily passed it.

- For individuals applying to be volunteers with children or youth, the Pastor and the Director of Family Ministry shall review the results of each Criminal Background Check conducted by FPC to determine whether an individual has satisfactorily passed it.

- To be considered 'Satisfactory', the results of the check must not reveal anything that would reasonably prevent the individual from performing his / her role as an employee or as a volunteer in a successful manner; or would present an unreasonable risk to the safety or welfare of FPC, its employees, other adults, or any children or youth.

3. Confidentiality

   The results of all Reference Checks and Criminal Background Checks, and any information regarding a discussion or decision about a Reference or Criminal Background Check shall be kept confidential, except as required by applicable law.

Kitchen and Social Room Usage Policy

Adopted 2015

General Guidelines for Use of the Kitchen

1. Any Church Board, Committee, Individual or Group should receive permission to use the kitchen from the office manager. Outside groups required the approval by Session
2. Common use items (Spices, wraps, paper products, cleaning supplies, coffee, cream, sugar, tea, etc.) are available in appropriate cabinets and pantry area to all church groups/committees. These supplies are purchased from a line item in the FPC regular budget controlled by the Fellowship Committee. If a group uses a large quantity of these items, please notify the church so supplies can be replenished.
3. All paper, food, etc. should be disposed of in garbage cans. Bring garbage bags to the large blue garbage cans located in the alley between the church and Willis School. Please use blue recycle bin by beverage area sink for aluminum and plastic.
4. Any FPC kitchen utensils used should be washed, dried, and put back in the place originally found.
5. All kitchen counters, stovetop, serving counters in and outside of kitchen should be wiped clean after use.
6. If convection, gas, and microwave ovens or steam table were used, they should be left clean.
7. Kitchen floor should be swept after use and mopped when needed. A broom, dust pan mop, and bucket are stored in pantry area for use.
8. All ovens, steam table (un-plugged), fans, and lights should be turned off before leaving kitchen. Coffee grounds should be emptied and coffee maker should be left clean. If dishwasher is used, it should be emptied, cleaned and switched off. No water or food particles should be left in sinks or drains.

WHEN YOU LEAVE THE KITCHEN, PLEASE BE SURE PILOT LIGHTS ON THE STOVE ARE STILL LIT.

No left over food or beverage should be left in refrigerator, freezer, cabinets or drawers of kitchen.

9. Return all knives to knife drawer and lock.
10. Damage of any kind to any kitchen facilities or items should be reported to the FPC secretary or a member of trustees for repair/replacement.
11. Any aprons, dish cloths or towels used by your group should be laundered by your group using the FPC laundry facilities and returned to their proper storage drawer by the next day. Outside groups may leave wet towels to dry on sinks and dirty aprons on the counter.

ANY TABLECLOTHS SHOULD BE PRE-TREATED FOR STAINS, WASHED, DRIED AND PRESSED! They should be hung in the communion closet.

12. Church groups and members; please do not borrow any FPC kitchen utensils, appliances, pans, or table clothes without asking the office manager. There is a log in the kitchen to track outside use of equipment, etc.

General Guidelines for Social Room Use

No alcoholic beverages or alcohol consumption is permitted on church property!

1. Any tables or chairs may be used. Please return them to their proper storage location.
2. The use of candles or any type of flame is not permitted by outside groups.
3. Please clean beverage area after use.
4. Wipe down all tables.
5. Sweep and or mop tile floor if needed.
6. Remove any food particles from chair cushions and carpet.
7. Please report any spills on carpet to church office.
8. Turn off all lights and close door to narthex.

Operating Dishwasher

Before operating dishwasher, please read instructions located to the left of unit.

1. Be sure round drain valve located under unit is in the closed position.
2. Push down dishwasher carriage door until it is closed completely.
3. Turn switch to ON.
4. Dishwasher will begin filling. Allow water to heat for 30 minutes before using.
5. Rinse dishes in sink using hot water and place dishes on dishwasher trays.
6. Slide tray into dishwasher and close door. 1-2 minute cycle should do. Push start.
7. When dishwasher stops open door and remove tray.
8. To shut down, open drain valve and empty water from dishwasher. Close valve.
9. Turn off dishwasher.
10. Clean drain basket.
11. Leave door to dishwasher open to allow inside to air dry.
12. Clean out sink and wipe down and dry drain areas.
13. Put trays back on lower shelves of tables.

Garbage Disposal

Make sure that the water is running into drain when disposal is operated. The disposal switch is located on the wall above the sink. One button is used to start the disposal; the other, to turn it off.

Gas Range and Ovens

Stove Top

Turn On:

1. Turn valve completely on.
2. Adjust flame
3. Turn on the exhaust hood switch located above convection oven.

Turn Off: Turn valves to off position.

Oven

Turn on and set temp. Pre-heat for 15 min.

Convection Oven:

To turn on:

1. Open doors.
2. Turn oven on.
3. Set temperature and fan speed.
4. Close doors.

NOTE- Red light will go out when oven is pre-heated. ALWAYS OPEN DOORS WHEN CHANGING TEPERATURE OR FAN SPEED.

To turn off:

1. Open Doors.
2. Turn switch off/cool down and temp dial to off.
3. Close doors.

Food Warmer Steam Table

1. Plug unit into power source located on the left side of warmer.
2. Flip switch on left side of warmer to **I** symbol (ON).
3. Select desired heating temperature by turning dial below well.
4. Close drain valves under pan wells, fill well with 2 inches of water (NO MORE THAN 2 INCHES) using pot filler located by refrigerator . Be sure to turn water off when done.
5. After serving, turn off all wells, flip switch to **O** symbol (OFF) and UNPLUG UNIT.
6. Drain wells by turning drain valves UP. Remove and wash all pans, to include lids and inside of wells. Residue builds up in them from the boiling water. Place all pans in proper place under steam table.
7. Wipe surface of steam table down, being sure to clean thoroughly. Also wipe down wall of any food splatter.
8. When the warmers are cool to the touch replace stainless lids.

Coffee Maker:

The Coffee Maker is church owned and may be used by all, Outside groups must supply their own coffee. All supplies needed can be found in the kitchen on the gray cart or on the bottom right shelf in the pantry. Coffee is purchased for common use by all church groups by the Fellowship Committee. The machine is plumbed so water automatically flows to it.

Preparation:

1. Remove filter carriage from machine and place paper filter in filter carriage. You must use the extra large BUNN filters.
2. Measure 2/3 cup of coffee into filter, (Normally 2 scoops)
3. Slide filter carriage into machine.
4. Place coffee pot under filter carriage
5. The machine should always be kept on. Push START/BREW button and wait for coffee to brew. Should only take 3 minutes. (If the machine has been turned off, you will need to wait 10 minutes for the water tank to heat.)
6. When pot is finished brewing remove filter carriage and dispose of the filter and grounds in trash. Rinse out filter carriage. Repeat as needed. Make sure pot is empty before brewing another pot. There are additional pots in pantry area that can be used if having a large group. Just transfer coffee into them.
7. Very hot water for Tea and Hot Chocolate is available from the spigot on the coffee maker.

Clean Up Instructions

1. When you are finished, return all supplies to cart.
2. Wash and return all extra coffee pots to pantry area.
3. Wash pots with dish soap in kitchen (do not put them in the dishwasher). Wipe all areas clean and follow kitchen check list before leaving.

Drink Dispensers

Empty them and wash them with soap and water. They should be rinsed and dried, do not leave to drain. Return to storage location.

Pots, Pans, Serving Utensils, and Silverware

Wash all pots, pans serving utensils, and silverware. Ensure that they are returned to the proper location after use.

Pots and Pan Sink

See instructions on wall above sink and follow 3 sink washing instructions. Dish soap and cleaning pads are located above sink. Scrape excess food from pans into garbage before washing. Grease should not be poured down any drain, but allowed to cool and put in garbage can. Also check the rims of all pots and pans to make sure they have been cleaned. Sprayer is controlled by faucet. Once finished, clean and get all food out of drains and dry. Do not leave anything to air dry on sink.

Prep Sink
Only to be used for food prep. Do not wash dishes or hands in this sink. Please use kitchen sanitizer to disinfect area after use.

Food Prep Area
Sanitize before and after use. Clean wall behind area of any food splatter.

Mixer
Replace mixer on shelf after cleaning. This includes wiping down the appliance. Be sure to unplug.

Freezer and Refrigerator
The freezer and refrigerator are to be used for short term storage and anything stored in them should be dated and marked as to who stored it. No flowers are to be stored in refrigerator.

Ice Machine
The ice machine should be closed when not in use. Pull ice forward to keep machine producing ice. The scoop should always be used to remove ice. Do not store the scoop inside the ice machine.

Hand Sink
A hand sink is provided for hand washing. Please use this sink before handling any food. Gloves are provided for all to use above food prep area. Please wear them.

Cleaning Supplies
Cleaning supplies are located above pots and pans sink. Dish towels, clothes, aprons are located in marked drawers on the dishwasher side of the kitchen. Be sure to wash dish cloths, towels, and aprons and return them to the proper location when you use them. Outside groups should bring their own to use.

Fire Extinguishers
The handle for the fire extinguisher above the stove is located by the rear door of the kitchen. There is also a portable extinguisher located under the phone shelf in the pantry area.

Kitchen and Social Room Equipment Check-Out Policy

Updated 2018

As agreed upon by the various committees that use the kitchen, the following policies are now in effect:

Kitchen/Social Room Equipment Check-Out Log

1. As church family members we may all have the occasion when we need to borrow item(s) from the church Kitchen or Social Room. So as to know the location of all equipment, a log book is now located on the preparation table for equipment check-out. When borrowing items (Kitchen and Social Room) please make entries in this log giving your name, date, phone number and items borrowed. When items are returned simple draw a line through the entry. The exception to this procedure is if you wish to borrow tables or chairs. Please contact the church office for this request for approval.

2. The following "Common Items" are bought by the Fellowship Committee for all church groups to use:
   - Napkins (lunch and cocktail)
   - Paper Plates (3 section divided)
   - Dessert plates
   - Plastic knives, forks and spoons
   - Flour and Wondra
   - Sugar
   - Spices
   - Butter Patties
   - Vegetable Oil
   - Coffee, Tea, and associated supplies
   - Lemonade
   - Apple Juice (for cranky youngsters)
   - Foil & cling wrap
   - Leftover containers
   - Ziploc
   - Paper Cups (hot and cold)

<u>If you notice we are low on any of these items, please place note on marker board.</u>

This concept conserves church resources as individual committees do not need to have their own supply of each.

There is also an assortment of canned goods (fruits and vegetables) on the bottom shelve that can be used for an emergency, i.e. a church or committee event that ends up a little short. If you use, please replace

I. T. Policy/Procedures

Google Docs

Google Workspace is an all-in-one communication platform that includes a collection of cloud business communication, productivity, and collaboration tools. Workspace includes a number of familiar applications such as Gmail, Google Calendar, Google Drive, Google Docs/Sheets/Slides and Google Meet.

Google Workspace will be used by staff and committees primarily for internal communications, email, cloud storage/sharing, and calendar sharing. The goal is for Workspace to replace the current system of operating and reporting between staff and committees.

Each staff member and committee will receive one Workspace user account in which they have access to all Workspace tools and applications. Committees will designate one committee member to operate the workspace account. Designated users of each account are called Account Managers. Each user account gives access to a special google email address with the delfpc.org suffix and access to all Workspace applications.

Documents can be shared with individuals to collaborate with. If you are viewing a google document someone else is editing, their changes will be visible in real time.

Taylor Smith (Media Specialist) and Chuck Stringham (Session Liaison) are administrators of FPC's Workspace accounts and will manage the change of users, passwords, and other updates needed to each user account. Church members are asked to email the administrator (admin@delfpc.org) if they have issues or questions about their user account. Any administration changes will be communicated to staff and committees appropriately.

Training will be conducted between designated Account Managers and an Administrator either in group training or scheduled for individual training. Training will include setting up the Workspace user account, how to access new email and applications, and an overview of new communication procedures. Additional training will always be available if needed. Please contact an administrator to schedule additional training.

Worship Service Streaming And A/V Tech

Sunday Services/Social Media

The Media Specialist is employed, in part, to stream Sunday Services on the internet and to post a copy of the services on YouTube and Facebook. The specialist should maintain a procedures manual that provides instructions for the technical aspects used during services, the streaming of services, and the posting to social media of services and other announcements from the church.

Overhead Projection

Overhead projection is available for use in the Social Room, the Campbell Addition, and the Library. The Social Room has an overhead projector and screen for use. The Library and the Campbell Addition have pull-down screens; a portable overhead projector is located in the storage closet in the Campbell Addition. A VGA-to-HDMI cable is provided.

Personnel Policy

Revised December, 2007

Human Resource Committee
The HRC is a sub-committee of the Session and is charged with overseeing church employment practices subject to approval by the Session and Book of Order.

Equal Employment Opportunity
The First Presbyterian Church will recruit, hire, train and promote all persons without regard to race, creed, color, national origin, sex, age, marital status, religion, or disability except as follows: If religious affiliation is determined to be a bona fide occupational qualification or if disability makes one unable to do the job.

Process of Employment
1. A written position description which reflects job functions will be developed by the Pastor and the Session HRC. Position descriptions and changes to position descriptions will be approved by Session.

2. The first 90 days of employment in a non-exempt position constitutes a probationary period. Employment may be terminated at any time during the probationary period for reasons such as, but not limited to, excessive absences, tardiness, or unsatisfactory work. Neither pay in lieu of notice nor severance pay will be given to an employee whose employment is terminated during the probationary period. The position may be reviewed with the new staff member following 90 days of employment.

3. During the probationary period the employee is entitled to one paid sick day, paid holidays observed by the Church, Worker's compensation and excused absence for jury duty.

Exempt and Non-Exempt Employees
Each position description will specify whether the job is an exempt or non-exempt position.

The "Fair Labor Standards Act" established the minimum wage and maximum hours and defined the kinds of work exempt from the minimum wage and maximum hours requirements.

Non-exempt under the act refers to a job for which the employer must pay at least the minimum wage for the position and must give compensatory time off or overtime pay for hours worked in excess of 40 hours in a work week at time and one-half of the regular rate of pay. Any hours over 40 must be approved by supervisor.

Exempt employees are not paid any overtime or granted compensatory time for hours worked in excess of 40 hours.

Benefits for Full-Time Employees
1. Full-time employees are those who are employed to work 25 or more hours per week.

2. Social Security – All personnel except ordained ministers are covered by the Federal Old Age and Survivors Benefits Act (Social Security). Ordained ministers are considered self-employed for Social Security purposes.

3. Retirement Benefits – Ministers of Word and Sacrament are enrolled in the Presbyterian Pension and Benefits Plan. A modest retirement benefit may be given to lay employees.

4. Vacation – Ministers of Word and Sacrament will receive a minimum of one month vacation per year. Full-time non-exempt employees are entitled to an annual paid vacation computed in July of each year based on length of service.

1-5 years of service	(10 days)
6-10 years of service	(15 days)
11 + years of service	(20 days)

   Vacation schedules shall be coordinated and approved by the Pastor and the Session HRC.

5. Holidays – The following paid holidays will be observed:

New Year's Day	Martin Luther King, Jr. Day
President's Day	Monday following Easter Sunday
Memorial Day	Independence Day
Labor Day	Christmas Day and the day after
Thanksgiving Day and the Friday after	

   To be eligible the employee must be employed the last scheduled day before the holiday and the first scheduled day after the holiday. If a holiday falls on a weekend, Saturday holidays will be observed on Friday and Sunday holidays on Monday.

6. Sick Leave – Full-time non-exempt employees will receive ten (10) working days of sick leave calendar year to be used in case of illness or illness in the immediate family.

   Unused sick leave can be accrued to the following year. Employees can accrue a maximum of 90 days of sick leave. Two calendar weeks of sick leave may be used for maternity/paternity leave.

   Sick leave entitlement during the first year of employment will be prorated according to the length of employment. At the time of termination of employment an employee shall have no claim for pay in lieu of unused sick leave.

   A written statement from a physician shall be required for sick leave lasting a week or longer.

7. Worker's Compensation – All employees, both full and part-time, shall be covered by the Worker's Compensation Law of the State.

8. Leave of Absence with Pay
   a) Regular training in the U.S. Armed Forces or National Guard (up to two (2) weeks annually)
   b) Jury duty (up to two (2) weeks annually)
   c) Marriage of an employee who has been with the Church for one year or longer (up to three (3) days)
   d) Bereavement leave for death of an immediate family member (up to three (3) days per incident)
   e) One day for fathers on the birth of a child. One day for parents on the adoption of a child.

9. Study Leave and Continuing Education – Ministers are entitled to two (2) weeks of study leave with pay annually. Continuing Education for other staff members may be negotiated with the HRC. Possible uses of the study leave will be discussed with the Session HRC as part of their annual performance review.

Grievance

Problems arising from employment or conditions of employment are to be directed to the Pastor as Head of Staff. In cases where a satisfactory solution cannot be worked out the employee may appeal to the Session HRC. In cases of a grievance of an employee against a pastor, the HRC may seek the advice of the Presbytery's Executive Presbyter or the chairperson of the Committee on Ministry.

Termination
Dismissal may take place by written notice from the Session HRC giving reasons for termination after the 90 day probationary period. Reasons may include, but are not limited to, unsatisfactory performance, refusal to work within the position description, repeated unexcused absences, repeated tardiness or incompetence.

For dissolution of a pastoral relation see the Presbyterian Church (USA) Book of Order, Form of Government G-209.

Part-Time Employees
Part-time employees are those who are employed to work less than a 25 hour week.

Annual Performance Review
Every employee shall have an annual performance review with the participation of the employee and the HRC.

Annual Compensation Review
An annual compensation review will be conducted by the HRC prior to the development of the annual budget. The Session HRC is responsible for recommending to the Session Finance Committee all salary and benefit changes.

Compensation for Ministers of Word and Sacrament is the responsibility of the congregation along with the approval of the Presbytery.

Medically Certified Disability
Employees who are, according to certification of a licensed physician, temporarily disabled and who are not covered by a required state disability plan, shall receive full salary and benefits for a period of such disability not to exceed ninety (90) calendar days. This benefit cannot commence until after accumulated sick leave and vacation are used.

Voluntary Personal Leave
In addition, an employee may be granted, on request, unpaid leave of up to sixty (60) calendar days for maternity convalescence, paternity, child care or care of an immediate family member, or other special circumstances authorized by the Session HRC. During such periods the Church will continue to pay pension, insurance and housing allowance for staff members who qualify for those benefits.

Van Use Policy

Updated 5/3/2024

Drivers:
All drivers must complete the Driver Information Form and provide a copy of their driver's license. This information will be sent to our insurance company for driver approval. New drivers must first be approved by our insurance company before they are allowed to drive the vehicle. If they are not approved, our insurance company will not provide coverage in case of an accident, etc. Minimum age for drivers is 25, maximum age is 70. New drivers are encouraged to practice driving the van in the parking lot and around the neighborhood.

Scheduling:
Requests for use of the van must be approved by the Board of Session. Once approved, the Office Manager must be given at least two days notice prior to picking up the keys. Keys must be picked up during regular office business hours unless special arrangements have been made. Drivers must read and sign the Van Use Policy. They must also sign-out the van stating date of pick-up, reason for use and date of return. All keys must be returned to the church office and not handed off to another person. Only the person who signed out the van (authorized van driver) may operate the vehicle. The van is only to be used for specified purpose.

Safety:
Van drivers and passengers are to abstain from the use of alcohol, tobacco, marijuana, vaping, and illicit drugs. Cell phone use is prohibited by the driver unless using hands-free devices.

- Pets and animals of any kind are not allowed in the van, unless they are service animals.

- Van must be locked, windows rolled up and lights turned off when not in use.

- ALL passengers must wear seatbelts. It is the driver's responsibility to ensure all passengers are aware of and adhere to this policy.

- If the van has been involved in a traffic accident or is damaged in any way, in addition to following all appropriate laws, driver must report accident/damage to church office by phone or email within 30 minutes of the accident. Our insurance company contact information and vehicle registration are located in the glove box. Drivers shall use the Collision Information sheet to ensure all information is collected following the accident. Drivers shall be responsible to contact the local authorities, obtain a police report, and submit all required reports in connection with the accident. All documentation associated with the accident (including a properly completed Collision Information Sheet) must be submitted to the church office by the end of the following business day of the accident, or as soon as possible.

Return of Van:
Van will be clean upon pick-up and must be returned in the same condition (trash and personal items removed). If van is returned unclean, there will be a $250 charge. Van must be returned with the same amount of gasoline as when it was picked-up.

I have read and agree to the conditions listed above.

Signature: _____ Date Signed: _____
Contact Info: Phone _____ Email _____

Wedding Policy

The Sanctifying of Marriage

Marriage is a gift God has given to all humankind for the well-being of the entire human family. Marriage involves a unique commitment between two people to love and support each other for the rest of their lives. The sacrificial love that unites the couple sustains them as faithful and responsible members of the church and the wider community.

A couple requesting a service of Christian marriage shall receive instruction from the teaching elder (minister), who may agree to the couple's request only if, in the judgment of the teaching elder, the couple demonstrate sufficient understanding of the nature of the marriage covenant and commitment to living their lives together according to its values. In making this decision, the teaching elder may seek the counsel of the Session, which has authority to permit or deny the use of church property for a marriage service.

The Christian marriage ceremony is a service of worship before God. Reverence shall be expected on the part of all present and the service shall be under the sole direction of the minister.

- From *The Book of Order*

The Minister

It is customary for our minister to conduct the wedding ceremony. If it is your wish to have another minister assist in the service, it is requested that you consult our minister, who will assist you in making appropriate arrangements. Both the rehearsal and the wedding are under the direction of the minister.

Our minister will work with you, providing or arranging appropriate pre-wedding counseling and helping to answer any questions.

The Marriage Service

The marriage service shall begin with a brief statement of the meaning of Christian marriage. At appropriate times during the ceremony, there shall be prayers for the couple as they enter their life together. There shall be an exchange of vows between the couple, and, if so desired, an exchange of rings. The minister may deliver a charge to them, laying before them both the privileges and obligations which they are about to receive and undertake. Before the conclusion of the service, the minister shall declare publicly that the couple is now joined in marriage according to the ordinance of God and the laws of the state. The minister will discuss with the couple the service they wish to use. Please refer to the Book of Common Worship - Christian Marriage for customary services, scripture, and music.

The Rehearsal

The rehearsal is an important, integral part of the marriage service. Its purpose is to help assure that the actual ceremony will proceed smoothly. The rehearsal is ordinarily held the evening before the day of the wedding and lasts approximately one hour. All persons immediately connected with the wedding party should be present.

If there is a rehearsal dinner, it is recommended that the rehearsal take place before the dinner.

The Music

The wedding ceremony is a worship service. All music should be in keeping with the atmosphere of joyful reverence which characterizes Presbyterian worship. It is within this general framework that music should be carefully selected with the assistance of our church organist who can suggest appropriate selections. If desired, the congregation may be invited to join in singing hymns.

The Organist

Our church organist will provide the music for your wedding or help select a competent substitute organist. If you wish to use instrumentalists, you will need to make these arrangements yourself, with the approval of the pastor. Suggested honorariums are listed below.

Vocal Soloists and Instrumentalists

If soloists are to be used, the vocal music should have a text appropriate to Christian worship. Rehearsal of music should be held at a time agreeable to the soloist, organist, and/or instrumentalists. Suggested honorariums are listed inside the last page of this booklet.

Readings

You may want a close friend or relative to do a reading from scripture. Other readings of literature, poetry, etc. from outside the Bible may be appropriate. Following the principles of worship, they should extol God rather than the wedding couple, and should illuminate God's love for people rather than the idea of romantic love and romance. The minister must approve all readings.

Custodial Service

It shall be the responsibility of the bride and groom to make arrangements with the church office for custodial services which are needed over and above regular duties and working hours. There will be a custodial fee to be paid in advance directly to the custodian.

The Wedding Coordinator

Arrangements will be made through the church office for you to meet with our Wedding Coordinator. This person will assist you in your church-related use of the building, including opening the building and being in attendance during rehearsal and ceremony to help with details. A suggested honorarium is listed inside the back cover of this booklet.

The Attendants

Ushers should be on hand one hour before the ceremony on the date of the wedding and should light the candles when the first guests arrive. They will extinguish the candles after all guests leave the sanctuary. Ushers seat the guests and should request, while doing so, that guests with cameras refrain from taking pictures during the ceremony. It is also helpful if one usher is familiar with the bride's family and friends and another with the groom's in order to help with the seating.

It is suggested that any young children in your wedding party be at least five years of age. Very young children can become frightened or confused by a church full of people, loud processional music, etc. They will be standing in place for at least 15 minutes, so please use discretion in making these decisions.

Decorations

It is the responsibility of the couple to make arrangements with a florist to take care of decorating the church. In addition to flowers and greens, the florist can supply candelabras.

Aisle runners are optional, but not provided by the church.

The carpet and furniture should be protected from wax drippings.

No flowers or other decorations may be placed on the pulpit, lectern, or on the cross.

Flowers or other decorations placed on the ends of the pews must have protective devices to avoid scratching.

Flowers or greens placed on the carpet and furniture must have protective devices under them to prevent water damage.

There are ten windows in the sanctuary. Each has a place for an arrangement if so desired.

When the flowers are delivered, please use the elevator to bring them up to the sanctuary.

Arrangements must be made for removing all decorations immediately after a Saturday wedding, since the sanctuary will be used again on Sunday.

The couple should notify the office in advance if any flowers are to remain in the church for Sunday services, so the office manager can include the announcement in the bulletin.

The throwing of rice, birdseed, confetti and other such materials is not permitted inside or outside the building. The use of bubbles is acceptable outside only.

Photography

In keeping with the spirit of worship, guests in attendance are requested, by the ushers, not to take photographs during the service. It may be customary for your photographer to pose wedding pictures in the sanctuary after the service has been concluded. A time exposure of the ceremony may be taken unobtrusively from the back of the sanctuary. If desired, the minister will stay for photos.

Couples are encouraged to have photographs of the wedding party taken before the ceremony in order to avoid long delays between the service and the reception. Photographs before the service shall be completed at least thirty minutes before worship. Photographers generally require sixty to ninety minutes to complete these sessions.

Video Recording

Any video recordings must be done in a non-disruptive way. The location of any cameras during the ceremony must be approved by the minister.

Marriage License

You must obtain a valid marriage license from the Delaware County Courthouse, or other appropriate court house. This should be given to the minister no later than the wedding rehearsal.

Reception

If the social room of the church is desired for the wedding reception, details may be discussed with the office manager.

No alcohol or smoking are permitted in the church building.

Facilities

The bridal party may use the church facilities to dress prior to the service. The first-floor library and the second-floor choir room are available for changing clothes. There is a restroom on each floor.

The sanctuary seats approximately 250 people and is air conditioned.

Please let your guests know the rear entrance is handicap-accessible, with an elevator nearby to facilitate those who would have trouble with the dual spiral staircases at the main (front) entrance. You might remind them to arrive early as the elevator entrance is at the front of the sanctuary.

General Suggestions

Printed wedding bulletins may be used. If you would like the church to prepare the bulletin, please make arrangements with the office manager.

Use of the church by non-members is at the discretion of the minister and approval of Session, in which case the couple or family may use the sanctuary for a fee.

It is suggested that a good book or website on etiquette be consulted. Many helpful hints are to be found there.

The minister stands ready to assist you in every possible way to make your wedding beautiful, inspiring, and meaningful, and one you will always remember. Please call if you have any questions.

(740) 363-1205
Fax: (740) 369-1249
delfirstpres@midohio.twcbc.com
Website: delfpc.org

Suggested Average Honorariums

(All are paid directly to the individuals
by the bridal couple.)

Minister	$250
Organist	$100
Custodian	$50
Coordinator	$100
Videographer	$100
Soloists & Instrumentalists	$75

Building Use Fees for Non-Members

Rehearsal & service only	$250
Rehearsal & service with reception	$350

Baptism Form – Infant Child

Adopted 2022

First Presbyterian Church

BAPTISM INFORMATION

Full name of parents:

Father_____

Mother_____ Maiden name_____

Full name of Infant/Child_____

Infant/Child place of birth_____Date of birth_____

Date to be baptized_____ at First Presbyterian Church, Delaware, Ohio

Notes:

OFFICE USE:
____ Secretary (certificate)
____ Clerk (records)
Return to Office for filing

First Presbyterian Church

BAPTISM INFORMATION

Full name of parents:

Father_____

Mother_____ Maiden name_____

Full name of Infant/Child_____

Infant/Child place of birth_____Date of birth_____

Date to be baptized_____ at First Presbyterian Church, Delaware, Ohio

Notes:

OFFICE USE:
____ Secretary (certificate)
____ Clerk (records)
Return to Office for filing

Baptism Form – Youth or Adult

Adopted 2022

BAPTISM INFORMATION

Full name of parents:

Father_____

Mother_____ Maiden name_____

Full name of Youth/Adult_____

Adult place of birth_____Date of birth_____

Date to be baptized_____ at First Presbyterian Church, Delaware, Ohio

Notes:

OFFICE USE:
____ Secretary (certificate)
____ Clerk (records)
Return to Office for filing

BAPTISM INFORMATION

Full name of parents:

Father_____

Mother_____ Maiden name_____

Full name of Youth/Adult_____

Adult place of birth_____Date of birth_____

Date to be baptized_____ at First Presbyterian Church, Delaware, Ohio

Notes:

OFFICE USE:
____ Secretary (certificate)
____ Clerk (records)
Return to Office for filing

Building Use Form

BUILDING USE APPLICATION & AGREEMENT

First Presbyterian Church, 73 West Winter Street, Delaware, Ohio 43015
Ph. 740-363-1205; delfirstpres@midohio.twcbc.com

Name of Group: _____

Name of Applicant: _____ Phone _____

Address of Applicant_____ Email _____

Room(s) desired _____

Date(s): Starting_____ through _____

Time(s): From_____am/pm to _____am/pm No. of people _____

*Person responsible for door key: _____
(*If other than applicant, fill in address, phone number and email below:
_____

Statement of Responsibility

I (We) hereby agree to accept responsibility for the First Presbyterian property by:

1. **Using ONLY the room(s) as listed above, on the date(s) specified.**
2. **Leaving the building in the same condition as when we arrived.**
3. **Returning all equipment, chairs, etc. to their original location.**
4. **Locking the exit door(s), closing all windows, adjusting thermostats to original setting, turning out all lights, and checking restrooms.**
5. **Contacting the church office by phone (363-1205) or email (listed at top), at least 48 hours prior to request changes to the rooms, dates, and times listed above.**

The applicant & users relieve First Presbyterian Church of all liability for injury or loss incurred during use of this property. The applicant and users assume responsibility to make good any damage to the premises and/or equipment resulting from their usage.

SIGNED_____ for _____
(Applicant) (Group)

DATE_____

Approved by the Session & Trustees Date: By: , Clerk

FEE REQUESTED: _____ DONATION MADE:_____ N/C ____

Church Kitchen Usage Agreement for Outside Groups

First Presbyterian Church Kitchen Usage Policy Agreement for Outside Groups

Please call the church office to arrange use of kitchen. Outside groups must first receive First Presbyterian Church Session approval to use church facilities. Please review kitchen policy and review all operating procedures for equipment located therein.

Please sign and return to church office before date of event.

I, _____, agree on this date___/___/___to be responsible for the kitchen and all items located therein on the event date___/___/___, and I further agree to obey all kitchen rules. No alcoholic beverages are allowed on church property at any time. I certify that I am familiar with the kitchen equipment and I know how to operate them. If additional clean up is required, I understand I will be charged an additional custodial fee. I have read and understand these rules and by my signature, I agree to fully assume responsibility that may arise from my use of the First Presbyterian Church kitchen facilities and social room.

_____ _____

Signature of Responsible Party Phone number

Death Information Sheet

Adopted 8/2/2023

Name of Deceased _____ Date of Death _____

Address _____ Birth Date _____

Person in charge of arrangements _____ Phone _____

Funeral Home _____

Calling Hours _____ □ Funeral home □ FPC

Service Date _____ Time _____ Place _____

Place of Burial _____

Pastor _____ Casket / Urn Coming? _____

Bulletin needed? _____ Front Cover? _____ Back cover? _____ No. of copies _____

Meal at church? _____ No. expected _____ □ Full meal □ Light lunch □ Finger foods

Will service be live-streamed? _____ Pictures/Video shown prior to service _____

CHECKLIST:

PASTOR: _____ Contact Organist (Joe Musser) or Other _____
_____ Bulletin Worksheet for Secretary (order of service, music, speakers)

OFFICE MGR. (in advance)
_____ Contact custodian
_____ Contact head usher/greeters
_____ Contact food chair
_____ Parking Lot (contact Willis; and have NO PARKING signs put out)
- check on snow/ice removal
_____ Calendar (check for conflicts; make arrangements)
_____ Notify congregation via mass email w/service details
_____ Rose for communion table on Sunday (white) – Deacons

OFFICE MGR. (day of service)
_____ Prepare bulletins; give to head usher
_____ Double check parking arrangements
_____ Open building; heat/air; lights
_____ Set up family waiting area: tissues, ice water, glasses (Campbell Addition)
_____ Be available early for director and staff; flower arrival

Employment Application

Adopted 04/28/2014

TODAY'S DATE:

____/____/_____

APPLICATION FOR EMPLOYMENT

FIRST PRESBYTERIAN CHURCH
DELAWARE, OHIO

First Presbyterian Church

PERSONAL INFORMATION

FULL NAME: _____

HOME ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

E-mail: _____ SSN: _____-_____-_____

HOME PHONE: (____)_____ CELL PHONE: (____)_____

EDUCATION

HIGH SCHOOL: _____ CITY/ STATE: _____ GRADUATE?: _____

COLLEGE / OTHER SCHOOLS: _____

_____ GRADUATE?: _____

U.S. MILITARY SERVICE

BRANCH: _____ RANK ATTAINED: _____ SPECIALIZATION: _____

LEGAL

Are you a U.S. citizen or do you have a legal right and necessary documents to work in the U.S.?
____ Yes ____ No

(Identity and employment eligibility of all new hires will be verified as required by the Immigration Reform and Control Act of 1986)

Were you ever discharged from a company(s)? ____Yes____ No If yes, give name(s) of the company(s):

_____

Reason for discharge?_____

Have you ever been convicted of a crime other than a minor traffic violation? (Note - you are not obligated to discuss sealed or expunged records of conviction or arrest nor will such information be asked of you or considered in employment decisions.) The existence of a criminal record will not automatically disqualify you from the job for which you are applying.

___Yes ___No If yes, please explain the offense(s) and final disposition: _____

_____

EMPLOYMENT HISTORY

List employment starting with your most recent position. Account for any period that you were unemployed by stating the nature of your activities. May we contact your current employer? ___Yes ___No

Dates	Name of Employer Address / Phone No.	Position Held & Supervisor	Salary or Wage	Reason for Leaving
From ___/___				
To ___/___				
From ___/___				
To ___/___				
From ___/___				
To ___/___				
From ___/___				
To ___/___				

REFERENCES

Business References (do no list relatives) (Please indicate if you were employed under a different name)

Name	Address	Phone No.	Years Known
		(___)_____	
		(___)_____	

PLEASE READ CAREFULLY

I understand that, with my authorization an investigation may be made whereby information is obtained regarding my character, previous employment, general reputation, educational background, credit record and/or criminal history, subject to applicable federal, state, and/or local laws.
In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in immediate dismissal. I understand, also, that I am required to abide by all rules and regulations of First Presbyterian Church of Delaware, Ohio (FPCDO).
I understand and agree that, if employed, the employment will be "at will." That is, either I or FPCDO may end the employment relationship at any time, for reason or for no reason. I understand that receipt of this application by FPCDO does not imply employment and that this application and/or other FPC documents are not contracts of employment.

_____ APPLICANT'S SIGNATURE

____/____/____ DATE SIGNED

4.28.14

Employee Time Card

First Presbyterian Church
Hourly Wage Time Card

Name .....

Month/Year .....

Date/Hours	Date/Hours
Total Hours	

Use this form to keep track of your hours for the month. Turn in to office for payment. If you have any comments, use back side.

First Presbyterian Church
Hourly Wage Time Card

Name .....

Month/Year .....

Date/Hours	Date/Hours
Total Hours	

Use this form to keep track of your hours for the month. Turn in to office for payment. If you have any comments, use back side.

First Presbyterian Church
Hourly Wage Time Card

Name .....

Month/Year .....

Date/Hours	Date/Hours
Total Hours	

Use this form to keep track of your hours for the month. Turn in to office for payment. If you have any comments, use back side.

First Presbyterian Church
Hourly Wage Time Card

Name .....

Month/Year .....

Date/Hours	Date/Hours
Total Hours	

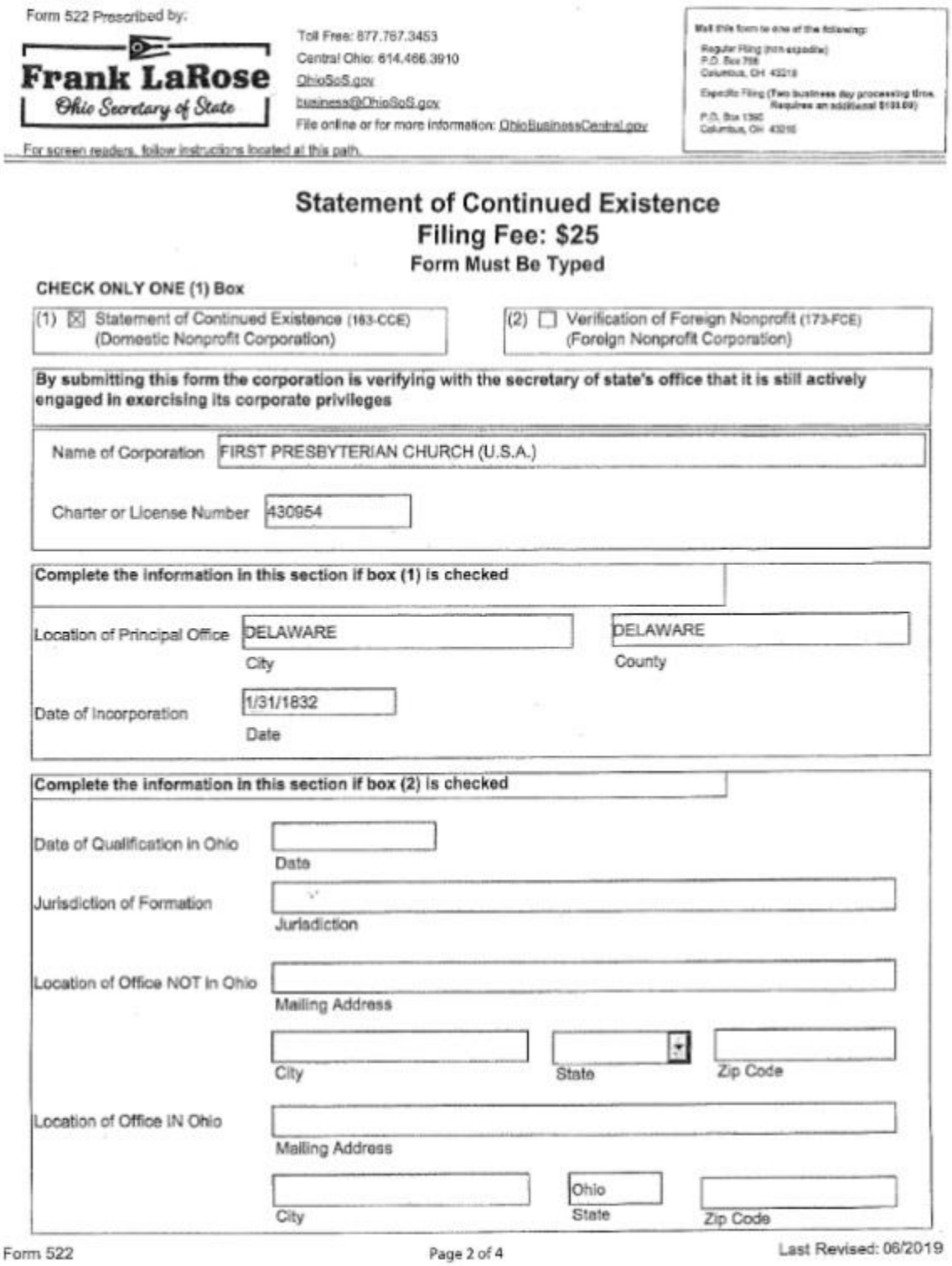
Use this form to keep track of your hours for the month. Turn in to office for payment. If you have any comments, use back side.

Membership Comm. New Visitor Contact Info Form

Delaware FPC New Visitor Contact Info						
DATE	NAME	ADDRESS	CITY	PHONE #	EMAIL	COMMENTS

Appendix

Articles of Incorporation



Form 522 Prescribed by:

Frank LaRose
Ohio Secretary of State

Toll Free: 877.767.3453
Central Ohio: 614.466.3910
OhioSoS.gov
business@OhioSoS.gov
File online or for more information: OhioBusinessCentral.gov

Mail this form to one of the following:
Regular Filing (non-expedite)
P.O. Box 788
Columbus, OH 43216
Expedite Filing (Two business day processing time. Requires an additional $100.00)
P.O. Box 1390
Columbus, OH 43216

For screen readers, follow instructions located at this path.

Statement of Continued Existence
Filing Fee: $25
Form Must Be Typed

CHECK ONLY ONE (1) Box

(1) ☒ Statement of Continued Existence (163-CCE) (Domestic Nonprofit Corporation)

(2) ☐ Verification of Foreign Nonprofit (173-FCE) (Foreign Nonprofit Corporation)

By submitting this form the corporation is verifying with the secretary of state's office that it is still actively engaged in exercising its corporate privileges

Name of Corporation: FIRST PRESBYTERIAN CHURCH (U.S.A.)

Charter or License Number: 430954

Complete the information in this section if box (1) is checked

Location of Principal Office: DELAWARE (City) DELAWARE (County)

Date of Incorporation: 1/31/1832 (Date)

Complete the information in this section if box (2) is checked

Date of Qualification in Ohio: (Date)

Jurisdiction of Formation: (Jurisdiction)

Location of Office NOT in Ohio: (Mailing Address) (City) (State) (Zip Code)

Location of Office IN Ohio: (Mailing Address) (City) Ohio (State) (Zip Code)

Form 522 Page 2 of 4 Last Revised: 06/2019

All Corporations must complete this section

Current Statutory Agent's Name and Address

SCOTT M. GORDON, ATTORNEY AT LAW
Name of Agent

82 NORTH FRANKLIN STREET
Mailing Address

DELAWARE	Ohio	43015
City	State	Zip Code

By signing and submitting this form to the Ohio Secretary of State, the undersigned hereby certifies that he or she has the requisite authority to execute this document.

Required

The statement must be signed by a director, officer, or three members in good standing.

If authorized representative is an individual, then they must sign in the "signature" box and print their name in the "Print Name" box.

If authorized representative is a business entity, not an individual, then please print the business name in the "signature" box, an authorized representative of the business entity must sign in the "By" box and print their name in the "Print Name" box.

Robert G Douds
Signature

By (if applicable)

ROBERT G. DOUDS, PRESIDENT
Print Name

Signature

By (if applicable)

Print Name

Signature

By (if applicable)

Print Name

Awards and Scholarships

The outstanding efforts and contributions of individuals are recognized by the Board of Trustees, Christian Education Committee, and the Worship and Music Committee. One or more outstanding youth are awarded the Elizabeth White Scholarship.

Bossert Award

The Mildred Bossert Award is presented annually by the Christian Education Committee to a member of the congregation who has demonstrated an ongoing commitment to Christian education at Delaware First Presbyterian Church. This award was established in 1972 by Roy Bossert, honoring the memory of his late wife, Mildred Bossert. Recipients contribute to sharing the good news of Jesus Christ with people of all ages. This award was established in 1972 by Roy Bossert, honoring the memory of his late wife, Mildred Bossert.

Burson Award

Presented by the Board of Trustees in honor of Joe Burson to recognize outstanding contributions to the maintenance and upkeep of the church.

Peebles Award

Presented by the Worship and Music Committee in honor of Ernestine Peebles to recognize outstanding contributions to the music program of the church.

Eugene and Elizabeth White Scholarship

Delaware FPC awards annual academic scholarships from the Eugene and Elizabeth White Scholarship Fund.

Church Archives

Historical records (archives) for Delaware FPC are maintained in a closet opposite the church library.

Current Group Usage of the Church

Group usage of church space has been granted by Session to the groups listed below.

Scouting America Troop 318 and 7318

The Boy Scouts of America has had a standing mission since 1910 to influence our nation by creating moral principled strong leaders by teaching boys how to be young men and influence their communities from within. In 2017 Cub Scouts first allowed girls to join the ranks and then in 2019 the boy scouts allowed girls to start joining troops. This, however, was not a completely unprecedented journey as girls have been allowed to participate in explorer posts and sea scouts since 1969. In order to create a more cohesive understanding and invite all youth to benefit from a fantastic series of programs, starting January of 2025 the new name of the program will be Scouting America. Scouts are still bound by the same oath and law and still carry the same lofty goals of creating a better nation and world through impacting and nurturing moral character in America's youth.

Scouting America Troop 318 has found a home with First Presbyterian Church for more than 60 years. The Troop has influenced countless young men over the years in helping them become moral and conscious leaders in our community. In that time, we have had over 100 scouts attain the rank of Eagle, which represents less than 1% of all scouts.

Currently we serve more than 40 youth and adults that are active not only in the church but also in our surrounding communities. From food drives to service projects Troop 318 has left its mark on Delaware.

Scouting America Troop 7318 is a female only Troop hosted by First Presbyterian Church. In 2019, this Troop was started as a pilot program to allow females to join in the growth experience of Scouting. In the time since, Troop 7318 has had numerous adventures from the Swamps in Louisiana to the deserts of Philmont Scout Ranch in New Mexico. They are an active Troop that is working hand in hand in the community. Troop 7318 has had the honor of awarding five girls the rank of Eagle Scout and as of 2024 serves more than 30 youth and adults.

Community Handbell Choir

Delaware FPC opened its doors to a community Handbell Choir, led by our own Maddy Herzog. The group practices in the choir room most Wednesday evenings.

Cub Scout Pack 318

Cub Scout Pack 318 was started 36 years ago at William Street United Methodist Church. In 2022 they found themselves in need of a home and First Presbyterian Church accepted them into its Scouting family. Cub Scouts is a family program which allows roughly 40 children and their families from kindergarten through fifth grade to build skills, challenge themselves and have fun. While they are having fun, they are also preparing themselves for the troop and further life adventures, learning about community and social issues as well as fulfilling their duty to God and country.

Delaware Bluegrass Jam

A monthly jam session for everyone and anyone interested in playing Bluegrass, usually held on the second Saturday of each month. No electronic instruments other than electric bass, please!

Church Properties

23 N. Washington Street, Delaware, Ohio (Apartments)

Property Information

Parcel Number	519-432-27-020-000
Owner Name	BD TR 1ST PRES CONG DEL
Owner Address	23 N WASHINGTON ST DELAWARE OH 43015
Tax District	14 DELAWARE CORP
School District	2103 DELAWARE CSD
Neighborhood	1400299 DELAWARE CBD ICE
Use Code	401 Apts 4 to 19 rental units
Acres	0.39960

Description
LOTS 51

Property Address:
23 N WASHINGTON ST

DELAWARE OH 43015

Tax Payer Address:
BD TR 1ST PRES CONG DEL

73 W WINTER ST
DELAWARE OH 43015
USA

Assessment Info		Current Value		Recent Transfer	
Board of Revision	N	Mkt Land Value	$83,600		
Homestead/Disability	N	CAUV	$0	# Parcels	0
Owner Occ Credit	N	Mkt Impr Value	$104,200	Deed Type	
Divided Property	N	Total	$187,800	Amount	$0
New Construction	N	**Current Tax**		Transfer Date	1/1/1990
Foreclosure	N	Tax Due	$0.00	Conveyance	0
Other Assessments	N	Paid To Date	$3,744.02	Deed #	
Front Ft.	N	Current Balance Due	$0.00		

<< Previous Card Card 1 of 1 Next Card >>

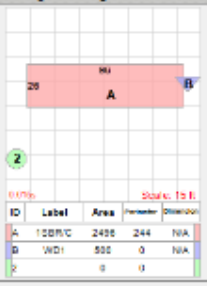
401 4 - 19 Family Apts. Building Section 001 Occupancy 001

Year Built	1980	Year Remodel	0	Occupancy	352 Multiple Resid. (Low Rise)
# Stories	1	Story Height	9	Use Code	401 4 - 19 Family Apts.
Section Area	2496	Perim/Shape	244		

- Card - 1

Property Sketch and Photos -- Card 1

Property Sketch



Print Version

Property Photos



Last Updated: 10/10/2024

Information provided on Delaware-auditor-ohio.manatron.com (County Auditor's official website)

Land							
Land Type	Acres	Square Ft.	Actual Frontage	Eff. Frontage	Depth	No Of Units	Value
S1 Primary Site	.39960	17407.00000	.00000	.00000	-	0	$83,560

Improvements						
IMPR Type	Description	Area	Length	Width	Year Built	Value
Other Improvement	525 Paving Asphalt	10000	10000	1	2000	18900
Addition	632 Superstructure	500 SQ FT				

Overhead view:



35 N. Washington Street, Delaware, Ohio (Helen House)

Property Information

Parcel Number	519-432-27-021-000
Owner Name	FIRST PRESBYTERIAN CHURCH USA OF DELAWARE OH
Owner Address	35 N WASHINGTON ST DELAWARE OH 43015
Tax District	14 DELAWARE CORP
School District	2103 DELAWARE CSD
Neighborhood	14001 Del Corp 001
Use Code	510 Single family dwelling (platted lot)
Acres	0.13060

Description

LOTS 34 EXEMPT

Property Address:

35 N WASHINGTON ST

DELAWARE OH 43015

Tax Payer Address:

FIRST PRESBYTERIAN CHURCH USA OF DELAWARE OH
73 W WINTER ST
DELAWARE OH 43015
USA

Assessment Info		Current Value		Recent Transfer	
Board of Revision	N	Mkt Land Value	$43,100		
Homestead/Disability	N	CAUV	$0	# Parcels	1
Owner Occ Credit	N	Mkt Impr Value	$243,500	Deed Type	Warranty Deed
Divided Property	N	Total	$286,600	Amount	$125,000
New Construction	N	**Current Tax**		Transfer Date	12/30/1999
Foreclosure	N	Tax Due	$0.00	Conveyance	5666
Other Assessments	N	Paid To Date	$0.00	Deed #	
Front Ft.	N	Current Balance Due	$0.00		

<< Previous Card Card 1 of 1 Next Card >>

Dwelling Information

Above Grade	1836	Room Count	6	Fireplace(s)	0
Below Grade	774	Story Height	2	Year Built	1901
Finished Basement	No	# Bedrooms	3	Year Remodeled	0
Basement Type	Pt Basement	Full Baths	1	Style	Convention
*See Improvements Tab		Half Baths	1	Ext Walls	Brick
For More Detail On		Heating	Yes		
Fields Shown Above		Air Cond	None		

- Card - 1

Property Sketch and Photos -- Card 1

Property Sketch



Print Version

Property Photos



51943227021000 11/14/2022



51943227021000 08/28/2009

Last Updated: 10/10/2024

Information provided on Delaware-auditor-ohio.manatron.com (County Auditor's official website)

Land							
Land Type	Acres	Square Ft.	Actual Frontage	Eff. Frontage	Depth	No Of Units	Value
L1 Regular Lot	.13060	.00000	45.00000	45.50000	125	0	$43,070

Improvements						
IMPR Type	Description	Area	Length	Width	Year Built	Value
Area	1st Floor Area	1068 SQ FT				
Area	Upper Floor Area	768 SQ FT				
Area	Half Story Area	0 SQ FT				
Area	Attic Area	0 SQ FT				
Other Improvement	1 Garage Frame	336	24	14	1901	7830
Addition	PR1 Porch Frame - Open	30 SQ FT				
Addition	PR1 Porch Frame - Open	108 SQ FT				

Parcel
Number: 51943227021000
Owner Name: FIRST PRESBYTERIAN CHURCH USA OF DELAWARE OH
Address: 35 N WASHINGTON ST, DELAWARE 43015
Acreage: 0.131
Market Value: $286,600

Property Report | Auditor's Website

Property Photo



51943227021000 11/14/2022



73 W. Winter Street, Delaware, Ohio (Church)

Property Information

Parcel Number	519-432-26-004-000
Owner Name	TRUSTEES PRESBYTERIAN CHURCH
Owner Address	73 W WINTER ST DELAWARE OH 43015
Tax District	14 DELAWARE CORP
School District	2103 DELAWARE CSD
Neighborhood	1400299 DELAWARE CBD ICE
Use Code	499 Other commercial structures
Acres	0.50100

Description

LOTS 35-50 EXEMPT

Property Address:

73 W WINTER ST

DELAWARE OH 43015

Tax Payer Address:

TRUSTEES PRESBYTERIAN CHU

73 W WINTER ST
DELAWARE OH 43015
USA

Assessment Info		Current Value		Recent Transfer	
Board of Revision	N	Mkt Land Value	$139,700		
Homestead/Disability	N	CAUV	$0	# Parcels	0
Owner Occ Credit	N	Mkt Impr Value	$1,319,400	Deed Type	
Divided Property	N	Total	$1,459,100	Amount	$0
New Construction	N	**Current Tax**		Transfer Date	1/1/1990
Foreclosure	N	Tax Due	$0.00	Conveyance	0
Other Assessments	N	Paid To Date	$0.00	Deed #	
Front Ft.	N	Current Balance Due	$0.00		

<< Previous Card | Card 1 of 1 | Next Card >>

685 Public Worship Building Section 001 Occupancy 001

Year Built	1905	Year Remodel	2011	Occupancy	309 Church
# Stories	1	Story Height	20	Use Code	685 Public Worship
Section Area	4638	Perim/Shape	472		

685 Public Worship Building Section 001 Occupancy 002

Year Built	1905	Year Remodel	2011	Occupancy	344 Office Building
# Stories	1	Story Height	20	Use Code	685 Public Worship
Section Area	4638	Perim/Shape	472		

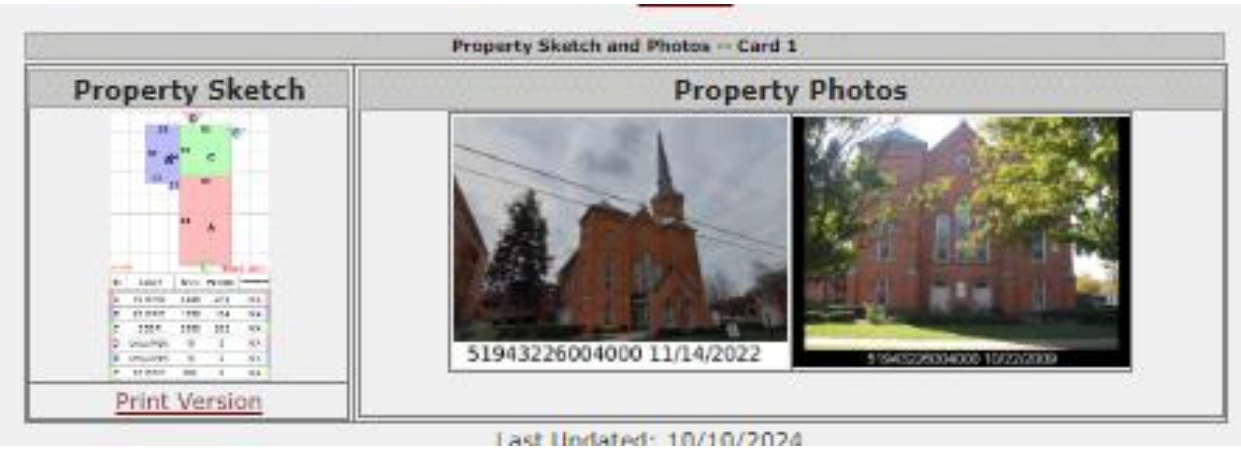
685 Public Worship Building Section 002 Occupancy 001

Year Built	1905	Year Remodel	2011	Occupancy	344 Office Building
# Stories	1	Story Height	10	Use Code	685 Public Worship
Section Area	2570	Perim/Shape	245		

685 Public Worship Building Section 002 Occupancy 002

Year Built	1905	Year Remodel	2011	Occupancy	352 Multiple Resid. (Low Rise)
# Stories	1	Story Height	10	Use Code	685 Public Worship
Section Area	1938	Perim/Shape	245		

Information provided on Delaware-auditor-ohio.manatron.com (County Auditor's official website)



Improvements						
IMPR Type	Description	Area	Length	Width	Year Built	Value
Other Improvement	525 Paving Asphalt	3000	3000	1	2000	5670
Addition	632 Superstructure	18 SQ FT				

Land							
Land Type	Acres	Square Ft.	Actual Frontage	Eff. Frontage	Depth	No Of Units	Value
S1 Primary Site	.50100	21823.00000	.00000	.00000	0	0	$139,660

Parcel
Number: 51943226004000
Owner Name: TRUSTEES PRESBYTERIAN CHURCH
Address: 73 W WINTER ST, DELAWARE 43015
Acreage: 0.501
Market Value: $1,459,100

Property Report | Auditor's Website

Property Photo





Helen House Lease Agreement

Pending

First Presbyterian Church of Delaware
Apartment Residential Agreement

This agreement is made and entered into this ___ day of _____**,** between The First Presbyterian Church, hereinafter referred to as Lessor(s), and _____, hereinafter referred to as the Lessee(s). Lessor(s), agrees to lease to Lessee(s) the premises situated at **23 North Washington Street,** more particularly described as **Apartment** ___, for a term of _____, to commence _____ and terminate on _____ as described in Section 16 of this document.

1. **RENT:** Lessee(s) agree to pay, without demand, the Lessor(s) as rent for the described premises at a rate of $_____ per month in advance on the first calendar day of each month, beginning _____, at the office of the Lessor(s) at 73 West Winter Street, Delaware, Ohio.

2. **LATE CHARGE:** Lessee(s) agree to pay, without demand, the Lessor(s) as a late charge for the described premises the sum of $10.00 after the 10th of the month if the rent has not been paid as described in section 1 of this document. An additional charge of $2.00 will be charged for each additional day starting on the 11th of the month until the rent and late charge is paid in full. However, the obligation of said late penalties and payments shall not inhibit Landlord's rights to declare Tenant in breach of this Lease and initiate a civil action of forcible entry and detainer for nonpayment of rent. Nor should the acceptance of said late payments with or without penalties constitute a waiver of any of Landlord's rights relating to the default of Tenant. The acceptance of any late payment or penalty shall also not constitute a change or modification of this Lease agreement. The initiation of any civil action against Tenant regarding its default does not limit, eliminate, nor reduce the Landlord's right to receive the late penalties and payments described above.

Any and all rental payments received shall be applied first to any late penalties incurred by Tenant; then to the most delinquent past due rental payments; then to current rent owed.

3. **SECURITY DEPOSIT:** Upon execution of this lease, the Lessee(s) shall deposit with the Lessor(s) the sum of $100.00, receipt of which is acknowledged by Lessor(s), as security for the faithful performance by Lessee(s) of the terms hereof, to be returned to Lessee(s) without interest, on the full and faithful performance by them of the provisions hereof.

The Security Deposit shall be held by the Landlord until the completion of this Lease agreement and/or the Tenant vacates the Property. Thereafter, Landlord shall inspect the Property for damages beyond normal wear and tear use by the Tenant. If Tenant has provided a new mailing address to Landlord, Landlord shall then provide written notice of any reduction of the Security Deposit prior to any refund being distributed. Landlord shall apply the **Security Deposit as follows: $150.00 as a non-refundable cleaning fee and includes a $15 key deposit**. Landlord shall also be entitled to apply the Security Deposit to any unpaid late penalties, monthly rents owed, damages beyond normal wear and tear to the Property, and any unpaid utilities.

Each of the Tenant(s) shall be jointly and severally responsible for any damages to the Property if caused by any Tenant, invitees, guests, family, and/or friends of Tenants.

4. **QUIET ENJOYMENT:** Lessor(s) covenants that on paying the rent and performing the covenants listed herein, Lessee(s) shall peacefully and quietly have, hold and enjoy the described premises for the agreed term.

5. **USE OF PREMISES:** The described premises shall be used and occupied by Lessee(s) exclusively as a private single-family residence, and neither the premises nor any part thereof shall be used at any time during the term of this lease by Lessee(s) for the purpose of carrying on any business, profession, or trade of any kind, or for any purpose other than as a private single-family residence. Lessee(s) shall comply with all the sanitary laws, ordinances, rules and orders of appropriate governmental authorities affecting the cleanliness, occupancy, and preservation of the described premises, and the sidewalks connected thereto, during the term of this lease.

6. **NUMBER OF OCCUPANTS:** Lessee(s) agree that the described premises shall be occupied only by the Lessee(s) and their minor children, without the written consent of Lessor(s), with a maximum occupancy not to exceed three persons.

The following persons are permitted to occupy the Premises:

1.

7. **CONDITION OF PREMISES:** Lessee(s) stipulate that they have examined the described premises, including the grounds and all buildings and improvements, and that they are, at the time of this lease, in good order, repair, and safe, clean and tenantable condition.

8. **ASSIGNMENT AND SUBLETTING:** Without the prior written consent of Lessor, Lessees shall not assign this lease, or sublet or grant any concession or license to use the premises or any part thereof. A consent by Lessor to one assignment, subletting, concession, or license shall not be deemed to be a consent to any subsequent assignment, subletting, concession, or license. An assignment; subletting, concession or license without the prior written consent of Lessor or an assignment or subletting by operation of law, shall be void and shall, at Lessor's option, terminate this lease.

9. **ALTERATIONS AND IMPROVEMENT:** Lessees shall make no alterations to the buildings on the described premises or construct any building or make any improvements on the described premises without the prior written consent of Lessor. All alterations, changes and improvements built, constructed or placed on the described premises and movable personal property, shall, unless otherwise provided by written agreement between Lessor and Lessees, be the property of Lessor and remain on the described premises at the expiration or sooner termination of this Lease.

10. **DAMAGE TO PREMISES:** If the described premises, or any part thereof, shall be partially damaged by fire or other casualty due to Lessees' negligence or willful act or that of his employee, family, agent or visitor, the premises shall be promptly repaired by Lessor and there shall be an abatement of rent corresponding with the time during which, and the extent to which the lease premises may have been untenantable; but, if the leased premises should be damaged other than by Lessees' negligence or willful act or that of his employee, family, agent or visitor to the extent that Lessor shall decide not to rebuild or repair, the term of this lease shall end and the rent shall be prorated up to the time of the damage. Lessees shall be responsible to Lessor for all damages beyond Lessees' deposit in the event of default or abandonment by the Lessees.

11. **DANGEROUS MATERIALS:** Lessees shall not keep or have on the leased premises any article or thing of a dangerous, inflammable or explosive character that might unreasonably increase the danger of fire on the leased premises or that might be considered hazardous or extra hazardous by any responsible insurance company.

12. **UTILITIES:** Tenant agrees to pay all monthly charges for the following utilities: 1) electric; 2) gas; 3) cable tv / satellite / internet; 4) telephone. Tenant hereby acknowledges that if Landlord should receive a bill for any of the above-mentioned utilities, or others charged to Tenant or Landlord for the Property, Landlord shall have the right to submit said bill to Tenant and Tenant shall pay said bill or reimburse Landlord for said bill if it has already been paid by Landlord, within seven (7) days of the receipt of the bill for the respective utility service.

13. **MAINTENANCE AND REPAIR:** Lessees will, at their sole expense, keep and maintain the leased premises, all major appliances and appurtenances in good and sanitary condition and repair during the term of this lease and any renewal thereof. In particular, Lessees shall keep the fixtures in the house or on or about the leased premises in good order and repair. Lessees agree that no signs shall be placed or painting done on or about the leased premises by Lessees or at their direction without the prior consent of Lessor. Lessor will be responsible for all repairs to the roof, heating, plumbing, water and electrical systems.

14. **SMOKING**: No occupants, guests, or other persons shall be permitted to smoke within the Property at any time. Any and all persons wishing to smoke shall do so outside of the Property's structure. Moreover, no person shall leave any remnants of any cigarettes, cigars, or the like on the Property's sidewalk, porch, or yard but shall instead place any butts in an appropriate and safe receptacle. Tenants shall be responsible to ensure that any and all guests or invitees abide by this term and shall be deemed in breach of this Lease agreement if they should fail to do so.

15. **ANIMALS:** Lessees shall keep no domestic or other animals on or about the leased premises.

16. **RIGHT OF INSPECTION:** Lessor and its agents shall have the right at all reasonable times during the term of this lease and any renewal thereof to enter the described premises for the purpose of inspecting the premises and all building improvements thereon.

17. **HOLDOVER BY LESSEES AND OPTION TO RENEW:** Lessor and Lessees mutually agree that either the Lessor or the Lessees may terminate this lease at the end of the above initial term by given the other party written notice thereof at least thirty (30) days prior thereto by the Lessee and a least sixty (60) days prior thereto by the Lessor. In the absence of such notice, this lease shall continue on the terms and conditions contained in this lease and in force prior to expiration of the above-stated initial term in successive periods of one month unless terminated by either the Lessor or Lessees by giving the other part written notice of termination at least thirty (30) days prior by the Lessee and a least sixty (60) days prior by the Lessor to the expiration of the current term.

Tenant agrees to leave the Property in as clean and good a condition as it was at the beginning of this Lease agreement. Tenant shall also provide written notice at least thirty (30) days in advance, of their intention to terminate the Lease and/or intention to vacate the Property, and shall provide the date by which the Property shall be vacated. A forwarding address for Tenant shall also be provided to Landlord. If Tenant fails to provide the above-described notice, Tenant hereby

acknowledges that they shall forfeit the Security Deposit as a penalty for their failure to provide the required notice to Landlord. If Tenant should vacate the property at any time other than the last day of any month, the entire month's rent shall be due and owing to Landlord for that month. Further, if Tenant should vacate the Property prior to the expiration of this Lease and without being released from this Lease, Tenant(s) agree to be jointly and severally liable for all rent due under this Lease through the expiration of this Lease's term.

18. **SURRENDER OF PREMISES:** At the expiration of the lease term, Lessees shall quit and surrender the premises hereby described in as good state and condition as they were at the commencement of this lease, reasonable use and wear thereof and damages by the elements excepted, and return any and all keys to the Premises to the Lessor.

19 **DEFAULT:** If the rent herein provided for shall at any time be in arrears or unpaid, or if the Tenant should violate or fail to observe any of the terms, conditions, rules and regulations set forth and referred to in this Lease, or if the premises are used in a manner objectionable to the Landlord, or if the occupants of said Property disturb, annoy or disrupt the quiet enjoyment of any other tenants of said building, Landlord shall be entitled to possession of said premises and any possession of Tenant thereafter shall be as a trespasser, and Landlord shall be entitled to recover such possession by any action of forcible entry and detainer or other lawful means, but notwithstanding such recovery of possession, may hold said Tenant liable for any rent unpaid under this Lease until the expiration of the term thereof, less any rentals Landlord may receive from any other tenant of said premises during the balance of the term. Furthermore, the Parties agree that should Tenant default under the terms of this Lease, and should Landlord choose to file a forcible entry and detainer action or other civil action to recover any damages incurred as a result of this Lease against Tenant, Tenant shall be responsible and liable for the payment of any and all attorney fees and costs incurred by Landlord in the filing and litigation of those actions.

Further, Tenant hereby specifically agrees to:

a. Keep the part of the Property which Tenant occupies and uses safe and sanitary.
b. Dispose of rubbish, garbage and other wasted in a clean, safe and sanitary manner in appropriate containers.
c. Keep all plumbing fixtures in the premises or used by Tenant as clean as they were at the beginning of their tenancy.
d. Use and operate all electrical and plumbing fixtures safely and properly.
e. Comply with requirements imposed by all applicable state and local housing, health and safety codes.
f. Personally refrain, and forbid any other person who is on the Property with Tenant's permission, from intentionally or negligently destroying, damaging or removing any fixtures, appliances, or any other part of the Property.
g. Tenant agrees not to remove any Landlord owned appliances from the Property.
h. Conduct himself/herself, and require other persons on the Property with his/her consent to conduct themselves in a manner which will not disturb their neighbors' peaceful enjoyment of their premises and properties.
i. Not to commit any waste or cause a nuisance in or about the Property.
j. Maintain a "renter's insurance" policy at all times during this Agreement which will, at a minimum, cover any damage to the Property committed by Tenant and/or any other invitees, guests, friends, and/or family of Tenants.

k. Return any and all entry and mailbox keys to Landlord upon Tenants' moving out of the Property.
l. Not to maintain a waterbed on the Property without prior written consent by Landlord.
m. Not display, affix, hang, or brandish any flags, banners, signs, satellite dishes, or other objects, of any kind, on the exterior of the building of the Property nor shall any such object be displayed in any visible window or doorway of the Property without prior written permission of Landlord.
n. Maintain any appliances, equipment, machinery, or other pieces of personal property in a safe and operable condition. Tenant hereby acknowledges that if a clothes washer and dryer have been supplied by Landlord then these units are only for Tenant's convenience. However, Landlord has expressly informed Tenant that Landlord shall not be responsible for repairing or replacing said units should they ever become inoperable, or needed serviced. Landlord shall not be responsible for servicing or replacing these units but Tenant shall expressly be permitted to cause these units to be repaired or replaced, as their sole cost and discretion.

X.(i) – Infestations and/or Bed Bugs – Tenant hereby agrees that to the best of its knowledge and observation the residential unit is free of any insect, rodent, or bed bug infestation. The Landlord has the statutory duty of maintaining the residential unit in a safe and habitable condition throughout Tenant's occupancy. Should the unit ever become infested with any insects, rodents, and/or bed bugs during Tenant's tenancy, the Landlord shall cause to have said infestation remediated and shall pay for the cost of such remediating unless it can be determined by Landlord that the cause of said infestation was the actions and/or behaviors of Tenant himself/herself. If such a determination can be made, in good faith and in the sole discretion of the Landlord, Landlord shall cause the infestation to be remediated, shall pay for the same, but shall have the authority to charge Tenant for any costs associated with the infestation remediation. Upon presentment to Tenant of invoices evidencing such remediation costs incurred by Landlord, Tenant shall then have 14 days to reimburse Landlord for such remediation costs, or until the immediately subsequent month's rent becomes due, whichever comes later.

DEFAULT BY LANDLORD: If the Landlord is in default of the obligations imposed by this Lease, prior to terminating this Lease Tenant shall provide Landlord with written notice of the default of Landlord's obligations. Thereafter, Landlord shall have a reasonable amount of time to cure said defaults prior to Tenant terminating this Lease. If Landlord fails or refuses to cure said defaults then Tenant may terminate this Lease by providing Landlord no less than thirty (30) days notice of their intention to terminate this Lease. **Landlord has fewer than three rental properties. Thus, R.C. 5321.07 shall not apply to Tenant.**

20. **ABANDONMENT:** If at any time during the term of this lease, Lessee(s) abandon the described premises or any part thereof, Lessor(s) may at his option, enter the described premises by any means without being liable for any prosecution therefore, whatever, and may, at his discretion, as agent for Lessee(s) re-let the described premises, or any part thereof, for the whole or any part of the unexpired term. and may receive and collect all rent payable by virtue of such re-letting, and at Lessor's option, hold Lessee(s) liable for any differences between the rent that would have been payable under this lease during the balance of the unexpired term, if this lease had continued in force, and the net rent for such period realized by Lessor(s) by means of such re-letting.

21. **PERSONAL PROPERTY:** All personal property of every kind or description in the described premises or in any other portion of the building, shall be Lessee(s)' sole risk or at the risk

of the persons owning same and in no event shall the Lessor(s) be liable for loss by fire, theft, destruction, water or by any other cause whatever.

22. **ENTIRE AGREEMENT:** The entire agreement between Lessor(s) and Lessee(s) is contained herein and neither party has made any representation or agreement except as contained herein and each party herewith acknowledges receipt of a signed copy hereof.

23. **ADDITIONAL PROVISIONS:**

IN WITNESS WHEREOF, the parties have executed this lease the day and year first written above.

_____	_____
(Lessor (FPC management))	(Lessee)
_____	_____
Date	Date

This Lease prepared by:

Sean Miller
President, Board of Trustees
First Presbyterian Church
73 W. Winter Street
Delaware, OH 43015
740-363-1205
delfirstpres@midohio.twcbc.com

PLEASE MAKE ALL CHECKS PAYABLE TO FIRST PRESBYTERIAN CHURCH AND DELIVER OR MAIL TO THE ABOVE ADDRESS.

Diagram of First Floor of Church Building

A	Pastor's Office
B	Main Office
C	Rear Entrance
D	Campbell Addition
E	Finance Office
F	Hallway
G	4-stop Elevator
H	Hallway
I	Library
J	Hallway
K	Hallway
L	Closet with Church Archives
M	Men's Restroom
N	Custodian Closet
O	Women's Restroom
P	Hallway
Q	Bathroom
R	Hallway
S	Kitchen
T	Pantry
U	Mechanical Room / Laundry
V	Social Room
W	Storage Closet
X	Hallway
Y	Narthex
Z	Hallway
AA	Storage Closet
BB	Vestibule

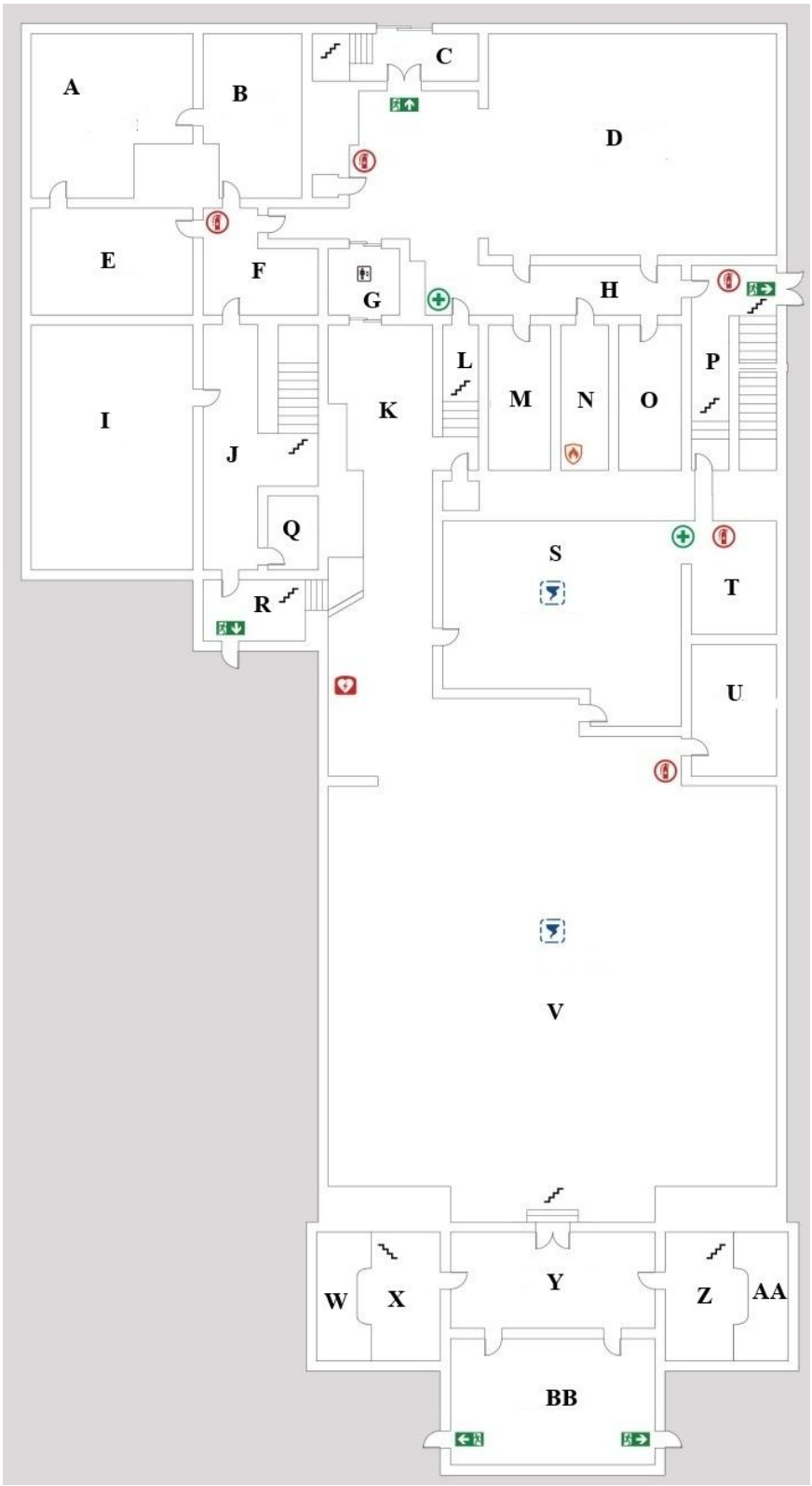


Diagram of Second Floor of Church Building

A	Sanctuary (below)
B	Storage Room
C	Bell Tower
D	Sanctuary Fire Control Panel
E	Storage/Stairway
A	Art Room
B	Choir Room
C	Office
D	Hallway
E	4-stop Elevator
F	Nursery
G	Hallway
H	Men's Restroom
I	Women's Restroom
J	Organ Chamber
K	Organist's Closet
L	Choir Loft
M	Chancel
N	Sanctuary
O	Stairway/Hallway
P	Thompson Room A/K/A Restless Room
Q	Stairway/Hallway

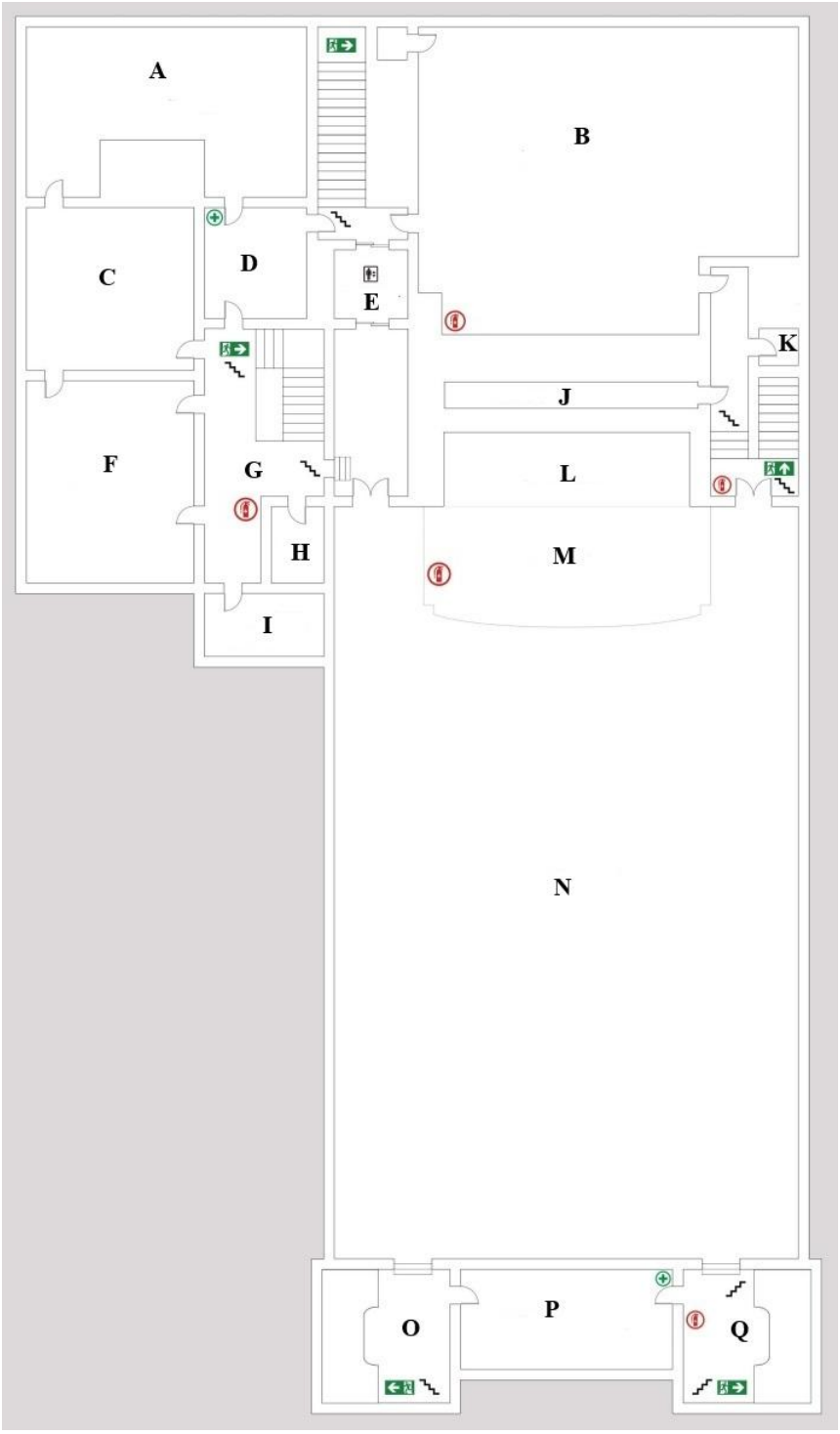


Diagram of Third Floor of Church Building

A	Sanctuary
B	Storage
C	Bell Tower
D	Sanctuary Fire Control Panel
E	Storage/Stairway

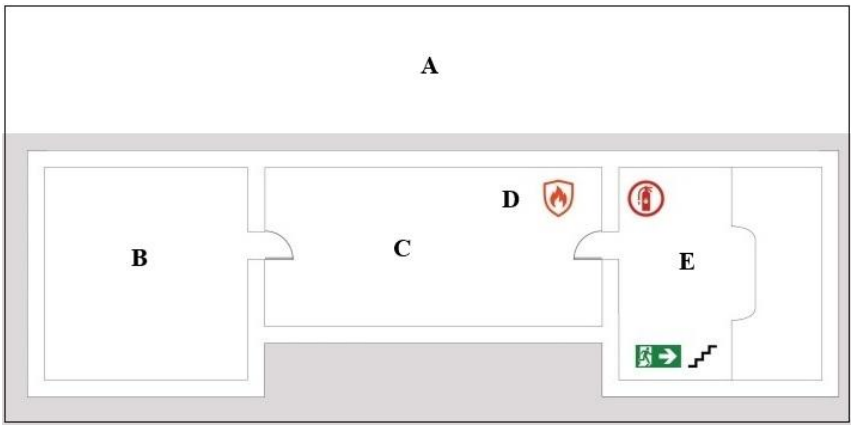
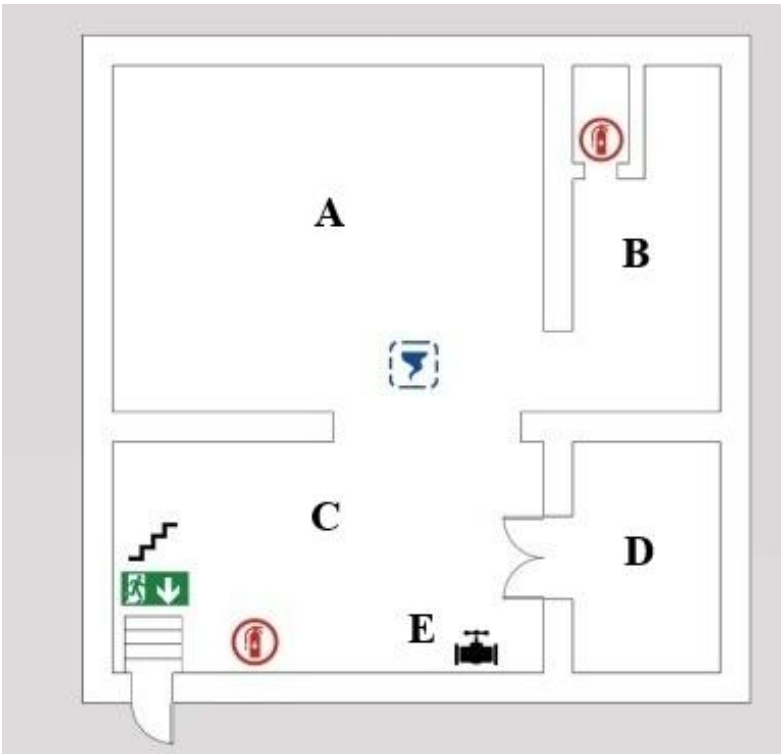


Diagram of Basement of Church Building

A	Storage
B	Storage
C	Storage
D	Storage
E	Water Main





Coffee Hour Assignments

This schedule will change slightly from year to year as committees shrink and grow in number.

January - Session

February - Fellowship

March - Trustees

April – Kitchen Ministry

May – Mission/DEI

June - Fellowship

July - Deacons

August – Worship & Music

September – Session

October - Membership

November - Christian Education

December - Volunteers